

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 17, 2011

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:08 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Rasmusson led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson that the minutes of the September 19, 2011 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Hollister

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Chair Meyer added the Fraternal Order of Police Wage Reopener Agreement after Closed Session.
- Trustee Canja asked that the Capital Master Plan be removed from the consent agenda.
- Trustee Canja asked that the RFP for Campus Ecommerce System be removed from the consent agenda.

- Chair Meyer combined Public Comment with Limited Public Comment

Limited Public Comment Regarding Agenda Items

Cindy Storie: Good evening I'm Cindy Storie, President of the Faculty Association. I wanted to bring the Board up-to-date. We were at the table on Friday and I would like to report optimistically that a lot of work has been made over the last month by both teams. I believe we are on the right track and it should be possible to keep the fire burning so we can leave at Thanksgiving knowing we should have a contract ratified in place for the new semester. I think that is an understanding we have with both teams. We are ready to get this work done and move forward.

Paul Jurczak: Good evening my name Paul Jurczak. I'm a full-time faculty here at Lansing Community College for 15 years. I wanted to take a minute to talk about our students, since I deal with them maybe more that you guys do. I hope you know that a lot of our students are well prepared for college. I get at least one-third of my students every semester that know what they are doing, work hard, are well prepared, come to class, do their exams and they succeed. They honestly do. We have some excellent students at LCC. I routinely write letters of recommendations, to places like Michigan State University, the University of Michigan, and the University of California Berkley. I have even written to Sarah Lawrence in New York City. These are success stories, and I am proud of our students. I think you also know that we have students who are less well prepared. Some of our students really struggle in class. They don't come with a full set of student tools ready to be successful. Part of what I do as a teacher, is helping them to learn how to be a good student. We also have a set of students who are horribly prepared to go to college. They come with poorly developed study skills, reading habits, note-taking habits and really don't know what it means to be a student. I constantly struggle with these students to try to help them understand what it really means to be a student here at LCC. Some of them don't grasp the nature of being a student. It takes a lot of my effort and time to work with these less prepared students. I'm happy to do it and I love my job here at LCC. One of the things I have heard with the contract negotiations is the effort to raise seat limits and stick more students into the classrooms. If we stick more students into the classrooms, whether on-line or face-to-face, it won't matter to the good students. The really good students will succeed. They will graduate and get a good job. The least prepared students for college are the ones who are the most vulnerable. The bottom 10 to 15% are the ones who are going to be hurt if we raise seat limits. I'm hoping to make you aware that raising seat limits will hurt that least prepared group of students. I'm hoping you won't go there. Again, who is going to be hurt? The good students won't be hurt by this. It's going to be that least prepared group. The students, who are the most vulnerable are going to be hurt the most, if we put more students into the classroom. It is going to make it harder for them to succeed. Thank you very much.

Antonio Manning: Good evening my name is Antonio Manning. Chair Meyer, members of the Board, I've been up here time and time again supporting the college on different issues. Tonight I come because I'm frustrated. Our college administrators talk more to the media about what is going on with the college than they talk with the students. Many times we do complex studies that cost the college lots of money, when if you want to know what is going on with the students, you should just come and ask us. As a student leader on the campus, I'm here every day from 7:30 am to 10:00 pm. Every day from 7:00 am to 5:00 pm, I do student leadership stuff and attend class from 6:00 pm to 10:00 pm Monday thru Thursday. I don't see anyone from this administration walking around campus asking students how their day is going or how their classes are going. If there are TV cameras around, maybe we will see a few of you guys walking around, otherwise we don't see you walking around. Why is that? We are supposed to be a place where success begins and where dreams happen. We talked about diversity. However, in reality whom does success begin for? Where does success begin and where do you discriminate and draw the line. Who are you judgmental for and who are you judgmental against. I just want you to come out of these buildings and talk to students. From 9:00 am to 5:00 pm I understand that you guys have to run a college; I get that. There is only one person, I'm going to put him on the spot, and that is Evan Montague, the Dean of Student Services. He is the only one I see walking around talking to students and is actually concerned about how the students are doing. Board of Trustees members I understand that you guys have day jobs, but we would like to see you on campus and in the cafeteria too. Don't have your food catered in, come to the Kennedy Cafe. See the students in the cafeteria who have no one to talk to, who are alone and an outsiders. I talk to them every day. This professor made a good point. If you guys raise seat limits you are not going to hurt someone like me because I study every day; but it is the disadvantaged people who are getting out and trying to get their lives together that will be hurt. Unless you guys are really going to start changing the way we operate as a college, you might as well remove the slogan, "Where Success Begins" and "Serving the Needs of a Changing Community", because we're really not. Thank you very much.

