



Lansing Community College Board of Trustees

**Regular Meeting
December 13, 2010
6:00 p.m.
Paula D. Cunningham Administration Building
Board Room**

Lansing Community College

BOARD OF TRUSTEES



Deborah Canja
Chairperson
2015



Brent Knight, Ed.D.
President of the College



Edward Woods III
Vice Chairperson
2013



Robin M. Smith
Secretary
2011



Larry Meyer
Treasurer
2015



Jerry L. Hollister
Trustee
2013



Robert E. Proctor
Trustee
2015



Thomas Rasmusson
Trustee
2011

*Minutes of meetings and all proceedings of the Board may be obtained in the office of the Board of Trustees
3rd Floor, Room 307.4, Paula D. Cunningham Administration Building
610 N. Capitol Avenue; Lansing, MI 48933; Phone (517) 483-5252*



Mutual Commitments *LCC Board OF Trustees*

We, the LCC Board of Trustees, will

Uphold the public's trust

Understand, then to be understood

Attend meetings & be prepared to fully engage

Keep confidential matters confidential

Avoid conflicts of interest & act in an ethical manner

Refrain from personal comments & respect others' views

Present views positively & constructively

Vote our conscience & honor final Board decisions

Build strong relationships with Trustees and President

Seek views of other Trustees

Seek & accept constructive comment

Trust each other & be worthy of that trust

Honor the roles of Trustees, the Chair and President

Respect the role of Chair as Board spokesperson

Support the role of President as College spokesperson

Continually learn through professional development

Reflect as a means to grow and improve

Be role models for students

Adopted June 18, 2007

Note: Please turn off all Cell Phones or place on vibrate.



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

AGENDA

BOARD OF TRUSTEES MEETING
December 13, 2010
6:00 p.m.

Public Hearing

- I. Call to Order by Chairperson
- II. Roll Call by Administrative Assistant to the Board
- III. Pledge of Allegiance
- IV. Public Hearing
 - A. Public Hearing on Setting the Regular Biennial Election Date
- V. Adjournment

Regular Meeting

- I. Call to Order by Chairperson
- II. Roll Call by Administrative Assistant to the Board
- III. Approval of Minutes
 - A. November 22, 2010 Regular Board of Trustees Meeting
- IV. Additions/Deletions to the Agenda
- V. Resolution Presentation
 - A. Resolution Honoring Hortense Canady
- VI. Limited Public Comment Regarding Agenda Items

VII. President's Report

A. Informational

1. LCC Sustainability Initiative

B. Consent Agenda

1. Downtown Campus Parking Fees
2. Finance
 - a. Sole Source
 - (1) SunGard Higher Education Identity Manager Connector for Banner Identity Services
 - (2) Capital Area Michigan Works!

VIII. Chairperson, Committee and Board Member Report

A. Chairperson's Report

1. Resolution on Setting the Regular Biennial Election Date
2. Approval of 2011 Board of Trustees Meeting Calendar
3. Information and Announcements
4. Other

B. Committee Reports

1. Audit Committee Report – Trustee Meyer
 - a. BKD Internal Audit – Human Resources, Benefits and Payroll
2. Career Connections Education Advisory Board – Trustee Meyer
3. Workforce Development Board Report – Trustee Proctor

IX. Closed Session

X. Public Comment

XI. Board Evaluation

XII. Adjournment

Approval of Minutes

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 22, 2010

Regular Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 6:04 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Meyer led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the minutes of the November 22, 2010 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Chairperson Canja moved Closed Session to after the Consent Agenda.

Resolution Presentations

Chairperson Canja introduced Representative Joan Bauer.

Representative Joan Bauer: It is indeed a privilege and an honor to be here. I will read a portion of the tribute that I have for Dr. Stanley Chase.

“Let it be known that it is with a strong sense of admiration for all the efforts he’s made on behalf of the Institution of Higher Education that we salute Dr. Stanley S. Chase. His retirement of Lansing Community College as the Senior Vice President marks the end of a dedicated and productive tenure at the college and we are pleased to acknowledge his good work and fine example. Having held a number of positions within LCC and within the field of education generally, Dr. Chase has distinguished himself as a leader. Taking on a multitude of responsibilities with patience, thoughtfulness and a commitment to quality education he began his career as a grade school teacher before moving to a faculty position at Grand Valley State University while concurrently serving as Superintendent of Baldwin Community Schools. It was with this experience that he began his career at Lansing Community College where he served for over a decade with the upmost dedication and commitment to excellence.”

Representative Joan Bauer: Lansing Community College and the community have been very fortunate that Dr. Chase has been with us, using his skills, expertise and commitment to education to help further all the goals that we know are so important to a community and for the students at Lansing Community College.

“In special Tribute therefore this document is signed and dedicated to honor and thank Dr. Stanley S. Chase for his work in the field of Higher Education and in particular his decade of work at Lansing Community College. May we extend our warmest wishes for a happy and healthy retirement.”

Representative Bauer stated that the tribute is signed by Mark Meadow 69th District, Barb Byrum 67th District and State Senator Gretchen Whitmar.

The following resolution was presented to Dr. Chase by the Board of Trustees:

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

WHEREAS, Dr. Stanley S. Chase is a native of Trappe, Maryland, who grew up as the baby of four siblings, spending his childhood years in the arms of a religious grandmother and at the feet of an education-minded grandfather; and

WHEREAS, upon high school graduation, he resisted their influences, choosing instead to work for monetary gain, taking a day laborer job to fulfill his dreams, and agreeing to lay asphalt on a rich man’s tennis court in 100 degree heat; and

WHEREAS, after his first day of work, he returned home and enrolled at Bowie State Teacher’s College in Prince George’s County, Maryland where he earned his teaching certificate, which ultimately led to a distinguished career in education; and

WHEREAS, much of his early life was spent in church, as a young man he further embraced his religion, becoming a man of the cloth in addition to his secular teaching career, where his passion for justice and equality were allowed to flourish; and

WHEREAS, that combination of abilities led him down a righteous path to a 42-year career of serving the spiritual and educational needs of untold numbers of people; and

WHEREAS, that path included more than a decade of service to Lansing Community College, including: Student Relations Director; Interim Registrar; Assistant Dean, Student & Academic Support; Director of Student Judicial Affairs; West Campus Student Services Director; Director of Educational Initiatives; and Senior Vice President of Administration and External Affairs: and

WHEREAS, his “retirement” resulted in his current service as Interim LCC Foundation Executive Director; and

WHEREAS, throughout his LCC career he used his knowledge, his voice, his education, his wisdom, and his self-described “heart for others” to touch the lives of all who knew him; and

WHEREAS, his efforts have been recognized by dozens of organizations, honored by scores of groups, and acknowledged by thousands of individuals; and

WHEREAS, he continues to share his talents throughout our college, our community and our country, while receiving, loving and lifting the hearts and spirits of all those with whom he comes in contact; and

WHEREAS, his loving wife and spiritual partner, Yvette, and their four children and six grandchildren remain the foundation upon which all other of his accomplishments are built; so

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in recognition of his service, his dedication, and his sincere commitment to Lansing Community College, on behalf of students, faculty, staff and a grateful community, recognize and congratulate Dr. Stanley S. Chase, as he transitions to a new role in building a better future for all.

