NOTE: Dinner will be served at 5:00 p.m. in the Administration Building, Room 306.

AGENDA

Board of Trustees Meeting
October 16, 2006
6:00 p.m.

Regular Meeting

Policy

I. Call to Order by Chairman

II. Roll Call by Secretary to the Board

III. Pledge of Allegiance

IV. Additions/Deletions to the Agenda

V. Limited Public Comment Regarding Agenda Items

VI. Chairman, Committee and Board Member Reports

A. Chairman's Report

1. Foundation Board Report
2. Information and Announcements
3. Other

B. Committee Reports GP-304

1. Trustee Brannan – Audit Committee
2. Trustee Rasmusson – Finance Committee
3. Trustee Smith – Personnel and Compensation Committee
   a. Discussion on Board Administrative Assistant Interviews
   b. Discussion on Board Liaison Interviews

C. Board Member Reports

1. Trustee Proctor
   a. Presidential Search Update
   b. Workforce Development Board
   c. Association of Community College Trustees
2. Trustee Smith
   a. Association of Community College Trustees

VII. President's Report

A. Informational Items

1. Investment Reports for September EL-206
2. Sole Sources Purchase Report EL-206

B. Action Items*

1. Approval of Minutes – June 19, 2006 Regular Meeting
   June 28, 2006 Special Meeting
   August 8, 2006 Presidential Search Firm Presentations
   August 8, 2006 Special Meeting
2. 2006 Campus Master Plan
3. Capital Outlay Project Request
4. Senior Citizen's Tuition Discount Proposal
5. Finance EL-204
   a. Transfer from Contingency Fund
   b. General Fund Proposed Revised Budget FY 2007 EL-202
   c. Approval of Bids

VIII. Closed Session*

IX. Public Comment

X. Board Evaluation

XI. Adjournment

**Motion to accept.*

LANSING COMMUNITY COLLEGE
Where Success Begins

BOARD OF TRUSTEES PLANNING CALENDAR

New items are in **BOLD**

October 2006

Thurs., Oct 19	Women's Volleyball Grand Rapids Community College Lansing, MI – 6:30 p.m.
Sat., Oct 21	Women's Volleyball Star Quad Lansing, MI – TBD
Sat., Oct 21	NAACP 41st Annual Freedom Fund Dinner Speaker: Reverend Al Sharpton Holiday Inn South Conference Center – 6:00 p.m.
Sat., Oct 21	Men's Cross Country/Women's Cross Country Region XII – Lansing Community College Grand Woods Park, Lansing, MI - 12:00 p.m.
Sat., Oct 21	Soundscapes 2006 Dart Auditorium – 8 p.m.
Sun., Oct 22	Soundscapes 2006 Dart Auditorium – 3 p.m.
Tues., Oct 24	Women's Volleyball Muskegon Community College Muskegon, MI – 5:00 p.m.
Wed., Oct 25	Random Acts of Music LCC West Campus, 2nd Floor Atrium 12:00 – 1:00 p.m.
Fri., Oct 27	University Center Groundbreaking 9:00 a.m.
Fri., - Sat. Oct 27 - 28	Women's Volleyball MCCAA State Tournament Oakland Community College - TBD

(As of 4/12/06)
*Please call 483-9739 for tickets or reservations no later than one week prior to event.

November 2006

Nov 3 - 4	Adam's Rib, adaptation by J'esse Deardorff-Green based on the screenplay by Ruth Gordon & Garson Kanin Dart Auditorium – 8 p.m. $ Call 372-0945 for tickets
Fri., Nov 3	Women's Basketball Schoolcraft College Invitational Livonia, MI – TBD
Fri., - Sat. **Nov 3 - 4**	Men's Basketball Triton College Tip-off Classic River Grove, IL – 8:00 p.m.
Fri., - Sat. **Nov 3 – 4**	Women's Volleyball NJCAA Region XII Tournament Grand Rapids, MI – TBD
Sat., Nov 4	Women's Basketball Schoolcraft College Invitational Livonia, MI - TBD
Sat., Nov 4	Men's Cross Country/Women's cross Country NJCAA Championship Texas – 9:00 a.m.
Sun., Nov 5	Adam's Rib, adaptation by J'esse Deardorff-Green based on the screenplay by Ruth Gordon & Garson Kanin 2 p.m. Dart Auditorium $ Call 372-0945 for tickets
Wed., Nov 8	Random Acts of Music Health & Human Services Building, Garden Atrium
Wed., Nov 8	Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m. Henry Ford Community College Dearborn, MI
Sat., Nov 11	Men's Basketball Concordia College JV Lansing, MI - 3:00 p.m.
Nov 10 - 11	Adam's Rib, adaptation by J'esse Deardorff-Green based on the screenplay by Ruth Gordon & Garson Kanin Dart Auditorium – 8 p.m. $ Call 372-0945 for tickets

Sat., - Sun. **Nov 11 - 12**	Women's Basketball Owen's Tip-off Classic Toledo, OH – TBD
Wed., Nov 15	Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m. Mott Community College Flint, MI
Thurs., Fri., Sat. **Nov 16 – 18**	Women's Volleyball NJCAA National Championship Scottsdale, AZ – TBD
Tues., Nov 21	Men's Basketball – 7:30 p.m./Women's Basketball – 5:30 p.m. Kirtland Community College Lansing, MI
Wed., Nov 29	Men's Basketball Indiana Tech Fort Wayne, IN – 7:00 p.m.

December 2006

Sun., Dec 3	The Concert Choir Dart Auditorium – 3 p.m.
Tues., Dec 5	The LanSwingers Dart Auditorium – 7.p.m.
Wed., Dec 6	Foundation Holiday Open House Administration Building, 5:30 – 8 p.m.
Wed., Dec 6	Random Acts of Music LCC West Campus, 2nd Floor Atrium
Fri., Dec 8	Dance Open House GVT 3900 – 3950 6 – 7:30 p.m.
Dec 8 - 9	3rd Semester Shakespeare Studio Theatre Black Box Theatre, GVT 169 – 8 p.m.
Sun., Dec 10	The Guitar Ensemble Dart Auditorium – 3 p.m.
Dec., 15-16	1st Semester Contemporary Realism Studio Theatre Black Box Theatre, GVT 168 – 8 p.m.
Sat., Dec 17	Stage Combat Open House Dart Auditorium, 11 – 12 p.m.

(As of 4/12/06)

*Please call 483-9739 for tickets or reservations no later than one week prior to event.

Executive Summary of
President's Agenda Items

October 16, 2006

Informational Items

Investment Reports for September

Included for your information are Investment Reports for September. Per the Financial Oversight and Monitoring Policy, Investment Reports are to be reported to the Board of Trustees.

Sole Source Purchase Report

Included for your information is the Sole Source Purchase Report. Per the Purchasing Policy, all Sole Source Purchases are to be reported to the Board of Trustees.

Action Items

Approval of Minutes

Included for your approval are the meeting minutes from the June 19, 2006 Regular Meeting, June 28, 2006 Special Meeting, August 8, 2006 Presidential Search Firm Presentation Meeting, and August 8, 2006 Special Meeting.

2006 Campus Master Plan

Included for your approval is the Fiscal Year 2008 Campus Master Plan. Per Michigan Statute, this five (5) year plan is due to the state by November 1 of each year.

Capital Outlay Project Request

Included for your approval is a Fiscal Year 2008 Capital Outlay Project Request. Per Michigan Statute, all public institutions requesting Capital Outlay dollars must do so by November 1 of each year.

Senior Citizens Tuition Discount Plan

Included for your approval is the Senior Citizens Tuition Discount Plan. Pending Board of Trustees Approval, this plan is scheduled to be implemented for the spring 2007 semester.

Finance

Transfer from Contingency Fund

Included for your approval is a request for transfer of funds. Per the Financial Oversight and Monitoring policy, all contingency fund transfers are to be approved by the Board of Trustees.

General Fund Proposed Revised Budget FY 2007

Included for your approval is a request for revision in the General Fund FY 2007 Budget.

Approval of Bids

Included for your approval are bid requests per Board of Trustees policy.

LCC - Capital Improvement Fund

As of 9/30/06

Asset Description	Asset ID	Ticker	Price	Shares	Market Value	Tax Cost Committed	Percent of Account Committed	Percent o Class Committed	Market Yield Committed	Gain or Loss	Unrealized Gain or Loss Committed	Est. Annual Income Committed
All Categories			**202.84**		**$993,307.90**	**$990,402.30**	**100.00**		**4.50**	**$2,905.60**	**$2,905.60**	**$44,651.41**
CASH EQUIVALENTS			**4.00**		**$546,182.40**	**$546,182.40**	**54.99**		**5.20**	**$0.00**	**$0.00**	**$28,401.41**
CASH EQUIVALENTS			**4.00**		**$546,182.40**	**$546,182.40**	**54.99**	**100.00**	**5.20**	**$0.00**	**$0.00**	**$28,401.41**
CASH EQUIVALENTS			**4.00**		**$546,182.40**	**$546,182.40**	**54.99**	**100.00**	**5.20**	**$0.00**	**$0.00**	**$28,401.41**
UNINVESTED CASH	^UICASH^		1.00	0.8100	$0.81	$0.81	0.00	0.00	0.00	$0.00	$0.00	$0.00
UNINVESTED CASH	^UICASH^		1.00	0.5900	$0.59	$0.59	0.00	0.00	0.00	$0.00	$0.00	$0.00
FIFTH THIRD INSTITUTIONAL 5.20%	99FTFKGD8		1.00	64,792.0000	$64,792.00	$64,792.00	6.52	11.86	5.20	$0.00	$0.00	$3,369.18
FIFTH THIRD INSTITUTIONAL 5.20%	99FTFKGD8		1.00	481,389.0000	$481,389.00	$481,389.00	48.46	88.14	5.20	$0.00	$0.00	$25,032.23
FIXED INCOME			**198.84**		**$447,125.50**	**$444,219.90**	**45.01**		**3.63**	**$2,905.60**	**$2,905.60**	**$16,250.00**
FIXED			**198.84**		**$447,125.50**	**$444,219.90**	**45.01**	**100.00**	**3.63**	**$2,905.60**	**$2,905.60**	**$16,250.00**
GOVERNMENT			**198.84**		**$447,125.50**	**$444,219.90**	**45.01**	**100.00**	**3.63**	**$2,905.60**	**$2,905.60**	**$16,250.00**
FANNIE MAE 4.375% 10/15/2006	31359MLH4	FNMA06	99.97	200,000.0000	$199,938.00	$199,402.40	20.13	44.72	4.38	$535.60	$535.60	$8,750.00
FANNIE MAE 3.00% 03/30/2007	3136F5HM6	FNMA07	98.88	250,000.0000	$247,187.50	$244,817.50	24.89	55.28	3.03	$2,370.00	$2,370.00	$7,500.00

LCC - General Fund

As of 9/30/06

Asset Description	Asset ID	Ticker	Price	Shares	Market Value	Tax Cost Committed	Percent of Account Committed	Percent of Class Committed	Market Yield Committed	Gain or Loss	Unrealized Gain or Loss Committed	Est. Annual Income Committed
All Categories			**395.13**		**$2,465,263.57**	**$2,527,937.57**	**100.00**		**3.50**	**-$62,674.00**	**-$62,674.00**	**$86,400.14**
CASH EQUIVALENTS			**4.00**		**$30,196.57**	**$30,196.57**	**1.22**		**5.20**	**$0.00**	**$0.00**	**$1,570.14**
CASH EQUIVALENTS			**4.00**		**$30,196.57**	**$30,196.57**	**1.22**	**100.00**	**5.20**	**$0.00**	**$0.00**	**$1,570.14**
CASH EQUIVALENTS			**4.00**		**$30,196.57**	**$30,196.57**	**1.22**	**100.00**	**5.20**	**$0.00**	**$0.00**	**$1,570.14**
UNINVESTED CASH	^UICASH^		1.00	0.8700	$0.87	$0.87	0.00	0.00	0.00	$0.00	$0.00	$0.00
UNINVESTED CASH	^UICASH^		1.00	0.7000	$0.70	$0.70	0.00	0.00	0.00	$0.00	$0.00	$0.00
FIFTH THIRD INSTITUTIONAL 5.20%	99FTFKGD8		1.00	24,664.0000	$24,664.00	$24,664.00	1.00	81.68	5.20	$0.00	$0.00	$1,282.53
FIFTH THIRD INSTITUTIONAL 5.20%	99FTFKGD8		1.00	5,531.0000	$5,531.00	$5,531.00	0.22	18.32	5.20	$0.00	$0.00	$287.61
FIXED INCOME			**391.13**		**$2,435,067.00**	**$2,497,741.00**	**98.78**		**3.48**	**-$62,674.00**	**-$62,674.00**	**$84,830.00**
FIXED			**391.13**		**$2,435,067.00**	**$2,497,741.00**	**98.78**	**100.00**	**3.48**	**-$62,674.00**	**-$62,674.00**	**$84,830.00**
GOVERNMENT			**391.13**		**$2,435,067.00**	**$2,497,741.00**	**98.78**	**100.00**	**3.48**	**-$62,674.00**	**-$62,674.00**	**$84,830.00**
FED HOME LN BANK 3.04% 10/30/2007	3133X5XM5	FHLB07	97.84	200,000.0000	$195,688.00	$200,000.00	7.94	8.04	3.11	-$4,312.00	-$4,312.00	$6,080.00
FANNIE MAE 3.75% 05/17/2007	31359MVC4	FNMA07	99.06	300,000.0000	$297,189.00	$297,741.00	12.06	12.20	3.79	-$552.00	-$552.00	$11,250.00
FANNIE MAE 2.75% 03/04/2008	3136F5DH1	FNMA08	98.06	1,000,000.0000	$980,630.00	$1,000,000.00	39.78	40.27	2.80	-$19,370.00	-$19,370.00	$27,500.00
FANNIE MAE 4.00% 03/04/2011	3136F5DK4	FNMA11	96.16	1,000,000.0000	$961,560.00	$1,000,000.00	39.00	39.49	4.16	-$38,440.00	-$38,440.00	$40,000.00

LCC - Auxiliary Fund

As of 9/30/06

Asset Description	Asset ID	Ticker	Price	Shares	Market Value	Tax Cost Committed	Percent of Account Committed	Percent of Class Committed	Market Yield Committed	Gain or Loss	Unrealized Gain or Loss Committed	Est. Annual Income Committed
All Categories			**599.06**		**$2,174,072.06**	**$2,188,500.66**	**100.00**		**3.81**	**-$14,428.60**	**-$14,428.60**	**$82,922.82**
CASH EQUIVALENTS			**4.00**		**$397,411.06**	**$397,411.06**	**18.28**		**5.20**	**$0.00**	**$0.00**	**$20,665.32**
CASH EQUIVALENTS			**4.00**		**$397,411.06**	**$397,411.06**	**18.28**	**100.00**	**5.20**	**$0.00**	**$0.00**	**$20,665.32**
CASH EQUIVALENTS			**4.00**		**$397,411.06**	**$397,411.06**	**18.28**	**100.00**	**5.20**	**$0.00**	**$0.00**	**$20,665.32**
UNINVESTED CASH	^UICASH^		1.00	0.9000	$0.90	$0.90	0.00	0.00	0.00	$0.00	$0.00	$0.00
UNINVESTED CASH	^UICASH^		1.00	0.1600	$0.16	$0.16	0.00	0.00	0.00	$0.00	$0.00	$0.00
FIFTH THIRD INSTITUTIONAL 5.20%	99FTFKGD8		1.00	20,152.0000	$20,152.00	$20,152.00	0.93	5.07	5.20	$0.00	$0.00	$1,047.90
FIFTH THIRD INSTITUTIONAL 5.20%	99FTFKGD8		1.00	377,258.0000	$377,258.00	$377,258.00	17.35	94.93	5.20	$0.00	$0.00	$19,617.42
FIXED INCOME			**595.06**		**$1,776,661.00**	**$1,791,089.60**	**81.72**		**3.50**	**-$14,428.60**	**-$14,428.60**	**$62,257.50**
FIXED			**595.06**		**$1,776,661.00**	**$1,791,089.60**	**81.72**	**100.00**	**3.50**	**-$14,428.60**	**-$14,428.60**	**$62,257.50**
GOVERNMENT			**595.06**		**$1,776,661.00**	**$1,791,089.60**	**81.72**	**100.00**	**3.50**	**-$14,428.60**	**-$14,428.60**	**$62,257.50**
FED HOME LN BANK 3.04% 10/30/2007	3133X5XM5	FHLB07	97.84	800,000.0000	$782,752.00	$800,000.00	36.00	44.06	3.11	-$17,248.00	-$17,248.00	$24,320.00
FED HOME LN BANK 3.375% 02/23/2007	3133XAGY7	FHLB07	99.25	250,000.0000	$248,125.00	$246,529.25	11.41	13.97	3.40	$1,595.75	$1,595.75	$8,437.50
FED HOME LN BANK 3.875% 12/01/2006	3133XBV93	FHLB06	99.75	100,000.0000	$99,750.00	$99,212.70	4.59	5.61	3.88	$537.30	$537.30	$3,875.00
FREDDIE MAC 3.75% 04/15/2007	3134A4UZ5	FEDR07	99.19	250,000.0000	$247,970.00	$247,451.25	11.41	13.96	3.78	$518.75	$518.75	$9,375.00
FANNIE MAE 4.375% 10/15/2006	31359MLH4	FNMA06	99.97	200,000.0000	$199,938.00	$199,402.40	9.20	11.25	4.38	$535.60	$535.60	$8,750.00
FANNIE MAE 3.75% 05/17/2007	31359MVC4	FNMA07	99.06	200,000.0000	$198,126.00	$198,494.00	9.11	11.15	3.79	-$368.00	-$368.00	$7,500.00

