

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
October 19, 2020

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order by Webex at 6:03 p.m.

## **Roll Call**

Present: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Vaive  
Absent: None

## **Pledge of Allegiance**

Trustee Mathews led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED BY Trustee Abood and supported by Trustee Mathews that the minutes of the September 21, 2020, Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Meyer, Abood, Hidalgo, Vaive, Buck, Mathews, Proctor

Nays: None

Absent: None

The motion carried.

## **Additions/Deletions to the Agenda**

The following additions/deletions were made to the agenda:

- Trustee Mathews asked to be added to the Letter of Support for the ACCT Associate Committee Interest Form with Trustee Vaive.

## **Limited Public Comment Regarding Agenda Items**

Mark Kelland: Mark Kelland addressed the Board regarding the new Policy and Procedure Development policy.

## **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

- A. 2020 Five-Year Capital Outlay Plan
- B. Cooperative Purchase
  - 1. Adobe Enterprise License
- C. Request for Proposals
  - 1. Campus-Wide Fixtures and Lamps
  - 2. Campus-Wide General Electrical Supplies
  - 3. Campus-Wide HVAC & Plumbing Supplies
- D. Sole Source
  - 1. Nexstar Broadcasting, Inc.

IT WAS MOVED BY Trustee Buck and supported by Trustee Vaive that the Consent Agenda be approved.

Roll call vote:

Ayes: Mathews, Buck, Abood, Meyer, Vaive, Hidalgo, Proctor

Nays: None

Absent: None

The motion carried.

## **Monthly Monitoring Report**

The following Monitoring Reports were presented:

- 1. Annual Board Monitoring Report
- 2. Audit Committee – Larry Meyer
  - a. Comprehensive Annual Financial Report – Jeannie Lambert, Rehmann
- 3. Monthly Financial Statements

### **Monthly Monitoring Report – Comprehensive Annual Financial Report**

Ms. Jeannie Lambert, of Rehmann, presented the Comprehensive Annual Financial Report.

IT WAS MOVED BY Trustee Meyer and supported by Trustee Abood that the Comprehensive Annual Financial Report be accepted.

Roll call vote:

Ayes: Vaive, Proctor, Buck, Mathews, Meyer, Hidalgo, Abood

Nays: None

Absent: None

The motion carried.

## Policy Development

### Policy Development – Board Bylaw 1.6.1

Trustee Proctor presented the following proposed revisions, in red, to Board Bylaw 1.6.1. He will present for approval at the November meeting.

#### 1.6.1 Authority and Powers Reserved by the Board

*All business conducted by the Board of Trustees shall be in conformance with the Community College Act and current Michigan statutes, including the Open Meetings Act, Act 267 of 1976, as amended, MCL 15.261 et seq, consistent with Governance Policy GP-301.*

*The College shall be managed by the Board of Trustees, in accordance with the Community College Act and keeping with these Board bylaws and the Statements of Purpose and Goals contained within the College's strategic plan. The general powers granted to the Board are those expressly provided for in the Community College Act and any powers implied or incident thereto, including the exercise of any power incidental or appropriate to the performance of any function related to the operation of the College in the interests of educational and other programs and services offered by the College.*

*More specifically, the duties of the Board of Trustees shall include, but are not limited to, the following: 1) appoint, evaluate, and/or remove the President ~~and appoint and/or remove Vice President level administrators~~; 2) **approve the establishment of vice-president, dean, department chair positions, or positions equivalent by classification or pay grade to vice-president, dean or department chair positions**, 3) appoint, evaluate and remove any positions designated within the Board policies; ~~34~~ 4) review and approve all consultant contracts, consistent with 1.10.5, not otherwise authorized by Board policy or specified within the capital budget approval; ~~45~~ 5) approve the issuance of College degrees and certificates; ~~56~~ 6) adopt, develop, and define Board and College policies; ~~67~~ 7) establish an annual College budget; ~~78~~ 8) establish and authorize College tuition, course fees, and other fees that apply to all students; ~~89~~ 9) authorize the sale, purchase, construction, and renovation of College land, buildings, and major equipment; ~~910~~ 10) define and review College strategic direction and goals; ~~1011~~ 11) institute and promote major College fund-raising efforts and authorize the acceptance of gifts to the College; ~~1112~~ 12) authorize the incurring of debt by the College; ~~1213~~ 13) evaluate the President, consistent with 1.6.3 **and BPR 402**. ~~13~~ ~~approve the establishment by any administrative means, through employment, contractual agreement or other means, of any additional vice-president, dean or department chair position(s), or other such administrative position(s) as set forth in Board policies.~~*

