

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 20, 2021

**Regular Meeting**  
Adopted Meeting Minutes

## Call to Order

The meeting was called to order at 6:06 p.m.

## Roll Call

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

## Pledge of Allegiance

Trustee Hidalgo led the Pledge of Allegiance.

## Special Recognition

The board observed a moment of silence in recognition of the September 11st, 2001 terrorist attacks.

Dr. Robinson presented a brief video recapping the employee Fall kickoff.

## Approval of Minutes

IT WAS MOVED BY Trustee Mathews and supported by Trustee Proctor that the minutes of June 21, 2021, Regular Board of Trustees meeting, and the August 16, 2021, Special Board of Trustees meeting, with corrections, be adopted.

Trustee Proctor offered the following corrections to the August 16, 2021, Special Board of Trustees meeting.

*IT WAS MOVED by Trustee Proctor and supported by Trustee Mathews that the Board goes into closed session pursuant to Section 8(c) of the Open Meetings Act for strategies and ~~negotiation sessions~~ connected with the negotiation of collective bargaining agreements.*

Roll call vote:

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

Nays: None

Absent: Vaive

The motion carried.

## Additions/Deletions to the Agenda

Chair Buck stated there were minor edits to the Board's resolution to support the recognition of land acknowledgment and to celebrate Indigenous Peoples' Day at LCC.

***WHEREAS**, ~~the Board of Trustees of Lansing Community College~~ acknowledges Michigan Governor Gretchen Whitmer's continued proclamations that the second Monday of every October is recognized by the State of Michigan to honor the significance of Indigenous Peoples and their contributions, as well as their ancestral lands and that the day is acknowledged in various spaces in the United States, and all over the world, as Indigenous People's Day, to uplift our country's indigenous roots, history, and contributions; and,*

***FURTHER RESOLVED**, that the first two sentences of this statement will serve as a shortened land acknowledgment, also intended for **optional** use at events, conferences, and other LCC events and meetings; and, be it*

## Limited Public Comment Regarding Agenda Items

Eva Menefee: Eva Menefee, addressed the Board regarding the resolution to support the recognition of Land Acknowledgment and to celebrate Indigenous Peoples' Day at LCC. She thanked the Board for its recognition.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Certification of Michigan Public Act 165 of 2020, Section 230 of the Education Omnibus Appropriations for FY 2022
- ~~B. College Policies (REMOVED)~~
  1. Student and Instruction Policies
    - a. Credit and Non-Credit Courses (REINSTATE)
    - b. Dual Enrollment Program (REVISED)
    - c. Ethics and Standards of Conduct for Students (REVISED)
    - d. Partnerships (REVISED)
    - e. Program Effectiveness (REVISED)
    - f. Student Attendance (REVISED)

2. Finance Policies
  - a. Audit (*REVISED*)
  - b. Capital Project (*REVISED*)
  - c. College Investment (*REVISED*)
  - d. External Community Sponsorship (*REVISED*)
  - e. Financial Oversight and Monitoring (*REVISED*)
  - f. Purchasing (*REVISED*)
  - g. Student Tuition Fees (*REVISED*)
  - h. Supplanting (*REVISED*)
  - i. Travel and Business Related Expense (*REVISED*)
- C. Cooperative Purchase
  1. Student Loan Default Services
- D. FY 2021 Year-End General Fund Transfers, Fund Balance Designations, and FY 2023 Tuition Rates
- E. Lease Agreements between Lansing Community College (LCC) and the Mason-Jewett Airport Hanger Tenants
- F. No Bid Purchase
  1. McCraw Hill Global Education, LLC
- G. Request for Proposal
  1. 2Veeam Cloud Connect Backup Repository
  2. West Campus Motorcycle Storage Concrete Pad
- H. Resolution to Support the Recognition of the use of Land Acknowledgement and to Celebrate Indigenous Peoples' Day at LCC

Trustee Proctor asked that the college policies be removed from the consent agenda so he could present minor edits.

IT WAS MOVED BY Trustee Hidalgo and supported by Trustee Thomas that the Consent Agenda, removing the College Policies, be approved.

