

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 15, 2014

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:28 p.m.

Roll Call

Present: Canja, Hidalgo, Hollister, Proctor, Smith, Woods, Meyer
Absent: None

Pledge of Allegiance

Trustee Hollister led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the minutes of the November 17, 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.

Resolution Presentation

The following resolution was presented honoring Trustee Jerry L. Hollister:

The *Board of Trustees* of Lansing Community College resolves as follows:

WHEREAS, TRUSTEE JERRY L. HOLLISTER has served Lansing Community College for nearly eight years as an appointed and elected member of the Board of Trustees, having been appointed in April 2007 and elected in November 2007, helping to bring a new era of respect and professionalism to the Board, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER was appointed and served with distinction on the Lansing Community College Board of Trustees as the Treasurer for four years, from January 2011 through December 2014, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER comes from a family with a rich history of public service in Lansing, including his father David Hollister, former Mayor of Lansing

and State Representative, and his mother, the late Judy (Hollister) Wolpe, who served as Lansing Community College Board Chair, and has followed in their footsteps in providing service to his community, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER has admirably represented Lansing Community College by presenting Scholarship Awards to high school students in the community who have achieved the highest academic distinction and scholarship, and

WHEREAS, TRUSTEE JERRY L. HOLLISER having previously served as a commissioned officer in the US Navy Civil Engineer Corps, has been a passionate and effective advocate for ensuring that Lansing Community College delivers the best experience for veteran and military students, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER has shared his knowledge and applied his leadership skills to Lansing Community College during times of rapid change, such as providing guidance during the institution's large renovation projects of the historic Herrmann House, the Arts & Science Building and the Gannon Building, which have resulted in new state-of-the-art facilities, world-class classroom renovations, a new Gannon Student Commons Area, and a graceful and historic setting in which the Lansing Community College President may reside and host distinguished guests, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER provided leadership and vision for the development of an emergency management plan compliant with State of Michigan standards and which allows LCC staff to work collaboratively with local emergency management agencies, provides a National Incident Management System (NIMS) that makes LCC eligible to obtain federal grant dollars, designates management authority to the President, and protects employees engaged in disaster relief, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER has shown an unwavering commitment to improving student success with the establishment of the Early College and innovative middle college options for students, bringing new opportunities to work together with K-12 partners, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER provided leadership in acquiring land that will strategically serve the institution, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER has contributed to developing guidelines for Board Relations that resulted in a statement of Mutual Commitments adopted by the Board on June 18, 2007, and which is recognized as a model by other colleges, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER provided leadership in the selection of Lansing Community College's sixth President, Dr. Brent Knight, and

WHEREAS, TRUSTEE JERRY L. HOLLISTER has dedicated his time, talent, and energy in service to the college and the community while also working full time as the Chief Operating Officer for Niowave Inc. and while serving as a minister for the Church of Christ, all while also fulfilling his most important role as a husband and father,

NOW THEREFORE, BE IT RESOLVED that, in recognition of his dedication and devotion to Lansing Community College, and for his many accomplishments while serving the residents of the College district, the Board of Trustees of Lansing Community

College, on behalf of the students, faculty, staff, and community, recognize and congratulate Trustee JERRY L. HOLLISTER for his service on the Board of Trustees and extend appreciation for his invaluable contributions.

AND BE IT THUS RECORDED THIS 15TH day of December, 2014.

The following resolution was presented honoring Trustee Edward Woods III:

The *Board of Trustees* of Lansing Community College resolves as follows:

WHEREAS, TRUSTEE EDWARD WOODS III has served Lansing Community College for seven years as an elected member of the Board of Trustees, having been elected in November 2007, helping to bring a new era of respect and professionalism to the Board, and

WHEREAS, TRUSTEE EDWARD WOODS III was appointed and served with distinction on the Lansing Community College Board of Trustees as the Secretary for two years, from January 2008 through December 2009, and the Vice Chair for five years, from January 2010 through December 2014, and

WHEREAS, TRUSTEE EDWARD WOODS III has served the Lansing Community College Board of Trustees as a member of the Audit Committee for two years, from January 2013 through December 2014, and

WHEREAS, TRUSTEE EDWARD WOODS III was appointed to Chair a Lansing Community College Board of Trustees Ad Hoc Committee and provided leadership in reviewing and developing the Board's Bylaws on Compensation and Reimbursement of Expenses, and

WHEREAS, TRUSTEE EDWARD WOODS III has admirably represented Lansing Community College by presenting Scholarship Awards to high school students in the community who have achieved the highest academic distinction and scholarship, and

