

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
November 17, 2008

**Regular Meeting**  
Adopted Meeting Minutes

**Call to Order**

The meeting was called to order at 6:09 p.m.

**Roll Call**

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

**Pledge of Allegiance**

Trustee Proctor led the Pledge of Allegiance.

**Approval of Minutes**

IT WAS MOVED by Trustee Hollister and supported by Trustee Rasmusson to adopt the October 20, 2008 Regular Meeting minutes.

Roll call vote:

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

The motion was carried.

**Additions/Deletions to the Agenda**

There were no additions or deletions made to the agenda.

**Limited Public Comment Regarding Agenda Items**

There were no public comments.

## **Closed Session**

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister that the Board enter into closed session for the purpose of discussing an attorney client privilege matter.

Roll call vote:

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

Nays: None

Absent: Lavery

The motion was carried.

The Board entered into closed session at 6:12 p.m.

The Board returned to open session at 6:51 p.m.

Roll call:

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

Absent: Lavery

## **PRESIDENT'S REPORT**

### **Strategic Update Report – President Knight**

President Knight gave an update on the following items:

- Livingston County Center
- Parking Update
- LCC Awarded Nanotechnology Grant
- Review Projections for the State of Michigan
- Faculty Recruiting Fair

Discussion followed.

### **Strategic Update Report – Student Report**

Rich Tupica, Editor in Chief of the Lookout:

“For the past semester we have been trying to keep up with upcoming events rather than past events. We are also trying to keep up with academic deadlines like the scholarships. If anyone has anything they would like to share, please send to anyone on the staff. We will do our best to get them in there every time. Also, if you have an idea about

helping the college, feel free to write us, or write a letter to the editor. If you have any upcoming events, please get a hold of us. Thank you."

### **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 September 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
- B. Purchasing Report(s) including:
  - 1. Sole Source Purchases for October 2008
- C. Miscellaneous
  - 1. Vendor Payments > \$10,000 for September, 2008
- D. LCC Holdings as of September 30, 2008
- E. Quarterly Report on Board Expenditures as of September 30, 2008

### **Action Items – Consent Agenda**

The following items were presented under a consent agenda:

- 1. Invitation for Bids
  - a. Gannon Building North Ramp Entrance, 1<sup>st</sup> and 2<sup>nd</sup> Levels in the amount of \$111,235. The recommendation was to award the bid to Laux Construction.
- 2. Restated Tax Sheltered Annuity Plan

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

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Canja to approve the consent agenda.

Roll call vote:

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

Nays: None

Absent: Laverty

The motion was carried.

## **Chairman, Committee and Board Member Reports**

### **Chairperson's Report – Approval of Professional Development Leave**

IT WAS MOVED by Trustee Canja and supported by Trustee Proctor to approve the Professional Development Leave of Hoa Nguyen.

Roll call vote:

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

Nays: None

Absent: Laverty

The motion was carried.

### **Chairperson's Report – ACCT Annual Leadership Congress**

Chairperson Smith requested that a report be given at the December meeting.

### **Chairperson's Report – Information and Announcements**

Chairperson Smith announced the following:

- The next Board of Trustee Meeting will be held December 8, 2008 at 6:00 p.m.
- The members of the Ad Hoc Committee to established parameter for Board expenses:
  1. Chair: Trustee Edward Woods III
  2. Member: Trustee Thomas Rasmusson
  3. Member: Trustee Deborah Canja
- Proposed dates for a 2–day Board Retreat, conducted by Leslie Marquard of Marble Leadership.
  1. January 16th – 17th, 8am – 8 p.m.
  2. January 23rd - 24th, 8am – 8 p.m.

## **Committee Reports – Audit Committee Report**

Trustee Proctor presented a written Audit Committee Report to the Board which is on file with the official Board meeting materials.

Trustee Proctor introduced Michelle Fowler, Principal, of the firm Rehmann Robson.

Ms. Fowler reviewed the following reports that were presented to the Audit Committee on November 10, 2008:

1. Annual Audit Report on Financial Statements for the year ended June 30, 2008 and 2007.
2. Federal Awards Audit Report for the year ended June 30, 2008.
3. Letter to those charged with governance.

These reports are on file with the official Board meeting materials.

IT WAS MOVED by Trustee Proctor and supported by Trustee Rasmusson to accept the Audit Report of Rehmann Robson.

Roll call vote:

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

Nays: None

Absent: Laverty

The motion was carried.

## **Committee Reports – Foundation Board Report**

Trustee Canja gave the following Foundation Board Update:

1. Sue Fisher, Foundation Director, was attending a conference entitled "Integrating Major Gifts and Planned Giving".
2. There is a Foundation Board meeting on Thursday, November 20, 2008. The Board will be reviewing the Foundation Audit Report.
3. The Board will also meet three people from LCC having to do with Economic Development resources that are available at LCC.
  - a) Adrian Bass from CQI
  - b) Bo Garcia, from BCI
  - c) Tom Donaldson from the Small Business Institute.
4. The Foundation Holiday Open House will be Wednesday, December 3<sup>rd</sup> at the West Campus Greenhouse. LCC Floral Design and Horticultural

Departments will be highlighted and students from those programs will be doing displays and offering suggestions for holiday decorating.

5. Artist and photographer Adam Jones will be on campus Saturday, November 22 at 7:00 p.m. in the Dart Auditorium with a slide show of his photography. The Foundation is hosting a pre-program reception for donors and friends of the Foundation on Saturday, November 22<sup>nd</sup> from 5:30 – 6:30 p.m. Adam Jones will be there and will have copies of his book to sign.

### **Committee Reports – Workforce Development Board Report**

Trustee Proctor presented a written Workforce Development Board Report to the Board which is on file with the official Board meeting materials.

In Trustee Proctor's report he wanted to mention that Dennis Morse, of LCC, was elected to the Board of Directors of the Capital Healthcare and Employment Council for 2008 – 2009, as the higher education representative.

### **Public Comment**

My name is David St. Amant. I am a student at LCC with a disability. I speak slowly and will need an accommodation of more than 5 minutes for my remarks. Although the college is making small changes to adapt to more students with disabilities, it needs to do more changes to help its students to succeed.

LCC should have procedures in place that make being a student with a disability less difficult. For example, The Office of Disabilities counselors work with you to identify individual needs and sign the appropriate form for student accommodations. The student hands the instructors the pink slip of accommodations. The instructor seems to be at a loss as to what to do with the information. In fact, in general the instructors do not understand their responsibilities under the Americans with Disabilities Act. There is a void between the counselor's recommendations and the instructors understanding of them. The instructors seem to be unaware of the services that are available, such as the use of a quiet room for test taking. Also, the instructors aren't quite sure how to use reader services. The instructors fear giving accommodations may be perceived as an unfair advantage.

Students with disabilities feel powerless, afraid to state their needs. The students may not have the confidence or ability to speak for themselves. They become frustrated and often give up on their education goal.

I want the LCC Board of Trustee to assure the disability community that all instructors are trained in both responsibilities to provide accommodations for

students with disabilities and to assure that every instructor is familiar with the services of the Office of Disability Support Service.

## **Adjournment**

IT WAS MOVED by Trustee Woods and supported by Trustee Rasmusson for the meeting to adjourn.

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

Nays: None

Absent: Laverty

The motion was carried.

The meeting adjourned at 7:44 p.m.