

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 28, 2013

Organizational Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

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

Trustee Hollister arrived at 6:13 p.m.

Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

The Board observed a moment of silence for former President, Dr. Abel Sykes. Dr. Sykes served as the second President of Lansing Community College from 1989 -1999.

Oath of Office

Oath of Office – The Honorable Charles F. Filice

Judge Charles Filice led Trustee Lawrence Hidalgo into the Oath of Office.

“I Lawrence Hidalgo do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the member of the Board of Trustees of Lansing Community College according to the best of my ability.”

Trustee Hidalgo was sworn in at 6:10 p.m.

Oath of Office – The Honorable Hugh Clarke, Jr.

Judge Hugh Clarke, Jr. led Trustee Robin Smith into the Oath of Office.

“I Robin Smith do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the member of the Board of Trustees of Lansing Community College according to the best of my ability.”

Trustee Smith was sworn in at 6:13 p.m.

Board Reorganization

Election of Officers

IT WAS MOVED by Trustee Canja and supported by Trustee Woods to keep the current officers of Larry Meyer as Chair, Edward Woods III as Vice Chair, Robin Smith as Secretary, and Jerry Hollister as Treasurer.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Committee Appointments

Chair Meyer announced the following committee appointments:

- 1) Association of Community College Trustees
 - a) Edward Woods III
 - b) Larry Meyer
- 2) LCC Foundation Board of Directors
 - a) Robin Smith
 - b) Lawrence Hidalgo
- 3) Michigan Community College Association Board of Directors
 - a) Robert Proctor
- 4) Audit Committee
 - a) Robert Proctor – Committee Chair
 - b) Edward Woods III
 - c) Deborah Canja
- 5) Workforce Development Board
 - a) Robert Proctor – (Selected by the Workforce Development Board)
- 6) Careers Connections Board
 - a) Lawrence Hidalgo, Jr.
- 7) Mason Local Development Authority

a) Robin Smith

8) Leslie Local Development
a) Larry Meyer

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister that the minutes of the December 17, 2012 Regular Board of Trustees meeting with corrections be adopted.

Corrections:

IT WAS MOVED by Trustee Rasmusson and supported by Trustee ~~Woods~~ Hollister that the FY 2012-2013 Budget Amendment #1 be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Woods that the minutes of the January 22, 2013 Special Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Dr. Knight asked that the Lease Agreement between LCC and CASE Credit Union be removed from the Consent Agenda.

Limited Public Comment Regarding Agenda Items

Brian Pickford: Brian Pickford addressed the Board regarding the impact on Administrators in the proposed restructuring in the Colleges' FY 2012-13 Budget Amendment #1. He thanked the Board for removing the Budget Amendment from the December 17, 2012 meeting agenda. He acknowledged and thanked Human Resources

for providing the AFT Union with the additional information they had requested. Mr. Pickford expressed his concerns of the college not having job descriptions for five proposed Associate Dean positions. He also expressed concerns about the eliminations of ten positions from the Arts & Sciences Division and the three positions from the Health & Human Services Division. He asked that the FY 2012-13 Budget Amendment #1 be removed from the agenda so they would have the opportunity to discuss the proposal in more detail.

Pam Davis: She addressed the Board regarding the December 17, 2012 proposed elimination of the Counselors. She thanked them for allowing MAHE the opportunity to collaborate with the Administrative Team. She stated that together they have developed a mutually satisfactory plan for delivering Counseling Services and look forward to the innovation ways they will reach out to LCC students to provide counseling and follow-up. She thanked the faculty, staff, students, union, and community for supporting the Counselors.

Rulesha Payne: She addressed the Board regarding the December 17, 2012 proposed elimination of the Counselors. She extended thanks to the Board and Administration for their full cooperation and commitment during the process.

PRESIDENT'S REPORT

Informational – Dr. Knight

Dr. Knight provided the following update:

- Dual Enrollment: Dual enrollment of high school students has increased 129 students or 30.8% over last spring, bringing the total to 548. This reinforces the continuing recruitment and outreach efforts with programming, support and regular events with our K-12 partners. LCC is, and continues to be, the first college choice for 29% of high school graduates throughout the service district and is positioned well to meet the demand for expanded dual opportunities for Michigan high school students.
- Aquatics Update: Sixteen sections of aquatics are being run at the East Lansing Hannah Center and East Lansing High School this semester. LCC is running five different courses at the Hannah Center and two different courses at the high school. Both pools and locker room facilities are nice and well kept. Both organizations have been great to work with. Architects and engineers continue work on a solution for leaks in the system of the Hill pool. There is no indication at this time of when it may be available for use; although we are hopeful.
- Elgin Community College Visit: A team of four LCC administrators and one administrator from Ingham Intermediate School District will travel to Elgin Community College on January 31 to attend their Alliance for College Readiness

meeting. They will also have the opportunity to meet individually with Dr. Julie Schaid, Associate Dean, College Readiness & School Partnerships at Elgin regarding their program.

