

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 20, 2011

**Regular Meeting**  
Adopted Meeting Minutes

## **Public Hearing - Call to Order**

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

## **Roll Call**

Present: Meyer, Proctor, Smith, Canja

Absent: Hollister, Rasmusson, Woods

Trustee Hollister arrived at 6:11 p.m.

Trustee Woods arrived at 6:11 p.m.

## **Pledge of Allegiance**

Trustee Proctor led the Pledge of Allegiance.

## **Public Hearing on Fiscal Year 2012 Budget Proposal**

Trustee Canja stated that in 2001 our tax district approved an on-going 4.0 mill levy and that this hearing is regarding the FY2012 budget and is required by law to allow for public input.

She stated that the Board of Trustees published a notice on, Tuesday, June 14, 2011 of this public hearing on the budget for the 2011-2012 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 2012 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.

## **Public Comments**

(Name was not provided): Good evening everyone, I'm here to represent the International Students at LCC. Please raise your hand if you have ever been to a country other than the U.S. Please raise your hand if you speak more than one

language. One of the advantages of the International Students is that we bring the multi cultural and experience here to the U.S. We make significant contribution to campus learning and community diversity. There are 500 International Students on Campus from 45 different countries. With the amount of International Students that we have, we should have some type of service. At the last board meeting in January, I appealed for the International Students. We appealed for the need for a counselor. Many promises have been made, but nothing was fulfilled. I've been told that LCC plans to raise the tuition for International Students by 27%. As you know, we have to be a full-time student, so we have to take at least 12 credits or we fall out of status. We pay around \$216/credit. If the tuition is raised to 27%, that would raise our tuition by \$277/credit. Many International Students came to LCC for its affordability. If we compare the tuition to other community colleges such as Henry Ford Community College, they charge \$135 per credit; Mott charges \$197 per credit and Malcolm \$167 per credit. There is no one here to guide International Students. We have no counselors or advisors. Many International Students have gone to the current counselors and they were no help. They aren't trained to deal with International Students and their differences. Many students come to the International Club for help, but we don't know all of the answers and need counselors as well. The orientation at the beginning of the semester does not get the job done for International Students. It is not just about getting the paperwork done we need counseling. It is about time that we either hire a counselor or at least train our current counselors. Thank you for your time.

IT WAS MOVED by Trustee Smith and supported by Trustee Meyer that the Public Hearing on the Fiscal Year 2012 Budget Proposal adjourn.

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

The motion carried.

The public hearing adjourned at 6:20 p.m.

## **Call to Order**

The meeting was called to order at 6:20 p.m.

## **Roll Call**

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

## Approval of Minutes

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the minutes of the April 26, 2011 Regular Board of Trustees meeting be adopted.

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 and deletions were made to the agenda:

- Trustee Smith asked that the Foundation Report be removed.
- Trustee Canja asked that the following items under Finance be added:
  1. Invitation for Bids
    - a. Fanuc Robotics Training Cells
  2. Request for Proposal
    - a. Integrated Project Delivery Arts & Science and Gannon Building Renovations
    - b. Internet Service Provider
  3. Change Order Transmittals
    - a. BKD, LLP
    - b. Lansing Tile & Mosaic, Inc.
    - c. Mika, Meyers, Beckett & Jones

## Limited Public Comment Regarding Agenda Items

Dan McCarthy: Thank you Madame Chair, members of the Board and President Knight. My name is Dan McCarthy and I'm the staff rep for MEA assigned to our units at LCC. That means I serve as a resource person for the facility maintenance association, part-time clerical technical union, educational support personnel and the faculty members of MAHE. I come tonight to speak about my constituents who may be affected by the proposed layoffs that you are considering as part of the overall budget. The layoffs project a saving of nearly \$700,000. I notice that includes the cost of contracted services as an increase of over 5%. It appears to me as though you are aware that you are dispensing services that you can't cover with the remaining staff, and that you need the help of hired services. We think that's a mistake. We also know the projected fund balances are nearly \$18 million; \$5.5 million more than the fund balance was in 2007. In this past year, you have incurred a onetime cost of \$700,000 for property in Mason

that we would respectfully suggest as a onetime cost from the fund balance of the budget surplus. The appearance is that instead of being willing to pay the onetime cost out of fund balance, you would ask support staff to pay with their jobs and their livelihood. We think that is a mistake and we urge you not to do that. Thank you.

