

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 16, 2009

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

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

Pledge of Allegiance

Trustee Smith led the Pledge of Allegiance.

Approval of Minutes

The following corrections were made to the meeting minutes:

Page 8: from: Michelle Fowler of Redman Roberson
to: Michelle Fowler of **Rehmann Robson**
Page 11: from: metal honor winners
to: **Medal of Honor Winners**

IT WAS MOVED by Trustee Smith and supported by Trustee Lavery that the minutes of the October 19, 2009 Regular Board of Trustees meeting be adopted as amended.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following addition was made to the agenda:

- Chairperson Canja requested that Closed Session be moved before Public Comments.

Limited Public Comment Regarding Agenda Items

Cindy Storie: Cindy Storie LCC-MAHE President. Good Evening, Trustees and Dr. Knight. The Administration and MAHE along with the Counseling team have continued working together since the last Board meeting to address concerns on meeting student needs related to LCC Counseling and Advising Services. After identifying that reorganization, structurally and procedurally is necessary to fulfill the professional purpose and scope of counseling and advising to meet our student's needs at LCC, we have before you tonight a Letter of Agreement for a reorganization pilot. This Letter of Agreement clearly addresses key functions needed to ensure the efficient and effective implementation of the "new" Counseling and Advising Center, which includes essential new assignments that three of our counselors, Curlada, Gill, and Craig, are well qualified to perform. Thus, the reorganization pilot and the creation of these counseling assignments warrants the College to rescind the layoff notices issued to these three counselors. The benefits gained by the College are cost savings through enhanced student services, increased efficiencies, and improved effectiveness with greater availability and flexibility of utilizing counselors. Our students will benefit by the improvements that will positively impact their ability to plan effectively, persist in their classes, and result in successful completion of their educational plan. For these reasons, we ask for your support of this agreement.

Beckie Beard: Good evening Madame Chair, Trustees and Dr. Knight. Tonight I am speaking on the behalf of the LCC Labor Coalition regarding the Voluntary Retirement Separation Incentives Program II. The Labor Coalition is very pleased to see this item on the agenda following our request to Dr. Knight. We appreciate this opportunity to work with college administration again in a collaborative manner. We thank the Board for its consideration of this item on tonight's agenda. Thank you.

PRESIDENT'S REPORT

Informational – President's Update

President Knight gave the following updates:

- Evan Montague was named the new Dean of Student and Academic Support Division and Michael Nealon was named the new Dean of Liberal

Studies.

- LCC and the Ingham County Health Department are sponsoring a free H1N1 Vaccination Clinic for LCC students and employees who reside in Ingham County and are in one of the following target groups: pregnant women, adults 18-64 who live with an infant under 6 months old, and adults 18-64 with underlying medical conditions that put them at higher risk. The clinic will be held on November 18, 1-5 pm in the Health & Human Services Building.
- LCC will share in a \$5.5 million National Science Foundation (NSF) grant awarded with the Kentucky Community and Technical College System (KCTCS). The grant is intended to strengthen the competency and global competitiveness of the automotive manufacturing workforce by funding a curriculum based on learning objectives that meet the skills required by the industry partners. The Automotive Manufacturing Technical Education Collaborative (AMTEC) is a multi-college, multi-state collaborative of community and technical colleges of which LCC is a member.
- Implementation of a major upgrade to LCC's Banner system is planned for the weekend of March 5, 2010. This upgrade is mandatory given that the vendor, SunGard Higher Education, will be discontinuing support of LCC's current version in early 2011.
- Earlier this fall, the college selected Higher One as the firm that will process our financial aid and other disbursements to students beginning Spring Semester 2010. We believe this program will allow us to serve our students more effectively and efficiently, getting refunds in students' hands more quickly. We are in the educational phase of implementation. Students are expected to get their debit cards by the end of November. More information on the program is available at: lcc.edu/studentfinance/lansingccdebitcard/.
- LCC leaders will host an informational breakfast meeting with Ingham County Commissioners and Township Supervisors on December 1st.
- Thirty-two Lansing Community College nursing students have been trained in Alzheimer and dementia care in an innovative course that involved working with patients at the Burcham Hills Retirement Community. The training is part of a unique on-going partnership between LCC and Burcham Hills in developing core curriculum for nurses who provide long-term care for Alzheimer's and dementia patients.
- The College has received a donation of a 400-piece mineral collection valued at more than \$40,000. The family of Gilbert Thill, of Milwaukee,

donated the collection. Thill's son, Ron, is a chemistry professor at the college. The collection was formally donated at a reception on November 2nd.

