

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
April 15, 2013

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

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

## **Roll Call**

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

Trustee Canja left at 6:59 p.m.

## **Pledge of Allegiance**

Trustee Hidalgo led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED by Trustee Canja and supported by Trustee Woods that the minutes of the March 18, 2013 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the minutes of the April 9, 2013 Special Board of Trustee meeting be adopted.

Roll call vote:

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

The motion carried.

## Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Trustee Canja asked that the Consent Agenda be moved after Limited Public Comment.
- Lisa Webb Sharpe asked that the FY2014 Budget Projection be added to Informational Items under VII. 5.

## Limited Public Comment Regarding Agenda Items

LW Morrow: Mr. Morrow came to follow up with LCC to see if they were interested in partnering with him on the hydrogen fueling station project.

## PRESIDENT'S REPORT

### Informational – LCC Student Presentation/DMACP

Students in the Digital Media, Audio, and Cinema Program provided the Board with a copy of a music video presentation.

### Informational – LCC Student Presentation/HBCU

Students who participated in the Historically Black Colleges and University tour spoke to the Board about their experiences.

The students thanked the college for funding the trip.

### Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. 2013-14 Sabbatical Leave Request
2. Change Order Transmittal
  - a. Mike & Son Asphalt Inc.
3. College Policies
  - a. Syllabus Policy – *(Revised)*
4. FY 2012 – 13 Budget Amendment #2
5. Request for Proposals
  - a. Default Prevention Services
  - b. Downtown Campus (DTC) - Parking Structure – Low Voltage Cabling

- c. Internal Audit Services
- d. Merchant Processing
- e. Professional Auditing Services

Trustee Canja asked that the following items be removed from the consent agenda for discussion:

1. 2013-14 Sabbatical Leave Request
2. Revised Syllabus Policy
3. FY 2012-13 Budget Amendment #2
4. Default Prevention Services RFP

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the Consent Agenda, removing the 2013-14 Sabbatical Leave Request, Revised Syllabus Policy, FY 2012-13 Budget Amendment #2, and the RFP for Default Prevention Services be approved.

Roll call vote:

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

The motion carried.

### **Action Item - 2013-14 Sabbatical Leave Request**

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Hollister that 2013-14 Sabbatical Leave Request be approved.

Trustee Canja made a friendly amendment that the Board also receives a copy of the report provided to the committee and that after their sabbatical, faculty come before the Board to highlight their accomplishments.

Roll call vote on friendly amendment:

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

The motion carried.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the 2013-14 Sabbatical Leave Request, with the Board receiving a copy of the report provided to the committee and the faculty coming back to give highlights, be approved.

Roll call vote:

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

Nays: None

Absent: Proctor

The motion carried.

### **Action Item – Syllabus Policy**

IT WAS MOVED by Trustee Canja and supported by Trustee Hidalgo that the Revised Syllabus Policy be approved and reviewed in one year.

Trustee Canja asked that this be placed on Unfinished Business for review in one year.

Roll call vote:

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

Nays: None

Absent: Proctor

The motion carried.

### **Action Item – 2012 – 13 Budget Amendment #2**

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the 2012-13 Budget Amendment #2 be approved.

Roll call vote:

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

Nays: None

Absent: Proctor

The motion carried.

### **Action Item – RFP for Default Preventions Services**

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the Request for Proposal for Default Prevention Services be approved.

Roll call vote:

Ayes: Hidalgo, Hollister, Smith, Woods, Meyer

Nays: None

Absent: Canja, Proctor

The motion carried.

## President Report

### Informational - Recognition

LCC celebrated Women's basketball coach Ervin Brunson's 300th win.

Under Coach Brunson's leadership, the Stars have won three MCCA State Championships in 1992-93, 1998-99, 2005-06, and were MCCA State runners-up in 1993-94, 1996-97. Coach Brunson has also won Region XII Coach of the Year (1992-93). In 1996, he was named District "D" Division II Coach of the Year, and brought home the Division II NJCAA National Championship.

### Informational – Academic Senate Introduction of Officers

The Academic Senate was chartered by the Interim Provost on December 21, 2012. The purpose of the Academic Senate is to provide faculty input and advice to the administration concerning issues of College-wide educational philosophy, College-wide academic policy, and priorities in the College-wide deployment of capital or financial resources, except as covered by the scope of collective bargaining.

