Call to Order

The meeting was called to order at 5:05 p.m.

Roll Call

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

Trustee Proctor arrived at 5:06 p.m.

Pledge of Allegiance

Trustee Hollister led the Pledge of Allegiance.

Approval of Minutes

MOVED Trustee Pelleran and supported by Trustee Smith to adopt the November 19, 2007 Regular Meeting minutes and the November 28, 2007 Special Meeting minutes.

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

Motioned carried.

Additions/ Deletions to the Agenda

MOVED by Trustee Pelleran and supported by Trustee Rasmusson to add a resolution naming a reading room in the University Center after former Trustee Timothy A. Brannan.
Roll call vote:
Ayes: Hollister, Pelleran, Rasmusson
Nays: Proctor, Smith, Laverty
Absent: Canady

Motion failed.

The following changes were made to the agenda:

- Add Foundation update by Trustee Smith under Committee Reports.
- Remove 2007 ACCT Leadership Congress update under Board Members Reports.

**Limited Public Comment Regarding Agenda Items**

*State Representative Joan Bauer:* Thank you for the opportunity to be here again to address the Board. It is my honor this evening and privilege to present two tributes to outgoing LCC Trustees. I do know that Trustee Canady is not here and will leave with the Chair. I do have a special tribute to Trustee K.P Pelleran.

"Let it be known that it is with deep appreciation for the hard work and commitment she has displayed in her service to Lansing Community College that we commend Kathy G. Pelleran as her term on the Board of Trustees comes to an end. As a board member and community leader, Ms. Pelleran has displayed the highest standards of citizenship. Her talents and contributions to Lansing Community College have benefited our community in many ways and we join with her colleagues in expressing our admiration for her exemplary service. Over the past several years, Kathy Pelleran has played several vital roles on the LCC Board. After being appointed in June of 2000, Ms. Pelleran quickly developed a reputation for integrity and dedication to the advancement of the college. Highlights of her tenure with the LCC Board include her work on such committees such as the Regional Economic Development Team, the Lansing Community College Foundation and both the Leslie and Mason local development finance authorities. Kathy Pelleran also provided strong leadership on the Board by ensuring fair and competitive labor agreements with the college’s employees, supporting the institution with the development of bylaws and policies, development for the Board and most recently providing guidance and oversight for the University Center the institution’s largest and most extensive construction project. As the Board’s Vice Chair person from 2003 to 2007, Kathy Pelleran has consistently worked hard to ensure
that the Lansing Community College Board has maintained a strong and respectful relationship with the college’s faculty, staff, students and the community. In special tribute this document is signed and dedicated to honor and commend Kathy G. Pelleran as her seven years tenure at Lansing Community College comes to an end. May she know of our admiration and warmest wishes for happiness and health in the years ahead”.

This is signed by the representatives of the service area of the college which would include myself, as 68th District, Barb Byrum 67th, Mark Meadows 69th, Rick Jones 71st, Paul Opsommer 93rd, our State Senator Gretchen Whitmer and the Honorable Jennifer Granholm. Again, for public service, because I think we all know that people who serve in elected offices give a great deal of hours that none of us are aware of. I know that you have not only given that but your immense commitment to this College. Good luck and best wishes.

Trustee Pelleran gave brief highlights of successes during her tenure at Lansing Community College on points of pride.

**PRESIDENT’S REPORT**

**Hope Scholarship Update**

Chief of Police, Mark Alley presented a PowerPoint presentation that is on file with the official Board meeting materials.

Ms. Tony Glasscoe reported that they are working on a transition plan and appreciates the collaboration. She stated that they had tapped into almost every department and division on campus. Ms. Glasscoe stated the Emily Baynes is the financial aid contact. She reported and they have already helped students and parents with their pin number. She stated that in February they have college goal day and will be sending a mailing. Ms. Glasscoe stated that they have a series of events that will include putting an ad in the newspaper. She further stated that they have many H.O.P.E. scholars that are no longer with the Lansing School District. Ms. Glasscoe reported that she has provided the President’s office with a transition plan.

Discussion followed.

**Action Items - HERE Contract Approval**

President Cardenas stated that the Board was provided a financial impact with regards to the Hotel Employees and Restaurant Employee Union contract as well as the summary of changes.
**Action Items - Approval of Bids**

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

- Cellular Telephone Service and Equipment in the amount of $225,000 for a 4.5 year contract. The recommendation was to award the bid to Alltel.

