

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 21, 2021

**Regular Meeting**  
Adopted Meeting Minutes

## Call to Order

The meeting was called to order at 5:33 p.m.

## Roll Call

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

*\*Attended by Webex.*

Trustee Proctor arrived at 5:38 p.m.

## Pledge of Allegiance

Trustee Thomas led the Pledge of Allegiance.

## Public Hearing on the Fiscal Year 2022 Budget Proposal

Trustee Hidalgo made ~~the following statement~~this statement:

The Board of Trustees published a formal notice in LSJ on June 14 through 19, 2021 of this public hearing on the budget for the 2021-2022 fiscal year, for which the College proposes to levy 3.7692 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2022 budget and approving this budget by the Board of Trustees will meet the truth in budgeting statute for levy of the proposed mills.

The Chair thanked everyone for their interest and opened the floor to Public Comment.

## Public Comments

There were no Public Comments on the budget for the 2021-2022 fiscal year.

## Public Hearing Adjournment

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Abood that the Public Hearing on the Budget for the 2021-2022 Fiscal Year be adjourned.

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

Nays: None  
Absent: Hidalgo

The motion carried.

The public hearing adjourned at 5:40 p.m.

## Call to Order

The regular Board of Trustees meeting was called to order at 5:41 p.m.

## Roll Call

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

Trustee Hidalgo arrived at 5:57 p.m.

*\*Attended by Webex.*

## Resolution and Special Recognition

The Board observed a moment of silence for LCC's Founding President Dr. Philip J. Gannon.

## Approval of Minutes

IT WAS MOVED by Trustee Mathews and seconded by Trustee Vaive that the minutes of the May 17, 2021, Regular Board of Trustees meeting be adopted.

~~The following correction~~ This correction was made to the minutes:

~~The following items~~ These items were presented under the consent agenda:

- A. *Capital Project Request*
  - 1. *Gannon Building Roof Replacement*
- B. *Change Order*
  - 1. *Purity Cylinder Gases, Inc.*
- C. *Michigan New Job Training Agreement and Revenue Bond*
  - 1. *Michigan Orthopedic Center, P.C – Amendment No.2*
- D. *Request for Proposals*
  - 1. *Virtual Cadaver Tables*
- E. *Sole Source*

**F. Siemens Industry, Inc.**

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

## Additions/Deletions to the Agenda

~~The following additions~~These additions/deletions were made to the agenda:

- Trustee Buck asked that the Public Safety Review be moved to after Limited Public Comments. He also asked to add a vehicle provision of Dr. Robinson's employment agreement to action items.
- Dr. Robinson asked that the update on the Equity Action Plan be added to the meeting agenda under the Monitoring Reports.
- He also made corrections to the meeting materials:
  1. Page 75, Parking Lot Agreements; The agreements will be funded by the **Student Parking Fund**.
  2. Page 66, Parking Agreement between the City of Lansing and Lansing Community College. In addition, the City has worked out a plan to provide the college approximately **387** metered street parking spaces for students. This solution leaves the College with 113 fewer employee parking spaces and **394** fewer student parking spaces short of the campus's 2019 capacity.
  3. Page 92, An eligible employee ~~who is~~ paid above the top step of the wage scale will receive a lump sum payment of **\$600** for each of the 2021-22 and 2022-23 fiscal years.

## Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments regarding an agenda item.

## Chair's Report

### Public Safety Review – Baker Tilly

Baker Tilly presented a 10-minute presentation on the Public Safety Review. There were comments from Dr. Robinson and staff and a Q&A from the Trustees.

Discussion followed.

IT WAS MOVED BY Trustee Abood and seconded by Trustee Vaive that a 90-day moratorium on issuing tickets be approved.

Trustee Abood clarified that his motion is to have a 90-day moratorium on issuing tickets and to receive a report from the administration and Chief Gaines on what their answer is regarding the Baker Tilley report.

Roll call vote:

Ayes: Vaive, Abood

Nays: Hidalgo, Thomas, Mathews, Buck, Proctor

Absent: No

The motion failed.

## Consent Agenda - Action Items

~~The following items~~ These items were presented under the consent agenda:

- A. Capital Project Request
  - 1. Campus-Wide Repeater Design, Equipment, and Installation
- B. Capital Region Airport Authority Assignment and Amendment of Lease – Concession Agreement
- C. Change Order
  - 1. Dee Cramer Inc. and Limbach Company LLC
- ~~D. College Policy—Student and Instruction (REMOVED)~~
  - 1. Academic Amnesty (*REVISED*)
  - 2. Academic Due Process (*REVISED*)
  - 3. Academic Records (*REVISED*)
  - 4. Academic Standing (*REVISED*)
  - 5. Approval of New Courses and Programs (*REVISED*)
  - 6. Assessment of Student Learning Outcomes (*REVISED*)
  - 7. Credit for Previously Acquired Knowledge and Learning Experience (*REVISED*)
  - 8. Eligibility for In-District, In-State, Out of State or International Tuition (*REVISED*)
  - 9. Granting of Additional Associate Degrees (*REVISED*)
- E. Cooperative Purchase
  - 1. Cisco Meraki Wi-Fi Access Points
  - 2. HPE Servers
  - 3. Internet Service Provider
- F. Michigan New Jobs Training Agreement and Revenue Bond

1. MWC, LLC – Amendment No. 2
2. Spartan Fire Chassis, LLC, A Rev Group Company – Amendment No.
- ~~G. No Bid Justification (REMOVED)~~
  1. Brainfuse Tutoring Services
- H. Parking Agreement between the City of Lansing and Lansing Community College
- ~~I. Parking Lot Lease Agreements (REMOVED)~~
  1. Central Free Methodist Church
  2. Trinity Evangelical Lutheran Church
  3. Walk in Truth Ministries
- J. Ratification of the LCC-PTCTU Labor Contract Agreement
- K. Sole Source Justification
  1. Sierra Library Services Platform (LSP)
- L. Waiver of Employment of Relatives Nepotism Policy