AND BE IT THUS RECORDED THIS 22nd day of November, 2010.

Limited Public Comment Regarding Agenda Items

Cindy Storie: I’m Cindy Storie, President of the Faculty Association. We are at Fiscal Year 2010 and the faculty at LCC does not have a contract. In 2006, upon ratification of the 2005 – 2010 Collective Bargaining Agreement, the College and MAHE had a joint goal to invest in faculty and academic professionals to achieve external equity with peer institutions, and adequately address internal equity on compensation and benefits for all MAHE bargaining unit members. While we have made strides forward, the fact today show that we have not fulfilled this goal. In 2010, LCC is one of the three largest Community Colleges in Michigan. Yet when compared to peer institutions, Grand Rapids, Oakland, Macomb, Mott, Schoolcraft and Washtenaw Community Colleges, LCC remains below average in both full-time salaries and adjunct pay. So where is the

investment into academics? The College is prioritizing and spending millions of dollars on capital purchases and improvements, external contractors, professional service contracts and unprecedented administrative expansion. Investments must be in the academic professionals who are required to be in the classroom and serving our students in fulfilling the mission of the college. MAHE members have unequivocally stated that it is unacceptable to negotiate any new agreement with the college unless it has an economic component that adequately invests in the teaching faculty and other academic professionals that directly serve our students to move the college forward in fulfilling their mission to the community. On Friday, November 19, MAHE presented an economic proposal for the Board of Trustees to consider that is both fiscally responsible and effectively moves LCC's pay for faculty to a more competitive position with other community colleges. We ask the Trustees to direct the college to prioritize support for academic by accepting this economic proposal to provide competitive salary and pay rates for the teaching faculty and academic professionals directly serving the learning needs of our students and community. Thank you.

PRESIDENT'S REPORT

Informational

President Knight gave the following updates:

- A press conference was held in the University Center to announce LCC's Middle College grant of \$389,989 in partnership with the Ingham Intermediate School District.
- LCC was applauded by the U.S. Department of Energy for its efforts in alternate energy. LCC was cited by the U.S. Department of Energy's Office of Scientific and Technical Information as one of the first colleges in the nation to incorporate alternative energy in its curricula by offering an Associate's Degree in Alternative Energy Engineering Technology, as well as certificates in five alternative energy-related fields.
- The current Fall 2010 enrollment is 22,162 which is a 3.2% increase and the largest numerical increase of any Michigan Community College.
- LCC has a new television show, Capitol Comeback. It focuses on economic and workforce development. Bo Garcia serves as the host. He is interviewing Governor Granholm as his first program.

Informational – Downtown Campus Parking Fees

Ms. Webb-Sharpe presented the proposed downtown campus parking fees. This presentation is on file with the official board meeting materials.

Informational – Monthly Financial Statements

Lisa Webb-Sharpe presented the following monthly financial statements:

1. Statement & Summary as of October 31, 2010 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Revenue, Expenses and Changes in Net Assets
 - d. Balance Sheet
 - e. Plant Funds Statement of Resources and Allocations
 - f. Capital Projects Monthly Reporting

2. Miscellaneous
 - a. Vendor Payments > \$10,000 for the month ended October 31, 2010.
Note: there were no LCC Card Vendor Payments > \$10,000 for the month of October.

3. Fifth Third Bank Investment Accounts Schedule as of October 31, 2010

Ms. Sharpe gave a brief overview on the FY 2010 Budget Amendment.

Discussion followed.

Trustee Woods requested that the President consider convening a budget workshop where the college can identify the priorities the college can afford.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Fiscal Year 2010 Budget Amendment #2
2. Capital Project Budget – Gannon Building
3. Finance
 - a. Invitation for Bids
 - (1) Gannon Mechanical Room 129 Electrical Switchgear Equipment Purchase FY11 in the amount of \$116,352.17. The recommendation was to award the bid to Graybar Electric Company, Inc.
 - (2) Gannon Mechanical Room 129 Electrical & Hot Water Heating System Installation in the amount of \$458,300.00. The recommendation was to award the bid to Superior Electric of Lansing, Inc.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister to approve the consent agenda items.

Roll call vote:

Ayes: Hollister, Meyer, Rasmusson, Smith, Woods, Canja

Nays: None

Absent: Proctor

The motion carried.

Informational – LCC Recruitment Presentation

Evan Montague presented a LCC recruitment presentation which is on file with the official Board meeting materials.

Discussion followed.

Closed Session

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that the Board go into closed session for the purpose of discussing collective bargaining and the purchase or lease of real property.

Roll call vote:

Ayes: Hollister, Meyer, Rasmusson, Smith, Woods, Canja

Nays: None

Absent: Proctor

The motion carried.

The Board entered into closed session at 7:20 p.m.

The Board returned to open session at 8:55 p.m.

Roll call:

Present: Hollister, Meyer, Rasmusson, Smith, Woods, Canja

Absent: Proctor

Chairman, Committee and Board Member Reports

Chairman's Report

Chairperson Canja made the following announcements:

- Chairperson Canja removed from the agenda, amendment to Bylaw 1.8.3 and asked that it be placed on the next meeting agenda.
- The National Council for Adults and Experiential Learning selected LCC as the site of one of 20 pilot institutions to participate in the first National Center for Prior

Learning Assessment. This initiative is supported by the Bill and Melinda Gates Foundation and assists adults who have significant life and work experience.

- The Human Resources and Information Technology Services have implemented a new Learning Management System developed in-house that allows employees to register for face-to-face training and complete required online trainings. The system provides an improved user experience and replaces an external service which cost the College more than \$90,000 per year.
- The Banner system was successfully upgraded to version 8.3. Testing of a laptop data encryption software product is underway. The IT Services' Disaster Recovery Plan has been updated and the redesign of the Division's web site has begun. The IT Governance Information Technology Advisory Council has been formed and monthly meetings are being held.
- The Early Learning Children's Community is currently at capacity with 48 preschool children, 12 toddlers, and eight infants. The Lansing Kindergarten program has the capacity to accommodate 25 children and currently has 15 openings.
- The next Board of Trustees meeting will be December 13, 2010.

Committee Reports – Foundation Board Update

Trustee Smith gave the following Foundation Board Update:

- The Foundation met November 18, 2010.
- The Foundation has a new Board Member, Price Dobernick. He is the Business Agent for the United Association of Plumbers & Pipefitters Local 333. Prior to being elected business agent he supervised numerous local projects including the BWL Chilled Water Plant, Spartan Stadium Expansion, Gratiot Medical Center & MSU Wharton Center Expansion. He is also a LCC alumnus and graduated from the Local 333 Apprenticeship at LCC Gannon Votech in 2000.
- Foundation is moving forward on the Year End Appeal.
- The Foundation is working with IPEX consulting to develop a strategic investment strategy.
- The Scholarship Breakfast on September 30, 2010 was well attended. The Foundation has awarded \$625,000 in scholarships to date for the 2010-2011 academic year.
- LCC's Homecoming was expanded from one-day to one-week this year. Several events that took place were:
 - Two basketball games
 - 1st Annual Shop Like a Star, an alumni shopping event at Eastwood Towne Center. There were approximately 200 participants.
- The Four by Eight concert successfully added \$3,500 to the Ron Edwards Fund. They will be having a musical fundraiser on Saturday December 18, 2010, 7:00 pm at Dart Auditorium.
- The Foundation Holiday Open House and Silent Auction will be December 1, 4:30 – 7:30 pm, at West Campus.

