

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 17, 2010

**Regular Meeting**  
Adopted Meeting Minutes

## **Public Hearing**

The public hearing was called to order at 6:00 p.m. There were no public comments.

Trustee Canja stated that in 2001 our tax district approved an on-going 4.0 mill levy and that this hearing is regarding the FY2011 budget and is required by law to allow for public input.

She stated that the Board of Trustees published a notice on, Friday, May 7, 2010 of this public hearing on the budget for the 2010-2011 fiscal year, for which the College proposes to levy 3.8072 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2011 budget and the approval of this budget by the Board of Trustees will meet the requirements of the truth in budgeting statute for levy of the proposed mills.

There were no public comments.

The public hearing was closed at 6:02 p.m.

## **Call to Order**

The meeting was called to order at 6:03 p.m.

## **Roll Call**

Present: Hollister, Meyer, Woods, Canja

Absent: Proctor, Rasmusson, Smith

Trustee Rasmusson arrived at 6:16 p.m.

Trustee Smith attended by telephone at 6:16 p.m.

Trustee Proctor arrived at 6:28 p.m.

## **Pledge of Allegiance**

Trustee Hollister led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED by Trustee Meyer and supported by Trustee Hollister that the minutes of the April 15, 2010 Special meeting and the April 19, 2010 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Hollister, Meyer, Woods, Canja

Nays: None

Absent: Proctor, Rasmusson, Smith

The motion carried.

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

The following additions were made to the agenda:

- Closed Session was moved before the President's Report.

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

George Orban: Interim Director of the Boarshead Theater. I only have a few comments. I am going to read from the piece that was in the State Journal this morning. As volunteer Interim Director, I am acutely and personally aware that mistakes were made in the past, but we have learned from them and are ready to move on to a new era. The proposed partnership with LCC would provide an unprecedented new force that would be deeply rooted in serving the community and its educational needs, yet maintain the standards of a professional Equity theater. We would present classics and favorites, as a socially conscious theater working with LCC's Liberal Studies Division and other community resources to develop public programming highlighting relevant social issues. Further, LCC students would have a unique opportunity to work with a professional theater. I hope the arts and cultural community of Lansing would embrace a blaze of boldness that would spearhead a new era in our community. If Lansing wants to be a world-class Capital City, it needs world class arts and culture. Can we not look forward to build a dynamic, powerful new model that will make Lansing a cultural destination? We know the old model of "build a theater, put on great plays, and people will come" no longer works. What the Boarshead/LCC partnership could bring is a new model that does work because it brings value to the community. I would only add that this is not a time to be timid but to be bold and lay the foundation for the future to develop and extraordinary partnership with this

community college and the theater. Important footnote; remember the Boarshead theater as we know will cease to exist and there will be a new entity that will actually be the partner to the theater and respectfully request that the Board act on this tonight. We need to move forward if we are to put on a program in 2011. We appreciate your attention to this matter and hopefully your support. Thank you.

Toni Glasscoe: Good evening, my name is Toni Glasscoe and I am here this evening in my role as H.O.P.E Liaison for Lansing Community College. I'd like to introduce Mia Jefferson. We just completed our first two years of H.O.P.E Scholars and for continued support we thought that it was important for the Board to hear from one of our H.O.P.E Scholars and what she plans on doing now that she has completed her semesters at LCC.

Mia Jefferson: Hello everyone, I am a recipient of the H.O.P.E Scholarship which stands for Help Other People Excel. I am a proud graduate of J.W. Sexton. I graduated with a 3.78 and I just graduated from LCC this past Friday getting my General Associates Degree. I plan to attend Tennessee State to major in Mass Communication getting a Bachelors and minor in Commercial Music. I would like to thank the H.O.P.E Scholarship Foundation for helping me to excel in school and helping other people to excel in school. I am proud to be a graduate here at LCC and I thank everyone for inviting me, Dr. Chase and Toni Glasscoe and thank you for giving me the opportunity to talk today.

## **Closed Session**

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the Board go into closed session for the purpose of discussing collective bargaining.

Roll call vote:

Ayes: Hollister, Meyer, Woods, Canja

Nays: None

Absent: Proctor, Rasmusson, Smith

The motion carried.

The Board entered into closed session at 6:16 p.m.

The Board returned to open session at 7:00 p.m.

Roll call:

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

Absent: None

IT WAS MOVED by Trustee Hollister and supported by Trustee Rasmusson to approve the severance agreement for William Turowski as described in closed session.

Roll call vote

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

Nays: None

Absent: None

The motion carried.

