

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
January 19, 2010

**Organizational Meeting**  
Adopted Meeting Minutes

**Call to Order**

The meeting was called to order at 6:06 p.m.

**Roll Call**

Present: Hollister, Meyer, Proctor, Rasmusson, Smith, Woods, Canja  
Absent: None

**Pledge of Allegiance**

Trustee Meyer led the Pledge of Allegiance.

**Oath of Office**

**Oath of Office – The Honorable Charles F. Filice**

Judge Charles Filice led Trustee Deborah Canja into the Oath of Office.

*“I Deborah Canja do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the member of the Board of Trustees of Lansing Community College according to the best of my ability.”*

Trustee Canja was sworn in at 6:08 p.m.

**Oath of Office – The Honorable Thomas Boyd**

Judge Thomas Boyd led Trustee Larry Meyer into the Oath of Office.

*“I Larry Meyer do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the member of the Board of Trustees of Lansing Community College according to the best of my ability.”*

Trustee Meyer was sworn in at 6:09 p.m.

## **Oath of Office – The Honorable Donald Allen**

Judge Donald Allen led Trustee Robert Proctor into the Oath of Office.

*“I Robert Proctor do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the member of the Board of Trustees of Lansing Community College according to the best of my ability.”*

Trustee Proctor was sworn in at 6:10 p.m.

## **Board Reorganization**

### **Election of Officers**

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Hollister to nominate Deborah Canja for Chair, Edward Woods III for Vice Chair, Robin Smith for Secretary and Larry Meyer for Treasurer.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Committee Appointments**

Chairperson Canja announced the following committee appointments:

- 1) Association of Community College Trustees
  - a) Edward Woods III
  - b) Robin Smith - (alternate)
- 2) LCC Foundation Board of Directors
  - a) Larry Meyer
  - b) Robin Smith
- 3) Michigan Community College Association Board of Directors
  - a) Robert Proctor
  - b) Robin Smith - (alternate)

- 4) Audit Committee
  - a) Larry Meyer – Committee Chair
  - b) Robert Proctor
  - c) Deb Canja
- 5) Workforce Development Board
  - a) Jerry Hollister
- 6) Careers Connections Board
  - a) Larry Meyer

Chairperson Canja stated that there are other Boards for which representation will be discussed.

## **Approval of Minutes**

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the minutes of the December 14, 2009 Regular Board of Trustees meeting and the December 21, 2009 Special Board of Trustees meeting be adopted.

Trustee Proctor expressed concern that not all of the comments were detailed under the Michigan Promise Scholarship; more importantly comments were made after the question was called.

Trustee Woods asked if he was suggesting that the minutes be expanded to include those comments.

Trustee Proctor stated that going forward, it is his recommendation that items of serious discussion that the Board has extended discussion on, that those comments be summarized for the record. He stated that he was not asking for an amendment.

Trustee Woods stated that for the record, his request to have the RFP's removed from the consent agenda was due to the bids not being listed and wanted to make sure it is recorded in the minutes to document that the Board made this request.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

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

The following additions were made to the agenda:

- Trustee Hollister requested that a severance agreement be discussed as item IX. C, under the Consent Agenda.
- Chair Canja requested that Closed Session be moved above item X.

## **Limited Public Comment Regarding Agenda Items**

Linda Colby: Hello everyone, my name is Linda Colby. It is an honor to be in front of you here tonight. I am the Chair of the Alumni Committee and we have our Distinguished Alumni event coming up and we are seeking nominations right now. We started the program in 1991 and we've had a wonderful opportunity to honor a member from the community. It is an opportunity for you to look amongst the friends and people you know. Please step forward and nominate someone that is deserving of this opportunity. Applications are available at the Foundation Office.

## **PRESIDENT'S REPORT**

President Knight gave the following updates:

- On January 4, LCC delivered an offer to the City of Lansing for \$2.8M to purchase the city's North Capitol parking ramp. Dr. Knight was asked to outline the use of the structure today and provided that information. The city will then hold public comment and city council members will make their decision.
- The enrollment for the Spring term has increased by 8.3%. LCC is nearing or at capacity at some parts of the college.
- Financial aid refunds are being handled by Higher One and over \$27M has been disbursed. LCC continues to talk and work at getting communication out about how to use the card and not have charges.
- The college will receive \$420,000 in federal funding as part of legislation signed by President Obama in December. The legislation was sponsored by Congressman Mark Schauer to help workers compete for high tech jobs. The funding will allow LCC to expand all aspects of technician training for hybrid, electric and alternative fuel vehicles.
- Ellen Jones has been named Director of Public Affairs effective January 11th. Ellen has managed strategic and tactical communications in the public, private,

and non-profit sectors. Her major responsibilities will be to manage external and internal communications and college-wide events, as well as to assist the college's executive leadership team in developing and implementing strategic communications plans.

