

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 13, 2013

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:07 pm.

## **Roll Call**

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

## **Pledge of Allegiance**

Trustee Hollister led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED by Trustee Canja and supported by Trustee Hidalgo that the minutes of the April 15, 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**

The following additions were made to the agenda:

- Lisa Webb Sharpe asked that the Consumers Energy request for Easement at West Campus be added to the Consent Agenda.
- Lisa Webb Sharpe asked that the FY14 Budget Update be removed from the agenda under Information Items.
- Trustee Hidalgo asked that the Career Connections update be removed from Committee Reports.

## Limited Public Comment Regarding Agenda Items

Mike Christopher: Mike Christopher, from Consumers Energy addressed the Board regarding their request for Easement at the West Campus. He stated they were available if there were any questions.

Rulesha Payne: Rulesha Payne, MEA UniServ Director, came to speak on the behalf of the LCC Labor Coalition Groups that make up the Health Care Task Force. She addressed the Board regarding the LCC Health Care Agreement and asked the Board to review and amend the parameters it has given to the Administration.

## PRESIDENT'S REPORT

### Informational

President Knight gave the following updates:

- Library Recognized for Social Media Savvy: The LCC Library was selected as a Top 100 Social Media Friendly College & University Library for 2013 by the LibraryScienceList.com, a social community for librarians worldwide.
- In an effort to promote LCC programs within growing career fields in Michigan, LCC hosted the "Start here. Get there. Showcase" at West Campus on April 25 and in Livingston County at LCC's Parker Campus on May 1. The events showcased LCC programs in top growing careers, targeting new and returning students.
- Early LCC Students to be featured on Local Educational TV Show: In April, a crew from the educational TV show "LRN101" came to LCC to interview several of our Child Development students and to shoot footage at the Early Learning Children's Community Center. The story, scheduled to air in July, focuses on LCC's Child Development program called "Back for Your Future" providing opportunities for adults and non-traditional students looking to go back to school or continue their education.
- A Rally of Writers: The 26<sup>th</sup> Annual Rally of Writers conference held April 13 at West Campus is the largest and longest-running writers' conference in Michigan. More than 200 participated.
- ELCC Budding Artists Host Art Walk 2013: The children at the Early Learning Children's Community held their annual art gallery open house in the garden level of the HHS Building on April 30. The artists ranged from toddlers to preschool children.

- Secretary Vollrath Visits Campus: On April 26, LCC and the Health and Human Services Division hosted a meeting with Assistant Secretary of Defense for Readiness & Force Management, Frederick Vollrath. The Secretary came to learn first-hand about LCC's Military Medic to Paramedic program and how it can lead to nursing or physician's assistant credentials. The Secretary was accompanied by Brigadier General Michael Stone, Assistant Adjutant General for Installations, Michigan National Guard, and Major General Robert Smith, retired U.S. Army, Director of Veterans Services Division. After a program briefing in the morning and a tour of our Veterans Services office and simulation labs, a luncheon was provided with current veterans in the Military Medic to Paramedic program as well as faculty. The day's events culminated with a ceremony held at LCC's Veterans Memorial emceed by Trustee Meyer and featuring remarks by U.S. Senator Carl Levin.
- Staff Present at White House: On April 27, Dean Margie Clark of the Health and Human Services Division participated in forums at the White House which centered on credentialing and licensing for service members and veterans. Dean Clark, along with Lisa Ferris-McCann and Elva Revilla, received a White House invitation to participate in the forums. LCC was the only community college in attendance and the first academic institution with an active program that assists veterans in gaining academic credits for their experience and quickly move to credentialing. Our staff presented information about the Military Medic to Paramedic program and answered numerous questions from the other attendees.

Trustee Woods stated that he is happy with what the college is doing with the Military to Medic Program, and sees opportunities for other areas in the college to do some of the same things that Margie and her team has been successful in doing. He stated he's interested in seeing at next month's meeting some type of outline or plan on what the college can do in Career and Technical Education. He further stated that with LCC's current publicity, he thinks this is something that the college should move forward with.

Trustee Canja stated that she would also like to see a plan by the June meeting.