## **PRESIDENT'S REPORT**

### **Informational**

President Knight gave the following Strategic Updates:

- Get a Skill, Get a Job started today at the West Campus and LCC has completed the prototype. Dr. Knight stated that he had not anticipated the number of participants with college degrees in this program.
- LCC and Cleary University have entered into an articulation agreement which will allow LCC students to transfer credits to Cleary toward a Bachelor of Business Administration in Health Care Management or a Bachelor of Business Administration in Business Management with additional degree programs under future consideration. Students may also concurrently enroll in LCC and Cleary University, enabling them to obtain their Cleary degree sooner.
- Mott Foundation has awarded LCC for \$150,000 grant for the High School Diploma Completion Initiative.
- A 16-member team of LCC students from five different academic programs has won the BuildUP! home design among the historic homes on the west side of Mackinac Island, earning themselves \$10,000 in scholarship money. The team, called Mac Zero, competed against teams from Central Michigan University, Eastern Michigan University, Michigan State University, Oakland Community College, and the University of Michigan in designing a home meant to display the powerful combination of energy efficiency and the best in home design.
- The Federal Department of Labor has awarded Apprenticeship Certificates to 11 Information Technology (IT) students. While apprenticeship/journeyman cards are common in manufacturing and the automotive industries, it is the first time that IT students have received them. These students are among a cohort of more than 50 apprenticeship students. The program was made possible through

funding by the National Science Foundation. Deloise McIntosh is the IT Apprenticeship Mentoring Coach.

### **Informational – Boarshead Theater Presentation**

Dr. Michael Nealon presented a PowerPoint presentation that is on file with the official board meeting materials.

Discussion as followed:

- LCC already has many community partners where LCC provides the Dart rent free as an in-kind service. (Canja)
- At this point because of the financial difficulty the Boarshead is in. (Woods)
- There are some inadequacies in the Dart that need to be addressed with or without the Boarshead. A relationship with the Boarshead would probably provoke renovations sooner than later. (Knight)
- It would best benefit LCC students if LCC had partnerships with all of the community theaters and broaden LCC's base. (Woods)
- There would be 80 majors with 25 newly declared majors coming in each year. (Michael Nealon)
- Rent on some of the off site storage units where props and costuming would need to be paid. (George Orban)
- There are risks involved in obtaining \$112,000 in ticket sales and \$150,000 in grants. If neither materializes, who would bare the responsibility for making up the shortfall? (Proctor)
- Boarshead would be its own 501C3 and be responsible for operating expenses. The risk would still be the burden of Boarshead as a 501C3. The college is collaborating and would provide in-kind, but the responsibility of profit and loss would remain with the Boarshead. If the Boarshead is unable to come up with the funds, then the collaboration would not occur. (Knight)
- The college is already trying to address a revenue shortfall. What will the college give up if it ventures down this road? (Proctor)
- Before LCC would incur any cost, the Boarshead would have to uphold their part of the agreement. (Canja)

- LCC is lacking the expertise of an accountant looking at the numbers to tell the Board if this is feasible. LCC would probably incur 80% of these costs anyway if it ran a theater program. It is unsure if these costs are new costs that would not be incurred otherwise. (Rasmusson)
- Other than the emergency of \$15,000, why does the Board need to take action today? Is there something that having this collaboration in place that keeps the Boarshead out of bankruptcy? (Hollister)
- The Boarshead is already currently bankrupt. The Boarshead has been working hard at reconstituting themselves and being a viable theater company in Lansing. The Boarshead sees LCC as their best method to achieve viability. Without LCC they may have to go back to the drawing board. (Knight)
- The importance of asking the Board to help with this decision has more to do with the direction that performing arts should be taking at Lansing Community College. If LCC needs to be transforming and envisioning ourselves with an equity theater, LCC needs to have direction as to what the college would want from these programs. (Michael Nealon)
- If everything worked out, the college would still spend \$86,000 that it had not anticipated spending and the college is already facing a deficit. If LCC pays \$86,000 for this partnership, what will LCC give up that it might have thought about paying for? (Proctor)
- The \$86,000 would be part of the general mix of expenses and revenues beyond LCC's control. This amount would just add to the degree of difficulty in making all the numbers work. (Knight)
- This Board has been focusing on doing structural changes to write saving to the college over the long term. No students have stated that they see this as a benefit. It appears that the reason this opportunity is presented to LCC is because of the condition of the Boarshead and it is aligning itself as an opportunity for our students. If the Boarshead Theater were viable, would this same type of gusto and opportunity have been presented to our students? LCC needs to continue to look at putting more money into marketing and make sure we have our students coming to Lansing Community College. Our core mission is the education of students and providing them with opportunities in the workforce. Although the Boarshead is an outstanding community treasure, this is being presented as the best interest for our students, only because of Boarshead condition, not because it is a viable opportunity for our students in terms of advancing their careers. If the Boarshead went away there are still other partnerships that our students can engage in and there are still

opportunities for them to advance right here at Lansing Community College.  
(Woods)