WHEREAS, TRUSTEE EDWARD WOODS III has shared his knowledge and applied his leadership skills to Lansing Community College during times of rapid change, such as providing guidance during the institution's large renovation projects of the historic Herrmann House, the Arts & Science Building and the Gannon Building, which have resulted in new state-of-the-art facilities, world-class classroom renovations, a new Gannon Student Commons Area, and a graceful and historic setting in which the Lansing Community College President may reside and host distinguished guests, and

WHEREAS, TRUSTEE EDWARD WOODS III provided leadership in acquiring land that will strategically serve the institution, and

WHEREAS, TRUSTEE EDWARD WOODS III has shown an unwavering commitment to improving student success with the establishment of the Early College and innovative middle college options for students, bringing new opportunities to work together with K-12 partners, and

WHEREAS, TRUSTEE EDWARD WOODS III has traveled yearly from January 2008 – December 2014 to actively participate in Professional Development by attending the Michigan Community College Association (MCCA) Summer Workshop, and

WHEREAS, TRUSTEE EDWARD WOODS III has traveled yearly from January 2008 – December 2014 to actively participate in Professional Development by attending the Association of Community College Trustees (ACCT) Legislative Summit and the ACCT Leadership Congress, and

WHEREAS, TRUSTEE EDWARD WOODS III served on the Association of Community College Trustees Nomination Committee, for the Central Region, and

WHEREAS, TRUSTEE EDWARD WOODS III provided leadership in the selection of Lansing Community College's Sixth President, Dr. Brent Knight, and

WHEREAS, TRUSTEE EDWARD WOODS III, with great enthusiasm and passion, encouraged and congratulated the Lansing Community College graduating class of 2014 as the commencement keynote speaker, and

WHEREAS, TRUSTEE EDWARD WOODS III has dedicated his time, talent, and energy to the college and the community while also working full time as Director of Communication for the State of Michigan's Department of Management and Budget and later for the Michigan Society of Association Executives, while pursuing his doctorate in Public Administration, and serving as the director of Public Affairs and Religious Liberty (PARL) for the Lake Region Conference of Seventh-day Adventists, and while also fulfilling his most important role as a husband and father,

NOW THEREFORE, BE IT RESOLVED that, in recognition of his dedication and devotion to Lansing Community College, and for his many accomplishments while serving the residents of the College district, the Board of Trustees of Lansing Community College, on behalf of the students, faculty, staff, and community, recognize and congratulate Trustee Edward Woods III for his service on the Board of Trustees and extend appreciation for his invaluable contributions.

AND BE IT THUS RECORDED THIS 15th day of December, 2014.

The Board recessed from 6:47 – 6:55 p.m.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Canja asked that the Transfer of General Fund Undesignated Fund Balance for Specific Projects be removed from the Consent Agenda for discussion.
- Lisa Webb Sharpe asked that a presentation on the LCC East Campus be added to the agenda under Information.

Limited Public Comment Regarding Agenda Items

Richard Mull: Richard Mull addressed the Board concerning the fiscal responsibility of the college and the dollars used for the President's house. He stated that as elected officials it is the duty of the Board to ensure that the college is fiscally responsible.

Dawn Cousino: Dawn Cousino, LCC AFT Michigan President, addressed the Board regarding the reorganization of the Technical Careers division, the time in which the Union was notified and the union not being included in the discussion of the changes.

Liz Duhn: Liz Duhn, LCCAA Michigan Staff Representative, addressed the Board regarding the grievance filed with the HR Department and their unhappiness with where they are in the grievance process. She also express their disappointment with the professionalism of the HR Department.

Sally Pierce: Sally Pierce President of LCC MAHE addressed the Board to support the AFT LCCAA union concerns regarding the reorganization of the Technical Careers Division. She asked if students were the center of what the college is doing and reminded the Board of their statement to respect the Union's environment.

Paul Jurczak: Paul Jurczak addressed the Board concerning the reorganization of the Technical Careers Division.

Name not given: Addressed the Board asking that the installation of a pool be considered.

PRESIDENT'S REPORT

Informational

President Knight presented the December 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 – LCC Sign Language Program

Current students shared stories about why they chose the LCC's Sign Language Program and how its program is the best in the State of Michigan.

Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of November 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 Assets
- f. Plant Funds Statement of Resources and Allocations
- g. Capital Projects Monthly Reporting
- h. Vendor Payments > \$10,000 for November 2014
- i. Revenue and Expense Account Definitions
- j. Asset, Liability and Net Asset Account Definitions
- k. Organization/Division Crosswalk

Informational – Monthly Student Success

Dr. Richard Prystowsky presented the Monthly Student Success Report.

