

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 9, 2008

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:21 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

Additions/Deletions to the Agenda

The following changes to the agenda were proposed:

- Addition of Foundation Report under Committee Reports
- Moment of silence at the beginning of Public Comment for Mrs. Betty Bell, mother of Benita Duncan.
- Addition of the adoption of the 2009 Budget.
- Addition of proposed employment recommendation under the Chairperson's report.

IT WAS MOVED by Trustee Proctor and supported by Trustee Lavery to approve the amended agenda.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Limited Public Comment Regarding Agenda Items

There was a moment of silence in recognition of the loss of Benita Duncan's mother, Mrs. Betty Bell.

Chairperson Smith presented the following resolution to honor Dr. Judith Cardenas:

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

WHEREAS, *Dr. Judith F. Cardenas* was appointed in July 2003 to serve as Dean of Student and Academic Support and quality at Lansing Community College; and

WHEREAS, *Dr. Cardenas* was promoted to Interim President of Lansing Community College with the support and confidence of the Trustees in February 2006; and

WHEREAS, *Dr. Cardenas* was elevated to the position of the President of Lansing Community College on December 15, 2006 by the Board of Trustees and led the college's efforts to educate our more than 33,000 students per year; and

WHEREAS, *Dr. Cardenas* served as the respected representative of Lansing Community College to business and community leaders, parents, students and other stakeholders; and

WHEREAS, *Dr. Cardenas* advanced Lansing Community College through a collaborative process that refined the college's strategic plan; and

WHEREAS, *Dr. Cardenas* maintained and increased business, education and community alliances that will allow Lansing Community College to better serve our region's citizens; and

WHEREAS, *Dr. Cardenas* aligned departments and divisions within Lansing Community College to enhance operational efficiencies and effectiveness and better serve the needs of our students; and

WHEREAS, *Dr. Cardenas* oversaw the building and opening of the University Center at Lansing Community College, allowing students to stay in the region to earn bachelor's and master's degrees from six partner institutions; and

WHEREAS, *Dr. Cardenas* oversaw and enhanced the financial strength of Lansing Community College through strategic planning, timely audits, and conservative financial tactics; and

WHEREAS, *Dr. Cardenas* led efforts to secure funding for vital enhancement projects that will help Lansing Community College continue to prosper in future years and remained an institution that offered exceptional career training for its students at an affordable rate; and

WHEREAS, *Dr. Cardenas* instituted new communication strategies to keep the Board, employees, students, and other stakeholders informed of college activities; and

WHEREAS, *Dr. Cardenas* led the effort to transition the college to a new integrated technology system with the goals of improving services to college stakeholders and improving institutional effectiveness; and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees expresses its profound gratitude to *President Judith F. Cardenas* for her hard work and dedication to Lansing Community College, its students, faculty and staff as well as the Greater Lansing community.

AND BE IT THUS RECORDED THIS 9th day of June, 2008.

Chairperson Smith presented the following resolution to honor the Distinguished Alumni, Vicki H. Myers:

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

WHEREAS, VICKI L.H. MYERS began her college education at Lansing Community College, earning an Associate Degree in Business and later graduating from the Lansing Community College Police Academy; and

WHEREAS, VICKI L.H. MYERS then earned her Bachelor of Science degree from Northwood University and her Master's Degree in Public Administration from Western Michigan University, graduating with honors; and

WHEREAS, VICKI L.H. MYERS began her professional career with Ingham County in 1987 when she was hired as an animal control officer; and

WHEREAS, VICKI L.H. MYERS was then hired by the Ingham County Sheriff's Office in 1988, where she quickly rose through the ranks; and

WHEREAS, VICKI L.H. MYERS was the only female to achieve the rank of Chief Deputy in 1996 while employed with the Ingham County sheriff's department and was one of the highest ranking females among Sheriff Offices throughout the state; and

WHEREAS, during 1999 VICKI L.H. MYERS attended and graduated from the FBI National Academy; and

WHEREAS, VICKI L.H. MYERS has been an active member in the community, serving on the United Way Committee and as the Chair of the Board of the Mason Area United Way. She was also a member of the Zonta Club of East Lansing, serving in numerous positions including President, the Central Michigan Law Enforcement Association, and the Michigan State University Downtown Coaches Club. Vicki is presently involved with the Area 8 Special Olympics; and

WHEREAS, VICKI L.H. MYERS is currently Commander at the Mesa Police Department in Arizona, where she is the highest ranking law enforcement female; and

WHEREAS, Commander Myers has been a pioneer for women in a field once thought to be a "man's world"; and

WHEREAS, Commander Myers continues to work as a police officer, overcoming the challenges and obstacles, because she simply "loves the job!"

