

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 19, 2016

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:08 p.m.

## **Roll Call**

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

## **Pledge of Allegiance**

Trustee Azima led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED BY Trustee Hidalgo, and supported by Trustee Smith that the minutes of the June 20, 2016 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

IT WAS MOVED BY Trustee Hidalgo, and supported by Trustee Smith that the minutes of the August 30, 2016 Special Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

## **Additions/Deletions to the Agenda**

The following additions/deletions were made to the agenda:

- Trustee Canja asked for the Memorandum of Understanding between Lansing Community College and Delta Charter Township be removed for discussion.
- Trustee Canja asked for the Default Prevention Services, RFP be removed for discussion.

## Resolution and Special Recognitions

Dr. Eva Evans, Chairperson of the LCC Foundation Board, presented a check in the amount of \$300,000 from the Dart Foundation to Lansing Community College.

LCC's Board of Trustees thanked the Dart Foundation for its generous \$300,000 donation to help complete the work at the Center for Manufacturing Excellence.

The Dart Foundation's donation was a match in response to Lincoln Electric's donation of 90 state-of-the-art welding machines.

## Limited Public Comment Regarding Agenda Items

Sally Pierce: Sally Pierce, President LCC MAHE and chief spokesperson for the MAHE bargaining team, addressed the Board regarding the labor contract negotiations. She stated MAHE is looking for an equitable pay increase and asked the Board to act accordingly when addressing bargaining.

Gezelle Oliver: Gezelle Oliver, the MEA Uniserve representative, addressed the Board regarding the PTCTU Unit. She stated that she didn't feel this group of employees were paid at the level they should be, and she asked the Board to consider changing the parameters given to its bargaining team negotiating with to the PTCTU bargaining team.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Certification of Michigan Public Act 249, Section 230 of the Education Omnibus Appropriations for FY 2017
- B. Change Order Transmittals
  1. Moore Trospen Construction Company
  2. RM Electric, Inc.
- C. Course Fees
  1. Nursing 210
  2. PARA 261, PARA 261A, PARA 221, PARA 221A
- D. Lease Agreement between Lansing Community College (LCC) and Lansing Economic Development Corporation, The Runway

- E. ~~Memorandum of Understanding between Lansing Community College and Delta Charter Township (REMOVED)~~
- F. No Bid Justifications
  - 1. Intellidemia
  - 2. RefPay.com
- G. Non Exclusive Easement Grant for Electrical Underground Distribution between Lansing Community College(LCC) and Lansing Board of Water and Light (LBWL)
- H. Request for Proposal
  - 1. ~~Default Prevention Services (REMOVED)~~
  - 2. Exterior Signage for Downtown Campus & LCC West Campus
- I. Resolution Imposing Summer Tax Levy

IT WAS MOVED BY Trustee Hidalgo and supported by Trustee Smith that the Consent Agenda be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

**Action Item - Memorandum of Understanding between Lansing Community College and Delta Charter Township**

Trustee Canja asked how the facility was being maintained and kept if it's being used by other area fire departments?

Dean Mark Cosgrove stated there is a release of liability provided for other entities that use the facility.

IT WAS MOVED BY Trustee Canja and supported by Trustee Meyer that Memorandum of Understanding between Lansing Community College and Delta Charter Township be approved.

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

Nays: None

Absent: None

The motion carried.

### **Action Item – RFP for Default Prevention Services**

Trustee Canja questioned why the college would chose a different firm if the college's previous default prevention services firm had a positive report on their approach and methodology.

Dr. Sharpe stated that the old firm was good, but believes the new firm will do a better job on default prevention services.

Trustee Canja asked what this firm's software provides that the college currently doesn't have.

Don Wilske stated that the new vendor is more robust and will allow for real time access to reports, which is not a capability of the current vendor. He stated there are things in this vendor's proposal that went over and beyond the services provided by the current vendor.

Trustee Smith stated that the old vendor brought the default rate down by 10%. She asked what where the significant above and beyond services a new vendor would provide?

Stephanie Bogart Trapp stated that the services the new vendor will provide are identical to those received from the current vendor, but the new vendor's approach to reaching students is different. She stated that the new vendor's approach is unique, and LCC will be able to see real time information about what is available to LCC students.

Trustee Canja stated that with operation 100% they hope to touch students and reach out to them. She asked if they were coordinating services in anyway.

Dr. Sharpe stated that the students for whom default prevention services are provided are no longer enrolled at the college. Loan defaults occur after the persons involved therein are no longer enrolled and payments on their loans come due.

Trustee Proctor noted that one of the factors leading to the default rate issue at LCC was the action of the administration at the suggestion of some board members to delay implementing a proposal (scheduled payment of grants rather than a lump-sum payment at the beginning of the school year) for a year.

Trustee Canja stated wouldn't the college want a consistent counselor throughout the school year and work with students they already know.

Don Wilske stated that the vendor does not work directly with the students while they are here at the college and that is not part of their business.

Dr. Sharpe stated that financial education counseling would be helpful while the student is at the college. She stated that she believes it's important to help students understand, and we can look into additional financial literacy help for them.

Trustee Canja stated that if the firm is skilled in helping students avoid getting into default, it would seem that they would have skills to provide support to the students here at the college.

Dr. Sharpe said they would look into this and see what can be done and come back to the Board.

IT WAS MOVED BY Trustee Canja and supported by Trustee Azima that the RFP for Default Prevention Services be approved.

