

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
May 16, 2022**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, April 18, 2022, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 6:58 p.m. by Chair McDonald.

ROLL CALL

On roll call, the following were present: Trustees Berry, D'Ambrosio, Mozip, Petlichkoff, Watts, and Chair McDonald. Trustee Thorpe was absent. There being a quorum, the meeting was declared in session.

II. APPROVAL OF MINUTES

Motion offered by Trustee D'Ambrosio, supported by Trustee Berry, passed with a unanimous roll call vote attached that the April 18, 2022, Board meeting minutes be approved with the following (*italics*) language added to Item IV. D. paragraph three: Trustee Mozip reiterated his position that this was an easy option and the College should do better *and look for other ways before raising tuition.*

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by HFC student, Kalimah Gardner. Kalimah is from Inkster, Michigan and a graduate of Romulus High School. Kalimah has dealt with many difficulties in the past, however, in times of trouble she remembers her mother's wise words saying, "Everything happens for a reason." To honor these words, she reached out to a wonderful counselor who helped her through her difficult journey. She made the Dean's list last semester, won fourth place at the Barrett Creative Writing contest for one of her poems, and won the Taco Bell Live Mas Scholarship for a video she wrote and edited. Most of all, through all the trauma and hardships, she realized her passion to dedicate her life to creating narratives, films, and television programs to help, heal, and comfort those who have experienced trauma and hardships and have triumphed over them just as she has done.

- The Mirror News won several awards in multiple categories in this year's Michigan Community College Press Association annual student newspaper contest hosted by Central Michigan University. The MCCPA newspaper

contest is open to all 28 community colleges in Michigan. The Mirror News won in the following categories:

- News Writing: First Place, Amy Van Male; Honorable Mention, Ali Seblini
 - In-Depth Enterprise Reporting Honorable Mention: The Mirror News staff
 - Feature Story: Second Place, Lillian Grantham
 - Column – Humor: First Place, Nusrat Atika
 - Sports News Story: Honorable Mention, Lillian Grantham
 - Original Comic – Entertainment: Third Place, Katherine Warden; Honorable Mention: Edgar Gutierrez
 - News Photo: Third Place, Katherine Warden
 - Informational Graphic: Third Place, Edgar Gutierrez; Honorable Mention, Joanna Chairez
 - Headline Writing: Honorable Mention, Tyler Stewart
 - Cover Design: First Place, Lillian Grantham
 - Inside Page Design: Second Place, Lila Bierman
 - Multimedia Reporting: Second Place, Fatima Nkata, Tyler Stewart, Katherine Warden
 - Video Production or On-line Audio Slide: Honorable Mention, Joanna Chairez
 - News Website: Honorable Mention, The Mirror News staff
 - General Excellence: Honorable Mention, The Mirror News staff
- Each year the English Department conducts the Barrett Creative Writing Contest and the Larry Coulter Poetry Prize contest to recognize the work of our talented students. This year's awards ceremony, at which winners shared from their work, was held on April 21 both in-person and live-streamed on Zoom. For the Barrett Contest, the winners are:
 - First Place: Joaquin Bear
 - Second Place: Ashley Trent
 - Third Place: Alayna Will
 - Fourth Place: Kalimah Gardner
 - Fifth Place: Georgia Beatty
 - Honorable Mention: Darcy Pastor
 - Alayna Will is also the winner of the Larry Coulter Poetry Prize

Congratulations to these talented writers, and to all the students who submitted entries. The talent of our students, the ability they demonstrate, and the courage they exhibit in sharing their work with the community is impressive.

IV. PRESIDENT'S ITEMS

- Shared the following points of pride:
 - Barrett Creative Writing Contest, an annual English department contest during which students share their literary works, held on April 21, 2022

- HFC Commencement Ceremonies held on May 7, 2022
- Henry Ford Early College Graduation held on May 14, 2022
- Due to CDC guidelines and discussion with the COVID Response Team, the College will announce the reinstatement of a mask requirement in all classrooms and labs, along with a strong recommendation that masks be worn indoors.

V. DISCUSSION ITEMS

**A. Winter 2022 Proposed TIF Projects – Board Report #4635
Mr. Robert James, Chair, Technology Investment Committee**

Listed below is a summary for projects recommended for funding by the Technology Investment Committee (TIC).

