

## **AGENDA**

Board of Trustees Meeting  
January 18, 2005  
6:00 p.m.  
Regular Meeting

- I. Call to Order by Chairperson
- II. Roll Call by Secretary to the Board
- III. Additions/Deletions to the Agenda
- IV. Limited Public Comment Regarding Agenda Items
- V. Chairperson and Board Member Reports
  - A. Chairperson Laverty
    1. Board of Trustees Election
    2. Policy Governance Process
    3. President's Contract
    4. Other
  - B. Board Member Reports
    1. Trustee Proctor – Workforce Development Board
- VI. President's Report
  - A. Informational Items
    1. College Spotlight – NATN Transfer Agreement
    2. Human Resources – New Hires, Leaves and Sabbaticals
    3. Budget Update
    4. ISUS Program
    5. CATA Bus Service
    6. Howell School District
    7. Tsunami Relief Effort
    8. Mark Latterman
    9. Course Fees
  - B. Action Items\*
    1. Approval of Minutes – December 13, 2004 Regular Meeting
    2. St. Johns Resolution
    3. Kalamazoo Street Warehouse – Purchase Offer

- VII. Closed Session\*
- VIII. Public Comment
- IX. Adjournment

*\*Motion to accept.*



## BOARD OF TRUSTEES PLANNING CALENDAR

*New items are in **BOLD***

### January 2005

- Mon., Jan. 17** 20th Annual Greater Lansing Area Martin Luther King, Jr., Holiday Commission Luncheon  
Lansing Center – 11:00 a.m.
- Tues., Jan. 18 Regular Board of Trustees Meeting  
HCC Board Room – 6:00 p.m.
- Jan. 28-29 MCCA Board of Directors Winter-In Service Workshop  
Monroe Community College  
Monroe, Michigan

### February 2005

- Wed., Feb. 9** Economic Club Speaker Series  
William “BD” Brown, President, Mongolian Operating Company  
Kellogg Center – 12:00 p.m.
- Feb. 13-16 AACC & ACCT National Legislative Seminar\*  
J. W. Marriott Hotel  
Washington, DC
- Mon., Feb. 21 Regular Board of Trustees Meeting  
HCC Board Room – 6:00 p.m.
- Wed., Feb. 23** Lansing Regional Chamber of Commerce  
93<sup>rd</sup> Annual Dinner  
Holiday Inn South  
5:00 p.m. Cocktail Hour  
6:15 p.m. Dinner and Program

### March 2005

- Wed., Mar. 16** Economic Club Speaker Series  
Dennis W. Archer, Immediate Past President, American Bar Association  
Kellogg Center – 12:00 p.m.
- Mon., Mar. 21 Regular Board of Trustees Meeting  
HCC Board Room – 6:00 p.m.

### April 2005

- Apr. 2-5 Association of Governing Boards (AGB) National Conference on Trusteeship\*  
Sheraton San Diego Hotel and Marina  
San Diego, CA

*(As of 1/12/05)*

\*Please call 483-9739 for tickets or reservations no later than one week prior to event.

- Wed., Apr. 13** Economic Club Speaker Series  
David P. Dutch, President, Networkcar Inc.  
Kellogg Center – 12:00 p.m.
- Mon., Apr. 18 Regular Board of Trustees Meeting  
HCC Board Room – 6:00 p.m.
- Apr. 22-23 MCCA Board of Directors Meeting  
Lake Michigan College  
Benton Harbor, Michigan
- May 2005**
- Wed., May 11** Economic Club Speaker Series  
Kenneth Paulson, Editor, USA Today  
Kellogg Center – 12:00 p.m.
- Fri., May 13 LCC Graduation  
Jack Breslin Student Events Center  
7:00 p.m.  
Keynote Speaker: MSU President Lou Anna K. Simon
- Mon., May 16 Regular Board of Trustees Meeting  
HCC Board Room – 6:00 p.m.
- June 2005**
- Mon., June 20** Regular Board of Trustees Meeting  
HCC Board Room – 6:00 p.m.

(As of 1/12/05)

\*Please call 483-9739 for tickets or reservations no later than one week prior to event.

