

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 21, 2022

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:03 p.m.

Roll Call

Present: Buck, Hidalgo, Proctor, Vaive

Absent: Abood, Mathews, Thomas

Pledge of Allegiance

Trustee Lawrence Hidalgo led the Pledge of Allegiance.

Public Hearing on the Fiscal Year 2022 Budget Proposal

Trustee Buck made the following statement:

The Board of Trustees published a formal notice in LSJ on June 12 through 17, 2022 of this public hearing on the budget for the 2022-2023 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 2023 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 2022-2023 fiscal year.

Public Hearing Adjournment

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the Public Hearing on the Budget for the 2022-2023 Fiscal Year be adjourned.

Ayes: Buck, Hidalgo, Proctor, Vaive

Nays: None

Absent: Abood, Mathews, Thomas

The motion carried.

The public hearing adjourned at 6:05 p.m.

Call to Order

The regular Board of Trustees meeting was called to order at 6:05 p.m.

Roll Call

Present: Buck, Hidalgo, Proctor, Vaive

Absent: Abood, Mathews, Thomas

Trustee Abood arrived at 6:07 p.m.

Approval of Minutes

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the minutes of the May 16, 2022, Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Buck, Vaive, Proctor, Hidalgo

Nays: None

Absent: Abood, Mathews, Thomas

The motion carried.

Additions/Deletions to the Agenda

The following items were added to the meeting agenda.

- Dr. Robinson asked that the Facilities Maintenance Association (FMA) and the Police Officers Association (POAM) memorandum of understanding be added to item E of the consent agenda.

Limited Public Comment Regarding Agenda Items

Mark Kelland: Mark Kelland addressed the Board regarding the language of the Non-LCC Communications paragraph of the Social Media policy.

Linkage Planning/Implementation

Community Linkage – President’s Report

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

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Capital Project Budget
 - 1. Gannon Building 4th Floor Renovation
 - 2. ~~Rogers Carrier House Exterior Improvements (REMOVED)~~
 - 3. Technology and Learning Center Roof Replacement
- B. College Policy
 - 1. Advocacy – Freedom of Speech (*REVISED*)
 - 2. ~~Social Media – (NEW) (REMOVED)~~
- C. Cooperative Purchase
 - 1. VMware Cloud Solution
- D. ~~Emergency Procurement of Generator (REMOVED)~~
- E. Memorandum of Understanding of Salary Reopener Agreements
 - 1. Ratification of the Lansing Community College Administrative Association (AFT Michigan, AFT AFL-CIO)
 - 2. Ratification of the Lansing Community College Chapter of Facilities Maintenance Association (MEA/NEA)
 - 3. Ratification of the Lansing Community College Police Officers' Association (POAM-LCCPOA)
- F. Request for Proposal
 - 1. BCI Qualified Independent Contractor Pool
- G. Sole Source Justification
 - 1. Adams Outdoor Advertising
 - 2. Siemens Industry, Inc.

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the Consent Agenda, removing the Rogers Carrier House Exterior Improvements, the Social Media policy, and the Emergency Procurement of Generator, be approved.

Roll call vote:

Ayes: Hidalgo, Buck, Proctor, Abood, Vaive

Nays: None

Absent: Mathews, Thomas

The motion carried.

Action Item – Capital Project Budget/Rogers Carrier House Exterior Improvements

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the Capital Project Budget for Rogers Carrier House Exterior Improvements be approved.

There was a Board discussion on the estimated \$600,000 expenditure for exterior weatherproofing improvements to the house.

Roll call vote:

Ayes: Hidalgo, Proctor, Buck, Vaive

Nays: Abood

Absent: Mathew, Thomas

The motion carried.

Action items – Social Media Policy

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the Social Media Policy be approved.

There was a discussion on the Non-LCC Communications paragraph.

Non-LCC Communications

Any employee found to have created and/or posted content on a website or profile that has a negative impact on any College employee's ability to perform their job or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including termination.

