



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

AGENDA

Board of Trustees Meeting
November 20, 2006
6:00 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
 - A. Ghana Presentation
- VI. Interviews for the Board Liaison/General Counsel – (6 – 7:00 pm)
- VII. Chairman, Committee and Board Member Report
 - A. Chairman’s Report
 - 1. Presidential Car Lease
 - 2. Presidential Evaluation
 - 3. Proposal 2 Discussion
 - 4. General Discussion
 - 5. Information and Announcements
 - 6. Other
 - B. Committee Reports
 - 1. Trustee Brannan – Audit Committee
 - a. Audit Report
 - b. Office of Internal Auditing Charter
 - 2. Trustee Rasmusson – Finance Committee

GP-304

3. Trustee Smith – Personnel and Compensation Committee

- a. Discussion on Board Liaison Interviews

C. Board Member Reports

1. Trustee Proctor

- a. Presidential Search Update
b. Workforce Development Board
c. Association of Community College Trustees

2. Trustee Smith

- a. Association of Community College Trustees

3. Trustee Rasmusson

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

VIII. President's Report

A. Informational Items

- | | |
|---|--------|
| 1. International Programs | EL-206 |
| a. Sister College Agreement | |
| 2. Academic Dishonesty Policy | EL-206 |
| 3. Sole Sources Purchase Report | EL-206 |
| 4. Human Resources – Administrative Appointments and Leaves | EL-206 |

B. Action Items*

- | | |
|--|--------|
| 1. 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 | |
| 2. Finance | EL-204 |
| a. Bank Resolutions | |

IX. Closed Session*

X. Public Comment

XI. Board Evaluation

XII. Adjournment

**Motion to accept.*



BOARD OF TRUSTEES PLANNING CALENDAR

New items are in BOLD

November 2006

- Tues., Nov 21 Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m.
Kirtland Community College
Lansing, MI
- Wed., Nov 29** AQIP Site Visit Welcome Reception
West Campus, Room W-122
6 – 7:30 p.m.
- Wed., Nov 29 Men's Basketball
Indiana Tech
Fort Wayne, IN – 7:00 p.m.

December 2006

- Sun., Dec 3 The Concert Choir
Dart Auditorium – 3 p.m.
- Tues., Dec 5 The LanSwingers
Dart Auditorium – 7.p.m.
- Wed., Dec 6 Foundation Holiday Open House
Administration Building, 5:30 – 8 p.m.
- Wed., Dec 6 Random Acts of Music
LCC West Campus, 2nd Floor Atrium
- Fri., Dec 8 Dance Open House
GVT 3900 – 3950
6 – 7:30 p.m.
- Dec 8 - 9 3rd Semester Shakespeare Studio Theatre
Black Box Theatre, GVT 169 – 8 p.m.
- Sun., Dec 10 The Guitar Ensemble
Dart Auditorium – 3 p.m.
- 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.

(As of 4/12/06)

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

Sat., Dec 17

Stage Combat Open House
Dart Auditorium, 11 – 12 p.m.

(As of 4/12/06)

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

LANSING COMMUNITY COLLEGE
Charter
Office of Internal Auditing

Introduction:

Internal Auditing is an independent and objective assurance and consulting activity that is guided by a philosophy of adding value to improve the operations of Lansing Community College. It assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the institution's risk management, control, and governance processes.

Role:

The Office of Internal Auditing is established by the Board of Trustees, and its responsibilities are defined by the Audit Committee of the Board of Trustees as part of their oversight function.

Professional Standards:

The Internal Auditing Staff shall govern themselves by adherence to The Institute of Internal Auditors' "Code of Ethics." The Institute's "*International Standards for the Professional Practice of Internal Auditing*" (*Standards*) shall constitute the operating procedures for the department. These two documents constitute an addendum to their charter. The Institute of Internal Auditors' "Practice Advisories" will be adhered to as applicable. In addition, Internal Auditing will adhere to LCC policies and procedures and Internal Auditing's Standard Operating Procedures Manual. The Standard Operating Procedures Manual shall include attribute, performance, and implementation standards to guide the Office.

Authority:

Authority is granted for full, free, and unrestricted access to any and all of LCC records, physical properties, and personnel relevant to any function under review. All employees are requested to assist Internal Auditing in fulfilling their staff function. Internal Auditing shall also have free and unrestricted access to the Chairman of the Board of Trustees, and the Audit Committee of the Board of Trustees.

Documents and information given to Internal Auditing during a periodic review will be handled in the same prudent and confidential manner as by those employees normally accountable for them.

Organization:

The Chief Auditor shall report administratively to the President and functionally to the Audit Committee of the Board of Trustees.

Independence:

All internal audit activities shall remain free of influence by any element in the organization, including matters of audit selection, scope, procedures, frequency, timing, or report content to permit maintenance of an independent and objective mental attitude necessary in rendering reports.

Internal Auditors shall have no direct operational responsibility or authority over any of the activities they review. Accordingly, they shall not develop nor install systems or procedures, prepare records, or engage in any other activity which would normally be audited.

Audit Scope:

The scope of Internal Audit encompasses the examination and evaluation of the adequacy and effectiveness of the organization's governance, risk management process, system of internal control structure, and the quality of performance in carrying out assigned responsibilities to achieve the organization's stated goals and objectives. It includes:

- Reviewing the reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information.
- Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and reports and whether the organization is in compliance.
- Reviewing the means of safeguarding assets and, as appropriate, verifying the existence of such assets.
- Reviewing and appraising the economy and efficiency with which resources are employed.
- Reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Reviewing specific operations at the request of the Audit Committee or management, as appropriate.
- Monitoring and evaluating the effectiveness of the organization's risk management system.
- Reviewing the quality of performance of external auditors and the degree of coordination with internal audit.
- Review the internal control statement by senior management and the related opinion by the attest auditor for audit planning.

Audit Planning:

Annually, the Chief Auditor shall submit to senior management and the Audit Committee a summary of the audit work schedule, staffing plan, and budget for the following fiscal year. The audit work schedule is to be developed based on a prioritization of the audit universe using a risk-based methodology. Any significant deviation from the formally approved work schedule shall be communicated to senior management and the Audit Committee through periodic activity reports.

Reporting:

A written report will be prepared and issued by the Chief Auditor or designee following the conclusion of each audit and will be distributed as appropriate. A copy of each audit report and a summarization will be forwarded to the President, the Chairman of the Board and the Chairman of the Audit Committee.

The Chief Auditor or designee may include in the audit report the auditee's response and corrective action taken or to be taken in regard to the specific findings and recommendations. Management's response should include a timetable for anticipated completion of action to be taken and an explanation for any recommendations not addressed.

In cases where a response is not included within the audit report, management of the audited area should respond, in writing, within thirty days of publication to Internal Auditing and those on the distribution list.

Internal Auditing shall be responsible for appropriate follow-up on audit findings and recommendations. All significant findings will remain in an open issues file until cleared by the Chief Auditor or the Audit Committee.

Periodic Assessment:

The Chief Auditor should periodically assess whether the purpose, authority, and responsibility, as defined in this charter, continue to be adequate to enable the internal auditing activity to accomplish its objectives. The result of this periodic assessment should be communicated to senior management and the Board of Trustees.

Lansing Community College

Approved this _____ day of _____, _____.

Chairman of the Board of Trustees

President

Chairman of the Audit Committee of the Board

Acknowledgement: Chief Finance Officer

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.

LANSING COMMUNITY COLLEGE SISTER COLLEGES

CHINA

1. Xian University of Economics and Finance
2. Liacheng University

KOREA

1. Myonji Jr. College
2. Kyungnam Institute of Information and Technology
3. Soonchunhyang University

JAPAN

1. Gregg International University of Technology
2. University of Shiga Prefecture

MEXICO

1. University of Guadalajara

CURRICULUM & INSTRUCTION COUNCIL DISHONESTY 11/7/06

Approved by Academic Affairs on 11/08/06

Current Language:

Acts of dishonesty, including, but not limited to the following:

1. Cheating: Each student is expected to be honest in his or her work. Cheating is dishonest. The term “cheating” includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff. Any interaction between students in a testing situation may be interpreted as cheating. Academic honesty is twofold on the part of the student; first, not to cheat, and second, not to enable others to cheat.
2. Plagiarism: Each student is required to be honest in his or her work. Plagiarism is dishonest. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers and/or other academic materials.

Rationale for change:

The electronic age has changed how our students work, and the kind of work they do. Today’s students must rely on the Internet for their research, especially with the advent of library subscription databases. They are also required more and more to produce media-rich electronic documents. Unfortunately, increased possibilities for student dishonesty have come along with this expansion in resources and opportunities. To meet both of these challenges, LCC’s plagiarism policy needs revision. Since the Internet and electronic source material have made it significantly easier for students to practice outright dishonesty, our policy needed clarification to clearly distinguish intentional dishonesty from less serious or unintentional offenses. Furthermore, because students can easily incorporate photographs, videos, and music into their own work—and should be encouraged to do so when appropriate—we must establish that it’s important for students understand how such works can be ethically shared within their compositions.

Proposed Language:

Acts of dishonesty, including, but not limited to the following:

1. Cheating: Each student is expected to be honest in his or her work. Cheating is dishonest. The term "cheating" includes but is not limited to: (1) use of any unauthorized assistance, including electronic devices/media or on-line resources, in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, in preparing reports, in solving problems, or in carrying out

any other assignments such as those involving sounds as well as moving or still images; or (3) the acquisition of tests or other academic materials without permission of the faculty or staff to whom the material belongs. Any interaction with any person other than the instructor or proctor in a testing situation may be interpreted as cheating. Academic honesty is twofold on the part of the student; first, not to cheat, and second, not to enable others to cheat.

2. Plagiarism: Each student is required to be honest in his or her work. Plagiarism is dishonest. Plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation or the inclusion of electronic sources, of the published or unpublished work of another person without full and clear acknowledgment. When producing work for a course, students are expected to present their own ideas and to appropriately acknowledge the incorporation of another person's work. Not doing so is dishonest.