## **FACULTY APPOINTMENTS**

- Name:** **Julie Silverman**

**Position:** Catalog and Systems Librarian

**Dept/Div:** Library Information Systems  
Student and Academic Support

**Education:** M.A., University of Maryland College Park, 2003  
B.A., American University, 2002

**Experience:** Head of Acquisitions (2003-present)  
George Washington University

Music/Audio-Visual Cataloger (2002-2003)  
University of Maryland

Serials and Technical Systems Coordinator (1998-2002)  
American University Law Library

**Effect. Date:** January 18, 2005

Proposed Course Fee Changes Effective Summer 2005

Course Code	Course Title	Credit	Current Fee	New Fee	Fee Change	Projected Revenue
AEET 102	Prin of Alt/Renewable Energies	3	NewCourse	\$10	\$10	\$120
AEET 110	Energy Site Evaluation	3	NewCourse	\$50	\$50	\$600
AEET 115	Geothermal Technology	3	NewCourse	\$50	\$50	\$600
AEET 116	Solar Energy Technologies	3	NewCourse	\$50	\$50	\$600
AEET 117	Biomass, Biogas and Micro Tech	3	NewCourse	\$50	\$50	\$600
AEET 118	Fuel Cell and Hydrogen Tech	3	NewCourse	\$50	\$50	\$600
AEET 119	Wind Energies	3	NewCourse	\$50	\$50	\$600
AEET 120	Conventional Energy Source/Use	3	NewCourse	\$20	\$20	\$240
AEET 175	Special Topics in Alternative Energy	0.25 to 8	NewCourse	\$0 to \$300	\$300	\$375
AEET 250	Alt Energy Inventory/Analysis	3	NewCourse	\$50	\$50	\$600
AEET 251	Alt Energy Planning & Design	3	NewCourse	\$50	\$50	\$600
AEET 252	Alt Energy Implement/Maint	3	NewCourse	\$50	\$50	\$600
AEET 255	Energy Efficiency/Management	3	NewCourse	\$50	\$50	\$600
AEET 260	Codes, Regulations & Standards	3	NewCourse	\$10	\$10	\$120
AGRI 175	Special Topics in Precision	0.25 to 8	NewCourse	0 to 300	\$300	\$375
ARCH 111	Architectural Design Fundamentals	3	NewCourse	\$75	\$75	\$900
ARCH 175	Special Topics in Architecture	0.25 to 8	NewCourse	0 to 300	\$300	\$375
AUTB 210	Topics in Contemporary Collision	0.25 to 8	NewCourse	0 to 210	\$210	\$263
AUTO 160	Auto Heat & Air Conditioning	3	122	\$105	(\$17)	(\$1,020)
AVFT 201	Flight Training I	7.5	4799	\$5,368	\$569	\$1,000
AVFT 201A	Flight Training I-A	2.5	1599	\$1,710	\$111	\$3,885
AVFT 201B	Flight Training I-B	2.5	1600	\$1,710	\$110	\$3,080
AVFT 201C	Flight Training I-C	2.5	1600	\$1,948	\$348	\$6,264

Proposed Course Fee Changes Effective Summer 2005

Course Code	Course Title	Credit	Current Fee	New Fee	Fee Change	Projected Revenue
AVFT 202	Flight Training II	5	2720	\$4,750	\$2,030	\$1,000
AVFT 202A	Flight Training II-A	2.5	2125	\$2,375	\$250	\$2,000
AVFT 202B	Flight Training II-B	2.5	2125	\$2,375	\$250	\$1,500
AVFT 203	Flight Training III	5.5	4018	\$5,000	\$982	\$1,000
AVFT 203A	Flight Training III-A	3	2125	\$2,375	\$250	\$1,000
AVFT 203B	Flight Training III-B	3	2375	\$2,625	\$250	\$2,250
AVFT 204	Flight Training IV	5	4014	\$4,875	\$861	\$1,000
AVFT 204A	Flight Training IV-A	2.5	2375	\$2,625	\$250	\$2,000
AVFT 204B	Flight Training IV-B	2.5	1995	\$2,250	\$255	\$1,530
AVFT 205	CFI Flight Training	3.5	2500	\$2,730	\$230	\$1,840
AVFT 206	Instrument Instructor Flight	2.5	950	\$1,680	\$730	\$2,920
AVFT 207	Multi-Engine Flight Training	1.5	2304	\$2,475	\$171	\$1,026
AVFT 208	Multi-Engine Instructor Flight	0.75	2450	\$2,475	\$25	\$50
CADD 286	Mold Design	4	NewCourse	\$150	\$150	\$1,800
CADD 288	CADD Mold Design	3	NewCourse	\$150	\$150	\$1,800
CHSE 100	Intro to Health Professions	3	95	\$111	\$16	\$1,424
CHSE 101	Acute Care Nurse Assis/Orderly	6	128	\$162	\$34	\$4,692
CHSE 108	Long-term Care Nurse Aide	4	46	\$128	\$82	\$10,086
CHSE 110	Nurse Aide: Acute & Long-Term	8	139	\$253	\$114	\$5,244
CHSE 120	Medical Terminology	4	30	\$38	\$8	\$2,656
CHSE 125	Computers in Medical Office	1	12	\$3	(\$9)	(\$252)
CHSE 132	Health Unit Coordinator	5	15	\$79	\$64	\$1,856
CHSE 143	Phlebotomy Technician	2	9	\$39	\$30	\$8,130
CHSE 144	Advanced Phlebotomy	5	NewCourse	\$78	\$78	\$936
CHSE 145	Healthcare Central Serv Tech	5	12	\$82	\$70	\$2,030