Roll call vote:

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

Nays: None

Absent: Vaive

The motion carried.

Trustees Buck and Hidalgo read the Resolution to Support the Recognition of the use of Land Acknowledgement and to Celebrate Indigenous Peoples' Day at LCC.

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

***WHEREAS***, Lansing Community College recognizes the greater Lansing area is built upon the ancestral homelands, villages, and traditional use areas of the Indigenous People and tribes of this region who have been caretakers of these lands we cherish since time immemorial; and,

***WHEREAS***, Michigan has a total of twelve federally recognized Indian tribes, with each having established sovereign governments and an inherent right to self-governance and self-determination, and all twelve functioning on their own governing structure, culture, traditions, laws, regulations, and policies; and,

***WHEREAS***, the United States history is stained by the brutal treatment of Indigenous People, including systematic murder of Native populations, separation of families, and land theft; and,

***WHEREAS***, Lansing Community College acknowledges that the area comprising the college campuses was originally inhabited on the contemporary Lands of the Anishinaabeg – which are Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples; and,

***WHEREAS***, Lansing Community College acknowledges that the Anishinaabeg peoples have a history of surviving the atrocities of enslavement, colonialism, genocide, racism, discrimination, theft, gender-based violence, forced assimilation, and other brutality actions driven by local, federal, and global governments; and,

***WHEREAS***, Lansing Community College acknowledges that early environmentalists and conservationists contributed to the forceful removal of indigenous people, and further acknowledges their denial of Indigenous practices, wisdom, and rights to the land; and,

***WHEREAS***, Lansing Community College is unwavering in its commitment to embed diversity, equity, and inclusion into the fabric of college process, practices, and procedures; and,

***WHEREAS***, Lansing Community College does not just offer rhetoric or soothing words, but rather is committed to cultural awareness 365 days a year, with an intentional dedication to diversity, kindness, respect, collaboration, accountability and inclusion; and,

***WHEREAS***, Lansing Community College acknowledges Michigan Governor Gretchen Whitmer's continued proclamations that the second Monday of every October is recognized by the State of Michigan to honor the significance of Indigenous Peoples and their contributions, as well as their ancestral lands, and that the day is acknowledged in various spaces in the United States, and all over the world, as Indigenous People's Day, to uplift our country's indigenous roots, history, and contributions; and,

***WHEREAS***, Indigenous Peoples' Day transforms a celebration of colonialism, conquest, enslavement, and genocide into a commitment to emphasize and realize a new future through partnerships and celebration of the enduring traditions, languages, governments, and histories of Indigenous People; and,

***WHEREAS**, this history is a lesson to us all, of the continued strength, vitality, and resolution of Indigenous People to persist, and as we work together to forge a brighter future and achieve these ideals, we cannot shy away from the difficult aspects of our past; now, therefore,*

***BE IT RESOLVED**, that Lansing Community College will recognize Indigenous Peoples' Day on the second Monday of every October beginning October 11, 2021, with an annual celebration and dedication; and,*

***BE IT RESOLVED**, that the following land acknowledgment statement is provided for optional use at Lansing Community College events, celebrations and activities, or published in printed materials:*

*Lansing Community College occupies the ancestral, traditional, and contemporary lands of the Anishinaabeg – Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples. In particular, the City of Lansing and LCC reside on land ceded in the 1819 Treaty of Saginaw.*

*While all of our campuses are beautiful and inviting, we remember that we are guests as we walk on Mother Earth. As we delight in the sounds of the Grand River, we remember this waterway has been used by the original inhabitants of this land daily for farming and transportation between Portland and Okemos.*

*We would like to take a moment to acknowledge our relationship with Indigenous communities, especially as we examine our relationship with our Indigenous faculty, staff, and students and their contributions to the LCC Community. Each day, as we walk on each of our campuses, we remember that similar footsteps were walked along these same paths for generations before us.*

*As we honor those who have walked these paths before us and the seven generations to come, we reflect on how we honor them in our interactions with Indigenous communities, the land, and all of humankind.*

**FURTHER RESOLVED**, that the first two sentences of this statement will serve as a shortened land acknowledgment, also intended for optional use at events, conferences, and other LCC events and meetings; and, be it

