

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 17, 2008

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:04 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

Approval of Minutes

The following corrections in red were made to the February 18, 2008 Regular Board Trustees Meeting Minutes:

- Page 5 - 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.
- Page 6 - 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.
- Page 7 – Alan ~~Thornton~~ **Moore**

It was MOVED by Trustee Hollister, and supported by Trustee Woods, that the February 5, 2008 Special Meeting Minutes and the February 18, 2008 Regular Meeting Minutes be adopted as amended.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Additions/Deletions to the Agenda

The Chair proposed the following change to the agenda:

- Removal of the Corporate College topic with the caveat that it be added to the April 21, 2008 Regular Board of Trustees Meeting agenda. (Trustee Laverty stated for the record that he objected to this item being removed from the agenda.)

It was MOVED by Trustee Canja and supported by Trustee Hollister to approve the change to the agenda.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Woods, Smith

Nays: Laverty

Absent: Rasmusson

The motion carried.

The following addition was made to the agenda:

- Add Transition Committee resolution under the Chairperson's Report

There were no objections.

Limited Public Comment Regarding Agenda Items

Lynn Savage, Chair of LCC Labor Coalition: My continuing concern centers on the proposed inclusion of Communications on the Board agenda. As we stated before at last month's meeting, we agree that the public should be informed of issues that come before the Board. We urge you to continue to exercise discrimination when considering whether or not the content of a communication should be shared publicly. Again, in the case of anonymous complaints about the college or its employees, they should receive a quick trip to the nearest shredder. Such comments and complaints, in our opinion, are cowardly and without merit. In addition, we urge you to be mindful of any communication, signed or not, which contains personal information about any LCC employee. Certainly not all communications should be shared with the public until they have been found to be substantive in nature. Thanks for taking our concerns into account.

It was MOVED by Chairperson Smith and supported by Trustee Laverty to remove Communications from the agenda.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Chairperson Smith presented the following resolution to honor Trustee Robert Proctor:

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

WHEREAS, Lansing Community College is Michigan's third largest community college with more than 33,000 students attending each year; and

WHEREAS, the Community College Act of 1966 authorizes a Community College Board of Trustees to select and employ the president of the college; and

WHEREAS, the Board of Trustees announced a national search for a President of Lansing Community College on September 18, 2006; and

WHEREAS, the Board desires to hire a president by July 1, 2008; and

WHEREAS, the Board determined that it was in the best interest of the College and the community served by the College to establish and appoint a Presidential Screening Committee whose membership is representative of the College's stakeholders; and

WHEREAS, Trustee Robert E. Proctor, Secretary/Treasurer of the LCC Board of Trustees, was appointed as a member and Chair of the Screening Committee, and

WHEREAS, Trustee Robert E. Proctor's duties as Chair of the Screening Committee were to authorize and direct, upon appropriate consultation, the activities of the committee; and

WHEREAS, Trustee Robert E. Proctor worked directly with the search firm selected by the Board, Greenwood and Associates, Inc., to ensure a national search, recruitment and consideration of the most outstanding candidates available; and

WHEREAS, Trustee Robert E. Proctor assumed responsibility for managing the Presidential Search Office, working with the Presidential Search Office staff to ensure that proper communications were maintained throughout the entire process between the Board, the search firm, Lansing Community College, and the Lansing community; and

WHEREAS, Trustee Robert E. Proctor provided detailed reports on the presidential search process at Board meetings, as necessary; and

WHEREAS, Trustee Robert E. Proctor worked directly with the public relations firm selected by the Board, John Bailey and Associates, Inc., to assist the Presidential Screening Committee and the Board in handling media relations, public affairs, strategic planning and other communications as the Committee and Board moved toward closure of the selection process; and

WHEREAS, Trustee Robert E. Proctor's leadership as Chair of the Presidential Screening Committee resulted in the selection of four candidates for consideration as President of Lansing Community College; and

WHEREAS, Trustee Robert E. Proctor's hard work and forthright efforts as Chair of the Committee produced a rich pool of diverse candidates, with the breadth and depth of experience to develop strategic goals, implement new college initiatives, and lead the college into the future; and

NOW, THEREFORE, BE IT RESOLVED that, in recognition of his tireless efforts and steadfast commitment, the Board of Trustee expresses its sincere Thanks and Appreciation to **Trustee Robert E. Proctor** for his service as **CHAIR** of the Presidential Screening Committee.

AND BE IT THUS RECORDED THIS 17th day of March, 2008.