Proposed Course Fee Changes Effective Summer 2005

Course Code	Course Title	Credit	Current Fee	New Fee	Fee Change	Projected Revenue
CITF 107	IC3 Certification	3	NewCourse	\$115	\$115	\$1,380
CJUS 266	Canceled & Replaced with CJUS 269	-	425	\$0	(\$425)	(\$29,325)
CJUS 267	Canceled & Replaced with CJUS 269	-	100	\$0	(\$100)	(\$6,900)
CJUS 268	Canceled & Replaced with CJUS 269	-	150	\$0	(\$150)	(\$10,350)
CJUS 269	Police Skills: Firearms/Defensive	-	NewCourse	\$675	\$675	\$46,575
EMSA 100	Canceled & Replaced with EMTA 115	-	25	\$0	(\$25)	(\$3,550)
EMTA 100	Medical First Responder	4	140	\$52	(\$88)	(\$5,632)
EMTA 102	Basic EMT II	2	197	\$108	(\$89)	(\$8,366)
EMTA 115	First Aid and CPR	2	NewCourse	\$30	\$30	\$4,260
FASH 101	Special Topics in the Fashion	0.25 to 8	NewCourse	0 to 300	\$300	\$375



Proposed Course Fee Changes Effective Summer 2005

Course Code	Course Title	Credit	Current Fee	New Fee	Fee Change	Projected Revenue
FASH 130	Apparel Analysis and Selection	3	NewCourse	\$15	\$15	\$180
FASH 250	Adv Computer Aided Textile/Apparel	3	NewCourse	\$70	\$70	\$840
FASH 260	Fashion Merchandising Planning &	3	NewCourse	\$25	\$25	\$300
FASH 270	Fashion Portfolio	2	NewCourse	\$50	\$50	\$600
FILM 130	Film Studies: World Cinema	3	NewCourse	\$10	\$10	\$120
FREN 115	Conversational French I	3	1	\$0	(\$1)	(\$61)
FREN 116	Conversational French II	3	1	\$0	(\$1)	(\$7)
FREN 121	Elementary French I	4	1	\$0	(\$1)	(\$121)
FREN 122	Elementary French II	4	1	\$0	(\$1)	(\$30)
FREN 201	Intermediate French I	4	1	\$0	(\$1)	(\$14)
FREN 202	Intermediate French II	4	1	\$0	(\$1)	(\$9)
GRET 175	Special Topics in GIS Technology	0.25 to 8	NewCourse	0 to 300	\$300	\$375
GRET 280	GIS and Energy	3	NewCourse	\$50	\$50	\$600
GRMN 115	Conversational German I	3	1	\$0	(\$1)	(\$29)
GRMN 116	Conversational German II	3	1	\$0	(\$1)	\$0
GRMN 121	Elementary German I	4	1	\$0	(\$1)	(\$68)
GRMN 122	Elementary German II	4	1	\$0	(\$1)	(\$23)
GRMN 201	Intermediate German I	4	1	\$0	(\$1)	(\$19)
GRMN 202	Intermediate German II	4	1	\$0	(\$1)	(\$12)
HMFS 250	Wines of the Southern Hemisphere	1	NewCourse	\$40	\$40	\$480
HORT 175	Special Topics in Horticulture	0.25 to 8	NewCourse	0 to 300	\$300	\$375
HUSE 293	Human Services Special Topics	0.25 to 4	NewCourse	0 to 10	\$10	\$13

