

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
AUGUST 14, 2017**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, August 14, 2017, at the Henry Ford College Administrative Services and Conference Center at 7:06 p.m. by Chair Lane.

ROLL CALL

On roll call, the following were present: Trustees Berry, Hammoud, Meade, Petlichkoff, Thorpe and Chair Lane. Trustee Nasser was absent. There being a quorum, the meeting was declared in session.

Chair Lane asked for a moment of reflection on the tragedy that took place in Virginia over the weekend.

II. APPROVAL OF MINUTES

Resolution offered by Trustee Berry and supported by Trustee Meade to approve the minutes of the special Board of Trustees Audit Committee meeting, special Board of Trustees Policy Committee meeting and the regular Henry Ford College Board of Trustees meeting on June 19, 2017. Minutes approved with a unanimous affirmative vote attached with the following correction to the special Board of Trustees Audit Committee meeting minutes: Trustee Thorpe was absent.

III. RECOGNITION AND ACKNOWLEDGEMENTS

Chair Lane congratulated the following employees on their retirement and thanked them for their years of service: Sophie Craig, 44¼ years of service; Peter Koprowicz, 31½ years of service; and Gary Saganski, 28 years of service.

IV. PRESIDENT'S ITEMS

Vice President Nealon said that President Jensen's absence was due to the passing of his mother. He added that his heartfelt condolences and prayers go out to the family.

V. SPECIAL REPORTS

A. Enrollment Management Update – Board Report #4379 – Holly Diamond, Executive Director, Enrollment Services

As the fall 2017 semester draws near and we plan strategically for the future, it is important to highlight the enrollment management efforts for Henry Ford College.

Enrollment management for the College represents the strategies and tactics involved with recruiting, enrolling and retaining students that further the enrollment growth and sustainability of the institution.

The recruitment and retention efforts of the institution are always in progress and continuously under review for improvement to achieve or exceed our targeted enrollment goals.

Some of the strategies and tactics involved in this year's enrollment efforts have included:

- Growth of strong relationships with high school and community partners
- Expansion of on-campus recruitment events
- Introduction of mandatory New Student Orientation
- Collaboration of representatives from across the College on the Enrollment Planning Team to develop comprehensive strategies focused on attracting and retaining students
- Enhanced use of data and technology to focus interventions and communication strategies at various points of enrollment
- Personalization of relationships with our students, parents and other constituents
- Implementation of Student Success Navigators to guide students on their educational paths
- Specialized enrollment services for high school and corporate partners

There are fewer students graduating from high school and pursuing a college education, with an upswing not expected until 2023 and that growth will be minimal. As a result, our enrollment management efforts must remain fluid. As the needs of our constituents change, so too, must we change. The College must be able to assess the needs of business/industry and other partners and have the ability to respond from the standpoint of academic programs and services. Because of this, enrollment management must be embraced by the College as a whole, and is only successful if all key College partners participate. With our many coordinated efforts, we look forward to continuing to impact and improve enrollment and retention.

B. Scholarships – Board Report #4380 – Vice President Best









HENRY FORD COLLEGE FOUNDATION

Scholarship Program Overview

Scholarship Information	2015/2016	2016/2017	2017/2018
Awarded Amount	\$206,656.97	\$206,921.27	\$300,000
Number of Awards	333	302	100
Average Scholarship Award Amount	\$620.70	\$702.03	\$1000.00
Scholarship Applications	1029	1141	1199

Additional Information for 2017/2018

- 2017/18 scholarship information is an estimate as athletic scholarships and winter awards will not be made until the winter 2018 semester.
- 80% of this year's recipients had a 3.0 GPA or higher.
- Of that 80%, 51 students have maintained a 4.0 GPA.

HENRY FORD COLLEGE FOUNDATION

Scholarship Program Overview

- The scholarship application period for students is from January 1 – March 31 of each year.
- In April, the scholarship committee reviews scholarships and makes selections.
- Students are notified of their award in early May.
- A condition of receiving the scholarship is that the recipient must provide a thank-you letter to the donor.

