

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 19, 2011

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:06 p.m.

## **Roll Call**

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

## **Pledge of Allegiance**

Trustee Woods led the Pledge of Allegiance.

## **Resolution Presentations**

The following resolution was presented to Trustee Deb Canja:

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, the Board of Trustees of Lansing Community College, with grateful appreciation, does hereby acknowledge, commend, and honor the distinguished service to the College by Deborah K. Canja in her capacity as Board Chair from June 2009 to June 2011, and

WHEREAS, she was first elected to the Board of Trustees in November 2007 and re-elected in November 2009, bringing with her significant experience in public service, as a public interest attorney with the Michigan Citizens Lobby, as Michigan Assistant Attorney General, and as Deputy General Counsel in the Michigan Office of Financial and Insurance Regulation, a position she holds today, and

WHEREAS, Trustee Canja was co-founder and serves as CEO of Bridges4Kids, a non-profit organization providing help and information to parents and teachers in K-12 education, and

WHEREAS, she also served her community as president of her neighborhood association, as Science Olympiad Coach of a middle school, as a facilitator for Parent to

Parent – a drug abuse prevention program, and as the founder of afternoon enrichment programs in elementary education, and

WHEREAS, Lansing Community College has been the beneficiary of her experience, her passion for education, and her commitment to improving the lives of citizens throughout our community, and

WHEREAS, she presided over the Board of Trustees at a critical time in the College's history, when enrollment grew substantially and the economic recession caused tremendous challenges for the State, for the College district, and for the institution itself, and

WHEREAS, Trustee Canja has led the College through this difficult period by serving as a student advocate, and focusing on affordability, excellence in job training, the expansion of science, technology, engineering and math educational opportunities, and fostering partnerships with numerous community organizations, most notably local K-12 public school districts, and

WHEREAS, she exercised exemplary leadership and vision in guiding Lansing Community College towards greater distinction not only within the College's service area but throughout the nation, and

WHEREAS, her tenure as Chair was characterized by tireless dedication, vigorous advocacy, exceptional creativity, and a deep love for the College she serves.

NOW, THEREFORE, BE IT RESOLVED that the Trustees of Lansing Community College do hereby convey their deep respect and profound gratitude to Deborah K. Canja for outstanding service as Chair and for her commitment as she continues to serve as a member the Board of Trustees.

AND BE IT THUS RECORDED THIS 19th day of September 2011.

## **Approval of Minutes**

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the minutes of the June 20, 2011 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

IT WAS MOVED by Trustee Smith and supported by Trustee Canja that the minutes of the August 8, 2011 Special Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the minutes of the August 29, 2011 Special Board of Trustees meeting be adopted.

*(\*Correction made on page 2.)*

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the minutes of the September 7, 2011 Special Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

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

The following addition was made to the agenda:

- Trustee Smith asked to give a Board Report on ACCT.

## **Limited Public Comment Regarding Agenda Items/Public Comment**

Cindy Storie: I'm Cindy Storie speaking on behalf of MAHE. As the lead spokesperson for the negotiation team, we have been at the table for 16 months. We would like to see an end date, and would appreciate the Board directing the College's Administration to work towards that goal. We have been working very hard and had an agreement at the table. I think the Board members understand there are parts of the contract and language that we have all been working on. There are things that we could move

much faster on and there are things we believe have slowed down to a point of not moving at the pace it should. One of the concerns we have is with the compensation. We have only gotten half of a proposal and that was about a month ago. We gave some data to the college related to the other half of the proposal that we would like to see the college work in the next month. We won't be meeting again in negotiations until October 14. We believe that not seeing anything in the last three weeks in that regard is troublesome. Without moving forward in that area, it makes it very difficult for us to wrap up other areas of the contract. We believe we can come together and schedule some concentrated dates. We are willing to work an entire weekend or some nights to make this happen. The key here is we need to light the fire and bring this to a close. Going on a year without a contract is not helping anyone. Our focus needs to go back on our students, the work we do in the classroom and the services we provide. We'd appreciate direction from the Board to help us get this done. Thank you.

L.W. Morrow: Good evening, my name is L.W. Morrow. If you watched the President's speech he said pass this bill 17 times. I'm not that bold to say fill this bag. At any rate, I am still working on the fuel cell program. It has taken a different turn. I still may say, fill this bag. What we want to do now is get three stations; one in Detroit, one in Lansing and one in Grand Rapids. The amount is still the same \$25 million. I recently chatted with the President and briefly discussed the acquisition of Fisher Body, which is 77 acres. That would be a place for a big swimming pool. Nevertheless, we are still working on this and would like to bring it to fruition and I'd appreciate your writing on this. You have been very conscientious, as I have mentioned in the past. It is a challenging program because it is not getting the attention it has in the past, the electric vehicle, etc. The potential is different here in Michigan and in Lansing. Again, I am not going to say fill this bag, but I'm definitely working on it. Thank you.