Proposed Course Fee Changes Effective Summer 2005

Course Code	Course Title	Credit	Current Fee	New Fee	Fee Change	Projected Revenue
IDMS 270	Sonographic Positioning I	1	NewCourse	\$30	\$30	\$360
IDMS 271	Sonographic Positioning II	1	NewCourse	\$30	\$30	\$360
INTR 101	Special Topics in Interior Design	0.25 to 8	NewCourse	0 to 300	\$300	\$375
INTR 251	Advanced Kitchen and Bath Design	3	NewCourse	\$110	\$110	\$1,320
JAPN 115	Conversational Japanese I	3	1	\$0	(\$1)	(\$77)
JAPN 116	Conversational Japanese II	3	1	\$0	(\$1)	\$0
JAPN 121	Elementary Japanese I	4	1	\$0	(\$1)	(\$98)
JAPN 122	Elementary Japanese II	4	1	\$0	(\$1)	(\$30)
JAPN 201	Intermediate Japanese I	4	1	\$0	(\$1)	(\$14)
JAPN 202	Intermediate Japanese II	4	1	\$0	(\$1)	(\$8)
LAND 175	Special Topics in Landscape	0.25 to 8	NewCourse	0 to 300	\$300	\$375
LBST 290	Seminar Special Topics	1 to 4	NewCourse	0 to 100	\$100	\$175
MASG 130	Intro to Therapeutic Massage	1	NewCourse	\$15	\$15	\$180
MASG 131	Therapeutic Massage I	4	NewCourse	\$65	\$65	\$780
MASG 141	Massage Clinic I	1	NewCourse	\$120	\$120	\$1,440
MASG 150	Therapeutic Massage Special Topics	0.25 to 4	NewCourse	0 to 350	\$350	\$438
MASG 151	Applied Massage Techniques	4	NewCourse	\$65	\$65	\$780
MASG 161	Massage Practicum I	0.5	NewCourse	\$60	\$60	\$720
MASG 162	Massage Practicum II	0.5	NewCourse	\$60	\$60	\$720
MASG 170	Massage Directed Independent Study	0.25 to 4	NewCourse	0 to 350	\$350	\$438

Proposed Course Fee Changes Effective Summer 2005

Course Code	Course Title	Credit	Current Fee	New Fee	Fee Change	Projected Revenue
MASG 231	Therapeutic Massage II	4	NewCourse	\$65	\$65	\$780
MASG 232	Therapeutic Massage III	4	NewCourse	\$65	\$65	\$780
MASG 241	Massage Clinic II	1	NewCourse	\$55	\$55	\$660
MASG 242	Massage Clinic III	1	NewCourse	\$55	\$55	\$660
MASG 251	Alternative Massage Techniques	4	NewCourse	\$65	\$65	\$780
MASG 254	Busn Applications Therapeutic	2	NewCourse	\$30	\$30	\$360
MASG 256	Clinical Assessment Therapeutic	1	NewCourse	\$30	\$30	\$840
MASG 284	Canceled & replaced with MASG 256	-	26	\$0	(\$26)	(\$728)
MASG 291	Massage Lab Practicum I	1	100	\$40	(\$60)	(\$5,340)
MASG 292	Massage Lab Practicum II	1	100	\$40	(\$60)	(\$2,700)
MASG 293	Massage Lab Practicum III	1	100	\$40	(\$60)	(\$2,100)
NURS 150	Nursing Fundamentals I & II	9	240	\$310	\$70	\$8,890
NURS 151	Nursing Fundamentals I	5	62	\$148	\$86	\$2,666
NURS 152	Nursing Fundamentals II	4	30	\$72	\$42	\$1,134
NURS 160	Acute Nursing Care	6	147	\$203	\$56	\$8,232
NURS 165	Maternity Nursing Care	5	50	\$93	\$43	\$6,407
NURS 210	LPN/Paramedic to RN Transition	5	328	\$257	(\$71)	(\$852)
NURS 260	Mental Health Ldrshp Nursing	6	349	\$218	(\$131)	(\$16,506)
NURS 265	Pediatric Nursing Care	5	46	\$99	\$53	\$6,360
NURS 280	Advanced Chronic Nursing Care	5	127	\$182	\$55	\$6,270
NURS 285	Advanced Acute Nursing Care	5	127	\$182	\$55	\$5,885
PARA 251	Paramedic Skills I	2	202	\$139	(\$63)	(\$1,449)
PFFT 104	Therapeutic Massage Fitness Lab	1	NewCourse	\$20	\$20	\$240
PFFT 119	Fire Academy Fitness Training	3	NewCourse	\$20	\$20	\$240