LCC Plant Fund

As of 9/30/06

Asset Description	Asset ID	Ticker	Price	Shares	Market Value	Tax Cost Committed	Percent of Account Committed	Percent of Class Committed	Market Yield Committed	Gain or Loss	Unrealized Gain or Loss Committed	Est. Annual Income Committed
All Categories			**890.08**		**$3,418,808.95**	**$3,471,762.06**	**100.00**		**3.99**	**-$52,953.11**	**-$52,953.11**	**$136,506.93**
CASH EQUIVALENTS			**4.00**		**$554,942.35**	**$554,942.35**	**16.23**		**5.20**	**$0.00**	**$0.00**	**$28,856.93**
CASH EQUIVALENTS			**4.00**		**$554,942.35**	**$554,942.35**	**16.23**	**100.00**	**5.20**	**$0.00**	**$0.00**	**$28,856.93**
CASH EQUIVALENTS			**4.00**		**$554,942.35**	**$554,942.35**	**16.23**	**100.00**	**5.20**	**$0.00**	**$0.00**	**$28,856.93**
UNINVESTED CASH	^UICASH^		1.00	0.9500	$0.95	$0.95	0.00	0.00	0.00	$0.00	$0.00	$0.00
UNINVESTED CASH	^UICASH^		1.00	0.4000	$0.40	$0.40	0.00	0.00	0.00	$0.00	$0.00	$0.00
FIFTH THIRD INSTITUTIONAL 5.20%	99FTFKGD8		1.00	57,467.0000	$57,467.00	$57,467.00	1.68	10.36	5.20	$0.00	$0.00	$2,988.28
FIFTH THIRD INSTITUTIONAL 5.20%	99FTFKGD8		1.00	497,474.0000	$497,474.00	$497,474.00	14.55	89.64	5.20	$0.00	$0.00	$25,868.65
FIXED INCOME			**886.08**		**$2,863,866.60**	**$2,916,819.71**	**83.77**		**3.76**	**-$52,953.11**	**-$52,953.11**	**$107,650.00**
FIXED			**886.08**		**$2,863,866.60**	**$2,916,819.71**	**83.77**	**100.00**	**3.76**	**-$52,953.11**	**-$52,953.11**	**$107,650.00**
GOVERNMENT			**886.08**		**$2,863,866.60**	**$2,916,819.71**	**83.77**	**100.00**	**3.76**	**-$52,953.11**	**-$52,953.11**	**$107,650.00**
FED HOME LN BANK 3.625% 12/08/2006	3133XBXA8	FHLB06	99.69	250,000.0000	$249,220.00	$248,360.00	7.29	8.70	3.64	$860.00	$860.00	$9,062.50
FREDDIE MAC 4.875% 03/15/2007	3134A4NW0	FEDR07	99.81	330,000.0000	$329,382.90	$330,309.38	9.63	11.50	4.88	-$926.48	-$926.48	$16,087.50
FREDDIE MAC 4.25% 07/15/2009	3134A4US1	FEDR09	98.19	350,000.0000	$343,658.00	$357,732.90	10.05	12.00	4.33	-$14,074.90	-$14,074.90	$14,875.00
FANNIE MAE 4.375% 10/15/2006	31359MLH4	FNMA06	99.97	330,000.0000	$329,897.70	$325,578.52	9.65	11.52	4.38	$4,319.18	$4,319.18	$14,437.50
FANNIE MAE 3.25% 11/15/2007	31359MPZ0	FNMA07	98.00	350,000.0000	$343,000.00	$351,001.70	10.03	11.98	3.32	-$8,001.70	-$8,001.70	$11,375.00
FANNIE MAE 3.25% 01/15/2008	31359MQM8	FNMA08	97.78	350,000.0000	$342,233.50	$350,204.40	10.01	11.95	3.32	-$7,970.90	-$7,970.90	$11,375.00
US TREASURY N/B 3.25% 08/15/2007	912828AH3	UNIT07	98.55	300,000.0000	$295,641.00	$303,644.53	8.65	10.32	3.30	-$8,003.53	-$8,003.53	$9,750.00
US TREASURY N/B 3.125% 09/15/2008	912828BK5	UNIT08	97.11	350,000.0000	$339,881.50	$349,835.94	9.94	11.87	3.22	-$9,954.44	-$9,954.44	$10,937.50
US TREASURY N/B 3.25% 01/15/2009	912828BV1	UNIT09	96.98	300,000.0000	$290,952.00	$300,152.34	8.51	10.16	3.35	-$9,200.34	-$9,200.34	$9,750.00

Lansing Community College
Purchasing Department
Sole Sources Purchase Report
2006-2007

Date of Purchase	PO Number	Supplier Name	Amount	Items Purchased	Unique Performance Factors (description of unique features and unique qualifiations this vendor possesses)	Maintenance Agreement (Y=yes; N=no)	Comments
9/22/06	11093	Purity Cylinder Gases	$17,946.00	Lincoln Electric products	Purity Cylinder is the only area authorized Lincoln distributor.	No	
9/11/06	10929	Innovative Interfaces	$14,500.00	Software, Wireless Workstation	Innovative Interfaces Inc is the original developer of the Libraries integrated library system.	No	
7/20/06	10345	Trichys	$5,400.00	Quarterly Hosting and License Fee	Trichys WorkZone supplies the hosting for WorkZone Users.	No	
8/29/06	10783	Efficient Computing	$35,095.00	Annual Software Support - for software defects and telephone and email support for LCC custom applications and EC licensed products, includes Math Lab Application, Faculty System, Schedule Book, User Provisioning System and FAMIS web site.	Efficient Computing is the original developer of the software.	No	
8/23/06	10725	Michigan Virtual University	$6,500.00	Online Instructor Course Training Sessions	This is the only corporation which offers the Michigan Virtual University Certification Training.	No	
9/18/06	11027	Ingham Sports Medicine Center	$22,086.00	Athletic Training Services Renewal 06/07	Ingham Sports Medicine Center is the only local provider of certified athletic trainers in the Lansing area.	No	
8/23/06	10710	D & K Truck	$9,939.87	Major engine repair on bus	D & K have the only mechanics that specialize in bus repair in this area.	No	
8/28/06	10761	Apple Computer Inc	$11,153.00	Apple Servers and parts	Apple Computer sells direct only to Educational Entities.	No	
9/11/06	10923	Apple Computer Inc	$60,012.00	iMac Computers	Apple Computer sells direct only to Educational Entities.	No	
8/5/06	10514	Smart Public Safety Software Inc.	$5,557.00	Annual Software Maintenance Fee 06/07 for Smart Software for Police and Public Safety.	Smart Public Safety Software is the original developer.	Yes	

Lansing Community College
FY2007 CAPITAL OUTLAY PROJECT REQUEST

Implementation of LCC's Master Plan 2006
Total Project Cost: Forty three million eight hundred thousand dollars ($43,800,000)

Is The Project A Renovation or New Construction?	Ren_X__New_X__
Is There a 5-Year Master Plan Available?	Yes_X__No____
Are Professionally Developed Program Statement and/or Are Schematic Plans Available Now?	Yes____No_X___
Are Match Resources Currently Available?	Yes_X__No____
Has the University Identified Available Operating Funds?	Yes_X__No____

A. Project Description Narrative

Lansing Community College (LCC) proposes constructing a new 70,000 sq. ft. building and renovation of approximately 78,200 sq. ft. in the Arts & Sciences Building for science classrooms and laboratories, general classrooms and faculty offices to meet the growing enrollment in the science programs. This project is outlined in the Facilities Master Plan. LCC's Board of Trustees approved the College's Master Plan in October 2006. Conceptual drawings are included with this proposal for clarification.

Estimated cost of components (1)	$43,800,000.00
Estimated start date	May 2007
Estimated completion date	January 2010
Estimated annual operating cost (2)	$711,360.00

(1) See attachment: Opinion of Probable Costs
(2) Operating costs projected based on $4.80 per square foot.

Capital Outlay Proposal

The Liberal Studies Division offers courses and programs in the Arts and Sciences based on traditional and contemporary values, in a climate that fosters respect for learning. These offerings impart knowledge, physical and mental skills which enable students to enrich their intellectual, professional and personal lives. The Liberal Studies Division's goal is to equip students to compete successfully mentally, physically and emotionally in junior and senior level courses at other colleges and universities.

As evidenced in the above referenced mission statement of the Liberal Studies Division, the division's primary focus is on preparing students to transfer to other colleges and universities to complete baccalaureate degrees. The need for such preparation is dramatically evidenced by data from the United States Bureau of Labor Statistics

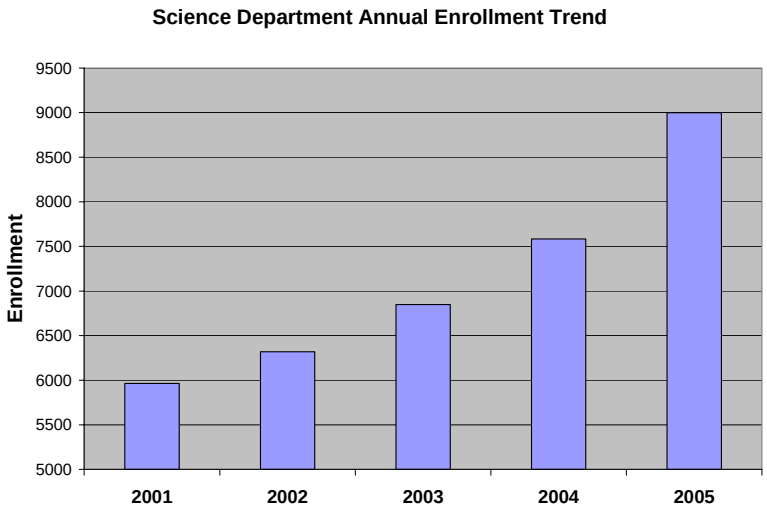
(www.bls.gov/emp/emptab6.htm), which indicates that between the years of 2004 and 2014, the number of total job openings for individuals with baccalaureate degrees will be approximately 16,001,000 vs. a total of 14,161,000 for individuals with just some college or other post secondary vocational training. That is, approximately 53% of all total job openings will require a baccalaureate degree. Over this 10 year period the Bureau projects a 19.0% increase in employment for individuals with a baccalaureate degree and a 12.6% increase in employment for individuals with just some college.

In addition to this central focus, the Liberal Studies Division actively supports efforts that have a direct impact on the immediate workforce needs of our local area and the State of Michigan. This support is evidenced by its offering of seven applied certificates and/or associate degrees in applied science, two in sign language, two for teacher paraprofessionals, three in Stage Technology, and four applied degrees in the performing arts. Certificates and/or degrees in applied science are in the areas of Chemical Process Technology, Chemical Technology, Environmental Technology, Histologic Technology, Molecular Biotechnology and Veterinary Technology. Those in performing arts are in Music, Theater, Commercial Music, and Music Management.

Demand for the services of the Liberal Studies Division is high and growing. Over the last five years (2000-2001 through 2005-2006), the Division has experienced approximately a 26.0% growth in credit hours generated. While this represents growth across all six Departments in the Division (Communication, Humanities and Performing Arts, Mathematics and Computer Science, Physical Fitness and Wellness, Science, and Social Science), we are particularly challenged by the growth in the demand for courses offered in the Science Department.

The high demand for Science is the result of the Department's efforts to support the burgeoning demand for science training for future health care workers, to develop innovative curricula to meet the needs for a trained high tech workforce for Michigan, and to support the effort to develop K-12 teachers skilled in science to meet both Federal mandates and the new State requirements for high school graduation.

The Science Department has experienced a 43.8% growth in credits generated with correspondingly high increases in enrollment over the last five years (2000-2001 through 2005-2006) and is filling over 91% of all available seats, with the Biology discipline at an astonishing 95% occupancy rate. At the present time, the Department has maximized the use of its labs, fully utilizing days, Monday through Saturday, and evenings; many



laboratories are now operating over 60 hours per week.

Because of this congestion, in 2006 over 37% of courses taught on Main Campus in the Science Department must be taught in classrooms outside of Science Department facilities (this is up from approximately 32% in 2005). This challenges instructors who wish to integrate lecture and laboratory instruction, a key principle of modern teaching. This also restricts the ability of instructors to provide models, demonstrations or other enrichment activities in science courses.

The Science Department has created a variety of online and hybrid classes in all disciplines in response to student demand and in order to relieve pressure on the Department's physical resources. Two additional hybrid courses in Physics and Astronomy are presently under development to continue to meet student needs and to help relieve space demands.

The Department has also aggressively increased course offerings on Fridays and Saturdays. Enrollment percentages in face-to-face classes on Friday of 93% and on Saturday of 89% testify to the demand for the Department's curricula.

The Science Department is also responding to the needs of other Divisions and external stakeholders by developing new curricula that will require additional instructional space. Among the projects currently under way is a joint effort with the Criminal Justice Program to develop a core chemistry course that will use examples from forensic science to illustrate key chemical principles. A new curriculum and Associate's degree program in nanotechnology are being developed through a National Science Foundation-funded joint project with Michigan State University. A proposal is pending to develop a curriculum in bioprocessing at the request of the Regional Economic Development Team as part of the Michigan WIRED grant funded by the Department of Labor.

The Science Department is also taking a leading role in regional activities to develop and implement new technology training programs. These include the Great Lakes Process Technology Alliance and in the Michigan Community College Emerging Technologies Initiative. LCC will host the next Summit of the MCCETI in May 2007.

These efforts are receiving national attention; for example, LCC has been invited to participate in an NSF-funded effort to develop a Regional Center for Nanotechnology Education.

The Division is also supporting other growing initiatives in support of student success and workforce development. For example, the Liberal Studies Academic Resource Center (LS-ARC) serves all LCC students with individual and group study areas, drop-in tutoring services, computer access, reserve textbooks and other educational materials. The LS-ARC has over 34,000 student visits per year, up 60% since 2001. The concept has been so successful that the Division is now working with the Howell School District to incorporate a joint LCC-Howell High School Academic Resource Center into the new Howell High School to be opened in 2008.

The Division's Science and Math Education Center (SMEC) has been dedicated to in-service training of K-12 teachers in the Lansing Area for many years. At present, they are the recipients of a 3-year MathArts grant from the Michigan Department of Education; the purpose is to bring prepare Lansing area 6th grade teachers for the newly mandated State standards in math skills. SMEC is also developing curriculum for K-12 instructors in nanotechnology as a part of the joint MSU-LCC NSF funded nanotechnology grant.

Both SMEC and the LS-ARC are located adjacent to the Science Department's laboratory spaces and further challenge the ability of the Department to expand its laboratory facilities in the existing building envelope while retaining these essential activities.

The Division's teacher training program has also been actively innovating in science teacher education. LCC now has in place a joint 4 year degree program in elementary science education with Central Michigan University. LCC students can complete the entire degree program in Lansing and receive their degree from CMU. This program is proving quite popular and is expected to grow significantly; such growth will further challenge the Division to provide the courses in science and in other disciplines needed to complete this program.

Implementing these and future initiatives in the Division's existing space will be a severe challenge. Indeed, we anticipate that the Science Department will reach complete saturation of all available laboratory instructional space, teaching our existing courses from 7:30 AM to 10 PM Monday through Saturday, in approximately 2 years. This projection does not include anticipated demand from the courses under development which are described above.

All activities of the Liberal Studies Division support the life-long learning goals of community members. Many of its students are older individuals who have discovered a need to pursue a baccalaureate degree, either for job advancement or for self-fulfillment. Others are pursuing more specialized goals. With a new University Center coming on line at the College during the 2007-08 academic year, the Division expects even greater demand for its courses and programs.

There is every reason to believe that the growth trends we are seeing will not abate. Enrollment increases in Health Careers are inevitable, and the Governor's call for increased technical workforce development will place additional demands on our capacity to educate students. To respond to these challenges will require a commitment to significant expansion of our capacity to serve our students

The Liberal Studies Division has an enrollment equal to almost half of LCC's total enrollment. The Division and the Science Department have worked hard to maximize the use of the physical space available while innovating in curriculum, outreach and improving student success. The Division is reaching a point where further service and innovation can only occur if more physical space can be made available. An expanded facility will enable the Division to help LCC to continue to advance in its mission to be a comprehensive community college committed to student success.