Project Director Division/Department	Nature of Request	Approved Funding
Anthony Perry/ Social Science	Create a lecture capture classroom for the social sciences, specifically for Political Science to allow for recording and disseminating of information to students to improve learning. Equipment includes: <ul style="list-style-type: none"> 1 - Maxell Projector 1 - Cable & Hardware 1 - Atlas Sound Amp & Speakers 1 - Kramer Controller 1 - Kramer Wall Plate 1 - Kramer Switch 1 - Da-Lite Screen & Mount 1 - Lumens Ladibug 2 - 70" LCD with Cart 3 - Shure Mic & Mixer 1 - Middle Atlantic Equipment Rack 2 - Sony Camera w/Epiphan 1 - Computer 1 - HP Envy Touchscreen Laptop 	\$27,602
Steve Glazer/ Fine Arts	Upgrade to electrical and lighting system in the Adray Auditorium. Equipment includes: <ul style="list-style-type: none"> ● Cyc Lights - ETC Selador 40deg Vertical Lens 21" ● Down Lights ● Front Light ● Side lights ● Control Console ● Popwer Strand lighting ● Cables ● Projector Lens ● Robotic Camera System ● Scissor Lift ● Fog Machine ● Effects Projector ● Vertical Fog Machine ● Wind Machine ● Snow Machine ● Bubble Machine 	\$190,360

	<ul style="list-style-type: none"> Haze Machine 	
Shelly Loomus/ Business	<p>Technology update to room K322 which is used for business classes. The classroom's current design will not support the pedagogy and delivery method for achieving optimal learning outcomes.</p> <p>Equipment includes: 3LCD Laser Projector, 5200 ANSI Lumen, WXGA 1280 x 800 resolution, 2,500,000:1 dynamic contrast ratio, 1.38 to 2.24:1 throw ratio, plus Da-Lite Model C Screen with CSR, Matte White, 16:9 Format, 58"x104", as well as necessary hardware.</p>	\$12,173
Victoria Swiencicki/ Business	<p>Install 65" Smart LED-LCD monitors in accounting classroom E-141. Students are currently viewing Instructor presentations on a pull-down screen and antiquated projector.</p>	\$4,087
Dr. Cristina Bailey & Victoria Bessette/ Academic Affairs	<p>Upgrade the technology in twenty classrooms to provide lecture capture capabilities delivering three modalities to a single class. The three modalities include online (asynchronous), remote (synchronous), or on-campus within a single section, called a HyFlex classroom. This flexibility permits students to choose on a weekly basis whether to participate online, remotely, or in person, increasing student options for course completion.</p>	\$289,718
Patti Little/ Business	<p>Purchase 30 laptops for use by students in accounting classes. These laptops allow the use of Respondus monitor and lockdown browser, an exam proctoring system that allows remote and online exam integrity.</p>	\$23,970
Liz Hoffman/ Health and Human Services	<p>The program director's initiative would bring EHR technology bedside for the students in the clinical lab. Students will transition from classroom to the workplace and be expected to document bedside on the job. The senior group of students is currently taking MOA 170 which is the electronic health records class. They have simulation software used at home SimChart that is web based, and Navigator Plus through Paradigm publishing that is web based. The clinical portion of the lab also has electrocardiograph machines that have computer capabilities that are not being utilized while teaching. At present, students are not able to use a computer bedside with the electrocardiographs currently in the lab, they only read about it in our textbook. Equipment includes: Lenovo IdeaPad 3 15ITL06 82H802DRUS 15.6" Notebook - Full HD - 1920 x 1080 Intel Core i5 11th Gen i5-1135G7 Quad-core (4 Core) 2.40 GHz - 8 GB RAM - 512 GB SSD – Sand.</p>	\$16,580
Dr. Carolyn Casale/ Pre-Education	<p>The Michigan Department of Education (MDE) has changed the Teacher Certification Bands. The MDE has created these changes to enable teachers to have a deeper knowledge of children's social, psychological, cognitive and emotional needs. These tracks are Birth – Kindergarten, Pre-Kindergarten – Grade 3, Grade 3 – Grade 6, Grade 5 – Grade 9, and Grade 9 – 12. In this effort, the MDE has also revised their curriculum and clinical requirements. The new requirements mandate exploratory hours. These requirements are to be completed both through online and in-person experiences. This proposal seeks to supplement all our Pre-Education required content courses (math,</p>	\$3,625

