

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 16, 2013

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

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

Trustee Smith arrived at 6:18 p.m.

Pledge of Allegiance

Trustee Woods led the Pledge of Allegiance.

Trustee Hollister asked for a moment of silent for the families involved in the Washington Navy shooting.

Approval of Minutes

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor that the minutes of the June 17, 2013 Regular Board of Trustees Meeting, June 20, and June 26, 2013 Special Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Lisa Webb Sharpe asked for the addition of the LCC Technical Careers Division Veterans Programming presentation under Information Items.

Limited Public Comment Regarding Agenda Items

Willie Davis: Mr. Willie Davis addressed the Board regarding his two FOIA Appeals that were before the Board.

Dedria Humphries: Dedria Humphries is as faculty member in the English Department. She introduced herself to the Board and gave them a copy of her curriculum vitae.

PRESIDENT'S REPORT

Informational

President Knight gave the following updates:

- LCC launched its' new Pay-by-Space parking system in the Gannon Ramp. A communication plan was developed to help students navigate the new system.
- Fall Enrollment Campaign Focuses on Targeted Audiences: In July, the fall enrollment campaign kicked off to potential students with a variety of complementary messages based on age. The messaging was developed in consultation with Student Services and based on market analysis. The message for 17 and 18 year olds was "The Best Start." "Your Career Starts Here" was aimed at ages 19 to 23, and non-traditional students (ages 24-39) saw images using the tag line "Take the next step...at LCC."
- Late Start Options Campaign: This campaign launched in August to communicate to current and potential students that LCC offers classes that start later, require less time and offer the same credits. The campaign included a home page slide, flyers, email, social media and a dedicated landing page on our website.
- Aviation Program in Mason: With the move to a newly renovated facility at the Mason Jewett Airport, LCC's program has the space and technology for growth. The new facility provides a world class aviation maintenance training venue. The classrooms boast the latest in technology, and the laboratory/hangar is on par with any corporate aviation facility in the nation.
- A&S Renovation: A team of staff from across campus came together to add significant communications value to the newly renovated Arts & Sciences Building. This included external outreach, on campus communications, and additions to the building to create stunning learning spaces. Marketing, Public Relations, the President's Office, Physical Plant, Media Services, the Arts & Sciences Division Office, and faculty led by Martine Courant Rife and David Siwik worked together on this project.
- Writers Walk Sparks Student Interest: The *Writers Walk* on the second floor pays homage to some of the world's greatest authors. Writing instructors are already using the feature for their classes. Student work will also be displayed in this hall.

- Fall Enrollment: LCC remains third highest in enrollment for Michigan community colleges. Enrollment is currently at 17,671, down 4.6% and in line with the average statewide decline. Growth in our high school enrollments continues to be a bright spot each enrollment cycle with 34.3% growth over last fall.
- LCC Foundation Scholarship Breakfast was held Sept 8, 2013 at the Lansing Center.

Informational – Annual Budget for FY 2013-14 as Submitted to the Government Finance Officers Association (GFOA)

This item was submitted with the Board meeting materials for information only.

Informational – High School Diploma Completion Initiative

Jean Morciglio gave a video presentation of LCC's High School Diploma Completion Program.

Two students from the programs, Rachael Gaylord and Jocelyn Philips, addressed the Board on how the program impacted their lives and helped them to grow as individuals.

Informational – June Year End Close (FY 2013) Financial Statements

The following June Year End Close (FY13) Financial Statements were presented in the Board meeting materials:

1. Statement & Summary as of June 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 June 2013
 - h. LCC Card Vendor Payments > \$10,000 for June 2013
 - i. Investment Accounts Schedule as of June 30, 2013
 - j. Cash Contributions for the 4th Quarter
 - k. Revenue and Expense Account Definitions
 - l. Asset, Liability and Net Asset Account Definitions
 - m. Organization/Division Crosswalk
 - n. Glossary

Don Wilske also presented a PowerPoint presentation that is filed with the official Board meeting materials.

Informational – Monthly Student Success Report

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

Informational – Over 100K Board Report

The Over 100K Board Report was presented in the Board meeting materials for information only.

Informational – Update of College’s 2013 Campus Master Plan

The Updated Campus Master Plan was presented in the Board meeting materials for information only.

Informational – LCC Technical Careers Division/Veterans Programming

A PowerPoint presentation was presented on the LCC Technical Careers Division Veterans Programming and is on file with the official Board meeting materials.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Change Order Transmittal
 - a. Capital Area Transit Authority (CATA)
 - b. Stevens Van Lines
2. College Policy
 - a. Purchasing Policy (*Revised*)
3. Consumers Energy Request for an Electric Easement at West Campus.
4. Invitation for Bid
 - a. Staff Augmentation for Student Services Division

Trustee Hidalgo asked that the Consumers Energy Request for an Electric Easement at West Campus be removed from the consent agenda for discussion.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the Consent Agenda, removing the Consumers Energy Request, be approved.

Roll call vote:

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

Nays: None

Absent: Canja

The motion carried.

Action Item – Consumers Energy Request for an Electric Easement

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor that the Consumers Energy Request for an Electric Easement be approved.

Trustee Hidalgo stated that he is okay with Consumers Energy putting in a single pole, but is not comfortable with the current language in the agreement allowing Consumers Energy to put up additional poles in the future without coming before the Board for approval.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith for an amendment authorizing the President to execute the easement document that was provided modifying it to state for a location of a single pole within the existing easement at a location that is mutually acceptable to the college and to Consumers Energy.

Roll call vote:

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

Nays: None

Absent: Canja

The motion carried.

Roll call on the main motion for an Electric Easement as amended:

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

Nays: None

Absent: Canja

The motion carried.

Closed Session

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the Board go into closed session for the purpose of discussing collective bargaining.

Roll call vote:

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

Nays: None
Absent: Canja

The motion carried.

The Board entered into closed session at 8:02 p.m.

The Board returned to open session at 9:01 p.m.

Roll call:

Present: Hollister, Smith, Woods, Meyer

Absent: Canja, Hidalgo, Proctor

Trustee Proctor arrived at 9:06 p.m.

Chairman, Committee and Board Member Reports

Chair's Report

Chair Meyer made the following announcements:

- He asked that the Conflict of Interest forms be turned in by the end of the meeting to the Administrative Assistant.
- He appointed Trustee Woods and himself as the ACCT voting delegates.

Chair's Report – FOIA Appeal

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that FOIA appeal #1 and #2 be denied.

Roll call vote:

Ayes: Hollister, Smith, Woods, Meyer

Nays: None

Absent: Canja, Hidalgo, Proctor

The motion carried.

Committee Reports – Audit Committee Update

Trustee Proctor gave the following Audit Committee Update:

- Rehman Roberson provided the scope of the Annual Financial Audit which will be presented a next month's meeting.
- The Internal Auditors, Plante Moran, prioritized the areas they will be reviewing over the next three-years.

Committee Reports – Foundation Board Update

Trustee Smith provided the Board with a written report.

Committee Reports – Workforce Development Board Update

Trustee Proctor gave the following Workforce Development Board Update:

- LCC receive another \$598,000 in training for the IT Grant that was awarded in 2011. Trustee Proctor stated that he abstained from voting.

Public Comment

There were no public comments.

Board Comments

There were no Board Comments.

Adjournment

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

Ayes: Hollister, Proctor, Smith, Woods, Meyer

Nays: None

Absent: Canja, Hidalgo

The motion carried.

The meeting adjourned at 9:08 p.m.

Submitted,


Administrative Assistant to the Board
Benita Duncan