HENRY FORD COLLEGE FOUNDATION


Scholarship Program Overview

Thank You Letters From Scholarship Recipients

Dear Seavitt Family,

I am sincerely honored to have been selected as the recipient of the Andrea Seavitt Scholarship. Thank you for your generosity, which has allowed me to further my education and increase the chance of achieving my educational dream.

As I complete my education at Henry Ford College, I am very thankful for receiving your thoughtful gift. Because of your scholarship, you have lightened my financial burden which will help me focus more on the most important aspect of school, learning. Your generosity has inspired me to help others and give back to the community. I hope one day I will be able to help students achieve their goals just as you have helped me.



Thank you again for your thoughtful and generous gift.

Sincerely,
Saeh Ahmed

HENRY FORD COLLEGE FOUNDATION


Scholarship Program Overview

Thank You Letters From Scholarship Recipients

To the Marathon Petroleum Corporation,

I am writing this to thank you for selecting me for a scholarship that will help me to cover costs at nursing school. As a mother of five, who stopped working to achieve my dream of becoming a nurse, this means a great deal to me. I will study hard to become the best that I can be. This award will help me to not have to worry about my tuition bills this semester. Again, thank you for this wonderful award.

Sincerely,
Jennifer Ramirez
Future nurse



HENRY FORD COLLEGE FOUNDATION

Scholarship Program Overview

Thank you letters from scholarship recipients

Dear Kenneth Anderson Endowed Memorial Scholarship,

I would like to thank the Kenneth Anderson Endowed Memorial Hospitality Scholarship for the \$1000 scholarship to go towards my study in Culinary Arts at Henry Ford College. Because of this scholarship I am able to continue my studies in Culinary Arts without having to take a break for financial reasons. I will be able to continue as a full time student because of your generous donation. Like Mr. Kenneth Anderson, Culinary Arts will serve as a second career for me. I have been an educator for 22 years in the city of Detroit, and I'm preparing for my retirement. My plan is to start a small catering business after receiving my Associate Degree in Culinary Arts. This scholarship has given me the encouragement to keep going and not allow life situations to get in my way. Thank you so much for seeing into my future as a Culinary Arts student and a future Great Catering Business owner. Your gift is greatly appreciated, and is valued greatly not only by me, but my supportive family, my parents, three sisters, one brother, in-law, one nephew and one niece. Thank you so much for this scholarship. God bless you and your family from my family and I.



Sincerely yours,
Stephanie Routree

HENRY FORD COLLEGE FOUNDATION

SCHOLARSHIP PROGRAM OVERVIEW

MOVING FORWARD....

- We are continuing to reach out to donors to update scholarship agreements
- We are working with corporations and service organizations to bring in new scholarships
- We are sending out yearly scholarship overviews/updates to donors which include thank you letters from their donors
- We are developing donor profiles to share on the scholarship website so that recipients can learn more about their donors and what motivated them to establish the scholarship
- We will continue to work closely with the scholarship chair and scholarship committee to revisit the application and award process each year to reflect on things that worked well and things that may need changing or updating

Vice President Best stated that a lot of time and money has been spent to get the scholarship process from manually looking through applications in a black binder to the current process which is done completely online. Vice President Best introduced Stacy Bazman, Scholarship Coordinator, who provided a slide presentation on the current scholarship process. Although scholarship funding has increased, the number of scholarship awards have decreased due to award amounts now averaging \$1,000 as compared to \$700-\$800 in previous years. Chair Lane said that universities heavily rely on their Alumni Associations in scholarship recruitment efforts and suggested that HFC also pursue this avenue. Trustee Hammoud stated that she would like to see the scholarship awardee thank you letters on the College website and she agrees with Chair Lane on using the Alumni Association as a partner. Discussion ensued on increasing the DPS high schools' efforts to provide readily available scholarship information to their students and to do so consistently throughout all the high schools. Superintendent Maleyko stated that meetings are planned with high school and middle school counselors to meet with President Jensen.

