

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 20, 2010

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:10 p.m.

## **Roll Call**

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

Trustee Proctor attended by telephone.  
Trustee Woods arrived at 7:03 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 June 21, 2010 Regular Board of Trustees meeting, June 29, 2010 Special Board of Trustees meeting and the August 16, 2010 Special Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

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

The following additions were made to the agenda:

- Chairperson Canja moved Closed Session after the consent agenda.

## Limited Public Comment Regarding Agenda Items

Tom Cochran: Good evening, my name is Tom Cochran and I am the Fire Chief of the City of Lansing and the Emergency Management Director. I am here tonight representing the LCC Alumni Association. I am a proud member of that committee and graduate of Lansing Community College. There are a couple of events that I would like to talk about that the college and Alumni Association are involved with. On October 6 - 8, 2010 in Indianapolis, IN, there's a National Council of Marketing and Public Relations Conference. This is the 3rd Annual Conference and is for connecting community colleges communicators. Andrew Lathrop, will be speaking to this and doing a break out session on the New Decade and Marketing Strategies for Alumni. November 15th is the kickoff for homecoming. This will be a weeklong event that I think this is going to be very exciting for the college and bring back a lot of people. Thank you for your support of this. There is an event at the Eastwood Town Center on Sunday, November 21st. This is a new event similar to the Alumni Day at the Zoo which was a very successful event for the college. We are going to be partnering with the merchants at Eastwood. There is going to be coupon books, various things and events that will be going on through the Eastwood Town Center. I just want to thank you all for the work that you do. Being a member of a local school board I know how difficult it is. Thank you for the opportunity to speak.

## PRESIDENT'S REPORT

### Informational

President Knight gave the following Updates:

- ***Associate Nursing Program Receives NLNAC Accreditation***  
The National League for Nursing Accrediting Commission has granted LCC's associate nursing program continuing accreditation with the condition that the program submit a follow-up report in two years. A follow-up report requires the nursing education unit to demonstrate paper compliance with a specific Accreditation Standard or Standards. The follow-up report will address faculty and staff. By choosing to be accredited by NLNAC, LCC and the LCC faculty have demonstrated their commitment to the highest standards of nursing care.
- ***LCC Awarded 5-year TRiO Grant***  
On August 17 LCC received the official award confirmation from the U.S. Department of Education approving a new five year grant totaling \$1.4 million. Our current TRiO grant ends August 2011. The new grant will commence September 2011 and continues for five years. This is such a vital program for

our students and we look forward to continued programmatic successes. An event was held on August 19 to celebrate the new grant and most importantly our TRiO students.

- ***Fall Semester***

LCC started the Fall Semester, and enrollment continues to be strong. LCC's Liberal Studies seat capacity is at 96%. Deans, Faculty and V.P's helped to make this possible.

- ***New Athletic Director***

Scott Latham has been named Athletic Director for the college. Latham will oversee men's baseball, basketball, outdoor track and field, cross country, and women's outdoor track and field, cross country, volleyball and softball. Latham served as Athletics/Activities Director at Marshall High School in Marshall, MO for three years prior to his arrival at LCC. Latham earned a Bachelor of Science degree in Physical Education from Missouri Valley College and a Master of Arts degree in Educational Administration from Lindenwood University.

- ***New HR Director***

Ann Kroneman has been named Human Resources Director for the college. She previously served as HR Director for the State of Michigan's Department of Technology, Management & Budget, as well as Acting HR Director for the Department of Natural Resources and Environment, with her HR experience spanning 32 years. She earned her Bachelor of Arts in Education from MSU and has completed coursework in MSU's MBA program.

- ***New Community Relations & Educational Resource Development Director***

Elva Revilla has been named Executive Director, Community Relations and Educational Resource Development. She will also be responsible for managing grants. She previously served as a senior consultant to the MI Department of Technology, Management and Budget and Assistant to the Director, MI DMB. She has also served as a highly-respected consultant in the fields of energy, the environment, and government relations. She has a Bachelor of Arts from MSU.

## **Informational – Purchasing Department Briefing**

Ms. Sharpe stated that this report was requested by Trustee Woods and in his absence asked that this report be moved to the next Board meeting.

