

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 18, 2013

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:04 p.m.

Roll Call

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

Trustee Smith attended by telephone.

Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Hidalgo that the minutes of the October 21, 2013 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Proctor asked that Retention of Counsel be added to the agenda.

Limited Public Comment Regarding Agenda Items

Rep. Andy Schor: Addressed the Board to provide a Legislative update.

PRESIDENT'S REPORT

Informational

President Knight presented the November 2013 President's report to the Board. A copy of this report is on the LCC website.

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

Dr. Knight announced that Joan Bauer will be working at LCC to enhance outreach and community efforts.

Informational – LUCERO Program Update

Felipe Lopez provided a PowerPoint presentation which is on file with the official Board meeting materials.

Informational - Presentation on Student Services

Evan Montague provided a PowerPoint presentation which 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 October 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 the 3 months ended September 30, 2012
 - h. LCC Card Vendor Payments > \$10,000 for 3 months ended September 30, 2012
 - i. Investment Accounts Schedule as of September 30, 2012
 - j. Revenue and Expense Account Definitions
 - k. Asset, Liability and Net Asset Account Definitions
 - l. Organization/Division Crosswalk
 - m. 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. Approval of Bank Resolutions
 - a. Designating Authorized Representatives
 - b. Electronic Funds Transfer Authorization
2. Invitation for Bids
 - a. Fire Engine
 - b. LED Display Signs
3. Request for Proposals
 - a. Fleet Maintenance Mobile Repair Services
 - b. LCC West – Technology Lab remote Shunt Control Upgrade
 - c. Temporary Staffing Services

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo that the Consent Agenda be approved.

Roll call vote:

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

Nays: None

Absent: Meyer

The motion carried.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister to authorize the President to retain the firm Dow Lohnes as special counsel to assist with the LCC federal Student Financial Aid Program Review.

Roll call vote:

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

Nays: None

Absent: Meyer

The motion carried.

Chairman, Committee and Board Member Reports

Chair's Report

IT WAS MOVED by Trustee Hollister and supported by Trustee Meyer that the December 16, 2013 Board of Trustee meeting be held on LCC's main campus in the Administration Building Boardroom.

Roll call vote:

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

Nays: None

Absent: Meyer

The motion carried.

Committee Reports – Audit Committee Update

Trustee Proctor stated the following items were covered in the Audit Committee:

1. After-the-Fact Report – (Sept. 20 – Oct. 15, 2013)
2. Blanket Purchase Order Report – (July 1 – Sept. 30, 2013)
3. No Bids Justifications
 - a. Apple Computer, Inc.
4. No Bid Purchase Report for Advertisements, Memberships & Sponsorship – (Sept. 20 – Oct. 15, 2013)
5. Sole Source Report – (Sept. 20 – Oct. 15, 2013)
6. Approval of Trustees Business Travel Expenses

Committee Reports – Foundation Board Update

A written copy of the Foundation Board update was provided with the Board meeting materials.

Committee Reports – Workforce Development Board Update

Trustee Proctor gave the following Workforce Development Board Update:

- LCC has sustained a reduction in some training funds.

Unfinished Business

There was no unfinished business.

Closed Session

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

Roll call vote:

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

The motion carried.

It was moved by Trustee Hollister and supported by Trustee Proctor that the Board go into closed session at the President's request for the purpose of discussing the President's Annual Performance Review.

Roll call vote:

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

The motion carried.

The Board entered into closed session at 7:32 p.m.

The Board returned to open session at 9:57 p.m.

Roll call:

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

Public Comment

There were no public comments.

Board Comments

There were no board comments.

Adjournment

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Canja that the meeting be adjourned.

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

The motion carried.

The meeting adjourned at 9:58 p.m.

Submitted,



Administrative Assistant to the Board
Benita Duncan