

Note: Please turn off all Cell Phones or place on vibrate.



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

AGENDA

BOARD OF TRUSTEES MEETING
October 15, 2007
6:00 p.m.

Regular Meeting

Policy

- I. Call to Order by Chairman
- II. Roll Call by Administrative Assistant to the Board
- III. Pledge of Allegiance
- IV. Approval of Minutes
 - A. September 17, 2007 Regular Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. President's Report
 - A. Strategic Update Report
 1. Budget Update
 2. Response to Resolution Regarding Decentralization
 - B. Action Items*
 1. State of Emergency Resolution
 2. Facilities
 - a. 2007 Campus Master Plan
 - b. Capital Outlay Project Request
 3. IRS Resolution
 4. Assuring Diversity of Ownership for FCC Application Resolution

EL-206

VIII. Chairman, Committee and Board Member Report

GP-303

A. Chairman's Report

1. President's Evaluation
2. Scholarship Resolution
3. Information and Announcements
4. Other

B. Board Member Reports

1. 2007 ACCT Leadership Congress
 - a. Trustee Proctor
 - b. Trustee Smith
2. Trustee Proctor
 - a. Presidential Search Update

IX. Closed Session*

X. Public Comment

XI. Board Evaluation

XII. Adjournment

**Motion to accept.*



BOARD OF TRUSTEES PLANNING CALENDAR

*New items are in **BOLD***

October 2007

- Sun., Oct 14 Lip Sync 2007
Dart Auditorium – 6:00 p.m.
- Mon., Oct 15 Regular Board of Trustees Meeting
Paula D. Cunningham Administration Building – 6:00 p.m.
- Oct 20 - 21** LCC Performing Arts
Soundscapes 2007
Dart Auditorium
Sat - 8:00 p.m. and Sun - 3:00 p.m.
- Tues., Oct 30** Battle of the Bands
226 E. Grand River – 6:00 p.m.
- Wed., Oct 31** LCC Performing Arts
Random Acts of Music
Black Box Theatre, GB 168 – 12:00 p.m.

November 2007

- Nov 2, 3, 4, 9, 10** LCC Performing Arts
Salome by Oscar Wilde
Dart Auditorium
Nov 2, 3, 9, 10 – 8:00 p.m./ Nov 4 – 2:00 p.m.
- Mon., Nov 19 Regular Board of Trustees Meeting
Paula D. Cunningham Building – 6:00 p.m.
- Wed., Nov 28** LCC Performing Arts
Random Acts of Music
Dart Auditorium – 12:00 p.m.
- Thurs., Nov 29** LCC Performing Arts
The LCC Faculty Jazz Combo
Dart Auditorium – 7:30 p.m.
- Fri., Nov 30 University Center Grand Opening
University Center: 10:00 a.m. – 11:30 a.m.

December 2007

(As of 9/10/07)

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

- Sun., Dec 2** LCC Performing Arts
The Percussion Ensemble directed by Beth Lewis and
The Guitar Ensemble directed by Christopher Rollins
Dart Auditorium – 3:00 p.m.
- Thurs., Dec 6** LCC Performing Arts
The LanSwingers Vocal Jazz Ensemble directed by Bill Bastian and
The LCC Concert Choir directed by Meredith Bowen
Dart Auditorium – 7:30 p.m.
- Fri., Dec 7** LCC Performing Arts
Dance Open House a showcase of LCC dance classes
GB 368 – 6:00 p.m.
- Fri., Dec 7** LCC Performing Arts
The LCC Jazz Ensemble directed by Jon Gewirtz
Dart Auditorium – 8:00 p.m.
- Dec 7, 8, 9** LCC Performing Arts
3rd Semester Shakespeare Studio Theatre directed by Mary Job
Black Box Theatre, GB 168
Dec 7 & 8 – 8:00 p.m. / Dec 9 – 2:00 p.m.
- Mon., Dec 10** Regular Board of Trustees Meeting
Paula D. Cunningham Building – 6:00 p.m.
- Dec 14 - 15** LCC Performing Arts
1st Semester Contemporary Realism Studio Theatre directed by Paige
Dunckel
Black Box Theatre, GB 168 – 8:00 p.m.
- Sat., Dec 15** LCC Performing Arts
Stage Combat Open House
Dart Auditorium – 11:00 a.m.

(As of 9/10/07)

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

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 17, 2007

Regular Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 6:13 p.m.

Roll Call

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

Trustee Smith left at 10:20 p.m.

Pledge of Allegiance

Trustee Hollister led the pledge of allegiance.

Approval of Minutes

The following change was made to the June 29, 2007 Special Board of Trustees meeting minutes:

- Trustee Pelleran requested that the verbatim minutes for the section entitled Legal Expense Review be substituted.

MOVED by Trustee Smith and supported by Trustee Hollister to adopt the June 18, 2007 Regular meeting minutes and the June 29, 2007 Special meeting minutes as amended.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty

Nays: None

Absent: Canady, Rasmusson

Motion carried.

Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

Limited Public Comment Regarding Agenda Items

There was no public comment.

PRESIDENT'S REPORT

Strategic Update Report

Facilities Master Plan Update – Proposed Capital Outlay Request

Chris Strugar-Fritsch, Executive Director of the Administrative Services Division, reported that the facilities master plan is submitted each year in late October or early November to the State of Michigan, Department of Management and Budget. He stated that this year's submittal is due on November 2, 2007 and with it they will also include the capital outlay project request with the Board's approval. He stated that they will be bringing the entire facilities master plan next month with the entire capital outlay project request. Mr. Strugar-Fritsch reported that this year's request being submitted is to encourage the expansion of LCC's science programs.

Mr. Strugar-Fritsch presented the following proposed capital outlay request:

- A new 70,000 square foot building to be erected on the site where the Continental Building currently is.
- This will allow LCC to renovate approximately 78,000 square feet in the Arts and Sciences Building to accommodate program growth for the Science Department.
- This is a \$44,000,000 project and the capital outlay request is asking the State of Michigan to provide 50% of the funding for the project.

Facilities Master Plan Update – Capital Project: New Parking Ramp

Chris Strugar-Fritsch presented to the Board four renderings of the proposed parking structure. He stated that there are two options to consider. He further stated that both options are to construct a new parking ramp on the new University Center site.

Mr. Strugar-Fritsch presented the following two options:

- 1st option would be to construct the ramp in such a way to facilitate expanding the University Center north along Capital Avenue. The parking ramp would be construction along Genesee and Seymour streets.
- 2nd option would allow the University Center to expand off of the west side of Carnegie along Shiawassee and Seymour streets. This would allow the college to push the parking structure out towards Capitol Avenue.

Mr. Strugar-Fritsch stated that both options have provision for 15,000 square feet to be dedicated for a conference center and retail space. He stated that by pushing the ramp out along Capitol Avenue that will give LCC great visibility for the retail space and the conference center. He further stated that all of the options are sensitive to the architecture along Capitol Avenue so it is complimentary to the University Center as well as the TLC building. He stated that the architecture on the back side of the building is more sensitive to the neighborhood.

Mr. Strugar-Fritsch stated that he has spoken with the downtown neighborhood association last Spring and over the course of the Summer. He stated that they have plans to meet with their Board of Directors on Thursday, September 27, 2007. He also stated that they will be meeting with Bob Johnson, the Neighborhood Planning Director, Bob Trezise, Karl Dorshimer, and Andy Kilpatrick from their traffic and parking division to talk about the impact the structure will have on the downtown. He stated that a recommendation will be brought forward at the October or November Board of Trustees meeting.

Discussion followed.

Legislative Update

President Cardenas stated that Ms. Sandi Lewis will be reporting to the Board on a quarterly basis with regards to what is going on at the State level.

Sandi Lewis of Muchmore, Harrington and Smalley reported that she could not tell them how much money LCC would be getting from the State of Michigan. She stated that the State has fifteen days until their fiscal year ends and that they have a 1.8 billion dollar deficit in the State budget. She said that currently the State has no resolution of how they are going to solve the 1.8 billion dollar deficit. Ms. Lewis stated that as of today she can not tell the College where they are going to end up but that the College has already lost 2.6 million dollars of its funding to solve this year's fiscal problems. She said that the repayment that was promised to LCC may or may not come into fruition based on what's happening in the Capitol. She stated that being conservative would be best for the College right now.

Discussion followed.

Emergency Response Update

Chief John Imeson reported that last summer they began a process of looking at how the College could comply with Public Act 390, which requires the College to have an emergency management program in place when there is a combined population of students and employees of 25,000 people. He said that because the College is currently near 22,000 to 23,000 they felt it was necessary to proceed and have a program in place ahead of meeting that population target.

Chief Imeson provided the Board with the following achievements:

- ◆ Hired Director Ken Jones March 2007.
- ◆ Formulate new Emergency Management Safety Services Department:
 - Moved Safety Service, Fleet Operations and Key/Core Operations from Police Dept. to EMSS Department.
 - Moved Risk Management Office from Business Office to EMSS Department.
- ◆ Building Evacuation Teams created in response to potential gas line breaks during City of Lansing's Washington Ave. construction:
 - Designed team concepts for 309 Washington, Continental, and Arts & Sciences
 - Identified team members (and leaders) for each building
 - Provided team members with activation materials (action plans; floor plans; flashlights; clipboards; etc.)
 - Trained team members
 - Conducted drills with team members in collaboration with Lansing Fire Department
- ◆ Communications and Warnings Workgroup:
 - Identified persons from all across campus involved in notification and communication systems
 - Brought together workgroup to evaluate existing notification and communication systems as well as audiences to reach
 - Confirmed fire alarm system paging capability as most effective means of notifying building occupants of emergencies
 - Leading ongoing efforts to effectively utilize other notification and communication systems in emergencies, i.e. text messaging to student and employee cell phones
- ◆ Orientation and Training Activities:
 - Wrote Orientation Manual for College President
 - Conducted Orientation to Emergency Management Session for Executive Leadership Team (ELT) in August 2007
 - Conducted initial training for ELT on September 10, 2007
 - Wrote Orientation & Training Manual for Consequence Managers at LCC

- Training dates set for September 10, 12, 14, 27, and 28, 2007 for Consequence Managers.

