

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 24, 2022

Regular Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 6:00 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

Trustee Proctor introduced, Brandy Johnson, the new President of the Michigan Community Colleges Association.

Approval of Minutes

IT WAS MOVED BY Trustee Mathews and seconded by Trustee Proctor that the minutes of the December 13, 2021, Regular Board of Trustees meeting be adopted.

The minutes were corrected to read Trustee Proctor abstained from voting due to his wife serving on the Delta Township **Planning Commission**.

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Additions/Deletions to the Agenda

- Dr. Robinson asked to move the Linkage Planning/Implementation agenda item to after Limited Public Comment Regarding Agenda Items.
- Chairman Buck asked to add "Approval to Move the Board's June 20 meeting date", to the Chair's Report.

Limited Public Comment Regarding Agenda Items

There were no Public Comments.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Robinson presented the January 2022 President’s report to the Board.

Chair’s Report – Conflict of Interest Report

Trustee Buck reminded the Trustees that their Conflict of Interest Disclosure Statement is due to the Executive Assistant to the Board.

Chair’s Report – GP 306 Annual Board Planning Cycle

There were no recommended changes to the Annual Board Planning Cycle.

Chair’s Report – 2022 Regular Board of Trustees Meeting Calendar

The Chair stated that the college will be closed on June 20, 2022, in observance of the Juneteenth holiday and proposed that the Board meeting be moved to Tuesday, June 21, 2022.

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the Board approves moving the June 20 Board meeting to June 21.

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Board Member Report – Foundation Board Report

Trustee Mathews provided the following Foundation update:

- Scholarship applications are due Jan 31 and there are 700 submitted and another 500 in progress. The Foundation is still looking for scholarship reviewers. The Foundation has 127 volunteer reviewers and it hopes to involve more community members.
- The Foundation received a new anonymous planned gift of \$35,000 in late December. This fiscal year the foundation has added 11 documented planned gifts, bringing the total Legacy Society to 50.
- The Foundation is beginning a campaign for its 40th year of supporting students.

- The deadline to nominate an outstanding Distinguished Alumni is February 28. The nomination form will go live on February 1.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Change Order Request
 - 1. Electrical Apprenticeship Program
- ~~B. College Policies (REMOVED ALL FROM CONSENT AGENDA)~~
 - ~~1. Drug and Alcohol (REVISED)~~
 - ~~2. Employment of Relative—Nepotism (REVISED)~~
 - ~~3. Evaluation (REVISED)~~
 - ~~4. Family and Medical Leave Act (REVISED)~~
 - ~~5. Severance (REVISED)~~
 - ~~6. Staffing (REVISED)~~
 - ~~7. Working from Home (REVISED) REMOVED~~
- C. Sole Source Justification
 - 1. Oracle America, Inc.

Trustee Mathews requested that the Drug and Alcohol policy and the Severance policy be moved from the consent agenda.

Trustee Proctor requested that the college policies be removed from the consent agenda.

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Mathews that the Consent Agenda, removing the College Policies, be approved.

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Action Item – College Policy/Drug and Alcohol

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that revisions to the Drug and Alcohol Policy, be approved.

Trustee Proctor's additional revisions are in blue.

DRUG AND ALCOHOL

I. Purpose

~~Lansing Community College complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act. The purpose of this policy is to more fully To set forth the College's commitment to protect providing students and applicants for admission, as well as and employees and applicants for employment, a campus environment free of from prohibited drug and alcohol use and intoxication, consistent with federal, state, and local law, other policies adopted by the Board of Trustees, and procedures rules and standards adopted by the College.~~

~~Consistent with state and federal law, Lansing Community College will maintain a campus free from the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as defined in the comprehensive Drug Abuse Prevention and Control Act of 1970, 21. U.S.C. 812.~~

~~The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, and alcohol are prohibited on any property under the control of and governed by the Board of Trustees of Lansing Community College.~~

II. Scope

This policy applies to all trustees, college employees, students, volunteers, guests, contractors, and visitors (1) on college property, (2) at college-sponsored events, or (3) in the conduct of college business or conducting or engaging in an academic program.

III. Definitions

- ~~1. "Alcohol" is a substance that is a beverage containing alcohol.~~
- ~~2. An "illegal drug" is any substance that is unlawful to use, possess, sell, or transfer under state or federal law. In cases where federal and state laws conflict, federal law applies.~~
- ~~3. "Drug paraphernalia" means any equipment, product, material of any kind, or combination of equipment, products, or materials, which is specifically designed for use or primarily intended for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under either federal law 21 U.S. Code § 863 (d) or state law (MCL 333.7451). It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.~~
- ~~4. A "prescription drug" is any substance prescribed for an individual by a licensed health care provider and used in accordance with the prescription.~~
- ~~5. An "inhalant" is any substance that produces mind-altering effects when inhaled.~~
- ~~6. An "over the counter medication" is a substance used in treating a disease or condition or relieving pain that may be obtained without a prescription.~~
- ~~7. "College Property" includes buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC. (MOVED TO GENERAL SECTION)~~

III. General

The College complies with the Drug-Free Workplace Act and the Drug-Free Schools and Community Act; therefore, the unlawful manufacture, distribution, dispensation, possession, or illegal use of a controlled substance, illegal drugs, and alcohol are prohibited on any property under the control of the College.

