

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
November 19, 2007

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:14 p.m.

## **Roll Call**

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

## **Pledge of Allegiance**

Trustee Hollister led the pledge of allegiance.

## **Approval of Minutes**

MOVED by Trustee Pelleran and supported by Trustee Smith to adopt the October 15, 2007 regular meeting minutes with the following amendments.

- Pg. 16, Trustee Smith stated that she feels the Board has made huge **strides**.
- Pg. 17, Add the language of the Domestic Partner Resolution to the minutes.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

## **Additions/Deletions to the Agenda**

The following changes were made to the agenda:

- Chairman Lavery requested to move the Legislative Resolution to the beginning of the meeting.

- Trustee Proctor requested to remove the 2007 ACCT Leadership Congress update report to next months meeting.

### **Board Members Report – Michigan Legislature Resolution**

Trustee Pelleran presented the following Michigan Legislature resolution to the Board:

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

WHEREAS, the people of mid-Michigan have a 50-year investment in Lansing Community College; and

WHEREAS, Lansing Community College exists so that the people it serves have learning and enrichment opportunities to improve their quality of life and standard of living; and

WHEREAS, Lansing Community College's strategic goals include being accessible to students and other stakeholders, contributing to the economic vitality and quality of life of the region and state, valuing employees as its greatest resource—striving to be an employer of choice, operating as a fiscally responsible institution, and enhancing the ability of its students to succeed in meeting their learning goals; and

WHEREAS, Lansing Community College is the third largest community college (in enrollment) in the state of Michigan and has provided state-of-the-art facilities in Lansing, Delta Township, East Lansing, Howell, and St. Johns for students to meet their learning needs; and

WHEREAS, more than 32,000 students are enrolled each year at Lansing Community College and the College has more than 3,100 employees, including 2,125 faculty, 650 staff, and 403 student employees; and

WHEREAS, students enjoy access to nearly 2,500 classes during the days, evenings, weekends and online to support their desires to acquire associates degrees, certificates of specialization, prerequisites to transfer to other institutions of higher learning, and personal enrichment; and

WHEREAS, area stakeholders – including taxpayers, contributors to the Foundation from individuals, business and labor, students, faculty and staff – over the past seven years have increased their contributions by 25% to Lansing Community College to meet the changing learning needs of the community; and

WHEREAS, Lansing Community College's total 2007-2008 operating budget is \$120 million with the primary sources of funding being property taxes (34%), tuition and fees (40%), state support (23%), other revenue (3%); and

WHEREAS, the state of Michigan provides nearly one-fourth of the revenues to support the operations of Lansing Community College; and

WHEREAS, a revenue shortfall in the state of Michigan last year led the state to delay one month's payment to Community Colleges; and

WHEREAS, the recently enacted Community Colleges Budget for 2007-2008 not only provided sufficient funding for the distribution of the delayed payment (\$2.6 million to LCC), it also provided a one-percent increase in state aid to community colleges (this brings LCC's base appropriations total to \$29,183,800); and

WHEREAS, the Community College Budget also continues the collaboration of the Michigan Department of Labor and Economic Growth with Community Colleges to implement an accelerated entrepreneurship curriculum to provide students with the skills and knowledge needed for creating their own businesses; and

WHEREAS, the Legislature appropriates additional funds and encourages community colleges to expand their current nursing education programs and increase nursing education program enrollments to sustain existing programs by: assisting with high operational costs; reducing attrition through counselors, mentors and better assessment to ensure program completion; purchasing equipment and technology to increase efficiency and program capacity; and retaining and acquiring qualified faculty in an increasingly competitive recruiting market; and

WHEREAS, the Legislature also continues the at-risk student success program with a grant of \$143,800 to Lansing Community College to assist at-risk students with the necessary developmental and preparatory instruction (at-risk students include: those who are placed in developmental courses as a result of standardized testing or as result of being unable to make satisfactory academic progress, may be diagnosed with a learning disability; or require English as a second language assistance); and

WHEREAS, the Legislature recognizes the critical importance of education in strengthening Michigan's workforce and encourages community colleges to explore ways of increasing collaboration and cooperation with four-year universities, particularly in the areas related to training, instruction, and program articulation; now, therefore, be it

RESOLVED BY THE LANSING COMMUNITY COLLEGE BOARD OF TRUSTEES, that we appreciate Governor Jennifer Granholm and the Michigan State Legislature for honoring their promise to provide community colleges the payment they delayed from the last fiscal year; and be it further

RESOLVED, that we applaud our state lawmakers for ensuring a one-percent increase in the state's commitment to community colleges as well as additional funding for priority programs that promote at-risk student success, entrepreneurial development, and enhancement of nursing careers—this

commitment will help Lansing Community College to deliver effective programs to area students that provide learning and enrichment opportunities to improve their quality of life and standard of living; and

NOW THEREFORE, BE IT FINALLY RESOLVED, that a copy of this resolution is transmitted to Governor Jennifer Granholm, and to the members of the Michigan Legislature.

