

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 20, 2008

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:07 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Lavery led the Pledge of Allegiance.

Approval of Minutes

The following corrections were made to the meeting minutes:

- Page 9, paragraph 3:
Additional information was requested by the Audit Committee of the CFO.
- Page 9, bottom page, 5th line:
.....will be looking into this to see if the College can reduce it.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister to adopt the September 15, 2008 Regular Meeting minutes as amended.

Roll call vote:

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

The motion was carried

Additions/Deletions to the Agenda

Trustee Woods stated that Board Evaluations should read Board Comments.

Limited Public Comment Regarding Agenda Items

Presentation to Nickless Family

Trustee Smith presented the following resolution:

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

WHEREAS, Tim and Arlene Nickless and their family moved into an 1860s-era home in Holt, Michigan, anticipating a long and happy life together; and;

WHEREAS, Tim became ill and was unable to carry out their shared dream of restoring their home to its former grandeur; and

WHEREAS, Arlene and sons Aaron, 11, Noah, 9, and Andrew, 7, experienced a devastating loss with Tim's death in 2008, a month after Arlene had lost her job; and

WHEREAS, the producers of ABC television's "Extreme Makeover: Home Edition" learned of the Nickless family's situation and selected them as recipients of a new home to provide a new start; and

WHEREAS, Tim Nickless had a great respect for all things living and recognized the value of education in the pursuit of one's dreams; and

WHEREAS, Tim Nickless demonstrated those qualities through his service as an advanced life support instructor at Lansing Community College during his medical career; and

WHEREAS, Lansing Community College served as a major supporter of the "Extreme Makeover: Home Edition" event; and

WHEREAS, Lansing Community College has recognized Tim Nickless with a plaque in his memory to be located on the campus.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, Lansing Community College, has pledged to provide two-year Lansing Community College scholarships to Aaron, Noah and Andrew for post-high school education in order to assure that Tim Nickless's hopes for a college education for his sons are realized.

AND BE IT THUS RECORDED THIS 20th day of October, 2008.

IT WAS MOVED by Chairperson Smith and support by Trustee Canja to approve the Nickless resolution.

Roll call vote:

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

Nays: None

Absent: None

The motion was carried.

Limited Public Comment Regarding Agenda Items

George Hanley: I would like to thank all of those here. Thank you for providing information on CATA. Thank you.

Closed Session

There was no closed session.

PRESIDENT'S REPORT

Strategic Update Report – Student Report

Emmy Buchholz, of the Student Leadership Academy, gave the following student report:

- Lansing Community College Student Leadership Academy is a two year service scholarship program that focuses on introductory leadership development and servant leadership practices.
- Students in the academy:
 - 1) Attend leadership classes
 - 2) Mentor middle school students
 - 3) Perform both on and off campus community service hours
 - 4) Sit on the Student Advisory Committee to the President
 - 5) Attend Board of Trustees meetings
 - 6) Serve on other college wide committees as requested
- Some of the Academy activities to date include:
 - 1) Day of service
 - 2) Michigan Campus Compact Service Leadership Camp
 - 3) Adopt a River

- Looking forward to the next year with:
 - 1) New mentoring partnership with the High School Diploma Completion Initiative
 - 2) Annual Martin Luther King Day of service.
- Serves on Student Academy Committee to the President to identify campus issues to discuss with President Knight.

Strategic Update Report – Achievement of Excellence in Procurement Award for 2008

President Knight recognized Lansing Community College's purchasing department for receiving the 13th Annual Achievement of Excellence in Procurement Award.

Lansing Community College has received the award for six consecutive years and is one of only four government agencies in Michigan to receive the national award.

Strategic Update Report – Retention Analysis

President Knight stated that the Retention Analysis is included in the Board packet and would answer any questions.

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 August 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
- B. Purchasing Report(s) including:
 1. Sole Source Purchases for September 2008
- C. Miscellaneous
 1. Vendor Payments > \$10,000 for July and August, 2008
- D. LCC Holdings as of August 31, 2008

Discussion followed.