Informational – LCC East Campus

Bo Garcia, Interim Dean, Community Education & Workforce Development presented a PowerPoint presentation on the LCC East Campus.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Authorization of New Jobs Training Agreement and Revenue Bond for General Motors – Lansing Region
2. Change Order Transmittal
 - a. Fire Alarm Services, Inc.
 - b. Logicalis, Inc.
 - c. Student Affairs Augmentation Supplier Pool
 - d. WFF Facility Services
3. Cooperative Purchase
 - a. Computer Hardware
4. LCC College Policies
 - a. Acceptable Use Policy – REVISED
 - b. Drug Free Workplace Policy – REVISED
 - c. Standard of Conduct in our Workplace Policy – REVISED
5. Request for Proposals
 - a. Arts Sciences and West Campus Mechanical Projects

~~6. Transfer of General Funds Undesignated Fund Balance for Specific Projects~~
REMOVED

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the Consent Agenda, removing the Transfer of General Funds Undesignated Fund Balance for Specific Projects, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Items – Transfer of General Funds Undesignated Fund Balance for Specific Projects

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the Transfer of General Funds Undesignated Fund Balance for Specific Projects be approved.

Dr. Knight stated the Administration is requesting to transfer funds from the undesignated fund balance in the General Fund for the following projects:

1. Student Services Technology Project - \$500,000
2. Renovation of the former Catholic Conference Building at 505 Capitol Avenue for Conversion to a STEM Classroom Facility and Center for Veterans Services - \$1,000,000
3. Downtown campus-wide tree and landscape improvements - \$2,900,000
4. Required grant match and associated costs to implement a Mechatronics academic program at the West Campus contingent upon the award of a Community College Skilled Trades Equipment Fund grant by the State of Michigan – not to exceed \$3,800,000

Trustee Canja stated that the Board has been assured that several tree experts have come out to the college and stated that the trees are dying. She stated that although she recognizes replacing the trees must be done, she is mindful of the LCC staff that spoke tonight stating that LCC values landscape more than employees. She further stated that she does not have all the information needed to make a decision. Trustee Canja stated that if the college is going to move forward with building projects, it is in the best interest of the college to complete those projects under President Brent Knight because he is the best in the state in putting together aesthetically pleasing building projects that brings values to the college.

Trustee Woods stated that all people at the college matter. He said just because there is a disagreement over something in the contract doesn't mean that employees don't matter. He stated he is confident the administration will work something out. He further

stated he also has concerns regarding the buildings and sculptures, but recognizes the importance of the college having learning environment that is conducive to learning. He stated he believes there is a balance and applauded the Administration and the Director of HR for the formal recognition of employees now put in place.

Trustee Smith stated the purpose of the public Board meeting is so the voices of the college and the community can be heard. She stated that the Board has heard loud and clear about the contract and the timing in which it has been handled. She stated that she does not feel there is a direct parallel between the trees and reorganization and would like to see how it plays out. She further stated that is important for the college to finish the campus renovations it has started.

Trustee Hollister stated that he has worked with Dr. Knight for several years and is confident if there were miscommunication concerning the reorganization it will be dealt with appropriately.

Trustee Proctor stated there are two separate issue before them. He said the first is a complaint with the terms of the bargaining agreement and whether or not the college followed the collective bargaining agreement in announcing certain changes of an organizational nature. He stated that the second issue deals with whether the college should spend 2.9 million on campus improvements. He stated these two issues are not connected.

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:

IT WAS MOVED by Trustee Smith and supported by Trustee Proctor that the following 2015 Board Meeting Calendar be adopted:

January 20, 2015
(Tuesday, due to MLK Holiday)
February 16, 2015
March 16, 2015
April 20, 2015
May 18, 2015

June 15, 2015
September 21, 2015
October 19, 2015
November 16, 2015
December 14, 2015
(2nd Monday, due to Holiday)

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:

1. The Audit Committee met on November 3, 2014.
2. The following items were presented for information
 - a. Upcoming Investments and Debt Internal Audit – Plante Moran
 - b. After-the-Fact Report
 - c. No Bid Justifications
 1. Inquiry & Improvement Services, LLC.
 - d. Sole Source Report
3. The Audit Committee approved the Change Order Transmittal for Fire Alarm Service, Inc. Student Affairs Staff Augmentation Supplier Pool, WFF Facility Services and Trustee Travel and Business Related Expenses.
4. The committee also reviewed the purchasing policy regarding the President's Authority.

Committee Reports – Foundation Board Update

Trustee Smith gave the Foundation Board report. A copy of this report was placed in the board packet.

Committee Reports – Workforce Development Board Update

Trustee Proctor gave the following Workforce Development Board Update:

- The Workforce Development Board meeting lacked a quorum to take action on agenda items.