Proposed Course Fee Changes Effective Summer 2005

Course Code	Course Title	Credit	Current Fee	New Fee	Fee Change	Projected Revenue
PHON 108	Canceled & Replaced with READ 118	4	6	\$0	(\$6)	(\$126)
READ 118	Introduction to Phonics	4	NewCourse	\$6	\$6	\$126
SPAN 115	Conversational Spanish I	3	1	\$0	(\$1)	(\$161)
SPAN 116	Conversational Spanish II	3	1	\$0	(\$1)	(\$52)
SPAN 121	Elementary Spanish I	4	1	\$0	(\$1)	(\$434)
SPAN 122	Elementary Spanish II	4	1	\$0	(\$1)	(\$130)
SPAN 201	Intermediate Spanish I	4	1	\$0	(\$1)	(\$34)
SPAN 202	Intermediate Spanish II	4	1	\$0	(\$1)	(\$18)
SURG 108	Surgical Pharmacology	2	NewCourse	\$25	\$25	\$300
SURG 109	Basic Operative Procedures	2	NewCourse	\$75	\$75	\$900
SURG 110	Advanced Operative Procedures	6	NewCourse	\$100	\$100	\$1,200
SURG 111	Surgical Specialty Components/Prof	2	NewCourse	\$55	\$55	\$660
WELD 100	Combination Welding	4	115	\$130	\$15	\$2,520
Total Projected Revenue						\$107,944

**LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
December 13, 2004  
Regular Meeting  
Unadopted Meeting Minutes**

**CALL TO ORDER**

The meeting was called to order at 5:07 p.m.

**ROLL CALL**

Present: Lavery, Murray, Proctor, Rasmusson  
Absent: Brannan, Canady, Pelleran

Trustee Pelleran arrived at 5:15 p.m.

Trustee Canady arrived at 5:16 p.m.

**ADDITIONS/DELETIONS TO THE AGENDA**

There were no additions or deletions to the agenda.

**LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS**

Chairperson Lavery stated that based on a conversation he had with Mr. Steve Bennett he has given him a waiver to talk about CTU negotiations.

Steve Bennett – Good evening, my name is Steven Bennett. I am the President of the Part-Time/Clerical Technical Union, otherwise known as the CTU here at Lansing Community College. I come to you tonight representing more than 200 employees at this college who have been without a contract for nearly six months now. The CTU has been in contract negotiations with the College, as you all are aware of, since May of this year and (inaudible) to make some progress on language and other non-budget, non-economic type items. However, we have not been able to make the kind of progress that the CTU has expected in terms of dollars. Specifically referring to wage, paid-time off, and tuition benefits. I will be honest in saying to you that I am concerned at this point about our position at the table. We've been told that the College is attempting to improve this contract in terms of finances; however, when we compare ourselves to other institutions across the state we see a dramatically different story. In the document I've just given you there are three graphs that are of importance. First on page 12, this is on slide twelve for those of you in the audience who have it as well, we'll see a comparison of total paid-time off at a first year 30-hour employee would receive at one of the 12 institutions that is highlighted. As you can see, a part-timer at LCC would receive only 40 hours of paid time-off for the year. Meanwhile, a part-timer at Mott, Schoolcraft, Kellogg, Muskegon, and St. Clair County Community College would all receive over 200 hours of actual paid time-off which includes time off for holiday pay, sick leave, vacation leave, and personal leave. Part-timers at Grand Rapids and Mid-Michigan Community Colleges would receive over 190 hours. Once again a part-timer at

