

**HENRY FORD COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
DEARBORN, MICHIGAN
AUGUST 17, 2015**

I. CALL TO ORDER

The regular meeting of the Henry Ford College Board of Trustees was called to order on Monday, August 17, 2015, at the Henry Ford College Administrative Services and Conference Center at 7:02 p.m. by Chair McDonald.

ROLL CALL

On roll call, the following were present: Trustees Bazzi, Guido, Hammoud, Meade, Petlichkoff and Chair McDonald. There being a quorum, the meeting was declared in session. Trustee Lane arrived at 7:30 p.m.

IA. OATH OF OFFICE - NEW BOARD MEMBER

Board member, Fadwa Hammoud took the Oath of Office, which was administered by the Board Chair Roxanne McDonald.

II. APPROVAL OF MINUTES

Resolution offered by Trustee Meade, supported by Trustee Petlichkoff, was adopted unanimously by those members present, that the minutes of the Regular HFC Meeting, July 20, 2015, be approved.

Hearing no other corrections or additions, Chair McDonald attached a unanimous affirmative vote.

III. RECOGNITION AND ACKNOWLEDGEMENTS

Recognition and acknowledgement items were read by Lauren Church. Lauren is a Liberal Arts student and serves as the Special Section Editor of the HFC student run newspaper, *Mirror News*.

- Dr. Paul Fisher and Dr. Adam Cloutier, both successfully completed and graduated from the Chair Academy for Leadership and Development program.
- Henry Ford College signed a Reverse Transfer Agreement (RTA) with Walsh College which gives students the opportunity to transfer coursework from Walsh College to Henry Ford College to potentially earn an Associate Degree.
- Culinary Arts faculty member Kris Jablonski and eleven Culinary Arts students will be in China for two weeks beginning August 9. These students will have the opportunity to study Chinese cuisine, etiquette, and hotel management. They will visit five (5) cities as they explore historical and cultural sites.

- HFC alumnus Shahid Muhammed won yet another award for his screenplay *Angel's Night*. *Angel's Night* is a Detroit-themed screenplay centered on the city's fight against arson and crime on Devil's Night, the eve of Halloween. Muhammed started writing *Angel's Night* during a media writing class taught by Susan McGraw, academic coordinator of Henry Ford's Telecommunication department. This screenplay has gone on to win numerous awards at the Canada International Film Festival, Peachtree Village International Film Festival in Atlanta, London Film Festival and the Las Vegas Black Film Festival.
- A delegation from twenty colleges in China were on campus on July 28. The delegation's visit was made possible by the China Education Association for International Exchange. Members of the delegation learned about academic quality and standards in the United States from our academic leadership, took a tour of designated campus spaces and sat down with Randy Knight and Victoria Shepherd to discuss collaboration opportunities with our Graphic Design department.

IV. **PRESIDENT'S ITEMS**

- In response to a Board of Trustee request, President Jensen had charts available which indicated which cities the fall 2014 and winter 2015 (official count) students came from and their concentration. Student profile worksheets were distributed, as well.
- A compilation of the College's accomplishments within the past two years was distributed to the Board. President Jensen briefly touched on a few of the accomplishments from each Cabinet level area. President Jensen thanked the faculty, staff and administration for all their hard work as reflected in the accomplishments.
- President Jensen congratulated Trustee Lane on her fifteen years serving as a Board member and presented her with an MCCA fifteen year commemorative lapel pin.

IV. **SPECIAL REPORTS**

A. HFC Foundation Scholarships – Board Report #4190 – Vice President Best

In an effort to more efficiently manage scholarship processing, HFC purchased AcademicWorks software in September 2014. AcademicWorks is the leading provider of scholarship management solutions for colleges, universities and foundations. AcademicWorks combines a unique blend of market experience, product innovation, outstanding customer service and cloud-based software delivery to offer clients benefits that are unmatched in the industry.

Based on the market experience, customer service, implementation, integration and security features of the product, the Vice President of Development believed the purchase of this software would eliminate the lengthy manual processes and better match students to available scholarship funds.

To date, a comprehensive review of HFC's scholarship funds, application forms, and business processes has been implemented. This new, fully online process has been live since November 15, 2014.