Ed Bryant: Good evening members of the Board. My name is Ed Bryant. I'm the Vice President of the Faculty Association and teach chemistry. The numbers we are wearing around here, are the numbers that represent the students we have served since our contract expired as of June last year. We are here to urge you to encourage the negotiation teams to wrap things up. This has gone on way longer than we'd hoped it would. It has gone on longer than it should have. Please urge your team to wrap these negotiations up so we can get back to doing what we do best; serving and supporting the educational needs of our students. We don't need these distractions. Please urge your team to wrap this up. Thank you.

Queen Darlene: My name is Queen Darlene Rose. The reason I'm here tonight is to speak on financial aid. I know a decision was made to give the money to students later on, but I don't think you have any idea what is going on out here. I'm on disability and don't want anyone to feel sorry for me because I'm glad to be up walking doing what I can do now; however, to do that to the students. The students are very, very poor down here. I don't understand your reasoning. Maybe if you'd explain it, I could understand it better and could tell others. The teachers get paid to come here and

teach the students and the government is giving money for the students to come here. You need that money to go to school. There is no way you can come here without the money. I know some people have made it, but many people have not made it to a regular class. You might see them on Tuesday, but you won't see them on Thursday because they don't have any money to get here. This is some serious stuff. I know you have your reasons for doing what you're doing, but you need to think about the poor people and their conditions. Another thing I'd like to say before I leave is this school is very prejudice. I've been down here for a year now and all the jobs..... I went to the Athletics Department today to work out. A woman came out of there and I'm sitting on the bench. She looks dead at me and walks straight by giving me that look. A few moments later, she comes inside and sits behind the desk. You need to check with the people that are running these offices. I don't see enough. I am not prejudice at all, but we are all here and it is a new world. They tell us it's diverse; whatever, it's not equal out here. They are digging holes out there. Every time I see someone digging a hole, where are we? Where are we? What is really going on? They have no contract and can't work around here. You see a couple guys working around here. I think it's horrible. That's why I'm here to say something, so I can go to sleep. I do want to go home and rest tonight. I found out you were having a meeting and came. I love coming to school here. Another thing is there's no history of mine here. I know you have African American history. I understand that. Where are we? I came here to find out why my people are down so low after voting all of this time. Maybe some of you very important prestigious people at the college can give me some answers. That is what I want to say. You really need to do something with rehiring. Just walk through the buildings and check out the people working in there. There is a lot of stuff going on you need to be looking at if you are going to make this be successful and work. I wanted to be on the African American program to speak on some of the issues we have today, but they wouldn't let me be on the program. I told the President that night when I saw him outside the door. People are picking and choosing, and doing things they want to do. This is everybody's school. That is all I'm going to say, but wish somebody could answer my questions about financial aid. I feel strongly about this. If the student is not going to get anything for four weeks, then the teachers shouldn't get anything either, because it takes both to make this work.

## **PRESIDENT'S REPORT**

### **Informational**

President Knight gave the following updates:

- Enrollment Update: Fall enrollment is at 20,394 students, down 5% from the same time last year. Community colleges across the state have experienced an average 4% decline in headcount.
- Financial Aid: This is the first semester of the new financial aid disbursement policy whereby funds are disbursed throughout the semester. Prior to semester

start, students were provided with an advance for textbook purchases. The enrollment verification process is underway and the next part of the disbursement process will begin September 20. We have been hearing positive reports across the campus on strong student attendance and participation. The new process will better support student success, budgeting, and program integrity.

