

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

Present: Abood, Berry, Canja, Hidalgo, Meyer, Proctor, Smith

Absent: None

Trustee Smith left at 9:00 p.m.

Pledge of Allegiance

Trustee Meyer led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Smith that the minutes of the January 20, 2015 Organizational Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Berry, Smith, Proctor, Hidalgo, Canja, Meyer, Abood

Nays: None

Absent: None

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Berry asked that travel authorization for her to attend the ACCT Governance Leadership Institute be added to the agenda under the Chair's Report.
- Trustee Proctor asked that the recognition of former Board Chair be added to the agenda before Public Comment.

Recognition of Former Board Chair

On the behalf to the Board of Trustees, the new Board Chair, Robert Proctor, presented Larry M. Meyer with a plaque to recognize his leadership and service as Chair of the Board of Trustees at Lansing Community College from June 2011 – December 2014.

Trustee Robert Proctor made the following comments:

“Trustee Meyer has served for 3 ½ years as Chair of the Board. Today I thought about the context of the song from Simon and Garfunkel, “Bridge Over Troubled Water”. Although our waters weren’t that troubled, they weren’t always flowing as smoothly as they might. Through Larry’s able leadership, the Board got through those troubled waters. It is going to be difficult filling his shoes, because he was the model of decorum and he never got frazzled by anything. His leadership enabled a more harmonious board. I think he steered the Board very well.”

Limited Public Comment Regarding Agenda Items

James Bender, former Director of Veterans Affairs at Lansing Community College, addressed the Board regarding his reporting of a Title IX incident involving two student employees in August 2014 and his termination from the college. He stated that he felt this incident led to his termination from the college. Mr. Bender stated that he is in his 32nd year of service as a veteran of the United States Army and that his rank is Lieutenant Colonel. He said he had completed 25 years of service at LCC when he was terminated from the college in January 2015. He expressed concerned with HR presenting several documents to the union and his attorney that were inconsistent. Mr. Bender stated he has several documents of evidence that verify that the code of conduct allegations are not true. He asked the Board to review his documents and investigate his termination further.

Trustee Proctor stated that he hasn’t reviewed all of the material in his file, but stated he is confident that LCC violated no right pertaining to him regarding this personnel matter. He stated there are other avenues that are available to Mr. Bender to process his complaint.

James Bender stated that he’s aware of those other avenues, but wanted the Board to look at his situation and give him a fair process before he has contact with anyone else. He stated that he is trying to do the right thing and believes in LCC, but this has been very difficult for him.

Dawn Cousino, President of the LCCAA/AFT, addressed the board regarding the five grievances filed by the union after the reorganization of the Technical Careers Division. She stated that they were able to settle all five grievances, but disappointed that one has no position at LCC, and the other four are in interim or temporary positions at LCC. Ms. Cousino stated that they ask that HR actively search for regular contract positions for those employees. She stated that they have heard talks of the upcoming reorganization of the Student Affairs Division and asked that all the employees in the SAS division and the union be included in the conversations regarding this restructuring.

PRESIDENT’S REPORT

Informational

President Knight presented the February 2015 President's report to the Board. A copy of this report is on the LCC website.

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

Informational – Early Learning Children's Community Proposal for Fee Increase

Information was provided regarding a proposed adjustment to the Early Learning Children's Community (Early LCC) fee schedule.

Trustee Canja expressed concern about how the rate increase would affect students.

The program director, Robin Pizzo, stated that LCC's CCAMPIS (Child Care Access Means Parent in School) grant allows LCC students to get childcare services at no cost to them. To accomplish this, LCC must leverage all other funding sources for the student first before applying LCC's CCAMPIS grant funds. The rate increase will allow LCC to have more revenue from the other funding sources and meet the needs of a greater number of students throughout the campus that might need child care support.

Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of January 31, 2015 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 December 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.

- This month's report showed that in fall 2014, 76.5% of students at LCC earned a grade of 2.0 or greater in all classes, an increase of 4.5% when compared to fall 2010.
- The percentage of students earning a 2.5 or better in fall 2014 has increased by 5.1% when compared to fall 2010.

Informational – Phi Theta Kappa C4 Commit to Complete Initiative

Students of LCC's Mu Tau Chapter of the Phi Theta Kappa Honors Society presented to the Board the nature and progress of their successful C4: Commit to Complete Initiative.

A C4 banner was signed by all of the Trustees, Dr. Knight and administrators in the audience as a demonstration of their commitment to helping students succeed.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. 2015 - 16 Course Fees
2. Change Order Transmittal
 - a. Bergmann Association, Inc.

Trustee Canja asked that the 2015-16 Course Fees be removed from the Consent Agenda.

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Meyer that the Consent Agenda, removing the 2015-16 Course Fees, be approved.

Roll call vote:

Ayes: Abood, Hidalgo, Smith, Canja, Proctor, Meyer, Berry

Nays: None

Absent: None

The motion carried.

Action Items – 2015-16 Course Fees

Trustee Canja stated that she doesn't always understand the reason some course fees go up and others down. She said that one of her concerns is when LCC raises course fees in lieu of tuition. She stated the federal government looks at the overall cost which includes fees, and how much is given as allowances for people in their financial aid for transportation and other things. She further stated that LCC's overall package is very expensive and will effect what it will be rated or ranked on by the federal government. Dr. Knight stated a formula is used for calculating the fees and the costs are all formula driven. He further stated that students only want to pay for what they are using and that they don't want to pay for someone else's services or consumables.

