



NOTE: A light dinner will be served at 5:00 p.m. in the Administration Building, Room 306.

AGENDA

Board of Trustees Meeting
October 17, 2005
6:00 p.m.

Regular Meeting

Policy

- I. Call to Order by Chairperson
- II. Roll Call by Secretary to the Board
- III. Pledge of Allegiance
- IV. Additions/Deletions to the Agenda
- V. Limited Public Comment Regarding Agenda Items
- VI. Chairperson and Board Member Reports
 - A. Chairperson Laverty
 1. Financial Aid Issue
 2. Follow Up to Willard Daggett Presentation
 3. Board Bylaw Discussion and Approval GP-301
 4. Information and Announcements
 - B. Board Members
 1. Trustee Proctor – Workforce Development Board
 2. Trustee Smith – Foundation Board of Directors
 3. Trustee Pelleran – Michigan Community College Association
- VII. President's Report
 - A. Informational Items
 1. College Spotlight – Child Development EL-206
 2. Budget Update EL-203
 3. High School Dropout Initiative E-103

4. Facilities Master Plan Update

EL-204

B. Action Items*

1. Approval of Minutes – September 19, 2005 Regular Meeting

2. Meridian Township Downtown Development Authority Resolution

EL-203

3. Finance

EL-204

a. Approval of Bids

VIII. Closed Session*

IX. Public Comment

X. Adjournment

**Motion to accept.*



BOARD OF TRUSTEES PLANNING CALENDAR

New items are in BOLD

October 2005

- Wed., Oct. 12 Michigan Hispanic Caucus Dinner*
Holiday Inn South
Time: 6:00 p.m. Dinner, 7:00 p.m. Program
- Sun., Oct. 16** LCC Foundation Scholarship fundraiser –LipSync “Motown and More”
Dart Auditorium – 6:00 p.m. to 8:00 p.m.
Admission Fee: \$25
- Mon., Oct. 17 Regular Board of Trustees Meeting
Board Room – 6:00 p.m.
- Tues., Oct. 18** Dialogue with Dr. Greg Tanaka
“Building an Intercultural Campus”
Administration Building Board Room – 12:00 – 1:30 p.m.
- Tues., Oct. 18 Volleyball
LCC vs. Kellogg Community College
GVT Gymnasium – 6:30 p.m.
Admission: \$4.00
- Tues., Oct. 18 Economic Club Luncheon*
Jack Lousma, USMC (Ret.) former Astronaut
Kellogg Center – 12:00 p.m.
- Fri., Oct. 21 NAACP 40th Annual Freedom Fund Banquet
Keynote speaker: Reverend Wendall Anthony, Pastor of Fellowship
Chapel and President of Detroit Branch of the NAACP
Holiday Inn South – 7:00 p.m.
- Sat., Oct. 22 Cross Country – Men’s & Women’s
Region XII – Grand Woods
Lansing, MI – 12:00 p.m.
- Sat., Oct. 22 Performing Arts Event: *Soundscapes 2005*
Dart Auditorium – 8:00 p.m.
Admission: Free
- Sun., Oct. 23 Performing Arts Event: *Soundscapes 2005*
Dart Auditorium – 3:00 p.m.
Admission: Free

November 2005

- Nov. 4-5 Performing Arts Event: *House of Desires* (Play)
Dart Auditorium – 8:00 p.m.
Admission: \$
- Sun., Nov. 6 Performing Arts Event: *House of Desires* (Play)
Dart Auditorium – 2:00 p.m.

(As of 10/12/05)

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

- Admission: \$
- Thurs., Nov. 10 Basketball – Men’s
LCC vs. Indiana Tech
GVT Gymnasium – 7:30 p.m.
Admission: \$4.00
- Nov. 11-12 Performing Arts Event: *House of Desires* (Play)
Dart Auditorium – 8:00 p.m.
Admission: \$
- Sun., Nov. 13 Basketball – Men’s
LCC vs. Columbus State
GVT Gymnasium – 3:00 p.m.
Admission: \$4.00
- Tues., Nov. 15 Performing Arts Event: *Rob Killips in Recital*
Dart Auditorium – 12:00 – 1:00 p.m.
Admission: Free
- Thurs., Nov. 17 Economic Club Luncheon*
Jerome M. Hauer, Director, Response to Emergencies and Disasters
Institute (READ), George Washington University
Kellogg Center – 12:00 p.m.
- Fri., Nov. 18 Basketball – Women’s
LCC vs. Olive Harvey College
GVT Gymnasium – 7:00 p.m.
Admission: \$4.00
- Mon., Nov. 21 Regular Board of Trustees Meeting
Board Room – 6:00 p.m.
- Wed., Nov. 30 Basketball – Men’s
LCC vs. Mott Community College
GVT Gymnasium – 7:30 p.m.
Admission: \$4.00
- December 2005**
- Sun., Dec. 4 Basketball – Women’s
LCC vs. Erie Community College
GVT Gymnasium – 1:00 p.m.
Admission: \$4.00
- Tues., Dec. 6 Basketball – Women’s
LCC vs. Siena Heights
GVT Gymnasium – 7:00 p.m.
Admission: \$4.00
- Thurs., Dec. 8 Economic Club Luncheon*
Anthony Chan, Ph.D., Managing Director & Senior Economist, JPMorgan
Fleming Asset Management
Kellogg Center – 12:00 p.m.

(As of 10/12/05)

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

- Dec. 9-10 Performing Arts Event: *3rd Semester Shakespeare Studio Theatre*
Old Central Room 232 – 8:00 p.m.
Admission: Free
- Sat., Dec. 10 Performing Arts Event: *LCC Jazz Ensemble & Jazz Combo*
Dart Auditorium – 8:00 p.m.
Admission: Free
- Sun., Dec. 11 Performing Arts Event: *LCC Concert Choir*
Plymouth Congregational Church, 2001 N. Grand River, Lansing
4:00 p.m.
Admission: Free
- Sun., Dec. 11 Performing Arts Event: *The Percussion Ensemble*
Dart Auditorium – 4:00 p.m.
Admission: Free
- Sun., Dec. 11 Performing Arts Event: *Dance Open House*
GVT 3900-3950 – 4:00 – 5:30 p.m.
Admission: Free
- Mon., Dec. 12 Regular Board of Trustees Meeting
Board Room – 5:00 p.m.
- Mon. Dec. 12 Board Appreciation Dinner
Location: TBA
6:30 p.m.
- Dec. 16-17 Performing Arts Event: *1st Semester Contemporary Realism Studio Theatre*
Old Central 232 – 8:00 p.m.
Admission: Free
- Sat., Dec. 17 Basketball – Men's
LCC vs. Schoolcraft College
GVT Gymnasium – 3:00 p.m.
Admission: \$4.00

(As of 10/12/05)

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

BYLAWS

OF THE

BOARD OF TRUSTEES

LANSING COMMUNITY COLLEGE

Date of Adoption: 12-04-01

Revised: 5/6/03, 3/15/04, 6/20/05

LALIB:109194.10\050806-00003

TABLE OF CONTENTS

	PAGE
1.0 AUTHORITY TO ADOPT, SUSPEND AND REVISE BYLAWS	1
1.0.1 Adoption of Bylaws	1
1.0.2 Suspension.....	1
1.0.3 Revision.....	1
1.1 MEMBERSHIP	1
1.1.1 Board of Trustees as Governing Body	1
1.1.2 Board Composition	1
1.1.3 Qualification	2
1.1.4 Elections	2
1.1.5 Installation of Board Members.....	2
1.1.6 Vacancy on the Board.....	3
1.1.7 New Board Member Orientation.....	3
1.1.8 Board Members Seeking Employment with the College	4
1.2 OFFICERS AND DUTIES OF OFFICERS OF THE BOARD OF TRUSTEES	4
1.2.1 Officers	4
1.2.2 Election of Officers/Term of Office/Vacancy	4
1.2.3 Chairperson.....	5
1.2.4 Vice Chairperson	5
1.2.5 Secretary	5
1.2.6 Treasurer.....	5
1.3 BOARD COMMITTEES	6
1.3.1 Committees	6
1.3.2 Audit Committee.....	6
1.4 MEETINGS OF THE BOARD	6
1.4.1 General Conduct and Notice of Meetings	6
1.4.2 Organizational Meeting	7
1.4.3 Regular Meetings.....	7

1.4.4	Special Meetings/Notice	8
1.4.5	Quorum, Voting, and Roll Call Voting	8
1.4.6	Attendance by Telephonic or Video Conference	9
1.4.7	Legal Counsel	9
1.5	MEETING PROCEDURE	9
1.5.1	Agenda for Regular Meeting.....	9
1.5.2	Order of Business.....	10
1.5.3	Public Participation in Public Meetings	10
1.5.4	Minutes	10
1.5.5	Parliamentary Procedure and Authority	11
1.6	BOARD GOVERNANCE/BOARD POLICIES AND PROCEDURES	11
1.6.1	Authority and Powers Reserved by the Board	11
1.6.2	Strategic Plan	12
1.6.3	President as Chief Executive Officer of College.....	13
1.6.4	Delegation to the President	13
1.6.5	Formulation of College Policies and Procedures	14
1.6.6	Policy Formation/Advice/Changes	14
1.6.7	Distribution of Bylaw and Board Policies.....	15
1.7	BOARD AND BOARD MEMBER CONDUCT/INTERACTION WITH PUBLIC AND WITH COLLEGE PERSONNEL	15
1.7.1	General Guidelines for Conduct.....	15
1.7.2	Receipt of Confidential Information	16
1.7.3	Interaction With College Personnel	16
1.7.4	Communications Policy/Board Members Request for Information	17
1.7.5	Communication With Legislators, Public Officials, and Community Leaders.....	18
1.7.6	Relationship With The Press.....	18
1.7.7	Conflict of Interest	18
1.7.8	Trustee Usage of Facilities.....	19
1.7.9	Complaints Regarding Individual Board Member	20
1.8	COMPENSATION AND REIMBURSEMENT OF EXPENSES	20

1.8.1	Compensation	20
1.8.2	Travel Expenses	21
1.9	INDEMNIFICATION	21
1.9.1	Indemnification	21
1.9.2	Procedure for Implementing Request for Indemnification	22
1.10	ADMINISTRATION	23
1.10.1	Financial	23
1.10.2	Long-Term Financial Planning	23
1.10.3	Awarding Contracts	23
1.10.4	Audits	23
1.10.5	Legal Counsel	24

1.0 AUTHORITY TO ADOPT, SUSPEND AND REVISE BYLAWS

1.0.1 Adoption of Bylaws

These amended and restated bylaws are adopted under the authority granted in the Community College Act of 1966 (the “Community College Act”), Act 331 of 1966, as amended, MCL 389.1 et seq.

MCL 389.125(d).

1.0.2 Suspension.

Except as otherwise prohibited by law, these Board bylaws may be suspended, in whole or in part, at any meeting of the Board by the Chairperson, if without objection, or by a majority vote of the Board and such action shall apply to that meeting only.

1.0.3 Revision.

Except as otherwise prohibited by law, these Board bylaws may be altered, amended, or repealed and new bylaws adopted at any Regular or Special Board meeting; provided that the proposal has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at a meeting at which the proposal is presented.

Any new or amended bylaw properly adopted shall take immediate effect unless otherwise stated by the Board at the time of adoption.