MOVED by Trustee Pelleran and supported by Trustee Hollister to adopt the State of Michigan Appreciation Resolution.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

State Representative Joan Bauer thanked the Board on behalf of the entire Michigan Legislature. On her behalf she thanked everyone at Lansing Community College. She stated that they were very please to be able to do a 1% increase. She said that although they had to make cuts in many areas, they remained steadfast for education. Representative Bauer stated that our future is in education and accepts it gratefully and thanked everyone for the opportunity to be our State Representative.

## **Limited Public Comment Regarding Agenda Items**

There was no public comment.

## **President's Report**

### **Strategic Update Report**

### **Banner Update**

Mr. Jack Bergeron, Banner Project Manager, reported that he gave the Trustees an Executive Summary and a power point presentation that is on file with the official Board meeting materials.

Mr. Bergeron gave the following Banner Implementation update:

- The Banner project needs assessment came from the 2006 SunGard key findings of the technology assessment.

- The first order of business was to create a project definition document by the banner implementation team. This document outlines the scope of the project and identifies the risk of the project.
- When looking at the scope, cost, schedule and quality project dimension, the team decided that there were two main parts that needed constraints. This was identified as the scope and the quality. The team wanted to keep the scope of the project at a minimum while making sure that the quality of the project was at a maximum.
- Mitigation responses to potential risks:
  - Utilization of external resources to alleviate skill and personnel shortages
  - Encourage delegation, use of SunGard User Liaisons and use of additional resources, and backfill positions (15)
  - Provide additional training
  - Develop detailed integrated project plans for all system modules identifying resource constraints and workload
- Banner Team Structure:
  - Steering Committee (Executive Leadership Team)
  - Steering Committee Work Group (Executive Leadership Team Subset)
  - LCC and SunGard Project Manager
  - Implementation Team (PM's, Communication Specialists and Process Team Leaders)
  - Process Teams (8 functional and technical teams)
  - Work Groups (subsets of process teams)
- Accomplishments to date
  - Project initiation began August 2006
  - The project has been on budget since it's inception
  - Frequent Communications to the campus (Banner Webpage, "NewsToUse" newsletter, e-mail, Banner tab on the portal, Lookout newspaper articles, open forums)
  - The Project Definition Document Approved (scope of the project, integrated products, team makeup, risks, etc.)
  - The cross-functional Data Standards Document was developed and approved and is guiding data conversion and training activities.
  - The Testing Methodologies Process Team developed testing standards and templates for the entire project.
  - The Finance module succssfully went live in June 2007.

- Banner Process Team members have attended over 8300 hours of SunGard provided training in over 60 training sessions.
- Two new Banner Computer Training Rooms created for End-User Training.
- Over 75 Finance End-User Training sessions have been completed serving 240 employees.
- All trainees have passed the required competency assessment and were given access to the Banner production database.
- A third-party expense reporting system from Concur has been purchased to replace the current Oracle and MarkView expense reporting system.
- The Operational Data Store software has been installed and is expected to fill many remaining Finance system and other module reporting requirements.
  
- Tentative remaining go-live dates:
  - Expense Reporting (1/1/2008)
  - Student Admissions (2/4/2008)
  - Financial Aid Phase I (3/10/2008)
  - **HR/Payroll (3/24/2008)**
  - Student Registration (6/25/2008)
  - Enterprise Data Warehouse (7/6/2008)
  - Student Billing (7/7/2008)
  - Student Curriculum Advising & Program Planning (8/29/2008)
  - Luminis Portal (10/30/2009)
  
- HR/Payroll Status Update
  - Go-Live tentatively scheduled for 12/9/2007 changed to 3/24/2008
    - ◆ Quality metrics not completed
      - Oracle to Banner Data Conversion Testing
      - Integration Testing
      - End-User Training
      - Report Development

Rene Riethof, Chief Information Officer, reported that the Banner HR Payroll implementation has been a difficult effort involving LCC staff, SunGard, EIS, Efficient Computing and Millennium consultants. He stated that one of the major challenges has been the converting of Oracle HR and Payroll information. Mr. Riethof said that the data conversion problems encountered have been complex. He stated that the team is working through these challenges and have made great strides in the implementation task and will continue to work effectively to complete this effort. He reported that the remaining time does not allow them to complete the entire required implementation task including training, testing and documentation to ensure the level of quality, integrity and confidence required

by the December go-live date. Mr. Riethof stated that it was for these reasons the recommendation to delay the go-live date was made.