- The next Foundation Board meeting is Thursday, January 20, 2011, 7:30 – 9:00 am.

Committee Reports – Career Connection Update

Trustee Meyer gave the following Career Connection Update:

- The Career Connection Board met at Dewitt High School for a presentation from the Dewitt Creativity Group (DCG).
- The main focus of the DCG is to promote student creativity in connection with public service and entrepreneurialism (the development of innovative products and services). Another area of emphasis is to prepare students for the creative economy. This is an economy that requires people to develop knowledge and exercise skills such as: critical thinking, technological proficiency, willingness to accept the differences of others, networking, constant reinvention of the self, and the ability to design and implement innovative concepts/practices. Without these skills and knowledge individuals, communities, and countries will fail to prosper.
- Trustee Meyer stated that it was an incredible presentation that was presented by the two advisors of the group and eight students.

Committee Reports – Audit Committee Update

Trustee Meyer gave the following Audit Committee meeting Update:

- The Committee met on November 1, 2010.
- The meeting minutes were provided to the Trustee for review.

Public Comment

There was no public comment.

Adjournment

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

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

The motion carried.

The meeting adjourned at 9:05 p.m.

Resolutions



Lansing Community College Board of Trustees

A Resolution

HONORING

ELIZABETH HORTENSE GOLDEN CANADY

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

WHEREAS, during her 65 years as a resident of Lansing, Michigan, Elizabeth Hortense Golden Kennedy knit herself into the political and social fabric of the City, sharing her values of integrity, personal responsibility, justice, leadership, service, and family, which resulted actions that touched the lives of countless individuals; and

WHEREAS, as the Lansing School Board's first African American member, she demonstrated her passion for justice and equality by working tirelessly for the desegregation of public schools, an effort which was successful in large part because of her fearlessness and commitment; and

WHEREAS, her dedication to education, that began with her earning a high school diploma while working in the letter writing office of a U.S. President, continued through her graduation from Fisk University, and endured as her children grew when she returned to school to earn a Master's degree at Michigan State University; and

WHEREAS, Hortense Canady worked in the Office of Financial Aid at Lansing Community College while completing her degree, then served on the Lansing Community College Foundation Board of Directors for eight years, before assuming the role of Foundation Director, overseeing a donation fund of more than one million dollars and, with her daughter, established an endowed scholarship fund for Lansing Community College; and

WHEREAS, she served as primary connection to the four presidents of the Historically Black Colleges and Universities/Atlanta University Center Complex, fostering and solidifying a relationship with Lansing Community College that remains strong today; and

WHEREAS, the NAACP, the United Negro College Fund, the Community Chest, the Michigan Dental Auxiliary, First of America Bank, the National YWCA, and the Michigan Women's Commission, along with countless others, local, statewide and national, all benefitted from her leadership abilities; and

WHEREAS, Hortense Canady demonstrated her dedication to service with Delta Sigma Theta Sorority, a national service sorority, through numerous leadership roles, culminating in her service as the organization's 18th National President; and

WHEREAS, she is a recipient of many awards including: the YWCA Diana Award for Community Service; the Sojourner Truth Award from the Negro Business and Professional Women's Association; the Citizen of the Year by the NAACP; and Michigan Women's Foundation Women of Achievement and Courage Award; and

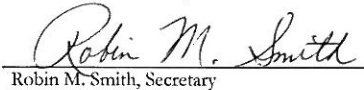
WHEREAS, her list of accomplishments and awards, both national and local, are overshadowed only by the rewards she received as a mother to her four talented and accomplished children who represent her true and lasting legacy; and

WHEREAS, while the Reverend Martin Luther King Jr. observed that, "The quality, not the longevity of one's life, is what is important," Hortense Golden Kennedy was blessed with both, as those whom she raised, mentored and inspired carry on her work with dignity and passion; so

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in recognition of her intelligence, her grace, her service, and her sincere commitment to Lansing Community College, on behalf of students, faculty, staff and a grateful community, honor the memory of Dr. Hortense Golden Canady, for her contributions to our college, our city, our state and our country.

AND BE IT THUS RECORDED THIS 13th day of December, 2010.

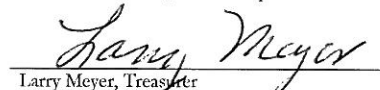

Deborah Canja, Chairperson

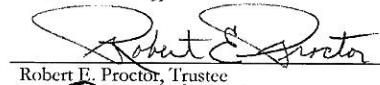

Robin M. Smith, Secretary


Jerr L. Hollister, Trustee


Thomas Rasmusson, Trustee


Edward Woods III, Vice Chairperson


Larry Meyer, Treasurer


Robert E. Proctor, Trustee


Brent Knight, President
Lansing Community College

President's Report

Informational Items

**Lansing Community College - Board of Trustees
December 13, 2010**

Agenda Item: LCC Sustainability Initiative

Presented for Information

PURPOSE

This presentation is to inform Board members about progress made related to LCC's sustainability initiative. This informational presentation provides key updates about progress and future opportunities in four areas: 1) LCC operations, 2) LCC curriculum, 3) student engagement, and 4) the LCC Sustainability Committee. Additional information is provided about benefits that will accrue from a strategic sustainability plan for the College that addresses the four areas listed above.

BACKGROUND

LCC has had a Sustainability Committee in place since 2008. During that time, a number of initiatives have resulted in reductions in the consumption of electricity, natural gas, steam, and water across the LCC campus. In addition, other actions have supported the creation of sustainability efforts across LCC's curricula and have resulted in numerous outreach and engagement opportunities for faculty, staff, and students at the College.