- LCC hosted 12 high-level Swedish officials on January 14, 2010. The delegates represent the Lindholmen Science Park in Gothenburg, Sweden and visited LCC to view the i3D, Reality Simulation Technology and to learn about the college's immersive 3D learning center.

### **Informational – Fees for New courses**

The Trustees were provided a list of course fees that have been proposed for new courses and will become effective Summer 2010.

### **Informational – Monthly Financial Statements**

Lisa Webb Sharpe presented the following information which is detailed in the Board Packet:

1. Statement & Summary as of December 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 December 31, 2009
  - b. LCC Card Vendor Payments > \$10,000 for December 2009
3. Fifth Third Bank report of LCC Holdings as of December 31, 2009
4. Purchasing Reports
  - a. Over \$100,000 for calendar year 2009
5. Report on Board of Trustees expenditures for the quarter ended December 31, 2009.

### **Informational – Lansing Promise Zone**

Dr. Knight provided the following update on the Lansing Promise Zone:

- The State of MI authorized 10 zones and Lansing was selected as one of the zones. A Board has been established which Trustee Canja serves as a member.
- The idea of the Promise Zone is to raise funds and establish an endowment. Students from the Lansing Public Schools could go to either LCC or MSU and have their tuition paid for.
- The biggest challenge will be raising the money. It will take an excess of \$4 million to get the Promise Zone going.

Trustee Canja clarified that the Promise Zone would pay a maximum of \$2,500 in a given year and people would have 4 years to use it. She stated that it was designed to cover tuition for two years at LCC. The Promise Zone Board knows that the majority of the students will be coming to LCC and that LCC is going to be the major beneficiary of the Lansing Promise dollars. She further stated that the State of Michigan saw that the Promise Zone was a real economic development tool based on the success it had in Kalamazoo, MI. Trustee Canja stated that the Lansing School District is one of the 10 districts that were designated to be a Promise Zone. She stated that the idea is to capture tax money and after 3 to 4 years the zone would start generating enough money to pay for the scholarships; but the challenge is coming up with the money in the beginning to carry the zone to the point where the tax district starts picking up the money. Trustee Canja stated that she was excited about what the Promise Zone can do for LCC and the community.

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. Revised Cash Contributions to Others Policy
2. Capital Project Budget
  - a. Gannon Parking Ramp Electrical Systems and Backup Power
3. Finance
  - a. Approval of Change Orders
    - (1) Community College Consulting
    - (2) Development Dimensions International
    - (3) Educated Business Resource Corporation
    - (4) The Training Associates Corporation

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the President's consent agenda items be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the severance agreement submitted by Vincent Mensah be approved and authorize the President or his designee to execute the agreement on behalf of Lansing Community College.

Roll call vote:

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

Nays: None

Absent: None

The motion 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 sale, lease or purchase of real property.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 6:45 p.m.

The Board returned to open session at 7:13 p.m.

Roll call:

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

Absent: None

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Hollister that the President be authorized to proceed with action related to acquisition of interests in real property in accordance's with discussions in closed session.

Roll call vote:

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

Nays: Proctor

Absent: None

The motion carried.

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

### **Chairman's Report**

Chairperson Canja made the following announcements:

- LCC has an exceptional entrepreneur program that works with part of the Wired Grant. They had a Recharged Weekend at the West Campus that was excellent. It offered people the opportunity to learn about entrepreneurship.

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

Trustee Proctor presented the following report:

- Approximately \$200,000 is left over from the WIRED grant and has to be spent by January 31, 2010. LCC is involved with the Capital Area IT Council in the developing and implementing of training programs so that the remaining funds may be utilized.
- The CAMW YouthBuild participants completed their first term of LCC classes and their performance was not as well as had been expected. There will be some realignment of the coursework and different instruction as they go forward with YouthBuild.

### **Public Comment**

There was no public comment.

### **Adjournment**

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

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

The motion carried.

The meeting adjourned at 7:18 p.m.