

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 16, 2015

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 7:07 p.m.

Roll Call

Present: Abood, Canja, Hidalgo, Meyer, Proctor, Smith
Absent: None

Trustee Abood, who was attending by telephone, stated that he had difficulties hearing the interviews and as a results didn't feel he was in a position to vote on the selection of a final candidate. He respectfully decline from voting on the final candidate and from attending the meeting by telephone.

Trustee Abood left at 7:08 p.m.

Pledge of Allegiance

Trustee Smith led the Pledge of Allegiance.

Trustee Proctor asked for a moment of silence for the people killed in the terrorist attack in Paris.

Approval of Minutes

IT WAS MOVED by Trustee Smith and supported by Trustee Meyer that the minutes of the October 26, 2015 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Canja, Proctor, Smith, Meyer, Hidalgo
Nays: None
Absent: Abood

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Smith asked if the selection of the final candidate could be moved before the consent agenda, so the candidates didn't have to wait through the entire meeting.

Trustee Proctor responded that they should get through the consent agenda fairly quickly.

Limited Public Comment Regarding Agenda Items

Ms. Michelle Fowler of Rehmann Robson summarized the Single Audit Report and the Comprehensive Annual Financial Report. She stated LCC received a clean opinion for both the Financial Statement Audit and the Single Audit. She further stated that for the Financial Statement Audit there were no audit adjustments or internal control comments that needed to be communicated in writing.

Ms. Fowler pointed out that the college was subject to a significant new accounting pronouncement, CASB 65, during 2015. She stated that the pronouncement was related to the college needing to record its proportionate share of the net pension liability for the MI Public Schools Employees Retirement Systems.

Chairman Meyer thanked the staff for its financial stewardship.

These reports are on file with the official Board meeting materials.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Annual Financial Audit Report – Michelle Fowler, Rehmann Robson – *EL 203, GP 306*
- B. Change Order Transmittals
 - 1. Capital Area Michigan Works – *EL 204*
 - 2. Daniel C. Hartley – *EL 204*
 - 3. Gunthorpe Plumbing & Heating and Shaw-Winkler, Inc. – *EL 204*
- C. College Policy
 - 1. Withdrawal Policy (*REVISED*) - *Bylaw 1.6.5, 1.6.6*
- ~~D. Request for Proposal~~
 - ~~1. Grant Writer and Grant Evaluator Services – *EL 204 REMOVED*~~

Trustee Canja asked that the RFP for Grant Writer and Grant Evaluator Services be removed from the consent agenda.

IT WAS MOVED by Trustee Meyer and supported by Trustee Smith that the Consent Agenda, removing the RFP for Grant Writer and Grant Evaluator Services, be approved.

Roll call vote:

Ayes: Canja, Proctor, Hidalgo, Smith, Meyer
Nays: None
Absent: Abood

The motion carried.

Action Item – RFP/Grant Writer and Grant Evaluator Services

Trustee Canja asked why the proposal in the packet was the same as last month's, in as much as she had requested at last month's meeting that the college post RFP's to a broader audience than traditionally used.

Dr. Lisa Webb Sharpe stated this was posted on Bid for Michigan, which is a national solicitation website. She stated that the State of Michigan with many other municipalities, counties, and units of government, post their solicitations on this website. She further stated that the website provides for a global reach for many solicitations and that 391 vendors clicked on this RFP opportunity to review. Dr. Sharpe stated that due to Trustee Canja's concerns, the college has kept the opportunity open and available for other vendors who may want to put their skill forward to the college for consideration.

Trustee Canja stated that the grant writers the college is seeking might not search on this website. She stated that while she appreciates the RFP still being open, it doesn't address her concern of losing good grant writers by not advertising somewhere other than Bid for Michigan. She further stated that she didn't want to hold up the process, but believes the college can examine other ways of reaching out to a broader scope of vendors.

IT WAS MOVED by Trustee Smith and supported by Trustee Hidalgo that the RFP for Grant Writer and Grant Evaluator Services be approved.

Roll call vote:

Ayes: Smith, Meyer, Canja, Hidalgo, Proctor
Nays: None
Absent: Abood

The motion carried.

Linkage Planning/Implementation

Community Linkage – Selection of Applicant to fill Board Vacancy

Trustee Proctor stated that each Trustee will give the Executive Assistant his/her top ranked candidate and the candidate receiving four or more votes will fill the vacancy until December 31, 2016. He asked for a roll call vote by the Executive Assistant to the Board.

Roll call vote:

Smith: Alex Azima
Meyer: Alex Azima
Proctor: Ronald Gillum
Hidalgo: Todd Heywood
Canja: Alex Azima

Trustee Smith asked for the Board to do a second round of votes. There were no objection and Trustee Proctor asked for a roll call vote.

Roll call vote:

Smith: Alex Azima
Meyer: Alex Azima
Proctor: Ronald Gillum
Hidalgo: Alex Azima
Canja: Alex Azima

The vote carried for Dr. Alex Azima to be appointed to fill the vacancy on the Board until December 31, 2016.

Trustee Canja thanked the other two candidate for their interest in Lansing Community College and wanting to serving on the Board. She stated that she hoped they would continue to stay involved with the college.

Trustee Proctor stated that Dr. Azima will sign his "Affidavit and Acceptance" and the "Oath of Office" after today to officially be ready to serve as a member of the Board of Trustees and at the December 14, 2015 Regular Board of Trustees Meeting there will be a swearing in ceremony for him.

Monthly Monitoring Reports

Monthly Financial Statements – EL 202, 203

The following monthly financial statements were submitted:

1. Statement & Summary as of October 31, 2015 includes:
 - a. General Fund Operating Budgets
 - b. General Fund 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 Expenses and Transfers
 - g. Capital Projects Reporting
 - h. Vendor Payments \$10,000 and Over for October 2015
 - i. Revenue and Expense Account Information
 - j. Asset, Liability and Net Position Account Information

Trustee Proctor stated that he had contacted the Senior VP of Finance and Administration earlier today with questions and received her responses. He further stated that in the interest transparency he would disclose the questions he asked and the answers he received if the Board desired such disclosure.

President's Report

Community Linkage – President's Report

Dr. Lisa Webb Sharpe introduced the college's new Marketing Director, Eric McKinney.

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

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

Committee Reports – Audit Committee Update

Trustee Meyer gave the following Audit Committee Update:

- Ms. Michelle Fowler of Rehmann Robson reviewed the Financial Statement Audit and the Single Audit with the committee.
- Trustee expenses from the ACCT conference travel were approved.

Committee Reports – Foundation Board Update

Trustee Proctor stated that the Foundation report was included in the meeting materials.

Public Comment

Cleveland Bafford: Cleveland Bafford addressed the Board regarding Lansing Community College's campus. He stated he remembered the campus 32 years ago and is excited to see how it has expanded. He further stated that the college had the feeling of a four year university and thanked them from doing a remarkable job.

Cheryl Garayta: Cheryl Garayta, a member of LCC Administrative Association, read a statement from LCCA reminding the Board that several members are still in temporary or interim position and asked if the Board could assist in moving these employees in to regular positions.

Closed Session

There was no Closed Session

Board Evaluation of Meeting

There was no evaluation.

Adjournment

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

Ayes: Canja, Hidalgo, Meyer, Proctor, Smith
Nays: None
Absent: Abood

The motion carried

The meeting adjourned at 7:56 p.m.

Submitted,



Executive Assistant to the Board
Benita Duncan