



NOTE: A light dinner will be available at 5:00 p.m.

AGENDA

Board of Trustees Meeting
April 16, 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. March 19, 2007 Regular Board of Trustees Meeting
 - B. March 26, 2007 Special Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
 - A. State Representative Joan Bauer
 1. Report on Community Colleges State Appropriations
 2. Presentation of 50th Anniversary Resolution
- VII. Oath of Office

The Honorable Charles F. Filice
- VIII. President's Report
 - A. National Community College Month Scholarship Recipient EL-206
 - B. Fly Team Michigan EL-206
 - C. Strategic Update Report EL-206
 - D. FY08 Budget Development Process EL-202
 - E. Action Items*
 1. Alcohol Permit Request
 2. Finance – Bids EL-204

	3. Approval of Legal Contracts	EL-204
IX.	<u>Chairman, Committee and Board Member Report</u>	
	A. Chairman's Report	GP-303
	1. Information and Announcements	
	2. Other	
	B. Committee Reports	GP-304
	1. Finance Committee Report – Trustee Rasmusson	GP-305
	2. Personnel and Compensation Committee Report – Trustee Smith	GP-305
	C. Board Member Reports	
	1. Trustee Rasmusson	
	a. Affirmative Action/Health Insurance	
	b. Cultural Change	
	c. Daycare for Students	
	2. Trustee Proctor	
	a. Presidential Search Update	
	b. Workforce Development Board Report	
	3. Trustee Smith	
	a. ACCT Legislative Summit	
X.	<u>Closed Session*</u>	
XI.	<u>Public Comment</u>	
XII.	<u>Board Evaluation</u>	
XIII.	<u>Adjournment</u>	

**Motion to accept.*



BOARD OF TRUSTEES PLANNING CALENDAR

*New items are in **BOLD***

April 2007

- Mon., Apr. 16 Regular Board of Trustees Meeting
- Apr 20 – 21 LCC Performing Arts Program
Free Fall
Dart Auditorium – 8:00 p.m.
- Sun., Apr. 22 LCC Performing Arts Program
Free Fall
Dart Auditorium – 2:00 p.m.
- Mon., Apr. 23** Board Budget Workshop
Administration Building Boardroom
4:00 p.m. – 5:00 p.m.
- Mon., Apr. 23** Audit Committee Meeting
Administration Building Room 200
5:00 – 6:00 p.m.
- Thurs., Apr. 26** Personnel and Compensation Committee Meeting
Administration Building Room 200
4:30 – 5:30 p.m.

May 2007

- Fri., May 11** LCC Annual Graduation Ceremony
Breslin Students Event Center
Michigan State University – 7:00 p.m.
- Sat., May 19** LCC 50th Anniversary Gala
Lansing Community College West Campus
6:30 p.m. – 11:30 p.m.

(As of 4/12/06)

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

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 19, 2007

Regular Meeting
Unadopted Meeting Minutes

Call to Order

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

Roll Call

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

Trustee Canady arrived at 6:15 p.m.

Pledge of Allegiance

Trustee Pelleran led the Pledge of Allegiance.

There was a moment of silence for Robert Busby.

Approval of Minutes

MOVED by Trustee Pelleran and supported by Trustee Smith to approve the February 19, 2007 Regular Meeting minutes.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

Additions/Deletions to the Agenda

The following changes were made to the agenda:

- Remove under the Chairman's Report Presidential Investiture.

- Remove under Trustee Smith the ACCT Legislative Summit report. She will present at the next meeting.
- Remove under Trustee Proctor the Workforce Development Board Report.

Limited Public Comment Regarding Agenda Items

No public comment.

President's Report

Strategic Update Report

President Cardenas recognized the Student Leadership Academy and thanked them for joining the Board Meeting.

President Cardenas reported that the College is in the process of redesigning the strategic goals for the institution. There is a panel of forty-eight people across campus who are looking at redefining the strategic goals and identifying performance indicators with metrics. This will be brought back to the Board in the next few months for Board review and approval.

Action Items – Naming of Facility Recommendations

President Cardenas presented the naming facility recommendation request for Fifth Third Bank and Dorothy and Gerald Francis.

She reported that Fifth Third Bank has pledged \$40,000 to the Capital Campaign. In recognition for this gift, the Lansing Community College Foundation recommends naming the 2nd floor conference room in the Paula D. Cunningham Administration Building, the Fifth Third Bank Conference Room.

She also reported that in 2006, the Dorothy and Gerald Francis estate gave the Lansing Community College Foundation \$1.5 million for an endowed fund to support the College's Aviation program. This estate also gave an additional unrestricted \$125,000 to the Capital Campaign. To recognize these substantial investments in the future of the College, the Lansing Community College Foundation recommends naming the Aviation building The Francis Aviation Center.

Discussion followed.

Action Items – Sabbatical Leaves

President Cardenas presented the following sabbatical leaves for approval:

Marvin Harris, Media, Art and Information Technologies, Fall Semester 2007

Leslie Hoover, Nursing Careers, Spring Semester 2008

Martha Madigan, Language Skills, Spring Semester 2008

Elaine Pogoncheff, Business, Spring Semester 2008

Joseph Werner, Media, Art and Information Technologies, Fall Semester 2007

Michelle Detering, Information Technologies, Spring Semester 2008

Daniel Rafail, Media, Art and Information Technologies, Fall Semester 2007

LuAnne Clark, Science, Spring Semester 2008

Carol Hurlburt, Science, Spring Semester 2008

Louise Rabidoux, Counseling Services, Spring Semester 2008

Jean Lynch-Brandon, Social Science, Spring Semester 2008

Action Items – FY07 Budget Amendment

Ms. Catherine Fisher presented the amended budget proposal for Fiscal Year 2007. She stated that there were a few corrections made to state appropriations and property taxes to more accurately reflect the current status. In terms of appropriations, the College is still waiting to hear what is going to happen in the current State's budget. She stated that the College is assuming that there is enough in contingency funds to absorb what is going to happen at the State level.

She reported that the largest adjustment in the proposal is an increase in the College's projected tuition and fees. This was due to some increase in enrollment but largely due to a reduction in the College's projected uncollectible tuition.

Ms. Fisher reported that salary and wages were reduced due to the difference in final labor agreements from the assumptions used in the preparation of the FY07 budget. She also stated that there were savings as a result of vacant positions.

Ms. Fisher reported that the services and supplies include significant adjustments in utilities, repairs/maintenance, and institutional expenses. She also stated that in addition there is a proposed increase in institutional expenditures due to underestimated expenses for print, copy, and telephone chargebacks.

She further stated that as a result the College will be adding \$328,000 to the contingency line and that with this addition; the College is presenting a balance budget.

Discussion followed.

MOVED by Trustee Brannan and supported by Trustee Canady to approve the President's consent agenda items.

Roll call vote:

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

Nays: None

Absent: None

Motion carried.

Chairman, Committee and Board Member Reports

Chairman's Report – Action Items

Approval of Consultants Invoices

Chairman Lavery requested for approval the Kolt Communications, Inc. consultant invoices.

MOVED by Trustee Brannan and supported by Trustee Proctor to approve the Kolt Communication invoices.

Trustee Pelleran asked for clarification on the 2 hours of service provided on December 21, 2006 and for the 3 hours of service provide on January 16, 2007.

Chairman Laverty responded that the service provided on December 21st was to review the documents regarding Lyn Beekman's report and that the service provided on January 16th was for legal issues, open meeting acts issues, and for presidential search issues.

Trustee Pelleran asked Chairman Laverty what authorization did he had to let Foster Swift and Kolt Communication review the Beekman report.

Chairman Laverty responded that he was authorized as the Chair of the Board to deal with the Board's legal services as necessary.

