

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 14, 2009

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

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

Pledge of Allegiance

Trustee Woods led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Lavery and supported by Trustee Woods that the minutes of the November 16, 2009 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Chairperson Canja requested to add the following:
 1. An additional Closed Session will be added after the Consent Agenda.
 2. Remove the MI Promise Scholarship Options from the consent agenda to discuss as a separate agenda item.

- President Knight requested to remove the Revised Consensual Relationship Policy from the agenda to defer until January.

Limited Public Comment Regarding Agenda Items

There were no public comments.

Resolution Presentation

Trustee Canja presented Trustee Laverty with the following resolution:

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

WHEREAS, TRUSTEE CHRIS LAVERTY has served on the Lansing Community College Board of Trustees since July 31, 2003; and

WHEREAS, TRUSTEE CHRIS LAVERTY was, upon his election, immediately elected to serve as Chair of said Board; and

WHEREAS, TRUSTEE CHRIS LAVERTY brought to the position extensive professional experience and a history of strong working relationships, thereby quickly earning the respect of his colleagues; and

WHEREAS, TRUSTEE CHRIS LAVERTY immediately immersed himself in his leadership role, with energy, enthusiasm and commitment; and

WHEREAS, TRUSTEE CHRIS LAVERTY went on to serve as Board Chair from 2003 until 2008, guiding the Board of Trustees with dignity and distinction through challenging times; and

WHEREAS, CHRIS LAVERTY, with his service, became the longest-serving Chair of the Lansing Community College Board of Trustees; and

WHEREAS, TRUSTEE CHRIS LAVERTY served on the Board of Trustees Personnel and Compensation Committee from 2006 to 2008; and

WHEREAS, TRUSTEE CHRIS LAVERTY has served on the Board of Trustees Audit Committee, which he chaired for two years; and

WHEREAS, TRUSTEE CHRIS LAVERTY displayed a dedication far beyond the call of duty to advancing the goals of Lansing Community College, including six years of service on the Lansing Community College Foundation Board; and

WHEREAS, TRUSTEE CHRIS LAVERTY's commitment has extended into the community through his service on the Capital Area Workforce Development Board, Career Connections Advisory Board, Capital Area Community Foundation, and the Lansing Area Manufacturing Partnership; and

WHEREAS, TRUSTEE CHRIS LAVERTY's steadfast commitment to Lansing Community College has been reflected in his many years of selfless service to the College and the community which it serves; and

WHEREAS, TRUSTEE CHRIS LAVERTY's strong leadership, unwavering focus, and clear, strategic vision have benefitted and will continue to benefit future generations of students, faculty and staff;

NOW, THEREFORE, BE IT RESOLVED that, in recognition of his contribution to Lansing Community College, and for his many accomplishments during his years of service, the Board of Trustees of Lansing Community College, on behalf of all those he has influenced, offers congratulations for a job well done.

AND BE IT THUS RECORDED THIS 14th day of December, 2009.

The LCC Labor Coalition presented Trustee Laverty the following resolution:

ORDER OF THE SWORD TO HONOR
CHRIS A. LAVERTY TRUSTEE

Lansing Community College
June 2003 to December 2009

"A LEADER AMONG LEADERS"

The Order of the Sword is an ancient ceremony, rich in tradition. It is a symbol of truth, justice, and power rightfully used. This purely military order of the sword was established in 1522 by Gustav I in recognition of military service.

King Gustav I enjoined the noblemen commissioned to him to appoint officers to serve them. These accountants, builders, craftsmen, teachers, scribes and others were responsible for conducting the ordinary daily affairs of the kingdom.

On occasion, these people would honor a leader and pledge their loyalty by ceremoniously presenting the leader with a sword. The ceremony became known as the "Order of the Sword". The Order of the Sword is the highest honor followers can bestow upon a leader. It honors the recipient as our ancient colleagues did as "a leader among leaders".

Let it be known that we, the men and women of the Lansing Community College Labor Coalition, regard Chris A. Laverty as "A Leader Among Leaders". Chris, please accept our tribute to you as a symbol of our loyalty, high regard and value that we have for you.

Your integrity, judgment, and strength of character have provided the College outstanding leadership. Your unwavering support of College employees is second to none and commands our deepest respect and loyalty.

