

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 15, 2008

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:18 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Proctor to adopt the April 21st Regular Meeting, May 19th Regular Meeting, June 9th Budget Hearing, June 9th Regular Meeting and the August 11th, Special Board of Trustees Meeting.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Woods, Smith

Nays: None

Absent: Lavery, Rasmusson

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Trustee Proctor requested the addition under Audit Committee Update to approve the extension for contractual personnel services.

There were no objections and the agenda remained as amended.

Limited Public Comment Regarding Agenda Items

George Hanley: Many of you know me from the Special Populations Committee. Though I enjoy my work with and for these groups, tonight I speak on an issue affecting the entire college, student, professor staff and administrators. This issue is the CATA millage this November. If it does not pass, service of both main route and Spec-Tran will be immediately reduced to 6 am – 6 pm Monday – Friday only. The impact on the evening and weekend classes as well as West Campus will be severe. I therefore ask, beg and beseech this Board and the College to take the position to support this matter by informing students, staff and faculty of this situation by any means. As private citizens, use your connections to educate the public on the impact on the city and to vote yes so this issue will not come to pass. Lastly, I invite everyone here or anyone that you think may be interested to support the information rally on the Capitol steps, October 14, 2008 from 4 pm – 7 pm. Please spread the word and vote yes. If this does not pass I cannot express the impact it will have. Thank you.

Chairperson Smith recognized the Student Leadership Academy that was in attendance at the Board meeting tonight.

Closed Session

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the Board enter into closed session for the purpose of discussing the purchase of real property.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Woods, Smith

Nays: None

Absent: Laverty, Rasmusson

The motion carried.

The Board entered into closed session at 6:25 p.m.

The Board returned to open session at 6:52 p.m.

Roll call:

Present: Canja, Hollister, Proctor, Woods, Smith

Absent: Laverty, Rasmusson

PRESIDENT'S REPORT

President Knight shared the following insights and plans that he has been developing in his first 2 ½ months as President:

- Stated that he is proud of the College and delighted to be the President of LCC.
- Has learned that the dedication and work ethic of the faculty and staff is one of LCC's greatest strengths.
- Believes that the faculty and staff share his goal to make LCC the best Community College that it might be.
- LCC will accomplish this by:
 - 1) Offering high quality academic programs
 - 2) Establishing Centers of Excellence
 - 3) Improving the student success rate
 - 4) Partnering with LCC's community stakeholders
 - 5) Strengthening LCC's customer service, and
 - 6) Demonstrating innovation creativity and responsiveness.
- Met with many Lansing area community leaders and all agree that an educated citizenry will revitalize our community more than any other factor.
- Need to work on the suggestions of the Cherry Commission so that a greater percentage of the population has a college degree.
- The community is counting on LCC to:
 - 1) Work with K-12 system to find new ways of preparing young people for college and careers.
 - 2) Provide an affordable education.
 - 3) Retrain workers.
- Changes are coming faster and LCC needs to respond more quickly than in the past to stay competitive.
- LCC faces significant and aggressive competition from public and private Universities and Colleges.
- The down turn in the economy and housing market have the following grave implications for the College.
 - 1) Able to rely less and less on property taxes for revenue.
 - 2) Able to rely less upon state government for revenue.
 - 3) Student loan sources have been cut.
 - 4) Students are struggling to cope with rising costs of gas, food and housing.
 - 5) LCC, as "the people's college" must keep tuition low and affordable to fulfill our mission
- In spite of these difficulties, LCC must deliver.

- Important that LCC makes the most of every asset (space, equipment, people).
- Will continue to look to faculty and staff for ideas and input as LCC tackles the most ambitious goals of increasing student enrollment, student retention and student success.
- LCC needs to let the community know about the high quality programs and incredible opportunities LCC offers.
- Will continue to work on customer service, centers of excellence and entrepreneurship.

Strategic Update Report – Fall Semester Enrollment

President Knight gave the following Fall semester enrollment update:

- Enrollment process was a great success.
- LCC overcame the power outage.
- Opened additional sections to accommodate students so they could enroll.
- Head count is the same as last year.
- Credit hours have increased 2.6% and billable hours 3.8%.
- West and East campus head counts were down 3%.
- On-line head count is up 14%.
- The number of new students ages 19 to 23 was up 32% and, ages 24 – over up more than 40%.
- Dual enrollment is up 12%.
- Fewer student returned and there is a need to continue to look at retention and student success.