- In September Academic Affairs launched an "Envision One LCC" initiative, designed to engage faculty and staff in collaboratively creating a shared vision for LCC's future. To date 15 forums in the academic divisions have been held with 338 employees actively participating.
- Margaret (Peg) Lamb, Ph.D. has been hired as the new director of the High School Diploma Completion Initiative in the Office of Advancement and External Affairs.
- Lansing Economic Area Partnership, Inc. (LEAP) has completed its Vision 2020: Greater Lansing Regional Strategic Growth Plan. Seven primary Strategies for Action have been identified and will be developed into formal initiatives in concert with partner organizations. They include: attracting and assisting businesses and talent, improving first impressions, expanding entrepreneur and partnerships, and enhancing cultural and creative assets. LEAP has also targeted four key clusters with potential for significant future new business and job creation by leveraging resources at MSU, the state of Michigan, and other regional entities. The sectors include finance and insurance, health care, life sciences and biomedical and IT.
- Bo Garcia, Executive Director of BCI, has been appointed to the National Council for Continuing Education and Training (NCCET) Board of Directors, representing the Great Lakes Region.
- LCC's Homecoming is Wednesday, November 18, 2009. It features a basketball game between Flint (Mott Community College), and LCC.
- Silver Bells in the City is Friday, November 20, 2009.
- LCC Women's Cross Country Team finished 8th in the nation and the Men's team finished 10th in the nation.

Informational – Landscaping for University Center Lot

Mr. Chris Strugar-Fritsch presented the following information on Landscaping for the University Center Lot:

- Why We Built a parking Lot
 1. Parking supply deficit - 388 spaces - impacting student and employee access

2. Parking supply deficit cost approximately \$330,000 per year in parking leases and permits
 3. Attempt to reduce queuing on Grand Ave to Gannon Ramp
 4. City Council did not approve North Capital Ramp purchase
- Design Objectives
 1. Maximize parking – 219 new spaces
 2. Sensitivity to neighborhood
 3. Maximize aesthetics
 4. Landscaping design screens parking lot
 5. New high visibility signage
 6. New energy efficient lighting minimizes light wash in neighborhood
 - Why don't we have islands?
 1. Each island consumes 4 parking spaces
 2. Cost to construct an island is \$5000 each
 3. Lost parking spaces cost \$1000 per space, per year for leases or permits
 4. Increases cost for snow removal & maintenance operations

The entire PowerPoint presentation is on file with the official Board meeting materials.

Informational – Budget Options FY 2010-2011

David Hilquist gave the following overview on the Budget Option for FY 2010 - 2011

- Economic Assumptions for FY2011 Budget
 1. Revenue Loss – State Funding
 2. Revenue Loss – Property Taxes
 3. Expense Increase – Health Care
 4. Expense Increase – MPSERS
 5. Other Assumptions
 6. Total Impact

The entire PowerPoint presentation is on file with the official Board meeting materials.

Trustee Laverty stated that the Board should have an update on the status of the non-personnel cost savings recommended by Marble and Associates. He requested that the Board be provided with an update at the December meeting on the status of those cost savings measures. He asked if any of the Labor Union's recommendations were looked at and implemented.

Mr. Hilquist stated that he will be able to provide that information at the December Board meeting.

Informational – BoarsHead Theater

Dr. Knight stated that he has been in several meetings with the principals of the BoarsHead Theater. He stated that the theater has recently suffered some financial hardships and have temporarily suspended their operations. Dr. Knight said the theater has over 1,000 interested parties and subscribers in Lansing.

Dr. Knight stated that LCC's conversations have been on how the BoarsHead Theater and LCC could collaborate, what would be advantageous for our students, and how that would work for the college and the community? He further stated that he has an interest in theater and would like to maximize LCC's resources to provide opportunities for students. Dr. Knight clarified that the BoarsHead Theater would remain a separate 501c3 and would be responsible for their operations financially.

Discussion followed.

Informational – Monthly Financial Statements

David Hilquist presented the following information which is detailed in the Board packet:

1. Statement & Summary as of October 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. Plant Funds Statement of Resources and Allocations
 - f. Capital Projects Monthly Reporting
2. Miscellaneous
 - a. Vendor Payments > \$10,000 for the month ended October 31, 2009
3. Fifth Third Bank report of LCC Holdings as of October 31, 2009

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Senior Vice President for Finance and Administration
2. Alcohol Permit Request for Foundation Silent Auction event

3. Capital Project
 - a. Update for Child Care Training Center
4. Fiscal Year 2010 budget Amendment
5. Union Contract Amendments to Cover Increased Cost of Choices II
6. Voluntary Retirement/Separation Incentive Program II.
7. Finance
 - a. Request for Proposal for a Federal Lobbyist in an estimated aggregate contract amount of \$324,000 over three fiscal years. The recommendation was to award the proposal to The Ferguson Group.
 - b. Request for Proposal for a Local Lobbyist in an estimated aggregate contract amount of \$162,000 over three fiscal years. The recommendation was to award the proposal to Muchmore Harrington Smalley & Associates.
 - c. Change Order for Foster, Swift Collins & Smith, P.C.
 - d. Change Order for Mika Meyers, Beckett and Jones

IT WAS MOVED by Trustee Lavery and supported by Trustee Woods to approve the President's consent agenda.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Action Items – Michigan Promise Funds

Trustee Woods read the following resolution on the behalf of the LCC Board of Trustees:

The Michigan Promise Scholarship funding for this fiscal year has not yet been approved. At Lansing Community College, this puts at risk almost \$1 million in Michigan Promise Scholarships that have been credited to 961 students' accounts this semester. The LCC Board of Trustees and Administration must soon decide what adjustments to student accounts, if any, should be made.

