

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
June 13, 2022**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, June 13, 2022, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:01 p.m. by Chair McDonald.

ROLL CALL

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

Chair McDonald shared the following message:

"Good evening. One of this Board's primary responsibilities is hiring, supporting, and evaluating the College President. Beginning in April, after President Kavalhuna announced plans to leave the College, the Board took initial steps toward searching for a new College president.

In the spirit of transparency, I want to notify the College community that the Board and President Kavalhuna have begun contract negotiations with the hope that these negotiations will result in President Kavalhuna continuing in that role. A subcommittee of the Board is conducting these negotiations and expects them to conclude by the end of June.

Until this process is concluded, we will not proceed with any presidential search activities.

The Board will announce the results of the negotiations when they are complete. We hope you understand that we will not be able to answer specific questions about this process until that time."

II. APPROVAL OF MINUTES

Motion offered by Trustee D'Ambrosio, supported by Trustee Berry, passed with a unanimous roll call vote attached that the following Minutes be approved:

- Board of Trustees Policy Committee Meeting – May 16, 2022
- Regular Board of Trustees Meeting – May 16, 2022

- Special Board of Trustees Meeting – May 26, 2022
- Closed Session – May 26, 2022
- Board of Trustees Ad Hoc Committee Meeting – June 9, 2022

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by HFC student, Mark Robey.

"I have lived in Dearborn Heights since 1990. In 1979 I graduated with Honors from Baylor High School in Chattanooga, Tennessee. In the fall of 1990, I advanced to attend Georgia Tech in Atlanta, GA. There is a joke that goes something like this: ***"If you want to make God laugh, tell him about your plans."*** During my first year at college, my father suffered a stroke that would eventually take his life. I was thrust into the workforce to attempt to remain in college, and a career discovered me.

I have been married for the last 36 years to my childhood sweetheart. We are blessed with two beautiful, healthy, now adult children who both are getting married this year. For 40 years, the career that found me provided for my family and putting two kids through EMU. You have plans, but then life happens. In 2019 COVID hit, and I had a heart attack. During this crisis, I was thinking about a career pivot, and life cooperates as the company downsized me out of the workforce.

My son told me about Futures for Frontliners. I applied for the state program and was accepted. HFC stood out above all others when I was looking for a community college, and I enrolled in Fall 2020. I have been studying for two associate degrees, one in General Business and another in Logistics and Supply Chain Management. I am an Honors Scholar in the Henry Ford Honors College with a 3.98 GPA. My plans are to go to EMU with 90 credits using a transfer agreement to allow me to graduate from EMU with just 30 credits and a degree in Technology Management.

Henry Ford College is a jewel of diversity, and the heart and culture of the Hawks is beautiful. I represent one of the "non-traditional" students. HFC is a community college and embraces that community! Diversity is not just race or religion, but age as well. Our community, our mission is ALL the members of this community! Single moms and dads, career pivots, early college, traditional college, and HFC is best when it embraces the community as a whole! An excellent mission vision is: HFC will meet you where you are and help you change your stars!"

The announcements for June:

- NJCAA All-Academic First Team honors, recognizing students earning at least 24 credits with a 4.0 grade point average, are awarded to:

- Richard Kidd, baseball
- Ivan Krohta, baseball
- Caroline O'Donahue, softball
- NJCAA All-Academic Second Team honors, recognizing students earning at least 24 credits with a grade point average between 3.80 and 3.99, are awarded to:
 - Robert Schlip, baseball
 - Lauren Gannon, softball and women's basketball
 - Jessica Laird, softball Haley Zimmerman, softball Lily Grantham, volleyball Lauryn Hardy, volleyball Ellie MacDonald, volleyball Justin Lebon, wrestling Vaughn Petty, wrestling
- NJCAA All-Academic Third Team honors, recognizing students earning at least 24 credits with a grade point average between 3.60 and 3.79, are awarded to:
 - Ian Schuster, baseball
 - Allyssa Sanner, volleyball
 - Anna Atherton, softball

IV. PRESIDENT'S ITEMS

- Provided an update on the 2022 Mackinac Policy Conference which took place May 31 through June 2, 2022.
- Negotiations with Local 71 are ongoing and productive.
- After a good, extensive search process, he is proud that the agenda includes the recommendation that Ms. Holly Diamond be appointed as the permanent Vice President of Student Affairs.
- President Kavalhuna stated that he can relate to plans changing. He added that as long as he occupies his current position, he will continue in his passion to move the ball forward for the students at Henry Ford College.

V. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration/Questions on an Action Item

Trustee Mozip asked why action items 3 and 4 were delayed so that they are now considered emergency projects. He also asked if the delay caused an increase in cost. Fred Steiner responded that delays are due to the supply chain issue caused by the COVID pandemic. Materials are now available, therefore, both projects can now proceed. The item 4 project also meets the IEMP objectives.

Trustee Thorpe asked what the threshold is for items to come before the Board if it is a true emergency. Fred Steiner responded that there is a process that allows for emergency purchases, however, due to the high cost he felt the bid process would be more cost effective.

Action item 11 was pulled to allow Trustees to volunteer for the appointments and a roll call vote.

C. Action to Approve Action Items

Motion to approve action items 1, 2 and 5-10, offered by Trustee Thorpe, 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.

Items 3, 4, and 11.

BIDS AND CONTRACTS

1. Library Carpet Replacement – Board Report #4638
Vice President Satkowski

Moved to approve a contract award to PGC Development LLC for \$351,360.00 for the Library Carpet Replacement project, as requested by Facility Services in accordance with the specifications of Sealed Bid #21483.

2. Parking Lot Maintenance – Board Report #4639
Vice President Satkowski

Moved to approve a contract award to Al's Asphalt Paving Company for \$198,535.00 for Parking Lot Maintenance, as requested by Facility Services in accordance with the specifications of Sealed Bid #21964.

3. Roof Projects, Emergency Repairs: Buildings F, K and L – Board Report #4640
Vice President Satkowski

Motion by Trustee Berry, supported by Trustee Thorpe, to approve a contract award to Schreiber Corporation for \$61,000 for Emergency Roof Repairs, as requested by Facility Services in accordance with the specifications of Sealed Bid #22002-A, was approved with a unanimous roll call vote attached.

4. Roof Projects, Emergency Replacements, Buildings F, K and L – Board Report #4641
Vice President Satkowski

Motion by Trustee Berry, supported by Trustee Thorpe, to approve a contract award to Lutz Roofing for \$1,326,870 for Roof Replacements on Buildings F, K, and L, as requested by Facility Services in accordance with the specifications of Sealed Bid #22002-B, was approved with a unanimous roll call vote attached.

5. Contract Renewal for Multifunction and Production Printers and Copiers – Board Report #4642
Vice President Satkowski

Moved to approve a five (5) year contract extension with Applied Imaging to provide supplies, parts, and service support for Multifunction and Production Printers/Copiers.

6. Blanket Purchase Order Renewals for Fiscal Year 2023 – Board Report #4643
Vice President Satkowski

Moved to approve the Blanket Purchase Order Lists (attached to Board Report #4643) for Fiscal Year 2023, in accordance with Board Policy and Guidelines.

HUMAN RESOURCES

7. Staff Recommendations
Vice President Gonko

Recommended action: Moved to approve the following staff appointments:

Amy Ducklow, Counselor, Counseling Division, MA, Step 8, 11 Months, effective 8/23/2022.

Kenetra Young, Public Health Instructor, School of Health and Human Services, PhD, Step 8, 10 Months, effective 8/23/2022.

8. Vice President of Student Affairs
President Kavalhuna

Moved to approve the appointment of Holly Diamond, to the position of Vice President, Student Affairs, at Grade 1, Step 6, of the 2022-2023 Executive Leadership Salary Schedule, effective 7/1/2022.