MOVED by Trustee Pelleran and supported by Trustee Canady to amend the motion on the floor removing the 2 hours of service provided on December 21, 2006 and 3 hours of service provided on January 16, 2007.

The floor was opened for discussion.

The main points in favor of the motion were:

- Trustee Canady stated that by not having some type of work product to look at, the Board does not know exactly what it is paying for.
- Trustee Pelleran felt that because the Board did not benefit from a work product and that there was no prior authorization from the Board those particular stated expenses should be removed.
- Trustee Pelleran believed that the services provided on December 21st were of a personal nature and that the Board should not authorize expenditures of a personal matter. She also stated that it was not necessary to have a Public Relation person present at the January 16, 2007 Board meeting to receive the Beekman report.

The main concerns raised about the motion were:

- Trustee Smith stated she felt it was very clear why the consultant was here.
- Trustee Rasmusson believed the motion had merit but since the expenses are already incurred, the Board should honor the contracts they have entered into.
- Chairman Laverty stated that the Beekman report was not something of a personal nature but rather something that affects the entire Board, College and Community.

Discussion followed.

Chairman Laverty requested a roll call on the amendment to the main motion.

Roll call vote:

Ayes: Canady, Pelleran

Nays: Brannan, Proctor, Rasmusson, Smith, Laverty

Absent: None

Motion failed.

Chairman Laverty requested a roll call vote on the main motion.

Roll call vote:

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

Nays: Pelleran

Absent: None

Motion carried.

Chairman's Report – Information and Announcements

2007 Board of Trustee Election

Chairman Laverty reminded the Board that the election has moved from being a May school election to the regular November general election this Fall. He stated that because there is no primary, the County Clerk is telling the College that the date to file is August 14, 2007. Chairman Laverty reported that in the past with the May election Miller Canfield played a major role in supervising that election for Lansing Community College. The November election will be coordinated by the County Clerks office.

Board Members Reports

Affirmative Action/Health Insurance – Trustee Rasmusson

Trustee Rasmusson stated that all the resolutions he is presenting to the Board is for informational purposes. He stated that he will be bringing them back for a vote at a future meeting.

Trustee Rasmusson presented a resolution that deals with provision of the United States Constitution in Article I, Section 10 that no State "shall impair the obligation of contract". Trustee Rasmusson stated that the State's Constitutional Amendment report will effect the existing provision in the College's contract. One is the College has guaranteed affirmative action programs, to LCC employees. Secondly, the College has

negotiated with the employee's contracts to included genuine permanent households for health insurance. He stated that this has nothing to do with sexual preferences.

Daycare for Students – Trustee Rasmusson

Trustee Rasmusson presented a resolution requesting that the Board Liaison make a brief preliminary report with respect to the feasibility of a program of affordable daycare for student with children through leveraging College and community resources and available funding sources.

Cultural Change

Trustee Rasmusson presented a resolution that deals with Strategic Decentralization. He stated that this resolution would provide that the Board would recognize that experience in business shows that decentralization creates a more nimble and effective organization. Trustee Rasmusson said that this would not be a one time event but part of the College's on-going continuous improvement process. What he is envisioning is a culture change that the Board would adopt a Strategic Decentralization objective that would have to do with faculty and staff being charged with the responsibility and posses the authority to perform fully and effectively in their areas of work.

Trustee Rasmusson asked for the Board to review and give their feedback.

Trustee Rasmusson announced that the Finance Committee would be meeting on Monday, March 26, 2007 at 4:00 p.m.

Discussion followed.

Presidential Search - Trustee Proctor

Trustee Proctor reported that the Board will be engaging in team building exercise on April 27, 2007. He presented a resolution authorizing expenditure not to exceed \$10,000.00 for the engagement by Greenwood & Associates of two consultants, one from the Association of Governing Boards and one from the Association of Community College Trustees, to provide board development and training during the course of board workshops facilitated by Greenwood and Associates. The consultation fees for each consultant engaged by Greenwood & Associates shall not exceed \$5,000.00 for each consultant. Additionally, the board authorizes expenditure not to exceed \$4,000.00 for travel expenses for the consultants authorized by this resolution.

MOVED by Trustee Proctor and supported by Trustee Pelleran to authorized expenses for the team building workshops.

The floor was opened for discussion.

Roll call vote:

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

Nays: None

Absent: None

Motion carried.

Trustee Proctor reported that he had the opportunity to participate in a session with Cuyahoga Community College with a delegation of Lansing Community College. He stated that he was impressed with what he saw and more importantly impressed that Lansing Community College is being perceived by the officials at Cuyahoga Community College as an investment opportunity because of where the College is and what the College does. He further stated that the officials at Cuyahoga Community College were impressed with the President's responses, the questions she asked, and her vision. Trustee Proctor stated that President Cardenas brings a resource to Cuyahoga Community College and is regarded in this country as an expert on return on investment. He stated that he thought this was commendable in that the College is gaining attention from others and that the President serves the College well, serves the community well, serves the nation well and will be serving those who engage with Cuyahoga Community College and its other partners.

Chairman Lavery asked Trustee Proctor to talk briefly on the State Appropriation meeting held at Lansing Community College.

Trustee Proctor reported that the presentation given by Lansing Community College stood head and shoulders above the rest. He stated the Doug Stites, CEO of Capital Area Michigan Works, spoke about the importance of supporting Community Colleges and encourage the House Appropriations Subcommittee to support Community Colleges. Mr. Stites identified Lansing Community College as his Community College.

Discussion followed.

MCCA Winter Meeting – Trustee Smith

Trustee Smith reported that it was at the MCCA (Michigan Community College Association) meeting where MCCA decided to have different colleges host the State Appropriations Budget Hearing. She stated that Lansing Community College was the first one that legislators really wanted to attend throughout the State.

She reported that one of the other issues that was discussed at the meeting was the Nursing shortage in Michigan. Trustee Smith stated that it was great to see that Lansing Community College was out ahead of many other institutions in terms of what the College has been able to do to strengthen and build our programs. Trustee Smith reported that they did agree as a whole to offer baccalaureate degrees with the nursing programs at the Community College level. She stated that Lansing is out ahead of the other Community Colleges in having the University Center giving students the opportunity to get a baccalaureate degree. She further stated that this does not diminish the current degrees that Lansing Community College offers for nursing.

Trustee Smith reported that Governor Granholm attended the MCCA meeting to request MCCA to agree to a tuition freeze. She stated that the MCCA organization did not agree to a tuition freeze being that it is one factor that the College can control. She stated that the organization sent a letter to the Governor stating that MCCA really wants to make sure that Community Colleges have the ability to control what their tuition is.

Trustee Smith also reported that many of the Boards had student representatives for their Boards. She proposed that the Board institute having a Jr. Board Member as a student and that the student be allowed to attend the conference so that they can see what the Trustees really do.

Discussion followed.

Use of Consultants Resolution – Trustee Pelleran

Trustee Pelleran reported that on Friday she met with the CFO, Internal Auditor, Board Liaison and Board Administrative Assistant to discuss the resolution. She clarified that this would be for consultants to the Board only.

Trustee Pelleran presented the following amendment to Board Bylaw 1.10.5:

1.10.5 ~~Legal Counsel~~

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

1.10.5 **Consultants to the Board**

The Board of Trustees may hire external consultants, including but not limited to legal counsel, auditors, and accountants. The full Board will meet before a consultant is hired to determine the scope of the issues to be addressed by

the consultant, the consultant's budget, and the scope of contact with the Board. The Board will decide on one Board member to be authorized as the primary contact with the consultant. If time constraints preclude a meeting of the full Board to discuss hiring the consultant, the Executive Committee may meet to approve the initial contact with the consultant, but may not authorize an expenditure of more than \$1,000 to a consultant without the approval of the full Board. The consultant's work product shall be written and shall be immediately transmitted to all Board members, via the Board Liaison, upon completion of the requested work. All payments to consultants hired by the Board shall be deducted from the Board's budget. Board funds may not be expended to address an issue only applicable to one Trustee.