Chief Imeson reported that they will be bringing a resolution to the Board in October for their consideration. He said that this resolution will officially establish the Emergency Management Program under Public Act 390. He stated that the resolution will adopt the National Incident Management System to be able to receive federal Emergency Management funds. He said that the resolution will authorize the President to organize disaster relief efforts and also authorize the President to enter into Mutual Aid Agreement with other units of Government in our area.

Chief Imeson said that their goal is for every college employee to know what their job is during an emergency.

Discussion followed.

Update on Security Audit

John Posenau reported that late last year one of the primary goals at the College was to address the technology info structure on campus. He stated that after looking at the info structure and a major reorganization they decided that it was time to set a base line and take a look at the network info structure security as well as security relating to data within the organization. He said to accomplish this they brought in an external vendor Arial Link. He stated that in May, Arial Link looked at the wireless network, wired network, physical security as well as a lot of their practices. Mr. Posenau stated that as part of their findings the external network and the wireless network were found to be acceptable and that they could not compromise the College's security and get into the systems. He further stated that as part of their finding Arial Link went in and looked internally and found some things and provided the College with recommendation to address those items.

The findings and responses to the finding were provided with the official Board meeting materials.

Discussion followed.

Strategic Communication Plan

Chris Hollister, Director of Strategic Communication, reported that the purpose of this plan is to build trust among the College's target audiences, assist the College in achieving its strategic goals and protect and build upon the College's good reputation. She stated that development of the plan began this past January when to college received a strategic communication plan prepared by the public

relations firm Lezotte Miller Osborne. She said that their findings and recommendation were integrated with tactics that the College had already identified.

Ms. Hollister reported that in March 2007 the College issued a request for proposal for a firm to assist the College with public relations activities. She stated that the firm of Seyferth Spaulding Tennyson, Inc. was selected and began work in April. She introduced the Senior Account Executive at Seyferth's, Nick Wasmiller. She announced that the President has arranged an informal gathering with the Trustees and Seyferth so that they may become better acquainted. She stated that this event will take place on October 4, 2007.

Ms. Hollister reported that the communication plan includes six strategies for protecting and improving the overall image of the College and helping the College achieve its goals. She stated that following each strategies are tactics on how the College will implement the strategy. She further stated that most of the strategies are implemented and on-going and others are expected to be implemented by the end of this year.

Ms. Hollister continued that the plan identifies target audiences for these strategies and tactics. She stated that this list included, register voters in our tax district, faculty and staff, area businesses and community leaders, influencers of students (parents, teacher, etc.), alumni, elected and appointed representative of LCC (Board of Trustees, LCC Foundation Board), and elected local and state officials.

Ms. Hollister reported that the key messages are a critical component of the plan because they describe the attributes that constitutes the College's brand identity. She stated that the College's goal is to use one of more of these messages in their various internal and external communications. She emphasized that the plan was dynamic and on-going. Ms. Hollister stated that it will evolve over time as circumstances change and new tactics are required. She said that her role as Director of Strategic Communication is to oversee and contribute to implementing these tactics. She introduced her other staff member, Tess Brown, Coordinator of Media Relations and Special Events. Ms. Hollister stated that to ensure consistence and integrated messaging in all College communications, they are collaborating with the College wide marketing staff and LCC's Foundation team.

Discussion followed.

Action Item – West Campus Resolution

President Cardenas presented the following resolution to the Board.

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

WHEREAS, Lansing Community College West Campus is located within Delta Charter Township; and

WHEREAS, Lansing Community College West Campus continues to have issues with improper, unsafe, and illegal parking (i.e. vehicles parked in fire lanes, handicap parking spaces, etc.); and

WHEREAS, Delta Charter Township has a codified Traffic Code Ordinance which includes provisions regulating improper, unsafe and illegal parking; and

WHEREAS, the Delta Charter Township Board has the authority to recognize the Lansing Community College Police and Public Safety Department as having the authority to enforce the parking provisions of the Delta Township Traffic Code Ordinance on the property of Lansing Community College West Campus.

NOW, THEREFORE, BE IT RESOLVED THAT the Lansing Community College Board of Trustees recognize the Lansing Community College Police and Public Safety Department as having the authority to enforce certain parking provisions of the Delta Township Traffic Code Ordinance on the property of Lansing Community College West Campus.

The Lansing Community College Board of Trustees and the Lansing Community College Police and Public Safety Department recognize and Public Safety Department recognize that such authority shall include the writing and issuing of citations as applicable, the result of which shall be a civil fine payable to the Charter Township of Delta. Said authority shall be limited to specific Ordinance sections as authorized by the Delta Charter Township Board of Trustees, shall be limited to the boundaries of the Lansing Community College West Campus, which is located within the corporate limits of Delta Township, and shall include all roadways and parking areas thereupon, whether public or private as applicable.

MOVED by Trustee Pelleran and supported by Trustee Proctor that Lansing Community College Police and Public Safety Department has the authority to enforce certain parking provisions of the Delta Township Traffic Code Ordinance on the property of Lansing Community College West Campus.

Roll call vote:

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

Motion carried.

Action Item – Raffle License Application

President Cardenas presented the following resolution to the Board.

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

WHEREAS, the Lansing Community College has existed since 1957 in order to serve the learning needs of a changing community; and

WHEREAS, Lansing Community College serves as a hub of community events that serve the general interests of the greater region, and

WHEREAS, Lansing Community College wishes to host a first annual Car Show on September 22, 2007, sponsored by the Automotive Technology Program within the Technical Careers Division of Lansing Community College, and

WHEREAS, Lansing Community College has submitted an application to hold a 50/50 raffle with the State of Michigan to be conducted during aforementioned Car Show, and

WHEREAS, Lansing Community College seeks approval from its Board of Trustees to conduct this 50/50 raffle, and

WHEREAS, Lansing Community College must receive approval from both the State of Michigan and its Board of Trustees in order to conduct said 50/50 raffle, and

THEREFORE BE IT RESOLVED, the Board of Trustees hereby approves Lansing Community College to conduct a 50/50 raffle on September 22, 2007, pending approval from the State of Michigan, and in accordance with state law as it pertains to Act 382 of the Public Acts of 1972, as amended, also known as the "Traxler-McCauley-Law-Bowman bingo act".

MOVED by Trustee Pelleran and supported by Trustee Proctor to approve the 50/50 Raffle Application.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty
Nays: None

Absent: Canady, Rasmusson

Motion carried

Action Item – Capital Project: Bioprocessing

President Cardenas presented the following resolution to the Board.

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

WHEREAS, the Lansing Community College has existed since 1957 in order to serve the learning needs of a changing community; and

WHEREAS, the Lansing Community College Board of Trustees has supported strategic direction for the College that includes support for science initiatives; and

WHEREAS, the potential exists for Lansing Community College to participate in economic development within the mid-Michigan area through providing training in the emerging Bioprocessing technician field; and

WHEREAS, Lansing Community College wishes to obtain a grant from the National Science Foundation for the purposes of developing a bioprocessing facility to support bioprocessing technology training and education, and

WHEREAS, Lansing Community College submitted a pre-proposal to the National Science Foundation in the spring of 2007 for the purpose of obtaining preliminary interest from the National Science Foundation regarding its bioprocessing proposal, and

WHEREAS, the National Science Foundation gave Lansing Community College a favorable review of its pre-proposal and encouraged the institution to submit a full proposal, and

WHEREAS, the National Science Foundation requires a demonstrated commitment by Lansing Community College to fully support a bioprocessing facility, and

WHEREAS, in order to demonstrate its commitment, the Lansing Community College Board of Trustees must first commit a specific capital expenditure for the purpose of developing a bioprocessing facility, and

THEREFORE BE IT RESOLVED, the Board of Trustees hereby approves a Capital Project of \$250,000 for the purpose of renovating a portion of the Photography Center Laboratory to support Bioprocessing Technology

training and education, contingent upon receipt of a National Science Foundation Advanced Technology Education grant, and

BE IT FURTHER RESOLVED, the Board of Trustees hereby approves the amendment of the Fiscal Year 2008 Adopted Budget to transfer \$250,000 from Contingency funds to Capital Project funds for the purpose of renovating the Photography Center Laboratory to support Bioprocessing Technology training and education.

MOVED by Trustee Pelleran and supported by Trustee Hollister to approve the Bioprocessing grant.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty

Nays: None

Absent: Canady, Rasmusson

Motion carried.

Strategic Goals, Operational Master Plan and Institutional Goal Model Resolution

Bo Garcia, Director of Strategic Planning and Economic Development in the Quality Planning and Economic Development Division, stated that the institutional matrix presented seeks to operationalize the College's strategic direction, and implement process improvements to further advance the 2006 – 2011 Strategic Plan.

Mr. Garcia provided the following overview to the Board:

- ◆ Component One:
 - Began with a full review and integration of the 2006 – 2011 Strategic Plan as well as findings from the Cherry Commission, Spellings, and State of Michigan key performance indicators reports.

- ◆ Component Two:
 - Consists of a comprehensive planning process that brought together over 50 college representatives that ultimately produced 5 strategic goals, 28 objectives, and a group of institutional metrics. The College's next step would be to develop a timeframe to establish measures and metrics for all 28 prioritized objectives, and to expand the task forces to include front-line personnel.

- ◆ Component Three:

- Consists of an implementation plan that will reflect an integrated research and planning process to create a data driven framework facilitating operations and empowering front line personnel.
- ◆ Quality Process:
 - Direct outcome - enhanced and honed culture of strategic decision-making;
 - Collaborative decision-making in a safe environment;
 - Encouraged positive debate, discussion and out-of-the box thinking;
 - Process and model for strategic decision making;
- ◆ Five Integrated Goals with Twenty-Eight Defined Objectives
 - Correlated each of the five goals with Strategic Drivers, Areas of Priority Need, Strategic Initiatives and AQIP Categories.
 - Fully integrate Strategic Goal Matrix as evidence of our institutional commitment to continuous quality improvement and to the strategic plan.
 - For example: AQIP Action Project: Strategic Alignment Initiative

Mr. Garcia stated that the Strategic Planning Matrix provided to the Board explains in more details the five goals; Accessibility, Community, Employees, Fiscal Responsibility, and Student Success.

