



NOTE: The meeting will begin at 5:00 p.m.

AGENDA

Board of Trustees Meeting
December 11, 2006
5:00 p.m.

Regular Meeting

Policy

- I. Call to Order by Chairman
- 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. Chairman, Committee and Board Member Reports
 - A. Chairman's Report
 1. President's Contract
 2. Information and Announcements
 3. Other
 - B. Committee Reports GP-304
 1. Trustee Smith – Personnel and Compensation Committee
 - C. Board Member Reports
 1. Trustee Proctor
 - a. Presidential Search Update
 - b. Report from Lynwood Beekman of Special Education Solutions, L.L.C.
- VII. President's Report
 - A. Informational Items
 1. Sole Sources Purchase Report EL-206
 2. Human Resource Appointments

B. Action Items*

1. Approval of Minutes – November 20, 2006 Regular Meeting
2. Sister College Tuition Structure
3. Finance Report
 - a. West Campus Land Acquisition
 - b. Approval of Bids

EL-204

- VIII. Closed Session*
- IX. Public Comment
- X. Board Evaluation
- XI. Adjournment

**Motion to accept.*



BOARD OF TRUSTEES PLANNING CALENDAR

New items are in BOLD

December 2006

- Thurs., Dec 14 Graduation Ceremony of the
46th Regional Fire Training Fire Academy
Dart Auditorium, 6 p.m.
- Dec., 15-16 1st Semester Contemporary Realism Studio Theatre
Black Box Theatre, GVT 168 – 8 p.m.
- Sat., Dec 17 Stage Combat Open House
Dart Auditorium, 11 – 12 p.m.
- Dec. 25 - Jan. 1 COLLEGE CLOSED**

January 2007

- Sat., Jan 6** Men's Basketball – 3:00 p.m./Women's Basketball – 1:00 p.m.
Kellogg Community College
Lansing, MI
- Wed., Jan 10** Spring Semester Kickoff Activity
Wellness Day Speaker – Zonya Foco
Dart Auditorium – 8:30 a.m.
- Wed., Jan 10** Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m.
Ancilla College
Lansing, MI
- Thurs., Jan 11** Spring Semester Kickoff Activity
President's Appreciation Lunch
West Campus – 12:00 p.m.
- Tues., Jan 16** Regular Board of Trustees Meeting
- Wed., Jan 17** Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m.
Grand Rapids Community College
Lansing, MI
- Wed., Jan 24** Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m.
Muskegon Community College
Lansing, MI

(As of 4/12/06)

*Please call 483-5252 for tickets or reservations no later than one week prior to event.

Sat., Jan 27 Men's Basketball – 3:00 p.m./Women's Basketball – 1:00 p.m.
Lake Michigan Community College
Lansing, MI

February 2007

Feb. 2 - 3 MCCA Board of Directors Winter-In Service*
Macomb Community College
Warren, Michigan

Wed., Feb 7 Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m.
Glen Oaks Community College
Lansing, MI

Feb. 12 - 14 ACCT/AACC National Legislative Seminar*
J.W. Marriott Hotel
Washington, D.C.

Wed., Feb 14 Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m.
Kalamazoo Valley Community College
Lansing, MI

Mon., Feb. 19 Regular Board of Trustees Meeting

March 2007

Mon., Mar 19 Regular Board of Trustees Meeting

April 2007

Apr. 14-17 AACC Convention
Tampa Florida

Mon., Apr. 16 Regular Board of Trustees Meeting

(As of 4/12/06)

*Please call 483-5252 for tickets or reservations no later than one week prior to event.

ADMINISTRATIVE POSITIONS

- Name: **Timothy Martz**

Position: Manager, Field Operations

Dept/Div: Physical Plant/Administrative Services

Education: B.A., Central Michigan University
M.A., Central Michigan University

Experience: Facilities/Project Manager (1997-present)
Martz Consulting Company, LLC

Physical Plant Interim Director/Project Manager (2004-2005)
Alma College

Human Resources Manager (1996-1997)
Eaton Corporation

Effective Date: December 11, 2006

LANSING COMMUNITY COLLEGE SISTER COLLEGE DUAL DEGREE PROGRAM

The LCC Sister College Dual Degree Program follows a new trend in international educational exchange where educational programs rather than students are the subjects of exchange. A Dual Degree Program is established upon agreement between two colleges— Lansing Community College and a sister college. It is not an offer to or an agreement with individual students. The main elements of Lansing Community College’s Dual Degree Program are as follows:

1. Students in our sister colleges who are enrolled in the dual degree programs will earn LCC Associate Degrees, in addition to the degrees from their own institutions when they graduate.
2. The students must meet all qualifications required for admission to LCC and its courses.
3. LCC accepts up to 40 academic credits as transfer credits from their institutions.
4. Students must take 20 credits of LCC courses required in their curricula offered at LCC for its degrees.
5. Students are officially enrolled as LCC students, but do not attend classes on its campus. They study the LCC courses in their own institution taught by LCC faculty members.
6. The sister colleges provide their facilities, classrooms, laboratories, equipment and faculty accommodations, free of charge to LCC.
7. LCC offers a special tuition and fee rate for the students in the program. This rate will not apply to the sister college students who come to study at LCC campus.
8. LCC and its sister colleges provide financial and other material support for other faculty and student exchange programs stemming out of this dual degree program.

