

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 18, 2008

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:06 p.m.

Roll Call

Present: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith
Absent: None

Pledge of Allegiance

Trustee Woods led the Pledge of Allegiance.

Approval of Minutes

MOVED by Trustee Hollister and supported by Trustee Lavery to adopt the January 22, 2008 Corporate College Workshop and the January 22, 2008 Regular Board of Trustees Meeting.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith
Nays: None
Absent: None

Motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Trustee Lavery requested to move the Banner Audit Report from the Audit Committee to the President's Report under Banner/Oracle Update.
- President Cardenas requested to move 2008 Budget Adjustment to the Action Items.
- President Cardenas requested to correct Fiscal Year 2008 Planning and Budget Assumptions to FY 2009.

- Trustee Proctor requested to report on the Japan Studies Alumni Associations.
- Chairperson Smith requested to remove the MCCA Resolution.

Limited Public Comment Regarding Agenda Items

Lynn Savage: Good evening Chairperson Smith and Board of Trustees, my name is Lynn Savage, Chair of the LCC Labor Coalition. Our concern on tonight, centers the proposed inclusion of Communications on the regular Board agenda. While the Coalition agrees that the public should be informed of issues that come before the Board, we urge the Board to exercise discrimination when considering whether or not content of a communication should be shared publicly. For example, in the case of anonymous complaints about the College or its employees, we believe that such complaints should receive a quick trip to the nearest shredder without considerations. Such complaints, in our opinion, are cowardly and without merit. In addition we urge you to be mindful of any communication, signed or not, which contain personnel or personal information about any LCC employees. Certainly, not all communications should be shared with the public until or unless it has been found to be of substantive in nature. Thank you for taking our concern on this account as you proceed with this agenda item.

Beckie Beard: Hello my name is Beckie Beard and I am the President of Lansing Community College's Administrator Association and tonight I am speaking on Communications on the Board agenda. As someone who has been the recipient of communications released before researched, I implore the Board to consider the damages that can be done when reacting and responding to anonymous or otherwise communications.

Cindy Storie: Good evening, I am Cindy Storie; I am the LCC MAHE president speaking on behalf of the faculty. I am speaking on the agenda item under the Chairperson report for amendment to the bylaw 1.5.2, communications. The language proposed states that all communications from constituents which have been received by the Board will be placed under this item. What happens to communications that are not from constituents and who do you define as constituents? What happens with communications submitted anonymously or those addressing personnel matters which are covered by a collective bargaining agreement? MAHE would expect contractual issues to be addressed internally and must use due process. Anonymous communications should not be construed as factual or credible, let alone be made public. We expect all communications whether from constituents or others to be addressed appropriately through the Board. Thank you.

Representative Joan Bauer: Thank you Chairperson Smith, President and audience. It is my pleasure this evening to come once again. Tonight I have the honor and privilege of presenting a special tribute to the outgoing Chairperson of the Board, Chris Laverty. This is a tribute that is presented by myself as the 68th District representative, Mark Meadows, 69th District, Barb Byrum, 67th District, our State Senator Gretchen Whitmer and the Governor of the State of Michigan Jennifer Granholm. This is our Ingham County delegation.

"Let it be known that it is with deep appreciation for the hard work and commitment he has displayed in his service as the Chair of the Lansing Community College Board of Trustees, that we commend Chris Laverty. We are grateful to have this opportunity to acknowledge his past and present contribution to Lansing Community College and to the entire Greater Lansing Area. Chris Laverty was elected as the Chair of the Lansing Community College Board of Trustees on July 21, 2003. During in tenuous Board Chair, Mr. Laverty provided strong leadership and clear vision on behalf of the entire Board. Under his direction the LCC Board of Trustees has made major advances in improving the effectiveness of the Board's strategic thinking and by clarifying the Board's long term vision. He was also influential in monitoring the Board's performance and effectiveness through on-going initiatives. As the longest serving Chair of the Board of Trustees at Lansing Community College, Chris Laverty has provided an example that will long be appreciated by all who have come into contact with him. His wisdom, professionalism and leadership have earned him widespread acclaim and our deepest appreciation".