Discussion followed.

MOVED by Trustee Pelleran and supported by Trustee Proctor to approve the Strategic Goal, Operational Master Plan and Institutional Goal Model.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty

Nays: None

Absent: Canady, Rasmusson

Motion carried.

President Cardenas recognized everyone that worked on the Strategic Goals.

Chairman, Committee and Board Member Reports

Chairman's Report – Conflict of Interest Disclosure Statement

Chairman Laverty reported that the conflict of interest disclosure statement that was provided to the Board was due this month. He stated that this is part of the Board's bylaws to be updated each September.

Chairman's Report – Information and Announcements

Chairman Lavery thanked Chris Strugar-Fritsch and his staff for the new Board table configuration and laminated wedges on the Board table.

Chairman Lavery provided the following announcement:

- There will be a Board Candidate information session on Tuesday, September 18, 2007 at 6:00 p.m. in the Boardroom. All are invited to attend. This event is set up for the candidates who are running in the November elections. Dinner will be provided for the candidates.

Committee Reports

Presidential Search Update – Trustee Proctor

Trustee Proctor stated that there were many questions with the status of the Presidential search. He reported that last year there were a number of forums conducted by Greenwood and Associates to obtain input from faculty, staff, students, community and the Board of Trustees with regards to the development of a presidential profile. He stated that all of this input was integrated by Greenwood and Associates.

Trustee Proctor reported that an ad was developed by Greenwood and Associates pursuant to the terms of the contract the College has with Greenwood and Associates. Trustee Proctor shared the ad with the Board. He said that the ad was placed in several publications this month. He stated that there was some concern that the ad should have been shared with the Search Committee as well as others. He reported that a mockup of the ad was presented to the Board at the April 2007 workshop by Greenwood and Associates asking for input. He said that suggestions were made by the Board. He stated that suggested language changes, to describe the Corporate College and the University Center were provided by Chris Hollister. He reported that the ad was placed in the Chronicle for Higher Education, a diversity magazine as well as a Hispanic magazine. He said that this ad incorporated some of the elements of the Presidential profile that many had input in to. Trustee Proctor reported that Greenwood and Associates was available to provide the Board another workshop on October 13th or October 20, 2007. He said that Jan Greenwood suggested postponing the workshop until the November election to include the current members as well as new members who might be elected to the Board.

Trustee Proctor presented the following timelines:

- Place Advertisement September 2007 with the closure date of December 1, 2007.
- Greenwood and Associates would meet with the Presidential Search Committee to review a list of leading prospects for consideration.
- Closed process by the end of February 2008 that would include having an agreement with the final candidate.

Trustee Proctor apologized to the Presidential Search Committee for not keeping them as informed as they should have been.

Discussion followed.

The Trustees requested to have two workshops, one for Saturday, October 13, 2007 and one after the November elections to include the new Board members.

Trustee Pelleran asked that for future Board dinners prior to the Board meeting that there not be an item of discussion or an event made out of the Board dinner. She requested that the time be used to be available for the Board to communicate with one another and also the President's on the agenda. She stated that she feels this inhibits bonding by the Board.

Closed Session

MOVED by Trustee Hollister and supported by Trustee Smith that the Board go into closed session for the purposes of strategy and negotiations session, real property considerations, and attorney client privilege communications.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty

Nays: None

Absent: Canady, Rasmusson

Motion carried.

The Board entered into closed session at 7:32 p.m.

The Board returned to open session at 10:26 p.m.

Roll call:

Present: Hollister, Pelleran, Proctor, Laverty

Absent: Canady, Rasmusson, Smith

Trustee Smith left at 10:20 p.m.

Public Comment

There was no public comment.

Board Evaluation

There was no Board evaluation.

Adjournment

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

Ayes: Hollister, Pelleran, Proctor, Lavery

Nays: None

Absent: Canady, Rasmusson, Smith

Motion carried.

The meeting adjourned at 10:59 p.m.

Lansing Community College Board of Trustees
October 15, 2007

Agenda Item: Budget Update

Presented for Information Only

PURPOSE

Lansing Community College wishes to present to the Board of Trustees an update on the status of State appropriations and enrollment relative to the FY 07 budget.

BACKGROUND

LCC's budget assumptions for FY08 included:

- NO payback of delayed payments from FY07, which totaled \$2.6 million
- Reduction to base appropriation of 3.4%, or approximately \$1.0 million

Last weekend the Legislature passed, and the Governor signed, a tax increase as well as a continuing resolution for the 2007-08 budget year. The Continuing Resolution that has passed provides for payback of the delayed payments for FY07. This is very good news.

Negotiations are ongoing regarding the details of the final FY08 appropriations. At this time, we are unable to predict the exact change from our base appropriation.

LCC's budget assumptions for FY08 included a 4.2% enrollment increase college wide. Fall 2007 enrollment has not kept up with this level of growth.

IMPLICATIONS

Financial

This update will address specific financial implications for the institution that are currently being discussed at the state level.

Strategic Plan

This update does not have specific implications on the strategic plan.

Human Resources

This update does not have specific implications on human resources.

ATTACHMENTS

None

Lansing Community College Board of Trustees
October 15, 2007

Agenda Item: Response to Resolution Regarding Decentralization

Presented for Information Only

PURPOSE

Lansing Community College wishes to present to the Board of Trustees an update on Decentralization versus Centralization of College Functions, in response to Resolution passed by Board on September 18, 2006.

BACKGROUND

President Judith Cardenas, in her role as Chief Executive Officer of Lansing Community College, has explored strategic alignment of operations since accepting the assignment as President on February 10, 2006. Since that time, she has examined functionality and created additional capacity within the leadership structures of Lansing Community College through various reorganization strategies.

The advantages and disadvantages of centralized versus decentralized organizational structures may differ, depending upon the inherent qualities of the particular organization. "If top managers make the organization's key decisions with little or no input from below, then the organization is centralized" (Robbins and Coulter, as cited by Pieniasek, 2007). At Lansing Community College, President Cardenas has flattened the organizational structure by enhancing the abilities of many stakeholders to have ongoing input into planning and operations of the institution. Examples of this strategy are found in the recent Strategic Goals Matrix, adopted by the Lansing Community College Board of Trustees on September 17, 2007, where over 50 college leaders representing all areas of the college were enlisted to develop the goals. Other examples of organizational "flattening" (ie, decentralization of power) appear in the expansion of the Executive Leadership Team from seven senior leaders to fifteen, with broad representation from each segment of the college. Significant emphasis has been placed upon representation by academic portions of the college, with the addition of divisional deans to the Executive Leadership Team.

The Labor Coalition has been broadened to include key members of the Executive Leadership team, so that labor leaders and key executive leaders meet to discuss common interests on an ongoing basis, another evidence of decentralization.

There are deep sources of literature surrounding centralized versus decentralized approaches to leading organizations. Much of the literature makes a compelling case that overall, decentralized approaches are best suited to organizations where innovation is the primary objective, whereas centralization is best where efficiencies (to capture economies of scale and scope) are paramount (Katz, 2007).

Colleges and universities are excellent examples of organizations best suited to mixtures of the two philosophies, bringing some interesting challenges to meshing the two. For example, though Lansing Community College can capture economies of scale through centralized marketing, IT services, and purchasing, can we be agile enough to allow flexibility in meeting the very diverse needs within our academic and service divisions? To date, that is being accomplished very well through building collaborative structures that encourage provision of venues for conversation and flexible offerings in each of the areas cited (ie, centralizing purchasing of large items, yet allowing P-Cards for small, operational purchases within divisions; or centralized purchase and oversight of IT functions and equipment, but serving individual and divisional diverse requirements through flexible staffing and responsive teams of IT techs.) There is no question that an institution of higher education is richer in a “both/and” rather than an “either/or” environment (Otte and Benke, 2006).

Leadership under President Cardenas continues to review best practices in organization and operational direction for Lansing Community College. We continue to take seriously the charge to build and lead the strongest organization, attempting to provide services that are built centrally, yet behave locally; capture economies, while providing numerous opportunities for various members of the organization to have input into setting priorities for today and tomorrow.

IMPLICATIONS

Financial

The ongoing restructuring of the organization may require additional resources in strategic areas.

Strategic Plan

All planning is done in alignment with the recently adopted strategic goals of Lansing Community College and in fulfillment of “meeting the learning needs of a changing community”.

Human Resources

The ongoing restructuring of the organization has human resource implications, as we build for tomorrow and to meet the ongoing learning needs of our community.

ATTACHMENTS

None

Pieniazek, A. 2007. Centralization vs. Decentralization. University of Massachusetts: Amherst.

Katz, R. 2007. Decentralization-Centralization; Mossberg Revisited. CIO Archives. EDUCAUSE, August 2007.

Otte, G. Benke, M. 2006. Online Learning: New Models for Leadership and Organization in Higher Education. New York: SUNY Learning Network.

Lansing Community College Board of Trustees
October 15, 2007

Agenda Item: State of Emergency Resolution

Presented for Action

PURPOSE

Lansing Community College wishes to present for approval a State of Emergency Resolution based upon the National Incident Management System (NIMS).

NIMS is the federally recognized standard for first responder operations during an emergency or disaster. Lansing Community College maintains a police force that works with area law enforcement in a variety of emergencies. Further, the College is developing an emergency management capability to work collaboratively with local emergency management agencies, and to manage emergencies that befall the campuses. Adopting NIMS is a necessary step to be eligible to obtain federal grant dollars relative to emergency preparedness. The adoption of NIMS is also a necessary step in developing an emergency plan that is compliant with State of Michigan standards, and is in consistent with local emergency management operations plans.

BACKGROUND

After September 11, 2001, President Bush signed Homeland Security Presidential Directive (HSPD) – 5 to provide for a consistent approach for emergency preparedness and response.

While most emergency situations are handled locally, when there's a major incident help may be needed from other local jurisdictions, state, and the federal government. NIMS was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. The benefits of NIMS include: a unified approach to incident management; standard command and management structures; and emphasis on preparedness, mutual aid and resource management.

