

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 19, 2009

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:07 p.m.

Roll Call

Present: Lavery, Proctor, Rasmusson, Smith, Canja
Absent: Hollister, Woods

Trustee Woods attended by phone at 6:10 p.m.
Trustee Hollister arrived at 6:16 p.m.

Pledge of Allegiance

Trustee Rasmusson led the Pledge of Allegiance.

Approval of Minutes

Trustee Lavery stated that he will not be voting in favor of the minutes. He stated that they did not accurately or specifically reflect what he brought up at the last meeting under Trust and Communications. Trustee Lavery stated that he wanted the audience to know why he was not voting in favor of them.

Trustee Lavery further stated that the minutes did not accurately or specifically reflect what he said regarding a severance or regarding the hiring of a particular consultant.

Chairperson Canja asked Trustee Lavery if he had suggestions to make them more accurate. Trustee Lavery stated that the minutes are recorded and the Board can reflect back on them at some point in time if needed.

IT WAS MOVED by Trustee Smith and supported by Trustee Canja that the minutes of the September 21, 2009 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Proctor, Rasmusson, Smith, Woods, Canja

Nays: Lavery

Absent: Hollister

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Chairperson Canja requested that the Closed Session be moved up under Resolution Presentation and President Report.

Limited Public Comment Regarding Agenda Items

Cindy Storie: Good evening Board. I appreciate the opportunity to speak. There are three important college issues that I wanted to bring to the Board's attention that will be brought to them for direction and decision tonight. First, is a letter of agreement to address the recall of three Counselor layoffs. The Counseling team, along with MAHE and the Administration, have been working together since June to address the student needs related to LCC Counseling and Advising Services. The time was well spent in identifying the professional purpose and scope of counseling and advising for our students at LCC. As such, it was determined that reorganization, structurally and procedurally, will be required. To this end, the letter of agreement addresses key functions needed to ensure the efficient and effective implementation of the "new" Counseling and Advising Center, which includes essential new positions that the three counselors (Curlada, Gill and Craig) are well qualified to be placed in to. Thus, creation of these counseling positions warrants the recall of their layoff notices. The benefits gained by the college are cost saving through enhanced services, increased efficiencies and effectiveness, increased student retention, persistence and successful completion of their educational plan. A second issue before you tonight would be healthcare insurance. Steve Vossler, Chair of Labor Coalition, has sent a proposal to the Board members on behalf of the LCC Labor Coalition and Healthcare Taskforce, with previous communications and information on the healthcare insurance. Basically the unforeseen change by Blue Cross Blue Shield to eliminate Tri-Med, and have the ability to move to the comparable product and coverage levels for employees through the end of this contract with Choices II has a cost of \$70,000. To be fair, Labor believes a 50/50 split of this unforeseen cost between the College and the employees will address this. Currently employees are paying approximately 10% of healthcare insurance premium. This is in line with comparable institutions. This shared cost to the college of \$35,000 is minimal. Thirdly, the Board's consideration to support the continuation of two full-time faculty in the automotive technology program by

letter of agreement, which will settle the grievance that was at arbitration this last Friday 10/16/2009. Thank you for your consideration.

Resolution Presentation

Chairperson Canja presented the following resolution honoring Bob Anderson.

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

WHEREAS, Robert Eric Anderson was elected to the Lansing Community College Foundation Board of Trustees in 2003; and

WHEREAS, Robert Anderson has served faithfully and diligently as Chairperson and member of the LCC Foundation Board; and has selflessly contributed his time, talents, and energy toward fulfilling the Mission of the Foundation; and

WHEREAS, during his tenure as President, he brought stability and professionalism to a Foundation in transition; and

WHEREAS, during his tenure as President, he spearheaded the Foundation's first capital campaign resulting in \$3.6 million in contributions and led the Foundation's successful 50th Anniversary Gala; and

WHEREAS, during his tenure on the LCC Foundation Board, the Foundation has grown in assets from \$3.4 million to \$9.8 million, due in large part through his leadership and guidance; and

WHEREAS, during his tenure as President, he represented Lansing Community College with dignity, professionalism and foresight, consistently supporting the values of the community college education; and

WHEREAS, through his goal-oriented common sense approach he has helped the Foundation grow to the next level while inspiring and enabling the pursuit of education for the betterment of our students, residents; and community; and