Trustee Pelleran also reported that in order to amend Board Bylaw 1.10.5 other areas of the Board Bylaws and Governance policies that had connection to Board Bylaw 1.10.5 had to be amended.

An amendment was required to the following Board Bylaws:

1.6.1 Authority and Powers Reserved by the Board

Paragraph 3,

More specifically, the duties of the Board of Trustees shall include, but are not limited to, the following: 1) appoint, evaluate, and/or remove the President and Vice President level administrators; 2) appoint, evaluate and remove any positions designated within the Board policies; 3) review and approve all consultant contracts, **consistent with 1.10.5**, not otherwise authorized by Board policy or specified within the capital budget approval;

1.2 OFFICERS AND DUTIES OF OFFICERS OF THE BOARD OF TRUSTEES

1.2.7. Executive Committee

The Board of Trustees shall have an Executive Committee. The members of the committee shall be the Chairperson, Vice Chairperson, Secretary and Treasurer. The Executive Committee shall perform those duties as need be provided by these bylaws consistent with the Board Governance Policies, the Community College Act and current state and federal statutes.

An amendment was required to the following Board Governance Policy:

POLICY TYPE: GOVERNANCE PROCESS 305

Committee Structure

A committee is a Board committee only if its existence and charge come from the Board, regardless whether Board members sit on the committee. The only standing Board committees are those which are set forth in this policy and appropriately chartered with clear product, authorities, timelines, and staff considerations.

1. **Executive Committee: shall consist of the Officers of the Board of Trustees, i.e.: Chairperson, Vice Chairperson, Secretary, and Treasurer. The Executive Committee shall have the power and authority designated by the Board by-laws;**
2. **Audit Committee: review of all reports from the independent auditor; preparation of audit specifications and review of audit RFP responses; handling of anonymous or confidential allegations with referral to either internal or external auditors if appropriate;**
3. **Personnel and Compensation: review proposed compensation policies and parameters for recommendation to the Board; and review and recommend a standard evaluation format for annual performance reviews of employees covered under the "Just Cause" employment policy;**
4. **Personnel and Compensation Committee: review of mid-budget proposals for additional positions, reclassifications, etc.; recommended additions shall be placed on Board agenda for approval;**
5. **Finance Committee: review of recommendations from other committees and board ends to develop recommended annual budget policies for Board consideration.**

MOVED by Trustee Pelleran and supported by Trustee Proctor to adopt the amended changes to Board Bylaw 1.10.5, 1.6.1, 1.2.7, GP-305.

Trustee Canady requested to remove last sentence of 1.10.5 "**Board funds may not be expended to address an issue only applicable to one Trustee**". He stated that he could envision many scenarios were it would be appropriate for the Board to retain counsel for a Trustee who has been accused of wrong doing even though they were in the course

of carrying out their functions as a Trustee and they were doing so in good faith. This sentence would preclude that.

Trustee Canady offered a friendly amendment to strike the last sentence of 1.10.5.

Chairman Laverty stated that he had already announced who made the motion and supported it. He asked Trustee Canady that they make a motion to amend.

MOVED by Trustee Canady and supported by Trustee Brannan to amendment 1.10.5 Consultants to the Board to delete the last sentence "Board funds may not be expended to address an issue only applicable to one Trustee".

The floor was opened to discussion.

Discussion followed.

Roll call vote:

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

Nays: None

Absent: None

Motion carried.

Discussion followed on the main motion with the approved amendment made above.

Trustee Smith offered a friendly amendment to add the following to the original Board Bylaw 1.10.5.

" If time constraints preclude a meeting of the full Board to discuss hiring the consultant, the Executive Committee may meet to approve the initial contact with the consultant, but may not authorize an expenditure of more than \$1,000 to a consultant without the approval of the full Board."

Trustee Smith stated that she was not comfortable with the dollar amount of \$1,000 and asked Trustee Pelleran what dollar amount she would be willing to look at.

Trustee Pelleran responded that \$1,000 is consistent with other major organizations in the area.

Trustee Smith accepted Trustee Pelleran's response.

Chairman Laverty asked if there was any support for Trustee Smith's motion.

There was none.

Chairman Laverty asked for a roll call vote on the motion to adopt the amended changed to Board Bylaw 1.10.5, 1.6.1, 1.2.7, GP-305.

Roll call vote:

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

Nays: Laverty

Absent: None

Motion carried.

Board Development Resolution – Trustee Smith

MOVED by Trustee Pelleran and supported by Trustee Canady to remove this resolution indefinitely.

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

Nays: None

Absent: None

Motion carried.

Trustee Brannan

Trustee Brannan reported that the Board's Internal Auditor, Hoa Nguyen, is away at conference on this week and wanted to provide the Board with an update. Mr. Nguyen mentioned that the State Auditor is still working on a preliminary memo but that the College expects to hear from them in the next couple of weeks. Trustee Brannan also reported that Mr. Nguyen has also been busy with consulting with the other divisions on how the internal audit offices can actual work with them in looking at management risks.

Trustee Pelleran thanked Hoa Nguyen, Catherine Fisher, Benita Duncan and James Humphries for meeting with her on last week to work on the particular set of amendments.

Trustee Brannan presented to the Board for their consideration the following letter read by Trustee Proctor.

To Chairperson Laverty, Vice Chairperson Pelleran, Secretary/Treasurer Proctor, President Cardenas and fellow Trustees.

After careful considerations, discussion with my family, I must resign as a Trustee of Lansing Community College effective today. Reflecting upon the past four years of difficult times at the college, I thought I would spend this few minutes highlighting our accomplishments.

One, following through on one of the largest and most extensive new building construction project every undertaken at LCC from ground breaking to grand opening which included the following; construction of West Campus, the Administration Building and the Health and Human Services Building, established energy efficiency and certification campus wide, Washington Square acquisition from the City of Lansing, purchase of Washington Square building for the Global Corporate College, purchase of 24 acres in Delta Township for a future expansion, opening of East Campus in East Lansing, consolidating programs to ensure quality and cost effectiveness, Shigematsu Garden in honor of our 25 year partnership.

Two, the vision and idea of the Lansing Community College University Center, which will benefit this communities students for years to come and fulfills many of the Cherry Commission's recommendations, support for President Cardenas Global Corporate College initiative. These ventures allow students the ability to earn bachelors, masters or even a doctorate degree within our community. In addition the Board supported enhanced programming at West Campus via open entry/open exit models that better serve business and labor.

Three, assist and provided support with was instrumental in bringing forward an external audit that was free of any material weaknesses; the first time in several years. Created the first Office of Internal Audit and Compliance.

Four, supportive of LCC's seven unions , and contract that they currently enjoy. Ratified multiple contracts offering fair benefits and wages to our qualified staff and faculty.

Five, as a current faculty member at Central Michigan University, and former Administrator at Lansing Community College and Michigan State University I felt I had a unique ability to always be able to look at things from both the faculty and student's point of view.

Six, although often tedious, provided valuable input in to numerous bylaws and policy changes and modifications. Established college wide policies to clarify administrative expectations in regards to the budget process,

personnel, oversight, ethics, etc. Participated in Board Governance development.

Seven, served on the Ad Hoc Committee to review issues and develop a strategy to address computer functions to better serve needs of students, faculty and administration. Provided invaluable input into the Oracle computer issue and the conversion to the Sungard Banner.

Eight, provided for a Senior Citizen's Tuition Discount and support the graduation high school initiative.

Nine, maintain college info structure to support the College's mission and the people it served and provided resources to update classroom across campus.

