

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 21, 2010

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:11 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Rasmusson led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Proctor and supported by Trustee Smith that the minutes of the May 17, 2010 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Woods

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Closed Session will be after Limited Public Comments.
- Remove Purchasing Department briefing from President's informational items.

Limited Public Comment Regarding Agenda Items

Beckie Beard: Good evening Madam Chair, Dr. Knight and Trustees. I am Beckie Beard speaking tonight on behalf of the LCC Labor Coalition representing the six collective bargaining units at the college. All collective bargaining units held a ratification vote on the proposed health care tentative agreement and I am pleased to report that it was overwhelmingly supported. I am here tonight to urge the Board of Trustees to approve the health care tentative agreement. The Health Care Task Force members were successful in achieving cost containment. Thank you.

Willie Davis: My name is Dr. Willie Davis. Black History month is in February and a considerable amount of time has passed and something needs to be done for those who worked on it. A special thanks to those who served on the Black History Month Committee. We are extremely grateful to the committee members, volunteers and performers who take the opportunity to work with administrators, faculty members, staff and students and the community to present extremely knowledgeable committed events. We therefore extend sincere thanks on behalf of the college and community to all who volunteered. Dr. Chase promised certificates and had a breakfast scheduled for the volunteers and participants until his abrupt retirement. It is my expectation that this will still occur. Respectfully submitted by Willie D. Davis, Jr. adjunct professor.

Rita LaMoreaux: My name is Rita LaMoreaux with the Alumni Association committee at LCC. I just wanted to briefly let you know about a couple of things coming up this week. Sunday is the 6th Annual Alumni Day at Potter Park Zoo from 12 – 4:00 pm. You can still RSVP at the LCC website. As of this afternoon, there are a thousand rsvps from alumni and their families coming to Zoo Day. Tomorrow we are having the Distinguished Alumni Reunion Dinner in the ADM Boardroom. It is a sit down dinner for 19 distinguished alumni. Right now we have 14 out of the 19 who have rsvp'd. Just wanted to let you know that we appreciate the support the Board gives to the Alumni Association.

George Berghorn: A team of LCC students from Alternative Energy Architecture, Building Trades Program, Landscape Architecture and Digital Media and Audio and Cinema jumped into a competition called BuildUP! Michigan; a student conceived contest that ran out of University of Michigan. The completion parameters were to design a Net Zero energy home; a home that makes as much energy as it consumes up on Mackinaw Island. The ideal of this project was an opportunity to empower students to do something positive to makes some real economic changes as part of Michigan's new energy economy. The competitors were two teams from the University of Michigan, Michigan State University, Central Michigan University, Eastern Michigan University, Oakland Community College, and Lansing Community College. We had 32 students from the five disciplines mentioned. There were all types of students that participated in a student led and managed effort to design that beautiful house that you see up there; a 3,075 square foot shingle style home that incorporates solar electric,

solar hot water, and wind energy efficient construction. The bottom line is that we won. We beat those big guys. What winning this competition has meant for us beyond the pride, is the positive media attention LCC has received. We are starting to talk about college wide marketing and communication efforts to use this as a spring board to launch college wide messaging about the things that we do here at LCC. We are also receiving international attention. The Universidad Politécnica de Valencia has expressed interest through their solar home institute in working with LCC to explore cold climate related issues. In a conversation last week with an official from the Illinois Department of Energy National Laboratory, I was told that as far as he is concerned LCC is one of a small handful of colleges and universities nationwide that is doing the kinds of things that we are doing. So this is the kind of attention this is bringing to us. We are hoping to culminate some of this effort in an entry in 2013 in the US Department of Energy Solar Decathlon, which is an international solar home competition housed in Washington, D.C. We are using this as a spring board to build relationships with other universities, and we are using this as a way to tie strategically to our larger energy efficient community demonstration project effort including going after grants and building academic workforce partnerships. It's great to stand here and talk about this. Those are the guys who did all the work. Thank you for your interest in wanting to hear about this on this evening.

Closed Session

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

Roll call vote:

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

Nays: None

Absent: Woods

The motion carried.

The Board entered into closed session at 6:31 p.m.

The Board returned to open session at 7:36 p.m.

Roll call:

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

Absent: Woods

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson that the Board of Trustees at Lansing Community College resolves as follows; whereas the FMA, the MEA, and the NEA is duly recognized bargaining agent for our Physical Plant employees;

whereas the FMA, the MEA, the NEA and the College Bargaining team have reached a tentative collective bargaining agreement which address all economic and non economic issues to the mutual satisfaction of the bargaining teams; whereas this tentative agreement was ratified by members of the bargaining unit on June 17, 2010. Now therefore be it resolved that the Board of Trustees approves the tentative and ratified agreement and commends the efforts of the FMA, the MEA, the NEA and the college bargaining team.