- If the Boarshead does not get the partnership, it will have nowhere to go.  
(George Orban)
- LCC would not be out of anything except \$15,000. The Boarshead would have to meet all of their obligations and mount their entire operation first before they can put on any type of show and before LCC would have to come forward with any money in terms of in-kind contribution. If the Boarshead is able to do four shows, then it would be seen as a successful equity program and partnership with LCC's theater department. The question is if this is one of our priorities that we focus on? Sees the theater as a draw and an outreach for a variety of things. Sees this as a tool to engage certain members of our community and certain members of our student body who might not otherwise be engaged through theater. (Canja)
- Theater will continue at Lansing Community College whether it enters into a partnership with Boarshead or not. LCC currently has its own budgeting challenge and needs to stay with the core mission of the college, which is for our students. May create some opportunity for LCC students and help LCC's community, but it feels as though LCC is being asked to bail out the mismanagement of the Boarshead. Somewhat misleading to say that LCC will not be out of any monetary dollars in entering into this partnership. LCC may be doing in-kind gifts to Boarshead, but there is a financial component to this new partnership. (Smith)

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

Lisa Webb Sharpe presented the following monthly financial statements:

1. Statement & Summary as of April 30, 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 April 30, 2010
  - b. LCC Card Vendor Payments > \$10,000 for April 2010
3. Fifth Third Bank Investment Accounts Schedule as of April 30, 2010

## **Action Items – Fiscal Year 2011 Budget Proposal**

IT WAS MOVED by Trustee Hollister and supported by Trustee Rasmusson to approve the FY 2011 Budget as proposed.

IT WAS MOVED by Trustee Woods and supported by Trustee Proctor to amend the motion to raise tuition by \$3 for the entire year.

Discussion as followed:

- Will this put LCC behind by looking ahead in 2012? (Hollister)
- With so many unknowns it is hard to say where things are going to be a year from now. Thinks that \$3 is a good idea and wants to stay below the state average. (Knight)
- The Board asked to look at all the options before going to a tuition increase. Some cost saving items listed from Marble Consultants have been incorporated but not all of them. Would to know the alternatives before LCC has tuition increase. (Canja)
- Would prefer to do the increase up front so that student's financial aid allocation is not affected. (Smith)
- Financial aid would not be affected and tuition specific scholarships would have to adjust. (Evan Montague)

Trustee Woods clarified that this would be \$6 for out-of-district, \$9 for out-of-state and \$15 for international.

Trustee Canja asked for roll call on the amendment.

Roll call vote

Ayes: Meyer, Proctor, Rasmusson, Woods

Nays: Hollister, Smith, Canja

Absent: None

The motion carried.

Discussion on the main motion with the amendment of having a \$3 tuition increase for the entire year:

- The Board is looking for options and alternatives and what the college is doing in terms of structural prioritizing. At times it seems like the budget is not driven by strategic prioritizing but by what has to be cut. The Board has asked for a couple years for a more strategic planning in the budget process. (Canja)
- Stated in the proposal is a list of initiatives that were based specifically on the governing policies that the Board approved in March. It contains the reconstitution of the math lab in order to make sure those students are more successful and a consolidation of truck driver training. The budget proposal has initiatives that are geared toward helping our students in the area of academic advising and mandatory student orientation. This year's budget contemplates \$1.1 million dollars worth of Marble Consultant recommendations. Some of the other options and alternatives provided for the FY2011 are deferring strategic initiatives, involuntary staff reduction in force or using College unrestricted reserves. The Administration does not recommend any of these alternatives. (Lisa Webb Sharpe)
- Satisfied with the budget process and satisfied that as much that can be cut has been cut. These are intelligent cuts that will have a minimum impact on programs. Will be voting in favor of the motion. (Rasmusson)
- There have been a lot of deliberations about the alternatives and the options. Comfortable that the options that the Board has asked for have been considered. Thinks it is a well thought out budget and will be supporting. (Hollister)
- Concerned that the Board is not looking outward 5 or 10 years to envision where LCC would be, which students we are going to serve and will they be able to afford an ever increasing tuition level. Continues to be concerned about the economically and the disadvantage. Foresees that in 5 or 10 years it will be possible to access college credit from anywhere and those that can afford to do so will do so. A budget increase will not be significant for them. There are a significant number of people in our community who do not have college degrees and who have not been able to access college educations that are economically challenged and for them the ever increasing tuition is going to be a barrier. Will we create a new kind of a college to serve those students? Saying that LCC is below the state average may make it easy to raise tuition, but LCC will still be too high for a number of people who need to access LCC. (Canja)
- The Board has had discussions on variable tuition for different types of people. This has not been discussed for this particular budget, but feels this kind of thinking is a very reasonable approach to address the issue Trustee Canja is talking about. Doesn't want to have to raise tuition, but LCC can't ignore the economic realities that it faces. LCC has scholarships for people who are unable

