

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 15, 2021

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:02 p.m.

Roll Call

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

**All attended by Webex.*

Pledge of Allegiance

Trustee Abood led the Pledge of Allegiance.

Resolution

Trustee Proctor presented three of the following resolutions:

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

WHEREAS, the Community College Act of 1966, as amended, authorizes a Community College Board of Trustees to select and employ the president of the college; and

WHEREAS, selection of a CEO/President of the college is regarded as the most important responsibility of a Community College Board of Trustees; and

WHEREAS, Dr. Brent Knight, the sixth president of Lansing Community College, advised he would retire as president, effective June 30, 2020; and

WHEREAS, the Board of Trustees was determined to identify a leader committed to the College's traditions of academic excellence and service to all within the College's district and beyond the College's geographic boundaries; and

WHEREAS, the Board of Trustees believed it to be in the best interests of Lansing Community College, its students, employees, and the community served by the college that a national search for a president be undertaken; and

WHEREAS, the Board of Trustees desired a presidential search process of integrity; openness while maintaining the confidentiality of applicants; fairness; inclusiveness; and one devoid of unlawful discriminatory barriers that excluded or tended to exclude applicants because of an applicant's protected characteristics; and

WHEREAS, the Board of Trustees, believing it to be in the best interests of Lansing Community College, its students, employees, and the community served by the college, established a presidential search screening committee, whose membership included person representative of most, if not all, stakeholders within the college's geographic boundaries, and

WHEREAS, the Board of Trustees further believed that the presidential search screening committee should comprise persons of character and integrity who possessed a thorough understanding of the college's mission and current and future institutional needs, and

WHEREAS, Lawrence Hidalgo, the Chairman of the Board of Trustees, appointed **Ryan Buck**, a member of the LCC Board of Trustees, **Angela Mathews**, a member of the LCC Board of Trustees, **Jane Aldrich**, 2016 LCC distinguished Alumna and past anchor at WLNS-TV, **Tonya Bailey**, Chief Diversity Officer, **Edee Copeland**, CEO of Capital Area Michigan Works!, **Dawn Cousino**, Director of Communication, Media & Arts, and President of the Administrative Association (AFT), **Michelle Curtain**, Associate Professor of Nursing and President of the Academic Senate, **Tim Daman**, President and CEO of Lansing Regional Chamber of Commerce, **Kelly King**, Mid-Michigan Executive Director for the American Red Cross, **Guillermo Lopez**, Trustee of the Lansing School District, **Jason Mellema**, Superintendent of Ingham Intermediate School District, **Eva Menefee**, Lead Faculty Advisor in the Center for Academic and Career Pathways, and President of the Michigan Association for Higher Education, and **Dakeyia Scott**, LCC Student and Student Leadership Coalition Chair to serve as members of the presidential search screening committee, and

WHEREAS, each member of the committee performed an important and invaluable service, under extraordinary circumstances, by dutifully, faithfully, thoroughly, and fairly, reviewing applications and recommending four excellent candidates for the Board of Trustees' consideration, and

WHEREAS, Trustee Robert E. Proctor was appointed Chair of the Screening Committee, and

WHEREAS, Trustee Proctor, hereby, again expresses his gratefulness to the committee members for providing a diverse pool of candidates, with the breath, and depth of experience to lead LCC into the future, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends sincere Thanks to the Members of the 2020 LCC Presidential Screening Committee for their conscientious service and commitment to helping Lansing Community College serve the learning needs of a changing community.

AND BE IT THUS RECORDED THIS 15th day of March 2021.

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

WHEREAS, the Community College Act of 1966, as amended, authorizes a Community College Board of Trustees to select and employ the president of the college; and

WHEREAS, selection of a CEO/President of the college is the most important responsibility of a Community College Board of Trustees; and

WHEREAS, *Dr. Brent Knight, the sixth president of Lansing Community College, advised he would retire as president, effective June 30, 2020; and*

WHEREAS, *the Board of Trustees was determined to identify a leader committed to the College's traditions of academic excellence and service to all within the College's district and beyond the College's geographic boundaries; and*

WHEREAS, *the Board of Trustees believed it to be in the best interest of Lansing Community College, its students, employees, and the community served by the college that a national search for a president be undertaken; and*

WHEREAS, *the Board of Trustees desired a presidential search process of integrity; openness while maintaining the confidentiality of applicants; fairness; inclusiveness; and one devoid of unlawful discriminatory barriers that excluded or tended to exclude applicants because of an applicant's protected characteristics; and*

