

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 21, 2008

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:03 p.m.

Roll Call

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

Trustee Woods was in attendance by telephone.

Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Lavery and supported by Trustee Hollister to adopt the February 19th, February 20th, February 21st, February 22nd, and March 10th, 2008 Special Board of Trustees Meeting.

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 changes to the agenda:

- Addition of Foundation report under Committee Reports.
- Addition of Closed Session for a written legal opinion.

The President requested the following changes to the agenda:

- Removal of approval for the Chief Information Officer.

- Removal of the (3) Pre-award transmittals.
 - Cisco Iron Port Email Gateway Solution
 - Course Syllabus & Curriculum System
 - Identity and Access Management – Phase II Implementation User Provisioning

IT WAS MOVED by Trustee Laverty and supported by Trustee Hollister to accept the additions and deletions to the agenda.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Limited Public Comment Regarding Agenda Items

Lynn Savage: Good Evening Madam Chair, members of the Board of Trustees, President Cardenas, Dr. Knight and members of the Audience. My name is Lynn Savage and I am chair of the LCC Labor Coalition which represents all seven labor unions on campus. Our comments tonight are in regards to the transition process for which we will as a college transition to the Presidential leadership. Although the team has not yet formally met, the transition has already begun. There are abundant rumors and speculation already at work on campus which we hope will be rapidly addressed through the transition process. Certainly we are pleased to be asked to participate with the team and pledge to work collaboratively with the team during the coming period. The labor coalition has formally responded to the request for input regarding the process. In an effort to be transparent in our position, we respectfully submit our support to the following:

First, we believe that the current collaborative model of labor management relationship which we think has grown substantially over the past few years should continue. It serves the college and students as well by allowing dialog from the parties and by encouraging strongly supportive collaborative decisions on essential labor issues.

Second, we believe the transition is well served by encouraging open and direct dialog between Dr. Cardenas and Dr. Knight in whatever manner they choose. We believe Dr. Cardenas has essential operational knowledge to pass along and that Dr. Knight and the campus will be best served by learning such knowledge directly from her. The same can be said of Dr. Knight's communication with Dr. Cardenas. In so doing, it is hoped that rumor and speculation can be more swiftly addressed and dissipated.

Finally, we believe that throughout the transition process the Board of Trustees should carefully consider whether it's in depth involvement in operational issues of the college will actually be helpful in the transition process. The Board has public responsibilities to oversee the administration and to address the administration's actions especially where there are discrepancies or confusions about operational issues. However, we urge consultation with the administration regarding any operational issues, so that when decisions are made they are made will full understanding of any ramifications they might have from an operational viewpoint.

Thank you for your consideration, we look forward to working closely with you during the coming transition period.

Closed Session

IT WAS MOVED by Trustee Woods and supported by Trustee Canja that the Board enter into closed session for the purpose of discussing a written legal opinion.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

The Board entered into closed session at 6:19 p.m.

The Board returned to open session at 6:40 p.m.

Roll call:

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

Absent: Rasmusson

PRESIDENT'S REPORT

Strategic Update Report – National Community College Month Scholarship Recipient

President Cardenas provided the following update:

- Each April is National Community College month. Since 1995 LCC has given a scholarship to the first baby born in April within the LCC District.

This year Joshua Campbell was born at 2:15 a.m. at Sparrow. His parents are Duonna Grescowle and Joseph Campbell of Lansing.

- Joshua Campbell will receive one 24 credit scholarship

Strategic Update Report – Monthly Financial Statements

Catherine Fisher reported the following Financial Statements:

- Statement & Summary as of January 31, 2008 includes:
 - 1) Executive Summary
 - 2) Executive Summary Detail
 - 3) Revenue, Expenses and Changes in Net Assets
 - 4) Balance Sheet
 - 5) Resources and Allocations Plant Funds
 - 6) Capital Projects
- Purchasing Report(s) including:
 - 1) Sole Source Purchases for March 2008
 - 2) After the Fact Report for March 2008
- Vendor Payments > \$10,000 for March 2008
- LCC Holdings as of February 29, 2008

Action Items – Sabbatical Leaves

President Cardenas presented approval of the following seven 2008 2009 Faculty sabbatical request:

- Janet Anderson, Professor, Nursing Careers Department
- James Moran, Professor, Strategic Learning and Partnerships
- Kelly Sakkinen, Professor, Math and Computer Science Department
- Denise Warner, Professor, Language Skills Department
- Dan Holt, Professor, Communications Department
- Rebecca Lawson, Professor, Media, Arts and Information Technology (MAIT) Department
- Mark Kelland, Professor, Social Studies Department