Ten, established clear program guidelines for naming buildings. In addition the Board support the formal Sister College Program.

I would like to thank you for the opportunity to serve this great institution. I applaud the faculty, staff and students who despite trying times are committed to LCC's model Were Success Begins.

Sincerely,

Timothy A. Brannan, PhD

MOVED by Trustees Canady and supported by Trustee Smith to accept the resignation of Trustee Brannan.

Chairman Laverty presented Trustee Brannan with a resolution from the State of Michigan signed by State Representative Paul Opsommer, Governor Jennifer Granholm and Senator Alan Cropsey. This resolution was a special tribute to Dr. Timothy A. Brannan.

Chairman Laverty presented Trustee Brannan with another resolution from the Board of Trustees and President Judith Cardenas. A copy of this resolution is on file with the official Board meeting materials.

Trustee Brannan was also presented with a gift from the Board of Trustees and President Judith Cardenas.

Discussion followed.

Roll call vote:

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

Nays: None

Absent: None

Trustee Brannan abstained from voting.

Motion carried.

Closed Session

There was no closed session.

Public Comment

Noel Webster:

I am a student at Lansing Community College. I would like to bring up an issue that has been going on for a year. I had a MasterCAM class last year in the Spring of 2006. It went horribly wrong from all points of view. The instructor was not knowledgeable in the subject. The equipment was poor and the software was not up to date. The software was switched mid semester and the instructor was even less knowledgeable in that. A couple of people complained and dropped the class with full reimbursement. This was done midway in the class well past the normal time. By the end out of fourteen students over half dropped out within a couple of weeks with full reimbursement. Someone in an administrative position came to us and offered us the option of getting out of the class with full credit or stay and get our lab fee reimbursed so we could get credit. I am no young kid and I am not trying to get credit for something I'm not getting. I was not happy and stated that. They sent me to the next level. I spoke with someone their and told them my concerns. I was told at that time if I was to stay in the class and take my lab fee credit, they would work with me on a credit for another class in the future. I took their word at that. There was no written agreement, just trust. Had I not been told this, I would have dropped the class because my company pays for this. I really did not learn anything. If you look at my record, I don't have a lot of classes but I do well in all of them over twenty years I have worked. I got back with the person who told me they would help me with some credit in the future. When I started my CAD class in the Fall of 2006 they said it had to be a PMMT class. I did not need any PMMT classes so they offer to let me sit in a class for free. The MasterCAM again, but they moved on to a new version so it was of no use to me. They offered a one-on-one with the instructor, but they had to get with who was seeing the program. That person was on vacation and they were supposed to get back with me within a week or so. They never got back with me so I emailed the person

they told me would work with me. That person emailed me back and that person said there was nothing they could do except they were still willing to let me sit in on a MasterCAM class. That was the only alternative. This class was really no good to me. They then brushed it down to the next level and stated if I had problems to email this person. I email that person twice with no response. I then gave a phone call to that person and left a message. I did get a prompt return phone call, but it was back from the person who brushed it off on them. They told me they thought the problem has been resolved. I am not sure how they would figure that because nothing has been done. My concern is that my employer has been paying for my education and I'd like to continue that. I really learned next to nothing in that class. I was trying to get some help and be reasonable. I asked for them to drop the class from my record and reimburse me and they wouldn't do that. I am here today to state my case and make sure everybody knows what is going on. Maybe something will get done, maybe it won't.

President Cardenas asked Dean Jan Danford to follow-up with the student.

Board Evaluation

Trustee Pelleran requested that the Board take steps to fill the vacancy. She stated that in the past this has been done in the public and recommended that the Board have a Special Board meeting to put forward a plan to fill the seat.

Chairman Laverty asked Trustee Pelleran to Chair an Ad Hoc Committee and select two other Trustees to work with her on putting the Board vacancy process in place.

Trustee Pelleran asked Trustee Canady and Trustee Rasmusson to serve on the committee with her. They both agreed to serve on the Ad Hoc Committee.

Chairman Laverty stated that under the Michigan Community College act the Board vacancy must be filled immediately. He stated that the candidate selected would serve through December 31, 2007.

Trustee Pelleran asked if everyone would be agreeable to have a Special meeting to come back and set the process in two weeks.

Chairman Laverty asked the Board Secretary to survey the Board.

Adjournment

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

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

Nays: None

Absent: None

Motion carried.

The meeting adjourned at 7:57 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 26, 2007

Special Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 5:36 p.m.

Roll Call

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

Trustee Canady arrived at 5:38 p.m.

Limited Public Comment Regarding Agenda Items

No public comment.

Chairman's Report

Trustee Vacancy Selection Process

Chairman Laverty reported that the Board had accepted the resignation of Dr. Timothy Brannan. He stated that he resigned at the conclusion of the last Regular March Board meeting. He reported that an Ad Hoc Committee has been put together that consists of Trustee Pelleran as Chair, Trustees Rasmusson and Canady.

Trustee Pelleran's Report

Trustee Pelleran presented the Board vacancy process that the Ad Hoc Committee reported out. She presented the Board with a proposed process timeline, and application. The following timeline was presented:

March 26, 2007

Applications Available following Special Board Meeting set for 5:30 p.m. (EDT) through Benita Duncan, Administrative Assistant to the Board of Trustees.

April 5, 2007

12 noon (EDT) – Deadline for applications.

April 9, 2007

Special Board Meeting, 5 p.m. (EDT), reduce applicant pool; send letters to finalists electronically and via U.S. Postal Service following Board meeting.

April 13, 2007

12 noon (EDT) – Finalists' essays due to Mrs. Duncan.

April 16, 2007

Special Board Meeting, 4:30 p.m. (EDT) to conduct interviews for final candidates, and selection of the new Trustee.

April 16, 2007

Swearing in of new Trustee at regular Board of Trustees meeting at 6 p.m.

NOTE: Application packets will be available to pick-up or electronically at the office of Mrs. Benita Duncan -- duncanb@lcc.edu -- Administrative Assistant, LCC Board of Trustees, 610 N. Capitol Avenue, 3rd Floor, room 301.5 Lansing, MI 48933.

Trustee Pelleran presented a press release to go out tomorrow and an ad to be published in the Lansing State Journal on Wednesday, March 28, 2007 through Sunday, April 1, 2007.

MOVED by Trustee Pelleran and supported by Trustee Canady to adopt the process to fill the Board vacancy.

Roll call vote:

Ayes: Canady, Pelleran, Rasmusson, Smith, Laverty

Nays: None

Absent: Proctor

Motion carried.

Public Comment

No public comment.

Adjournment

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

Ayes: Canady, Pelleran, Rasmusson, Smith, Laverty

Nays: None

Absent: Proctor

Motion carried.

The meeting adjourned at 5:49 p.m.

**Board of Trustees Meeting
April 16, 2007**

President's Report
Executive Summary

A. National Community College Month Scholarship Recipient

April is National Community College Month. In recognition and in celebration of our fine institution, Lansing Community College traditionally gives a full two year scholarship to the first baby born within the LCC district on April 1 of each year. This year's recipient is Gage Flynn, born April 1, 2007 at 12:01 am at Sparrow Hospital. Gage and his parents Mariann Broyles and Patrick Flynn live in Lansing, MI. Gage will be eligible to receive 24 semester credits of tuition paid by Lansing Community College.

B. Fly Team Michigan

Last month, Lansing Community College began a collaborative agreement with four other partner colleges throughout the state in aviation education. Through a signed statement of opportunity, LCC and these institutions, including Delta College, Jackson Community College, Northwestern Michigan College, and Western Michigan University, have agreed to create and sustain a relationship with one another that will address cost effective operations for aviation education through leveraging shared resources and personnel. Included in your packet is the text of this statement.

C. Strategic Update Report

A review of the strategic planning process will be provided.