Effective emergency management begins with developing the capability to manage a disaster in collaboration with community partners. Local emergency management agencies, such as the City of Lansing Emergency Operations Center, staff and manage their organization based on the NIMS model.

IMPLICATIONS

Financial

There are no financial implications.

Strategic Plan

Formally adopting NIMS will facilitate LCC working closely with local communities in a disaster. This resolution links to our strategic goal of Community, which provides for "Building Collaborative Partnerships". The emergency management response program links to the strategic goal of Employees, and involves the areas of "Valuing People" and "Leading and Communicating".

Human Resources

Additional personnel are not anticipated as a result of adopting NIMS. An extensive orientation and training process for College employees has been initiated already. Additional training in NIMS will be conducted for those persons who will be involved in disaster planning and response.

ATTACHMENTS

- Proposed Resolution

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

**THE NATIONAL INCIDENT MANAGEMENT SYSTEM
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 October 15, 2007, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

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

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

WHEREAS, the President of the United States in Homeland Security Directive (HSPD) 5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity;

WHEREAS, the collective input and guidance from all Federal, State, and local government homeland security partners has been, and will continue to be vital to the development of implementation and use of a comprehensive system of incident management;

WHEREAS, it is necessary and desirable that all Federal, State, and local government emergency agencies and personnel coordinate emergency response to effectively and efficiently deliver consistent incident management;

WHEREAS, to facilitate the most effective and efficient incident management, it is critical that Federal, State, and local government emergency management agencies utilize standard terminology, standardized organizational structures, uniform personnel qualifications, uniform standards for planning, training, and exercising, a comprehensive system of resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the National Incident Management System provides standardized procedures for coordinating response personnel, communications, and resource management;

National Incident Management System Resolution

WHEREAS, Lansing Community College maintains a sworn Police force that interacts with local emergency response agencies, and is developing an emergency management capability to interact with local government Emergency Operation Centers (EOC) in times of emergency and disasters;

WHEREAS, to improve Lansing Community College's ability to receive federal funding to enhance its readiness, maintain first responder safety, and streamline incident management processes;

THEREFORE BE IT RESOLVED, that the Lansing Community College Board of Trustees adopts the National Incident Management System as the system for coordinating emergency and disaster response;

BE IT FURTHER RESOLVED, the Lansing Community College Board of Trustees empowers the President to move forward in developing an Emergency Management Response System based upon the National Incident Management System to fully utilize federal funding and coordinate emergency and disaster response with local governments.

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 October 15, 2007, 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 Board of Trustees
October 15, 2007

Agenda Item: Approval of 2007 Campus Master Plan and Capital Outlay Request

Presented for Action

PURPOSE

Lansing Community College wishes to present for approval the 2007 Campus Master Plan and Capital Outlay Project Request for submission to the State of Michigan, Department of Management and Budget.

BACKGROUND

Michigan universities and community colleges are required by the Office of State Budget each year to submit an updated Five Year Capital Outlay Plan (Campus Master Plan) and are also invited to submit a Capital Outlay Project Request for state cost participation. Both the Master Plan and Capital Outlay Project Request are required by the State of Michigan to be approved annually by the institution's governing body.

The Campus Master Plan incorporates revisions for on-going and new capital project initiatives, facilities assessment, and instructional programs. The Capital Outlay Project Request describes a project to facilitate expansion of Lansing Community College's science programs because they are projected to exceed current capacity in the next one to two years.

IMPLICATIONS

Financial

The financial commitment to implement the Campus Master Plan includes \$3 million to facilitate annualized on-going maintenance and repairs (M&R Fund) to college facilities and infrastructure. The M&R is funded annually out of the general fund budget. Implementation of capital project initiatives such as construction of a new parking ramp, hospitality program space, automotive classroom expansion, completion of HHS third floor fit-out, campus beautification, and Emergency Operations Center will cost approximately \$28 million. Funding for these initiatives could come from college reserves, municipal bonds, or commercial bonds.

The Capital Outlay Project Request will require a \$23.7 million commitment from Lansing Community College. If approved by the State of Michigan, the state will fund \$23.7 million of the total estimated project expense of \$47.3 million.

Operating expenses for new facilities are currently estimated to cost \$7.75 per sq. ft. per year.

Strategic Plan

Both the Campus Master Plan and Capital Outlay Project Request are aligned with the Lansing Community College's Strategic Plan and Strategic Goals.

Human Resources

If funding becomes available for the Capital Outlay Project Request and capital projects identified in the 2007 Campus Master Plan, it will be necessary to hire additional staff to maintain the facilities that will be funded out of the operating expenses noted above. Additional lab support staff will be required to accommodate the expansion of the science program.

ATTACHMENTS

- 2007 Campus Master Plan (separate document)
- Capital Outlay Project Request (separate document)
- Proposed Resolution

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

**2007 CAMPUS MASTER PLAN AND CAPITAL OUTLAY REQUEST
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 October 15, 2007, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

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

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

WHEREAS, Lansing Community College exists under authority of the Michigan Community College Act of 1966, and

WHEREAS, the State of Michigan requires that all public colleges and universities submit yearly an updated five year capital outlay plan (facilities master plan) to the Office of State Budget, and

WHEREAS, the State of Michigan encourages public colleges and universities to submit a capital outlay project request for state cost participation, and

WHEREAS, the State of Michigan requires that the governing body of each public college and university approve annually the updated five year capital outlay plan and the capital outlay project request, as appropriate, and

WHEREAS, Lansing Community College is governed by an elected body of seven trustees from within the tax district, and

THEREFORE BE IT RESOLVED, the Board of Trustees hereby approves Lansing Community College's updated five year capital outlay plan and its capital outlay project request as submitted, pursuant to requirements of the State of Michigan.

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 October 15, 2007, 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 Board of Trustees
October 15, 2007

Agenda Item: IRS Resolution

Presented for Action

PURPOSE

Lansing Community College submits for approval a resolution regarding the recent IRS audit.

BACKGROUND

The Internal Revenue Service has conducted an audit of the college's payroll and related filings. In doing so, it has submitted a Notice of Proposed Adjustment for tax years 2005 and 2006 in the areas of Student FICA Exclusion, Employee Accountable Plan Expenditures, Employee Life Insurance, and Back Up Withholding. This resolution authorizes the payment of no more than \$200,000 in response to the Notice of Proposed Adjustment.

IMPLICATIONS

Financial

This resolution authorizes the payment of no more than \$200,000 in response to the Notice of Proposed Adjustment from the Internal Revenue Service.

Strategic Plan

This update does not have specific implications on the strategic plan.

Human Resources

This update does not have specific implications on human resources.

ATTACHMENTS

- Proposed Resolution

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

INTERNAL REVENUE SERVICE 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 October 15, 2007, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

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

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

WHEREAS, the IRS has audited Lansing Community College's payroll and related filings, and

WHEREAS, the IRS has provided us with a "Notice of Proposed Adjustment" for Form 941, Student FICA Exclusion Adjustment for FY 2005, and

WHEREAS, the IRS has provided us with a "Notice of Proposed Adjustment" for Form 941, Student FICA Exclusion Adjustment for FY 2006, and

WHEREAS, the IRS has provided us with a "Notice of Proposed Adjustment" for Form 941, Employee Accountable Plan Expenditures for FY 2005, and

WHEREAS, the IRS has provided us with a "Notice of Proposed Adjustment" for Form 941, Employee Life Insurance for FY 2005, and

WHEREAS, the IRS has provided us with a "Notice of Proposed Adjustment" for Form 1099 Back Up Withholding for FY 2005, and

WHEREAS, Board by-law s 1.6.4 states that the President is authorized to pay claims and demands against the Community College up to the amount of \$50,000, and

WHEREAS, this claim is expected to exceed that amount, and

THEREFORE BE IT RESOLVED, that the Lansing Community College Board of Trustees authorizes the President to settle this claim in an amount not to exceed \$200,000.

Internal Revenue Service Resolution

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 October 15, 2007, 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 Board of Trustees
October 15, 2007

**Agenda Item: Resolution Assuring Diversity of Ownership
for FCC Application**

Presented for Action

PURPOSE

WLNZ is submitting applications for two additional FM non-commercial frequencies that are currently available through the FCC in order to significantly expand the coverage area of the station. If there are conflicting applications in an area, the FCC utilizes a "point system" to determine the most qualified applicant. Points are awarded to an application that can show diversity of ownership. Documented support of the diversity of ownership claim must be provided to the FCC in the form of a board resolution.

BACKGROUND

In 2007 the FCC opened a window of opportunity for applications for new non-commercial licenses for available frequencies. Last spring, WLNZ began a process to discover what frequencies may be available that would allow us to strengthen and/or expand our current coverage area. Two possibilities have been presented. Applications for the available frequencies must be filed with the FCC by October 19, 2007. We will not know whether our applications are accepted by the FCC until October 2008. If our applications are accepted, the additional frequencies would expand our coverage as far as Flint to the east and Hastings/Battle Creek to the west. Due to the additional coverage area, the number of listeners would substantially increase resulting in a substantial increase of potential members that donate to the station. The added coverage area would also allow us to better compete with other area media for underwriting support. This would also provide us with additional marketing coverage and community impact.

If there are conflicting applications for a specific area, the FCC will utilize a "point system" to determine the most qualified applicant. Additional points will be awarded to our application if we can show documented support of diversity of ownership in the form of a board resolution. The FCC has indicated that they want to ensure that new stations do not become part of a larger conglomerate of stations or network. The FCC requires supporting documentation that no member of our Board of Trustees owns 5% or more, an attributable interest, of another station. If a member does, the FCC requires us to ensure that this

trustee will not be directly involved in the daily operations/programming of the new station.

The FCC also requires that we have a systematic procedure in place to ensure that our diversity of ownership will remain intact even as new members are elected or appointed to the Board. They require that within 30 days after nominations close for election to the Board of Trustees, we will review the qualifications of the candidates for election to the Board to determine whether any candidate holds an attributable interest in a radio station. If so, and if such candidate is elected to the Board, we are then required to adopt a resolution at the next regularly meeting insulating that trustee from direct or indirect involvement in the management or operation of the radio station.

