

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 25, 2013

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

Present: Canja, Hidalgo, Hollister, Proctor, Smith, Woods, Meyer
Absent: None

Pledge of Allegiance

Trustee Smith led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister that the minutes of the January 28, 2013 Regular 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

There were no additions or deletions to the agenda.

Limited Public Comment Regarding Agenda Items

LW Morrow: LW Morrow addressed the Board about LCC considering a joint venture with the Board of Water and Light to consider a fueling station at the old Standard Oil site.

Willie Davis: Mr. Willie Davis addressed the Board regarding his FOIA Appeal request that is related to his desire to teach EDUC 280 during the Spring semester. He asked that his FOIA appeal request be approved by the Board.

Resolution Presentation

Trustee Robert Proctor read the following resolution honoring Dr. Abel Sykes, Jr.

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

WHEREAS, *during his ten years as President of Lansing Community College, Abel B. Sykes, Jr. led the college into the technological age, expanded its reach to new communities, and formed partnerships that increased workforce readiness and expanded economic development in the region; and*

WHEREAS, *when he was appointed President in 1989, personal computers were gaining popularity but the Internet was still in development at a particle-physics lab in Switzerland and would not become ubiquitous for some years, yet President Sykes understood and embraced the technological revolution as it matured during his tenure, establishing LCC's Virtual College which offered Michigan's first community college online degree program, directed the college to develop a campus-wide computer network, and led the design and construction of the \$25 million Technology and Learning Center, which would eventually be named after him; and*

WHEREAS, *his interest in each individual student's progress and potential led him to establish a basic skills reading assessment and a comprehensive advising system, expand international learning opportunities, launch new partnership programs such as the 2+2+2 Engineering Program, and open the Center for Teaching Excellence to enhance teaching effectiveness; and*

WHEREAS, *he reached out to new students in a variety of ways, including a partnership with the Ingham County Sheriff's Department and Lansing School District to provide higher education opportunities to inmates, the launching of a weekend degree program, and the debut of learning centers in Livingston and Clinton counties; and*

WHEREAS, *his vision that LCC establish pathways for students to earn bachelor's degrees led him to develop an articulation agreement with Siena Heights College, the first of what would become transfer articulation agreements with dozens of institutions across the nation, and would serve as the foundation for the development of the University Center, which today offers students access to earning bachelor's and masters degrees from six universities on LCC's campus; and*

WHEREAS, *his commitment to the economic health of the community led him to establish the Business and Industry Institute, now known as the Business and Community Institute, to help serve area businesses facing operational and strategic challenges, especially in the manufacturing sector, and which today is a premier partner with businesses in many sectors throughout the college's service area; and*

WHEREAS, he believed in the extraordinary potential of everyone and modeled his belief through his actions, including his conviction that diversity enriches learning, and thus led the college to actively support the Michigan Hispanic Education Conference, provide a two-week summer camp for children of migrant workers, and host the first annual Asian-American Forum on campus, among other activities; and

WHEREAS, throughout his presidency he used his knowledge, his voice, his education, his wisdom, and passion for helping others; and

WHEREAS, he was beloved by all who knew him, and would describe him as dignified, brilliant yet practical, ethical and fair, thoughtful in his decision making, kind, and confident; and

WHEREAS, he left a profound legacy at Lansing Community College and within the community, having made this campus, city, region and state a better place for having known him; so

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in recognition of his service, his dedication, and his sincere commitment to Lansing Community College, on behalf of students, faculty, staff and a grateful community, honor the memory of Dr. Abel B. Sykes, Jr. and express our heartfelt sympathy to his family on the passing of this extraordinary man.

AND BE IT THUS RECORDED THIS 25th day of February, 2013.

A video memorial was shown honoring Dr. Abel Sykes, Jr.