Discussion followed.

### **Purchasing Award**

President Cardenas announced that the Purchasing Department won an award for the Annual Achievement of Excellence in Procurement Award from the National Purchasing Institute.

The President presented the following resolution to the Board:

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

WHEREAS, the Purchasing Department of Lansing Community College has earned the 12<sup>th</sup> Annual Achievement of Excellence in Procurement Award from the National Purchasing Institute, and;

WHEREAS, the Achievement of Excellence in Procurement award is designed to recognize organizational excellence in procurement, and; the award is achieved by those organizations that demonstrate excellence in procurement by obtaining a high score on a rating of standardized criteria, and; the program is designed to measure innovations, professionalism, e-procurement, productivity, and leadership attributes of the procurement function, and;

WHEREAS, the Achievement of Excellence in Procurement is sponsored by the National Purchasing Institute (NPI), the California Association of Public Purchasing Officers (CAPPO), Florida Association of Public Purchasing Officers (FAPPO), the Institute of Supply Management (ISM), the National Institute of Governmental Purchasing (NIGP), the National Association of State Procurement Officials (NASPO), and the National Association of Educational Procurement (NAEP), and;

WHEREAS, Lansing Community College is one of only 72 agencies to receive this national award at least 5 times , and;

WHEREAS, a trophy, which has developed into the AEP icon, has been presented,

NOW, THEREFORE, BE IT RESOLVED THAT the Lansing Community College Board of Trustees accepts this award and congratulates the Purchasing Department of Lansing Community College for this achievement.

MOVED by Chairman Laverty and supported by Trustee Pelleran and Smith to approve the Purchasing Award Resolution.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

### **Action Items – Professional Development Leave Approval**

President Cardenas presented a professional development leave for Ms. Barbara M. Baumann for the period of January 2008 to May 2008. She reported that the purpose of the leave is for the enhancement of the member's personal competence through study, research, writing, or other professional pursuits.

Discussion followed.

### **Action Items – Emergency Management Policy**

The President reported that the purpose of the Emergency Management Policy is to provide a means for the President to exercise authority and discharge responsibilities during a disaster. She stated that this policy also provides protections to employees who operate as members of a disaster relief force.

She stated that this policy will operationalize the National Incident Management System Resolution that was adopted by the Board on October 15, 2007.

Discussion followed.

The President presented the following policy to the Board for approval:

#### **EMERGENCY MANAGEMENT POLICY**

##### **I. Purpose**

The purpose of the emergency management policy is to provide for the mitigation, preparedness, response, and recovery from natural and man-made disasters, and incidents of terrorism within the property governed by Lansing Community College; to establish a department for this purpose; to provide for the coordination and utilization of all resources in an emergency or disaster; and to provide a means through which the President and Board of Trustees may exercise authority and discharge responsibilities vested in them by this policy and Michigan Compiled Laws, Sections 30.401 et seq. or Act No. 390 of the Public Acts of 1976, as amended.

##### **II. Scope**



When circumstances within the property governed by Lansing Community College indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property exists, the President may declare a Campus state of emergency. Such a declaration shall be forwarded to the Chief Executive Official of the local government entity where the emergency or disaster occurs, and be promptly filed with the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Board of Trustees.

If the President invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the Board of Trustees for one or more emergency meetings in accordance with the open meetings act to perform its normal governing duties as the situation demands, and will report to that body relative to emergency activeness. Nothing in this policy shall be construed as abridging or curtailing the powers of the Board of Trustees unless specifically provided herein.

### III. General

#### A. Definitions

As used in this policy:

*Act* means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.

*Disaster* is an incident whose nature and impact extends beyond the College and disrupts not only operations and functions of the institution, but also those of surrounding communities, including but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic/pandemic, air contamination, drought, infestation, explosion, or hostile military or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

*District Coordinator* means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, emergency management division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.

*Disaster relief force* means all departments of Lansing Community College, volunteer personnel and equipment, police officers and employees, and all other persons or groups of persons or equipment identified in the Lansing Community College Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a Campus state of emergency or disaster.

