

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 18, 2016

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:06 pm.

Roll Call

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

Pledge of Allegiance

Trustee Meijer led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED BY Trustee Canja and supported by Trustee Smith that the minutes of the March 21, 2016 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions to the agenda were offered:

- Trustee Smith asked that the ACCT Conference on Becoming a Disaster Resilient College be added under Board Member Reports.
- Trustee Azima asked that a follow up discussion on the Early LCC be added under Unfinished Business.
- Trustee Canja asked that the consideration of adding additional Board meeting be added to Unfinished Business.

IT WAS MOVED BY Trustee Canja and supported by Trustee Smith that the agenda as amended be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Limited Public Comment Regarding Agenda Items

Trustee Meyer stated that he and Trustee Azima attended the Student Recognition Celebration at West Campus. He stated that he asked Savannah Irby to attend the Board meeting to share her success story.

Savannah Irby: Savannah Irby addressed the Board regarding the Foundation for Success Program and how she was able to attain her GED through the support of the program.

Resolution and Special Recognitions

Chairman Proctor extended condolences on behalf of the Board and Lansing Community College family to Cindy Storie on the loss of her son.

Trustee Proctor stated that Dr. Knight was recognized for 25 years of service as a community college president at the American Association of Community College Conference in Chicago.

Resolution

The following resolution was presented to Elva Revilla:

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

WHEREAS, *Elva Revilla has had a long and distinguished career in External Affairs and Development, and*

WHEREAS, *she has served her profession nobly as a member of the President's Advisory Council on Diversity and Inclusion and on the Board of the Lansing Promise; and*

WHEREAS, *she has supported the Greater Lansing community through her involvement in such organizations as the Children's House of Montessori, NETWORK, Michigan Board of Osteopathic Medicine and Surgery, and Saginaw Valley State University Board of Trustees; and*

WHEREAS, she brought her talents and expertise to Lansing Community College in 2010, serving the college for six years as Associate Vice President of External Affairs and Development. Prior to joining LCC she served as Deputy Chief of Staff for the Granholm Administration and Senior Consultant in the Office of Enterprise Development for the Michigan Department of Technology, Management and Budget; and

WHEREAS, through her role at Lansing Community College, she has provided unequalled counsel and has supported the effort to obtain funding for the renovation of the Arts and Sciences Building through the Michigan Legislative Capital Outlay Committees, supported the grant application to the State of Michigan for the Center for Manufacturing Excellence, oversaw federal contracts and improved services while negotiating a cost reduction up to fifty percent, and oversaw state and federal relations, community engagement, diversity, grant development, and the Lansing Community College Foundation. Additionally, she has secured more than \$26,441,053 in grant funding while directing the work of eight committees, with representation of more than fifty staff, faculty, and senior leadership; and

WHEREAS, through her service, she has enhanced the lives of an untold number of students at Lansing Community College; and

WHEREAS, her employment at Lansing Community College comes to a close so; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in recognition of her service, her dedication, and her sincere commitment to Lansing Community College, on behalf of the students, faculty, staff, and a grateful community, recognize and thank Elva Revilla for all she has given to this college.

AND BE IT THUS RECORDED THIS 18TH DAY OF April 2016.

Special Recognition – 2015 Regional Science Olympiad

The 2016 Regional Science Olympiad Winners were recognized. Elaine Pogoncheff, Dean of Arts & Sciences, spoke about the event and invited the two winning teams, Holt Junior High School and St. John's High School, to the front of the room to be recognized and take a photo with the Board.

Special Recognition – Athletic Presentation

The Men's Basketball Team was also recognized for their fifth-place finish at the NJCAA Division II National Tournament. LCC Athletic Director Greg Mallek congratulated the team and coaching staff before handing the microphone over to Coach Ingram. The Stars were ranked No. 1 for nearly eight weeks during the regular season. For the second consecutive season, the team has won the District 9 Championship which propelled them to the NJCAA National Tournament.