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Lansing Community College salute VICKI L.H. MYERS for her commitment and dedication to her life career in law enforcement and as the 2008 LCC Distinguished Alumnus.

AND BE IT THUS RECORDED THIS 9th day of June, 2008.

Chairperson Smith presented the following resolution to honor the LCC Marketing Students:

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

WHEREAS, the LANSING COMMUNITY COLLEGE AMERICAN MARKETING ASSOCIATION is a collegiate marketing association devoted to providing marketing and business experience for students preparing to be successful professionals; and

WHEREAS, these experiences will enhance the skills and knowledge of their members through leadership, communication, teamwork, networking, and personal development; and

WHEREAS, during fall semester, the chapter submitted its 10-page business plan including every activity and project that it planned to conduct throughout the school year within each of the chapter's departments (membership, communication, professional development, fundraising, community service and chapter operation activities); and

WHEREAS, then, in the spring semester, the chapter submitted a 20-page annual report detailing its activities for the school year; and

WHEREAS, the eight-member chapter was one of three community colleges competing against more than 300 four-year universities; and

WHEREAS, Lansing Community College's American Marketing Association (AMA) chapter earned Superior Collegiate Chapter honors recognition as national runner-up for its business plan and annual report at the AMA national conference on April 5, 2008; and

WHEREAS, the second-place honor completes a lengthy process for LCC's AMA chapter; and

WHEREAS, additionally to the awards competition, LCC's AMA chapter was awarded an AMA Foundation Community Service Grant to assist the Lansing Art Gallery in marketing its Art Smart program for Lansing elementary schools; and

WHEREAS, LCC's AMA chapter includes:

- Erika Morgan, president (Durand)
- Adrienne Jenkins, executive vice president (Owosso)
- Jason Green, vice president of community service (Lansing)
- Jamie Brehob, vice president of fundraising (Holt)
- Kyle Brogan, vice president of membership (Lansing)
- Matt Grima, vice president of professional development (Fowlerville)
- Dianna Wren, member (Saginaw)
- Anna Harutyunyan, member (East Lansing); and

WHEREAS, LCC's AMA chapter advisor is Bill Motz (Eaton Rapids); and

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Trustees of Lansing Community College extends its congratulations to the *LANSING COMMUNITY COLLEGE MARKETING TEAM* for its superb accomplishment in placing 2nd in the nation at the AMA national conference.

AND BE IT THUS RECORDED THIS 9th day of June, 2008.

Chairperson Smith introduced Barbara Roberts Mason as part of the Nigeria delegation.

Closed Session

IT MOVED by Trustee Rasmusson and supported by Trustee Canja that the Board enter into closed session for the purpose of discussing land acquisition.

Roll call vote:

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

Nays: None

Absent: None

The Board entered into closed session at 6:49 p.m.

The Board returned to open session at 7:01 p.m.

Roll call:

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

Absent: None

PRESIDENT'S REPORT

Strategic Update Report – Monthly Financial Statements

Catherine Fisher reported the following Financial Statement:

- Statement & Summary as of April 30, 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 May 2008
 - 2) After the Fact Report for May 2008
- Vendor Payments > \$10,000 for May 2008
- LCC Holdings as of April 30, 2008

Action Items – Ratification of New Dental and Vision Tentative Agreement

President Cardenas stated that she is asking the Board of Trustees to ratify the new Dental and Vision Tentative Agreement as agreed upon by the Health Care Task Force on May 20, 2008, and by the President thereafter.

Action Items – Resolution Authorizing Issuance and Sale of Bonds

President Cardenas stated the following for the authorization to use the sale of bonds:

- The administration has been authorized to execute a buy/sell agreement with the City of Lansing to purchase and renovate a parking ramp located adjacent to the College's main campus in downtown Lansing and is seeking authorization to issue up to \$7,000,000 in bonds to finance the project.
- The total project including renovations is estimated to cost \$7,940,000.
- The project will be financed using \$1,000,000 from Auxiliary Fund Net Assets and the remainder will be bond financed.

