

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 21, 2009

Special Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

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

Trustee Smith and Woods attended by telephone.
Trustee Woods arrived at 7:25 p.m.

Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

Limited Public Comment Regarding Agenda Items

Cindy Storie: Cindy Storie, President of the Faculty Association. I wanted to comment on two different things that may be related. One is the full-time teaching faculty hiring. I wanted to make note to the Board, that we have had many vacated positions over time from either retirements or from people leaving the college. Those positions being opened has really negatively affected those programs. We would really like to see that those positions are posted and filled as soon as possible. So your support for that tonight would be welcomed. Also, related to that would be the employment contract approval. We are not clear on what the approval of an employment contract is or if it is related to specific positions or the faculty positions being posted. If we could get more details, that would be very helpful. Thank you.

PRESIDENT'S REPORT

Informational – Revised Cash Contributions to Others Policy

David Hilquist presented the following revised Cash Contributions to Others Policy:

POLICY TITLE: CASH CONTRIBUTIONS TO OTHERS

I. Purpose

As a public institution, the College must spend taxpayer dollars appropriately, and only for the purpose of directly supporting the mission and goals of the College. College funds **generally** should not be used to support other non-profit organizations except when there is a direct exchange for goods or services, **or if the Board of Trustees has authorized a contribution pursuant to the provisions set forth below.**

II. Scope

This policy applies to the Board of Trustees and all College employees.

III. General

~~Cash contributions should not be made to other non-profit organizations.~~ **Except as set forth below,** college payments to other non-profit organizations should be made only in direct exchange for a measurable service or benefit of similar or equal value.

Notwithstanding the foregoing paragraph, the College may, from time to time, make contributions, in the form of charitable sponsorships, fundraiser tickets, or payments in support of similar activities, to other non-profit organizations , provided that:

- **Recipients (1) are non-profit organizations exempt within the meaning of Section 501(c)(3) of the Internal Revenue Code (as may be amended or replaced from time to time), and (2) will use such contributions in a manner that serves the mission and goals of the College as set forth in the bylaws and strategic plan;**
- **The Board of Trustees, for every applicable fiscal year, establishes a maximum amount that may be contributed to eligible recipients in a sum not to exceed the approved budgeted amount;**
- **Such contributions are funded through the College's budget and accounted for using the audit procedures required by the Community College Act, bylaws, and policies;**
- **Such contributions are summarized and reported to the Board of Trustees on a quarterly basis; and**
- **Such contributions are not otherwise prohibited by law.**
- **The contribution directly supports the mission and goals of the College as set forth in the bylaws and strategic plan.**

IV. Responsibility

The Board of Trustees delegates to the College President ~~must assure~~ the responsibility for ensuring that procedures are in place to carry out this policy.

Action Item – Consent Agenda

The following items were presented under the consent agenda:

1. Sabbatical Leave Request
2. Flight Equipment Upgrade
3. Approval of Fraternal Order of Police Contract
4. Request for Proposals
 - a. Request for Proposal for Student Evaluation of Teaching and Learning in the amount of \$46,000 per year, for a three fiscal year cost of \$138,000. The recommendation was to award the proposal to the IDEA Center Inc.
 - b. Request for Proposal for Main Campus Disk Storage Array in the amount of \$176,268. IT will purchase additional storage under this contract not to exceed \$200,000 per year. The recommendation was to award the proposal to Xiotech Corporation.
 - c. Request for Proposal for Campus Wide PC and Laptop Equipment in the amount of \$1,421,473 annually. The recommendation was to award the proposal to CDW Government Inc.

Trustee Hollister requested to remove the RFP, for Campus Wide PC & Laptop Equipment from the consent agenda for discussion.

IT WAS MOVED by Trustee Laverty and supported by Trustee Proctor to approve the items presented under the consent agenda with the removal of the RFP for Campus Wide PC & Laptop Equipment for discussion.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Discussion followed.

IT WAS MOVED by Trustee Proctor and supported by Trustee Laverty to approve the RFP for Campus Wide PC & Laptop Equipment.

Roll call vote:

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

Nays: None
Absent: Rasmusson

The motion was carried.

Approval of Employment Contract

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor to approve the President's contract.

Trustee Lavery stated that based on the contract being 5-years retroactive back to July 1, 2008 and the contract no longer being an At-Will contract, he will not be in support of it.

Roll call vote:
Ayes: Hollister, Proctor, Smith, Woods, Canja
Nays: Lavery
Absent: Rasmusson

The motion was carried.

Closed Session

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister that the Board go into closed session for the purpose of discussing the purchase or lease of real property, collective bargaining and current litigation.

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

The motion carried.