Action Items – Consent Agenda

The following Items were presented under a consent agenda:

1. Sabbatical and Professional Development Leaves
 - a) Sabbatical Leaves
 - 1) Leslie Hoover
 - 2) Wanda Larrier
 - 3) Michael Wright
 - 4) Dan Rafail
 - b) Professional Development Leave
 - 1) John Imeson
2. 2008 Campus Master Plan & Capital Outlay Project Request
3. Banner Capital Project Budget Amendment
4. FY 09 Budget Adjustment for Realignment
5. Arts & Science Switch Gear Replacement
 - a) Bond Amendment Resolution
 - b) Capital Project Approval
6. Approval of Bids
 - a) Campus Signage & Way Finding in the amount of \$300K to \$500 K. The recommendation was to award the bid to Harmon Sign.
 - b) Executive Search Firm in the amount of \$76,000 in estimated fees, and \$24,000 in estimated interviewing-related expenses for a total amount not to exceed \$100,000. The recommendation was to award the bid in to Boyden Global Executive Search.
 - c) Konica Copier Charges and Maintenance Costs in the amount for \$219,000. The recommendation was to award the no bid contract to Konica Minolta Albin Inc.

Chairperson Smith asked the Trustees if they would like any items removed from the consent agenda.

Trustee Woods requested to have agenda item 1, 3, and 6 removed from the consent agenda.

IT WAS MOVED by Trustee Hollister and supported by Trustee Canja to approve the amended consent agenda with the removal of items 1, 3, and 6.

Roll call vote:

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

Nays: None

Absent: None

The motion was carried.

Action Items – Sabbatical Leaves

Questions were raised by the Board as to why this item was before the Board and clarity on what the Board is being asked to approve.

Chairperson Smith requested that the Sabbatical Leaves be tabled until the next Board meeting.

Action Items –Professional Development Leave

IT WAS MOVED by Trustee Laverty and supported by Trustee Woods to approve the Professional Development Leave.

Roll call vote:

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

Nays: None

Absent: None

The motion was carried.

Action Items – Banner Capital Project Budget Amendment

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister to approve the Banner Capital Project Budget Amendment.

Roll call vote:

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

Nays: None

Absent: None

The motion was carried.

Action Items – Approval of Bids

President Knight requested that the Executive Search Firm be removed from the approval of bids.

Trustee Woods requested that the pricing of the bids be included on the bid documents.

IT WAS MOVED by Trustee Hollister and supported by Trustee Laverty to approve the bids with the removal of the Executive Search Firm.

Roll call vote:

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

Nays: None

Absent: None

The motion was carried.

Chairman, Committee and Board Member Reports

Chairperson's Report – MCCA Board of Director's Fall Meeting

Chairperson Smith reported the following on the MCCA Board of Director's Fall Meeting:

- CDARS (Certificate of Deposit Account Registry Service)
 1. Currently under state law, no community college may invest funds in financial institutions that do not maintain a principal office or branch in the state of Michigan.
 2. The Association supports legislation that would allow community colleges to participate in the Certificate of Deposit Account Registry Service programs (CDARS).
- Retirement Reform
 1. Escalating retirement costs are placing an increasing burden on community colleges.
 2. Proposed Senate Bill 1450 would allow Michigan community colleges to opt out of the MPSERS and into a defined contribution plan for their new employees.
- Baccalaureate in Applied and Technical Areas
- Transit Revitalization Investment Zone Act
- Michigan New Jobs Training Program
- Transforming Michigan's Adult Learning Infrastructure

Chairperson's Report – ACCT

- Shared a copy of the ACCT Advisor.

Chairperson's Report – Information and Announcements

Chairperson Smith announced the following:

- Lansing Community College received the Gold Sponsor award from the NAACP at the 43rd Annual Freedom Fund Banquet held on October 17, 2008.
- The LCC Newspaper, The Outlook, received twelve journalist awards.

Trustee Canja announced that Chairperson Smith is one of the candidates for the ACCT Diversity Committee.

Committee Reports – Audit Committee Report

Trustee Laverty gave the following Audit Committee Update:

- Copies of the Audit Committee materials were past out to the Trustees.

Trustee Proctor requested that a committee be appointed to consider the parameters for expenses incurred by a Board member that might be reimbursed by the college.

Discussion followed.

Chairperson Smith stated that she will appoint members to a committee to define parameters.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister to set parameters for expenses incurred by Board members that might be reimbursed by the college.

Roll call vote:

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

Nays: None

Absent: None

The motion was carried.