D. FY08 Budget Development Process

A review of the FY08 budget process and outlook will be provided for you by the Business Office. No action will be required at this meeting.

E. Action Items

1. Alcohol Permit Request

Included for your approval is a request for Lansing Community College to provide alcohol service to Capital National Bank on the occasion of its 25th Anniversary Celebration at LCC's West Campus Conference Center. Capital National Bank will be hosting its employees, customers, and special dignitaries at this event and is requesting to be able to serve wine with dinner and bar service for the rest of the evening (until approximately 10:00pm). Due diligence has been conducted by the College as it relates to insurance and legal liabilities that would be

incurred, and a more detailed outline of the event is provided in your packet.

2. Finance - Bids

Included for your approval are four bids, as required by policy EL 204. A description of these bids is provided in your packet.

Statement of Opportunity: *Fly Team Michigan!*

As *Fly Team Michigan!*, we will collaborate to achieve the following:

A one-of-a-kind collegiate association, collaborating statewide to provide the nation's best aviation education, economic development, and training, located right here in Michigan.

It is the purpose of this association to deliver, through their respective programs, high quality aviation education (flight, administration and maintenance programs), utilizing leading edge technology and highly experienced aviation professionals, and to deliver this education to our local communities, across the State of Michigan and to the Great Lakes region.

Maintain articulation agreements between Delta College, Jackson Community College, Lansing Community College, Northwestern Michigan College and Western Michigan University to offer a transition from a two-year associate's degree program to WMU's four-year baccalaureate program, with the intent of seamlessly moving into WMU's exclusive bridging agreements with regional air carriers and local partners.

Maintain cost effective operations that balance investment with acceptable returns as determined by our respective institutions through:

- Explore the possibility for reducing redundant assets, such as simulators and multi-engine aircraft, and collectively sharing those assets
- Explore cooperative purchasing agreements for items such as insurance, fuel, maintenance parts and aircraft leasing, thereby enabling consistency in operations in order for all associates to benefit from economies scale
- Leveraging shared personnel wherever possible for such efforts as conducting scholarly research in groundbreaking aviation education and methodologies, developing new course syllabi, recruiting students, marketing collegiate aviation education, developing internship and job placement bridge programs for students, and providing major aircraft maintenance services
- Combining and capitalizing upon on our collective intellectual capital to attract new and innovative markets to the State of Michigan

In order to reach these outcomes, we challenge ourselves to view our efforts as a coordinated operation of aviation education delivered throughout the State of Michigan.

As *Fly Team Michigan!*, and as collegiate aviation training programs, we commit to uphold the following shared core values:

- An unwavering focus on flight safety
- Integrity in everything we do and say
- An unyielding mission to provide high quality, flight, maintenance, avionics, and administration education
- A belief that a synergy between our institutions and local communities is mutually important and, as such, we pledge to help our communities grow and prosper through the influx of students, technology, and research programs
- Prudently utilize resources and maintain fiscally sustainable programs and operations
- At the end of the day, we are dedicated to making sure our program graduates are the best trained, the most highly qualified, and also the most sought after individuals.
- *Fly Team Michigan!* – supporting each other and our communities; providing jobs for our students, and jobs for our state!

Delta College

Northwestern Michigan College

Jackson Community College

Western Michigan University

Lansing Community College

FY08 Budget Development Process

The Finance staff developed a zero change budget to determine a baseline. The baseline projected revenue and expense, assuming no growth in enrollment or change in program. The only assumed changes in expenses were our contractual increases in wages and benefits.

In addition, leadership worked to develop proposed initiatives (including enrollment and fee changes). These FY2008 proposals included budget impacts for the current year and FY2009 and FY2010. These proposals also included all revenue and expense impacts of the initiatives. This provides the data necessary to understand the complete financial impact of these proposed initiatives.

A revenue model has been developed to use in forecasting sections, billable hours, tuition and course fees on a course by course basis. This model required several refinements before the budget staff, Chairs and Deans were comfortable with the baseline data and the forecasting model. Once the revenue data was compiled the budget staff reviewed the enrollment and section assumptions in the revenue model against the expense assumptions for consistency.

The budget staff then held another series of detail reviews with the department chairs to validate and reconfirm the enrollment and course fee proposals.

We will be recommending the same funding levels for Major Equipment, Technology Infrastructure and Maintenance and Repairs as we had for FY07. We are reviewing the process that is used to allocate these resources and do not anticipate finalizing this until after the budget is adopted. As these are capital expenditures, we will need to develop planning models using a three to five year timeline.

There has been significant improvement in the data provided during this planning cycle. The conversation has changed from planning expenses at a very detailed level while planning revenue at the College level to planning with an understanding of how an individual department impacts both the revenue and expenses of the College.

This has been very challenging; however, the information is invaluable for making informed decisions. This type of planning has also moved the conversation to the Department level. The FY2008 budget planning has included an emphasis on understanding the total picture of our plans. This is the first year we have planned for enrollment, tuition and course fees using a consistent model and reporting format.

Our next steps are for the members of ELT to present their proposed initiatives for review. At the same time, assumptions regarding property tax and state appropriations will be reviewed. We will then develop the final recommendation of possible options for our FY2008 budget for presentation at the budget workshop.

April 6, 2007

TO: Lansing Community College President Cardenas and Board of Trustees
FROM: Auxiliary Services and Police & Public safety Departments
RE: Alcohol Permit Request

Capital National Bank will be hosting their 25th anniversary on Friday, November 9, 2007. This event will highlight Capital National's commitment to the area and to the banks tremendous growth. Capital National Bank has requested alcohol service at this event, with wine served at dinner and bar service rest of the evening.

To make this event a success and as a showcase for both Capital National Bank and Lansing Community College we respectfully request permission from the Lansing Community College Board of Trustees to obtain a liquor license for November 9, 2007.

What: Capital National Bank 25th Anniversary
Cost: No charge
Where: West Campus Conference Center (all four rooms)
When: Friday, November 9, 2007
Program: 6:00 PM reception with Hors d'oeuvres
6:00 PM – 10:00 PM Dancing and social time
Music to be determined
Above schedule is tentative
Sponsor: Capital National Bank
Attendance: 150 (approximately)
Who: Capital National Bank employees
Customers
Dignitaries (Michigan's Governor has been invited)

Auxiliary Services and Police & Public Safety Issues

Michigan Liquor Control Commission, Special License Application:

A one day Special License would be required by the Michigan Liquor Control Commission for the Fundraiser event. The Special License would have to be applied for

within 10 days of the event and requires a \$25.00 application fee. The following issues would have to be addressed prior to applying for a Special License.

- The Special License applicant would have to be determined. The College qualifies to be an applicant. The College should be the applicant, as the College would be purchasing the alcoholic beverages and handling the service of the alcohol.
- Special Licensed locations that are within 500' of a church require approval from an authorized representative of the church as part of the application process. South Church may be within the 500' distance. Even if the Church is not within 500', we recommend notifying the Church of the Special License as a good will gesture.
- A \$1,000 60 Day Acceptable Bond is required by the Liquor Control Commission to be submitted as part of the application. There is a portion of the application that must be completed by the bonding or insurance agent issuing the bond.
- All Liquor Control Commission rules must be complied with regarding the furnishing and consumption of alcoholic beverages. The rules address the physical boundaries in which alcoholic beverages can be consumed, as well as other limitations on activities that take place within those boundaries. A diagram of the area where alcoholic beverages would be allowed must accompany the application. The applicant is required to monitor the area to ensure all Liquor Control Commission rules are followed. All wait staff involved in the service of alcoholic beverages to attendees will be trained to Liquor Control Commission standards.
- Law Enforcement approval of the application is required. The College's Police Department could legally sign the application as an approving law enforcement entity. It is recommended, however, that the Eaton County Sheriff's Department fulfill this function to avoid any appearance of impropriety.