*Emergency* means any incident which disrupts the orderly operations of Lansing Community College or its institution missions, and includes the build-up activities prior to an actual disaster. As defined by the Robert T. Stafford Act, 42 U.S.C. 5131, an emergency is (further) defined as: "Absent a Presidentially declared emergency, any incident, human-caused or natural that requires responsive action to protect life and property."

*Emergency Management Director* means the Director of Emergency Management & Safety Services (EMSS) Department who is designated to coordinate all matters pertaining to emergency management within the College.

*Emergency management program* means a program established to coordinate mitigation, preparedness, response to and recovery from activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed Emergency Management Coordinator/Director and meets the program standards and requirements as established by the Department of State Police, Emergency Management Division. Lansing Community College has established an Emergency Management Program. The Emergency Management Director is the person designated to address all matters pertaining to emergency management within the College.

*Emergency operations plan* means the plan developed and maintained by Lansing Community College for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.

*Campus state of emergency* means a declaration by the President pursuant to the act and this policy which implements the response and recovery aspects of Lansing Community College emergency operations plan and authorizes certain actions as described in this policy.

*Unified Command Team (UCT)* represents the Command function as defined by the National Incident Management System (NIMS). At Lansing Community College, this team is comprised of the President, or alternate as defined in section I, Executive Director of Administrative Services, Vice President of Academic Affairs, Dean of Students, and the Emergency Management Director.

*Vital records* means those records that contain information needed to continue the effective functioning of Lansing Community College and divisions and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

- B. Emergency Management Director; Emergency Management & Safety Services Department

There is established a department of Emergency Management & Safety Services within the Administrative Services Division for the purpose of coordinating all emergency and disaster mitigation, preparedness, response and recovery activities within the College. The Director of Emergency Management & Safety Services shall have responsibility for the organization, administration, and operation of the office, subject to the direction and control of the President. In his/her absence, the Chief of Police, or the Emergency Management & Safety Services Safety Program Manager will assume the duties as prescribed by this policy and the emergency operations plan.

C. Emergency Management Director duties

The Emergency Management Director will act at the direction of the President in the coordination of activities during times of major emergencies and disasters.

The Emergency Management Director shall comply with the standards and requirements as established by the Department of State Police, Emergency Management Division, under the authority of the act in accomplishing the following:

- (b) Direct and coordinate the development of Lansing Community College Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (c) Specify divisions or departments which must provide an annex to the plan or otherwise cooperate in its development.
- (d) Identify departments and personnel to be included in the emergency operations plan as the disaster relief force.
- (e) Coordinate the development and maintenance of a College resource manual.
- (f) Coordinate the recruitment and utilization of volunteer personnel to augment College resources for emergency management purposes.
- (g) Assure the Emergency Management Program meets eligibility requirements for state and federal aid.
- (h) Coordinate and/or conduct training and exercise programs for the disaster relief force within the College and to test the adequacy of the Emergency Operations Plan.
- (i) Through public information programs, educate the employees and students as to actions necessary for the protection of life and property in an emergency or disaster.

- (j) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (k) Coordinate the College emergency management activities with those of the city, township, county, state and adjacent jurisdictions, as applicable to the circumstances.
- (l) Coordinate all emergency preparedness activities, including maintaining primary and alternate emergency operations centers.
- (m) Identify mitigation opportunities within the College and encourage departments/divisions to implement mitigation measures.

The Emergency Management Director shall supervise the activities of the Emergency Management & Safety Services Department on a continuous basis. With the advice and consent of the President, he/she shall formulate, review and approve policy and operational guidelines for this department as needed.

D. President, or as designated in Section I, duties include:

- (1) The President may do one or more of the following under a Campus state of emergency:
  - ii) Direct the Emergency Management Director to implement the Emergency Operations Plan.
  - iii) Relieve College employees of normal duties and temporarily reassign them to other duties.
  - iv) Direct the overall disaster relief effort, including the disaster relief force, in accordance with the Emergency Operations Plan.
  - v) Notify employees, students, and the public to recommend in-place shelter or evacuation protective measures.
  - vi) Request a state of disaster or emergency declaration from the governor as described in Section E (Campus State of Emergency Declaration).
  - vii) When obtaining normal approvals would result in further injury or damage, the President may, until the Board of Trustees convenes, waive procedures and formalities otherwise required pertaining to the following:
    - (1) For a period of up to 7 days appropriate and expend funds.

