

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 21, 2014

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

Present: Canja, Hidalgo, Hollister, Proctor, Meyer

Absent: Smith, Woods

Chair Meyer mentioned that Trustee Smith's father, Andrew Aiken's passed away and that they will honor him in a moment of silence upon her return at the next Board of Trustees Meeting.

Trustee Woods arrived at 7:21 p.m.

Pledge of Allegiance

Trustee Hollister led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo that the minutes of the March 17, 2014 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Proctor, Meyer

Nays: None

Absent: Smith, Woods

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

Trustee Proctor asked that Early Learning Children's Community Proposal for Fee Increase be removed from the consent agenda for a separate vote.

Limited Public Comment Regarding Agenda Items

Jeff Janowick: Mr. Janowick invited the Board to the StarScapes showcase for LCC Student Innovation and Creativity, April 23 - 24 in the Arts and Science Building.

Molly Cryderman – Weber: Ms. Cryderman invited the Board to the Performing Arts Palooza event April 25 – May 10, 2013 at Lansing Community College.

PRESIDENT'S REPORT

Informational

President Knight presented the April 2014 President's report to the Board. A copy of this report is on the LCC website.

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

Informational – Athletics Presentation

LCC honored Coach Chuck Block for his achievement with the LCC Men and Women Cross Country teams and Coach Mike Ingram for his 500th career win and achievement with the LCC Men's Basketball team.

Informational – Men of Color Initiative Presentation

Felipe Lopez Sustaita presented a PowerPoint on the Men of Color Initiative. The presentation spoke about the challenges men of color are facing nationally and locally on being retained and graduating. The presentation is on file with the official Board meeting materials.

Informational – Aviation Technology Education

Dr. Knight spoke briefly on Aviation Technology Education and provided a video on getting trained, certified and getting a job through the program.

Informational – Arts and Science Building

Dr. Knight gave an update on the display cases in A & S, graphics and creating QR codes for everything. He also talked about the ongoing tours given by him and Joan Bauer of the new facility.

Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of January 31, 2014 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 March 2014
 - h. LCC Card Vendor Payments > \$10,000 for March 2014
 - i. Investment Accounts Schedule as of March 31, 2014
 - j. Cash Contribution for the Quarter Ending March 31, 2014
 - k. Board of Trustees Expense Summary and Non-Labor Detail
 - l. Revenue and Expense Account Definitions
 - m. Asset, Liability and Net Asset Account Definitions
 - n. Organization/Division Crosswalk
 - o. Glossary

Informational – Monthly Student Success

Dr. Richard Prystowsky presented the Monthly Student Success Report on LCC's Achieving the Dream Cohort.

Informational – Overview of Board Strategic Initiative

Don Wilske presented a PowerPoint on the FY15 and FY16 financial forecast. A copy of this presentation is on file with the official Board meeting materials.

Informational – President's Advisory Council on Diversity and Inclusion Report

Elva Revilla presented a PowerPoint on the President's Advisory Council on Diversity and Inclusion Final Report. This report is on file with the official Board meeting materials.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Authorization of New Job Training and Revenue Bond – General Motors LLC, Lansing Logistic Optimization Center
2. College Policy
 - a. Smoking Policy (*REVISED*)
- ~~3. Early Learning Children's Community Proposal for fee Increase (*Removed for separate vote*)~~

4. Invitation for Bid
 - a. Welding Education Training Equipment
5. Lease Agreement between Lansing Community College and CASE Credit Union
6. Request for Proposal
 - a. Learning Management and Performance Management Systems
 - b. Remote Real Time Captioning Services

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo that the Consent Agenda, removing the Early Learning Children's Community Proposal for fee Increase, be approved.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

Action Item – Early Learning Children's Community Proposal for fee Increase

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the Early Learning Children's Community Proposal for fee Increase be approved.

Roll call vote:

Ayes: Hidalgo, Hollister, Woods, Meyer

Nays: Canja

Absent: Smith

Trustee Proctor abstained from voting due to his child being enrolled in the Early Learning Children's Community.

The motion carried.