1.1 MEMBERSHIP

1.1.1 Board of Trustees as Governing Body

The governing body of Lansing Community College shall be the Board of Trustees, membership of which shall be determined in accordance with the Community College Act.

1.1.2 Board Composition

The Board of Trustees consists of seven (7) persons elected at large every two (2) years at the regular College District election for staggered six (6) year terms. Nomination and election to the Board shall be in accordance with the Community College Act.

MCL 389.34a.

1.1.3 Qualification

A candidate for election to the Board of Trustees must be a resident elector in the Community College District.

MCL 389.151.

1.1.4 Elections

Regular elections shall be held biannually in ~~odd~~ years on annual school election dates as prescribed by the Community College Act.

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All notices of regular or special elections to be held by the College District shall be given by the Secretary of the Board of Trustees in the manner prescribed by law.

Nominating petitions shall be provided at the Administration Office of the College to prospective candidates and shall be filed with the ~~Ingham~~ County Clerk, consistent with applicable state law.

Deleted: Secretary of the Board of Trustees of the Community College District or his or her designee

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The final canvass of the results of any community college election shall be made by the Board of Canvassers, in accordance with applicable law.

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MCL 389.36-38; MCL 389.152.

1.1.5 Installation of Board Members

Each person elected or appointed as a member of the Board of Trustees shall file with the Secretary of the Board of Trustees an Acceptance of Office, an Affidavit of Eligibility, and an Oath of office.

All members of the Board of Trustees shall file an Affidavit of Eligibility in the following form:

“I, _____, a duly elected or appointed member of the Board of Trustees of Lansing Community College, do solemnly swear that I am an elector residing in _____, County of _____, and have resided therein for more than thirty (30) days prior to the date of my election or appointment, that I have also attained the age of eighteen years prior to the date of my election or appointment; and that I have resided in the State of _____

Michigan for more than six (6) months and am a United States citizen.”

All members of the Board of Trustees shall file an Acceptance of Office in the following form:

“I accept the office of Trustee on the Board of Trustees of Lansing Community College and agree to serve in this position for the period required by statute or until my successor shall qualify.”

All members of the Board of Trustees shall take and subscribe to the following Oath of Office:

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of this State and that I will faithfully discharge the duties of the office of member of the Board of Trustees according to the best of my ability.”

MCL 389.156.

1.1.6 Vacancy on the Board

Whenever a vacancy occurs on the Board of Trustees, the remaining members of the Board shall **immediately fill**, by majority vote, the vacancy with a qualified elector of the College District, as prescribed by law. The Trustee so appointed shall hold office until the next regular election of members of the Board, at which time the vacancy will be filled by election for the remainder of the term.

MCL 389.158.

1.1.7 New Board Member Orientation

It shall be the responsibility of the Chairperson of the Board of Trustees and the President of the College to inform new members of the Board about the **budget and Strategic Plan** of the College, the general organization and administration of its programs, the major problems it faces, programs of development in progress, and the way in which the Board functions. Such orientation shall be planned and carried out after each election or whenever a new member is appointed to fill an unexpired term.

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Deleted: All members of the Board of Trustees shall file an Acceptance of Office in the following form:¶

¶
“I accept the office of Trustee on the Board of Trustees of Lansing Community College and agree to serve in this position for the period required by statute or until my successor shall qualify.”¶

Deleted: All members of the Board of Trustees shall file an Affidavit of Eligibility in the following form:¶

¶
“I, _____, a duly elected or appointed member of the Board of Trustees of Lansing Community College, do solemnly swear that I am an elector residing in _____, County of _____, and have resided therein for more than thirty (30) days prior to the date of my election or appointment, that I have also attained the age of eighteen years prior to the date of my election or appointment; and that I have resided in the State of Michigan for more than six (6) months and am a United States citizen.”¶

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1.1.8 Board Members Seeking Employment with the College

A Board member shall not apply for a position with the College unless and until he or she has first resigned from the Board. Similarly, employees of the College, regardless of the type of compensation received, are excluded from membership on the Board.

1.2 **OFFICERS AND DUTIES OF OFFICERS OF THE BOARD OF TRUSTEES**

1.2.1 Officers

The officers of the Board of Trustees shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer, all of whom shall be members of the Board. The positions of Secretary and Treasurer may be combined, if the Board so decides by majority vote.

The officers shall perform those duties as need be provided by these bylaws not inconsistent with the Community College Act and current statutes.

MCL 389.111(3); MCL 389.113(2).

1.2.2 Election of Officers/Term of Office/Vacancy

All officers of the Board shall be nominated from the floor and elected by roll call vote at the organizational meeting of the Board provided for in 1.4.2.

Each officer of the Board shall be elected for a term of two (2) years or such shorter time as the Board shall determine, shall assume office immediately upon election, and shall hold office until a qualified successor shall be elected. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office. This provision does not preclude the re-election of an officer.

MCL 389.111(3).

1.2.3 Chairperson

The Chairperson shall provide leadership in planning the work of the Board, shall preside at all meetings of the Board, shall decide all questions of rule and order. The Chairperson shall appoint and establish all

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committees and committee Board appointments unless the committee members are designated or their appointment is otherwise provided for in the motion or resolution establishing the committee, shall be an ex-officio member of all committees, and shall perform such other duties as these bylaws and state law provide or the Board may prescribe. The Chairperson shall act for the Board when such action is required by law in signing contracts and other official documents, shall represent the Board of Trustees or designate a representative upon occasion when such representation is deemed desirable, shall act as the spokesperson for the Community College, consistent with 1.7.5 and 1.7.6, and shall perform such other duties as may be prescribed by law, consistent with Governance Policy GP-303.

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1.2.4 Vice Chairperson

The Vice Chairperson shall support the Chairperson in his or her duties, shall assume the duties of the Chairperson in the event of his or her absence or incapacity, and shall perform other duties as these bylaws and state law provide or the Board may prescribe.

1.2.5 Secretary

The Secretary shall, through the professional secretary to the Board, cause to be kept a proper record of all meetings of the Board, shall see that proper notices required by law are published or posted, that Board members are properly notified of all meetings, that all records to the Board are available for public inspection, that minutes of previous meetings are supplied to all members as required by these bylaws and, in general, shall perform all duties incident to the office of Secretary and such other duties as may be assigned to him or her by the Board or are required by these bylaws or state law. In the absence or inability of the Secretary to act, any officer may act in his or her place.

1.2.6 Treasurer

The Treasurer, through the Chief Financial Officer of the College and subject to any delegation to the President in 1.6.4 (D), shall monitor and safeguard the financial condition of the College, including but not limited to receiving, holding in custody, investing and handling all funds of the College as directed by the Board; dispersing funds of the College as he or she may be ordered by the Board, and shall perform such other duties as these bylaws and state law or the Board may prescribe.

The Treasurer, through the Chief Financial Officer of the College, shall each year, after the Board of Trustees has determined the tax rate to be levied and certified the amount of taxes to be raised, notify the proper assessing officers of each city and township contained in the College District.

The Treasurer and all designated assistants shall be bonded by a surety company approved by the Board in such amount as the Board may determine. The premium for said bond shall be an expense of the College.

1.3 BOARD COMMITTEES

1.3.1 Committees

There shall be no standing committees of the Board other than an Audit Committee, as provided for in Section 1.3.2, below; however, there may be appointed special committees to study issues and perform tasks. These committees shall be appointed by the Chairperson for certain expressed purposes and periods of time, consistent with Governance Policy GP-304.

1.3.2 Audit Committee

Members of the Audit Committee shall be appointed by the chairperson of the Board of Trustees and shall serve as a standing committee to meet with the College's auditors in advance of and during the annual college audit, to review the College's financial policies as may be appropriate, and to address other financial and related issues the Board or committee members deem appropriate, consistent with Governance Policy GP-305.

(Amended 5/6/03)

1.4 MEETINGS OF THE BOARD

1.4.1 General Conduct and Notice of Meetings

The business that the Board may perform shall be conducted in compliance with the Michigan Open Meetings Act, 1976 PA 276, MCL 15.261 et seq. Generally, unless the Open Meetings Act provides otherwise, meetings of the Board shall be open to the public and shall be held in a place available to the public. The Board, in accordance with the Open Meetings Act, may go into closed session.

MCL 15.263; MCL 389.111(4).

1.4.2 Organizational Meeting

The organizational meeting of the Board of Trustees shall be held at the first meeting of the Board in July following the date of the regular College District election. The Board shall elect officers at the organizational meeting.

MCL 389.111(2) and (3).

1.4.3 Regular Meetings

The Board shall meet on a regular basis at times determined by the Board. Meetings will ordinarily be held in the Board Room of the Administration Building, 610 N. Capitol Avenue, Lansing Community College, PO Box 40010, Lansing, Michigan 48901-7201, but may be held at other times and in places in accordance with the Open Meetings Act, as the Chairperson may set, and circumstances may require.

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A public notice of the regular meetings of the Board of Trustees shall be posted in accordance with the provisions of the Open Meetings Act within ten days after the first meeting of the Board in each fiscal year. The public notice shall state the dates, times and places of each regular meeting.

Any regular meeting may, however, under necessary circumstances, be set at another time or place, or be waived by a majority vote of the Board at a preceding meeting or cancelled altogether at the discretion of the Board Chairperson, unless four (4) or more Trustees object in writing. Any change in the schedule of regular meetings of the Board of Trustees shall be posted in a public notice within three (3) days after the meeting at which the change is made and state the new dates, times and places of such meeting(s). In the event of any rescheduled regular meeting of the Board of Trustees, a public notice stating the date, time and place of the meeting shall be posted at least eighteen (18) hours before the meeting.

MCL 15.265(2), (3), and (4).

1.4.4 Special Meetings/Notice

Special meetings of the Board of Trustees may be called by the Chairperson of the Board, or any four (4) members of the Board, by serving on the other members a written notice of the date, time, place and purpose of such special meeting. No business shall be conducted at a special meeting other

than that which is designated in the written notice of the meeting. A public notice stating the date, time, and place of any special meeting shall be posted at least eighteen (18) hours before the meeting.

Service of the notice for a special meeting shall be by any one or more of the following:

- A. Delivering the notice to the Board member personally at least eighteen (18) hours before the special meeting is to take place, or
- B. Leaving the notice in a conspicuous place at the Board member's residence or with some person of suitable age and maturity of the household at least eighteen (18) hours before such meeting is to take place, or
- C. Depositing the same in the U.S. Post Office mail receptacle, enclosed in a sealed envelope plainly addressed to each such member at his or her last known residence address, at least forty-eight hours (48) before such meeting is to take place, or
- D. Electronic mail or facsimile to the Board member at least eighteen (18) hours before the special meeting, to an address or facsimile number provided by the Board member for such purposes, provided such notice is accompanied by a telephone call to the Board member's residence or business at least eighteen (18) hours before the special meeting, whichever the Board member provides for such purpose, notifying the Board member of the electronic mail or facsimile notice of the special meeting.

Service as above prescribed may be made by any adult person including a member of the Board, the Secretary to the Board, or any employee of the College.

1.4.5 Quorum, Voting, and Roll Call Voting

At all meetings of the Board of Trustees, whether regular or special, a majority of the entire membership of the Board shall constitute a quorum to do business. If a quorum is not present for a meeting, a majority of those present may adjourn the meeting to a future date.