IMPLICATIONS

Financial: N/A

Strategic Plan: N/A

Human Resources: N/A

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENT

1. PowerPoint Presentation



Update

LCC Sustainability Initiative

Presented to:
LCC Board of Trustees
December 13, 2010

LCC Sustainability Initiative

- Embracing a culture of sustainability at LCC
- Sustainable practices and curriculum at LCC
- Teaching, Learning, Living Sustainability at LCC



Outline of Presentation

- Definition of Sustainability
- Sustainability in Operations at LCC (What we've done)
- Sustainability in LCC Curriculum
- Student Engagement
- Sustainability Committee
- Next Steps

Sample Definitions of Sustainability

- To maintain; keep in existence; keep going; prolong; provide for; carry weight or burden of; strengthen the spirits, courage, etc; to endure (From Webster's)
- Economic/Social/Environmental – from Lane Community College (Oregon):
 - Interdisciplinary learning environment - sustainable ecological, social, and economic systems, concern for environmental justice, and the competence to act on such knowledge
 - Students and staff participate actively in building a socially diverse, just, and sustainable society, while cultivating connections to local, regional, and global communities
- Academics, work, and service - Warren Wilson College:
 - Immersive community problem solving environment
 - Flows from College mission – impacts students throughout their academic careers

Sustainability in Operations at LCC

(What We've Done, What We're Doing, What We Want to Do)

- Energy Master Plan Update
- Recycling
- Building Maintenance
- Site Maintenance
- Opportunities

Energy Master Plan

- Approved October 2004, Implemented 2005-06
- Impacted
 - A&S
 - Dart
 - Gannon Buildings
 - SPS
 - Aviation
 - Sykes TLC



Energy Master Plan

Utilization Analysis

	Baseline Year 2002-2003	Report Year 2009	Energy Savings	% Savings
Electricity - kWh	13,959,367	11,288,778	2,670,589	19.13%
Natural Gas - CCF	28,339	25,990	2,349	8.29%
Steam - Mlb	34,265	24,665	9,600	28.02%
Water - CCF	27,967	15,472	12,495	44.68%

LCC – Greenhouse Gas Emissions Reductions

Annual Reduction

CO ₂ Emissions		in pounds
Electricity	2,208,461	
Natural Gas	824,642	
#2 Fuel Oil	0	
#6 Fuel Oil	0	
Total	3,033,103	

Other Pollutants		in pounds
NO _x	4,056	
SO ₂	9,442	

CO₂ Equivalencies: Annual Reduction



9.7

Acres of forest preserved from deforestation



7.2

Railcars of coal



252.0

Cars driven for a year

LCC – Greenhouse Gas Emissions Reductions

Years 1 – 4 Cumulative Reduction

CO ₂ Emissions		in pounds
Electricity		8,849,070
Natural Gas		3,183,539
#2 Fuel Oil		0
#6 Fuel Oil		0
Total		12,032,609

Other Pollutants		in pounds
NO _x		16,096
SO ₂		37,834

Approximate area of
LCC Main Campus

Electricity
consumption equal to
363 homes

CO₂ Equivalencies: Annual Reduction



38.5

Acres of forest preserved from
deforestation



28.8

Railcars of coal



999.9

Cars driven for a year

Energy Master Plan

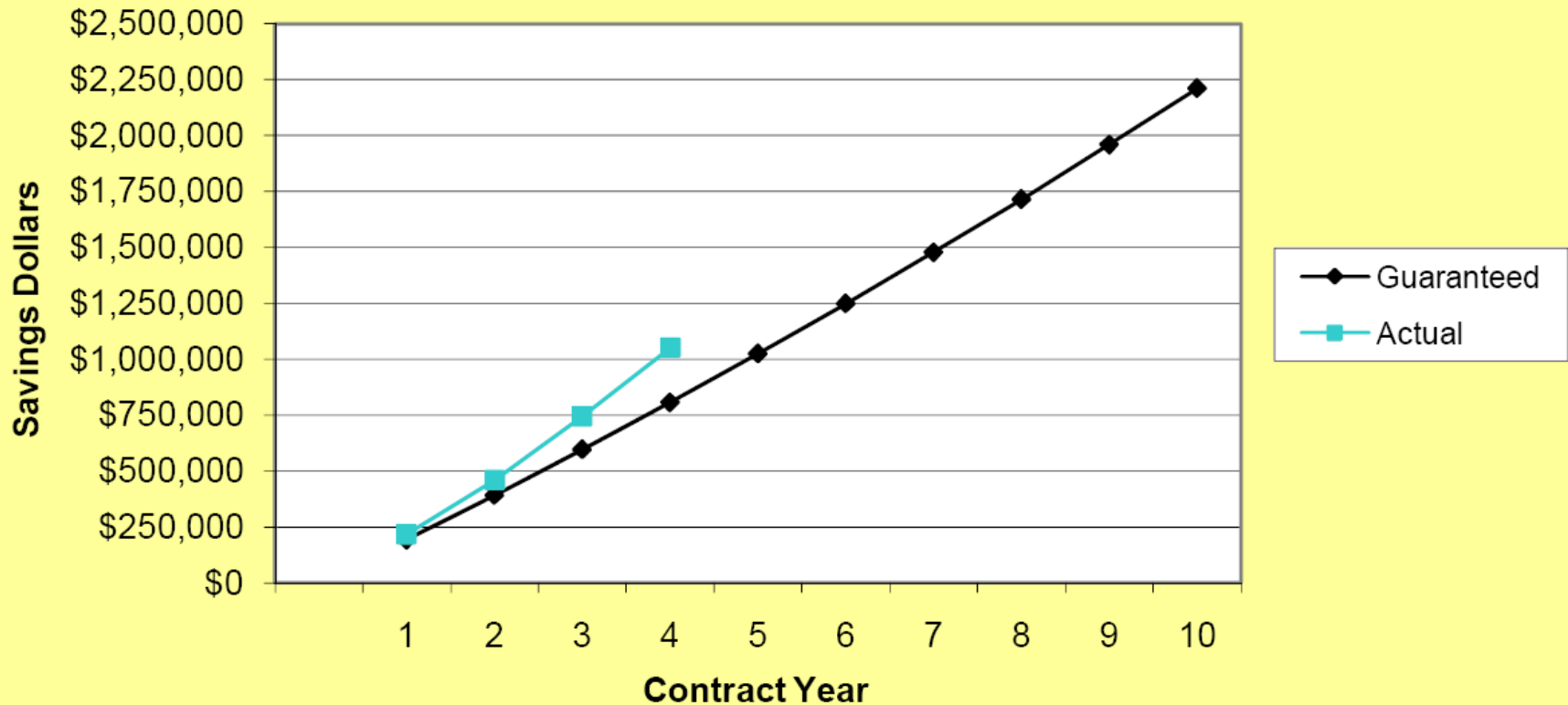
Year 4 – Energy/Cost Savings

FIM	Guaranteed Energy Savings	Actual Energy Savings	Units	Guaranteed Cost Savings	Actual Contract Savings
Lighting Retrofit	404,774	435,447	kWh	\$23,671	\$31,454
Water Retrofit	5,983	7,579	kgal	\$46,480	\$74,370
¹ Chiller Retrofit	338,360	398,805	kWh	\$19,965	\$28,634
Dry Bulb Economizer	32,074	35,288	kWh	\$1,893	\$2,534
Temp. Setpoint Reduc.	490,590	490,590	kWh	\$42,819	\$37,901
	1,486	1,486	MLB		\$16,870
CO2 Ventilation Reduc.	1,663	1,653	MMBTU	\$18,631	\$21,330
Unocc. Ventilation Reduc.	2,797	3,755	MMBTU	\$31,328	\$67,649
Operational Savings	-	-		\$25,996	\$25,996
Totals				\$210,782	\$306,740