to pay and the Board can look at variable tuition. The concern is heard, but thinks this is the right way to progress. (Hollister)

- Voiced concerns about some of the initiatives that are included in the current proposal. The initiatives are still in the proposal and can accept that. Will be supportive of the proposed budget. (Proctor)
- Going to support the budget but thinks LCC needs to do a better job at marketing the college. This is not something LCC can address today in this budget, but knows the Board can amend the budget to look for some additional marketing opportunities. Likes the Get a Skill Get a Job concept that LCC is doing. Although this might not be everything that the Board wants all at one time, it is a step in the right direction. Will be supporting the motion. (Woods)
- For the past 3 years LCC has not had a tuition increase. Thinks the Board will not be fiscally responsible if it does not address some of the changes in terms of our market, the declining student enrollment. The Board has to look at what is happening with the college's state funding; the portion that LCC gets keeps decreasing. Know this is not something that the college looks forward to but will be in favor of voting for the increase. The college has to make sure that it puts itself in a position for students to continue to want to come to Lansing Community College, because LCC has the best programming and give students the best overall education. It is very clear when driving up and down the highway that many other colleges are right in LCC's backyard. The college has to do a much better job of positioning itself as the community college of choice. (Smith)
- Having gone through this process for the first time, thinks the process has been good. Thinks the college needs to look at performance evaluations of all the work it does. Doesn't know where LCC stands with customer satisfaction and retention rate. Comfortable with the process, but would like to see an emphasis on performance and evaluation and effectiveness. (Meyer)
- If the Board goes forward with this budget, would like to see an aggressive initiative to engage in strategic discussions about where LCC is going to be, what LCC needs to do to get there and what LCC is going to pursue. When going through LCC's presidential search and surveying the college, one of the greatest needs that was expressed across the college was better marketing. LCC is not as aggressive and effective in its marketing as other places are. LCC has to do a better job at some of the things it is currently doing. Evaluation is another good area and performance. Really believes that LCC's vision and where it wants it to go has to drive the budget and would like to see LCC improve in that area. (Canja)

Trustee Canja asked for roll call on main motion adopting the proposed budget as presented with the \$3 tuition increase for the entire year.

Roll call vote:

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

Nays: None

Absent: None

The motioned carried.

### **Action Items – Boarshead Theater Partnership**

IT WAS MOVED by Trustee Canja and supported by Trustee Rasmusson that the President is authorized to negotiate the specific terms of an agreement with Boarshead Theater pursuant to which LCC performance of any material obligations under the agreement must be contingent upon; (1) Boarshead Theater raising sufficient cash through their ticket sales, donor gifts, to pay its own staff, equity actors, contractors and operating cost for their full season prior to LCC becoming obligating to providing material support; (2) availability of sufficient qualified LCC staff to perform LCC's obligation under the agreement, availability of adequate physical space to perform LCC's obligations under the agreement and the budget to make any required physical improvements; (3) LCC student staff and volunteers will be given priority over others in filling roles as non-equity actors, designers, craft people and stage and production personal, accept to the extent limited by applicable collective bargaining agreements or to the extent such position are filled by Boarshead employees or contractors for which LCC would incur no cost. LCC and the Boarshead would cooperate in developing and conducting joint outreach programs that are intended to educate and improve public awareness and appreciation of literacy, theater arts and volunteer and employment opportunities associated with theater arts. Boarshead would we granted the use of appropriate LCC facilities and the same basis as other entities are allowed. Up to four productions per year, plus other productions as the parties may agree. The agreement would contain other terms necessary to protect LCC against liability for debts and obligations of Boarshead Theater. The agreement must not contain any prohibition against LCC entering into other such agreements with other community organizations as deemed appropriate by the Board of Trustees. The President will be directed to present such an agreement for final review and approval by the Board at a future meeting.

Trustee Meyer stated that due to having prior relationship with the Boarshead prior to coming on this Board, he took part in no discussion as to this agreement that is here with any member of Boarshead or member of the college and will be recused from the vote.

