

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
MAY 19, 2014**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, May 19, 2014, at the Henry Ford College Administrative Services and Conference Center at 7:03 p.m. by Chair Berry.

ROLL CALL

On roll call, the following were present: Trustees Guido, McDonald, Schoelles, Schoolmaster and Chair Berry. Trustees Adams and Lane were absent. There being a quorum, the meeting was declared in session.

II. APPROVAL OF MINUTES

Resolution offered by Trustee Schoolmaster and supported by Trustee McDonald was adopted with unanimous approval attached that the following minutes of the Board of Trustees be approved:

Regular Meeting – April 21, 2014

III. PRESIDENT'S ITEMS

- President Jensen thanked the Board, community and employees for all the events that took place over the commencement weekend. He also thanked the Board for giving him the opportunity to serve as the president of Henry Ford College.
- An article featuring HFCC entitled "Community College Quiz: What's in a Name?" was published in *The Wall Street Journal* April 21, 2014 edition.
- TIF Magic Planet Report as requested by Trustee Guido and History of TIF Projects from September 2010 worksheet was included in Board packets this evening.

Alan Foreman, Student Veterans Association President, recognized the following:

- * The nearly 500 students who participated in the commencement exercises on May 10 and the 1,311 students who applied for graduation following the winter 2014 semester.
- * Ahmad Allan and Meral Ebrahim, Science students, who were awarded Greenfield Village Herb Association Scholarships.
- * HFC Respiratory Therapist program on receiving the *Distinguished RRT Credentialing Success* award for the third consecutive year from the Commission on Accreditation for Respiratory Care (CoARC).
- * Class of 2014, Respiratory Therapist student team, Hamza Lakhani, Mariem Landoulsi, Zannah Zasem, Nasreen Ugharadar and Saadiq Jamaluddin, on being awarded second place in the annual Sputum Bowl Competition hosted by the Michigan Society for Respiratory Care.

- * Maria Buffa, Mary Flick, Eva Kelly, Sharon Pearl Picking and Beverly Walters who completed degree requirements and are now members of the HFC Alumni Association. Ms. Flick was also honored as Woman of the Year at the annual Women’s Recognition Luncheon held in March.
- * Faculty members Marrci Conner, Nahla Haidar, Robert James and Carla Serfas on achieving tenure.
- * Employees Dr. Ali Awadi and Dr. Lori Gonko on receiving their doctorate degrees.

V. SPECIAL REPORTS

A. Student Nursing Association – Board Report #4054 – Vice President Pierner

The Student Nursing Association (SNA) is very active year-round. Bake sales, garden work, sponsoring the pinning ceremony, sponsor of the N255 Professional Speaker Day lunch, campus clean-up, coin wars to benefit Children’s Hospital Snow Pile and Karmanos – Friends Like Me. Active in virtually every walk in the area to raise money and awareness (cancer, diabetes, heart disease, ALS, sex trafficking, etc.). Other activities include mental health awareness, Thanksgiving dinner giveaways to our own Nursing students and their families, Mitten Tree donation, Souper Bowl and volunteering almost weekly at the Cappuchin Kitchen and Detroit Rescue Mission. They attend state and national conferences, where for the first time, HFC wrote a resolution and it passed at the state level and was defended and passed at the national conference in Nashville in April 2014 by its author, Christine Brockway. For the past two years, the SNA has been recognized by HFC as Student Club of the Year and Advisor, Cathy Gangarossa, as Advisor of the Year. This year, in addition to the aforementioned awards, Peggy Kearney was also named Advisor of the year and Salah Hadwan, Lana Hammond and Rachel Phillips were chosen as student leaders. At the state conference, HFC SNA won chapter of the year, fundraising award and a community service award. When not involved in blood drives, sending money to the American Red Cross or helping a local family, the SNA is always looking for ways to help beyond our walls.

Vice President Pierner introduced Nursing faculty members and SNA Advisors, Cathy Gangarossa and Peggy Kearney. Vice President Pierner commented that they exhibit passion and energy as they spearhead the SNA to do great things that result in many accolades for the group. Cathy Gangarossa presented a brief slide show on the SNA. Jennifer Cooke, Krysti Finney and Ann Marie Johnson spoke on behalf of the members of the association.

VI. DISCUSSION ITEMS

B. .FY 2015 Proposed Budget – Board Report #4055 – Vice President Satkowski

Henry Ford College					
Fiscal Year 2015					
Board of Trustees General Fund Report Proposed Budget					
	Adjusted FY2013-2014 Mid-Year On 1/1/2014	Proposed Changes For FY2015	Proposed FY2015 Budget	FY2015 % of Rev/Exp	% Change From FY2014 To FY2015
Revenues					
Tuition and Fees	\$ 44,157,900	\$ 309,000	\$ 44,466,900	55.01%	0.70%