IMPLICATIONS

Financial

There is no cost for filing the applications with the FCC. If our applications are accepted, there would be no resulting increase to our current cost of operations for WLNZ ensuing from the increased coverage area. There would be a one-time cost for the additional tower/equipment necessary of approximately \$80,000 (\$40,000 for each license). No monies would come from general fund dollars. All expenses would be covered by donors who support the station through the foundation. We currently have approximately \$70,000 in the foundation account and anticipate more than sufficient dollars available in the account by the time we would receive a response from the FCC in October 2008. We have been building this balance in our foundation account in anticipation of this opportunity with the FCC that is now available.

Strategic Plan

Community: LCC will contribute to the economic vitality and quality of life of the region and state.

Human Resources

No additional staffing resources needed for this expansion.

List of Attachments

- 1) Board Resolution
- 2) Estimated timeline and costs for expanding WLNZ coverage area
- 3) Sample Resolution for future use should newly elected/appointed Trustee have an attributable interest (more than 5%) in a radio station

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

**ASSURING DIVERSITY OF OWNERSHIP FOR FCC APPLICATION
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 October 15, 2007, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

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

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

WHEREAS, Lansing Community College (“LCC”) is applicant for new noncommercial educational (“NCE”) FM broadcast facilities at Durand and at Nashville, Michigan; and

WHEREAS, the Federal Communications Commission (“FCC”) adopted a point system to select among mutually exclusive proposals to build NCE FM stations, and among the factors for awarding points is diversity of the ownership and operation of NCE stations; and

WHEREAS, an applicant that claims an award for diversity of ownership must establish that the proposed station’s principal signal coverage contour does not overlap such contours of any other radio station in which the applicant, its parent, subsidiaries, or members of their governing boards, have any attributable interests, and

WHEREAS, if an applicant is successful and is awarded a permit to construct and a license to operate such facilities based on diversity of ownership, it must maintain diversity of ownership for a period of four years of on-air operations; and

WHEREAS, LCC is committed to maintaining diversity of ownership with respect to its proposed facilities at Durand and at Nashville and will represent to the FCC that it is entitled to an award of points for such diversity because no Member of the Board of Trustees has an attributable interest in a broadcast station the principal signal coverage contour of which overlaps LCC’s proposed facilities at Durand and at Nashville; and

WHEREAS, LCC is obligated to maintain such diversity at the present and into the future, but recognizing that a seat on the board is an elective office and that any qualified

Assuring Diversity of Ownership for FCC Application Resolution

member of the public may run for election to the board, LCC must demonstrate to the FCC a means for assuring continued diversity.

NOW THEREFORE, BE IT RESOLVED, that LCC will maintain diversity of ownership with respect to its facilities at Durand and Nashville through the means of the insulation of any board member who has an attributable interest in a radio broadcast station the principal community contour of which overlaps the principal community contour of LCC's proposed facilities at Durand and at Nashville, from matters arising before the board concerning such facilities, and such board member shall be recused from decisions respecting the management or operation of such facilities; and

BE IT FURTHER RESOLVED, that the determination whether insulation and recusal need to be implemented with respect to any board member shall be made within 30 days after the close of nominations for office; if it is determined that insulation and recusal would need to be implemented as to any candidate, and if such candidate wins the election, then at the next regular meeting of the board following the election, the board shall consider and act upon an appropriate implementing resolution in form similar to the attached.

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 October 15, 2007, 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

ESTIMATED TIMELINE AND COSTS FOR EXPANDING
COLLEGE RADIO STATION COVERAGE AREA

FCC application submission deadline 10/19/07

- No cost to file the application(s) with the FCC.
- Applications filed electronically.
- Two applications: Nashville, MI and Durand, MI.
- Most likely will be other applications filed for stations in the vicinity of the areas of the proposed frequencies discussed here.
- In the case where there are conflicting applications in an area, the FCC has devised a "point system" to determine the most qualified applicant; based on criteria outlined by the FCC.

Diversity of Ownership deadline 10/19/07

- To be signed by College Board of Trustees regarding board members ownership of broadcasting interests.
- To be filed with FCC application.

FCC ruling on application and Construction Permit 10/19/07 thru October 2008

- Review and evaluation of the application and construction permit by the FCC should the FCC rule to accept our filing of the applications.
- Possibility exists that other applications will be filed for the same frequencies. If so, the FCC uses additional criteria in review process.

FCC issues license to winning applicant October 2008

FCC issues construction permit 60 days after issuing license

Nashville and/or Durand site construction begins December 2008

- 18 months given for construction.
- Construction cost estimates = \$35,000 for each site, additional \$5,000 at LCC for each site.
- If at the end of 18 months, construction is not complete, an extension can be applied for with the FCC. If granted, the extension is good for 12 additional months to build. More than one extension can be granted consecutively provided some progress to build the station can be demonstrated.
- Up-front construction costs covered by existing WLNZ Foundation account balance at time construction begins. Current account balance (Sept 07) = \$70,000. Anticipated account balance Dec 08 = \$85,000.

Fundraising for construction begins December 2008

- Due to added coverage area, number of listeners will substantially increase resulting in an increase of potential members that donate to the station.
- Added coverage area allows radio station to better compete with other area media for underwriting support.

Construction completed and on air on new frequencies June 2010

Ongoing costs related to expanded radio coverageNo additional costs

- Programming strategies remain the same.
- Programming costs remain the same as programming already in place and operating 24/7

**SAMPLE RESOLUTION
FOR FUTURE USE SHOULD NEWLY ELECTED/APPOINTED TRUSTEE
HAVE AN ATTRIBUTABLE INTEREST IN A RADIO STATION**

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 (date), at (time), prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

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

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

WHEREAS, the Board, in furtherance of its educational and cultural purposes, [has applied for] [is permittee of] [is licensee of] noncommercial educational FM facilities at [Durand] [and/or Nashville], Michigan (the “Facilities”); and

WHEREAS, the Federal Communications Commission (“FCC”) favors the entity that provides, and that will commit to provide, “diversity of ownership” pursuant to Section 73.7003(b)(2) of the FCC’s Rules; and

WHEREAS, LCC possesses that quality of “diversity of ownership” because neither it nor any member of the Board of Trustees has an attributable interest in a radio station serving the area[s] served by the Facilities; and

WHEREAS, LCC is obligated and is committed to maintain such diversity of ownership for a period of four years from the date the Facilities begin broadcast operations; and

WHEREAS, in the general election held _____, [name of winning candidate] was elected to the Board of Trustees; and

WHEREAS, [winning candidate] has an attributable interest as defined by the FCC’s Rules; and

WHEREAS, the Board deems it warranted and necessary to insulate and to recuse [winning candidate] from any and all matters arising before the Board concerning the management and operation of the Facilities;

THEREFORE BE IT RESOLVED, that the Board has provided and shall continue to provide “diversity of ownership” with respect to its Facilities, and that in order to facilitate and implement this commitment, [winning candidate] shall be insulated and

recused from any and all matters arising before the Board concerning the management and operation of the Facilities, for so long as he/she maintains an attributable interest under the FCC's Rules, or until the expiration of four years from the date the Facilities commence broadcast operations, whichever comes first.

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 (date), 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
2007 Presidential Evaluation for**

Dr. Judith F. Cardenas

As defined in Section 1.6.3 of the Bylaws of the Lansing Community College Board of Trustees, the President of the institution is to be evaluated by the Board of Trustees in October or November of each year (see Attachment A).

This evaluation is based on four broad categories in order to review the President's performance:

1. Stakeholder Satisfaction
2. Financial Responsibility
3. Communication with the Board
4. Access

This report will highlight the President's accomplishments from the last twelve months relative to these four categories.

STAKEHOLDER SATISFACTION: *The extent to which the students, faculty, staff, administration, and larger community served by Lansing Community College are satisfied with the overall performance of the college.*

Accomplishments in this area:

1. Commissioned an extensive audit of our college-wide human resources practices and policies to ensure compliance with labor contracts, and local, state, and federal labor laws. Employees were given an opportunity to work directly and confidentially with the auditor to share important information regarding their experience with our human resource practices.
2. Employment on-line application has been revised. A legal opinion has been obtained. The legal opinion has been integrated into the application. PeopleAdmin is currently updating on-line application.
3. The Employment Search Committee process has been revised. Meetings are being scheduled with the unions.
4. The part-time employee personnel files have been audited. Any items that should not be placed in the files have been removed.
5. A benchmark of colleges and universities has been conducted. We are currently seeking legal opinion. A College criminal background check policy has been drafted and is being reviewed.
6. The existing offer letter for new hires has been revised to clarify content. We are currently seeking legal opinion. The union leaders and Executive Leadership Team are reviewing the revised offer letter.
7. The Chief Human Resources Officer position was created in order to strategically address significant opportunities outlined in the Human Resources Audit.
8. HR Audit issues are being diligently addressed. Major policies and processes involving labor relations, employment, hiring and benefits continue to be created and implemented everyday.
9. Development of professional, courteous communication in the spirit of collaboration with labor union representatives.
10. Implemented a significant and important college-wide reorganization that aligned specific functions previously scattered throughout the college in a manner that will allow the institution to experience increased productivity and efficiency.

11. Organized the Student Academic Support and Strategic Enrollment Management area as a division directly reporting to the President.
12. Consolidated the functions of College Advancement to more appropriate divisions.
13. IT Security Policy was presented to and approved by the Board of Trustees in May 2007. Implementation of the IT Security Policy includes:
 - a) *Establishing Information Technology Council September 2007.*
 - b) *Breach notification planning implementation has begun. Notification templates have been created for communications of a breach.*
 - c) *Automation of vulnerability scanning implemented July 2007.*
 - d) *Database intrusion prevention – the hardware has been installed and final training on the system occurred the last week of August 2007.*
 - e) *Acquisition of TruView information risk management system is in the pilot phase. Final decision for purchase of system has been made and procurement is in progress.*
 - f) *Information security on line training is being provided by the new training system acquired by Organizational Development. Roll out is expected to begin in late Fall 2007.*
14. Implemented consequence management model to effectively manage power outages in July and August.
15. State of Emergency Resolution has been drafted and will be presented to the Board of Trustees for approval in October 2007.
16. Major Capital Projects and Real Property Acquisition:
 - a) *Purchased 309 Washington Court Place for start up of Global Corporate College and QPED Division.*
 - b) *Purchased (5) acres of property adjacent to West Campus on the west side of Sanders Drive.*
17. Director of Financial Aid was hired after the position had remained vacant for almost 32 months.
18. Development of a MAHE Interpretation team comprised of faculty and administrators that works collaboratively to define vague or ambiguous contract language.
19. Developed Institutional Strategic Goals Matrix through Strategic Goals, Objectives and Global Metrics development.

