

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 26, 2011

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:07 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Hollister led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister that the minutes of the March 21, 2011 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Trustee Proctor asked that the Workforce Development Update be removed.

Limited Public Comment Regarding Agenda Items

Tom Walsh: Hi My name is Tom Walsh, I'm a part-time adjunct instructor with the Truck Driver Training Program. I'd like to thank the Board for the opportunity to talk to you this evening. On Saturday, April 23, there was a great editorial in the Lansing State Journal saying, "Training programs a perfect fit for LCC." I'd like to read some of the statements. "Officials say the Great Lake Center for Utility Training will help address Michigan's predicted shortfall of 1,200 to 1,500 line workers in the next three years." This program makes great since. I'd like to commend the Administration and the Board for development of the Great Lakes Center for Utility Training. I feel it is a great step in cementing the relationship between LCC and the community it serves, as well as the State of Michigan. This is a perfect example of what LCC should be about. I think it is a right step. For fear of beating a dead horse, there is another profession that is facing a shortfall. In the Michigan's Hot 50, it says for the next five years there is a need for 1,520 drivers per year in truck driving, heavy duty and tractor-trailers. This is probably a very conservative estimation considering that the transportation industry is facing its most critical shortage in its history. Right now, it's estimated that 400,000 drivers are needed nationwide. The industry is really concerned about where these drivers are going to come from. I'd like to think that over the last 40 years a lot of them have come from LCC. I hope there will be more. I'd like to draw your attention to an excerpt taken from the US Department of Labor, Bureau of Labor Statistics, Occupational Handbook, 2010-2011 Edition; under other qualifications for on line-installers and repairers, it states that in addition, line workers usually need commercial driver's licenses to operate company owned vehicles and a good driving record is important. I'd like to think that this would be an excellent opportunity for LCC to provide a total training program to the new Great Lakes Center for Utility Training. Thank you.

Cindy Storie: I'm Cindy Storie, President of the Faculty Association. I'm speaking on the course management system that is on the agenda tonight. We wanted to let you know that the faculty feels this process was very open and inclusive. We feel that moving forward with our technology to best support our course management system is something that we really needed for quite a long time. We have been limited with the current course management systems we have. We look forward to moving to a new course management system that we think will better serve our students and faculty members who have run into many technical difficulties in the past. We want to commend the purchasing department for the process that went forward in doing the bids and making sure it was very inclusive and open. Thank you.

Judge Tom Boyd: Thank you Madam Chair and members of the Board. I serve as the Chief Judge of the 55th District Court. We serve all of Ingham County except for the cities of East Lansing and Lansing that have their own courts. We spend a lot of time in the district court with young people between the ages of 17 – 25, who are trying to sort out their lives because they have transgressed the law along the way, with shoplifting,

and minor charges with alcohol. It is a good percentage of what we do, so you might imagine that our population and yours have quite a bit of overlap. We spend a lot of time working with your counseling staff who we really appreciate. We spend a lot of time recommending people start and continue their education and meet with counselors. We make it a condition of their probation that they have to meet with counselors on a regular basis. On behalf of my partner, Judge Donald Allen, we would like to thank you very much for all of the good work that you do. Today, I speak in particular about a program that services our overlapping constituency very well; that is the diploma completion program. The diploma completion program services young people who for whatever reason haven't finished high school with a diploma; but really have the where-with-all to finish high school with a diploma. As long as they meet the age and other requirements, you are able to do this accessing the foundation allowance. So you are getting state money to help them finish their diploma while jump-starting them into the community college curriculum. This program is so crucial for some of the young people who just have one missing piece. All I can tell you about the diploma completion program is that we wish it were larger. We don't want to have your budget problems or tackle the things you have to tackle, but as you review your programs and look at this unique program, that has a foundation allowance from the State of Michigan attached to it, that somehow you could see your way clear of giving this program extra room to grow. In large, the people that we see between the ages of 17 – 25 are going to be fine. They are not criminals or bad people. They just made mistakes and we need to help them get back on their feet. This program in particular is an excellent way to do that. Thank you very much for all of your good work.