VI. DISCUSSION ITEMS

A. Executive Search Consulting Services – Board Report #4381

The Henry Ford College Board of Trustees requested proposals from eligible executive search consultant firms to assist in the search for qualified candidates for the position of President of Henry Ford College, in accordance with the terms, conditions and specifications in Request for Proposal #18668. The selected firm must demonstrate that the company and the principal(s) assigned to the College have the experience and qualifications to successfully complete a search for a chief executive officer in higher education institutions that are similar in size and complexity to the College.

The College invited proposal submissions under RFP #18668. The responses appear below.

Firm	Maximum Fee
AGB Search	\$100,000
Academic Search	55,000
ACCT	60,000
Cizek Associates	No Reply
Community College Search Services	No Reply
Diversified Search	75,000
Harris Search Associates	No Bid
Heidrick & Struggles	No Reply
Hyatt-Fennell	No Reply
Isaacson, Miller	96,360
Pauly Group	58,000
R. H. Perry & Associates	65,000
RPA Inc	No Reply
Summit Search Solutions	No Bid
Wheless Partners	79,000

An evaluation committee reviewed the proposals and selected three firms that best satisfied the RFP's requirements – AGB Search, Academic Search and Wheless Partners. The committee conducted phone conferences with each of the finalists. Based on the results of the proposal evaluations and phone conferences, the committee recommends a contract award to the best qualified firm, AGB Search.

Trustee Petlichkoff explained that the Board committee (Trustees Berry, Thorpe and Committee Chair Petlichkoff) tasked to select the search firm selected AGB from three finalists based on criteria they developed and an impressive phone interview. Although AGB came in with the highest bid, this is a not to exceed bid, which includes additional services that might not be necessary. Discounting these services (approximately \$17,000) they are in the range of the other bidders. In addition, AGB has scored high in recent searches; their timeline for the search fits with our needs; they will provide one year of assistance to the newly appointed president and stay in contact with key stakeholders during this time; they have community college search experience; and a 97% success rate of retention for five years. All AGB consultants involved in the search have higher education backgrounds.

B. Appointment of Board of Trustees to Presidential Search Committee – Chair Lane

After discussion on time commitment needed to serve on this committee, it was determined by mutual consent that the following Trustees would serve on the committee: Trustee Berry, Trustee Thorpe and as Trustee Meade as Committee Chair.

Trustee Hammoud asked if applications would be available to trustees not on the committee. Chair Lane indicated that all trustees have access to applications submitted. She added that some applicants might not want to have their application made publicly known, so confidentiality is very important.

C. Board of Trustees Policy Updates – Vice President Satkowski

The Henry Ford College office of Legal Services is in the process of reviewing and updating (if necessary) current Board policies. This office is also preparing new policies as dictated by changes in local, state and federal guidelines. Policies ready for review and approval are as follows:

Conflicts of Interest, Nepotism and Outside Activities
 Electronic Information and Technology Accessibility Policy
 Motor Vehicle Policy
 Preservation of Documents Subject to Litigation
 Use and Regulation of College Property for Expressive Activities

Trustee Hammoud stated that thus far approximately fifteen policies have been reviewed and there are approximately 150 more to go. Chair Lane suggested that perhaps two separate Policy Committees be established, one for HFC and one for DPS due to the large amount of time commitment needed. Further discussion will take place at the P-12 meeting.

VII. ACTION ITEMS

A. Citizen Participation (representation indicated below is taken from information provided by speaker on blue card)

None

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion offered by Trustee Hammoud and supported by Trustee Berry adopted unanimously to approve action items 1 through 14.

BIDS AND CONTRACTS

1. Executive Search Consulting Services – Board Report #4381 – Vice President Satkowski

Moved to award a contract to AGB Search for \$100,000 for Executive Search Consulting Services in accordance with the specifications Request for Proposal #1866.

