

**HENRY FORD COLLEGE
BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
August 14, 2023**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, August 14, 2023, at the Henry Ford College Administrative Services and Conference Center in the Rosenau Board Room at 7:02 p.m. by Chair Thorpe.

ROLL CALL

On roll call, the following were present: Trustees Hussein Berry, Patrick D'Ambrosio, Roxanne McDonald, Adel Mozip, Mary Petlichkoff, Irene Watts, and Chair James Thorpe. There being a quorum, the meeting was declared in session.

II. APPROVAL OF MINUTES

Motion offered by Trustee Berry, supported by Trustee Petlichkoff, passed with a unanimous vote attached that the following Minutes be approved with the following language change: VI. Action Items, D. first paragraph, first sentence, change verbiage to: ...did not have time to review the President's contract until now **because it was sent on the same day...**)

- Regular Board of Trustees Meeting – June 12, 2023
- Board of Trustees Policy Committee Meeting – June 12, 2023

III. RECOGNITION AND ACKNOWLEDGEMENTS

President Kavalhuna introduced HFC student, Israel Perez. Israel is studying for an associate degree in Web Development. He is a graduate of Western International High School, Class of 1999 and started with Henry Ford College in Summer of 2021 as a MI Reconnect scholarship recipient. He is a member of the PTK honors society and has received the Apple Scholarship and the Arthur Kochoff President's Scholarship. Because of his accomplishments, he will attain a Mobile App Development certification. This will aid him in his journey to create a mobile app for children that will appear to be a game but will be a reading app that will reward children for various reading and comprehension related challenges. This is also known as a game with a purpose. Due to his Deaf Culture class, he would also like for his work to create a more inclusive world. He is not sure exactly how, but he has proven to himself during his time here at Henry Ford

College, that he can be “Future Driven”.

- HFC Early College student, Abdullah Ahmed, was selected to participate in summer research at the University of Michigan-Ann Arbor. BioMed Focus is a paid (\$4,000), full-time, eight-week summer research program for rising high school juniors and seniors. This program helps to gain research experience by working in laboratories at the University of Michigan campus. BioMed Focus Scholars train with a selected mentor to complete an independent biomedical research project.
- HFC student, Charles Brooks was selected as this year’s Star Biology Student which has a financial award of \$500. Charles plans to study Nursing and stated that he enjoyed learning about the body on a deeper level. He plans to complete his Nursing degree at HFC and then transfer to Wayne State University. His advice for other students is, “Study, study, and study some more. There are 168 hours in a week, using that time wisely will guarantee success.”
- Tia Atoui, a recent graduate of HFC, was awarded the Outstanding Biology Student Scholarship of \$500 sponsored by the Village Herb Associates. The Associates, part of Greenfield Village, start their heirloom plants in HFC’s Biology greenhouse every year. The scholarship is a thank you to the College with a scholarship being awarded the last ten years to students in the field of Biology. Tia plans on continuing her studies at the University of Michigan-Dearborn and majoring in Behavioral and Biological Sciences.
- Enrollment Services has scheduled several events/activities to help students enroll for the fall semester.
 - Cyber Saturday: August 19, 9:00 a.m. to 12:30 p.m. This is a one-stop online drop-in opportunity to help students with anything relating to their education at HFC.
 - Enrollment Days at the Welcome Center: August 10–25. Potential students can apply to HFC, complete testing, meet with an Academic Advisor, discuss payment options or Financial Aid and register for classes.
 - We have added a Chat feature to our website. Students can type in their questions and receive pre-formulated answers, or they can type in “Live Agent” and a team member will be online to talk with them.

IV. PRESIDENT’S ITEMS

- Happy Birthday to Vice President Amy Clark and Vice President Rhonda DeLong
- Congratulations to Kathy Dimitriou on receiving the 2023 Regional ACCT Central Region Professional Board Staff Member Award.
- Congratulations to Vice President Satkowski on his recognition as a 2023 Leader in Energy by *Crain’s Detroit Business*. Vice President Satkowski is the