.

B. Other Alternatives Considered

This proposal is based on meeting the needs and challenges that Lansing Community College faces to supply highly trained workers to meet our local, state and national healthcare needs and other science rich fields such as engineering, education, automotive technology, etc.

The 2000 Master Plan called for the construction of three new buildings, the renovation of 152,134 square feet of existing space and the demolition of the 132-year old Old Central complex, a building which had been determined to be cost prohibitive to renovate. Despite these efforts, the growing need to train the applicant pool for the healthcare professions is rising annually as demand for healthcare providers rises.

Historically, LCC has been a strong leader in the development of alternative modes of instruction and the ability for students to take classes in off-campus locations. Out-of-district students represented more than 41% of LCC's student contact hours in 2004-05.

- Currently 4,339 students are enrolled in virtual college (online) courses
- Courses are offered in 25 learning centers in 21 different communities
- 41,886 square feet are leased for the delivery of off-campus courses
- 26 students are enrolled in Interactive Television Courses for the current semester
- Currently Interactive Television Courses are offered at 2 sites
- Approximately 8% of the College's student contact hours are delivered in developmental classes (math, writing, English proficiency), preparing students for higher level work.
- LCC opened a new East Lansing Center in August 2005 providing math and science instruction.

The College already has a strong presence in the delivery of off-campus instruction, which is expected to grow in the future. However, due to the growing enrollment in foundational science programs, the College is expected to exceed available classroom and laboratory capacity in the next one to two years. These programs require specialized laboratories, classrooms and support rooms that in most instances cannot be provided in off-campus facilities.

C. Programmatic Benefit to State Taxpayers and Specific Clientele or Constituencies

Meeting the Needs of High Growth, High Demand Occupations

The science instructional programs have experienced steady growth, and provide training for students in high demand fields such as healthcare, engineering, automotive, and education. Graduates of these programs find employment with local companies, or successfully continue their programs of study at Michigan's four-year institutions.

This project is a tangible effort that invests in the greater Lansing region as well as contributing to the State's objective to produce knowledgeable workers in key sectors that fuel economic growth. Improving the learning environment for the science programs supports the State of Michigan's goal to move from "brawn power" to "brain power" as we collectively work to achieve the Cherry Commissions recommendation to double the number of degreed and certificate credentialed graduates in Michigan over the next decade. Science provides a solid foundation of skills necessary to enter and succeed in the workplace, advance to four-year programs, or enter certificate programs.

The demand for health care professionals and technical training to meet employer needs is well documented. Fields such as Nursing, Dental Hygiene, surgical technicians, automotive repair technicians, engineers, and other technical careers professions are expected to be among the fastest growing occupations over the next 8-10 years, due to the changing demographics among the population at-large, anticipated retirements of current health care workers and the continued growth of industry in our service area.

Lansing Community College has anticipated this need and through the Strategic Plan created the infrastructure to meet these needs. Construction of the Technical Training Center was completed in November 2004. Construction of the Health Building was completed in summer 2005. These two buildings will meet the growing demand for professionals and technicians in both the health careers and technical careers arenas. However, to provide the number of qualified applicants for these careers, LCC must expand the number and quality of the science classrooms and laboratories.

D. Funding Resources

Total projected cost of the project is $43,800,000. At this time, Lansing Community College requests Capital Outlay funding for 50% of the project cost. The remainder of the project would come from College reserves and issued bonds.

The adoption of the College's Facilities Master Plan in November of 2000 set the course for future construction and renovation at the College through 2007. The building priorities established in the facilities master plan were an important component of the message to voters in the fall of 2001 regarding the need for financial support. With voter approval of one additional mill in November 2001, the College was positioned to sell bonds by February 2002. Including the February 2002 bond sale, the College has sold bonds in three phases to complete the construction plans outlined in November 2000. Two subsequent bond sales, in April 2003 and in March of 2005, have included refinancing of a portion of bonds sold in 1994, and the February 2002 bond sale.

As of June 2006, the College's outstanding indebtedness for these three issues is as follows:

Bond Sale	Principal as of June 30, 2006	Last Payment Year
2002	$16,475,000.00	2012
2003	$18,190,000.00	2022
2005	$21,740,000.00	2022
Total	$56,405,000.00	

The terms of all three bond issues were 20 years or less. The College received an excellent bond rating, with insured rates of AAA (S & P), and Aaa (Moody's) for the 2005 College Building and Site and Refunding Bonds.

SUMMARY:

The 2000 Facilities Master Plan addressed the need to provide new state of the art classrooms, laboratories, and instructional spaces for the health care careers, technical careers, business and informational technology programs. This proposal and the 2006 Facilities Master Plan address the need for the College to improve the classrooms and instructional spaces for the basic foundational programs such as science which are essential for student success in highly technical career fields.

Even with the recently completed new buildings, additions and renovations, Lansing Community College remains close to the bottom of available square feet per fiscal year equated students (FYES) when compared to space available at Michigan's other 27 community colleges.

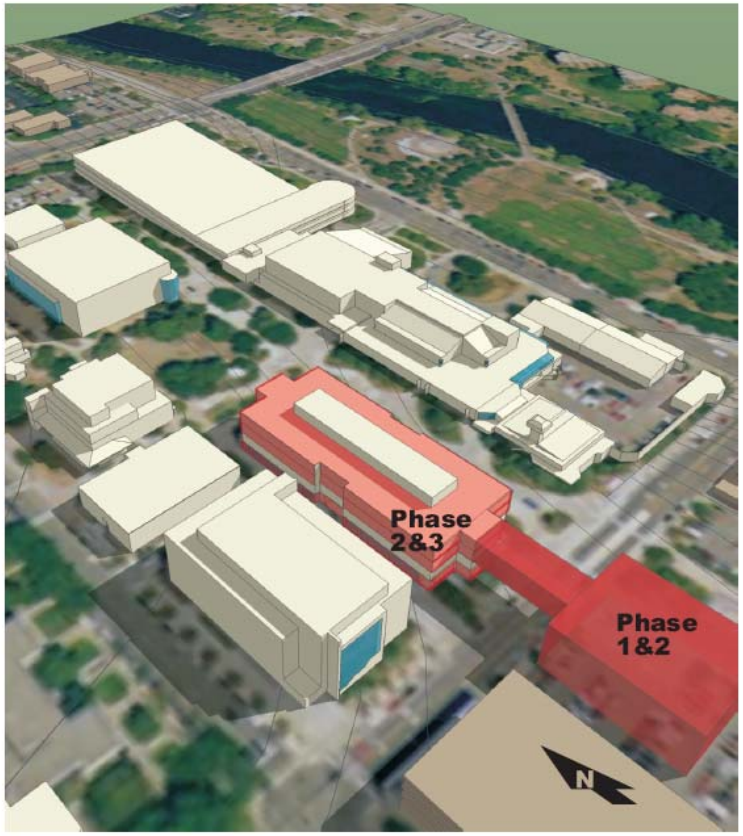
This proposal request aligns well with the College's Strategic Plan, which aims to improve the College's foundational programs, services, and facilities with the construction of new buildings, renovations in vacated space, and the continuation of building restoration and upgrades indicated in the facilities assessment portion of the master plan. Likewise, this proposal aligns well with the Cherry Commission report and Governor Granholm's Executive Order to identify new strategies to double the number of Michigan residents with degrees and post-secondary credentials of value over the next ten years.

FIGURE 1

SCIENCE PROGRAM ADDITION AND RENOVATIONS

Arts and Sciences Building and New Classroom Building

Summary



Summary

To meet the existing and growing demand for laboratory space at LCC, the College proposes to focus the upper levels of the Arts and Sciences Building on the sciences, renovating a majority of these areas into state-of-the-art biology, chemistry, physics and geology laboratories and construct a new connected classroom building to house relocated classroom, student support and department office space.

By constructing the new facility first, existing space in A&S can remain in use until replacement space is available.

Phase 1

Construct new Classroom Building

Phase 2

Relocate to new Classroom Building:
State-of-the-Art Classrooms
Math Skills Lab
Liberal Studies Academic Resource Center (LS-ARC)
Math/Computer Science Department
Social Sciences Department
Select Science Department Offices
Liberal Studies Division

Renovate A&S 3
Labs - Biology, Physics

Phase 3

Renovate A&S 4
Labs - Biology, Astronomy, Chemistry, Geology
Tutoring Center

Partially renovate A&S 1
Liberal Studies Faculty Offices

LANSING COMMUNITY COLLEGE
Where Success Begins

DSA ARCHITECTS
A member of SHW Group

FIGURE 2

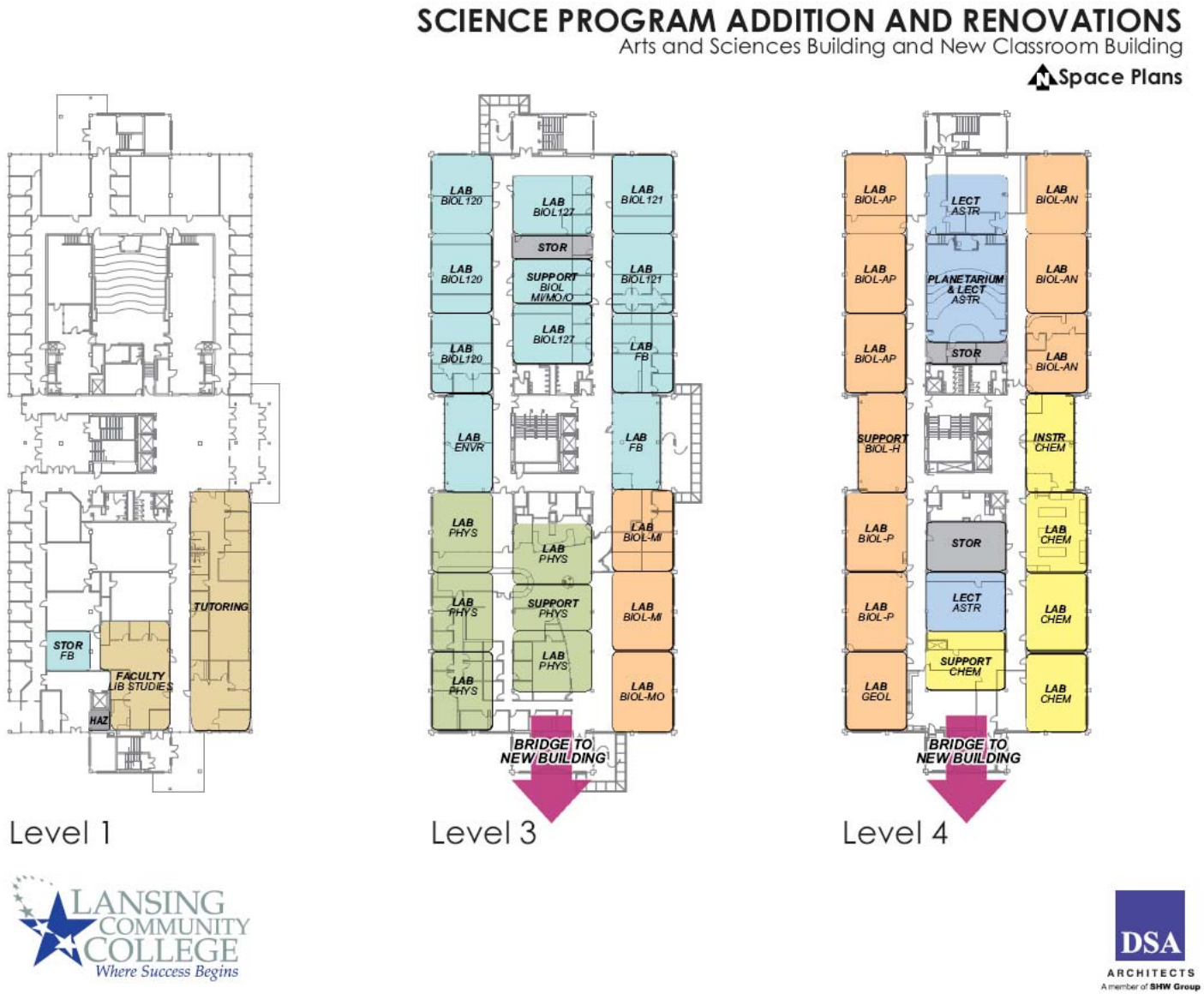

SCIENCE PROGRAM ADDITION AND RENOVATIONS
Arts and Sciences Building and New Classroom Building
Space Plans
TUTORING
STOR FB
FACULTY LIB STUDIES
HAZ
Level 1
LAB BIOL120
LAB BIOL120
LAB BIOL120
LAB ENVR
LAB PHYS
LAB PHYS
LAB PHYS
LAB BIOL127
STOR
SUPPORT BIOL MVMO/O
LAB BIOL127
LAB PHYS
SUPPORT PHYS
LAB PHYS
LAB BIOL121
LAB BIOL121
LAB FB
LAB FB
LAB BIOL-MI
LAB BIOL-MI
LAB BIOL-MO
BRIDGE TO NEW BUILDING
Level 3
LAB BIOL-AP
LAB BIOL-AP
LAB BIOL-AP
SUPPORT BIOL-H
LAB BIOL-P
LAB BIOL-P
LAB GEOL
LECT ASTR
PLANETARIUM & LECT ASTR
STOR
STOR
LECT ASTR
SUPPORT CHEM
LAB BIOL-AN
LAB BIOL-AN
LAB BIOL-AN
INSTR CHEM
LAB CHEM
LAB CHEM
LAB CHEM
BRIDGE TO NEW BUILDING
Level 4
LANSING COMMUNITY COLLEGE
Where Success Begins
DSA
ARCHITECTS
A member of SHW Group

FIGURE 3

SCIENCE PROGRAM ADDITION AND RENOVATIONS

Arts and Sciences Building and New Classroom Building

	Project Cost ($ Million)	New and Renovated Gross Square Footage	Classrooms Count Change	Labs Count Change
Phase 1	$ 22.8 M	70,000	20(new) +5(lect/lab @50%)	-
Phase 2	$ 12.1 M	46,200	5(lect/lab @50%)	18
Phase 3	$ 10.9 M	32,000	2 +3(lect/lab @50%)	12(new) -12(exist.)
Total	**$ 43.8 M**	**148,200**	**+30**	**+18**

New Classroom Building Assumptions

70,000 Gross Square Feet, 4 stories. Includes:

20 new classrooms (assumptions below)

- *+ 3 replacing loss from A&S(11 lost minus 8 gained through half-time use of 16 new lecture/lab combo spaces)*
- *- 7 classrooms freed up in other facilities by consolidating science lecture/labs*
- *+14 replacing shortage from Old Central*
- *10 classrooms*
- *+10 assumed growth factor*
- ***20 New Classrooms***

Liberal Studies Academic Resource Center
Math Skills Lab
Department Offices: Science, Liberal Studies Division, Social Sciences, Math/Computer Sciences

Analysis

Most new biology labs designed to serve as integrated lecture labs, improving classroom utilization without adding new classrooms.

Minimizes short term classroom loss through phasing

Phasing allows some science labs to remain online during entire construction process

Utilizes Continental Cablevision site and provides safe crossing through pedestrian bridge

Wide pedestrian bridge on levels 3 and 4 could house LSS-ARC and Math Skills Lab or faculty offices

Maintains science presence in existing facility

Maintains maximum campus open space

A&S Levels 0 and 2 remain unchanged

Provides adequate, appropriately located lab support space

Locates labs with intensive ventilation requirements to A&S Building Level 4

Improves building circulation

LANSING COMMUNITY COLLEGE
Where Success Begins

DSA ARCHITECTS
A member of SHW Group

Senior Citizen's Tuition Discount Proposal

At its meeting on September 18, 2006, the Board of Trustees reviewed the Senior Tuition Discount Proposal. At that time, it requested the following additional information for senior citizens 60 years and older and 62 years and older:

1. How many students in these age groups were in-district and how many were out-of–district?
2. How many billing hours did these students generate?
3. How is the total cost to the college affected when a 50% discount for out-of-district is factored in?

In your examination of this data, please note the following:

- As of October 16, 2006, there are 118 students in the age-62 and older category.
- As of October 16, 2006, the cost to the College of implementing the age-62 and older proposal is $25,359. This figure was refined with residency data that was not previously available.

The following data addresses the above requested information:

Senior Discount Proposal – 60 years and older				
	# of students	**Billable hours generated**	**Cost per semester**	**Cost per year (semester x 2.5)**
In-District	118	638 billable hours	$21,373 per semester ($33.50 per billable hour)	
Out-of-District	27*	193 billable hours	$11,580 per semester ($60 per billable hour)	
Total	**145****	**831 billable hours**	**$32,953**	**$82,000–$83,000 per year**

*18% of the students are out-of- district
**There are actually 200 students 60 years of age and over but 55 of these students were not counted because they already had employee tuition waivers.

