

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
March 16, 2009

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:05 p.m.

## **Roll Call**

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

Trustee Smith left at 7:04 p.m.

## **Pledge of Allegiance**

Trustee Lavery led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED by Trustee Lavery and supported by Trustee Hollister that the minutes of the February 12, 2009 Regular Board of Trustees meeting and the March 5, 2009 Special Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

## **Additions/Deletions to the Agenda**

The following deletion was made to the agenda:

- There will be no student presentation under the President's Strategic Update Report.

## Limited Public Comment Regarding Agenda Items

There were no public comments.

## Closed Session

IT MOVED by Trustee Laverty and supported by Trustee Hollister that the Board go into closed session for the purpose of discussing two written legal opinions.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

The Board entered into closed session at 6:10 p.m.

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

Roll call:

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

Absent: Rasmusson

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister that the following resolution be adopted.

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

RESOLVED: That the Code Section 401(a)(9) Minimum Distribution Amendment to the Lansing Community College Executive Defined Contribution Retirement Plan is hereby adopted effective for calendar years beginning after December 31, 2003; and

FURTHER RESOLVED: That the Final 415 Regulations Amendment to the Lansing Community College Executive Defined Contribution Retirement Plan is hereby amended effective for Limitation Years and Plan Years beginning on or after July 1, 2007; and

FURTHER RESOLVED: That the Termination Compliance Amendment to the Lansing Community College Executive Defined Contribution Retirement Plan is hereby adopted effective as stated therein; and

FURTHER RESOLVED: That, subject to the receipt of IRS approval, the Lansing Community College Executive Defined Contribution Retirement Plan is hereby

terminated effective as of March 31, 2009; and

FURTHER RESOLVED: That Catherine A. Fisher, CPA, Chief Financial Officer, and Dr. Brent M. Knight, President, are hereby authorized to execute the Amendments described in the foregoing resolutions and any and all documents necessary to effectuate the termination of said Plan.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Trustee Canja explained that the Motion had been required in order to enable a person to roll over their retirement account.

## **Final Report on Banner Implementation Audit**

Mr. John Schroeder presented the Banner Implementation Final Report which is on file with the official Board meeting materials.

Kevin Bubb gave a report on the Administration's response to the Audit.

IT WAS MOVED by Trustee Lavery and supported by Trustee Canja that the Banner Implementation Audit report be accepted.

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 gave the following Strategic Updates:

- Michigan Community College Association: MCCA has taken a position in opposition to any legislation that ties additional funds to a tuition freeze.
- Livingston County Center Update: The LCC-Michigan Association for Higher Education, Michigan Education Association, and the College

Administration reached an agreement on fingerprinting and background checks of LCC faculty who teach in Michigan K-12 public school buildings.

- Vision Initiative: To gain wide input in identifying opportunities for improvement and savings, Marble Leadership Partners has provided a website to receive ideas from students, employees and community members.
- Restructuring of the Human Resources Department: A communication went out via Campus Communication to explain how the HR Department has been restructured. LCC has engaged in a comprehensive search process to find the best and the brightest to work in the HR Department. One came on Board March 16<sup>th</sup>; one is coming in on March 30<sup>th</sup> and another April 13<sup>th</sup>. This is a new start for the HR department.
- FY 2009-10 Budget Process: The FY 2009-10 budget process has begun. The guiding principles, budget process and timeline have been presented to Division leaders.
- Film Training Program to Benefit Michigan Residents: Capital Area Michigan Works!, MSU and LCC are partnering to prepare Michigan residents seeking employment in the state's growing film industry. With a grant of \$195,000 from the Michigan Department of Energy, Labor and Economic Growth's No Worker Left Behind program, CAMW will recruit and oversee a joint training program between MSU's Department of Telecommunication, Information Studies, and Media and LCC's Digital Media, Audio, and Cinema program to provide on-campus film production training
- LCC and Partners Announce Scholarship for 100 Jobs: LCC, together with the Capital Healthcare and Employment Council, Hayes Green Beach Memorial Hospital, Ingham Regional Medical Center, Sparrow Health System and Capital Area Michigan Works!, announced 100 scholarships to fill jobs at area hospitals.
- Congressman Schauer Tours West Campus: U.S. Congressman Mark Schauer (D-MI District 7) toured LCC's West Campus February 29 with Board Chair Robin Smith, President Knight, and other college leaders.