WHEREAS, he has never hesitated to serve when asked, to give when requested or to labor when required; and

WHEREAS, he has shared those qualities with the American Legion, Beaver Island Historical Society, Nature Conservancy; Michigan Land Use Institute; and the American Association of Retired Persons, as well as his own alma mater; and

WHEREAS, he has served as a role model, a mentor and a friend, demonstrating his deep commitment to a cause that inspired many to follow; and

WHEREAS, his contribution to the future viability of the Lansing Community College Foundation is immeasurable, profound and deeply appreciated; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, in recognition of his service, his dedication, and his sincere commitment to Lansing

Community College as Foundation President and Member, on behalf of students, faculty, staff and community, recognize Robert E. Anderson as he continues his life of teaching, consulting and service to his community in other arenas.

AND BE IT THUS RECORDED THIS day of October 19, 2009.

Closed Session

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson that the Board go into closed session for the purpose of considering strategies in connection with collective bargaining.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Rasmusson, Smith, Wood, Canja

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 6:26 p.m.

The Board returned to open session at 7:58 p.m.

Roll call:

Present: Hollister, Lavery, Proctor, Smith, Woods, Canja

Absent: Rasmusson

Trustee Rasmusson arrived at 8:01 p.m.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister to approve a letter of agreement between Lansing Community College and the Lansing Community College Michigan Association of Higher Education, Michael Wightman and Graham Woollard.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Rasmusson, Smith, Wood, Canja

Nays: None

Absent: None

The motion carried.

PRESIDENT'S REPORT

Informational - President's Update

President Knight gave the following updates:

- Dean Berry and the IT Apprenticeship Team received the Best of Michigan Excellence in Technology Award, from the National Association of State Achieved Information Officers. This award represents the best practices in collaboration in industries and education.
- Dean Berry and the IT Apprenticeship Team also received the Best of Industry Educational Award, from the Computing Technology Industry Association for long term achievement in IT certification. This award represents LCC's program selling the most IT certifications in the U.S.
- Dr. Evan Montague was selected for the position of Dean of Student and Academic Services. Dr. Montague most recently served as Assistant Vice President at Alma College. Prior to that, he served LCC for nine years as Director of Financial Aid and Veteran Services and then as Director of Enrollment Management and Academic Support Systems. Evan began his career in student services at Michigan State University and then Albion College as a Financial Aid Officer. He earned a BA in Social Science/Psychology from Michigan State University, a MPA from Western Michigan University and a PhD in Educational Administration from Michigan State University. Dr. Montague will assume his new position on November 9th. Dr. Knight thanked Elenka Raschkow for serving as Interim Dean for the past few months.
- Dr. Michael Nealon was selected for the position of Dean of Liberal Studies. Dr. Nealon served at the college as Chair of Humanities and Performing Arts. Prior to being named Chair, Michael served as Lead Faculty of LCC's Music Program for 8 years. Michael has served the college as a faculty representative on LCC's AQIP Team and has been actively engaged in the college's accreditation process through the Higher Learning Commission. He earned a BA in Humanities in Music History from Saint Michael's College, a MA in Musicology from the University of Tennessee and a PhD in Musicology from Northwestern University.
- Moody's Investors Service has affirmed the Aa3 credit rating for Lansing Community College, indicating strong confidence in the college's financial position. Affirmation of this high rating reflects LCC's broad, diverse economic base benefiting from the stabilizing base of MSU as well as the state's capital; well-maintained financial operations with satisfactory reserve levels; and a manageable debt position that is expected to continue despite near-term borrowing plans. Moody's Investors Service reviewed the college and found that it was credit worthy.

- At last week's ACCT conference, Trustee Edward Woods was elected to the Central Region Nomination Committee.
- Last week, the Lansing Board of Water and Light successfully launched round two of the "1st STEP," in partnership with LCC, CAMW!, Lansing School District, Ingham and Eaton ISDs, Clinton RESA, and the IBEW to provide high school students meaningful workplace experiences and pathways to high demand utility industry careers. The September 30th orientation at Dart Auditorium hosted more than 70 interested students who will be vying for 10 co-op positions available this year at the BWL.
- LCC's Director of Nursing, Margie Clark, has received the Carol Franck Nursing Leadership Award.