**Lansing Community College
Purchasing Department
Sole Sources Purchase Report
2006-2007**

Date of Purchase	PO Number	Supplier Name	Amount	Items Purchased	Unique Performance Factors (description of unique features and unique qualifications this vendor possesses)	Maintenance Agreement (Y=yes; N=no)	Comments
7/26/06	10419	Thalner Electronic	\$7,995.00	Support Agreement for Xolutions Software/Equipment Service Contract for Software Support 5/1/06 - 4/30/07	Thalner is the only authorized dealer in the Midwest that is able to offer this support agreement.	N	Media did not give the Sole Source to Buyer until October. Buyer did not want to have a lapse in coverage.
10/2/06	11181	Proquest Information & Learning	\$21,050.00	Renewal of two databases: Career & Technology Research Database and the National Newspapers Research Database for 06/07	ProQuest has subscription research database content that is not available through other suppliers. They maintain the proprietary licensing and copyright to specific publications that support LCC's curriculum & research needs.	N	
10/4/06	11214	Air Source One	\$16,324.50	Breathing Air Module replacement compressor for Fire Academy	Air Source One is the manufacturer of the equipment.	N	
10/4/06	11215	CMP Distributors	\$5,490.00	Simunitions conversion kits for Glock pistols	CMP are the manufacturer of the kits and sells direct only.	N	
10/9/06	11250	Chamber Certification Assessment Services	\$6,965.35	ISO Consulting Services for BMIT Divisional Offi	Chamber Certification Assessment Services is the only supplier that does ISO Certification.	N	
10/10/06	11290	Central Business Systems	\$100,000.00	Starcard Equipment and Supplies	Central Business Systems is the only supplier of the software and hardware used by LCC's one card system. Originally awarded from a competitive proposal.	N	
10/18/06	11363	Speakers on Healthcare Inc	\$5,100.00	Speaker for Kick Off - Wellness Day	Speaker - N/A	N	
10/23/06	11423	Power Jamb LLC	\$14,203.00	Power Breach - Forcible Entry Training Equipme	Power Jamb is the manufacturer and sells directly.	N	

ADMINISTRATIVE POSITIONS

1. Name: **Benita A. Duncan**

Position: Board Administrative Assistant

Dept/Div: Board of Trustees

Education: B.B.A., Howard University

Experience: Interim Board Secretary (2006-present)
Lansing Community College, President's Office

Executive Secretary (2002-present)
Lansing Community College, Academic Affairs

FastStar Specialist (2001-2002)
Lansing Community College, Work First

Effective Date: October 16, 2006

2. Name: **Catherine A. Fisher**

Position: Chief Financial Officer

Dept/Div: Business Office/Administrative Services Division

Education: B.A., Michigan State University

Experience: Director of Accounting & Payroll (March 2006-present)
Lansing Community College

Accounting and Tax Manager (2005)
Fortin & Chunko, PC

Financial Systems and Support Manager (2004-2005)
Accident Fund Insurance Company of America

Effective Date: November 1, 2006

3. Name: **Michael A. Nealon**

Position: Chairperson, Humanities and Performing Arts

Dept/Div: Arts Department/Liberal Studies Division

Education: B.A., St. Michaels College
M.A., University of Tennessee
PhD, Northwestern University

Experience: Professor/Lead Music Faculty (1998-present)
Lansing Community College

Adjunct Faculty (1990-1997)
DePaul University

Adjunct Faculty/Graduate Teaching Assistant (1988-1996)
Northwestern University

Effective Date: January 8, 2007

PROFESSIONAL DEVELOPMENT LEAVE

1. Name: **Lucian Leone**

Position: Director, Livingston County Center

Department: Extension and Community Education

Time Requested: Spring Semester 2007

Purpose: The purpose of this leave is to take courses in leadership and change at Michigan State University, and to begin writing a dissertation to complete doctoral program.

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

RESOLUTION DESIGNATING AUTHORIZED REPRESENTATIVES

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on November 20, 2006 at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by Trustee _____ and supported by Trustee _____.

BE IT HEREBY RESOLVED THAT:

1. Catherine Fisher, Chief Financial Officer, and Randy Roy, Manager of Accounting and Payroll, whether individually or separately, are designated as authorized representatives and signers to the Lansing Community College and in that capacity, are authorized to open accounts, make deposits and withdrawals from such accounts, and transact any and all business with respect thereto, including executing agreements and contracts with any financial or lending institution, bank or investment entity, as is in the best interests of the Lansing Community College and is consistent with state and federal law, the College's bylaws and policies, and the responsibilities and duties assigned to each such designated representative.
2. This designation is effective immediately and shall continue until specifically revoked.
3. Any and all resolutions, which conflict, with this resolution are hereby rescinded.

Ayes: _____

Nays: _____

Absent: _____

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 November 20, 2006, 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

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN
ELECTRONIC FUNDS TRANSFER AUTHORIZATION RESOLUTION**

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on November 20, 2006 at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

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

WHEREAS, Public Act 738 of 2002 was signed by the Governor with immediate effect on December 30, 2002; and

WHEREAS, Public Act 738 requires the Lansing Community College Board of Trustees to adopt a resolution containing certain conditions to lawfully conduct electronic financial transactions such as payments and receipts (ACH).

NOW, THEREFORE, BE IT RESOLVED that Catherine Fisher, Chief Financial Officer, and Randy Roy, Manager of Accounting & Payroll, Lansing Community College, are hereby appointed the Electronic Transactions Officers (ETO) and are responsible for ACH agreements including payment approval, accounting, reporting and generally overseeing compliance with the ACH policy.

BE IT FURTHER RESOLVED that documentation is to be prepared and retained, that may be contained within the computerized accounting system, for ACH transactions detailing the goods or services purchased, related costs, date of payment and account distribution.

BE IT FURTHER RESOLVED that the ETO will implement a system of internal accounting controls to monitor the use of ACH transactions.

BE IT FURTHER RESOLVED that approval of ACH transactions is required before payment.

BE IT FURTHER RESOLVED that additional requirements may be required as determined by the ETO.

Ayes: _____

Nays: _____

Absent: _____

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 November 20, 2006, 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

ACH Transactions

I. **Purpose**

As stated in Act 738 of 2002, Electronic Transactions of Public Funds, the Board of Trustees shall provide a policy and approved resolution to authorize electronic transactions.

II. **Scope**

This policy applies to the Board of Trustees and all College employees.

III. **General**

The Board of Trustees shall designate an electronic transactions officer (ETO) who is responsible for the College's ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with this policy.

The ETO is responsible for maintaining documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment and the departments serviced by payment. This report may be contained in the electronic general ledger software system.

The ETO is responsible for a system of internal accounting controls to monitor the use of ACH transactions made by Lansing Community College and is also responsible for the approval of ACH transactions before payment.

IV. **Responsibility**

The Director of Accounting & Payroll is responsible for ensuring implementation of this policy.

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

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES

September 18, 2006

Special Meeting
4:00 p.m.
Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 4:14 p.m.

ROLL CALL

Present: Proctor, Rasmusson, Smith, Lavery

Absent: Brannan, Canady, Pelleran

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

No public comment.

Bylaws Discussion

Ms. Jan Lazar, of the Mercer Group, presented the following recommended changes to the Board bylaws. (Ms. Lazar's recommendations are in red. The Board's revisions are in blue.)

1.2.3 Chairperson

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

1.2.5 Secretary

The Secretary shall, through the **administrative assistant** 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, **in conjunction with the Finance and the Audit Committees of the Board of Trustees, based on financial policies and parameters adopted by the Board and to internal and independent audits of college financial records, shall review and examine reports of the Chief Financial Officer.** The Treasurer, Finance and Audit and Committee shall monitor and safeguard the financial condition of the College, **through the Chief Financial Officer**, 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.

1.3.1 Committees

There shall be **such standing** committees of the Board **as established from time to time by the Board or the Board Chair.** There shall be three permanent standing Committees: **they shall be the Finance Committee; the Personnel and Compensation Committee and the Audit Committee**, as provided for in Section 1.3.2, **Section 1.3.3. and Section 1.3.4** below. 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.

The Committee shall review ~~of~~ all reports from the independent auditor; preparation of audit specifications and ~~review of~~ audit RFP responses; and handling of anonymous or confidential allegations of financial ~~or other~~ irregularities and shall make referral to either internal or external auditors ~~or other agencies~~ if appropriate.

1.3.3 Personnel and Compensation Committee

Members of the Personnel and Compensation Committee shall be appointed by the Chairperson of the Board of Trustees and shall serve as a standing committee. The Committee shall review proposed compensation policies and parameters for recommendation to the Board. The Committee shall review mid-year budget proposals for additional positions and recommended additions shall be placed on Board agenda for approval. Reclassification for non-represented personnel shall be presented to the Committee for review prior to action. Reclassifications of represented personnel shall be reported to the Personnel and Finance Committees with a financial impact report.

1.3.4 Finance Committee

Members of the Finance Committee shall be appointed by the Chairperson of the Board of Trustees and shall serve as a standing committee. The Committee shall review ~~of~~ recommendations from other committees and board ends to develop recommended annual budget policies for Board consideration, ~~and consider other~~ finance matters ~~or referral to the Board~~.

1.4.2 Organizational Meeting

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

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.

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, **Committee**, and Board Member Reports,
 - A. Chairperson,
 - B. **Committee**
 - C. Board Members;
- VII. President's Report,
 - A. Informational,
 - B. Action Items;
- VII. Public Comment;
- VIII. Board Evaluation
- IX. Adjournment.