Chairperson Smith left at 7:04 p.m. due to personal business and the meeting was turned over to Vice Chairperson Canja.

### **Strategic Update Report – Monthly Financial Statements**

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

Statement & Summary as of January 31, 2009 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 February, 2009
  3. Miscellaneous
    - a. Vendor Payments > \$10,000 for January, 2009
  4. LCC Holdings as of January 31, 2009

Discussion followed.

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. Approval of Provost/Senior Vice President of Academic Affairs
2. Request for Proposals
  - a. Architect Engineering Design Services in the amount of \$107,635 for Category A (Mechanical and Electrical System Projects) and \$44,814 for Category B (Building Envelope Projects). The recommendation was to award the bid to Design Plus for Mechanical and Electrical System Projects for \$104,500 in professional fees and \$3,135 in reimbursable expenses and to DLZ Michigan, Inc. for \$42,723 in professional fees and \$2,091 in reimbursable expenses.
  - b. 3D Stereo Projection System in the amount of \$220,480. The recommendation was to award the bid to Eon Reality Inc.

The following item was removed from the consent agenda for the purpose of discussion:

- Approval of Provost/Senior Vice President of Academic Affairs.

IT WAS MOVED by Trustee Laverty and supported by Trustee Woods to approve the President's consent agenda with the removal of the Provost/Senior VP of Academic Affairs.

Roll call vote:

Ayes: Canja, Hollister, Laverty, Proctor, Woods

Nays: None  
Absent: Rasmusson, Smith

The motion carried.

IT WAS MOVED by Trustee Woods and supported by Trustee Proctor to approve, Ms. Stephanie Shanblatt as the Provost/Senior Vice President of Academic Affairs.

President Knight stated that Chief Academic Officer, Vice President of Academic Affairs and Provost are all synonymous. He further stated that the job descriptions are the same.

President Knight stated that he will not be filling Ms. Shanblatt's old position of Senior Vice President of Strategic Planning and Partnerships.

Trustee Woods stated that at different institutions the V.P's report to the Provost but at LCC that is not the case, they report to the President. He further stated that LCC sees the Provost and Chief Academic Officer as one and the same and he supports that.

Roll call vote:

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

The motion carried.

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

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

Trustee Lavery gave the following Audit Committee Update:

- Attended a book signing of Why GM Matters. Copies of books were distributed to Trustees.
- Approved the Grant Thornton Report.
- Approved ACCT Legislative Summit expenses for Trustee Woods.

Trustee Lavery stated that Trustee Smith was unable to submit her expenses to the Audit Committee and he was submitting her expenses from the ACCT Legislative Summit to the Board for approval.

Trustee Proctor stated that the proper procedure is for a Trustee's expenses to be submitted to the Audit Committee. He further stated that he understands

that she was not able to get those expenses in on time, but preferred that the process be honored and her expenses be referred to the Audit Committee.

IT WAS MOVED by Trustee Laverty and supported by Trustee Hollister to approve the ACCT Legislative Summit expenses for Trustee Smith.

Roll call vote:

Ayes: Canja, Hollister, Laverty, Woods

Nays: Proctor

Absent: Rasmusson, Smith

The motion carried.