20. Aligned the functions of our previous Administrative Services into two new divisions: Administrative Services that includes Physical Plant and infrastructure services; and Financial Services which includes the Business Office and financial planning areas.
21. Created the Strategic Learning Partnerships Division to better focus on the efforts of our University Center, Extension Centers, and important strategic academic relationships.
22. Alignment of Business & Community Institute functions in order to create a significant revenue-generating area of the college. A business/implementation plan has been developed, new functional and organizational flow charts have been rolled out, and new processes related to the business/implementation team are in use.
23. PRESS (Program Review and Effectiveness Self Study) participants measure satisfaction of recent graduates, faculty, advisory committees, and employers for their programs. Recent results indicate increasing satisfaction in each of the areas measured.
24. LCC passed recent Perkins Loans audit with a perfect review.
25. LCC Special Populations coordinator and SPOps processes lauded by Post Secondary services unit of DLEG as exemplary.
26. The Executive Leadership Team members have gone through numerous training sessions, including: Communication and Public Relations Training, Legal Training, and Leadership Training in order to continue to be effective leaders for LCC.
27. The woodshop and scene shop were relocated to the AOF building in December 2006 and available for classes in January 2007 generating operational efficiencies and departmental synergies between Tech Careers, Performing Arts, and Physical Plant.
28. Re-organized the IT division into a long term organizational structure that addresses the dynamic needs of the College including staffing levels and reporting structure.
29. Necessary IT positions have been identified and filled.
30. Created and implemented an IT Governance Structure for the College.
31. Formation of a Grants Office to coordinate and facilitate grant application and maintenance processes with the aim in enhancing revenue for the college. Make the grant application process more accessible for faculty and staff, so that they are more comfortable with the process and ultimately, more satisfied with the service.

32. Stabilized the Oracle Student and Finance environments to ensure continuing operation during transition to Banner.
33. Developed a technology strategic plan that mirrored the strategic goals of the college.
34. Developed an IT Operations Manual that includes key effective practice items including:
 - a) *Change management*
 - b) *Access control and security*
 - c) *Backup and recovery*
35. Provided a viable infrastructure for and participated in the Banner implementation.
36. Directed the oversight of external contractors participating in the Banner implementation.
37. Completed Course Assessment Reports for the 55 largest enrollment multi-section courses in the Liberal Studies Division.
38. Aided in the Business Process analysis necessary for the fit gap from Oracle to Banner.
39. Enhanced and documented the levels of customer service with the IT organization. (Documented with survey reflecting highly positive results).
40. Completed technology installation for Washington Square building.
41. Updated cell phone service for West Campus.
42. Developed long term training plans for key staff members and completed detailed skills assessment/matrix.
43. Provided major systems updates to support Daylight Savings Time change.
44. Clean-up of corrupted data in the Finance division.
45. Developed modifications to the Oracle system to enhance Finance and student management capabilities.
46. Increased access for high school students, developing a collaborative working relationship with school district to better serve students and facilitate transition to LCC. (Livingston Center)

47. Formation of eLearning team. Consolidation of staff from several different areas into one cohesive team to better serve faculty and students; both faculty and student satisfaction is very high, based on survey data.
48. New agreement with the Army to participate in the GoArmyEd program, increasing access for active duty and reserve soldiers.
49. Successful planning and events for LCC's 50th Celebration.
50. LCC hosted Compelling Conversations: 50 Years of Race Relations town hall forum.
51. Hired Emergency Management Director in March 2007.
52. Realigned Risk Management, Fleet, and Safety Services into one department.
53. Conducted ELT orientation for an Emergency Management Program.
54. Developed, trained and implemented building evacuation teams for Washington Court Place, Continental Building, and Arts & Sciences Building in preparation for City of Lansing to perform reconstruction of the Washington Square 200 & 300 blocks.
55. Created workgroup to evaluate existing and potential emergency notification and communication systems and confirmed fire alarm system paging capability.
56. Management models developed for LCC emergency management:
 - a) *Adapted National Incident Management System (NIMS) incident command system model to LCC for use in crisis management.*
 - b) *Designed consequence management model for LCC to use during routine, urgent and emergency situations.*
 - c) *Wrote orientation and training manuals for consequence managers at LCC.*
 - d) *Established four training dates in September for consequence managers.*
 - e) *Conducted emergency management orientation for ECE staff.*
57. Placed strong leadership into position to make sure concerns relating to HR were being properly addressed. This showed many on campus that the president valued employees and cared about their concerns enough to attempt to address them.
58. Properly aligned divisions so that areas were working efficiently instead of wasting tax dollars by sagging productivity with too much staff.

59. Implemented Strategic Goals that were nonexistent (but a vital part of moving the college forward as a single unit with the same goals) prior to the President entering into the office.
60. Communicated and exemplified the importance of professional development of staff. (Examples: legal seminars, training for HR staff, Auditing issues).
61. Created a confidential and secure process that tracks and monitors legal affairs, including, but not limited to billing, assignment, firm rating, response time and overall cost. Also involves a mechanism for tracking high liability areas for future improvement college wide.
62. Created a process that enables and encourages vital communication with public officials to discuss important community matters.
63. Maintained an open door policy, even if that means conducting early morning, late evening or weekend meetings.

ACCESS: *Expanding, maximizing, and enhancing the community's opportunity to make use of the resources and facilities of the college.*

Accomplishments in this area:

1. Within the successful implementation of the Workforce Innovation and Regional Economic Development (WIRED) Grant, the following growth in student access has been realized.
 - a) *Addition of 32 more Nursing students into the Accelerated Prior Degree program and addition of 8 more Nursing students into the Fast Track Nursing program, which now includes licensed Respiratory Therapists. Access has now grown to acceptance of 224 nursing students per year, up from 96 in 2002.*
 - b) *Health care worksite experiences being realized by an additional 100 K-12 students under the innovative SEARCH initiative.*
 - c) *Implementation of a regional K-12 EMT Academy, offered through LCC's HHPS Division to each tri-county intermediate school district and Lansing School District.*
 - d) *Implementation of the regional CAHEP program, allowing access to the inner workings of the healthcare system for up to 30 students each year. This program is a partnership between LCC, Ingham Intermediate School District year, Capital Area Michigan Works, Prima Civitas, Sparrow Hospital, Ingham Regional Medical Center, Hayes Green Beach Hospital, Clinton Memorial Hospital, Eaton Rapids Medical Center, and Burcham Hills Retirement Community.*
 - e) *Meetings with more than 150 small business owners and/or potential entrepreneurs with area leaders in entrepreneurial activity and small business mentors.*
 - f) *Ongoing seminars to teach entrepreneurship and small business management skills to budding entrepreneurs, with ongoing access defined through courses and seminars within the BMIT Division.*
 - g) *Implementation of regional skills alliances in Construction and Information Technology. These regional skills alliances are added to the ongoing alliances in Manufacturing and Health Careers.*
 - h) *Implementation of a new apprenticeship opportunity in Information Technology, allowing IT students to become employed at the beginning of their educational career at LCC, allowing for employers to be engaged in guiding student educational achievement.*
 - i) *Partnership with Delta, Henry Ford, Grand Rapids, Macomb, and Schoolcraft community colleges in allowing construction-related apprentices to gain academic credit across the partner institutions, leading to higher numbers of associate-degree and/or bachelor's prepared construction-related employees in Michigan.*

- j) *Addition of ten K-12 and post-secondary articulations to allow additional access to students in preparing seamless opportunities for K-12 educational opportunities.*
- k) *Continuing accreditation in Emergency Medical Services Paramedic, Diagnostic Medical Sonography, and Surgical Technology.*
- l) *Preparation for initial accreditation of Child Development and Therapeutic Massage programs.*
- m) *Signing of continuing partnership in International Cyber Security Education Coalition with 13 universities, community colleges, and industry partners, positioning graduates of LCC information technology curricula to gain credentials in cyber security that positions them for additional employment and/or transfer opportunities.*
- n) *Partnership of Liberal Studies and Human, Health & Public Service Careers divisions with Impression Five Museum and other Lansing partners to provide "Super Saturday" opportunities for area-wide middle school students and encouraging them to pursue careers in science and/or health careers.*
- o) *Partnership of Liberal Studies Science Department with Michigan State University in exploration grant, leading to possibilities for National Science Foundation grant related to Bio-processing initiative.*
- p) *Industrial apprenticeship opportunities increased 226% in 2006-2007 (27, 2004-2005; 88, 2006-2007).*
- q) *Twenty new companies participating in apprenticeships under new LCC standards; eighteen more new companies interested in starting apprenticeships under new guidelines.*

2. In August of 2007, Lansing Community College learned that it had been awarded a \$150,000 grant from the Charles Stewart Mott Foundation for the purposes of administering the High School Diploma Completion Initiative. These grant monies were obtained after an extensive grant application process and will help continue this innovative and necessary program that assists local students in completing important academic credentials.
3. Hosted Senate Fiscal Agency on West Campus – Gary Owens brought his office out to tour facility and get to know Lansing Community College.
4. In 2006, Lansing Community College partnered with Noel-Levitz, a consulting firm focused on total enrollment effectiveness in higher education, to help us refine and implement enrollment management plans and processes on campus. Enrollment management is an institution-wide, systematic, comprehensive, research-driven system designed to locate, attract, and retain the students the institution wishes to serve. Our partnership with Noel-Levitz extends over three years. In general, the project is focused on 1) developing strategic enrollment systems, plans and processes to guide our marketing and recruitment efforts, 2) increasing market research and data compilation and analysis that will allow us