In a proposed agreement with Myongji College, for example, LCC “exports” its Associate degree in Business program, along with its faculty, to Myongji College in Korea. Myongji College recruits students for the program and provides facilities for LCC to deliver face to face instruction towards 20 credits of the LCC degree. Myongji students in this program will take 40 credits at Myongji College which will be transferred to complete the Associate in Business degree requirement. LCC departments reviewed each of Myongji’s courses in the IT program and accepted 40 transfer credits. This year 100 students are registered in the Dual Degree program with Myongji College.

IMPLICATIONS FOR LCC

- Myongji-LCC students are “off-campus international students”. Because they are off campus, LCC will not incur student support costs such as advising/counseling, tutoring, library, mentoring, employment, housing referrals, financial assistant, child care (through the Returning Adult Programs Center), SEVIS reporting, etc.
- Since these students are in an off campus location not maintained by LCC they would not use LCC classrooms and other instructional facilities, such as computer laboratories. Myongji offers the use of its facilities for the LCC courses free of charge.
- While LCC pays to send its faculty to Korea, Myongji College offers free accommodation and a \$30 daily allowance.
- Myongji will offer financial and material assistance to LCC students who will attend summer internship programs at Myongji.

BENEFITS TO LCC

- Extending the international reach of LCC Associate Degrees.
- Establishing long-term visibility and presence in other countries for international student recruitment.
- International and intercultural exposure of LCC faculty and opportunities for professional development.
- Opportunity for intercultural learning by LCC students
- Opportunity to attract a continuing stream of students to LCC from overseas.
- Generating revenue through tuition and fees without the usual administrative and other overhead costs.
- A less expensive approach to advertising Lansing Community College and its academic offerings overseas.

TUITION AND FEES

Currently, LCC international students pay \$180.00 per credit for the full range of instructional and academic support services LCC provides. Since LCC Dual Degree students, being off campus international students, would not utilize most of these services, it is appropriate and fair that LCC operate a different fee structure for them. This is not without precedence. Michigan State University, for example, maintains a separate fee structure for its sister universities in Korea— Hanyang University, Kyonggi University and Kyungwon University. Groups of students from these Korean universities who enroll at MSU get a 50% discount for the first 15 credits towards their degree program. This discount holds even though these students physically attend MSU and use its instructional and academic support facilities. The advantage to MSU is that they get to enroll groups of students from these universities abroad without the usual recruitment and other expenditures. In the final analysis it is a net gain.

Thus within the Dual Degree Program, LCC stands to gain from operating a different fee structure for off campus international students in our sister colleges. The following are possible options:

OPTION 1

50% discount on regular international student fees, plus a program fee \$15.00 per credit.
50% of \$180.00 = \$90.00 + \$15.00 (program fee)

Total = \$105.00

\$10.00 of the program fee will be used to defray the cost of faculty travel and \$5.00 for administrative expenses. This discount would apply only to credits taken at the sister college site.

OPTION 2

Out of district fee of \$120.00 minus \$20.00 of services that LCC would not be providing, plus \$10.00 program fee (for faculty travel)

\$120.00 – \$20.00 = \$100.00 + \$10.00

Total = \$110.00

To make the sister college agreement fully beneficial for LCC and its global education effort, LCC could ask the sister college to agree to host a group of about 10 LCC students each summer for about 4 weeks in exchange for reduced tuition. The sister college would host the study abroad group from LCC by providing board, instruction in local culture and history, and transportation in the local area. LCC students on this trip could teach ESL to sister college students for about 5 hours a week. It is likely the sister college would agree to pay a negotiable stipend to the students for the teaching service. This kind of arrangement would enable as many LCC students as possible to benefit from the sister college agreement. Cost of hosting about 10 LCC students for 4 weeks including instruction would be about \$10,000.00.

| <u>ESTIMATED COST TO SISTER COLLEGE FOR HOSTING LCC STUDENTS</u> | |
|--|----------------------|
| Cost of instruction in local culture and history for 10 LCC students @ 150 per person (equivalent of 3 credit tuition) | = \$1500.00 |
| Accommodation for 10 LCC students for 4 weeks at \$580.00 per student | = \$5000.00 |
| Stipend for teaching @ \$200 per student | = \$2000.00 |
| Transportation and excursions @ \$150.00 per student | = \$ 1500.00 |
| Total: | = \$ 10000.00 |

RECOMMENDATION

The Center for International and Intercultural Education (CIIE) recommends that LCC adopts the fee structure in Option 1. A fee calculation that shows a discount to a sister college is an indication of LCC’s appreciation of the relationship. If Option 1 is adopted, LCC would be providing sister college students with significant cost savings. This would provide an incentive for a sister college to reciprocate by hosting LCC students on a short term study abroad program. Granting that the current market for international students is now very competitive, it would be a huge advantage to LCC if we maintain this source of

international student recruitment. On the other hand LCC could lose this opportunity for an inexpensive recruitment of about 100 international students a year if our fees are not competitive and attractive.

