

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 15, 2014

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:06 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 Canja and supported by Trustee Woods that the minutes of the June 16, 2014 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/deletions were made to the agenda:

- Lisa Webb Sharpe asked that the Renaming of the Continental Cable Building and the Voluntary Retirement/Separation Incentive Program Resolution be added to the Consent Agenda.

Limited Public Comment Regarding Agenda Items

Cruz Villarreal: Cruz Villarreal introduced himself to the Board as the new President of the Part time Clerical and Technical Union.

Al Edgeworth: Al Edgeworth introduced himself to the Board as the new President of the Facilities Maintenance Association.

Sally Pierce: Sally Pierce introduced herself to the Board as the new President of the Michigan Association for Higher Education.

Gezelle Oliver: Gezelle Oliver introduced herself to the Board at the Michigan Education Association UniServ Director.

Ed Bryant: Ed Bryant introduced himself as the Co-chair of the Michigan Education Association 8G Coordinating Council.

Ava Towns: Ava Towns introduced herself to the Board as the new President of the Educational Support Personnel.

PRESIDENT'S REPORT

Informational

The Fire Academy recruits and their instructors presented their new fire engine to the Board of Trustees with the wetting down ceremony. The Program Director Tim Baker explained the ceremony was a tradition among firefighters. Tim stated their fire engine was the only in the state to have two apparatus.

The Board expressed their appreciation to the students and instructor of the Fire Science Academy Program for their willingness to be emergency first responders.

President Knight presented the June 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 - June Year End Close (FY 2014) Financial Statements

The following June Year End Close (FY14) Financial Statements were presented in the Board meeting materials:

1. Statement & Summary as of June 30, 2014 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Net Position
 - d. Investments
 - e. Statement of Revenue, Expenses and Changes in Net Position
 - f. Plant Funds Statement of Resources and Allocations
 - g. Capital Projects Monthly Reporting
 - h. Vendor Payments > \$10,000 for June 2014
 - i. Cash Contribution
 - j. Board of Trustees Summary and Detail of Expenses
 - k. Revenue and Expense Account Definitions

- I. Asset, Liability and Net Asset Account Definitions
- m. Organization/Division Crosswalk

Informational – Monthly Student Success

Dean McFadden and the Marketing Director, Nicole Szymczak provided an overview of the recruiting and marketing efforts done over the last six months.

Informational – Over 100K Board Report

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

Informational – Overview of Progress on a Board Strategic Initiative/Promote a Spirit of Excellence

Ann Kroneman provided an update on the activities to date in support of the Board's strategic goal of Promoting a Spirit of Excellence. Ann stated that the college will have an awards banquet in April that will recognize an employee's performance. Nominations for employee recognitions will be available on-line.

Ann also announced that the Speakers' Series kicked off on September 5 with Dr. Adolph Brown. Upcoming series are in November 2014, February and April 2015.

Informational – Update of /College's 2014 Campus Master Plan and FY2016 Capital Outlay Project Request

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

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Approval to Appoint Chief Financial Officer
2. Approval of Bank Resolutions
3. Certification of Michigan Public Act 196, Section 230 of the Education Omnibus Appropriations for FY 2015.
4. Change Order Transmittals
 - a. Continental Services
 - b. Howard Cousins
 - c. Integrity Interiors Inc. and Moore Trospen Construction Co.
 - d. Kuntzsch Business Services Inc., Public Policy Association Inc., and Hartmeyer Consulting

- e. Moore Trosper Construction Co.
5. *Renaming of the Continental Cable Building – (ADDED)*
 6. *Voluntary Retirement/Separation Incentive Program Resolution – (ADDED)*

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the Consent Agenda adding the Renaming of the Continental Cable Building and the Voluntary Retirement Separation Incentive Program Resolution 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

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 announced that due to the majority of the Trustees attending the ACCT Leadership Congress in Chicago, the October meeting has been moved to October 27, 2014.

IT WAS MOVED by Trustee Woods and supported by Trustee Smith to appoint Trustee Meyer and Proctor as the ACCT voting delegates.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Trustee Meyer recognized Benita Duncan, who was named the recipient of the Association of Community College Trustee (ACCT), Professional Board Staff Member Award for the Central Region and Trustee Robin Smith's upcoming appointment as Chair of the ACCT Board of Directors.

He announced that a reception has been planned in their honor on October 27 at 4:30 p.m. in the Administration Building Boardroom.

Committee Reports – Audit Committee Update

Trustee Proctor gave the following Audit Committee Update:

- The Audit Committee met on October 6.
- Rehmann Robson presented the draft Annual Financial Audit Report. They will present to the full Board at the October 27 Board of Trustees Meeting.
- Plante Moran provided a preliminary report on Revenue Enhancement Strategies in response to a request made from some member of the Audit Committee.
- There were the following information items:
 1. After-the-Fact Report
 2. Community Engagement Report
 3. LCC Foundation Report
 4. No Bid Justifications
 5. No Bid Purchase Report for Advertisements, Memberships & Sponsorships
 6. Sole Source Report
- The Audit Committee approved a Change Order Transmittal and Trustee related business expenses.

Committee Reports – Foundation Board Update

Trustee Smith gave the following Foundation Board Update:

- Upcoming Foundation events:
 1. Annual Scholarship Breakfast with Lansing Promise/Hope, Thursday, October 9, 2014, 8 am to 9:15 am at the Lansing Center, with guest speaker Dr. Richard Prystowsky, Senior V.P. for Academic and Student Affairs
 2. Holiday Open House, will be Wednesday, December 3, 2014, 4:30 pm to 7:00 p.m. in the Gannon Building. There will be food and music in LCC's new food court.
- The newest Foundation Board Member is Tony Willis. Tony is Manager of Business Acceleration for the Lansing Economic Area Partnership (LEAP).
- The Annual Fund Campaign begins in October. During the fall and spring of each year the Foundation makes an appeal for donor support. Funds raised during these campaigns are critical to the Foundation's ability to provide student scholarships for over 850 applicants.
- This year's campaign theme is "You Have the Power to Create an LCC Star". It is a reminder that LCC Stars keep the community healthy, safe, connected and moving forward. The Foundation chose this theme to align with the College's #starpower campaign.

Committee Reports – Workforce Development Board Update

Trustee Proctor presented the Workforce Development Board in writing.

Unfinished Business

There was no Unfinished Business.

Closed Session

There was no Closed Session.

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 be adjourned.

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

The motion carried.

The meeting adjourned at 7:27 p.m.

Submitted.

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

BERITA DUNCAN