WHEREAS, *the Board of Trustees established a Presidential Search Office to ensure the integrity and independence of the search process; and*

WHEREAS, *the Presidential Search Office was operated separately from the college administration in an effort to protect the integrity of the search process; and*

WHEREAS, *the Board of Trustees requested the Executive Assistant & Liaison to the Board of Trustees, Ms. Benita Duncan, to assume the responsibilities, duties, and tasks involved in coordinating the activities of the presidential search process; and*

WHEREAS, BENITA DUNCAN *provided invaluable support to the Presidential Screening Committee and the LCC Board of Trustees during each phase of the process, such as offering counsel and advice, coordinating search activities with the selected national consulting firm, attending committee meetings, transcribing meeting notes, preparing mailings and correspondence, performing scheduling tasks, updating the website, distributing periodic updates through campus communications, and communicating with the public about ongoing search activities; and*

WHEREAS, BENITA DUNCAN *assisted the consulting firm in transitioning seamlessly from an "in-person" format to a "virtual format" to complete the applicant screening process of the presidential search during a national health crisis; and*

WHEREAS, BENITA DUNCAN, *excellently maintained her regular duties and responsibilities as the Executive Assistant to the Board of Trustees while performing screening committee duties; and*

WHEREAS, BENITA DUNCAN, *committed a tremendous number of extra hours to complete her responsibilities, duties, and tasks, including working beyond her normal daily work hours and on weekends; and*

WHEREAS, BENITA DUNCAN, *is to be commended for her professionalism in completing her responsibilities on behalf of both the Presidential Search Office and Board of Trustees; and*

***NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees overwhelmingly acknowledges the hard work, professionalism, and commitment of **BENITA DUNCAN, Executive Assistant & Liaison to the Board of Trustees**, for her tireless effort to support the Lansing Community College presidential search process.*

AND BE IT THUS RECORDED THIS 15th day of March 2021.

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

WHEREAS, the Community College Act of 1966, as amended, authorizes a Community College Board of Trustees to select and employ the president of the college; and

WHEREAS, selection of a CEO/President of the college is the most important responsibility of a Community College Board of Trustees; and

WHEREAS, Dr. Brent Knight, the sixth president of Lansing Community College, advised he would retire as president, effective June 30, 2020; and

WHEREAS, the Board of Trustees was determined to identify a leader committed to the College's traditions of academic excellence and service to all within the College's district and beyond the College's geographic boundaries; and

WHEREAS, the Board of Trustees believed it to be in the best interest of Lansing Community College, its students, employees, and the community served by the college that a national search for a president be undertaken; and

WHEREAS, the Board of Trustees desired a presidential search process of integrity; openness while maintaining the confidentiality of applicants; fairness; inclusiveness; and one devoid of unlawful discriminatory barriers that excluded or tended to exclude applicants because of an applicant's protected characteristics; and

WHEREAS, shortly after the start of the presidential search process, a nationwide health crisis occurred that caused significant changes in how the presidential search process would proceed; and

WHEREAS, the nationwide health crisis precluded the in-person and face-to-face structure that had been planned for the activities of the Presidential Search Screening Committee and the activities of the Board of Trustees in interviewing and considering the candidates recommended by the screening committee; and

WHEREAS, the nationwide health crisis necessitated a shift to a "virtual" platform to complete the search process; and

WHEREAS, PATRICK BUTCHER, the Event Technology Specialist for Lansing Community College, possessing the knowledge, skills, ability, and expertise required for a successful and seamless shift to a virtual platform that permitted the successful completion of each step in the presidential search process; and

WHEREAS, the Board of Trustees believes that PATRICK BUTCHER'S provided invaluable assistance to the screening committee and the Board of Trustees and that

without his assistance, the presidential search process would have been significantly impeded; and

WHEREAS, PATRICK BUTCHER displayed consummate professionalism and worked diligently to develop processes that enabled the screening committee and the Board of Trustees to complete their various tasks in the selection of a president; and

WHEREAS, Trustee Robert Proctor, Chair of the Presidential Screening Committee, has advised the Board of Trustees of the outstanding contributions of Patrick Butcher to the presidential search process; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees overwhelmingly acknowledges the hard work, professionalism, and commitment of **PATRICK BUTCHER**, and expresses its thanks for his tireless effort to support the Lansing Community College presidential search process.