Strategic Update Report – 2008 Campus Master Plan & Capital Outlay Project Request

Was presented for information and is detailed in Board packet.

Strategic Update Report – Monthly Financial Statements

The following Financial Statements were presented for information and are detailed in board packet:

- A. Statement & Summary as of June, 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

- B. Purchasing Report(s) including:
 - 1. Sole Source Purchases for June, July and August 2008
 - 2. After the Fact Report for July and August 2008
 - 3. Purchase Orders over \$100,000 for July 1, 2007 – June 30, 2008

- C. Miscellaneous
 - 1. Vendor Payments > \$10,000 for June 2008

- D. LCC Holdings as of June 30, 2008

Action Items – Revised Emergency Management Policy

President Knight stated that the revisions are recommended language changes.

Action Items – North Capitol Parking Ramp (Capital Project Budget Approval)

The Administration has been authorized to execute a buy/sell agreement with the City of Lansing to purchase a parking ramp located adjacent to the College's main campus in downtown Lansing and renovate the ramp. The Administration is seeking approval of the attached Capital Project Budget for the purchase and renovation of the ramp.

Action Items – North Capitol Parking Ramp (Resolution to Amend the Resolution Authorizing Issuance and Sale of Community College Bonds)

The Administration is seeking authorization to increase the maximum bond issuance to \$8,000,000 to finance the project.

President Knight stated that the existing facility for culinary and hospitality training is not what it might be. He stated that it is important that the College provide great opportunity for its student's and that LCC needs to build in order to do this. President Knight stated that LCC can build on top of the existing parking garage in the South West corner. He stated that LCC would build a restaurant and a kitchen there.

The total cost of the project has increased from previous estimates by \$1,000,000 to include the fit out and equipment costs for the expansion of the Hospitality/Culinary Arts Program into storefront space on the ground floor of the ramp and a restaurant on the top floor.

Action Items – North Capitol Parking Ramp (Authorization to Purchase)

The Administration has been authorized to execute a buy/sell agreement with the City of Lansing to purchase a parking ramp located adjacent to the College's main campus in downtown Lansing and renovate the Ramp. The Administration is seeking approval to complete the purchase.

Action Items – Approval of Bids

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

- Sykes Technology & Learning Center Air Conditioning Lower Level in the amount of \$518,976. The recommendation was to award the bid to Nielsen Commercial Construction.

Discussion followed.

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister to approve the President's action items.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Woods, Smith

Nays: None

Absent: Lavery, Rasmusson

The motion carried.

Chairman, Committee and Board Member Reports

Chairperson's Report – Conflict of Interest Disclosure Statement

Chairperson Smith stated the following on the Conflict of Interest Disclosure Statement:

- The Board bylaws state that Members shall immediately disclose to the Board any conflict of interest or potential conflict of interest that arises, and shall also disclose in writing at the regular September Board meeting each year any existing or potential conflict of interest. Each Board member shall receive a disclosure form in advance of the September Board meeting upon which disclosures shall be made.
- Requested that the Trustees submit their form to the Administrative Assistant at the close of tonight's meeting.

Chairperson's Report – Approval of June Resolutions

Chairperson Smith stated the following resolutions were presented at the June Board meeting and that no motion had been made to approve them:

- Resolution honoring Judith Cardenas
- Distinguished Alumni Resolution
- LCC Marketing Students Resolution

IT WAS MOVED by Trustee Hollister and supported by Trustee Canja to approve the resolutions presented at the June 9, 2008 Board meeting.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Woods, Smith

Nays: None

Absent: Lavery, Rasmusson

The motion carried.

Chairperson's Report – Committee Reports Presented by Trustees

Chairperson Smith requested that Committee Reports be put in writing and that copies be provided to the Board's Administrative Assistant at the end of the meeting.

Chairperson's Report – Information and Announcements

Chairperson Smith made the following announcements:

- Wednesday, September 17, 2008 CQI Breakfast Program, American Customer Satisfaction Index
- September 25, 2008 Inauguration for President Brent Knight at 4pm on main campus.

