

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 21, 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 Hidalgo led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Smith and supported by Trustee Canja that the minutes of the September 16, 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:

- Trustee Proctor asked that the Workforce Development Board update be removed from the agenda.

Limited Public Comment Regarding Agenda Items

Deidra Humphries: Ms. Humphries addressed the Board regarding the LCC college wide writing contest and that every LCC student enrolled is eligible to participate.

PRESIDENT'S REPORT

Informational

President Knight presented the October 13, 2013 Present's report to the Board. A copy of this report is on the LCC website.

http://www.lcc.edu/trustees/presidents_reports/

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that the December 16, 2013 Board of Trustee meeting be held at the Mason Jewett Airport faculty at 6:30 p.m.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Informational – Annual Financial Audit Report

Ms. Michelle Fowler of Rehmann Robson gave an overview of the Single Audit Report and the Comprehensive Annual Financial Report. She stated LCC received a clean opinion; there were no major findings and no material weaknesses for internal controls.

These reports are on file with the official Board meeting materials.

Trustee Proctor stated that the administration has done a tremendous job of carrying out its fiduciary responsibilities. He also stated this was the best audit he has seen since his tenure on the Board.

Informational – Gateways to Completion

Martine Rife, presented a PowerPoint presentation which is on file with the official Board meeting materials.

Informational – 2015 Federal Agenda

The 2015 Federal Agenda was in the board packet for information only. Lisa Webb Sharpe asked the Board to review and provide her feedback.

Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of September 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 the 3 months ended September 30, 2013
 - h. LCC Card Vendor Payments > \$10,000 for 3 months ended September 30, 2013
 - i. Investment Accounts Schedule as of September 30, 2013
 - j. Board of Trustees Expenses for the Quarter Ended September 30, 2013
 - k. Revenue and Expense Account Definitions
 - l. Asset, Liability and Net Asset Account Definitions
 - m. Organization/Division Crosswalk
 - n. Glossary

Informational – Monthly Student Success

Dr. Richard Prystowsky presented the Monthly Student Success Report.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Annual Financial Audit Report
2. Update of College's 2013 Campus Master Plan
3. Certification of Michigan Public Act 60, of the Education Omnibus Appropriations for FY2014
4. Change Order Transmittal
 - a. Hoekstra Transportation, Inc.
 - b. McGraw Hill Co.
5. Designation of Fund Balance in the General Fund
6. Request for Proposal
 - a. STORServer TSM Applications

Trustee Canja asked that the Update of College's 2013 Campus Master Plan and Designating Fund Balance in the General Fund be removed from the consent agenda for discussion.

IT WAS MOVED by Trustee Woods and supported by Trustee Smith that the Consent Agenda, removing the Update of College's 2013 Campus Master Plan and Designating Fund Balance in the General Fund, be approved.

Roll call vote:

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

The motion carried.

Action Item – Update of College’s 2013 Campus Master Plan

Trustee Canja asked if the Board approved the Master Plan would the Board be approving all that is on the plan for the five years of funding.

Dr. Knight stated not necessarily and this is a document required by the state, but still must align with budget requirements every year.

Trustee Hollister stated this is a guideline that lays out where the college would like to go.

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that the Update of the College’s 2013 Campus Master Plan be approved.

Roll call vote:

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

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 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 7:54 p.m.

The Board returned to open session at 9:02 p.m.

Roll call:

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

Absent: None

IT WAS MOVED by Trustee Smith and supported by Trustee Canja that the Board of Trustees of Lansing Community College resolves:

WHEREAS, it is in the best interest of the College to arrange for the use of certain premises located in the Livingston County Public Safety Complex; and

WHEREAS, such premises may be available under a license agreement or lease agreement for the College to use as teaching facilities that would facilitate LCC in offering programs in Livingston County;

NOW THEREFORE, BE IT RESOLVED, that President Knight (or his designee) is authorized and directed to negotiate and attempt to conclude a license agreement or lease agreement to utilize a portion of the Livingston County Public Safety Complex as a teaching facility on such terms and conditions as described during the Closed Session.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Item – Designation of Fund Balance in the General Fund

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor that due to several questions regarding the current conditions of one property and possible development uses of this property and alternative sources of funding, the Board is not ready to designate funds and moves to table this agenda item.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Chairman, Committee and Board Member Reports

Committee Reports – Foundation Board Update

Trustee Smith provided a copy of the Foundation update to each of the Board members.

Public Comment

There were no public comments.

Board Comments

Trustee Woods congratulated Trustee Meyer for being elected to ACCT's nominating committee.

Adjournment

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

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 9:12 p.m.

Submitted,

A handwritten signature in black ink, appearing to read "Benita Duncan", written over a horizontal line.

Administrative Assistant to the Board
Benita Duncan