In special tribute therefore the document is signed and dedicated to honor and thank Chris Laverty for his exceptional efforts as Chair of the Lansing Community College Board of Trustees. We offer our best wishes this joyous occasion. Again on behalf of the delegation, anyone who enters public service in any capacity, all of you in your elected positions, we know that it is a tremendous sacrifice. It is hours away from your families, home, and jobs. When you take on the additional responsibilities of being Chair of the Board it is even more time, effort and energy and we acknowledge Chris's tremendous contributions. He always led with the best interest of this College in mind. He was straight forward, and courageous. I think everyone would agree he loves this College.

Former Chairperson Laverty thanked Representative Bauer and the Board of Trustees for their support over the last 4 ½ years.

Chairman Smith read the following resolution honoring Former Chairman Chris A. Laverty:

WHEREAS, LANSING COMMUNITY COLLEGE is directed and governed by a Board of Trustees, consisting of seven members, elected at large in the community college district on a nonpartisan basis, and

WHEREAS, the officers of the Board of Trustees shall be a Chairperson, Vice Chairperson, Secretary and Treasurer, all of whom shall be members of the Board, and

WHEREAS, the officers of the Board shall be nominated from the floor and elected by roll call vote at the organizational meeting of the Board, and

WHEREAS, each officer of the Board shall be elected for a term of two (2) years or such shorter time as the Board shall determine, and

WHEREAS, an officer of the Board is not precluded from being re-elected by the Trustees, and

WHEREAS, the CHAIRPERSON shall provide leadership in planning the work of the Board, shall preside at all meetings of the Board, and shall decide all questions of rule and order. The Chairperson shall appoint and establish all committees and committee Board appointments unless the committee members are designated or their appointment is otherwise provided for in the motion or resolution establishing the committee, shall be an ex-officio member of all committees, and shall perform such other duties as these bylaws and state law provide or the Board may prescribe. The Chairperson shall act for the Board when such action is required by law in signing contracts and other official documents, shall represent the Board of Trustees or designate a representative upon occasion when such representation is deemed desirable, shall act as the spokesperson for the Community College, consistent with [1.7.5](#) and [1.7.6](#), and shall perform such other duties as may be prescribed by law, consistent with Governance Policy GP-303, and

WHEREAS, TRUSTEE CHRIS A. LAVERTY was elected into office in June, 2003, and sworn into office on July 31, 2003, and

WHEREAS, TRUSTEE CHRIS A. LAVERTY was elected at the organizational meeting on July 31, 2003 as the Chairperson of the Board of Trustees by a 5-2 vote and assumed his leadership position immediately, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY served with distinction as Chairperson of the Board of Trustees for 4 ½ years, serving from July 31, 2003 thru January 22, 2008, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY was and remains committed to moving LCC forward while striving to maintain an open environment of information disclosure and rapport with the administration, faculty and staff, community and students, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY has with great accountability and professionalism worked tirelessly for the best interest of the students, staff and faculty at LCC, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY has exhibited unwavering commitment to the Lansing Community College Board of Trustees as the appointed representative to the Capital Area Workforce Development Board, Career Connections Advisory Board, Lansing Community College Foundation, Capital Area Community Foundation and the Lansing Area Manufacturing Partnership, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY has served the Lansing Community College Board of Trustees as a dedicated and hard working member of the Personnel and Compensation Committee from 2006 – 2008, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY continues to serve the Lansing Community College Board of Trustees as the dedicated and hard working chair of the Audit Committee, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY has provided strong and clear leadership to the Board of Trustees by advancing the goals of improving the effectiveness of the Board's strategic thinking, focusing on long-term vision, monitoring the organizations performance, learning how to be effective stewards of the College, raising the Board's role in systems thinking, and continuing to improve Board processes, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY has championed LCC Board of Trustees efforts to develop Board of Trustee bylaws and governance policies, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY as Chairperson presided over the development and completion of new facilities construction projects, such as, three new state-of-the-art facilities, and world-class classroom renovations, and guided the Board of Trustees in the acquisition of land that strategically serves the institution as the West Campus, and