	<p>English, science, social science, and CIS) and EDU courses with video that provides exploratory hours. The system we seek to adopt was recommended by the MDE representative.</p> <p>The Teaching and Learning Exploratory (tle.soe.umich.edu) would be embedded into the Moodle courses of Pre-Education (125 videos, development/testing/site license, embed codes for videos 1-25 (25 videos), and embed codes for videos 26-100 (100 videos).</p>	
Susan McGraw/ Telecommunications	<p>The Telecommunication TV studio facility needs an upgrade beyond the standard replacement items and normal budgetary essentials to stay current in technology. These upgrades will keep us competitive in the academic realm and provide students the best instruction for the best success as they transition to working in the field or moving to a university for the next steps in their chosen career path. Equipment to be ordered:</p> <ul style="list-style-type: none"> • Newtek tricaster TC Mini UHD Bundle/Reg 1 B&H Photo-Video-Pro Audio • E-Image Airassist PDSTL w/EZ height adjust.Lvr/Reg Photo-Video-Pro Audio • RTS BTR-240 2.4 GHz Wireless base • Markertek • QPRO24 24" regular Monitor Teleprompter • Minor Equipment • Item to Purchase Price Quantity Vendor Total • BlackMagic Studio Camera 4K Pro/reg • 4 B&H Photo-Video-Pro Audio • Blackmagic Zoom Demand/Reg • B&H Photo-Video-Pro Audio • Wooden Tripod Head Pan Bar to Arri Rosette/Reg • B&H Photo-Video-Pro Audio • Soundcraft 12 channel Signature Mixer • Sweetwater Newtek Spark Plus 4K/Reg • B&H Photo-Video-Pro Audio • Foot pedal remote • Prompter People • RTS-TR-240 Beltpack A4M Headset Jack • Markertek • RTS-CHG-240 4 Bay Battery Charger • Markertek Panasonic GX Vario PZ 45-175/F4.0-5.6 ASPH (Blk/Reg) • B&H Photo-Video-Pro Audio • Wireless Rode Professional Wearable Mics • Sweetwater osa 5'USB 2.0 A to B cable • Sweetwater Mackie 1402-VLZ4 - 14 ch Ultra Compact Mixer/Reg • B&H Photo-Video-Pro Audio • Dell Inspiron 3000 15.6" laptops for running prompter software • Dell LAIRD SDAUD 710 Sound Devices 302 UU CBL 	\$47,690

	<ul style="list-style-type: none"> • Adorama PreSonus Eris E4.5 BT Powered Studio Monitors • Sweetwater PreSonus Eris E6.5XT Powered Studio Monitor • Sweetwater Presonus Monitor StatV2 Audio Control Center • Sweetwater Onkron Mobile TV Stand TV Cart • Onkron Auralex Max Wall 211 (burgundy) • B&H Photo-Video-Pro Audio Cabling and Installation 	
	Total Funds	\$615,805

The Technology Investment Committee held an open meeting on March 18, 2022, to hear presentations from departments requesting funds. The beginning fund balance for the Winter 2022 meeting was \$774,489. The committee holds ten percent of the funds in case of overages. This results in \$697,040 available for projects. The committee recommends these project proposals for funding. The projects have also been reviewed by College administration which offers its support. The total value of these TIF projects for which the committee is recommending is \$615,805.

VI. ACTION ITEMS

A. Citizen Participation

Dr. Eric Rader, President of AFT Local 1650, supports the reinstatement of the COVID mask mandate and appreciates the administration's consideration of faculty views on the issue.

B. Special Consideration/Questions on an Action Item

Due to the 20% difference in bid responses between the top and second bidders on action item 1, Trustee Mozip asked, Is the top bidder a sound vendor? and Does the administration have high confidence in the top bidder? President Kavalhuna responded yes.

C. Action to Approve Action Items

Motion to approve action items 1 through 4, offered by Trustee Mozip, supported by Trustee Berry, passed with a unanimous roll call vote attached.

D. At this time, the Secretary will return to any agenda items which Board members had asked to discuss and vote on separately. These will be considered one at a time. None

BIDS AND CONTRACTS

1. Portable X-Ray Unit – Board Report #4636
Mr. Fred Steiner, Director, Purchasing

Moved to approve a contract award to RPS Imaging for \$81,000.00 for one (1) Portable X-Ray Unit, as requested by the School of Health and Human Services in accordance with the specifications of Sealed Bid #21846.

