

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 19, 2008

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

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

Pledge of Allegiance

Trustee Woods led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Lavery and supported by Trustee Hollister to adopt the March 17, 2008 Regular Board of Trustees meeting minutes, the April 3, 2008 Special Board of Trustees meeting minutes, the April 3, 2008 Board Budget Workshop, and the April 15, 2008 Board Budget Workshop.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Deletion of Foundation Update.
- Addition of Resolution honoring the Women's Softball Team placed under Limited Public Comment.
- Addition of Capital Outlay update placed under Strategic Update Report.
- Addition of Concept of Corporate College.

IT WAS MOVED by Trustee Laverty and supported by Trustees Woods to receive the amended agenda.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Limited Public Comment Regarding Agenda Items

There were no public comments.

Resolution for Softball Team

Chairperson Smith presented the following resolution to honor the LCC Softball Team:

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, Lansing Community College involves student athletes on its various athletic teams; and

WHEREAS, Lansing Community College established a women's athletic program and developed a Softball Team; and

WHEREAS, the Board of Trustees desires to recognize the accomplishment of the 2008 LCC Softball Team; and

WHEREAS, the Board of Trustee has determined that it is in the best interest of the College and the community to honor and applaud the individual Coaches and outstanding players for their tireless performance on the field; and

WHEREAS, COACH BOB EVERY is the *Head Coach* and Jerry Murphy, Robert Dunham, Jeff Kegler, Pat Malloy and Jodi Parker serves as *Assistant Coaches*; and

WHEREAS, Heather Bursokas; Brianna Carpenter; Tiffany Cupp; Cirina Jones; Megann Lohman; Suzie Hull; Jill Heffelfinger; Sara Flowers; Melodi Murrieta; Abbey Malloy; Courtney Weakman; Sarah Michels; Holly Harrington; Keeley Byrnes; and Stefanie Morong are *members* of the TEAM; and

WHEREAS, the Team accomplished through hard work and determination a 50 wins and 5 loses record; and

WHEREAS, the Team had victories in the Michigan Community College Athletic Association championship and the NJCAA regional title game; and

WHEREAS, the Team won 20 consecutive games on their way to the 2008 National Junior College Athletic Association Division II championship Tournament in Normal, ILL; and

WHEREAS, the Team was ranked 3rd nationally and earned its ranking as a result of stellar play on the field; and

WHEREAS, the TEAM earned a trip to the 2008 NJCAA Division II Championship Tournament to compete against the 12 best softball teams in the nation; and

WHEREAS, the Team exhibited great hitting, solid defense and good pitching on their way to playing for a national championship; and

WHEREAS, the Team's efforts placed them 4th nationally in the College World Series; and

NOW, THERFORE, BE IT RESOLVED, the Board of Trustees congratulates the 2008 LANSING COMMUNITY COLLEGE SOFTBALL TEAM Players and its Head and Assistant Coaches for their outstanding record and 4th place national ranking.

AND BE IT THUS RECORDED THIS 19th day of May, 2008.

Black History Committee Resolution

Chairperson Smith presented the following resolution to honor Kemba Smith

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

WHEREAS, Black History Month is traditionally observed in February of each year; and

WHEREAS, Dr. Carter Godwin Woodson established Black History Week in February, of 1926, choosing a month that marks the birthdays of two important men who greatly impacted the American black population, Abraham Lincoln and Frederick Douglass; and

WHEREAS, in the year 1976, the observance was expanded to Black History Month and is designed to recognize and pay tribute to many Blacks long neglected by society and the history books; and

WHEREAS, Black History Month aims to bridge the gap created by American history's failure to accurately acknowledge, portray and record the contributions

and inventions of Blacks and to emphasize that Black History is American History; and

WHEREAS, Black History Month acknowledges the achievements of Blacks in the Military, the Arts, Civil Rights, Education, Entertainment, History, Law, Literature, Medicine, Music, Politics, Science, Sports, and other Arenas; and

WHEREAS, African Americans reflect a proud legacy of courage and dedication that has helped to guide our Nation's success and prosperity; and

WHEREAS, Black History Month was celebrated February 1-February 29, 2008 and has once again given this country the opportunity to look back and celebrate the past. More important, however, it has served as a reminder of our responsibility to look forward. Our obligation to African Americans and all Americans is to honor the accomplishments of the past by acting in a substantive manner to improve lives for tomorrow; and