LCC legal counsel offered the following policy revision:

Non-LCC Communications

Any employee found to have created and/or posted content on a website or profile ~~that has a negative impact on any College employee's ability to perform their job or~~ that ~~otherwise~~ disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including termination.

Trustee Vaive asked to amend the motion to include the recommended revised language to the policy.

Trustee Buck asked if there was unanimous consent. There were no objections.

Roll call vote:

Ayes: Proctor, Vaive, Buck

Nays: Hidalgo, Abood

Absent: Mathews, Thomas

The motion failed.

Action Items – Emergency Procurement Generator

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the Emergency Procurement Generator be approved.

There was a discussion on the emergency purchase.

Roll call vote:

Ayes: Abood, Hidalgo, Proctor, Buck, Vaive

Nays: None

Absent: Mathews, Thomas

The motion carried.

Action Items

Fiscal Year 2023 Budget Proposal

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the Fiscal Year 2023 Budget Proposal be approved.

Roll call vote:

Ayes: Vaive, Proctor, Abood, Hidalgo, Buck

Nays: None

Absent: Mathews, Thomas

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 new policy for review as a first read:

RECORDS MANAGEMENT

I. Purpose

To establish principles, responsibilities, and requirements for managing the College's public records to ensure compliance with federal and state laws and regulations, policies, and best practices for managing records. This policy applies to all public records, regardless of whether they are maintained in hard copy (paper), digital, or some other format.

II. Scope

This policy applies to employees, volunteers, and contractors.

III. General

A. Definitions

Public Records: *Recorded information prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it's created. (Michigan Freedom of Information Act (FOIA) (MCL 15.231- 15.232, as amended)*

Retention and Disposal Schedule: *A legal document that defines how long each record, regardless of its physical format, should be retained.*

Confidential Records: *Records that contain sensitive or confidential student, patient, and client or employee data that should have limited access and be protected from inadvertent disclosure. Confidential data is information protected by statutes, regulations, college policies, or contractual language.*

B. Retention and Disposal

The Information Security Department shall develop Records Retention and Disposal Schedules and make such schedules available to employees.

All employees are responsible for the appropriate disposal of records and other materials that have reached their approved retention period (as set forth in the Schedules) and are no longer required for the efficient operation of the College. Disposal shall be by a method that ensures the privacy of sensitive or confidential information.

Departments that maintain public records shall develop a records management plan consistent with this policy, other college policies, and applicable law. Employees shall organize the public records for which they are responsible to promote fast and efficient retrieval of information. Appropriate and cost-effective office equipment, indexes, and tools shall be used to maintain public records.

C. Separation from Employment

Employees shall not take public records with them when their employment with the College is terminated, and they shall not destroy records that have not yet

reached the end of their approved retention period (MCL 750.491, as amended).

D. Litigation, Investigations, and Freedom of Information Act Requests

No records that are the subject of litigation; pending, threatened, or imminent litigation providing a legal hold order has been issued by the Office of Risk Management and Legal Services (ORMLS); a pending investigation request; an imminent or scheduled audit; or a pending Freedom of Information Act (FOIA) request shall be destroyed until the legal action or activity has ended pursuant to a notice from ORMLS, even if the records are otherwise scheduled for destruction pursuant to this policy.

IV. Responsibility

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

Linkage Planning/Implementation

Community Linkage – Chair’s Report

Trustee Buck congratulated Trustee Proctor on becoming the next Vice President of the Michigan Community College Association (MCCA) Executive Committee on July 1, 2022.

Committee Report – Audit Committee

Approval of Trustee Conference Travel Expenses

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Hidalgo that Trustee Robert Proctor’s travel expenses for the MCCA Spring II Board of Directors meeting be approved.

Roll call vote:

Ayes: Buck, Abood, Vaive, Hidalgo

Nays: None

Absent: Mathews, Thomas

Trustee Proctor abstained from voting.

The motion carried.