WHEREAS, FORMER CHAIRPERSON CHRIS A. LAVERTY has always encouraged professional development amongst Trustees and Board Staff, and

NOW, THEREFORE, BE IT RESOLVED that, in recognition of his dedication, devotion and longevity as Chairperson of the Board of Trustees at Lansing Community College, and for his many accomplishments while serving as Chairperson, the Board of Trustees of Lansing Community College, on behalf of the students, faculty, staff, and community, recognize and thank Trustee Chris A. Laverty for service to the College as Chairperson for the Board of Trustees.

PRESIDENT'S REPORT

Strategic Update Report - Fiscal Year 2009 Planning and Budget Assumptions

President Cardenas stated that the budgeting staff has taken a tremendous amount of time and effort this year to identify what environmental factors are impacting LCC's budget.

Catherine Fisher presented the Board with documents for the 2009 Planning and Budget Assumptions. This included the following:

- Baseline Budget and Process
- Planning Objectives
- Dean's Council Criteria for Expansion or Shrinking of Programs Offerings
- Lansing Community College Strategic Goals
- FY2009 Budget Planning Timeline

Discussion followed.

These documents are on file with the official Board meeting materials.

Strategic Update Report – Banner/Oracle Update

President Cardenas gave the following Oracle System Update:

- Lansing Community College upgraded the Oracle system over the holiday break. The upgrade was required to allow LCC to produce employee W2's for 2007.
- The upgrade also eliminated a number of security vulnerabilities that existed in the system.
- Even though the upgrade was tested, a number of issues surfaced once a heavy load was placed on the system.
- Oracle moved LCC to Critical Customer Care status on January 10, 2008. Critical Customer Care is a support level above severity 1, and Oracle identifies an account manager to oversee all LCC staff on the progress of the service requests.
- LCC staff working with Oracle support technicians has resolved all the outstanding LCC service requests related to the upgrade.
- All of the Oracle applications are working at this time.

President Cardenas gave the following Banner Update:

- The President will be providing the Board with a monthly Banner Project Status update.

- The College plans to go live with the Human Resources and Payroll module on March 24, 2008. The HR process team continues to work with completing a parallel test that meets the current systems acceptance criteria for two successful parallel payroll tests. Given the problems with the Oracle data being converted and the length of time required to correct each conversion for the parallel test, the Sungard Higher Education Project Manager recommends a revision of the system acceptance criteria for full parallel testing and to test a statistical sample acceptable to the Steering Committee. If the Steering Committee approves with the change of the acceptance criteria, the Executive Leadership Team will analyze the risk of changing the acceptance of the quality criteria and determine what the most appropriate plan of action is.
- The finance module implemented on July 2, 2007, and has laid the ground work for improved financial controls.
- The Student System is scheduled to go live in phases. The Admissions will go live on March 31, 2008. The plan is to have the Banner Student System operational in time for the Fall 2008 registration.
- There was a March 10, 2008 go live date for the Financial Aid module, but this date had to be moved back. The College is still within the timeframe of the College's financial aid and student's will not be negatively effective.

Discussion followed.

Committee Reports – Audit Committee Report

Trustee Laverty reported that the Audit committee met on Feb 11, 2008. He stated that Alan Moore, of Grant Thornton presented a report to the Audit Committee which the committee voted to receive.

Alan Thornton presented the Board with recommendations base on their initial assessment. The report is on file with the official Board meeting materials.

Discussion followed.