Special Recognition – Phi Theta Kappa

LCC's Phi Theta Kappa students were also recognized for the honors they received at the NerdNation Annual Convention in Washington, D.C. The accolades follow:

1. **Distinguished Chapter Award**- presented to the top 10 percent of entries in the "Honors in Action" and "College Project" categories
2. **Honors in Action Project Award**- recognizes excellence in academic research into the Honors Study Topic, leadership roles and leadership development activities, service learning and collaboration
3. **Named in the Top 100 Chapters**- from a field of 1285 chapters

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. 2016–17 Sabbatical Leave Requests
- B. Request for Contract Extension
 1. Internal Audit Services
- C. Request for Proposals
 1. Gannon Parking Structure Repairs 2016
 2. West Campus Parking Lot Repairs

IT WAS MOVED BY Trustee Canja and supported by Trustee Smith to approve ~~that~~ the Consent Agenda ~~be approved~~.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Monthly Financial Statements

Policy Development

There was no Policy Development.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Knight presented the April 2016 President’s report to the Board. A copy of this report is on the LCC website.

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

Dr. Webb-Sharpe stated that LCC participated in the Michigan American Council on Education Women’s Network (MI-ACE) and the Michigan Equal Pay Coalition for a “Red Out” to recognize Equal Pay Day. She reported that LCC is at ninety seven percent pay equity for women while the national average is seventy nine percent.

Board Member Report – Foundation Board Update.

Trustee Abood stated that the Foundation gave a \$250,000 in grants to the Aviation Maintenance Program.

Board Member Report – ACCT

Trustee Smith recommended that LCC personnel and Board members attend the upcoming ACCT Summit on Safeguarding College Campuses and asked that the Board and Administration support her recommendation.

Committee Reports – Audit Committee

Trustee Meyer stated the Audit Committee met on April 2, 2016 to receive an Internal Audit Report from Plante Moran. He also stated that the Audit Committee reviewed and is recommending the approval of the one year contract extension for Plante Moran.

Unfinished Business

Early Learning Children’s Community

Trustee Azima stated that the administration did a good job concluding finances for the coming year, but did not settle the issue of categorizing ELCC as an academic vs non-academic program, or as an auxiliary vs non-auxiliary service.

IT WAS MOVED BY Trustee Azima and supported by Trustee Canja that the college support ELCC’s academic mission by designating the following expenses to be absorbed by the General Fund and not charged against ELCC auxiliary’s program expenses. Expenses such as utilities including, rental, heat, electricity, phone, a fulltime coordinator for the facility and alike.

Trustee Meyer stated this only moves line items expenses around so it looks better, but that nothing has changed regarding the revenue.

Trustee Smith asked Trustee Azima if his motion was about how the program is designated as, auxiliary vs non auxiliary or about how ELCC expenses are absorbed. She also asked if the motion is consistent with how the college would handle a non-auxiliary program.

Trustee Azima stated that there is a significant and valuable academic component to the program. He stated that the college is using the ELCC as a viable resource learning lab, not just child development students, but for nursing students and others. He proposed that the college recognize ELCC as an academic program.

Trustee Canja stated this is a unique academic program and although it may have a fee for service component to it, it should be treated as an academic program. She stated that that she understood the motion to be taking the auxiliary cost and absorbing them in the general fund. Trustee Canja stated that she believes this motion is supportive of our faculty.

Trustee Abood stated he does not believe the ELCC building expenses should be thrown into the general fund, and he asserted the Board should rely on accounting experts regarding whether this is an auxiliary program. He stated that the college should keep accounting for what ELCC is costing the college and bring the deficit, if there is one, to zero over two or three years. He further stated the Board agreed to a 2% increase and is not sure what the college will do next year. Trustee Abood stated he is against moving the numbers around so it looks like it is self-sufficient.

Trustee Meyer stated moving the cost around would not be good accounting. He stated that if you move those expenses elsewhere in the accounts, the expenses don't disappear. He further stated that those expenses are going to look like the college is giving a bargain to the people in the ELCC. You can move it around but it is not good accounting.