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Thomas that the consent agenda, removing College Policies, No Bid Justification for Brainfuse Tutoring Services, and the Parking Lot Lease Agreements, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## **Consent Agenda – College Policies**

Trustee Proctor made corrections to the policy revisions submitted for approval:

### ***Academic Amnesty***

#### ***II. Scope***

*This policy applies to qualified students who receive one or more 0.0 grades resulting in a low GPA possibly blocking their entrance into programs or fields of study.*

## **Academic Due Process**

### *I. Purpose*

*To afford due process to a student whenever the student might be deprived of a right or benefit, is issued or threatened ~~with the issuance of~~ with issuing disciplinary action, or receives an adverse academic or administrative decision.*

## **Assessment of Student Learning Outcomes**

### *I. Purpose*

*The College believes that to best serve students and the community, with integrity and transparency, students who complete academic courses or credentials should possess the skills and knowledge as stated in the College's published descriptions of those courses and programs.*

## **Credit for Previously Acquired Knowledge and Learning Experience**

### *I. Purpose*

*To allow for the recognition by the College of a student's (1) previous academic experience gained from other institutions of higher education, (2) acquired knowledge, and (3) credit by examination. The College also recognizes that students may have previous knowledge or experience from other institutions, businesses, or industries, resulting in competency for our LCC courses.*

## **Eligibility for In-District, In-State, Out-of-State, or International Tuition**

### *III. General*

#### ***Eligibility for Paying In-State Tuition***

*A student is eligible for In-State tuition if:*

- 1. The student has established residency within the State of Michigan for a period of at least four consecutive months immediately preceding the student's first day of classes\*; and*
- 2. The student has not lived at any other location since establishing residency within the ~~district~~ **state**, except for temporary periods of absence for less than four months (e.g., for travel, temporary employment, etc.); and*
- 3. The student is not present as an international student.*

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the revision to the Academic Amnesty, Academic Due Process, Academic Records, Academic Standing, Approval of New Courses and Programs, Assessment of Student Learning Outcomes, Credit for Previously Acquired Knowledge and Learning Experience, Eligibility for In-District, In-State, Out of State or International Tuition and Granting of Additional Associate Degrees be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – No Bid Justification for Brainfuse Tutoring Services**

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that No Bid Justification for Brainfuse Tutoring Services be approved.

Trustee Mathews asked if there was data with the percentage of students that have used Brainfuse since LCC went online last year and if there was ~~some~~ comparison from when Brainfuse was first approved.

Provost Welch stated that part of her questions was answered in a report submitted to the Board in May. She stated that they can pull the spring data and add it to the report ~~that was~~ submitted back in May to create another report for Trustee Mathews.

Trustee Buck requested that report could be ~~made available~~ provided to the entire Board.

### **Consent Agenda – Parking Lot Lease Agreements**

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the Parking Lot Lease Agreements with corrections be approved.

Trustee Buck corrected the word statues on pages 78, 82, and 87 to read statutes.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Action Item – FY 2022 Budget Proposal

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Hidalgo that the Fiscal Year 2022 Budget Proposal be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Action Item – Vehicle Agreement for President

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that ~~pursuant to under~~ the employment agreement between the Board of Trustees and President Robinson, and subject to the Board's purchasing policy, the Board directs the college to purchase or lease a Buick Enclave for the President.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Monthly Monitoring Report

The Monthly Financial Statements were presented for information.

## Policy Development

### Policy Development – Student and Instruction and Finance College Policies

Trustee Proctor presented ~~the following Student and Instruction~~ this Student and Instruction policy revisions for a first read:

#### **~~ASSIGNMENT OF CREDIT HOURS AND NON-CREDIT COURSES~~**

---

##### ***I. Purpose***

*The establishment of assigning credit hours for credit-bearing courses regardless of the modality and/or delivery method.*



## **II. Scope**

*This policy applies to all credit-bearing courses offered by the College.*

## **III. General**

### **Credit Courses**

*Curriculum must be approved through the College's procedures as determined by the Provost before a course is designated and offered as a credit course. When a new or revised course is proposed, it will be decided ~~at that time~~ the assigned credit hours for that ~~particular~~ course.*

## **IV. Responsibility**

*The responsibility for the interpretation and administration of this policy is delegated to the Senior Vice President of Academic Affairs/Provost or designee.*

## **DUAL ENROLLMENT PROGRAM**

---

### **I. Purpose**

*To authorize the establishment of an enrollment program that provides opportunities for eligible high school students to enroll in college courses while attending high school.*

*~~The College recognizes that there are instances where high school students are academically ready to earn college credit. In order to To serve the community in these cases, the College will provide qualified students with educational enrichment through dual enrollment.~~*

### **II. Scope**

*This policy applies to ~~qualified~~ eligible high school students.*

### **III. General**

*Dual enrollment ~~is designed to provide~~ provides an opportunity for ~~qualified~~ eligible high school students to earn college credit. High school credit ~~may or may not~~ might be granted according to the discretion of the participating high school.*

### **V. Responsibility**

*The responsibility for the interpretation and administration of this policy is delegated to the Registrar or ~~his/her~~ designee.*

## ETHICS AND STANDARDS OF CONDUCT FOR STUDENTS

---

### I. Purpose

To establish ethical standards and a code of conduct for students attending the College.

~~A positive and successful learning environment provides opportunities for all students to successfully complete their educational goals while developing life skills necessary to enrich and support themselves, their families, and their community as global citizens.~~

~~The College recognizes the value and importance of a safe and orderly learning environment that encourages honesty, integrity, and ethical conduct conducive to academic success, personal growth, and responsible social behavior.~~

### II. Scope

This policy applies to all students.