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, evaluate, and/or remove the President; 2) **appoint, evaluate and remove any positions designated within the Board policies;** 3) review and approve all consultant contracts **not otherwise authorized by Board policy or specified within the capital budget approval;** 4) approve the issuance of

College degrees and certificates; 5) adopt, develop, and define Board and College policies; 6) establish an annual College budget; 7) establish and authorize College tuition, course fees, and other fees that apply to all students; 8) authorize the sale, purchase, construction, and renovation of College land, buildings, and major equipment; 9) define and review College strategic direction and goals; 10) institute and promote major College fund-raising efforts and authorize the acceptance of gifts to the College; 11) authorize the incurring of debt by the College; 12) evaluate the President, consistent with 1.6.3.; **13) approve the establishment by any administrative means, through employment, contractual agreement or other means, of any additional vice-president, dean or department chair position(s), or other such administrative position(s) as set forth in Board policies.**

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, **in Board policies and budget parameters, and** in particular, the performance measures contained **within the strategic plan or budget policies.** These performance measures will be defined in **four (4)** broad categories and reviewed by the Board: Stakeholder Satisfaction, Financial Responsibility, **Communication with the Board,** 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 within the President's employment agreement, or as annually adopted by the Board as budget policies,** 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.
- 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 ~~whether in aggregate, by project, or by vendor~~ of \$100,000, ~~or transactions in aggregate for one vendor or project, totaling~~ or more shall first be approved by the Board.
- D. Invest funds of the College, subject to limitations imposed by law **and adopted investment policy of** 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. **All real property may only be accepted by action of the Board.**
- F. These powers delegated to the President shall be effective immediately and shall continue until specifically revoked by the Board.

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 **or the Chair of the appropriate Board Committee**. The **Board or Committee** 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.

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 **or are specifically authorized by Board policy.**

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 **administrative assistant.**
5. Board members will be reimbursed for reasonable and necessary required business travel expenses.

1.8.3 College Business Related Expenses

Trustees shall be eligible for reimbursement or direct payment of college business related expenses they incur as a result of their duties and activities as Trustees. Such eligible expenses shall be set forth in Board policy, which shall also establish approval and audit mechanisms that shall govern payment for such expenses.

The above is consistent with Governance Policy GP-308.

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 and policy restrictions**; 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 **set forth in the Board Financial Monitoring and Reporting Policy**. 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.

PUBLIC COMMENT

No public comment

ADJOURNMENT

MOVED by Trustee Rasmusson and supported by Trustee Smith for the meeting to adjourn.

Ayes: Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Brannan, Canady, Pelleran

Motion carried.

The meeting adjourned at 5:03 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 18, 2006

Regular Meeting
Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 6:00 p.m.

ROLL CALL

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

Chairman Lavery asked the record to reflect that Trustee Canady was in court and Trustee Pelleran was out of town on business.

PLEDGE OF ALLEGIANCE

Trustee Brannan led the pledge of allegiance.

Chairman Lavery asked everyone to remain standing for a moment of silence for former faculty member Robert Nelson.

ADDITIONS/DELETIONS TO THE AGENDA

None

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

No public comment.

CHAIRMAN, COMMITTEE AND BOARD MEMBER REPORTS

Chairman's Report

Bylaw Discussion

MOVED by Trustee Proctor and supported by Trustee Smith to adopt the amended bylaw changes.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Lavery

Nays: None

Absent: Canady, Pelleran

Motion Carried

Mercer Group Professional Services

Discussion followed.

Chairman Lavery asked the Board to work with President Cardenas and the staff on implementing the policies.

MOVED by Trustee Rasmusson and supported by Trustee Smith to add 10 additional hours to the Mercer Group.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Lavery

Nays: None

Absent: Canady, Pelleran

Motion Carried

McCormick Severance

Discussion followed.

MOVED by Trustee Smith and supported by Trustee Brannan to accept the McCormick Severance Policy.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Lavery

Nays: None

Absent: Canady, Pelleran

Motion Carried

Presidential Search Update – Screening Committee Selection

Two resolutions were presented and read by Ms. Bev Baligad.

**Resolution Appointing the Members of
the Presidential Screening Committee 2006 – 2007**

WHEREAS, the Lansing Community College Board of Trustees reserve the authority to determine the conditions under which the search for a new president will be conducted, and

WHEREAS, the members of the Presidential Screening Committee shall be appointed by the Board of Trustees, and

BE IT THEREFORE RESOLVED, that the following individuals shall serve on the Presidential Screening Committee:

Robert Proctor, LCC Board of Trustees, Screening Committee Chair

Robin Smith, LCC Board of Trustees

John Cauley, CEO, American Red Cross, Mid-Michigan Chapter

Clair Cherniawski, Student Advisory Committee Chair, LCC

Dave Elliott, Human Resource Director, GM Lansing Delta Plant

Lawrence Hidalgo, IBEW Local Union 665

Paul Hufnagel, Greater Lansing Labor Council

Calvin Jones, Lansing Board of Water and Light

Stanley Kogut, Superintendent Ingham ISD

MaryLou Mason, Former Trustee, Executive Director, Michigan Commission on Spanish Speaking Affairs

Lynn Savage, LCC Physical Fitness and Wellness Department Chair, Labor Coalition Chair

Doug Stites, CEO, Capital Area Michigan Works!

Chris Strugar-Fritsch, Director of Facilities Division, LCC

Edith Suttles, Waverly Community School's Board of Education

Marc Thomas, LCC Instructor, Social Science Department, MAHE Representative

Al Widner, Superintendent Eaton ISD

Melvin Villarreal, Former Trustee, LCC Instructor, and

BE IT FURTHER RESOLVED, that should any member of the committee be unable to serve, a replacement shall be appointed by the Chairman of the LCC Board of Trustees, and

BE IT FURTHER RESOLVED, that a copy of this Board adopted resolution be transmitted to the Presidential Search Liaison and to Greenwood and Associates, Inc.

Resolution Establishing the Presidential Screening Committee of 2006 -2007

WHEREAS, the Michigan Community College Act, being MCL 389.124a et. seq. authorizes a community college Board of Trustees to select and employ the president of the college, and

WHEREAS, the Michigan Community College Act authorizes the Board of Trustees to determine the qualifications of the college's president, and

WHEREAS, the Lansing Community College Board of Trustees is determined to identify a leader who is committed to the College's traditions of academic excellence and service to all within the College's district as well as beyond those geographic boundaries, and

WHEREAS, the Board wishes to hire a new president by July 1, 2007, and

WHEREAS, the Board retains the authority to determine the qualifications of candidates for the position of the president of the College, and

WHEREAS, the Board desires that the search for a new president for Lansing Community College commences immediately, and

WHEREAS, the Board finds it to be in the best interest of the College and the community served by the College to establish a Presidential Screening Committee whose membership is representative of the College's stakeholders, and

THEREFORE BE IT RESOLVED, that the Board establishes a Presidential Screening Committee whose members are appointed by the Board, and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Trustees shall serve as an ex officio member of the Committee, and

BE IT FURTHER RESOLVED, the Chair of the Screening Committee is hereby authorized and directed, upon appropriate consultation, to:

1. *Work directly with the Search Firm selected by the Board, Greenwood and Associates, Inc., to ensure a national search, recruitment and consideration of the most outstanding candidates available,*
2. *Work directly with the Presidential Search Liaison hired by the Board, Beverly Baligad, to ensure that proper communications are maintained throughout the entire process between the Board, the Search Firm, Lansing Community College, and the Lansing community,*
3. *Work directly with the Presidential Search Support staff with regard to matters directly relating to the Presidential Search Office management,*
4. *Report any updates to the entire Board during Board meetings, as necessary; and*
5. *Take further action as may be reasonably necessary to conduct the presidential search, and*

BE IT FURTHER RESOLVED, that the Screening Committee provide a "short list" of recommendations of presidential candidates for Board consideration of not less than three (3) nor more than five (5) candidates, and

BE IT FURTHER RESOLVED, that a copy of this Board adopted resolution be transmitted to the Presidential Search Liaison and to Greenwood and Associates, Inc.

Ms. Baligad presented the Board with updates on next step.

Members of the screening committee stood to be introduced.

MOVED BY Trustee Smith and supported by Trustee Brannan to adopt the Presidential Screening Committee's resolutions.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady, Pelleran

Motion Carried

President's Contract Discussion

Chairman Laverty stated that the President's contract is through December 31, 2006. The Interim President's services will be needed through June 30, 2006.

Six months will need to be added to the Interim President's contract. Chairman Laverty would like to bring a copy of the contract back for the Board to review and approve by January 1, 2006.

Discussion followed.

Board Discussion

Discussion followed.

Information and Announcements

Chairman Laverty attended the High School Completion Initiative open house on Thursday, September 11, 2006. He announced that Heather Witcomb was the first student to graduate from the program and that there are currently twenty-two students in the program. Chairman Laverty stated that the High School Initiative model he was most impressed with was Mott Middle College in Flint, Michigan.

Chairman Laverty thanked Stan Chase, Maggie Sayles and President Judith Cardenas for the work they have done on the High School Completion Initiative program.

Chairman Laverty reported out the following committee appointments:

Presidential Screening Committee:

Chair: Trustee Robert Proctor

Member: Trustee Robin Smith

Honors Committee:

Member: Trustee Tom Rasmusson

Member: Trustee Robin Smith

Chairman Laverty stated that the Board will work with Dr. Cardenas in recruiting additional people, for the Honors Committee, from the college and community.

Personnel and Compensation Committee:

Chair: Trustee Robin Smith

Member: Trustee Robert Proctor

Member: Chairman Chris Laverty

Conflict of Interest Disclosure Statement

Chairman Lavery asked the Board members to complete the Conflict of Interest Disclosure Statement and give to the Board Secretary.

Shigematsu Memorial Garden Dedication

Chairman Lavery announced the upcoming celebrations for the Shigematsu Memorial Garden Dedication and the 25th Anniversary of the Japan Adventure.

Board Member Reports

Trustee Brannan – Audit Committee Report

Trustee Brannan reported that the Audit Committee met with Mr. Bruce Dunn, President of Maner, Costerisan and Ellis, of the external audit firm. He stated that it was the preliminary meeting before the external audit began.

Final Report from Gallagher & Associates CPA's PLC

Trustee Brannan stated that he met with Ms. Bev Baligad and the firm that was hired to do forensic accounting, Gallagher & Associates CPA's, PLC.