- to effectively position Lansing Community College in the minds of our constituents, and 3) develop a comprehensive retention program that engages the entire campus community. LCC has completed six recruitment visits and five retention visits thus far.
5. A college-wide team composed of 20 staff and faculty led by has worked diligently all year on creating an annual recruitment plan. They set fall 2007 recruitment goals as follows:
 - * Goal 1: *Increase by 5% the number of new high school to college transition students entering at LCC in fall 2007 (1456) compared to fall 2006;*
 - * Goal 2: *Increase by 10% the number of new African American and Hispanic high school to college transition students entering in fall 2007 (AA = 117; H = 78) compared to fall 2006;*
 - * Goal 3: *Increase by 5% the number of the young adults (19-23 year olds) entering LCC in fall 2007 (1493) compared to fall 2006;*
 - * Goal 4: *Increase by 5% the number of adults (24 years +) entering LCC in fall 2007 (1014) compared to fall 2006.*
 6. SEM fully utilizes data to both monitor and drive our enrollment activities. For example, our data shows that at this time during the fall of 2006, we had converted 45.14% of our accepted students into enrolled students. Therefore, one of the primary strategies to reach our recruitment goals for the fall was to create a series of very intentional activities designed to increase the conversion of accepted students into enrolled students. This has been successful. Because even though our applications are currently down by 10.47% from this time last year, we have been able to convert students at a 50.24% rate thus far allowing us to be over 75% of the way towards reaching our goals.
 7. Marketing and recruitment staff has completed several professional development opportunities through our relationship with Noel-Levitz. For example, the admissions staff completed a workshop on the Counseling/Selling Method to Influence College Choice. Several others went through a session focused on the new Tele-Counseling initiative that presented a train the trainer approach for working with our student callers, reviewing the scripts and devising an electronic means of recording call outcomes.
 8. As the Admissions/Recruitment and Outreach staff followed up on communications with accepted students, it became imperative that an orientation/registration module be available to facilitate student enrollment. In response, the orientation staff created a new model for Student Orientation in order to accommodate higher numbers of students in attendance. Their new model was able to accommodate twice the amount of students within the same amount of resources available.

9. Student Orientation Programs is in the process of developing late-start orientation sessions in collaboration with Tutoring Services and SDEV program staff. The audience will be students who did not attend a regular orientation session in the summer, and will focus on interventions and 'on-demand' information appropriate to students in the 2nd-5th weeks of the semester. The focus will be on study skills, time management, Angel, how to look up grades, etc.
10. Five other visits have been focused on assisting us with a comprehensive retention program for the campus. A college-wide retention team has been created and charged. The team is made up of 19 staff and faculty from across the college and co-chaired by Eva Menefee, Lead Faculty Advisor, and Joe Long, Academic Team Leader/Faculty for Surgical Technology Program. An academic advising advisory committee has also been created to provide leadership and coordination for college-wide advising. The Academic Advising Advisory committee is being led by Nancy Dietrich, Director of Advising and Assessment.
11. Retention consulting work: Completed an assessment of the current state of the student, faculty and staff experience at LCC; created an initial data collection and measurement plan for the campus regarding the persistence and retention of our students; completed an assessment of our college-wide academic advising program and created a first draft of an annual retention plan.
12. A feasibility study to construct a new multi-use parking ramp on the University Center site has been concluded and was presented to the Board of Trustees in September 2007.
13. An advising committee began work on defining Academic Advising at LCC. Their definition is as follows:

Academic advising is the process whereby advisors and students work together to attain student educational and life goals. Through frequent communication and collaboration, initiated by both student and advisor, students will realize their maximum education potential. Consequently, the advisor serves as a facilitator of communication, a coordinator of learning experiences, and an agent of referral to other campus departments and services.
14. The college-wide Advising Team created a new model for academic advising on campus in response to recommendations from one of our consulting visits. (Several aspects of the model will not be implemented until the new Banner system is in place.) The team's proposal is a split model of academic advising. With this model, students who are undeclared (without majors) would be assigned to a general advisor or counselor. Students with declared majors would be assigned to program advisors within the department that houses that major.
15. The team is currently developing a chart that maps the current and proposed advising models. The goal of this activity is to help visualize the proposed model and identify any duplication and/or gaps between the current and proposed model.

16. The Academic Advising Team has completed a Program Advisor Directory which has been distributed to all department chairs for a final review. A list of all individuals who provide general advising across campus, including those in the Counseling and Advising Center, will be added to the list. This directory will serve as a comprehensive advising contact resource for both staff and students.
17. Thirteen members of the college-wide Academic Advising Team participated in a professional development training session. This all day workshop was facilitated by a Noel-Levitz consultant and provided participants with training on the use of a variety of tools that can be used to train new advisors and promote continued professional development for experienced advisors. This team will use these materials to develop a college-wide professional development program for advisors.
18. Another component of our SEM work has been reviewing the current and past research conducted by the college, reviewing the various research activities that are available through Noel-Levitz's Research Assistant service, determining how these activities can best help us by providing data to support marketing, recruitment and retention plans; and developing a proposed project calendar of specific research activities.
19. University Center will increase access to 4-year degrees for LCC students and may increase LCC enrollments as well.
20. Increased collaboration with academic divisions to increase online offerings, thereby increasing access. Strengthens our relationships with the 4-year schools, thus enhancing other transfer opportunities, cooperative ventures, and sharing of student success information
21. Entered into a new agreement with the Army to participate in the GoArmyEd program, increasing access for active duty and reserve soldiers.
22. The outdoor amphitheatre was reconstructed in November and December 2006 to provide handicap accessibility and improve operational functionality.
23. All of the site lighting on Main Campus has been replaced over the last two summers to provide enhanced lighting for safety, security, and energy efficiency.
24. The Science Department hosted 10 outreach events in the community this year called Café Scientifique.
25. A Future Teacher's Club has been formed at LCC with advisors from three departments and the Office of Teacher Preparation. The club organizes professional development and fund-raising events every month for more than 50 paid student members.

26. The Liberal Studies Division continues to develop additional articulation agreements that facilitate student transfer. The following represent recent developments.
27. The Central Michigan University Elementary Education 3+1 program in Lansing was launched last year with 18 students in the first cohort and more than 25 in the second.
28. A new articulation agreement was signed for Elementary Education with Western Michigan University.
29. An articulation agreement in Biotechnology with Ferris State University has been finalized.
30. LCC has received approximately \$10,000 for development of a 'curriculum framework' for a bioprocessing program from the Tri-County Regional Economic Development Authority through a WIRED grant to MSU.
31. MSU has asked LCC to partner in developing and delivering training for the biodiesel production facility currently being developed in Webberville.
32. MSU has agreed to fund a DACUM (Develop A CurriculUM) process both for biodiesel plant operators and for bioethanol plant operators and to partner with LCC to disseminate the resulting curriculum to other community colleges.
33. LCC is an active member of the Great Lakes Process Technology Alliance, a multi-state industry/community college group that is being developed to advance, standardize and disseminate curricula such as chemical processing technician and bioprocess technician.
34. LCC is also an active member of the Michigan Community College Emerging Technology Alliance, a group whose purpose is to develop and encourage sharing of curricula and physical resources for high technology workforce development.
35. The Performing Arts Program offered over 60 performances a year for students and the community. The total attendance for these performances for the past year was approximately 10,000 people.
36. The Stage Technology Program and its Director provide support for events for some community, state, and local governments such as news conferences, debates, and city celebrations.
37. Performing Arts provides singers, musicians, and actors for community and Lansing Community College events.
38. Theatre sponsors a Drama Day for local high school students. These students along with their teachers come to campus for a day to attend workshops given

- by our faculty. In 2006, this event was expanded to include all of the Performing Arts Program areas.
39. A Stage Technology partnership with the Ingham Intermediate School District allows high school students to complete for credit the first 4 courses in the Stage Technology curriculum while they are still in high school. In addition, a transfer agreement has been forged with Everett High School, the Lansing School District's magnet school for performing arts, that allows students to earn credit for up to four LCC Stage Technology courses.
 40. For the second year in a row, the Theatre Program is collaborating in 2007-08 with Cooley Law School, the BoarsHead and Riverwalk Theatres to present a series of plays themed around the law-related topics in a series entitled "Stages of the Law." LCC will present "Jane Eyre" in March 2008.
 41. The Performing Arts Program is again collaborating with the Wellness Program in 2007-08 to present a lunchtime music series called "Random Acts of Music." While the concerts will be open to the general public and students, faculty and staff can earn Wellness Rewards points for attending.
 42. Over 4,500 elementary students experience shows in our planetarium each year.
 43. Hundreds of elementary and secondary teachers participate in professional development workshops provided by our faculty, particularly in science, mathematics and the use of technology in teaching.
 44. The Science and Math Education Center has been awarded a two-year grant from the Michigan Department of Education to provide professional development in algebraic reasoning to sixth grade teachers, primarily in the Lansing School District.
 45. A new articulation agreement with Ferris State University finalized in spring 2005 will allow Livingston County based students to earn elementary education certification through Ferris without leaving the Livingston county area. In addition, a new agreement with Howell high school will allow students to apply their 12th grade teacher cadet program to the LCC/Ferris curriculum.
 46. Over 600 elementary students and their parents participate in hands-on activities in the LCC sponsored Science and Math Elementary Exploration each November.
 47. Gifted elementary and middle school students receive an intensive and fun introduction to science through the summer Science and Math Challenge program.
 48. Hundreds of middle and high school science students come to LCC to February to compete in the regional Science Olympiad competition.