Trustee Proctor stated that at the special meeting he made the inquiry whether the operation of the Early College Learning Children Community was a fee for service operation and he still believes that it is. He doesn't know the number of hours that students put in but heard Trustee Abood state that it is something on the order of 4,300 hours per semester. He submitted that the children who are there, are there much longer than the 4,300 hours per semester. He questioned how to equate the hours that the students are there for academic program purposes with the total number of hours children are at the center. He stated the board has to strike an appropriate balance, and if it is a fee for service operation, we ought to be trying to recover some of the cost associated with running that program, particularly since we have community parents utilizing the ELCC for child care. If this was solely for LCC students to allow them to get an education here, he might look at it differently, but he is not for the subsidy.

Trustee Azima stated he thinks everyone agrees that if the ELCC is classified as an auxiliary service, it has to be self-supporting as a fee for service operation. He stated that if it is classified as an academic program, then it removes the requirement for self-sufficiency. He further stated that if the Board doesn't resolve this issue, the Board would be putting it off for the next Board to deal with the issue again. We need to find a permanent solution. If we want to phase community members out over time, then that is the Board's decision; or if we want to keep the fee for service aspect of it because we are serving the community and value serving the community. Faculty members have expressed concern over this well before parents did. This has a significant academic component and if we say that it is fee for service then we are neglecting that.

Trustee Smith stated the main issue is how we are viewing and the direction we are going with the program. Trustee Smith said that she supports the idea that this program is more than a fee for service but an academic program.

Trustee Canja stated that this is not an accounting issue. It is a policy decision on who has to be self-sufficient or not, on the basis of whether it will be treated like an academic program or not.

Trustee Proctor asked if there as anything that Trustee Hidalgo would like to add to the discourse.

Trustee Hidalgo stated that he is supportive of us taking care of the rent, the phone and utilities, so the central cost to the parents would be Gretchen's House.

Dr. Webb Sharpe said that the difference is that there are outside payers involved in the transaction and there are opposing interests at stake here. She stated that the interests of the market rate payers (community parents) are not aligned with the interests of the student parents. She further stated that student parents would bear the burden of subsidizing market rate parents through tuition increases if the true costs of providing child care services to market rate parents are not picked up by those parents. Dr. Webb Sharpe stated that the administration can come back with a proposal for next year. She stated that if Trustee Azima's motion passes before the budget is approved, this program will be held harmless while other programs may not be. She stated that the Board may want to consider the budget as a whole before passing this motion.

IT WAS MOVED BY Trustee Smith and supported by Trustee Canja to call the question.

Roll call vote:

Ayes: Azima, Canja, Smith

Nays: Abood, Hidalgo, Meyer, Proctor,

Absent: None

The motion failed.

Trustee Meyer stated that because there are no revenue considerations involved, the accounting change would mean the students pay for this expense. He stated that this is the only place the college has pricing capacity.

Trustee Abood stated that we cannot bind the Board for next year. He stated the ELCC is not self-sustaining and the college is currently subsidizing it.

Trustee Hidalgo stated that he is still supportive of us taking care of some of the expenses. He stated he voted no because Dr. Webb Sharpe is correct in stating that this should be when the budget is reviewed a whole.

Chair Proctor called for a roll vote on the main motion moved by Trustee Azima.

Roll call vote:

Ayes: Azima, Canja, Smith

Nays: Hidalgo, Proctor, Abood, Meyer

Absent: None

The motion failed.

Additional Board Meetings

Trustee Canja stated the Board is statutorily responsible for running a 125 million dollar entity and she believes that needs two different types of additional meetings. She stated that one would be for retreats to informally discuss issues. She further stated the Board needs to be more available to faculty, staff and students who may want to bring issues to the Boards attention and not necessarily in a formal setting.

Trustee Abood asked if Trustee Canja was requesting 24 meetings a year.

Trustee Meyer stated that when he was Chair he agreed to do Board retreats, but that getting Board members together became a problem. He stated he was criticized when he had the meeting and not everyone could come. Trustee Meyer cautioned that the Board needs to be strategic.

