

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 21, 2007

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

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

Pledge of Allegiance

Trustee Hollister led the Pledge of Allegiance.

Approval of Minutes

The minutes of the April 9, 2007 Special Board of Trustees Meeting, April 16, 2007 Special Board of Trustees Meeting, April 16, 2007 Regular Board of Trustees Meeting and the April 23, 2007 Budget Workshop were approved with the following corrections:

April 16, 2007 Regular Board of Trustees Meeting
Page 2, 2nd paragraph, ~~realist~~-realistic
Page 3, ~~Cathy~~ Kathy; ~~Megan~~, Meghan

MOVED by Trustee Proctor and supported by Trustee Hollister to approved the April 9, 2007 Special Board of Trustees Meeting, April 16, 2007 Special Board of Trustees Meeting, April 16, 2007 Regular Board of Trustees Meeting, and April 23, 2007 Budget Workshop meeting minutes.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Canady, Smith

Motion carried.

Additions/Deletions to the Agenda

The following changes were made to the agenda:

- Add Gala Resolution, under Board Members Report – Trustee Rasmusson.
- Delete Item B under Closed Session.
- Note that the information Security Policy under Audit Committee Report is an action item.

Limited Public Comment Regarding Agenda Items

Tribute to Ruth Borger from the Downtown Neighborhood Association

Monica Zuchowski, President of the Downtown Neighborhood Association presented a special tribute to Ruth Borger. Ms. Zuchowski stated that Ms. Borger has been instrumental in helping the Association and that their relationship with her has been very invaluable. The Association honored Ruth Borger by making a contribution in her name to the Lansing Art Gallery.

Trustee Pelleran thanked Monica Zuchowski and the members of the Downtown Neighborhood Association for all that they do and stated that LCC wants to continue being partners with them.

PRESIDENT'S REPORT

Strategic Update Report – Budget Update

Catherine Fisher reported that as part of the budget balancing for this year, Governor Granholm issued an executive order that cut one half of the last payment due to community colleges at the end of the fiscal year. This means a loss to LCC of \$1.313 million. The House and Senate have since cut the full monthly payment, which means a loss of \$2.626 million to LCC's current budget.

The Executive Leadership Team and other campus leaders are in process of identifying and analyzing options for addressing both current and long term funding challenges. In addition, they are reassessing the revenue assumptions underlying the college's fiscal 2008 budget proposal that was presented to the Board at the April 23, 2007 Board of Trustees Meeting. Ms. Fisher reported that they are proposing the following revision to the FY 2008 Budget Proposal:

- Reduce the enrollment growth projections in the Technical Career Division to current levels.

- Reduce non-employee related expenses by approximately 2%. While the impact of this goal is still being reviewed, they are currently assuming that this will save \$400,000 dollars.
- Reduce employee related expenses of ½%. While the details of this goal are still being reviewed, they are currently assuming that this will save approximately \$300,000 dollars.
- Reemphasize and increase compliance with purchasing controls and processes. They are currently assuming a saving of \$100,000 from this initiative.

Discussion followed.

Catherine Fisher announced that Finance would like to have another Budget Workshop before presenting the proposed budget at the June 18, 2007 Board of Trustees Meeting.

Trustee Rasmusson asked the Chair to set a Budget workshop in early June.

The Chair proposed the date of June 11, 2007 at 4:00 p.m. for the Budget Workshop.

Action Item – Resolution Approving a Construction and Completion Assurance Agreement, Conveyance of Property and a Lease with the State of Michigan University Center

President Cardenas presented the above resolution that will allow the State to issue their bonds to provide the College the cash flow needed to continue the construction of the University Center. This resolution is on file with the official Board meeting materials.

MOVED by Trustee Pelleran and supported by Trustee Rasmusson to approve the above resolution.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Rasmusson, Laverty

Nays: None

Absent: Canady, Smith

Motion carried.

Action Item – Approval of Bids

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

Tax Sheltered Annuity Plans - The recommendation was to award the bids to Lincoln Financial Group, TIAA-CREF and Waddell & Reed.

Legal Services in the amount of \$350K per year. The recommendation was to award the bids to Dickinson Wright (\$200K), Foster, Swift and Collins (\$100K) and Miller, Canfield, Paddock & Stone (\$50K).

Learning Management System in the amount of \$240,000. The recommendation was to award the bid to Business Training Library.

Academic & Office Facility Exterior Repairs 2007 in the amount of \$131,771. The recommendation was to award the bid to Cusack's Masonry Restoration.

Student Personnel Services Roof Replacement 2007 in the amount of \$99,675. The recommendation was to award the bid to Smith-Graham Roofing, Inc.

Gannon Exterior Masonry 2007 in the amount of \$276,313.71. The recommendation was to award the bid to Bornor Restoration.