Board Member Reports

Trustee Proctor and Woods provided a written report to the Board on the ACCT Symposium they attended on Income Inequality and the Education Divide at the ACCT Leadership Congress.

Unfinished Business

There was no Unfinished Business.

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 President's evaluation and 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 8:30 p.m.

The Board returned to open session at 10:26 p.m.

Roll call:

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

Absent: None

President's Report

Action Items – Amendment to Lease Agreements between Lansing Community College (LCC) and University Center Partners

IT WAS MOVED by Trustee Hollister and supported by Trustee Canja that the lease agreement between Lansing Community College and the University Center Partners be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Items – Lease Agreement between Lansing Community College (LCC) and George F. Eyde Family, LLC.

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the lease agreement between Lansing Community College and George F. Eyde Family, LLC be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Items – Lease Agreement between Lansing Community College (LCC) and Lansing Electrical Joint Apprenticeship and Training Trust (LEJATT)

IT WAS MOVED by Trustee Smith and supported by Trustee Woods that the lease agreement between Lansing Community College and Lansing Electrical Joint Apprenticeship and Training Trust be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Hidalgo abstained from voting.

The motion carried.

Action Items – President's Contract

Trustee Hollister stated that after the Board's assessment of President Brent Knight's tenure, the Board of Trustees announced its unanimous decision to extend his contract through June 30, 2017. He stated that the Board's assessment reviewed several factors in its decision, namely his execution of the student success, integrity based fiscal stewardship, and campus renovation that will serve the College and community well into the future.

He stated that the Board would like to thank Dr. Knight not only for his willingness to continue his leadership role but for bringing extraordinary vision to LCC and our community.

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Smith that the contract modification for President Brent Knight be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Public Comment

There were no public comments.

Board Comments

Trustee Canja stated for the public record she is pleased and proud of the accomplishments they have made under Dr. Knight and greatly appreciates his leadership, vision and abilities.

Dr. Knight stated that he appreciates and thanks the Board for their support, collaboration and the capacity to do all the good things they have done. He stated that it is a privilege to live in the Herrmann House and to be the President of the college. He thanked Trustee Hollister and Woods for their stewardship at the college.

Trustee Woods, thanked Chair Meyer, Dr. Knight and Ms. Duncan for doing a great job a orchestrating tonight's reception. He stated that his wife and children were happy to be here. He didn't want to say he would miss everyone because he knows they will stay in touch. He stated he is happy knowing that a lot of progress was made while he has been on the Board. Trustee Woods stated that although he may have come across impatience in wanting things done, it was only because he knew LCC could do it. He stated that it is a market difference from where they started and where they are today and it is because of each Trustees on the Board today. He stated that Trustee Hidalgo has been a great addition these last two years and that's he bought insight the Board didn't have before. I said he will still be in contact with everyone and thanked everyone for his seven year at LCC.

Trustee Hollister stated that he didn't want to repeat everything Trustee Woods said because he would say similar things. He stated he wanted the record to reflect the following. *"I should have said something earlier, but I want to thank you personally Ms. Duncan. You welcomed me when I was a young Trustee. You are a stabilizing force for all the Trustees when we walk in the door. You help us through what it means to be a Trustee. You hear the good, the bad and the ugly in closed session and in here. Your award is well deserved because you act with professionalism and class. You are a great example for all of us and I just the record to reflect that."*

Trustee Smith stated that she remembers the tension that use to be on the Board and she looks at the presence Trustee Woods and Hollister have brought. She stated that

when looking back and seeing where they are now, she knows they would not have accomplished the many things without them. She stated that although they have not always agreed with everything, they have become a very cohesive Board. Trustee Smith said she look at the Board's Mutual Commitments every time she opens the Board packet and I believes they both are models of those commitments and knows the community truly appreciates it. She thanked them for everything they have done.

Trustee Canja stated that Trustee Hollister recruited her to run for the Board and it was his vision they could make a difference to the community by changing the dynamic on the Board. She stated she thinks that has happened. Trustee Canja said she will miss them and have really enjoyed the times they have spent in the Board meetings together. She stated that even though they don't always agree, they have done well to work together and it's a nice community of people who respect each other.

Trustee Hollister asked that the other Trustees to continue in the course and legacy of working together and handling things with professionalism.

IT WAS MOVED by Trustee Smith and supported by Trustee Hidalgo that the 2015 Strategic Goals for the President be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Adjournment

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

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 10:39 p.m.

Submitted.

A handwritten signature in black ink, appearing to read "Rita Duncan", written in a cursive style.

December 15, 2014 Regular Board of Trustees Meeting
Adopted Minutes

Administrative Assistant to the Board
Benita Duncan