Local Property Taxes	\$ 10,000,000	\$ 4,000,000	\$ 14,000,000	17.32%	40.00%
State Appropriation	\$ 20,997,900	\$ 630,000	\$ 21,627,900	26.76%	3.00%
Other Revenue	\$ 1,135,000	\$ (400,000)	\$ 735,000	0.91%	-35.24%
Total Revenue	\$ 76,290,800	\$ 4,539,000	\$ 80,829,800	100.00%	5.95%
Expenditures					
Instruction	\$ 33,098,169	\$ 658,828	\$ 33,756,997	43.11%	1.99%
Administration	\$ 6,549,137	\$ 1,181,219	\$ 7,730,356	9.87%	18.04%
Physical Plant	\$ 2,460,152	\$ 20,337	\$ 2,480,489	3.17%	0.83%
Employee Benefits	\$ 19,957,768	\$(1,644,084)	\$ 18,313,684	23.39%	-8.24%
Total Personnel Costs	\$ 62,065,226	\$ 216,300	\$ 62,281,526	79.54%	0.35%
Purchased Services	\$ 8,022,500	\$ (203,000)	\$ 7,819,500	9.99%	-2.53%
Materials and Supplies	\$ 1,545,680	\$ 580,000	\$ 2,125,680	2.71%	37.52%
Rent, Utilities, and Insurance	\$ 2,568,550	\$ (150,000)	\$ 2,418,550	3.09%	-5.84%
Operating Expenses	\$ 116,400	\$ 1,390,000	\$ 1,506,400	1.92%	1194.16%
Mandatory transfers	\$ 452,000	\$ 369,800	\$ 821,800	1.05%	81.81%
Capital Expenses	\$ 287,500	\$ 1,037,315	\$ 1,324,815	1.69%	360.81%
Total Expenditures	\$ 75,057,856	\$ 3,240,415	\$ 78,298,271	100.00%	4.32%
Total Revenues	\$ 76,290,800	\$ 4,539,000	\$ 80,829,800	100.00%	5.95%
Excess Revenues/(Expenditures)	\$ 1,232,944	\$ 1,298,585	\$ 2,531,529	3.13%	105.32%

Vice President Satkowski gave a PowerPoint presentation on the proposed FY 2015 budget.

Trustee Schoelles commended Vice President Satkowski on the report. Trustee Guido asked whether the budget includes a tuition increase. Vice President Satkowski responded that it does due to the budget being based on an anticipated decline of eight percent in enrollment.

Trustee Schoelles suggested recruitment of out-of-district high school students, specifically in the Downriver area, due to high schools being bombarded with budget cuts and advanced placement classes being very expensive to run. She also asked that dedicated enrollment specialists be assigned to make the enrollment process as easy as possible.

Trustee Guido asked that we “jump in with both feet” and find funds, time and effort to create online classes worldwide in order to generate more revenue.

VII. ACTION ITEMS

A. Citizen Participation

Joe Zitnik, representing the Support Staff Association, spoke on Shared Leadership.

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee Schoelles and supported by Trustee McDonald was adopted with unanimous approval attached to move that action item numbers 1 through 14 be approved as recommended.

FINANCE

1. Technology Investment Fund Projects – Vice President Satkowski

Background Information: The Technology Investment Committee held an open meeting on March 28, 2014, to hear presentations from divisions/departments requesting funds. The committee recommended the three proposals for funding. The three projects have also been reviewed by College administration which offers its support. The total value of the three TIF projects which the committee is recommending is \$97,540.

Move that funding for the TIF projects presented in Board Report #4047 at the April 21, 2014 meeting, be approved.

BIDS AND CONTRACTS

2. Intel Core i7 Computer Systems with 24" Displays, Architecture Construction Technology – Board Report #4056 – Vice President Satkowski

Move that the award of a contract to Canton Computers, Inc. in the amount of \$52,937.56 for the purchase of forty Intel Core i7 Computer Systems with 24" Displays, in accordance with the specifications of Sealed Bid #14411, be approved.

3. Early College – LRC Classroom Renovations Project – Board Report #4057 – Vice President Satkowski

Move that the award of a contract to DeMaria Building Company in the amount of \$925,700 for the Early College – LRC Classroom Renovations Project, in accordance with the specifications of Sealed Bid #14875, be approved.

4. Intel Core i7 Computer Systems, Technology Division – Board Report #4058 – Vice President Satkowski

Move the award of a contract to Canton Computers, Inc. in the amount of \$55,844.79 for the purchase of fifty-six Intel Core i7 Computer Systems with 19" Displays, in accordance with the specifications of Sealed Bid #14926, be approved.

5. Hitachi and Elmo Audio Visual Equipment, Career and Technical Program – Board Report #4059 – Vice President Satkowski

Move that the award of a contract to VSC, Inc. in the amount of \$26,667.99 for the purchase of audio visual equipment, in accordance with the specifications of Sealed Bid #14927, be approved.

6. Panasonic Toughbook Computers, Technology Division – Board Report #4060 – Vice President Satkowski

Move that the award of a contract to B & H Photo Video Corp. in the amount of \$26,705.00 for the purchase of ten Panasonic Toughbook Computers, in accordance with the specifications of Sealed Bid #14951, be approved.

7. MakerBot Replicator 3D Printers, Architecture Construction Technology – Board Report #4061 – Vice President Satkowski

Move that the award of a contract to En Pointe Technologies Sales, Inc. in the amount of \$26,700.00 for the purchase of six MakerBot Replicator 3D Printers, in accordance with the specifications of Sealed Bid #14965, be approved.

