

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 16, 2009

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:08 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

Approval of Minutes

Trustee Woods asked that the following comment be added to the meeting minutes under Limited Public Comment Regarding Agenda Items:

Trustees Woods asked the Labor Coalition for some suggestions with regards to efficiencies.

Trustee Woods stated that he was happy that a representative from the Labor Coalition was willing to come and share during the public comment, but would like to see some ideas from the Associations as it relates to efficiencies.

IT WAS MOVED by Trustee Lavery and supported by Trustee Canja that the minutes of the January 21, 2009 Regular Board of Trustees meeting be adopted as amended.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Additions/Deletions to the Agenda

The following deletions were made to the agenda:

- Chairperson Smith requested that the Chair, Committee and Board Members Report be removed. She further stated that these reports will be made in March.

There were no objections.

Limited Public Comment Regarding Agenda Items

There was no public comment.

Resolution Presentation

Chairperson Smith presented the following resolution to the Board of Water and Light for the First School of Training and Employment Program (First STEP):

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

WHEREAS, the Lansing Board of Water & Light launched a unique job recruitment and training program, First STEP (First School to Training and Employment Program), to begin building the Lansing Board of Water & Light's next-generation work force, *and*

WHEREAS, the BWL has initiated First STEP in partnership with the following institutions or groups: Career Connections Work-Based Learning Committee, Ingham Intermediate School District, Lansing School District, Eaton Intermediate School District, Clinton County Regional Educational Service Agency, Lansing Community College, Capital Area Michigan Works, and International Brotherhood of Electrical Workers Local 352, *and*

WHEREAS, the BWL will train and mentor area high school students for careers at the BWL, *and*

WHEREAS, First STEP is open to high school seniors enrolled in any school district in the tri-counties of Ingham, Eaton, and Clinton, who meet the following criteria:

- are 17 years old by January 1, 2009, and
- available to work mornings during school days, and
- have completed or enrolled in a Career or Technical Education program or related academic course, and
- are drug free, *and*

WHEREAS, in January 2009, the BWL offered jobs to approximately 20 students to work an average of 20 hours per week, at \$10/hour, through June graduation, *and*

WHEREAS, in June 2009, the BWL may offer as many as 10 of the 20 students an opportunity to work full time in an entry-level job at the BWL, *and*

WHEREAS, other remaining, qualified, First STEP participants may be offered \$1,500 scholarships to attend Lansing Community College (employment opportunities and scholarships are contingent on the students completing First STEP outcomes and meeting all high school graduation requirements), *and*

WHEREAS, BWL champions, J. Peter Lark and Dallas Burdick, demonstrated exemplary leadership, insight, and effort in launching and coordinating the First STEP initiative, *and*

WHEREAS, Richard Scott, LCC Apprenticeship Program Coordinator, fostered tremendous enthusiasm and support for First STEP in his role as the Chair of the coordinating group, the Career Connections Work-Based Learning Subcommittee, *and*

WHEREAS, the Job Placement Coordinator Team of Mary Ellen Brockelhurst and Chris Deyonke, Eaton Intermediate School District, Jerri Hoffman, Ingham Intermediate School District, Margo Hazelman, Clinton County Regional Education Service Agency, and Scott Miller, Lansing School District, was instrumental in the coordination and delivery of the educational component of First STEP, *and*

WHEREAS, the BWL was recognized in December 2008 as one of five "Employers of the Year" honored by Capital Area Michigan Works! for its efforts with First STEP and for its involvement in CAMW's Work Net Program, participation in the CAMW's Job Expo, behavioral training interview support and collaboration with other area work-training partners.

NOW, THEREFORE, BE IT RESOLVED THAT the Lansing Community College Board of Trustees commends the Lansing Board of Water & Light for its innovative approach in proactively addressing the workforce needs of its industry and this community, and for investing in the youth of the tri-county area by offering training and learning opportunities which allow Lansing area residents to stay in Lansing while helping to rebuild Michigan's economy.

Peter Lark, BWL General Manager made the following comments:

"Thank you very much Madam Chair. It is an honor for the Board of Water and Light. Thank you to all of the Trustees. This is an excellent program for which the Board of Water and Light is immensely proud of. The Board of Water and Light could not have done it alone. We have had a lot of help from Lansing Community College, and many of the high schools. While I am up here accepting this honor, the actual work was done by people like Calvin Jones, and Dallas Burdick and many others at the Board of Water and Light. Thank you everyone for the resolution. We appreciate it very much. It has been a pleasure working for you and we look forward to many days like this in the future."