Trustee Proctor requested to see a copy of the AATA bylaws and articles of incorporations.

IT WAS MOVED by Trustee Proctor and supported by Trustee Laverty to approve the payment of African American Trustees Association dues, identifying Trustee Smith as the delegate for that organization.

Roll call vote:

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

Nays: None

Absent: None

The motion was carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Rasmusson to approve Chairperson's Smith campaign expenditures for the Diversity Committee up to an amount not to exceed \$900.

Roll call vote:

Ayes: Canja, Rasmusson, Smith

Nays: Hollister, Lavery, Proctor

Absent: None

Trustee Woods abstained from voting.

The motion failed.

Committee Reports – Foundation Board Report

Trustee Canja gave the following Foundation Board Update:

- The LCC Foundation met on September 18, 2008 and the following were presented, highlighted and/or discussed:
 1. Two scholarship recipients spoke about the scholarship assistance they had received, the difference it has made and their future goals at LCC and beyond.
 2. On August 14th the Foundation's annual Scholarship Awards Breakfast was held at the Lansing Center. For the first time the program was taped and has been shown on WLNZ several times. Copies of the program are being given to each Trustee.
 3. Three new Foundation Board members were welcomed: Sue Stock (from Ingham Medical), Tiffany Dowling (from Motion, Marketing and Media) and Linda Chavez (from NAI Mid Michigan Commercial Real Estate).
 4. After many months of discussion a new Mission Statement was adopted:

"The Lansing Community College Foundation provides support to inspire and enable the pursuit of education for the betterment of all. Our Donors change lives and enrich our community."
 5. Goals for 2008-09 were presented and reviewed in detail. One such goal is to kick off an Internal Campaign for employees. Employees will be offered four ways to support the Foundation. With a commitment of \$260 per year (\$10 per pay period), each employee will get a gift. Each year the gift will change.
- Celebrity Lipsync was Saturday, October 11
 1. 3 pm show (\$10) had approximately 75 guests

2. 6 pm dinner (\$15) served over 110, including the entertainers. Everyone really liked this idea.
 3. 8 pm show (\$25) had approximately 350 people attend.
 4. The Michigan entertainers and artists theme was well received and everyone seemed to like the show.
 5. Show proceeds were over \$13,000 and will go to benefit the General Scholarship fund and the Atlanta University Center Scholarship Fund.
- The Foundation Holiday Open house will be on Wednesday, December 3, 2008 at the West Campus Greenhouse, with the theme "Christmas in the Greenhouse". Floral Design students will decorate the greenhouse and be available all evening doing floral design demonstrations.
 - The Spring Gala will be Saturday, May 2, 2009 at West Campus. The theme is "LCC Foundation Star Gala... Come Cruise with Us!" Sponsorship opportunities will be available for sponsoring ports of call throughout the cruise ship at West Campus. Anyone interested in joining the Fundraising Committee can see Sue Fisher at the Foundation office.

Committee Reports – Workforce Development Board Report

Trustee Proctor gave the following Workforce Development Board Update:

- Submitted his report to the Board and asked if there were any questions.

Public Comment

There was no public comment.

Board Comments

Trustee Laverty stated that he was proud of the LCC nursing program and thanked the faculty and staff that ran that program.

Trustee Canja stated that she attended the Ramadan Unity Dinner and that LCC was recognized as a Silver Sponsor. She also commented on the inauguration and how phenomenal it was. Trustee Canja commented on the legislative breakfast she attended.

Trustee Woods stated that he attended the celebrity Lipsync and really enjoyed the creativity of the faculty, staff and administration. He commended the staff that worked on the Lipsync. Trustee Woods further stated that he toured the East campus with Jean Morciglio and is excited about the possibilities as LCC grows its enrollment and strengthening its partnership with MSU.

Trustee Hollister stated that he is in full support of Chair's Smith candidacy and would do whatever he could to support that.

Trustee Proctor stated that he enjoyed hearing Dr. Knight's mother speak at the inauguration.

Chairperson Smith commented on the legislative breakfast. She also offered condolences to Catherine Fisher and presented her with a card.

Adjournment

IT WAS MOVED by Trustee Hollister and supported by Trustee Canja that the meeting adjourns.

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 8:29p.m.