Broker for Worker's Compensation - The recommendation was to award the bid to HUB International.

Hewlett Packard SAN in the amount of \$118,343.83. The recommendation was to award the bid to Hewlett Packard Public Sector.

Discussion followed.

MOVED by Trustee Rasmusson and supported by Trustee Pelleran to approve the eight bids presented.

Ayes: Hollister, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Canady, Smith

Motion carried.

Chairman, Committee and Board Member Reports

Chairman's Report – Mutual Commitment Document

Chairman Lavery reported that the Mutual Commitment document was something that the Board worked on at the April 27, 2007 Board Workshop.

The following corrections were made to the document:

- Line 8: I commit to honor and respect the position of the Board Chair to serve as spokespersons for the Board.
- Move line 8 under line 11.
- Line 2: In all matters, I commit ~~to seek~~ first to understand, then to be understood.
- Line 15: I commit to being a role model for students.

The Mutual Commitment Document will be resubmitted at the next Board meeting.

Chairman's Report – Audit/Finance Committee Discussion

Chairman Laverty reported that at the Board Workshop it was suggested to combine the Audit and Finance Committee. He stated that over a year ago the Board only had an Audit Committee and the Board has since added the Finance and the Personnel and Compensation Committees.

Chairman Laverty stated that Trustees Rasmusson suggested that the Finance and Audit Committees continue to meet jointly for an interim time period. He also stated that there is some work to be done on the Personnel and Compensation Committee with regards to what its roles and responsibilities are.

Trustee Rasmusson asked for Trustee Pelleran to think about drafting a resolution for the Personnel and Compensation Committee.

Trustee Pelleran reported that at the retreat, the consultants, recommended to retain the Audit Committee and to deal with the other matters as a Committee of the Whole. Trustee Pelleran stated that her recommendations would be to adopt the suggestions that were made by the consultants. She asked that the Board Liaison put together a resolution to eliminate the Personnel and Compensation Committee and the Finance Committee.

Discussion followed.

Chairman's Report – Ethics Policy Discussion

Chairman Laverty reported that this is an item that is important to the Board as it moves forward in the Presidential Search process. He stated that Trustee Rasmusson and the Board Liaison both received additional development and training in this area. He further stated that although Mr. Humphries has

provided the Board with samples, the Ethics Policy should be something created by the Board.

Chairman Laverty asked for suggestions on how the Board would like to proceed with this.

MOVED by Trustee Pelleran and supported by Trustee Hollister to meet as a Committee of the Whole on June 11, 2007, after the Budget Workshop to have a workshop on the Ethics Policy.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Rasmusson, Laverty

Nays: None

Absent: Canady, Smith

Motion carried.

Chairman's Report – Culinary Program Discussion

Trustees Rasmusson stated that at the Finance Committee meeting, Dean Berry spoke about the need for great expansion.

Radecka Appiah-Padi reported that over the past several years the Business Media and Information Technology Division have had three or four different proposals. She stated that most recently they were looking at working with Cooley Law School on the Performance Arts Project but this proposal had fallen through. She reported that on last week, her, Dean Berry, Mr. Strugar-Fritsch, and the Department Chair visited MSU. Ms. Appiah-Padi stated that the Chef at MSU had talk about the possibility of LCC partnering with MSU and LCC being able to use some of their facilities. She further stated that they were shown the space MSU has on the ground level of the Kellogg Center and that it is currently significantly under utilized. Ms. Appiah-Padi stated that they talked about the possibility of LCC working together with MSU to offer some LCC's classes at MSU. She further stated that there was also the suggestion of LCC using the space that was originally occupied by the bakery division of MSU, in the Brody Hall, which is approximately 15,000 square feet.

Ms. Appiah-Padi stated that in terms of a need they definitely have a significant need. She stated that right now the culinary program is maxed out and that classes are scheduled from 8am – 10 pm, Monday – Friday. She also stated that if the college is looking at expanding the program because of the demand, the college needs to look at either expanding programs or facilities at LCC or going elsewhere.

President Cardenas stated to the Board that everything is still under discussion and that there has been no discussion made with regards to the relationship with MSU and LCC. The President stated that she has not seen any detail information with regards to projecting the growth per year, the number of jobs and determining rather the people enrolled in the classes are enrolled for professional reasons or personal reasons. She asked Radecka Appiah-Padi to assist her in putting together a plan.

Discussion followed.

The Trustees requested to see research on the needs, return on investments, facilities, partnerships and proposals being considered.