Chair Meyer stated that every Tuesday and Thursday from 6:00 – 8:00 p.m., he is out at the West Campus taking an accounting course and the one thing he does is raise the average age of the people in the class. Thank you very much for your comments.

LW Morrow: Good evening, I wouldn't be here tonight if I hadn't seen the President walking around the perimeter last Wednesday. I shook his hand and he gave me a howdy. I'm still working on getting the million-dollar fee for the Fisher Body location. I have two documents from the Federal Office of Public Engagement who are in charge of this type of activity. I would like to leave these documents with you. In 1956, LCC was not here but the Detroit Lions were 5 and 0.

Chair Meyer read the following award from the Association of Community Colleges Trustees (ACCT):

The Association of Community Colleges Trustees recognizes Robin Smith services and leadership as Chair of the Diversity Committee 2011.

Trustee Canja stated that Trustee Robin Smith was elected to the Board of Directors of the Association of Community Colleges Trustees (ACCT).

Chair Meyer recognized Tom Donaldson, Regional Director for MI-SBTDC Capitol Region for being chosen by the MI-SBTDC network for being an exemplary performer, making a significant contribution to the statewide and regional MI-SBTDC programs, and for showing a strong commitment to small businesses in the Lansing area.

PRESIDENT'S REPORT

Informational

President Knight gave the following updates:

- LCC and CAMW! Receive \$4.4M IT Training Grant: We are very pleased to announce that Capital Area Michigan Works!, in partnership with LCC, is the recipient of a Department of Labor grant to grow and strengthen the Computer Science and Information Technology workforce in the tri-county area. The total 4-year award is \$4.4 million, with LCC slated to directly receive \$2.5 million. Another significant portion of the grant funds will fund paid internships for our students through local partner businesses.
- LCC TV: The Connections show hosts Tess King and Mark Stiles air on LCC TV and My18. They interview guests about LCC connections in the mid-Michigan community as well as upcoming LCC events and activities.
- Veterans Day Event on November 11: A Veterans Day Ceremony is scheduled for November 11, 11 am-12 noon, at the Veterans Memorial on the garden level of the Health and Human Services Building. The following veterans will be inducted this year.

Medal of Honor Recipients:

- Francis Flaherty, Ensign, U.S. Navy
- George Ranney, Assistant Surgeon, 2d Michigan Cavalry
- Sherrod Skinner, Jr., Second Lieutenant, U.S. Marine Corps

Distinguished Service:

- Eugene Bleil, Staff Sergeant, U.S. Army Air Corps
- Louis Stamatakos, Staff Sergeant, U.S. Army Air Corps

Richard Thelen of Lansing, a survivor of the U.S.S. Indianapolis will also be recognized. LCC will add a photo exhibit of the U.S.S. Indianapolis to the rotunda this year.

- HSDCI featured at Pathways to Graduation Conference: Voices for Michigan's Children and LCC are hosting a conference at West Campus on November 3 titled Pathways to Graduation: Engaging Michigan's Youth Through Innovation - A Conference on Eliminating Barriers to Post-Secondary Success. The High School Diploma Completion Initiative (HSDCI) will be one of the featured programs.
- LCC and Faith Partner hosted HBCU College Forum: LCC hosted its first Historically Black College and University (HBCU)/Faith-Based Initiative College Forum on September 29 at the Union Missionary Baptist Church. Sixteen HBCU's from across the nation and approximately 125 high school and LCC students participated in the event.