Trustee Proctor presented the following resolution to honor Chairperson Smith:

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

WHEREAS, Lansing Community College is Michigan's third largest community college with more than 33,000 students attending each year; and

WHEREAS, the Community College Act of 1966 authorizes a Community College Board of Trustees to select and employ the president of the college; and

WHEREAS, the Board of Trustees announced that the national search for a new President of Lansing Community College officially begun on September 18, 2006; and

WHEREAS, the Board wishes to hire a new president by July 1, 2008, and

WHEREAS, the Board determined that it was in the best interest of the College and the community served by the College to establish and appoint a Presidential Screening Committee whose membership is representative of the College's stakeholders, and

WHEREAS, Trustee Robin M. Smith was appointed a member and Vice Chair of the Screening Committee, and

WHEREAS, Trustee Robin M. Smith assisted the Chair of the Screening Committee to ensure a national search, recruitment and consideration of the most outstanding candidates available; and

WHEREAS, Trustee Robin M. Smith worked tirelessly with the Presidential Search Office Staff to ensure that proper communications were maintained throughout the entire process between the Board, the search firm, Lansing Community College, and the Lansing community; and

WHEREAS, Trustee Robin M. Smith worked cooperatively with the Search Firm with regard to matters directly relating to the Presidential Search; and

WHEREAS, Trustee Robin M. Smith ensured open communication with the entire Board during Board meetings; and

WHEREAS, Trustee Robin M. Smith has shown strong skills in helping the Search Committee find solutions to concerns that address a variety of perspectives and policy values; and

WHEREAS, Trustee Robin M. Smith worked directly with the Public Relations Firm selected by the Board, John Bailey and Associates, Inc., to assist the Presidential Search Committee in handling media relations, public affairs and strategic planning and crisis communications as the Committee and Board moved toward closure of the selection process, and

WHEREAS, Trustee Robin M. Smith's leadership as Vice Chair of the Committee contributed to the selection of four (4) candidates for consideration as President of Lansing Community College, and

WHEREAS, Trustee Robin M. Smith's vision for the future and determination as Vice Chair of the Committee produced a rich pool of diverse candidates, with the breadth and depth of experience to develop strategic goals and implement new college initiatives, and lead the college into the future, and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees commends **TRUSTEE ROBIN M. SMITH** for her meritorious service and dedication as Vice Chair of the Presidential Screening Committee.

AND BE IT THUS RECORDED THIS 17th day of March, 2008.

Chairperson Smith presented the following resolution to honor each member of the Presidential Screening Committee:

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

WHEREAS, Lansing Community College is Michigan's third largest community college with more than 33,000 students attending each year; and

WHEREAS, the Community College Act of 1966 authorizes a Community College Board of Trustees to select and employ the president of the college; and

WHEREAS, the Board of Trustees announced a national search for a President of Lansing Community College on September 18, 2006; and

WHEREAS, the Community College Act authorizes the Board of Trustees to determine the qualifications of the college's president; and

WHEREAS, the Lansing Community College Board of Trustees is determined to identify a leader who is committed to the College's traditions of academic excellence and service to all within the College's district as well as beyond those geographic boundaries; and

WHEREAS, the Board wishes to hire a president by July 1, 2008; and

WHEREAS, the Board of Trustees desired a presidential search process that was widely regarded as fair and legitimate and that involved the community; and

WHEREAS, the Board determined that it was in the best interest of the College and the community served by the College to establish and appoint a Presidential Screening Committee whose membership is representative of the College's stakeholders; and

WHEREAS, the LCC Board of Trustees sought nominations of local individuals to serve on the Screening Committee who would offer input and review applications of qualified candidates who want to be the next LCC President; and

WHEREAS, the Board of Trustees appointed an extremely talented, committed and diverse group of community leaders who donated their time and effort to participate in the public Screening Committee process; and

WHEREAS, the Screening Committee members include LCC faculty, students, staff, alumni and citizens throughout the Lansing Community College district; and

WHEREAS, (Committee Member's Name), was nominated to serve and appointed to the Screening Committee; and

WHEREAS, (Committee Member's Name), possessed a thorough understanding of the college's institutional needs, both now and in the course of the next decade, and was united around the institution's mission; and

WHEREAS, (Committee Member's Name), performed an important and valuable service by reviewing applications and recommending four presidential candidates to the Board of Trustees and was steadfast in her commitment to completing this work; and

WHEREAS, Trustee Robert E. Proctor was the Secretary/Treasurer of the LCC Board and was appointed Chair of the Screening Committee; and

WHEREAS, LCC Trustee and Chair of the Screening Committee Robert Proctor expressed his gratefulness to the committee members for "providing a diverse pool of candidates with the breadth and depth of experience to lead the college into the future"; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees extends its sincere Thanks to **(Committee Member's Name)**, for their conscientious service and commitment serving on the Presidential Screening Committee helping Lansing Community College serve the learning needs of a changing community.