2. Dell OptiPlex Computers – Board Report #4382 – Vice President Satkowski

Moved to award a contract to Access Interactive for \$63,270.00 for the purchase of Dell OptiPlex 3050 All-in-One Computers in accordance with the specifications of Sealed Bid #18568.

3. Liberal Arts Substation Replacement – Board Report #4383 – Vice President Satkowski

Moved to award a contract to R. Simon Electric, LLC for \$381,000 for the Liberal Arts Substation Replacement project in accordance with the specifications of Sealed Bid #18668.

4. Welcome Center Foundation Offices – Board Report #4384 – Vice President Satkowski

Moved to award a contract to PGC Development for \$63,252 for the Welcome Center Foundation Offices project in accordance with the specifications of Sealed Bid #18703.

5. Palo Alto Firewall Support – Board Report #4385 – Vice President Satkowski

Moved to award a contract to AmeriNet for \$72,380 for Palo Alto Software Subscription and Support Renewals in accordance with Quote #QUO-15139H0V4 dated June 28, 2017.

HUMAN RESOURCES

6. Staff Recommendations – Vice President Glass

Moved to approve staff recommendations as presented in Board Report #4386: Resignation A-1; Appointment B-1; Appointment C-1; and Change in Classification D-1.

7. Temporary, Full-Time Legal Counsel, Legal Services – Vice President Glass

Moved to approve the appointment of Amy Clark to the position of Temporary, Full-Time Legal Counsel, Legal Services, at Grade 2, Step 2, of the 2016-2017 Henry Ford College Exempt Senior Administrative Salary Schedule, effective July 1, 2017.

8. Temporary, Full-Time Grant Project Manager, School of Science, Technology, Engineering and Mathematics – Vice President Glass

Moved to approve the appointment of Rebecca Michalski to the position of Temporary, Full-Time Grant Project Manager, School of Science, Technology, Engineering and Mathematics, at Grade 8, Step 1, of the 2016-2021 Henry Ford

Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective August 2, 2017.

9. Assistant Director, Office of Development – Vice President Glass

Moved to approve the appointment of Shai James-Boyd to the position of Assistant Director, Office of Development, at Grade 3, Step 1, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective July 1, 2017.

10. Project Manager, School of Business, Entrepreneurship, and Professional Development – Vice President Glass

Moved to approve appointment of Ledgra Johnson to the position of Project Manager, School of Business, Entrepreneurship and Professional Development, at Grade 7, Step 4, of the 2016-2021 Henry Ford Community College Administrators' Association Salary Schedule, Local 71, 48 weeks, effective August 21, 2017.

BOARD ADMINISTRATIVE SERVICES

11. Appointment of Board of Trustees to Presidential Search Committee – Chair Lane

Moved to appoint Trustees Berry, Meade and Thorpe as the Board representatives on the Presidential Search Committee.

12. Board of Trustees Policy Updates – Vice President Satkowski

Background information: At the June 19, 2017, HFC Board of Trustees meeting the Board of Trustees Policy Committee reviewed and discussed the following policies:

Dangerous Weapons
 Drug and Alcohol
 Family Medical Leave Act (FMLA) NEW
 Privacy and Access to Student Records Under FERPA
 Smoke Free Campus
 Standards of Conduct and Civility NEW
 Whistleblowers' Protection NEW

Moved to approve the following policies: Dangerous Weapons; Family Medical Leave Act (FMLA); Privacy and Access to Student Records Under FERPA; Smoke Free Campus; Standards of Conduct and Civility; and Whistleblowers' Protection policy. The Drug and Alcohol policy was approved with the following second paragraph substitution on page four of the Drug and Alcohol policy final draft: Any employee who is taking drugs or medication prescribed by the employee's physician which may adversely affect that employee's ability to perform work in a safe or productive manner shall advise the Vice President of Human Resources and/or the Assistant Director of Human Resources of such medication. A physician's statement of the employee's ability to perform may be presented to the Vice President of Human Resources and/or the Assistant Director of Human Resources to assist the College in determining whether the employee can remain at work and perform safely in the work environment.

