

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
February 27, 2012

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:09 p.m.

## **Roll Call**

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

Trustee Proctor arrived at 6:28 p.m.  
Trustee Smith left at 9:10 p.m.

## **Pledge of Allegiance**

Trustee Smith led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the minutes of the January 23, 2012 Regular Board of Trustees meeting as amended be adopted.

Amendment on Page 9: IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the Board go into closed session for the purpose of discussing a collective bargaining.

Roll call vote:

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

The motion carried.

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

There were no additions or deletions made to the agenda.

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

Mike McKay: My name is Mike McKay and I am a student at Lansing Community College. My agenda today is to drive three items home. One is the importance of the energy retrofit business, how quickly it is going to grow, and how quickly it is growing currently. Second is an internship program setup for the students in the Alternative Energy Program. The third would be the importance of certification. What are you spending on energy today; \$3,000 a year? Energy costs have been rising at an average of 12% per year. That means in 6½ years that \$3,000 becomes \$6,000. Retrofitting residential and commercial buildings to be more efficient becomes increasingly important. There is a call for help. There are 1.7 million residential homes in Michigan today and 95% need help. Ninety-five percent of all buildings, whether residential or commercial, are leaky, poorly insulated, have inadequate ventilation issues, need mechanical upgrades, etc. A call for help. This call for help opens the door for a new and exciting industry. This new industry is already in desperate need of properly trained individuals. Credible companies like Dr. Energy Saver require BPI certification for its employees. I encourage LCC to continue its efforts to be able to offer certification in this area. Well-trained certified professionals, not only build credibility, but also ensure proper retrofits are implemented. Results should be a number one priority. Dr. Energy Saver is gearing up to tackle this industry head-on. We employ BPI certified professionals and hire almost exclusively from LCC's Alternative Energy Program. In fact, nine out of the last eleven people hired are from the program, including myself. We stay current on industry leading solutions and products, and work with local utility companies to offer very attractive rebates to help offset initial costs of retrofits. Dr. Energy Saver and others are making homes safer, more efficient and more comfortable all over the State. I want to stress the importance of implementing an internship program. There are a number of different avenues for a student in the Alternative Energy Program. Internships will allow them to get some hands-on training and allow students to get an understanding of what direction they wish the program to take them. As a student, I knew I wanted to get into this industry, but had no idea what kinds of jobs were available or where to find them. I know we would like to see a success story for every student at LCC. Dr. Energy Saver is willing to help and an internship program is another step to making that possible. I'd like to thank you for the opportunity to be heard today. On behalf of Dr. Energy Saver and myself, I'm prepared to offer free energy audits to Board members. This will give you the chance to see your students education at work and allow you to figure out ways to make your house safer, more comfortable and more efficient. Thank you.

## **PRESIDENT'S REPORT**

### **Informational**

President Knight gave the following updates:

February is Black History Month: Dr. Knight stated that LCC has more than 16 events during our appreciation of black history and from time to time he has the opportunity to teach and tonight he would like to mention one moment in history that he thinks all Americans should understand. Dr. Knight suggested that everyone visit Google and inquire about the marches in Selma, Alabama in the mid 1960's. The photographs of the march across the Edmund Pettus Bridge on March 7, 1965 are a lasting tribute to those who did all that they might to advance the cause of civil rights. These marches were about equality and voting rights. The brutality of police in Selma was especially tragic. He stated that the history of Selma was important and meaningful to him and would encourage everyone to reflect upon a moment in Black History that is meaningful to them.

Census Bureau: Dr. Knight shared that in the New York Times, the Census Bureau reported that 30% of all US adults have a college degree.

The Small Business and Technology Development Center (SBTDC), under the leadership of Director Tom Donaldson, served 2,014 customers in the past year, with 38 new business starts and total capital formation of over \$16.4 million. The SBTDC has been selected to work with the Michigan Economic Development Corporation and the Lansing Chamber of Commerce on the State Trade and Export Promotion (STEP) Program. Tom has joined LEAP's Regional Economic Development Partners Committee.

The Business and Community Institute (BCI), Directed by Bo Garcia, completed a joint training venture with the Capital Area Manufacturing Council for Next Energy (wind and solar) companies in the Greater Lansing area. They also completed their first session of SQL training with Farm Bureau of Michigan's IT Division. BCI is currently training a group of faculty members from Western Michigan University, Kalamazoo Valley Community College, and Lake Michigan College in preparation for the new CHITA (Center for HIT Advancement) being offered at Western.

Region 11 Science Olympiad: The Science Department hosted the Region 11 Science Olympiad competition on February 25. Ten high schools and nine middle schools from the Clinton/Eaton/Ingham region participated.