Chairperson Smith presented the following resolution honoring Coach Michael Ingram:

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 men's athletic program in 1961 and developed a men's basketball team; and

WHEREAS, the Board of Trustees desires to recognize the career accomplishment of its head basketball coach Michael Ingram, a 1981 Lansing Community College graduate; and

WHEREAS, Michael Ingram participated on the Lansing Community College men's basketball team and was named to the 1981 National Junior College Athletic Association All-American squad for his outstanding play; and

WHEREAS, Michael Ingram, upon graduating from Central Michigan University, returned to Lansing Community College as a member of the Physical Fitness and Wellness faculty and to the men's basketball coaching staff, where he assisted the 1988 men's basketball team to the NJCAA National Basketball Championship, the first national championship awarded to a Lansing Community College athletic squad; and

WHEREAS, Michael Ingram was named the head coach for men's basketball at Lansing Community College in 1990 and in his 18 years as head coach, has led teams to win 15 Michigan Community College Athletic Association Western Conference basketball titles; and

WHEREAS, Lansing Community College men's basketball teams coached by Michael Ingram participated in the National Junior College Athletic Association's National Championship Tournament in 1990-91 and 2005-06, finishing 4th and 6th place in the nation respectively and was named NJCAA Region XII Coach-of-the-Year in both of those seasons; and

WHEREAS, Michael Ingram's contributions and his work in the LCC A+ Summer Basketball Camps have introduced the fundamentals of basketball to over 6,000 boys and girls in the Greater Lansing area; and

WHEREAS, on January 28, 2009, the Lansing Community College men's basketball team defeated Lake Michigan College by the final score of 79-51, marking the 400th career win for Michael Ingram as head coach; and

WHEREAS, Michael Ingram currently ranks 10th among active coaches in the National Junior College Athletic Association Division II for career wins with a career record of 402-141, for a winning percentage of .740 that ranks him 4th in the NJCAA Division II basketball among active coaches in the nation; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees congratulates head men's basketball coach MICHAEL INGRAM for his outstanding career achievement on this occasion of his 400th career victory and for his dedication to Lansing Community College.

Coach Michael Ingram made the following comments:

"I just want to say that this has been a great job for me. I have always enjoyed and wanted to make LCC's Basketball program a program for the community. I think I have done that. I think that every kid that plays in high school, every parent and coach knows that I will come out and watch their kids and try to make sure that they have a place to play. I am going to continue to do that. I really appreciate this honor given to me today. I hear a lot of coaches say this and I am going to say Go Stars!"

Chairperson Smith presented the following resolution honoring Jack Bergeron:

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

WHEREAS, Lansing Community College contracted to replace its Enterprise Resource Planning system with a new Banner system in August 2006; and

WHEREAS, Jack Bergeron was assigned to serve as Project Manager for the Banner Implementation Project from September 2006 through December 2009; and

WHEREAS, Project Manager Jack Bergeron's responsibilities included the following:

- Provide leadership to the Banner Implementation Team, which was comprised of key LCC personnel from the functional areas of the college responsible for the major Banner modules, testing, communication, management, reporting, and training
- Act as the central point of contact for all formal, project-related communication between the college and SunGard Higher Education
- Ensure that all Project Team members were aware of their responsibilities and performed as promised
- Ensure that all contractual commitments were fulfilled on time
- Establish a system to document and control project performance
- Assist in developing the Project Plan
- Maintain a project tracking database
- Control cost, schedule and technical variance from the plan
- Expedite decision making and recommend policy changes
- Report project status to management on a periodic basis

WHEREAS, Jack Bergeron was highly effective as a project manager because of his ability to

- Enable team members to feel they had a real stake in the project;
- Communicate openly and directly with people at all levels about goals, responsibility, performance, expectations and feedback;

- “Walk the talk” and earn team members’ trust;
- Plan and manage with competence, integrity, and respect for others;
- Delegate tasks and encourage employee participation; and
- Problem solve creatively and effectively with the project teams, college leadership, and the SunGard staff.

WHEREAS, Jack Bergeron’s role was critical to the overall success of the project, and his willingness to dedicate over two years of his time, talent, and skills is greatly appreciated.

WHEREAS, the Banner system has been successfully implemented due to the hard work and commitment of all members of the Banner project and the cooperation of Lansing Community College employees.

NOW, THEREFORE, BE IT RESOLVED THAT the Lansing Community College Board of Trustees commends Banner Project Manager Jack Bergeron and the entire Banner Implementation Team for their tireless efforts and dedication to improving college-wide computer applications to better serve the students and staff of Lansing Community College.