MOVED by Trustee Laverty and supported by Trustee Proctor to accept the Banner Report presented by Alan Moore.

Roll call vote:

Ayes: Canja, Hollister, Laverty, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried.

Action Items – 2008 Budget Adjustment

President Cardenas recommended the following proposed 2008 Budget Adjustment:

- Tuition and Fee Revenue
- Salaries & Wages
- Employee Benefits
- Service and Supplies
- Division Renovation
- ~~Banner Phase II Contingency~~ (Has asked that a hold be place on this item until the College has a better idea on how much the implementation of the recommendations of Grant Thornton will cost.)
- Capital Project – Bioprocessing Initiative
- Contingency

Action Items – Course Fees

President Cardenas stated that there were adjustments made to the heavy equipment area that had been miscalculated.

It was moved by Trustee Hollister and supported by Trustee Canja to remove Course Fees from the consent agenda.

Action Item – Alcohol Permit Request

President Cardenas presented this item on behalf of the Foundation for obtaining an alcohol permit for a LCC foundation fundraiser event on May 17, 2008.

MOVED by Trustee Laverty and supported by Trustee Rasmusson to approve the 2008 Budget Adjustment and the Alcohol Permit Request.

Roll call vote:

Ayes: Canja, Hollister, Laverty, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried.

MOVED by Trustee Laverty and supported by Trustee Rasmusson to approve the proposed course fee changes effective summer 2008.

The following concerns were raised about the motion:

- Trustee Hollister asked to see some alternatives on how to cover the cost without raising fees.
- Chairperson Smith asked for justification for each increase as well as alternatives that have been explored.
- Trustee Canja also requested to see additional information and stated she would be more comfortable to see what the increases are going towards and whether or not there were alternatives.

The following points were made in favor of the motion:

- Trustee Rasmusson stated that he has found that the course fees were a good faith measure of the additional cost of the supplies and material used for the course.
- Trustee Lavery stated that some of the programs, such as aviation and health care, are extremely expensive.

Discussion followed.

Roll call vote:

Ayes: Lavery, Proctor, Rasmusson
Nays: Canja, Hollister, Woods, Smith
Absent: None

Motion failed.

Chairman, Committee and Board Member Reports

Chairperson's Report – MCCA Update

Chairperson Smith stated that the Michigan Community College's Associations presented the following items at the MCCA Board of Directors meeting:

- How to address the shortfall of nursing needs within the community from Michigan. A resolution came forward to offer baccalaureate options for nursing students as well as other programs. This resolution was accepted by the MCCA.
- MCCA asked for approval of an alternative method of economic development. This was in support of refinancing bonds and subsidized training. This initiative did get approved.
- Governor Granholm was seeking Community College's help in meeting the budget by requesting that all the Community Colleges agree to tuition freezes. This initiative did not pass. The organization did decide to send a letter in support of the budget that Governor Granholm has and that MCCA will try to support her in whatever way they could.

Chairperson's Report – Amendment to Board Bylaw and Governance Policies

Amendment to Board Bylaw 1.3.1, 1.3.3, 1.3.4 & Amendment to Governance Policy 305

Chairperson Smith stated that these bylaw amendments are to bring the Board in alignment with the abolishment of the Personnel and Finance Committees.

MOVED by Trustee Hollister and supported by Trustee Woods to approve the amendment to Board Bylaw 1.3.1, 1.3.3, 1.3.4 and GP-305.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried.

Amendment to Board Bylaw 1.5.2

Chairperson Smith stated that the Communication agenda item was brought forward to tailor the Board's process on how items that are sent to the Board are handled. She stated that this process would be so communications are officially received and placed on file.

She also stated that the Board Member Comments gives the Trustees an opportunity to respond to events that they have had an opportunity to attend or any other comment they would like to have.

Discussion followed.

MOVED by Trustee Proctor and supported by Trustee Lavery to postpone making a decision on these items.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried.