Roll call vote:

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

Nays: None

Absent: Woods

The motion carried.

PRESIDENT'S REPORT

Informational

President Knight gave the following Updates:

- Announced the retirement of Dr. Stanley Chase. He will be working in a limited capacity until the end of the calendar year.
- Get a Skill, Get a Job: Training is going well and will be completed June 30.
- Northwood University Articulation Agreement: On May 25, LCC renewed a transfer articulation partnership with Northwood University to provide a smooth curriculum transition for students that allows them to transfer between schools without loss or duplication of credits. This partnership has been in place since 1975.
- Achieving the Dream: Community Colleges Count: LCC has been chosen along with 26 other community colleges nationwide to participate in the national Achieving the Dream initiative. Sponsored by the Lumina Foundation for Education with support from the Kresge Foundation, Achieving the Dream will assist in identifying challenges that prevent students from succeeding and make changes in policies, programs and services.
- Early LCC Update: Progress continues on schedule with the facility's interior expected to be completed by July 1. When the interior is finished, applications will be filed for permits, inspections and code compliances. Exterior finishing work, including landscaping, tricycle trails, playscape, and fencing, is near complete with an anticipated opening of August 19.

- Enrollment & Financial Aid Updates: Summer 2010 enrollment is strong with 9,377 students registered for 55,039 credits, 5.1% and 13.5% increases respectively over 2009. There was 13.5% growth in admission applications for summer with a total of 5,333 admitted students. Those who did not attend in the summer will be contacted to discuss Fall registration which begins on June 22.
- Financial aid to students has grown considerable. The Administration is making certain that LCC is managing and helping all of the students.

Informational – Authorization of New Jobs Training and Revenue Bond

Jean Morciglio presented a PowerPoint presentation which is on file with the official Board meeting materials.

Informational – AQIP Strategy Forum Report

Jim Luke presented a PowerPoint presentation which is on file with the official Board meeting materials.

Informational – Fall 2010 Registration Schedule Changes

Evan Montague presented PowerPoint presentation which is on file with the official Board meeting materials.

Discussion followed.

Informational – Monthly Financial Statements

Lisa Webb Sharpe presented the following monthly financial statements:

1. Statement & Summary as of May 31, 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 May 31, 2010
 - b. LCC Card Vendor Payments > \$10,000 for May 2010

3. Fifth Third Bank Investment Accounts Schedule as of May 31, 2010

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Authorization of New Jobs Training and Revenue Bond – General Motors Delta Training
2. Ratification of Health Care Agreement
3. Additional Eligible Adult - HR Policy Revision
4. Leasing Parking Lot 2 and up to 50 Spaces in the North Capitol Ramp from the City of Lansing
5. Designation of FY 2009 -10 Contingency
6. Change Order Transmittals
 - a. Grigg Media L.L.C.
 - b. Advance Employment Services, Inc.
7. Invitation for Bids
 - a. Gannon Parking Ramp Exit Lane Widening & Toll Booth Replacement Installation in the amount of \$151,500. The recommendation was to award the bid to Laux Construction Company.
 - b. College Wide Office Supplies in the amount of \$26,104.87 for a 1 year contract with 2 (1) year options to extend for total of 3 years. The recommendation was to award the bid to Office Depot.
8. Request for Proposals
 - a. Cellular Telephone Service & Equipment in the estimated annual amount of \$59,025.60, with an aggregate three year contract award of \$177,076.80. The recommendation was to award the RFP to Sprint Solutions.
 - b. Temporary Staffing Services in the estimated amount of \$260,000 per year for total of \$780,000 for three years. The recommendation was to award the RFP to Kelly Services Inc.
 - c. BCI Qualified Supplier – Instructor Pool in the estimated amount of \$1,611,000 for aggregated three year contract. The recommendation was to award the RFP to (1) Bill Roeser, (2) DASI Solutions, LLC, (3) David P. Eich, (4) Dolan and Associates, LLC (5) Educated Business Resource Corp., (6) Joyce A Marx dba Leadership KEYS, (7) Lifesavings Training, LLC., (8) M & Associates Inc., (9) Michael Gilreath CQE LLC., (10) Michigan Manufacturing Technology Center (11) RPM Consulting, Inc., (12) Vision Quest

- d. Merchant Processing Services in the estimated annual amount of \$277,000, with an aggregated three year contract award estimated to be \$831,000. The recommendation was the award the RFP to Bank of America Merchant Services, LLC.
 - e. Employee Health Insurance Benefits: The recommendation was to award MESSA, ADN Administrators, Inc., and Davis Vision Inc.
9. Sole Source
- a. Development Dimensions International in the amount not to exceed \$1,600,000. The recommendation was award Development Dimensions International Inc.
 - b. Degree Works and Flexible Registration Bundle in the amount of \$336,373. The recommendation was to award SunGard Higher Education.

