

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 17, 2013

Regular Meeting
Adopted Meeting Minutes

Public Hearing - Call to Order

The meeting was called to order at 6:10 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Smith led the Pledge of Allegiance.

Public Hearing on Fiscal Year 2014 Budget Proposal

Trustee Meyer stated that the Board of Trustees published formal notice on June 10 through 15, 2013 of this public hearing on the budget for the 2013-2014 fiscal year, for which the College proposes to levy 3.8072 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2014 budget and the approval of this budget by the Board of Trustees will meet the requirements of the truth in budgeting statute for levy of the proposed mills.

The Chair thanked everyone for their interest and opened the floor to Public Comment.

Public Comments

There were no Public Comments.

The public hearing adjourned at 6:11 p.m.

Call to Order

The meeting was called to order at 6:12 p.m.

Roll Call

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

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister that the minutes of the May 13, 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.

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the minutes of the June 4, 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 and deletions were made to the agenda:

- Trustee Canja asked that the approval of severance agreements of two administrators be added to the Chairman's Report.
- Trustee Hidalgo asked that the FY 2014 Budget Proposal be removed from the consent agenda for discussion.
- Trustee Proctor asked that the Revised Purchasing Policy be removed from the consent agenda and be presented as a first read only.
- Trustee Canja asked that the No Bid Justification for College Wide Office Supplies and the Request for Proposals for Ground Maintenance and Mechatronics Learning Systems be removed from the consent agenda for discussion.
- Trustee Woods asked that the approval of President's Tax Sheltered Annuity (403b) Plan be removed from the consent agenda for discussion.

Resolution Presentation

The following resolution was presented to Arlene E. Sierra:

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

WHEREAS, Arlene E. Sierra has had a long association with Lansing Community College dating back to her early career when she supplemented her education in radiological technology by taking classes at Lansing Community College towards an Associate Degree in Business, eventually receiving a Masters in Public Administration in Health; and

WHEREAS, she has had a long and distinguished career at Michigan State University, as recognized by the Distinguished Academic Specialist Award she received in 2013, being described as “a prominent, productive and decisive educator at Michigan State University, contributing to nearly every aspect of the university’s mission: teaching, research, service and administration; and, as director of Clinical Services in the Department of Radiology bringing the latest technology to the MSU Clinical Center and beyond Michigan’s borders to improve medical access for women in the United Arab Emirates and health care to Mayan children in Mexico;” and

WHEREAS, she has served as a preceptor, instructor and continuing member of the Program Advisory Committee of the Lansing Community College Department of Radiologic Technology, helping the program to become nationally recognized for excellence; and

WHEREAS, Arlene E. Sierra has faithfully served as a Director on the Lansing Community College Foundation Board of Directors since 2004, and as its Chair from 2012 to 2013; and

WHEREAS, she has served as a tireless champion of the mission and vision of the Lansing Community College Foundation including being a member of its Nomination and Scholarship Committees, and in 2007, serving as Chair of the very successful Lansing Community College 50th Anniversary Gala; and

WHEREAS, she is known as a highly engaged community volunteer, philanthropist and devotee of the arts, culture and education; especially being known as a passionate mentor of undergraduate and graduate students to help them achieve their academic goals and successfully embark on professional careers; and

WHEREAS, through her service, she has enhanced the lives of an untold number of students at Lansing Community College; and

WHEREAS, her term on the Foundation Board of Directors has come to a close; so

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in recognition of her service, her dedication and sincere commitment to Lansing Community College, on behalf of students, faculty, staff and a grateful community, recognize and thank Arlene E. Sierra for all she has given to this college.

AND BE IT THUS RECORDED THIS 17th day of June, 2013.

Limited Public Comment Regarding Agenda Items

Jim Luke: Jim Luke, a Professor of Economics, addressed the Board on the college's involvement in the AQIP process. He stated four years has been enormously helpful and that the college can be proud of the document that was made.

Paul Jurczak: Paul Jurczak, addressed the Board regarding a faculty satisfaction survey that was conducted on May 13, 2013. He stated he thought it was important for the Board to see the results of the survey and distributed copies.