Informational – Annual Financial Report

Ms. Michelle Fowler of Rehmann Robson gave a brief overview of the Single Audit Report and the Comprehensive Annual Financial Report. She stated LCC received a clean opinion; there were no major findings and no material weaknesses for internal controls.

These reports are on file with the official Board meeting materials.

Discussion followed.

Informational – Annual Budget for Fiscal Year 2011 – 2012 as submitted to the Government Finance Officers (GFOA)

Presented for information only. There was no discussion.

Informational – Diversity and Inclusion Initiative

Elva Revilla presented the Diversity and Inclusion Initiative to the Board. She stated that a Task Force was appointed to recommend a plan designed to enhance diversity and inclusion on the LCC campus and to further enhance the understanding of differences in people by all members of the College community.

The program established the following seven College goals:

1. Recruit and enroll a growing number of culturally-diverse and first-generation students.

2. Increase the retention and graduation rates of multi-cultural and first-generation students.
3. Enhance the Diversity and Inclusion of faculty and staff.
4. Cultivate a culture and climate that promotes the value of Diversity and Inclusion.
5. Promote the understanding of international cultures and a greater understanding of our global society.
6. Develop a comprehensive regional diversity and inclusion professional development model.
7. Appoint a President's Advisory Council on Diversity and Inclusion (PACDI).

Ms. Revilla stated the Board will have to select a council and they would like to have the council in place by the end of the year.

Trustee Canja asked how the college integrated the International students as part of the taskforce.

Trustee Woods asked what the college is doing to make sure they are getting different learning methods throughout the courses. He stated this would fit under goal #3 and it would be helpful to have a measurement for recruiting.

Ms. Revilla stated this would be addressed when the college looks at classroom materials, curriculum, and working with faculty.

Trustee Smith stated that this is valuable information that other intuition across the country could use. She stated that the ACCT board could use LCC's model as an example of the best practices used at other colleges.

Trustee Canja stated she supported goal #2; but would like to include students with disabilities. She stated that she would encourage the college to include this group in the statement of goals and on the task force.

This report is on file with the official Board meeting materials.

Informational – Strategic Challenges Project

Jim Luke presented an economic presentation on the Strategic Challenges Project. This PowerPoint presentation is on file with the official Board meeting materials.

Discussion followed.

Informational – Revised Purchasing Policy

Trustee Proctor read “that in response to questions raised by members of the LCC Board of Trustees regarding the extent to which the college engages in efforts to maximize the participation of vendors within the community college district in submitting bids to provide goods and services and thereby increase the likelihood the college purchases contribute to the economic well being of the district, the staff has developed and proposes for the Board’s consideration a revision to the Purchasing Policy of an evaluation model for assessing the regional economic impact of bid proposals submitted by vendors in response to the colleges’ request for bids to provide goods and services”.

Lisa Webb Sharpe stated the Administration came back with ideas on how to redo the policies and talked with the Audit committee about the regional impact. She stated that the revised Purchasing Policy inserts criteria into the evaluation process for purchases that exceeds \$100,000. She further stated there are a number of factors that are reviewed that help demonstrate that LCC’s money stays in the college district. Ms. Webb Sharpe stated that the Administration is recommending setting aside a \$30,000 fund to account for the differential between the award using REI and the lowest responsible bid. She also stated the college couldn’t use regional economic impact on federal money.

The following revisions to the Purchasing Policy were recommended:

E. Evaluation Factors

1. The objective of the following evaluation factors is to recommend the proposal that represents the best value to the College in competitive purchases of \$100,000 or more.
2. The purchasing director will —
 - a. Establish an evaluation team, tailored for the particular purchase, that includes appropriate purchasing, risk management, technical, and other expertise to ensure a comprehensive evaluation of offers;
 - b. Approve the evaluation factors, if applicable, before solicitation release;
 - c. Ensure consistency among the solicitation requirements, notices to offerors, proposal preparation instructions, evaluation factors and sub factors, solicitation provisions or contract clauses, and data requirements;
 - d. Ensure that proposals are evaluated based solely on the factors and sub factors contained in the solicitation;
 - e. Consider the recommendations of additional committees (if any); and
 - f. Recommend the vendor or vendors whose proposal is the best value to the College.