On November 13th, Governor Granholm asked colleges to support her ongoing efforts to restore the scholarships. Her most recent advocacy includes a two-week tour of seven Michigan college campuses to rally students and educators to provide support for the funding.

On September 30th, the Michigan House passed a bill that would restore the scholarships for this academic year. The Senate has not yet taken action.

In these uncertain economic times, we know one thing for sure; investing in education and training is essential for our state's economic recovery. Students need all the help they can get to afford the increasing cost of college. Now is the time to increase opportunities that support achieving a skilled, educated workforce. Scholarships were promised. The LCC Board of Trustees and Administration want to keep that promise.

The Lansing Community College Board of Trustees resolves to support all efforts to restore the much-needed Michigan Promise Scholarships.

We also invite all students, employees and community residents who share this view to contact their local legislators and express their support.

Trustee Woods stated that the issue lies with the Senate. He further stated that it is a disappointment that the Senate has not taken action but they are grateful that Senator Gretchen Whitmer is leading the fight of supporting the Michigan Promise Scholarship.

IT WAS MOVED by Trustee Woods and supported by Trustee Lavery to approve the resolution as read.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Chairman, Committee and Board Member Reports

Chairman's Report

Chairperson Canja made the following announcements:

- She recognized newly elected Larry Meyer to the Board of Trustees.
- She thanked the Thill family for their donation of a 400-piece mineral collection.
- She recognized the Men's Cross Country Team for placing 10th in the nation.

Other Reports

Trustee Lavery mentioned the Veteran's Day event that took place at the college and asked Dr. Beckie Beard to give an update.

Dr. Beard stated that several of the nominees were in attendance for LCC's Veteran's Day program and 75% of the room was filled with community members. She further stated that a video describing the veteran's mural project was put together by Professor David Haggadone that included film clips from WWI to the Gulf War. Dr. Beard said that over the coming year a digital interactive mural will be created that will include 6 Medal Honor Winners from the State of Michigan in addition to the 7 distinguished veterans from the Lansing community.

Trustee Laverty thanked Beckie Beard, Judi Berry, Chris Strugar-Fritsch and all that had been a great resource on the project.

Committee Reports – Foundation Board Report

Chairperson Canja gave the following Foundation Board report:

- The Foundation's Holiday Open House is Wednesday, December 2, 2009. This will be held at West Campus from 4:30 - 7:30 PM. All employees are invited, as well as Donors, Retirees, Alumni and VIP's from the community.
- A Silent Auction will be held as a fundraiser at the Holiday Open House this year to encourage donations to assist with scholarship funding needs of LCC students and for the Foundation's Operational budget needs. To donate a quality item valued over \$25, please call the Foundation.

Closed Session

IT WAS MOVED by Trustee Laverty and supported by Trustee Hollister that the Board go into closed session for the purpose of considering the acquisition, sale and or lease of real property and to consider an item under collective bargaining.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

The Board entered into closed session at 7:23 p.m.

The Board returned to open session at 8:51 p.m.

Roll call:

Present: Hollister, Laverty, Proctor, Smith, Canja

Absent: Rasmusson, Woods

Trustee Woods arrived at 8:53 p.m.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith to authorize the President to negotiate the acquisition and or lease of certain real property within the parameters discussed with the Board on November 16, 2009.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

IT WAS MOVED by Trustee Smith and supported by Trustee Lavery to authorize the President to enter into a Letter of Agreement with MAHE and the three affected counselors, settling the specified grievances by creating a reorganizational pilot program and taking the other actions described in the Letter of Agreement.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

IT WAS MOVED by Trustee Lavery and supported by Trustee Hollister to authorize to settle a pending discharge grievance case within the parameters discussed with the Board on November 16, 2009.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Public Comment

Dustin Preston: Good evening Trustees and Dr. Knight. I just wanted to introduce myself as Dustin Preston, owner of Ella Kar, LLC who has the lease agreement situation with LCC for the Mason airport hanger. I just want to make sure the Board is aware of the severity of what has gone on with this scenario

and how it's affected people in this community, not just myself, but a partner and a couple of families. You look at your Mission Statement and see the words "uphold the public's trust". It has been very difficult to stay positive and try to keep things going to help LCC put this thing together in a manner which I think is professional. It has been very disappointing and we've tried very hard to keep this thing together and we are up against it right now and out of courtesy, I wanted to introduce myself and my company in hopes that we can keep this thing going. If we don't, it is going to go places neither one of us want to go. I'd appreciate any consideration I could get. Thank you for your time.

Cindy Storie: On behalf of MAHE, I appreciate the time the Board has put into addressing the issue around counseling and approving the Letter of Agreement today and allowing the reorganization pilot for Counseling and Advising Services. I think it will move us into a whole new arena in serving our students well. Thank you very much.

Adjournment

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

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

Nays: None

Absent: Rasmusson

The motion carried.

The meeting adjourned at 8:55 p.m.