Trustees, All employees, students, volunteers, guests, contractors, and visitors are expected to be free of illegal drugs or alcohol while on or using the College property.

A. Definitions

1. A “controlled substance” means a drug, or a substance, defined in the Federal Controlled Substance Act (Title 21 United States Code (USC) Controlled Substances Act.) It includes certain prescriptions and over-the-counter medications.
2. An “illegal drug” is any substance that is unlawful to use, possess, sell, or transfer under state or federal law. In cases where federal and state laws conflict, federal law applies.
3. “Alcohol” means ~~is a substance that is a~~ **any beverage in liquid form which contains not less than one-half of one percent of alcohol by volume.**
4. “Drug paraphernalia”, means any equipment, product, material of any kind, or combination of equipment, products, or materials, which is specifically designed for use or primarily intended for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under either federal law *21 U.S. Code § 863 (d) or state law (MCL 333.7451)*. It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body.
5. A “prescription drug” is any substance prescribed for an individual by a licensed health care provider and used in accordance with the prescription.
6. An “inhalant” is any substance that produces mind-altering effects when inhaled.
7. An “over-the-counter medication” is a substance used in treating a disease or condition or relieving pain that may be obtained without a prescription.
8. “College Property” includes buildings, grounds, structures, and real estate, and vehicles that are owned, rented, leased, or otherwise utilized by or under the control of LCC.

B. Employees

All employees of the College are expected to report for work fit for duty; that is, being able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of any substance covered by this policy.

Off-the-job and on-the-job involvement with any covered substance, as previously defined, can have adverse effects upon the workplace, the integrity of the College’s ability to serve our students, the safety of other employees, the well-being of our employees’ families, and the ability of the College to implement this policy. The College, therefore, emphasizes that

it has zero tolerance for employees who arrive at work impaired **by or under the influence of drugs and/or alcohol**. You are “under the influence” of any substance **if your use of that substance**:

- impairs your behavior or your ability to work safely and productively; or
- **Impairs your physical or mental conditions in a manner such that you become a threat to your own safety or the safety of others or cause damage to college property.**
- ~~results in an impaired physical or mental condition that creates a risk to your own safety, the safety of others, or college property.~~

Accordingly, the following conduct and behaviors are strictly prohibited (1) on college property, (2) at college-sponsored events, or (3) in the conduct of college business or conducting or engaging in an academic program:

1. Use, possession, purchase, sale, dispensation, distribution, or manufacture of any substance, as previously defined with the following exceptions.

Employees who take over-the-counter medications or legally prescribed drugs while at work:

- a) May use prescription drugs or over-the-counter medications only if they do not impair the employee’s ability to work safely.
- b) Must follow applicable directions regarding use, including dosage limits and usage cautions.

2. Being **impaired by or** under the influence **of** by any substance as previously defined.
3. Use, possession, purchase, sale, transfer, or distribution of drug paraphernalia.
4. Use, possession, purchase, sale, dispensation, or distribution of alcohol is prohibited on campus except when a written request has been submitted for consideration and approved in writing by the President or ~~the President’s~~ designee.
5. **Nothing in this policy shall be construed as prohibiting the President, his family members, or guests from lawfully possessing or consuming alcohol at the President’s residence.**

Compliance with this policy, including compliance with mandated drug and alcohol testing, is a condition of employment.

Furthermore, as a condition of continued employment, any employee who is charged with or convicted of a violation of any state or federal criminal statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol shall notify the Executive Director of Human Resources, in writing, of the charges or conviction no later than five (5) days after such charges or conviction(s). The Executive Director of Human Resources shall report ~~the~~ conviction(s) as required by the Drug-Free Workplace Act.

In accordance with the Drug-Free Workplace Act, the Drug-Free Schools and Communities Act, or applicable College policies, employees shall be subject to mandatory participation in a substance abuse assistance or rehabilitation program; and/or disciplinary action, up to and including discharge or dismissal, as determined by the College for the following reasons:

1. Failure to comply with mandated drug or alcohol testing.
2. Failure to timely report being charged with or convicted of a violation of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance or alcohol.
3. Failure to abide by this policy.

In addition, an employee may be subject to criminal prosecution by federal, state, and local authorities.

C. Students

All students on College property are expected to abide by the Student Code of Conduct. Accordingly, the following conduct and behaviors are strictly prohibited on college property, at college-sponsored events, and while pursuing an academic program:

1. Use, possession, purchase, sale, dispensation, distribution, or manufacture of any substance, as previously defined.
2. Being impaired by any substance as previously defined.
3. Use, possession, purchase, sale, dispensation, or distribution of drug paraphernalia

As required by the Drug-Free Schools and Communities Act, any student found to **have violated** ~~be in violation of~~ the above prohibitions **may** ~~shall~~ be subject to disciplinary actions as outlined in the Student Code of Conduct up to and including expulsion.