Roll call vote:

Ayes: Rasmusson, Canja

Nays: Hollister, Proctor, Smith, Woods

Absent: None

Trustee Meyer abstained from voting.

The motion failed.

### **Action Items - Consent Agenda**

The following items were presented under the consent agenda:

1. Invitation for Bids
  - a. Gannon Parking Ramp Mechanical Room & Door Replacements in the amount of \$174,800. The recommendation was to award the bid to Irish Construction.
  - b. Gannon Parking Ramp Security Cameras & Lighting Improvements in the amount of \$266,450. The recommendation is to award the bid to R.M. Electric Inc.
2. Sole Source
  - a. Microsoft Licenses sole source with CDW-Government, Inc. in the amount of \$146,532.84.

IT WAS MOVED by Trustee Proctor and supported by Trustee Meyer to approve the consent agenda items.

Trustee Woods stated that he and Trustee Hollister mentioned on more than one occasion about their concerns on the bids. He expressed concerns on the Gannon Parking Ramp Mechanical Room and Door Replacements bid and asked if LCC gives any preference to contractors in the district? Trustee Woods asked if any outreach had been done since the Board brought this concern about getting more local contractors and trying to get them more competitive within the last two years. He stated that he is having a hard time with all of the bids coming from out of district. Trustee Woods stated that businesses that pay taxes in this district are saying they have a hard time getting work from LCC. He questioned, regarding the policy, rather or not LCC should give a preference to bidders who pay taxes.

Lisa Webb Sharpe stated that they will go back and look at LCC's process, what the outreach efforts look like and come back to the Board with a presentation. She stated that giving some kind of preference to local companies does not preclude LCC from having a competitive environment.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith to remove the Gannon Parking Ramp Mechanical Room and Door Replacements bid from the consent agenda to vote as a separate item.

Roll call vote:

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

Nays: Proctor

Absent: None

The motion carried.

Roll call vote on the consent agenda removing the Gannon Parking Ramp Mechanical Room and Door Replacements bid.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

IT WAS MOVED by Trustee Proctor and supported by Trustee Meyer to approve the Gannon Parking Ramp Mechanical Room and Door Replacements bid.

Roll call vote:

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

Nays: None

Absent: None

Trustee Woods abstained from voting.

The motion carried.

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

### **Chairperson's Report – MCCA Summer Workshop**

Trustee Canja made the following announcements:

- The MCCA Summer Workshops are July 22<sup>nd</sup> and July 23<sup>rd</sup>. She asked that the Trustees make an effort to attend.

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

Trustee Meyer gave the following Audit Committee Update:

- Rehmann Robson presented the scope of the FY 2010 Audit.

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

Trustee Smith asked if she could submit a report next month.

The next Foundation Board meeting is Thursday, June 3, 2010.

## **Public Comment**

Ed Bryant: I would like to commend the Board for questioning the bid process and perhaps reopening that. I think sometimes we discover that a low bid is not necessarily the best way to invest in our future. A number of times companies can offer low bids by not paying prevailing wages or working within project labor agreements. I think that what we discover in the future when we have to repair all of these things that were done poorly because of a low bid, which we end up paying more than we would have if we invested in the better technique in the first place. Again, I'd like to commend you for looking at this low bid process and trying to examine how we structure these bids and what we are looking for in the future as we accept contracts for work done with our resources.

Linda Chevaz: Good evening President Knight, Chairwomen Canja, Board Members and meeting attendees. My name is Linda Chevaz and I am here tonight representing the Alumni Association. I serve on the Foundation Board, as well as on the committee for the Alumni Association. The purpose of our committee is to promote the association in many ways. One of the ways we do that is to annually prepare a distinguished award. This year was a landmark year because we awarded our twentieth distinguished alumni award last Friday, May 7th. The 2010 recipient was Mary Roszel, the co-founder of Biggby Coffee. I want to give you a special reminder save-the-date for an annual event, June 27, 2010, Sunday afternoon Zoo Days. This is a way for the Alumni Association to promote the association, to attract and obtain new members, and to get good public exposure in the community. It is great PR. Last year we had over 1,000 attendees of alumni and their families. It gives the families and people a chance to reconnect, not only with their alumni community but with their Alumni Association. Many graduating seniors and people who have attended classes here at LCC are not aware there is an Alumni Association. The full purpose of the Alumni Association is to help fund revenue into the Foundation as a whole and to support, sustain, and establish new scholarships. Thank you.

## **Adjournment**

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

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

The motion carried.

The meeting adjourned at 9:00 p.m.