

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
April 16, 2007

**Regular Meeting**  
Adopted Meeting Minutes

**Call to Order**

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

**Roll Call**

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

**Pledge of Allegiance**

Trustee Pelleran led the Pledge of Allegiance.

There was a moment of silence for the Virginia Tech Campus.

**Approval of Minutes**

MOVED by Trustee Pelleran and supported by Trustee Canady to approve the March 19, 2007 Regular Board of Trustees Meeting and the March 26, 2007 Special Board of Trustees Meeting minutes.

Roll call vote:

Ayes: Canady, Pelleran, Proctor, Rasmusson, Laverty

Nays: None

Absent: Smith

**Additions/Deletions to the Agenda**

There were none.

## Limited Public Comment Regarding Agenda Items

### ***State Representative Joan Bauer – Report on Community Colleges State Appropriations***

State Representative Joan Bauer stated that she was a member of the State Appropriations Committee. She reported that as a member of the subcommittee on appropriations she brings good news in step 1 for next year's budget. Representative Bauer stated that the appropriations committee went on the road and had hearings across the State at four different sites. She stated that they heard from all twenty-eight community colleges. Representative Bauer stated that community colleges play a vital role in education. She further stated that not everyone will go on to a four year degree, so more than ever it is important that we retrain workers and train people for the jobs of the 21<sup>st</sup> century. She reported that they recommended to the full appropriations committee for next year's funding a 2½% increase for each community college. She also reported that they are making two additional recommendations with some parity funding that would mean an additional \$327,000 to the base allocation of \$29,937,300. Ms. Bauer stated that they would also be recommending an additional \$7 million dollars that would be divided on the same ratio to all community colleges. This funding would be an additional \$719,100 for the community college's nursing programs. She stated that these recommendations would go to the appropriations committee, the full House, and then to the Senate.

Ms. Bauer reported that the current year's budget is in difficult straits. She stated that they have made cuts of about \$300 million, but that there is still \$3 to \$600 million that needs to be cut. She stated that currently they are still in much discussion. She reported that the Senate has put forth a list of cuts and that the Senate is not at all interested in talking on this year's budgets. Ms. Bauer stated that the House is in a different position. The House is trying to decide what they can live with for next year and what is realistic to get through. She reported that they are doing all that they can to protect the remainder of this year's budget. She reported that if they do not get additional revenues in some way, the good news would probably be impossible.

Discussion followed.

### ***State Representative Joan Bauer – Presentation of 50<sup>th</sup> Anniversary Resolution***

Representative Joan Bauer presented the Board of Trustees and the President with a tribute congratulating Lansing Community College on their 50<sup>th</sup>

Anniversary.

## **Oath of Office – The Honorable Charles F. Filice**

Judge Filice led Trustee Jerry Hollister into the Oath of Office:

*"I do solemnly swear that I will support the Constitution of the United States and the constitution of the State of Michigan, and that I will faithfully discharge the duties as a member of the Board of Trustees of Lansing Community College according to the best of my ability".*

Trustee Hollister was sworn in at 6:24 p.m.

Trustee Hollister introduced his wife Kathy, daughter Meghan, son Jonathan, and his Dad Dave and wife Chris Hollister.

## **President's Report**

### **National Community College Month Scholarship Recipient**

President Cardenas reported that April is National Community College Scholarship month and that since 1995 Lansing Community College has offered a scholarship to the first baby born within the LCC district on April 1<sup>st</sup>. The scholarship covers tuition for 24 semester credits at Lansing Community College.

President Cardenas acknowledged this year's recipient, Gage Flynn, born April 1, 2007 at 12:01 am at Sparrow Health Systems. His parents, Mariann Broyles and Patrick Flynn were unable to attend tonight's meeting. She congratulated LCC's newest student to Lansing Community College.

President Cardenas introduced some of the students from the Phi Theta Kappa Society to present the Board of Trustees with a recognition that they had received.

The President, Heidi Simpson, and Service Director, Nicoli Delfavero of Phi Theta Kappa, presented to the Board the 2007 Whitney M. Young, Jr. Service Award that the Society had received. This was a gold status award for the 10% membership they have raised over the last three years. Ms. Simpson stated that this was an international award the society won. She thanked the President, Board of Trustees, Rebecca Woods and their advisor Anand Ramaswami for all of their support.

## **Fly Team Michigan**

Dean Jan Danford and Howard Dillman presented to the Board the Fly Team Michigan collaborative agreement. Mr. Dillman stated that LCC along with 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.

