

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
March 15, 2010

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:16 p.m.

## **Roll Call**

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

## **Pledge of Allegiance**

Trustee Meyer led the Pledge of Allegiance.

## **Resolution Presentation**

Trustee Canja presented the following resolution honoring the Lansing School District and the Board of Education:

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

WHEREAS, the Lansing School District and its Board of Education are focused on the provision of a quality and relevant educational experience for students in a safe and nurturing environment; and

WHEREAS, the Lansing School District and its Board of Education seek to endow students with outstanding academic and social competencies in pursuit of student success; and

WHEREAS, by teaching those skills, the Lansing School District and its Board of Education strive to prepare students for post-secondary education and the workplace; and

WHEREAS, the Lansing School District and its Board of Education endeavor to provide an educational foundation for the workers and leaders of the next generation; and

WHEREAS, the Lansing School District and its Board of Education continue to work tirelessly with the community to provide incentives and a safety net for students in their efforts to succeed; and

WHEREAS, as a result of these efforts, the Lansing School District and its Board of Education have forged numerous successful partnerships to accomplish their Vision; so

NOW, THEREFORE, BE IT RESOLVED that the members of the Lansing Community College Board of Trustees express gratitude to the Lansing School District and our colleagues on the Lansing School District Board of Education for their dedication and commitment and pledge support of their efforts to provide students with a foundation for rewarding and productive lives and a commitment to work together with them in partnership to raise the educational level of our community and bring new hope and opportunity to all.

AND BE IT THUS RECORDED THIS 15<sup>th</sup> day of March 2010.

Trustee Canja read the following resolution in support of the United States 2010 Census:

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

WHEREAS, the United States Constitution requires a Census of the population every 10 years; and

WHEREAS, every person living in the United States has the right and obligation to be counted; and

WHEREAS, the U.S. Census Bureau recommends that local governments work together to form Complete Count Committees, which are teams of community leaders to develop and implement a locally based outreach and awareness campaign for the 2010 Census to ensure every person in this jurisdiction is counted; and

WHEREAS, Lansing Community College recognizes the vital importance of an accurate 2010 Census as affecting our community's political representation on a state, federal and local level and its impact on the percentage of more than \$400 billion in Federal and State funds returned to communities annually; and

WHEREAS, we recognize the need for an intensive public education campaign to inform our community about the importance of being counted in the Census, stressing confidentiality of the Census information that is collected; and

WHEREAS, we recognize the need for all faculty, students and staff to support and participate in the U.S. 2010 Census effort to ensure a complete Census count; and

WHEREAS, we also recognize the need for our students to understand the importance of being counted in the Census as part of their civic responsibility; and

WHEREAS, we believe our students can inform their families and communities about the importance of completing the Census form;

NOW, THEREFORE BE IT RESOLVED, that Lansing Community College supports the City of Lansing Complete Count Committee charged with the responsibility communicating the efforts of the Census Bureau by attempting to reach all segments of the population, and especially LCC students, faculty and staff.

AND BE IT THUS RECORDED THIS 15<sup>th</sup> day of March, 2010.

IT WAS MOVED by Trustee Meyer and supported by Trustee Proctor to adopt the resolutions as read.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

## **Approval of Minutes**

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister that the minutes of the February 16, 2010 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

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

Cindy Storie: Good evening Madam Chair, Board and Dr. Knight. I am here tonight speaking on behalf of the LCC Labor Coalition consisting of all 7 collective bargaining units at Lansing Community College. My comments tonight are in regards to the FY 2011 budget update. The FY 2011 budget shows a projected budget gap ranging from \$5.6 million to \$9.2 million. Again, LCC is faced with having to make substantial cuts to its programs in light of budget shortfalls. Contained in the same document is LCC's tuition rate history which shows that LCC has not changed its tuition rate since the 2007-08 academic year. LCC has gone three academic years without adjusting its tuition to keep pace with rising costs. This has a negative impact on programs and offerings and forces cuts in order to maintain a tuition rate that does not reflect the

true cost of instruction accurately. Additionally, we appreciate Provost Shanblatt reviewing course fees and bringing to the Board alternative solutions that adjust annually to cover the actual course cost. We support the administration and their proposal to increase tuition and the fee structure for courses to insure that LCC continues to offer quality educational programs for your students. Thank you.