No act of the Board is valid unless voted at a legal meeting by a majority of the members elect of the Board, consistent with 1.5.5, and a proper record made of the vote. A roll call vote is required for approval of any

expenditure of College proceeds or for any other vote if requested by any Board member.

MCL 389.113(1).

1.4.6 Attendance by Telephonic or Video Conference

Unless otherwise prohibited by law, it is permissible for a member to participate in a regular or special meeting by telephone or video conference so long as a quorum otherwise exists, the member participating by telephonic or video conference can hear all comments of the Board and audience members and can be heard by all Board members and audience members, and the College reasonably has facilities and equipment to accommodate such participation. Assuming a quorum otherwise exists, a member participating in a regular or special meeting by telephone or video conference may vote on action items and his or her vote shall count.

1.4.7 Legal Counsel

Legal counsel ~~may~~ be present at regular and special meetings of the Board when legal advice is needed and counsel has been notified by the Chairperson of the Board of Trustees or the President of the College.

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1.5 MEETING PROCEDURE

1.5.1 Agenda for Regular Meeting

The President and Chairperson shall prepare an agenda with necessary supporting reports and documents for each regular meeting. The agenda, with supporting materials, shall be available for each member of the Board no later than three (3) calendar days prior to the day of a meeting. The agenda may be modified by the Chairperson, if without objection, or upon a majority vote of the Trustees in attendance at a Board meeting.

1.5.2 Order of Business

The Chairperson, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business for Regular Meetings shall be as follows:

- I. Call to Order;
- II. Roll Call;
- III. Pledge of Allegiance

~~IV.~~ Additions/Deletions to the Agenda;

~~V.~~ Limited Public Comment Regarding Agenda Items;

~~VI.~~ Chairperson and Board Member Reports,

- A. Chairperson,
- B. Board Members;

~~VII.~~ President's Report,

- A. Informational,
- B. Action Items;

~~VII.~~ Public Comment;

~~VIII.~~ Board Evaluation

~~IX.~~ Adjournment.

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1.5.3 Public Participation in Public Meetings

Individuals and delegations are welcome to attend meetings of the Board of Trustees' and may address the Board during that section of the agenda designated for public comments. No person shall speak for more than three (3) minutes unless the time limit is waived by the Chairperson, if without objection, or by a majority vote of the Board members present. When a large number of speakers are to be heard, the Chairperson, if without objection, or the Board by majority vote of the Board members present may shorten the time for each speaker and/or set a limit on the time and number of persons to be heard on a given subject.

Defamatory or abusive personal remarks are always out of order. The Chairperson of the Board may terminate the speaker's privilege of address if, after being warned, the speaker persists in improper conduct or remarks. The Chairperson may order the removal of any person, by Campus Safety or any lawful means, who persists in improper conduct during a meeting of the Board of Trustees.

1.5.4 Minutes

Trustees shall keep a written or printed record of each regular or special meeting of the Board, in accordance with Section 9 of the Open Meetings Act. Copies of minutes of Board meetings, except closed sessions, shall be available to the public at the reasonable estimated cost of copying, consistent with the Michigan Freedom of Information Act, Act 442 of 1976, as amended, MCL 15.231 et seq. Proposed minutes of a Board meeting shall be available for inspection (but not copying) by the public at the College's administrative offices no later than eight (8) business days after said meeting, and delivered to members of the Board with the Board agenda prior to the next Board meeting. Approved minutes shall be made

available to the public at a time no later than five (5) business days after the minutes have been approved by the Board.

MCL 389.113(1); MCL 15.269.

1.5.5 Parliamentary Procedure and Authority

In general and unless otherwise required by state law or these bylaws, the Board shall act by resolution or motion brought by a board member, seconded by another board member, and approved by a majority of the Board. A motion to call the question, if seconded and approved by majority, shall end debate and require a vote on the main motion or resolution. A motion to table may be made at any time and is non-debatable. A motion to adjourn may be made at any time and takes priority over any other motion. When there shall be any question regarding procedure not addressed by these bylaws or state law, the current edition of Robert's Rule of Order Newly Revised for deliberative bodies (not the more limited Procedures in Small Boards) shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws or state statute.

1.6 **BOARD GOVERNANCE/BOARD POLICIES AND PROCEDURES**

1.6.1 Authority and Powers Reserved by the Board

All business conducted by the Board of Trustees shall be in conformance with the Community College Act and current Michigan statutes, including the Open Meetings Act, Act 267 of 1976, as amended, MCL 15.261 et seq., consistent with Governance Policy GP-301.

The College shall be managed by the Board of Trustees, in accordance with the Community College Act and in keeping with these Board bylaws and the Statements of Purpose and Goals contained within the College's strategic plan. The general powers granted to the Board are those expressly provided for in the Community College Act and any powers implied or incident thereto, including the exercise of any power incidental or appropriate to the performance of any function related to the operation of the College in the interests of educational and other programs and services offered by the College.

More specifically, the duties of the Board of Trustees shall include, but are not limited to, the following: 1) appoint or remove the President and Vice

President level administrators; 2) approve the issuance of College degrees and certificates; 3) adopt, develop, and define Board and College policies; 4) establish an annual College budget; 5) establish and authorize College tuition, course fees, and other fees that apply to all students; 6) authorize the sale, purchase, construction, and renovation of College land, buildings, and major equipment; 7) define and review College strategic direction and goals; 8) institute and promote major College fund-raising efforts and authorize the acceptance of gifts to the College; 9) authorize the incurring of debt by the College; 10) evaluate the President, consistent with 1.6.3.

MCL 389.104(2); MCL 389.121-123; MCL 389.127.

1.6.2 Strategic Plan

The focus of the Board will be proactive rather than reactive and shall be on broad strategic issues and policies; not on the administrative or programmatic means in attaining these goals.

The Board of Trustees shall be responsible for the development of the College's strategic plan, which is intended to provide broad direction to the College and a framework for evaluating the College's operational effectiveness. The strategic plan shall contain performance measures through which the continuous improvement of the College can be evaluated.

The College's strategic plan shall be modified and extended on an ongoing basis through changes or additions recommended by the President and approved by the Board. Modifications and extensions shall be accompanied by additional performance measures if suitable measures are not already contained within the strategic plan. The President shall confer with the Board regarding extensions and modification of the strategic plan on a regular basis.

1.6.3 President as Chief Executive Officer of College

The President shall serve as the chief executive officer of the College, and the general administration and operation of the College is delegated by the Board to the President, in accordance with these bylaws, consistent with Governance Policy EL-200

The President's administration shall conform to the adopted policies of the Board and the direction defined in the College strategic plan and, in particular, the performance measures contained therein. These performance measures will be defined in three (3) broad categories and reviewed by the Board: Stakeholder Satisfaction, Financial Responsibility, and Access.

A formal evaluation of the President will occur in October or November of each year. This evaluation shall consider the performance measures as defined herein, and as it has appeared over the intervening year.

Only decisions of the Board acting as a body are binding upon the President. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

1.6.4 Delegation to the President

The President is hereby delegated the following authority, consistent with the President's status as the College's chief executive officer. In exercising the authority granted herein, the President shall be governed by and comply with all written bylaws, policies and contracts adopted and approved by the Board of Trustees, and any applicable state law:

- A. Select and employ personnel of the community college, subject to 1.6.1. As provided in the Community College Act, the authority granted hereunder shall not include the authority to appoint and employ the chief financial officer responsible to the President.
- B. Pay claims and demands against the community college, up to the amount of \$50,000.
- C. Unless otherwise subject to a specific college policy or specifically approved by the Board, purchase, lease, or otherwise acquire personal property for the College on College premises, provided that all transactions of \$100,000 or more shall first be approved by the Board.
- D. Invest funds of the College, subject to limitations imposed by law or the Board of Trustees.
- E. Subject to terms and conditions as the Board may establish, accept any and all contributions, capital

grants, gifts, donations, services, or other financial assistance from any public or private entity, provided that the President shall report to the Board, at the first meeting following receipt, any item with a value of \$10,000 or more.

~~These~~ powers delegated to the President shall be effective immediately and shall continue until specifically revoked by the Board.

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MCL 389.124(b).

1.6.5 Formulation of College Policies and Procedures

The Board of Trustees, as provided by statute, shall adopt policies for the governance of the College.

Formulation of new policies, or amendment to existing policies for the overall operation of the College, may be recommended to the Board by the President.

Procedures, when developed by the administration in order to implement policies, will be presented to the Board for information.

1.6.6 Policy Formation/Advice/Changes

The first meeting at which a policy topic is discussed shall require three (3) members for the purpose of introduction and discussion. The Chairperson, after consultation with other Board members, will seek pertinent facts and advice from the President and advice from legal counsel when appropriate regarding all policy formation or changes. Reports and information in response to such requests, as is the case with other Board information, will be made available to all members of the Board.

At the second meeting at which a policy is discussed, a formal policy proposal may be put forth. The Board may at this time vote upon the proposal or request language changes, further research, or additional information, thereby postponing a vote.

Policies may be altered, amended, or repealed by the Board at any Regular or Special Board meeting, provided the change has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at the meeting at which a policy change is presented.

1.6.7 Distribution of Bylaw and Board Policies

Copies of the Bylaws and the Policy Manual of the Board of Trustees of Lansing Community College shall be provided to every Board member, filed with the Secretary of the Board, maintained in the office of the President of the College, on the College website, and at such other places as is deemed appropriate.

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1.7 **BOARD AND BOARD MEMBER CONDUCT/INTERACTION WITH PUBLIC AND WITH COLLEGE PERSONNEL**

1.7.1 General Guidelines for Conduct

The Board acknowledges its responsibility to the Administration, Faculty, Staff and Students, as well as to the public to conduct itself, collectively and individually, in a manner consistent with these rules and bylaws as well as with other College and Board policies and practices, consistent with Governance Policy GP-307.

The Board of Trustees recognizes that it has authority to act only as a unit and that individual Board members have no authority to act in College matters without approval of the Board.

The Board will enforce upon itself whatever discipline is needed to govern and discharge its duties effectively and efficiently. The Board and individual Board member self discipline will apply at all times and to such matters which include, but are not limited to attendance, respect of others, proper decorum, confidentiality with sensitive information, speaking with one voice, and adherence to the policies and rules of the College and the Board. The Board will not allow any officer, individual or committee of the Board to hinder or be an excuse for not fulfilling the Board's responsibilities in a professional and responsible manner.

The Board will take appropriate action to enforce the obligations imposed hereunder and in these bylaws, including without limitation, limiting or suspending travel or other Board privileges, public censure, or other such action as the Board deems appropriate.

Each Board member is subject to and shall conform his or her behavior in accordance with Board and general College policies regarding ethical and professional conduct.

1.7.2 Receipt of Confidential Information

At times, Board members will receive confidential or sensitive information concerning College affairs, including information which if disclosed could have adverse consequences to the College. For example, information received in a closed session of the Board that is disclosed to the public by a Board member could result in the waiver of the attorney-client privilege and, may as well, constitute a violation of the Open Meetings Act. Accordingly, Board members shall keep confidential all information of a confidential or sensitive nature provided to the Board, the disclosure of which would violate the fiduciary obligations of the Trustee, compromise the attorney client privilege, or violate any law or court order, and shall not disclose any confidential information received during closed sessions of the Board or otherwise.