AND BE IT THUS RECORDED THIS 15th day of March 2021.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that the resolution Honoring the LCC Presidential Screening Committee, the Resolution Honoring Benita Duncan, and Resolution Honoring Patrick Butcher be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Trustee Hidalgo presented the following resolution:

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

WHEREAS, the Community College Act of 1966 authorizes a Community College Board of Trustees to select and employ the president of the college; and

WHEREAS, selection of a CEO/President of the college is the most important responsibility of a Community College Board of Trustees; and

WHEREAS, Dr. Brent Knight, the sixth president of Lansing Community College, advised he would retire as president, effective June 30, 2020; and

WHEREAS, the Board of Trustees was determined to identify a leader committed to the College's traditions of academic excellence and service to all within the College's district and beyond the College's geographic boundaries; and

WHEREAS, the Board of Trustees believed it to be in the best interest of Lansing Community College, its students, employees, and the community served by the college that a national search for a president be undertaken; and

WHEREAS, the Board of Trustees desired a presidential search process of integrity, openness, fairness, inclusiveness, and one devoid of unlawful discriminatory barriers that excluded or tended to exclude applicants because of an applicant's protected characteristics; and

WHEREAS, the Board of Trustees established a Presidential Search Office to ensure the integrity and independence of the search process; and

WHEREAS, Robert E. Proctor, a member of the LCC Board of Trustees, was appointed as a member and Chair of the Screening Committee, and

WHEREAS, Robert E. Proctor's duties as Chair of the Screening Committee were to authorize and direct, upon appropriate consultation, the activities of the committee; and

WHEREAS, Robert E. Proctor worked directly with the search firm selected by the Board, Greenwood and Associates, Inc., to ensure a national search, recruitment, and consideration of the most outstanding candidates available; and

WHEREAS, Robert E. Proctor assumed responsibility for managing the Presidential Search Office, working with the Presidential Search Office staff to ensure that proper communications were maintained throughout the entire process between the Board, the search firm, Lansing Community College, and the community; and

WHEREAS, Robert E. Proctor provided detailed reports on the presidential search process at Board meetings, as necessary; and

WHEREAS, Robert E. Proctor's leadership as Chair of the Presidential Screening Committee resulted in the selection of four candidates for consideration as President of Lansing Community College; and

WHEREAS, Robert E. Proctor's hard work and forthright efforts as Chair of the Committee produced a rich pool of diverse candidates, with the breadth and depth of experience to develop strategic goals, implement new college initiatives, and lead the college into the future; and

NOW, THEREFORE, BE IT RESOLVED that, in recognition of his tireless efforts and steadfast commitment, the Board of Trustees expresses its sincere Thanks and Appreciation to **Trustee Robert E. Proctor** for his service as **CHAIR** of the Presidential Screening Committee.

AND BE IT THUS RECORDED THIS 15th day of March 2021.

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Mathews that the resolution Honoring Robert E. Proctor be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Approval of Minutes

IT WAS MOVED by Trustee Proctor and seconded by Trustee Mathews that the minutes of the February 15, 2021, Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Proctor asked that an Audit Committee update be added to the meeting agenda.
- Dr. Samuel corrected page 18 of the meeting materials to read:

| Description: Three (3) Year A&E Services Pool | Fiscal Year | Projected A&E Service Fees |
|--|-------------|----------------------------|
| A&E fees: 4/1/2021 – 6/30/2021 (remaining FY) | FY21 | \$316,000 |
| A&E fees: 7/1/2021 – 6/30/2022 | FY22 | \$252,000 |
| A&E fees: 7/1/2022 – 6/30/2023 | FY23 | \$182,000 |
| Contingency Rate | 6.67% | \$50,000 |
| Total Pool Value (4/1/2021 – 6/30/2023) | | \$800,000 |

Limited Public Comment Regarding Agenda Items

There were no Public Comments.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Cooperative Agreement

- ~~1. Architect/Engineering Services Pool *REMOVED*~~
- ~~B. FY2022 Tuition Rates *REMOVED*~~
- ~~C. Higher Education Emergency Relief Fund II (HEERF II) Capital Project Requests *REMOVED*~~
- D. Sole Source Justification
 - 1. Consumers Energy Lineworker Training Program
 - 2. TouchNet Software Renewal

Trustee Mathews asked to remove the Cooperative Agreement for Architect/Engineering Services Pool, the FY2022 Tuition rates and the Higher Education Emergency Relief Fund II (HEERF) Capital Project Requests from the consent agenda.

IT WAS MOVED BY Trustee Abood and seconded by Trustee Proctor that the Consent Agenda, removing the Cooperative Agreement for Architect/Engineering Services Pool, the FY2022 Tuition Rates, and the Higher Education Emergency Relief Fund II (HEERF II) Capital Projects Requests, be approved.