*MCL 389.104(2); MCL 389.121-123; MCL 389.127.*

### Policy Development – College Policy/Policy and Procedure Development (NEW)

Trustee Proctor presented a new college policy, Policy and Procedure Development, to clarify what constitutes a statement of policy and what constitutes a statement of procedure, sometimes referred to as a standard operating procedure, and the units of the college having responsibility for the approval, review, revision, repeal, or implementation of such statements.

Suggested changes were made by the administration:

**POLICY TITLE: POLICY AND PROCEDURE DEVELOPMENT**

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**I. Purpose**

*The purpose of this policy statement is to describe what constitutes a statement of policy and what constitutes a statement of procedure, sometimes referred to as a standard operating procedure, and the units of the college having responsibility for the approval, review, revision, repeal, or implementation of such statements.*

**II. Scope**

*This policy applies to all employees, students, contractors, and visitors to the College unless stated otherwise by the policy.*

**III. Policy Statement**

*College policies are statements established/approved by the Board of Trustees (Board), which provide direction to the College community regarding the conduct of College affairs. The Board reviews and approves proposed policies and changes to existing college policies before their implementation. The policy approval process requires a first reading of a proposed policy or change/amendment to a policy for informational purposes and a second reading for the Board to take any action on the policy proposal or change/amendment. The only exceptions would be for policy changes related to grammar and punctuation, and/or College position title changes with no significant changes in roles and responsibilities.*

*The Board of Trustees delegates authority to and requires the President through his/her/their designees to develop and manage standard operating procedures or practices that implement College policies. Standard Operating Procedures or practices, when developed by the administration to implement policies, will be presented to the Board for information.*

*In rare cases, an external regulatory agency or authority may require the College to have a policy on a matter that does not rise to the level of Board Policy (BP). The President through his/ her/their designees may develop and manage a policy to comply with such requirements under this limited circumstance. An example would be requirements for specific operational financial aid policies mandated by Title IV of the Higher Education Act.*

**A. Definitions**

1. **Policy:** A statement by the Board requiring and/or authorizing action used to guide and determine present and future decisions.
  - a) Establishes the “what”
  - b) Represents the voice of the Board
  - c) Responsibility of the Board

d) *Requires official adoption by the Board*

2. **Procedure:** *A statement that provides specific actions that must be taken to implement a policy. An individual employee or group of employees may be assigned or designated to develop and recommend a procedure or procedures. Any recommended procedure becomes effective only upon approval by the Executive Leadership Team (ELT).*

- a) *Establishes the “how”*
- b) *Includes the prescriptive details*
- c) *Responsibility of the CEO*

3. **Practice:** *College practices are the operational steps conducted within specific functional areas of the college to assure the College operates in a manner that adheres to policy and procedure. A practice may be defined/described in operational manuals, forms, methods, process documents. Practices are not subject to approval by the Board.*

4. **Authority:** *Board Bylaw 1.6.5*

#### **B. Board Policy (BP)**

*The Lansing Community College Policy Manual is the official repository of College policies that govern the operations of Lansing Community College. All policies shall be maintained in the Lansing Community College Policy Manual and on the College’s website. The Executive Assistant to the Board is responsible for the maintenance of the policy manual and the college’s policy website.*

1. *Each policy shall include the following elements:*
  - a. *Policy Number*
  - b. *Policy Title*
  - c. *Purpose*
  - d. *Scope*
  - e. *Policy Statement*
  - f. *Responsibility*
  - g. *Date of Board approval, review, or revision*