1.7.3 Interaction With College Personnel

College personnel regard a visit by a Board member, except for consultation with the President, as a special occasion. Ongoing interaction can create confusion as to the roles of the Board and the College Administration. Moreover, to prevent the appearance of impropriety or unethical conduct and to avoid the use of undue and inappropriate influence over College personnel, Board members should coordinate College related contact and interactions with the President.

The Board recognizes the rights of students, faculty, administrators and other employees of the College to hold private meetings and to carry on the day-to-day operations of the College without the participation of Board members. Accordingly, it is improper for Board members:

- A. to attend or participate in private meetings of students, faculty, administrators or other employees of the College where College business is to be considered, unless the Board member has been invited to attend as an observer only, or the Board as a whole is invited to attend and decides to participate, or the Board member has been officially designated by the Board to attend or participate;
- B. to participate in the day-to-day operations of the College without official Board approval;
- C. to intercede with students, faculty, administrators or any other employees of the College on behalf of any person or program without approval of the Board;

- D. to threaten or harass or intimidate any employee or student of the College or anyone doing business with the College;
- E. to borrow money, solicit funds or accept gratuities of any kind from any employee of the College, unless the activity is otherwise protected by constitution or statute.

1.7.4 Communications Policy/Board Members Request for Information

In order to assure that internal and external communication between the Board, the public and the college staff are clear and represent the unity and maintain the integrity of the Board acting as a whole, these policies will be followed as individual responsibilities of each Trustee:

- A. Individual Trustees requesting information that will require a material amount of staff time to compile, or the preparation of a special report, or that may be disruptive shall make such requests to the Chairperson of the Board. The Chairperson may approve the request or, at his or her discretion, place the request on the next Board meeting agenda for the consideration of the Board of Trustees. Compilations and reports prepared pursuant to this provision will be available to all Trustees. Individual Trustees shall not make such requests directly to an employee of the College.
- B. Individual Trustees with questions regarding the operations of the College, such as inquiries concerning employment or admission to the College, complaints for or about students, complaints from or about faculty and staff, complaints or questions about administrative decisions, and complaints or questions from or about facilities, shall convey such to the Office of the President for consideration and possible action.
- C. When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees shall carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or action of the Board or College.
- D. Trustees will make no announcement of nor give any information about action taken by the Board until such action has been communicated by the Board Chairperson or President through regular official channels.

- E. Consistent with the guideline in 1.7.1, an individual Trustee shall not purport to act for, bind, or commit the College to any act or course of conduct without the prior approval of the Board. The College can be bound only by formal action of the Board.

1.7.5 Communication With Legislators, Public Officials, and Community Leaders

In contact with legislators, public officials and community leaders, Board members should maintain consistency with established Board decisions, policies and plans and coordinate contacts with the President and Board Chairperson.

Consistent with 1.7.1 and 1.7.4.E, Board members, when acting as individuals, should take reasonable care to clarify that they are acting as individuals and not on behalf of the Board or the College.

1.7.6 Relationship With The Press

The Board Chairperson and the President, or their respective designees, shall be the spokespersons to the press on College matters. In most cases, Board members should refer inquiries from reporters to the Chairperson and/or President. The goal is to speak with one voice on College matters and to remove the potential of conflicting statements.

See also 1.7.1 and 1.7.4.C and 1.7.4.E, [consistent with Governance Policy GP-307.](#)

1.7.7 Conflict of Interest

A. Defined; Obligations in event of conflict of interest: As required by state law, if a Board member's outside activity (employment, participation or involvement in another business, corporation, institution or other entity) constitutes a conflict of interest, then the Board member will (a) disclose to the Board such conflict or the potential conflict; (b) absent herself/himself from discussion regarding any issue which involves his role as a Board member and his outside activity, and (c) refrain from voting on any such issue.

Conflict of interest includes, without limitation, (1) serving simultaneously as a member of a community college board and as an officer or director of a corporation doing business with the college, or (2) having a financial interest in a corporation doing business with the College, or (3) having the potential in similar ways to have a direct personal benefit from a Board action, or (4) participation or involvement in any outside activity (as defined above) which would create the

appearance of divided loyalties and advancing self-interest if the Board member were to engage in deliberations or votes concerning matters of interest to both the College and the outside activity or (5) any conference or discussion with any person which would create a risk of disclosing confidential or proprietary information of the College particularly when such discussions could implicate and further exacerbate conflicts as defined in (4) above.

B. Disclosure: Members shall immediately disclose to the Board any conflict of interest or potential conflict of interest that arises, and shall also disclose in writing at the regular September Board meeting each year any existing or potential conflict of interest. Each Board member shall receive a disclosure form in advance of the September Board meeting upon which disclosures shall be made.

C. Solicitation: No Board member shall directly or indirectly solicit any contract between the College and:

1. The member;
2. Any firm (meaning a co-partnership or other incorporated association) of which she/he is a partner, member or employee;
3. Any private corporation in which she/he is a stockholder owning more than one percent (1%) of the total outstanding stock of any class where such stock is not listed on a stock exchange, or stock with a present market value in excess of \$25,000.00 where such stock is listed on a stock exchange or of which he/she is a director, officer or employee; and
4. Any trust of which the Board member is a beneficiary or trustee.

D. Vendors: Except in circumstances where the Board is selecting a consultant for its own purposes, Board members shall not normally communicate with vendors regarding the provision of products and services to the College, and shall refer any inquiries to the President. Board members shall avoid involvement in vendor-College relationship; any advocacy of individual vendors shall be regarded as a substantial conflict of interest.

(Amended 03/15/04)

1.7.8 Trustee Usage of Facilities

Trustees are not prohibited from using College facilities for professional or personal reasons provided such facilities are normally available to the public, and the Trustee is subject to the same conditions, goes through the same procedures and pays the same compensation as would a member of the public who is not a College employee.

1.7.9 Complaints Regarding Individual Board Member

In the event the College receives a complaint from a member of the public or from a College employee, the complaint shall be referred to the Board Chairperson or, if the complaint is against the Chairperson, to the Vice Chairperson. The Trustee that is the subject of the complaint shall be notified and given an opportunity to respond to the Chairperson (or Vice Chairperson, if the complaint concerns the Chairperson). The Chairperson (or the Vice Chairperson, if appropriate), at his or her discretion, shall determine whether to take the complaint to the full Board for consideration or possible disciplinary action. Further, the Chairperson (or Vice Chairperson, if appropriate), shall have the discretion to investigate the complaint, including the authority to engage an outside consultant to undertake the investigation and may, if he or she chooses, do so prior to notifying the Board of the complaint. Any report from an outside consultant shall be disseminated to all Board members prior to any disciplinary action being taken against the Board member. All meetings to hear complaints or to consider the discipline of a Board member shall occur at an open meeting, unless the Board member that is the subject of the complaint requests a closed session, in accordance with the Open Meetings Act.

The foregoing does not prohibit the right of a member of the public, College employee, or vendor to appear before the Board at a regular or special meeting to address the Board during the public comments portion of the meeting and air his or her complaints regarding the conduct of the Board member.

1.8 COMPENSATION AND REIMBURSEMENT OF EXPENSES

1.8.1 Compensation

No member of the Board shall receive any compensation for services rendered the College.

MCL 389.112.

1.8.2 Travel Expenses

The Board recognizes the value of membership and attendance at conferences, workshops, and meetings at the state, regional, and national levels which are appropriate and necessary to carry out College business. Subject to Chairperson approval, the Board encourages the following:

1. The attendance of its members in one (1) out-of-state and one (1) in-state conference (inclusive of the MCCA Summer conference), workshop, or meeting per year, in addition to all other meetings and conferences offered by the Michigan Community College Association.
2. The Board appointed delegates to the Board of Directors of the Michigan Community College Association to attend all regularly scheduled meetings of its Board of Directors.
3. The Board Chairperson or his or her designee may also represent the College in one (1) international visit per year in furtherance of stated goals and the objectives of the Sister College Program.
4. Board members travel arrangements will be coordinated through the Board secretary.
5. Board members will be reimbursed for reasonable and necessary required business travel expenses.

The above is consistent with Governance Policy GP-308.

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¶
1. The attendance of its members in one (1) out-of-state conference and one (1) in-state conference (inclusive of the MCCA Summer conference), workshop, or meeting per year, in addition to all other meetings and conferences offered by the Michigan Community College Association.¶

¶
2. The Board appointed delegates to the Board of Directors of the Michigan Community College Association to attend all regularly scheduled meetings of its Board of Directors.¶

¶
The Board Chairperson may also represent the College in one (1) international visit per year in furtherance of stated goals and the objectives of the Sister College Program.

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Exceptions to the above must be pre-approved by the Board Chairperson.¶
¶

1.9 INDEMNIFICATION

1.9.1 Indemnification

- A. Except as prohibited by law, the College will indemnify Board members against whom an action, claim, or proceeding is brought or threatened as a result of a Board member's good faith performance of duties on behalf or at the direction of the College, and in all cases in which the action, claim or proceeding is covered in whole or in part by a policy of insurance. This indemnification will be against and is limited to expenses, including attorney's fees, judgments, penalties, fines, and amounts in settlement actually and reasonably incurred in connection with the action, suit, or proceeding.
- B. For indemnification to be provided the Board member must have acted in good faith and in a manner that he or she reasonably believed to be in the best interests of the College, and with respect to criminal action or proceeding, the Board member must have had no reasonable cause to believe that his or her conduct was unlawful.
- D. Indemnification will not take place for a breach of duty of loyalty to the College, an act or omission not in good faith or that involves

intentional misconduct or a knowing violation of the law, a transaction from which the Board member derived an improper personal benefit, an act or omission that is grossly negligent, or for a Board member seeking indemnification under this policy who fails to provide timely notice of any action, claim or proceeding or fails to fully and completely cooperate with the College in defending the action, claim or proceeding.

- E. This indemnification will be made only as authorized in a specific case upon application by a Board member and after determination that indemnification is proper in the circumstance and the Board member has met the applicable standards of conduct set forth herein.

1.9.2 Procedure for Implementing Request for Indemnification

The following procedure(s) have been adopted in order to implement the Board of Trustees' policy regarding indemnification and assignment of litigation.

- A. In the event an action, claim or proceeding is brought against a Board member for which indemnification may be authorized under this policy, the Board member seeking indemnification shall immediately advise the President of the action, claim or proceeding and cooperate with the College in all facets of the application of this policy and the defense of the matter in question. All relevant documents related to the matter (including but not limited to the summons, complaint or other legal documentation) shall also immediately be forwarded to the President, who shall then proceed to apply this policy to the matter in question.
- B. The appropriate authorized College representative(s) will then automatically and immediately refer all relevant documents related to the matter (including but not limited to the summons, complaint or other legal documentation) to the College's insurance carrier.
- C. Defense will be provided in accordance with established procedures as outlined in the coverage documents of the College's current insurance carrier.

1.10 ADMINISTRATION

1.10.1 Financial

The fiscal year of the College shall be from July 1 to June 30, inclusive.

The Board shall adopt a budget on or before June 30 of each year and shall provide for a public hearing to be held on the proposed budget in accordance with the Act. No later than the third Monday in April of each year, the President, or his or her designee, shall present an estimate of the amount of taxes or appropriation deemed necessary for the ensuing fiscal year for the purposes of expenditures authorized by law.

