

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 17, 2007

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

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

Trustee Smith left at 10:20 p.m.

Pledge of Allegiance

Trustee Hollister led the pledge of allegiance.

Approval of Minutes

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

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

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

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty

Nays: None

Absent: Canady, Rasmusson

Motion carried.

Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

Limited Public Comment Regarding Agenda Items

There was no public comment.

PRESIDENT'S REPORT

Strategic Update Report

Facilities Master Plan Update – Proposed Capital Outlay Request

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

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

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

Facilities Master Plan Update – Capital Project: New Parking Ramp

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

Mr. Strugar-Fritsch presented the following two options:

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

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

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

Discussion followed.

Legislative Update

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

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

Discussion followed.

Emergency Response Update

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

Chief Imeson provided the Board with the following achievements:

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

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

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

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

Discussion followed.

Update on Security Audit

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

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

Discussion followed.

Strategic Communication Plan

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

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

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

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

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

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

Discussion followed.

Action Item – West Campus Resolution

President Cardenas presented the following resolution to the Board.

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

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

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

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

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

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

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

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

Roll call vote:

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

Motion carried.

Action Item – Raffle License Application

President Cardenas presented the following resolution to the Board.

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

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

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

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

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

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

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

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

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

Roll call vote:

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

Absent: Canady, Rasmusson

Motion carried

Action Item – Capital Project: Bioprocessing

President Cardenas presented the following resolution to the Board.

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

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

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

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

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

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

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

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

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

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

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

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

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

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty

Nays: None

Absent: Canady, Rasmusson

Motion carried.

Strategic Goals, Operational Master Plan and Institutional Goal Model Resolution

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

Mr. Garcia provided the following overview to the Board:

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

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

- ◆ Component Three:

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

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

Discussion followed.

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

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty

Nays: None

Absent: Canady, Rasmusson

Motion carried.

President Cardenas recognized everyone that worked on the Strategic Goals.

Chairman, Committee and Board Member Reports

Chairman's Report – Conflict of Interest Disclosure Statement

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

Chairman's Report – Information and Announcements

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

Chairman Lavery provided the following announcement:

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

Committee Reports

Presidential Search Update – Trustee Proctor

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

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

Trustee Proctor presented the following timelines:

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

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

Discussion followed.

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

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

Closed Session

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

Roll call vote:

Ayes: Hollister, Pelleran, Proctor, Smith, Laverty

Nays: None

Absent: Canady, Rasmusson

Motion carried.

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

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

Roll call:

Present: Hollister, Pelleran, Proctor, Laverty

Absent: Canady, Rasmusson, Smith

Trustee Smith left at 10:20 p.m.

Public Comment

There was no public comment.

Board Evaluation

There was no Board evaluation.

Adjournment

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

Ayes: Hollister, Pelleran, Proctor, Lavery

Nays: None

Absent: Canady, Rasmusson, Smith

Motion carried.

The meeting adjourned at 10:59 p.m.