### III. General

The Student Code of Conduct and the Student General Rules and Guidelines ensure the protection of student rights and the health and safety of the College community, ~~as well as and~~ to aid ~~in the efficient operation of in~~ efficiently operating ~~efficiently operating~~ College programs. Failure to follow this policy ~~may result in~~ ~~may cause~~ disciplinary action ~~up to and~~ including expulsion.

### IV. Responsibility

The responsibility for the interpretation and administration of this policy is delegated to the Dean of Student Affairs or ~~his/her~~ designee.

## PARTNERSHIPS

---

### I. Purpose

To establish the guidelines and criteria ~~pursuant to~~ under which the College may ~~enter into~~ sign formal academic and training partnerships.

~~Community College is committed to forging~~ Community College will forge formal educational partnerships and alliances which:

- ~~lead to increased educational opportunities for our students and for the community;~~
- ~~share mutually agreed upon goals;~~
- ~~can be **shown to be** mutually beneficial to all partners;~~
- ~~can be projected to succeed, and~~
- ~~can be adequately supported by College fiscal or human resources~~

## **II. Scope**

This policy applies to all **academic and training partnerships entered into signed by the College**. ~~College partnerships with academic institutions as well as and business and industry.~~

## **III. General**

In alignment with ~~the~~ our LCC's mission and vision, the College will engage in partnerships only with organizations ~~which~~ **that** maintain the standards of quality and service to which **the College is committed**. ~~The establishment of such partnerships shall be based on the following considerations~~**these considerations/criteria: we hold ourselves.**

- **The partnership will** lead to increased educational opportunities for ~~our~~ **the College's** students and for the community;
- **The parties** share mutually agreed upon goals;
- **The partnership** can be ~~shown to be~~ mutually beneficial to all partners;
- **There exists demonstrable evidence that the partnership can succeed;** ~~can be projected to succeed, and~~
- **The partnership** can be adequately supported by College fiscal or human resources

The College ~~may should~~ develop **additional general** guidelines ~~to guide~~ for decision-making in the establishment of formal partnerships and **shall** review partnerships regularly to ~~be sure~~ **ensure** they are meeting the criteria described above.

## **IV. Responsibility**

The responsibility for the interpretation and administration of this policy is delegated to the Provost/Senior Vice President of Academic Affairs or ~~his/her~~ designee.

**PROGRAM REVIEW EFFECTIVENESS**

---

**I. Purpose**

*To require the establishment of a formal review process ~~that is~~ designed to assess and enhance the effectiveness of programs offered by the college and ensure that such programs are of the highest possible quality.*

*~~In order to~~ To ensure that the academic programs offered by the college continue to be of the highest possible quality, all programs will engage in a formal process of review designed to assess and enhance program effectiveness.*

**II. Scope**

*This policy applies to all academic programs.*

**III. General**

*The program review process will be outcomes-based and data-driven. It will involve identification and measurement of quality indicators appropriate to the program. Reviews will occur on ~~an ongoing~~ a **cyclical** basis.*

**IV. Responsibility**

*The responsibility for the interpretation and administration of this policy is delegated to the Provost/ Senior Vice President of Academic Affairs or ~~his/her~~ designee.*

**STUDENT ATTENDANCE**

---

**I. Purpose**

*Lansing Community College recognizes that student success improves when students are engaged with their learning experience. **To promote student success by encouraging student attendance and engagement between students and faculty in the students' learning experience.***

**II. Scope**

*This policy applies to all classes offered by the College ~~with the exception of~~ except for courses or workshops from the Community Education and Workforce Development Division.*

**III. General**

College recordkeeping and reporting of student attendance will comply with ~~external accreditation~~, state ~~and~~/or federal regulations.

**IV. Responsibility**

The responsibility for the interpretation and administration of this policy is delegated to the Provost/Senior Vice President of Academic Affairs or ~~his/her~~ designee.

Trustee Proctor presented ~~the following Finance~~ this Finance policy revisions for a first read:

**AUDIT**

---

**I. Purpose**

~~The purpose of this policy is~~ To delineate the requirements for ongoing internal and annual external audits of all College records and activities to ensure ~~appropriate~~ oversight and compliance with all legal and regulatory requirements (MCL 389.143) and Board policies.

**II. Scope**

This policy applies to internal audits of College operations and records and external audits of all College financial records.

**III. General**

A. ~~Lansing Community College~~ **The** Board of Trustees established an Audit Committee to enhance the College's commitment to accountability and to assist the Board of Trustees in fulfilling its fiduciary responsibilities including financial reporting, internal control over financial ~~reporting~~ **operations**, the audit process, and monitoring compliance with laws and regulations. The committee is primarily responsible for oversight and review of various accountability systems ~~with~~**in** the College, particularly internal and external auditing functions. The Audit Committee's responsibilities ~~include the following~~**include**:

1. Oversee the selection of the external auditor of the annual financial statements of the College, review findings ~~therefrom~~, and provide the Board of Trustees with ~~appropriate~~ reports.
2. Oversee the selection of the internal auditor. Review and approve the internal audit program including the development of the internal audit plan and adopting ~~the scope of~~ the internal audits.