Insurances:

There are a number of risk management and insurance issues that will need to be addressed. There are premises liability and "dram shop" liability exposures for which all three entities could be named in a legal action. All three entities involved in the event (ARAMARK, Capital National Bank, and the College) need to ensure that proper liability insurance coverage is obtained.

Event Management:

The following steps will be taken by the College to manage the event.

- ARAMARK will be providing wait staff from their other contract locations (most likely Central Michigan University) that are trained and experienced in serving alcoholic beverages at similar events.
- Additional LCC police officers will be on duty at West Campus during the event.

Alcohol Permit Request

- The local Fire Marshal will be consulted prior to the event to ensure compliance is maintained with safety regulations.
- The area in which alcoholic beverages will be served and consumed will be limited to the Conference Center portion of the West Campus building and clearly marked as such. ARAMARK staff will be charged with monitoring this area.
- The bar service may be a cash bar as opposed to an open bar, which may reduce overall alcoholic beverage consumption. However, this has not been determined as of this time.

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-430-07TW
Project Title: Physical Plant Air Filters

Bid Opening Date: March 14, 2007
Buyer: Terri A Westmoreland

1. Description of supply or service:

Air filters for the College, as required for the period May 1, 2007, through June 30, 2008, with (4) one-year options to renew. The Supplier shall furnish all air filters as requested by the Physical Plant Department over the duration of this contract.

2. Bids Received:

Bids were sent to three suppliers. Bids were received from three suppliers.

Supplier	Location	LCC Tax District	Bid Amount
T H Eifert	Lansing, MI	Yes	\$44,119.05 Per Yr
W W Grainger	Lansing, MI	Yes	\$49,801.72 Per Yr
Midwest Air Filter	Lansing, MI	Yes	\$30,592.78 Per Yr

This solicitation was posted on-line at <http://www.epaconline.com>

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, and Physical Plant/Facilities Planning. Supplier's bids were evaluated based upon cost, delivery, and services provided. The evaluation committee recommends award to Midwest Air Filter, Inc. of Lansing. This supplier was the low bidder and met the specifications and all requirements as stated in the bid document and is the most advantageous to the College. Estimated expenditure for air filters is approximately \$31,000 per year, (estimated total amount of five year contract \$152,963.90). This is a multi-year contract for the period May 1, 2007 through June 30, 2008, with (4) 1 year options to renew.

4. Reviewed By:

Rebecca G. Beard, Director
Purchasing Department

Date

Catherine A. Fisher, C.PA.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-424-07EL
Project Title: Parking Structure Restoration 2007

Bid Opening Date: March 20, 2007
Buyer: Evelyn Lynn

1. Description of supply or service:

Work consists of performing all labor, materials, tools, equipment, supervision and incidentals necessary to complete work items on First Level, Second Level and Third Level of the Parking Structure as indicated in the specifications and on the drawings prepared by Walker Parking Consultants for Parking Structure Restoration 2007.

2. Bids Received:

Bids were sent to 19 suppliers. Bids were received from 5 suppliers.

Supplier	Location	LCC Tax District	Bid Amount
Bornor Restoration	Lansing, MI	Yes	\$154,270
Calculus Construction	Southfield, MI	No	No Response
Cusack's Masonry Restoration	Hubbardston, MI	No	\$158,805
D.C. Byers	East Lansing, MI	Yes	\$122,100
Hilliard Masonry & Concrete Restoration	Lansing, MI	Yes	No Response
J. Carter Co.	Holt, MI	Yes	No Response
J. O. Development, Inc.	Lansing, MI	Yes	No Response
Kares Construction	Charlotte, MI	No	No Response
Kennedy Masonry	Lansing, MI	Yes	No Response
M One Limited, Inc.	Detroit, MI	No	\$117,765
Meridian Restoration	Alpena, MI	No	No Response
National Restoratoin	Keego Harbor, MI	No	No Response
Orion Waterproofing, Inc.	Bloomfield Hills, MI	No	No Response
Rahm Industrial Services, Inc.	Caledonia, MI	No	No Response
Schiffer Masonry Contractors	Holt, MI	Yes	No Response
Seal-All Waterproofing Co.	Flushing, MI	No	No Response
Structural Adhesive Systems, Inc.	Williamston, MI	Yes	No Response
The Grunwell-Cashero Co.	Detroit, MI	No	No Response
Western Waterproofing Co.	Livonia, MI	No	\$122,362

The solicitation was posted on-line at <http://www.epaconline.com> and at the following locations:

- Associated Builders and Contractors of Central Michigan
- Builders Exchange of Grand Rapids
- Builders Exchange of Kalamazoo
- Construction Association of Michigan
- Construction News Services
- Lansing Builders Exchange
- McGraw Hill Construction
- Michigan Minority Business Development Center
- Reed Construction Data
- Tri-City Builders and Traders Exchange

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Physical Plant, and Walker Parking Consultants. Supplier's bids were evaluated based upon expertise, qualifications, training, certifications or licenses, and their pricing proposal for the entire project. The evaluation committee recommends award to M One Limited, Inc. for \$117,765, which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College.

4. Reviewed By:

Rebecca G. Beard, Director
Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-419-07EL
Project Title: West Campus Technical Training Center
Classroom Renovation

Bid Opening Date: March 21, 2007
Buyer: Evelyn Lynn

1. Description of supply or service:

The contractor shall provide all materials, labor, tools, equipment and supervision necessary to renovate portions of the Lansing Community College West Campus Technical Training Center to provide four new instructional classroom spaces and expand the existing computer lab. The area being renovated was formally used by General Motors as a simulator laboratory. GM has removed all of their equipment and the space is essentially open. The existing floors are exposed concrete and the ceiling is open to the structure and roof deck. All work to be performed as indicated in the drawings and specifications.

2. Bids Received:

Bids were sent to 9 suppliers. Bids were received from 8 suppliers. One response was received from a contractor who accessed bid documents from either a plan room or online source.

Supplier	Location	LCC Tax District	Bid Amount
Baseline Constructors	Chelsea, MI	No	\$398,000
Carrier Construction	Hickory Corners, MI	No	\$398,000
Christman Constructors	Lansing, MI	Yes	No Response
Granger Construction	Lansing, MI	Yes	\$420,000
Haussman Construction	Lansing, MI	Yes	No Response
HBC Contracting	Lansing, MI	Yes	\$412,220
Irish Construction	Howell, MI	No	\$379,700
Kares Construction	Charlotte, MI	No	\$392,800
Moore Trospen Construction	Holt, MI	Yes	\$349,500
Nielsen Commercial Construction	Holt, MI	Yes	\$356,000

The solicitation was posted on-line at <http://www.epaconline.com> and at the following locations:

- Associated Builders and Contractors of Central Michigan
- Builders Exchange of Grand Rapids
- Builders Exchange of Kalamazoo
- Construction Association of Michigan
- Construction News Services
- Lansing Builders Exchange
- McGraw Hill Construction
- Michigan Minority Business Development Center
- Reed Construction Data
- Tri-City Builders and Traders Exchange

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Physical Plant, and Hobbs + Black Architects. Supplier's bids were evaluated based upon expertise, qualifications, training, certifications or licenses, and their pricing proposal for the entire project. The evaluation committee recommends award to Moore-Trosper Construction for \$349,500, which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College.

4. Reviewed By:

Rebecca G. Beard, Director
Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-418-07RB
Project Title: HHSC 3rd Floor Fit-Out

Bid Opening Date: March 30, 2007
Buyer: Rebecca G. Beard

1. Description of supply or service:

The scope of work consists of minor modifications to the garden level, first floor, second floor, and complete fit out of approximately 17,000 sq. ft. of the currently 22, 000 sq. ft. unused portion of the third floor as shown on the plans and specifications. All wiring revisions, and runs from the third floor back to existing closets and utility points as required. Signage modifications are located throughout the facility. Project will be constructed under a single prime contract.

