

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 16, 2015

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

Present: Abood, Berry, Canja, Hidalgo, Proctor
Absent: Meyer, Smith

Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Berry that the minutes of the February 17, 2015 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Dr. Knight asked that the Credit for Approved State or National Licensure or Certification Procedure – Change in Fee Structure be added to the consent agenda.

Limited Public Comment Regarding Agenda Items

Alex Azima addressed the Board regarding Trustee Abood's idea of a subcommittee to review the cost of books. He stated that the Academic Senate has investigated the use of Open Educational Resources as a way to make course material more affordable to students and adopted a resolution regarding its use.

Jeff Janowick addressed the Board regarding Trustee Abood's idea of a subcommittee to review the cost of books. He provided the Board with a link to open education

resources to review. He stated that the resolution adopted by the Senate encourages faculty and programs to consider open educational resources. He further stated there are areas you can't use open resources, but were it is possible they encourage the faculty to use them. Mr. Janowick stated that they encourage the college to support the use of these resources and to assist with the development.

Jim Luke addressed the Board regarding the colleges current Strategic Plan. He stated the college is two years into the plan and has made a lot of progress. He stated that the Academic Senate is active and that he is excited to hear that the Board is interested in some of the same ideas as the senate.

PRESIDENT'S REPORT

Informational

President Knight presented the March 2015 President's report to the Board. A copy of this report is on the LCC website.

http://www.lcc.edu/trustees/presidents_reports

Informational – Scholarship Presentation

Trustee Deborah Canja presented LCC scholarships to four high school student winners of the 5th annual Young Entrepreneurs Competition conducted by the Clinton County Economic Alliance. This year, all winners were from DeWitt High School.

- 1st place – \$1,000 – Samantha White
- 2nd place – \$500 – Emily Felzke
- 3rd place (tie) – \$250 each – Sarah Bland and Abigail Wade

Informational – 2015 American Advertising Awards (ADDY)

This year 18 LCC Students competed in the 2015 Mid-Michigan American Advertising Awards (ADDY). The LCC Foundation covered the cost of entry fees for the LCC students. The work submitted came from the ARTS 251 Graphic Design Communication class and the ARTS 175 Creative Design and Publishing class. The winners were announced Wednesday, March 4, 2015.

The ADDY submissions demonstrate the talent, training and hard work of LCC students and the quality of our Graphic Design program.

Informational - High School Diploma Completion Initiative and Early College Student Presentation

Students from the High School Diploma Completion Initiative (HSDCI) and the Early College (TEC) spoke to the Board about how they are benefiting from these programs.

Informational – Gateway-to-Completion (G2C) Initiative –Progress Update

Faculty member Martine Rife and Kevin Brown presented a PowerPoint presentation on the Gateway to Completion Initiative.

Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of February 28, 2015 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Net Position
 - d. Investments
 - e. Statement of Revenue, Expenses and Changes in Net Assets
 - f. Plant Funds Statement of Resources and Allocations
 - g. Capital Projects Monthly Reporting
 - h. Vendor Payments > \$10,000 for December 2014
 - i. Revenue and Expense Account Definitions
 - j. Asset, Liability and Net Asset Account Definitions
 - k. Organization/Division Crosswalk

Informational – Monthly Student Success

Dr. Richard Prystowsky's monthly Student Success Report highlighted the Center for Student Access.

LCC student Patricia Perry, who is in the paralegal program, spoke about how the Center for Student Access provides resources and access for her as a student with a disability.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Approval of Capital Region Airport Authority (CRAA) and Lansing Community College (LCC) Commercial Lease and Operating Agreement, Amendment #1
2. Change Order Transmittal
 - a. Strata Information Group Inc.
- ~~3. Early Learning Children's Community Proposal for Fee Increase (REMOVED)~~
- ~~4. Gretchen's House Contract Agreement Renewal (REMOVED)~~
5. Request for Proposals
 - a. Campus Master Plan
6. Credit for Approved State or National Licensure or Certification Procedure – Change in Fee Structure

Trustee Robert Proctor requested that the Early Learning Children's Community Proposal for Fee Increase and the Gretchen's House Contract Agreement Renewal be removed from the consent agenda so he can vote on the items separately.

IT WAS MOVED by Trustee Berry and supported by Trustee Abood that the Consent Agenda, removing the Early Learning Children's Community Proposal for Fee Increase and the Gretchen's House Contract Agreement Renewal, be approved.