MAHE Recommendations for Program Analysis

Cindy Storie stated MAHE requests that the Tier 1 Program Recommendations be removed from the consent agenda. She stated that it is their opinion that each of these programs are unique and need to be considered individually. Ms. Storie stated that MAHE supports the administration and faculty experts working collaboratively to enable the college to best serve our students and community and thus inline our programs and our curriculum with academic and industry standards.

MAHE provided the following response to the Tier 1 Program Analysis:

1. Architecture, Civil Technology, Geographic Information Systems, Residential Building
MAHE Supports
 - a. Merge selected courses and curricula into new Design and Construction Technologies; some courses and curricula will be discontinued
2. Electrical Technology
MAHE Supports

- a. Maintain current offerings and curricula
 - b. Align program within new Utility and Energy Systems
3. Manufacturing Engineering Technology
- MAHE Supports**
- a. Maintain current offerings and curricula
 - b. Align program within new Applied Manufacturing
4. Religion and Philosophy
- MAHE Supports**
- a. Merge these programs into existing Interdisciplinary Humanities program
5. Dental Hygiene and Diagnostic Medical Sonography
- MAHE Supports**
- a. Uncap billable hours on courses
 - b. Adjust course fees to more accurately reflect instructional costs
6. Office Systems
- MAHE Supports**
- a. Discontinue current courses and curricula
 - b. Business Program Curriculum Committee to create one Associate in Business degree in Office Management with courses from Business, Management and Computer Applications
7. Individual and Team Sports
- MAHE Opposes – see page 6 of MAHE’s PFW response**
- a. Move selected courses to Community Education

Ms. Storie stated that the courses that were listed and brought to their attention were:

- Ballroom Swing Dance I and II
- Latin Ballroom Dance I and II
- Beginning and Advanced Bowling
- Beginning and Intermediate Pool (Billiards)
- Bicycling/Camping/Touring
- Indoor Soccer

Ms. Storie stated the following on behalf of the PFW Department:

- These courses are college-level academic courses with learning outcomes.

- These courses transfer to other community colleges and 4-year universities.
- All of the courses listed above transfer to MSU. Traditionally these are freshman level courses and MSU does recommend that their students take eight physical fitness credits, 1 per semester for their four years of education.
- The courses may not fill if they do not carry academic credit.
- These courses promote physical fitness and wellness for increased student success, employee productivity, and community health.
- For these reasons, LCC MAHE does not support making changes with this and oppose these being moved to community education.

8. Student Development

MAHE Supports

- a. Curriculum Committee to refocus and realign selected Student Development courses.

Discussion followed.

PRESIDENT'S REPORT

Informational

President Knight gave the following updates:

- Announcement of Science Grant: The National Science Foundation has recommended that LCC be funded for its project, Integrated Careers and Educational Pathways in Building Science. The project proposes to create aligned curriculum and career pathways for students in grades 11 – 16 plus, within to subfields of building science; energy management and energy efficient construction. The grant award is expected to be \$727,000 for three years.
- Mandatory Orientation Goes into Effect for Summer Registration: Our next big student success initiative, mandatory orientation has gone live! Orientation is now mandatory for all new degree, certificate and transfers seeking students. Our campus studies show upwards of a 20% increase in student success and semester to semester persistence for those who participate.
- Financial Aid Changes for Fall 2011: New disbursement procedures go in to effect for the Fall 2011 semester placing LCC on the same path as all other Michigan community colleges. Financial aid funding will be disbursed throughout the semester to better support student success, budgeting and program integrity. Student loan funds will be disbursed in two disbursements for a one-semester loan and four disbursements for a two-semester loan. A detailed

student communication plan is underway and has started with direct messages to all 2011-2012 aid applicants.