- A Great Year for TRiO: The TRiO program has enjoyed a successful 2012-13 academic year and is proud to announce that it will graduate 25 students with an Associate degree in Business Administration, General Studies, Human Services and Civil Technology. The average grade point average for TRiO graduates is 3.2.
- LOOKOUT Staff Receive Honors: The staff of the LOOKOUT student newspaper recently traveled to Mount Pleasant to receive six awards at the annual Michigan Community College Press Association conference.

- Star-TREC, the LCC robotics team composed of Early College students and faculty mentors has just concluded its regular season. The team went to three events this year at Kettering University, and high schools in Troy and Temperance, winning two awards for the engineering of their pyramid climbing apparatus (and one award from another team for their promotional buttons!).
- Faculty Appreciation Day was held April 18 on Main Campus and West Campus.
- The President's Advisory Council on Diversity Inclusion had its inaugural meeting May 7. The members were asked to review the prior work done on the diversity and inclusion plan and provide feedback and recommendations.
- Women's Literature Read In: Readers and writers from the LCC Community gathered in the TLC Library on March 25 to celebrate Women's History Month at the 14<sup>th</sup> Annual Women's Literature Read-In.

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

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of April 30, 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 April 2013
  - h. LCC Card Vendor Payments > \$10,000 for April 2013
  - i. Investment Accounts Schedule as of April 30, 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. Authorization of New Jobs Training and Revenue Bond – Force by Design, Inc.

2. Capital Project Budget Pay-by-Space Parking System
3. Ratification of Fraternal Order of Police (FOP) Contract
4. Request for Proposal
  - a. Parking Structure Restoration
5. Consumers Energy request for Easement at West Campus

Trustee Canja asked that the Capital Project Budget Pay-by-Space Parking System be removed.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the Consent Agenda, removing the Capital Project Budget Pay-by-Space Parking System, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Action Items – Capital Project Budget Pay-by-Space Parking System**

Trustee Canja asked if someone could explain the Pay-by-Space Parking System.

Lisa Webb Sharpe stated students will pull into the lot and park in a space that will be lettered or numbered. Students will then go to one of several pay stations and use their credit card or currency to pay for time on their space. The College is also looking for a vendor that has an application that will allow students to pay for the space using their smart phones.

Trustee Smith asked how this will affect students having to go somewhere to pay for their space.

Lisa Webb Sharpe stated the College will have several pay stations located in the lot.

Trustee Smith asked about the safety issue of not having a gated lot and other people being able to park in the lot.

Lisa Webb Sharpe stated that Police & Public Safety will deploy cadets to patrol inside of the parking structure.

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister that the Capital Project Budget Pay-by-Space Parking 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**

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

Trustee Proctor gave the following Audit Committee Update:

- Trustee Proctor provided the Board with a written report.

### **Committee Reports – Foundation Board Update**

The Foundation Board Report was presented with the Board meeting materials.

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

Trustee Proctor gave the following Workforce Development Board Update:

- LCC received an additional \$12,500 in grant funds from Capital Area Michigan Works! for former Job Education Training (JET) Program. There was also a presentation on the E-Pathways. The Capital Area Tech Knowledge E-Pathways program is a career-transition program to help individuals plug into and advance along the Computer Science track and into careers in IT. E-Pathways is intended to help unemployed and underemployed individuals contribute to and benefit from regional IT growth. The educational pathway options include: 2 year Computer Programmer Analyst Associate Degree program at LCC with new emphasis on software testing concepts, an expanded 2 year Computer Science Associates Degree (transfer) program at Lansing Community College, and short-term technical skills training.

## **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 and the Purchase Sale or Lease of Real Property.

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 7:07 p.m.

The Board returned to open session at 8:28p.m.

Roll call:

Present: Hidalgo, Hollister, Proctor, Smith, Meyer

Absent: Canja, Woods

## Public Comment

There was no public comment.

## Adjournment

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

Ayes: Hidalgo, Hollister, Proctor, Smith, Meyer

Nays: None

Absent: Canja, Woods

The motion carried.

The meeting adjourned at 8:34 p.m.

Submitted,

  
Administrative Assistant to the Board  
Benita Duncan