Chairman's Report – High School Completion Program Discussion

Chairman Laverty reported that this program has been in existence for two years and was prompted by some things through the Workforce Development Board. He reported that there was a 30% drop out rate in this area and in the tri-county area with only graduating about 70% of the students. He stated that this is getting worse and this program was an attempt to use some Workforce Investment Act (WIA) dollars to alleviate some of these problems. He further stated that the college has learned a lot since starting the program, but that the college is still far from where it needs to be. Chairman Laverty stated that the Board needs to be updated and that the Board needs to decide what type of commitment it is willing to make to move forward.

Chairman Laverty spoke briefly about his visit to Mott's Middle College that has 400 students in their program. He stated that Mott's partnership is with twenty-five different high schools and that these are students that have already dropped out or have been funneled to this program as an at-risk student.

Trustee Pelleran requested information on what our partners are doing, what the College is doing, what can be done and who should be taking the responsibility for it.

Deans Rebekah Woods reported that LCC's High School Completion Program has completed its fourth semester. She reported that LCC had 45 students go through the program. She stated that they have a 56% retention rate. She also stated that there will be a graduation on tomorrow, where 4 to 5 students will be graduating. Deans Woods reported that although they have had challenges with attendance, there have been no behavioral problems with any of the students in their classes. She stated that one of the challenges was the program starting out before a strong infrastructure was but in place in order for the program to be

successful. She reported that another challenge has been the turn over with staffing.

Dean Woods stated that they, along with President Cardenas, are in conversations with Stanley Kogut, Superintendent of Ingham Intermediate School District, to pursue a grant through the state to follow the Middle College model in the late Fall.

President Cardenas stated that if LCC does not received dollars from the state to support a Middle College, then LCC will need to look at a more collaborative way for funding before asking the Board for additional dollars.

Discussion followed.

Chairman's Report – Board Room Configuration

Chairman Laverty reported that the configuration of the table that the Trustees currently sit at was something that came out of the Board workshop. He stated that he was interested in meeting with the architects and the people that designed the table to look at creating an arc in the table. He also stated that the Trustees felt and the Consultants agreed that it was important for the Trustees to see each other and to be able to interact with one another.

Trustee Pelleran requested to have the President work with Chris Strugar-Fritsch and her staff to look into this and bring back a recommendation.

Committee Reports

Finance Committee Report – Trustee Rasmusson

Trustee Rasmusson confirmed that there will be a Budget Workshop on June 11, 2007 to prepare for the adoption of the FY 2008 budget.

Gala Resolution – Trustee Rasmusson

Trustee Rasmusson presented a resolution to the Board that recognizes and thanks individuals for their outstanding accomplishment and work involved in planning the 50th Anniversary Gala Celebration.

MOVED by Trustee Rasmusson and supported by Trustee Hollister to adopt the 50th Anniversary Gala Celebration resolution.

Trustee Pelleran requested a revision to add that the funds are going to the Next Generation Endowed Scholarship Fund.

Trustee Rasmusson requested additions that he would like to have added to the resolution.

Ms. Susan Fisher requested that the resolution state that this is an annual event.

Ms. Ruth Borger suggested adding something about the Alumni Association.

The motion was withdrawn in order to add the requested revisions and resubmit to the Board at the June 18, 2007 Regular Board of Trustees Meeting.

Audit Committee Report – Information Security Policy

Trustee Rasmusson presented the Information Security Policy that was presented to the Trustees at the April 23, 2007 Audit Committee Meeting.

MOVED by Trustee Rasmusson and supported by Chairman Lavery to adopt the Information Security Policy.

Roll call:

Ayes: Hollister, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Canady, Smith

Motion carried.

Board Member Reports

Media Convergence and Longitudinal Studies – Trustee Rasmusson

The following resolution was presented by Trustee Rasmusson;

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

RESOLVED that:

- 1. At the June meeting of the Board, a person from Media, and/or Dean Berry, is invited to address the Board on current thinking jobs and opportunities in media and convergence that the Board should consider with respect to planning and finance. Is there more the College should be planning to do?*
- 2. The person who studies outcomes and familiar with the annual surveys is invited to address the Board at the June meeting about any recent longitudinal studies testing the retention and application of classroom*

learning at LCC. Is there a need for an outside consultant to assist with focus groups or the study of outcomes?

- 3. Faculty member delegated by the President, who has been recommended to the Board, is delegated to be the College liaison to the Michigan motion picture office and is further tasked to consider cooperation opportunities, job opportunities, convergence and possible roles for the College. The liaison shall be paid in the manner determined by the President within contract obligations, or in accordance with agreement reached on the matter with the relevant collective bargaining unit. If the liaison continues full time teaching, the Board contemplates that some form of overtime pay with a maximum number of hours set for each pay period would be appropriate. The maximum should be consistent with the LCC emphasis on teaching. The President is authorized to create a program and employ the most senior faculty on projects and endeavors, and at her direction. Up to \$30,000 is authorized for FY 2008 for this.*

Trustee Pelleran requested to have time to review this resolution and to bring back at the next Board Meeting.