PRESIDENT'S REPORT

Informational

President Knight gave the following updates:

- Dr. Knight introduced and welcomed LCC's new Chief Academic Officer Dr. Richard Prystowsky. There will be a welcome reception for Dr. Prystowsky June 18, at 3:00 p.m.
- In May and June there was an advertising billboard entitled "The Best Start" promoting summer registration. The outdoor advertisements feature LCC graduates.
- New outdoor advertisements around Lansing, including Frandor, remind the community of the impact LCC has on our region with more than 20,000 students. Weekly impressions (number of people who see them) for these static billboards are 230,000+.
- Starting in May, LCC rolled out a creative campaign aimed at increasing awareness of the new state-of-the-art science labs coming to the newly renovated Arts & Sciences Building this fall. The creative campaign can be seen in outdoor advertisements on Grand Avenue on the exterior of the AOF building and within electronic signage around campus.
- A direct mail piece was sent to all households with graduating seniors in June (3,822). The piece features information on applying for Fall semester and also gives a sneak peek at the renovated commons areas and classrooms in the Arts & Sciences Building.
- Howard Dillman, Livingston Center Director, sent a personal letter to graduating seniors in Livingston County about the opportunities available at LCC's campus in Howell. All extension centers received an upgrade to their websites to better serve potential students. A new video highlighting the Livingston County Center has been added to www.lcc.edu/livingston.

- A direct mail piece was sent to all households with 15 & 16 year olds in the S.L.I.C.E. county region in May (13,000+). The colorful postcard communication included a timely and relevant message to parents and students about opportunities to "Earn College Credit in High School".
- Lansing Community College offers workforce training programs that prepare older adults for careers in fields that aim to provide baby boomers with certificates and degrees in fields that give back and are hiring. The Marketing Department has been working with the Extended Learning and Professional Services Division to maintain a required brand to support the grant-run Encore! Plus 50 program.
- A rebrand of Student Services brochures and materials has begun with the completion of a recruitment brochure called "How to start here to get there", a financial aid informational guide called "How to fund your future", a guide to "Campus Resources at LCC" and 2013 Fast Facts. Brochures for Technical Careers and Health and Human Services are also underway.
- Marketing launched a current student blog on Tumblr at <http://www.tumblr.com/blog/lccstars> that will soon feed into our main recruitment website.
- LCC remains one of the most "liked" community colleges in the nation with a community of more than 21,000. LCC markets to this engaged community on a weekly basis with daily posts and occasional paid advertisements.
- The REO Truck was parked in East Lansing during the first weekend of June to promote the Encore! Plus 50 Program and A+ Summer Camps at the "Taste of East Lansing" and "Be a Tourist in Your Own Town" events.
- A campaign is underway to rebrand all materials for Veterans Services and to support nationally recognized programs such as the Military Medic to Paramedic program. The Veterans Services website has been edited (www.lcc.edu/veteran) and a major reorganization of information is set for July/August.

Informational - Monthly Financial Statements

The following Monthly Financial Statements were presented in the Board meeting material for information:

1. Statement & Summary as of May 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 May 2013
 - h. LCC Card Vendor Payments > \$10,000 for May 2013
 - i. Investment Accounts Schedule as of May 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

The Monthly Student Success Report was presented in the Board meeting materials for information.

Informational – Technical Careers Veteran’s Education Program Plans

A PowerPoint presentation was given to the Board.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Approval of President’s Tax Sheltered Annuity (403b) Plan
2. Change Order Transmittals
 - a. Asbestos Abatement, Inc.
 - b. Michigan Education Special Services Association (MESSA)
 - c. Middle Cities Risk Management Trust
 - d. Schindler Elevator Corporation
3. Fiscal Year 2014 Budget Proposal
4. Invitation for Bid
 - a. BCI Qualified Supplier Instructor Pool
5. No Bid Justification
 - a. College Wide Office Supplies
6. Ratification of Administrative Association/AFT Michigan Contract
7. Request for Proposal
 - a. Campus – Wide Electrical Maintenance & Repair Services
 - b. Campus – Wide Flooring Contractors Maintenance Services
 - c. Campus – Wide General Trades Contractors Maintenance Services
 - d. Employee Health Insurance Benefits
 - e. Gannon Building (GB - Police and Public Safety Relocation)
 - f. Grounds Maintenance
 - g. Mechatronics Learning Systems

8. Resolution Approving a Construction and Completion Assurance Agreement, a Conveyance of Property, a Lease and an Easement Agreement for the Arts and Sciences Building Renovations

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the Consent Agenda, removing the President's Tax Shelter Annuity (403b) Plan, Fiscal Year 2014 Budget Proposal, No Bid Justification for College Wide Office Supplies, and the RFP's for Ground Maintenance and Mechatronics Learning System, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Item – Approval of President's Tax Sheltered Annuity (403b) Plan

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods the President's Tax Sheltered Annuity (403b) Plan be approved.

Comments:

Trustee Woods asked if this was for renewal.

David Fernstrum responded that this plan is tailored to fit the contract that the Board approved a year ago for Dr. Knight.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Item – No Bid Justification/College Wide Office Supplies

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the No Bid Justification for College Wide Office Supplies be approved.