3. *Render advice and assistance to the Board of Trustees in fulfilling its fiduciary responsibilities for College accounting, reporting practices, and internal controls and undertake such other activities and responsibilities as ~~shall be~~ requested by the Board of Trustees.*
4. *Assist in maintaining public confidence in the procedures and processes used by the College in all of its financial transactions and reporting.*

*In ~~the fulfillment~~ fulfilling of these responsibilities, the committee shall, insofar as practicable, foster direct communications with external auditors and shall assure direct access and reporting from the contracted internal auditors.*

- B. *~~On a periodic basis~~ Periodically, but not more than every 7 ~~seven~~ years, the College will issue a Request for Proposal (RFP) for a certified public accounting firm to perform annual financial audits. College staff will perform due diligence on firms submitting proposals, and a recommendation for firm selection shall be brought to the Board of Trustees for action.*
- C. *By October 31, the Audit Committee shall submit the annual audit to the Board of Trustees. The annual external audit report will be filed as required by federal and state laws.*

#### **IV. Responsibility**

*Responsibility for the interpretation and administration of this policy is delegated to the Audit Committee or his/her designee.*

## **CAPITAL PROJECTS**

---

### **I. Purpose**

*This policy ~~is intended to define~~ should define purposes, parameters, and the total expected cost of capital projects undertaken by the college. This ~~is intended to assure~~ should assure that the policymakers, employees, and funding bodies have sufficient information to ascertain the financial impact and viability of any proposed capital project.*

### **II. Scope**

*This policy applies to all proposed capital projects exceeding \$500,000.*

### **III. General**

- A. *Definitions: a capital project shall be any project over \$500,000 undertaken to build, renovate, or expand any college facility or to acquire new real property for current or future use. The definition of a capital project shall also include the acquisition or development of any new system, including technology, telecommunications, or other similar personal property on behalf of the college, or major upgrades or modifications to the same. The components of the proposed capital project shall be ~~similar in nature~~ similar. Unrelated items shall*

~~not be combined for the sole purpose of meeting the \$500,000 threshold solely to meet the \$500,000 threshold.~~

B. Information for a proposed capital project shall ~~include the following~~include:

1. ~~Detail of proposed expenditures for design, construction, and equipment including~~ **Projected costs for design, construction, and equipment, as applicable, as well as and a** contingency equal to ten percent of the total, requested capital budget;
2. Professional services expected to be utilized ~~in support of~~ to support to support the project;
3. ~~Proposed~~ **Projected** operating budget including additional costs of insurance, utilities, staffing, etc. when the project is completed.

#### IV. **Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Senior Vice President of Business Operations or his/her designee.

## COLLEGE INVESTMENTS

---

### I. **Purpose**

**To ensure** all College investments ~~must~~ conform to State statutes governing **the** investment of public funds. ~~The following objectives~~ These objectives will serve as a guideline for managing and investing the funds of the College.

1. The primary objective is the preservation of capital ~~and the protection of~~ and protecting investment principal.
2. The College will design the investment portfolio to comply with state statutes.
3. The College will strive to attain the best average rate of return balanced against investment risks.
4. The College shall ~~make investments to invest to~~ assure that funds are available through cash flow projections, and maintenance of ~~an~~ adequate liquidity.

### II. **Scope**

This policy applies to all investments made with College funds.

### III. **General**

#### A. **Safety of Principal**

The College shall undertake investment transactions in a manner to ensure the preservation of capital in the overall portfolio. The objective will be to minimize both credit risk and interest rate risk:

1. *Credit Risk is Custodial Credit Risk and Concentration Credit Risk. Custodial Credit Risk is the risk of loss due to the failure of the security issuer or backer.— The College will minimize Custodial Credit Risk by, limiting investments to the ~~types of~~ securities listed in Section III, B of this Investment Policy. The College will pre-qualify the financial institutions, broker/dealers, intermediaries, and advisors with which the College will do business ~~in accordance with~~ under Section III, C of this Investment Policy. Concentration of Credit Risk is the risk of loss attributed to the magnitude of the College's investment in a single issuer. The College will minimize ~~the~~ Concentration of Credit Risk, by appropriately diversifying the investment portfolio to minimize the impact of potential losses from any one ~~type of~~ security or issuer.*
2. *Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates. The College will minimize Interest Rate Risk by structuring the investment portfolio so ~~that~~ securities mature to meet cash requirements for ongoing operations, ~~thereby~~ avoiding the need to sell securities in the open market. The College will primarily invest operating funds in shorter-term securities, liquid asset funds, money market mutual funds, or similar investment pools that limit the average investment maturities to help ensure the College meets its cash requirements*
3. *Foreign Currency Risk State statute does not authorize the College to invest in investments ~~that have this~~ with this type of risk.*

**B. Allowable Investments**

~~The Chief Financial Officer is delegated the authority to invest College funds. The Chief Financial Officer may invest proceeds from debt retirement funds, building and site funds, building and site sinking funds, and general operating funds. The College directs the Chief Financial Officer through the College's Accounting Department to execute investments restricted to those allowable under 331 PA 1966, being MCL 389.142, as amended.~~

**C. Authorized Financial Dealers and Institutions**

~~The Accounting Department will maintain a list of dealers and financial institutions authorized by the Chief Financial Officer. The Accounting Office should annually review the listed institutions based on rating agency reports and recommend ~~appropriate~~ changes to the Chief Financial Officer.~~

**D. Diversification and Maturity Limitation**

~~Diversification strategies should be established and periodically reviewed ~~with respect to~~ regarding the following:~~

1. *Specific maturities*
2. *Specific issuer*
3. *Specific class of securities*



**IV. Responsibility**

The responsibility for the interpretation and administration of this policy is delegated to the Chief Financial Officer or his/her designee.

---

**EXTERNAL COMMUNITY SPONSORSHIPS**

---

**I. Purpose**

As a public institution, the College must spend taxpayer dollars appropriately, and only for ~~the purpose of directly supporting~~ to directly support the mission and goals of the College. College funds generally should not be used to support non-profit and governmental organizations ~~except when unless~~ there is a direct exchange for a measurable good, services, or benefit ~~that is similar to~~ or of equal value.

**II. Scope**

This policy applies to all external community sponsorships.