Chairperson's Report – ACCT Nominations

Chairperson Smith reported the following:

- Every year the Association of Community College Trustees recognizes the contributions of membership institutions through a regional award process.
- Our region, which is highly competitive, includes Illinois, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

- For the first time, in July of 2008, Lansing Community College has submitted nominees for these awards.
- We were pleased to be able to nominate contributions in four categories: Professional Board Support (Benita Duncan), Institutional Equity (LCC), Outstanding Faculty Member (Bill Motz), and Outstanding Trustee (Robert Proctor).

Chairperson Smith thanked Jean Morciglio for compiling the nominations. She stated that it was a pleasure to have such worthy people to nominate for the College. She stated that she is proud of the caliber of people the institution has and that LCC should go out of its way to acknowledge the contributions that they have made.

Chairperson's Report – Achieving a Dream Program

Chairperson Smith reported the following:

- Was presented at MCCA
- In March Chairperson Smith and Vice Chair Canja had the opportunity to go to Houston to look at the Achieving a Dream Program.
- President Knight wanted Chairperson Smith and Vice Chair Canja to see the program in which other colleges in Michigan and throughout the country already participate.
- The Theme of the MCCA conference on this year was "Success". MCCA took time to highlight programs of success.
- Achieving the Dream was one of the programs that MCCA highlighted.
- Information has been provided to each Trustee.

Committee Reports – Audit Committee Report

Trustee Proctor gave the following Audit Committee Update:

- Banner Update
 - 1) Payroll system went live in Banner on June 1st. Three payrolls have been processed.
 - 2) Registration for Fall went live in Banner on June 25th. There were no performance issues.
 - 3) Student Financial Aid went live in Banner on June 21st.
- Ms. Flower, Rehmann Robson (accounting firm doing LCC's external audit) presented a Professional Service Plan.
- Overview of what the Auditing Firm intends to do when it conducts the Audit of LCC.
- Stated that there are new standards that the College is going to be held responsible for and encouraged the Trustees to read the report.

- There was a report submitted on contract staffing. This report is asking for approval for the extension of the purchases of additional contractual personnel services from now until the end of June.
- At the time, did not feel the Audit Committee was positioned enough to make a recommendation to the full Board.
- Additional information was requested by the Audit Committee of the CFO.
- Since then, that additional information has been provided.
- The Audit Committee was briefed on the status of three contract personnel blanket purchase orders. Two of the three blanket purchase orders have been used to the amount previously authorized by the Board.
- The primary blanket purchase order with Advance Employment covers not only contract personnel, but also casual labor such as event workers, one-day project workers, coaches, and performing arts.
- The second blanket purchase order with Online Employment has been utilized for report writers and personnel filling vacancies in the budget office.
- HR has contacted the areas on campus that utilize these services and obtained estimates to cover projected costs through fiscal year end, September 2008 to June 20, 2009.
- It is recommended that LCC extend the contract authorization for Advance Employment for an additional \$200,000 and Online Employment Services for an additional \$120,000.

IT WAS MOVED by Trustee Proctor and supported by Trustee Canja to approve the authorization of contractual personnel services.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Woods, Smith

Nays: None

Absent: Laverty, Rasmusson

The motion carried.

Trustee Proctor stated that it was communicated that there might be a possible Audit of the LCC MTEC by the Office of the Auditor General. This Audit would cover several Community Colleges that have MTEC's.

President Knight stated that he saw the temporary personnel expenditures at the Audit Committee meeting. He stated that he knows that coaches are included and that would be something to considered. He further stated that until he understands better, he is uncomfortable with having temporary personnel to that degree and will be looking into this to see if the College can reduce it. President Knight stated that he plans to review all expenditures to have a better idea on how the College is spending money.

Board Member Reports – New Bylaw Proposal 1.8.4 & Proposed Amendment GP 308

Pursuant to the Trustee generated idea that was submitted at the May 19, 2008 Board of Trustees meeting, Trustee Proctor submitted the following:

1.8.4 Reports on board and individual board member expenditures

The chief financial officer of Lansing Community College shall present to the Lansing Community College Board of Trustees ~~bimonthly~~ quarterly reports detailing expenditures related to the board's activities and to individual trustee activities. The ~~bimonthly~~ quarterly reports shall be reviewed by the board at regularly scheduled board meetings. The reports on expenditures shall include, but not be limited to the following items:

Meetings of the Board of Trustees and Board committees, whether designated as a standing, special, or ad hoc committee, a task force, or study group. The report shall identify, with reasonable specificity, each expenditure by category;

Conference, workshop or meeting attendance expenditures for each trustee, including by not limited to transportation expenses registration fees, mileage expenses and meals;

Office operations expenses, including supplies, dues and subscriptions, technology costs and depreciation for computers, phones, etc;

Professional and outside contractual services including legal services, consultant services, research and survey services.

