

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
December 16, 2013

**Regular Meeting**  
Adopted Meeting Minutes

## **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

## **Pledge of Allegiance**

Trustee Proctor led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the minutes of the November 18, 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:

- Under Board Reports
  1. Adoption of the Board of Trustees 2013 Strategic Goals
  2. Resolution supporting Trustee Proctor's candidacy for the ACCT Diversity Committee
- Under the President's Report - Informational Item
  1. Presentation of the Capital Area Health Alliance Awards
- Under the President's Report – Action Item
  1. Approval of separation agreement

## Limited Public Comment Regarding Agenda Items

There were no Public Comments.

## PRESIDENT'S REPORT

### Informational

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

[http://www.lcc.edu/trustees/presidents\\_reports](http://www.lcc.edu/trustees/presidents_reports)

### Informational – Dental Hygiene Presentation

The students of the Dental Hygiene Program presented their annual project on the prevalence of cleft lip palate, in relation to genetic and environmental factors.

### Informational – Monthly Student Success

Margie Clarke gave a PowerPoint presentation on the Capital Area Health Alliance and Choosing Health a LCC. This presentation is on file with the official Board meeting materials.

Valarie Anderson of the Capital Area Health Alliance presented the following award to LCC:

*Community Service and Corporate Responsibility Award  
presented to LCC  
In grateful appreciation for your outstanding leadership  
and dedicated service to our community.*

### Informational – Extended Learning and Professional Studies (ELPS) Division Adult Programs

Jean Morciglio presented on the plus 50 program.

### Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

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

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

- 1. Invitation for Bid
  - a. Campus Restroom Paper Products
- 2. Sole Source
  - a. Oracle America
- 3. Separation Agreement – *Addition*

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the Consent Agenda, adding the Separation Agreement, 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**

### **Chair's Report – Approval of 2014 Board of Trustees Meeting Calendar**

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the 2014 Board of Trustees Meeting Calendar be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Chair's Report – Information**

Chair Meyer made the following announcements:

- Trustee Meyer attended the LCC Veterans Memorial Induction program. He congratulated and thanked Lt. Colonel James Bender, Director of Veteran & Military Affairs, for the outstanding work he is doing with Veteran's Affairs.
- He also attended "As You Like it" and commented on how well he enjoyed the performance.

### **Chair's Report – Adoption of the 2014 Board Strategic Goals**

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the following Board of Trustees 2014 Strategic Goals be adopted.

#### Board of Trustees 2014 Strategic Goals

1. Marketing and Communication (E-106):
  - a. Develop an integrated marketing and communications plans that is measurable and inclusive of the LCC constituency, including its employees.
  - b. After development of the plan build capacity and infrastructure to enable excellent marketing and outreach that focuses on leveraging the strength of the college's events, personnel, programs and facilities.
2. Community Impact (E-103)
  - a. Initiate and implement a community engagement plan that connects all constituencies to LCC and increases awareness of the college.
  - b. Determine the metrics which can measure success.
3. Student Success (E-105):
  - a. Institutionalize a learning and supportive climate that embraces and sustains student success and customer service.
  - b. Create a robust honors program designed to attract top students with flexible, customizable and unique opportunities.
4. Promote a Spirit of Excellence (E107.1)
  - a. Foster a culture of excellence through meaningful recognition of employee's performance and best practices.
  - b. Institute specific programs designed to create a sense of pride, place and passion among college employees.
5. Quality Education (E-102)
  - a. Greater measurable support of programs aimed at veterans.
  - b. Invest in the infrastructure of the grants program and that may include additional personnel.

6. Asset Protection (EL-204)
  - a. Ensure fiscal integrity and accountability as a steward of all funds entrusted to the college.

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:

- Update from LCC's Internal Auditors, Plante Moran, on Enrollment Services
- After-the-Fact Report review
- LCC Professional Services Contract review
- No bid Justification review
- Sole Source Report review
- Adoption of the 2014 Audit Committee Meeting Calendar

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

Trustee Smith gave the following Foundation Board Update:

- Dan McKean attended the Council for Advancement and Support of Education (CASE) Region V Conference in Chicago, to accept the "Pride of CASE" award for the LCC Alumni Association.
- Online Scholarship Module - The site has been up and running for several weeks. As of December 12, 2013, 379 students have registered on the site and 299 have submitted applications.
- Holiday Open House – There were 180 individuals in attendance which was a 40% increase from last year. A very diverse crowd of guests enjoyed the food and music from Phil Denny. The open house achieved its goal of thanking donors, welcoming new friends, providing networking opportunities and a venue for the College to showcase buildings and programs. The Foundation raised over \$1,000 for the David Froh Scholarship, designated by the Learning Commons Staff.
- Employee Development Fund Grants Awards – EDF recently awarded over \$5,000 in grants to four LCC faculty and staff. Grants help fund attendance at conferences, research projects, equipment or other programs that benefit employees professionally and support the mission of LCC.

- Washington Court Update – Construction on the new Foundation offices should be complete in early January. The Foundation is awaiting confirmation of an actual move-in date. The Foundation looks forward to occupying the new space as it will increase efficiency of operations and be more welcoming to its donors.
- Capital Area College Access Network (CapCAN) – Dan McKean was recently elected chairperson of the CapCAN Executive Leadership Committee. As a local member of the Michigan College Access Network (mCAN), CapCAN is working within the Ingham ISD service area to increase the percentage of residents with high-quality degrees or credentials to 60% by the year 2025.

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

Trustee Proctor gave the following Workforce Development Board Update:

- Trustee Proctor reported that the Board did not meet this month, but last month there was a \$32,000 reduction in funds for the LCC Utility Line Worker Program grant.

### **Board Member Reports**

IT WAS MOVED by Trustee Canja and supported by Trustee Hollister that the following preamble and resolution be approved.

The Board of Trustees of Lansing Community College resolves:

WHEREAS, Robert Proctor has served as Trustee of Lansing Community College since July 2003; and

WHEREAS, Robert Proctor has been involved at the American Red Cross for over 25 years; and

WHEREAS, Robert Proctor, as a volunteer with the American Red Cross, has become a certified Diversity Trainer; and

WHEREAS, Robert Proctor's professional experiences as an attorney and mediator has involved dealing with diversity in the workplace issues; and

WHEREAS, Robert Proctor has declared his candidacy for a seat on the ACCT Diversity Committee; and

WHEREAS, the Board of Trustees of Lansing Community College believe Robert Proctor is exceptionally qualified to serve on the ACCT Diversity Committee;

NOW, THEREFORE, BE IT RESOLVED THAT the members of the Board of Trustees of Lansing Community College support his candidacy for the ACCT Diversity Committee.

Roll call vote:

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

Nays: None

Absent: None

Trustee Proctor abstained from voting.

The motion carried.

## Unfinished Business

There was no Unfinished Business.

## Closed Session

There was no Closed Session.

## Public Comment

There were no public comments.

## Adjournment

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the meeting be adjourned.

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 7:32 p.m.

Submitted,

  
Administrative Assistant to the Board  
Benita Duncan