Three of the Academic Senate officers were introduced, Alex Azima , Faculty Senator and President, Joe Werner, Faculty Senator and Vice President, Christine Conner, Faculty Senator and Secretary.

### Informational

President Knight gave the following updates:

- Start Here Get There - Showcase: For the first time LCC is hosting a major recruiting fair that links academic programs with high-demand, high-wage careers in Michigan. SHOWCASE will attract high school students and adults returning to school from Clinton, Eaton and Ingham counties. Prospective students will learn about the top growing fields from alumni, LCC students, and faculty at showcase booths, during breakout sessions, and through conversations with Student Services representatives who will help attendees fill out LCC admissions forms.
- Social Media: The LCC Marketing Department has been working with staff and student employees to expand its reach on social media. LCC has found new opportunities to connect with students on Tumblr, Pinterest and Twitter.
- New Video Testimonials Added to Website: LCC is featuring video testimonials on the LCC website and on YouTube. Marketing will be posting new videos regularly.

- Nano Day Attracts More Than 800: LCC was a sponsor of Nano Day at Impression 5 Museum, held this year on March 31. This popular annual event gives 8-12th grade students a better understanding of nanotechnology – the study of tiny sub-microscopic particles that hold possibilities of changing the world we live in. LCC also had a Youth Programs booth at the event which attracted many parents and grandparents seeking information about LCC programs of interest to K-12 students.
- Japan's Consul General Visits LCC: Japan's Consul General from Detroit, Kuninori Matsuda, visited LCC on April 8 to discuss U.S. – Japanese relations with students, faculty, staff and interested community members. Prior to his remarks he visited with students who participate in the Japan Immersion and Internship programs.
- Dr. Escamilla, President of Del Mar College in Corpus Christi, Texas, will be the keynote speaker at LCC's Commencement on Friday, May 17. .

### **Informational – Learn Forward FY 2014 Budget**

Don Wilske presented a Learn Forward FY2014 Budget PowerPoint presentation that is on file with the official Board meeting materials.

### **Informational - Monthly Financial Statements**

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of March 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 March 2013
  - h. LCC Card Vendor Payments > \$10,000 for March 2013
  - i. Investment Accounts Schedule as of March 31, 2013
  - j. Cash Contributions for the Quarter Ending March 31, 2013
  - k. Board of Trustee Expense Summary and Non-Labor Detail
  - l. Revenue and Expense Account Definitions
  - m. Asset, Liability and Net Asset Account Definitions
  - n. Organization/Division Crosswalk

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

Jack Bergeron presented the monthly Student Success Report.

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

### **Chair's Report – FOIA Appeal**

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the FOIA Appeal for Mr. Davis be denied.

Roll call vote:

Ayes: Hidalgo, Hollister, Smith, Woods, Meyer

Nays: None

Absent: Canja, Proctor

The motion carried.

### **Chair's Report**

Chair Meyer made the following announcements:

- The next Board of Trustees Meeting will be May 13, 2013.
- A Board retreat is tentatively scheduled for May 20, 2013.

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

Trustee Proctor provided a written report that was received and placed on file.

### **Committee Reports – Foundation Board Report**

Trustee Smith gave the following Foundation Board Update:

- The Foundation has purchased a membership with the Council for Advancement and Support of Education (CASE). LCC joins a roster of 360 U.S. Community Colleges CASE member institutions.
- Foundation Board of Directors met March 21, 2013. They had a presentation from the LCC Performing Arts Department.
- The Foundation approved a \$3.5 million allocation award for scholarships.
- The Foundation received three new endowments.
  1. Susan Fisher-Trimmer Endowment for programs in Career and Employment Services.
  2. Toba & Stan Kaplowitz Endowment for Early Learning and Child Development.

3. Philip and Lois Gannon Second Chance Scholarship.
  - Milton Scales was announced as the 2013 Distinguished Alumni of the Year.

## Unfinished Business

There was no Unfinished Business.

## Public Comment

There was no public comment.

## Adjournment

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

Ayes: Hidalgo, Hollister, Smith, Woods, Meyer

Nays: None

Absent: Canja, Proctor

The motion carried.

The meeting adjourned at 7:36 p.m.

Submitted,



Administrative Assistant to the Board  
Benita Duncan