- New Partnership with Michigan Rehabilitation Services: The Student Services Division is undertaking a new partnership with Michigan Rehabilitation Services (MRS) to connect eligible students with valuable employment resources. Beginning May 3 a rehabilitation counselor will schedule Tuesday office hours in the Career and Employment Services office in the Gannon Building.
- Great Lakes Center for Utility Training Groundbreaking: LCC and the Lansing Board of Water & Light formally broke ground on April 19 at West Campus for the Great Lakes Center for Utility Training. The center holds great promise of becoming a leader in the multi-state delivery of utility-related training while helping LCC students get a shot at the good-paying 21st century jobs.
- LCC Welcomes New Foundation Director: We are delighted to announce that Dan J. McKean will rejoin us as executive director of the LCC Foundation. Dan, a former member of the Foundation staff, was most recently affiliated with Michigan State University where he created the Development and Alumni Relations Office for Lyman Briggs College. He brings a unique skill set and a wealth of experience.
- Senator Carl Levin to Speak at Commencement: We're thrilled to announce that U.S. Senator Carl Levin has accepted our invitation to deliver LCC's commencement address on May 20. Levin is the chairman of the Senate Armed Services Committee which has made him a familiar face on Sunday morning TV news talk shows. Levin also chairs the Permanent Subcommittee on Investigations – the lead investigative arm of the Senate – and that committee has tackled such issues as Wall Street and the financial crisis, credit card practices, and escalating oil and natural gas prices.
- The Early College @ LCC Enrolls First Class: A public lottery process was recently conducted to select the schools from which 90 students will become the first class of The Early College at LCC this fall.
- LCC Attracts Nearly 1,000 Students to Transfer Fair: A total of 36 four-year colleges and nearly 1,000 LCC students took part in a four-day University Center & Transfer Initiatives Annual Transfer Fair in March.
- BWL Work Begins on Washington Mall: The Lansing Board of Water & Light has started work on a \$2 million project to replace the aging water line that runs across campus starting at Saginaw St. The campus steam line will also be replaced in the most extensive infrastructure upgrade project since LCC opened in 1957. The much needed replacement of underground lines has a targeted

completion of mid-September and will pose some inconveniences during construction, primarily to pedestrian traffic on the Washington Mall.

Informational – Monthly Financial Statements

Lisa Webb-Sharpe provided the following monthly financial statements:

1. Statement & Summary as of March 31, 2011 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 March 31, 2011
 - b. LCC Card Vendor Payments > \$10,000 for the month of March
 - c. Investment Accounts Market Value as of March 31, 2011
 - d. Cash Contributions for the quarter ended March 31, 2011
 - e. Board of Trustee Expenditures for the quarter ended March 31, 2011

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Third Addendum to Sublease between Lansing Community College and Capital Area Michigan Works!
 - a. Invitation for Bids
 - (1) Dart Electrical Switchgear Replacement Equipment Purchase 2011 in the amount of \$112,290.34. The recommendation was to award Graybar Electric Company, Inc.
 - b. Change Order Transmittal
 - (1) General Motors Corporations
2. Program Analysis Final Recommendations – Tier 1 Group
 - a. Architecture
 - b. Civil Technology
 - c. Geographic Information Systems
 - d. Residential Building Trades
 - e. Electrical Technology
 - f. Manufacturing Engineering Technology
 - g. Religion
 - h. Philosophy
 - i. Dental Hygiene

- j. Diagnostic Medical Sonography
- k. Office Systems
- l. Student Development

The following items were removed from the consent agenda for discussion:

- Chair Canja asked that the Sustainability Policy, Individual and Team Sports, under Program Analysis be removed from the consent agenda.
- Trustee Woods asked that Facilities Condition Assessment & Capital Assess Management Software request for proposal, the Course Management System request for proposal be removed from the consent agenda.

IT WAS MOVED by Trustee Hollister and supported by Trustee Rasmusson that the President's consent agenda, removing the Sustainability Policy, Facilities Condition Assessment & Capital Assess Management Software request for proposal, the Course Management System request for proposal and Individual and Team Sports under Program Analysis, be approved.

Roll call vote:

Ayes: Hollister, Rasmusson, Woods, Canja

Nays: Meyer, Proctor

Absent: Smith

The motion carried.

Action Items – Sustainability Policy

IT WAS MOVED by Trustee Proctor and supported by Trustee Woods that the Sustainability Policy as written be approved.