**III. General**

The College may support activities and events hosted by non-profit and governmental organizations provided that:

- A. Sponsorships are allowed under the Internal Revenue Publication 557 on Tax-Exempt Status (as ~~may be~~ amended or replaced ~~from time to time~~ occasionally), and (2) the sponsorship will be used ~~in a manner that serves so it serves so it serves~~ the mission and goals of the College ~~as set forth in~~ the bylaws and strategic plan;
- B. The total budget for sponsorships shall be subject to limitations of the approved College budget and distributed to eligible recipients;
- C. Such sponsorships are summarized and reported to the Board of Trustees ~~on a quarterly basis~~ quarterly; and
- D. Such sponsorships are not otherwise prohibited by law.

**IV. Responsibility**

The responsibility for the interpretation and administration of this policy is delegated to the Associate Vice President of External Affairs, Development, and K-12 Operations or his/her designee.

---

**FINANCIAL OVERSIGHT AND MONITORING**

---

**I. Purpose**

To establish the criteria for ~~The purpose of~~ financial oversight and monitoring by the Board of Trustees. ~~The Board of Trustees is to~~ exercises due diligence over College

financial activities through planning and reporting based upon criteria established by the Board ~~as well as and~~ and other legal requirements and restrictions. This includes budget development, ongoing financial monitoring, and compliance with budget and other relevant parameters.

~~In order~~ To provide better defined policy guidance to the administration and to establish expense parameters and define reporting requirements, the College's Board of Trustees annually reviews and approves a budget for General Fund operations for the ensuing fiscal year. The College's Board of Trustees also approves capital projects upon request as outlined in the Capital Projects Policy.

## II. Scope

The adopted budget serves as a financial plan for the administration ~~as well as and~~ and a basis of financial reporting to allow the Board of Trustees, on behalf of the students and public, to monitor and exercise ~~appropriate~~ due diligence over the financial affairs of the College.

Sarbanes-Oxley was adopted into law in 2002 and applied to publicly traded companies. However, to conform with ~~relevant~~ professional guidance for higher education arising from the adoption of Sarbanes-Oxley and the desire to comply with the spirit of the law, the Board of Trustees must exercise clear and transparent due diligence in its oversight of College financial activities and establish reporting and monitoring requirements ~~necessary~~ to fulfill its fiduciary duties.

## III. General

### Required Monthly Financial Reporting

A. Statement of Net Position: The Statement of Net Assets assesses the balance of the College's assets (the resources it can use to provide service and operate the College) against its liabilities (its obligations to turn over resources to other organizations or individuals). The difference between the College's assets and its liabilities is called net position. Net position is an indicator of the College's financial position (its financial standing at a ~~given~~ point in time). Financial position can be tracked over time to assess whether the College's financial health is improving or deteriorating. To assess the overall health of the College, ~~in addition to besides~~ the financial position, other non-financial factors, such as the trend in enrollment, student retention, condition of the infrastructure, and the strength of the faculty must be made.

1. Individual line items with variances from the prior year to ~~the current year~~ this year that exceed +/- \$100,000 and greater than 5% must be identified and the reason for the variance explained.

B. Statement of Investments: The Statement of Investments summarizes the makeup of the College's short and long-term investments, the anticipated average annual yield, and the estimated annual income. The allowable investments, amounts, and term lengths are subject to the College Investment

*policy and State of Michigan investment laws for public institutions.*

1. *Any significant changes in investments and changes from short-term to/from long-term investments will be included within the variance explanations for the Statement of Net Position.*

C. *Statement of Revenues, Expenses, and Changes in Net Position:* *This financial statement presents how the College's finances are changing each fiscal year, which runs from July 1 to June 30. The flow and measurement of the College's revenues and expenses during the fiscal year are reported. The resulting change in net position indicates if the College's funds are increasing or decreasing its financial position.*

1. *A summary of the ~~current~~ change in financial position for all fund types other than the General Fund is reported in the monthly financial statement report to the Board of Trustees.*

D. *General Fund Operating Revenues, Expenses, and Transfers - Adopted Budget and Actual:* *The General Fund is the College's main accounting fund and records the transactions of the College's operating activities. This financial schedule presents ~~the current year's~~ this year's earned revenues, incurred expenses, and approved transfers as a percentage of the original, or if applicable, amended budget. ~~The current year's~~ This year's activity is compared to the prior year's earned revenue, incurred expenses, and approved transfer as a percentage of the prior year's fiscal year total. The ~~current~~ percentage of budget realized is compared to the rate of revenue earned, expenses incurred, and transfers completed at the same point in time in the prior year.*

1. *The percentage of ~~current~~ year budgeted revenues recognized by the source is compared to the percentage of prior year actual revenues recognized. Individual revenue sources that the variance is 5 percentage points higher or lower from the prior year must be identified and the reason(s) for the variance explained.*
2. *The percentage of ~~current~~ year expenses budgeted for each major category is compared to the percentage of prior year actual expenses incurred. Individual expenses ~~that have~~ with a variance of 5 percentage points higher or lower from the prior year must be identified and the reason(s) for the variance explained.*
3. *The percentage of ~~current~~ year transfers budgeted is compared to the percentage of prior year actual transfers completed. Individual transfers that the variance is 5 percentage points higher or lower from the prior year must be identified and the reason(s) for the variance explained.*

E. *Detail Operating Expenses: Adopted Budget and Actual Expenses - Comparison by Division and by Account:* *This financial schedule presents the General Fund total Divisional operating expenses in two methods. First, the budget for each Division within the College, and second, the detailed operating expense classifications.*

1. The percent of budgeted ~~current~~-year expenses ~~incurred~~ for each Division is compared to the percentage of prior year actual expenses incurred. Divisional expenses that the variance is greater than \$100,000 and 5 percentage points higher or lower from the prior year must be identified and reason(s) for the variance explained.
2. The percentage of budgeted ~~current~~-year expenses ~~incurred~~ for each expense classification is compared to the percentage of prior year actual expenses incurred. Individual classifications that the variance is greater than \$100,000 and 5 percentage points higher or lower from the prior year must be identified and reason(s) for the variance explained.