LCC-MSU Humphrey Partnership Luncheon: The College hosted an LCC-MSU Humphrey Partnership Luncheon on February 2. Over 25 guests attended including 11 Humphrey Fellows.

### **Informational – Welding Presentation**

To demonstrate the state-of-the-art welding technology LCC offers, the Trustees had the opportunity to watch a robotic arm welder run through a pre-program routine.

Scott Strong of Fanuc Robotics, Rochester Hills, gave a presentation and demonstration on the VRTEX 360, virtual reality instructional simulator used in LCC's welding program. Trustee Canja participated in a welding demonstration on the instructional simulator.

Discussion followed.

Trustee Canja asked if the Trustees could get a preview of upcoming events.

### **Informational – Course Fee Changes**

Trustee Canja asked why the courses with substantial increases didn't have a two year phase-in. She asked if a phase-in could be considered for these courses.

Trustee Smith asked why a phase-in was considered for health careers and not for others course with substantial increases.

Dr. Shanblatt stated that this was a result of last spring's program analysis work, when the Board recommended that the Administration make those changes in the Health Career areas.

Trustee Canja stated the reason the Board recommended those changes was to have consistent application of a policy across the board. She stated that even though the Board reviews programs every two years, she is still concerned about the impact on the programs. She further stated that since LCC still subsidize some courses, there would seem to be a rational for subsidizing others. Trustee Canja stated that she feels student enrollment in a particular course, is impacted by the burden of cost LCC places on the student. She questioned if LCC should spread that burden out so that it doesn't negatively impact students.

Chair Meyer stated the question would be "does this become a barrier to entry and a barrier that causes a decline in enrollment?"

Trustee Canja stated a course that begins to rise substantially in a given area should be phased-in over a period. She stated that LCC doesn't want to setup barriers to enrollment.

Trustee Woods stated he thinks it is a good suggestion.

Dr. Shanblatt stated that they could bring back those courses with a phase-in plan next month for action.

Trustee Proctor asked for clarity on which courses Trustee Canja was requesting should have a phase-in.

Trustee Canja stated courses such as Programmable Controllers I and II, Electrical Baseline Climbing, Ground/Utility Worker, Control Panel Assembly and a number of Collision Repair courses.

Chair Meyer asked the Administration to view the courses that have a higher dollar cost and propose a phase-in.

### **Informational – Strategic Challenges Project Update**

Jim Luke presented a PowerPoint presentation that is on file with the official Board meeting materials.

Trustee Canja expressed concern on how the Board was going to have input in the process.

Trustee Woods asked how the times were selected for the forums and if LCC was trying to capture the population of students coming on campus; in particular the University Center and West Campus. He stated he would like to know what the process is or if there was another process.

Dr. Shanblatt stated that the current forums are being marketed to the community. She stated that there would be separate forums for students that LCC will market to students rather than community members. She further stated that the student process will be similar to the community forums.

Trustee Woods asked if there was a communication plan for outreach and communication about the forums.

Lisa Webb Sharpe stated that Jean Morciglio and Elva Revilla have been responsible for putting together the forums. She stated that Nichole Szymczak, from Marketing, has assisted in designing radio and print advertisement, as well as Facebook and Twitter. She further stated that 2,000 letters of invitation are going out tomorrow.

Trustee Canja expressed her concern with the times being during the dinner hours (4:30 – 6:00 p.m.). She asked who LCC's target audience is and if we're cutting out a segment with the times selected.

Jean Morciglio stated they identified a number of target audiences from social organizations, educational institutions, business community, economic development, government, associations, and agencies that are partners with LCC. She stated they tried to have enough of a cross section so LCC would get multiply populations coming to the groups. She further stated that the times selected were designed to hit multiply populations rather than just one population.

### **Informational – Revised College Policy/Prohibited Discrimination and Harassment Policy**

A first read was presented for information only.

On page 3 of the policy revision, Trustee Proctor suggested that the language “unreasonably difficult or unpleasant” be amended to read “unreasonably difficult or unreasonably unpleasant.”

Prohibited harassment is a form of prohibited discrimination; it occurs when extreme or persistent unwelcome conduct or comments make it **unreasonably difficult or unreasonably unpleasant** for a person to be in the College workplace or to participate in College studies or activities, because of apparent hostility based on the person’s race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, height, weight, sexual orientation, gender, genetic information, veteran or military status, or any other factor prohibited by law.

This policy will come back for approval at the March meeting.

### **Informational – Monthly Student Success Report**

Trustee Canja asked for additional developmental statistics. She asked if the Fall to Spring progression on math was a measure of success for Math107.