Chairperson Smith presented the following resolution to the Banner Project Implementation Team:

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

WHEREAS, Lansing Community College contracted to replace its Enterprise Resource Planning system with a new Banner system in August 2006; *and*

WHEREAS, the Banner Project Implementation Team was created in order to facilitate the successful implementation of the Banner system; *and*

WHEREAS, the Banner Project Implementation Team was comprised of key LCC personnel from the functional areas of the college responsible for the major Banner modules, testing, communication, management, reporting, and training; *and*

WHEREAS, these key individuals included:

- Chris Bennett (Luminis, Technical and Data Conversion Process Teams Leader)
- Denice Beckwith (Data Standards Process Team Leader)
- Jack Bergeron (Project Manager)
- Stephanie Bogard Trapp (Financial Aid Process Team Leader)
- Penny Denczek (Testing Methodologies Process Team Leader and Project Manager Back-up)
- Tammy Grossbauer (Student Process Team Leader)
- Linda Hamlin (Training Process Team Leader)
- Carol Harton (Communication Liaison)
- Jason Mayland (Data Standards Process Team Leader)
- Jill Paine (Cash Operation Work Group Leader)
- Randy Roy (Finance Process Team Leader)
- Elizabeth Stallard (Financial Aid Process Team Leader)
- Mary Stroebel (Human Resources Process Team Leader)

- Jan Stuart (Human Resources Process Team Leader)
- Ray Wawro (Technical and Data Conversion Process Teams Leader)
and

WHEREAS, this team was charged with providing a high-level review of planning, development, and implementation activities including establishing cross-functional work teams, monitoring and reporting progress, identifying and mitigating risks, recommending priorities for allocation of resources, expediting decision making and recommending policy changes; *and*

WHEREAS, the Banner system has been successfully implemented due to the hard work and commitment of all Banner teams and the cooperation of Lansing Community College employees.

NOW, THEREFORE, BE IT RESOLVED THAT the Lansing Community College Board of Trustees commends the Banner Project Implementation team for its tireless efforts and dedication to improving college-wide computer applications to better serve the students and staff of Lansing Community College.

IT WAS MOVED by Trustee Proctor and supported by Trustee Lavery to adopt the four resolutions presented.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Closed Session

IT WAS MOVED by Trustee Lavery and supported by Trustee Canja that the Board go into closed session for the purpose of discussing the purchase of real property.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

The Board entered into closed session at 6:24 p.m.

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

Roll call:

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

Absent: Rasmusson

IT WAS MOVED by Trustee Proctor and supported by Trustee Lavery that the actions adopted in closed session be part of the record.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

PRESIDENT'S REPORT

Strategic Update Report

President Knight made the following announcements:

- LCC achieved a milestone for the Spring term with 9,000 on-line enrollments. He announced that it is the highest in the State of Michigan.
- He thanked everyone and stated that it is a good indicator that LCC is working on future oriented modes of instruction.
- Announced that Dean Knippenberg will be retiring after 30 years of service at Lansing Community College.

Strategic Update Report – Student Presentation

Adrienne Jenkins, President of the American Marketing Association: *I would like to thank for Board for having the American Marketing Association here tonight to share what we are doing on LCC's campus. The AMA focuses on giving members hands on real world experience that they learn in the classroom and applying it to projects that the AMA does. This year we have been working on many projects. We have been working for Habitat for Humanity with the marketing of their retail store. The AMA has planned a Business Networking Mixer and Etiquette Dinner on March 5, 2009. We are also working with a sales professor here on campus to help market his new book. What we do throughout the entire year is a lot of fundraising. Most of our events are free community service type of events. We fundraise throughout the year to send our members to a Strategic Planning Session at the beginning of the year. At this session we sit down together, write a Chapter plan and outline everything that our club is going to be doing throughout the year. At the end of the year we send as many members as possible to our International Collegiate Conference which is in New Orleans. This is where all the Chapters from 300+ University's come and hear a lot of great keynote marketing speakers. We have a chance to network with each other and meet the other chapters as well as share ideas with other chapters. Last year, we place second in the Nation. We are the only Community College that competes at that level so it is very exciting for us. We are excited about going*

back this year and shooting for number one. Our club has worked very hard this year and we are very excited. Thank you for giving me the opportunity to speak tonight.

Strategic Update Report – Monthly Financial Statements

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

1. Statement & Summary as of December 31, 2008 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Revenue, Expenses and Changes in Net Assets
 - d. Balance Sheet
 - e. Resources and Allocations Plant Funds
 - f. Capital Projects Monthly Reporting
2. Purchasing Report(s) including:
 - a. Sole Source Purchases for January 2008
3. Miscellaneous
 - a. Vendor Payments > \$10,000 for December, 2008
4. LCC Holdings as of December 31, 2008
5. Report on Board of Trustees expenditures for the quarter ended December 31, 2008.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Course Fees
2. Invitation for Bids
 - a. DigiDesign Turnkey System in the amount of \$178,105. The recommendation was to award the bid to Sweetwater Sound Inc.
3. Request for Proposals
 - a. Child Care Center Design and Management in the amount of \$530,000. The recommendation was to award the proposal to Hobbs + Black Architects for the Child Care Center Design and Construction Administrative Services for \$85,000 and to Gretchen's House for the design consultation in a one-time payment of \$20,000 and to Gretchen's House for \$425,000 (\$85,000/year for

five years) for operation and management of the child care center.