- New Student Orientation: More than 5,000 new students participated in orientation during the fall enrollment cycle, with over 1,000 completing the process online. Mandatory orientation for new students was introduced to help bolster student success. The orientation team did a tremendous job in placing a friendly face on LCC for students beginning the college experience. Advising was a central component of the sessions moving students to focus on the necessary course decisions to support their goals.
- Strategic Project Update: We launched the Strategic Challenges Project at Fall Kickoff. This project, which is one of our official AQIP projects, will gather input, insights, research and analysis from our communities, the Board, staff, faculty, and external and internal data with the objective of developing a common understanding of the strategic challenges facing LCC. Particular effort is being made to listen to the needs of our communities and constituencies. Our intent is to understand the demands of the rapidly changing environment for higher education. This includes economic, social, community, cultural, technological, competitive and regulatory changes that shape and impact the ability of LCC to fulfill its mission. The completion of this project in mid-spring term 2012 will form the foundation for the mission review and strategic planning efforts required by the new accreditation criteria of the Higher Learning Commission and by the new rules of the Federal Government. The project is being led by the President, Provost and Senior Vice President of Finance, Administration & Advancement with day-to-day project management and leadership being provided by Jim Luke, an LCC Professor of Economics with extensive experience in strategic planning and industry/community analysis.
- The Early College Welcomes its First Class: Ninety students are attending The Early College at LCC. Parents and students attended an orientation the week of August 22. So far, students appear to be enjoying the experience. Two students' college placement scores were high enough for them to enroll in LCC classes.
- Planning and Design Underway for A&S and Gannon Renovation: Over the summer, architects and engineers conducted data gathering surveys of students, faculty, and staff to understand how these spaces are meeting teaching and learning needs. Forums were conducted with user groups for each building as part of the programming design process. The programming phase will continue

over the next couple of months with the required planning document and schematic design document set for submission to the Michigan Department of Technology, Management, and Budget by the November 4 deadline. This submittal is critical for LCC to be included in the FY2013 construction authorization as part of the State's budget process for capital outlay projects. The A&S renovations are currently planned to begin in fall 2012.

Trustee Canja stated that the Strategic Plan is a Board initiative and asked if there are plans to have the Board involved in the process.

Dr. Shanblatt stated the Board will be provided with an update in October and as events unfold, the Board will be invited to attend events on campus. She stated they are still in the planning stages and thinks it would be appropriate for Professor Luke and others to have conversations with Board members about how they would like to be engaged in the process.

### **Informational – Planning and Design Update Presentation for A&S and GB Renovation Project – A/E and CM Team**

Chris Strugar-Fritsch presented a power point presentation that is on file with the official Board meeting materials.

Trustee Canja stated that she has not been involved in the visioning process for either building and would appreciate being involved in this process. She stated that if the Board is not involved in the process, she doesn't know how they could come up with directions on budgeting without being involved up front.

Dr. Knight stated that the board would have to participate in the choices and the amount of money to be spent.

Trustee Smith stated that Dr. Knight does have expertise in this area and she would like to hear from him, as well as the community, as to what the face of LCC is going to look like.

Dr. Knight stated he's had several conversations with Board members individually about choices on the cafeteria. He stated the amount of money spent out of the treasury is a main concern for him. Dr. Knight further stated the decision as to how much the college would spend and obligate the college over the next 20 years is an important one.

### **Informational – LCC International Student and Global Learning Update**

Dr. Evan Montague gave a presentation that is on file with the official board meeting materials.

Trustee Hollister stated MSU is having an International Night in October and it would make sense if LCC could join as a college. He stated this event tries to pull community resources together to help support international students and is being held on October 2 from 3 – 5pm at the Hannah Center.

### **Informational – Monthly Financial Statement Year End Closed FY11**

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of June 30, 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 June 30, 2011
  - b. LCC Card Vendor Payments > \$10,000 for the month of June
  - c. Investment Accounts Market Value as of June 30, 2011
  - d. Cash Contributions for the quarter ended June 30, 2011
  - e. Board of Trustee Expenditures for the quarter ended June, 30 2011

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. Capital Project Budget – Parking Lot A
2. LCC to Lease 300 Spaces in the Accident Fund Parking Ramp
3. Lease Agreement Between LCC and Plumbers & Pipefitters Local 333, Apprenticeship Training Program
4. Finance
  - a. Invitation for Bids
    - (1) Campus-Wide Multipurpose Paper
    - (2) Early Learning Children’s Community – Heating Unit Conversion Steam Natural Gas and Basement Renovations
    - (3) Gannon Building – Energy Recovery Units Repair 11/12
  - b. No Bid Justifications
    - (1) Apple Computers

- (2) Otis Elevator
- c. Change Order Transmittals
  - (1) Concur Technologies
  - (2) Stiles Lawn, Landscape & Snow Removal

Trustee Canja asked that the bid for Early Learning Children’s Community – Heating Unit Conversion Steam Natural Gas and Basement Renovations be removed from the consent agenda.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the President’s consent agenda items, removing the bid for Early Learning Children’s Community – Heating Unit Conversion Steam Natural Gas and Basement Renovations, be approved.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

### **Action Item – Early Learning Children’s Community – Heating Unit Conversion Steam Natural Gas and Basement Renovation**

Trustee Canja stated the college had design fees of approximately \$85,000 that were preliminary to the actual build-out fees that would follow. She stated she had questioned this before when it came up and questions now the building of a kitchen in the basement of the childcare center. Trustee Canja further stated the college ended the culinary program and could have done a minor upgrade to the kitchen which served the 1,600 culinary students involved in the program. She stated the college didn’t do that, but instead is talking about building a kitchen in the basement of a childcare center that would serve about 80 kids. She said this is her question and concern.