### **Informational – FY 2009 – 2010 Cash Contributions**

Cash contributions are summarized and reported to the Board on a quarterly basis.

### **Informational – Budget Options FY 2011-2012**

Lisa Webb Sharpe stated that more information is needed to be able to do a budget presentation on projections for next year. She will present once this additional information has been gathered.

### **Informational – Monthly Financial Statements – June Year End Close FY10**

Lisa Webb Sharpe presented the following monthly financial statements:

1. Statement & Summary as of June 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. Purchase Orders Over \$100,000 – Fiscal Year ended June 30, 2010
3. Report on Board of Trustees Expenditures – Quarter ended June 30, 2010
4. Payments to Vendors Over \$10,000 for June, July and August
5. LCC Card Payments Over \$10,000 for June, July and August
6. Investment Account balances as of June 30, 2010

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. FY 2011 Budget Update
2. 3rd Amendment Lease between Lansing Community College and American Association of Retired Persons (AARP)
3. Extension of Termination Date on Lease between Lansing Community College and Howell Public Schools
4. Invitation for Bids
  - a. Lab-Volt Equipment in the amount of \$156,328.20. The recommendation was to award the bid to Advanced Technologies Consultant Inc.
5. Change Order Transmittal
  - a. Central Business Systems

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

Roll call vote:

Ayes: Hollister, Meyer, Proctor, Rasmusson, Canja

Nays: None

Absent: Smith, Woods

The motion carried.

## **Closed Session**

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

Roll call vote:

Ayes: Hollister, Meyer, Proctor, Rasmusson, Canja

Nays: None

Absent: Smith, Woods

The motion carried.

The Board entered into closed session at 6:29 p.m.

The Board returned to open session at 7:30 p.m.

Roll call:

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

Absent: Smith

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the Board adopts a method of evaluation for the President for the 2009-2010 year that would mirror the procedure used in the prior year by asking the President to compile a list of accomplishments which the Board will consider.

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 – Conflict of Interest Disclosure Statement**

Chairperson Canja asked each member to submit their conflict of interest disclosure forms.

### **Chairperson's Report – ACCT Voting Delegate**

Chairperson Canja announced that LCC was awarded a second voting delegate. Trustee Woods is one of the current voting delegates.

IT WAS MOVED by Trustee Meyer and supported by Trustee Woods to appoint Robin Smith as the second voting delegate to ACCT.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

### **Chairperson's Report – Review of GP 1.6.1**

The following amendment was made to Paragraph 3 of this policy:

More specifically, the duties of the Board of Trustees shall include, but are not limited to, the following: 1) appoint, evaluate, and/or remove the President and **appoint and/or remove** Vice President level administrators; 2) appoint, evaluate and remove any positions designated within the Board policies; 3) review and approve all consultant contracts, consistent with 1.10.5, not otherwise authorized by Board policy or specified within the capital budget approval; 4) approve the issuance of College degrees and certificates; 5) adopt, develop, and define Board and College policies; 6) establish an annual College budget; 7) establish and authorize College tuition, course fees, and other fees that apply to all students; 8) authorize the sale, purchase, construction, and renovation of College land, buildings, and major equipment; 9) define and review College strategic direction and goals; 10) institute and promote major College fund-raising efforts and authorize the acceptance of gifts to the College; 11) authorize the incurring of debt by the College; 12) evaluate the President, consistent

with 1.6.3.; 13) approve the establishment by any administrative means, through employment, contractual agreement or other means, of any additional vice-president, dean or department chair position(s), or other such administrative position(s) as set forth in Board policies.

Trustee Proctor stated that the Board does not evaluate the Vice President level administrators. He stated that it is not appropriate for the Board to engage in this type of process and that the Board does not make assignments to Vice Presidents. He further stated that this should not be viewed as not having an evaluation mechanism at LCC, but that the Board is not in a position to evaluate Vice Presidents.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister to amend paragraph 3 of GP 1.6.1 to read 1) appoint, evaluate, and/or remove the President and **appoint and/or remove** Vice President level administrators;.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

### **Committee Reports - Audit Committee Update**

Trustee Meyer gave the following Audit Committee Update:

- The Audit Committee met on June 8, 2010 and minutes have been submitted with the Board meeting materials.