13. Rescinding of Board of Trustees Policies – Vice President Satkowski

Moved to rescind the following policies due to the implementation and combining of policies:

- Access to Equal Educational Opportunity (5050)
- Alcohol and Drug Use (7150)
- Dangerous Weapons (4370)
- Dangerous Weapons (9330)
- Drug Free Workplace (4350)
- Drug Free Workplace (9300)
- Equal Employment Opportunity (4250)
- Equal Employment Opportunity (9200)
- Outside Activities of Staff (4650)
- Smoke Free Campus (6500)
- Staff Ethics (4550)
- Student Access to Educational Records (3150)
- Student Records (3050)
- Use of Alcoholic Beverages (7200)

14. Research Support Services – Board Report #4387 – Vice President Satkowski

Trustee Thorpe asked if this contract was for one year only. Vice President Chadwick responded that it was.

Moved to award a contract Hanover Research Council LLC for \$38,500 for Research Support Services in accordance with the terms of Client Research Services Agreement dated August 2, 2017.

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

The College auditing firm of Plante Moran sent an announcement that Dana Coomes, a long-time auditor at the College, is now a partner in the firm.

Diana Larson sent an email asking to be part of the Presidential Search Committee. All such requests should be forwarded to the Board of Trustees Presidential Search Committee Chair, Trustee Meade.

B. Board Committee Reports

Trustee Hammoud reported previously on the Policy Committee. Chair Lane thanked Eric Rader, John McDonald and Local 1650 for their input on the policies that were reviewed by the Policy Committee at the previous meeting. She added that their recommendations were included in the final draft policies presented.

C. Requests for Information and/or Future Agenda Items

Trustee Berry requests a report on the 4-year Culinary Program to include how many students are on track to graduate this year, marketing of the program, and since we spent a lot of money on this program, what the return of investment has been.

Trustee Meade asked if there are any Strategic Plan reports scheduled to provide updates on how the College is doing. Vice President Chadwick responded that there will be a report provided in late fall.

D. Board Member Commentary

Trustee Hammoud reported that she attended the MCCA Trustees Conference the last week in July and found it very beneficial. Trustee Hammoud congratulated Dean Janice Gilliland on her graduation from the MCCA Leadership Academy during the conference. A short report will be provided by Trustee Hammoud, Dean Gilliland and President Jensen on information gleaned from the conference at a future Board meeting. Much of the conference focused on equity for students.

Trustee Thorpe asked if the Childcare facility project is on track. Chair Lane responded the project is behind schedule; however, the occupant incurs all costs. The facility should be ready in December.

Chair Lane mentioned that she would not be in attendance at the September HFC Board meeting and Trustee Thorpe will not be in attendance at the August 21 P-12 Board meeting.

Trustee Berry asked if the August 29, P-12 Board of Education Study Session would be taped as he will be out of town. Superintendent Maleyko responded that it will be taped.

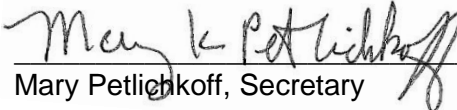
VIII. FUTURE MEETING DATES

- A. Monday, August 21, 2017, **P-12** Board of Education Finance Committee Meeting, 5:30 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, August 21, 2017, **P-12** Board of Education Policy Committee Meeting, 6:15 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- C. Monday, August 21, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- D. **Tuesday**, August 29, 2017, **P-12** Board of Education Study Session, 5:00 p.m. – 9:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- E. Monday, September 11, 2017, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center in the Frank Franchi Board Room.
- F. Monday, September 18, 2017, **HFC** Board of Trustees Policy Committee Meeting, 6:00 p.m., at the Henry Ford College Administrative Services and Conference Center in the President's Conference Room.

- G. Monday, September 18, 2017, **HFC** Board of Trustees Meeting, 7:00 p.m., at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room.

IX. ADJOURNMENT

Motion offered by Chair Lane and unanimously approved by those members present that the meeting be adjourned at 8:56 p.m.



Mary Petlichkoff, Secretary