Dr. Knight stated the kitchen in the childcare building is not adequate and the college tried to control its cost on the project and thought the original design would work. He stated the staff struggle with their food preparation and since the basement has unused space, it seems like a logical thing to do to eliminate the problem.

Chris Strugar-Fritsch stated that the project includes more than just the fit-out of the kitchen. He stated it would allow the college to finish the entire lower level of the basement and give them the ability to have an indoor activity or play area. He further stated that now on rainy days, the kids have to play in the classrooms or in the hallways. Mr. Strugar-Fritsch stated they are currently contracting with Aramark to

provide food service. He further stated there would be a cost savings of approximately \$13,000 annually to have the food prepared in the facility on-site by staff. He stated not only would the college save money but also eliminating the transportation of food across campus would improve the quality of the food.

Trustee Smith stated that finishing the basement was a part of the original plan and the college is just rolling out the plan for the utilization of that space.

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the Early Learning Children's Community – Heating Unit Conversion Steam Natural Gas and Basement Renovations be approved.

Roll call vote:

Ayes: Canja, Hollister, Smith, Woods, Meyer

Nays: None

Absent: Rasmusson

Trustee Proctor abstained from voting.

The motion carried.

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

### **Chairman's Report**

Chairman Meyer gave the following reports:

- He asked that the Conflict of Interest forms be turned in by the end of the meeting to the Administrative Assistant.
- He re-appointed Trustee Woods and Smith as ACCT voting delegates.

### **Committee Reports – Audit Committee**

Trustee Proctor gave the following Audit Committee Update:

He read the following Issues, Recommendations and Management Responses from the Athletic Audit:

1. Establishing Policies and Procedures for the Athletic department (Moderate)
2. Establishing a Control Process for Ticket Receipts (Moderate)
3. Ensuring Athletic Related Purchases are Approved by the Appropriate Supervisor (Moderate)

4. Establishing Policies and Procedures to Better Monitor the activity of College Clubs (Moderate)
5. Establishing Policies and Procedures related to the Lansing Area Volleyball Association (LAVA) Program (Moderate/High)
6. Establishing Policies and Procedures Within the Lansing Community College (LCC Foundation) for Funds Related to the Athletic Department (Moderate)
7. Establishing Policies and Procedures related to the Lansing Area Hall of Fame (Moderate/Low)
8. Ensuring Ref Pay is Being Used Properly and Duties are Segregated (Moderate)
9. Ensuring the use of Temporary Employment Agencies Adheres to the College's Policies and Procedures (Moderate)
10. Establishing Policies and Procedures Related to the Disclosure of, and the use of, Other Qualified Tax Exempt Charities or Other Independent Entities by College Employees (Moderate)
11. Ensuring that all College Athletic and Athletic Club Bank Account are Identified Controlled and Reconciled (Moderate/High)

Trustee Proctor stated Dr. Beckie Beard gave a presentation on the Regional Economic Impact on the RFP process and it would be presented to the full board once completed.

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

Trustee Proctor gave the following Workforce Development Board update:

- He attended the Michigan Works Agency Conference. The Workforce Investment Act has not been reauthorized and will affect the ability to provide Workforce Development Training.

### **Board Member Reports**

Trustee Smith gave the following update on the ACCT Summer Board Retreat:

- She spoke briefly on the Summit on Completion and passed out documents. The second phase of the summit will take place at the October ACCT Leadership Congress.

### **Closed Session**

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the Board go into closed session for the purpose of discussing a written legal opinion, collective bargaining and the purchase, sale or lease of real property.

Roll call vote:

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

Nays: None  
Absent: Rasmusson

The motion carried.

The Board entered into closed session at 7:34 p.m.

The Board returned to open session at 8:45 p.m.

Roll call:

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

Absent: Rasmusson

## Public Comment

L.W. Morrow: L.W. Morrow, I usually don't stay this late, but I just want to reiterate that the program is a super priority and a quick okay. So you can tell I've been listening to General Motors. Nevertheless, we would like to get this done. You are a great group and it can be done. The products are already in the public domain. I met the good Governor a month ago coming out of a restaurant downtown. He has a MBA and Juris Doctorate. With him on the team, we are looking at the acquisition and the industrialization of Fisher Body, because when better cars are built, Toyota will build them. Thank you.

## Adjournment

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

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

Nays: None

Absent: Rasmusson

The motion carried.

The meeting adjourned at 8:47 p.m.