Lynn Savage: Good evening Madame Chair, members of the Board and Dr. Knight. My name is Lynn Savage and I'm retired from LCC. Tonight I am speaking as a representative of the swim pool committee. My purpose tonight is to ask that you approve the proposal that the physical fitness and wellness department at submitted to put in place a system for developing and encouraging community participation in the pool with a pool membership program. This is not a new proposal; it was first submitted to the administration for approval last fall. Given the many community requests for the use of the pool received by PFW over the past year, this program will produce reasonable participation and revenue in a relatively short period. The goal of this particular program is to serve an underserved community population, particularly in the downtown area where currently no other such facility exists. I urge you to give the necessary approval tonight so that the program can begin no later than July 1, 2011. Thank you for your considerations.

Christine Connor: Hi I'm Christine Connor, lead for fashion and interior design. I wanted to let you know since the last meeting a couple of us have been working on some ideas for the fashion program. We wanted you to look at those and know that we are working on it and that we are very interested in pursuing that move. Anything we can do to help we would be most happy to do.

Richard Mull: I'm Richard Mull. I'm retired and an adjunct faculty member. I am concerned about what I consider to be an unwise expenditure of college funds. We seem to have purchased at a minimum of 55 large rocks. I don't know if you have purchased rocks before, but rocks are expenses. These rocks vary from a quarter of a ton to half of ton. 55 rocks. Assuming we got a great deal on those rocks, 55 of them at \$1,000, that's \$55,000. This would really make an interesting comment from our MEA contribution. \$1,000 per rock represents 4 to 7% of the issue we have with our part-time and full-time faculty. It doesn't make any sense to me. Esthetics are glorious. Don't misunderstand me, you can look out the window and you can see the 13 rocks that exist outside this window. They are beautiful. But they won't keep people around. Thank you.

Chris Strugar-Frisch stated the rocks in the circle drive totaled \$2,400.

Cindy Storie: I'm Cindy Storie on behalf of the faculty. There are two different things I would like to address with the Board. One, I really want the Board to consider where that contingency money belongs and how we spend that. Where do we place our priorities? Is it people or things? I think that exemplifies one of the issues we have. Is it about rock or is it about our staffing? One of the issues that came up last week and

was brought to our attention, is back in 2008, 21 employees who were hired into their current position, were not correctly classified; and therefore, certain taxes and so forth were not paid accurately. Those employees are now being contacted and asked to pay back that money so this error can be corrected. While we understand there has to be a correction, we've had these errors in our system previously and believe the college should own up to the error and pay this on behalf of those employees. That is one place where we can show value in our employees on their behalf. The other thing I wanted to bring forward is attachment B, page 2 of the proposed budget. Under the operating budget account, we have full-time and part-time faculty. There is an adopted budget from 2011, then the adopted budget amendment #3 and the proposed budget for 2012. In totaling those numbers, I'm looking at the 2011 proposed budget at just over \$35 million. The actual, coming up to the end of our fiscal year, is \$36 million. The 2012 proposed budget coming forward is just under \$35 million. I have a concern, which I am going to raise to the Board's and their commitment to what I consider our primary mission, to deliver education and our faculty. Why do we see a substantial reduction of \$1 million of what we have moving forward? We don't have any proposed eliminations of full-time faculty positions. I know I have challenged the Board previously when we posted 17 full-time faculty positions to maintain our ratios. We are dangerously low when it comes to accreditation. I don't see us having a reduction in what we do for faculty in delivery of education. I have some concerns about what we are proposing and what we are actually doing here at the college. I am bringing forward a question not only what we have done in the past, but what are we going to do moving forward on this budget in delivering education. MAHE did bring forward what I believe is a very modest compensation proposal for your consideration. I wanted to make sure that was brought to your attention prior to voting on this budget. In that regards, I ask that the FY 2012 budget proposal be removed from the consent agenda so you are able to look at all of the areas that need to be done. Thank you

## **PRESIDENT'S REPORT**

### **Informational**

President Knight gave the following updates:

Financial Aid: Communication is on-going for the new Fall 2011 financial aid refund procedures. The changes place LCC on the same path as most other Michigan community colleges. Financial aid funding will be disbursed throughout the semester to better support student success, budgeting and program integrity. Eligible students will receive up to \$500 for books and supplies prior to classes beginning. Financial aid refunds will be made during the fourth week of the semester after all registration and class attendance has been verified.