Roll call vote:

Ayes: Hidalgo, Proctor, Canja, Abood, Berry

Nays: None

Absent: Smith, Meyer

The motion carried.

Action Items – Gretchen's House Contract Agreement Renewal

IT WAS MOVED by Trustee Canja and supported by Trustee Berry that the Gretchen's House Contract Agreement Renewal be approved.

Roll call vote:

Ayes: Abood, Hidalgo, Berry, Canja

Nays: None

Absent: Smith, Meyer

Trustee Proctor abstained from voting.

The motion carried.

Action Items – Early Learning Children's Community Proposal for Fee Increase

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Berry that the Early Learning Children's Community Proposal for Fee Increase be approved.

Roll call vote:

Ayes: Canja, Abood, Berry, Hidalgo

Nays: None

Absent: Meyer, Smith

Trustee Proctor abstained from voting.

The motion carried.

Chairman, Committee and Board Member Reports

Chair's Report – Workforce Development Board

Chair Proctor made the following announcements:

- The March meeting was cancelled, but he attended the Governor's Economic and Education Summit in Detroit on the behalf of CAMW.

Chair's Report – Michigan Community College Association

- He attended the MCCA Spring Board of Director meeting at Oakland Community College.

Chair's Report – The Association of Community Colleges Trustees

- He attended the ACCT Diversity Institute in Miami.

Chair's Report – James Bender's Request

Trustee Proctor stated that he reviewed the February minutes and is not clear on what Mr. Bender would like the Board to do and what issue they are supposed to address.

Trustee Berry stated that she would like the Board to be respectful and have a closing statement that they are finished and that his matter is the responsibility of college administration. She stated that she didn't want Mr. Bender to think he was waiting on something from the Board.

Trustee Canja stated she was not clear and asked David Fernstrum since the bargaining process has concluded and is no longer available is there opportunity for the Board to look at this matter.

David Fernstrum stated no because the policy states the right to grieve to the Board shall exist for any employee not otherwise governed by a collective bargaining agreement which provides for a different grievance process in which case the grievance shall go to the designated body.

Trustee Canja stated that because there was an issue raised about a process, is there an opportunity for the Board to look at how the college process was handled.

Mr. Fernstrum stated that the Board can hear whatever grievance it wants, but the Board at this point has let the grievance and arbitration procedures in the collective bargaining agreements handle all of the disputes for those employees covered by a collective bargaining agreement.

Trustee Proctor responded that if it pertains to a term or condition of employment, he does not think you can separate these out of the grievance process we have.

Trustee Abood stated that Trustee Berry brought it to the Board's attention to close the matter. He stated that he doesn't know if there was a wrong here or not and is not

inclined to vote to close or open the matter because he does not have enough information to decide tonight.

Trustee Berry stated that because a question was asked at the February meeting and the Board also received letters from Mr. Bender, there needs to be communication from this body so employees know where the Board stands with following the current policy it has in place. She also stated that if the Board is not willing to go further because of collective bargaining, the Board should not have an individual attend a meeting with the impression that the Board has power they will act on, but instead be up front if the Board is choosing to leave the process to other bodies. Trustee Berry stated that the Board has not been clear in responding as a body at the last meeting.

Trustee Canja stated that the Board should have the ability to look at this matter, but wants to know the process to do that.

Trustee Proctor stated that he does not believe the Board has the ability to look at it based on the policy the Board has adopted. He stated that a mechanism for disputes to be resolved was provided to Mr. Bender under his union contract. Trustee Proctor said he is not sure what went wrong in the process, but doesn't think the Board wants to open the door to everyone that has an employment dispute that might be resolved under the collective bargaining agreement.

Trustee Abood stated that if Mr. Bender has a lawyer and the college has a lawyer it wouldn't be prudent on the college's part to undermine it at this time until they have more information. He stated that he agrees that if this is a question the Board can answer it should answer.

Trustee Berry stated that the Board can answer at any time and allow the college's legal counsel to give them advice at a later date.

Trustee Proctor asked if discussion on this item was closed.

Trustee Canja stated she was confused because the Board has decided nothing. She stated that Board sets the policy and can change the policy. She said that if people complain there is an injustice in the process of how things are handled through the bargaining agreement, at some point when does the Board weigh in on it and look at the way the college is operating.