- GFOA Award: Once again, the Government Finance Officers Association (GFOA) has given LCC's Financial Services Division its Distinguished Budget Presentation, this time for the college's 2011 fiscal year budget. According to the GFOA, award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.
- Black History Month to Offer a Variety of Events: LCC's Black History Month observance includes a kickoff event, history series, jazz concert, health fair, and film festival, among other things. The opening ceremony is scheduled for January 31, 6-7 pm in Dart Auditorium.
- Early College Report Shows Positive Gains: LCC and the Ingham Intermediate School District collaborated on a Final Evaluation Report that was submitted to the Michigan Department of Education and key stakeholders in December. The report showed, among other things, significant improvement in college readiness among Early College students.
- Strategic Planning Update: The Strategic Challenges project evolved into the Strategic Planning phase with an Executive Leadership Team workshop, a Board of Trustees session, and informal planning meetings with faculty and staff this month and continuing into February. Participants at these forums identify issues and ideas that can be used in the development of the comprehensive strategic plan that will guide the college for the next several years. The foundation for the planning phase was developed during the Strategic Challenges project which considered external issues that could have a substantial impact on the college's operations.
- Build Forward Update - Arts & Sciences Renovation: Demolition on the first and second floors of the south section began in late November, following several weeks of behind the scenes preparation that included such things as rerouting air ducts, capping plumbing, electrical and gas lines; and, removing modular space systems. The project is on schedule and renovated spaces on the first and second floors are expected to be reoccupied at the end of this semester.

Informational – 2013-14 Course Fee Changes

The 2013-14 Proposed Course Fee Changes were presented with the Board meeting materials and will be forwarded for approval at the next Regular Board of Trustees Meeting.

Discussion followed.

Informational – Heart of Student Success

The Heart of Student Success was presented with the Board meeting materials.

Informational – Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of December 30, 2012 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Net Assets (Exhibit C)
 - d. Statement of Revenue, Expenses and Changes in Net Assets (Exhibit D)
 - e. Plant Funds Statement of Resources and Allocations (Exhibit E)
 - f. Capital Projects Monthly Reporting (Exhibit F)
 - g. Vendor Payments > \$10,000 for December 2012 (Exhibit G)
 - h. LCC Card Vendor Payments > \$10,000 for December 2012 (Exhibit H)
 - i. Investment Accounts Schedule as of December 31, 2012 (Exhibit I)
 - j. Cash Contributions for the quarter ended 12/31/12 (Exhibit J)
 - k. Board of Trustees Non-Labor Expenses – Summary and Detail (Exhibit K)
 - l. Revenue and Expense Account Definitions (Exhibit L)
 - m. Asset, Liability and Net Asset Account Definitions (Exhibit M)
 - n. Glossary (Exhibit N)

Informational – Monthly Student Success Report

Jack Bergeron presented the monthly Student Success Report.

Informational – Over 100K Board Report

Lisa Webb Sharpe presented the Over 100K Board Report.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Amendment to the Livingston County Center Lease Agreement
2. FY 2012-13 Budget Amendment #1
- ~~3. Lease Agreement between LCC and CASE Credit Union (REMOVED from the Consent Agenda)~~
4. No Bid Justification
 - a. Lansing BWL REO Town Gas Generation Plant Training – The Chrisman Company
5. Sole Source
 - a. The IDEA Center – Student Evaluation of Teaching and Learning System

Trustee Canja asked that the FY 2012-13 Budget Amendment #1 and Sole Source be removed from the consent agenda for discussion.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the Consent Agenda, with the Lease Agreement between LCC and CASE Credit Union, the FY 2012-13 Budget Amendment #1 and the Sole Source removed, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Item - Budget Amendment #1

Trustee Canja asked how much engagement there has been with the Administrators in the restructuring discussion to best deliver services.

Dr. Knight stated that there have been ongoing conversations for months.

Lisa Webb Sharpe stated that the Arts & Sciences Division started their conversations in May with the entire division and the Human Health & Services Division started in September.

Trustee Canja wanted to know if there were differences between formal and informal notification.

Brian Pickford stated that there was a difference in what was being shared with the Administrators currently in Chair positions and what was being shared with the Union. He stated that as a Chair this was discussed and they were able to give input. He further stated that the Union was not provided this information until they received a letter from HR indicating they were going to eliminate four positions from the Arts & Science Division and one position from the Human Health & Services Division.

Lisa Webb Sharpe stated that there had been conversations back and forth with the divisions in order to formalize and put a plan together on paper to give to the Union.

Trustee Smith asked when the Union was notified.

Brian Pickford stated that in December they received a letter from HR regarding the 5 positions. He stated that the Board meeting in December was when they discovered there were 13 positions being eliminated and not just the 5 positions.