Enrollment Update: Summer 2011 enrollment is down 937 students and 6,904 in billable hours as of June 10. This is a 10% drop in headcount and an 11.5% drop in billable

hours. Many community colleges throughout the state have been reporting enrollment decreases for summer. Fall 2011 admission applications are strong.

Military Friendly Designation: LCC will be included in a public press release this fall announcing our being named as a "Military Friendly School" for 2012. This compared LCC to colleges and universities using benchmarks on policies and efforts in support of military and veteran students. The results placed us in the top 20% of all colleges and universities. In July, we will be recognized with a "Military Friendly Schools" plaque and a formal press release announcing schools will follow in late September.

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

The following monthly financial statements were presented in the board packet:

1. Statement & Summary as of May 31, 2011 includes:
  - a. Operating and Capital Budgets
  - b. Operating Detail Budgets
  - c. Statement of Revenue, Expenses and Changes in Net Assets
  - d. Statement of Net Assets
  - 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, 2011
  - b. LCC Card Vendor Payments > \$10,000 for the month of May
  - c. Investment Accounts Market Value as of May 31, 2011

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. Fiscal Year 2012 Budget Proposal
2. Designation of FY2010-11 Contingency
3. Capital Project Budget
  - a) A&S and GB Renovations
  - b) TLC Mechanical Upgrades and Chiller Replacement
4. City of Lansing – Star Card Equipment Agreement
5. Course Fee Changes in Truck Driver Training Program
6. Pool Membership
7. Renaming Student Personnel Services Building to Mackinaw Building
8. Finance

- a) Invitation for Bids
  - (1) Campus-Wide Electrical Maintenance & Repair Services
  - (2) Campus-Wide Flooring Contractor Maintenance Services
  - (3) Campus-Wide General Trades Contractor Maintenance Services
  - (4) Campus-Wide Mechanical, Plumbing, HVAC Contractor Maintenance Services
  - (5) Campus-Wide Painting Contractor Maintenance Services
  - (6) Downtown Campus (DTC) – New Surface Parking Lot A
  - (7) Downtown Campus (DTC) – Washington Mall Concrete Replacement 2011
  - (8) Gannon Ramp – Schoolcraft Drive Improvements & Booth Replacement Installation
  - (9) Rubbish Removal & Recycling Services
  - (10) TLC Mechanical Upgrade Chiller Replacement 2011
  - (11) Fanuc Robotics Training Cells *\*(Addition to the agenda)*
- b) Request for Proposals
  - (1) Architectural & Engineering Consulting Services 2011
  - (2) Design Services for Maintenance & Replacement Projects 2011
  - (3) Integrated Project Delivery Arts & Science and Gannon Building Renovations *\*(Addition to the agenda)*
  - (4) Internet Service Provider *\*(Addition to the agenda)*
- c) Change Order Transmittals
  - (1) City of Lansing – Star Card Equipment Agreement
  - (2) Higher One Inc.
  - (3) McGraw Hill Co.
  - (4) NCS Pearson Inc.
  - (5) BKD, LLP *\*(Addition to the agenda)*
  - (6) Lansing Tile & Mosaic, Inc. *\*(Addition to the agenda)*
  - (7) Mika, Meyers, Beckett & Jones *\*(Addition to the agenda)*

The following items were removed from the consent agenda:

- Chair Canja asked that the Fiscal Year 2010 Budget Proposal be removed.
- Trustee Proctor asked that the Designation of FY2010-11 Contingency be removed.