LCC would only receive 40 hours of paid time-off. This in itself does not begin to cover all of the days the College is closed throughout the year. Let alone any time for sickness or vacation. Thus, many employees...or excuse me part-timers go without a week's worth or more of pay during the winter break because they do not have enough hours to cover for those days. At a time when paychecks are so important during the holiday season we have people struggling to make ends meet. If you refer to page 26 of the document for a comparison of negotiated wages. Let me make it clear that in saying this there are part-timers who make more than \$9.25 an hour. What I'm comparing here is the actual negotiated wage range that are in effect at each of these institutions. In other words, each of these other institutions employ a process where part-timers know exactly how they will advance in the pay scale. At LCC part-timers have no guaranteed opportunity to advance their pay. For example, part-time employees at Grand Rapids Community College start at a minimum \$11.85 pay rate. Part-timers at Oakland start out at a minimum \$11.71 pay rate. And part-timers at Washtenaw Community College start out at a minimum \$11.37 pay rate. I want to make it known that the association has proposed a wage schedule that is well below the starting rates at these three institutions. In fact, we have proposed a wage schedule that keeps the base rate at \$9.25 per hour the same it's been since July 1, 2003. Finally, I would direct you to page 29 that shows healthcare benefits offered by various community colleges. I will say that the association has conceded a major portion of their proposal for healthcare in recognizing that this is an enormous cost to the College. But it should be known that at least seven institutions throughout this state offer a generous portion of the premium paid for their part-time employees of those, Henry Ford, even pays for 100% of the healthcare premium of their 30-hour-plus employees. I am limited in time tonight so I would ask that you please take a look at the other items that are included in this packet afterwards. I understand that the process of creating a contract that is fair and equitable among our counterparts and our colleagues across the state and at this institution itself is quite a lengthy endeavor. I do not expect that we will have the funding to rectify every issue with a year-one contract; however, I must report to you tonight that the proposals made by the Office of Human Resources on your behalf do not come anywhere close to sending us down the path towards equity. I myself committed to our President last spring that I would be open to a contract that brings in benefits over a period of time. Recognizing that there would be added costs to the College for negotiating a contract with all the benefits available right away. However, I made that commitment only (inaudible) I would need to see a contract that aggressively and progressively adds benefits to my members (inaudible). As of yet, I have not seen that progressive contract. I will end tonight by saying this. Our issue is not just about money nor is it just about paid time off, or tuition benefits, or healthcare. Our issue really is bigger than that. It is about respect. We are at a crossroads here. Today we have the opportunity to decide how we are going to treat and employ our part-time employees. This association is the second largest union on this campus, so we are an integral part of the daily operations of this institution. We're not asking for the world or for more that is due to us. We are simply asking to be regarded as basic citizens and agents of this college. We serve all of our 19,000 plus students day in and day out just as every other employee does. We are part-time employees because we work less than 40 hours not because we deserve less respect. I'm asking for your support, for your respect, and for your recognition that these employees are an important fundamental aspect of this institution. With your support we can work together and do the good work that needs to be done. Thank you.

(Applause)

## **CHAIRPERSON AND BOARD MEMBER REPORTS**

### **Chairperson Laverty**

#### *Board Development Session – Policy Governance Process*

Chairperson Laverty reported that the Board had its third session on December 6. He thanked all the Board members that attended. The sessions have established increased trust and communication among the Trustees, but also the Board is moving toward the Policy Governance process. Policy Governance is an approach that emphasizes the values, vision, and empowerment of both the Board and staff in the strategic ability to lead leaders. He stated that the Board will be moving towards voting to approve the governance policies at a future meeting. The Board will then begin governing by new policies and each year the Board will renew its understanding and commitment to an educational orientation. Over time the methods, processes, and structures of governing with Policy Governance will become the culture of our Board and ultimately the College.

Chairperson Laverty stated that the following items were reviewed at the December 6 development session: the system map, a new agenda format, decision log, parking lot, road map to strategic thinking and decision making, and writing ends statements. An annual calendar and a self evaluation tool will be developed and brought to the Board for their approval. He asked all the Trustees over the next month to review the draft governance policies in their packet and provide feedback prior to the January 18, 2005 meeting. The policies may not be approved in January, but he would like the Board to be ready to discuss Policy Governance.

#### *President's Contract*

In reviewing former minutes it is customary that after the President's evaluation is submitted and approved the President's contract is reviewed and approved. According to the current contract, the President's salary should be reviewed on an annual basis.

IT WAS MOVED by Trustee Proctor and supported by Trustee Rasmusson to authorize the chairperson to review the President's contract specifically regarding salary and present to the full Board a recommendation at the January Board meeting.

There was no discussion.

Roll call vote:

Ayes: Canady, Laverty, Murray, Proctor, Rasmusson

Nays: None

Absent: Brannan

Trustee Pelleran abstained from voting.

Motion carried.

#### *Workforce Development Board*

Chairperson Lavery gave an update on the Workforce Development Board on behalf of Trustee Proctor who was unable to make the last meeting due to being out of town. He reported that the Workforce Development Board had a presentation on the Prisoner Re-entry Program, which is a new initiative from the State. There was also a Manufacturing Council Update given at the meeting.

### *Other*

Chairperson Lavery reported on the following activities he attended:

- Capital Area Michigan Works! Annual Alumni dinner on December 9. President Cunningham and Congressman Mike Rogers spoke at the dinner.
- LCC Jazz Ensemble/Jazz Combo performance.
- 77<sup>th</sup> Police Academy Graduation on December 10.

### **Board Member Reports**

#### *Trustee Canady – Japan Adventure Program Recognition*

Trustee Canady presented the resolutions in honor of Mr. Megumi Shigematsu and Dr. Tai Sung Kim (the resolutions are on file with the official Board materials.)

IT WAS MOVED by Trustee Canady and supported by Trustee Pelleran to approve the resolutions in honor of Mr. Megumi Shigematsu and Dr. Tai Sung Kim.