**FURTHER RESOLVED**, that the Board of Trustees charges the President to create a campus-wide etiquette protocol for when or how land acknowledgments should be implemented, such that it honors and shows respect when used at departmental meetings, Academic Senate meetings, and other events; and, be it

**FURTHER RESOLVED**, this resolution regarding land acknowledgment use and the promotion and celebration of Indigenous People is just the first step needed in honoring the land, culture, wisdom, and contributions of the indigenous peoples throughout the Lansing Community; and, be it

**FURTHER RESOLVED**, that the College will establish and strengthen relationships with the Anishinaabeg – Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples by engaging in a meaningful tribal consultation process to understand their unique needs, concerns, and knowledge as the original caretakers of the land; and, be it

**FURTHER RESOLVED**, that the College will engage with Lansing’s American Indian Cultural Community and other American Indian stakeholders to elevate American Indian traditional ecological knowledge, concerns, and expertise; and, be it

**FURTHER RESOLVED**, that the College will be committed to recruiting, retaining, and supporting American Indian and Indigenous students, faculty, and staff. Moreover, we affirm that LCC must support Indigenous communities and nations in Michigan, as well as communities across the Fourth World.

**BE IT FURTHER RESOLVED**, that Lansing Community College supports and recognizes the historic communities of Indigenous members, including Michigan’s twelve federally recognized Indian nations who live here now, and for those who were forcibly removed from their Homelands. While our campuses are beautiful, we will hold fast to remember that we are guests as we walk on Mother Earth that is the traditional, contemporary, and ancestral homelands of the **Anishinaabeg** (Anishnabe).

Trustee Vaive was absent but sent this statement regarding the resolution.

*“I’m sad that I’m unable to be here to vote and support this resolution in person. I know the land acknowledgment committee has worked hard and want to thank them for their time and efforts”.*

Trustee Mathews stated that clarification should be made of the areas compromising the college's campuses.

### Action Item – College Policies

Trustee Proctor offered additional revisions in blue under the following policy sections:

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

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**I. Purpose**

*To establish criteria for assigning credit hours for credit-bearing courses regardless of the modality and/or delivery method.*

#### **ETHICS AND STANDARDS OF CONDUCT FOR STUDENTS**

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**I. Purpose**

*To authorize the establishment of ethical standards and a code of conduct for students attending the College.*

### 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 to aid in ~~the efficient operation of~~ **efficiently operating** College programs. Failure to follow **ethical standards and code of conduct for students promulgated pursuant to this policy** may result in disciplinary action up to and including expulsion.

## COLLEGE INVESTMENTS

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### I. Purpose

To ensure all College investments ~~must~~ conform to State statutes governing the investment of public funds. The following objectives ~~will~~ **shall** 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 investment principal.
2. The College ~~will~~ **shall** design the investment portfolio to comply with state statutes.
3. The College ~~will~~ **shall** strive to attain the best average rate of return balanced against investment risks.
4. The College shall make investments to assure that funds are available through cash flow projections, and maintenance of ~~an~~ adequate liquidity.

### 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~~ **shall** 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~~ **shall** minimize Custodial Credit Risk by, limiting investments to the types of securities listed in Section III, B of this Investment Policy. The College ~~will~~ **shall** pre-qualify the financial institutions, broker/dealers, intermediaries, and advisors with which the College ~~will~~ **does** ~~do~~ business in accordance with 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~~ **shall** 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~~ **shall** fall due to changes in market interest rates. The College ~~will~~ **shall** 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~~ shall 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 type of risk.*

C. *Authorized Financial Dealers and Institutions*

*The Accounting Department ~~will~~ shall maintain a list of dealers and financial institutions authorized by the Chief Financial Officer. The Accounting Office ~~should~~ shall 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~~ shall be established and periodically reviewed with respect to the following:*

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

**FINANCIAL OVERSIGHT AND MONITORING**

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**III. General**

*Required Monthly Financial Reporting*

- 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 earned revenues, incurred expenses, and approved transfers as a percentage of the original, or if applicable, amended budget. The current 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~~ with a 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~~ with a 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~~ with a 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~~ with a 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.*