PRESIDENT'S REPORT

Informational

President Knight provided the following updates:

- Science Olympiad: LCC hosted the Science Olympiad Saturday; a science competition for area middle and high schools students. There were 46 different science related events and 400 students participating.
- ADDY Awards for External Marketing: The Communications & Marketing Department won Mid-Michigan Addy Awards for the LCC Viewbook, Golden Gate Bridge 75th Anniversary Poster, LCC Start Here Work There billboards, welding promotional photo, EMT training ambulance photo, Start Here Get There commercial, and 15,000 Facebook Likes Viral Video.

The ADDY Awards are the advertising and marketing industry's largest and most recognized competition. They are awarded annually by the American Advertising Federation.

- Herrmann House Featured in Local Media: The recent renovation of LCC's Herrmann House was featured in news stories in the Lansing State Journal and Lansing City Pulse, and was a featured cover story in the Historical Society of Greater Lansing's newsletter. Public Affairs and Communications and Marketing are working together to produce a booklet about the history of the house. Nicole and her staff have produced a short video story of the renovations of the Herrmann House which was shown to the Board during the meeting.
- Special Recruiting Effort Increases Enrollment: Holt's EdTrek Principal and Administrator Connie Ragnone invited LCC to come discuss the college's opportunities to the district's EdTrek students. As a result, 19 current EdTrek students have been admitted to LCC for Fall 2013. These are students who may never have gone beyond K-12. In addition, this spring LCC will send a bus to pick up the students and Ms. Ragnone and bring them to campus for a tour and orientation.
- Iron and Steel Preservation Conference: LCC is presenting its 3rd annual two-day workshop, March 4 -5, to introduce restoration processes of historic metals to interested parties from across the U.S. including state historic preservation officers, engineers, general contractors, historic bridge preservationists, and students.
- The Encore! 50+ Expo: On March 5, LCC will host a free event designed specifically for the 50 plus population. The Encore! 50+ Expo will feature a variety of sessions and resources on topics important to those looking to re-career, pursue personal enrichment opportunities, and learn about how to be a great community asset and give back. Many organizations will be on hand to talk to individuals, including: AARP, SCORE, SBTDC, Capital Area District Library, Library of Michigan, Veterans Employment Services, iTEC, and Capital Area Michigan Works!

Informational – Syllabus Policy Revision

The revised Syllabus Policy was presented to the Board for information and will be presented for action at next month's meeting.

Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of January 31, 2013 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
- g. Vendor Payments > \$10,000 for January 2013
- h. LCC Card Vendor Payments > \$10,000 for January 2013
- i. Investment Accounts Schedule as of January 31, 2013
- j. Revenue and Expense Account Definitions
- k. Asset, Liability and Net Asset Account Definitions
- l. Organization/Division Crosswalk
- m. Glossary

Informational – Monthly Student Success

Jack Bergeron presented the monthly Student Success Report.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. 2013-14 Course Fees
2. Authorization of New Jobs Training and Revenue Bond for Liquid Web, Inc.
3. Change Order Transmittal
 - a. Desire2Learn
4. Lease Agreement between LCC and CASE Credit Union

Trustee Canja asked that the 2013-14 Course Fees be removed from the agenda for discussion.

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the Consent Agenda with the 2013-14 Course Fees removed, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Items – 2013-14 Course Fees

Trustee Canja asked if these course fees were different from the fees that were presented at the January Board of Trustees meeting.

Lisa Webb Sharpe stated that they were the same course fees that were presented at the January meeting for information.

IT WAS MOVED by Trustee Woods and supported by Trustee Smith that the 2013-14 Course Fees 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 – Freedom of Information Act Appeal/Davis

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor that the Freedom of Information Act Appeal for W. Davis be denied.

Trustee Proctor stated that Mr. Davis mentioned he had acquired some new information and asked Counsel if he were in a position to respond to that.

David Fernstrum stated that he was not in a position to respond to the new information that Mr. Davis acquired. He stated that Mr. Davis's FOIA request sought the age, race and gender of the person teaching EDUC 280 and whether or not this person has taught it in the past. He further stated that the recommendation of denial of the appeal is based on the fact that all of this information has been provided to Mr. Davis and there is no additional information to be provided to him.