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

Trustee Canja gave the following Foundation Board Report:

- The LCC Foundation Board has been reviewing how Proposal II affects the Foundation's scholarship funds. An attorney from Clark Hill was hired to give an opinion regarding the race and gender based scholarships offered through the Foundation. In summary, the opinion states that the Foundation has the right to award race and gender based scholarships because the Foundation is a separate 501(c)(3) non-profit Foundation. The opinion recommended limited entwinement between the Foundation and the College, by limiting LCC staff member's ability to become Officers of the Foundation board and by limiting their voting rights in order to show that control rests with the Foundation board and that the awarding of scholarships is not controlled by the College.
- To further the understanding of the relationship between the College and the Foundation, a relationship agreement will be written. Vice Chairperson Pat Ouellette and Trustee Deborah Canja have volunteered to work on this agreement for the Foundation and College. Once complete, the document would be reviewed by a College attorney, the Foundation Board, the Trustee Board, President Knight, and recommended for final adoption.
- Board members were asked to call donors over the past 6 months who have contributed \$500 or more, with a message of thanks.
- Report of year end donations: Over \$50,000 has been received from the year-end campaign for unrestricted and scholarship funding for the next academic year. This is an increase over the past two years. However, the Foundation has also seen a 28% increase in scholarship applications and will be exploring additional initiatives to increase scholarship funding.

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

Trustee Proctor gave the following Workforce Development Board Report:

- Dr. Knight was present at the last meeting and received a \$15,000 check from WW Granger Foundation for scholarships.
- Trustee Proctor passed out a written report that is on file with the official Board meeting materials.

## **Board Member Reports – Parameters for Board Members Reimbursement Allowed**

Trustee Woods stated that the Ad Hoc Committee, made up of Trustees Woods, Canja and Rasmusson, was presenting the following recommendations to the Board for approval:

Trustee Woods presented the parameters for Conference Business Travel.

### **Conference Travel**

- Registration fees:**  
Reimburse registration fees related to conference.
- Lodging:** Reimburse at Hotel conference rate. If the hotel is sold out, the college will book a room elsewhere at a comparable rate. The difference will be noted and reported to the Audit Committee. If, for any reason, a Trustee chooses to stay at a hotel with a higher rate than the conference rate or the comparable rate booked by the college, the Trustee must pay the difference. No savings will be reimbursed if the hotel booked is at a lower rate than the conference rate. Any additional charges related to the accommodation of spouses and/or children will be the responsibility of the Trustee.
- Transportation:** Reimburse at the college rate.
- Meals and Incidentals:** Reimburse at the college rate.

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister to approve the Conference Travel portion of the parameters for reimbursement allowed.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister to amend the motion to include that if Travel arrangements for a Trustee are made by the college and the Trustee needs to change those arrangements due to personal



reasons, the Trustee will reimburse the college for any expense incurred for making those changes.

IT WAS MOVED by Trustee Hollister and supported by Trustee Lavery that the amendment to the motion be amended to state that exceptions may be brought to the Audit Committee for approval.

Roll call vote (on the amendment to the amendment):

Ayes: Canja, Hollister, Lavery, Proctor, Woods

Nays: None

Absent: Rasmusson, Smith

The motion was carried.

Trustee Canja asked for roll call vote on the first amendment to the original motion, as amended.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Woods

Nays: None

Absent: Rasmusson, Smith

The motion carried.

Trustee Canja asked for a roll call vote on the original motion with the amendments included, as follows:

To approve the Conference Travel portion of the Parameters for Reimbursement to include that if Travel arrangements for a Trustee are made by the college and the Trustee needs to change those arrangements due to personal reasons, the Trustee will reimburse the college for any expense incurred for making those changes. Exceptions may be brought to the Audit Committee for approval.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Woods

Nays: None

Absent: Rasmusson, Smith

The motion carried.

Trustee Woods presented the parameters for College Business Travel and Expenses.