In an effort to streamline the scholarship process, positive alternatives and scholarship implementation processes were researched. Below are results from our new software compared to prior year without the software:

- In 2015, there were 974 scholarship applicants who applied for 9,111 scholarships compared to 544 applicants in 2014.
- This year 160 scholarships were made available to applicants.
- In 2014, 25 percent of the scholarships were not applied for in comparison to only 4 percent in 2015.
- Of the 160 current scholarships offered, only six had no applicants. Often, scholarships have no applicants when the requirements are too restrictive.

This scholarship software has increased student applications due to ease, efficiency and being automatically paired to scholarships for which the criteria is met.

Vice President Best introduced his Special Assistant, Stacy Striz who presented a visual update on the new process.

Trustee Petlichkoff asked Ms. Striz to provide the actual number of scholarships awarded through the new process.

V. **DISCUSSION ITEMS**

None

VI. **ACTION ITEMS**

A. Citizen Participation

None

B. Special Consideration of an Action Item

None

C. Motion to Approve Action Items

Resolution offered by Trustee Guido and supported by Trustee Meade was adopted with unanimous approval attached to move that action items 1 through 18, be approved as recommended.

FINANCE

None

BIDS AND CONTRACTS

1. Lathes and Tooling – Board Report #4191 – Vice President Satkowski

Moved that the award of a contract to MSC Industrial Supply in the amount of \$74,516.15 for the purchase of Harrison M300 Lathes and Tooling, in accordance with the specifications of Sealed Bid #16406, be approved.

2. Siemens PLC Conversion Package for AMTEC Simulator – Board Report #4192 – Vice President Satkowski

Moved that the award of a contract to FANUC America Corporation in the amount of \$405,120 for the purchase of thirteen (13) Siemens PLC Conversion Packages for the AMTEC Advanced Manufacturing Systems Simulator, in accordance with the specifications of RFP #16596, be approved.

3. 2015 Dodge Grand Caravan – Board Report #4193 – Vice President Satkowski

Moved that the award of a contract to Suburban Chrysler Dodge Jeep Ram of Garden City in the amount of \$24,739 for the purchase of a 2015 Dodge Grand Caravan, in accordance with the specifications of Sealed Bid #16648, be approved.

4. 2016 Ford Transit 12-Passenger Wagons – Board Report #4194 – Vice President Satkowski

Moved that the award of a contract to Jorgensen Ford Sales. Inc. in the amount of \$93,279 for the purchase of three (3) 2016 Ford Transit 12-Passenger Wagons, in accordance with the specifications of Sealed Bid #16649, be approved.

5. SMC Flexible Manufacturing Automated Cell Trainer – Board Report #4195 – Vice President Satkowski

Moved that the award of a contract to Advanced Technology Consultants in the amount of \$220,095 for the purchase of an SMC Flexible Manufacturing Automated Cell Trainer, in accordance with ATC's quotation dated August 4, 2015, be approved.

6. Lab-Volt Training Systems – Board Report #4196 – Vice President Satkowski

Moved that the award of a contract to Advanced Technology Consultants in the amount of \$458,157 for the purchase of Lab-Volt Training Systems, in accordance with ATC's quotation dated August 5, 2015, be approved.

7. Amatrol Training Systems – Board Report #4197 – Vice President Satkowski

Moved that the award of a contract Applied Technology Systems in the amount of \$776,584 for the purchase of Amatrol Training Systems, in accordance with ATC's quotation dated August 5, 2015, be approved.

8. Seabery Welding Simulators – Board Report #4198 – Vice President Satkowski

Moved that the award of a contract to Applied Technology Systems in the amount of \$322,290 for the purchase of Seabery Soldamatic Augmented

Welding Simulators, in accordance with ATC's quotation dated August 5, 2015, be approved.

9. Continuous Distillation Operations Demonstrator - Board Report #4199 – Vice President Satkowski

Moved that the award of a contract to Design Assistance Corporation in the amount of \$33,500 for the purchase of a Continuous Distillation Operations Demonstrator, in accordance with Quote #GW15-003FORLRV1 dated July 28, 2015, be approved.

10. CNC Plasma Cutting System – Board Report #4200 – Vice President Satkowski

Moved that the award of a contract to EZ Cut CNC, LLC in the amount of \$31,990.50 for the purchase of a CNC Plasma Cutting System, in accordance with Quote #1129 dated January 13, 2015, be approved.