Chairman, Committee and Board Member Reports

Chair's Report – AACC Awards of Excellence

LCC was one of the finalist for the AACC 2014 Exemplary CEO/Board Award. This award recognizes effective collaboration between the Board of Trustees and CEO advancing the college.

Chair's Report – Approval of Board Bylaw 1.8 Compensation & Reimbursement of Expenses

The following amendments to Board Bylaw 1.8 were submitted for approval.

1.8 COMPENSATION AND REIMBURSEMENT OF EXPENSES

1.8.1 No Compensation; Expense to be Reimbursed

No member of the Board shall receive any compensation for services rendered the College, **but actual and necessary expenses incurred by them in performance of their duties shall be reimbursed when the expenses are authorized by the Board of Trustees by policy or by ad hoc decision.**

MCL 389.112

1.8.32 College Meeting and Business and Travel Related Expenses

Trustees shall be eligible for reimbursement or direct payment of college business related expenses they incur as a result of their duties and activities as Trustees. Such eligible expenses shall be set forth in Board policy, which shall also establish approval and audit mechanisms that shall govern payment for such expenses.

Parameters for reimburse allowed:

- a. **Mileage:** Mileage reimbursement **will** be granted to trustees for any college event ~~where they attend~~ in their official capacity, such as Board meetings, committee meetings, graduations or **any other college events they are invited** ~~where the Trustees get an invitation to attend.~~
- b. **Cell phone/Computer and related carrier/ISP services:** Trustees ~~can~~ **may** receive a college issued cell phone and **related carrier services for their use during their term of office.** Upon request, trustees may also **receive a tablet and/or computer and related ISP service as provided by as indicated in the proposed policy, if service to the trustee's residence is reasonably available.** ~~College issue cell phone and computer.~~ Such items must be used **primarily for carrying out the trustee's college-related duties and business, and trustee are expected to reimburse the college for any additional expenses attributable to use of such equipment or service for personal purposes. Each trustee is expected to exercise reasonable care in the use, maintenance and security of the equipment and to reimburse the college for repair or replacement of equipment that is damaged or lost due to the trustee's failure to exercise reasonable care.**
- c. ~~**Expense related to serving on a National Committee:** Trustee participation on national committees related to service as a trustee will be supported by the college, but limited to conference fees, per diems,~~

~~transportation and lodging. The Board must approve any other expenses in advance.~~

~~d. **Home Internet Service:** Board Members, upon request, will be entitled to access and use the college ISP, a broadband internet service program, provided that:~~

~~(1) The Trustee's access and use of ISP, conforms to, and complies with, the requirements of the ISP contract.~~

~~(2) The Trustee's entitlement will not exceed the limit of 50 users as specified in the contract.~~

~~(3) The cost of providing this internet access is already covered by the ISP contract.~~

~~(4) There are no additional charges to the College for installation, equipment, upgrades, etc.~~

~~(5) Participating Trustees pay the current semi-annual charge, to offset their personal use of the service. These funds are used toward the annual payment of the ISP contract.~~

The above is consistent with Governance Policy GP-308.

1.8.3 Community Involvement and Outreach

The College benefits when trustees function as representatives, ambassadors and advocates for the College within the Lansing Community College District and within the broader communities from which the College draws students, faculty and staff, leadership, funding and other assets. Trustees are encouraged to develop and enhance favorable relationships with students and alumni, faculty and staff, representatives of business and labor, donors, government officials, other educational institutions and Michigan's citizens. To facilitate these endeavors, the College will pay or reimburse reasonable business and entertainment expenses incurred within the State for the primary purpose of supporting such relationships. Any such expenditure must be completely documented, including the person(s) for whom the business or entertainment expense was incurred, the institutional purpose of the expenditure, the date of the expenditure and an itemized description of the expenditure. All such expenditures should be planned in advance and are subject to budgetary limitations and to pre-approval by the Audit Committee.