Senior Discount Proposal – 62 years and older				
	# of students	**Billable hours generated**	**Cost per semester**	**Cost per year (semester x 2.5)**
In-District	98	474 billable hours	$15,879 per semester ($33.50 per billable hour)	
Out-of-District	20*	158 billable hours	$9,480 per semester ($60 per billable hour)	
Total	**118****	**632 billable hours**	**$25,359**	**$63,000 – $64,000 per year**

*17 % of the students are out-of-district students
**There are actually 157 students 62 years of age and over but 39 of these students were not counted because they already had employee tuition waivers.

Proposed Senior Citizen Discount:

Proposed Discount
50% discount on tuition
62 years of age and over
in state
enrollment for audit or credit
no limit on billable hours
for credit classes only (i.e., does not apply to continuing education courses)
student pays registration fee, course fees and facilities fee

This award would provide a 50% discount on regular tuition for credit classes taken for audit or credit. Seniors taking advantage of this discount will be able to take unlimited billable hours per semester. The tuition discount would be available for any student 62 years of age and older who is a resident of Michigan. It would not include any reduction of fees, i.e. students would pay the registration fee, course fees, and the facilities fee.

TRANSFER FROM CONTINGENCY FUND

The adopted General Fund Budget for Fiscal Year 2007 included a Contingency fund for $1,404,345. This amount represents funds for proposed strategic initiatives. This includes: Closing the College's Unallocated Fund Balance Gap, Infrastructure and Realignment; Program, Facility and Equipment Needs; Planning for Third Floor of Health & Human Services Building; Auxiliary Fund; and University Center.

The General Fund Proposed Revised Budget – Fiscal Year 2007 includes transfers out to fund the following:

1. Internal Auditor position for $123,512.45 (salary and benefits) as directed by *HIRING AND CONTRACT APPROVAL* policy adopted by the Board of Trustees on June 28, 2006.

2. Strategic Enrollment Management initiative – Contract with Noel Levitz for $190,600 for fiscal year 2007.

Total Transfer from Contingency: $314,112.45

Revised Schedule F

LANSING COMMUNITY COLLEGE

General Fund Proposed Revised Budget -- Fiscal Year 2007

	Fiscal Year 2005	Fiscal Year 2006		Fiscal Year 2007			
	Actual	Adopted Budget	Amended Budget	Adopted Budget	Proposed Revised Budget	% Change from Adopted	% of Total
Revenues							
State Appropriations	$29,243,500	$28,097,100	$28,323,200	$28,737,897	$28,737,897	0.0%	26.2%
Property Taxes	$36,106,835	$37,566,449	$38,359,422	$39,702,000	$39,702,000	0.0%	36.2%
Tuition & Fees	$30,883,698	$33,893,895	$35,504,145	$39,776,336	$39,776,336	0.0%	36.2%
Other Revenues	$2,929,780	$3,000,000	$2,319,904	$3,025,938	$3,025,938	0.0%	2.8%
Use of Fund Balance				$500,000	$500,000	0.0%	0.5%
Total Revenues	$99,163,813	$102,557,444	$104,506,671	$111,742,171	$111,742,171	0.0%	101.8%
Operating Budgets							0.0%
Salaries & Wages	$49,118,226	$49,611,923	$51,039,705	$54,469,179	$54,554,360	0.2%	49.7%
Employee Benefits	$17,017,525	$16,849,038	$18,091,733	$20,514,935	$20,553,266	0.2%	18.7%
Total Salaries + Benefits	$66,135,751	$66,460,961	$69,131,438	$74,984,114	$75,107,626	0.2%	68.4%
							0.0%
Services & Supplies	$15,684,399	$18,839,252	$18,729,374	$18,062,420	$18,253,020	1.1%	16.6%
Grant Match	$901,620	$956,940	$956,940	$1,013,132	$1,013,132	0.0%	0.9%
Contingency		$0	$0	$1,404,345	$1,090,233	-22.4%	1.0%
Total Services, Supplies & Grant Match	$16,586,019	$19,796,192	$19,686,314	$20,479,897	$20,356,385	-0.6%	18.5%
							0.0%
Transfers							0.0%
Child Care Scholarship	$272,600	$279,142	$279,142	$279,142	$279,142	0.0%	0.3%
General Institutional Scholarships	$817,999	$1,455,500	$1,455,500	$1,155,500	$1,155,500	0.0%	1.1%
Total Transfers	$1,090,599	$1,734,642	$1,734,642	$1,434,642	$1,434,642	0.0%	1.3%
Capital Budgets							0.0%
Major Equipment	$1,014,000	$1,500,000	$1,500,000	$1,380,000	$1,380,000	0.0%	1.3%
Debt Service, all Issues	$5,922,831	$6,173,768	$6,304,277	$6,704,504	$6,704,504	0.0%	6.1%
Plant Improvement	$2,750,000	$3,000,000	$3,000,000	$3,000,000	$3,000,000	0.0%	2.7%
Technology Infrastructure	$3,500,000	$3,000,000	$3,000,000	$1,800,000	$1,800,000	0.0%	1.6%
Total Capital Budgets	$13,186,831	$13,673,768	$13,804,277	$12,884,504	$12,884,504	0.0%	11.7%
Total Revenues	$99,163,813	$102,557,444	$104,506,671	$111,742,171	$111,742,171	0.0%	101.8%
Projected Allocation	$96,999,200	$101,665,563	$104,356,671	$109,783,157	$109,783,157	0.0%	100.0%
Fund Balance	$2,164,613	$891,881	$150,000	$1,959,014	$1,959,014		

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: **9001-381-06CD** **Bid Opening Date:** **June 22, 2006**
Project Title: **Microsoft Campus License** **Buyer:** **Caroline Duda**

1. Description of supply or service:

Renewal of Microsoft Campus License Agreement 3.2. This Agreement will apply to the entire institution, effective August 1, 2006, and will cover Microsoft products for all of our campus computers (approximately 2,500) and home use by faculty and staff. This contract is for a one year period with two (2) one year options to extend, for an overall contract period of up to three (3) years.

2. Bids Received:

Bids were sent to 16 suppliers. Bids were received from 8 suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Campus Tech	Leesburg, VA	No	No	$72,970.
CDW-G	Vernon Hill, IL	No	No	$72,546.
Insight Public Sector	**Bloomingdale, IL**	**No**	**No**	**$70,178. for 1 year** **$210,534. for 3 years**
OAS Group, Inc.	Troy, MI	No	No	$86,961.
Precision Data Products	Grand Rapids, MI	No	No	$74,792.
Tech Depot	Trumbull, CT	No	No	71,546.
Smart Solutions	Cleveland, OH	Yes	No	$74,866.
En Pointe Tech.	El Segundo, CA	Yes	No	$72,818.

Four (4) minority and woman-owned business enterprises were identified for this solicitation. There were two (2) responses from a minority and woman-owned business enterprise. This solicitation was also posted on-line at EPAC.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and ISCD. Supplier's proposals and presentations were evaluated based upon expertise, qualifications, training, certifications or licenses, and their pricing proposal for the entire project. The evaluation committee recommends award to Insight Public Sector for $70,178 per year, which is $210,534 for all three years, which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College.

4. Reviewed By:

Caroline M. Duda Purchasing Coordinator	Date
Rebecca G. Beard, Interim Director Financial Services/CFO	Date

5. Board of Trustee Review:

Approve/Disapprove

	Date

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 19, 2006

Regular Meeting

Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 6:12 p.m.

ROLL CALL

Present: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Absent: Canady

PLEDGE OF ALLEGIANCE

Trustee Brannan led the pledge of allegiance.

Chairman Laverty asked everyone to remain standing for a moment of silence for former Trustee Judy Wolpe (Hollister).

ADDITIONS/DELETIONS TO THE AGENDA

Trustee Rasmusson requested an item be added to the agenda having Gary VanKempen and Gary Knippenberg bring the Board up-to-date as to what they have done to identified products, packaging and marketing for the emerging markets the Board discussed two months ago as well as convergence in other new markets.

This item will be discussed at the beginning of the President's report.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

There were no public comments.

CHAIRPERSON AND BOARD MEMBER REPORTS

Chairperson Reports

College Policies

Purchasing Policy

Jan Lazar gave a brief description on this policy.

There was a question and answer period.

Trustee Proctor asked for a friendly amendment to make the following revisions.

Section I. 2.

> *Securing supplies and services from a responsible and responsive supplier offering the lowest possible cost and providing the overall best value to the College.*

Section III. B. Third paragraph

> *A record of sole source purchases will be maintained as a public record and will list each supplier name, and amount, a listing of item(s) purchased, the purchase order number and be provided to the Board of Trustees on a monthly basis.*

Section III. J. 5.

> *No contract awarded pursuant to this clause shall be sublet in any manner that permits 50% or more of the dollar value of the contract to be performed by a subcontractor who does not or subcontractors who do not meet the definition of located within the LCC tax district.*

IT WAS MOVED by Trustee Pelleran and supported by Trustee Rasmusson to adopt the Purchasing Policy.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

Motion Carried

Purchasing Card Policy

Jan Lazar gave a brief background of the policy.

There was a question and answer period.

The following revision was made.

Section III. 1. a.

Card controls include a single transaction limit, monthly cycle limit, and merchant code category restrictions.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith to adopt the Purchasing Card Policy.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

Motion Carried

Hiring and Contract Approval Policy

Jan Lazar gave a brief background of the policy.

Trustee Proctor requested that the following revisions be made.

Section I.

This policy shall commence effective July 19, 2006.

Section III. A. 1.

A. The Board of Trustees shall select, hire, negotiate terms and scope of service, and directly receive the reports and information from the following, whether hired as employees, contractors, or consultants:

1. *Board Administrative Assistant*
2. *President*
3. *Board Liaison*
4. *Legal Counsel, regular, or special counsel*
5. *External Auditor*
6. *Internal Auditor*
7. *Special consultants retained on a project basis.*

Chairman Laverty made a request that the Board Liaison and Board Administration Assistant be screened by the college HR and Administration for qualifications through an interview process and then makes a final recommendation to the Board for confirmation. Those two individuals would be responsible and report directly to the Board. He also stated that President Cardenas pointed out that Section III. B. of this policy is in contradiction to bylaw 1.6.1 in which the Board specifically hires Vice Presidents.

Trustee Rasmusson responded that he had a proposed bylaw change to correct this.

Trustee Pelleran replied that she would support the change in the bylaw to revert back to the time when the President hired the Vice Presidents.

Trustee Rasmusson also stated that his suggestion provides that a President can not create any new Vice President positions without Board approval.

There was a brief question and answer period.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Rasmusson to adopt the Hiring and Contract Approval Policy.

Roll call vote:
Ayes: Pelleran, Rasmusson
Nays: Proctor, Smith, Laverty
Absent: Canady
Brannon did not vote.

Motion Denied

Trustee Smith left at 7:02 p.m. to receive an award from the City Council.

Audit Policy

Jan Lazar gave a brief background on this policy. She met with Trustee Rasmusson and Bev Baligad. From that meeting they found that it was best to have a separate free standing policy.

Trustee Proctor suggested the following revision be made.

> *Developing and adopting the scope of services ~~and~~ for both the internal auditor and for the external independent audit;*

There was a question and answer period.

IT WAS MOVED by Trustee Proctor and supported by Trustee Brannan to adopt the Audit Policy.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Laverty
Nays: None
Absent: Canady, Smith

Motion Carried

Executive Search Firm

Chairman Laverty reminded everyone that 65 RFP's went out to 65 different firms and 16 firms replied. The entire Board has been going through them to evaluate them and all of the information has been forwarded to attorney Bev Baligad. He asked if Ms. Baligad would give an update as to where they were in the process.

Ms. Baligad reported out the final scores she had received back from each of the Trustees independently. The top four firms in no particular order were ACCT, Greenwood & Associates, Isaacson, Miller, Inc. and RPA, Inc.

Trustee Pelleran requested doing just a Presidential search. The proposal came to them for Presidential and CFO searches. She suggested having the President, once in place, hire the CFO so that the Board would not get distracted doing two separate searches. Trustee Pelleran would like the Board to just focus on the search for a President.

Ms. Baligad responded that she would convey that new directive to the top four firms.

Trustee Pelleran questioned if an addendum needed to be made to the RFP to separate those two out.

Ms. Baligad responded that she would contact the purchasing department.

Chairman Laverty asked Trustee Pelleran whether she wanted the current President to hire the CFO or wait until the Board hired the new President and have the new President hire the CFO.

Trustee Pelleran replied that she didn't feel the Board needed to do two searches but thought that the Board needed to move ahead with the Presidential search and make that their focus and that the current President could hire the CFO. Trustee Pelleran asked Caroline Duda to clarify what the Board would need to do to change the RFP.

Ms. Duda responded that she would not put out a new RFP, but would ask the firms to resubmit bids based on just the Presidential search.

Trustee Pelleran moved that the Board do an addendum to the previous RFP for the Presidential and CFO search and write the addendum so that is states that it is only for a Presidential search.

Trustee Rasmusson stated that he would support. He also suggested that the President bring the Board a list of candidates with her recommendations and the Board would make the final selection.

Trustee Proctor asked for clarification on whether the motion included the recommendation by staff that the Trustees be provided an opportunity to review those responses and score them only on the basis of looking at the proposals regarding the Presidential search.

Trustee Pelleran replied that was her intent but would accept it as a friendly amendment.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Rasmusson to make an addendum to the RFP removing the CFO.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Laverty
Nays: None
Absent: Canady, Smith

Motion Carried

Chairman Laverty asked if Ms. Baligad had anything else to add.

Ms. Baligad stated that she would be redelivering the packets to everyone and meeting with Ms. Duda to get the addendum and contact the firms.

President Cardenas reported that at the last month meeting is was recommended that Steve Bennett would provide technical support on the presidential search. After looking at his educational load and being a senior this next semester, President Cardenas felt that they should provide a different support person. She recommended Ms. Ava Mills as the support person for the Presidential search.

Trustee Brannan moved to amend the May 15, 2006 resolution to name Ms. Ava Mills as an assistant to the Recruitment Search Liaison, Ms. Beverly Baligad.

The motion was moved and supported.

Chairman Laverty stated that he has known Ms. Mills for a long time and felt she would be a very confident and good person for the Board.

There was no further other discussion.

IT WAS MOVED by Trustee Brannan and supported by Trustee Proctor to name Ms. Ava Mill as an assistant to the Recruitment Search Liaison, Ms. Bev Baligad.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Laverty
Nays: None
Absent: Canady, Smith

Motion Carried

Information and Announcements

Chairman Laverty passed out a book to each Trustee entitled the Jobs Revolution. He felt it was a good book and a quick read and also recommended a copy be placed in the Board library.

Chairman Laverty reported that he attended the Michigan Works! Conference on construction. He thanked President Cardenas and other at the college for the attendance by LCC staff.

He also attended the Star Institutes Graduation and mentioned that this was their last year.

Chairman Laverty spoke about the Fire Academy graduation and the several "firsts" they accomplished. He reported that the overall class average for this semester's class was 93.4%. This was the new class that graduated from the new facility out at West Campus. The Fire Fighter I & II state exam results consisted of 87% class average. The Hazardous Materials Operations test, which is the most difficult test the state delivers for the fire service resulted in an average score of 89.3% and the Hazardous Materials Awareness test resulted in an overall class average of 85.4%. LCC had eight students over the 90% on the State Fire Fighter I and II exam. Over the past 5 semesters the fire academy has averaged 4-5 females, which accounts for approximately 14% - 15% of our students for each class. He also mentioned that he did not get a chance to attend all of the graduations but particularly enjoyed the Nursing, Fire Academy and Policy Academy graduations. Chairman Laverty gave special recognition to Dean Roberta Peterson, Denny Morse and Jeffrey Huber.

He reported that the Women's Resource Center sponsored the Beverly Hunt Award Luncheon. Ms. Tamilika Foster was the recipient for this year.

He reminded everyone of the 2006 Michigan Community College Association Summer Workshop in Traverse City, July 20 – July 22, 2006. Chairman Laverty felt it was a good time to network, to see what other Community Colleges were doing across the country and to find out what is going on legislatively.

He reported that the Greater Lansing Area Sports Hall of Fame event takes place this week Thursday, June 22, 2006. This will be the 31st Annual induction

ceremony. The reception is at 5:30 p.m. and dinner at 6:30 p.m. The Board is invited to attend.

Chairman Laverty stated that he will be calling each Board member individually about committee assignments. He mentioned that the Board now has a Finance Committee and a Personnel and Compensation Committee.

Board Members Reports

Trustee Rasmusson – Audit Committee

The following Motion was made by Trustee Rasmusson.

INTERNAL AUDIT

1. That the Audit Committee is authorized to retain the services of a CPA with audit and internal audit experience to assist with the wording of the RFP for an internal audit consultant as a no bid contract. The Board authorizes up to five thousand dollars to be spent for the CPA to assist with the wording of the RFP, and up to ten thousand dollars to be spent for the internal audit consultant to assist with internal audit as circumstances indicate during a three-month period and to make recommendations to the Board, including whether the College should have an outside firm handle all internal functions.