POLICY TYPE: GOVERNANCE PROCESS

GP-308

POLICY TITLE: *BOARD MEMBERS' TRAVEL AND EXPENSE POLICY*

- I. The Board recognizes the value of membership and attendance at conferences, workshops, and meetings at the state, regional, and national levels which are appropriate and necessary to carry out College business. As such, the Board encourages:
 1. The attendance of its members in one out-of-state and one in-state conference (inclusive of the MCCA Summer conference), workshop, or meeting per year, in addition to all other meetings and conferences offered by the Michigan Community College Association.
 2. The Board appointed delegates to the Board of Directors of the Michigan Community College Association to attend all regularly scheduled meetings of its Board of Directors.

3. Board members travel arrangements will be coordinated through the Board ~~secretary~~ **Administrative Assistant**.
4. Board members will be reimbursed for reasonable and necessary required business travel expenses.
 - a. The Board shall annually Review: parameters for reimbursement including mileage rates, meals, air and hotel policy.
 - b. Since staff monitoring of the Board is inherently problematic, all requests for Board reimbursement of member expenses will be reviewed by the Audit Committee and subject to approval by the Board.
 - c. **Requests for Board reimbursement of ~~the chairperson's~~ all Trustee's expenses shall be reviewed and approved by the Audit Committee.**
 - d. **~~The Board chairperson~~ Any Trustee, if serving as a member or ex-officio member of the Audit committee, shall abstain from voting on requests for reimbursement of ~~the Board chairperson's~~ his or her own expenses.**
5. Newly elected Board members shall be expected to attend one conference for new Trustees within six months of their election, if possible, and may be scheduled and reimbursed if taken following the date of election but prior to taking office. This shall be done to help assure that every Trustee is knowledgeable and well informed on the requirement of trusteeship.

The Board Chair may also represent the College in one international visit in furtherance of stated goals and the objectives of the Sister College Program.

Exceptions to the above must be pre-approved by the ~~Board Chair~~ **Audit Committee**.

Proposed changes to GP 308 are in **red**, friendly amendment changes are in **blue**.

IT WAS MOVED by Trustees Proctor and supported by Trustee Hollister to add a new section to the Board Bylaws 1.8.4 and amended languages to GP 308.

A friendly amendment was offered by Trustee Canja and supported by Trustee Woods to send the expenses of all Trustees, in addition to those of the Board Chair, to the Audit Committee, with Trustees serving on such committee abstaining from voting on their own expenses.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Woods, Smith

Nays: None

Absent: Lavery, Rasmusson

The motion carried.

Committee Reports – Foundation Board Report

Trustee Canja gave the following Foundation Board Update:

- The Foundation Board had a workshop in August to finalize the mission statement.
- The Celebrity Lip Sync scholarship fundraiser is October 11, 2008.
 - 1) 3pm dress rehearsal is \$10
 - 2) 6 pm dinner is \$15 in the HHPS garden level
 - 3) 8 pm Show is \$25
- The next Foundation Board meeting is Thursday, September 18, 2008.

Public Comment

There was no public comment.

Board Comment

Trustee Canja made the following Board comments:

- Thanked George Hanley for bringing up the CATA millage and that it is important for LCC to make sure its students can get around.
- Commended Dr. Knight and others who participated in opening up new sections for students who want to enroll.
- Appreciated the enrollment session of epic proportions. Felt it was a positive way for the College to go.
- Attended the Caribbean Fest.

Chairperson Smith made the following Board comments:

- It was the first time that LCC had a tent at the Caribbean Fest. It was a great way to recruit new students.
- Commended everyone who worked on the enrollment session of epic proportions.

Adjournment

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that the meeting adjourn.

Ayes: Canja, Hollister, Proctor, Woods, Smith

Nays: None

Absent: Lavery, Rasmusson

The motion carried.

The meeting adjourned at 7:43 p.m.