Lisa Webb Sharpe stated that federal government requires every school to identify what they believe is the cost of attendance. She stated that LCC's cost of attendance last

year was just over \$12,000, which is in line with its peer institutions. She said at the recent ACCT conference they attended, it was discussed that the average cost of attendance is \$13,000. Mrs. Sharpe stated that although it seems like a high number, given tuition for a year, the federal government wants schools to recognize what it cost for students to live and take transportation and other related items to attending college so their student aid can be based on that.

IT WAS MOVED by Trustee Meyer and supported by Trustee Smith that the 2015-16 Course Fees be approved.

Roll call vote:

Ayes: Hidalgo, Canja, Berry, Abood, Meyer, Proctor, Smith

Nays: None

Absent: None

The motion carried.

Chairman, Committee and Board Member Reports

Chair's Report – Ad Hoc Committee to Review the College Policies

Chairman Proctor stated there will be two Trustees and some LCC Administrative staff serving on the Ad Hoc Committee. He stated this committee will review the college policies, board policies and the board bylaws.

Chair's Report – Board Bylaw Revision

Chairman Proctor stated this item was put on the agenda as a first read. He stated that the goal of the item was to recap the meeting at the end. Why did we meet? What did we do? Did we accomplish what we came together for? He stated he believed the same can be achieved under the Board Evaluation agenda item.

Chair's Report – Resolution Honoring Judge Charles Filice

Chairman Proctor stated that Judge Filice is an alum of LCC and he has served the college well on the Foundation Board and the Alumni Board. He stated that last week the Ingham County Bar Foundation hosted a reception for four retiring jurists in the area and that Judge Filice was one of them.

Trustee Hidalgo stated both he and Trustee Abood were at the reception and that presenting the resolution to Judge Filice on behalf of the college was an honor.

Committee Reports – Audit Committee

Trustee Meyer gave the following Audit Committee Update:

The following items were presented for information:

1. After-the-Fact Report
2. Blanket Purchase Order Report
3. LCC Professional Services Contract Review
4. No Bid Justification
 - a. Hylant Group
 - b. Lansing Uniform Company
 - c. Press Association, Inc.
 - d. Rave Mobile Safety
 - e. Robert Half International/Accountemps
5. No Bid Purchase Report for Advertisements, Memberships & Sponsorships
6. Sole Source Report

The Audit Committee approved the Change Order Transmittal for Bergmann Associates, Inc. and approved a Trustee request to attend the MI Governor's Economic & Educational Summit.

Committee Reports – Michigan Community College Association

Trustee Proctor gave the following Career Connections Advisory Board Update:

- Trustee Proctor, Dr. Knight and Joan Bauer attended the Michigan Community Colleges Legislative summit two weeks ago. They visited with some local representatives and assisted in pushing the MCCA legislative agenda and LCC's.

Committee Reports – Workforce Development Board Update

The February Workforce Development Board meeting was cancelled.

Committee Reports – Foundation Board Report

Trustee Robin Smith gave the following Foundation Board Report.

1. The Foundation announced a 28% increase in scholarship awards from endowment.
2. The Foundation Sponsored 18 Student Submissions for ADDY Awards. This American Advertising Award recognizes and rewards the creative spirit of excellence in the art of advertising.
3. 2015 Distinguished Alumni Nominations are open for candidates who have completed at least 30 credit hours, or received an Associate Degree. Nominees will be judged on distinction in their career as evidenced by achievements,

advancement, professional recognition and/or outstanding contributions to their profession; and, demonstration of service to their community.

4. Congratulations to Alison Lathrop, wife of Andrew Lathrop, Manager of Alumni Relations for the Foundation. She is featured in the Women's Lifestyle Magazine. The story recognizes her as a super women.

Unfinished Business

Committee Appointments

Chair Robert Proctor completed the following committee assignments:

1. Association of Community College Trustees
(Assignments will be made once the voting delegate number is determined by the ACCT)
2. LCC Foundation Board of Director
 - a. Andrew Abood
 - b. Larry Meyer
3. Michigan Community College Association Board of Directors
 - a. Robert Proctor
 - b. Larry Meyer (alternative)
4. Audit Committee (Previously assigned)
 - a. Larry Meyer (Chair)
 - b. Judi Berry
 - c. Lawrence Hidalgo, Jr.
5. Keep Learning Steering Committee
 - a. (Was not assigned)
6. Mason and Leslie Local Development Authority
 - a. Larry Meyer

The Capital Area MI Works Administrative Board votes to select who will be the representatives to serve on their Workforce Development Board. LCC does not have a designated seat on their Board. Trustee Proctor serves on the Workforce Development Board by the decision of CAMW.

Approval of Conference and Workshop Travel Request

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Smith that the travel request for Trustees Judi Berry and Andrew Abood to attend the ACCT Governance Leadership Institute be approved.

Roll call vote:

Ayes: Smith, Berry, Abood, Meyer, Canja, Proctor, Hidalgo

Nays: None

Absent: None

The motion carried.

Closed Session

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

Roll call vote:

Ayes: Smith, Abood, Berry, Hidalgo, Canja, Meyer, Proctor

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 7:49 p.m.

The Board returned to open session at 9:38 p.m.

Roll call:

Present: Abood, Berry, Canja, Hidalgo, Meyer, Proctor

Absent: 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 Abood that the meeting be adjourned.

Ayes: Abood, Berry, Canja, Hidalgo, Meyer, Proctor

Nays: None

Absent: Smith

The motion carried.

The meeting adjourned at 9:39 p.m.

Submitted,

A handwritten signature in black ink, appearing to read "Benita Duncan", written in a cursive style. The signature is positioned above a horizontal line.

Administrative Assistant to the Board
Benita Duncan