There was no discussion.

Roll call vote:

Ayes: Canady, Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Brannan

Motion carried.

#### *Trustee Rasmusson – Audit Committee*

Trustee Rasmusson reported that after the audit was approved last month he spent some time speaking with Mr. Bruce Dunn, the auditor, in how the rules will play out in future years. He was happy with the discussion he had with Mr. Dunn and stated that ends this year's audit process.

#### *Trustee Murray – Foundation Update*

Trustee Murray reported that she attended the Foundation Holiday Open House on November 30 that was held at the West Campus. She stated that it was a lovely event and very well organized. Trustee Murray thanked Ms. Sue Fisher, Ms. Bonnie Steljes, Ms. Pam



Schmidt, Ms. Beth Vanderlip, Ms. Laurie Brunin, Ms. Golala Arya, and Vice President Borger among others who worked hard at making this event a success.

## **PRESIDENT'S REPORT**

### **Informational Items**

#### *College Spotlight – Learning & Leading Collaborative*

President Cunningham stated that the Learning and Leading Collaborative at Lansing Community College is a program for employees by employees. She asked Ms. Chris Hollister, Ms. Linda Birchmeier, and Ms. Sue Mutty to share with the Board where we are with this initiative.

Ms. Hollister, Ms. Birchmeier, and Ms. Mutty provided a PowerPoint presentation regarding the Learning and Leading Collaborative initiative which is an effort to build a stronger employee development environment (the presentation is on file with the official Board materials.)

Chairperson Laverty thanked them for a job well done. He stated that this initiative is in line with Policy Governance.

President Cunningham stated the Center for Teaching Excellence has also been involved in this initiative. This effort has polled everyone across the College to look at what our colleagues would like offered to them.

#### *Human Resources – New Hires, Leaves and Sabbaticals*

##### Administrative Appointments—

Sylvia Wood, Finance Director, Accounting, Administrative Services

Ian Diem, Hospitality Faculty, Business, Business, Media, and Information Technologies

#### *Budget Update*

Vice President Larson reported that they are keeping a close eye on discussions at the State level. The community college presidents, in working with the Michigan Community College Association, have been exploring the funding for Michigan community colleges. A formula exists that hasn't been used for a number of years. Currently, the community colleges receive across the board increases or decreases; however, if any portion of the funding formula was reinstated, it would benefit the College beyond the state average. She stated this is something the College would like the legislature to consider in the future.

Vice President Larson also reported that the College's capital outlay request for renovations to the Gannon Vocational Technical building vacated space was struck from the bill. She stated that there were no community college projects funded.

### *St. Johns – Expanded Service Area*

President Cunningham asked Vice President Ruth Borger to provide an update on the St. Johns Expanded Service Area initiative and an update on House Bill 6242.

Vice President Borger reported that House Bill 6242 was a legislative initiative that the College had asked Muchmore Harrington to assist the institution with. This house bill is crucial to the future governance of the College. In the community college act there was a recent amendment to change the number of elected officials on the Board if a community college was to annex a school district. The annexed school district would be able to elect two trustees to the Board of Trustees. Based on legal counsel's advice, that amendment would give a certain community more representation than the rest of the community college district. This is important to the College since it is exploring expanding its service district into the St. Johns School District. She shared that with the assistance of Muchmore Harrington legislation was passed and is now with the Governor. The new legislation stated that any election after July 1, 2004 would not have to increase the members of its Board if a school district is annexed to a community college's service district. If the February 2005 election in St. Johns is successful that will not change the Board composition.

Vice President Borger provided a PowerPoint presentation on the information campaign strategy that is being implemented in the community of St. Johns (the presentation is on file with the official Board materials.)

### *Legislative Tribute*

President Cunningham shared that the College received a legislative tribute from Senator Virg Bernero and Governor Jennifer Granholm in celebration of the grand opening of the West Campus and the M-TEC. She read a portion of the tribute out loud.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Canady to frame the legislative tribute and have it placed in the M-TEC.

Ayes: Canady, Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Brannan

Motion carried.

### *Entrepreneurial Studies Program*

President Cunningham asked Mr. Chris Holman to further address this agenda item.