Roll call vote:

Ayes: Thomas, Abood, Hidalgo, Vaive, Buck, Mathews, Proctor
Nays: None
Absent: None

The motion carried.

Action Item - Cooperative Agreement for the Architect/Engineering Services Pool

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Abood that the Cooperative Agreement for the Architect/Engineering Services Pool be approved.

Trustee Mathews asked for clarity on the cooperative agreement.

Dr. Samuel stated that the college has the opportunity to use a cooperative agreement with the State of Michigan who has prequalified 43 vendors that can do the work needed. She stated these vendors have already been competitively bid and are at LCC's disposal to use.

Roll call vote:

Ayes: Mathews, Buck, Abood, Thomas, Vaive, Hidalgo, Proctor
Nays: None
Absent: None

The motion carried.

Action Item – FY2022 Tuition Rates

IT WAS MOVED BY Trustee Abood and seconded by Trustee Proctor that the FY2022 Tuition Rate of \$3 be approved.

Trustee Mathews stated that at the last Board meeting she expressed her concerns about raising the tuition to \$3 because of what has been going on with COVID. She asked what the financial impact of \$1 would be if the tuition increase was \$2.

Don Wilske, CFO, stated that based on the current enrollment it would be approximately \$275,000 of revenue to the college. He stated that the college is in the process of working on next year's budget and whatever increase the board approves tonight the college would have an estimate of what the college's revenue would be to come back to the board with a balanced budget. Mr. Wilske stated that it will come down to priorities.

Trustee Mathews stated that she would be in favor of a \$2 increase as opposed to a \$3 increase.

IT WAS MOVED BY Trustee Mathews and seconded by Trustee Thomas to amend the original motion and approve the FY2022 Tuition Rates at \$2.

Trustee Vaive asked when the college would expect to see aid?

Mr. Wilske stated that the most recent signed legislation in the American Rescue Plan, was signed by the US President last week and LCC has no final numbers provided yet by the federal government. He stated that the college is waiting to get that information. He further stated that no less than half of the aid must be distributed directly to students. Mr. Wilske stated that with the funds the college has received from the federal government, the college has far exceeded the requirement of what was distributed to students. He stated that supporting students directly to the greatest extent has been the college's number one goal.

Trustee Vaive asked if those funds would offset a tuition increase.

Mr. Wilske stated that the additional aid will not offset tuition. He stated that they are one-time restricted funds that the college has not received guidance from the Department of Education yet. He stated that the funds are like an additional Pell Grant stimulus check that students can use as they see fit.

Trustee Vaive asked if the other half of the money would go towards the things that the tuition increase would go towards.

Mr. Wilske stated not necessarily because there might be restrictions placed on those monies to go towards things that without the existence of the pandemic the college wouldn't normally spend.

Trustee Mathews asked if students would go lacking in services provided to them by the college if the rate was decreased to \$2.

Mr. Wilske stated that would be correct, but it wouldn't necessarily be services to students because the number one priority in budgeting is for the institution to provide the greatest extend of service it can. He stated that what would occur at this juncture is unknown because the college is still early in the budgeting process.

Trustee Abood stated that he appreciates Trustee Mathews attempt at protecting our students, but the tuition request recommended it not very much. He stated that just like the students, the LCC employees have not had a great year and he suspects that they would want raises and there are other costs associated with running the college needed. He stated that the college could probably operate without the \$1 increase, but over time those things can catch up to the college and thinks it's important as a Board to maintain the financial viability of the college.

Trustee Proctor stated the he suspects that the college is proposing a \$3 tuition increase as a component of balancing the college's budget. He stated that if the Board decides to only approve \$2, the college would have to make up the difference of loss dollars regardless of what the college gets from the feds.

There was discussion on the parking structure and if there would be any savings once the project is completed.

Trustee Mathews asked if she could resend her motion.

Trustee Buck stated that the motion would have to be voted up or down.

Trustee Buck stated that voting on tuition rates is probably the Board's second most important thing they do as Trustees, with the first being the hiring of the President.

Trustee Hidalgo stated there were several years where the college went without a tuition increase and several where the increase was minimal, but after a few years, it hurt the college. He stated that LCC was the lowest tuition in the state, but the college was not doing what it should have been doing for the students. Trustee Hidalgo stated that other issues are the college use to get a third from the state and a third from property taxes as its income, but that is less now and unfortunately, the college's only leverage is increasing tuition. He further stated that he wanted to make sure the college is breaking even and not going backward.