2. Bids Received:

Bid packages were picked up by suppliers at Hobbs + Black Associates, Inc., the architect for the project. Bids were received from 6 suppliers.

Supplier	Location	LCC Tax District	Lump Sum Bid Amount + Alternates 1, 2, 3
Carrier Construction Company, Inc.	Hickory Corners, MI	No	\$1,863,000
Granger Construction Company	Lansing, MI	Yes	\$1,813,000
W.H. Hall Construction, Inc.	Flint, MI	No	\$1,716,900 *
Irish Construction Company	Howell, MI	No	\$1,877,500
Moore Trosper Construction	Holt, MI	Yes	\$1,816,500
Sorenson Gross Construction Co., Inc.	Flint, MI	No	\$1,850,700

* Note: W.H. Hall Construction, Inc. notified LCC during the pre award meeting that there was an error in their bid for Alternate #1. It was stated that their bid would need to be revised in order to perform the work.

The solicitation was posted on-line at <http://www.epaconline.com> and at the following locations:

- Associated Builders and Contractors of Central Michigan
- Builders Exchange of Grand Rapids
- Builders Exchange of Kalamazoo
- Construction Association of Michigan
- Construction News Services
- Lansing Builders Exchange
- McGraw Hill Construction
- Michigan Minority Business Development Center
- Reed Construction Data
- Tri-City Builders and Traders Exchange

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Physical Plant/Facilities Planning and Hobbs + Black Associates, Inc. The evaluation committee recommends award to Granger Construction Company for \$1,813,000, which was the most responsive bid and deemed the most advantageous to the College.

4. Reviewed By:

Rebecca G. Beard, Director
Purchasing Department

Date

Catherine A. Fisher, C.PA.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

AGREEMENT
between
FOSTER, SWIFT, COLLINS & SMITH, P.C.

and
LANSING COMMUNITY COLLEGE

This Agreement is entered into between Lansing Community College (“LCC” or the “College”) and FOSTER, SWIFT, COLLINS AND SMITH, P.C., (“FOSTER SWIFT”), effective April 16, 2007.

I. PURPOSE OF AGREEMENT

The purpose of this agreement is to set forth the terms by which LCC will utilize FOSTER SWIFT for the purposes of providing LEGAL SERVICES. This agreement is for April 16th to June 30, 2007 or until legal services are contracted under the RFP.

II. NATURE OF THE WORK

FOSTER SWIFT will perform legal services as requested by the President of Lansing Community College. The general scope of work and objectives are:

1. Legal research, analysis and advisement to the College.
2. Legal defense of claims against the College.
3. Other legal services as requested.

III. UNDERTAKINGS OF THE COLLEGE

To assist FOSTER SWIFT in carrying out its responsibilities under this Contract, LCC will cooperate with and provide requested information and documents in support of FOSTER SWIFT’S efforts.

IV. UNDERTAKINGS OF FOSTER SWIFT

FOSTER SWIFT will:

1. Provide proof of professional liability insurance with dollar amount;
2. Provide qualified and competent attorneys and support staff;
3. Comply with confidentiality provisions and privacy terms concerning information regarding employees and students during the course of this agreement;
4. Comply with College policy, procedures, and forms for submitting invoices for payment;
5. Comply with LCC Board of Trustee by-laws and policies while representing the college.

V. PAYMENT AND COMMISSION SCHEDULE

1. *Payment for legal services:* FOSTER SWIFT will be paid at rates agreed upon and has listed in attachment A (attached).

VI. GENERAL AND MISCELLANEOUS PROVISIONS

- A. Indemnification – LCC shall indemnify, defend and hold harmless FOSTER SWIFT, its officers, directors employees, agents, representatives, subsidiaries and assigns from any and all claims, liabilities, causes of action, fees and expenses, including attorney’s fees, arising out of or related to, either directly or indirectly, any negligent or willful act or omission of LCC or its employees in connection with this Agreement. FOSTER SWIFT shall indemnify, defend and hold harmless LCC, its agents, representatives and assigns from any and all claims liabilities, causes of action, fees and expenses, including attorney’s fees, arising out of or related to either directly or indirectly, any negligent or willful act or omission of FOSTER SWIFT or its employees in connection with this agreement. Nothing in this section will prohibit either party from asserting all affirmative defenses available under law. Indemnification will be limited to those damages LCC is legally obligated to pay by law.
- B. Insurance – At all times during the term of the Agreement, FOSTER SWIFT shall maintain professional liability insurance or a self insurance program covering its employees and contractors assigned to work with and on LCC assignments pursuant to this Agreement. At all times during the term of the Agreement, LCC shall maintain professional liability insurance or a self-insurance program covering LCC. FOSTER SWIFT shall provide LCC with verification of such professional liability insurance.
- C. No Assignment. Neither party may assign or in any manner transfer this Agreement or any rights or obligations hereunder without the consent of the other.
- D. Waiver of Breach. The failure of either party to enforce strictly any provision of this Agreement shall not be construed as a waiver thereof or as excusing the defaulting party from future performance.
- E. Severability. If any portion of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the parties agree to negotiate in good faith to reach a new agreement which accomplishes essentially the same objectives for all the parties but which does not contain the invalid or unenforceable provisions.
- F. Interpretation of Agreement. This Agreement shall be governed by and interpreted under the laws of the State of Michigan.

- G. Term of Agreement. This Agreement shall commence upon the date of signing and continue throughout the remainder of the 2006-2007 fiscal year, ending June 30, 2007 or until a firm is selected to provide legal services under the RFP, whichever event occurs sooner.
- H. Remedies in Event of Breach. If either party shall substantially breach this Agreement, remedies against the other party shall be limited to an action for damages. Damages, however, shall be limited to compensatory damages and shall exclude incidental and consequential damages.
- I. No Third Party Beneficiary. This Agreement is intended solely for the mutual benefit of the parties hereto and there is no intention, express or otherwise, to create any rights or interests for any party or person other than LCC and FOSTER SWIFT; without limiting the generality of the foregoing, no rights are intended to be created for any other individual or business entity.
- J. Entire Agreement. This Agreement together with the Lansing Community College purchase order and any attached Addenda constitutes of the entire agreement between the parties and all prior discussions, agreements, and understandings, whether oral or in writing, are hereby merged into this Agreement. Any additions or amendments to this Agreement and its Addenda shall be of no force and effect unless in writing and signed by both parties.
- K. Choice of Law. This agreement shall be interpreted in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have signed this Agreement by their duly authorized representatives, all necessary approvals of each institution having been obtained.

FOSTER, SWIFT, COLLINS & SMITH, P.C.

LANSING COMMUNITY COLLEGE

By _____

By _____

Its _____

Its _____

Title _____

Title _____

On _____, 2007.

On _____, 2007.

AGREEMENT
between
MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

and
LANSING COMMUNITY COLLEGE

This Agreement is entered into between Lansing Community College (“LCC” or the “College”) and MILLER, CANFIELD, PADDOCK AND STONE, P.L.C., (“MILLER CANFIELD”), effective April 16, 2007.

I. PURPOSE OF AGREEMENT

The purpose of this agreement is to set forth the terms by which LCC will utilize MILLER CANFIELD for the purposes of providing LEGAL SERVICES. This agreement is for April 16th to June 30, 2007 or until legal services are contracted under the RFP.

II. NATURE OF THE WORK

MILLER CANFIELD will perform legal services as requested by the President of Lansing Community College. The general scope of work and objectives are:

1. Legal research, analysis and advisement to the College.
2. Legal defense of claims against the College.
3. Other legal services as requested.