- (2) For a period of up to 7 days make contracts, obtain and distribute equipment, materials, and supplies for disaster purposes.
- (3) Employ temporary workers.
- (4) Purchase and distribute supplies, materials, and equipment.
- (5) Make, amend, or rescind policies or rules necessary for emergency management purposes which supplement a rule, order or directive issued by the Governor or a state agency. Such a policy or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

E. Campus State of Emergency Declaration

If a disaster or emergency occurs that has not yet been declared to be a state of disaster or state of emergency by the Governor, and the President determines that the situation is beyond the control of the College, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the College. The Emergency Management Director shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Director, shall assess the nature and scope of disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief. Notification shall also be sent to the Chief Executive Official of the local government entity where the emergency or disaster occurs.

F. Volunteers, appointment of

Each College division, department, entity of Lansing Community College is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective division, department, entity of Lansing Community College through which the appointment was made, and may be reimbursed for all actual and necessary travel and subsistence expenses.

G. Right of Disaster Relief Force

In accordance with the policy, personnel of the disaster relief force while on duty shall have the following rights:

- i) As employees of the College, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- ii) If they are not employees of the College be entitled to the same rights and immunities as are provided for by law.

#### H. Liability

As provided for in the act and this policy, the College, or the agents or representatives of the College, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act or omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he/she may otherwise be entitled to under the worker's compensation law, any pension law, or act of Congress will not be effected as a result of said activity.

(a) As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the College the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared Campus state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.

#### I. Temporary Absence of President

During the temporary absence of the President from the College or the inability of the President to perform the duties of the office, the Executive Director of Administrative Services shall act in his/her place for the purpose of performing emergency duties of the President.

If the President and the Executive Director of Administrative Services are absent from the College, the Lansing Community College Police Chief shall act in his/her place for the purpose of performing emergency duties of the President.

#### IV. Responsibility

The President and the Emergency Management Director are responsible for implementation of this policy.

Failure to follow this policy may result in disciplinary action up to and including termination of any administrative personnel not complying fully, and in sanctions of any Board trustee who does not comply or circumvents the policy.

### **Action Item – PTCTU Contract Approval**

President Cardenas presented the PTCTU ratified contract for approval. She reported that 80% of the PTCTU union voted for the contract. She stated that of that 80%, 99% voted for approval. She further stated that this will bring closure to a contract that has been in negotiations for a long period of time.

Discussion followed.

### **Action Item – Finance Bids**

President Cardenas presented the following bid for the Board's approval:

- The Photography Building Roof Replacement 2007 in the amount of \$98,017. The recommendation was to award the bid to Bornor Restoration, Inc from Lansing, MI.

MOVED by Trustee Pelleran and supported by Trustee Smith to approve the Professional Development Leave, Emergency Management Policy, PTCTU Contract and Bids.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

### **Action Items – Budget Reconciliation and Update**

Ms. Fisher stated the following proposed budget amendments for fiscal year 2008:

- Tuition and fee revenue is projected to be approximately \$0.6 million less than budget. While enrollment year over year is flat, changes to the mix of in – district and out – of district students along with increases in course fees have pushed revenue closer to the budget.
- State Appropriations have been appropriated for FY08 with the recent state budget settlement. We were conservative with our projections and did not anticipate a recovery of last year's delayed payment and also anticipated a possible cut in base funding. The College has now recovered the delayed payment of \$2.6 million. The state has also appropriated a funding increase of 1% over our base or \$1.3 million more

than was anticipated in our budget. As a result, state appropriations in total are currently at \$3.9 million over budget.

- Employee Benefits are anticipated to be under budget as a result of the adjustment downward in the MPERS rate that was part of the state budget settlement. The original budget included a rate of 18.6% and this rate has been adjusted to 16.7%. This rate is projected to increase to over 19% in the next fiscal year.
- Services & Supplies are anticipated to be over funded by approximately \$0.6 million largely due to an overestimating of telephone and printing costs. (See FY07 above)
- Banner backfill in the FY 07 budget was to be funded from the General Fund. These dollars were not all used and we are proposing that the unused balance be rolled into the FY08 Budget. This is \$0.6 million and is a move from one year to the next and will not impact fund balance projection as of the end of FY08. (See FY07 above)
- The backfill funding for FY08 is included in the Plant Fund budget.
- Facilities – Auxiliary Fund – 2007 is a request due to the timing of this cash transfer. These funds were not transferred in FY07 and this adjustment accounts for the transfer in FY08. (See FY07 above)
- Contingency is being increased to account for the favorable variances created by the above budget adjustments. The College is not requesting use of these funds at this time so that they may be reviewed in the context of long term plans.

Discussion followed.