Trustee Brannan asked Ms. Bev Baligad to introduce Ms. Michelle Gallagher, of Gallagher & Associates CPA's, PLC. Ms. Gallagher stated that she was brought in as a consultant to the Board, and the Chair of the Ad Hoc Committee, Trustees Tom Rasmusson regarding the following:

- FY2004 and FY 2005 Audit Reports and Internal Control Letters;
- FY 2004 and FY 2005 Adjustments, Reconciliations, Work papers, Etc.;
- Budget Adjustments and Transfers;
- 2005 Agreed Upon Procedure Reports;
- 2005 Student Financial Aid Risk and Vulnerability Assessment Report;
- and
- Various 2005 reports from then President, Paula Cunningham, to the Board related to Budgeting, Financial Aid, and Oracle matters.

Ms. Gallagher further stated that her overall objective was to help the Ad Hoc Committee understand the nature of these reports and the data within.

Ms. Gallagher's report included the observations that were made and suggestions for moving forward. She also stated that this report was a status report of

observations made to date. A copy of this report is on file with the official Board materials.

Discussion followed.

Trustee Proctor – Workforce Development Board Report

Trustee Proctor reported that at a June meeting he brought up an issue involving the college's administration of the Work First grant. The Accountability Committee has contacted the college and the college has supplied a response. The Accountability Committee will be reviewing the response and reporting back in November.

Trustee Proctor stated that he learned from a report that 60% of the jobs that are going to be available will require a bachelors degree or higher. He also stated that in the report 40% of the parents don't believe it is important for their child to have a high school diploma.

Discussion followed.

***Trustee Smith - Personnel and Compensation Committee Report
Board Liaison - Board Administrative Assistant***

Trustee Smith reported that the Personnel and Compensation Committee met on September 15, 2006 to go over the selection and interview process for the Board Administrative Assistant and the Board Liaison position. They will be conducting phone interviews on September 25, 2006 and final interviews on October 9, 2006.

***Trustee Rasmusson – Finance Committee Report
Decentralization Discussion***

Trustee Rasmusson presented the following proposed decentralization resolution.

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, *the Board notes that many of the best run business decentralize some aspects of their operations, particularly as these relate to matters requiring responsiveness and involving direct competition; and*

WHEREAS, *many universities and some college decentralize portions of their operations;*

NOW, THEREFORE, BE IT RESOLVED THAT the Board expresses its support of the President's present research and examination of decentralization, and re-affirms the Board's authority, or takes back authority already delegated and decided those issues herself or change the delegation to another, as she explores the best approach for Lansing Community College, and establishes changes.

Discussion followed.

MOVE by Trustee Rasmusson and supported by Trustee Proctor to adopt the Decentralization Resolution.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Lavery

Nays: None

Absent: Canady, Pelleran

Motion Carried

PRESIDENT'S REPORT

Informational Items

Introduction of New CIO

President Cardenas introduced Mr. John Posenau. She stated that he will be working with the IT staff and functional leaders across campus as the college begins to plan for the implementation of the Banner System.

Chief Financial Officer

President Cardenas stated that a selection committee has been chosen for the Chief Financial Officer. There are currently twenty applicants.

General Counsel Update

President Cardenas reported that she has called different law firms to see which would provide the best legal counsel for her. She stated that an RFP has been put out for outside Counsel, and that temporarily she has chosen to go with Thrun Law Firm.

Human Resources – New Hires

Ms. Jan Stuart presented the following New Hire.

Dan Monette, M.A., Coordinator, Aviation Program, Technical Careers Division.

Finance

The Sole Source Purchase Report was provided to the Board in accordance with the new Purchasing Policy III.B.

The Purchases Exceeding \$100,000 report was provided to the Board in accordance with the Purchasing Policy III. D.

Change Orders

The following change orders were submitted:

Granger Construction Company for the construction management services of the University Center. The initial PO amount is \$461,790. The change order is in the amount of \$7,886,979.00. The new purchase order total is \$8,871,865.00.

Moore Trosper Construction Company for the Arts & Sciences first floor renovations. The initial PO amount is \$105,900. The change order is in the amount of \$8,018.66. The new purchase order total is \$113,917.66.

Walker Parking Consultants Restoration Engineers Corporation for Architect & Engineering consultant services. The initial PO amount is \$65,000. The change order is in the amount of \$116,100.

DSA Architech/Engineer Services for the University Center. The initial PO amount is \$499,640. The change order is in the amount of \$33,700. The new purchase order total is \$676,090.

Star Truck Rental to provide repairs for Class 8 vehicles at the Truck Driver Training facility. The initial PO amount is \$50,000 with six (1) year options to extend. The change order is in the amount of \$80,000 with six (1) year options to extend. The new purchase order total is \$480,000.

Stevens Worldwide Van Lines to provide campus-wide moving services. The initial PO amount is \$90,000 with two (1) year options to extend. The change order is in the amount of \$120,000 with two (1) year options to extend. The new purchase order total is \$250,000.

Trustee Brannan asked for clarifications on the some of the totals not adding up correctly.

President Cardenas stated that purchasing would look into this.

Honors Committee Update

President Cardenas stated that people from the college campus and the community will be added to the Honors Committee. She felt it fitting to award individuals that have helped advanced this institution during the 50th Anniversary Celebration of Lansing Community College.

College Audits

President Cardenas announced to the Board that she would like to hire an outside consulting firm to conduct a Human Resources audit, Student Policy audit and a Communications audit. She would like for these audits to occur during the next academic year.

Implementation of the New College Policies

President Cardenas stated that the President's Reports will be provided at the beginning of each month. This report will provide academic and instructional updates.

President Cardenas updated the Board on the Late Registration Policy approved in April 2005. She explained that during this time the former administration was acting under the Carver Model and did not bring the policy to the Board. President Cardenas stated that in the future she would be informing the Board in advance about new college policies.

Trustee Rasmusson requested a marketing impact study on the late enrollment policy and a copy of the late enrollment policy.

Senior Tuition Discount

Dean Gary Knippenberg gave a brief overview of the Senior Tuition Discount proposal.

The Board requested follow up on the following items:

1. How many students in these age groups were in-district and how many were out-of-district?

2. How many billing hours did these students generate?
3. How is the total cost to the college affected when a 50% discount for out of state district is factored in?

Action Items

Approval of Minutes – June 19, 2006 Regular Meeting, June 28, 2006 Special Meeting, August 8, 2006 Firm Presentations, August 8, 2006 Special Meeting

The meeting minutes were removed from Action Items.

Dr. Tai Sun Kim Resolution

President Cardenas presented a new resolution to Dr. Tai Sun Kim. This resolution was a change in the honorable title of “Sensei Emeritus” to the honorable title of “Professor Emeritus”.

WHEREAS, *Dr. Tai Sung Kim, Director of International Programs, began his career at Lansing Community College in 1968;*

WHEREAS, *in collaboration with former Lansing Community College President Philip Gannon and Mr. Megumi Shigematsu developed the Japan Adventure Program;*

WHEREAS, *for the past 25 years the Japan Adventure Program has given more than 480 students the opportunity to study and live in Japan and has given more than 50 different LCC faculty the opportunity to teach and serve as administrators overseas;*

BE IT THEREFORE RESOLVED *that the Board of Trustees bestows Dr. Tai Sung Kim with the honorable title of Professor Emeritus upon his retirement from Lansing Community College in recognition of his leadership as the Director of International Programs at LCC that created the successful Japan Adventure Program and highlights a career of significant achievements and contributions that advance LCC and the global community.*

MOVE by Trustee Rasmusson and supported by Trustee Brannan to approve the Dr. Tai Sung Kim Resolution

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady, Pelleran

Motion Carried

Bond Resolution

Ms. Beckie Beard presented the Bond Resolution authorizing the issuance and sale of college improvement bonds. The Bond Resolution is on file with the official Board materials.

MOVED by Trustee Proctor and support by Trustee Smith to accept the Bond Resolution.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady, Pelleran

Motion Carried

Course Fee Request

Dr. Gary VanKempen presented the course fee request.

MOVED by Trustee Brannan and supported by Trustee Smith to accept the course fee request.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady, Pelleran

Motion Carried

Finance Approval of Bids

Ms. Beckie Beard presented the following bid for the Board's approval:

The City of Lansing Parking Permit purchase agreement in the amount of \$134,000 annually, \$670,000 for a five year contract.

The Amphitheater Renovations in the amount of \$110,330. The recommendation was to award the bid to the Cross Lake Construction.

General Motors Delta Plant Team Build II Training Materials in the amount of \$200,750. The recommendation was to award the bid to Development

Dimensions International. Ms. Beard mentioned that we would be reimbursed for this amount.

MOVED by Trustee Brannan and supported by Trustee Smith to approve the bids.

Roll call vote:

Ayes: Brannan, Proctor, Rasmusson, Smith, Lavery

Nays: None

Absent: Canady, Pelleran

Motion Carried

Chairman Lavery opened the floor for comments.

No public comment.

CLOSED SESSION

MOVED by Trustee Brannan and supported by Trustee Smith that the Board go into closed session to discuss the purchase of real property and consideration of a personnel evaluation.

The Board entered into closed session at 7:56 p.m.

The Board returned to open session at 8:35 p.m.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

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

Ayes: Brannan, Proctor, Rasmusson, Smith, Lavery

Nays: None

Absent: Canady, Pelleran

Motion carried.

The meeting adjourned at 8:38 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 9, 2006
Special Meeting
1:00 p.m.
Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 1:09 p.m.

ROLL CALL

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

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

Howard Jones, resident of Lansing. Mr. Jones stated that he and his wife are long time supporters of Lansing Community College's Foundation. He further stated that he was surprised to read about what was going on at Lansing Community College. Mr. Jones commented that he did not read, within the internal audit report, where Mr. Tim Zeller's was contacted and felt this investigation was one sided. He stated that we needed to resolve the problems at the college. Mr. Jones felt that as taxpayers we need to know what is going on with the Board as well as with the executive office. He wanted to know why the community's money is being questioned. Mr. Jones stated that the college needed to adopt a policy where people could obtain information without a FOIA (Freedom of Information Act). Mr. Jones also stated that Lansing Community College should adopt a new policy where every student that receives an associate degree is required to take a course in government that would include citizen's responsibility in a democracy.