## **PURCHASING**

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### **III. General**

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

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

**STUDENT TUITION AND FEES**

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**I. Purpose**

*To provide standards for the Board of Trustees to establish tuition and fee rates in accordance with 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, based on the financial requirements of the College in order to provide optimal services to students at an affordable price.*

**SUPPLANTING**

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**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 such federal funds be made available for the grant program use. In no case will LCC the College use Federal funds to supplant such state or local funds.*~~

*Except as otherwise authorized by a federal grant, the College will not use funds received pursuant to such grant to decrease the amount of state and local funds available for a program supported by federal funds. In no case shall the College use federal funds to supplant such state or local funds.*

IT WAS MOVED BY Trustee Proctor and supported by Trustee Hidalgo that the college policies be approved.

Roll call vote:

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

Nays: None

Absent: Vaive

The motion carried.

## Monthly Monitoring Report

The following Monitoring Report was presented:

- A. 2021 Five-Year Capital Outlay Plan
- B. Monthly Financial Statements
- C. Strategic Plan 2021 - 2024

## **Policy Development**

Trustee Proctor provided an update on the Policy Development Committee.

## **Linkage Planning/Implementation**

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

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

### **Chair’s Report – Appoint Voting Delegate for ACCT Leadership Congress**

Chair Buck stated that the Board of Trustees will be attending the Annual ACCT Leadership Congress, October 13-16, 2021, in San Diego, CA. He stated that LCC may have one voting delegate during the Leadership Congress.

IT WAS MOVED BY Trustee Buck and supported by Trustee Mathews to approve Robert Proctor as the voting delegate for LCC at the ACCT Leadership Congress.

Roll call vote:

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

Nays: None

Absent: Vaive

The motion carried.

### **Chair’s Report – Letter of Support for Trustees Mathews**

Trustee Buck stated that Trustee Mathews is seeking candidacy as the central region nominee for the 2022 ACCT Diversity, Equity, And Inclusion Committee. He stated that a letter of support from the college is needed for her nomination.

IT WAS MOVED BY Trustee Hidalgo and supported by Trustee Proctor that a letter of support for Trustee Mathews candidacy for election as the central region nominee for the ACCT Diversity, Equity, And Inclusion Committee be approved.

Roll call vote:

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

Nays: None

Absent: Vaive

The motion carried.

## **Committee Reports – Audit Committee Update**

Trustee Proctor gave the following Audit Committee update:

1. Status Update on the Comprehensive Annual Financial Audit Report – Rehmann

## **Board Members Reports – Foundation Board Update**

Trustee Mathews provided the following Foundation Board update.

- The Foundation welcomed four new Board of Director members.
- The Foundation secured \$4,500 in sponsorship for its scholarship breakfast. The Foundation still has the silver sponsorship available at \$2,000 and two white star sponsorships at \$750 available.
- The Foundation Scholarship Donors and Recipients Breakfast is Friday, October 1, 2021, from 8:00 a.m. to 9:30 a.m. at the Kellogg Hotel and Conference Center.

## **Unfinished Business**

There was no Unfinished Business.

## **New Business**

There was no New Business.

## **Public Comment**

Mark Kelland: Mark Kelland, Psychology Professor, and LCC's Accreditation Liaison Officer addressed the Board regarding serving on the accreditation for the Higher Learning Commission. He stated that as a peer reviewer he visits other colleges around the country and can state that LCC has good leadership at all levels of the college and doing a great job.

## **Board Comment**

Chair Buck recognized the two sign language interpreters at tonight's meeting, Rachael Gerrie and Courtney Kingsley.

Trustee Proctor recognized Dr. Tonya Bailey for the outstanding job she did at serving on a panel at the Michigan Community College Association Board of Director's Meeting.

## Closed Session

There was no Closed Session.

## Adjournment

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

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

Nays: None

Absent: Vaive

The motion carried.

The meeting adjourned at 7:20 p.m.

Submitted,



Executive Assistant & Liaison to the Board  
Benita Duncan