Catherine Fisher presented the following Budget Adjustment Resolution to the Board:

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

WHEREAS, the C.P.A. firm of Maner, Costerisan & Ellis, P.C has completed the annual independent audit of Lansing Community College for the fiscal year – ended June 30, 2007; and

WHEREAS, the State of Michigan has finalized appropriations bills for Community Colleges for Fiscal –year ended June 30, 2007; and

WHEREAS, the Administration has reviewed budget projections for the Fiscal – year ended June 30, 2007; and



WHEREAS, By – Law 1.10.1 requires that “The Administration shall operate within approved budget allotments and policy restrictions; no allotment shall be deemed a mandate to spend. The Board must first approve any expenditure in excess of an approved budgetary limit. At fiscal year-end, the Board shall return the balance of credits in the operating budget to the general fund for reappropriation; and

WHEREAS, the Administration has proposed Budget Amendment # 2 for Fiscal – year June 30, 2007 that complies with Lansing Community College Board of Trustees Governance Policy Executive Limitations, Financial Condition EL – 203.

THEREFORE BE IT RESOLVED THAT, the Lansing Community College Board of Trustees adopts Budget Amendment #2 for fiscal year 2008 as proposed by the Administration.

MOVED by Trustee Pelleran and supported by Trustee Hollister to approve the Budget Adjustment Resolution.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

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

### **Chairman's Report**

Chairman Laverty introduced Trustee Elect Deborah Canja and Edward Woods III.

### **Committee Reports – Audit Committee Update**

Mr. Bruce Dunn congratulated the college for 50 years. He stated that the greater Lansing area is a better place to work in and live because of Lansing Community College.

Mr. Bruce Dunn presented his report he presented to the Audit Committee on November 9, 2007. This report is on file with the official Board meeting materials.

Chairman Laverty presented the following Annual Audit Report resolution to the Board:

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

WHEREAS, the C.P.A. firm of Maner, Costerisan & Ellis, P.C has completed the annual independent audit of Lansing Community College for the fiscal year – ended June 30, 2007; and

WHEREAS, Board by-laws 1.3.2 states that the Audit “...Committee shall review all reports from the independent auditor”; and

WHEREAS, Bruce Dunn, President of Maner, Costerisan & Ellis, P.C. has presented and reviewed the audit report, dated November 5, 2007, with the Audit Committee on this date; and

WHEREAS, the Audit Committee of the Lansing Community College Board of Trustees has reviewed and accepted the annual independent audit report presented on November, 9, 2007; and

WHEREAS, the Audit Committee of the Lansing Community College Board of Trustees recommends acceptance of the report to the Board of Trustees,

NOW, THEREFORE, BE IT RESOLVED THAT, the Lansing Community College Board of Trustees has reviewed and accepts the annual independent audit report presented on this date.

MOVED by Trustee Pelleran and supported by Trustee Smith to approve the Annual Audit Report Resolution.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

### **Chairman's Report - President's Evaluation**

Chairman Laverty reported that last month the President gave the Board a packet regarding the accomplishments she has made since she has been the President. He stated that there had been discussion about the President's evaluation and the instrument that the Board currently uses. He stated that this is the same method and process that has been in place since his serving on the Board. He further stated that Trustee Smith requested to receive the President's accomplishment presented at the October meeting and that there was discussion about conducting a formal evaluation.

Chairman Laverty reported that James Humphries has gathered information on other Community Colleges processes and tools used to evaluation a President. He stated that as the Board moves forward with the Presidential Search, the

Presidential candidates will probably ask how they will be evaluated and what that will look like. Samples of Mr. Humphries research were given to the Board.

Chairman Lavery asked the Board if they wanted to move forward with the President's evaluation on this evening and that the President has requested it be done in closed session.

Trustee Pelleran stated that the Board should honor the request of the President's choice to have her evaluation in closed session. She stated that the material that was presented, by Mr. Humphries, is separate from the President's evaluation.

Trustee Smith stated that the information presented was not for the President's evaluation and that the President's evaluation will be based on the method used in the past. She stated that at the last Board meeting there was discussion about putting a process in place for the new President and Presidential candidates.

Chairman Lavery stated that they will have the President's evaluation in closed session.

Trustee Smith suggested having an Ad Hoc committee to compile the information and developing a process to present to the Board for consideration.

### **Chairman's Report - Mutual Commitments**

Chairman Lavery presented the Board with an abbreviated Mutual Commitment document to be placed in the Board room. He stated that in order to get the Commitment document matted and framed, a condensed version had to be used. He stated that he felt the new Board members should be included, to make sure they are in agreement with the Mutual Commitments before moving forward with framing it for the Board room.