This policy contemplates payment or reimbursement for expenditures such as:

- a. Costs of participation in approved civic or service organizations within the College District (e.g., Urban League, Rotary Club, Chamber of Commerce, etc.) if such participation may reasonably be expected to benefit the College;
- b. Meals with individuals whose participation may reasonably be expected to benefit the College;

- c. Tickets to LCC-related events (e.g., sporting events, performance events, etc.) when used for purposes reasonably expected to benefit the College (e.g., hosting individuals whose presence may reasonably be expected to benefit the College, etc.);
- d. Promotional items of nominal value (e.g., cards, flowers, college logo clothing or mementos, etc.) when used for purposes reasonably expected to benefit the College;
- e. Mileage, parking, etc., in connection with the foregoing.

1.8.24 ~~Travel Expenses~~ Membership in Associations and Attendance at Meetings, Conference and Workshops

- A. The Board recognizes the value of membership ~~in and attendance at conferences, workshops, and meetings at the state, regional, and national associations serving the educational and leadership interest of community colleges and their trustees. The Board recognizes that these values are maximized by active participation in such associations at levels which are appropriate and necessary to carry out~~ supportive of College business. Subject to Chairperson Audit Committee approval, the Board expressly encourages and the College will pay or reimburse approved expenses in connection with the following:
- 1. ~~The attendance of its members in one (1) out-of-state and one (1) in-state conference (inclusive of the MCCA Summer conference), workshop, or meeting per year, in addition~~ at important all other meetings or conferences offered by the Michigan Community College Association or related entities (inclusive of the MCCA Summer Conference).
 - 2. ~~The attendance of Board appointed delegates at all regularly scheduled meetings of the Board of Directors of the Michigan Community College Association, and the attendance of designated members at regularly schedule meetings of MCCA committee on which they serve. to attend all regularly scheduled meetings of its Board of Directors.~~
 - 3. ~~The attendance of its members, twice per year, at meetings, conferences or workshops conducted by regional or national community college associations (e.g., the American Association of Community Colleges, the Association of Community College Trustees, etc.) or affiliated organizations.~~
 - 4. ~~The attendance of Board members at regularly scheduled meetings of regional or national community college associations or affiliated organizations in which the member represents the College as an officer.~~
 - 5. ~~The attendance of Board members at regularly scheduled meetings of committees of regional or national community college association or affiliated organizations on which the member serves as a representative~~

of the College.

6. Subject to pre-approval by the Audit Committee, the attendance of the Board Chairperson or his or her designee ~~once per year at an~~ ~~may also represent the College in one (1) international visit per year~~ **meeting or conference** in furtherance of stated goals and the objectives of the Sister College Program.
- B. Board members' travel arrangements **for attendance at meetings, conferences and workshops** will be coordinated through the Board Administrative Assistant.
- C. **The College will pay, or** Board members will be reimbursed, for reasonable and necessary ~~required~~ business travel expenses **in connection with the meetings, conferences and workshops described above,** per parameters for allowed **expenses and** reimbursement.
1. **Registration fees:** **Payment or** reimbursement of registration fees related to **meeting, conference or workshop, including fees for meals and receptions that are part of the regular agenda.**
 2. **Lodging:** **Payment or** reimbursement at Hotel conference rate. If the **host** hotel is sold out, the college will book a room elsewhere at a comparable rate. The difference will be noted and reported to the Audit Committee. If, for any reason, a Trustee chooses to stay at a hotel with a higher rate than the conference rate or the comparable rate booked by the college, the Trustee must pay the difference. No savings will be reimbursed if the hotel booked is at a lower rate than the conference rate. Any additional charges related to the accommodation of spouses, ~~and/or~~ **children or others staying with a Trustee** will be the responsibility of the Trustee, **except as otherwise provided by these bylaws.**
 3. **Transportation:** **Payment or** reimbursement at the college rate. **The College's general Travel Policy Administrative Guidelines will apply to travel by trustees except as provided in this policy or as otherwise determined by the Board of Trustees. Because trustees are not compensated for their time, requests for specific airports, carriers, flights and schedules will be honored without personal expense to the trustee, provided such requests do not increase ticket costs more than \$100 or 20% (whichever is greater) over the least expensive available coach/economy fare for suitable travel dates and times to and from Lansing/Capital Region International Airport. If travel arrangements for a Trustee are made by the college and the Trustee ~~needs to~~ changes those arrangements ~~due to~~ **for** personal reasons, the Trustee will reimburse the college for any **net additional** expense incurred for making those changes **unless the Audit Committee determines the changes are reasonably necessary due to (a) illness, injury or death of the trustee, a person traveling with the trustee, or a person closely related to the trustee; (b) unforeseen and reasonably unavoidable conflicts with the trustee's business or employment obligations; or (c) other circumstances beyond the trustee's control that reasonably justify****