Trustee Smith stated that she supported Trustee Meyer in being strategic on how the Board schedules meetings. She stated that in response to Trustee Abood that the Board has met a lot this year, but she feels that if more formal meetings had been scheduled, there would not have been the need for the sporadic meetings.

Trustee Proctor stated that when he became chair in January 2015, he suggested that the Board hold one additional Monday meeting per month to discuss things pertaining to the college, but not vote. He stated that the suggestion was implemented with the Board holding a number of meetings. In 2016 the Board got off track because the Board had to cancel all meetings in January due to scheduling conflicts. He is not supportive of the open ended meetings in which everyone can come and give comment. He noted

there are ample opportunities for the public to address the Board under Public Comment. The college's website offers opportunities for people to bring issues to the Board. Trustee Proctor stated that he is not opposed to have additional meetings but would prefer to have more control as a Board over the content of those meetings. Trustee Proctor stated that he is opposed to this motion.

Trustee Azima stated that there is a huge difference between the Board being available and approachable vs the Board giving an individual three minutes to make a comment. There is no opportunity in the current system for any type of dialog. Trustee Azima expressed that a lot of the campus feels disconnected from the Board and that he is interested in connecting the Board with the campus more effectively. He is open to a form in which we give people access to the Board. He would like to see something less formal and with less time constriction.

Trustee Canja stated that when the Board is responsible for an entity of this size and complexity, it is our responsibility to spend more time. She stated that when regular meetings are scheduled it is easier for people to adjust to the meetings. She further stated that there is a need for the Board to have retreats at which board members can discuss their view on various issues. Trustee Canja stated that as it stands the Chair has complete control over what is brought to the Board and it would be beneficial if there is more input from the Board as a whole on the information that is presented. Trustee Canja stated that it is the responsibility of the Board to put in the time and that those who cannot should not have run for office.

Trustee Meyer stated that Trustee Canja's statement was a very disingenuous comment.

Trustee Proctor stated that he does not recall any Board member approaching him and saying that the board ought to engage in a discussion about an item.

Trustee Abood stated that he thinks, Trustee Canja is being tough and it's unfair of her to say, the Board doesn't have time to meet. He stated that it is his sense every time the Board meets there is a lot of work for the staff. He stated that the Board needed to be careful about micro managing. He further stated that it is the Board's job is to look at long term issues and that there is a benefit to there being a disconnect.

Trustee Azima stated that he doesn't see how meeting more and giving more individuals time to meet with us will lead to micromanagement. Trustee Azima said that there were things that were brought to Chair Proctor that did not get on the Agenda.

Trustee Proctor stated that Trustee Azima has requested an opportunity to discuss the academic senate and how it might be used by the board. Trustee Proctor further stated the proposal has not been rejected or denied, other issues have arisen that have resulted in the scheduling of such an item has been pushed back.

Trustee Canja stated that she agrees with Trustee Abood that we do not want to micromanage. She stated that without the retreats the Board is not focusing on the big issues, and instead gets bogged down with the minute details. We do need to have retreats to have these larger discussions. We have to act as a Board, so that all can hear and discuss the same information.

Trustee Smith stated that she thinks it is clear that Board members are asking that we engage as a Board together. We do need to be conscious of the time constraints we put on each other.

Trustee Proctor asked the legal counsel, David Fernstrum, to offer guidelines on the parameters in which the Board is empowered to engage in discussions, deliberations or decision making.

Mr. Fernstrum responded that clearly decision making can only be made in a public meeting. He stated that the public meeting will be as formal as the Board decides and there is no preventatives in the length of time set for public comment. He further stated that the Board cannot deliberate anywhere, but at a public meeting and that discussing items is deliberating. Mr. Fernstrum said the Board can receive information in a non-public settings, but cannot deliberate on it.

Trustee Abood asked the Board to consider the amount of meetings they currently have scheduled between now and when the budget is set. He stated, that the Board could address the issues in September. He further stated he'd prefer to have as much time as possible free in July and August.

Trustee Canja stated that the motion is for the scheduled meeting months only.