2. The Board sets ideal parameters with respect to the internal audit so as to be compliant with standards of Section 404 for the Sarbanes-Oxley Act.

3. The Board authorizes the hiring of an employee to work exclusively on internal audit. The Board shall be advised of the candidate in advance selection. The Board retains final approval authority. The internal audit employee shall sign a statement containing the following:

   > I understand that internal audit is a vital function of the College and requires that I hold myself out as a fiduciary of the College, owing my best efforts and loyalty to the institution.

4. That the Audit Committee take steps to examine use of the 525 college credit cards by staff, and to prompt an audit of the last five years use of those cards, as is indicated, and offer a limited amnesty program, if indicated by circumstances.

5. That 35 hrs of additional time for ~~Jan Lazar~~ the Mercer Group is authorized (1) to assist with implementation of the new policies and (2) to draft Bylaws and changes consistent with the new policies and ~~(3) draft an Audit Policy distinguishing internal audit from external audit and setting minimum parameters.~~

Trustee Pelleran stated that she would support Trustee Rasmusson's resolution replacing the name Jan Lazar with the Mercer Group.

Trustee Rasmusson agreed.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to accept the resolution recommended by the Audit Committee.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson
Nays: Laverty
Absent: Canady, Smith

Motion Carried.

Trustee Rasmusson stated that he had received some great material on Board self-evaluation and would prepare something for the Board to share once it came in.

Trustee Proctor – Workforce Development Board

Trustee Proctor reported that at his attendance at the last Workforce Development Board meeting he was advised that Lansing Community College was one of several entities that received funding under the Work First program to provide certain services. There is a minimum performance level of 75%. It was reported that the college had failed to meet that performance standard and that representatives would be called in to explain the circumstances. He trusted that representatives of the college did appear at the administrative Board meeting. Trustee Proctor asked that someone here from the college who was familiar with the Workforce program that runs through the college offer an explanation.

President Cardenas asked Vice President VanKempen to shed light on the report.

Dr. VanKempen replied that when they put together the Work First proposal they set a number of specific targets. They looked at the percentage of placement of the clients and the 90 day retention of jobs. What they failed to do was realize that the job market had changed and they also didn't anticipate a decrease in the number of clients. They looked at putting several things in place if they get the grant for next year. One would be a part time skilled trainer to enhance the

orientation program and another would be work experience blocks for clients who don't get a job in the first four weeks. They would be given the opportunity to interact with a certain part of the college and do certain types of job shadowing. He stated that they were hoping that those combinations would make them successful for the next grant year.

Trustee Proctor thanked Dr. VanKempen and asked if he had any sense as to what explanation was offered to the Workforce Development Board.

Dean Souden responded that the Workforce Board felt that the size set for our program was unrealistic but that they accepted our explanation of why and what we were gong to do to improve. More importantly our numbers were very near or close to what the other agencies provided.

Trustee Smith – Foundation Board of Directors

An alumni video was played.

Trustee Smith returned at 7:36 p.m.

PRESIDENT'S REPORT

Informational Items

President Cardenas announced that the college put out an RFP for a strategic enrollment management company to help the institution look at diversifying it's offering and expanding its credit offerings in the appropriate way. They will also look at other segments that they have not looked at in order to gain enrollment numbers. This effort will be led by Dr. Rebekah Woods. Dean Knippenberg will also be a part of this process. They have started working on diversification of offerings for the senior citizen program and have put a proposal together.

College Spotlight – Tutoring Services

This was presented by Renee Mickleson and Ruth Heckman.

There was a question and answer period.

The presentation is on file with the official Board materials.

International Cyber Security Education Coalition

Dean Berry reported that Lansing Community College as of April 2006 has become a partner with the International Cyber Security Education Coalition to assist with helping to strengthen national security, establish business and district partners in Michigan and nationally and to provide articulated education that can

lead to nationally critical cyber security jobs in the areas of information assurance, information management, data integrity, software security, intelligence and network security. BMIT worked with the committee on national security systems, which is the policy making body for all issues concerning the security of national security systems for the federal government. The committee delegated the project management functions to the information assurance courseware evaluation program, NSA, National Security Agency. The goal of the program is to ensure compliance with national standards for information assurance education and training throughout the nation. The program implements a process to systematically asset the degree to which an institution courseware or program objectives satisfy the committee on national security system standards. Dean Berry introduced faculty members Joe Warren, Virginia Warner and Cameron Dean who worked over the past two years to meet the standards required for the membership in the international cyber security educational coalition. She also introduced faculty Chair John Lightner, and Director Mary Speiser to present two documents to the Board of Trustees. One was the signing document for the Coalition Partnership and the second was the Committee on National Security Systems Courseware Evaluation Award.

Strategic Direction for the Institution

President Cardenas stated that she has found that there is a need for the college to increase its level of accountability not only to the Board of Trustees but to the public. In addition, she feels that the college needs to provide flexible course offerings and find alternative funding. She is looking to provide clear and concise performance goals for the organization. The President felt that many of the issues the college is facing have to do with internal controls. She has asked the Deans and Vice Presidents to begin to look at a more strategic approach for the institution as the college begins to move forward as well as to add a strategic enrollment plan and an emergency response plan. The President added that the college had taken the policies that the Board has passed seriously by taking a look at the internal auditing process and coming up with what an office of internal audit would look like at Lansing Community College. They have put together a charter as well as a code of ethics. They have also taken each of the new polices the Board has passed and begun to implement them. President Cardenas requested that as soon as the Board finalized its hiring process that the college search for a CFO as soon as possible. She also stated that she was looking at repositioning a full-time employee as an internal auditor. She also requested support to reorganizing the institution so that it will be more student, faculty, and staff focused.

Trustee Pelleran stated that she felt her request was timely and that it was something that the Board needed to do and respected her for taking the necessary action to move this college forward.

Trustee Proctor replied that he did not refer to the President as Interim, but as the President. He stated that he had full confidence in her and that she has demonstrated that she thinks about the vision of the college and she raises the critical questions about strategic planning, as well as future strategic objectives. He stated that he hoped the college community would support her and that she has moved the college forward to a cultural change. Trustee Proctor also stated that he had heard stories about what has taken place on this campus in the past, and he hoped that the future would be one in which truth and openness prevailed. He urged faculty staff and administrators to support the President..

Trustee Smith thanked President Cardenas for her overall knowledge of the things that are taking place on the campus.

Trustee Rasmusson stated that he has 100% confidence in the President's skills and her ability to lead and we are already seeing results of her success.

Chairman Laverty stated that he was involved in negotiating the President's employment contract and that the President has all the authority to do everything that she has just stated. He also stated that the Board relishes the help that she has given the Board to move this college forward and that they are there to help her in any way that she needs.

Financial Aid and Oracle Update

President Cardenas reported that they have been able to resolve many of the issues related to providing checks to our students but unfortunately, the checks have come in during the third week of summer school. For many students, this has caused undue hardship because they were not able to purchase their books. The college has helped each student the best that they can. As of today, everyone has been paid. The college realizes that as an institution this is an unacceptable practice. As of today, Lansing Community College is one of only five institutions that utilize the student Oracle System. President Cardenas feels that this puts the institution in a vulnerable situation. Dialogue has been started and front line users have been made a part of dialogue, but the college now needs to make a decision very quickly with regards to changing its system completely. She stated that multiple decisions needed to made and that they were looking at which systems they needed to replace and whether or not to outsource any of the technical support. President Cardenas would like to bring a recommendation with a RFP to the Board by August. She is waiting until August so that the students are registered for the fall and that they don't feel any changes that the college may make in the next few months. She would like this transaction to be seamless for the students. All of this will force the college to look at other means of offering services to students. They have had conversations with other institutions that have left Oracle with regards to the reasons why they left Oracle. The new product, Fusion, which is the Peoplesoft product from Oracle, will be ready in 2012 and that the college cannot afford to

wait until 2012 to make a decision. She wanted to inform the Board that the financial aid checks were late.

Trustee Pelleran questioned what guarantee they would have in the fall that the college will not have 2000 students standing in long lines waiting for their financial aid checks.

President Cardenas responded that for the financial aid portion they would have to put a team together. She stated that she could not promise that it won't happen, but she could figure out a way to alleviate the problems that a majority of the students experienced last fall.

Trustee Pelleran replied that she stands by the ad hoc committees report and that the college needs to think about making a decision. She stated that she is very disappointed in the product and that she was ready to say goodbye to Oracle.

Trustee Rasmusson commented that according to the Wall Street Journal, Oracle had to pay a $450 million dollar penalty for questionable practices.

Trustee Smith expressed that she had concerns with students having problems with the online applications for financial aid and that she stills hears from students that are having a great deal of difficulties with the online application. She had concerns about the fall registration and would like to see a plan that would help the college to lessen problems that occurred during the previous fall registration. Trustee Smith is concerned because they had given the community assurances that the college was making headway with this process. She is not stating that the college has not made progress; but that it still poses concerns. She questioned if there were any students dropped from their programs due to their untimely financial aid checks.

President Cardenas responded no.

Trustee Smith was glad, but was saddened that the students didn't come back because of the difficult time they experienced. She requested to see the enrollment numbers for the summer.

Chairman Laverty stated that the college has some major challenges in the furture and that the Board, President and staff have worked really hard to try and figure out what needs to be done.

Trustee Pelleran responded that she would really like the Board to follow the lead of some of the other colleges in the state, as well as across the country, and cut loose from Oracle on the particular system that deals with financial aid. She was not sure about the other systems. She further commented that millions of

dollars have been spent and that staff is getting burnt out and the students are not being served.

President Cardenas agreed with Trustee Pelleran and thinks that the first and foremost issue is the student part of the system, as well as the HR and the Finance systems. She stated that she brought this up at the June Board meeting because if they knew what they were heading for, they could begin to put together an exit strategy to leave the system.

Human and Health Services Facility – Third Floor Proposal: Medical Clinics and Other Educational Rooms

Dean Roberta Peterson gave the Board highlights on this proposal.

This proposal is on file with the official Board material.

There was a question and answer period.

Mr. Chris Strugar-Fritsch provided support in answering some of the questions.

Human Resources – New Hires

Ms. Mary Stroebel presented the following New Hires.

Administrative Appointments:

Nancy Hayward, MPH, BSN, Clinical Coordinator, Nursing Program, Human Health and Public Services Division.

Richard Scott, BA, Apprenticeship Coordinator, Technical Careers Divisions.

Faculty Appointments:

Wanda Adams, BSN, Nursing Faculty, Human Health and Public Services Division.

Mary Martin, MS, BS, Biology Faculty, Liberal Studies Division.

Thomas Nicholas, MA, BA, Developing Writing Faculty, Student and Academic Support Division.

Action Items

Approval of Minutes – May 15, 2006 Policy Working Session, May 15, 2006 Regular Meeting, June 5, 2006 Policy Working Session, June 5, 2006 Special

Corrections were made to the May 15, 2006 Regular meeting minutes.

Human Resources – Sabbaticals and Leaves

Sabbaticals-
Wanda Larrier, Communications, Spring Semester 2007

Leaves-
Jean Morciglio, Director, Extension and Community Education, August 5 – December 2006.

There was a question and answer period.

Finance – Approval of Bids
Ms. Caroline Duda presented the following bid for the Board's approval:

Life Insurance, AD&D, & Long Term Disability in the amount of $249,125.79. The recommendation was to award the bid to SIG Employee Benefits in Okemos, Michigan.

Internet Service Provider in the amount of $954,000. The recommendation was to award the bid to CRT/Arialink in Lansing, Michigan.

West Campus Parking Lot 2 in the amount of $875,000. The recommendation was to award the bid to Youngstrom Contracting in Ionia, Michigan.

Shigematsu Memorial Garden in the amount of $272,000. The recommendation was to award the bid to HTA Companies, Inc. in Lansing, Michigan.

Academic & Office Facility Woodshop/Lower Level Renovations in the amount of $409,890. The recommendation was to award the bid to Nielsen Commercial Construction in Holt, Michigan.

Main Campus Site Lighting in the amount of $215,000. The recommendation was to award the bid to J. Ranck Electric in Mount Pleasant, Michigan.

Arts & Science 1st floor Tutoring Renovation in the amount of $105,900. The recommendation was to award the bid to Moore-Trosper Construction in Holt, Michigan.

Electrical Services in the amount $60,000/year. The recommendation was to award the bid to Delta Electrical Contractors of Lansing, Inc. Lutz Electric and Ro-Lyn Electric.

Consulting Services & Temporary Staffing in the amount of $85,000. The recommendation was to award Financial Aid Services in Atlanta, Georgia.

HP Hardware & Software Service & Support in the amount of $596,517.49. The recommendation was to award Hewlett-Packard Company in Downers Grove, Illinois.

There was a question and answer period on each bid.

Trustee Pelleran felt that the Consulting Service & Temporary Staffing contract was not enough and requested that the RFP be put back on the table at the next Board meeting.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to accept the President's Report action items.

Trustee Brannan stated the he would support the Hewlett Packard contract for one year and that the purchasing department should go out again for bids.

Trustee Pelleran accepted Trustee Brannan's friendly amendment.

It was requested by Trustee Smith to separate out the vote on the Shigematsu Memorial Garden.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to accept the President's Report action items.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: none
Absent: Canady, Smith

Motion Carried.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to accept the Shigematsu Memorial Garden action item.

Trustee Smith expressed concern that she was not comfortable with this deadline to vote.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Laverty
Nays: Smith
Absent: Canady

Motion Carried.

The Chairman opened up for public comments. There were no public comments.

CLOSED SESSION

IT WAS MOVED by Trustee Brannan and supported by Trustee Pelleran that the Board went into closed session for the purpose of discussing property.

The Board entered into closed session at 9:56 p.m.

The Board returned to open session at 10:32 p.m.

PUBLIC COMMENT

There were no public comments.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to open the sealed bid from the Executive Search Firms.

Bev Baligad stated the RFP called for a sealed bid.

Trustee Pelleran stated that she would make a motion to amend the RFP.

Chairman Laverty responded that after the Board has interviewed and made the final selections is when the sealed bids should be opened to see what the Board would be paying for.

Trustee Pelleran replied that she felt the bids played a part in the Board decision making.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to amend the RFP to view the portion of the financial that relates to the Presidential search.

Roll call vote:
Ayes: Brannan, Pelleran, Rasmusson
Nays: Proctor, Laverty
Absent: Canady

Trustee Smith abstained from voting.

Motion Denied.

Trustee Pelleran asked to go on the record that the Board needed to do the process right and that she would be taking time off and may not be available for

another meeting. She also stated that see was saddened that RFP's were not presented.

There was continued discussion with regards to the Presidential Search process.

ADJOURNMENT

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Smith for the meeting to adjourn.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

Motion Carried.

The meeting adjourned at 10:58 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 28, 2006
5:00 p.m.

Special Meeting
Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 5:09 p.m.

ROLL CALL

Present: Brannan, Canady, Proctor, Rasmusson, Smith, Laverty
Absent: Pelleran

Trustee Pelleran arrived at 5:16 p.m.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

Trustee Rasmusson reported that he and Trustee Brannan talked and that under the law there is sufficient bidding now to consider the ISCD issue and thinks it should be put on the agenda. He moved to add the bids for IT to the agenda.

Chairman Laverty indicated that he would make sure the Board covered that topic under the President's report where it says Oracle update.

Chairman Laverty requested to add an item regarding a change order to the agenda. This would be added under committee assignments.

CHAIRMAN'S REPORTS

Hiring and Contract Approval Policy

Chairman Laverty asked Ms. Bev Baligad if she had any comments she wanted to say with regards to this policy.

Ms. Baligad responded that this final policy would allow the Board to delegate the hiring process however they see fit.

IT WAS MOVED by Trustee Brannan and supported by Trustee Rasmusson to adopt the Hiring and Contract Approval Policy.

The floor was opened for discussion.

Trustee Proctor questioned what stance Ms. Jan Lazar was taking on the hiring practices of other community colleges because it seems as if the Board was taking a different direction than other community colleges were taking.

Ms. Baligad responded that Ms. Lazar did not have the opportunity to review the survey of what the other community colleges were doing. What Ms. Lazar is proposing allows the Board the opportunity to hire in whatever way that they see fit.

IT WAS MOVED by Trustee Brannan and supported by Trustee Rasmusson to adopt the Hiring and Contract Approval Policy.

Ayes: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: None

Motion carried.

Bylaw 1.6.1

Trustee Rasmusson presented the following amendment to Bylaw 1.6.1 and Bylaw 1.6.4.