President Cardenas reported that this is a model for the rest of the State, which encourages community college President's across the state to share assets, work together more cooperatively and to go out for bids as a group of colleges and not as a single institution for better pricing. She also stated that this will provide better services and pathways for our students. If one community college can not afford a part of a program, another community college close by can offer that program.

## **Strategic Update Report**

President Cardenas reported that a 46 member committee is working on creating goals and metrics for the institution. She stated that the group has been meeting on a monthly basis in small groups. The President reported that in order to assist with the process, the college has hired the Director of Institutional Research and Effectiveness, Mr. Jason Mayland.

## **FY08 Budget Development Process**

Catherine Fisher reported that this process has run differently than from the past. Ms. Fisher stated that the college has decentralized the process and added significant modeling and planning on the college's revenue side and funding side. She stated that it was critical for the college to look everywhere it can to increase the college's funding. She also stated that the college should look at revenue as closely as the college has looked at cost and expenses in the past. Ms. Fisher reported that they have involved every level of the college and that the Chair's have been very actively involved in planning both expenses and revenue. She stated that the college is currently looking at all of its options and will be presenting them at the Budget Workshop on next Monday.

Discussion followed.

### **Action Item – Alcohol Permit Request**

President Cardenas presented a request for Lansing Community College to provide alcohol service to Capital National Bank on the occasion of its 25<sup>th</sup> Anniversary Celebration at LCC's West Campus Conference Center. She stated that 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. She reported that due diligence has been conducted by the College as it relates to insurance and legal liabilities that would be incurred, and that a more detailed outline of the event was provided in the Board packet. President Cardenas stated that the event will take place November 9, 2007.

### **Action Item – Approval of Bids**

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

- Physical Plant Air Filters in the amount of \$30,592.78 per year. The recommendation was to award the bid to Midwest Air Filter.
- Parking Structure Restoration 2007 in the amount of \$117,765. The recommendation was to award the bid to M One Limited, Inc.
- West Campus Technical Training Center Classroom Renovation in the amount of \$349,500. The recommendation was to award the bid to Moore Trosper Construction.
- HHSC 3<sup>rd</sup> Floor Fit-Out in the amount of \$1,813,000. The recommendation was to award the bid to Granger Construction Company.

Discussion followed.

### **Action Item – Approval of Legal Contracts**

President Cardenas reported that the college has submitted a RFP for legal services. She stated that in order for the college to continue to work with the two legal firms (Foster, Swift, Collins & Swift and Miller, Canfield, Paddock and Stone) that the college does the majority of their work with, the college is asking for an agreement between these two legal firms and Lansing Community College. These agreements will allow the college to continue to work with them up until the time that the RFP's process has been completed and the college has identified the legal firms they will be working with.

Trustee Canady requested to see the rates of services before making a decision.

James Humphries provided a copy of the rates of services to each Trustee. Copies of these rates are on file with the official Board meeting materials.

Chairman Lavery asked the Board if they would like to remove the approval of the Legal Contract and vote on the other items.

MOVED by Trustee Canady and supported by Trustee Pelleran to remove approval on the legal contracts and to take a vote on the rest of the consent agenda.

The floor was open for discussion.

Roll call vote:

Ayes: Canady, Hollister, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Smith

Motion carried.

MOVED by Trustee Pelleran and supported by Trustee Canady to approve the alcohol permit request and bids.

Roll call vote:

Ayes: Canady, Hollister, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Smith

Motion carried.

## **Chairman, Committee and Board Member Reports**

### **Chairman's Report – Information and Announcement**

Chairman Lavery reported that the Budget workshop will be on Monday, April 23, 2007 at 4 p.m. in the Administrative Building Board room.

He also reported that on Wednesday, April 18, 2007 from 7:30 am – 8:30 am, Capitol Area Michigan Works! will be having their Legislative Breakfast. He stated that CAMW sponsors this every two months.

Chairman Lavery reported that the Audit Committee will be meeting on Monday, April 23, 2007 from 5:00 – 6:00 p.m. in the Administrative Building Board room and the Personnel and Compensation Committee will be meeting on Thursday, April 26, 2007 at 4:30 p.m. in the Administration Building room 200.

## Committee Reports

### Finance Committee Report – Trustee Rasmusson

Trustee Rasmusson confirmed the Audit and Finance Committee date and times that were announced by the Chair.

### Affirmative Action/Health Insurance – Trustee Rasmusson

Trustee Rasmusson presented the following resolution to the Board:

*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.*

Trustee Rasmusson stated that the Board should at least make a preliminary look at whether the College is obligated to follow the instructions the College has received from the State.