- Trustee Woods asked that the bid for Campus-Wide General Trade Contractor Maintenance Services be removed.
- Trustee Canja asked that the RFP for Integrated Project Delivery Arts & Science and Gannon Building Renovations be removed.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister to approve the President's consent agenda removing the Fiscal Year 2012 Budget Proposal, Designation of the FY2010-11 Contingency, bid for Campus-Wide General Trades Contractor Maintenance Services and RFP for Integrated Project Delivery Arts & Science and Gannon Building Renovations.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Invitation for Bids - Campus-Wide General Trades Contractor Maintenance Services**

Trustee Woods asked what the steps are legally to ensure that as much money as possible stays within the LCC district.

Ms. Webb Sharpe stated that a proposal will go before the Audit Committee and then to the full Board.

IT WAS MOVED by Trustee Woods and supported by Trustee Smith that the bid for Campus-Wide General Trades Contractor Maintenance Services be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **RFP – Integrated Project Delivery Arts & Science and Gannon Building Renovations**

Trustee Canja asked if these were combined bids.

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the RFP for Integrated Projects Delivery Arts & Science and Gannon Building Renovations be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

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

### **Chairman's Report**

Chairperson Canja announced that Trustee Smith has been a member of ACCT Diversity Committee for the last two years. Prior to that, she served as an associate member of the Diversity Community. Trustee Smith is now running as an at-large member. Trustee Canja went on the record supporting Trustee Smith's candidacy and travel expenses involved in serving in this position.

Trustee Meyer asked if ACCT would be covering the cost of these expenses.

Trustee Smith stated that ACCT would reimburse some of the expenses.

Trustee Woods asked that that the Board gives Trustee Smith the flexibility to run as an at-large member or regional director.

IT WAS MOVED by Trustee Meyer and supported by Trustee Woods to support Robin Smith's candidacy and travel expenses related to serving as an at-large member or regional director of ACCT.

Roll call vote:

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

Nays: None

Absent: None

Trustee Smith abstained for voting.

The motion carried.

### **Committee Reports**

Trustee Meyer gave the following Audit Committee Update:

- The Audit Committee went through the Scope of Audit for 2012. The scope letter was approved and the other items approved were placed on the consent agenda.

Trustee Proctor gave the following Workforce Development Board Update:

- The Youth Build program, that LCC has been involved with, has ended due to the funding not being renewed.

## **Board Reorganization**

Trustee Canja stated that she has decided to step down as Board Chair. She stated it has been a pleasure and honor serving with her colleagues as the Board Chair. She further stated she will be assisting her mother in writing a book.

IT WAS MOVED by Trustee Canja and supported by Trustee Rasmusson to reorganize the Board appointing Trustee Meyer as Board Chair, Trustee Woods as Vice Chair, Trustee Smith as Secretary and Trustee Hollister as Treasurer.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Trustee Canja appointed Trustee Robert Proctor as Chair of the Audit Committee and Trustee Meyer and Woods as members.

IT WAS MOVED by Trustee Woods and supported by Trustee Meyer that a resolution be provided at the next meeting honoring Trustee Deborah Canja for her service as Board Chairperson for LCC.

## **Closed Session**

IT WAS MOVED by Trustee Proctor 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, Proctor, Rasmusson, Smith, Woods, Canja

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 7:08 p.m.

The Board returned to open session at 9:10 p.m.

Roll call:

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

Absent: None

### **Fiscal Year 2012 Budget Proposal**

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson the FY2012 Budget Proposal as presented in the packet be adopted.

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 Rasmusson to direct the President and senior leadership to engage in continuous efforts to look for additional efficiencies in the services provided by the college and in the methods used to deliver those services, including but not limited to any that were identified as possible savings during the budgetary process. This resolution includes Board authorization to proceed with implementation of all steps contemplated by the budget that we have adopted tonight and with such additional steps that the President considers necessary and appropriate to achieve additional efficiencies, including restructuring or elimination of positions subject to applicable collective bargaining agreements and bargaining obligations and to limitation contained in the policies previously adopted by the Board.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Designation of FY2010 -11 Contingency**

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the Designation of FY2010-11 Contingency be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## **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 9:27 p.m.