HUMAN RESOURCES

2. Staff Recommendations Vice President Gonko

Move to approve the following staff appointments:

Kristin Dupuis, Exercise Science Instructor, School of Health and Human Services, MA+30, Step 8, 10 Months, effective 8/23/2022.

Thomas Hopkins, Telecommunication/Media Arts Instructor, Liberal Arts, PhD, Step 8, 10 Months, effective 8/23/2022.

Jessica Miller, Job Developer, Career Services, MA, effective 5/10/2022. This is a temporary, full-time assignment for the Summer 2022 semester.

R. Aaron Ramey, Biology Instructor, STEM, MA, Step 8.5, 10 Months, effective 8/23/2022.

John Sefel, Theatre Instructor, Liberal Arts, PhD, Step 8, 10 Months, effective 8/23/2022.

3. Severance of Tenured Faculty Consideration Vice President Gonko

Background Information: The Board of Trustees has received a charge regarding severance of employment of a tenured faculty member. Per Article VI.D. – Severance of a Tenured Teacher of the 2020-2023 Henry Ford Community College Federation of Teachers, Local 1650, collective bargaining agreement, the Board of Trustees must consider these charges and conduct a vote to proceed upon such charges.

Moved that the charges brought forward to the Board to sever the employment of a tenured faculty member, be approved.

BOARD-ADMINISTRATIVE SERVICES

4. Proposed Fiscal Year 2022-2023 Budget – Board Report #4637 Vice President Satkowski

Background information: The Proposed Fiscal Year 2022-2023 budget was discussed at the March 21, 2022, Board meeting.

Moved to approve the Fiscal Year 2022-2023 Budget as presented in Board Report #4637.

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Trustee Berry reported on behalf of BOT AD Hoc Committee Chair Thorpe, that the administrative liaisons that served on the previous presidential search, Ms. Becky Chadwick and Ms. Terri Hagen, have agreed to serve again. The Human Resources and Finance departments have begun the process to select a search firm. Trustee Berry asked the Board of Trustees to each think about identifying two community members to serve on the Presidential Advisory Search Committee.

BOT Policy Committee Chair Watts reported that the committee met prior to the Board meeting. Aimee Gibbs, an attorney from Dickinson Wright, outlined the process the firm will undertake to review and update all the College policies with an anticipated end date of Spring 2023.

Chair McDonald reported that she will have further discussion with Vice President Satkowski upon his return from vacation on whether he will assume the role of interim president during the search process.

C. Requests for Information and/or Future Agenda Items

None

D. Board Member Commentary

Chair McDonald congratulated the nursing staff on an outstanding Nursing Pinning Ceremony. She added that she was surprised and thankful to receive an honorary nursing pin.

Trustee Mozip thanked Dr. Calvin Harvell and the Black Males and QUEENS Focus Group for the conference they hosted. He added that he learned a lot during the conference.

Trustee Mozip stated that he enjoyed the commencements, Early College graduation, and nursing pinning ceremonies and the ceremonies were very well put together.

Chair McDonald thanked President Kavalhuna for the video series he provides informing on various cultural holidays. President Kavalhuna responded that

Vice President DeLong deserves the thanks as he just delivers the information that she has provided him.

Chair McDonald has contacted the Michigan Association of School Boards (MASB) in regard to presenting at a Board retreat on training and team building.

President Kavalhuna thanked Karen Sadanowicz, Shaun Stevens, and interim Vice President Holly Diamond for all their hard work in putting together a wonderful commencement experience. He also thanked Bob James for helping the students during the commencement ceremonies.

Trustee Mozip thanked the Campus Safety team for their work during the graduation ceremonies.

VIII. FUTURE MEETING DATES

- A. Monday, June 6, 2022, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, June 13, 2022, **HFC** Board of Trustees Audit Committee Meeting, 5:15 p.m., at the Administrative Services and Conference Center in the Cabinet Conference Room.
- C. Monday, June 13, 2022, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Administrative Services and Conference Center in the Rosenau Board Room

IX. ADJOURNMENT

Motion offered by Chair Thorpe and unanimously approved by those members present that the meeting be adjourned at 8:11 p.m.

Irene Watts, Secretary