

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
April 18, 2022

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:04 p.m.

## **Roll Call**

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

Trustee Thomas left at 8:21 p.m.

## **Pledge of Allegiance**

Trustee LaShunda Thomas led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED BY Trustee Mathews and seconded by Trustee Thomas that the minutes of March 21, 2022, Strategic Planning Session, and the minutes of the March 21, 2022, Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Abood

The motion carried.

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

There were no additions to deletions to the agenda.

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

There were no Public Comments.

## Linkage Planning/Implementation

### Community Linkage – President’s Report

President Robinson presented the April 2022 President’s report to the Board. During his President report, in recognition of Community College Month, Dr. Robinson honored an LCC employee and student with a Life-Saving Award for saving someone’s life.

Sgt. Tim Davis:

*On February 20, 2020, Sgt. Tim Davis was on his way home after a long day at work when he noticed someone sitting on the railing of the Saginaw Street Bridge. Sensing something was wrong, he stopped to talk with this individual and learned that they were contemplating suicide. Sgt. Davis sprang into action and pulled this person from the railing and called Lansing Police, who arrived on the scene and transported the individual to Community Mental Health. Without Sgt. Davis’s keen observation skills, dedication to his job, and empathy for other humans, the person rescued would have likely succeeded in taking their own life.*

Jazlynn Trevino:

*Last May, Jazlynn Trevino was on her third day of work as an Amazon driver when she noticed a man in a driveway down on all fours. She knew this did not look right, so she immediately stopped to help. She later learned that the person in the driveway was Milton Scales who suffers from diabetes and had passed out. Had Jazlynn not stopped and called for help, this story could have had a very different outcome. Jazlynn and Mr. Scales have formed a close bond and he is with her this evening along with her mother. Jazlynn and Mr. Scales have shared their story with local media, and on the national level on the Kelly Clarkston talk show.*

Dr. Robinson also recognized the 2022 Experience StarPower Award Winners.

1. Dana Cogswell, Director of Institutional Research, received the President’s Award.
2. Catharyn Palomino, Faculty in the Communications Program, received the Provost’s Award for Faculty/ Academic Professional of the Year.
3. Randall Hall, Information Security Analyst, received the Galaxy Award for the Administrator of the Year.
4. Emily Kapp, Learning Commons Support, received the Shining Star Award for Support Employee of the Year.
5. Barbie Staley, Student Employee in Academic Advising, received the Rockstar Award for Student Employee of the Year.
6. LeAnn LaFay, Facilities Maintenance Mechanic, received the Superstar Award for Facilities or Public Safety Employee of the Year.
7. Janelle Brinker, StarZone Customer Relationship Specialist, received the Rising Star Award for New Employee of the Year.
8. Jodi Leslie, Arts & Sciences Divisional Support, received the Shooting Star Award for Accessibility Excellence.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. College Policies
  - 1. Equal Employment Opportunity - (*ELIMINATE*)
  - 2. Equal Opportunity and Nondiscrimination - (*REVISED*)
  - 3. Ethics and Standards of Conduct for Employees – (*REVISED*)
  - 4. ~~Student Complaints – (*NEW*)~~ **REMOVED**
  - 5. Veteran’s In-State Tuition – (*REVISED*)
- B. New Technical Careers Course Fees for Fall 2022
- C. Request for Proposal
  - 1. Academic & Office Facility (AOF) Heat Exchanger Replacement

Trustee Proctor asked if the Student Complaints policy be removed from the consent agenda for the purpose of making amendments.

IT WAS MOVED BY Trustee Buck and seconded by Trustee Proctor that the Consent Agenda, removing the Student Complaints policy, be approved.

Roll call vote:

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

Nays: None

Absent: Abood

The motion carried.

## Action Items – Student Complaints

IT WAS MOVED BY Trustee Buck and seconded by Trustee Proctor that the Student Complaints policy be approved.

Chair Buck stated that he gave his proposed amendments to Trustee Proctor and that the board bylaws are specific regarding how the Board handles complaints against individual trustees. He stated that he didn’t want a student to think that they had a route that differed from what the board bylaws state. He said a student will have this policy to pursue, but also the language authorized in the board bylaws.