F. Capital Projects: The Capital Projects schedule presents ~~all of~~ the Board approved and in process Board approved capital projects. The statement ~~provides a summary of~~ summarizes the approved project budget and the cumulative project expenses from the project's inception and Board approval through the current financial period.

No funds shall be transferred out of the General Fund unrestricted fund balance and no contingency funds may be utilized without prior approval of the Board of Trustees.

The annual budget shall include a vacancy factor for overall salaries and benefits. The vacancy factor will ~~serve to limit~~ limit over-budgeting and help keep tuition and fee costs ~~as low as possible~~ low.

The administration will report material variances from the adopted budget revenues or expenses as outlined above to the Board of Trustees at the next scheduled meeting. The President shall notify the Board if the administration will present a request for necessary amendments to the budget ~~as a result of~~ because of the noted variances.

The external auditor will present the Comprehensive Annual Financial Report, the Single Audit Act Compliance Report, and the Independent Auditors Communication with Those Charged with Governance to the Audit Committee and then submit the reports and communication directly to the Board of Trustees with copies to the President and Chief Financial Officer. The external auditor will present the College's financial audit at a public board meeting.

#### **IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Chief Financial Officer or ~~his/her~~ designee.

**PURCHASING**

---

**I. Purpose**

~~The purpose of this policy is~~ To establish guidelines for purchasing goods and services on behalf of the College.

**II. Scope**

All purchasing activities are governed by federal and state laws. Purchases made for federal and state contracts or grants shall follow this policy and/or the contract or grant requirements, whichever is most restrictive.

**III. General**

The Board of Trustees has delegated authority to the Purchasing Department:

- A. To facilitate all purchasing processes and ~~assist in the establishment of~~ help to establish lease agreements between the College and other parties.
- B. To seek Board of Trustees approval for purchases exceeding \$100,000, unless already authorized ~~within the approval of~~ within approving a larger capital project. The total anticipated payment to a supplier must be considered in determining ~~the~~ purchase order total, including anticipated expenses over and above the direct cost of the good or service. When an increase in the total purchase from under \$100,000 to over \$100,000 is expected, or a cumulative increment of \$100,000, over the original Board Authorization, the change order shall be reported to the Board's Audit Committee, and forwarded to the Board for approval.
- C. To notify the Audit Committee of the Board of Trustees of non-competitive purchases (sole source and no-bid) over \$25,000 within three **business** days.
- D. To facilitate Executive Privilege purchases by the President of the College for professional services under \$25,000. Of which, only six can be requested during any given fiscal year.
- E. To delegate limited purchasing authority to authorized employees via a purchasing card program.
- F. To ensure all purchases are made in a manner free from conflict of interest and establish safeguards to ensure a purchasing system of high quality and integrity. The safeguards are outlined as standard operating procedures.
- G. To coordinate emergency purchases.

1. "Emergency" shall be defined as an occurrence or need that presents a hazard to students, employees or the general public, a physical plant problem that would impede or shut down operation of a facility, or a systems failure that would ~~seriously~~ impair any critical function of the college for which remedial action could not reasonably be delayed 24 hours.
  2. ~~In cases where~~ Where delaying an emergency purchase of \$100,000 or more until the next regularly scheduled Board meeting ~~would result in~~ would cause a material undue expense, or in cases of an emergency, the President will inform the Board Chairperson or his/her designee of the need to proceed with a purchase and request his/her approval. Every effort will be made to contact all Board members to notify them of the emergency requirement. Members of the Board shall be notified of the final disposition of the purchase.
- H. To notify departments when Purchasing Policy violations occur and keep a record of such violations. Violations of the Purchasing Policy include but are not limited to: (a) pyramiding of purchases or splitting transactions which ~~would result in~~ would cause avoiding the requirements for competitive bidding; (b) accepting goods or services prior to completing the appropriate purchasing process; (c) signing a contract on behalf of the College without being an official signatory; (d) having packages delivered to non-college addresses ~~except in extenuating circumstances and/or with prior written approval from the appropriate Executive Leadership Team member and Purchasing Director~~; and (e) using the college purchasing card to make personal purchases.

Any violation is subject to discipline. Any instance of fraud or misuse of College funds will be reported immediately ~~to the appropriate Executive Leadership Team member and Human Resources Department~~. Any cumulative amount over \$1,000 will be reported ~~monthly to the appropriate Executive Leadership Team member and Human Resources~~. ~~Such violations will also be reported monthly to the~~ Audit Committee of the Board of Trustees.

- I. To coordinate the contract signature process for purchase and lease agreements. ~~The only individuals employed by the College in the following positions~~ these positions; President, ~~Executive~~ Senior Vice President of Business Operations, Chief Financial Officer, and Purchasing Director, may sign a contract on behalf of the College.

~~The only individuals employed by the College who may sign a contract on behalf of the College are the President, Senior Vice President of Business Operations, Chief Financial Officer, and Purchasing Director.~~

#### **IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Senior Vice President of Business Operations or ~~his/her~~ designee.