In your role as Chair of the Lansing Community College Board of Trustees you lead the College through a critical stage in our history – expansion of the College through a \$91M building initiative that included the MTEC and Technical Careers Division at the West Campus, the Human Health and Public Services building and the Administration building at the Main Campus; two major software implementations; and restored confidence in the College financial stewardship through the Audit Committee and the creation of College policy to ensure oversight of College finances, involvement on the Capital Area Workforce Development Board, Career Connections Advisory Board, Lansing Community College Foundation, Capital Area Community Foundation, and the Lansing Area Manufacturing Partnership.

Trustee Chris Laverty you have definitely made a difference at Lansing Community College, and you will be thought of often and fondly remembered. Through your leadership, you have provided the College with a strong financial, physical, and technology infrastructure that will enable us to respond to the educational needs of our students, and community for years to come.

For this, we thank you from the bottom of our heart. Please accept this token as a symbol of our appreciation for your commitment to the students, staff, community, and to Lansing Community College.

PRESIDENT'S REPORT

Informational – BKD Presentation

The College's new internal auditor, BKD gave a PowerPoint presentation which is on file with the official Board meeting materials.

Informational – President's Update

Dr. Knight gave the following update:

- Lisa Webb Sharpe was named the new Senior Vice President for Finance and Administration.
- On December 1, 2009 several structural and personnel changes went into effect in academic areas. The Math & Computer Science Department and the Mathematical Skills Department have merged into one Mathematics Department.
- The LCC Board of Trustees and Executive Senior Leadership met with the Ingham County Commissioners on December 1, 2009 in the second of a series of meetings wherein the college is attempting to connect with our county leaders to inform them about LCC and to discuss possibilities of

partnerships and sharing of services.

- A meeting was held to discuss ways that Lansing Community College could assist in our service area with educational opportunities that would positively impact the ex-offenders returning to our community and assist in interrupting the cycle of incarceration
- At the Capital Area Michigan Works! Annual Dinner, CAMW! CEO Doug Stites, presented Provost Stephanie Shanblatt with the Capital Area Michigan Works! Seal of Approval "in recognition and appreciation for all she does to support workforce development in greater Lansing." The award is a special category award that has only been presented twice in the last ten years.
- The LCC Foundation held its annual Holiday Open House on December 2, 2009 at West Campus. The event included a Silent Auction, which raised \$6,500 for student scholarships to the Foundation scholarship fund.
- The University Center has been cited by Learning by Design for their ability to stand out among large buildings with strong architectural styles
- LCC will host a delegation from Sweden on January 14, 2010. The 12 delegates represent the Lindholmen Science Park in Gothenburg, Sweden where they are discussing creating a visualization center using advanced technology for education and demonstration of development of complex products.
- Construction is underway to convert the Photography Building to the LCC Early Learning Children's Community, a childcare facility for students and employees. The project is proceeding on schedule and is expected to be completed by mid-summer 2010.
- LCC has held preliminary discussions with Boarshead Theatre representatives to explore a possible collaboration that would be advantageous to both our students, the community and the Boarshead Theatre.
- Chris Hollister, Public Relations Director, will be leaving her position in early January. We plan to complete interviews and have a selection prior to the holiday break.
- Spring 2010 registration has been underway since November 17, 2009 and 15,800 students have enrolled for classes. This is a considerable increase compared to the same time last year.

- Extension and Community Ed "Learning for Life" Program increased from 413 to 852.
- LCC has retained Randy Thayer, former manager of General Motors operations for Delta Township and Grand River. He has met with the entire manager's at the West Campus to learn about LCC. He will be talking with the business community. LCC's goal is to maximize the use of facilities, and identify way in which we can help visitors to understand what we have to offer at West Campus. He is here to help LCC to maximize program and services to the local community.

Informational – Program Analysis Overview

Dr. Stephanie Shanblatt presented the following on Program Analysis:

1. What Program Analysis Is
2. Why program Analysis is Crucial
3. Criteria for Analysis
 - a. Instructional Measures
 - b. Employment or Transfer Trends
 - c. Instructional Costs
4. Possible Outcomes
5. Process and Timelines
6. Next Steps

The entire presentation is on file with the official Board meeting materials.