Trustee Proctor stated that the additional language will be added to the paragraph under the III. General section to read:

### **III. General**

*The College is committed to handling formal complaints from students in a timely manner regardless of the type of complaint. The complaint tracking procedures established pursuant to this policy shall be reviewed regularly for the purpose of*

*evaluating the effectiveness of the procedures. This policy shall not contravene the Board of Trustees' bylaws with respect to complaints regarding individual trustees.*

Chair Buck asked if there were any objections to accepting this amendment? There were no objects.

IT WAS MOVED BY Trustee Buck and seconded by Trustee Proctor that the Student Complaints policy with revisions be approved.

Roll call vote:

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

Nays: None

Absent: Abood

The motion carried.

## Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Monthly Financial Statements
2. Monthly Public Safety Report

There was a board discussion on the monthly monitoring reports.

## Policy Development

Trustee Proctor presented the following Policy Committee update:

- The Policy Committee met on April 14, 2022. The new Social Media policy will be presented as a first read at the May Board meeting.
- The committee has the following outstanding policies to review.
  1. Advocacy – Freedom of Speech
  2. Intellectual Property
  3. Workplace Consensual Relationships

## Linkage Planning/Implementation

### Community Linkage – Chair's Report

Trustee Buck mentioned nationally known author Isabel Wilkerson, who is the author of CASTE: The Origins of our Discontent. He stated that Ms. Wilkerson is the guest author for the Center for Engaged Beyond the Book 2022 program. Chair Buck stated that the administration will host the Budget Workshop for the Board on May 23, 2022, at 5:30 p.m. Trustee Buck asked everyone to join in wishing Dr. Robinson a happy birthday.

## Committee Reports – Audit Committee Update

Trustee Proctor gave an update on the Human Resources Hiring Process internal audit performed by Baker Tilly.

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Thomas that Trustee Angela Matthews's travel expenses for the ACCT Governance Leadership Institute be approved.

Roll call vote:

Ayes: Hidalgo, Proctor, Buck, Thomas, Vaive

Nays: None

Absent: Abood

Trustee Mathews abstained from voting.

The motion carried.

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Thomas that Trustee Robert Proctor's travel expenses for the MCCA Board of Director's Spring meeting be approved.

Roll called vote:

Ayes: Vaive, Thomas, Hidalgo, Mathews, Buck

Nays: None

Absent: Abood

Trustee Proctor abstained from voting.

## Board Member Report – Clarification of Robert's Rule of Order

Trustee Proctor wrote a memo to clarify Robert's Rule of Order:

The following is taken from Jurassic Parliament: Mastering Meetings Using Robert's Rules of Order.

*What is a "friendly amendment" in Robert's Rules of Order and parliamentary procedure ...? This term is frequently misused. Here is our explanation:*

- 1. An amendment is a proposal to change a motion – a proposed action – being considered by a group.*
- 2. Sometimes people suggest amendments with the intention of making the original motion ineffective or defeating its purpose. These are hostile amendments, offered with negative intent.*

3. *Sometimes people suggest amendments that they sincerely believe will improve the original motion. These are friendly amendments, offered with positive intent.*
4. *An unfortunate custom has arisen whereby when a person suggests a “friendly amendment,” the presider often turns to the maker of the motion to ask them if they would accept the amendment. If the maker of the motion agrees. The presider sometimes also asks the seconder if they would accept the amendment.*
5. *This is wrong!*
6. *Once a motion has been made, seconded, and stated by the chair, it belongs to the group as a whole, not to the individual who first proposed it. It is the group as a whole that must accept or reject any proposed amendment, whatever the intent of the proposer. The maker of the motion, and the seconder, have the same rights as the other members of the group – no more and no less.*
7. *When someone offers a friendly amendment, we suggest that the presider say, “A friendly amendment is handled as any other amendment. Is there a second? This language doesn’t make people feel stupid but sets the group on the right procedural path.*
8. *If the presider turns to the original maker of the motion to ask if he approves of the proposed change, any member can say “point of order.” This stops the action. The member can then explain the error.*

*Options for the “chair” or “presider”*

*If the motion (for a friendly amendment) appears to be non-controversial, the chair can use “unanimous consent” and just ask “Is there any objection to accepting this amendment?” If no one says anything, that silence can mean consent, then the amendment can be accepted immediately. If someone objects, the chair can treat it like any other amendment and asks if there is a second and treat it like any other amendment.*

*Robert’s Rules of Order Newly Revised, 12<sup>th</sup> edition, at 12.91 reads:*