Project Overview - Year 4

Guarantee Savings Comparisons Graphs

Cumulative Project \$\$ Savings



Recycling at LCC

- Recycled Paper/Newspaper/Corrugated Cardboard (1990s through 2009)
- 2009 Pilot Program (Glass, Aluminum and Plastic)
 - Downtown Campus Arts & Sciences
 - 16% of Total College-wide Waste Stream Recycled
 - GVSU – 36.7% recycled
 - Yale University – 20% recycled – goal of 25% by 2013
 - MSU – 16% recycled - goal of 30% by 2015
- 2010 Recycling Program for Glass, Aluminum, and Plastic Expanded

LCC Annual Recycling Report

November 1, 2009 – October 31, 2010

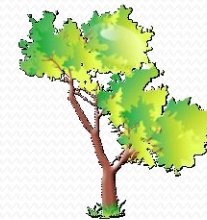


Annual Yards Recycled: 1,456



Estimated Annual Tons Recycled: 47.32

Landfill Airspace Saved (cu yd): 179



Number of Mature Trees Saved: 482



Gallons of Water Saved: 281,400



Kw-Hr of Electricity Saved: 241,136

WM GREEN FACTS

Amount of Cardboard Recycled Saved Enough Timber Equal to	5,976,900	Sheets of Newspaper
By Recycling, LCC Saved Enough KW-HR of Energy to Power	241	Homes Annually
Amount of Landfill Space Saved Equals the Monthly Disposal Needs of	2,802	People
LCC Saved Enough Gallons of Oil to Heat	239	Homes per Month
Metric Tonnes of CO2 Reduced	(105)	

Building Maintenance

- Green Building Products
 - Low VOC Paints, Adhesives, Sealants
 - 2800 watt lamps vs. 3200 watt lamps
 - Recycled paper content hand towels and toilet paper
- Green Cleaning Products (non-toxic)
- Washington Court Place
 - Energy efficient roofing system
 - Energy efficient mechanical systems
 - New building automation system
- West Campus
 - Variable frequency drive devices on geothermal and rooftop HVAC systems

Site Maintenance

- Maintenance Operations
- Site Improvements

Opportunities

- Buildings
 - Roofing, Windows, Doors
 - Mechanical/Electrical Systems
 - Occupancy Sensors/Daylight Harvesting
 - HVAC Upgrades
 - Electrical Infrastructure
- Site Maintenance
 - Plantings/Lawn Areas
 - Pavement

Sustainability in LCC Curriculum

- MacZero Home
 - Multidisciplinary class – TC and BMIT students
 - Winning net-zero design in statewide competition
 - Template for new AEET/ARCH capstone class
- Grades 9-16 Building Science-Energy Management Pathway
 - Pending NSF-ATE grant
 - Partnership with EISD, CMU, LTU, MSU, WMU, industry members
- Restoration Works – government-academic-NGO partnership
- Energy Efficient Community Demonstration Project at West Campus

Sustainability In LCC Curriculum

- Regional Utility Training Center
 - Traditional overhead/ground utility training – expand current CMS partnership via articulation
 - Smart grid/meter integration
 - Metering school
- Cross-campus efforts
 - Biology 120 (Environmental Science), Integrated Science 121/122
 - Management 101
 - Sustainability Certificate of Achievement – potential partnership with MSU

Student Engagement

- Potential to cross academics and operations
 - Students working on energy management/audits with Physical Plant
 - Student-developed opportunities – faculty partnerships – internship opportunities developed at LCC
- Campus as a laboratory
- Student organizations

Sustainability Committee

- Formed in 2008
- Beckie Beard – Chair
- Former President Cardenas Signed American University and College President’s Climate Commitment – June 2008
- Activities
 - Dumpster Dive – waste stream awareness
 - 100-Mile Holiday – locally-sourced holiday meals
 - Clean Commute – partnership with CATA to reduce single-occupancy commutes
 - Eco-Scholars Day – Business, Nursing, Tech Careers

Next Steps

- Current efforts reduce costs, direct funds to teaching and learning
- Improve indoor environments which improves performance
 - Real savings comes from people – 80% of LCC budget
 - Lansing-based research demonstrates productivity gains
 - Enhanced learning environments improves learning
 - Behavioral change – “spillover effect”
- Current results came from individual recognition of problems
- Systematic plan will net greater savings and greater operations-academics integration
- Propose sustainability policy to Board of Trustees – January 2011

Thank you

Dr. Rebecca Beard

beardb@lcc.edu

George H. Berghorn, LEED AP BD+C

berghorg@lcc.edu

Ellen Jones

jonese@lcc.edu

Chris Strugar-Fritsch

strugarj@lcc.edu

President's Report

Consent Agenda

Lansing Community College Board of Trustees
December 13, 2010

Agenda Item: Downtown Campus Parking Fees

Presented for Action

PURPOSE

The Administration is requesting the Lansing Community College Board of Trustees approve restructuring the downtown campus parking fees.

BACKGROUND

The Administration presented the following background information to the Board of Trustees at the November 2010 Board meeting regarding the need to restructure the downtown campus parking fees.

Parking fees are paid by students and the general public using Lansing Community College (LCC) parking facilities. Employees are not charged for parking unless they choose to use Gannon Parking Ramp or Lot U. The current parking fees at the Downtown Campus have been in place since 2005-06. The StarCard rate is \$0.80 per hour Monday thru Thursday from 7 am to 6 pm. The cash rate in the Gannon Ramp is \$1.40 per hour Monday thru Thursday from 7 am to 11 pm. The StarCard rate is \$0.40 per hour and the cash rate is \$1.40 per hour on Fridays from 7 am to 6 pm. There is no parking fee on Saturday or Sunday.

Downtown Lansing municipal and private parking system operators charge evening parking fees Monday through Friday in their parking ramps and surface lots. Street parking is free after 6 pm.

Due to construction of the Administration and Health and Human Services Building, LCC-owned employee parking lots have been significantly reduced since 2003. To make up for the loss of owned parking spaces, LCC has developed agreements with various entities over the past few years to utilize their parking lots. The cost to use third-party facilities has risen from \$3,000 per year in 2003 to \$222,300 per year in 2010. In 2009, Parking Lot U was constructed when the purchase agreement for the North Capitol Ramp was rejected by the Lansing City Council. Currently, Parking Lot W is being leased from the City, which provides 210 spaces for employee parking. LCC has acquired property on the northwest end of campus and will construct a new parking lot with 125 to 150 parking spaces in summer 2011.

The Gannon Parking Ramp was designed and constructed in 1975 with a useful life of 25 years. Through an aggressive maintenance program, the Gannon Ramp has outlived its designed life cycle by 10 years and engineers are predicting it will last another 12 to 15 years. Planned replacement for this important asset should begin now.

Attached is an analysis that supports changing the Downtown Campus parking fee structure. It is important to note that only students using the Downtown Campus parking system Monday through Friday from 7 am to 6 pm pay to use the facilities. Table 1 reflects revenue LCC currently receives. Table 2 shows the revenue that could be generated if the Gannon Ramp and Parking Lots F and Parking Lot U rates are applied in the evenings from 6 pm to 11 pm, Monday through Thursday.