WHEREAS, Lansing Community College Board of Trustees expressed its support of the Black History Month Celebration endeavors, programs, and activities at Lansing Community College by approving a resolution on January 22, 2008; and

WHEREAS, the 2008 Black History Month Committee presented events that represented the following areas: History, Health Care, Literacy, Community Services, Entertainment, Employment, Soul Food, Voting and NAACP Membership Drive; and

WHEREAS, KEMBA SMITH focused on her own personal journey of adversity and triumph within the legal system because of her choices in a relationship which led her to a prison sentence. More important, however, this experience and her eventual release has led her to share her story with young people throughout the country and with students in the Greater Lansing Area for the past two years in an effort to prevent others from suffering from the same ills she did; and

WHEREAS, KEMBA SMITH has positively impacted the lives of high school students, college students, community members by helping to change the federal drug laws and by touching people from all backgrounds by calling them to action for their present and their futures; and

WHEREAS, KEMBA SMITH will continue to be a part of the LCC Black History Committee's annual celebration and will deliver powerful messages that appeal to audiences of all backgrounds. Her inspirational saga will be heard by audiences at numerous colleges, churches, and conferences; and

WHEREAS, KEMBA SMITH, performed an important and valuable service by participating in our annual celebration with her time, expertise, and hard work to celebrate the African-American heritage; and

WHEREAS, LCC Board of Trustees and President Cardenas want to commend her for taking time out of her extremely busy schedule to be at Lansing Community College; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees extends its profound gratitude to KEMBA SMITH, for her conscientious service and commitment as a keynote speaker focused on our youth during the Black History Month Celebration and for helping Lansing Community College serve the learning needs of a changing community.

AND BE IT THUS RECORDED THIS 19th day of May, 2008.

Chairperson Smith presented the following resolution to honor the Black History Committee:

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

WHEREAS, Black History Month is traditionally observed in February of each year; and

WHEREAS, Dr. Carter Godwin Woodson established Black History Week in February, of 1926, choosing a month that marks the birthdays of two important men who greatly impacted the American black population, Abraham Lincoln and Frederick Douglass; and

WHEREAS, in the year 1976, the observance was expanded to Black History Month; and

WHEREAS, Black History Month is designed to recognize and pay tribute to many Blacks long neglected by society and the history books; and

WHEREAS, Black History Month aims to bridge the gap created by American history's failure to accurately acknowledge, portray and record the contributions and inventions of Blacks; and

WHEREAS, Black History Month seeks to emphasize that Black History is American History; and

WHEREAS, Black History Month acknowledges the achievements of Blacks in the Military, the Arts, Civil Rights, Education, Entertainment, History, Law, Literature, Medicine, Music, Politics, Science, Sports, and other Arenas; and

WHEREAS, African Americans reflect a proud legacy of courage and dedication that has helped to guide our Nation's success and prosperity; and

WHEREAS, Black History Month was celebrated February 1-February 29, 2008 and has once again given this country the opportunity to look back and celebrate the past. More important, however, it has served as a reminder of our responsibility to look forward. Our obligation to African Americans and all

Americans is to honor the accomplishments of the past by acting in a substantive manner to improve lives for tomorrow; and

WHEREAS, Lansing Community College Board of Trustees expressed its support of the Black History Month Celebration endeavors, programs, and activities at Lansing Community College by approving a resolution on January 22, 2008; and

WHEREAS, the 2008 Black History Month Committee presented events that represented the following areas: History, Health Care, Literacy, Community Services, Entertainment, Employment, Soul Food, Voting and NAACP Membership Drive; and

WHEREAS, the 2008 Black History Month Committee was comprised of a cross section of the Lansing Community College family with virtually every division and office represented. This committee represents a cross cultural group of individuals who are committed to the celebration of the African American past, present and future: and

WHEREAS, JaNICE MARSHALL, Chair Environmental Design & Building Technologies Department, volunteered for membership on the Committee and served as the CHAIRPERSON; and