Informational – Monthly Financial Statements

Dave Hilquist presented the following information which is detailed in the Board Packet:

1. Statement & Summary as of November 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 month ended November 30, 2009
 - b. LCC Card Vendor Payments > \$10,000 for the period 11/06/09-12/04/09

3. Fifth Third Bank report of LCC Holdings as of November 30, 2009

Discussion followed.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Developmental Math Student Success Initiative
2. Elimination of Application Fee for Graduation
3. Revised Employment of Relatives/Nepotism Policy
4. Finance
 - a. Request for Proposal for Student Evaluation of Teaching and Learning in the amount of \$46,000 per year, for a three fiscal year cost of \$138,000. The recommendation was to award the proposal to the IDEA Center Inc.
 - b. Request for Proposal for Main Campus Disk Storage Array in the amount of \$176,268. IT will purchase additional storage under this contract not to exceed \$200,000 per year. The recommendation was to award the proposal to Xiotech Corporation.
 - c. Request for Proposal for Campus wide PC and Laptop Equipment in the amount of \$1,421,473 annually. The recommendation was to award the proposal to CDW Government Inc.

Trustee Woods requested to remove the Request for Proposals from the consent agenda due to the bid amounts not being included.

IT WAS MOVED by Trustee Lavery and supported by Trustee Smith to approve the President's consent agenda items #1, 2, and 3.

Roll call vote:

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

Nays: None

Absent: Rasmusson

The motion carried.

Action Item – Recovery Plan of the MI Promise Scholarship Funds Paid to Students

Dave Hilquist presented six recommendations to the Board.

- 1) Recover 100% of the funds making the financial impact to the college \$0.
- 2) Recover 50% of the funds regardless of need making the financial impact to the college \$476,116.50
- 3) Fund the scholarship for those with a demonstrated need. If we assume that those who received a PELL grant defines need, then the financial impact to the college would be \$201,433.
- 4) Recover none of the payments from students making the financial impact to the college \$952,233.
- 5) Fund those with any financial need. This is similar to option 3 except for a lower threshold estimated cost of \$340,000.
- 6) Fund 50% for those that return in the spring. This is similar to option 2 except for a lower estimated cost of \$400,000.

The college is recommending to the Board the approval of Option 1.

IT WAS MOVED BY Trustee Lavery and supported by Trustee Smith to approve Option 4, recovering none of the payments from students with a financial impact of \$952,233 to the college.

Trustee Woods stated that the college should not be responsible for bailing out the State of Michigan and is not good public policy in doing so. He stated that this was a promise made by the State of Michigan and not by this Board. He received confirmation from Senior Vice-President for Administration, Dave Hilquist, that students are made aware that any money not awarded to them has to be paid back to the college when applying for financial aid. Trustee Woods asked the Board to consider the Board's goals on increasing efficiencies based upon the approved budget when voting tonight and to make sure the Board is clear on the message they are sending if this motion is approved.

Trustee Hollister stated that although this was not a promise made by LCC, as a public institution, LCC's is part of the larger promise that the state has made to the college and it seems responsible to have a 50/50 split under Option 6. He stated that he was in favor of Option 6 if the students made a commitment to come back in the spring to continue with their education.

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

Roll call vote:

Ayes: Smith, Canja

Nays: Hollister, Lavery, Proctor, Woods
Absent: Rasmusson

The motion failed.

Discussion followed.

Chairperson Canja asked for a roll call vote on the main motion on the floor, to approve Option 4, recovering none of the payments from students with a financial impact of \$952,233 to the college.

Roll call vote:

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

The motion carried.

Closed Session

IT WAS MOVED by Trustee Smith and supported by Trustee Lavery that the Board go into closed session for the purpose of discussing an employee evaluation.

Roll call vote:

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

The motion carried.

The Board entered into closed session at 7:46 p.m.

The Board returned to open session at 10:14 p.m.

Trustee Hollister left at 10:11 p.m.

Trustee Smith left at 10:14 p.m.

Roll call:

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

Chairperson Canja announced that the Board will have a Special Board of Trustees meeting on Monday, December 21, 2009 to complete the remaining agenda items.

Chairman, Committee and Board Member Reports

Chairperson's Report – Information and Announcements

Chairperson Canja presented the following information:

- Four new Ends to the Governance Policies, E-104, E-105, E-106, and E-107, were presented to the Trustees for information only.

Committee Reports – Audit Committee Report

Trustee Laverty gave the following Audit Committee report:

- The committee is recommending that the revised Cash Contributions to Others Policy be placed on the December 21, 2009 agenda for information only.

Public Comment

There was no public comment.

Adjournment

IT WAS MOVED by Trustee Proctor and supported by Trustee Laverty that the meeting adjourn.

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

The motion carried.

The meeting adjourned at 10:22 p.m.