AUDIT COMMITTEE REPORT

Trustee Brannan stated that serious allegations were made by a former Lansing Community College employee, Tim Zeller, against the office of the Interim President Judith Cardenas. He stated that Mr. Zeller acted as General Counsel to the college and that Mr. Zeller knew that the Board has been in the process of hiring a new General Legal Counsel and that it was not a secret that Mr. Zeller's days in his job were numbered. Trustee Brannan said that in his opinion he believed that Mr. Zeller was a disgruntled employee whose on going actions were divisive to the college. He stated that based on the allegations Mr. Zeller made against the President's office and based on other evidence that may not

completely be explored today in this report, Tim Zeller's many mistakes over time have cost the college thousands of dollars. Trustee Brannan said that the Board of Trustees had been forced to hire outside legal counsel to fix and address the many mistakes that Mr. Zeller has made in the past. He stated that what the Board did not foresee or expect was that in Mr. Zeller's failing desperate attempt to save his own job, he would smear and disparage President Judith Cardenas with malicious statements that were published and broadcasted by the local media. Trustee Brannan reported that in the volumes of documents reviewed, and the hours of interviews conducted, the Board's Audit Committee found that all of the allegations made against the President are false. He also said nothing that President Cardenas did could be consider abuse or fraud and that she is innocent of all allegations.

Trustee Brannan introduced attorney Bev Baligad who coordinated the audit effort, Hoa Nguyen, Lansing Community College's Executive Director of Compliance and Internal Control, and Michelle Gallagher, an outside forensic auditor who has reviewed all the material presented today and who has conducted hours of interviews investigating these false allegations.

Ms. Baligad reported that Michelle Gallagher reviewed all the documents of the Internal Auditor and that she also interviewed Mr. Tim Zeller and President Judith Cardenas. She stated that Hoa Nguyen focused his investigation on the five specific allegations reported to the Auditor General.

Mr. Nguyen reported that this special investigation was requested by President Cardenas and approved by the Chair of the Audit Committee on Thursday, September 28, 2006. He stated that the objective of the investigation was to determine if college funds were misused and if applicable college policies were violated. Mr. Nguyen also stated that in performing his investigation he analyzed and verified pertinent documents and records from the following college departments, the Human Resource Department, Business Office, Accounting and Payroll, Purchasing and the President's Office.

Mr. Nguyen and Ms. Gallagher presented their findings to the Board. Both final reports are on file with the official Board materials.

Allegation #1: The Interim President is approving inordinate amounts of overtime for three or four support staff in the President's Office. For example, one employee received over \$12,000 in overtime within a five month period. An employee is being paid "extra responsibility dollars" for taking on additional work, and has been paid overtime for weeks when she took vacation time for her regular hours.

Mr. Nguyen presented his findings and found that the allegation was without merit.

Ms. Gallagher agreed and found that the allegation was without merit.

Discussion followed.

Allegation #2: The President has given lucrative increases to the support staff without following the hiring process and/or reclassification process.

Mr. Nguyen presented his findings and found that the allegation was without merit.

Ms. Gallagher agreed and found that the allegation was without merit.

Discussion followed.

Allegation #3: The President and staff have made multiple purchases on LCC credit cards. Complainants alleged that the President has bought extravagant gifts for employees, spent money inappropriately on meals for employees or others, and circumvented the purchasing policy by using college credit cards for purchases of college related items.

Mr. Nguyen presented his findings and found that the allegation was without merit.

Ms. Gallagher agreed and found that the allegation was without merit.

Discussion followed.

Allegation #4: The Interim President has hired an employee to help her write a book and/or work on her degree completion projects, paying the employee through the college.

Mr. Nguyen presented his findings and found that the allegation was without merit.

Ms. Gallagher agreed and found that the allegation was without merit.

Discussion followed.

Allegation #5: The President has purchased items or services from a company with whom she has a consultant relationship.

Mr. Nguyen presented his findings and found that the allegation was without merit.

Ms. Gallagher agreed and found that the allegation was without merit.

Mr. Nguyen stated that in conclusion he found nothing to substantiate the misuse of college funds and/or violations of college policies other than the failure of the President's Office employees to process the college card charges through iExpense in a timely manner.

Trustee Smith commented that it was very unfortunate that these allegations were not brought forth to the Board of Trustees Audit Committee initially and that the allegations have caused the community great unrest. She stated that as the allegations were brought forth to the community in a very big way that hopefully the findings will set the community at rest. Trustee Smith stated that the college is trying to move forward and thinks this is an attempt to try and hamper this process. She commented that the community can see that the Board was quick to respond to the allegations and to bring this matter to a close and hopes it puts the community at rest.

Trustee Brannan thanked Hoa Nguyen, Michelle Gallagher and Bev Baligad for the hard work they have done. He stated that there is a process to follow at the college with regards to allegations and that they are to be brought to the Audit Committee. He further stated that it can all be done anonymously. Trustee Brannan commented that it was unfortunate that circumstances have led to this misinformation that was malicious in nature and without verification. He apologized to President Cardenas that this happened.

Mr. Hoa Nguyen stated that he would like to recognize before the Board the full cooperation that he received from each and every department and every employee. He also stated that their professional manner and assistance made his job easier.

Ms. Gallagher thanked President Cardenas and Mr. Tim Zeller for being forthright, open and fully cooperative in their interviews with her. Ms. Gallagher stated that Mr. Zeller asked who he should forward comments that he may continue to receive from staff. Ms. Gallagher responded that she told Mr. Zeller that any complaint should be filed through the secure and anonymous website BOT@michlaw.org and that anything that comes to this website will be reviewed and appropriately assigned.

Ms. Bev Baligad stated that this website was first put in place during the investigation of the Ad Hoc Committee. She stated that it was to give individuals a confidential venue to give the Board direct information. Ms. Baligad explained

that she is the only person that receives the email and is the only person authorized to view that website and that certain issues are forwarded to the Audit Committee and if a person wishes to remain anonymous, she has a duty to erase that individual's information before forwarding to the Audit Chair.

Chairman Laverty thanked Trustee Brannan, Hoa Nguyen, Michelle Gallagher, and Bev Baligad for their extensive work and leadership on the audit report.

The floor was opened for public comment.

Chairman Laverty stated that thanks to the evidence presented today, the Board and Lansing Community College finally know the truth. He felt that many of Mr. Zeller's actions have been negligent and that his intention was to harm the President and Lansing Community College. He stated that Tim Zeller made accusations, against President Cardenas's office, to the State without any evidence or proof. Chairman Laverty further stated that those false allegations were repeated over and over in the media and that the media called him and President Cardenas wanting a reaction. He questioned how anyone could respond to false accusations before an investigation. Chairman Laverty felt that this was an unfortunate example of tabloid journalism. He stated that Lansing Community College and this town deserved better. Chairman Laverty reported that the Lansing State Journal filed a freedom of information request for all credit card statements and credit cards used by the college. He stated that there were over five-hundred cards in use at the college. He stated that the public and the employees of Lansing Community College should know exactly what the newspaper is doing. He also report that the Lansing State Journal has filed a freedom of information request for all salaries of employees in the President's office, all timecards of employees in the President office, all emails sent and received by Mr. Tim Zeller during a ten day period in September, and all billing invoices from the Board's law firm Foster, Swift, Collins & Smith, P.C. Chairman Laverty felt that with the public knowing what the State Journal was up to, it would be of no surprise that the college doesn't have that information readily available and that it would take time and money. He stated that Lansing Community College will provide all of the information that the law requires them to produce and supports that. He commented that the intention of this college is to return its focus to better serve the Lansing Community College students. Chairman Laverty stated that Lansing Community College will move forward with a national search to select a new President, and the college is going to fix the computer problem that have plagued the students and faculty. He also reported that the college received a letter today from the State of Michigan Office of the Audit General. It read as follows:

To: Dr. Judith Cardenas, Interim President of Lansing Community College

Dear Dr. Cardenas,

I'm writing to notify you that the Officer of the Auditor General is commencing a performance audit of Lansing Community College. Michael L. Becker, CPA, Audit Division Administrator for Audits of Community Colleges and Eldon M. Land, Auditor Manager for Audits of Community Colleges will oversee the audit. Anthony A. Alfred, CPA, will be the audit supervisor. If you have audit related concerns you would like us to address or need additional information regarding this audit please contact me or Scott M. Strong CPA Deputy Auditor General.

*Sincerely,
Thomas H. MacTavish, CPA Auditor General*

Chairman Laverty stated that Webb Smith, Attorney of Foster, Swift, Collins and Smith sent a letter to the Auditor General pledging the college's cooperation, help and assistance in anyway. He commented that the college is an open book with nothing to hide and welcomes their coming in and taking a look at what is going on throughout the college. He stated that the last time the college was audited by the Auditor General was December 2001.

Trustee Smith welcomed a closure for the events that have followed and looks forward to the college redirecting its energy and efforts to its primary focus of education. She stated that Lansing Community College is where success begins and would like to start seeing those successes a little more.

President Cardenas thanked all the students, faculty and staff at Lansing Community College for their undying support and commitment to the job of providing success for our students. She stated that these past few weeks have been trying in the community and have caused people to pause and question the integrity of this institution. She further stated that the college will no longer tolerate this type of questioning. President Cardenas stated that the employees at Lansing Community College are highly dedicated, to not only their job but to ensuring that our mission is met on a daily basis and would like to see that on the front page of the Lansing State Journal.

President Cardenas commented that she continues to be committed and will continue to state that it is an honor to be the Interim President of Lansing Community College and does not take those responsibilities lightly. She asked that we continue to pull together to move strategically as we identify a new President and move this institution in order for us to continue to serve the needs of a changing community.

Chairman Lavery announced that the Board would take a brief recess to convene upstairs to conduct the interviews of the Board Administrative Assistant. He asked for a motion for the full Board to take the recommendation of the Personnel and Compensation Committee if the Board loses a full quorum during the interview process.