WHEREAS, JaNICE MARSHALL, performed an important and valuable service by serving on the committee and contributing her time, expertise, and hard work to celebrate the African-American heritage, recognize the contributions African-Americans have made to our country, and to reflect/discuss past and current issues affecting African-Americans and our nation; and

WHEREAS, LCC Board of Trustees and President Cardenas want to commend all of the Committee Members for taking time out of your extremely busy days to facilitate and carry out the many events planned at Lansing Community College; and

WHEREAS, LCC Board of Trustees and President Cardenas are extremely grateful to the committee volunteers for taking the opportunity to work with administrators, faculty members, staff, students and the community to present an extremely knowledgeable, committed and passionate project; and,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees extends its sincere "Thanks" to JaNICE MARSHALL, for her conscientious service and commitment serving as Chairperson on the Black History Month Committee helping Lansing Community College serve the learning needs of a changing community.

AND BE IT THUS RECORDED THIS 19th day of May, 2008.

Closed Session

IT WAS MOVED by Trustee Laverty and supported by Trustee Canja that the Board enter into closed session for the purpose of discussing the purchase of real property and contract negotiations.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

The Board entered into closed session at 6:43 p.m.

The Board returned to open session at 7:12 p.m.

Roll call:

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

Absent: Rasmusson

IT WAS MOVED by Trustee Canja and supported by Hollister to approve the resolutions honoring the LCC Softball Team, Ms. Kemba Smith and the Black History Committee as presented by Chairperson Smith.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

PRESIDENT'S REPORT

Strategic Update Report - Monthly Financial Statements

Catherine Fisher reported the following Financial Statements:

- Statement & Summary as of March 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 April 2008
 - 2) After the Fact Report for April 2008
 - Vendor Payments > \$10,000 for April 2008
 - LCC Holdings as of March 31, 2008

Action Item – Approval of Chief Information Officer

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor to approve the contract for the Chief Information Officer, Kevin G. Bubb.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion was carried.

Action Item – Transfer of Contingency Funding

IT WAS MOVED by Trustee Lavery and supported by Trustee Hollister to approve the transfer of contingency funding.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion was carried.

Action Item – Approval of Bids

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

- Cisco IronPort Email Gateway Solution in the amount of \$128,328.05. The recommendation was to award the bid to Dewpoint
- Course Syllabus & Curriculum System in the amount not to exceed \$100,000. The recommendation was to award the bid to Governet (CurricUNET).
- Identity and Access Management – Phase II Implementation –User Provisioning (OIM) in the amount of \$420,000. The recommendation was to award the bid to Mycroft Talisen Inc.
- Course Management System in the amount of \$57,200 for year 1 renewal, \$61,300 for year 2 renewal, \$65,600 for year 3 renewal, \$70,200 for year

4 renewal. (list each year renewal) The recommendation was to renew the ANGEL Learning, Inc. for an additional four years.

- Flight Training Device in the amount of \$120,000. The recommendation was to award the bid to Frasca International, Inc.
- AOF & Gannon Freight Elevators Replacement & Upgrades in the amount of \$299,500. The recommendation is to award the bid to Thatcher Construction Co., Inc.

IT WAS MOVED by Trustee Hollister and supported by Trustee Lavery to approve the Bids.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion was carried.

Action Item – Corporate College

IT WAS MOVED by Trustee Hollister and supported by Trustee Lavery to bring the concept of the Corporate College back on the table for discussion.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Woods, Smith

Nays: None

Absent: Rasmusson

Trustee Proctor abstained from voting.

The motion was carried.

IT WAS MOVED by Trustee Lavery and supported by Trustee Proctor to direct the President to move forward with the concept of the Lansing Community College's Corporate College, to benefit the areas of Workforce Development and Economic Development.

Roll call vote:

Ayes: Lavery, Proctor

Nays: Canja, Hollister, Woods, Smith

Absent: Rasmusson

The motion failed.

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister to direct incoming President Dr. Brent Knight to reevaluate how LCC will provide services to business entities through our internal structure.

Trustee Woods offered the following friendly amendment that was accepted by Trustee Canja and supported by Trustee Hollister.

Direct incoming President Dr. Brent Knight to reevaluate how LCC will provide services to business entities through our internal structure by working with current President, Dr. Judith Cardenas to do a thorough analysis of the BCI to see how it might best meet the needs of the business community and to stop the further expenditure of money on pursuit of separate 501(c)(3) status.