The Administration shall operate within approved budget allotments; no allotment shall be deemed a mandate to spend. The Board must first approve any expenditure in excess of an approved budgetary limit. At the fiscal year-end, the Board shall return the balance of credits in the operating budget to the general fund for reappropriation.

MCL 389.141; MCL 389.143., and consistent with Governance Policies EL-202, 203, 204.

1.10.2 Long-Term Financial Planning

The Administration shall be charged with the responsibility of following accepted accounting procedures as established by law and shall provide the Board with such interim fiscal reports as the Board may require. Long-term financing forecasts must include the protection of adequate fiscal reserves and available cash sufficient to meet payroll and debts in a timely manner.

1.10.3 Awarding Contracts

The Administration shall award contracts and make purchases in accordance with Board and College policies.

1.10.4 Audits

All accounts of the College shall be audited once each year and at such other times as the Board may determine. Copies of the reports and audits shall be filed as required by state law and shall be available at the principal business office of the College for public inspection, consistent with Governance Policies EL-202, 203, 204.

MCL 389.143.

1.10.5 Legal Counsel

Legal Counsel shall be appointed by the Board and perform such duties as may be assigned by the Board, through the Chairperson, and shall serve at the pleasure of the Board.

October 12, 2005

2005 CAMPUS FACILITIES MASTER PLAN

Background

The Facilities Master Plan provides a framework for implementing the College's strategic plan by identifying needed facilities and improvements to support future growth and development. The majority of construction and renovation projects envisioned in the 2000 Facilities Master Plan are nearing completion. Each year, the College is required to update its Facilities Master Plan in a formal submittal to the State of Michigan. In 2004, the College identified several emerging concepts for in its updated plan. These included:

- Campus Beautification, a multi-year plan to use plants to add color and visual interest to the campus site and to campus buildings.
- A University/Student Center, a gateway for students to continue their college education with four-year university partners on LCC's campus.
- Dart Auditorium expansion, consisting of improvements to support and instructional space to enhance the learning environment for performing arts students, and
- Expanded Hospitality Program Space, including creation of commercial restaurant and bakery kitchens, as well as retail space for hands-on experience for students.

Based on the potential for State Capital Outlay dollars, the College submitted the University Center project for consideration, and received initial planning authorization to proceed with designing a \$10 million facility to be funded with \$5 million in State Building Authority funds.

Current Status

Working with DSA architects, College staff began to review each of these concepts in greater depth in early 2005. The College also hired Landscape Architects & Planners, Inc to develop the beautification plan.

Campus Beautification— College staff have worked with Landscape Architects & Planners, Inc (LAP) to develop a plan which will accomplish multiple goals:

- To make the campus more aesthetically pleasing
- To utilize the landscape for educational purposes
- To promote wellness
- To promote art and culture

These goals apply to both the downtown and the West Campus. In addition, the College's partners with Biwako Kisen Co., Ltd. of Otsu, Japan have offered their

services in designing a Japanese garden between Dart Auditorium and the Hermann Conference Center, and have already flown a landscape designer to Michigan to meet with College staff and representatives of LAP. The approved FY 2006 Maintenance & Replacement Budget includes approximately \$450,000 to begin Campus Beautification improvements.

University/Student Center— In discussing the potential University/Student Center with State of Michigan officials in the Spring, it was clear that we would not receive State Capital Outlay funding for support space such as student gathering or retail space that would be incorporated in a student center. If the project were to be considered for funding, the College had to scale back the project to include only the University Center portion. In May, we were authorized to receive funding for a \$10 million University Center, and the programming for this facility is ongoing. The College will submit its program statement and schematic designs to the State of Michigan by the end of October. The plan is to utilize the Carnegie Library for a portion of the roughly 35,000 s.f. facility.

Hospitality Program and Dart Auditorium Expansions

In early 2005, representatives from each of these programs met with DSA architects to further define their needs. Minimum cost projections for the programming needs outlined were very high, with a \$14.9 million projection for a new Hospitality Program facility, and a \$25.7 million projection the Dart Auditorium expansion. At this time, it is not recommended that these concepts be pursued further. Capital Outlay funding will not fund performing arts centers, and it is unlikely that the State would consider a major investment in the College's hospitality program. Deans in these areas have been encouraged to continue to explore partnerships with other organizations to provide additional opportunities for students in these areas. The College will continue to explore smaller enhancements to these programs that can be done within the \$3 million annual maintenance and replacement budget generally set aside each year.

Additional Concepts for Future Consideration

Science Program Needs—The College's Science Department has experience a 50% enrollment growth in the past 4 years. This growth is seen across disciplines, with rapid growth in chemistry and the physical sciences exceeded only by the tremendous growth in transfer and health biology, driven in large measure, by the need to train the applicant pool for LCC's Health programs. Science department staff are increasingly offering weekend lab courses to meet the demand for these lab courses. Creative scheduling will not meet the projected demand for biology, chemistry and physical sciences in the long run, and the 2005 Facilities Master Plan submission will include initial planning to expand dedicated science space through additional renovation of classrooms, either on the downtown or West campus.

Parking Expansion—The College's 978-space parking structure was constructed in the mid-1970's. The anticipated life cycle for a structure of this design is 30 to 40 years. Due to the aggressive maintenance program Lansing Community College has applied to this facility, the current structure is expected to be usable for another 11 to 20 years. Now is the time to start planning for the replacement of this valuable asset.

The replacement of the Gannon Parking ramp should be preceded by the construction of a new parking structure on the downtown campus. Two potential sites have been identified; the site of the existing Photography Building (just west of the current structure), and a portion of the block that now contains Old Central. Construction of a new parking ramp could be funded through parking revenues. If the College owned additional parking downtown, it could reduce its current lease costs for employee parking. The College currently leases spaces from the City of Lansing, the Board of Water and Light, and from several local churches, for employee parking.

The West Campus has 713 parking spaces. As use of the Conference Center at West Campus has grown, there are times during the week when the lot is completely full. It is recommended that the College add between 275 and 325 additional surface spaces at the West Campus beginning this Spring.

College staff contracted for a feasibility study to review the potential to collect revenue from students for West Campus parking. The consultant's recommendation was that the easiest and most cost effective method was to develop a permit system, as exists at many other institutions. The lot was not designed for a gated system, and the lot is used by multiple users (guests, staff, students). The College plans to explore a permit program, or a per course parking fee for West Campus courses. A new system will be in place for the start of Fall 2006.

**LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 19, 2005
Regular Meeting
Unadopted Minutes**

CALL TO ORDER

The meeting was called to order at 6:23 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Trustee Brannan led the pledge of allegiance.

Chairperson Lavery requested that everyone remain standing to observe a moment of silence for the victims of Hurricane Katrina.

ADDITIONS/DELETIONS TO THE AGENDA

Trustee Pelleran requested that the Oracle System as it relates to financial aid be added to the agenda.

There were no objections from the Board.

It was added under the President's Report.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

Lynn Savage – Good evening, my name is Lynn Savage and I'm addressing you this evening as Chair of the LCC Labor Coalition. We have been working extremely hard along with the College to evaluate all of our options for healthcare coverage. And we are here to pledge our continued commitment to that effort. We have an agreement in place that will take us to October 6th. However, it does not address all of the concerns we have related to healthcare benefits for all of our full and part-time members. We encourage you, as a Board, to ensure that adequate resources are made available to address these concerns as we our work to offer appropriate healthcare benefits to the employees of the College. Thank you for your attention.

Sally Pierce – (She distributed packets to the Board and President. A copy is on file with the official Board materials.) Good evening Board members, President

Cunningham, and members of the LCC community. I'm Sally Pierce, proud president of LCC MAHE. And I'm proud because I represent a proud and talented group of faculty, teaching laboratory technicians, librarians, counselors and advisors, interpreters, and other instructional folks here at LCC. We are the largest single group of employees and we know you to be people of good will, why else would you donate the hours you do to our institution. We are also people of good will, but we are worried. We are worried that healthcare coverage and costs are unresolved and the rest of our contract, including calendar and salary, are also. We are watching the College budget being spent and stretched and meanwhile we are working without a contract. One hundred and eleven of us got raises this fall. They were individuals on the steps of the salary schedule and moved up. But the rest of us, over 1,200 part-time faculty and about 110 full-timers received no raise because we haven't settled. No raise will not help us match comparable institutions or make things better between full and part-time faculty. As chief spokesperson I can tell you that we have yet to see any proposal for part-time healthcare. Even though we have had fruitful discussions about salary we are a long ways from settlement. I know settlement is possible – I'm looking for Tim, he knows this too – I'm here to urge Board members to help our managers find a will to get a settlement and I'm here to urge managers to find time in their busy schedules to get together to work with MAHE negotiators. Unfortunately, I must show you some ugly statistics tonight. LCC has the longest academic calendar for faculty. That's this one – you guys have these in your packets. LCC uses more part-time faculty than any other community college – that's this pie chart. We use the MEA's data set to get the top chart for national community college comparisons. This one here with A3.8 and 16.2 came from using data that was supplied to us at the negotiating table and we sat and counted how many people are actually faculty teaching. And then the last one is the full-time rate is the lowest when you look at all the other community colleges in the state. As one of my bargainers said, "last is last." We do not believe LCC needs to be last, but that will require that you take care of employees first and perhaps wait on some other expenditures. Please make contract negotiations your first priority. Thank you. The only other thing to mention is that we gave you a spreadsheet too because we think that may actually be a lot easier to deal with, but it didn't make good posters. Thank you very much.

Jack Rotman – I'm Jack Rotman and I wanted to follow-up with what Sally said to put a personal face on it. I've been a professor of Mathematics here for over of 32 years. I think I'm pretty well known in the community, especially in the national Mathematics education community at community colleges. I'm a leader in a national organization involved with the establishment of our national standards (inaudible) professionalism. I believe I've been successful in my classroom because of two principles: respect and investment. I want to talk about those things. I respect my students. Some of them overcome barriers just to attend college. Some of them have a great fear of a Math class. Many of them are balancing jobs, family, and class. I respect their efforts and I think they're willing to work harder because I do. Without respect I cannot expect

them to put forth the effort. I invest in my students. I invest more than some people think they deserve. I literally invest more than some people think they deserve. Getting ready for class is not just a routine for me. I am thinking about what each of my students needs and what I can do to help them. Even though when it's all said and done it is their responsibility to do the work. Investing is a commitment that we're in this together. I want to tell you some things about me personally. I started here in 1973. I've worked hard professionally with a very diverse group of students over that period of time. I've been a key leader in our program's growth. Has the College shown respect and investment? My family has had two out-of-state vacations in the last 20 years. Both of them were paid for with loans. When my mother died 10 years ago, I had to borrow money to help pay for the funeral. Does that show respect on the College's part in investment? And it doesn't. When my father died seven years ago, I had to borrow money to help pay for the funeral. Does that show investment from the College? My cars were made in 1996 and 1999. My stereo was sold by Montgomery Ward in 1974 and has an 8-track tape player on it. If anyone is interested, I can make a deal with you. My computer at home costs \$65 at our surplus store. I'm not a snappy dresser. I don't waste a lot of money on parties. Does this show anything about the College's investment in me? I am paid less than the average faculty at comparable colleges in Michigan. In fact, I am paid a lot less than people with similar expertise and background at those colleges. What does this say about the College's investment? We're in the fifth week in working without a contract. My team has been trying hard to get agreement with the College on known issues and compromises. The College has not managed, somehow, to find agreements. Does this show respect for our work? Our time and efforts are being focused on a labor dispute when our efforts should be entirely on our students. Does this show respect for our students? The College has the resources to invest more in faculty and say this is a priority. It is time for the College to show that investment and show respect for our faculty that we deserve. Our settlement is needed and reach it now. Thank you.