Comments:

Trustee Canja asked for clarification on why the College couldn't use Office Max like the State of Michigan.

Roll call vote:

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

The motion carried.

Trustee Hidalgo left at 7:18 p.m. and returned at 7:20 p.m.

Action Item – Request for Proposals/Grounds Maintenance

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor that the RFP for Ground Maintenance be approved.

Comments:

Trustee Canja asked for clarification on why the Lansing Company, Lawn Sprinklers, had such a low bid.

Roll call vote:

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

The motion carried.

Action Item – Request for Proposals/Mechatronics Learning Systems

IT WAS MOVED by Trustee Smith and supported by Trustee Proctor that the RFP for Mechatronics Learning Systems be approved.

Comments:

Trustee Canja asked for clarification on some of the selection requirements.

Roll call vote:

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

The motion carried.

Action Item – Fiscal Year 2014 Budget Proposal

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo that the FY 2014 Budget Proposal be approved.

Comments:

Trustee Canja stated she was concerned about the 7½% decrease in credit hours and doesn't want to adopt the projected decrease in credit hours. She stated she would be more comfortable with a 4½% or 5% projection.

Trustee Canja also stated she would object to a tuition increase above the 2% rate of inflation.

Trustee Hollister stated he understands Trustee Canja's concerns, but is not comfortable with a lower credit hour projection and would prefer doing a budget amendment down the road if necessary.

Trustee Canja stated that due to the economic times she's in favor with using the fund equity, if necessary, instead of laying off people and raising tuition. She stated the College has put away a lot in fund equity; and therefore, the College has some cushion.

Trustee Woods stated the proposed technology fee should be restricted for technology related expenses only. He also stated that LCC's enrollment efforts are based upon the economy and the Board hasn't seen the outreach plan for non-traditional students and what LCC is doing to increase that enrollment.

Trustee Hollister stated that he doesn't believe this budget proposal to be out of line and is not in favor of using fund equity again.

Trustee Hidalgo stated that he would like to see the technology fee reflect a more accurate fee.

Trustee Hidalgo made a motion to table the FY 2014 Budget Proposal.

Trustee Woods stated that the proper motion would be to postpone the main motion until a certain date.

Trustee Hollister called for the question.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Roll call on main motion to approve the FY 2014 Budget Proposal:

Roll call vote:

Ayes: Hidalgo, Hollister, Meyer

Nays: Canja, Proctor, Smith, Woods

Absent: None

The motion failed.

IT WAS MOVED by Trustee Proctor and supported by Trustee Woods to reconsider the failed motion on June 20, 2013.

Roll call vote:

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

Nays: Hollister

Absent: None

The motion carried.

Chairman, Committee and Board Member Reports

Chair's Report

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Proctor that the severance agreements presented by the Administration be approved.

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:

- Representatives from Rehman Robson discussed with the committee planning for the upcoming audit.
- Representative from Plante Moran discussed with the committee the internal audit plan.
- The committee is still reviewing the Board's travel policy.
- The committee is still reviewing personal service contracts.

Committee Reports – Foundation Board Update

Trustee Smith gave the following Foundation Board Update:

- Election of New officers
 - Chair, Steve Waininger (retired CEO of Lake Trust Credit Union)
 - Vice Chair, Scott Wilkerson (President & CEO of Physicians Health Plan)

- Treasurer, Jeff Benson (CEO – CASE Credit Union)
 - Secretary, Price Dobernick (business manager - Plumbers & Pipefitters Local 333)
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- The Foundation authorized a \$250,000 grant to the LCC Aviation Maintenance program for the purchase of new cabinets, tools and aircraft. The funds are coming from the Gerald and Dorothy Francis Endowment.
 - The Foundation received a fully funded grant in the amount of \$14,940 on behalf of LCC's "From Unemployed to Employed: Building Strategies for the Older Dislocated Worker in Transition." This program is run by Cathy Wilhm. through ELPS.
 - The Foundation hopes to have a college-wide online scholarship management system in place in time for the 2014 application process. This would be a tremendous benefit for students who could do the entire application process electronically. It would also bring greater efficiency to the Foundation and College in the awarding process.
 - Don't forget LCC Alumni Association's Zoo Day, Sunday, June 30, 10 am to 1 pm at the Potter Park Zoo. Over 3000 LCC alumni, faculty and staff have RSVP'd for the event. This year will include new family activities including a photo booth.

Unfinished Business

There was no unfinished business.

Closed Session

There was no Closed Session.

Public Comment

There was no public 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 8:38 p.m.

Submitted,



Administrative Assistant to the Board
Benita Duncan