Trustee Thomas thanked Don Wilske, Dr. Robinson, and staff for providing information regarding the effects of a tuition increase or decrease and that everyone wants to see student success all the way around. She stated that she looks forwards to talking to Mr. Wilske about the budget.

Trustee Buck asked for a roll call vote on the motion to amend the original motion from a \$3 increase to a \$2 increase.

Roll Call vote:
Ayes: None

Nays: Thomas, Hidalgo, Buck, Proctor, Abood, Mathews, Vaive
Absent: None

The motion failed.

Roll call on the main motion the FY2022 Tuition Rate of \$3 be approved:
Ayes: Vaive, Proctor, Buck, Mathews, Thomas, Hidalgo, Abood
Nays: None
Absent: None

The motion carried.

Action Item – Higher Education Emergency Relief Fund II (HEERF II) Capital Projects Requests

IT WAS MOVED BY Trustee Hidalgo and supported by Trustee Vaive that the Higher Education Emergency Relief Fund II (HEERF II) Capital Projects Requests be approved.

Dr. Robinson and his team provided brief information on the purpose of the HEERF II funds.

Roll called vote:
Ayes: Abood, Buck, Hidalgo, Mathews, Vaive, Proctor, Thomas
Nays: None
Absent: None

The motion carried.

Recess 7:47 p.m. – 7:55 p.m.

Roll call:
Present: Abood, Buck, Hidalgo, Mathews, Proctor, Thomas, Vaive
Absent: None

Monthly Monitoring Report

The following items monitoring reports were presented:

- A. Developmental Education Update – English
(Sally Welch and her team provided a presentation)
- B. FY2022 Estimate of Taxes and Appropriation Necessary
- C. Monthly Financial Statements

Policy Development

Trustee Proctor provided the following Policy Committee Update.

- Trustee Proctor, Ms. Duncan, Don Wilske, Dr. Seleana Samuel, and Dr. Sally Welch serve on the Policy Committee.
- The committee will review 60 policies.
- The first meeting is on April 8, 2021.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Robinson presented the March 2021 President’s report to the Board.

Community Linkage – Chair’s Report

Trustee Buck provided an update on the letter the Board received from State Rep. Sarah Anthony and the City of Dewitt Downtown Development Authority included in the meeting materials.

Committee Reports – Foundation Board Update

Trustee Buck gave the following Foundation Board Update:

- The Thomas J. Pung Memorial Nursing Scholarship was established by his sister, Jan Pung. It is a non-endowed scholarship but will fund one student’s education and nursing certification up to \$20,000.
- The Foundation is proud to sponsor Take a Stand! Sit In! LCC faculty were inspired by the national call to action by Dr. Anthea Butler for a Scholar Strike to underscore the urgent importance of addressing racism and injustice in the United States. LCC faculty envisioned a call to action by creating the Take a Stand! Sit In! teaching event. LCC faculty will be taking a stand against the injustices of racism in America by exploring many topics and mediums addressing racism.
- The Foundation has an active search for a Development Coordinator who will focus on annual giving, stewardship, and donor communication.

Unfinished Business

There was no Unfinished Business.

New Business

New Business items were presented for March.

- A. Consent Agenda – Action Items
 - 1. Interest to Bid
 - a. Campus-Wide Roofing Contractor Maintenance Services
 - b. Campus-Wide Rubbish Removal and Recycling Services
 - 2. Request for Proposals
 - a. Campus-Wide Pest Control Services
 - b. Diagnostic Medical Equipment Maintenance Services
 - c. Virtual Dissection Cadaver Tables
 - 3. Sole Source
 - a. SAS Institute Agreement Renewal
- B. Monthly Monitoring Reports
 - 1. Developmental Education Report
 - 2. Monthly Financial Statements

Public Comment

Mark Kelland: Mark Kelland addressed the Board regarding the psychology online learning and the recent ranking of LCC's psychology program as #1 in the nation online.

Board Comments

There were no board comments.

Closed Session

IT WAS MOVED by Trustee Vaive and seconded by Trustee Mathews that the Board goes into closed session pursuant to Section 8 (c), of the MI Open Meeting Acts for strategy and negotiation sessions in connection with the negotiation of the collective bargaining agreements.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into a closed session at 9:44 p.m.

The Board returned to an open session at 10:47 p.m.

Roll call:

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

Absent: None

Adjournment

IT WAS MOVED by Trustee Mathews and seconded by Trustee Vaive that the meeting be adjourned.

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 10:48 p.m.

Submitted,


Executive Assistant & Liaison to the Board
Benita Duncan