- Identity and Access Management in the amount of $130,000 for Phase I. The recommendation was to award the bid to Mycroft Talisen Inc.

MOVE by Trustee Pelleran and supported by Trustee Smith to approve the two action items presented by the Board.

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

Motion carried.

**Chairman, Committee and Board Member Reports**

**Chairman’s Report - Information & Announcements**

Chairman Laverty stated that he had two resolutions that he would like to move. He presented the following resolution for Trustee Pelleran:

**WHEREAS, TRUSTEE KATHY G. PELLERAN** has served Lansing Community College for nearly eight years as an appointed and elected member of the Board of Trustees, having been appointed in June 2000 and elected in June 2001, and

**WHEREAS, TRUSTEE KATHY G. PELLERAN** was appointed and served with distinction on the Lansing Community College Board of Trustees as the Vice Chairperson for nearly five years, from July 2003 through December 2007, and

**WHEREAS, TRUSTEE KATHY G. PELLERAN** has served the Lansing Community College Board of Trustees as a member of the Personnel and Compensation Committee in 2006, and

**WHEREAS, TRUSTEE KATHY G. PELLERAN** has exhibited unwavering commitment to the Lansing Community College Board of Trustees as the appointed representative to the Regional Economic Development (RED) Team, Ingham County School Officers Association, Mason Local Development Finance
WHEREAS, TRUSTEE KATHY G. PELLERAN has admirably represented Lansing Community College by presenting High School Awards to students in the community who have achieved the highest academic distinction and scholarship, and

WHEREAS, TRUSTEE KATHY G. PELLERAN has shared her knowledge and applied her leadership skills to Lansing Community College during times of rapid change, such as providing guidance during the institution’s largest construction project, which generated three new state-of-the-art facilities and world-class classroom renovations, and in acquiring land that will strategically serve the institution, and

WHEREAS, TRUSTEE KATHY G. PELLERAN is credited with having the vision and providing leadership for the development of an emergency management plan that is compliant with State of Michigan standards, allows LCC staff to work collaboratively with local emergency management agencies, provides a National Incident Management System (NIMS) that makes LCC eligible to obtain federal grant dollars, designates management authority to the President, and provides protection to employees engaged in disaster relief, and

WHEREAS, TRUSTEE KATHY G. PELLERAN has traveled as an ambassador on behalf of LCC as part of the Japan Adventure program, and

WHEREAS, TRUSTEE KATHY G. PELLERAN has contributed greatly to the institution’s development of bylaw and policy development for the Board of Trustees, and was instrumental in creating the Office of Internal Audit and Compliance, and

WHEREAS, TRUSTEE KATHY G. PELLERAN has contributed in developing guidelines for Board Relations that resulted in the statement of Mutual Commitments adopted by the Board on June 18, 2007.

WHEREAS, TRUSTEE KATHY G. PELLERAN has served responsibly in ensuring fair and competitive labor agreements with employees, has worked to ensure that the voice and input of faculty, staff, and students are heard, and has responded to community needs in ensuring equitable access to the institution through such initiatives as the Senior Citizen Tuition Discount program, and

NOW THEREFORE, BE IT RESOLVED that, in recognition of her dedication and devotion to Lansing Community College, and for her many accomplishments while serving the residents of the College district, the Board of Trustees of Lansing Community College, on behalf of the students, faculty, staff, and community, recognize and congratulate Trustee Kathy G. Pelleran for her service on the Board of Trustees and extend appreciation for her invaluable contributions.

AND BE IT THUS RECORDED THIS 10th day of December, 2007.
MOVED by Chairman Laverty and supported by Trustee Hollister to approve the resolution for Trustee Kathy G. Pelleran.

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

Motion carried.