III. UNDERTAKINGS OF THE COLLEGE

To assist MILLER CANFIELD in carrying out its responsibilities under this Contract, LCC will cooperate with and provide requested information and documents in support of MILLER CANFIELD’S efforts.

IV. UNDERTAKINGS OF MILLER CANFIELD

MILLER CANFIELD will:

1. Provide proof of professional liability insurance with dollar amount;
2. Provide qualified and competent attorneys and support staff;
3. Comply with confidentiality provisions and privacy terms concerning information regarding employees and students during the course of this agreement;
4. Comply with College policy, procedures, and forms for submitting invoices for payment;
5. Comply with LCC Board of Trustee by-laws and policies while representing the college.

V. PAYMENT AND COMMISSION SCHEDULE

1. *Payment for legal services:* MILLER CANFIELD will be paid at rates agreed upon and has listed in attachment A (attached).

VI. GENERAL AND MISCELLANEOUS PROVISIONS

- A. Indemnification – LCC shall indemnify, defend and hold harmless MILLER CANFIELD, its officers, directors employees, agents, representatives, subsidiaries and assigns from any and all claims, liabilities, causes of action, fees and expenses, including attorney’s fees, arising out of or related to, either directly or indirectly, any negligent or willful act or omission of LCC or its employees in connection with this Agreement. MILLER CANFIELD shall indemnify, defend and hold harmless LCC, its agents, representatives and assigns from any and all claims liabilities, causes of action, fees and expenses, including attorney’s fees, arising out of or related to either directly or indirectly, any negligent or willful act or omission of MILLER CANFIELD or its employees in connection with this agreement. Nothing in this section will prohibit either party from asserting all affirmative defenses available under law. Indemnification will be limited to those damages LCC is legally obligated to pay by law.
- B. Insurance – At all times during the term of the Agreement, MILLER CANFIELD shall maintain professional liability insurance or a self insurance program covering its employees and contractors assigned to work with and on LCC assignments pursuant to this Agreement. At all times during the term of the Agreement, LCC shall maintain professional liability insurance or a self-insurance program covering LCC. MILLER CANFIELD shall provide LCC with verification of such professional liability insurance.
- C. No Assignment. Neither party may assign or in any manner transfer this Agreement or any rights or obligations hereunder without the consent of the other.
- D. Waiver of Breach. The failure of either party to enforce strictly any provision of this Agreement shall not be construed as a waiver thereof or as excusing the defaulting party from future performance.
- E. Severability. If any portion of this Agreement shall be deemed to be invalid or unenforceable by a court of competent jurisdiction, the parties agree to negotiate in good faith to reach a new agreement which accomplishes essentially the same objectives for all the parties but which does not contain the invalid or unenforceable provisions.
- F. Interpretation of Agreement. This Agreement shall be governed by and interpreted under the laws of the State of Michigan.

- G. Term of Agreement. This Agreement shall commence upon the date of signing and continue throughout the remainder of the 2006-2007 fiscal year, ending June 30, 2007 or until a firm is selected to provide legal services under the RFP, whichever event occurs sooner.
- H. Remedies in Event of Breach. If either party shall substantially breach this Agreement, remedies shall be limited to an action for damages. Damages, however, shall be limited to compensatory damages and shall exclude incidental and consequential damages.
- I. No Third Party Beneficiary. This Agreement is intended solely for the mutual benefit of the parties hereto and there is no intention, express or otherwise, to create any rights or interests for any party or person other than LCC and MILLER CANFIELD; without limiting the generality of the foregoing, no rights are intended to be created for any other individual or business entity.
- J. Entire Agreement. This Agreement together with the Lansing Community College purchase order and any attached Addenda constitutes of the entire agreement between the parties and all prior discussions, agreements, and understandings, whether oral or in writing, are hereby merged into this Agreement. Any additions or amendments to this Agreement and its Addenda shall be of no force and effect unless in writing and signed by both parties.
- K. Choice of Law. This agreement shall be interpreted in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have signed this Agreement by their duly authorized representatives, all necessary approvals of each institution having been obtained.

**MILLER, CANFIELD, PADDOCK
AND STONE, P.L.C.**

LANSING COMMUNITY COLLEGE

By _____

By _____

Its _____

Its _____

Title _____

Title _____

On _____, 2007.

On _____, 2007.

Affirmative Action/Health Care

RESOLUTION

Upon Motion being duly made, supported and passed, the Board of Trustees of Lansing Community College adopted the following:

RESOLVED that:

WHEREAS, the Board notes that the Constitution of the United States provides in Article I, Section 10 that no State "shall impair the obligation of contract;" and

WHEREAS, the Board notes that a State legal officer is claiming that public bodies are barred by new State laws from any form of affirmative action and any health care insurance benefit that would benefit other than a husband-and-wife family or individual employee alone; but

WHEREAS, the Board notes that the College has contracted with employees, by contracts lawful when made (LCC-MAHE, Appendix I, page 112 and 7.1.3.0), to implement a policy of civil rights and remedial affirmative action and includes a joint finding, and includes race as a protected category, and, further, the federal courts have ruled that non-discrimination includes remedial affirmative action and this legal construction of "non-discrimination" was part of the contracts, and the College has contracted with employees, by contracts lawful when made, to provide health insurance benefits to genuine permanent households of employees, in which all members genuinely contribute to the household or are genuine dependents and the College has found (1) the additional cost was very small, (2) the benefits promoted productive and creative employees, (3) promoted health for employees including preventive medicine, (4) relieved much stress from health problems on employees, and (5) allowed the College to treat all employee households the same and thereby provide equal pay for equal work to all similarly placed employees; and

WHEREAS, the Board notes that diversity is a valuable aspect of the education experience and there was past societal discrimination in this community, and that the health care benefit is aimed at genuine permanent households, such as siblings who raise their respective children in a single household for reasons of economy and overcoming the high cost of child day care or two adult friends who do so, and meet the genuine and permanent household standard, and was not aimed at any concern with the sexual lives of its employees. And the College has no way to be cognizant of the sex lives of its employees, and would be legally barred as an arm of government from such surveillance, and never intended to have such surveillance..

THEREFORE, the Board directs the President to consider having legal counsel examine the questions related to whether the conduct demanded by the said State legal officer would violate the law, including the laws of the United States and including Article I, Section 10 of the Constitution of the United States; would cause the College to break the law, and/or cause the College to breach its contractual obligations.

Strategic Decentralization

RESOLUTION

Upon Motion being duly made, supported and passed, the Board of Trustees of Lansing Community College adopted the following:

RESOLVED that:

WHEREAS, experience in business shows that decentralization creates more nimble and effective organizations, and the need for nimbleness is obvious in the present climate of change; and

WHEREAS, this would not be a one-time event, but part of the College process of continuous improvement, and incorporate frequent feedback loops and metrics, and include wide participants, deadlines for celerity and direct reporting to the Board; and

WHEREAS, a culture change is envisioned;

THEREFORE, THE BOARD RESOLVES to commence a strategic decentralization program by which faculty and staff will be charged with the responsibility and possess the authority to perform fully and effectively in their areas to effect the goals and sub-goals of the College, by a process that is collaborative and collegial and decentralizes responsibility and authority and seeks members of the College community who are empowered to be responsive, to the extent practical and legal. The vision is of a market orientation, strategic human resources and strategic budgeting and finance.

First, ...

[Trustees: Your ideas are sought and your suggestions will be incorporated in draft to be circulated in three weeks and offered in April.]

RESOLUTION

Upon Motion being duly made, supported and passed, the Board of Trustees of Lansing Community College adopted the following:

RESOLVED that:

The Board Liaison is tasked to prepare a brief preliminary report with respect to the feasibility of a program of affordable daycare for students with children through leveraging College and community resources and available funding sources.