- only honoree from an educational institution.
- President Kavalhuna introduced Nicholas Paseiro, Sustainable Energy Coordinator, who provided a slide presentation on the HFC campus xeriscaping project. Xeriscaping is the process of landscaping or gardening that reduces or eliminates the need for irrigation. Xeriscaping has been implemented in two types of methods, Native Prairie and Native Gardens. The project is in phase two of a four-year plan and has already exceeded the projected 40% savings in water consumption. Signage explaining the xeriscaping and educational information for the community on this project is in the works. Mr. Paseiro added that an update on the IEMP project is planned for the December Board meeting.
- President Kavalhuna congratulated and introduced the newly elected Faculty Senate Chair, Dr. Michael Hill. Dr. Hill is replacing Dr. Tony Perry who served in this role for three years.
- Thanked Vice President Diamond and the Enrollment Services staff for their hard work in establishing the activities/events for students as mentioned in the Recognition and Acknowledgement portion this evening. He also thanked Vice President Diamond for her work in identifying a cost-effective vendor for feminine hygiene products. The College will have these products available for students, free of charge, this fall.
- There has been a significant increase in Advisors on campus to assist students due to the funding provided by our external partners, The Ballmer Group and the Ralph C. Wilson, Jr. Foundation..
- HFC is being recognized as an educational leader in student success efforts largely due to the Board's approval of our current Strategic Plan. Governor Whitmer passed a five percent continuing fund increase for HFC along with \$10M in line item funding for the College. This is the highest funding amount awarded to a Michigan community college.
- The Higher Education Summit hosted by Governor Whitmer was held on campus last week and was a huge success. The event showcased HFC in such a way that four year institutions are looking at our College as a leader in student success initiatives.
- Future events:
 - State of the College, August 22, 2023, 8:30 a.m. in the ASCC Atrium
 - John McDonald and Rick Goward Dedication event, August 22, 2023, Noon in the Student Pavilion
 - HFC Discover Day, September 22, 2023 various locations on campus
 - Technology Building Ribbon Cutting Ceremony, Date and Time TBD

V. DISCUSSION ITEMS

- A. Board of Trustees Policy Updates
 President Kavalhuna

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: Tuition Approval Policy.

“The Tuition Approval Policy draft states: New rates will go into effect for students enrolling in the Fall semester of each academic year. Tuition rates will adjust each year based on the prior year’s annual Consumer Price Index for All Urban Consumers (CPI), as published by the Bureau of Labor Statistics. Tuition rates will be rounded up to the next half dollar and will not increase more than five percent or less than two percent regardless of the CPI rate.

Any departure from this policy must be approved by the Board at the next public meeting after the Board receives the CPI rate change.”

Issues raised during discussion included: will CPI rate notification be timely for budget development; is this policy an additional policy or in place of the current policy; concern that this policy is taking away the Board’s control over tuition rates; budget should drive tuition increases; this policy will streamline the process; this policy will provide a baseline for tuition rates and avoid “peaks and valley” increases; and if approved this policy can be changed at the discretion of the Board.

VI. ACTION ITEMS

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Action to Approve Action Items

Motion to approve action items numbered 1 through 7 offered by Trustee McDonald, supported by Trustee Berry, passed with a unanimous vote attached.

BIDS AND CONTRACTS

1. Physics Laboratory Equipment – Board Report #4708
Vice President Satkowski

Moved to approve a contract award to Pasco Scientific for \$37,769.24 for the purchase of eight (8) Pasco E/M Apparatuses, in accordance with the specifications of Sealed Bid #22667.

2. Building L Elevator Modernization Project – Board Report #4709
Vice President Satkowski

Moved to approve a contract award to Otis Elevator Company for \$521,181.00 for the Building L Elevator Modernization project requested by Facility Services, in accordance with the Otis Elevator Proposal #KDS12092022 dated April 19, 2023.

3. Fire Alarm System for Building L – Board Report #4710
Vice President Satkowski

Moved to approve a contract award to Johnson Controls Fire Protection LP for \$134,658.00 for the purchase and installation of a new Fire Alarm System in Building L, in accordance with Proposal #650425538 dated June 23, 2023.

4. Change Order – Blanket Purchase Order Approval, Fiscal Year 2024 – Board Report #4711
Vice President Satkowski

Moved to approve a Blanket Purchase Order to IPRO Tech, LLC for \$40,800.00, in accordance with Board Policy and Guidelines.

HUMAN RESOURCES

5. Executive Director, Diversity, Equity, Inclusion, and Belonging
Vice President Gonko

Moved to approve the appointment of Tracye Davis, to the position of Executive Director, Diversity, Equity, Inclusion, and Belonging, at Grade 3, Step 6, of the 2023-2024 Exempt Administrator's Salary Schedule, effective 8/15/2023.