Chairman Laverty presented the following resolution for Trustee Canady:

**WHEREAS, TRUSTEE MARK H. CANADY** has served Lansing Community College for eight years as an appointed and elected member of the Board of Trustees, having been appointed in April 2000 and elected in June 2001, and

**WHEREAS, TRUSTEE MARK H. CANADY** has served the Lansing Community College Board of Trustees in a leadership position as Board Secretary/Treasurer from 2000 through 2003, and

**WHEREAS, TRUSTEE MARK H. CANADY** has served the Lansing Community College Board of Trustees as a dedicated member of the Audit Committee from 2003 through 2007, and

**WHEREAS, TRUSTEE MARK H. CANADY** has served with distinction the Lansing Community College Board of Trustees as the appointed representative to the LCC Foundation, Regional Economic Development Team and Michigan Community College Association, and

**WHEREAS, TRUSTEE MARK H. CANADY** has shared his knowledge and applied his leadership skills to Lansing Community College during times of rapid change, such as providing guidance during the institution’s largest construction project, which generated three new state-of-the-art facilities and world-class classroom renovations, and in acquiring land that will strategically serve the institution, and

**WHEREAS, TRUSTEE MARK H. CANADY** has traveled as an ambassador on behalf of LCC as part of the Japan Adventure program and is credited with having the vision to create a memorial on LCC’s campus in honor of Japanese partner Mr. Megumi Shigematsu, which resulted in the Shigematsu Memorial Garden, and

**WHEREAS, TRUSTEE MARK H. CANADY** has contributed greatly to the institution’s development of bylaw and policy development for the Board of Trustees, and
WHEREAS, TRUSTEE MARK H. CANADY has served responsibly in ensuring fair and competitive labor agreements with employees, has worked to ensure that the voice and input of faculty, staff, and students are heard, and has responded to community needs in ensuring equitable access to the institution through such initiatives as the Senior Citizen Tuition Discount program, and

WHEREAS, TRUSTEE MARK H. CANADY is credited with having the vision and providing leadership for the dedication of the Paula D. Cunningham Board Room, and

NOW THEREFORE, BE IT RESOLVED that, in recognition of his dedication and devotion to Lansing Community College, and for his many accomplishments while serving the residents of the College district, the Board of Trustees of Lansing Community College, on behalf of the students, faculty, staff, and community recognize and congratulate Trustee Mark H. Canady for his service on the Board of Trustees and extend appreciation for his invaluable contributions.

AND BE IT THUS RECORDED THIS 10th day of December, 2007.

MOVED by Chairman Laverty and supported by Trustee Pelleran to approve the resolution for Trustee Mark H. Canady.

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

Motion carried.

Committee Reports - Audit Committee Update

Chairman Laverty reported that the Audit Committee has selected an auditor for the Banner implementation. He stated that the committee is interviewing for the external auditor this week. He reported that a request for proposal for Banner Implementation Audit Services was issue on November 9, 2007. He stated that it was sent to six firms who specialize in this field. Chairman Laverty reported that on November 16, 2007 the College received proposals from Grant Thorton, Jefferson Wells and Pariveda Solutions. He stated that an interview committee consisting of representatives from Purchasing, the Board of Trustees staff, Audit Committee, Administrative Services, Financial Services, Information Technology Services and Strategic Learning and Partnership participated in the evaluations of the proposals received. He stated that proposals were evaluated based on the following:
1. The understanding of the Lansing Community College and its’ mission.
2. Experience resources and qualifications of the firm and individuals assigned to this account.
3. Experience of the firm with similar projects over the past five years.
4. Fees and expenses related to services.

Chairman Laverty reported that the three firms were interviewed last Friday, December 7, 2007. He stated that the evaluation committee recommends the award to Grant Thorton in the amount of $38,000 for the Banner implementation assessment and audit. He stated that on-going progress monitoring will cost $6,880 dollars per month in addition to the reimbursement of actual expenses. He reported that funding will come from the Banner Capital Project.

Chairman Laverty reported that the Evaluation Committee consisted of the following; himself, Trustee Hollister, Beckie Beard, Jack Bergeron, Stephanie Shanblatt, Catherine Fisher, James Humphries, Hoa Nguyen, and Chris Strugar-Fritsch.

**Board Member Reports - Presidential Search Update**

Trustee Proctor stated that Jan Greenwood, President of Greenwood and Associates, Inc. was in Lansing on November 7, 2007 to give an update to the Screening Committee on the progress of the search. He reported that prior to this meeting three individuals, one a current Trustee and two people who had been elected the day before and taking office in January, had a meeting with Ms. Greenwood. He stated that during the course of that meeting she identified some steps in the process. He said that a request was made to her to see the list of names of people who had responded as of November 7, 2007 and that the list was provided. Trustee Proctor said that he was advised of this by Ms. Greenwood later that evening at dinner. He said that Ms. Greenwood stated she should not have done that. He reported that he advised the Chair and a Special Board meeting we held to discuss this item. Trustee Proctor read the following resolution approved by the Board:

> It was MOVED by Trustee Rasmusson and supported by Trustee Hollister that Trustee Proctor is to advise the members of the Screening Committee that there has been a limited disclosure of the list of applicants to three persons who are not going to act on that information or share it and that Counsel negotiate the remaining details of Greenwood’s activities in the Presidential search.