Dr. Shanblatt stated that it partially is. She stated not every student that successfully completes Math107 takes Math112.

Trustee Canja asked to see a higher grade measure of 2.5 and 3 and if a higher data point would be useful to the Board. She also asked for the percentage of students enrolled in at least one developmental course and if the Board could have a new metric with the total including the new data?

Dr. Shanblatt stated that a 2.0 is considered success and they can provide higher grades on at the next report. She stated the metric currently provided is an Achieving the Dream metric and allows for LCC to compare.

Chair Meyer stated that the data should remain as it is and to add this request as a supplement.

Trustee Canja asked for the total number of students in developmental courses and if those students are progressing.

Chair Meyer stated that this information would be supplemental to the data the Board already receives.

Trustee Smith asked what the contributing factors were for the significant increase in the Successful Completion or Transfers. She asked to see a break down on the transfers.

Dr. Shanblatt stated that she could provide that data.

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

Lisa Webb Sharpe presented the following monthly financial statements.

1. Statement & Summary as of January 31, 2012 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 January 31,
  - b. LCC Card Vendor Payments > \$10,000 for the month of January
3. Short Term Investment Accounts Market Value as of January 31, 2012

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

- 1) Finance
  - a) Invitation for Bids
    - (1) Electro – Pneumatic Kit in the amount of \$127,014. The recommendation was to award the bid to Advanced Technologies Consultants, Inc.

- (2) Washington Court Place-Sewer Ejection System & Domestic Water Supply Replacement in the amount of \$147,100. The recommendation was to award the bid to Myer Plumbing and Heating, Inc.
- b) Request for Proposals
  - (1) Design Services for Facilities Improvements & Renovations 2012 in the amount of \$225,380. The recommendation was to award the RFP to DLZ Michigan Inc.
  - (2) Expansion & Updating of College Network Infrastructure & VOIP Telophony in the amount of \$1,533,294.86. The recommendation was to award the RFP to Logicalis, Inc.
- c) Sole Source for Datatel+SGHE (SunGard Higher Education) Contract in the amount of \$109,680.

Trustee Canja asked to remove the Design Services for Facilities Improvements & Renovations 2012 RFP for discussion.

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the President's consent agenda items, removing the Design Services for Facilities Improvements & Renovations 2012 RFP, be approved.

Roll call vote:

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

The motion carried.

### **Action Items – RFP for Design Services for Facilities Improvements & Renovations 2012**

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister that the RFP for Design Services for Facilities Improvements & Renovations 2012 be approved.

Roll call vote:

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

The motion carried.

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

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

Trustee Proctor stated that approval of Trustee's travel expenses normally comes before the Audit Committee and that due to the Audit committee not meeting until March 5, 2012, waiting until that meeting date would delay reimbursement of expenses to the Trustees.

IT WAS MOVED by Trustee Meyer and supported by Trustee Rasmusson that Trustee Canja's expenses from the ACCT Legislative Summit be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Canja abstained from voting.

The motion carried.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that Trustee Proctor's expenses from the ACCT Legislative Summit be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Proctor abstained from voting.

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister that Trustee Smith's expenses from the ACCT Legislative Summit be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Smith abstained from voting.

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that Trustee Woods expenses from the ACCT Legislative Summit be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Woods abstained from voting.

The motion carried.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Smith that Trustee Meyer's expenses from the MI Economic Future be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Meyer abstained from voting.

The motion carried.

### **Committee Reports - Career Connections**

Chair Meyer stated that he was unable to attend the meeting but received handouts from the Board packet showing LCC's involvement with the IT Council and Manufacturing Council. He asked that the handouts be sent out electronically to the Trustees.

### **Committee Reports - Workforce Development Board**

Trustee Proctor stated that the same handouts were a part of the Workforce Development Board.

### **Closed Session**

IT WAS MOVED by Trustee Smith 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: Canja, Hollister, Proctor, Rasmusson, Smith, Woods, Meyer

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 8:18 p.m.

The Board returned to open session at 9:15 p.m.

Roll call:

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

Absent: Smith

IT WAS MOVED by Trustee Hollister and supported by Trustee Rasmusson that the College implement the compensation changes recommended by the Administration for all non-represented support personnel, including full-time and part-time clerical and technical employees not represented by ESP or CTU.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister that the recommended settlement agreement discussed in closed session be approved.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

## **Public Comment**

There were no public comments.

## **Board Comments**

There were no Board comments.

## **Adjournment**

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

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

Nays: None

Absent: Smith

The motion carried.

The meeting adjourned at 9:30 p.m.