There were no objections.

Child Care Feasibility Report – Trustee Rasmusson

Trustee Rasmusson thanked James Humphries for his report and stated that he felt the Board needed to look at what Department of Human Service rules would apply if the College was to proceed with this and what the size of the need would be.

Chairman Laverty asked if the College was doing what it should be doing as a Community College and if the College could afford to do more.

Marcia Rysztak, Program Coordinator for the Child Development Program, reported that the College currently has three classrooms that are in collaborations with community agencies. She stated that two are head start classrooms and one is in collaborations with Educational Childcare center which is a private child care program. She reported that the private partners are administratively responsible for the overall management of the children in that program. She stated that the part LCC provides to the program is one Early Childhood Specialist and a full-time lab tech faculty member who is responsible to co-teach with the staff members from the agency within the program. She further stated that the Early Childhood Specialist works with the children and with the LCC student. Ms. Rysztak reported that the third program they have is a toddler program that started just this year and that LCC provides a 30 hour a week staff person. Ms. Rysztak reported the following additional information on

the programs:

- The programs are supported by grant funds. The program receives about \$26,000/year from the State of Michigan for Michigan School Readiness. This goes to support eight individual at the LCC ECE site.
- The program has a campus grant of about \$95,000/year that supports the other two sites with an addition of \$140,000 of general fund money.
- The sites serve as a lab for the Child Development Students, clinical placement for nursing students and serves as a clinical placement for EMS students.
- There are approximately 330 students a year that are in academic programs that come through the program.
- The students in the Child development program are working toward their national child development associate credential or they are working toward a certificate of achievement in child development.
- The Teach program provides tuition assistance for currently employed people who are working in childcare and assist them to pay the tuition for an associate degree or CDA work.
- There are about 77 students that are Teach students in the Child Development Program.

Ms. Rysztak responded to Trustee Rasmusson that the college would need to meet all of the Department of Human Services State licensing requirements.

Discussion followed.

Chairman Lavery requested that James Humphries do more follow-up and get more detail on who is doing what at other colleges and universities within Michigan. He also stated that the Board should see where it wants to head down the road while recognizing the college's budget constraints.

Trustee Rasmusson stated that it would be good to know what the size of the need is. He also stated that the Board should ask Legal Counsel if the college is restricted by the DHS rules. He stated that the Board should look at what other schools are doing.

Presidential Search Update – Trustee Proctor

Trustee Proctor stated that the Board still needs to make a decision on if it is going to go forward with the Presidential Search. He reported that this was the recommendation of the consultants at the Board Workshop. He stated that if the Board decides to continue on this endeavor, the Board needs to establish a timeline. He further stated that the Board will need to determine whether to get someone on board before December or January of next year or shortly thereafter. Trustee Proctor stated that the Board should take into consideration that there is going to be an election in November and possibly to new Board members. He further stated that the Board would need to determine to what extent they will we want to include the new Board Members in this process?

Trustee Proctor stated that the Presidential Search Consultant suggested that the Board continue with the process, even if the College ultimately ends up with continuing the Presidency of Judith Cardenas.

Board Workshop Update – Trustee Proctor

Trustee Proctor reported that this was a 12 hours session from 7:30 am to 8:00 p.m. He stated that the workshop was facilitated by Greenwood and Associates and two outside consultants, Narcissa Polonia, Association of Community Colleges Trustees and Tom Meredith, Association of Governing Boards.

Trustee Proctor reported that there were five Trustees who attended. He stated that in preparation for the workshop, Board members filled out a self assessment survey. He reported that the consultants reviewed the surveys and found that there was a disconnect between how the Board saw itself functioning verses how the Board saw itself individually functioning. He stated that they learned how they could interact better with one another. He further stated that there was discussion about the role of the Board, the Chair and the Boards relationship to the Administration. Trustee Proctor stated that the Mutual Commitment Statement will be printed and posted in the Boardroom so that when the Trustees enter as well as anyone else, they will see what the Board has committed too.

Closed Session

MOVED by Trustee Rasmusson and supported by Trustee Hollister that the Board go into closed session for the purpose of discussing a matter of attorney client privilege.

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Canady, Smith

Motion carried.

The Board entered into closed session at 8:51 p.m.

The Board returned to open session at 9:18 p.m.

Public Comment

There was no public comment.

Board Evaluation

There were no comments.

Adjournment

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

Ayes: Hollister, Pelleran, Proctor, Rasmusson, Lavery

Nays: None

Absent: Canady, Smith

Motion carried.

The meeting adjourned at 9:23 p.m.