Trustee Proctor stated that the counsel was Webb Smith of Foster, Swift, Collins & Smith. He stated that since the adoption of this resolution he has communicated with the Screening Committee and that Webb Smith is discussing with counsel from Greenwood and Associates the remaining details of Greenwood’s activities with the Presidential Search.

He read the following letter he had received from Betty Asher, Vice President dated December 10, 2007:
Dear Mr. Proctor:

On behalf of Greenwood and Associates, Inc., it has been a privilege to serve as the executive search consultant for the next Presidential of Lansing Community College. We take great pride in having been selected for this important assignment.

As can be imagined, there are many considerations to be kept in mind during a search like this. At the forefront is the integrity of the process, including matters of confidentiality. It has been communicated to us that certain members of the Board have concerns regarding disclosures during the official process, possibly including the identity of a potential candidate. We take this opportunity to express the serious regard in which we hold this issue.

As we understand it, information that we presented in confidence during a briefing we conducted for three recently elected incoming members of the Board may have somehow have been disclosed. Please be aware that we have found no evidence of a breach of confidentiality by Greenwood and Associates, Inc. If any confidential information was inappropriately disclosed in any manner, we certainly regret it.

We share the determination and vision of the Board to find the best possible candidates for providing leadership to Lansing Community College. In this regard, we are pleased that the search process itself has not been compromised. No one, including the applicants, has expressed concern to us or claimed a breach of confidentiality. Thus, we believe you are prudent to proceed with the search. In this regard, we look forward to continuing as the College’s search consultant. We appreciate the opportunity of working with the Board of Trustees of the College in achieving its objective of finding the best possible person to be the College’s new president and, at the same time, continuing to protect the confidentiality of all information relating to the search process.

Very truly yours,
Betty Asher

Trustee Proctor stated that subsequent to the meeting and the adoption of the resolution he spoke with Ms. Canja and Mr. Woods with regards to the matter in the subject of this report. He stated that they both advised him that the names had not been shared with anyone else and that he is confident that this is a true statement.

Trustee Proctor stated that although this should not have occurred the consequences are not that significant that would require the abandonment of this search consultant and the search process. He further stated that it has not effected or compromised the search process and is still on the timeline proposed by Greenwood and Associates.
MOVED by Trustee Proctor and supported by Trustee Hollister that Greenwood and Associates be directed to continue with the Presidential Search process on behalf of Lansing Community College.

Discussion followed.

MOVED by Trustee Pelleran and supported by Trustee Smith to table the motion made by Trustee Proctor.

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

Motion failed.

Chairman Laverty requested that a vote be taken on the initial motion made by Trustee Proctor.

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

Trustee Smith abstained from voting.

Motion carried.

**Board Member Reports - Foundation Update**

Trustee Smith gave the following report:
- The Foundation had its Holiday Open House on December 5, 2007 at the University Center. She said that 170 people attended.
- The focus for the evening was thanks to the donors.
- Letters were sent out for their end of the year appeal campaign.

Trustee Smith requested that the following letter from one of the 2006-2007 recipients be read into the record.

“I have been amazed to find the money isn’t the most important piece of the equation of receiving this scholarship. When I applied, I applied for the money to be certain. At the time I thought is was all about the financial support. I was wrong. To receive the financial support is an astonishing thing. The reduction of the stress of paying for the school is a wonderful enhancement to life. However, there has been something even greater; something unexpected; the
acknowledgement. To be recognized as worthy of your aid is simply
indescribable and to say thank you seem a feeble gesture. At this moment, my
thanks is all I have to give, so I pray you will accept my humble thank you for
your ever-so-generous gift.”

**Public Comment**

There was no public comment.

**Board Evaluation**

There was no Board evaluation.

**Adjournment**

MOVED by Chairman Laverty and supported by Trustee Hollister for the meeting
to adjourn.

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

Motion carried.

The meeting adjourned at 7:05 p.m.