Trustee Smith stated that there has been a lot of labor done by the seated Board members and that out of respect for the work that has been done, the Board should move forward. She stated that the new Board members should be versed on what the Mutual Commitments are.

Trustee Pelleran agreed with Trustee Smith.

## **Chairman's Report - Men's 2007 & Women's 2007 Cross Country Team Resolution**

Chairman Lavery announced that the Men's Cross Country Team were the National Champions. He also announced that the Women's Cross Country Team were the Regional Champions.

Chairman Lavery presented the following resolution to honor both teams:

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

WHEREAS, the Board recognizes the 2007 National Championship accomplishment of the LCC Men's Cross Country team;

WHEREAS, the team is composed of runners from the mid-Michigan area and international country of Kenya;

WHEREAS, the team members are Shae Kermiet, Drew Wilson, Chris McCarty, Ian McDowell, Patrick Schafer, David Weeks, and Adam Smith of mid-Michigan and Rex Kiptuli and Justus Koech of Kenya;

WHEREAS, the Team entered seven runners in the NJCAA Division I Cross Country race on November 10, 2007 at Ina, Indiana;

WHEREAS, there were 35 teams with 261 runners competing in the race;

WHEREAS, the Team score of 111 points was 9 points lower than the second place team's score of 120 points;

WHEREAS, the Team finished with five runners (Rex Kiptuli, Justus Koech, Adam Smith, Ian McDowell and David Weeks) in the top 30 positions and thus captured the National Junior College Athletic Association Division I Cross Country Championship;

WHEREAS, the seven runners were led by Rex Kiptuli and Justus Koech, each finishing the race 12<sup>th</sup> (with a time of 24.42) and 21<sup>st</sup> (with a time of 25:40), respectively;

WHEREAS, NJCAA All-American honors were earned by Adam Smith, Rex Kiptuli, Ian McDowell and David Weeks;

WHEREAS, the LCC Cross Country Team is coached by Chuck Block and assisted by Jim Robinson and these coaches have trained the team to compete at their highest athletic performance in the National Junior College Athletic Association Division I Cross Country title race on Saturday, November 10, 2007;

WHEREAS, Coach Chuck Block has been honored as 2007 National Junior College Athletic Association Division I Coach of the Year;

WHEREAS, this is Lansing Community College's 7<sup>th</sup> overall Championship;

WHEREAS, this is the 1<sup>st</sup> Championship won by Lansing Community College as a school in the combined Division I and II of the NJCAA;

WHEREAS, the Board of Trustees recognizes the accomplishment of this Team and congratulates the team and their coaches on being crowned the 2007 Men's Cross Country National Champions;

NOW THEREFORE, BE IT RESOLVED THAT, the Board recognizes and congratulates the 2007 LCC Men's Cross Country Team as NATIONAL CHAMPIONS in Division I of the National Junior College Athletic Association.

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

WHEREAS, the Board recognizes the 2007 Region XII Championship accomplishment of the Women's Cross Country team;

WHEREAS, the team is composed of runners from the mid-Michigan area;

WHEREAS, the team members are Liz Hart, Shaina Jenkins, Holly Jones, Lekeyya Jordan, Jenette Killips, Amanda Langell, Alanah Pietryga, Sara Ringle, Andrea Roberts, Jenny Shepard, Jaimie Upton, Tiffany Ventura, and Sierra Wheaton of mid-Michigan;

WHEREAS, the team entered runners in the NJCAA Region XII Cross Country race on October 27, 2007 at Grand Woods Park in Lansing, Michigan;

WHEREAS, there were numerous teams with runners competing in the race;

WHEREAS, the LCC team score of 36 points was 3 points lower than the second place team's score of 39 points;

WHEREAS, the Team finished with five runners (Amanda Langell, Holly Jones, Lekeyya Jordan, Shaina Jenkins and Andrea Roberts) in the top positions and thus earning the National Junior College Athletic Association Region XII Division I Cross Country championship;

WHEREAS, the LCC Cross Country Team is coached by Chuck Block and assisted by Jim Robinson and these coaches have trained the team to compete at their highest athletic performance in the National Junior College Athletic Association Region XII Division I Cross Country title race on Saturday, October 27, 2007;

WHEREAS, Lansing Community College's Women's Cross Country team was 10th in the NJCAA national rankings;

WHEREAS, the Board of Trustees recognizes the accomplishment of this Team and congratulates the team and their coaches on achieving a top 10 national

rating and invitation to the NJCAA National Championship at Rend Lake College in Ina, Illinois on November 10, 2007;

NOW THEREFORE, BE IT RESOLVED THAT, the Board recognizes and congratulates the 2007 LCC Women's Cross Country Team as winners of the Region XII National Junior College Athletic Association meet held on October 27, 2007.