AND BE IT THUS RECORDED THIS 17th day of March, 2008.

Trustee Proctor presented the following resolution to honor Ms. Benita Duncan:

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

WHEREAS, Lansing Community College is Michigan's third largest community college with more than 33,000 students attending each year; and

WHEREAS, the Community College Act of 1966 authorizes a Community College Board of Trustees to select and employ the president of the college; and

WHEREAS, the Board of Trustees announced a national search for a President of Lansing Community College on September 18, 2006; and

WHEREAS, the Board desires to hire a president by July 1, 2008; and

WHEREAS, the Board of Trustees established a Presidential Search Office to ensure the integrity and independence of the search process; and

WHEREAS, the Presidential Search Office was operated separately from the college administration in an effort to protect the integrity of the search process; and

WHEREAS, the Board of Trustees requested the Administrative Assistant to the Board, Ms. Benita Duncan, to assume the responsibilities, duties and tasks involved in coordinating the activities of the presidential search process; and

WHEREAS, BENITA DUNCAN provided valuable support to the Presidential Screening Committee and the LCC Board of Trustees during each phase of the process, such as coordinating search activities with the selected national consulting firm, attending committee meetings, transcribing meeting notes, preparing mailings and correspondence, performing scheduling tasks, coordinating candidate visits, arranging lodging and travel, updating the website, distributing periodic updates through campus communications, and communicating with the public about ongoing search activities; and

WHEREAS, BENITA DUNCAN, performed screening committee duties while maintaining her regular work hours as the Administrative Assistant to the Board of Trustees; and

WHEREAS, BENITA DUNCAN, committed a tremendous number of extra hours to complete her responsibilities, duties and tasks, including working on weekends;

WHEREAS, BENITA DUNCAN, is to be commended for her professionalism in completing her responsibilities on behalf of both the Presidential Search Office and Board of Trustees; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees overwhelmingly acknowledges the hard work, professionalism and commitment of **BENITA DUNCAN, Administrative Assistant to the Board of Trustees**, for her tireless effort in support of the Lansing Community College presidential search process.

AND BE IT THUS RECORDED THIS 17th day of March, 2008.

It was MOVED by Trustee Canja and supported by Trustee Hollister to approve the Presidential Screening Committee Resolutions.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

PRESIDENT'S REPORT

Strategic Update Report – Grants Presentation

Dr. Stan Chase presented a PowerPoint presentation on the new strategy to increase grant funding which is on file with the official Board meeting materials.

Strategic Update Report – Banner Update

President Cardenas presented the Board with a Banner project status update which is on file with the official Board meeting materials.

Strategic Update Report – Website Design

Mr. Paul Price presented the new web designed to the Trustees. He stated that the redesign project is based on recommendations from Noel-Levitz, focus groups with college faculty, staff, recently enrolled adult students, recently enrolled traditional students, a student survey for newly enrolled students, benchmarking, industry best practices and the creative input of the Web Design team.

The presentation is on file with the official Board meeting materials.

Discussion followed.

Strategic Update Report – Financial Reports

President Cardenas stated that the financial report is normally included in the monthly President's Report, but she felt it was important to include it in the Board packet. She stated that the following is included in the Financial Reports:

- Statement & Summary as of December 31, 2007.
- Sole Source Purchases for January and February 2008.
- Vendor Payments over \$10,000 for January and February 2008.
- LCC Holdings as of December 31, 2007

Discussion followed.

Consent Agenda

Action Item – Sabbatical Leave

President Cardenas presented for approval the Professional Development Leave Request for Judith Berry from May 12 – August 8, 2008. President Cardenas stated that this request has been approved by Vice President Roberta Peterson, Beckie Beard and Chief Human Resource Officer, Queen McMiller.

Action Item – Course Fees

President Cardenas respectfully requested the adoption of Course Fees for new courses, courses in which there is a waiting list, courses in which the increased fees are due to increased field cost, courses that have a subcontractor providing a service, LCC's Continuing Education courses and courses that have a fee decrease proposed.

