

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
March 19, 2007

**Regular Meeting**  
Adopted 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 2<sup>nd</sup> 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 21<sup>st</sup> was to review the documents regarding Lyn Beekman's report and that the service provided on January 16<sup>th</sup> was for legal issues, open meeting acts issues, and for presidential search issues.

Trustee Pelleran asked Chairman Laverty what authorization did he have 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 21<sup>st</sup> 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 are 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 include 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 being given 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 engaged in a 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 encouraged 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 a conference on this week and wanted to provide the Board with an update. Mr. Nguyen mentioned that the State Auditors are 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 consulting with the other divisions on how the internal audit office can 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.