MOVED by Trustee Hollister and supported by Trustee Smith to approve the 2007 Men's Cross Country Team Resolution and the 2007 Women's Cross Country Team Resolution.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

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

Chairman Laverty made the following announcements.

- The University Center's Grand Opening is Friday, November 30, 2007.
- The Governmental Accounting Office met with President Cardenas, the Chair and others at the college. The Governmental Accounting Office was interested in seeing how community colleges worked with local Work Force Development and Investments Boards. They were visiting six different states and only two community colleges in Michigan.
- He announced that the next Board of Trustees meeting will be on December 10, 2007 at 5:00 p.m. He stated that there will be no Board Dinner but that the Board will adjourn to Troppo's for a holiday dinner for the Board of Trustees and Executive Leadership Team.

### **Committee Reports – Foundation Update**

Trustee Smith thanked Sue Fisher for her leadership in getting the reports ready for the Foundation. She stated that the Foundation has \$10.5 million dollars. Trustee Smith said that the Foundation is in the process of updating their mission statement. She invited everyone to the Foundation's open house on December 5, 2007 from 5:00 p.m. – 8:00 p.m. at the University Center.

Trustee Smith reported that PACE and Partners presented the marketing strategies that they will be using for the Foundation.

Trustee Smith encouraged everyone to participate in the Distinguish Alumni Award. She stated that the distinguished alumnus participates in the College's graduation ceremony.

Trustee Smith announced that CD's for the LipSync are available.

### **Committee Reports – Audit Committee Report**

Chairman Lavery presented the Board with the Audit Committee Meeting Calendar through November 24, 2008.

### **Committee Reports – Banner Implementation Audit Process**

Chairman Lavery reported that he and Trustee Proctor, as well as others, went through an internal auditor workshop. He said that he, Catherine Fisher, Hoa Nguyen and President Cardenas met to determine what was going to be the need for the Banner Implementation regarding that audit process.

Chairman Lavery presented the following resolution to the Board.

Pursuant to the Audit Policy and the Hiring and Contract Approval Policy, a motion to authorize the request for independent assessments and audits of the Banner Implementation Project, as submitted by the Audit Committee via the Internal Audit Office; and further, to approve the request at a cost not to exceed in the amount of \$100,000. The engagement will commence immediately and work under the general direction of the Executive Director of Compliance and Internal Control. Immediate assessment of the current situation shall be required and a preliminary report with appropriate recommendations shall be furnished at the end of the immediate assessment”.

Discussion followed.

MOVED by Chairman Lavery and supported by Trustee Hollister to approve the Banner Implementation Audit Process.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

## **Board Member Reports – Presidential Search Update**

Trustee Proctor reported that Jan Greenwood, of Greenwood & Associates, was in Lansing on November 7, 2007 for a brief update with the Screening Committee on the search process. He stated 18 people had responded to either the ads that were placed or the direct solicitation by Greenwood & Associates. He stated the Greenwood & Associates will be meeting on December 18, 2007 with the Screening Committee. He announced that there will be a third team building workshop following Greenwood's meeting with the Screening Committee. He stated that this workshop will include the Trustees elect. Trustee Proctor stated that he was advised November 7, 2007 that the December 1, 2007 application deadline was a soft closure date. He said that even after that time Greenwood and Associates will continue to solicit and receive responses of those who may be interested.

Chairman Laverty asked if any Board member had something to add before going into closed session.

Trustee Smith offered condolences to the family of Ron Doeke, who was the Assistant Principal at Otto Middle School. She stated that he passed away on Sunday.

## **Closed Session**

MOVED by Trustee Pelleran and supported by Trustee Smith that the Board go into closed session for the purpose of discussing negotiation strategies of a collective bargaining agreement and to consider a written legal opinion.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

The Board entered into closed session at 8:16 p.m.

MOVED by Trustee Hollister and supported by Trustee Smith to return to open session.

Roll call vote:

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

Nays: None

Absent: Canady



Motion carried.

The Board returned to open session at 9:51 p.m.

Roll:

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

Absent: Canady

## **Public Comment**

There was no public comment.

## **Board Evaluation**

There was no Board Evaluation.

## **Adjournment**

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

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

Nays: None

Absent: Canady

Motion carried.

The meeting adjourned at 9:52 p.m.