49. LCC, in collaboration with Michigan State University and the Impression 5 Hands-on Science Museum, has been awarded a four-year grant from the National Science Foundation to develop K-14 curricula in the emerging field of nanotechnology, and to develop educational content for community outreach through Impression 5.
50. 600 children and their parents attended the first annual 'NanoDay' at Impression 5 in March, 2007, sponsored by LCC and the National Science Foundation.
51. Hundreds of students and community members stay fit by regularly enrolling in classes in the LCC Fitness Centers and/or participating in other activities and healthy lifestyles classes offered through Physical Fitness and Wellness. In the first complete year of offering Student Fitness Memberships, PFW enrolled approximately 370 students and generated over \$23,000 in revenue.
52. A+ Summer Sports Camps have now served nearly 2300 children over the past 8 years in basketball, fencing, volleyball, and swimming camps. During the summer of 2007 approximately 250 children participated.
53. Lansing Area Volleyball Association (LAVA) (sponsored through the Physical Fitness and Wellness Department) added a new partnership with Michigan State University, becoming LAVA/Spartan Juniors. LAVA/Spartan Juniors serves middle and high school age children interested in volleyball through teams, clinics and camps throughout the year.
54. Two Weight Lifting competitions were co-sponsored by Physical Fitness & Wellness during the year (May and August). These events featured Powerlifting and Olympic-style lifting and were state-wide meets.
55. Physical Fitness and Wellness participated in the Science in the City Career Fair in April 2007 (featuring careers in the health fields, including Kinesiology, plus healthy lifestyle information), serving Lansing middle and high school age children.
56. Physical Fitness and Wellness participated in "Super Saturday" at Impression 5 Museum (August 2007), sponsored by the Capital Healthcare and Employment Council, showcasing health careers (including Kinesiology) and hands-on science.
57. Healthy and Fit Magazine featured four articles on fitness written by members of the Physical Fitness and Wellness Department; PFW also will participate in the magazine's first Healthy and Fit Expo, scheduled for September 2007.
58. LCC, through the Physical Fitness and Wellness Department, has participated in many community health fairs by providing booth information and presentations to community groups on request. The department also was asked to become members of the Healthy Lifestyle committee of the Capital Area Health Alliance.

COMMUNICATION WITH THE BOARD: *Effective exchange of information with the Board of Trustees regarding important issues involving the college*

Accomplishments in this area:

1. Deans are now providing weekly updates on operational accomplishments to the Academic Affairs office, which are then compiled for weekly reports to the President allowing for better communication to the Board.
2. Monthly strategic reports are compiled by Academic Affairs, forwarded to the President for inclusion in Monthly reports to the Board.
3. President sends weekly letters (electronic and mail) to the Board highlighting important milestones, accomplishments, and recognitions through LCC.
4. President sends a monthly "President's Report" to the Board summarizing major strategic accomplishments, developments, and challenges of each Division. The report is sent to the Board on the Friday preceding the monthly Board of Trustees meetings.
5. In January 2007, the President launched a new monthly electronic newsletter for employees and stakeholders called "LCC News to Use", which focuses on major academic and administrative news as well as noteworthy College and employee accomplishments. The Board receives a link to this newsletter each month.
6. The President sends Priority Campus Communications to the Board immediately following their release to the campus.
7. LCC-related stories in LSJ, City Pulse, TV stations are sent immediately to Board through the Board secretary.
8. Board receives monthly report, called "LCC in the News," of all LCC-related media stories.
9. Board notified immediately when the President's Office receives information that a story about LCC will appear or has appeared in the media.
10. Board Chair and other Trustees receive personal and written briefings on events in which they have a major role, such as Japanese Garden dedication, Kickoff events, University Center Groundbreaking, Graduation, and Founders' Day.
11. Board receives copies of College press releases on major issues and events.
12. Board receives electronic and telephone messages from the President on major developments.

13. Board is invited to attend major internal and external College-supported events.
14. Created a process by which entire Board is informed of pending legal issues against them.
15. Regularly communicates with Board on time sensitive and confidential issues, so that they receive vital information before the campus and the general public.
16. Cut response time to Board inquiries on most issues.
17. Remains readily accessible to Board members, including late evening or early morning calls.

FINANCIAL RESPONSIBILITY: *Effective and prudent fiscal management of the college's funds and resources.*

Accomplishments in this area:

1. Contingency training and plans were developed for the Financial Services Division.
2. \$9.9 million General Obligation Bond for capital improvements (HHSC 3rd floor renovation, University Center, Banner, etc.) was acquired. Favorable bond ratings from both Moody's and Standard and Poor's (see press release).
3. Participated in 5th Annual Lansing Area Public Purchasing Group Diversity Matchmaker held at the West Campus. 88 suppliers from across Michigan attended event. Interviewed by Chris Holman on his morning radio show.
4. Some key projects over the past year include the new Expense Reporting System (Concur) and Tax Sheltered Annuities (RFP with Labor Coalition and College administration).
5. Clean audit of college financial records – no reportable conditions.
6. Successful external ISO 9001:2000 Surveillance audit for Financial Services Division quality management system.
7. Transition to MichCommerce for posting of LCC bids and proposals. New system allows vendors to access and download bids online, respond online, and ask and receive questions on bid/proposals online.
8. Issued and awarded Request for Proposal for Legal Services – awarded to three firms.
9. Participated in campus-wide training of employees for Banner Requisitions in INB and Self Service Banner, and Creating a Purchase Order against a Blanket Order.
10. Successful fiscal year end in Oracle purchasing and transition to Banner purchasing module.
11. Purchasing department staff provided monthly training to campus personnel for the LCC Purchasing Card with Accounting department.
12. Provided Financial Services Division staff ISO Refresher Training, Root Cause and Analysis.
13. Opened Global Perspectives Conference.

14. Division staff meetings were conducted to discuss the Purchasing Policy.
15. Held campus wide meetings for staff to learn about Passageways Travel (formerly Spartan Travel) college travel agency for individual and group college travel.
16. Legal issues training session for Purchasing and Administrative Services division staff on contract administration and compliance in construction contracts.
17. LCC received 12th Annual Achievement of Excellence in Procurement Award – five years in a row (2003-2007).
18. Purchasing department held quarterly contract review meeting with Physical Plant and Information Technology Services to ensure contract compliance.
19. Purchasing, Human Resources, and Labor Coalition participate in quarterly Tax Sheltered Annuity Oversight Committee.
20. University Center Project continues to be on budget.
21. LCC has a balanced budget for FY2008 despite major budget cuts.
22. Used formula for recommending increased staff in the Building Maintenance function in the FY07 budget. Staff levels were benchmarked to other Colleges and also to recommendations of Professional Associations related to building maintenance.
23. We have “changed the conversation” during the development of the FY08 budget. The Academic Divisions and departments have planned revenue at the same detailed level they have planned expenses in the past. Operating plans for FY08 included a connection between projected enrollment and the related expenses as well as reporting and budgeting for the forecasted RER ratios.
24. We have reported “assumed” enrollment in our budget documents at the department level for the first time during the FY08 planning cycle.
25. We have published monthly financial reports for the first time ever.
26. Changed Capital Project budget requests and reporting to include funding sources and schedules
27. Filled necessary vacant positions within the finance department (Budget Director, Accounting Manager and Finance/HR Business Analyst).
28. Banner Finance (Purchasing, A/P, fixed assets) was successfully installed.
29. June 30, 2006 audit was issued in November 2006 with no material weaknesses for the first time in three years

30. Realigned the Division to emphasize financial and process control functions by creating the position of Controller. Also realigned existing funding to create the Director of Financial Reporting and Payroll and Business Analyst positions.
31. September 2006 - LCC's Purchasing Department won the National Purchasing Institute Achievement of Excellence in Procurement Award for the fourth consecutive year. *(Note: LCC has learned it will receive a fifth consecutive award in 2007, one of only 77 non-profit or governmental agencies to do so.)*
32. HHS third floor fit out project is on budget.
33. Re-negotiated vendor support contracts resulting in a savings to the school of over \$800k.
34. Relocation of Livingston Center to Parker Campus at Howell HS realized a savings of approximately \$50,000 per year in rent, while significantly upgrading facilities and learning spaces.

(Attachment A)

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.

(Amended 10/17/05, 9/18/06)

Lansing Community College Board of Trustees
October 15, 2007

Agenda Item: Scholarship Resolution

Presented for Action

PURPOSE

Lansing Community College submits for approval a resolution on scholarship monies.

BACKGROUND

This resolution will rescind the resolution of the Board of Trustees on June 18, 2007 that called for the collection of paid Federal Student Financial Aid errors by students.

IMPLICATIONS

Financial

This resolution will cease the collection activity of paid student aid monies to students, as originally approved on January 16, 2007.

Strategic Plan

This update does not have specific implications on the strategic plan.

Human Resources

This update does not have specific implications on human resources.

ATTACHMENTS

- Proposed Resolution

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

SCHOLARSHIP 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 October 15, 2007, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

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

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

WHEREAS, on January 16, 2007, the Board approved the transfer of funds from an available fund balance to cover the cost of correcting Federal Student Financial Aid errors and approved the College's payment of errors in such aid, and

WHEREAS, on June 18, 2007, the Board approved a resolution directing the College to seek to recover tuition owed, including student aid repaid to levels of government within the statute of limitations and authorizing the Audit Committee from the date of the resolution and up until August 31, 2007, to determine accounting treatment for the cost of correcting Federal Student Financial Aid errors, and

WHEREAS, the Board has heard from its counsel with respect to the collectibility of Federal Student Aid errors, from accounting experts as to the appropriateness of the accounting treatment of the College's payment of said errors and from the Administration with respect to its interpretation of the June 18, 2007 resolution referenced above, and

THEREFORE BE IT RESOLVED,

1. That so much of the June 18, 2007 resolution referenced above which calls for the collecting of paid Federal Student Financial Aid errors from students is rescinded with respect to any paid errors made from the transfer of funds authorized by the January 16, 2007 resolution referenced above;
2. That the accounting treatment for the paid errors as scholarships which have been expensed shall remain the treatment.

3. That the Administration shall, within 8 months of this Resolution, propose and seek this Board's approval of a comprehensive plan, process and procedure for determining the issuance of College scholarships, the loaning of College funds to students, the collecting of unpaid or overdue tuition, the collecting of overpayments to students, the collecting of delinquent loans to students and for the accounting treatment of due and unpaid tuition, loans, or overpayments to students.

4. That all resolutions or parts of resolutions in conflict with this Resolution shall be and are 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 October 15, 2007, 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