Roll call vote on main motion:

Ayes: Canja, Hollister, Woods, Smith

Nays: Lavery, Proctor

Absent: Rasmusson

The motion was carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Woods to approve the amended motion.

Roll call vote:

Ayes: Canja, Hollister, Woods, Smith

Nays: Lavery, Proctor

Absent: Rasmusson

The motion was carried.

Chairperson, Committee and Board Member Reports

Chairperson's Report – MCCA Board of Directors Meeting Update

Chairperson Smith gave the following on the MCCA Board of Directors Meeting:

- The MCCA's Political Action Committee is seeking a contribution of \$1,000 from each President by August 1, 2008, in order to increase the amount to \$28,000 during the upcoming election year.

Chairperson's Report – Legislative and Grant Update

Chairperson Smith gave the following information on the Legislative and Grant Update:

- On April 29th – May 1st, the Chair joined a group of LCC Leaders on a trip to Washington, D.C. to meet with various agencies.

Chairperson's Report – First Step Program

Chairperson Smith gave the following information on the First Step Program:

- This is an initiative through the Board of Water and Light.
- The BWL will begin a collaborative partnership with area schools for the purpose of exposing high school seniors to utility industry career opportunities.
- Both education and business/industry will benefit as partnerships are formed, strengthened and expanded upon.
- This endeavor will encourage students to consider acquisition of relevant knowledge and skills required for employment in the utility industry.
- Partners:
 1. Ingham Intermediate School District
 2. Eaton Intermediate School District
 3. Lansing School District
 4. Clinton County RESA
 5. Lansing Community College
 6. IBEW Local 352
 7. Lansing Board of Water & Light

Chairperson's Report – Committee Assignments

Chairperson Smith reported that the Mason Local Development Finance Authority is looking to have a Board member to serve on this committee and extended an invitation for any Trustee that would like to be apart of this authority.

Chairperson's Report – Information and Announcements

Chairperson Smith made the following announcements:

- Attended Graduation 2008.
- Attended the EISD Graduation 2008.
- Attended the Fire Academy Graduation 2008.
- Reminded the Trustees to check through the planning calendar.

Committee Reports – Audit Committee Report

Trustee Laverty gave the following Audit Committee update:

- The Audit Committee met on May 13, 2008.
- The Audit Committee approved the January, February, March and April Audit Committee minutes.
- Report from Catherine Fishers was given on Board expenditures from July 1, 2007 to the present.
- Received a copy of Board Budget.

- Banner update was presented by Alan Moore of Grant Thornton.

Committee Reports – Transition Committee Report

Trustee Canja gave the following Transition Committee update:

- Thanked everyone that everyone that participated on the Transition Committee and for all of the input the Committee received.
- Trustee Canja passed out an updated transition plan.

Committee Reports – Workforce Development Report

Trustee Proctor distributed a report that is on file with the official Board meeting material.

Board Member Reports – Roadmap for Trustee Generated Ideas and Initiatives

Trustee Proctor presented the following roadmap to establish a Board Policy for the reporting of Board expenditures.

- Periodic (at least quarterly) reports on board expenditures or other expenditures related to the board or individual trustee activities shall be presented by the CFO and reviewed by the board in open session. The report shall include, but not be limited to the following items:
 - Meetings (Board and Committees)
 - Meals
 - Supplies
 - Travel and conference expense (for each trustee)
 - Meals
 - Conferences
 - Mileage
 - Education
 - Office operations expense
 - Supplies
 - Dues and subscriptions
 - Technology costs and depreciation (computers, phones, etc.)
 - Professional and Outside Services
 - Legal Services
 - Consultants
 - Surveys

Public Comment

George Hanley: I am a special population committee student tutor here. I had a situation come up and I would like to thank Dean Woods and Trustee Canja for helping me with my situation and giving me the opportunity to come here. Thank you.

Board Comment

The following Board Comments were made:

- Trustee Lavery made reference to the Workforce Development report and encouraged each Trustee to read it.
- Trustee Canja mentioned the Student Life Annual Recognition Awards Celebration, and the Foundation Gala.

Adjournment

IT WAS MOVED by Trustee Proctor 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 8:55 p.m.