Board Member Report – Foundation Board Update

Trustee Buck gave the following Foundation Board Update:

- The Foundation has created three New Funds. The Robert & Alana Anderson Healthcare & Public Service Endowment, the School of Business Program Fund, and the James Ward Swindlehurst Memorial Endowment. The Foundation had a

goal of 14 new funds and these new additions make 22 new funds for the fiscal year.

- Thursday the Foundation Board of Directors recognized Michael Flowers and Tony Willis for their service to the board as both of their terms end. The Board of Directors will also elect officers and voting on new potential members.
- The Foundation will celebrate a successful year with a New Year's Eve Party on June 30. Please join us at Washington Court Place room 101.

Unfinished Business

There was no Unfinished Business.

New Business

New Business for September 2022

A. Monitoring Reports

1. Monthly Financial Statements
2. Monthly Public Safety Report

B. Policy Development Update – *Robert Proctor*

1. Intellectual Property
2. Workplace Consensual Relationships

C. Chair's Report

1. Appoint Voting Delegate for the ACCT Leadership Congress

Public Comment

Sam Bultman: Sam Bultman, LCC Academic Advisor, addressed the Board regarding umbrella degrees and the new advising process surrounding these degrees.

Eric Bennett: Eric Bennett addressed the Board regarding the classes listed on the LCC website. He mentioned transferring errors on the website and questioned how many other classes are listed incorrectly.

Dawn Cousino: Dawn Cousino address the Board regarding upcoming performing arts activities.

Board Comment

Trustee Vaive talked about looking into a student's bill of rights and letting students know what they are getting into when becoming a student at LCC. She also wished everyone a happy Juneteenth.

Trustee Abood stated that he appreciated the dialogue with Chief Gaines. He stated it was informative and helped him to understand. He also stated that LCC officers should not have to worry about paying for target practice when they go out on their own time and that the college should pay for it.

Trustee Buck read the following comments from Trustee Mathews in her absence:

My sincerest apologies for not attending tonight's board meeting. It's unbelievable that we are here in June 2022, half of this year has come, and is going fast. Truly, it has been full of ups, downs, victories, challenges, celebrations, awards, and all that good stuff that LCC does. As we come to a time of rest for the next two months, many thanks to my colleagues for your stamina, support, boldness, and courage to do the work we are elected to do! This non-partisan position has become a beacon in this community and this community expects nothing less than our very best to govern this college in righteous standings, leading with integrity and vision, in humility. To the Administration, Faculty, and Staff thank you for your tireless efforts, grinding on the battlefield of education and teaching with a passion from your heart.... trying to ensure that our future is bright and in excellent hands because of what you have poured and continue to pour into our LCC students. This IS a college like no other...never forget that! And it IS this way because of all of you, all of us coming together to make sure the work of education continues to change lives for the better. Nothing is perfect however we will always strive to make things better. In the words of Dr. Martin Luther King, Jr. "Everybody can be great because anybody can serve". You are great! Keep serving our students! Have an awesome, safe, and wonderful summer!

Trustee Buck recognized June as Pride month.

Closed Session

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Vaive that the Board enters into a Closed Session under Section 8(e) of the MI Open Meeting Act for the purpose of discussing the litigation of Curtis Sanford, Jr. vs LCC.

Roll call vote:

Ayes: Abood, Hidalgo, Proctor, Buck, Vaive

Nays: None

Absent: Mathews, Thomas

The motion carried.

The Board entered into a closed session at 8:31 p.m.

The Board returned to the open session at 8:48 p.m.

Roll call:

Present: Abood, Buck, Hidalgo, Proctor, Vaive

Absent: Mathews, Thomas

Adjournment

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

Ayes: Abood, Buck, Hidalgo, Proctor, Vaive

Nays: None

Absent: Mathews, Thomas

The motion carried.

The meeting adjourned at 8:48 p.m.

Submitted,


Executive Assistant & Liaison to the Board
Benita Duncan