Note:

This is a 1-year contract. At the end of the 1-year contract the College will evaluate the impact on the financial and strategic goals of the institution. Tuition for Sister College agreements will be forwarded to the Board on a yearly basis.

LANSING COMMUNITY COLLEGE SISTER COLLEGES
Further Information on Sister College Agreements

Xian University of Economics and Finance, China

Program Description:

Agreement signed in 1979 and renewed in 2002 primarily for student and faculty exchange.

Student/Faculty Exchange

Until 2004, LCC and XUFE maintained active high-level administrator contacts. 3 former LCC presidents and 2 XUFE presidents paid visits to each other's campuses. 2 groups of LCC students (a total of 15). 3 LCC faculty have also visited XUFE while LCC has hosted 5 faculty and no students from XUFE.

Subsidies

LCC has always paid for board, lodge and travel to China while XUFE provided internal transportation and a guided tour.

Others

No sister city relationship

Liaocheng University, Liaocheng, China

Program Description:

Agreement signed in 1998 and renewed in 2002 for student and faculty exchange and also for exchange of printed materials, eg. textbooks, works of literature.

Student/Faculty

So far 3 faculty from LU and 1 faculty from LCC have been exchanged. There has been no student exchange yet.

Subsidies

Agreement calls for provision of "free accommodation and portion of living expenses" for visiting faculty, if possible.

Others

No sister city relationship

Myongji Junior College, Myongji, Korea

Program Description:

Agreement signed in 2006 for establishing a “Dual Degree Program for selected Myongji College students”. The purpose of the program is to confer the LCC Associate Degree to Myongji College students who meet the qualifications agreed upon by both institutions.

Student/Faculty

This is a unique program that is not basically about student and faculty exchange but rather the “exportation” of an LCC program to a sister college. MC students will take 20 LCC credits taught in Korea by LCC faculty. So far 100 MC students are registered in the program and 1 LCC faculty is currently in Korea teaching in the program.

Subsidies

MC offers free housing and \$30.00 a day living stipend for LCC faculty teaching in the program. MC recruits students and provides academic and support services for the program. In view of this and also because of the recruitment benefits to LCC of this agreement, MC is asking that LCC reciprocate with a special tuition rate for its students in the program.

Others

The Center for International and Intercultural Education is in discussions with MC for internship, study abroad and faculty exchange arrangements to complement the Dual Degree Program.

No sister city relationship

Kyugnam Institute of Information and Technology

Program Description:

Agreement signed in 1980 primarily for student and faculty exchange, exchange of materials and for activities to promote cultural understanding between Korea and the US.

Student/Faculty

There has been exchange of presidents over the years. So far 10 students and 1 faculty from LCC, and 10 students and 5 faculty have been exchanged.

Subsidies

No indication of subsidies in the agreement

Others

No sister city relationship

Kaufmannische Schule Stuttgart-Nord, Stuttgart, Germany

Program Description:

Agreement signed in 1999 primarily for student and faculty exchange in a variety of forms.

Student/Faculty

The major form of exchange so far has been with groups of students from each college. About 30 LCC students have participated in short-term summer study abroad trips to Stuttgart. 25 German students have also visited Lansing.

Subsidies

Host institutions arrange for home stays for visiting student groups

Others

No sister city relationship

Gregg International University of Technology, Tokyo, Japan

Program Description:

Agreement signed in 2001 primarily to “develop educational and cultural exchange programs that will foster academic excellence and mutual understanding among the faculty, staff, and students of both colleges”.

Student/Faculty

LCC and GIC have had short term faculty exchanges, and 2 LCC students have studied at Gregg. So far 100 GIC students have studied at LCC and another 100 have participated in summer programs at LCC

Subsidies

GIC provides tuition scholarships for LCC students

Others

No sister city relationship

University of Guadalajara

Program Description:

Agreement signed in 1999 primarily for “developing certifiable Spanish and English bilingualism and biculturalism”. Initial activities were to include exchanges of students, faculty and materials in the following academic/career areas:

1. International hotel administration
2. International Administrative Assistant
3. The Learning and teaching of Spanish and English
4. Technical writing, and technical computer applications

Student/Faculty

There have been high level administrative visits between LCC and UG. So far about 20 UG faculty and 5 LCC faculty, as well as 10 LCC students and 20 UG students have participated in exchanges between the two institutions.

Subsidies

There is a reciprocal tuition waiver for students participating in the program

Others

There is a sister city relationship between Lansing and Guadalajara.

University of Shiga Prefecture

There was a sister college agreement between LCC and the Shiga Prefecture Junior College, but this agreement was officially terminated when Shiga became a full-fledged university.

PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 9001-248-06RB
Project Title: Oracle Support Services

Opening Date: November 20, 2006
Buyer: Rebecca G. Beard

1. Statement of Need:

Lansing Community College has recently begun a project to implement SunGard Banner to replace the Oracle Student System, and other Oracle eBusiness Suite products. This decision was made to enhance the return on investment for the College in terms of its financial and student management needs. During the implementation, the College requires additional technical support to troubleshoot and maintain the Oracle Student System, Oracle HR/Payroll and Oracle Financials until the transition to the Banner system has been fully completed. This support will be critical to daily operations of the College and to the success of the Banner project. Existing LCC technical and functional area staff will be heavily occupied with projects related to the Banner implementation while still needing to manage the Oracle applications.

2. Description of Supply or Service:

The purpose of this Request for Proposal (RFP) is to identify a firm with appropriate capabilities and credentials to provide external support for ongoing Oracle maintenance and operations. Specifically, we are looking for a supplier to provide support of the functional environment of Oracle Applications. This will include working with end users to identify required changes, updating the test environment with those changes, testing the changes, and providing written instructions to LCC staff responsible for entering values in the production environment. This will also include making required system configuration changes using a controlled change control process and managing the impact of changes on the operations of the College. All modifications will utilize the patch management and change control processes defined by the College. LCC wishes to maintain the Oracle system in a manner to continue operations but not in any way enhance the Oracle products. This includes:

1. Provide primary point of contact for system related issues with Oracle Support and Development. This will include managing all Oracle Applications related Oracle Service Requests, identify and escalate critical issues, and represent LCC's interests with the Oracle Development teams.
2. Provide support for LCC Oracle Application users. This will include responding to LCC Service Requests by either directly responding or referring where appropriate to LCC staff and managing effectiveness and timing of responses. MTC will also serve as general "trouble shooters" for LCC in regard to Oracle Applications functionality.
3. Assume responsibility for process scheduling that is currently being developed under the System Operations Coordinating Committee (SOCC).

The supplier will meet with CIO and members of Information Services to establish benchmarks and objectives. This effort will be followed up with bi-weekly status meeting to ensure that defined goals are being met and that all requested for modifications/changes to the system are prioritized and evaluated for return on investment.

The supplier must have demonstrated experience with the Oracle Student System, and other Oracle eBusiness Suite products in a Community College environment. The supplier must also be available to start immediately and be able to provide full-time on-site resources.

3. Proposals Received:

Request for Proposals were sent to 14 suppliers. Proposals were received from two suppliers, and three submitted “No-Bids.”

| Supplier | Location | MBE/WBE | LCC Tax District | Proposal Response |
|--|-----------------------|---------|------------------|-------------------|
| Access One Technology Group | Farmington Hills, MI. | No | No | No Response |
| Alan C. Young | Detroit, MI | MBE | No | No Response |
| Boss Corporation | Duluth, GA | No | No | No Response |
| Dewpoint | Lansing, MI | No | Yes | No Bid |
| EAppTek | Livonia, MI | MBE/WBE | No | No Response |
| EDS | Lansing, MI | No | Yes | No Response |
| EiS Technologies Inc. | Alpharetta, GA | MBE | No | Responded |
| IBM | Lansing, MI | No | Yes | No Response |
| Incat | Novi, MI | No | No | No Response |
| Jawood | Troy, MI | No | No | No Response |
| Millennium Technical Consultants, Inc. | Webberville, MI | WBE | Yes | Responded |
| Miro Consulting | Forest Lake, MN | No | No | No Bid |
| PTD Technology | East Lansing, MI | No | Yes | No Bid |
| Smart Solutions Online | Southfield, MI | No | No | No Response |

The solicitation was posted on-line at <http://www.epaconline.com> and available for review in the Purchasing Department.

Reasons for “No-Bids” received:

Dewpoint – “Due to timing on the response from when we received it, and resource allocation we are not able to reply with a response to you on this project.”

Miro Consulting – “The services do not map to Miro’s core competency which is Oracle contract negotiation.”

PTD Technology – “Due to a technical error, we received this late last week and with the due date being today we did not have the time required to dedicate the attention this project would require.”

4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Information Services and College Development, and Student and Academic Support divisions. The evaluation committee is recommending awards be made to EiS Technologies Inc. to support the Oracle Finance and HRMS Oracle modules; and to Millennium Technical Consultants, Inc. to support the Oracle Student System and Financial Aid modules.

The evaluation committee found that neither supplier had expertise in all areas required. From the responses received to the RFP it is apparent that such expertise is difficult to find in the marketplace as well. We believe this is a result of the fact that there are only four higher educational institutions currently operating with all four Oracle modules: Finance, HRMS, Student, and Financial Aid. This too, was one of the reasons that LCC decided to move from Oracle and implement SunGard’s Banner suite of software.

It is paramount that the Oracle system is supported by technically qualified individuals during the Banner implementation. Presently, both EiS Technologies Inc. and Millennium Technical Consultants, Inc. are incumbent suppliers on existing Oracle support purchase orders.

- EiS Technologies, Inc. was awarded RFP#9001-235-06RB, Oracle Programming & Application Support, approved by the Board of Trustees on 3/20/06 for \$63,320 for services through 6/30/07. As of December

1, 2006 we have used all of the funds under this purchase order. Service: Support for the HRMS and Finance module, specifically in the areas of payroll.