> *The Resolution at the last regular session to restore Presidential authority is amended so that Paragraph three of Bylaw 1.6.I shall be as follows:*
>
> *Part I:*
>
> *1) through 2) are deleted.*
>
> *1) shall be amended as follows:*
>
> *appoint, evaluate and/or remove the President, Chief Financial Officer, the outside accountant assisting with, or conducting, internal audit, the external auditor, special consultants retained on a project basis, and College General Legal Counsel and assistant counsel, if any, and the Board liaison and assistant to the Board liaison, and such others as determined by the Board from time to time, and the President shall furnish to the Board in advance the information on candidates to be considered for the Chief Information Officer, and internal audit employee position at the*

College together with his/her recommendation for selection and the Board shall approve or reject that recommendation; provided, however, the Chief Information Officer and the internal audit employee(s) shall during employment thereafter become part of the appropriate bargaining unit and subject to all the terms and conditions of employment appertaining thereto..

2) is deleted and the balance renumbered, and all other portions of Bylaw1.6.1 are unchanged.

Part II: Authority Delegate to the President

And 1.6.4. A., first sentence, shall be amended as follows: Select and employ personnel of the community college, subject to 1.6.1., including the authority in the President to select and employ vice presidents, provided that no vice president position or positions with the duties of a vice president or a pay level eighty percent, or greater, of the average pay of vice presidents at the College, shall be created by the President without the Board's approval in advance. Until the Board selects College General Legal Counsel, the President shall have authority to discharge or re-assign College legal counsel. Hereafter, when the Board selects College General Legal Counsel, said General Legal Counsel and assistant counsel, if any, shall serve at the pleasure of the Board, as provided in these Bylaws and College Policies.

Part III-

Finally,

The operational authority granted the Chair by prior resolution is set aside and deleted.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to adopt the amended bylaw changes to 1.6.1 and 1.6.4.

Ayes: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: None

Motion carried.

Executive Search Update

Ms. Baligad report that they were in the process of getting dates for the Board to hear the Executive Firms presentations. She also stated that she was still waiting for feedback from some of the Trustees with regards to the composition of the screening committee.

Ms. Baligad stated that the search firms have been contacted and are glad to be just focusing on just the Presidential search.

There were no questions from the Board.

Board Assignments

Chairman Laverty presented the new Board Assignments.

The Audit Committee was assigned as followed:

Chair: Tim Brannan

1. Chris Laverty
2. Mark Canady

The Finance Committee was assigned as followed:

Chair: Tom Rasmusson

1. Chris Laverty
2. Robert Proctor

The Personnel and Compensation Committee was assigned as followed:

Chair: Robin Smith

1. K.P. Pelleran
2. Robert Proctor

The Michigan Community College Association was assigned as followed:

1. Robin Smith (delegate)
2. Robert Proctor (alternate delegate)

All other committee assignments will remain the same.

Trustee Rasmusson handed out a motion that he will be presenting once the Board Liaison is hired. This motion would be for the Board Liaison to look at some issues about management and organizational culture from the point of view of finance and organization of the college.

Chairman Laverty responded that he will ask the Board to study Trustee Rasmusson's motion and would place it on the next agenda.

Chairman Laverty handed the other Board members a copy of a document that was sent to him by email entitled "A New Agenda for a New Michigan," report by the Michigan Future Incorporated. He thought it was good information about the economy, economic development, and workforce development. He felt it was pertinent to what our goals and visions are here at the college.

Change of Order

Chairman Laverty stated that the change order came from him, Chris Strugar-Fritsch and President Cardenas. It is regarding Stevens Van Lines and is an emergency change order request. He recognized that the Board has language in the bylaws for an emergency type situation, but since he was handed this document prior to the meeting he didn't see it as something the Board had to deal with as an "emergency" type situation.

In July of 2005, a purchase order was issued to Stevens Van Lines in the amount of $90, 000. A change order was issued to Stevens in May of 2006, increasing their contract amount to $99, 892.41. Physical plant notified purchasing on May 22nd that a subsequent change order was needed in the amount $25,000 to cover additional moving expenses in the immediate future. Purchasing responded that they would submit this to the Board of Trustees for approval but did not get it at the June 19, 2006 meeting. Chris Strugar-Fritsch is requesting approval for the $25,000 change order to Stevens Van Lines to increase the current contract of $124,892.41 and at the next Board meeting he will present an official change order.

Trustee Canady stated that he understands that change orders are necessary but would feel a little more comfortable if the Board had more specifics as to what they were paying for.

Chairman Laverty agreed and assured that the Board would have this information at the next Board meeting.

Trustee Smith also responded that she wanted information on this as well.

Trustee Rasmusson commented that he had heard complaints from the business community that they would bid on a job, the award would be given to a low bidder, but claim that the low bidders would get re-writes on their contracts for additions that would put them over what the other particular businesses had bid. He also stated that Ms. Beckie Beard should take special care to avoid that in the future and to be sure that the bids adequately reflects the needs of the college.

Trustee Pelleran asked Chris Strugar-Fritsch to elaborate on Trustee Rasmusson's comment as it relates to this particular request.

Mr. Strugar-Fritsch responded that when the contract was originally set up for $90,000 that same budget year the college included dollars for all of the moves that would occur from all of the renovations. That did not get included in the purchase order at that time.

Chairman Laverty requested that a written explanation be prepared and the Change Order submitted. He also thanked Mr. Strugar-Fritsch for being up front and getting it to the Board as soon as possible.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith to approve additional funding to $124,892.41

Ayes: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: None

Motion carried.

PRESIDENT'S REPORT

Oracle Update and Discussion

President Cardenas reported that she had two areas to report on. She stated that in response to the Board wanting the college to create a contingency plan they now had the first phase of the Student Services contingency plan completed. The plan will include bringing volunteers from across the campus within the next few weeks to be trained in helping with phone calls to give quick responses and to have a different type of emergency response team. They will also be adding to the calendar some cut off dates, in case they are not satisfied with where they are at certain periods of time they could go straight to the contingency scenario and allow them to be more proactive than reactive.

President Cardenas stated that she would supply the Board a copy of the plan electronically.

President Cardenas also reported that in May they put out a bid and received two responses, one from Millennium and the other from Sungard Higher Education. Millennium supports the Oracle student services package. They knew that this would not be the appropriate package to continue to move forward with. She stated that last week the college had Sungard Higher Education visit the campus. They were on campus all day yesterday meeting with the staff in admissions,

financial aid, and technology. Sungard has met with staff to get a better idea as to what the implementation would look like, what a time line would look like, what a project management timeline would look like so that they could bring the Board a transmittal to move forward. The timeline that has currently been given by Sungard Higher Education is 10 to 14 months to do a total conversation. Sungard has also provided a revised Education proposal for LCC that was received today. They will be reviewing the proposal again to make sure they are in compliance with the needs of LCC and can answer questions from the Board, students and staff. Sungard provides software, training and outsourcing. President Cardenas also stated that in addition to the software she will be working with Dr. Shanblatt in regards to an organizational structure aligning appropriate skill set for jobs, providing training where necessary, and to identify positions that may possibly be outsourced.

Chairman Laverty asked what the timeline would be for the Board to receive the total package.

President Cardenas stated the Board may receive the information within a two week time frame.

Trustee Proctor had questions with regards to Sungard's timelines.

President Cardenas answered that Sungard proposes timelines and they ask questions. If the college sees that the timelines do not match with what they are trying to achieve they would then come up with a final timeline that both parties can agree upon.

Trustee Smith has questions regarding the staffing and outsourcing, and wondered if Sungard would have the control as to what parameters were going to be set for training, staffing, and outsourcing. She did not want to see this in the hands of another company.

Presidents Cardenas responded that they will make sure control of the project remained in the hands of LCC.

Chairman Laverty expressed his concerns as to how this process will be conducted.

Trustee Pelleran thanked President Cardenas and her administration for their diligence in addressing this critical issue and appreciated the fact that she was ready to move in a different direction.

Trustee Smith requested that as time goes on, if needed, the timeline that was given be extended to make sure they are doing a thorough job and that there

are updates throughout the process so that the community will be apprised as to the progress of the implementation.

Chairman Laverty asked Trustee Rasmusson if his earlier concerns were addressed in the President's report.

Trustee Rasmusson responded yes.

Trustee Rasmusson stated that the Chair gave the authorization for him and another Trustee to participate in the IT Zone, which is an economy networking group in Southeastern, Michigan. Starting in July he will attend meetings.

Chairman Laverty asked if the entire Board was receiving the Chronicle for Higher Education. If the were not, he asked them to contact the Board Secretary.

CLOSED SESSION

Chairman Laverty reported that there would be no closed session.

PUBLIC COMMENT

Joseph Warner, Professor in the Department of Humanities and Performing Arts, spoke to remind the Board if they have been watching the medical reports coming out this week on second hand smoke. There is absolutely zero level of toleration without health implications. He is known as the smoking police for monitoring the doorways. He would like to ask President Cardenas to remind public safety not to walk by the smokers but to stop and make sure. A second suggestion is to either paint a red zone where that can smoke so they can visually see it. Smoke comes in through the vents and makes the whole second and third floor unusable sometimes when clusters of people are out by the door smoking. One more thing, to the Board to thank you very much for ratifying the contract all are now trying to get it implemented. As one of the negotiators for the last three contracts it's a tough one, reasonably good to start with and said he will be making some recommendations to improve it in the next month on implementation. Thank you.

Trustee Rasmusson reminded the President that it is a school policy not a misdemeanor or even a civil infraction and no force can be used against anyone. He remarked that a sworn officer would need to be called, and they would ask the people to leave and treat it as trespassing if they don't.

Chairman Laverty responded that he had seen the report that Mr. Warner had brought up and agreed with him. He also stated that he was the first person to thank the Board for the contract.

Trustee Pelleran also thanked Mr. Warner for bringing up the issue. She questioned if anyone knew of any resources where an individual could be directed for their own personal wellness. She would like someone with that knowledge to come forward and present that to people who are smokers on our website or on the wellness website.

Chairman Laverty suggested having the public safety officers pass out a brochure regarding where they could get help on how to stop smoking. When they see it, this would give the officer a reason to go up to approach people and to give them something.

Trustee Smith said she did not understand having a policy that the college could not enforce and would like to look into ways in which the policy could be enforced.

Trustee Pelleran also mentioned some of the environmental issues that come from smoking and felt that some education may be in order on this issue.

Trustee Rasmusson stated that there are some ways to enforce that policy and that legal counsel could advise the President.

Trustee Pelleran passed out information on the Marketing and Sales Scholarship Golf Outing coordinated by Bill Motts and encouraged the Board to support this event by giving something to the scholarship program.

Chairman Laverty commented that this event raises close to $35,000 for the Foundation every year.

ADJOURNMENT

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith for the meeting to adjourn.

Ayes: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: None

Motion carried.

The meeting adjourned at 5:51 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 8, 2006
1:00 p.m.

Special Meeting
Presidential Search Firm Presentations

Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 1:15 p.m.

ROLL CALL

Present: Pelleran, Proctor, Smith, Laverty
Absent: Canady, Rasmusson

Brannan arrived at 1:34 p.m.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

No public comments were made.

PRESIDENTIAL SEARCH FIRM PRESENTATIONS

1:15 p.m.
ACCT (Association of Community College Trustees) of Washington D.C.

Presenters were David Pierce and Narcissa Polonio. Ms. Polonio communicated via speaker phone.

A brief history of the firm was given and then a formal presentation of what services they had to offer with regards to the Presidential Search process and why the Board should select ACCT as the Executive Search firm of choice.

There was a question and answer period.

2:00 p.m.
RPA of Williamsport PA

Presenters were Richard Allen, President of RPA, Inc. (Lead Consultant) Mr. Allen introduced three of the firm's members that the Board would be working with.

A brief history of the firm was given and then a formal presentation of what services they had to offer with regards to the Presidential Search process and why the Board should select RPA as the Executive Search firm of choice.

Jim Barnes, Senior Consultant
Kate Noldie, Director of Executive Search. She would be the coordinator of all internal activities and logistical aspects of the search.

Eric Allen, Director of Special Projects. He is in charge of technology and is also their corporate pilot.

There was a question and answer period.

3:00 p.m.
Greenwood & Associates of Miramar Beach Florida

A brief history of the firm was given and then a formal presentation of what services they had to offer with regards to the Presidential Search process and why the Board should select Greenwood & Associates as the Executive Search firm of choice.

The presenter was Ms. Jan Greenwood. Ms. Betty Asher who also works with her was unable to be here today.

There was a question and answer period.

3:30 p.m.
Isaacson, Miller of Boston, MA

A brief history of the firm was given and then a formal presentation of what services they had to offer with regards to the Presidential Search process and why the Board should select Isaacson Miller as the Executive Search firm of choice.

The presenter was Michelle Williams.

There was a question and answer period.

PUBLIC COMMENT

There were no public comments made.

ADJOURNMENT

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith for the meeting to adjourn.

Ayes: Brannan, Pelleran, Proctor, Smith, Laverty
Nays: None
Absent: Canady, Rasmusson

Motion carried.

The meeting adjourned at 3:52 p.m.

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 8, 2006
5:30 p.m.

Special Meeting

Unadopted Meeting Minutes

CALL TO ORDER

The meeting was called to order at 5:37 p.m.

ROLL CALL

Present: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty, Canady
Absent: None

Trustee Canady arrived at 5:44 p.m.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

No public comments were made.

CHAIRPERSON AND BOARD MEMBER REPORTS

Chairperson Laverty

Moment of Silence for Richard "Dick" Eicher

Chairman Laverty requested that everyone stand for a moment of silence.

Presidential Search Firm Discussion

Chairman Laverty stated that LCC had approximately 60 firms that the Presidential Search request was mailed to. 16 firms sent proposals back to Lansing Community College. He thanked Ava Clark and Bev Baligad for the assistance they have given to the Board. The Board met at 1:00 p.m. today to interview four of the final search firms that were selected from the 16 firms. He stated that all of the firms were top notch and all had national experience. The Board was now ready to make a decision.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith to select a Presidential Search Firm.

Roll Call Vote:
Brannan: Greenwood & Associates
Canady: Absent
Pelleran: Greenwood & Associates
Proctor: Greenwood & Associates
Rasmusson: Greenwood & Associates
Smith: Greenwood & Associates
Laverty: Greenwood & Associates

The motion was carried for the selection of Greenwood & Associates.

The Board of Trustees has selected Greenwood & Associates of Miramar Beach, Florida to conduct the Presidential Search.

Chairman Laverty thanked the firms for their presentations, and stated that they were all excellent and that it was a tough decision.

Trustee Smith expressed how impressed she was with each of the firms and that all had delivered high quality presentations in terms of the information they had for the Board and their preparedness for the interview.

Presidential Search Liaison Report: Bev Baligad

Ms. Baligad updated the Board on the Presidential Search Website going live on August 3, 2006. The Board of Trustees were given 24 hrs lead notices prior to the “go live” time. Lansing Community College campus was given 2-hrs lead after the Board of Trustees and then communications went to the public.

Ms. Baligad thanked Nancy Ernsberger and Susanna Tellshow who created the website. It could not have been done without them. They had the go-live timing down pat and did everything that the Board requested. They received a round of applause from the audience.

Ms. Baligad stated that the nomination and application forms were available on the presidential search website. There is also a link on the Lansing Community College website announcing that the search has officially begun and that the search office is fully operational.

The deadline for nominations and applications has been set for August 16, 2006. Everyone is invited and encouraged to apply. The Board would like to see involvement from the community and the college as well.

Trustee Pelleran asked if the nominations and applications are to be on the search committee, not to become President of the college.

Ms. Baligad responded affirmatively, and stated that the term “screening committee” was the actual term the college was using to describe the search committee.

Ms. Baligad introduced Ms. Jan Greenwood, of Greenwood & Associates, Inc. as the search firm the Board had just selected.

Ms. Baligad stated that the screening committee will be recommending three to five top applicants to the Board. The Board will have the final say on who will be the President, but the recommendations of the Screening Committee will be highly considered.

Ms. Baligad indicated that they are hoping to put the screening committee together by the next September 18, 2006 Board of Trustees meeting.

Trustee Pelleran asked that former Trustee, Mary Lou Olivarez stand to be recognized.

Former Trustee Mary Lou Olivarez was recognized by a round of applause from the audience.

Chairman Laverty asked what was the process and next steps were now that a search firm has been selected.

Ms. Baligad responded that she needs to get the Board together to decide how the candidates profile is going to look. Once the Board decides what it wants in a candidate, then Jan Greenwood can create the candidate profile that will be used to advertise the position.

Spotlight Discussion

There was an open discussion on the college spotlights.

Former President Cunningham Recognition

Trustee Proctor moved that the Board name the Administration Building the “Paula D. Cunningham Administration Building “in recognition of the service provided to this institution by our fourth President.

IT WAS MOVED by Trustee Proctor and supported by Trustee Smith to name the Administration Building the Paula D. Cunningham Administration Building in recognition of the service provided to this institution by our fourth President.

Chairman Laverty opened the floor for discussion.