the additional cost incurred in making changes. Other exceptions may be brought to the Audit Committee for approval.

4. **Meals and Incidentals:** Reimburse at the college rate except for meals that are included in registration fees.

Expenses incurred for a spouse, family member or other person to accompany a trustee to a meeting, conference or workshop will not be paid or reimbursed by the College except when the Audit Committee determines in advance that the attendance of such person would materially benefit the College.

The above is consistent with Governance Policy GP-308.

1.8.45 Reports on Board and Individual Board Member Expenditures

The chief financial officer of Lansing Community College shall present to the Lansing Community College Board of Trustees quarterly reports detailing expenditures related to the board's activities and to individual trustee activities. The quarterly reports shall be reviewed by the board at regularly scheduled board meetings. The reports on expenditures shall include, but not be limited to the following items:

Meetings of the board of trustees and board committees, whether designated as a standing, special, or ad hoc committee, a task force, or study group. The report shall identify, with reasonable specificity, each expenditure by category;

Community involvement and outreach expenditures for each trustee;

Conference, workshop or meeting attendance expenditures for each trustee, including by not limited to transportation expenses registration fees, mileage expenses and meals;

Office operations expenses, including supplies, dues and subscriptions, technology costs and depreciation for computers, phones, etc.;

Professional and outside contractual services including legal services, consultant services, research and survey services.

IT WAS MOVED by Trustee Proctor and supported by Trustee Woods that the amendments to Board Bylaw 1.8 be approved.

Roll call vote:

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

Nays: None

Absent: Smith

The motioned carried.

Chair's Report – Review of LCC College Policies

Trustee Proctor stated the Board is overdue in their review of LCC's college policies and Board bylaws. At the recommendation of the Board's Administrative Assistant, he recommends a committee be established with Trustees and Administration to review the college policies. Update to the recommendation will follow.

Committee Reports – Audit Committee Update

Trustee Proctor gave the following Audit Committee Update:

- The Committee approved a Trustee's expense for college related business travel.
- The Committee reviewed:
 1. After-the-Fact Report – (2/11 – 3/18/2014)
 2. No Bid Justifications
 3. No Bid Purchase Report for Advertisement, Memberships & Sponsorships – (2/11 – 3/18/2014)
 4. Sole Source Report – (2/11 – 3/18/2014)
- The Committee did not approve the change order for Ziemnick Foster Engineering, LLC due to questions the committee had. The Administration will review the questions and bring this item back to the May Audit Committee meeting for approval.

Committee Reports – Foundation Board Update

There was no Foundation Board update.

Unfinished Business

There was no Unfinished Business.

Closed Session

IT WAS MOVED by Trustee Canja and supported by Trustee Proctor that the Board go into closed session for the purpose of discussing collective bargaining and the purchase, sale, or lease of real property.

Roll call vote:

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

Nays: None

Absent: Smith

The motioned carried.

The Board entered into closed session at 9:04 p.m.

The Board returned to open session at 10:36 p.m.

Roll call:

Present: Canja, Hollister, Woods, Meyer

Absent: Hidalgo, Proctor, Smith

Public Comment

There were no public comments.

Board Comments

There were no Board comments.

Adjournment

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

Ayes: Canja, Hollister, Woods, Meyer

Nays: None

Absent: Hidalgo, Proctor, Smith

The motion carried.

The meeting adjourned at 10:37 p.m.

Submitted.

A handwritten signature in black ink, appearing to read "Benita Duncan". The signature is written in a cursive, flowing style with large loops.

BENITA DUNCAN