- Millennium Technical Consultants, Inc. has a purchase order awarded (Sole Source), approved by the Board of Trustees on 3/20/06 for \$600,000 for services through 12/15/06. Service: Support for the Oracle Student System and Financial Aid system.

The evaluation committee recommends that EiS Technologies, Inc. receive a Time & Materials purchase in an amount not to exceed \$100,000 for pooled consultant hours, approximately 1040 hours, effective December 12, 2006 through December 31, 2007 to support the Finance and HRMS modules. EiS Technologies, Inc. contract will be evaluated in November 2007 to assess on-going needs for year end processing and implementation of Banner HR module. We recommend that Millennium Technical Consultants receive a purchase order for twelve months for one on site person for 2080 hours, and 880 pooled hours for additional support for a not to exceed amount of \$400,000, and travel expenses not to exceed \$30,000 for a purchase order total of \$430,000. Millennium's contract will be reevaluated in November 2007 to determine on-going needs for the remainder of the Banner implementation. Combined costs for this project through December 2007 are \$530,000.

5. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher
Chief Financial Officer

Date

6. Board of Trustee Review:

Approve/Disapprove

Date

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 20, 2006

Regular Meeting
Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 6:04 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Trustee Brannan led the pledge of allegiance.

ADDITIONS/DELETIONS TO THE AGENDA

The following changes were made to the agenda:

- Add letter from Ms. Bev Baligad.
- Add letter of engagement to conduct a review of a complaint and an investigation of the specific charges filed by a Board member against another. Item will be added under Board members reports.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

There was a brief Ghana presentation by Kevin Brown and Leslie Hoover. Mr. Brown and Ms. Hoover presented the President and Chair with a plaque.

Cindy Storie, faculty member and Lansing Community College MAHE President, "Speaking on behalf of the faculty and the LCC MAHE, we would like to make a communication to the Board as well as the community and students. We have a contract now that we are in the process of implementing. We see this as a new vision and direction for the College. We see that the Board is looking to make these changes as well. We know that LCC has been and will continue to be serving the community with quality education. We feel that the message has been lost due to the news media and the activities that have been going on. Lansing Community College needs to shift back to what education is about. At Lansing Community College it is about our students and the service to those students that faculty give on a daily basis. We appreciate the leadership of

President Cardenas and appreciate how the Board has placed their trust in her as we move forward with the change at the College. We request that the Board continue to move us positively forward in the Presidential search. The faculty is here to support in any way that they can. In the process of the search we asked that the Board come forth with one voice that is harmonious for the community, to the students and us as faculty."

INTERVIEWS FOR THE BOARD LIAISON

Trustee Pelleran read an open letter from Ms. Bev Baligad, Attorney at Law, withdrawing her application from the position of Board Liaison/Associate General Counsel. This letter is on file with the official Board meeting materials.

Trustee Pelleran made a motion to declare the search process to hire a Board Liaison/Associate General Counsel a failed search and that the Board reopens the process immediately. The motion was supported by Trustee Rasmusson.

The floor was opened for discussion.

The following main points were made in favor of the motion:

- The fact that there are only two top candidates and they are tied makes it a failed search.
- There was not a quorum in the room when the interviews began and this may present a legal problem for the Board.
- Because of the importance of the position there should be an opportunity to seek more applicants.
- The initiation of the search process has been put into question during the past two months and there is an outstanding complaint filed by Trustee Pelleran that relates directly to that process.
- Trustees were not informed of the meeting and the correct process. The individuals that were to be a part of that meeting were not informed.
- As an initial member of the Personnel and Compensation Committee, Trustee Pelleran stated that she was not notified of the Committee meetings nor did she receive notices of subsequent meetings of this Committee. She stated that because her complaint is still outstanding, she is still a member of the Personnel and Compensation Committee.

The following main points were made against the motion:

- Although there was no quorum during the first interview, a meeting can continue forward for information purposes only.
- No decision was made on the candidates until the following Board meeting, so there was no violation.

- There were qualified candidates in the pool.
- The Board made a decision to interview the first top two candidates as well as the second choice candidates.
- The fact that one of the top three candidates withdrew their name does not make it a failed search.
- Two of the three candidates are here today to be interviewed.
- The deficiencies that were raised about the search process were cured when the Board voted at the last meeting to bring back three candidates to be interviewed before the full Board.
- Every member of the Board was notified of every meeting. There was not full attendance by every member of the Board at those meetings. This was not due to lack of notification.
- The meeting was posted and opened to the public.
- Complaints and charges were not discussed at the last meeting.

Chairman Laverty clarified that the first candidate was asked to leave and come back to allow time for another member of the Board to arrive. The meeting was posted. When the second candidate arrived there still was no quorum. The meeting was called to order under the urging of Trustee Rasmusson and Trustee Smith due to the fact that some of the candidates travel from afar. There was no quorum for the first interview but the other interviews were interviewed by a full quorum of the Board.

MOVED by Trustee Proctor and supported by Trustee Smith to move the previous question.

Roll call vote:

Ayes: Pelleran, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady

Brannan abstained from voting.