Trustee Pelleran felt is was premature to name a building after the former President in light of the fact the former president is still a paid staff member of Lansing Community College. She asked the Board to reflect on the February 9, 2006 Board meeting where the Board passed a resolution asking President Cardenas to bring a proposal to the Board to recognize and celebrate the many contributions of President Paula Diane Cunningham during her tenure at Lansing Community College, up to and including, the naming of an appropriate building in her honor. She also stated that on March 20th President Cardenas informed the Board that they had a committee that met on March 7th and March 14. During this time, only 30 people were on the committee and only 50% of the committee members were represented at any of the meetings. Trustee Pelleran felt that the Board should not take action based on the fact that 50% attendance is not significant and that there was not a conclusive recommendation from the recommended body. She felt that more work was needed. Trustee Pelleran moved to table this particular item to have further discussion on what an appropriate tribute would be.

Chairman Laverty repeated the motion and asked if there was any support.

No support was given.

Chairman Laverty opened the floor for discussion.

Trustee Canady reminded the Board that he initially made a motion several months ago to name the administration building after Paula Cunningham. He thought it was appropriate then, and thinks it's even more so now. He did not feel it was necessary to have further discussion on what's an appropriate tribute. He stated that what is customary here at the college is that a building is usually named after our former president. Trustee Canady believed that because Paula Cunningham served the college well for 30 years, did an outstanding job, is well revered and loved by the community that it is appropriate for the Board to name the administration building after her.

Trustee Smith clarified that at the time when Trustee Canady made the initial motion to name the administration building after Paula D. Cunningham her reason for not supporting that motion at the time was not because she did not feel it was an appropriate way to celebrate her, but simply because she did not feel that the Board had gone through a process to try and get feedback from the community as to an appropriate way to celebrate her. Trustee Smith felt that the committee had done its due diligence by looking at the Administration Building, the University Center, the West Campus Building, the Heath and Human Services Building and the Livingston County facility. She stated that by far the number one choice was the Administration Building; and that she will be

supporting the motion to name the Administration Building after Paula D. Cunningham. Trustee Smith also mentioned that it was not fair to state that Paula is employed with the college and that she has a contract, but the fact is that she is no longer the President of Lansing Community College and that a sufficient amount of time has gone by where the Board needs to move forward on this. Trustee Smith thinks this is a wonderful way to celebrate Paula and also to move forward in the process for this college. She stated that today's meeting was very significant with the selection of a firm. This decision will help the college to move forward in selecting a new president and felt it an appropriate time to bring closure as well as to celebrate a new era by acknowledging the administration building as the Paula D. Cunningham building.

Trustee Proctor stated that regardless of what the committee did or didn't do, the President carried out the charge given to her by the Board and that at this point it was a Board decision.

Trustee Pelleran agreed that it was a Board decision and stated that if it is a Board discussion she finds that several people on this Board are quite disingenuous with their actions and asked Trustee Proctor to take to heart his concerns as to why it was referred to a committee if he really felt it was a Board decision and then not to look at having a legitimate committee. She questioned the sincerity that initiated the action in the first place and questions the sincerity right now. She thanked the Board for allowing her to comment.

Chairman Laverty reminded Trustee Pelleran that the minutes reflected her feeling at the time that the motion was fitting and proper and that she would be delighted for the Interim President to make that one of her first priorities and then come back with a recommendation to us.

Trustee Pelleran responded that she was aware of the minutes and the language of the motion but disagreed that her motion implied that the Board would accept this decision during the time that Paula Diane Cunningham is still a member of the staff at Lansing Community College. She stood by her statement and felt that since the argument was raised that Paula was a past president the Board should consider naming something in Jim Anderton's name to be consistent and genuine in what they were discussing and to refer that to committee for tribute to all presidents that serve at Lansing Community College.

Trustee Smith questioned if a motion was being made.

Chairman Laverty also questioned if a motion was being made.

Trustee Pelleran asked that it be considered as a friendly amendment to the motion.

Chairman Laverty responded that it as not a friendly amendment. Chairman Laverty disagreed with the statement about being disingenuous. He thought long and hard about this particular item and thinks the time has come to begin to try and move the college forward and to begin a healing process. He stated that the Board has been through a lot, people out in the audience have been through a lot, President Cunningham been through a lot and the whole community. Chairman Laverty thinks that this would be one giant step toward the healing process to move the college forward and that the naming of a building is one thing but that there were other things that may be coming down the rope as well. He mentioned that Trustee Rasmusson had comments about having some kind of an honorarium for the former President as well.

Trustee Pelleran replied that she received a phone call yesterday from people in the community asking her to vote. In the conversation with them, she was pretty firm in stating that the Board had not really had a legitimate discussion on the topic. Trustee Pelleran mentioned that she thought today's meeting was a special meeting and that she did not appreciate having a meeting on Election Day and wanted that comment on the record. She did not feel that the Board should be conducting public business when there is a primary election or a general election in the state of Michigan.

Chairman Laverty asked for clarity on her point

Trustee Pelleran responded that she replied to the person on the phone yesterday that this was not her priority for today. Her priority was to deal with the presidential search issue and her priority was to deal with the election at hand on a primary that is scheduled by statute in the State of Michigan.

Trustee Smith thanked Chairman Laverty for allowing her to have the floor. She clarified that she did not want to give the impression that she felt it was a fitting tribute as a way for the Board to bring closure; but, because she thinks that the tribute is fitting because of the years of service and dedication that Paula D. Cunningham gave to this institution. It was her understanding that the Board unanimously felt that this was something that the Board was committed to doing and asked the current President to be committed to following through on the process. Trustee Smith felt that the President had done her job and that a committee was formed, the committee went through their diligence and the President came back with the findings of that committee and has presented them before the Board. Trustee Smith stated that just like any other committee that presents findings and makes recommendations, the Board has the option and the right to move forward that which the Board feels is best. Trustee continued by stating that the highest recommendation was the Administration Building and the Board concurs with their recommendation which is why she is asking that it be moved forward.

Trustee Pelleran called the question.

Chairman Laverty opened the floor to Trustee Proctor.

Trustee Proctor wanted to address the comment of being disingenuous. He mentioned the motion he made back in February that the Interim President's first charge be to review and make a recommendation to the Board honoring Paula Diane Cunningham's service to Lansing Community College. He moved today that the Board name the building after her and that those two items have been quite consistent and not disingenuous.

Chairman Laverty agreed with Trustee Proctor and asked if there were any other comments.

Trustee Rasmusson requested that Chairman Laverty call the question.

Chairman Laverty called the question.

IT WAS MOVED by Trustee Proctor and supported by Trustee Smith to name the Administration Building the Paula D. Cunningham Administration Building in recognition of the service provided to this institution by our fourth President.

Roll call vote:
Ayes: Brannan, Canady, Proctor, Rasmusson, Smith, Laverty
Nays: Pelleran
Absent: None

Motion Carried

There was a round of applause from the audience.

Bylaws Discussion

Trustee Smith made the recommendation to remove the bylaw discussion until they were ready to be presented to the Board.

Trustee Pelleran asked that it be kept on the agenda and that the Board reviewed the document in front of them.

Trustee Smith responded that she was making a motion.

Chairman Laverty asked if there was any support for the motion.

Trustee Canady supported the motion.

Trustee Proctor supported the motion.

Chairman Laverty stated that it was moved by Trustee Smith and supported by Trustee Canady and then opened the floor for discussion.

Trustee Pelleran asked that two amendments be considered today.

Chairman Laverty responded that a motion had been given regarding rather the Board was going to discuss this or not.

Trustee Pelleran replied it was correct but wanted to lay out why she would like to discuss it.

Chairman Laverty responded that the motion is whether the Board was going to discuss bylaws tonight or not.

Trustee Pelleran asked that since it is on the agenda, that the Board keep it on the agenda and that the Board discuss two items, 1.2.2 and 1.4.2 with suggested changes that she will present if the motion is defeated.

Chairman Laverty asked if there were any other comments or discussion on the motion to suspend discussion of the bylaws this evening.

IT WAS MOVED by Trustee Smith and supported by Trustee Canady to suspend the Bylaw Discussion from the agenda.

Roll call vote:
Ayes: Brannan, Canady, Proctor, Rasmusson, Smith, Laverty
Nays: Pelleran
Absent: None

Motion Carried

Open Discussion

Chairman Laverty mentioned that Trustee Rasmusson asked for this to be on the agenda to have an open discussion. Trustee Rasmusson gave an introduction.

Trustee Rasmusson felt that Trustees often just come, vote and go home. He felt it would be good to have open discussions on things they heard or learned and would like to share with the entire Board. Trustee Rasmusson shared what he learned about Presidential succession, from attending the Conference Board programs in New York.

Chairman Laverty asked Trustee Rasmusson to speak briefly about decentralization.

Trustee Rasmusson explained how at some Universities, the full-time faculty and part-time faculty with permanent contracts would vote on a Department Chair and would themselves also decide the business of that department. He may bring a resolution in September were the Board would ask someone like Bev Baligad to look into how this has worked when colleges have tried it.

Chairman Laverty asked Trustee Rasmusson about convergence.

Trustee Rasmusson explained that it is the areas of the internet, journalism, newspaper, television, movies and the new digital standard for cinema all blending together. He felt that this may be a new industry for this area and that the Board should think about what they could do to be part of convergence.

Trustee Smith felt that Trustee Rasmusson made a good point regarding the entertainment industry. She felt that Lansing has the power to do a lot of location type of work. With the new Ford ad, she felt that we could possibly capitalize and begin to do some type of recruitment in our area where Lansing Community College could play a major role.

Chairman Laverty opened up for additional comments. There were none.

Information and Announcements

Chairman Laverty mentioned that there was an ACCT conference coming up in October and that Trustee Smith and Trustee Proctor are delegates of the ACCT. They are to make travel arrangements through the Board Secretary. Other members that would like to attend should contact Chairman Laverty.

Chairman Laverty attended the Board of Water and Light meeting were he met Chris Strugar-Fritsch and Bruce Caradine. There was a public hearing on the steam rate increase. It is going to be approximately $200,000 more than what LCC had budgeted for this year. Trustee Laverty remarked that we were originally told that it was going to be a ½ to 3% increase when the Board asked the question around February.

Chairman Laverty commended Chris Strugar-Fritsch on speaking and making our case. The Board of Water and Light will be voting on this August 15, 2006.

Audit Committee Report – Trustee Brannan

Trustee Brannan reported that he met with Trustee Rasmusson and Chairman Laverty to discuss transition of the new Audit Committee appointees. He is also working on scheduling the pre-audit meeting with Mr. Bruce Dunn, CPA,

President of Maner, Costerisan an Ellis. Per Trustee Rasmusson, the college is starting to look at a proposed Internal Auditor position. Trustee Brannan has seen a job description for the Internal Auditor from President Cardenas. He thanked President Cardenas for putting that job description together. More importantly, he stated, the internal control document which was prepared, is the first key in implementation. The committee is moving forward and looking forward to the meeting coming up with Mr. Dunn.

Chairman Laverty informed the audience that the Audit Committee meets prior to the audit, during the audit and at the end of the audit. He also stated that Trustee Rasmusson has done an outstanding job acting as the Chair of that committee but is now chairing the Finance Committee. He is still continuing to help Trustee Brannan and Chairman Laverty with the up coming audit.

Finance Committee Report – Trustee Rasmusson

Honors Resolution

Trustee Rasmusson presented his reason for having the Honors Resolution.

Chairman Laverty has looked at this resolution and felt that this was a good idea.

The floor was opened for comments.

Trustee Proctor made a correction to the therefore clause adding the word Board.

> THEREFORE, the Board takes the following actions:

Trustee Brannan felt also that this is a great idea and something that we should be doing.

Trustee Smith agreed as well and thought it was fitting for the Board to have an Honors Committee to not only honor our students, but those that are in the community. She made reference to the award that the Foundation gives at the end of the year and that the Board could do something similar as well. She also suggested doing this award more than just once a year; perhaps on a monthly basis, depending on how many people the Board decides to honor.

There were no other comments.

Honors Resolution

WHEREAS, many people have contributed in remarkable ways to the advancement of Lansing Community College; and

WHEREAS, many people have contributed in remarkable ways to education in the District, to economic development and to the well-being of the community; and

WHEREAS, the Board of Trustees should recognize remarkable achievements, dedication and good works of this kind; and

WHEREAS, the Trustees are confident in the future, the good conscience of the community and generations the College serves;

THEREFORE, Board the takes the following actions:

1. The Board creates an Honors Committee, which shall consist of two Trustees chosen by the Chair or other process hereafter determined by the Board, the Chair as an ex officio voting member, or a Trustee acting as the Chair's representative, and the President as an ex officio non-voting member, or the President's representative.
2. The Honors Committee will receive and collect names and information on meritorious persons, including faculty, students, local educators and students, staff, alumni, supporters, friends and patrons of the College, for Board action. No name offered shall be rejected. All names shall be kept on permanent file for future action, as the Board determines.
3. The Honors Committee may consider and recommend types of honors and recognition, possibly classes or categories, or suggest an ad hoc approach, and the Committee may secure legal counsel from the Board's Counsel with respect to legal issues, if any arise, as approved by the Chair.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to accept the Honors Resolution.

Roll call vote:
Ayes: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: None

Motion Carried

IT Zone

Trustee Rasmusson gave background of the Ann Arbor IT Zone as being a new economy networking group in southeastern Michigan and that the Chair authorized Board members to participate. Trustee Rasmusson attended the workshop on Acquiring New Products by Licensing University Technology. Trustee Rasmusson may have a recommendation so that the Board can properly reward our faculty and create intellectual property to sell and a way for the school to generate revenue. But more importantly, he felt it was a way for the college to receive recognition for the modules it creates.

Chairman Laverty wanted to know how often they met.

Trustee Rasmusson answered that they have activities at least twice weekly.

Mercer Group Professional Services

Trustee Rasmusson stated that the Board authorized 35 more hours to the Mercer Group. He motioned to authorize an additional 40 hours for the Mercer Group. These hours would be to look at whether we are properly implementing the bylaws and the policy changes and to also have Ms. Lazar look into some budget policies questions. Trustee Rasmusson felt that Ms. Lazar could explore some different ways that the Board could have gone through the budget and the staff could discuss with her.

Trustee Pelleran supported the motion.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to authorize an additional 40 hours to the Mercer Group.

Chairman Laverty had a conversation with Benita Duncan and with Bev Baligad regarding Ms. Lazar's hours. He mentioned that the 35 hours that were approved at the last meeting had been already been used to pay one of her invoices before the Board was done with the work she was authorized to do. Chairman Laverty stated that he was in support of the motion, but asked Ms. Baligad to help give some explanation and if she had something to add to the discussion.

Bev Baligad responded that Ms. Lazar was not only helping the Board do the things that she is suppose to do with regards to the bylaw and the policies implementation but that Ms. Lazar was also going to assist her in putting together a benefit package for the new President who will be hired by the Board. Ms. Baligad wanted the Board to have a statistical study of other community colleges of this size and with the same amount of campuses and students, so that the Board would have an idea as to what they should offer the new President. She wanted them to have something to work with that would be helpful.

Chairman Laverty questioned if this would be the benefit compensation package for a new president.

Bev Baligad responded yes and that the Board would need this in line when they were ready to make an offer to their preferred presidential candidate.

Trustee Pelleran reminded Ms. Baligad that when they authorized her as the Board Liaison, they had also authorized her with the authority to hire staff that she needed to do the job that she needed.

Bev Baligad agreed and stated that she had chosen Jan Lazar to consult with.

Trustee Proctor replied that he was under the assumption that the search firm would be providing some information with regard to compensation for Presidents.

Bev Baligad was glad that he asked that question and felt is was very important. She stated that she worked on behalf of Lansing Community College for the Board and that the search firm would be paid 1/3 of the new President's first year's cash salary. She felt that providing the information on other president's who were employed in similar colleges to LCC was a good way for the Board to be able to compare it with the suggestions from Greenwood.

Trustee Proctor replied that he hoped to have a lot more faith in the search firm to do the right thing.

Bev Baligad responded yes, but that she wanted to make sure that the Board has more options to look at with which to base their opinion on. She wants to ensure that they are inline with other similarly situated campuses.

Trustee Smith expressed her concerns about the Mercer Group in that it appears like the scope keeps expanding for the work for which the Board has asked Ms. Lazar to do. She felt comfortable with allowing the necessary time for Ms. Lazar to fulfill her obligations with the bylaws and policies and with working with Ms. Baligad on the benefit packages. However, she was not interested in the Board continuing to broaden what the scope is unless the Board was to put it out for bid or unless the Board has discussion as to other options for using other contractors or consultants. The fact that it seems like the scope of her work keeps expanding poses some concerns to Trustee Smith.

Trustee Canady understood what Trustee Smith was saying but didn't really have the same concerns because he had a lot of faith in Jan Lazar. He expressed that she does an outstanding job and that she always has in the places he has worked with her. Trustee Canady was comfortable with authorizing additional hours.

Chairman Laverty asked if there were any other discussion before the Board votes.