The Board entered into closed session at 6:20 pm

The Board returned to open session at 7:07 pm

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

PRESIDENT'S REPORT – CON'T

Other – Full-time Teaching Faculty Hiring

Dr. Stephanie Shanblatt presented the following information on hiring the full-time teaching faculty:

- The college has lost 17 full-time teaching faculty members over the last three years. Eleven of these vacancies resulted from the Early Retirement program last spring and the remaining six were prior departures from the college. None of these vacancies have been filled to date.
- Full-time faculty play a critical role in maintaining quality and consistency in our academic programs.
- LCC depends heavily on its full-time faculty to orient and mentor LCC's new adjuncts.
- Full-time faculty also perform most of the course and curriculum development, program advising, assessment, program review and other leadership responsibilities.
- These 17 faculty positions are replacement positions.

Discussion followed.

Trustee Smith left at 7:20 p.m.

IT WAS MOVED by Trustee Laverty and supported by Trustee Hollister to approve the hiring of the Full-time Teaching Faculty.

Roll call vote:

Ayes: Hollister, Laverty, Proctor, Woods, Canja

Nays: None

Absent: Rasmusson, Smith

The motion was carried.

IT WAS MOVED by Trustee Laverty and supported by Trustee Hollister to approve a 1-year lease from the Lansing City Market at no cost to the college for a 64 square feet space.

Roll call vote:

Ayes: Hollister, Laverty, Proctor, Woods, Canja

Nays: None

Absent: Rasmusson, Smith

The motion was carried.

IT WAS MOVED by Trustee Hollister and support by Trustee Lavery to authorize the negotiations for the purchase of real estate in accordance with parameters discuss during closed session.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Woods, Canja

Nays: None

Absent: Rasmusson, Smith

The motion was carried.

Chairperson, Committee and Board Member Report

Chairperson's Report – Proposed 2010 Board of Trustees Calendar

Chairperson Canja presented the proposed meeting calendar for 2010.

January 19, 2010

(Tuesday, due to MLK Holiday)

February 16, 2010

(Tuesday, due to President's Day)

March 15, 2010

April 19, 2010

May 17, 2010

June 21, 2010

September 20, 2010

October 18, 2010

November 15, 2010

December 13, 2010

(2nd Monday, due to Holiday)

IT WAS MOVED by Trustee Hollister and support by Trustee Proctor to approve the proposed 2010 meeting calendar.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Woods, Canja

Nays: None

Absent: Rasmusson, Smith

The motion was carried.

Board Member Report – Naming of Facilities Policy

Trustee Laverty stated that all of the former President's with the exception of President Anderton and Cardenas have a building named after them. He stated that maybe all of the former President's have not been recognized by the college like they should have.

IT WAS MOVED BY Trustee Laverty and supported by Trustee Proctor that the President establishes a committee to select a suitable and appropriate facility to honor and pay tribute to former LCC President's Dr. James Anderton and Dr. Judith Cardenas and report their recommendations to the President and Board of Trustees when finished.

Discussion followed.

Roll call vote:

Ayes: Hollister, Laverty, Proctor

Nays: Woods, Canja

Absent: Rasmusson, Smith

The motion failed.

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor to ask the President to form a committee following the Naming Policy, under 1B of the Guidelines for Naming Tributes, with respect to two former Presidents who have never been honored.

IT WAS MOVED by Trustee Laverty and supported by Trustee Woods to make an amendment to include 1A of that policy.

Roll call vote:

Ayes: Hollister, Laverty, Proctor, Woods, Canja

Nays: None

Absent: Rasmusson, Smith

The motion carried.

The Chairperson requested a roll call on the main motion with the addition of 1A: "To ask the President to form a committee following the Naming Policy under 1A and B of the Guidelines for Naming Tributes, with respect to two former Presidents who have never been honored."

Roll call vote:

Ayes: Hollister, Laverty, Proctor, Woods, Canja

Nays: None

Absent: Rasmusson, Smith

The motion carried.

Public Comment

Cindy Storie: Cindy Storie again speaking on the behalf of the faculty. We appreciate your support for posting positions and also looking at the ratios in the future for full-time to adjunct faculty on our campus. It is a very important consideration and it will make a difference for our campus and for your students. Thank you.

Trustee Woods: I wanted to give a comment about the portfolio event that took place. We had two students and I had a chance to go over their portfolio a few weeks ago, Curtis Andrew and Maria Wignal. Curtis Andrew is a student worker for us at the MI Department of Human Services and the Office of Communications. He does a great job in graphic artist design and I just wanted to thank the instructors that are a part of this program as well. I think they do a fine job.

Trustee Lavery: Tonight being my last meeting I just want to thank everybody, the Board, Administration and everybody that I have worked with over the years. It has been a pleasure and I think I am going to miss it.

Adjournment

IT WAS MOVED by Trustee Lavery and supported by Trustee Hollister that the meeting adjourn.

Ayes: Hollister, Lavery, Proctor, Woods, Canja

Nays: None

Absent: Rasmusson, Smith

The motion carried.

The meeting adjourned at 7:48 p.m.