Historically, annual operating expenses and maintenance costs leave the parking fund with net revenue of approximately \$100,000 to \$150,000. However, in the next two years, the net revenue will decrease due to construction of the new parking lot on the north end of campus and planned resurfacing costs for existing parking lots. Without restructuring the parking fee system, it is estimated the mean net revenue will fall to \$75,000 annually due to CPI increases, on-going lease expenses, and the aforementioned construction costs.

By applying parking fees in the evening, all students using the system share the cost, and the College could increase the parking fund net income approximately \$270,000 annually. The additional net income will be used for on-going maintenance of the existing parking system and to finance the inevitable reconstruction of the Gannon Parking Ramp.

IMPLICATIONS

Financial:

This plan will improve payment equity across all student parkers and will support the eventual replacement to the Gannon Parking Ramp, as well as other parking system improvements. Additional annual revenue is estimated at approximately \$270,000.

Strategic Plan:

The consideration of restructuring the parking fees for the Downtown Campus addresses the strategic goals of accessibility and fiscal responsibility.

All students attending the Downtown Campus will have equal access to the parking system. This proposal equalizes the cost of the parking system across all student parkers.

Human Resources:

There are no human resource implications.

Risks:

N/A

Other Options/Alternatives:

N/A

RECOMMENDATIONS

The Administration respectfully requests approval to restructure the downtown campus parking fees effective January 03, 2011 to include charging the StarCard fee of \$0.80 per hour Monday thru Thursday evenings from 6 pm to 11 pm in the Gannon Ramp, Parking Lot F and Parking Lot U. Parking will remain free Friday evenings, Saturdays, and Sundays.

ATTACHMENTS

1. Main Campus Parking Fee Analysis

Lansing Community College Downtown Campus Parking Fee Analysis

This analysis was performed to determine the revenue that could be generated if the Downtown Campus parking fees are extended to include the hours of 6 pm to 11 pm Monday thru Thursday. Under the current LCC parking fee structure, parking after 6 pm is free Monday thru Friday, and free all day Saturday and Sunday. The additional revenue will be applied towards the replacement of the Gannon Parking Ramp as it approaches the end of its useful life. The extension of the parking fees will spread the cost of the parking system to all downtown campus student users. Currently, only students using the LCC downtown parking system during daytime hours are paying to use it. A recent survey of municipal and private parking operators in downtown Lansing reveals they are all charging users during evening hours at rates equal to or higher than LCC's proposed evening rate. The only exception for evening parking fees is free metered street parking after 6 pm.

For calendar year 2009, the three campus parking areas open for student parking was the Gannon Parking Ramp, Lot F, and Lot U (beginning August 20). The revenue generated by these parking facilities is detailed in Table 1.

MONTH	Gannon Parking Ramp			Lot F	Lot U
	StarCard	Cash	Total	StarCard	StarCard
Jan	\$69,503.73	\$16,926.28	\$86,430.01	\$77.40	
Feb	\$100,684.90	\$13,769.25	\$114,454.15	\$1,629.28	
Mar	\$80,889.85	\$16,473.85	\$97,363.70	\$886.40	
Apr	\$94,152.65	\$13,994.68	\$108,147.33	\$751.11	
May	\$25,019.59	\$7,063.70	\$32,083.29	\$170.47	
Jun	\$35,944.68	\$12,064.85	\$48,009.53	\$464.86	
Jul	\$23,537.26	\$7,225.60	\$30,762.86	\$622.18	
Aug	\$38,550.23	\$16,058.70	\$54,608.93	\$606.12	
Sep	\$100,843.66	\$16,403.90	\$117,247.56	\$3,134.18	\$3,746.19
Oct	\$104,383.38	\$12,828.45	\$117,211.83	\$4,741.47	\$8,798.50
Nov	\$75,793.90	\$11,031.05	\$86,824.95	\$2,838.92	\$5,651.79
Dec	\$40,773.17	\$8,506.30	\$49,279.47	\$1,776.37	\$2,091.52
Total	\$790,077.00	\$152,346.61	\$942,423.61	\$17,698.76	\$20,288.00
Total - All Facilities		\$980,410.37			

If the StarCard parking fee was extended from 6 pm to 11 pm, Monday thru Thursday, revenue projections indicate additional revenue of \$271,531.00 (\$1,251,940.62 - \$980,410.37 = \$271,531.00), as shown in Table 2. The following assumptions were used in arriving at the revenue projections:

- Occupancy of the Gannon Parking Ramp would remain the same during morning and afternoon hours, but would drop to 60% in the evening due to the rate increase.
- Occupancy of Parking Lot F and Parking Lot U would not change substantially.

MONTH	Gannon Parking Ramp			Lot F	Lot U
	StarCard	Cash	Total	StarCard	StarCard
Jan	\$84,760.65	\$20,641.80	\$105,402.45	\$948.05	\$6,185.37
Feb	\$123,059.32	\$16,829.08	\$139,888.41	\$1,991.34	\$6,199.11
Mar	\$99,353.84	\$20,234.19	\$119,588.02	\$1,088.73	\$6,229.74
Apr	\$115,515.02	\$17,169.94	\$132,684.96	\$921.53	\$6,222.79
May	\$30,256.25	\$8,542.15	\$38,798.40	\$206.15	\$2,133.58
Jun	\$44,100.20	\$14,802.25	\$58,902.45	\$570.33	\$4,222.79
Jul	\$28,968.94	\$8,893.05	\$37,861.98	\$700.94	\$5,714.03
Aug	\$47,211.29	\$19,666.60	\$66,877.90	\$742.30	\$3,211.52
Sep	\$123,500.17	\$20,089.36	\$143,589.52	\$3,838.33	\$5,449.00
Oct	\$126,845.63	\$15,589.00	\$142,434.63	\$5,761.79	\$12,797.82
Nov	\$93,454.61	\$13,601.39	\$107,056.01	\$3,500.42	\$8,220.79
Dec	\$50,080.09	\$10,447.96	\$60,528.04	\$2,181.85	\$3,042.21
Total	\$967,105.99	\$186,506.77	\$1,153,612.77	\$22,451.75	\$75,876.11
Total - All Facilities		\$1,251,940.62			

Summary:

- Extending the StarCard parking rate of \$.80 per hour from 6 pm to 11 pm, Monday thru Thursday, would generate additional \$271,531.00 of revenue and spread the cost to all downtown campus students using the LCC parking system.

**Lansing Community College – Board of Trustees
December 13, 2010**

**Agenda Item: Sole Source
SunGard Higher Education Identity Manager Connector for
Banner Identity Services**

Presented for Action

PURPOSE

The purpose of this request is to implement the SunGard Higher Education Identity Manager Connector for Banner Identity Services.

BACKGROUND

Currently, Banner information is updated every four (4) hours in the Identity Management System which can cause inconvenient delays when working with students. Student email provisioning is currently a manual effort.