Discussion followed

It was MOVED by Trustee Hollister and supported by Trustee Laverty to remove course fees from the consent agenda for further discussion.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Action Item – Approval of Bids

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

- Parking Ramp Storage Garage in the amount of \$158,800. The recommendation was to award the bid to Moore Trospen Construction Company.
- Arts & Science Cooling Tower Replacement in the amount of \$159,000. The recommendation was to award the bid to T.H. Eifert Mechanical.
- Parking Structure Restoration Repairs in the amount of \$138,559.90. The recommendation was to award the bid to Meridian Restoration LLC.
- Dart Chiller Replacement in the amount of \$131,900. The recommendation was to award the bid to John E. Green Company.

It was MOVED by Trustee Laverty and supported by Trustee Hollister to approve the Sabbatical Leave Request and Bids on the Consent Agenda.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Action Item – Course Fees

Trustee Canja summarized the discussion that took place in the Board Working Sessions and the concern that course fee increases not be substituted for tuition increases. She stated that out of the discussion it was suggested that the Board approve the course fee changes only in the following categories:

- New courses that currently do not have any fees approved for them.
- Fees tied to LCC's subcontract with AIS Construction.
- Fees in health care or other areas where there is a waiting list.
- Where rising fuel cost has impacted course cost.

Discussion followed.

It was MOVED by Trustee Woods and supported by Trustee Laverty to approve the course fees.

Discussion followed.

It was MOVED by Trustee Woods and supported by Trustee Lavery to amend the main motion to include establishing a Task Force to look at the fees in a broader discussion, and to come back with a recommendation that would be implemented by January 2009.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

It was MOVED by Trustee Woods and supported by Trustee Lavery to approve the course fees, establish a Task Force, to look at the fees in a broader discussion and to come back with a recommendation that would be implemented by January 2009.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Woods, Smith

Nays: Canja

Absent: Rasmusson

The motion carried.

Chairperson, Committee and Board Member Reports

Chairperson's Report – Information and Announcements

Chairperson Smith presented the following resolution to the Board to establish a Presidential Transition Committee:

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

WHEREAS, the Board of Trustees conducted and completed a Presidential Search for the next President of Lansing Community College, and

WHEREAS, The Board of Trustees on Monday, March 10, 2008 selected Dr. Brent Knight, its next President of Lansing Community College, and

WHEREAS, Dr. Brent Knight is scheduled to start his position on before July 1, 2008, and

WHEREAS, the Board of Trustees is dedicated to meeting the educational needs of the Greater Lansing community, and

WHEREAS, the Board of Trustees recognizes Dr. Judith Cardenas, President of Lansing Community College, for her leadership during the past two years and for whom the Board has a great deal of respect, and

WHEREAS, the accomplishments of the previous administration are to be honored; the vision of the college is to be clarified; the college's current challenges are to be articulated so that the college's future is embraced, and

WHEREAS, the Board of Trustees recognizes that the leadership of both the incoming and departing presidents is of immediate importance to all constituencies, and

WHEREAS, the Board of Trustees understands that the needs of the college and the focus on its mission will be reflected through the departing president's assistance in shaping and communicating the new president's leadership priorities, and

WHEREAS, the Board of Trustees seeks to establish key factors to ensure a successful transition and to gather the skills and capacity needed to quickly and objectively synthesize numerous institutional viewpoints, and develop a comprehensive picture of the institution with a macro view across the college, and

WHEREAS, the transfer of knowledge will be facilitated and organized through the use of formal and informal means to gather data, build relationships, pass on important information, and ensure continuity, and

WHEREAS, the Board of Trustees desires a smooth transition from the current President, Dr. Judith Cardenas, and her leadership team, to Dr. Brent Knight and his leadership team, and

WHEREAS, the leadership transition is a community-wide responsibility to ensure the long-term success of the college, and

WHEREAS, the Board finds it to be in the best interest of the College and the community served by the College to establish a Presidential Transition Committee, and

WHEREAS, the Board also finds it to be in the best interest of the College that the Presidential Transition Committee create a Sub-Committee responsible to work with the Executive Leadership Team (ELT) Members for the purpose of providing status reports, data gathering and analysis regarding their specific area;

NOW, THEREFORE BE IT RESOLVED, that the Board establish a Presidential Transition Committee whose members are appointed by the Board, and

BE IT FURTHER RESOLVED, that the Presidential Transition Committee members will include a LCC faculty representative, staff representative, labor union representative, student representative, alumni representative, Board Staff,

Public Relations representative and a citizen representative, and both current and future-elect Presidents, and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Trustees shall serve as an ex officio member of the Presidential Transition Committee, and