## STUDENT TUITION AND FEES

---

### I. Purpose

*To provide standards for the Board of Trustees to establish tuition and fee rates ~~in accordance with~~ under ~~According to~~ the Michigan Community College Act., “~~the Board of Trustees may establish and collect tuition and fees for resident and nonresident students.~~” ~~the~~ Board of Trustees shall review student tuition and fees ~~on an annual basis~~ annually ~~annually~~, based on the financial requirements of the College ~~in order~~ to provide optimal services to students at an affordable price.*

### II. Scope

*This policy applies to annual and long-range financial planning.*

### III. General

*In establishing tuition and fee rates the Board of Trustees shall consider (1) the financial requirements of the College, (2) the effect of tuition and fees on student access and affordability, (3) quality of services provided to students, and (4) the tuition and fee rates of comparable Michigan community colleges.*

*Any change in tuition and fees that applies to all students will be established ~~no later than~~ by March 31 prior to the next Fall semester and communicated to incoming students regarding future costs.*

*In-State tuition shall be two times the In-District rate. Out-of-State tuition shall be three times the In-District rate, and International tuition shall be three and one-half times the In-District rate.*

*Staff review of fees will occur ~~on an annual basis~~ annually ~~annually~~ to ~~assure the following~~ assure:*

- a. *Total costs to students are reasonable when benchmarked against other educational institutions.*
- b. *Course fees are used to differentiate the varying costs of courses and sections.*
- c. *Any fees assessed to all students will be weighed against a more straightforward and easily communicated tuition increase.*
- d. *The administrative cost to assess and collect a fee is reasonable compared to revenue generated.*

Fees may be assessed for special services or privileges, materials furnished, or to recover college cost of special processing (e.g., ~~bad-check~~ **Non-Sufficient Funds** fee).

**IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Chief Financial Officer or ~~his/her~~ designee.

**SUPPLANTING**

---

**I. Purpose**

~~Lansing Community College is committed to~~ **To ensure** the appropriate use of Federal funds received as either the direct grantee or as a sub-recipient. Federal compliance requirements include the requirement for a recipient to have a formal policy related to supplanting of institutional funds with Federal Funds.

**II. Scope**

This policy applies to all College expenditures related to Federal funds that include a compliance requirement that does not allow ~~for the use of~~ for using supplanting.

**III. General**

The College will only use Federal funds received under certain Federal grants to supplement and ~~to the extent practicable,~~ increase the ~~amount of~~ state and local funds that would be ~~in the absence of~~ absent such federal funds be ~~made available provided~~ for the grant program use. ~~In no case~~ Never will ~~LCC~~ **the College** use Federal funds to supplant such state or local funds.

**IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated **to** the Chief Financial Officer or ~~his/her~~ designee.

**TRAVEL AND BUSINESS-RELATED EXPENSE**

---

**I. Purpose**

~~Lansing Community College~~ **To** recognizes the need for its **College** employees to travel for professional development, training, and to conduct authorized College business. Reasonable and ~~appropriate~~ expenses incurred for travel and business-related expenses while conducting authorized College business shall be reimbursed to the employee ~~in accordance with~~ under the approved College Travel and Business-Related Expense procedure.



## **II. Scope**

This policy applies to all **College** employees.

## **III. General**

### **A. Elements of Travel Procedures**

The Administration ~~is responsible for maintaining~~ maintains the College's ~~Business and Travel~~ **and Business-Related** Expense procedure.

Travel funded by a grant or contract will be subject to and governed by the more restrictive travel requirements prescribed by the grant, contract, or College procedure.

Employees accompanied by guest(s) when traveling will adhere to the Travel and **Business-Related** Expense procedure related to guest travel requirements. The College will not pay expenses of an employee's spouse, family or others accompanying the business traveler. Employees must request approval of the President for any exceptions to this policy prior to any authorization of such expense. The ~~Administration~~ **Chief Financial Officer** must report approved exceptions to the Audit Committee prior to any authorization of such expenses.

The Audit Committee Chair or ~~his/her~~ designee shall approve exceptions to the Travel & **and Business-Related** Expense Policy for the President and report approved exceptions to the Audit Committee.

### **B. Acceptable Business Related Expenses**

The College will ~~pay~~ **reimburse** employees for reasonable and necessary expenses ~~incurred~~ in connection with approved travel on behalf of the College when reimbursement is not received from any other source.

The standards for deductible business expenses are listed in IRS Publication 463 Travel, Entertainment, Gift and Car Expenses. Expenses may be paid by the College, providing ~~the following conditions~~ these conditions are met:

1. It is appropriate to the conduct of official college business;
2. If such expenses are approved by the *appropriate member or the Executive Leadership Team or immediate supervisor with budget authority*;
3. The request identifies the individual(s) traveling;
4. The request identifies the business reason or expected benefit;
5. The request ~~provides adequate documentation to~~ adequately documents support expenses.

## **IV. Responsibility**

*Responsibility for the interpretation and administration of this policy is delegated to the College's Chief Financial Officer or his/her designee.*

## Policy Development – Action Item/Veteran In-State

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive to suspend the Board Bylaws and approve the revisions to the Veteran's In-State Tuition Policy.

---

### VETERANS IN-STATE TUITION

#### I. Purpose

~~This policy is adopted in order to comply~~ *To ensure compliance with Section 1005 of the Isakson and Roe Veterans Healthcare and Benefits Improvement Act of 2020 (PL 116-315), which is an update to Section 3679(c) of title 38, United States Code, including PL 115-251, also known as the Veterans Access, Choice, and Accountability Act of 2014 (Choice Act) which requires the Department of Veteran Affairs to disapprove programs of education for payment of benefits under the Post-9/11 GI Bill (Chapter 33), and Montgomery GI Bill-Active Duty (Chapter 30), and Vocational Rehabilitation Veterans Readiness and Employment (Chapter 31) at public institutions of higher learning if the schools charge qualifying veterans and dependents tuition and fees in excess of over the in-state rate.*

#### II. Scope

*This policy is effective August 1, 2021, and applies to any qualifying veteran and qualifying dependents of veterans (children/spouses).*