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

Roll call vote:

Ayes: Hollister, Meyer, Proctor, Rasmusson, Canja

Nays: Smith

Absent: Woods

The motion carried.

Chairman, Committee and Board Member Reports

Committee Reports

Trustee Meyer gave the following Audit Committee update:

- The Audit Committee met on June 7, 2010. The parameters and the scope of work for the Annual Audit have been set. The Audit will be presented in August.

Trustee Smith gave the following Foundation Board Update:

- The most recent Foundation Board of Directors meeting was Thursday, June 3, 2010.
- Thanked Gibson's Books and Beans for their dollar for dollar match of the recent Fundraising event: Run/Walk for Education. 76 employees participated in the race on May 2 and raised \$8,489. Gibson's will match this so that \$16,978 in total will assist LCC students with scholarship support.
- Foundation is working on updating Bylaws. Discussions will continue regarding changes.

- The 2010-2011 Foundation Operations budget was passed, with a 17.7% reduction in operating dollars to do the work of the Foundation.
- The Foundation will be hiring an Investment Consultant to assist with better investment manager decisions and returns on its assets.
- Nominations committee approved new members to the Board to start in August. This includes Carol Horowitz and Keith Williams. Six current members were re-elected to another term on the Board.
- Alumni Association awarded the 20th Distinguished Alumni award to Mary Roszel. A reception for this award was held in April. Mary spoke at the May graduation. A Distinguished Alumni Reunion Dinner is planned for Tuesday, April 22, 2010.
- Five new named Scholarships have recently been started at the Foundation, two of which are endowment funds. This is good, but we still have unmet need from our students. The Foundation asks for everyone's assistance in recommending prospective donors to the Scholarship program. Currently, we have over 400 students on the wait list for scholarship funding. The increased need comes from increased enrollment, but these same students need scholarship assistance.
- GoodSearch.com is being used around campus as a "Search Engine", which is just as good as yahoo or google. This search engine gives back .02 cents per search to the Foundation. We encourage everyone on campus to install this search engine on their computers on campus and at home as a way to assist the Foundation's mission. Instructions for installing this can be found on the table by the doors.

Trustee Smith stated that she is waiting on a report from the Mason Local Development Finance Authority and will submit a report at that time when she receives it.

Trustee Proctor submitted his Workforce Development Board update in writing and is on file with the official Board meeting materials. Trustee Proctor stated that he was re-appointed by the Administrative Board to the Workforce Development Board. He clarified that LCC does not have a designated seat on the Workforce Development Board.

Public Comment

Lisa Webb-Sharpe: I just wanted to take the time to say publicly to the Board that I appreciate your support of the Health Care Taskforce. I also think you need to know that a lot of the reason we were able to reach agreement is represented here in the team of Beckie, Cindy, Ed, Terri, Zack, Jordon, James, Catherine, and Evelyn. Lots of people around this college took the message seriously, that we needed to reduce our healthcare cost. That team worked very, very hard. They reviewed proposals, volumes of paper and went through lots of data to craft an agreement that helps preserve a good part of our compensation package here that significantly reduced the cost to the

college. They heard the cost containment message and worked very hard. They were able to educate their members last week, and I understand that there were very few no votes in every single labor organization. So I just want to say to all of you in front of the Board and the public, thank you very much for the very hard and the very smart work. There is a lot of hard work ahead in educating employees about how to use the benefits to continue to reduce our costs, reduce employees out of pocket cost, and take advantage of some of the programs out there that will help all of us keep more of our own money in our pockets. It has been a pleasure working with you, and I look forward to working with all of you over the next year to make sure that we continue to bring health care cost down. Thank you.

Board Comments

Trustee Robin Smith: I did not vote for the consent agenda because I had some issues with some of the language in the health care changes that we were extending. It is my understanding that there is going to be some wordsmithing taking place. I will be in favor of it, but until that is done I stand with my no vote on the consent agenda.

Adjournment

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

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

The motion carried.

The meeting adjourned at 8:31 p.m.