3. Evaluation Factors and Significant Sub Factors

- a. The award decision is based on evaluation factors and significant sub factors that are tailored to the purchase.
- b. Evaluation factors and significant sub factors must—
 - (1) Represent the key areas of importance and emphasis to be considered in the vendor recommendation; and
 - (2) Support meaningful comparison between and among competing proposals.
- c. The evaluation factors and significant sub factors that apply to a purchase and their relative importance, are within the broad discretion of college officials, subject to the following requirements:
 - (1) Price or cost to the College will be evaluated in every purchase;
 - (2) The quality of the product or service will be addressed in every purchase through consideration of one or more non-cost evaluation factors such as past performance, compliance with solicitation requirements, technical excellence, management capability, personnel qualifications, and prior experience; and
 - i. Past performance need not be evaluated if the purchasing director documents the reason past performance is not an appropriate evaluation factor for the purchase.
 - (3) Regional economic impact will be evaluated in every purchase of \$100,000 or more, except where such purchase is made in whole or in part with federal funds (unless the evaluation of regional economic impact in making such purchase is specifically authorized by the federal laws and regulations applicable to such funds).
- d. All factors and significant sub factors that will affect contract award and their relative importance will be stated clearly in the solicitation. The general approach for evaluating past performance information will be described.
- e. The solicitation shall also state, at a minimum, whether all evaluation factors other than cost or price, when combined, are—
 - (1) Significantly more important than cost or price;
 - (2) Approximately equal to cost or price; or
 - (3) Significantly less important than cost or price.

Trustee Canja asked why it was necessary to set aside a \$30,000 fund to account for differential.

Trustee Proctor stated that this is just a recommendation and the Board could decide to forego this cap altogether. He stated overall that it is of greater benefit to implement this model to try to assess which vendor is going to create a greater economic impact in our area because of the purchases of goods and services by the college.

Trustee Woods stated that this is just a pilot to ascertain the impact and gives the college measurable data. He stated that the Board can decide to take out the money altogether between now and next month.

Discussion followed.

Informational – Monthly Financial Statements

Lisa Webb-Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of September 30, 2011 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Net Assets
 - d. Statement of Revenue, Expenses and Changes in 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 September 30, 2011
 - b. LCC Card Vendor Payments > \$10,000 for September 2011
3. Fifth Third Bank Investment Accounts Schedule as of September 30, 2011
4. Cash Contribution Report for the quarter ended September 30, 2011
5. Report on Board of Trustees expenditures for the quarter ended September 30, 2011

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. 2011 Campus Master Plan and FY 2013 Capital Outlay Project Request
2. Alcohol Permit Request
3. Finance
 - a. Request for Proposal
 - (1) Campus Ecommerce System in the aggregate contract amount of \$186,300. The recommendation was to award the RFP to TouchNet Information Systems.

IT WAS MOVED by Trustee Smith and supported by Trustee Woods that the President's consent agenda items, removing the Campus Master Plan and the RFP for Campus Ecommerce System, be approved.

Roll call vote:

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

Nays: None

Absent: Hollister

The motion carried.

Action Item – Campus Ecommerce System

IT WAS MOVED by Trustee Canja and supported by Trustee Proctor that the RFP for the Campus Ecommerce System be approved.

Roll call vote:

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

Nays: None

Absent: Hollister

The motion carried.

Action Item – Campus Master Plan

Lisa Webb Sharpe recommended that the Board approve the Campus Master Plan and the Board can go back and amend the plan if needed.

Trustee Canja stated that she was unable to access the document and did not have time to read the material to make an informative decision.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Woods that the Campus Master Plan be approved.