Action Items – Approval of Bids

Beckie Beard presented the following bids for the Board's approval:

- Campus Wide Copy Services in the amount of \$138,000 per year. The recommendation was to award the bid to Allegra Print & Imaging, Capital Imaging, FedEx Kinko's, and Michigan State University – University Stores.

- Heavy Equipment Operator and Heavy Equipment Repair Technician Courses in the estimated amount for \$213,000 per year. A sole source recommendation was to award the bid to AIS Construction Equipment Corporation.
- HP Storage Hardware and Software Support in the amount of \$206,542 for SAN Hardware and Software and in the amount for \$24,944 for (1) year operating systems software maintenance.
- Janitorial Paper Supplies in the amount of \$37,247. The recommendation was to award the bid to MSU – University Stores.
- Campus Wide Mail Processing Services in the estimated amount of \$300,000 per year. The recommendation was to award the bid to Presort Services, Inc.
- Campus Wide Printing Services in the amount of \$155,000 per year. The recommendation was to award the bid to BRD Printing, Lawson Printer, and Logan Brother Printing.
- Promotional Items in the amount of \$60,000 per year. The recommendation is to award the bid to Mercury Promotions and Rizzi Designs.
- Toner Cartridges in the amount for \$110,712. The recommendation was to award the bid to Ink Oasis and DBI Office Products.
- West Campus Southeast Trail in the amount of \$237,765. The recommendation was to award the bid to Davis Construction Company.

Trustee Canja requested that the West Campus Southeast Trail be removed from the consent agenda and discussed separately. There were no objections.

IT WAS MOVED by Trustee Canja and supported by Trustee Lavery to approve the President's action items with the removal of the West Campus Southeast Trail.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The following comments were made with regards to the West Campus Southeast Trails.

- Trustee Canja stated that she supports the item, but given the College's current financial situation does not feel that the money should be spent in this manner at this time.
- Trustee Hollister expressed concerns about stopping a project at the last minute after the completion of the bid process. He asked how this might be avoided in the future.

- President Cardenas stated that the funding is from the Maintenance Replacement Fund.
- Trustee Laverty stated that more information is needed on the Maintenance Replacement Fund and the status of its current balance.
- Chris Strugar-Fritsch stated that he believed there was at least \$700,000 in this fund.
- Chairperson Smith stated that she will support because of how far along in the process the project has come. She also stated that the Board needs to be more careful with the use of funds, even if the funds do not come from the general fund.
- Trustee Woods asked for clarification if the Maintenance Replacement Fund was a restricted fund, or money that was moved from the General Fund to that area.
- Ms. Fisher stated that it was moved from the General Fund.
- Trustee Proctor asked what other options there were for the expenditure of this fund.
- Chris Strugar-Fritsch explained the campus wide process that was used for this project.

IT WAS MOVED by Trustee Laverty and supported by Trustee Proctor to approve the West Campus Southeast Trails.

Roll call vote:

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

The motion failed.

Action Items – Approval of FY 09 Budget

IT WAS MOVED by Trustee Laverty and supported by Trustee Rasmusson to adopt the FY09 Budget Scenario #3:

Roll call vote:

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

The motion failed.

IT WAS MOVED by Trustee Lavery and supported by Trustee Proctor to adopt the FY09 Budget Scenario #2.

Roll call vote:

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

The motion failed.

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister to approve Budget Scenario #1, adding the direction that all efforts be taken to reduce future tuition increases and that the College not use its reserve to do so.

Roll call vote:

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

The motion carried.

Chairman, Committee and Board Member Reports

Chairperson's Report – Amendment to Bylaw 1.5.2 Order of Business

Chairperson Smith presented the following amendment to Bylaw 1.5.2.