MOVED by Trustee Smith and supported by Trustee Proctor that the full Board accept the Personnel and Compensation Committee's recommendation for the Administrative Assistant through the interview process and move forward to the next Board of Trustees Meeting.

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

Motion carried.

Recess was taken at 2:15 p.m.

INTERVIEWS FOR BOARD ADMINISTRATIVE ASSISTANT

Anita Evans opened each interview by giving the candidate initial instructions and the job description.

Trustee Smith asked each candidate the same set of questions.

Anita Evans ended each interview by informing the candidate that the Board would like to make a recommendation by the next Board of Trustees Meeting.

Candidate #1 - Tim Aben

The interview began at 2:43 p.m. and ended at 3:02 p.m.

Candidate #2 - Lisa Backus

The interview began at 3:16 p.m. and ended at 3:39 p.m.

Candidate #3 - Erin Jones

The interview began at 3:50 p.m. and ended at 4:05 p.m.

Candidate #4 - Judy Class

The interview began at 4:15 p.m. and ended at 4:32 p.m.

Candidate #5 - Ava Mills

The interview began at 4:47 p.m. and ended at 5:12 p.m.

Candidate #6 - Benita Duncan

The interview began at 5:32 p.m. and ended at 5:56 p.m.

Discussion followed.

DISCUSSION ON BOARD ADMINISTRATIVE ASSISTANT

The Board returned back to the Boardroom at 6:46 p.m.

Chairman Laverty reported that the interview process was completed and that the recommendations from the Personnel and Compensation Committee will be discussed at the next regular Board meeting on October 16, 2006.

The floor was opened for public comment.

Trustee Smith announced that the Board of Water and Light is having their National Utility Month and that they have random acts of thank you's. She presented a gift bag to President Cardenas and Chairman Laverty and thanked them for being customers.

Chairman Laverty stated that there was an issue to discuss in closed session but due to not having a quorum they could not go into closed session.

CLOSED SESSION

No closed session

ADJOURNMENT

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

Ayes: Proctor, Smith, Laverty

Nays: None

Absent: Brannan, Canady, Pelleran, Rasmusson

Motion carried.

The meeting adjourned at 6:48 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 16, 2006

Special Meeting
Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 1:30 p.m.

ROLL CALL

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

Trustee Proctor arrived at 2:00 p.m.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

No public comment.

INTERVIEWS FOR THE BOARD LIAISON

Anita Evans opened each interview by giving the candidate a brief introduction on how the interview would be conducted.

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

Anita Evans ended each interview by informing the candidate that the Board would like to make a recommendation by November 1, 2006.

Candidate #1 – Jack Jordon

The interview began at 1:42 p.m. and ended at 1:58 p.m.

Candidate #2 – James Humphries

The interview began at 2:13 p.m. and ended 2:45 p.m.

Candidate #3 – Matt Serra

The interview began at 3:07 p.m. and ended at 3:34 p.m.

Candidate #4 – Tanya Marcum

The interview began at 3:42 p.m. and ended at 3:53 p.m.

Candidate #5 – Robert Norwood

The interview began at 4:15 p.m. and ended at 4:39 p.m.

Candidate #6 – Bev Baligad

The interview began at 4:50 p.m. and ended at 5:03 p.m.

Discussion followed.

PUBLIC COMMENT

No public comment.

ADJOURNMENT

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

Ayes: Proctor, Rasmusson, Smith, Lavery

Nays: None

Absent: Brannan, Canady, Pelleran

Motion Carried.

The meeting adjourned at 5:10 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 16, 2006

Regular Meeting
Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 6:05 p.m.

ROLL CALL

Present: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Absent: None

PLEDGE OF ALLEGIANCE

Trustee Brannan led the pledge of allegiance.

ADDITIONS/DELETIONS TO THE AGENDA

None

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

No public comment.

CHAIRMAN, COMMITTEE AND BOARD MEMBER REPORTS

Chairman's Report

Foundation Board Report

Chairman Laverty reported out that the Foundation Board met on September 26, 2006 and at that meeting concerns were expressed about what was going on at Lansing Community College. He stated that they revisited the College's mission statement and strategic plan. Chairman Laverty said that they will continue to strive on portraying the College in a positive image.

Information and Announcements

Chairman Lavery announced the following events:

The NAACP's 41st Annual Freedom Dinner on Saturday, October 21, 2006. Reverend Al Sharpton will be the guest speaker for this event.

The Cooley Law School Stages of Law plays, *To Kill a Mocking Bird* (Oct 12 – 22nd), *Adam's Rib* (Nov 3 – 11th), and *Voices of Good Hope* (March 14 – April 8th).

October 27, 2006 will be the ground breaking ceremony for the University Center.

Committee Reports

Trustee Brannan – Audit Committee

No items to report.

Trustee Rasmusson – Finance Committee

No items to report.

Trustee Smith – Personnel and Compensation Committee Discussion on Board Administrative Assistant Interviews

Trustee Smith reported that the Board had completed their interviews and would like to move forward the name, Ms. Benita Duncan, for the Board Administrative Assistant.

MOVED by Trustee Smith and supported by Trustee Pelleran to accept Ms. Benita Duncan as the new Board Administrative Assistant.

Roll call vote:

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

Nays: None

Absent: None

Motion Carried.

Trustee Smith thanked Ms. Anita Evans for all of the hard work and assistance she provided to the Personnel and Compensation Committee.

Discussion on Board Liaison Interviews

Trustee Smith reported that the interviews have been completed but that the Board has not had the opportunity to complete their deliberations. She requested that a Special Meeting be held where a recommendation could be forwarded at that time.

Chairman Lavery announced that a special meeting will be held either the week of October 23rd or October 30, 2006.

Board Member Reports

Trustee Proctor

Presidential Search Update

Trustee Proctor reported that there was a reception last week for the Presidential Search Committee. He stated that the reception went well and was an introduction to the committee members of the task ahead of them. Trustee Proctor reported that the next step will be a series of forums to take place on October 23, 2006 and October 24, 2006. He stated that this will be the process for identifying a Presidential profile.

Workforce Development Board

No items to report.

Association of Community College Trustees

Trustee Proctor reported that he has not completed his report but did attend several workshops that included Presidential Searches, Contracts and Evaluations. He reported that he also attended sessions on college workforce development. He stated that he will have a full report at the next regular meeting.

Trustee Smith

Association of Community College Trustees

Trustee Smith reported that she would like to present a full report at the next meeting with Trustee Proctor. She stated that she was a member of the

National Diversity Committee and that they adopted the new mission statement for diversity. Trustee Smith reported that she also attended the African American Committee which is a smaller ad hoc committee. Trustee Smith stated that from that meeting she learned that nationally 69% of the college attendees are female, 31% male and of that 5% are African American males. She stated that she will be presenting a full report on this as well.

Discussion followed.

Chairman Laverty asked Trustee Canady about the new Japanese Garden.

Trustee Canady responded that it was very nice and appropriate dedication. He further stated that it was nice to have something to recognize our relationship with Japan. He made comments about the Michigan Boat and the apartment building named the Michigan House that is in Japan. Trustee Canady stated that the Japanese Garden was a fitting memorial to recognize Japan.

Trustee Pelleran also commented on her trip to Japan. She stated that during their trip they evaluated the college's international programs. She encouraged others to meet with students that have been in the Japan Adventure program to learn about the opportunities they have had. She stated that they met with the leadership at Myongji College and that President Cardenas and her staff will be presenting the Board with information on the college. Trustee Pelleran reported that the students are enjoying themselves in the emerging opportunity of language and culture.

PRESIDENT'S REPORT

Informational Items

CFO Position

President Cardenas reported that they have completed their initial interviews and will be interviewing seven final candidates. She stated that from the final interviews they would like to forward a name for approval at the November regular meeting.

Investment Reports for September

Reported per the Purchasing Policy.

Sole Sources Purchase Report

Reported per the Purchasing Policy.

Action Items

Approval of Minutes:

June 19, 2006 Regular Meeting

June 28, 2006 Special Meeting

August 8, 2006 Presidential Search Firm Presentations

August 8, 2006 Special Meeting

Discussion followed.

Trustee Smith commented that although the minutes are a summary and that some comments are not recorded in their entirety, Trustee Pelleran has requested that her comments be entered into the public record in their entirety.

2006 Campus Master Plan

President Cardenas reported that the 2006 Campus Master Plan is a five year plan due to the state November 1, 2006.

Trustee Pelleran asked about dates used for the data given under the enrollment section.

Chris Strugar-Fritsch responded that the data is only from 2005 and that the 2006 data has not been completed.

Trustee Pelleran asked that the Science building request be saved for further discussion by the Board. She had a question about the Michigan School Readiness Preschool program being awarded a grant from the Michigan Department of Career Development. She stated that the Michigan Department of Education is the only department that awards those grant and asked that this information be verified and corrected. Trustee Pelleran also asked what the EDBT stood for.

Chris Strugar-Fritsch responded that EDBT stood for Environmental Design & Building Technologies.

Trustee Pelleran stated that she notice there were more tutoring needs for the nursing students and asked what the level of retention was for our nursing students? She also asked what the graduation rate was.

Dean Peterson responded that she did not have that exact data but would get that information for Trustee Pelleran.

Trustee Pelleran asked that President Cardenas expound on the Center for Economic Development and Global Business Solutions.

President Cardenas responded that this is an initiative that the college is undertaking this year. She stated that it is imperative for the college to become more of an active and proactive player in the area of economic development as well as look for additional funding streams to the institution. She further stated that BCI is one funding stream that comes into the institution but with decreased state appropriation funds it would behoove the College to look for additional funding streams. President Cardenas stated that the college is looking at other types of business solutions that may be able to be package in such a way to people outside of the State of Michigan as well as internationally.

Trustee Pelleran asked who was serving on the committee.

President Cardenas responded that she and Bo Garcia were working on the initiative to ensure that it has stability and success.

Chairman Laverty asked for the timeline on the completion of the HHS Building 3rd floor renovations.

Chris Strugar-Fritsch responded the currently it is for Fall Semester 2008.