Roll call vote:

Ayes: Proctor, Rasmusson, Smith, Woods, Meyer

Nays: Canja

Absent: Hollister

The motion carried.

(Trustee Canja voted no due to not having time to read the materials)

Chairman, Committee and Board Member Reports

Chair Meyer decided to wait until the next Board meeting to report out on Committee Reports.

Closed Session

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

Roll call vote:

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

Nays: None

Absent: Hollister

The motion carried.

The Board entered into closed session at 7:35 p.m.

The Board returned to open session at 8:22 p.m.

Roll call:

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

Absent: Hollister

Resolution Authorizing Offer to Purchase Real Property (Oliver Tower)

IT WAS MOVED by Trustee Woods and supported by Trustee Rasmusson that the resolution authorizing the offer to purchase Oliver Tower be approved.

WHEREAS, Lansing Community College has had a long-standing interest in acquiring the publicly owned premises located in Lansing and known as Oliver Tower, 310 Seymour Street, and Parking Lot #2 (together "the Properties"), both of which are adjacent to Lansing Community College's main campus; and

WHEREAS, such interest has often been communicated to officials of the City of Lansing; and

WHEREAS, ownership of the Properties by Lansing Community College is necessary to support the long-term viability of Lansing Community College for the benefit of its students and the changing needs of our community; and

WHEREAS, if Lansing Community College is able to acquire the Properties, it plans to promptly move forward with either reconstructing and repurposing the Oliver Tower building for College purposes or with demolishing said building, so that currently existing blighted conditions are eliminated; and

WHEREAS, the Mayor of the City of Lansing has announced an interest in disposing of the Properties in order to serve the educational interests of the Lansing Community, its citizens and taxpayers; and

WHEREAS, the Mayor of the City of Lansing has announced an interest in promptly eliminating currently existing blighted conditions on the Properties; and

WHEREAS, the Mayor of the City of Lansing has announced an interest in disposing of the Properties in accordance with all applicable legal procedures;

NOW THEREFORE, BE IT RESOLVED, that President Knight (or his designee) is authorized and directed to execute the Buy and Sell Agreement considered by the Board tonight offering to purchase the Properties (Oliver Tower, 310 Seymour Street, and Parking Lot #2) for the assembled appraised value of \$2,520,000.00, on the standard terms and conditions outlined in the Agreement; and

BE IT FURTHER RESOLVED, that President Knight and the administration are authorized and directed to negotiate such further terms and conditions for such purchase of the Properties as may reasonably be sought by the City of Lansing, subject to final review and approval by this Board; and

BE IT FURTHER RESOLVED, that if the City of Lansing determines to dispose of the Properties by a Public Bid or Request for Proposal process or any method other than negotiated sale, President Knight and the administration are authorized and directed to work toward purchase of those properties at a fair price and subject to reasonable conditions (subject to final approval by this Board) through participation in any such fair and open public process selected for sale or transfer of the properties or any part of them by the City of Lansing, the Lansing Housing Commission, and/or the United States Department of Housing and Urban Development; and

BE IT FURTHER RESOLVED, that if the City of Lansing determines to dispose of the Properties by any other method, such as but not limited to a government-to-government transfer, President Knight and the administration are authorized and directed to work toward acquisition of the properties through such method at fair consideration and subject to reasonable conditions (subject to final approval by this Board).

Roll call vote:

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

Nays: None

Absent: Hollister

The motion carried.

FOP Wage Reopener Agreement

IT WAS MOVED by Trustee Smith and supported by Trustee Canja that the FOP Wage Reopener Agreement be approved.

Roll call vote:

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

Nays: None

Absent: Hollister

The motion carried.

Annual Financial Audit Report

IT WAS MOVED by Trustee Proctor and supported by Trustee Woods that the Annual Financial Audit Report be accepted.

Roll call vote:

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

Nays: None

Absent: Hollister

The motion carried.

Public Comment

There was no public comment.

Adjournment

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

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

Nays: None

Absent: Hollister

The motion carried.

The meeting adjourned at 8:46 p.m.