*Friendly Amendments. The term “friendly amendment” is often used to describe an amendment offered by someone who is in sympathy with the purposes of the main motion, in the belief that the amendment will either improve the statement or effect of the main motion, presumably to the satisfaction of its maker, or will increase the chances of the main motion’s adoption. Regardless of whether or not the maker of the main motion “accepts” the amendment, it must be opened to debate and voted on formally (unless adopted by unanimous consent) and is handled under the same rules as amendments generally (see 33:11-19).*

In a previous meeting of the Board of Trustees, a statement was made to the effect that *Robert’s Rules of Order Newly Revised, 12<sup>th</sup> edition* recognized “friendly amendments”. I suggest that the statement was erroneous. The 12<sup>th</sup> edition

contains the same language as the 10<sup>th</sup> edition. It is best that we disabuse ourselves of the notion of a so-called friendly amendment and stop using that terminology.

### **Board Member Report – Foundation Board Update**

Trustee Mathews gave the following Foundation Board Update:

- The LCC 2022 Distinguish Alum is James Ryan, who graduated from LCC in 1993. Mr. Ryan is currently the CEO of Jim Old National Bank. The Foundation office will be hosting a reception for Mr. Ryan and the Distinguished Alumni nominees in a suite at commencement.
- The LCC Foundation lost former Board of Directors James L. Reutter who served as the first chair of the LCC Foundation and Tony Benavides who served as Executive Director for Cristo Rey and Mayor of Lansing. Trustee Mathews requested a moment of silence.

### **Board Member Report – ACCT Governance Leadership Institute Recap**

Trustee Mathews attended the ACCT Governance Leadership Institute, March 23 – 26, 2022, entitled “Strengthening the Leadership Team of the Board”. She highlighted the following topics presented at the conference.

1. What I Learned as Board Chair
2. Building a Strong CEO/Board Relationship
3. How to Work with Challenging Board Members
4. Succession Planning for the Board – Choosing Your Next Chair
5. The Chair’s Role During a Crisis
6. Best Practices of Highly Effective Board

## **Unfinished Business**

There was no Unfinished Business.

## **New Business**

New Business for May 2022

- A. Consent Agenda – Action Item
  1. Change Order
    - a. Anthony Travel
  2. No-Bid Justification
    - a. Midwest Collaborative for Library Services
  3. TLC Partial Roof Replacement
- B. Monthly Monitoring Reports

1. Monthly Financial Statements
2. Monthly Police Report

## Public Comment

Mark Kelland: Mark Kelland addressed the Board regarding friendly amendments in Roberts's Rule of order.

Eva Menefee: Eva Menefee addressed the Board regarding LCC's Earth day and invited everyone to attend on Friday, April 22.

## Board Comment

Trustee Mathews reviewed and highlighted the President's report.

Trustee Vaive thanked the college for asking her to serve as a panelist for LCC's Equal Pay Day event. She stated how much she enjoyed the event. She also stated that she attended the annual meeting of Mason Finance Development Authority as the LCC designated representative. Trustee Vaive mentioned Dr. Robinson's podcast project to get to know the Trustees better. She stated that she was looking forward to the project. She stated that although she takes issue with law enforcement agencies, event after event LCC's Public Safety has proven to be a shining example. She said she is proud of LCC Public Safety and is appreciative and proud of all they are doing and how hard they work.

## Closed Session

IT WAS MOVED BY Trustee Mathews and seconded by Trustee Hidalgo that the Board enters into a Closed Session under Section 8(c and e) of the MI Open Meeting Act for the purpose of discussing collective bargaining agreements and consulting with the Lansing Community College's legal counsel regarding trial or settlement strategy in connection with specific pending litigation, namely Curtis Sanford Jr. v. Lansing Community College.

Roll call vote:

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

Nays: None

Absent: Abood

The Board entered into a closed session at 7:41 p.m.

The Board returned to the open session at 9:25 p.m.

Roll call:

Present: Buck, Hidalgo, Mathews, Proctor, Vaive

Absent: Abood, Thomas



## Adjournment

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

Ayes: Buck, Hidalgo, Mathews, Proctor, Vaive

Nays: None

Absent: Abood, Thomas

The motion carried.

The meeting adjourned at 9:26 p.m.

Submitted,

  
Executive Assistant & Liaison to the Board  
Benita Duncan