IMPLICATIONS

Financial:

The evaluation committee consisted of staff from Purchasing and Information Technology Services Division. SunGard Higher Education's proposed labor rate and services were reviewed, and we recommend award to SunGard Higher Education for a total of \$106,500 for implementation of the Identity Manager Connector for Banner Identity Services. The funding is from the FY 2010-2011 General Fund.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk implications.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives.

RECOMMENDATIONS

The Administration respectfully recommends awarding this contract to SunGard Higher Education.

ATTACHMENTS:

1. Pre-award Transmittal Document – SunGard Higher Education Identity Manager Connector for Banner Identity Services

PRE-AWARD TRANSMITTAL DOCUMENT
Sole Source

Bid No.: Sole Source
Project Title: SunGard HE Identity Manager Connector
for Banner Identity Services

Opening Date: November 23, 2010
Buyer: Rebecca G. Beard

1. Description of Supply or Service:

The purpose of this request is to implement the SunGard Higher Education Identity Manager Connector for Banner Identity Services. Currently, Banner information is updated every four (4) hours in the Identity Management System which can cause inconvenient delays when working with students. Student email provisioning is currently a manual effort.

SunGard HE Professional Services group developed, in cooperation with Oracle Identity Manager Developers, an interface that will provide near real-time updates of the Identity Management System. The Identity Management connector developed by SunGard HE will:

- Eliminate our existing syncing delay and provide for a more feature rich environment for any future development.
- Be used as part of the new Luminis portal project to provision students into the portal and to define their role within the portal, as well as position us to provide Single-Sign-On (SSO) with our portal environment.
- Provide for real-time provisioning of student email accounts.

This project is the next step in a phased approach in improving the overall capabilities of the identity services for the ever growing student population.

2. Project Costs:

Description	Estimated Amount
Connector maintenance: First year maintenance is due when the new service is operational. Annual maintenance has a maximum increase limit of 5% each year.	\$4,500
Travel expenses: Travel expenses are based upon 4 trips to accommodate all project activities at \$1,200 per trip.	\$4,800
SunGard Higher Education Professional Services: \$180 per hour.	
a. Banner to Oracle data sync: 200 hours	\$36,000
b. Oracle to Banner data sync: 200 hours	\$36,000
c. Oracle Provisioning Consultation: 90 hours	\$16,200
d. Banner BEIS training: 50 hours	\$9,000
Total:	\$106,500

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Information Technology Services Division. SunGard Higher Education's proposed labor rate and services were reviewed, and we recommend award to SunGard Higher Education for a total of \$106,500 for implementation of the Identity Manager Connector for Banner Identity Services.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

**Lansing Community College – Board of Trustees
December 13, 2010**

**Agenda Item: Sole Source
Capital Area Michigan Works!**

Presented for Action

PURPOSE

The purpose of this request is to provide Work Keys Assessment for the General Motors – Delta Plant through Capital Area Michigan Works!

BACKGROUND

This project is to assist companies in the state of Michigan with training new employees without incurring the expense of training.

IMPLICATIONS

Financial:

The evaluation committee consisted of staff from Purchasing and Business and Community Institute. General Motors selected Capital Area Michigan Works! to deliver the Work Keys Assessments and we recommend award to Capital Area Michigan Works! for a total of \$100,000. The funding is from the General Motors revenue bond.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk implications.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives.

RECOMMENDATIONS

The Administration respectfully recommends awarding this contract to Capital Area Michigan Works!

ATTACHMENTS:

1. Pre-award Transmittal Document – Capital Area Michigan Works!

PRE-AWARD TRANSMITTAL DOCUMENT
Sole Source

Bid No.: Sole Source
Project Title: Capital Area Michigan Works!

Opening Date: November 23, 2010
Buyer: Rebecca G. Beard

1. Description of Supply or Service:

The purpose of this request is to provide Work Keys Assessment for the General Motors – Delta Plant through Capital Area Michigan Works! Capital Area Michigan Works! is the agency that General Motors has worked with for several years and has requested this be the vendor of choice for these services. This will allow General Motors to continue with the current profiles and not have to waste time and money to bring another agency up to speed on their profiles. The Work Keys Assessments comply with the Michigan New Jobs Training Program initiated by the State of Michigan using new full-time employee State withholding dollars to cover the expense of assessment and training.

This project is to assist companies in the state of Michigan with training new employees without incurring the expense of training. The Business and Community Institute is requesting approval for three years in the amount of \$40,000 for the first year, and \$30,000 for years two and three for a total of \$100,000. All expenses for these services will be paid by General Motors.

2. Project Costs:

Description	Estimated Amount
Work Keys Assessments – Year 1	\$40,000
Work Keys Assessments – Year 2	\$30,000
Work Keys Assessments – Year 3	\$30,000
Total:	\$100,000

Funding Source: General Motors Revenue Bond

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Business and Community Institute. General Motors and selected Capital Area Michigan Works! to deliver the Work Keys Assessments, and we recommend award to Capital Area Michigan Works! for a total of \$100,000.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

Chairperson's Report

Lansing Community College - Board of Trustees
December 13, 2010

Agenda Item: Resolution Setting the Regular Biennial Election

Presented for Action

PURPOSE

The purpose of adopting this resolution is to change the biennial election for the office of trustee of the Board of Trustees of the College from an odd-year November regular election to an even-year November regular election.

BACKGROUND

For the past six years, school districts have been encouraged by policymakers in the legislature to reduce the overall number of elections, and also to schedule school elections at the same time as other local elections. These policies to consolidate local elections have been advanced in order to ensure greater participation and higher turnout by registered voters, and also to reduce costs by spreading expenses among governmental units. While the statute allowed school districts to switch their elections from even to odd-numbered years, it did not explicitly allow districts to switch elections from odd to even-numbered years. House Bill 6232, passed earlier this month, amends Section 642a of the Michigan Election Law to allow a school board to change the date of a district's election of school board members to the date of the general November election, if they now hold their school board elections at the time of the odd-year November general election. This action is to prevent the cost of the election being borne by the community college budget alone.

IMPLICATIONS

Financial:

Adoption of this policy will result in a cost savings to the College.

Strategic Plan:

There are no implications.

Human Resources:

There are no implications.

RISKS

The College will incur \$80,000 in election costs in 2011 if this resolution is not adopted.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

The Administration respectfully requests approval of adopting the biennially even-year November regular election date.