Action Item – FY of Budget Reconciliation

IT WAS MOVED by Trustee Canja and supported by Trustee Lavery to remove the Budget Reconciliation from the consent agenda.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Action Items – Bids

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

- Aviation Center Fire Alarm Replacement in the amount of \$150,300. The recommendation was to award the bid to Delta Electrical Contractors of Lansing, Inc.
- Campus-Wide Heat Pump & Fan Coil Replacement in the amount of \$382,100. The recommendation was to award the bid to Irish Construction.
- Gannon Gym Renovation in the amount of \$456,700. The recommendation was to award the bid to Irish Construction Company.
- Photographer Building Interior Demolition in the amount of \$199,900. The recommendation was to award the bid to Laux Construction.
- STLC-421 HVAC Units Replacement in the amount of \$177,000. The recommendation was to award the bid to Tech Mechanical, Inc.

IT WAS MOVED by Trustee Lavery and supported by Trustee Woods to approve the President's consent agenda items as amended.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

IT WAS MOVED by Trustee Hollister and supported by Lavery to approve the FY 08' Budget Adjustment as amended.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

IT WAS MOVED by Trustee Lavery and supported by Trustee Proctor to place item on the agenda.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Lavery that LCC make an offer to purchase property located at 316 N. Capitol, City of Lansing from the City of Lansing on terms discussed during closed session on April 23, 2008. The motion would authorized the CFO to make an offer on behalf of LCC in the terms discussed or other terms the CFO deems appropriate. The final offer is subject to the LCC Board of Trustees review and approval.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Chairman, Committee and Board Member Reports

Chairman's Report – American Association of Community College

Chairperson Smith gave the following update on the AACC Conference:

- Attended a session on Creative Community Colleges.
- Attended the African American Community College Trustees reception.
- Opportunity to serve on the President's Round Table
 - How to get more males to graduate from college.
- Attended the Corporate College session.

Committee Reports - Transition Team Update

Trustee Canja gave the following Transition Team Update:

- The **GOALS** of the Transition Committee are:
 - 1) To facilitate a smooth transition between Presidential Administrations;
 - 2) To use the period of time between March 17 and July 1, 2008 to introduce Dr. Knight to the facilities, Operations and stakeholders of the College;
 - 3) To make Dr. Knight aware of and to involve him in decisions which will impact his Administration after July 1, 2008.

- The **STRATEGIES** that the Transition Committee will undertake to meet those Goals will be to:
 - 1) Appoint and convene the membership of the Presidential Transition Committee and Transition Sub-Committee;
 - 2) Coordinate transition activities;
 - 3) Facilitate the introduction and orientation of Dr. Knight to all stakeholders; and

- 4) Oversee inauguration of Dr. Knight and community reception honoring Dr. Cardenas.

Chairman's Report – Foundation Update

Chairperson Smith gave the following Foundation Update:

- Trustee Laverty was thanked for his many years of service on the Foundation Board.
- There was a scholarship spotlight on the Carol green Memorial Cardiac Rehabilitation Fund for students taking the rehab class offered at LCC.
- The Foundation will be hiring an attorney to review LCC's Scholarship policy in regards to Proposal II, passed in 2006, regarding race, gender based scholarship awards.
- The Foundation's Mission Statement was also discussed.
- Alumni Day at the Zoo will be Sunday, June 29, 2008.
- Employee Development committee has increased its membership to 18, with wider representation from all LCC divisions.
- The EDF is re-writing its mission statement.
- The Spring Gala is on May 17, 2008.
- The Distinguished Alumni award will be present at the Gala.

Committee Reports – Audit Committee Report

Trustee Laverty gave the following Audit Committee update:

- The Committee met on April 14, 2008.
- The January and February Audit Committee meeting minutes were approved.

IT WAS MOVED by Trustee Laverty and supported by Trustee Smith to approve the revised Audit Committee Meeting Calendar.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Board Member Reports – Trustee Generated Idea

Chairperson Smith stated that Trustee Rasmusson items will be presented at the next Board meeting.

Public Comment

There was no public comment.

Adjournment

IT WAS MOVED by Trustee Lavery and supported by Trustee Woods that the meeting adjourns.

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

Nays: None

Absent: Rasmusson

The motion carried.

The meeting adjourned at 7:45 p.m.