Trustee Proctor stated that the board is scheduled to have three meetings in May and possibly three meetings in June. He stated that the Board's calendar calls for them to have retreats in July and August and those retreats are usually full days and that the Board is covering this landscape fairly well. He stated he does not believe the Board is doing anything different than what has been done previously. Trustee Proctor asked if there were any further discussion on the motion made by Trustee Canja.

Trustee Azima stated that in light of Trustee Abood's comments he wondered if it would be fair for the Board to make decisions and be disconnected.

Trustee Abood stated that he believes all Board members to be educated on the issues. He stated that the budget should be the Board's number one priority and where it needs to be putting its time in right now.

Trustee Hildago is in favor of retreats and extra meetings.

Trustee Proctor stated that the Boards current schedule states that the Board will meet on the third Monday of the month for regular meetings. He stated that the Board has

scheduled other meetings on the first Monday of the month. He stated that the only thing that would change as proposed by Trustee Canja would be the subject or purpose of those meetings.

Trustee Canja stated that the Board does have meetings, but most of those meetings are more presentations, not discussion based. She state the Board has never done a committee of the whole.

Trustee Proctor stated that it is true the Board has not had a committee of the whole meetings, but what the Board has done in the past, are forums at different sites and times in which staff, and community members are invited to come and address the Board.

Trustee Smith stated that when the Board had a facilitator come, it was advised that the Board spend more time on things other than the budget.

IT WAS MOVED BY Trustee Canja and supported by Trustee Azima that the Board hold additional monthly meetings each month and alternate every other month between the meeting of the Board as a committee of the whole and a retreat for Board members only. Budget Workshops or any other types of workshops would be an addition to those regularly scheduled committee meeting of the whole and Board only retreats.

Roll call vote:

Ayes: Azima, Canja, Smith, Hidalgo

Nays: Abood, Proctor, Meyer

Absent: None

The motion carried.

Dr. Webb-Sharpe asked the Board for clarifications on whether the meetings would require staff to attend and what would be the expectation of the administration in providing follow-up from the additional meetings.

Trustee Canja stated that the intention of her motion is that the retreats do not include staff attending. Dr. Webb-Sharp or other staff are not to attended or prepare anything for the retreats. If the Board has questions, that would be asked of the staff through the Chair. The committee of the whole is an open discussion. There may be meetings where no one will want to comment and that staff may want to bring items to the Board.

Trustee Proctor stated that he will not be able to say what the Agenda will be ahead of time.

Trustee Azima stated that he would like to submit that people may come to the meeting with ideas and future thinking as well as complaints.

Dr. Prystowsky stated that he would like to remind the Board that next week is the visit of the Higher Learning Committee. They will be here Monday, Tuesday and part of Wednesday. He is not anticipating a response from them before they leave.

Trustee Proctor noted Board governance policy that the board is supposed to be utilizing.

Public Comment

Dawn Cousino, president of the LCC AA/AFT Bargaining Unit, addressed the Board regarding AFT contract. She inform the Board that they have chosen to exercise the contractual option of a wage reopener this year and would like to encourage the Board to negotiate in good faith. Ms. Cousino spoke to the Board about the length of time the hiring process takes and asked that the hiring process be reviewed.

The Board Executive Assistant state that Willie Davis signed up for Public Comment, but had to attend class and requested that his proposal for a “Pilot Project Developing Guided Pathways to Increase the Academic Success of African American Male Students” be passed out to the Board.

Closed Session

IT WAS MOVED by Trustee Meyer and supported by Trustee Smith that the Board go into Closed Session for the purpose of discussing collective bargaining.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 8:46 p.m.

The Board returned to open session at 9:52 p.m.

Roll call:

Present: Abood, Canja, Meyer, Proctor

Absent: Azima, Hidalgo, Smith

Board Evaluation of Meeting

There were no Board comments.

Adjournment

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

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

The motion carried.

The meeting adjourned at 9:55 p.m.

Submitted,



Executive Assistant to the Board
Benita Duncan