Trustee Smith stated that she felt the Union had sufficient time for the Board to hear from them if there were any concerns.

Trustee Proctor asked if those representing the employees who were affected as union members, believe they should have been involved on what the organization structure was going to be and if that required some bargaining commitment by the Administration.

Lisa Webb Sharpe stated that the discussions were open to all employees that were interested in coming. She stated that once a plan was developed and the impact on members of AFT was known, they were given a 30 day notice.

Trustee Proctor asked if the agreement with the Administrative Unit requires the Administration to bargain over the reorganization. He stated that there appears to be a sense that there was a responsibility owed by the college to consult with the union leadership with regard to the reorganization, before the administration came up with a plan.

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the FY 2012-13 Budget Amendment #1 be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The IDEA Center – Student Evaluation of Teaching and Learning System

Trustee Canja asked why the students weren't involved in the selection process of the Student Rating System.

Jason Mayland responded at the time the committee did not believe that was crucial, but in the future will include students.

Trustee Canja asked if the instrument allowed students to see input from other students.

Jason Mayland stated that they have begun review of this at the request of a student organization.

IT WAS MOVED by Trustee Woods and supported by Trustee Smith that the Sole Source for the IDEA Center for Student Evaluation of Teaching and Learning System be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Chairman, Committee and Board Member Reports

Chair's Report – 2013 Board of Trustees Strategic Goals

Chair Meyer presented the following 2013 Board of Trustees Strategic Goals

1. Marketing and Communication (E-106):

- a. External Marketing
- b. Internal Communication
- c. Community Engagement

2. Student Success (E-105)

- a. Initiatives that will improve retention.
- b. Execute the diversity plan.
- c. Robust Honors College

3. Focus on internal and external customer service with staff development and recognition.

4. Quality Education (E-102)

- a. Develop and implement the next generation of Get a Skill, Get a Job Program.
- b. Focus on efficiencies including remaining a low cost provider of quality education.
- c. Accessible physical plant including MRS analysis

5. Asset Protection (EL-204)

a. Excellent audit results

IT WAS MOVED by Trustee Canja and supported by Trustee Woods that the 2013 Board Strategic Goals be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Chair's Reports – Freedom of Information Act Appeal

IT WAS MOVED by Trustee Meyer and supported by Trustee Woods that the FOIA appeal be denied.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Committee Reports – Foundation Board Update

Trustee Smith gave the following Foundation Board Update:

- Creation of Legacy Society: The Foundation is working on events and recognitions for our Legacy Donors. Legacy Donors are those who have formally named the Foundation in their estate planning. Presently, there are 27 Legacy donors.
- New Scholarships Received:
 1. CASE Credit Union Scholarship in Memory of Constance Knowlton
 2. Kapila, Jyotsna & Savita Shah Endowed Scholarship
 3. Toba & Stan Kaplowitz Scholarship for Early Learning & Child Development
 4. Susan Fisher Trimmer Endowment Fund
- Scholarship Application Readers Needed: Scholarship Applications are being accepted for the 2013-2014 academic year and we expect to receive approximately 850 by the January 25, 2013 deadline. The Foundation will need 45 scholarship readers to score the applications.

- Agreement with the Disney Corporation: The Alumni Association will have an exclusive pre-premier showing of "Oz The Great and Powerful." The film features several LCC alums in the cast and crew.

Committee Board Update – Workforce Development Board

Trustee Proctor gave the following Workforce Development Board Update:

- Lou Glazer presented at the last Workforce Development meeting to discuss Michigan projections in retaining and recruiting young talent.

Board Member Report – Update on LCC Diversity and Inclusion Initiative

Trustee Canja stated that she had hoped the college would address a broader scope of diversity which would include students with disabilities and the LGBT and other community populations the college might have. She stated when reaching special or different populations you have to be able to build relationships with that culture and not just send them a letter. Trustee Canja stated she noticed the document was a traditional outreach model for a majority culture and hoped the college would look at a different approach and think about how it might go about building relationships within different communities.

Trustee Woods agreed with Trustee Canja. He stated his understanding was that this was a draft from two years ago and that the Administration is going to start the committee, look at it and make adjustments.

Board Member Report – Add Unfinished Business as a Standing Agenda Item

Trustee Proctor stated that this came as a result of items brought before the Board and are forgotten about. He felt that this agenda item would help to eliminate that and ensure follow-up.

Trustee Woods suggested that Unfinished Business be placed after Board Member Reports.

IT WAS MOVED by Trustee Woods and supported by Trustee Smith that adding Unfinished Business to the agenda be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

*Note: Bylaw 1.5.2 will be updated to reflect the change.

Public Comment

There was no public comment.

Board Comments

There was no Board comment.

Adjournment

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

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

The motion carried.

The meeting adjourned at 7:58 p.m.

Submitted,



Administrative Assistant to the Board
Benita Duncan