Trustee Smith wanted to go on the record as saying that it really has nothing to do with her not being pleased with the work that Ms. Lazar has done because she is very pleased with the work she's done. She felt that in terms of the Board getting consultants, and awarding contracts, the Board needed to model the behavior that they would like to see the staff model when obtaining contracts. Trustee Smith also stated that because she has heard the Board voice concerns when other additional work was assigned to other contracts, the Board needed to be consistent.

Bev Baligad pointed out that Ms. Lazar worked directly under her for the Board and that she did not know what she was going to need with regards to the search in addition to what the search firm was providing. She was using Ms. Lazar's expertise in certain related areas, but beyond that she might not even use her. She didn't know.

Trustee Pelleran echoed Trustee Canady's comments and also found Ms. Lazar to be an expert of the highest caliber and happy to have her services available in our community.

Trustee Proctor stated that he wanted to see the Mercer Group complete the bylaw review and make the recommendations to bring the bylaws in the line with the policies the Board just changed. He did however share the same concerns as Trustee Smith did about the increasing scope of the actual commitments the Board made. He stated that he had made comments earlier on the Board about some of the contracts and their increasing scope and was going to try and be consistent tonight and always and therefore would not be supporting the motion with this piece in it.

Chairman Laverty responded that he expressed concerns. He mentioned that the Board started out with 200 hours and then the Board authorized to give her another 100 hours and that there have been several times where it has been 40 hours at a time that the Board has been adding to Ms. Lazar's contract. He agreed that what Ms. Baligad was having Ms. Lazar do was important and that the Board needed to finish up. Chairman Laverty stated that the Board has a copy of the bylaws with all of Ms. Lazar's changes in blue and would like to get this behind them as soon as possible too.

Trustee Pelleran stated that for the first time in six years since she has sat on the Board, the Board has dealt with the policies. She further stated that the Board's charge was to be a policy making body. When Trustee Pelleran, Brannan and Rasmusson, as the Ad Hoc Committee, took on the task of reviewing a grossly failed system at the college that disenfranchised students, faculty, administrators

and taxpayers, with the understanding that when they entered into the inquiry, that she would do so under one caveat and that was to have the assistance they needed to adequately review policies at the college, to make sure the Board was developing policies that were helping to realign the balance between the Board and the administration. She remarked that she was thrilled that under Chairman Laverty's leadership the Board has taken on the task of developing policies and that they have had the expertise to do so. She felt that ensuring that the administration properly implements these Board policies is critical to moving forward. She thanked the Mercer Group for providing a much needed revision of the policies. She applauded Ms. Lazar for her "stick-to-itiveness" in dealing with all of their interesting and multifaceted personalities to get us through the professional services they needed. She thanked the Mercer Group publicly and again reiterated that the Board's charge is to be a policy making Board; not to micromanage the institution.

Trustee Smith offered a friendly amendment that would separate the portion for the Mercer Group between the bylaw and the policy hours that are needed, and a separate contract for Ms. Baligad for whatever time in services that Ms. Baligad may feel she's going to need from the Mercer Group. She thought they should make it two separate contracts since they were dealing with two separate issues here.

Chairman Laverty responded that he would not entertain a motion. He felt that it all was getting a little confusing. What happened was that the 35 hours the Board had authorized was already being used by Ms. Lazar and she had not started on the project the Board had authorized for the 35 hours which is why Chairman Laverty spoke with Trustee Rasmusson about an additional 40 hours for the Mercer Group. He felt that between now and the next meeting they should be able to contain the work she is doing and know what the Board is paying for. Chairman Laverty told Ms. Baligad that he did not know until tonight that she had Ms. Lazar doing what she's doing in addition to working on making the bylaws coincide with the policies.

Trustee Pelleran asked to make a friendly amendment to the motion that was on the table, to authorize up to an additional 40 hours for the Mercer Group to complete the bylaws and that the Board authorizes up to 100 hours for the Mercer Group under Bev Baligad to work with our Search Liaison. She also added that if it gets to a point were Ms. Baligad's required service of the Mercer Group is about to exceed the 100 hours that she would come back to the Board with a different proposal.

Trustee Rasmusson felt that more needed to be added to Trustee Pelleran's statement. He stated that he was not disagreeing with what she said, but that it was not just the bylaws. He mentioned that Ms. Lazar was pretty much finished with the bylaws but that she then needs to talk as an advisor to the staff on how

the implementation is going and if they have any questions. The third thing was the Board needs to have someone explore, and this is Ms. Lazar's area of specialty, things that the Board needs to do differently in the way of budgeting. The allocation of overhead. Trustee Rasmusson said that the college is currently using ROI that may inaccurately cause us to price things and that Ms. Lazar could talk to Michelle Gallagher or other people to get this information. He would like to know if there were other ways to account for overhead, and to account for the marginal cost of programs.

Trustee Pelleran responded to Trustee Rasmusson that she did not think with those three particular areas that 40 hours would be enough.

Chairman Laverty asked if there was support for Trustee Pelleran's friendly amendment for the additional 100 hours.

Trustee Pelleran responded that the motion only needed to be accepted by the person who made the motion. She questioned the Board Secretary on who made the motion.

Chairman Laverty replied that he did not think it was a friendly amendment.

Trustee Rasmusson responded that he would not accept it as a friendly amendment

Trustee Smith asked to have a friendly amendment that would separate the work that's being done by Jan Lazar for the bylaws. She expressed concerns about extending the scope of her work to looking at the overhead allocation. She stated that this was not because she didn't think it was necessary, but that she did not feel she had adequate enough information to decide that Ms. Lazar was the individual that the Board would like to have the work done. Trustee Smith said that it was not the question of whether or not the Board needed to have the work done but who the Board wanted to have the work done by. Trustee Smith related a personal example of what she felt was "scope creep." Trustee Smith expressed that she would like to find a way to contain the scope of Ms. Lazar's work, and that maybe as a Board, they have not been clear about the amount of work that Ms. Lazar was going to be required to finish the bylaws. She was not comfortable proceeding in an unplanned manner.

Trustee Canady was under the impression that the reason they were doing it in such small increments was so they could keep their arms around it and would not get out of control. He stated that 40 hours was not much work and that he didn't have any problems with the way that the resolution was drafted at this point. He thinks that the fact that the Board has a discussion every time Ms. Lazar does 40 hours of work is enough containment in and of itself. He stated that he would support the motion as drafted.

Chairman Laverty replied that he did not hear either of the other two motions or their support.

Trustee Proctor commented that he has now heard four elements for the scope of the work that is to be done by the Mercer Group. One is to complete the review of the bylaws and to make some recommendations to make them consistent with the policy changes. Second engage the services of the Mercer Group to assure that the bylaws and the policies are properly implemented. Third that Ms. Lazar would assist Ms. Baligad in regards to benefit packaging for presidential compensation issues and finally something about overhead allocation and a return on investment. He felt that the two related issues were the bylaws and the implementation of the bylaw and the policies. He thought that was what the Board was dealing with but the Board keeps adding other elements. Trustee Proctor stated that he could support extending the contract of services for the Mercer Group for Ms. Lazar to complete the bylaw revisions and to oversee some implementation but that it was probably going to take more that 40 hours if they were talking about assuring implementation. He thought the Board ought to consider opening up the process if they were looking at someone to conduct oversight of the search consultant with regards to compensation matters for the President. They should give that to someone else and open it up for bidding.

Chairman Laverty stated that the Board had a motion and support to provide an additional 40 hours of services and that he would like to take a vote on that and would work with Bev and Jan Lazar to better define the scope, direction, and estimate. He felt that even with the lengthy discussion they still all don't know what's going on and that there was no question that the scope has changed from what they had initially intended. He asked if there were any other discussions.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to authorize an additional 40 hours to the Mercer Group.

Roll call vote:
Ayes: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: None

Motion Carried

General Counsel Resolution

Trustee Rasmusson reminded the Trustees of the new policy were the Board will pick the internal and external auditor, the CFO on the recommendation of the President and the Legal Counsel.

He mentioned that in July with the assistant of the Board Secretary, he circulated what the qualifications, needs and duties would be. President Cardenas has worked on this and developed what is needed for posting each of these. This resolution provides for posting of these positions. He also stated that he would like the Board to authorize the President in the meantime, to retain a lawyer for any specific college issues she may have because it may take the Board a couple of months to make a decision.

Chairman Laverty opened the floor for discussion. There were no other comments.

General Counsel Resolution

The Board of Trustees of Lansing Community College mindful of the need for proper governance and full legal compliance directs the President to undertake the necessary and useful measures to effect the following:

1. *Post as a full time position, the position of College General Counsel, in conformity with the outline of qualifications and requirements, supplied each Trustee by Trustee Rasmusson on July 2, 2006, as modified by suggestions subsequently offered by other Trustees, if any, and any additions required by College employment policies to the extent applicable. Serves at the pleasure of the Board. Include non-discrimination and other language followed by College policy.*
2. *Post as a full time position, the position of Board Liaison, in conformity with the outline of qualifications and requirements, supplied each Trustee by Trustee Rasmusson on July 2, 2006, as modified by suggestions subsequently offered by other Trustees, if any, and any additions required by College employment policies to the extent applicable. Serves at the pleasure of the Board. Include non-discrimination and other language followed by College policy.*
3. *Seek bids for the following, adding terms and conditions and notices, as relevant, from the usual Purchasing practices and policies of the College:*
    a. *College General Legal Counsel – in conformity with the outline supplied each Trustee by Trustee Rasmusson on July 2, 2006, as modified by suggestions subsequently offered by other Trustees, if any. The request for proposals should advise that the Board will decide whether to make the position a contract with a law firm or lawyer or a full time College employee position, after it has received proposals and any responses to the posting. Include other matters set forth in the July 2, 2006, communication, as relevant. The contract should be described as a one year contract with the option of a two-year extension.*

b. College Legislative and Public Affairs Counsel – as described in the July 2, 2006, communication.
c. College Local Legislative and Public Affairs Counsel – as described in the July 2, 2006, communication.

4. Include any changes adopted by the Board on the record in its meeting adopting this motion.
5. Suggest to firms and persons submitting proposals that each bidder bid as a per-hour rate and rate for costs, and as a total annual cost, unless the bidder feels there is insufficient information to set an annual cost figure.
6. An effort should be made to notify attorneys and law firms through newspaper advertising, public or internet posting and sending messages to firms that are known to practice in relevant areas of the law.
7. In the event the Board Counsel seeks the General Counsel contract, it would have to work out the matter of a "wall" in the event there were ever a governance issue that seemed to put the Board and President in opposition, or other conflict.
8. Until such time as the Board selects a College General Counsel, the President is authorized to retain counsel of her choice for the interim period.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to accept the General Counsel Resolution:

Roll call vote:
Ayes: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: None

Motion Carried

Personnel & Compensation Committee Report – Trustee Smith

Board Liaison and Board Administrative Assistant Process

Trustees Smith stated that the first job would be for the posting for both position to go out. The Board members have had an opportunity to look at the positions and have had input on the posting. The committee is working on putting a process together and will report back to the Board once that has been finalized.

Trustee Pelleran made a motion to suspend the by-laws in order to authorize President Cardenas to post the position. The motion was withdrawn based on Trustee Rasmusson clarifying that anytime a majority votes for a decision on

anything, it becomes the decision of the college.

IT WAS MOVED by Trustee Smith and supported by Trustee Brannan to post the Board Liaison and Board Administrative Assistant Position.

Roll call vote:
Ayes: Brannan, Canady, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: None

Motion Carried

Other Trustee Reports/Comments

Chairman Laverty opened up the floor for any other report or comments. There were none.

PRESIDENT'S REPORT

Trustee Canady left the meeting at 7:00 p.m.

IT Update

President Cardenas reminded the Board that on June 28, 2006 she was asked to review the situation regarding the Oracle Information Technology System. Over the last few weeks, college staff has explored different systems that use the Sungard Higher Education Banner application and PeopleSoft. There were multiple meetings across campus and a cross section of people who have been working to identify the best system as we look at migrating to a new software system. At the beginning of the discussion of the current system, they had focused on just the student application system. As discussions across campus continued, it was felt that in the best interest of the institution that we also looked at the finance and the HR system. In the action item there will be a capital project that was forwarded to the Board that will recommend the use of Sungard Higher Education. It currently serves 10 million learners and has a customer based of more than 1,600 institutions. They are looking at a mixed model that will include outsourcing a few positions that are currently vacant at this time. There is an immediate need for these positions as well as keeping the staff that we have on hand. She is looking at approval today for the contract to be signed so she can continue to move forward with the planning process. The goal is to start planning right after Labor Day and start with a timeframe in order to properly implement the student system.

Trustee Smith asked President Cardenas how this transition would affect registration.

President Cardenas answered that for Fall registration, no new changes will be made at all until after the Fall registration has been completed. During the month of September they will be doing a planning session to plan for the entire implementation process and project management. At the time of the conversion, there will be dual systems in place so that the college can continue its business process. The timeframes that are most sensitive are those that relate to financial aid as well as the Department of Education updates. At this point, she does not foresee any changes that would impact registration.

IT WAS MOVED by Trustee Brannan and supported by Trustee Pelleran to authorize the President to move forward with the Sungard unified digital campus software purchase implementation.

The Chair opened the floor up for discussion. There was none.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

Motion Carried

Health Care Update

Ms. Jan Stuart explained that the college currently has two health care carriers. One is for bargaining employees, and the other is for non-bargaining employees. She went on to explain that it was no longer economically effective to continue to have two additional carriers. HR has explored the college's options and got collective input from non-bargaining employees and have selected one carrier.

Trustees Rasmusson questioned if anyone would be adversely affected by this change.

Ms. Stuart responded no.

Trustees Smith also express concerns of this affecting employees being moved from one carrier to another.

Ms. Stuart responded that the coverage was very compatible.

President Cardenas added that the Board should be updated as to what was going on with the college's non-bargaining employees.

Human Resources: New Hires, Leaves, and Sabbaticals

Administrative Appointments:

Emily Baynes, B.A., Assistant Director, Financial Aid, Student Academic Support Division.

Elizabeth Stallard, B.A., Associate Director, Financial Aid, Student Academic Support Division

Leslie Lacy, M.S., Language Skills Faculty, Liberal Studies Division

Keith Phillips, M.A., Foreign Language Faculty, Liberal Studies Division

Martine Rife, J.D., Writing Faculty, Communications, Liberal Studies Division

James Ripley, A.S., Automotive Faculty, Transportation Technologies, Technical Careers Division

Chief Financial Officer

President Cardenas distributed a job description for the Chief Financial Officer. It was also emailed to the Board so that they would have sufficient time to review and make any recommendations or changes. Although she has full authority to post this position, this position has a dotted line that reports to the Board's Audit Committee and would like the past Audit Chair and the current Audit Chair to review this job description as it relates to the Audit Committee function.

Chairman Laverty questioned what timeline the President was looking to have feedback on this position.

President Cardenas asked for one week.

Executive Director of Compliance and Internal Control

President Cardenas explained that this job was created in direct relationship to the internal control issues that the institution has been facing. This job description includes not only an individual to help oversee internal control in the accounting and payroll, but across the campus. She would like to have this job posted as we are implementing the new policies and procedures so that the internal control systems are properly in place. She stated that there was a tremendous amount of work to be done with regards to an office of internal control and prior to it actually functioning in a compliance capacity.

Chairman Laverty asked Trustee Rasmusson what he needed from the Board, and if everyone had reviewed the job description.

Trustee Brannan felt that this job address some of the issue that have been talked about in the past three years on the Audit Committee and is prepared as the new Chair of the Audit Committee to approve this job and move it forward.

President Cardenas had consensus from the Board to post this job.

ACTION ITEMS

Finance - Approval of Bids, Approval of Consulting Services

Ms. Beckie Beard presented the following bids for the Board's approval:

1. *Cabling Maintenance Services* in the amount up to $85,000 per year on a Time and Materials Basis. The recommendation was for a Sole Source to be given *to F.D. Hayes Electric.*

2. *Consulting Services & Temporary Staffing* in the amount of $205,000. The recommendation was for a Sole Source to be given *to Financial Aid Services.*

3. *Enrollment Management Model* in the amount not to exceed $524,332 over the next three years. The recommendation was for a Sole Source to be given *to Noel-Levitz, Inc.*

There were questions and discussions regarding the bids.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to accept the President's action items.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

CLOSED SESSION

IT WAS MOVED by Trustee Pelleran and supported by Trustee Rasmusson that the Board go into closed session for a personnel evaluation that has been requested in a closed hearing.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

Motion Carried

The Board entered into closed session at 7:35 p.m.

The Board returned to open session at 8:28 p.m.

PUBLIC COMMENT

Chairman Laverty opened for public comment.

There were no comments made.

ADJOURNMENT

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan for the meeting to adjourn.

Roll call vote:
Ayes: Brannan, Pelleran, Proctor, Rasmusson, Smith, Laverty
Nays: None
Absent: Canady

Motion carried.

The meeting adjourned at 8:31 p.m.