New speaker – I just have two quick comments. I was so excited to get my Masters and start my PhD in English as a Second Language. I love working with international programs. And having come out of a high school to a community college was ideal. I love the fact that the community college bridges high school and universities and also is a college that serves the community. When I came here 15 years ago I worked for a few years in a department that I really liked and as more and more faculty came in I was the temporary lead faculty. A woman came up to me and said, "how do I get insurance? I'm dieing and my daughter is sick." I said, "let's talk to our director." To make a long story short, of the seven faculty in that small department every person in that department was getting welfare. We were faculty with Master degrees and we were all getting welfare checks, Medicaid cards and food stamps on salaries we make as faculty at a college. Point made I hope. The second thing is kind of correlated is about that time I interviewed for a position at Jackson Prison as a counselor. Immediately after touring the cell blocks I realized that the counselors didn't have much

success. So I asked about education and the role of education in the prison system. I found out that in the 70s and 80s it cost \$40,000 a year to keep each prisoner. I said why aren't we putting that \$40,000 a year into our faculty, into our communities, into education rather than into prison? Which you know is one of the largest industries in the state of Michigan. I would just ask you to respectfully consider and realize that as faculty, the majority at this school being part-time faculty, that we're worth our money and that we are shaping the future. And hopefully not the future that's going to go into Jackson prison.

Steve Klimecky – My name is Steve Klimecky, I teach in the Science Department. I am a member of the large contingent grossly obscenely exploited part-time faculty at this college; over 80% of the faculty. As a faculty who's been here around eight years I make \$7 less per hour than the average GM assembly line worker. And that's having 15 years of college teaching experience. Well, basically I'm here as a faculty member to impress on you the importance of fair pay for this majority of faculty. And to encourage you to do the right thing and put your support behind our proposal of proportional or pro-rated pay for proportional work. For those of you who aren't mathematicians that would mean something along the lines of if someone does 50% of the work of a full-timer, they get 50% of the pay. If someone does 60% of the work of a full-timer, they get 60% of the pay. I have been both part-time and full-time. I started here as a part-time faculty. I've had temporary full-time positions for two and a half years. I know how much I'll be earning if I were full-time. When I compare my full-time income to my part-time income, it's really astounding. It's absolutely amazing. Right now I'm teaching 75% of a full-time teaching load. Would any of you possibly guess as to what my proportionate full-time pay is for that 75% of full-time work? Mr. Proctor, want to guess? Mr. Brannan? Ms. Pelleran?

Trustee Pelleran – I don't want to guess. I'd just like to have you tell us.

Steve Klimecky – Fine enough. For getting 75% of a full-time teaching load I am making 23% of full-time pay for that work that I'm doing. When you add on the full-time benefit package on to the salary, I'm making around 18% of a full-time faculty person for doing 75% of a full-time faculty person, by doing 75% of a full-time teaching load. How is this even remotely accessible by any stretch of the imagination? Thanks. I'll probably be talking to you again.

Debbie Harris – Good evening. My name is Debbie Harris and I am a full-time faculty member in the Learning Assistance Department. Like some of the other speakers tonight I'd like to give you a little background information on how the part-time pay situation affects our department and our students. In the Library we currently have four full-time library faculty and we have five part-time faculty and so as you can guess they're really essential to the work that we do. And we couldn't operate without our part-time faculty. Some of the things that they do. They work one on one with students who come to our reference desk. Sixty percent of the time when a student comes to our reference desk they are going

to see or interact with a part-time reference faculty member. These part-time employees also teach library instruction sessions to the many classes that visit the Library. In addition, they do a number of other essential functions such as managing the collection of books and other resources in the Library. The pattern is very similar to faculty in other departments. They do very much the same work as full-time faculty members for significantly less pay. What I thought would interest you is to have some comparison with pay for part-time reference librarians at other Michigan community colleges. We did a survey at the beginning of spring semester this year. And it was very interesting. At Jackson for example, a part-time reference librarian's pay scale ranges from \$19.07 to \$21.57. At Macomb it's \$15.54 up to \$20.18. And at Oakland it's \$22.98 up to \$30.89 per hour for a part-time reference librarian. Compare that to LCC where in our contract for this year that we just finished the pay rate for beginning is under \$16 per hour. Excuse me the maximum is under \$16 per hour. So, we don't compare very well with other community colleges. Our highest pay is almost \$4 below Jackson's lowest. I think that is a disservice for our part-time faculty and also for our students. In the past our department has had a terrible time filling these part-time positions because our pay rate was not competitive. We've had to compromise on the qualifications that we've asked for this part-time faculty to have. And I want to think that you would agree with me that we owe it to our students to give them the very best part-time faculty that we can. Not just for our department, but for all the departments on campus.

Camille LaGuire – Hi, I wasn't going to speak, but I thought to give you a little perspective. My name is Camille LaGuire. I'm a part-time instructional lab faculty in MAIT department. I am at pretty much at the top of my pay scale. I've been here a long time. I'm better off than just about anybody in my class. I don't have a family so I don't have as many expenses. But I still can't afford health insurance. I used to be able afford health insurance when I wasn't at the top of the pay scale, but I had to drop it in order to pay my rent. When the VIBA program came out, I thought, "good, maybe I can do it." But when the figures came up even though it's catastrophic insurance it doesn't cover office visits; anything like that. I still can't afford it. And I'm at the top of the pay scale. I'm thinking people with families, people who have not been here for 20 years how are they getting by. That's basically all I want to say.

Mary Murphy – I'll be brief, but my comment relates so closely to hers that I thought this was the time for it. My name is Mary Murphy and I teach Writing here at LCC, which I've been doing since 1989. In the first 13 years my husband's job provided the family with health insurance. November 2003 I undertook that responsibility because his job didn't do that for us anymore. And at that time we were paying between \$900 and \$1000 per month for the family to have health insurance. July 1st, 2004 that went up to somewhat over \$1,100 a month. July 1st, 2005 it went up to \$1,234 per month out of my salary which is not astronomical and now before the end of the month we have to decide should we continue, should we switch over to the VIBA and hope that in the negotiations

that possibility is not lost or should we just plain try going with no health insurance. I would like you to make sure that our choices don't get any worse than that.

Joseph Warren – Good evening Board Members, President Cunningham. As you know my name is Joseph Warren. I've been here 37 years; 38th year with respect to the Department of Humanities and Performing Arts. I would like to remind the Board that it faces some very, very important decisions that will determine the future quality of the College. As a long term employee and as a member of the negotiation team working on the salary section of the contract I would like you to consider the following three points. (1) LCC salaries are about 30% behind competitive schools, which makes it very difficult to attract highly qualified faculty and staff. In a previous negotiation we were told that LCC didn't want highly qualified faculty and staff. The reason we were told was that if we faculty with minimum qualifications to save money. That's doing the community and the students a terrible disservice. (2) If the Board chooses to follow its edifice complex and not hire sufficient numbers of highly competent faculty to teach the programs housed in those buildings, it will have essentially created an educational mausoleum to house dead and dying programs. (3) LCC is developing a reputation of being a very hostile work place. If the faculty treated the students like many of the administrators treat the faculty, the College would be faced with skyrocketing legal costs. The Board should realize that the stress caused by bad administration is driving up the healthcare costs. Because we can go through the departments and document the illnesses due to the stress. To see the breath of the problem, the Board should survey those who have left LCC in the last few years to see the level of anger and frustration that caused many of them to leave before they were ready to leave. It is time to build in an evaluation process of administrators from the bottom up. Hurricane Katrina showed us what happens when FEMA is staffed by friends and political cronies, not competent professionals skilled in dealing with the problems. This is not the model for LCC to follow. The longer LCC goes without a contract that does not put LCC on the road to competitive excellence, the more harm to the College's reputation will suffer. I am requesting that the Board to order the administrative negotiators to return to the table to negotiate in good faith to close the gap between LCC and other community colleges to once again make LCC competitive in order to serve the students and the community. In conclusion, given the College's obsession with buildings, I leave the Board with the following question: does the faculty have to picket the campus dressed up like bricks and mortar to remind the Board that it is staff, not buildings that determines the quality of the programs? The public knows what needs to be done. Now it's time for the Board to set the priorities and order the administration back to the table. Thank you for your attention.

David Marty – Good evening, Mr. Chair, Ms. President, Board members. I want to be very brief. I can tell your plate is very full. I want to make sure that the item that was just added concerning the problems with the Oracle system with regards

to the issuance of Financial Aid. I want to make sure that that issue is not completely subordinated to some of the other things you are dealing with tonight. To my knowledge I only represent one student, but I expect that there are many students that still have not received this month's disbursement and I just want to make some connections. We're post Katrina and even before Katrina we're having some litigation issues at all levels of government. And I think it's important to think about the (inaudible) being able to call today to try to get information about Financial Aid and basically being told the history, "well, it was a computer program problem." That just doesn't work anymore. That's the kind of thing people are upset about. We want to see who's responsible. What's being done to correct issues. And I'll leave at that. Thank you for your time.

Connie Peterson – Good evening, Trustees and President Cunningham and colleagues. We have some work to do and I think we can do it in our own house. Thank you.

Tamikia Foster – As I stand here I'm hoping that my one lone voice helps not just myself, but many in my situation. My name is Tamikia Foster and I'm a last semester Nursing student. And I am proud to say that I came to LCC because of the rave reviews from the teachers and from friends. I sold everything I own to move to Lansing to get an education and to become a nurse...excuse me. I'm a single mother of two little girls and I'm struggling hard to get through school. And due to your computer glitch I have not received my money for school. I'm standing here because I had to take time off work because Nursing school is very grueling and very time consuming. And without my financial aid, I can't make it. I'm having to beg and borrow and go to food banks to try to feed my kids because of your wonderful computer program that you all installed. Nobody is paying attention to us that's standing in line hours after hours. And I sympathize with you all and your contracts and everything, but your blues ain't mine. You understand what I'm saying? I got two kids to feed. I'm in my last semester and I'm trying to make it. I've done so much for this college. I've done poetry slams. I've initiated talks. I've sat on conferences. Ms. Cunningham knows if you need me, I'm there. But now that I need you, you're not there. I'm standing in that line trying to feed my kids to get by and nobody's listening. And I need to know how many of you are willing to roll up your sleeves and stand in that line and help these people in the Financial Aid office to get our money to us. Because I'm not alone, but I am a voice that's standing here telling you that I need help. I need to finish this semester. I'm on the verge of dropping out because I can't take it anymore. I'd rather drop out and feed my kids, so I shouldn't have to decide on my education. This is a dream I've had all my life and I don't want to defer it any longer. So, if you can get back there and help us, that would be awesome. So I thank you for your time.

Trustee Rasmusson – Mr. Chair. I don't see Glenn Cerny here. I think we should require for him to be here. He is here? Glenn, your guy from IT at our

last dinner could not answer questions about the IT protocol. I think we need to question Glenn as part of tonight's meeting.