Motion carried

A vote for the main motion on the floor was made.

MOVED by Trustee Pelleran and supported by Trustee Rasmusson to declare the search process to hire a Board Liaison/Associate General Counsel a failed search and that the Board reopens the process immediately.

Roll call vote:

Ayes: Pelleran, Rasmusson

Nays: Brannan, Proctor, Smith, Laverty

Absent: Canady

Motion failed.

Trustee Pelleran made a motion to rescind the motion relating to interviewing the top two candidates and second candidate of choice adopted on November 1, 2006. The motion was supported by Trustee Rasmusson.

The floor was open for discussion.

MOVED by Trustee Smith and supported by Trustee Proctor to call the question.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Lavery

Nays: Pelleran

Absent: Canady

Motion carried.

A vote for the main motion on the floor was made.

MOVED by Trustee Pelleran and supported by Trustee Rasmusson to rescind the motion relating to interviewing the top two candidates and second candidate of choice adopted on November 1, 2006.

Roll call vote:

Ayes: Pelleran, Rasmusson

Nays: Proctor, Smith, Lavery

Absent: Canady

Trustee Brannan abstained from voting.

Motion failed.

The interview process for the Board Liaison/Associate General Counsel commenced.

Anita Evans opened the interviews by giving the candidates a brief introduction on how the interviews would be conducted.

Trustee Smith asked each candidate the same set of eleven questions.

Candidate #1 – James Humphries

The interview began at 6:52 p.m. and ended at 7:15 p.m.

Candidate #2 – Robert Norwood

The interview began at 7:23 p.m. and ended at 7:46 p.m.

CHAIRMAN, COMMITTEE AND BOARD MEMBER REPORTS

CHAIRMAN'S REPORT

Presidential Car Lease

Chairman Lavery announced that the current car lease on the 2005 STS Cadillac was ending. Chairman Lavery asked the Board for approval of the purchase of a Saturn Outlook.

The following concerns were raised:

- Would the College suffer any penalty for turning the car lease in early?
- The Board decided a while back that the President would drive a Cadillac, built here in Lansing.
- Had anyone checked the consumer guide on safety?

The following key points were made:

- This is the vehicle that the President wants.
- The College would be getting close to \$3,500 back.
- The Saturn is one of the new cars being promoted by the new Delta Plant here in Lansing.

MOVED by Trustee Smith and supported by Trustee Pelleran to enter into the agreement for the purchase of a new Saturn Outlook.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

Presidential Evaluation

President Cardenas stated that during the last nine months of her tenure at Lansing Community College much has been accomplished as it relates to

institutional performance issues. She presented the Board with a document that highlighted her accomplishments.

The following comments were made during the evaluation:

- Trustee Pelleran:
 - Asked the President how she was with her support staff and if she needed to hire additional people?
 - Asked how she is handling functions that were done in positions that are now vacant?
 - Stated that LCC has a unique High School graduate program.
 - Asked if there has been an analysis done on Virtual College and wanted to know where the College was and where the President thinks the College should be going?

- Trustee Smith:
 - Asked the President to add an item addressing how the College will handle diversity in light of Proposal 2 and would like to see what the College is doing currently.
 - Stated that during the President's tenure she has been very responsive and built great relationships within the College in trying to move this College forward.
 - Stated that President Cardenas has been an individual that is approachable and has the heart of the College.
 - She looks forward to seeing the strides she will make in this next semester.

Proposal 2 Discussion

Chairman Laverty presented the Board with copies of the Resolution on the Michigan Civil Rights Initiative Ballot Proposal. This proposal was passed by the Board on May 17, 2004. Chairman Laverty asked that the Board review and look at this resolution for a future date.

The President provided the Board members with an executive directive from the State of Michigan Office of the Governor, regarding promoting diversity in Michigan. Within 90 days the Michigan Civil Rights Commission shall issue a report detailing its finding and offering recommendations on how this proposal affects public institutions. This report will also show how they can help the College to continue to promote diversity and equal protection in the operations of public employment, public education and public contracting within any constraints proposed by the Proposal 2.

The following discussion followed:

- Proposal 2 does not change the College's position of providing equal opportunity or continuing to support and believe in diversity.
- It should not have any implications in the areas of athletics or sports programs, but there will be implications in other areas.
- A question was raised on how the Foundation scholarships, that are given by donors that are either race or gender specific, might be affected?
- A request was made for the words gender and age to be added to any resolution that is brought forth for Board approval.
- Suggestion made to have the Boards attorney look at any resolution brought forward to make sure the Board is doing the right thing legally.

General Discussion

There was discussion on the allegations brought against Chairman Lavery by Trustee Pelleran.

Trustee Rasmusson felt that the College should be doing more to support the athletic programs.

Information and Announcements

The Chairman announced the following:

- CQI breakfast event, sponsoring President Lou Anna K. Simon and David Hollister (President & CEO of Prima Civitas Foundation). "A Conversation on Prima Civitas, Economic Development and Quality of Life". Wednesday, December 13, 2006.
- RED Team event, sponsoring speaker Michael Gallis on "Regional Development Strategies". Thursday, November 30, 2006.
- Trustee Smith received a certificate from ACCT for appreciation of service on the diversity committee.