Mike Giles: Hello my name is Mike Giles. I'm the Co-Chair for the Student Advisory Committee with the President. Two weeks ago we met with Dr. Knight and discussed student fees. There were a couple of alternatives that Dr. Knight offered and we discussed them. There was an alternative of having no fees and putting that into general tuition. Students were generally opposed to that as well as being opposed to spreading fees across the board. For example, students would have to help pay for the fee of a science major. The reason that several students vocalized this was because students did not feel it was fair to have to pay their fees for someone else's fee in their tuition. The recommendation of the students by the committee is that the Board of Trustees and the President adopt a compromise between being fiscally sound and regarding what is fair to the students of Lansing Community College. We really appreciate the fact that Lansing Community College has kept its tuition low while other colleges and universities tuition and fees have sky rocketed each year. We appreciate very much the opportunity given to us to be here. Thank you

Trustee Larry Meyer: John Dodge passed away on or about the 5<sup>th</sup> of March. His celebration of life and eulogizing was done Sunday at Hawk Hollow. There were two things at the service that moved me considerably. One was a young man that stood up with tears in his eyes and said what John meant to him as an instructor at LCC. The day that John died on his way to the college, the young man was in his class waiting for John to arrive. Second was another student who got up and said just what the instructor meant to them and how John was enthusiastic about hospitality and brought a lot of good things to the class. I was so impressed that these young people brought this forward; one because of their self confidence in doing it and second because of how they felt about this instructor. I knew John well in the community and in business, but didn't know him well as an instructor. I would ask Dr. Berry to give a few comments on what he did and think it would be appropriate if we stood in silent tribute for just a moment to memorialize his loss.

Judi Berry: John Dodge was a very dear friend and colleague to the Hospitality and Tourism Department and the entire BMIT Division. What I find so fascinating was how busy he was with his business in the community but found time to teach for 30 plus years in the division. He has taught in all aspects of hospitality and was also over the internship program placing students and coaching them in hospitality. He was the owner of Sneakers in Frandor and was responsible for designing a couple of the golf courses. Thank you for allowing me to say something about John.

*\*There was a moment of silence.*

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

The following additions were made to the agenda:

- Trustee Rasmusson requested that the Ethics Program be discussed as an item under Board Member Reports.

## **PRESIDENT'S REPORT**

### **Informational**

President Knight gave the following updates:

- On Sunday the front page of the LSJ had a photo of Dr. Bruce Ferris who teaches at LCC in science. We are very proud of him.

### **Informational - FY 2011 Budget Update**

Lisa Webb Sharpe presented the following FY 2010 Budget Update:

- Guiding Principals:
  1. The budget will be developed within the parameters of Board Policy.
  2. We must continue to purchase instructional materials, supplies, and equipment to support a healthy learning environment. We must keep technology current.
  3. We must continue to maintain and repair facilities, emphasizing preventive maintenance over costly repairs.
  4. We must compensate faculty and staff at competitive levels to recruit and retain the most qualified people.
- Important Due Dates:
  1. March 15, 2010, Present FY2010 reconciliation for approval and FY 2011 preliminary budget overview at Board meeting.
  2. March 19, 2010, Present FY2011 budget proposal at Board workshop prior to Board meeting.
- General Fund Revenue
  1. State Funding (Unknown - Low, Medium and High Projections)
  2. Property Taxes (reduction of 6%)
  3. Tuition and Fees (no change)
  4. Other Revenue (no change)
  5. Total (Low, Medium and High Projections)

- Projected Budget Gap FY2011
- Strategies to Close the Gap – Options
  1. Division Recommendations Including
    - Cost Savings
    - Revenue Generation
  2. Voluntary Retirement/Separation Incentive Plan II Savings
  3. Health Care Savings
  4. Restructuring and Reductions
  5. Tuition Increase
- Tuition Rate History
- Next Steps

Trustee Woods asked for an estimate of in-district, out of district and international students.