### **College Business Travel and Expenses**

- a. **Mileage:**
  - 1) Reimbursement for any college event.
  - 2) Reimbursement for individual meetings between Trustees and or community members or organization limited to no more than "twice" a month within the college district. Proper documentation must be presented that includes meeting date, meeting purpose, and individual(s) met with. Audit Committee may make exceptions in advance.
- b. **Meeting Expense (meals):** Reimbursement for individual meeting between Trustees and or community member or organization limited to no more than "twice" a month within the college district. Meal is limited to no more than three parties, which includes the Trustee. Proper documentation must be presented that includes meeting date, meeting purpose and attendees. The Audit Committee may make exceptions in advance.
- c. **Cell phone/Computer:** Trustee can receive college issued cell phone and computer.
- d. **Home Internet Service:** Trustees may obtain home internet service on the same basis and pursuant to the same policy that governs the provision of internet access for college personnel. Trustees must sign a contract agreeing to college use policies and agree to pay the stated contract rate.
- e. **Postage:** When attending a conference, any items shipped must be conference related, must be shipped to the college and the Trustee must use a USPS flat rate box.
- f. **Sponsorships:** The College will not pay for nor reimburse individual trustees for individual sponsorship of community events or activities. All sponsorships paid for by the college must be on behalf of the college and go through the President's office.
- g. **Expense related to serving on a National Committee:** Trustee participation on national committees related to service as a trustee will be supported by the college, but limited to conference fees, per diems and lodging. The Board must approve any other expenses in advance.
- h. **Civic or public service:** A Trustee may identify "one" civic or public service group to join within the college district for which the college will

reimburse membership fees only. All other expenses related to such membership will be the responsibility of the Trustee.

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister to approve the College Business Travel portion for parameters for reimbursement allowed.

Trustees Woods suggested that the college business travel expenses be voted on separately.

The motion moved by Trustee Woods and supported by Trustee Hollister was withdrawn.

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that mileage reimbursement be granted to Trustees for any college event where they attend in their official capacity such as Board meetings, committee meetings, graduations or any event where the Trustees get an invitation to attend.

Trustee Hollister stated that the second provision under mileage would be removed.

Roll call vote:

Ayes: Canja, Hollister, Proctor, Woods

Nays: Laverty

Absent: Rasmusson, Smith

The motion carried.

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that Trustees be able to receive a college issued cell phone and computer as indicated in the proposed policy.

Roll call vote:

Ayes: Canja, Hollister, Laverty, Proctor, Woods

Nays: None

Absent: Rasmusson, Smith

The motion carried.

IT WAS MOVED by Trustee Laverty and supported by Trustee Woods that the college issued cell phone and computer be used for college business only.

Roll call vote:

Ayes: Canja, Hollister, Laverty, Proctor, Woods

Nays: None

Absent: Rasmusson, Smith

The motion carried.

IT WAS MOVED by Trustee Woods and supported by Trustee Proctor to approve parameters for expenses related to serving on a national committee, but limited to conference fees, per diems, transportation and lodging. The Board must approve any other expenses in advance.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Woods

Nays: None

Absent: Rasmusson, Smith

The motion carried.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister that to approve postage expenses related to attending a conference, any items shipped must be conference related, must be shipped to the college and the Trustee must use a USPS flat rate box.

Roll call vote:

Ayes: Canja, Proctor

Nays: Hollister, Lavery, Woods

Absent: Rasmusson, Smith

The motion failed.

IT WAS MOVED by Trustee Woods and supported by Trustee Lavery that the Audit Committee deals with any Trustee who is currently receiving home internet service. The Audit Committee would bring back a policy to the Board on how to deal with home internet service.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Woods

Nays: None

Absent: Rasmusson, Smith

The motion carried.

## **Public Comment**

There was no public comment.

## **Board Evaluation**

Trustee Lavery suggested that the President's Evaluation be put on the next Board meeting agenda and suggested that the Board have a retreat on the criteria for the President's Evaluation.

Trustee Woods commended Becky Beard and the Labor Coalition for their cost saving recommendations.

## **Adjournment**

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

Ayes: Canja, Hollister, Lavery, Proctor, Woods

Nays: None

Absent: Rasmusson, Smith

The motion carried.

The meeting adjourned at 8:38 p.m.