Trustee Canja stated that it is her understanding that the grievance process is over.

Mr. Fernstrum responded that it had never been initiated in accordance with the collective bargaining grievance procedure.

Trustee Proctor stated that if the issue is whether Mr. Bender's failure to exercise his rights gives him an opportunity to come through the door to have the board discuss his case; I submit "NO."

Trustee Abood stated that is not prudent to talk about individuals in an open session. He stated that it would be okay if they were talking about broad policies, but they aren't and talking about specific situations like this should be reserved for closed session.

Trustee Proctor asked what the Board would like to do.

Trustee Hidalgo asked if the Board could have its counsel address what Trustee Abood has talked about.

Mr. Fernstrum stated the only way the Board could discuss Mr. Bender's situation in closed session is at the request of the employee involved followed by a vote of the Board to go into closed session.

Trustee Hidalgo asked if this has been done.

Mr. Fernstrum responded no.

Trustee Abood asked if we have a formal request from Mr. Bender to do anything besides what he has presented to the Board.

Mr. Fernstrum responded no.

Trustee Abood asked Mr. Fernstrum if he was familiar enough with Mr. Bender's situation to write the Board a memo for the next meeting.

Mr. Fernstrum responded that he was and that he could prepare an opinion letter if directed to do so by the Board.

Trustee Proctor stated that he has read every piece of paper Mr. Bender has submitted, but would not talk about his opinion here at the meeting. He stated this dispute is cognizable anyplace, but not in this forum.

The Board Chair moved to the next agenda item.

Committee Reports – Audit Committee Update

Trustee Hidalgo gave the following Audit Committee Update:

- For information the administration presented the After the Fact Report, and IT Audit Status Update, the No Bid Purchase Report for Advertisements, Memberships & Sponsorships, the Sole Source Report and the No Bid Justifications for Educational Outfitters, Gretchen's House, Laerdal Medical Corporation and Snap on Industrial.
- The Audit Committee approved the Change Order Transmittal for Strata Information Group, Inc., which was approved tonight on the Consent Agenda.
- The Audit Committee also approved Conference and Workshop related expenses for the Trustees who attended the ACCT Legislative Summit.

Trustee Proctor called a recess at 8:37 p.m. and resumed the meeting at 8:48 p.m.

Board Member Reports – Board Generated Idea

The following items were presented as Board Generated Ideas:

1. Trustee Andrew Abood
 - a. Subcommittee to Review the Cost of Books
 - b. Video and Audio Recording of Lectures
2. Trustee Judi Berry
 - a. Business and Media Division
 - b. Continued Education for K12 Teachers and Administrators
 - c. Cyber Security
 - d. Doctoral Degree for Employees
 - e. Increase Enrollment for Home Schooled Students
 - f. Standardization of Course Design
3. Trustee Deb Canja
 - a. Customize Marketing Support for each Program of the College
 - b. Star Teachers

IT WAS MOVED by Trustee Canja and supported by Trustee Berry that moving the Subcommittee to Review the Cost of Books forward to the President for further investigation be approved.

Roll call vote:

Ayes: Hidalgo, Abood, Proctor, Berry, Canja

Nays: None

Absent: Meyer, Smith

The motion carried.

IT WAS MOVED by Trustee Hidalgo and supported by Trustee Canja that moving the Increase Enrollment for Home Schooled, Standardization of Course Design and the Customize Marketing Support for each Program of the College forward to the President for further investigation be approved.

Roll call vote:

Ayes: Berry, Canja, Abood, Hidalgo

Nays: Proctor

Absent: Smith, Meyer

The motion carried.

IT WAS MOVED by Trustee Berry and supported by Trustee Abood that the Board authorized the President to hire a Vice President of Marketing and Communication.

Roll call vote:

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

The motion carried.

Unfinished Business

There was no Unfinished Business.

Closed Session

There was no Closed Session.

Public Comment

There were no public comments.

Board Comments

There were no Board comments.

Adjournment

IT WAS MOVED by Trustee Abood and supported by Trustee Hidalgo that the meeting be adjourned.

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

The motion carried.

The meeting adjourned at 10:54 p.m.

Submitted.

A handwritten signature in black ink, appearing to read "Benita Duncan". The signature is written in a cursive, flowing style with large loops.

BENITA DUNCAN