ATTACHMENTS:

1. Resolution on Setting the Regular Biennial Election Date
2. Notice of Public Hearing

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

**Resolution Setting the Regular
Biennial Election Date**

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on December 13, 2010 at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

The Board of Trustees of Lansing Community College ("College") resolves as follows:

WHEREAS, the College currently holds its regular election for the office of trustee of the Board of Trustees of the College biennially on the November regular school election date in odd years; and

Whereas, House Bill 6232 amends Section 642a of the Michigan Election Law to allow a school board to change the date of a district's election of school board members to the date of the general November election, if they now hold their school board elections at the time of the odd-year November general election; and

Whereas, under the Election Law, the term "general November election" means the election held on the November regular election date in an even numbered year; and

Whereas, under the Election Law, the term "school board" means the governing body of a school district, including the board of trustees of a community college and the term "school board member" applies to school district board members and to members of a community college board of trustees; and

Whereas, Section (5) of MCL 168.642a now provides that after December 31, 2009, a school district's school board that holds its regular election for the office of school board member at the odd-year general election may change its regular election to the general November election by adopting a resolution in compliance with Section 642; and

Whereas, under MCL 168.642a(5) if a school board (or community college board) adopts such resolution, then after December 31 of the year in which the resolution was

Resolution Setting the Regular Biennial Election

adopted, the school district or community college district would hold its regular election at the general November election; and

WHEREAS, the College has determined that it is necessary and desirable to hold the College's regular biennial election for the office of trustee of the College on the even-year November regular election date; and

WHEREAS, pursuant to Section 642 of Michigan Election Law, the College is required to adopt a resolution choosing the date of the College's regular biennial election for the office of trustee of the College on the even-year November regular election date; and

WHEREAS, pursuant to Section 642 of Michigan Election Law, the College has held a public hearing on this matter on December 13, 2010, with notice given in a manner designed to reach the largest number of the jurisdiction's qualified electors in a timely fashion;

NOW, THEREFORE BE IT RESOLVED THAT:

1. The College's regular biennial election for the office of trustee in the year 2012 and thereafter shall be held at the even-year November regular election date, effective upon the enactment of House Bull 6232 of 2009 into law. This Resolution shall be void and of no effect if House Bill 6232 of 2009 is not enacted into law.
2. The Secretary of the Board is directed to file a certified copy of this Resolution with the Secretary of State of the State of Michigan.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

Ayes: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Lansing Community College

Resolution Setting the Regular Biennial Election

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on December 13, 2010 and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

Secretary, Board of Trustees
Lansing Community College

**NOTICE OF PUBLIC HEARING ON SETTING
THE REGULAR BIENNIAL ELECTION DATE
OF LANSING COMMUNITY COLLEGE**

PLEASE TAKE NOTICE that pursuant to amendments in Section 642a of the Michigan Election Law, the Board of Trustees of Lansing Community College, State of Michigan (the "College"), will hold a public hearing at 6:00 p.m. prevailing Eastern Time, on December 13, 2010, at Lansing Community College, in the Administrative Office Building, Board Room located at 610 N. Capitol Avenue, Lansing, Michigan, on the proposed adoption by the Board of Trustees of a resolution to hold the College's regular election for the office of trustee in the year 2012 and thereafter in even years at the November regular election date. All interested persons are encouraged to attend the public hearing and will be offered the opportunity at said public hearing to speak concerning the proposed adoption of said resolution. Written comments may also be submitted to the Secretary of the Board of Trustees of Lansing Community College, PO Box 40010, Lansing, Michigan 48910-7210, prior to said public hearing.

TAKE FURTHER NOTICE that immediately after said public hearing is closed, the Board of Trustees of the College will consider the adoption of a resolution to hold the College's regular election for the office of trustee in the year 2012 and thereafter at the even year November regular election date.

TAKE FURTHER NOTICE that said public hearing is being held on the issue of whether to schedule the College's regular election for the office of trustee at the even-year general election and that, if the resolution set forth above is not adopted, the College's regular election will be held at the odd-year general election.

THIS NOTICE is given pursuant to the requirements of the Section 642 of Act 116, Public Acts of Michigan, 1954, as amended.

Robin M. Smith
Secretary, Board of Trustees
Lansing Community College

Lansing Community College Board of Trustees Proposed Meeting Calendar

January – December 2011

January 24, 2011
(4th Monday, due to MLK Holiday)

February 28, 2011
(4th Monday, due to President's Day)

March 21, 2011

April 18, 2011

May 16, 2011

June 20, 2011

September 19, 2011

October 17, 2011

November 21, 2011

December 12, 2011
(2nd Monday, due to Holiday)

DINNERS WILL BE HELD AT **5:00** P.M. IN THE ADM BUILDING ROOM 306 AND
MEETINGS WILL BE HELD AT **6:00** P.M. IN THE ADM BUILDING BOARD ROOM
UNLESS OTHERWISE INDICATED.

Committee Reports

Audit Committee Meeting

Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:00 p.m.

Roll Call

Present: Meyer, Proctor, Canja
Absent: None

Additions/Deletions to the Agenda

There were no additions or deletion to the agenda.

Limited Public Comment Regarding Agenda Items

There were no limited public comments regarding agenda items.

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Proctor that the October 4, 2010 Audit Committee meeting minutes with corrections be approved.

Roll call vote:

Ayes: Meyer, Proctor, Canja
Nays: None
Absent: None

The motion carried.

President's Reports

Informational – Purchasing Reports

Catherine Fisher presented the following reports which are detailed in the Audit Committee meeting materials:

1. Purchasing Reports

- a) Blanket PO Board Report (July – September 30, 2010)
- b) October 2010 Sole Source Report
- c) No Bids Justifications
 - 1) Apple Computer Inc.
 - 2) Impression 5 Science Center
 - 3) Itawamba Community College
 - 4) American Association of Community Colleges
 - 5) PeopleAdmn, Inc.

Committee Chair's Report

Approval of Trustee Expenses

IT WAS MOVED by Trustee Proctor and supported by Trustee Meyer that Trustee Canja's expenses from the ACCT Leadership Congress be approved.

Roll call vote:

Ayes: Meyer, Proctor
Nays: None
Absent: None

Trustee Canja abstained from voting.

The motion carried.

IT WAS MOVED by Trustee Proctor and supported by Trustee Canja that Trustee Meyer's expenses from the ACCT Leadership Congress be approved.

Roll call vote:

Ayes: Proctor, Canja
Nays: None
Absent: None

Trustee Meyer abstained from voting.

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Meyer that Trustee Proctor's expenses from the MCCA Board of Director's meeting be approved.

Roll call vote:

Ayes: Meyer, Canja
Nays: None
Absent: None

Trustee Proctor abstained from voting.

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Meyer that Trustee Smith's expenses from the ACCT Leadership Congress be approved.

Roll call vote:

Ayes: Meyer, Proctor, Canja

Nays: None

Absent: None

The motion carried.

IT WAS MOVED by Trustee Canja and supported by Trustee Meyer that Trustee Woods expenses from the ACCT Leadership Congress be approved.

Roll call vote:

Ayes: Meyer, Proctor, Canja

Nays: None

Absent: None

The motion carried.

Public Comment

There were no public comments.

Adjournment

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

Ayes: Meyer, Proctor, Canja

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 6:30 p.m.

**Lansing Community College
Board of Trustees
Audit Committee Meeting Calendar**

January – December 2011

(No meeting in January, due to Holiday)

February 7, 2011

March 7, 2011

April 4, 2011

May 2, 2011

June 6, 2011

September 12, 2011
(2nd Monday, due to Labor Day)

October 3, 2011

November 7, 2011

December 5, 2011

MEETINGS WILL BE HELD AT **6:00** P.M. IN THE ADMINISTRATION BUILDING
ROOM 200 UNLESS OTHERWISE INDICATED.