Other

Chairman Lavery stated that although the Board just recently updated their Governance Policies and Bylaws, the Board will need to go back and review some of the Colleges old policies.

COMMITTEE REPORTS

Trustee Brannan – Audit Committee

Audit Report

Mr. Bruce Dunn, CPA, President of Maner, Costerisan and Ellis, presented the November 2006 Audit Report. He presented the Board with some highlights of the report.

The Audit Committee report is on file with the official Audit Committee meeting materials.

Trustee Pelleran stated the importance of the Audit Committee. She thanked Trustee Rasmusson and Brannan for their work on the committees.

Trustee Rasmusson thanked Catherine Fisher, Beckie Beard, Rebekah Wood, the Accounting Office, Business Office and the staff in Student and Financial Aid.

MOVE by Trustee Brannan and supported by Trustee Smith to accept the 2006 Audit Report from Maner, Costerisan and Ellis.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

Office of Internal Auditing Charter

The Charter from the Office of Internal Auditing was presented to the Board.

MOVED by Trustee Brannan and supported by Trustee Pelleran to adopt the Office of Internal Auditing Charter.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

Trustee Rasmusson – Finance Committee

Trustee Rasmusson asked if anyone had any thoughts or issues on Finance to please speak to someone on the Finance Committee. He also commended

Catherine Fisher and Bev Baligad for the implementation of the new finance policies.

Trustee Smith – Personnel and Compensation Committee
Discussion on Board Liaison Interviews

It was stated that if the first candidate does not accept the offer the offer will go to the second candidate.

MOVED by Trustee Smith and supported by Trustee Proctor to move into the discussion regarding the Board Liaison position and choose a candidate.

Discussion followed.

Roll call vote:

Brannan: James Humphries

Canady: Absent

Pelleran: Neither

Proctor: James Humphries

Rasmusson: James Humphries

Smith: James Humphries

Laverty: James Humphries

Motion carried for Mr. James Humphries.

BOARD MEMBER REPORTS – TRUSTEE PROCTOR

Presidential Search Update

Trustee Proctor mentioned two important deadlines that the Board will not be able to meet.

- December 19, 2006 the search consultant would submit a list of names for the Presidential Search committee to consider.
- January 2007 the Committee would begin interviewing.

Trustee Proctor stated that the reputation of the Board is not good at this time. The Board is now looking at dates in February and March.

Trustee Proctor asked the Board to respond to the staff who will be asking for their availability in February and March for a 2-day teambuilding workshop. Greenwood and Associates is proposing to bring in someone from the Association of the Governing Boards and someone from the Association of Community College Trustees.

Workforce Development Board

Trustee Proctor stated that the College received some additional money for the Workfirst program in the amount of \$29,000. This amount brings the new College contract to \$416,000.

Association of Community College Trustees

Trustee Proctor mentioned a workshop he attended entitled "Good Boards/CEO's behaving badly." From this workshop Trustee Proctor mentioned a few elements that he wanted to share with the Board:

- The Board and President need to be guided by trust, honesty and integrity.
- The Board should adopt an institutional code of ethics.
- The Board should abide by a rule of no surprises.
- The Board needs to begin to evaluate themselves.
- The Board needs to establish friendships and develop some protocol on how the Board is going to interact with each other.
- The Board needs to communicate more effectively, clearly, and honestly.

Engagement Letter

Trustee Proctor presented a letter of engagement to conduct an investigation of the allegation filed by Trustee Pelleran.

Mr. Lyn Beekman is being asked to conduct an investigation of the allegations not to exceed \$5,000. Mr. Beekman is to report his findings back to Trustee Proctor. Trustee Proctor is looking for this investigation to be completed within 10 to 14 days.

MOVED by Trustee Proctor and supported by Trustee Brannan to accept the engagement letter to hire Mr. Lynwood E. Beekman of Special Education Solutions, L.L.C., to conduct an investigation of the allegations filed by Trustee Pelleran.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady

Trustee Pelleran abstained from voting.

Motion carried.

BOARD MEMBER REPORTS – TRUSTEE SMITH

Association of Community College Trustees

Trustee Smith passed out information that she received from the ACCT conference and gave the Board a summary on the Diversity Committee meetings she attended.

BOARD MEMBER REPORTS – TRUSTEE RASMUSSEN

Discussion of termination and a systemic problem within the Board's purview.

Trustee Rasmussen stated that some faculty members have raised questions about another faculty member that was terminated. Trustee Rasmussen questioned if maybe there was a breakdown in the process on this termination. He also encouraged the President to feel free to consult legal counsel when she has a legal issue.

BOARD MEMBERS REPORTS – TRUSTEE PELLERAN

Trustee Pelleran stated that she attended the Leslie Local Development Finance Authority meeting. She also complimented Melissa Kaplan and staff on the series of plays that have recently taken place.

Trustee Pelleran reported she has heard good reports from the staff at the East Campus about Brian Jackson and a good report on the GVT renovations.