#### III. General

*The U.S. Department of Veterans Affairs established new requirements to ensure that our Nation's recently discharged Veterans, and their eligible family members, would not have to bear the cost of pay for out-of-state charges while using their well-deserved education benefits. The State of Michigan submitted policy language which was approved and adopted by the VA for public institutions of higher education that offer VA approved programs.*

*To remain compliant and approved to receive VA's GI Bill programs funding, schools must charge in-state tuition and fee amounts to "covered individuals." A "covered individual" is defined in Section 1005 of Public Law 116-3151 as: ~~in the Choice Act as:~~*

- A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school **regardless of when they discharged from military service.** ~~within three years of discharge from a period of active duty service length of at least 90 days or more.~~
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school **regardless of when the military member discharged from military service.** ~~within three years of the transferor's discharge from an period of active duty service length of at least 90 days or more.~~
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school **regardless of when the military member died in the line of duty.** ~~within three years of the service member's death in the line of duty following an period of active duty service length of at least 90 days or more.~~

Any individual using VA Educational Assistance Benefits under either Chapter 30, (~~Montgomery GI Bill®—Active Duty Program~~), Chapter 31, (~~Vocational Rehabilitation and Employment®~~), Chapter 33, (~~Post 9/11 GI Bill®~~), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David **or the** Fry Scholarship (~~38 U.S.C. § 3311(b) (9)~~) who and lives in the State of Michigan while attending Lansing Community College, regardless of his/her formal state of residence, and **regardless of when they or the military member was discharged from military service,** ~~enrolls in the school within 3 years following active duty service length of at least 90 days~~ will pay in-state tuition rates for all VA approved programs.

#### **IV. Responsibility**

*The responsibility for the interpretation and administration of this policy is delegated to the Registrar or his/her designee.*

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## **Linkage Planning/Implementation**

### **Community Linkage – President's Report**

President Robinson presented the June 2021 President's report to the Board.

## Chairman, Committee, and Board Member Reports

### Chair's Report

Trustee Buck stated that the Board will be returning to in-person meetings in September, but will be monitoring the college's changing conditions. He stated that the college will continue to broadcast the meeting through Webex so there is higher public engagement with the Board meetings.

Trustee Buck thanks Dr. Robinson for recognizing Pride Month. He stated that because of a Supreme Court decision, he can marry another man, but if that decision were overturned that marriage would be in jeopardy and others who wanted to marry ~~would no longer be able to~~could no longer. He further stated ~~it is good to~~ see that the college is moving forward and bringing about a positive change. Trustee Buck reminded everyone that pride month originated from a riot in New York City.

### Committee Reports – Foundation Board Update

Trustee Mathew gave ~~the following Foundation Board~~this Foundation Board update:

- Star Day of Giving was June 1. The college will plan to do them ~~annually in the future~~annually. The Foundation raised over \$21,500. ~~Most importantly~~Most important it brought in new donors and reconnected us to lapsed donors.
- The Foundation has restarted face-to-face donor meetings. This month the Foundation secured a \$5,000 gift with a \$100,000 planned gift from one donor, a \$3,000 a year gift for ten years plus a \$300,000 planned gift from
- The Foundation has a position posted for a Development Coordinator focused on Annual Giving.

## Unfinished Business

There was no Unfinished Business.

## New Business

New Business items were presented for September.

- A. Consent Agenda

1. Dual Enrollment Program (REVISED)
  2. Credit and Non-Credit Courses (REINSTATE)
  3. Ethics and Standards of Conduct for Students (REVISED)
  4. Partnerships (REVISED)
  5. Program Effectiveness (REVISED)
  6. Student Attendance (REVISED)
  7. Audit (REVISED)
  8. Capital Project (REVISED)
  9. College Investment (REVISED)
  10. External Community Sponsorship (REVISED)
  11. Financial Oversight and Monitoring (REVISED)
  12. Purchasing (REVISED)
  13. Student Tuition Fees (REVISED)
  14. Supplanting (REVISED)
  15. Travel and Business Related Expense (REVISED)
- B. Monitoring Report
1. 2021 Five Year Capital Outlay Plan
- C. Chair's Report
1. Appoint Voting Delegate for ACCT Leadership Congress

## Public Comment

Johnathan Brink: Johnathan Brink, Chair of the Music Program, introduced himself as the newly elected Academic Senate President. He addressed the Board regarding the initiatives and projects he has done on campus.

Gezelle Oliver: Gezelle Oliver thanked the Board for the approval for the PTCTU bargaining agreement.

Ronda Miller: Ronda Miller addressed the Board regarding the success of the LCC's spring athletics programs despite COVID-19. She highlighted some of LCC's track and field, softball, baseball, and basketball athletics.

Jeffry Wilson: Jeffry Wilson addressed the Board ~~regarding the approval of~~ regarding approving the PTCTU contract and he also suggested that the college looks into electric vehicles to travel ~~in~~ between the college's campuses.

## Board Comments

Trustee Vaive announced that the East Lansing Food Co-op moved to the east side as part of the Allen Neighborhood Center. She stated that they need volunteers and donations.

Trustee Thomas stated that the meeting was productive and she is looking forward to the changes ~~that are~~ coming. She congratulated the LCC's athletes, welcomed the new Chief of Police, and stated she was looking forward to working with everyone.

## Closed Session

IT WAS MOVED BY Trustee Mathews and seconded by Trustee Vaive that the Board go into closed session ~~for the purpose of discussing a written legal opinion to discuss a~~ written legal opinion regarding an employment agreement.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board ~~entered into signed~~ a closed session at 9:29 p.m.

The Board returned to the open session at 9:43 p.m.

Roll call:

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

Absent: None

## Adjournment

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

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 9:45 p.m.

Submitted,



---

Executive Assistant & Liaison to the Board  
Benita Duncan