Capital Outlay Project Request

President Cardenas presented the Capital Outlay Project request. She stated that its focus was on the Math and Sciences.

Trustee Pelleran thanked the staff for their presentation of the Capital Outlay Project Request and the 2006 Campus Master Plan.

Trustee Smith thanked President Cardenas and the institution on their forward thinking and planning.

Senior Citizen's Tuition Discount Proposal

President Cardenas stated that at the last Board meeting questions were asked with regards to the proposal and that the questions have been addressed in the new proposal being presented today.

Discussion followed.

Transfer from Contingency Fund

The transfer from contingency funds was requested for the following items:

1. Internal Auditor position for \$123,512.45 (salary and benefits) as directed by *HIRING AND CONTRACT APPROVAL* policy adopted by the Board of Trustees on June 28, 2006.
2. Strategic Enrollment Management initiative – Contract with Noel Levitz for \$190,600 for fiscal year 2007.

Total Transfer from Contingency: \$314,112.45

General Fund Proposed Revised Budget FY 2007

Changes in the budget, due to the contingency fund transfers, are reflected in the FY 2007 budget.

Finance – Approval of Bids

Ms. Beckie Beard presented the following bid for the Board's approval:

The Microsoft Campus License in the amount of \$70,178 for 1 year and \$210,534 for 3 years. The recommendation was to award the bid to Insight Public Sector.

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

Roll call vote:

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

Nays: None

Absent: None

Motion Carried.

CLOSED SESSION

MOVED by Trustee Smith and supported by Trustee Canady that the Board go into closed session for the purpose of discussing the negotiation strategy of the collective bargaining agreement and to consider a written legal opinion.

The Board entered into closed session at 6:55 p.m.

The Board returned to open session at 7:42 p.m.

Moved by Trustee Pelleran and supported by Trustee Brannan to authorize HR to move forward with the separation agreement and release of claims discussed not to exceed \$53,000.

Roll call vote:

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

Nays: None

Absent: None

Motion Carried.

PUBLIC COMMENT

Trustee Pelleran read the following letter to the Board of Trustees:

Open Letter to Chris Laverty, Chair of the Board of Trustees, Lansing Community College:

Dear Chair Laverty:

It is with deep regret that I am writing this letter. A little more than three years ago, when the membership of the Board of Trustees changed, I hoped that we would be moving into a new period of collegiality and professionalism that would serve the best interests of our students and the voters who elected us.

Unfortunately, we have now found ourselves at a point where I believe it is necessary for me to request that you step aside as Chair of the Board of Trustees of Lansing Community College so that an organizational election can be held to select new officers.

The bases of my request are the following:

- 1. You have consistently disregarded the line between the Chair of the Board of Trustees and the President of the College. As a result of your disregard for the differences in roles, you have attempted to direct the President on important administrative, policy and personnel issues.*
- 2. You have unilaterally engaged professionals and obligated the College without the express permission to do so by the Board. You have ignored resolutions brought by the Board in May and again in July to curtail your behavior.*

3. *You have attempted to usurp the authority of the Board to engage in self-discipline to the extent that you have attempted to impose disciplinary action on Board members who disagree with you, even though you have not been directed by the Board to do so.*
4. *In direct violation of our Bylaws and Governing Procedures, you have failed to seek Board direction and approval before you have made public statements on behalf of the Board and the College.*
5. *You lack the necessary parliamentary skills to conduct a meeting and yet have consistently refused to hire a contract parliamentarian for the Board.*
6. *You have failed to maintain the confidentiality that is required in order to protect all parties involved during times of delicate negotiations with personnel.*
7. *You have engaged in a pattern of bullying and threats aimed at Board members who do not agree with you on issues or the manner in which you are proceeding.*
8. *You have also engaged in a pattern of bullying and intimidation of staff in an effort to curtail their interaction with other board members.*
9. *You have engaged in a word of mouth campaign in the community aimed at discrediting board members who disagree with you.*

As a result of your behavior, you have jeopardized the credibility of this fine institution that we have been elected to oversee. I urge you to begin the healing process by stepping aside so that we can reorganize and get on with the business of educating our students and serving the community.

Sincerely,

*Kathy G. Pelleran, Trustee
Lansing Community College*

Trustee Pelleran also submitted a copy of her formal complaint addressed to Trustee Proctor to the Board Secretary. This document is on file with the official Board materials.

Chairman Laverty responded that he would not step down unless the Board agreed that he do so.

Discussion followed.

BOARD EVALUATION

Trustee Smith stated as part of the Board Evaluation the Board should look at how comments are presented to the public by individuals that are apart of the Board as well as the chain of command for presenting information. She further stated that there should be a process for which a Trustee would be able to present the problems.

Trustee Canady stated that expressing an opinion in an open meeting whether right or wrong is entirely appropriate for a public Board.

Trustee Proctor stated that at the ACCT conference he attended a session on evaluations of President's as well as a Board self assessments. He further stated that he had knowledge of a website that the Board would be able to access as a tool to determine whether the Board is functioning effectively as a Board.

Chairman Laverty stated that there was nothing that was going to hurt the Presidential Search more than to show that the Board is in turmoil and that it is going to affect the quality of the President the Board is going to find. He further stated that he will continue to try and communicate with the Board and that he wants what is best for Lansing Community College.

Trustee Smith stated that the Board has been clear about the Board working together to complete a successful Presidential Search. She further stated that one of the items that will hindered this process is the Board not working together and urge the Board to come together and to get back to the business of educating the students in the community.

ADJOURNMENT

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

Roll call vote:

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

Nays: None

Absent: None

Motion Carried.

The meeting adjourned at 8:05 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 1, 2006

Special Meeting
Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 5:05 p.m.

ROLL CALL

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

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

No public comment.

TRUSTEE PROCTOR – PRESIDENTIAL SEARCH UPDATE

Conference call from Greenwood & Associates

Jan Greenwood, Betty Asher, Carmen Neuberger were present for the conference call.

Trustee Proctor stated that last week representatives from Greenwood & Associates were on campus to conduct interviews with members to accomplish the following:

1. To become better acquainted with the Board members and to develop an understanding of each Board member's perception of the background, skills, qualities, and characteristics for the next President of Lansing Community College.
2. To develop a view of the critical issues that Lansing Community College must address in the next 1 to 3 years and those issues the college must address beyond those 3 years.
3. To develop an understanding of expectations the Board has for the new President.

4. To identify issues that might affect the search process positively or negatively.

Trustee Proctor reported that to date only four members of the Board have been interviewed by Greenwood and Associates. He further stated that on October 23rd and October 24th two community forums under the direction of Greenwood & Associates were held to provide an opportunity for stakeholders and others with an interest in Lansing Community College to offer input on what should be included in developing a profile for the next President of Lansing Community College.

Trustee Proctor also reported that on Tuesday evening Greenwood & Associates also conducted an orientation for members of the search committee. He stated how impressed he and other committee members were with Greenwood & Associates.

Trustee Proctor stated that regarding the Presidential Search, he has come to the understanding of the following:

1. The Board needs to identify at the outset the shared values or outcomes associated with the search.
2. The Board needs to evaluate the college and where it needs to go.
3. The reputation of the Board is the second most important factor considered by candidates.
4. Recent publicity regarding discord between Board members has done serious damage to our efforts to have a successful Presidential search within the timeframe the Board initially set.
5. Unless the Board can resolve its internal disputes the Presidential search will not be successful.
6. Dealing with and resolving these disputes will require a commitment to do so.
7. Participating in a series of workshops designed to focus the Board's attention on (1) their proper roles and responsibilities, (2) the selection of the college's President and (3) developing trust and relationships that are imperative for us to move forward.

Trustee Proctor concluded by making the recommendation for the search process to be delayed until the Board participates in a series of workshops conducted by Greenwood & Associates.

Discussion followed.

Jan Greenwood thanked the Board for the opportunity to work with them. She felt that the feedback from the search committee has been very helpful. Ms. Greenwood stated this was a great college and that they wanted to see the very best candidates in the country available for them to decide from. She stated they can best serve the Board when the Board is in agreement in terms of what the future of the next President will hold, with what is expected, and what they must accomplish over the next 3 to 5 years. She further stated that a seasoned President will not accept an offer if there is a split vote on or lack of agreement of what the assignments are. Ms. Greenwood believed that through a workshop format they could come to an agreement on what is the work that the next person must do and what the position description looks like. She stated that they could work with AGB and ACCT to put together a workshop. Ms. Greenwood recommended that a start date for the workshops be in January. She stated that some of the current events that have happened have impacted the Presidential search.

Trustee Pelleran questioned why they would wait until January to conduct the workshops.

Ms. Greenwood responded that they would need time to put the workshop together.

Trustee Smith commented that a series of workshops will help to get the Board off to a good start.

Ms. Greenwood asked if this was a reasonable plan and stated that they would need to proceed in getting the planning together for the workshops.

Trustee Rasmusson asked if the workshops would be in the evenings and less than a two-hour time frame.

Ms. Greenwood responded that she was looking at it being a 2-day workshop.

Trustee Pelleran asked if there would be a weekend opportunity to conduct the workshops.

Ms. Greenwood responded that they will look at some dates and offer them to the Board.

TRUSTEE SMITH – PERSONNEL & COMPENSATION COMMITTEE

Board Liaison

Trustee Smith reported that on September 25th sixteen candidates were interviewed by phone and that on October 16, 2006 the Board conducted face to face interviews with six candidates. Trustee Smith asked for the Board to proceed with getting the number one selection from each Trustee.

The floor was opened for comment.

Trustee Pelleran stated that she was prepared to vote, and that she was not at the interviews because of her job.

Trustee Smith stated that she was prepared to vote.

Trustee Rasmusson stated that Bev Baligad and James Humphries were the best. He stated that he would side on the favor of Ms. Baligad. Trustee Rasmusson further stated that his decision was based on his review of the materials and his having concerns about one of the jobs Mr. Humphries left, and the narrative letter he submitted. He said that he liked the interview questions but felt the process was too structured and would have liked a process that was unstructured to allow them the ability to get to know the candidate more. Trustee Rasmusson felt that the Board should conduct a second interview in an unstructured way, so that he would have the opportunity to ask Mr. Humphries more questions. Trustee Rasmusson had concerns with regards to Mr. Humphries not revealing that he was not working his last six months on the job but that he was suspended and that a claim was made that he was terminated.