2. *Existing Policy Numbering System*
  - a) *Board Bylaw – 1.000*
  - b) *Governance Policies – 2.000*
  - c) *Student **and Instruction** Services – 3.000*
  - d) *Human Resources – 4.000*
  - e) *Finance – 5.000*
  - f) *Administration and Facilities – 6.000*
  - g) *Miscellaneous – 7.000*

#### **C. Standard Operating Procedures (SOP)**

*All standard operating procedures shall be maintained within each department and on the College’s website.*

1. *Each standard operating procedure shall include the following elements:*
  - a) *Procedure Number,*

- b) *Procedure Title,*
- c) *Reference to the Related Board Approved Policy, where applicable,*
- d) *Purpose*
- e) *Scope*
- f) *Prerequisites*
- g) *Responsibilities*
- h) *Procedures*
- i) *Reference*
- j) *Definitions*

2. *Existing Procedure Numbering System*

- 1) *AA - Academic Affairs*
- 2) *SA - Student Affairs*
- 3) *FA - Financial Aid*
- 4) *RO - Registrar's Office*
- 5) *CC – Curriculum Committee*

**IV. Responsibility**

*The responsibility for the interpretation and administration of this policy resides with the Board of Trustees and the Executive Assistant & Liaison to the Board.*

## **Linkage Planning/Implementation**

### **President Report – Update on the Equity Action Plan**

Dr. Robinson gave a presentation on Hiring, Recruitment, and Orientation. Discussion followed.

### **Chair's Report – Letter of Support for Trustees Vaive and Mathews for the ACCT Associate Committee Interest Form**

IT WAS MOVED BY Trustee Meyer and supported by Trustee Buck that the letter of support for Trustees Vaive and Mathews, for the ACCT Associate Committee Interest Form, be approved.

Roll call vote:

Ayes: Meyer, Hidalgo, Buck, Proctor, Abood, Mathews, Vaive

Nays: None

Absent: None

The motion carried.

### **Chair's Report – Update on ACCT Leadership Congress**

Trustees Meyer, Proctor, Mathews, Dr. Robinson, Dr. Samuels, and Ms. Duncan attended the ACCT Leadership Congress. Attendees of the conference provided brief updates.

### **Board Members Report – Foundation Board Report**

Trustee Mathews provided a brief Foundation Board update.

## Unfinished Business

There was no Unfinished Business.

## New Business

New Business items were presented for November.

## Public Comment

Alex Azima: Alex Azima addressed the Board regarding student success, standards, grading, and DEI in the recruiting of students.

Wyn Wilson: Wyn Wilson addressed the Board regarding faculty recruitment, the hiring pool available, and first-generation students.

## Board Comment

Trustee Vaive applauded the college on its handling of the radio station.

Trustee Mathews stated that Trustee Buck represented the college well as a panelist on a community virtual forum. The forum was a panelist discussion regarding courageous conversations about racial inequities, shared methods on taking action against systemic racism and enacting policies that positively affect the disproportionate disadvantage. Other panelists were Senator Curtis Hertel, Jr., Representation Sarah Anthony, and Ingham County Prosecutor Carol Siemon.

## Closed Session

IT WAS MOVED BY Trustee Buck and supported by Trustee Mathews that the Board enters into Closed Session pursuant to Section 8(h) of the Open Meetings Act to consider the material which is exempt from disclosure under Section 13 (1) (g) of the MI Freedom for Information Act to review and discuss the attorney's written legal opinion concerning employment agreements and to meet in a closed session pursuant to Section 8(c) of the Open Meetings Act for strategy and negotiation sessions in connection with the negotiation of the collective bargaining agreements.

Roll call vote:

Ayes: Abood, Buck, Hidalgo, Mathews, Vaive, Proctor, Meyer

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 8:37 p.m.

The Board returned to open session at 10:24 p.m.

Roll call:

Present: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Vaive

Absent: None

## Adjournment

IT WAS MOVED BY Trustee Buck and supported by Trustee Vaive that the meeting be adjourned.

Ayes: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Vaive


Nays: None

Absent: None

The motion carried.

The meeting adjourned at 10.24 p.m.

Submitted,

  
Executive Assistant & Liaison to the Board  
Benita Duncan