Chairperson's Report – Information and Announcements

Chairperson Smith made the following announcements:

- Attended LCC's Performing Arts, Dance, Dance, Dance.
- The Malcolm X Celebration featuring Shabazz Academy will be on February 19, 2008 and Kemba Smith will be here on February 20, 2008.
- Presidential Search Forums and Board Interviews will take place February 19 – 22, 2008.
- Noted that the LCC Men's & Women's Basketball are listed in the Board Calendar.
- Trustee Canja mentioned the Café Scientifique held at Schuler's Bookstore.

Board Member Reports – Presidential Search Update

Trustee Proctor reported that Mr. Chris Strugar-Fritsch submitted his resignation, from the Presidential Screening Committee, for reasons he believed might be perceived as a conflict of interest.

He reported that there will be forums from February 19 – 22, 2008 starting at 8:30 a.m. He stated that there will be Community Forums, ELT/Staff Forum, Faculty Forum and Student Forum. Trustee Proctor stated that the day will end with the candidate being interviewed by the Board at 5:00 p.m.

Trustee Proctor asked that the Board thank all of those who served on the Screening Committee.

Chairperson Smith asked that a resolution be prepared commending Trustee Proctor for his role as Presidential Search Chair and the Committee.

MOVED by Trustee Lavery and supported by Trustee Woods that resolutions of thanks be prepared for Benita Duncan, Trustee Proctor and the Screening Committee members and that appropriate thank you gift be given to all for their time and effort.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried.

Board Member Reports – Roadmap for Trustee Generated Ideas and Initiatives

MOVED by Trustee Canja and supported by Trustee Hollister to adopt the roadmap for Trustee generated ideas and initiatives.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried

Board Member Reports – ACCT 2008 Legislative Summit Update

Trustee Woods recognized Chairperson Robin Smith, Vice Chair Canja, President Cardenas, Dr. Stan Chase and Bo Garcia for their attendance at the 2008 ACCT Legislative Summit Update. Trustee Woods highlighted the following:

- Fiscal Year (FY) 2009 Budget and Appropriations.
 1. A Maximum Pell Grant of \$5,100
 2. 1.7 billion for the Perkins Act Career and Technical Education (CTE) programs
 3. \$250 million for the community based job training grants
- Higher Education Act (HEA) Reauthorization
 1. Treat Community Colleges fairly in creating new policies on college costs.
 2. Retain the Community Colleges as partners in teacher education grants as included in House Resolution 4137.
- Tax Policy for College Students.

Trustee Woods stated that the College was an effective team that advocated for students at Lansing Community College.

Trustee Canja provided notes on the national speaker which is on file with the official Board meeting materials.

Chairperson Smith thanked the President and her staff for setting up the meetings with the Legislator.

Trustee Proctor stated that on last Friday he joined President Cardenas, Dr. Kim and Mr. Nakai of Japan. He stated that he had the opportunity to attend the Japan Adventure Program last year, which was the final year of the program. Mr. Proctor stated although the program has ended, Mr. Nakai firmly believes

that the company is interested and will be attempting to continue the relationship it has enjoyed with Lansing Community College. He stated that following the dinner he had the additional pleasure of joining 650 alumni's of the Japan Adventure Program.

Closed Session

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

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried.

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

The Board returned to open session at 8:41 p.m.

MOVED by Trustee Smith and supported by Trustee Hollister to go into closed session to discuss the purchase of real property.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried.

The Board entered into closed session at 8:43 p.m.

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

Roll call:

Present: Canja, Hollister, Lavery, Proctor, Rasmusson, Woods, Smith

Absent: None

Public Comment

There was no public comment.

Board Evaluation

There was no Board Evaluation.

Adjournment

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

Ayes: Canja, Hollister, Laverty, Proctor, Rasmusson, Woods, Smith

Nays: None

Absent: None

Motion carried.

The meeting adjourned at 9:20 p.m.