BE IT FURTHER RESOLVED, Trustee Deborah Canja is appointed Chair of the Presidential Transition Committee, and

BE IT FURTHER RESOLVED, Hoa Nguyen, Executive Director, Internal Audit and Compliance will lead the Presidential Transition Sub-Committee, and

BE IT FURTHER RESOLVED, that the Presidential Transition Committee meet without delay to begin its work, and

BE IT FURTHER RESOLVED, the Chair of the Presidential Transition Committee is hereby authorized and directed, upon appropriate consultation, to:

1. Work directly with Dr. Brent Knight, President-Elect.
2. Work directly with Dr. Judith Cardenas, Departing President.
3. Work directly with the current Executive Leadership Team members.
4. Work directly with the Transition Sub-committee.
5. Report any updates to the entire Board during Board meetings, as necessary.
6. Take further action as may be reasonably necessary to conduct and complete the effective and efficient transition of leadership and operations at Lansing Community College during the transition period March 17, 2008 to such time as Dr. Brent Knight assumes the Presidency, and

BE IT FINALLY RESOLVED, that a copy of this Board adopted resolution be transmitted to Dr. Judith Cardenas, Dr. Brent Knight, the Presidential Transition Committee Members, Transition Sub-committee Members, and communicated to the LCC community at large.

Adopted this 17th day of March 2008.

It was MOVED by Trustee Hollister and supported by Trustee Canja to adopt the resolution as read.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Chairperson Smith stated that any Trustee that wants to serve on the Transition Committee is welcome to do so.

Trustee Hollister stated that he would like to serve on the Committee.

Chairperson Smith stated that the only personnel issues that would come to the Transition Team for review are those at the Executive Leadership Team level.

Discussion followed.

Committee Reports – Audit Committee Report

Trustee Lavery stated that there was an Audit Committee meeting on March 12, 2008. He stated that the College is making good progress on two different previous audits. He asked Catherine Fisher to give the Board a status update report on LCC's Office of the Auditor General Performance Audit Final Agency Response and LCC's Corrective Action Plan. Both documents are on file with the official Board meeting materials.

Trustee Lavery presented an election cost report. He stated that Board election used to be in May and that the last one was in May 2005. Trustee Lavery stated that the college had been encouraged to move the elections to November. He further stated that the Board moved the last election to November. He reported that the cost to the college for the 2005 May Election was \$142, 724. He also reported that the cost to the college for the most recent election held in November 2007 was \$90,129.

Trustee Lavery stated that he felt the Board should look into this further. He believes that there would be even more of a cost reduction if the College held its election on the even years where the college would be sharing the cost with City Council, County Commissioners, State Legislators, Senators, Governor, etc.

Trustee Lavery stated that the Audit Committee is proposing to have its meetings on the Monday before the Regular Board of Trustees Meeting. He stated that he will be bringing an amended Audit Committee Meeting calendar to the Board meeting next month reflecting this change.

Closed Session

There was no closed session.

Public Comment

Cindy Storie: Speaking on the behalf as a community member, parent, past student, and faculty member. In looking at the tuition and course fees that were brought on the agenda tonight, I think that having formal task force to address those issues are a good idea to do. This is not just a local issue, it is a state issue, a national issue about education and making it affordable to address the needs of our State. Looking at it from the student perspective, they look at all of

these fees. I hope that in the future you will look at those funding sources that help those students fulfill those goals in education. That means we have to figure out what that means for them by analyzing as a College how we can help them get that and also putting them on the right track so they know what is available. Just looking at course fees isn't enough, you have to help them get to the funding. Second, I wanted to also address the Presidential Transition Team. I think that having a smooth transition is very important for this College. We have had a rough go of it and it has been a long two years. It's time, and I would like to fully support that. I would like to welcome the opportunity to serve on that team and help make sure that it is a smooth transition for us as a College.

Board Evaluation

Chairperson Smith stated that the Board has instituted a Board working session prior to the Board meeting to give the Trustees opportunities to flesh out any issue relating to the items on the agenda. She encouraged each Trustee to try his or her best to attend the session and to review the Board packet and get questions in ahead of time to the President. She stated that her goal is to try to shorten the Board meeting and to keep the Board on task.

Chairperson Smith thanked the Board for abiding by the Mutual Commitments. She commended the Trustees for the way in which they have committed to self governance.

Adjournment

It was MOVED by Trustee Woods and supported by Trustee Lavery that the meeting be adjourned.

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

The motion carried.

The meeting adjourned at 8:35 p.m.