Informational - Monthly Financial Statements

David Hilquist presented the following information which is detailed in the Board packet:

1. Statement & Summary as of September 30, 2009 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Revenue, Expenses and Changes in Net Assets
 - d. Balance Sheet
 - e. Plant Funds Statement of Resources and Allocations
 - f. Capital Projects Monthly Reporting
2. Miscellaneous
 - a. Vendor Payments > \$10,000 for the quarter ended September 30, 2009
3. Fifth Third Bank report of LCC Holdings as of September 30, 2009
4. Report on Board of Trustees expenditures for the quarter ended September 30, 2009.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. 2009 Campus Master Plan & Capital Outlay Project Request
2. Request for Proposal for Internal Audit Services in the amount of \$150,000 (\$50,000 per year with and aggregate contract amount over three fiscal years). The recommendation was to award the RFP to BKD, LLP.

Trustee Hollister requested to remove the RFP for the Internal Audit Services for separate discussion.

IT WAS MOVED by Trustee Lavery and supported by Trustee Hollister to approve the President's consent agenda with the removal of the RFP.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Rasmusson, Smith, Woods, Canja

Nays: None

Absent: None

The motion carried.

There was discussion on the request for proposal.

Trustee Lavery stated that Beckie Beard put the RFP together and that she and others from the administration pared the number of applicants down to four. He stated that he was involved in the interview process along with Senior VP David Hilquist, Beckie Beard of Purchasing and the CFO Catherine Fisher.

Dr. Beard stated that the evaluation committee evaluated the proposals on four criteria. This was for a 3-year audit plan to replace our internal auditor. Four firms met the basis criteria. Interviews were to determine who would meet LCC's specific internal audit needs.

Hilquist stated that BKD presented a much better plan of assessment risk and they had already built a model that LCC could use.

Trustee Lavery stated that they had put a priority on risk management and that was one of the things that he was looking closely for. Trustee Lavery stated that he is always sensitive to look at firms within the LCC District. He stated that when the committee looked at all the factors and what was advantageous to the college the firm selected was the best based on their experience, knowledge and risk management plan. He further stated that if it doesn't work out LCC can cancel after one year. Trustee Lavery stated that all the firms interviewed were excellent but BKD far exceeded their expectations.

Trustee Rasmusson asked what their plan for residual risk evaluation was.

Trustee Smith expressed concerns with the firm selected not being a Michigan based firm or local firm and that the pool didn't have many Michigan firms.

Discussion followed.

IT WAS MOVED by Trustee Smith and supported by Trustee Lavery to approve the RFP for the Internal Auditing Services.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Canja

Nays: Rasmusson, Smith

Absent: None

Trustee Edward Woods abstained from voting.

The motion carried.

Chairman, Committee and Board Member Reports

Committee Reports – Audit Committee Report

Annual Budget for Fiscal Year 2009 -2010 and Comprehensive Annual Financial Report

David Hilquist gave the following update:

1. LCC submitted its first Comprehensive Annual Financial report. This report is eligible for a GFAO (Government Finance Officer Association) Certificate of Excellence. There are 99 certificates in Michigan; the State has one, Ingham County has one and the City of Lansing has one. There are no community colleges in MI that have this certificate. After approval for the Comprehensive Annual Financial report the administration will submit this report to GFA for their review and evaluation.
2. The A133, Federal Awards Audit Report has no material weakness or significant deficiencies for the first time in 4 or 5 years.
3. The first strategic budget was presented which shows the integration of strategic planning and budget. This report was prepared to be eligible for GFOA distinguished budget recognition and has been submitted to them for review.

Mr. Hilquist thanked the staff that helped to prepare these reports.

Annual Audit Report

Michelle Fowler of Rehman Robson gave a brief review of the Annual Audit Report and the Federal Awards Audit. A full report was presented to the Audit Committee earlier that day. The full report is on file with the official Board meeting materials.

Discussion followed.

Audit Committee Update

Trustee Lavery gave the following update to the Board:

- The Audit Committee approved expenses for Trustee Smith and Woods for their most recent ACCT Conference attendance.
- Two policies, the Employment of Relatives and Nepotism policy, and the Workplace Consensual Relations policy have been brought to the committee for review. Trustee Lavery stated that he has recommended that these policies be brought forward to the full Board at a future date for review and approval.
- The Contribution for Charitable and Non Profits policy was brought before the committee and will be brought back to the committee before coming to the full Board as a first reading.