Mr. Holman reported that the College received a grant in the amount of \$46,100 from the Michigan Department of Labor and Economic Growth. This grant will go towards developing an entrepreneurial studies program, which will help small businesses to reverse the unemployment trend. There will be a partnership with Lansing Community College, Junior Achievement, Star Institute, and Region 14 which are all the local high schools and career centers to develop this program. Mr. Holman shared that the Director of the Michigan Department of Labor and Economic Growth stated that the proposal submitted by the

College, which was written by Ms. Toni Glasscoe on behalf of the curriculum committee, was held as a model of how grant proposals should be submitted. Mr. Holman stated that Vice President Gary VanKempen, Dean Gary Knippenberg, Mr. Bo Garcia, Ms. Toni Glasscoe, Mr. Mark Cleavy from the Small Business Association of Michigan, Dr. Karen Bentall from the University of Michigan, and himself all served on the curriculum committee for this program.

Trustee Rasmusson stated that Michigan State University DCL Law School has a clinic for entrepreneurs, which may serve as a great resource for the College.

Chairperson Lavery requested a future spotlight on this program.

President Cunningham shared that Governor Granholm and the Lieutenant Governor have promoted throughout Michigan that the entrepreneurial studies program is an important area to be involved with in terms of promoting businesses.

### **Action Items**

*Approval of Minutes - November 15, 2004 Regular Meeting and November 17, 2004 Strategic Planning Work Session*

The Board had no changes to the minutes.

*Annual Results Inventory Report – Financial Responsibility*

President Cunningham stated that the annual results inventory reports are part of the yearly monitoring process of the College's finances and student access to financial aid. She asked Vice President Larson to present the report.

Vice President Larson reviewed the Annual Results Inventory Report – Financial Responsibility with the Board (it is on file with the official Board materials.)

There was a question and answer period throughout the presentation.

Chairperson Lavery thanked Vice President Larson and her staff, on behalf of the Board, for doing an outstanding job.

IT WAS MOVED by Trustee Canady and supported by Trustee Pelleran to approve the action items of the President's Report.

There was no discussion.

Roll call vote:

Ayes: Canady, Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Brannan

Motion carried.

**CLOSED SESSION**

The Board did not go into closed session.

### **PUBLIC COMMENT**

There were no comments from the public.

Trustee Pelleran wished everyone a happy holiday.

### **ADJOURNMENT**

IT WAS MOVED by Trustee Canady and supported by Trustee Rasmusson for the meeting to adjourn.

Roll call vote:

Ayes: Canady, Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Brannan

Motion carried.

The meeting adjourned at 6:24 p.m.

January 11, 2005

## Potential Sale of Warehouse at 701 East Kalamazoo

### Background

The warehouse at 701 East Kalamazoo was gifted to the College in 1998 by the Michigan Refrigerating and Warehouse Company. The appraised value of the building at that time was \$405,000.

Built in 1923, the structure contains 37,904 gross square feet, including the basement. The College uses roughly 13,100 of the available square feet for storage, with the remainder of the building vacant. The structure is in fair condition. It does not contain a sprinkler or security system. The structure does not provide good climate control or moisture protection for some items that are stored there.

Working with CB Richard Ellis, the College received a written purchase offer in December 2004 to purchase the property for \$125,000. We understand that the purchaser is a small company that would be interested in renovating the building for office use. According to CBRE, the company has made a verbal commitment to go as high as \$150,000. As the offer was still substantially below the appraised value, we had the property reappraised. An appraisal completed on January 4, 2005 established the building's value at \$205,000. The recent appraisal also noted that the most recent, significant maintenance to the building "displays an effective age of 25 years, and that there were multiple items of deferred maintenance. Based on our cursory inspection, the cost to cure this deferred maintenance was estimated at \$5.00 per square foot, or \$140,000 (rounded)."

### Recommendation

It is recommended that the College pursue and accept a written purchase offer of \$150,000 for the following reasons.

- The College would have to make a substantial investment in the structure to more fully utilize the building, such as renting out unused storage space or moving other College functions to the building. While the appraiser listed a rough estimate of \$140,000, the College has identified up to \$1,000,000 in potential improvements to upgrade the building.
- Parking is not available at the site.
- According to information from CB Richard Ellis, and the recent appraisal, the vacancy rate for leased industrial space in Lansing at the end of 2003 was 32.7%. If necessary, the College could lease alternative, higher quality storage for \$3.00 to \$4.00 per square foot.
- Although the current offer of \$150,000 does not meet the newly appraised value, it will be difficult to match a buyer to this property, particularly due to its location between two railroad tracks.

## **Next Steps**

If the potential buyer wishes to pursue this offer, there will be a period for that buyer to perform appropriate due diligence on the property. In the meantime, College facilities staff will work with College departments to discard warehoused items that are no longer necessary, and will identify alternative space for the items that do need to be stored. It is possible that, until other properties are sold, storage could be added in current buildings, such as Old Central or the Carnegie Library.