### **Committee Reports – Foundation Board Update**

Chair Canja gave the following Foundation Board Update:

- The LCC Foundation Board of Directors met on Thursday, September 16th. They met from 7:30 am – noon as their annual planning and regular Board meeting.
- The watched a Student Scholarship Recipient video which included four students stating what it meant to them to receive an LCC Foundation scholarship. This will be played at the upcoming Scholarship Awards Breakfast.
- There was an informational power point presentation about the Foundation work.
- A discussion was launched to answer the following questions from the Board:
  - Should the Foundation remain as it is?
  - Increase its aid to mission objectives (students & college needs)?

- Move towards independent status which would require a much larger asset base to cover operations? This would mean the college does not need to cover staffing and space.
- Board members made suggestions of fundraiser opportunities in general and what it means to be a self-sustained Foundation (no college financial support).
- The Foundation has contracted with an Investment Consultant to review in depth the Foundation's Investment policies and how its assets are currently managed.
- A new Planned Giving Committee has been launched.
- The Employee Development Fund hosted 425 LCC employees at the recent EDF annual Picnic.
- The Alumni Association has an upcoming "Alumni Reunion" and an Eastwood Towne Center LCC Shopping Day event for Alumni outreach.
- Upcoming Event: "Four By Eight" is a new Band, who will be debuting at LCC as a fundraiser to the Ronald K. Edwards Memorial Scholarship Fund at the Foundation. The band members come from "Three Men & a Tenor" and J & J Sounds. Sunday, October 17, at 2:00 pm and 7:00 pm.
- The annual Scholarship Awards Breakfast is Thursday, September 30 from 8:00 – 9:00 am at the Lansing Center.
- The College requested that the Foundation release \$166,000 that was a gift from Auto-Owners for the development of the LCC Playscape. This five-year pledge will cover the cost of the outdoor learning environment for LCC students and children within the Center.
- The Annual Foundation Focus magazine was distributed and reviewed.

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

Trustee Proctor gave the following Workforce Development Board Update:

- A written report was provided that is on file with the official Board meeting materials.

### **Public Comment**

There were no public comments.

### **Board Comments**

Chairperson Canja made the following announcements:

- The Board Planning Calendar is something new that is being put together. She stated that she would like to use the Board in a more strategic manner to do outreach to the LCC community. She further stated that she is asking Board members to take on the responsibility of appearing to at least one community function a month. This will allow the trustees to be an ambassador for the college and talk to people about the great things we are doing at LCC.
- The next Board meeting has been moved to Monday, October 25<sup>th</sup>, 2010 at 6:00 p.m.
- Trustee Robin Smith is up for election for the ACCT Diversity Committee.
- The Interior Design and Fashion Technology program was recognized for the outstanding work that was done on the flyer they designed for the marketing purposes of their program.
- Trustee Canja was at the Kellogg Center with V.P Lisa Webb Sharpe and observed a statewide conference being held to host all of the High School counselors to give them all the information they needed to get their students to come to a four year institution. It would be great if LCC reached out to High School counselors and told them all the ways LCC could make it easy for their students to come to LCC. She brought back material to share with the administration.

Trustee Meyer passed out his notes from his attendance at the MI Dropout Summit. He stated there are plenty of good practices out there and is an issue that needs to be thoroughly publicized.

Trustee Canja stated that she has been sitting on the Lansing Promise Zone Board as a representative of LCC. The Promise Zone Board has decided to go ahead with the program that would pay for two years of college for any student graduating within the boundaries of the Lansing School District or the equivalent of two years at LCC in monetary money. There was discussion on building an endowed fund to provide this for the long term. She stated that the great thing about this program is that 70% of the students who graduate from the Lansing Schools attend LCC.

Trustee Woods stated that he was excited to be at the 5 year TRIO Grant Award Celebration. He stated that it was good to see all of the students and was glad that LCC has a grant that has been renewed. He commended Valarie Smith and her team for writing the grant.

## **Adjournment**

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

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

Absent: Smith

The motion carried.

The meeting adjourned at 7:55 p.m.