In addition, a student may be subject to criminal prosecution by federal, state, and local authorities.

D. Counseling and Rehabilitation Services

The College offers educational programs, resources, and referral services to employees and students aimed at preventing substance abuse, alcohol abuse, and assisting in rehabilitation. Interested employees should contact the Human Resources Office. Interested students should contact the Center for Student Support. All inquiries are confidential.

E. Drug and Alcohol Prevention Program (DAAPP)

The College has a Drug and Alcohol Prevention Program that is distributed annually to all employees and students and it is provided to new employees and students. The College conducts a Biennial Review of the DAAPP. The DAAPP includes descriptions of drug and alcohol awareness programs; descriptions of health risks associated with the abuse of drugs or alcohol; provides information about available counseling or rehabilitation assistance; and specifies disciplinary sanctions imposed for violations of College policy, the Student Code of Conduct, and federal, state and local laws. The [DAAPP](https://www.lcc.edu/campuslife/documents/daapp.pdf) may be accessed here at the College website.

<https://www.lcc.edu/campuslife/documents/daapp.pdf>

F. Trustees, Alumni, Volunteers, Guests, Vendors, Contractors, Visitors to campus, or similarly situated individuals.

Individuals listed in this category shall abide by the prohibitions listed in this policy.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the ~~Executive Vice President or his/her designee~~ the Dean of Student Affairs or his/her designee, and the Executive Director of Human Resources or his/her designee as applicable.

Roll call vote:

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

The motion carried.

Action Item – College Policy/Employment of Relative - Nepotism

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that revisions to the Employment of Relatives - Nepotism policy be approved.

Roll call vote:

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

The motion carried.

Action Item – College Policy/Evaluation

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Thomas that revisions to the Evaluation policy be approved.

Roll call vote:

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

The motion carried.

Action Item – College Policy/Family and Medical Leave Act/Severance

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the revisions to the Family Medical Leave Act policy and the Severance Policy be approved.

Roll call vote:

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

The motion carried.

Action Item – College Policy/Staffing

IT WAS MOVED BY Trustee Vaive and supported by Trustee Proctor that the revisions to the Staffing policy be approved.

Trustee Mathews asked for clarity on the wording;

“...the CBA terms and conditions will control.”

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Action Item – College Policy/Working from Home

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Thomas that the revisions to the Working from home policy be approved.

Trustee Proctor's additional revisions are in blue.

~~WORKING FROM HOME~~ REMOTE WORK

I. Purpose

To establish clear and consistent guidelines for Lansing Community College employees working from home in locations other than college campus sites. This policy is consistent with the strategic plan goal of creating an environment for innovation, intelligent risk taking, and organizational agility.

II. Scope

This policy applies to all College employees who receive prior approval from their supervisor to work from home remotely.

III. General

Regardless of the location of their workstation or the time of day actual work is accomplished, all full-time college employees are required to work a minimum of forty hours per week and all part-time employees are expected to work their designated number of hours per week. Employees are expected to follow supervisor-approved work schedules; the respective Executive Leadership Team (ELT) or his/her designee has the final decision regarding an individual's work schedule and location.

IV. Responsibility

Responsibility for the interpretation and administration of this policy and the establishment of the procedures governing ~~working from home~~ remote work is delegated to the Executive Director of Human Resources or his/her designee.

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Monthly Monitoring Report

The following monitoring reports were presented:

1. 2022 – 23 Course Fees
2. Monthly Financial Statements

Policy Development

Trustee Proctor provided an update on the Policy Committee's review of the College policies. He stated that the new Advocacy policy approved at the December board meeting will be revised by the committee and brought back to the February Board meeting.

Unfinished Business

There was no Unfinished Business.

New Business

New Business items for the February Board of Trustees Meeting:

- A. Consent Agenda
 1. 2022-23 Course Fees
- B. Monitoring Report
 1. Financial Forecast
 2. Monthly Financial Statements

Public Comment

Mark Kelland: Mark Kelland stated that the bereavement flowers sent to him meant a great deal and that condolence flowers sent to employees are very meaningful.

Closed Session

There was no Closed Session.

Board Comments

Trustee Vaive spoke about the nurse pinning ceremony and stated the speakers were phenomenal. She also spoke about Beyond the Book and how much she is enjoying it. She stated that she was looking forward to having a virtual meeting with the authors. Trustee Vaive stated that the women's center has a career closet on Michigan Avenue for those needing clothes for work or an interview.

Trustee Mathews recognized the great work of the Center of Engaged Inclusion and the Marketing Department. She also reminded everyone of the importance of the Board's Mutual Commitment and that it is something she revisits occasionally.

Trustee Buck reminded everyone to get vaccinated and the booster shot.

Adjournment

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

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

The motion carried.

The meeting adjourned at 7:25 p.m.

Submitted,


Executive Assistant & Liaison to the Board
Benita Duncan