President Cunningham – I'll take that questioning on his behalf. I'm ultimately responsible for this student and for all the students here. And if there's any responsibility that needs to be blamed or blame that needs to be taken, I'll take it. I...

Trustee Rasmusson – Then tell me the answer to my question last time. What is the protocol as to the avoidance of catastrophic failure?

President Cunningham – The protocol as to the avoidance of catastrophic failure is absolutely inevitable. In all systems all the time. And we can talk about that on the agenda item or we can talk about it now. It's on the agenda to address that.

Chairperson Lavery – Let's complete public comment and move on. I want to hear if we've got more students here particularly. Next?

Trustee Rasmusson – It's absolute fallacy to say that systems must fail. I can point you to a number of systems that are designed never to fail. For example, the naval, the type the Navy uses in certain situations.

Chairperson Lavery – Any other public comment?

Elaine Pogoncheff – My name is Elaine Pogoncheff. I'm a professor of Management in the Business Careers department. One of my students is here giving me support. And I'm here to give him support as well. Our last speaker spoke about her travails in getting financial aid. I have at least 10 students who have pleaded with me to help them find a book; to help them...to give them a little leeway in terms of meeting assignments. I have never had this kind of outpouring from students who are reliant on financial aid in all of the years I have taught here. And I would also like to support the students in terms of let's get this resolved. We're in the fourth week of the semester now and this is the time that people either make it or they fail. And I hate to see that they fail because the resources aren't there for them. Thank you.

CHAIRPERSON AND BOARD MEMBER REPORTS

Chairperson Lavery

Board Bylaws

Chairperson Lavery presented the Board bylaws. He reminded the Board that he had met with General Counsel, Tim Zeller and Vice President Rich Howard to review the bylaws to ensure they are in line with Policy Governance. He asked for additional feedback prior to the next Board meeting. Chairperson Lavery felt

that the bylaws need a lot of work considering they contain a lot of common sense items. However, the suggested changes should help in bringing them in conformity with Policy Governance. He'd like to see the bylaws approved at the next Board meeting. He opened the floor for discussion.

Trustee Pelleran appreciated another opportunity to review the bylaws as she was unable to review them before due to some family issues. She also agreed that the bylaws need more work.

Trustee Smith also appreciated the opportunity to review the bylaws. She agreed that the bylaws need to be consistent with Policy Governance.

Calendar of Meetings

Chairperson Laverty presented the calendar of meetings for 2005-2006 and 2006-2007. He stated that the proposed meeting dates reflect having a May election. Based on the resolution that was passed last fall the Board selected the November date, but had to hold the election in May because the majority of the school districts in the College's service district held their elections in that month. However, since that time the statute has changed and the Board may proceed in having its election in November. He stated that this change will extend the terms of office through November for those Trustees up for election in 2007. The organizational meeting should be on January 1; however, the community college act still reflects the July organizational meeting.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith to accept the calendar as is until the community college act changes.

Roll call vote:

Ayes: Brannan, Laverty, Pelleran, Proctor, Rasmusson, Smith

Nays: None

Absent: Canady

Motion carried.

Information and Announcements

Chairperson Laverty reported on the following events he attended:

August 24, 2005 – Employee Service Awards in Dart Auditorium.

September 16, 2006 – Health & Human Services and Administration Buildings grand opening. He and Trustee Proctor enjoyed touring the Health & Human Services building.

He announced the following upcoming events:

September 23, 2005 – Presentation from Dr. Willard Daggett in the Dart Auditorium regarding workforce.

October 3, 2005 – Presentation from Dr. Stephen Covey at the Kellogg Center.

October 16, 2005 – Lip Sync in Dart Auditorium, 6 to 8 p.m., and the tickets are \$25.

Chairperson Laverty asked the Trustees to return the Conflict of Interest Disclosure statement as soon as possible.

Board Members

Trustee Rasmusson – Audit Committee

Trustee Rasmusson reported that the Audit Committee is required to meet with the Auditor before, during and after the audit. The meeting before the audit has occurred and everything is in place to go forward without any difficulties.

He also reported that he reviewed the Directors and Officers insurance policy the College has. He believed it is a very good policy. Trustee Rasmusson stated that the Audit Committee voted to recommend to the Board that someone conduct a preliminary investigation of the State pension system. The pension system is costing the College approximately \$3 million now. According to the records on the web, it shows that they lost 22% of their assets in the period of 1999 to 2002. He explained that the reason for the Committee's inquiry is that there have been several large settlements with companies for giving bad advice to a pension fund. Trustee Rasmusson believes maybe there's someone out there who is misleading the State.

Trustee Proctor – Workforce Development Board and ACCT Leadership Congress

Trustee Proctor reported that at the last Workforce Development Board meeting additional funding in the amount of \$29,500 was approved for Lansing Community College's WorkFirst program bringing the total award to \$435,000. He stated that nor did he or Chairperson Laverty vote on that issue. He was unable to attend the Michigan Works Conference in Mount Pleasant, but asked Chairperson Laverty to give a report.

Trustee Proctor attended the Association of Community College Trustees (ACCT) Leadership Congress September 8 to 11. He provided a written report on the conference (it is on file with the official Board materials.) Trustee Proctor shared that the keynote speaker at the plenary session of the morning breakfast

was Dr. Thomas Parnum of the University of California Irvine. This session was related to the consequences of the decline of black males on college campuses. He read aloud excerpts from the session, which are included in his written report.

Chairperson Laverty reported that while Trustee Proctor was at the ACCT conference he attended the Michigan Works Conference in Mt. Pleasant, MI. He shared the following highlights of the conference: guaranteed high school diploma going on in the Grand Rapids community college district and emphasis on using work keys at the high school level.

Trustee Pelleran – Leslie Local Finance Development Authority

Trustee Pelleran reported that she did not attend the Leslie Local Finance Development Authority meeting because she attended the grand opening of the Administration and Health and Human Services buildings.

Trustee Smith – Foundation Board of Directors and ACCT Leadership Congress

Trustee Smith reported that she had an orientation and looks forward to working with the Foundation. She was very excited to announce that the Foundation will be receiving a large donation from the Dart Foundation toward the Capital Campaign. She distributed materials about the Capital Campaign (which are on file with the official Board materials) and encouraged all Trustees to purchase at least one share.

Trustee Smith reported on the ACCT Leadership Congress. She shared that she has attended conferences for other industries and was very impressed with the quality of speakers. Trustee Smith also highlighted on the session with Dr. Parham that Trustee Proctor reported on. She attended another session on strategic thinking and is proud that the College is light years ahead in terms of inclusion with over 3,000 people having participated in the College's strategic plan. Trustee Smith also reported on a session regarding Shared Governance and maybe it is something that can be implemented at the College.

Trustee Pelleran gave her commitment to the Capital Campaign by 10 shares toward the capital campaign and gave a check towards her first installment.

PRESIDENT'S REPORT

Informational Items

President Cunningham welcomed everyone to the new Administration Building Board room. She thanked everyone that attended the grand opening and everyone who was involved in changing the venue in less than six hours.

College Spotlight – Administrative Services Division

President Cunningham introduced Ms. Barbara Larson, Vice President of Administrative Services.

Vice President Larson and Ms. Beckie Beard gave a PowerPoint presentation on the Administrative Services ISO 9001-2000 certification (it is on file with the official Board materials.)

There was a question and answer period after the presentation.

It was shared that the Business & Community Institute has been certified for several years. The Assessment Center, the Financial Aid and the Business, Media and Information Technology departments are also seeking certification.

Human Resources – New Hires, Leaves and Sabbaticals

Appointments—

Faculty—

Patricia Bouman, Dental Hygiene, Dental Hygiene, Human Health & Public Services

Mable Menadier-Thomas, Therapeutic Massage Therapy, Massage Therapy, Human Health & Public Services

Financial Aid Update

President Cunningham asked the Board to allow her first to share information with them about this issue and she will then answer questions. She stated that this was done collectively and if blame needs to be placed on anyone, it is her. We are not proud or pleased with the impact that this has had on students; particularly the students who are most vulnerable who need financial assistance in order to attend classes here. However, she said that 25% of our students were impacted, but we are proud of the fact that we have been able to serve almost 10,000 students. Whether it's one, two, three or 200 students is one too many. She is very proud that everyone from the front line folks in financial aid to ISCD are working 24/7 to figure out what needs to be implemented to serve students.

President Cunningham shared the following information: staff began training for this particular transition since April or May; parallel systems were run; 80/20 testing was conducted, which means if 80% of anything tested worked, you moved forward; at one time the system launch was postponed until the 80/20 testing results were reached. The financial aid portion of this is more impacted for fall registration because students apply for financial aid for the academic year.

There were too many customized individual externally driven factors that the system did not handle for some, not all, but for some of our students. As a result when we were notified that this was becoming an issue, we were able to problem solve. Not one student was dropped. An emergency loan fund was immediately established. The College worked with Gibson's to take post dated checks. President Cunningham shared that the young woman that spoke earlier at the Board meeting, her issue was not Oracle related, it was another issue, which is private and everything has been resolved. Students could get up to \$1,000 as an emergency loan and that was at the discretion of the counselors and the first line people. Even though we tried to respond to this issue as best we could, we recognize it was not enough. She has asked for an external audit to be conducted to help avoid this happening again. She was asked respectfully by staff to wait at least two weeks because checks are trying to be disbursed and students are still being attended to. Once these issues have been addressed a full review can take place. Communication was sent out to the Board about pioneering this system because there is no system that's full-proof. We cannot make certain that there aren't any glitches in this system because the College does not have unlimited financial resources to do that.

President Cunningham reiterated that a review will take place to find out what went wrong. All representatives will be at the table – Oracle, Student Services, and ISCD. You need all the players at the table because Financial Aid is an extremely complex system.

Trustee Rasmusson expressed frustration that back in June after he asked for an appointment with President Cunningham and that meeting has not been scheduled. He felt that most of the Board was frustrated at the Board dinner in June when the IT person couldn't answer a basic question. Did he consider that revenue generation activity failures are considered catastrophic. Bridges are built to never have a catastrophic failure, but it doesn't mean they never fail. However, it is extremely rare because they are built to avoid that.

President Cunningham stated that she remembered him asking that question and she clarified that it was at the Board dinner on May 16 when the Trustees received a briefing. She said Mr. Marti Pennoni was present and he did not have the resources to answer his question. However, at the June 20, 2005 Board meeting there was a college spotlight with Oracle and Lansing Community College representatives there and it was communicated to the Board that the representatives would be present to answer questions. President Cunningham stated that was staff's attempt to answer his and other Trustees' questions. She apologized if his specific question did not get answered, but the spotlight was intended to have Trustees ask their questions with the experts in the room.

Trustee Rasmusson thought he was absent at the June 20 meeting.

Trustee Rasmusson excused himself from the meeting due to a personal matter he had to attend to.

He left the meeting at 7:48 p.m.

Trustee Proctor asked if there were any students whose emergency needs have not been met as of this moment.

President Cunningham responded not that she was aware of. Correspondence has been sent to students and all counselors and advisors are aware of the emergency fund. Financial Aid awards are still being packaged and students have not been denied emergency loans.