PRESIDENT'S REPORT

Informational Items

International Programs – Sister College Agreement

President Cardenas stated that this item came from the College's visit with Myongji College in Korea. There are two tuition proposals that are being presented. This proposal was put together by Dr. Stephen Appiah-Padi and Dr. Tai Kim. The College is forwarding this proposal as an action item at the December meeting.

The Board asked the following questions:

- How active are each of the Sister College programs?

- How would this Sister College proposal affect our relationship with the Gregg International University of Technology students?
- Do we have programs at the University of Shiga Prefecture?
- A request was made for a description of each program, how active is the program, when the program was created, the level of participation from the College's standpoint, internship opportunities, Sister City relationships with any of these communities and any agreement the College already has.
- How would the projects and programs be influenced by the decision that the Board would make?
- How many students does the College have that are involved with these programs?
- What does the College do to promote these programs and to increase the interest of these programs?
- A request was made for information on the contracts that the College has relationships with.
- What is the subsidy on the program?

Academic Dishonesty Policy

This policy has been updated to add technological advancements.

Brannan suggested the College look into turnitin.com. This would be a good tool for monitoring academic dishonesty.

Sole Source Purchase Report

Reported per the Purchasing Policy.

Human Resources – Administrative Appointments

Ms. Jan Stuart presented the following Administrative Appointments and Leaves:

Benita A. Duncan, B.B.A., Board Administrative Assistant, Board of Trustees

Catherine A. Fisher, B.A., Chief Financial Officer, Administrative Services Division

Michael A. Nealon, PhD., Chairperson, Humanities and Performing Arts, Liberal Studies Division

Human Resources – Professional Development Leave

Lucian Leone, Director of Livingston County Center, Extension and Community Education

Action Items

Approval of Minutes:

September 18, 2006 Special Meeting
September 18, 2006 Regular Meeting
October 9, 2006 Special Meeting
October 16, 2006 Special Meeting
October 16, 2006 Regular Meeting
November 1, 2006 Special Meeting

Trustee Pelleran brought comments that were removed from the minutes on November 1, 2006. She has asked that the minutes in the draft be entered back into the minutes. She cited Robert's Rule of Order page 299.

Laverty agreed to put the comments back into the minutes.

Corrections were made to the following minutes.

September 18, 2006 Special

Page 2: exam to examine

October 9, 2006 Special

Page 5: Replace public comment with discussion.

October 16, 2006 Special

Page 1: Move Proctor under Roll Call to absent.

October 16, 2006 Regular

Page 1: Replace College's mission to Foundation's mission.

November 1, 2006 Special

Page 7: The following comments were added back into meeting minutes.

"Chairman Laverty responded that her speech was wonderful and questioned if that was why at the last meeting the media had been notified well in advance to blindsides the Board and sabotage the Presidential Search."

"Trustee Pelleran stated that the Chairman was out of order."

"Trustee Pelleran responded to Chairman Laverty that her actions did not sabotage the Presidential Search process."

Trustee Smith made a recommendation to move to anecdotal minutes and that the Board move away from verbatim minutes.

MOVE by Trustee Smith and support by Trustee Rasmusson to move away from verbatim minutes with the friendly amendment of recording public comments.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

Trustee Pelleran abstained from voting.

Motion carried.

Finance – Bank Resolutions

Dr. Cardenas announced two bank resolutions that would re-designate the authorization from Beckie Beard to Catherine Fisher, the new Chief Information Officer.

Trustee Pelleran made the motion to vote separately on the November 1, 2006 Regular meeting minutes. The motion was supported by Trustee Rasmusson.

Discussion followed.

MOVED by Trustee Proctor and supported by Trustee Smith to call for the question.

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

Motion carried.

A vote for the main motion on the floor was made.

MOVED by Trustee Pelleran and supported by Trustee Rasmusson to vote separately on the November 1, 2006 Regular meeting minutes.

Roll call vote:

Ayes: Pelleran
Nays: Brannan, Proctor, Rasmusson, Smith, Laverty
Absent: Canady

Motion failed.

MOVED by Trustee Brannan and supported by Trustee Proctor to approve all of the action items.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Lavery
Nays: Pelleran
Absent: Canady

Motion carried

CLOSED SESSION

MOVED by Trustee Smith and supported by Trustee Rasmusson that the Board enters into closed session for the purpose of discussing the purchase of real property and to consider a legal written opinion.

Roll call vote:

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Lavery
Nays: None
Absent: Canady

Motion carried.

The Board entered into closed session at 10:12 p.m.

MOVED by Trustee Proctor and supported by Trustee Smith to enter into open session.

Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Lavery
Nays: None
Absent: Canady

The Board returned to open session at 10:59 p.m.

PUBLIC COMMENT

None

BOARD EVALUATION

It was evaluated that there were too many disagreements during the meeting.

ADJOURNMENT

MOVED by Trustee Proctor and supported by Trustee Brannan for the meeting to adjourn.

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

Nays: None
Absent: Canady

Motion carried.

The meeting adjourned at 11:03 p.m.