MOVED by Trustee Rasmusson and supported by Trustee Canady to have the Board direct 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.

The floor was open for discussion.

Roll call vote:

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

Nays: None

Absent: Smith

Motion carried.

### **Cultural Change – Trustee Rasmusson**

Trustee Rasmusson requested that this resolution be removed due to the President already exploring a lot of things that would relate to a cultural change at the college.

## **Daycare for Students – Trustee Rasmusson**

Trustee Rasmusson presented the following resolution to the Board:

*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.*

Trustee Rasmusson stated that the Board can ask the Board Liaison to check into the statues and do analysis for the Board to see if this is something that could be recommended to the President. He clarified that this resolution does not create the program but asks the Board Liaison to look at it.

Discussion followed.

MOVED by Trustee Rasmusson and supported by Trustee Pelleran to assign this task to the Board Liaison.

Roll call vote:

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

Nays: None

Absent: Smith

Motion carried.

## **Presidential Search – Trustee Proctor**

Trustee Proctor reported that the Board will be attending a team building exercise on April 27, 2007 at the Sheraton Hotel. He stated that from this workshop, hopefully the Board will move forward to reinstitute the Presidential Search process with a Board who will have some credibility amongst those who might apply for consideration as President of Lansing Community College.

## **Workforce Development Board – Trustee Proctor**

Trustee Proctor stated that is had been reported that people are not leaving the State of Michigan in droves but that there is some out migration of retirees moving to warmer climates. He continued that the state is not fairing that poorly

in retaining those who require the kind of skills the State needs to move the State forward.

Discussion followed.

### **Action Item – Approval of Legal Contracts**

MOVED by Trustee Rasmusson and supported by Trustee Pelleran to approve the legal contracts.

The floor was opened for discussion.

Trustee Canady requested that the hourly rate of each firm be kept on file.

Roll call vote:

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

Nays: None

Absent: Smith

Motion carried.

### **Closed Session**

There was no closed session.

### **Public Comment**

There were no public comments.

### **Board Evaluation**

Trustee Pelleran asked James Humphries if the College is continuing to meet with the County Clerk and if the College is moving forward with their requirements.

Mr. Humphries replied yes.

Trustee Proctor stated that he has reviewed the bylaws and the governance policies for what the responsibilities and duties of the Board Liaison are to be. He further stated that he does not think the Board adequately articulated those duties and responsibilities. He stated that the Board Liaison also carries out some legal activities related solely to Lansing Community College. Trustee Proctor stated that at some point the Board needs to clarify his responsibilities. Trustee Proctor

suggested that there may need to be some dual supervisory reporting for this position. He stated that the duties that pertain to the college should be at the purview of the President, and those pertaining to the Board at the purview of the Board through the Chair. Trustee Proctor stated that currently this is not clear.

He further stated that this may be the same for the other positions. He mentioned that there is a perception that the Internal Auditor reports to the Audit Committee and that this may not be in accordance with what his reporting relationship ought to be to the Board. At some later point there needs to be a common dialogue.

Chairman Lavery stated that he agreed that there needed to be more clarification on those positions. He stated that there needs to be some sort of discussion between the Chair, Trustee Proctor, President Cardenas and the Board Liaison. He stated that he had concerns with the different Board policies approved by the Board. He asked if the policies were in place and compatible with the Board bylaws.

Trustee Proctor stated that the Board needs to review the scope of the Personnel and Compensation Committee.

Trustee Pelleran stated that the scope of the Personnel and Compensation Committee is long over due and there needs to be definition to the job descriptions for the employees that the Board hired. She stated that she was not happy with how the process turned out, and would like to see the staff report under the purview of the President. She also stated that there were certain decisions that were made by Committees that should have gone before the full Board.

Trustee Pelleran thanked the Board Administrative Assistant for her due diligence and hard work on the process and fine tuning the process for the effort to fill the Board vacancy. Trustee Pelleran also thanked all of her colleagues who served in that capacity and is delighted to have a new Trustee on the Board.

Chairman Lavery stated that Mr. Humphries and Ms. Duncan will be working with the President to put together an orientation process for the new Trustee, Jerry Hollister.

## **Adjournment**

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

Ayes: Canady, Hollister, Pelleran, Proctor, Rasmusson, Lavery

Nays: None  
Absent: Smith

Motion carried.

The meeting adjourned at 7:07 p.m.