Trustee Proctor asked if she knew if any students did not follow through with admissions process because of the challenges with financial aid.

President Cunningham responded that there was no data collected, but human nature would tell you that might have happened due to frustrations. She stated that we will attempt to collect data on that issue.

Trustee Pelleran asked what do the lines look like and what is the level of morale with staff and the students.

President Cunningham responded that people are frustrated. Staff are feeling inadequate and frustrated with not having the answers and for being unable to serve students appropriately. She asked Dr. Rebekah Woods or Dr. Evan Montague to further address Trustee Pelleran's question.

Dr. Woods responded that office hours have been extended and staffing has been increased to help students. This has helped decrease the frustration that students are experiencing.

President Cunningham also shared that three financial aid experts and other individuals with financial aid expertise are being hired to assist in packaging loans.

Trustee Pelleran asked after students wait in line, what are they learning about their financial aid.

Dr. Woods responded that it is on a case by case basis. Many are standing in line to find out the status of their situation. They do not have to stand in line to get packaged because as they become eligible their loans are packaged. With the help of the three individuals being brought in to help package the remaining loans, she estimated that outstanding loans will be packaged by the end of next week.

Trustee Pelleran asked why would students stand in line if they weren't eligible and what does that student look like.

Dr. Woods responded that there are many eligibility requirements that are federal guidelines such as grade point average and course completion ratio. Other factors might be verification that includes the government is requiring additional documentation to support the information on their application.

Trustee Pelleran asked why the students wouldn't have been informed of the required documentation well before the day they started school and needed a check.

Dr. Woods responded that once they receive those documents it gets posted on their accounts and communication is sent out weekly to the students that have outstanding to do items.

Trustee Pelleran asked wouldn't the student know whether they were eligible or ineligible when applying for financial aid initially.

Dr. Woods responded that if they apply directly with FASA they immediately are informed by the government of their eligibility.

Trustee Brannan asked what would cause a second-year student who had couple of scholarships last year and this year have none.

Dr. Montague responded that it could be various factors such as donor requirements.

Trustee Brannan stated that he knows of a few students in that situation that did not return to the College.

President Cunningham asked that if anyone has a student who has questions to contact us.

Trustee Smith stated that financial aid can be a very complicated and cumbersome process. It can be a very intimidating process to not only students, but parents as well. For as much as we try to make things as simple as we can, it is still a very complicated process. She admitted that it was alarming to hear that 25% of our student population was having trouble with financial aid, but knowing that it was financial aid she understood the complexity involved. Trustee Smith stated that these are the kinds of things you cannot anticipate or put a dollar value on. She was with President Cunningham when she was notified of this crisis and she thinks leadership is what you do during the crunch times. She saw President Cunningham step up to the plate and begin to assess things and have a plan in place to move things forward very quickly. Trustee Smith commended the staff for their strong commitment to have an outside audit.

She felt that it is very important for everyone to take responsibility for what has happened. Trustee Smith asked of the 25% of the students that did not receive their financial aid, to date what percentage of them have now been processed.

President Cunningham responded that she had last heard it was 700 that still needed to be package. She asked someone to confirm her statement.

Dr. Woods responded that they have packaged 700 loans and still needed to package 1,100.

Trustee Smith again commended the staff and President Cunningham for stepping up to the plate to handle things.

President Cunningham thanked her and said everybody has done whatever they could, which is why she is so proud of working with these folks. She had an open forum and they were frustrated and upset. She applauded their passion and their commitment to serving students. President Cunningham shared additional information with the Board. She said that it was communicated to the Board on April 21 that there are information technology challenges that can only be addressed with a live launch. She shared that she checked with other organizations such as the American Cancer Society out of Atlanta, Georgia that industry standard is 60% of systems that are launched historically fail. The more complex the system the less likely it is to work initially. She said this information does not make her feel better; however, a lot of things did work. When the finance portion was launched there were some issues with payroll, but those have all been worked through. During April and May there were issues with registration that were shared with the Board, but those were also worked through. President Cunningham said everyone will be at that table including Oracle and an objective review will take place. Assessments will then be made as to whether or not this will be outsourced next semester until it is fixed because we cannot afford to let this happen again. She stated that both she and Dean Judith Cardenas will be sending communication on a regular basis to all students who should have received financial assistance. In October or November they will be invited to campus and given the "red carpet" treatment to assist them in registering for next semester. There is a plan in place to continue to reach out to those students.

Trustee Proctor responded that was commendable.

Trustee Pelleran asked what the estimated timeline is to finish packaging the 1,100 loans.

Dr. Woods responded that with the help of the three individuals and barring no other issues, the remaining outstanding loans should be packaged by the end of next week.

Action Items

Approval of Minutes – June 20, 2005 Regular Meeting and July 1, 2005 Organizational Meeting

President Cunningham presented the June 20, 2005 and the July 1, 2005 meeting minutes for the Board's review.

There were no changes.

Finance – Approval of Bids

The following bids were presented for the Board's approval:

1. GVT Exterior Masonry Restoration 2005 in the amount of \$411,090. The bid was awarded to Davenport Masonry of Holt, Michigan.
2. Truck Driver Training Modular Buildings in the amount of \$190,768. The bid was awarded to Carl's Portables of Holland, Michigan.

There was a brief discussion regarding the bids.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to approve the President's Report.

Roll call vote:

Ayes: Brannan, Lavery, Pelleran, Proctor, Smith

Nays: None

Absent: Canady, Rasmusson

Motion carried.

CLOSED SESSION

IT WAS MOVED by Trustee Brannan and supported by Trustee Smith for the Board to go into closed session for the purpose of discussing a strategy connected with negotiations of a collective bargaining agreement and specific pending litigation.

Roll call vote:

Ayes: Brannan, Lavery, Pelleran, Proctor, Smith

Nays: None

Absent: Canady, Rasmusson

Motion carried.

The Board entered into closed session at 8:15 p.m.

Trustee Rasmusson returned during closed session.

The Board returned to open session at 10:48 p.m.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Rasmusson for the Board to return to open session.

Roll call vote:

Ayes: Brannan, Lavery, Pelleran, Proctor, Rasmusson, Smith

Nays: None

Absent: Canady

Motion carried.

PUBLIC COMMENT

There were no comments from the public.

ADJOURNMENT

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith for the meeting to adjourn.

Ayes: Brannan, Lavery, Pelleran, Proctor, Rasmusson, Smith

Nays: None

Absent: Canady

Motion carried.

The meeting adjourned at 10:49 p.m.

October 12, 2005

MERIDIAN TOWNSHIP PROPOSED DOWNTOWN DEVELOPMENT AUTHORITY

Background:

Meridian Township is considering the formation of a Downtown Development Authority (DDA). As proposed, this DDA would include an area along the Okemos Road corridor between Grand River Avenue south to Mount Hope Road. Along Grand River, it would extend between Okemos and Marsh Roads. The largest taxable property currently within the proposed area is Meijer Thrifty Acres at 2055 Grand River Avenue. In a discussion with Paul Brake, Meridian Township's Assistant Manager, Barbara Larson learned that the intent of the DDA would be to capture future tax revenue for projects which would enhance the area's aesthetics and infrastructure. Potential projects mentioned included street pavers, improved street lighting, planters, and potentially converting from above-ground to buried utilities.

The 2005 taxable value of property within the proposed DDA is \$17,100,007. At the College's current millage levy of 3.8112, current property tax revenue to the College from the property within the proposed district is approximately \$65,000. The baseline property tax revenue would continue to accrue to the College, but future additional property taxes resulting from increased property values would be "captured" to support improvements mentioned above. Mr. Brake indicated that there is not a specific plan for the DDA at this time, as they are in the initial stages of its formation. As such, there is no projection of potential property tax growth or decision about the length of tax capture. He indicated that once a DDA Board of Directors is established, that Board would develop a more specific plan. He thought that this plan would be established sometime in Spring 2007.

Recommendation:

A governing body of a taxing jurisdiction levying ad valorem property taxes that would otherwise be subject to capture within this DDA has until Friday, November 4th to adopt a resolution exempting its taxes from capture. A copy of the resolution must be filed with the Meridian Township Clerk's Office by that date.

Without specific property value growth goals, it is not possible for the College to project the future potential property revenue lost to the DDA. If property values were to double, for instance, to \$34,000,000, then the College would not benefit from the additional \$65,000 in property taxes assuming 100% of the additional property tax revenues were captured by the DDA. Given this uncertainty, it is recommended that the Board adopt the attached resolution to exempt the College from the Meridian Township DDA tax capture.

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN
RESOLUTION OPPOSING LANSING COMMUNITY COLLEGE'S
INCLUSION IN MERIDIAN TOWNSHIP'S
TAX INCREMENT FINANCE PLAN**

A regular meeting of the Board of Trustees of Lansing Community College was held in the Administration Building Board Room, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on **October 17, 2005**, at 6:00 o'clock p.m., prevailing Eastern Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____.

WHEREAS, Lansing Community College is a public, tax supported institution of higher education; and

WHEREAS, ____% of the Lansing Community College annual operating revenue comes from property tax; and

WHEREAS, local taxpayers have voluntarily voted to tax themselves 3.89 mills specifically to fund College operations and strategic initiatives; and

WHEREAS, the College has been affected by substantial cuts in State revenue; and

WHEREAS, it is projected that State revenues will decrease in the future and Lansing Community College will be increasingly dependent on local tax revenue; and

WHEREAS, the Meridian Township Tax Increment Finance Plan of the Downtown Development Authority would reduce the millage dollars to the College; and

WHEREAS, the Board of Trustees consistent with its obligations to its students, staff, and the public, desires to minimize to the extent reasonably possible the adverse impacts of the cuts in State funding by preserving local sources of revenue; and

THEREFORE BE IT RESOLVED, that the Lansing Community College Board of Trustees opposes Lansing Community College's inclusion in Meridian Township's Tax Increment Finance Plan and hereby exempts Lansing Community College's taxes from capture under the plan.

AYES: _____

NAYES: _____

RESOLUTION DECLARED ADOPTED

Secretary, Board of Trustees
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a Regular Meeting on October 17, 2005, and that public notice of said meeting was given pursuant to and in full compliance with Act. No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

Secretary, Board of Trustees
Lansing Community College

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 9001-224-05CD **Bid Opening Date:** September 27, 2005
Project Title: Expansion & Updating of College Network Infrastructure and VOIP Telephony
Buyer: Caroline Duda

1. Description of supply or service:

To purchase equipment and associated software needed to keep pace with the expansion of our college-wide and remote site network infrastructure and required telephony expansion, for a total of \$379,935.00 per year. The contract is to be awarded for one year with an option to extend for an additional four years, in one year increments for a total of five years.

2. Bids Received:

Bids were sent to 6 suppliers. Bids were received from 3 suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount/Service Requirements
Analysts International	Lansing, MI	No	No	\$503,957.75
Berbee	Ada, MI	No	No	\$529,348.00
Netarx, Inc.,	Farmington Hills, MI	No	No	\$379,935.00

This solicitation was also posted on-line at EPAC.

3. Award Recommendation:

The evaluation committee consisted of staff members from the Purchasing office and from ISCD. Supplier's bids were evaluated based upon pricing and service requirements and manufacturer authorizations for the entire project, to be awarded in the aggregate. The evaluation committee recommends award to Netarx, Inc., which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College.

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date