8. Intel Core i7 Computer Systems, Media Center – Board Report #4062 – Vice President Satkowski

Move that the award of a contract to Canton Computers, Inc. in the amount of \$31,911.31 for the purchase of thirty-two Intel Core i7 Computer Systems with 19” Displays, in accordance with the specifications of Sealed Bid #15057, be approved.

9. Cabling and Equipment for Technology Building - ACT Classroom Renovations Project – Board Report #4063 – Vice President Satkowski

Move that the award of a contract to Enertron LLC in the amount of \$27,993.00 for the cabling and equipment required for the Technology Building - ACT Classroom Renovations Project, in accordance with Enertron Quote #32665 dated April 16, 2014, be approved.

10. MCCA Statewide Marketing Campaign – Board Report #4064 – Vice President Satkowski

Move that the award of a contract to the Michigan Community College Association in the amount of \$24,000 per year for marketing services and media buys offered through the MCCA Statewide Marketing Campaign, be approved.

11. Change Order Request: North Loop Primary Electrical Upgrade Project – Board Report #4065 – Vice President Satkowski

Move that the award of a contract change order to R Simon Electric LLC in the amount of \$22,950 for the additional work required to complete the North Loop Primary Electrical Upgrade Project, be approved.

12. Change Order Request: Storm Water Piping Improvements Project – Board Report #4066 – Vice President Satkowski

Move that the award of a contract change order to Western Mechanical Contractors, Inc. in the amount of \$27,978 for the additional work required to complete the Storm Water Piping Improvements Project, be approved.

13. Technology Building - ACT Classroom Renovations Project – Board Report #4067 – Vice President Satkowski

Move that the award of a contract to Usztan LLC in the amount of \$120,900 for the Technology Building - ACT Classroom Renovations Project, in accordance with the specifications of Sealed Bid #15009, be approved.

HUMAN RESOURCES

14. Staff Recommendations – Board Report #4068 – Vice President Eschenburg

Move that the staff recommendations, as presented in Board Report #4068: Resignation A-11; Retirement B-11; Leave of Absence C-11; Appointment D-11; and Change in Classification E-11, be approved.

BOARD ADMINISTRATIVE SERVICES

None

VIII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

None

B. Requests for Information and/or Future Agenda Items

Trustee Schoolmaster requested a report on Health Sciences programs that demonstrates how the change from waitlist to merit based admission for the Nursing program is going and to also include information on the status of Health Sciences program waiting lists. Trustee Schoelles added that information on how long it takes a Health Sciences student to graduate, including time spent on the waitlist, would be informative.

Trustee Schoelles asked for a report on how we are providing information to students on what classes they need to take that would transfer when they graduate and move on to a four year institution.

C. Board Member Commentary

Trustee McDonald congratulated the Early College graduates who had their graduation ceremony on Thursday, May 15. The ceremony was very well attended and celebratory.

Trustee McDonald reported that she attended the Shared Leadership Task Force meeting earlier that day. She noted that there are a lot of good things happening and we are moving forward.

Chair Berry spoke on behalf of Trustee Lane in thanking Rabelani Makwarela, HFC Recruiter, for representing HFC so well when she spoke at an event that Trustee Lane attended. She also thanked Vice President Copprue for making it possible for Ms. Makwarela to attend the event.

Trustee Schoelles commented that graduation was great and it was great to see the diversity in graduates from very young students to the students who are “reinventing themselves.”

Trustee Guido said that he had a great time at the Adray golf outing. In the past, he always associated this event with the unofficial start of summer; however, this year this wasn't the case. He is already looking forward to next year's outing.

Chair Berry has heard from many employees, including full-time faculty, about how pleased they are with the progress the College is making. He was elected in November 2009 and learned quickly that Trustees were at the table due to their passion for students and the community. He thanked the Board for standing up for what is right for our constituents, the students.

IX. ACKNOWLEDGMENT OF CORRESPONDENCE

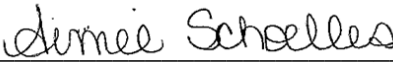
None

X. FUTURE MEETING DATES

- A. May 27, 2014, **P-12** Special Board of Education Meeting (closed session), **6:00 p.m.**, at the Administrative Service Center, in Room 13.
- B. May 27, 2014, **P-12** Board of Education Meeting, **7:00 p.m.**, at the Administrative Service Center, in the Frank Franchi Board Room.
- C. Monday, June 9, 2014, **P-12** Board of Education Meeting, **7:00 p.m.**, at the Administrative Service Center, in the Frank Franchi Board Room.
- D. Monday, June 16, 2014, **HFC** Board of Trustees Meeting, **7:00 p.m.**, at the Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.
- E. Monday, June 23, 2014, **P-12** Board of Education Meeting, **7:00 p.m.**, at the Administrative Service Center, in the Frank Franchi Board Room.

XI. ADJOURNMENT

Meeting adjourned at 8:30 p.m.



Aimee Shoelles, Secretary