The Chairperson, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business for Regular Meetings shall be as follows:

- I. Call to Order;
- II. Roll Call;
- III. Pledge of Allegiance
- IV. Approval of Minutes
- V. Additions/Deletions to the Agenda;
- VI. Limited Public Comment Regarding Agenda Items;
- VII. **Closed Session**
- VIII. President's Report
 - A. Informational,
 - B. Action Items;
- IX. Chairman, Committee, and Board Member Reports,
 - A. Chairman,
 - B. Committee
 - C. Board Members;
- ~~X. Closed Session~~

- XI. Public Comment;
- XII. Board Evaluations;
- XIII. Adjournment.

(Amended 10/17/05; 9/18/06, 2/19/07, 6/9/08)

IT WAS MOVED by Trustee Smith and supported by Hollister to approve the amendments to Board Bylaw 1.5.2.

Roll call vote:

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

Nays: Lavery

Absent: None

The motion carried.

Chairperson's Report – Information and Announcements

Chairperson Smith introduced Dr. Rohm, who is with the College of Agriculture from MSU.

Dr. Rohm stated that a group of nine was assembled to go over to Nigeria to assist with technical skills in order to improve corn and rice yield and to improve the education skills of the individuals there. He thanked Dr. Cardenas who initially responded to the request from Adoma, Nigeria and sending people over from LCC to Nigeria. He also thanked Chairperson Smith for attending there meeting as well. Mr. Rohm stated that he would like LCC to become more involve with this project.

Chairperson's Report – Proposed Employment Recommendation

IT WAS MOVED by Trustee Canja and supported by Trustee Rasmusson that the Board approve Dr. Brent Knight's recommendation to appoint Dr. Judith Cardenas as Vice President of the University Center at Lansing Community College, condition upon LCC's final approve of a contract between Dr. Cardenas and LCC for the position of Vice President of the University Center. The Board of Trustees will further authorize Dr. Knight and LCC legal counsel to negotiate such contract with Dr. Cardenas for the Board to consider.

Discussion followed.

Roll call vote:

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

Nays: Lavery

Absent: None

The motion carried.

Chairperson's Report – Information and Announcements

Chairperson Smith announced the following:

- Attended the Turning Point Program that Dr. Knight and Trustee Canja also attended.
- Mentioned the African American Male mentoring program and that her son will be joining in the Fall.
- Thanked Mandeville Berry, who is over the program.
- Attended the Lansing Sesquicentennial Foundation meeting on June 3, 2008. She was appointed by Mayor Virg Bernaro.

Board Member Reports – Audit Committee Report

Trustee Lavery gave the following update report:

- The Audit committee met today at 4:00 p.m. All committee members were in attendance.
- Minutes from the May 12, 2008 Audit Committee meeting were approved.
- Hoa Nguyen and John Schroeder from Grant Thornton gave a report on the progress of the Banner implementation.
- Catherine Fisher and Beckie Beard gave a presentation on the LCC Travel and on the program review.
- Report was given on Board expenditures over the last 2 years.
- A change order of a contract that exceeded \$100,000 was presented.

Board Member Reports – Transition Committee Report

Trustee Canja gave the following update report:

- Thanked all of the member assisting on the Transition Committee
- Making every effort to include every area of the College community.
- The Transition Committee is open to hearing comments and input.
- Appreciation ceremony for Dr. Cardenas will be tomorrow at the University Club from 5:00 – 7:00 p.m.

Board Member Reports – Foundation Board Report

Trustee Canja gave the following update report:

- The Foundation met on June 5, 2008.
- Watched news clip from Jane Aldrich highlighting scholarship recipient Olynthia Chauncey that aired on TV6 news.
- Welcomed past 1982 Foundation Board member, Louise Werbelow.
- Thanked outgoing Board members.
- Reviewed the Spring Gala and discussed ideas for next year event. The tentative date is May 2nd, 2009.
- There will be a retreat to discuss the Foundation Mission Statement.
- New officers and Board members were nominated. Sue Stock and Linda Chavez.
- 4th Annual Zoo Day at Potter Park Zoo is June 29th.
- Celebrity Lip Sync is October 11, 2008.
- 26 new members were added with the Employee Development Fund.
- 11 increased their contribution.

Board Member Reports – Workforce Development Report

Trustee Proctor gave the following update report:

- Stated that his report has been submitted to the Board in writing. This report is on file with the official Board meeting materials.

Public Comment

There were no public comments.

Adjournment

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

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 8:13 p.m.