Committee Updates – Workforce Development Board Report

Trustee Proctor gave the following report:

- Former Mayor David Hollister made a report on the Wired grant and the impact it has had on our 13 county region. This grant is expiring and the Workforce Development Board will be looking at how to sustain that activity.
- The CAMW Youth Bill has received 105 applications for 36 positions to engage in training to involve themselves in building construction. 36 individuals were invited to attend a 2 week mental toughness and training orientation. The selectees then went through some MIOSHA (Michigan Occupational Safety and Health Act) training and Lead Safe Work Practice Training. Final selections were made 10 days ago of the 36 that were originally selected. They began classes at LCC last week and will begin actual assisting construction at the Greenstone Mortgage Building.

Committee Updates – Career Connections Board

Chairperson Canja gave the following update:

- CAMW received grant to produce a complimentary training to what is known as Work Keys. This complementary component would include soft skills that would make someone successful in the work place.

Committee Updates – Lansing Promise Zone Authority Board

Chairperson Canja gave the following update:

- Lansing Promise Zone Authority Board is an 11 member Board to develop a Promise Zone in Lansing. Trustee Canja is the LCC Representative for that Board.
- The hopes are that the Promise Zone will be as successful and have the same outcomes as the Kalamazoo Promise Zone. The Lansing Promise Zone is trying to replicate the model in Kalamazoo but will have to raise the money to be successful.
- Dr. Knight has provided the Promise Zone with assistance in the form of office space at Washington Court.
- The Promise Zone Board has not made a decision on what would be offered at LCC.

Board Member Reports – Update on ACCT Leadership Congress

Trustee Woods gave the following highlights:

- The theme for the conference was "Achieving Success in a Global Economy: Navigating the Educational Landscape During Turbulent Times."
- There were 3 keynote Speakers:
 1. Governor Arnold Schwarzenegger shared the difference community colleges made for him and can make for others as "institutions of hope." He attended Santa Monica City College.
 2. Judith S. Eaton, President of the Council for Higher Education, shared how to engage in the accreditation process.
 3. Maria Kanter, Undersecretary of Education for the U.S. Department of Education, shared President Obama's challenge to community colleges.
- Attended a workshop about developmental education.
- Witnessed a panel discussion focusing on African-American males and higher education.
- Trustees should continue to seek out board development opportunities and network with other community college trustees to identify best practices.
- LCC needs to assess, evaluate and develop student success opportunities.
- Commended Trustee Robin Smith for her leadership and active involvement with the ACCT Diversity Committee and the difference she is making on the national level.

Trustee Woods complete written report is on file with the official Board meeting materials.

Trustee Smith provided the following update on Diversity Committee:

- Trustee Smith narrowly lost her bid to become the ACCT Diversity Chairperson and obtain a seat on the ACCT Board of Directors.
- The Diversity Committee looked at the best practices and the ACCT Board adopted policy for best practices.
- The committee brainstormed on new technology being used like Twitter and Facebook.
- ACCT has adopted a format for a diversity policy for those colleges that do not have one.
- The equity award can now be awarded to a program within an institution as well as a President or Trustee.

Public Comment

There was no public comment.

Board Comments

Trustee Laverty attended the LCC Foundation fundraiser in the Dart Auditorium, to see Hank Williams the Lost Highway. He stated that he really enjoyed it and that they did a great job. Trustee Laverty stated that he and Dr. Rebecca Beard have been working on a Veteran's Day event, based on conversations they have had with Dr. Knight. He stated that they have been working with different Veteran's Associations to identify significant heroic Medal of Honor Winners to possibly do a mural of some sort or special event to honor the veterans of the community college area. They will finalize and meet with Dr. Knight to roll out something on November 11, 2009.

Trustee Smith stated that she liked the new layout and look of the Lookout. She is excited about the growth of the paper and congratulated the staff on having a new fresh look.

Adjournment

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

Ayes: Hollister, Laverty, Proctor, Rasmusson, Smith, Woods, Canja
Nays: None
Absent: None

The motion carried.

The meeting adjourned at 9:08 p.m.