### **Informational - Course Fee Analysis**

Dr. Shanblatt presented the following Course Fee Analysis:

- Some Higher Education Models
  1. Private University
    - No Course fees
    - Costs spread among all student
  2. Private College
    - Modest course fees for consumables
  3. Public University
    - Program-based semester fees
- LCC's Model
  1. Low Tuition
  2. Similar to other community colleges
  3. Approved by the Board over 10 years ago
  4. Based on fairness; each student pays according to specifics of course
- Program Sustainability – Who pays for What?
  1. Models in figure Drawing class
  2. Truck driver and flight school 1:1\*
  3. Science lab tech – prep work
  4. Health Careers Clinical 4:1 to 8:1\*
  5. Auto tool crib lab techs
  6. Private Music Lessons 1:1\*

\*(student: faculty ratio)

- Five year Plan for Course fee Adjustments
- Next Steps
  1. April – Administration brings all proposed course fee changes to Board
  2. May – Board makes decision
  3. FY11 – Ensure all expenses, including equipment, are charged to programs
  4. FY12 – Course fees become pass through revenue/expenses for programs.

Discussion followed.

### **Informational - Monthly Financial Statements**

Lisa Webb Sharpe presented the following monthly financial statements:

1. Statement & Summary as of February 28, 2010 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 February 28, 2010 (page 8)
  - b. LCC Card Vendor Payments > \$10,000 for February 2010 (page 9)
3. Fifth Third Bank Investment Accounts Schedule as of February 28, 2010 (page 10)

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. FY 2010 Budget Reconciliation
2. Voluntary Retirement/Separation Incentive Program II
3. Partnerships with Arialink on a Federal Broadband Technology Opportunities Grant
4. Finance
  - a. Invitation for Bids for HP Servers and Blades in the amount of \$185,007.21. The recommendation was to award the bid to Hewlett-Packard.

- b. Request for Proposals for Dental Hygiene Clinic Chair, Lights & Stools in the amount of \$271,779 over three fiscal years. The recommendation was to award the proposal to Henry Schein Dental.
- c. Request for Proposals for Student Online Tuition Payment Plan in the amount of \$190,000 over five years. The recommendation was to award the proposal to TouchNet Information Systems.
- d. Request for Proposals for Telephone Service Provider in the amount of \$30,298.32 per year, for a five year total of \$151,491.60. The recommendation was to award the proposal to Arialink.

Trustee Hollister asked that for Bids and RFP's the administration provide what is currently being spent under the Financial Implications section of the agenda item cover sheet.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Proctor to approve the President's consent agenda items.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

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

### **Chairperson's Report – New Board Governing Policies**

Chairperson Canja stated that a suggestion had been made by some that the Board focus its attention on broad statements. Trustee Canja listed the following broad statements:

1. E-104.1 Preparing prospective and incoming students for college level work.  
E-104.2 Emphasizing foundational skill development to give learners maximum employment flexibility.  
E-104.3 Increasing Outreach to Underrepresented and Underserved Segments of Community.
2. E-105.1 Focus on, invest and implement programs and initiatives that will substantially and positively impact student retention and completion.
3. E-106.1 Increase the effectiveness of internal marketing and communication throughout the College and external marketing and communication throughout the communities LCC serves.

4. E-107.1 Promotes a spirit of excellence.

Trustee Woods stated it was his understanding that the broad categories were, (E-104) Community Impact – Highly Educated Community, (E-105) Student Success, (E-106) Marketing and Communications, and (E-107) Academic and Workforce Development Excellence. He stated that he thought these broad topics were going to be given to the administration with the recommendation to see what they can do in each of these areas. Trustee Woods stated that the statements Trustee Canja read are the guides for the administration to use. He stated that the Board should focus on the policy titles and let the End Statements be suggestions for the administration to use to bring a plan back to the Board. He further stated that the administration needs to be given the opportunity to see what they can do. Trustee Woods stated that the Board was looking at these over the course of possibly three years; identifying what would be priority one for the first year, second and third year.