6. Director, Institutional Reporting
Vice President Gonko

Moved to approve the appointment of Jason Young, to the position of Director, Institutional Reporting, at Grade 5, Step 8, of the 2022-2025 HFC Administrators' Association, Local 71, Salary Schedule, effective 9/5/2023.

5. Staff Recommendations
Vice President Gonko

Moved to approve the following staff appointments:

Maghdi Alaudi, Biology Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 6.5, effective 8/22/2023. This is a temporary, full-time assignment for the Fall 2023 semester.

Max Bilodeau, Chemistry Instructor, School of Science, Technology, Engineering and Mathematics, MA, Step 8, 10 Months, effective 8/22/2023. This is a temporary, full-time assignment for the Fall 2023 semester.

Keith Davis, Hospitality Instructor, School of Business, Entrepreneurship, and Professional Development, LMA, Step 8, 10 Months, effective 8/22/2023. This is a temporary, full-time assignment for the Fall 2023 semester.

Anthony Lai, Music Instructor, School of Liberal Arts, MA, Step 8.5, 10 Months, effective 8/22/2023. This is a temporary, full-time assignment for the Fall 2023 semester.

Jessica Miller, Job Developer, Career Services, MA, Step 9, 10 Months, effective 8/22/2023. This is a temporary, full-time assignment for the Fall 2023 semester.

Maria Sepulveda, Psychology Instructor, School of Liberal Arts, PhD, Step 8.5, effective 8/22/2023. This is a temporary, full-time assignment for the Fall 2023 semester.

Luke Wojewuczki, Arch Construction Instructor, School of Business, Entrepreneurship, and Professional Development, LMA, Step 8, 10 Months, effective 8/22/2023. This is a temporary, full-time assignment for the Fall 2023 semester.

Gregory Ward, Energy Technology Instructor, School of Business, Entrepreneurship, and Professional Development, LMA, Step 9.5, 10 Months, effective 8/22/2023. This is a temporary, full-time assignment for the Fall 2023 semester.

VII. BOARD OF TRUSTEES BUSINESS

A. Acknowledgements of Correspondence

Trustees received correspondence from the Dearborn/Dearborn Heights Area Chamber of Commerce.

B. Board Committee Reports

Policy Committee Chair Watts reported that the Policy Committee met earlier today and reviewed the Conflict of Interest, Nepotism, and Outside Activities policy. The committee has been working on this policy for several months, but there was a pause because the policy needed some verbiage on textbooks. A new item discussed was the Conflict of Interest/Conflict of Commitment Annual Disclosure document. The committee has asked for information on what other colleges have done with this policy and how the process works. The committee also discussed the Tuition Approval policy.

Trustee Berry reported that the Audit Committee met Dana Coomes, Auditor from Plante Moran, prior to the Board meeting to discuss the scope of the audit which is a risk based audit. Preliminary work on this audit started in June 2022 and will resume today. Audit will focus on higher education federal funding compliance, federal awards received, tuition revenue, MPSERS, construction on campus, construction, and lease contracts in IT. Trustee Berry state that anyone who has fraud concerns should reach out to Ms. Coomes.

C. Requests for Information and/or Future Agenda Items

Chair Thorpe stated he is looking forward to the IEMP presentation in December.

D. Board Member Commentary

Trustee Watts reported that she attended the 2023 Detroit Regional Chamber Mackinac Policy Conference on Mackinac Island in May and the MCCA Summer Conference in Traverse City in July.

Chair Thorpe wished everyone best of luck for the upcoming school year.

VIII. FUTURE MEETING DATES

- A. Monday, August 21, 2023, P-12 Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.
- B. Monday, September 11, 2023, P-12 Board of Education Meeting, 7:00 p.m. at the Administrative Service Center in the Frank Franchi Board Room.

- C. Monday, September 18, 2023, HFC Board of Trustees Policy Committee Meeting, 6:00 p.m. at the Administrative Services and Conference Center in the Cabinet Conference Room.
- D. Monday, September 18, HFC Board of Trustees Meeting, 7:00 p.m. at the Administrative Services and Conference Center in the Rosenau Board Room.

IX. ADJOURNMENT

Motion by Chair Thorpe was unanimously approved by those members present that the meeting be adjourned at 8:29 p.m.

Irene Watts, Secretary