Trustee Canja asked if an additional request was made for information.

David Fernstrum stated there had been several requests made but the appeal before the Board has to do with the age, race and gender of the person teaching EDUC 280 and all of this information has been provided.

Trustee Smith stated that it seems Mr. Davis is grieving the fact that he was told he could not teach the course because he had never taught the course before; but yet another instructor is now teaching a course that he/she had never taught before.

Trustee Proctor stated that whether someone was allowed to teach a course for the first time and in the past Mr. Davis was not, is a different matter altogether and not before the Board.

Chair Meyer called for the question.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the Freedom of Information Act Appeal for B. Shulman be denied.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Committee Reports – Audit Committee Update

Trustee Proctor gave the following Audit Committee Update:

- The Audit Committee reviewed Purchasing Reports and approved a Change Order for Desire2Learn.
- The Audit Committee Chair is serving on the Request for Proposals reviewing committee for External and Internal Auditing services.

Committee Reports – Career Connections Advisory Board

Trustee Hidalgo gave the following Career Connections Advisory Board Update:

- The Advisory Board discussed the JAG Program (Jobs for America's Graduates) at Potterville High School. This is a nonprofit organization dedicated to preventing dropouts among young people who are most at-risk. Potterville currently has 20 students that they are piloting in the program. Several students spoke on how the program helped them to find a place in school and stay there.

Committee Reports – Foundation Board Update

Trustee Smith gave the following Foundation Board Update:

- LCC E-commerce Store: Three Foundation stores are now live on the College's new e-commerce site. These are the first College stores to go live. Donors, employees and alumni will now have a one-stop site for all transactions.

- Investment Report: The Foundation investments are doing quite well. Overall, the account gained \$171,000 in the fourth quarter and \$925,000 for the full year, as the account took full advantage of a favorable investment environment generating excellent absolute and relative returns.

- Alumni Association 2013 Initiatives:
 1. Black History Month Opening Ceremony
 2. Social Media Strategy
 3. Family Time Program
 4. Alumni Business Owner (ABO) Network
 5. Distinguished Alumni Award
 6. StarFest (week of April 15)
 7. Alumni Speakers Bureau
 8. Alumni Committee Expansion
 9. Improve Membership Program (re-launch July)
 10. Alumni Networking and Spotighting Database
 11. General Alumni Giving Structure (launch in July)
 12. Alumni Mentoring Program (in coordination with Student Services and CES)
 13. Day at the Zoo
 14. Commencement Involvement
 15. Athletic Department Alumni Database
 16. New Alumni Website and Storefront
 17. Shop Like a Star
 18. The Great and Powerful Oz Movie Event

- Promise Zone: The Foundation and Promise Zone Board began discussions about how they might work together on a common goal of access to higher education. Preliminary discussions are being held with the Promise Zone Board about joining the Foundation at the Annual Scholarship Breakfast.

- OZ The Great and Powerful Pre-Premiere Event: The Great and Powerful Oz movie event has received a tremendous response from alumni, donors, faculty and staff. Over 30 of the extras in the movie will be in attendance (including 7 LCC alumni extras). In addition to the VIP tickets distributed, over 225 entries were received for the remaining event tickets.

Committee Reports – Workforce Development Board Update

Trustee Proctor gave the following Workforce Development Board Update:

- LCC received an additional \$14,500 in grant funds from a CAMW contractor called the Partnership Accountability Training and Hope Program; formerly known as the JET Program (Job Education & Training).
- There was a presentation by Tom Donaldson, Regional Director of the MI Small Business and Technology Center. His presentation was well received.

Unfinished Business

There was no unfinished business.

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 Collective Bargaining.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 7:24 p.m.

The Board returned to open session at 8:41 p.m.

Roll call:

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

Absent: None

Public Comment

There was no public comment.

Board Comments

There was no Board comment.

Adjournment

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

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

The motion carried.

The meeting adjourned at 8:42 p.m.

Submitted,



Administrative Assistant to the Board
Benita Duncan