BOARD-ADMINISTRATIVE SERVICES

9. Winter 2022 Proposed TIF Projects
Vice President Satkowski

Moved to approve the Winter 2022 Proposed TIF Projects as presented in Board Report #4635 at the May 16, 2022, Board of Trustees meeting.

10. Exempt Personnel Positions
President Kavalhuna

Background information: Several positions at Henry Ford College are non-union, exempt positions (Cabinet and their administrative assistants, Deans, and Human Resources staff) and require renewal by the Board of Trustees.

We are recommending that the positions for all non-union, exempt employees be extended for two years through June 30, 2024.

Moved to approve the extension of positions of all non-union, exempt staff personnel for two years through June 30, 2024.

11. Certification of Appointments 2022-2023 MCCA Board of Directors
Chair McDonald

Background information: The MCCA requires each member college to certify, each year in July, its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the college and one member of the college's governing board. Each college board is also required to designate an alternate governing board member.

Motion by Trustee Berry, supported by Trustee Thorpe, to approve the designation of the following as representatives to the MCCA Board of Directors for 2022-2023 was approved with a unanimous roll call vote attached.

Irene Watts – Trustee Director
James Thorpe – Alternate Trustee Director
Henry Ford College President

VI. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

None

B. Board Committee Reports

Trustee D'Ambrosio reported that the Audit Committee met with Dana Coomes and Jennifer Longo from Plante Moran for a pre-audit discussion prior to the Board meeting. Trustee D'Ambrosio shared the following information which was provided by Plante Moran:

1. Oral Communication with Those Charged With Governance
 - a. Concerns of Board of Trustees if any
 - b. Issues encountered by Board of Trustees during year under audit if any
 - c. Inquiry regarding any known or alleged fraud or concerns regarding fraud
 - d. Understanding of the College's relationships and transactions with related parties that are significant to the College, and any concerns regarding those relationships or transactions
 - e. Knowledge of any significant unusual transactions the College has entered into

C. Requests for Information and/or Future Agenda Items

Trustee Berry thanked Vice President DeLong for her social media posts which included an Adjunct Hiring Fair. Trustee Berry is requesting the following information pertaining to the event: 1) Summary of the fair. 2) Number of attendees. 3) Follow-up planned for the event.

D. Board Member Commentary

Trustee Watts also attended the Mackinac Policy Conference and found it very informative with a lot of interaction packed into 72 hours.

President Kavalhuna congratulated Holly Diamond on her appointment as Vice President of Student Affairs. Chair McDonald added that she has been impressed with Ms. Diamond from her initial interactions with her. Trustee Berry added that the College is lucky to have Vice President Diamond. Trustee Mozip echoed his colleagues' comments on Vice President Diamond. He added that he would like her to revisit ways to increase the international student population now that she has been appointed permanently.

Trustee Mozip spoke on upcoming Juneteenth events being organized by Leslie Windless, President of the SSA. These events include a gala this Friday, being hosted by HFC alumni, Byron Brooks, and a parade this Saturday.

Chair McDonald thanked her team for being flexible in their availability for the many meetings that have been scheduled lately, for their willingness to jump in and tackle issues, and for their support of her. She asked that they let her know if they are available on Friday, June 24 or Saturday, June 25 (in the

morning) for a closed session meeting.

VII. FUTURE MEETING DATES

- A. Tuesday, June 14, 2022, **P-12** Superintendent Evaluation Meeting (closed), 7:00 p.m. at the Administrative Service Center in Room 12.
- B. Monday, June 20, 2022, **P-12** Building and Site Committee Meeting, 6:00 p.m. at the Administrative Service Center in Room 12.
- C. Monday, June 20, 2022, **P-12** Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- D. Tuesday, June 28, 2022, **P-12** City Relations Committee Meeting, 4:00 p.m. at the Dearborn Administrative Center in the Emergency Operations Center.
- E. Tuesday, June 28, 2022, **HFC** Special Board of Trustees Meeting (closed), 6:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

VIII. ADJOURNMENT

Motion by Chair McDonald was unanimously approved by those members present that the meeting be adjourned at 7:55 p.m.

Irene Watts, Secretary