

AGENDA

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 28, 2006

Special Meeting

5:00 p.m.
Administration Board Room

- I. Call to Order by Chairperson
- II. Roll Call by Secretary to the Board
- III. Limited Public Comment Regarding Agenda Items
- IV. Chairman's Report
 - a. Hiring and Contract Approval Policy
 - b. Bylaw 1.6.1
 - c. Executive Search Update
 - d. Board Assignments
 1. Audit Committee
 2. Finance Committee
 3. Personnel and Compensation Committee
 4. Michigan Community College Association
- V. President's Report
 - a. Oracle Update and Discussion
- VI. Closed Session*
- VII. Public Comment
- VIII. Adjournment

**Motion to accept.*

Proposed

Hiring and Contract Approval Policy

I. Purpose

This policy is intended to define the appropriate hiring authority for personnel and profession service providers utilized by the college and to clearly delineate those which are under the policy/ Board responsibility and those under the responsibility and authority of the president and administration.

II Scope

This policy shall commence effective June 19, 2006.

III General

A. The Board of Trustees shall select, hire, negotiate terms and scope of service, and directly receive the reports and information from the following, whether hired as employees, contractors, or consultants:

1. Board Administrative Assistant
2. President
3. Board Liaison
4. Legal Counsel, regular, or special counsel
5. External Auditor
6. Internal Auditor
7. Special consultants retained on a project basis.

B. The President shall have the authority and responsibility to hire or retain all others employees, contractors, and service providers within the Board established policy parameters

C. The Chief Financial Officer shall be confirmed by the Board and have the responsibility to report directly to the Board and/or the Audit Committee, as well as to the external auditors, any suspected financial irregularities, or other matters which present a significant financial jeopardy to the college. Such matters should simultaneously be reported by CFO to the President. Suspected criminal matters must, of course, be reported to the State and appropriate law enforcement agencies for investigation.

IV. Responsibility

The College's President and Chief Financial Officer shall have responsibility for implementation of, and conformance to, this policy.

Failure to follow this policy may result in disciplinary action up to and including termination.

RESOLUTION

It was moved, seconded and duly passed that:

The Resolution at the last regular session to restore Presidential authority is amended so that Paragraph three of Bylaw 1.6.1 shall be as follows:

Part I:

1) through 2) are deleted.

1) shall be amended as follows:

appoint, evaluate and/or remove the President, the outside accountant assisting with, or conducting, internal audit, the external auditor and College legal counsel, and the Board liaison and assistant to the Board liaison, and such others as determined by the Board from time to time, and the President shall furnish to the Board in advance the information on candidates to be considered for the Chief Information Officer, Chief Financial Officer, and internal audit employee position at the College together with his/her recommendation for selection and the Board shall approve or reject that recommendation; provided, however, the Chief Information Officer and the Chief Business Officer and its internal audit employee(s) shall thereafter become part of the appropriate bargaining unit and subject to all the terms and conditions of employment appertaining thereto..

2) is deleted and the balance renumbered, and all other portions of Bylaw 1.6.1 are unchanged.

Part II:

And 1.6.4. A., first sentence, shall be amended as follows: Select and employ personnel of the community college, subject to 1.6.1., including the authority in the President to select and employ vice presidents, provided that no vice president position or positions with the duties of a vice president or a pay level eighty percent, or greater, of the average pay of vice presidents at the College, shall be created by the President without the Board's approval in advance.

Part III-

Finally,

The operational authority granted the Chair by prior resolution is deleted and voided.

Hiring of Board Liaison and Board Secretary

Questions

- 1. Is either of these positions hired directly by the Board, or are they hired by the President's Office?*
- 2. If they are hired by the Board, is the search process conducted through an open meeting, or is the search process conducted in a confidential manner similar to other regular positions at your institution?*
- 3. If they are hired by the Board, does the process allow of the President to facilitate the search and then make a recommendation to the Board?*

Grand Rapids Community College

Contact: Kathryn Mullins, Executive Assistant to the Board of Trustees
(616) 234-3908

1. There is no Board Liaison position. Board Secretary is hired by President's Office. The Chairperson of the Board sat in on a regular interview session, provided feedback, and reported back to the Board. President's Office made final decision as to who was hired.
2. n/a
3. n/a

Kalamazoo Valley Community College

Contact: Patricia Niewonder, Secretary to President
(269) 488-4434

1. The Board does no hiring, except the position of the President. The President hires everyone else, including the Board Liaison and Board Secretary.
2. n/a
3. n/a

Macomb Community College

Contact: Jill Thomas, President's Assistant
(586) 445-7242

1. The Secretary to the President performs the duties of the Board Liaison/Secretary, and is hired by the President only.
2. n/a
3. n/a

Mott Community College

Contact: Lisa Poma, Administrative Assistant to President
(810) 762-0453

1. The Board Secretary position is called Assistant Secretary to the Board and is currently vacant. The position is hired by the President in a private interview. The position reports to President and is sworn in by the Board.

2. n/a

3. n/a

Oakland Community College

Contact: Pam, Chancellor's Office
(248) 341-2117

1. The Board Secretary position is called Assistant to the Chancellor. The open position is first posted, internally and externally, and then a search committee composed of members from the Chancellor's Office performs interviews. The committee makes a personal recommendation to the Board, and the Board makes the final decision as to who is hired.

2. n/a

3. n/a

Schoolcraft College

Contact: Carla, Assistant to President
(734) 462-4420

1. There is no Board Liaison position. The Assistant to President is appointed by the President to act as and perform duties of Board Secretary. Another person within the President's Office serves as a backup to the current Board Secretary.

2. n/a

3. n/a

Washtenaw Community College

Contact: Mary Faulkner, Assistant to Board of Trustees
(734) 973-3621

1. The Assistant to Board of Trustees acts as both Board Liaison and Board Secretary. The President interviews candidates and makes the final decision. If possible, they would like to hire an internal candidate for these positions.

2. n/a

3. n/a

Wayne County Community College

Contact: Martha Grier, Assistant to Chancellor for Special Programs

(313) 496-2512

1. The Assistant to Chancellor for Special Programs also serves as the Board Liaison. This position oversees the Board Secretary. The President and Board Chair appoint an internal, qualified candidate for the Board Secretary position without an interview. The Board must approve the candidate.

2. n/a

3. n/a