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

The motion carried.

## Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Monthly Financial Statements
2. Over \$100K Board Report
3. Update of College's 2016 Campus Master Plan and FY2018 Capital Outlay Project Request

Trustee Azima asked if the President would see that the Academic Senate would have input on the Campus Master Plan and Capital Outlay Project Requests.

Dr. Sharpe stated that they will work with the Senate President to get this on their agenda.

Trustee Azima stated that he would appreciate if the administration would consult with the Senate and hoped this was an oversight and not a regular practice.

Trustee Canja stated that the Academic Senate was established as a way to have them engaged and this was something that should have been taken to them.

Trustee Smith stated this should have come to the Academic Senate and believes it was just an oversight.

## Policy Development

- A. College Policy

1. I Grade Policy – *(REVISED)*
2. Prohibited Discrimination and Harassment Policy – *(REVISED)*

Trustee Proctor asked that the term “gender expression” be included in the policy.

## **Linkage Planning/Implementation**

### **Community Linkage – President’s Report**

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

[http://www.lcc.edu/trustees/presidents\\_reports](http://www.lcc.edu/trustees/presidents_reports)

Trustee Canja stated that she receives a publication from Grand Valley and thinks LCC should find a way to publish what they are doing.

### **Community Linkage – Board Member Report**

Trustee Proctor stated that LCC is allowed one voting delegate and he is appointing himself as the LCC voting delegate for the 2016 ACCT Congress.

### **Board Member Report – Foundation Board Update**

Trustee Abood highlighted the foundation report in the Board packet.

### **Committee Reports – Audit Committee Update**

Trustee Meyer stated the Audit Committee met to approve Trustee travel expenses.

## **Unfinished Business**

### **Governance Policies (REVISIONS)**

Trustee Proctor presented the revised Governance Policies to the Board. He asked the Board to consider the approval of BPR 402 Monitoring President’s Performance. He stated that he wanted to change the term over which the President performance will be reviewed. He stated that Board polices do not speak to whether the evaluation period is the fiscal year or calendar year some other period. Trustee Proctor stated that he thinks the Board should tie the President’s performance to the college fiscal year, since a large component of his review is on how he manages the financials at Lansing Community College. He said that the Audits are not done until October, so it wouldn’t change when the president’s performance evaluation is done, which is November.

Trustee Canja stated that the Board should ask for input from Dr. Knight on his achievements and then evaluate him in November. She stated that the Board also must

act on the President's contract in March. She stated that the evaluation and action on his contract should probably be at the same time.

Trustee Azima asked why the language stating "*the Board will evaluate the performance of the President on overall effectiveness of communication with the Board, and multi-year achievement of goals set by the Board*" was being removed from the policies.

Trustee Proctor stated that in evaluating the President the Board should look at the End Statements the Board directed the president to achieve and the Executive Limitations the Board imposes upon him in carrying out his responsibilities. He stated that in addition there is language in his contract that talks about his behavior that the Board has the responsibility of monitoring. The Board also imposed some additional responsibilities with the Student Success resolution adopted at the June Board meeting. Trustee Proctor stated he felt these were the critical things that ought to be reviewed without adding additional things as the Board has done in the past.

Trustee Azima stated that the proposed strikeout adds nothing additional to his evaluation, but it leaves the flexibility for the Board to define for the President's what the Board priorities may be for this coming year.

Trustee Canja stated that she agrees with Trustee Azima that the language should be left in there. She stated that she feels that evaluation should include the president and the colleges performance and would like to add that additional language to make it clearer for our Board and future Boards.

It was requested to discuss this at a Board retreat.

## Public Comment

Willie Davis: Willie Davis addressed the Board regarding the African American Male having the lowest graduation rate at LCC. He stated he met with Kamara Harris and they are gradually trying to do something. He stated there are activities, but the African American Males don't know there is something on campus. Mr. Davis stated that he is looking for the college to fulfil its commitment to the African American Male Initiative. He feels these students are throw always and something needs to be done. He asked the Board to look at some of these issues and put them on the agenda moving forward.

Trustee Canja thanked Dr. Davis and expressed she was pleased and confident that the college will work on this.

Trustee Smith asked Dr. Davis to work with the college's Diversity Officer.

Ed Bryant: Ed Bryant addressed the Board regarding the labor contract negotiations. He thanked the Board for their open dialogue session. He commended Trustee Azima and Canja for presenting the idea to the Board. He stated that one of his students with

an ROTC scholarship at the University of Michigan is being deployed to Afghanistan to train people who may kill her. He said this is the commitment that every faculty member at the college has. He asked, "What does it say when the Board goes into closed session to discuss how they will pay faculty?" He asked, "How is going into a closed session meeting establishing trust?"

## **Closed Session**

IT WAS MOVED BY Trustee Smith and supported by Trustee Canja that the Board go into closed session to discuss labor negotiations.

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

The motion carried.

The Board entered into closed session at 7:50 p.m.

The Board returned to open session at 9:39 p.m.

Roll call:  
Present: Abood, Canja, Hidalgo, Meyer, Smith  
Absent: Azima, Proctor

## **Board Evaluation of Meeting**

There was no Board evaluation.

## **Adjournment**

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

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

The motion carried.

The meeting adjourned at 9:41 p.m.

September 19, 2016 Regular Board of Trustees Meeting  
Adopted Minutes

Submitted,



Executive Assistant to the Board  
Benita Duncan