IT WAS MOVED by Trustee Canja and supported by Trustee Rasmusson to amend the Sustainability Policy title by putting the word environmental in front of the word sustainability.

Chair Canja asked that social equity and citizenship, and financial responsibility be defined.

Chair Canja stated that she wanted to add the word environmental to the title because without the word environmental the policy would be too broad.

Trustee Proctor stated that he does not think the word environmental is needed. Trustee Hollister stated that adding the word environmental to the policy title might limit the administration in putting the policy in place.

Chair Canja asked for a roll call vote on the motion to amend to the Sustainability Policy title by adding the word environmental.

Roll call vote:

Ayes: Canja, Rasmusson

Nays: Hollister, Meyer, Proctor, Woods

Absent: Smith

The motion failed.

Chair Canja asked for a roll call vote on the main motion to approve the Sustainability Policy as written.

Roll call vote:

Ayes: Hollister, Meyer, Proctor, Rasmusson, Woods

Nays: Canja

Absent: Smith

The motion carried.

Chair Canja stated that she supports the Sustainability Policy, but thinks that as written it is too broad.

Action Items – Request for Proposals

Facilities Condition Assessment & Capital Asset Management Software

IT WAS MOVED by Trustee Woods and supported by Trustee Rasmusson that the Facilities Condition Assessment & Capital Management Software RFP be approved.

Trustee Woods asked why all of the vendors that did response, do not appear on the evaluation that was provided.

Dr. Beard stated that some were incomplete and did not meet the criteria to be moved forward to the evaluation.

Trustee Woods asked that those that are incomplete or don't meet the criteria be noted.

Chair Canja asked for a roll call vote on the motion.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

Course Management System

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that the Course Management System RFP be approved.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

Action Items – Individual Team Sports

Trustee Canja stated that the courses being proposed are:

- Ballroom Swing Dance I and II
- Latin Ballroom Dance I and II
- Beginning and Advanced Bowling
- Beginning and Intermediate Pool (Billiards)
- Bicycling/Camping/Touring
- Indoor Soccer

Dr. Shanblatt stated that she has spoken with the program faculty about these particular courses and that this was a starting place. She stated there could be others that could join Community Education as well. She further stated this needs to be a collaborative decision with program faculty.

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that moving Ballroom Swing Dance I and II, Latin Ballroom Dance I and II, Beginning and Advanced Bowling, Beginning and Intermediate Pool (Billiards), Bicycling/Camping/Touring, and Indoor Soccer to Community Education be approved.

Jean Morcigilio stated that by moving these classes to Community Education they would be able to give them the kind of marketing and support they need.

Chair Canja asked for a roll call vote on the motion.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

Chairman, Committee and Board Member Reports

Chairman's Report – Annual Founders' Day Awards Brunch

Chairperson Canja made the following announcements:

- Trustee Woods received the A.T. Jones Medal of Freedom from the International Religious Liberty Association.
- Trustee Robin Smith received the Sojourner Truth award from the Greater Lansing Area Chapter of the National Association of Negro Business and Professional Women's Clubs, Inc.

Chairperson's Report – Information and Announcements

Chair Canja commended the staff for the efforts made in advertising and marketing for LCC's regional Science Olympiad.

Public Comment

Cindy Storie: Cindy Storie speaking on behalf of the faculty association. I am very disappointed that the Board did not see an alignment with us on the individual team and team sports. Of note, not only for this but also for any of the program realignments and changes MAHE is concerned about what happens with our faculty and our bargaining unit members. We will be working very closely with the Provost and our Deans and Chairs to make sure there will not be a negative impact to those faculty members that are teaching in those programs. Thank you.

Closed Session

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister that the Board go into closed session for the purpose of discussing a written legal opinion and collective bargaining.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

The Board entered into closed session at 7:54 p.m.

The Board returned to open session at 9:29 p.m.

Roll call:

Present: Proctor, Rasmusson, Woods, Canja

Absent: Hollister, Meyer, Smith

Trustees Hollister and Meyer arrived at 9:31 p.m.

Adjournment

IT WAS MOVED by Trustee Proctor 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 9.40 p.m.