11. Gerber Single Ply Cutting System – Board Report #4201 – Vice President Satkowski

Moved that the award of a contract Gerber Technology in the amount of \$66,500 for the purchase of a Gerber Single Ply Cutting System, in accordance with Quote #8007412 dated July 28, 2015, be approved.

12. Hampden HVAC Trainers – Board Report #4202 – Vice President Satkowski

Moved that the award of a contract to Hampden Engineering Corporation in the amount of \$87,815 for the purchase of Hampden HVAC Trainers, in accordance with Quotation #15-0019REV1 dated August 3, 2015, be approved.

13. FANUC Robotics Mechatronics Training System – Board Report #4203 – Vice President Satkowski

Moved that the award of a contract to Integrated Systems Technologies in the amount of \$150,480 for the purchase of a FANUC Robotics Mechatronics Training System, in accordance with IST Quote #76-443 dated July 28, 2015, be approved.

14. FANUC Robotics LR Mate Training Packages – Board Report #4204 – Vice President Satkowski

Moved that the award of a contract to Integrated Systems Technologies in the amount of \$78,108 for the purchase of FANUC Robotics Equipment & Training Packages, in accordance with IST Quote #76-477 dated August 4, 2015, be approved.

15. AMTEC Advanced Manufacturing Systems Simulators – Board Report #4205 – Vice President Satkowski

Moved that the award of a contract to Integrated Systems Technologies in the amount of \$788,000 for the purchase of AMTEC Advanced Manufacturing

Systems Simulators, in accordance with FANUC America Proposal #300696Rev2 dated August 4, 2015, be approved

16. Leoni PLC Training Units – Board Report #4206 – Vice President Satkowski

Moved that the award of a contract to Leoni Engineering Products & Services, Inc. in the amount of \$244,500 for the purchase of Leoni PLC Training Units, in accordance with Quote #SQ009730 dated July 31, 2015, be approved.

17. Lincoln Robotic Welding Education Cell – Board Report #4207 – Vice President Satkowski

Moved that the award of a contract to Lincoln Electric Company in the amount of \$55,040 for the purchase of a Lincoln Robotic Welding Education Cell, in accordance with Quote #LFW7R dated July 22, 2015, be approved.

HUMAN RESOURCES

18. Staff Recommendations – Vice President Glass

Moved that the staff recommendations, as presented in Board Report #4208: Resignation A-2; Other Severance B-2; Appointment C-2; and Reappointment to Professional Staff D-2, be approved.

BOARD ADMINISTRATIVE SERVICES

Chair McDonald led a discussion on the upcoming Board retreat scheduled for Friday, September 11 at 5:30 p.m. She added that an additional retreat would be necessary as there is a lot of information that needs to be covered for new Board members. After discussion, it was determined that a Monday evening might work best for the next retreat. The Trustees will look at September 28 as a possible date.

VII. BOARD OF TRUSTEES BUSINESS

A. Board Member Reports

None

B. Requests for Information and/or Future Agenda Items

Trustee Lane asked that since the Policy Committee is reviewing the Public Information policy due to FOIA, if the Board meeting minutes could be stored and available in a central public location (library for example) for easier access rather than providing them on a request basis.

C. Board Member Commentary

Trustee Hammoud stated that she is very excited to be on the Board and work with everyone. She thanked everyone for the opportunity to serve.

Trustee Guido inquired on the status of the Kingfisher Bluff deck. President Jensen stated that plans are to internally tear down the deck and find funding to replace it with a safer structurally sound commercial grade deck.

VIII. ACKNOWLEDGEMENT OF CORRESPONDENCE

None

IX. FUTURE MEETING DATES

- A. Monday, August 24, 2015, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- B. Friday, September 11, 2015, **P-12 and HFC** Board Retreat, 5:30 p.m., at the HFC Welcome Center (Third Floor).
- C. Monday, September 14, 2015, Expulsion Hearings, 5:00 p.m. and 6:00 p.m., Superintendent's Conference Room, **P-12** Board of Education Meeting, 7:00 p.m., at the Administrative Service Center, in the Frank Franchi Board Room.
- D. Monday, September 21, 2015, **HFC** Meeting, 7:00 p.m., at the Andrew Mazzara Administrative Services and Conference Center, in the Rosenau Board Room, Henry Ford College.

X. ADJOURNMENT

Resolution offered by Chair McDonald, was adopted unanimously by those members present, that the meeting be adjourned at 8:06 p.m.



Mary Lane, Secretary