Trustee Smith requested to have the floor.

Chairman Laverty opened the floor to Trustee Smith.

Trustee Rasmusson requested to be allowed to finish.

Chairman Laverty stated that Mr. Humphries had not been offered the job. He asked that nothing more be said about what Trustee Rasmusson had read and that saying more could open the College up for possible liability.

Trustee Proctor responded that he would like for Trustee Rasmusson to conclude his remarks.

Trustee Rasmusson responded that he thinks the Board needs to know more about Mr. Humphries and be given the opportunity to question him regards to his concerns.

Trustee Proctor requested that Trustee Rasmusson disclose the items he chose not to disclose.

Trustee Rasmusson asked if Trustee Proctor was aware of what limited business privilege was.

Trustee Proctor responded no. He stated that to diminish someone who has good communications skills in an interview sends up red flags for him. He requested to hear the rest of Trustee Rasmusson's statement.

Trustee Rasmusson replied that it is sufficient for him to make a judgment that the Board needs to hear from the top candidates in an unstructured interview process to really have a feeling for the type of person that they are.

Trustee Smith responded that this was a Board approved process and the questions in the structured interviews were questions approved by the Board. She stated that this was not a new process and that the Administrative Assistant was hired using the same process. Trustee Smith said that each Trustee had the opportunity to give his input on the questions and the process. She felt that Mr. Humphries did well on both of his interviews and that his credentials are very high. She further stated that he had lots of experience with Boards. Trustee Smith asked for the Board to vote on proven and substantiated qualifications of the successful candidate. She stated that Mr. Humphries had not been made an offer and felt it was inappropriate for the Board to make disparaging remarks. Trustee Smith asked for the nature of the discussion to be why they would want a particular candidate's name to move forward.

Trustee Pelleran stated that this position is a very important position and that it was not just the Board Liaison but the Associate General Counsel. She felt that this position and the process is part of the complaint that was filed with Trustee Proctor. Trustee Pelleran stated that the process was not open.

Trustee Smith responded that it was an open process.

Trustee Pelleran requested not to be interrupted.

Trustee Smith responded that it has been an open process and that Trustee Pelleran could not make that statement.

Trustees Rasmusson requested a point of order and stated that Trustee Smith was out of order.

Chairman Laverty replied to Trustee Smith that he would give her time to talk.

Trustee Pelleran responded the fact of the matter is that this is a Board hire and that it is a new thing for the Board to do. She stated that the fact that she questioned procedure became an issue about her right to question procedure. She further stated that with regards to process and procedure the Board has to get it right. Trustee Pelleran said that she would support the request for the Board to have the opportunity to fully interview the two final candidates that were discussed in an open meeting. She also felt that within that discussion it is well with in the Board rights to have some dialogue with the candidates. Trustee Pelleran stated that it is a very important position and that the Board should not neglect its responsibility.

Trustee Smith stated the Board measured the candidate on a phone interview and the Board measured on a face-to-face interview. She stated that she takes issue with the fact that Trustee Pelleran did not attend the phone interviews or the face-to-face interviews. Trustee Smith further stated that it was not an issue of process for which Trustee Pelleran was removed from the Personnel and Compensation Committee but the issue was with the way in which she was conducting herself. She felt that the notion that this had not been an approved process or an open process is a fallacy. Trustee Smith responded that each Trustee did not take advantage of that open process and were given all of the information for the candidates.

Trustee Proctor suggested that the Board interview each of the six candidates again because no decision was made by the Board with respect to any individual and that they were here tonight to make that decision. He stated that the only thing that took place was the Board interviews by the four Trustees that were present and that some assessment of the six interviews that took place were made.

Chairman Laverty responded that he disagreed because a Special Open Meeting was called where all the Board member could have been present. He said that the Board can do it all over again but that it does not mean all of the Trustees will be here. He stated that they had four of the seven Board members at that meeting and that a lot of time was put in by the interviewers and the candidates.

Trustee Rasmusson stated that he agreed with Trustee Proctor and stated that all the candidates were impressive and believed they could all do the job. He further stated that in trying to choose the best candidate the Board ought to have an unstructured process.

Trustee Pelleran stated that the Board members were polled of their availability by the Board Administrative Assistant. She stated that she had informed the Administrative Assistant that she was unavailable all day for the two dates that were eventually chosen. Trustee Pelleran felt that one could conclude that the meetings were purposefully scheduled so that certain Board member that had conflicts could not be there.

Chairman Laverty responded that he did not agree with that last comment and felt it was an inaccurate statement.

Trustee Pelleran responded that there was a statement made that they were allowed to be there and had the opportunity to be there. She felt that she did not have the opportunity to be there because she specifically said that she could not be there due to job conflicts. Trustee Pelleran stated that it is how the Board conducts itself and that in a public meeting, they are public servant and that it is an honor to be a public servant. She further stated that with that honor comes extreme and remarkable responsibility. It is about being open and adhering to the public processes that are set in place by law and by the Board Bylaws. She does not believe that the Board approved a process and as a committee member she believed that part of the meeting was to approve a process and that a lack of timing and due diligence on the part of the Committee Chair then necessitated an immediate response by the Board to get something done before a Board meeting. She again restated that this was a very important position and that she was not going to take it likely.

Trustee Smith responded that a lot of verbiage has taken place that this process was poorly construction. She stated that this was a Board approved process and was not poorly constructed but inclusive. She also stated that she took time off from her job to conduct these interviews and was very committed. She further commented that if the Board stated they are committed to this process and committed to getting to an end then you do what is necessary to do that. Trustee Smith said that a commitment is what you do and not what you say and that the candidates have been brought through two interviews. She stated that she is now hearing that members of the Board had issues with type of interview questions but that there was sufficient enough time for each Trustee to help develop and give input on the questions. Trustee Smith said that none of the issues that Trustee Rasmusson is mentioning were mentioned at that time. She felt it was now unfair to the candidates to state issues with the process when there has been a clear path of the process. Trustee Smith felt that the next step in the process is vote and those any member is not ready to vote they may abstain.

Chairman Lavery asked Trustee Smith to explain the next step once the Board has voted.

Trustee Smith responded that this would be a conditional offer and that HR would have to find out if the candidate was still interested and they would have to complete a background check.

Chairman Lavery asked if the Board was ready to vote.

Roll call vote:

Brannan – Bev Baligad
Canady – absent
Pelleran – Bev Baligad
Proctor – James Humphries
Rasmusson – Bev Baligad
Smith – James Humphries
Lavery – James Humphries

Split vote.

Moved by Trustee Rasmusson and supported Pelleran to interviewed Mr. Humphries and Ms. Baligad.

Trustee Smith requested to redo the vote with all seven Trustees present.

Chairman Lavery stated that he did not feel this could be done because the Board has already voted and that there was a motion on the floor. He stated they can have a failed search or interview the two candidates in the motion.

Trustee Smith responded that she would not have a problem with interviewing the two candidates.

Trustee Proctor stated that his second choice was someone other than the second candidate.

Trustee Smith stated that she also had a second choice.

Trustee Smith requested a friendly amendment to offer each Trustee the opportunity to name their second candidate of choice.

Trustee Rasmusson stated that he would not be opposed to interviewing the second choice of Trustee Smith and Proctor and would agree to add that to the motion.

Chairman Laverty asked Trustee Smith if she was requesting to survey the Board for their second choice.

Both Trustee Smith and Pelleran responded that the friendly amendment has been accepted by Trustee Rasmusson.

Trustee Pelleran called the question.

Roll call vote:

Brannan – abstained from voting
Canady – absent
Pelleran – Bev Baligad
Proctor – Robert Norwood
Rasmusson – no second choice
Smith – Robert Norwood
Laverty – Robert Norwood

Motion carried to interview Robert Norwood also.

PRESIDENT CARDENAS

Chief Financial Officer

President Cardenas presented the final candidate for Board approval for the Chief Financial Officer. President Cardenas passed out the timeline of the search process and the recommendation for Ms. Catherine Fisher. *(These documents are on file with the official Board Meeting Materials.)*

President Cardenas also stated that during the final interviews she was joined by Hoa Nguyen and Bob Partrich, CFO from Grand Rapids Community College.

Move by Trustee Rasmusson and supported by Trustee Smith for the recommendation of Ms. Catherine Fisher at the Chief Financial Officer.

Roll call vote:

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

Motion carried.

President Cardenas publicly acknowledged Chris Strugar-Fritsch who chaired the committee and Jan Stuart and Anita Evans who assisted with the process. She also thanked Ms. Beckie Beard for stepping in as the Interim Chief Financial Officer.

College Update

President Cardenas reminded the Board of the Administration Building Dedication in honor of Paula Diane Cunningham. This event will take place on November 8, 2006. She also stated that the Trustees will be receiving a invitation for a dinner the evening of November 28, 2006 for the accreditation committee team who will be on Lansing Community College's campus.

Chairman Lavery opened the floor for public comments.

Trustee Smith congratulated Anita Evans and Emily Baynes for being selected as candidates for the Kaleidoscope leadership program.

CLOSED SESSION

MOVED by Trustee Pelleran and supported by Trustee Smith that the Board go into closed session for the purpose of discussing purchase of real property and to discuss an item of attorney client privilege.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

The Board entered into closed session at 6:11 p.m.

The Board returned to open session at 8:05 p.m.

PUBLIC COMMENT

Trustee Pelleran stated that she was sorry that Chairman Lavery felt personally offended that she exercised her right to speak her mind during an open meeting. She stated that she did not sabotage the Presidential Search and apologized for acting on her personal right to speak her mind and thanked the Board.

ADJOURNMENT

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

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

Nays: None

Absent: Canady

Motion carried.

The meeting adjourned at 8:06 p.m.