IT WAS MOVED by Trustee Woods and supported by Trustee Proctor to approve the four new Governing Policies Titles (E-104) Community Impact – Highly Educated Community, (E-105) Student Success, (E-106) Marketing and Communications, and (E-107) Academic and Workforce Development Excellence.

Trustee Canja stated that they talked to the President about the new policies the Board came up with and what his suggestions were for implementing them and how practically the college could look at implementing them in year one. There was discussion on how the college might take the broad statements and translate them in to something he felt could be worked on in a year.

Dr. Knight stated that student success was paramount to him but that all of the categories were concepts to which the college should aspire.

Trustee Meyer stated that the Board should begin to move this process along and that a vote is needed on the broad principles. He stated that these principles are not cast in stone and are broad guidelines of policy direction and they should be filled in underneath going forward. He said that he would like to see something moved forward.

Trustee Hollister stated that this process began from the Board looking for some criteria by which the Board could evaluate the President. He stated that he agreed that the Board needs to have the broad policies statements but also believes they need to have something a bit more concrete than just the broad titles. He stated that the details underneath are the thoughts of the Board and they should have dialogue on the ways the college could implement these policies.

Trustee Canja clarified that Trustee Woods was talking about the policy titles only. She stated that her only concern was that she did not think they were a statement of an

End, don't have enough substance and are not statements of the Board's intent. She stated that they are broad categories and would like to see the Board be a little more specific.

Trustee Proctor asked Trustee Canja to make a suggestion of what the Board should consider.

Trustee Canja suggested that the subcategories listed under the broad titles be included.

Trustee Woods clarified that they would have the four new policies titles as broad categories and use the subtitles listed below each title as guidelines for the administration to use for developing them. He stated that the Board needs to make sure that every department has a role and everyone should see where they fit in this document. He restated that they would approve the board categories and adopted the guidelines to assist the President to build a plan.

Trustee Meyer stated that Trustee Woods clarification would move the process along.

Trustee Rasmusson stated that he has concerns about the implementation phase of the plan. He stated that he has concerned about the resources to meet the outcomes and that it would have to be accomplished within the present resources that the college has.

Trustee Proctor stated that he agrees with Trustee Meyer about moving the process forward and that he is not sure how they would use this to evaluate the President unless he provides them with feedback on it. He stated that he was not sure they were ready to vote on this tonight, but that the Board should adopt something on what they are expecting of the President and how they are going to rate, score and evaluate his performance before the end of the fiscal year.

Trustee Canja clarified that the motion is to approve the four new Governing Policies Titles (E-104) Community Impact – Highly Educated Community, (E-105) Student Success, (E-106) Marketing and Communications, and (E-107) Academic and Workforce Development Excellence and adopt the policy statements as guidelines for the President and ask him to come back to the Board with a plan for meeting them in a way that he finds feasible.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

Dr. Knight stated that at some point there was conversation about the standard criteria for evaluating a president and that these guidelines would be supplemental to those standard criteria.

### **Chairperson's Report – Moving October 18, 2010 Meeting**

Trustee Canja stated that because the ACCT Leadership Conference is being held October 20<sup>th</sup> – 23<sup>rd</sup> the Board would like to move the October 18, 2010 Regular Board of Trustee Meeting.

Trustee Canja proposed to move the meeting to October 25, 2010.

IT WAS MOVED by Trustee Meyer and supported by Trustee Woods to move the October 18, 2010 Board of Trustees Meeting to October 25, 2010.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

### **Committee Reports – ACCT Legislative Summit Report**

Trustee Woods provided the following ACCT Legislative Summit Report:

- Attendees were Dr. Knight, Dr. Chase, Trustee Smith and Woods.
- The legislative priorities did not change with regards to the Pell Grant, the American Graduation Initiative, and the Re-Authorization for Workforce Investment Act.
- Dr. Chase set up meetings with LCC's lobbyist the Ferguson Group.
- They had the opportunity to visit Congressman Schauer's and Congressman Rogers office. Congressman Rogers stated that he was not doing any earmarks this year.
- They met with Senator Levin and Stabenow.
- Dr. Chase put together a package that outlined LCC's initiatives here at the college. Congressman Schauer was interested in LCC's energy initiatives.
- Congressman Rogers agreed to write letters of support for LCC's TRIO grants. Trustee Woods stated that they will be applying for all the TRIO grants.
- Congressman Schauer is looking at getting LCC earmarks for the Energy Initiatives.
- Trustee Woods congratulated the faculty and staff for putting LCC in the forefront on energy. He stated that George's Berghorn's white paper was very well received.