4. Sole Source
 - a. 2001 Prevost Bus in the amount of \$185,000. The recommendation for award was to Goodson Bus Sales.
 - b. Consulting Services in the amount not to exceed \$100,000 to Community College Consulting for service to commence upon board approval.

The following items were removed from the consent agenda for the purpose of discussion:

- Trustee Canja requested that the RFP for Child Care Center Design and Management be removed.
- Trustee Woods requested that the Sole Source for Consulting Services be removed.

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister to approve the President's consent agenda which includes the approval of Course Fees, Invitation for Bid and Sole Source.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Action Items –Child Care Center Design and Management

IT WAS MOVED by Trustee Lavery and supported by Trustee Hollister to approve the Child Care Center Design and Management RFP.

Roll call vote:

Ayes: Canja, Hollister, Lavery

Nays: Proctor, Woods, Smith

Absent: Rasmusson

The motion failed.

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister to approve the RFP of \$85,000 to Hobbs + Black Architects for the Child Care Center Design and Construction Administrative Services and a one-time payment of \$20,000 to Gretchen's House for design consultation, for the total amount of \$105,000.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Action Items – Consulting Services

Trustee Woods stated for the record:

“My concern is not with the Consultant and his qualifications. My concern is with contracts that LCC has for under \$100,000 that balloon and the Board is expected to approve them after they have exceeded the \$100,000. I think this totally undermines the purchasing process. I will not support any contract that goes through that process again. It is ludicrous to be a fiscally responsible Board and the Administration bids something out at \$28,000 and then it increases to \$118,000 and fails to alert to board. Either LCC puts together a proper bid packet so contractors can competitively bid, or you don't do it at all.

If this sole source contract exceeds \$100,000, I am sure we will know about it before it exceeds that amount. I wanted to take the opportunity to express my concerns. The Board has seen a trend where contracts have exceeded the threshold, but the college has failed to notify the board. It seems like it is embedded in the operating culture and it needs to stop. I am confident that Dr. Knight has the skills to see not only this but other things that need to stop. I will be supporting the Consulting Services, but I want to be on record that I have seen a trend. I am supporting the Chair of the Audit Committee and that trend needs to discontinue immediately.”

Chairperson Smith thanked the Chair of the Audit Committee for being the watch dog for this and expects the Chair to continue with that. She further stated that the Board over the past two years has been very clear that this is not a practice that they endorse or will allow to continue.

IT WAS MOVED by Trustee Canja and supported by Trustee Lavery to approve the Consulting Services.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Public Comment

There was no public comment.

Board Evaluation

Trustee Canja stated that she wanted to go on record that she disagrees with comments made by the Chair of the Board at Southern Michigan published in the Lansing State Journal

(He commented that it is outrageous that the Governor asked for tuition freezes for Universities and Community Colleges and he also thought it was imperative that the Governor move to allow Community Colleges to offer bachelorette degrees.)

Chair Smith thanked Dr. Knight for appearing before the Lansing School Board regarding the Promise Zone Program and the Hope Scholar Program.

Trustee Woods stated that he would like to comment on the letter the Board received from the LCC Labor Coalition.

"I have not had the chance to meet with the new Coalition Chair Stephen Vossler and would be willing to entertain a meeting with Steve Vossler in his new role. However, I am concerned with the tone of the letter dated February 9, 2009.

Trustee Woods stated that the Board has asked for ideas of cost savings from all the Unions and not one time in the 10 months since the Board has ask for it, since the budget last year, have they received a Union endorsed idea for cost savings or how to increase revenue. I want it to be clear that we are looking for it and we welcome them because it is an opportunity for our college to grow. We hope that you will bring some ideas to us. At the last meeting 12 employees have submitted ideas on line but it is nothing like a union endorsed idea where we can have some cost saving and efficiencies. We have to find some other ways to cut costs and not have a solution that primarily involves raising tuition. In order for this partnership to work, we have to have an on-going dialogue of communication. The last time that I heard from the Labor Coalition was at the meet and greet in the Spring of last year. It is very important that we have an outstanding relationship and one that is nurtured. We have made ourselves available and open and will continue to do so. We need some ideas as it relates to cost efficiencies and savings and it has to be something more than passing on tuition cost to our students. I just want to make sure everyone is clear that we are open and available to

*listen to those ideas and making sure it works in the best interest of
Lansing Community College."*

Trustee Woods commended Dr. Chase and the Marketing Team for the presentation of Lansing Community College. He stated that it was truly outstanding.

Adjournment

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

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

The motion carried.

The meeting adjourned at 7:38 p.m.