- There was a meeting with the National Science Foundation and the Department of Energy that George and Dr. Chase attended.
- Trustee Woods encouraged the other Trustees to attend the upcoming ACCT Leadership Congress in Toronto.

### **Committee Reports – Career Connection Board Report**

Trustee Canja provided the following Career Connection Board Report:

- She stated that she will be leaving the Board and Trustee Meyer will be taking her place.
- The Career Connections Board has been very involved in the Keep Learning Campaign.

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

Trustee Meyer provided the following Foundation Board Report:

- The Foundation accepted a \$100,000 gift from the Demmer Corporation. The endowment fund will be awarded to students in LCC's Manufacturing Engineering Technology programs.
- There was a grant given to the flight program.
- The Foundation is looking to fund \$200,000 for the Early Childhood Children Center playground.
- The Distinguished Alumni nominations were due March 12th.

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

Trustee Proctor submitted a written report which is on file with the official Board meeting materials.

- The last meeting was March 3<sup>rd</sup> 2010. There was a panel discussion by educators in the Greater Lansing area. The panel members were, Dr. T.C. Wallace, Superintendent for the Lansing School District, President Knight and Mr. Al Widner of EISD.
- The panel spoke on the subject of the budget decline and its impact on carrying out the mission of the public institutions. He stated that budget issues make it more difficult to educate and reach students and that there is a lost opportunity to educate that segment of the school population.
- Dr. Knight talked about the prospect of a tuition increase at LCC as it moves forward.

## **Board Member Reports – Revisit the Revised Workplace Consensual Relationships Policy**

Trustee Woods stated that at the last Board meeting the Board made a motion to approve the revised Workplace Consensual Relationships Policy. He stated that since then he has had an opportunity to talk to someone one-on-one. He stated that he would like to Board to reconsider that policy and prohibit a relationship between a faculty member and his or her student. Trustee Woods stated that students are at LCC for an education and that they are not here looking for a relationship with a potential instructor.

It was moved by Trustee Woods to change the revised Workplace Consensual Relationship Policy and prohibit relationships between a faculty member and his or her student.

Trustee Proctor suggested that it may be more appropriate to have this item placed on the next Board meeting agenda so that there is time to develop language with respect to the changes in the policy. He stated that he had some concerns with the scope and effectiveness of the policy that was approved.

Dr. Knight stated that a legal opinion will be needed as well.

It was moved by Trustee Woods that a new revised Workplace Consensual Relationship Policy be placed on the agenda for the next Board Meeting.

Trustee Canja stated that a motion was not needed and that it will be placed on the next meeting agenda.

## **Board Members Report – Conference Board**

Trustee Rasmusson stated that in 2005 and 2006 he attended two Ethics Conferences and out of that came the Ethics and Conduct Policy. He stated that the next steps are the education, buy in and the monitoring phase of an ethics program. Trustee Rasmusson requested to go to the next Ethics Conference which is part of this series.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister to approve Trustee Rasmusson's request to attend the upcoming Ethics Conference.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

## **Closed Session**

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that the Board go into closed session for the purpose of discussing a written legal opinion, collective bargaining, and the purchase sale or lease of real property.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

The Board entered into closed session at 8:06 p.m.

The Board returned to open session at 8:55 pm

Roll call:

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

Absent: Smith

IT WAS MOVED by Trustee Hollister and support by Trustee Woods to authorize such lawsuits as discussed in executive session.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

## **Public Comment**

There was no public comment.

## **Adjournment**

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

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

Nays: None

Absent: Smith

The motion carried.

The meeting adjourned at 8:57 p.m.