

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
March 17, 2014

**Regular Meeting**  
Adopted Meeting Minutes

## Call to Order

The meeting was called to order at 6:05 p.m.

## Roll Call

Present: Canja, Hidalgo, Hollister, Woods  
Absent: Meyer, Proctor, Smith

## Pledge of Allegiance

Trustee Hidalgo led the Pledge of Allegiance.

## Approval of Minutes

IT WAS MOVED by Trustee Hollister and supported by Trustee Canja that the minutes of the February 18, 2014 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Woods  
Nays: None  
Absent: Meyer, Proctor, Smith

The motion carried.

## Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Lisa Webb Sharpe asked for the Early Learning Children's Community Proposal for fee Increase to be moved from an action to informational item.

## Limited Public Comment Regarding Agenda Items

Frank Vaca: Frank Vaca invited the Board to LCC's Gay Straight Alliance Education Forum for the community on the continuing risk of HIV and Aids related issues. The guest speakers are Todd Heywood and the Lansing Association for Human Rights. The event will be held March 21 at 5:00 p.m. in Health & Human Services Building.

Michael Rivera: Michael Rivera, an LCC student, addressed the Board regarding its withdrawing from the Solar Decathlon competition. He expressed his disappointment

and that he was not notified of LCC's withdrawal from the competition. He stated that he wondered how it would affect his future at LCC. He also stated he'd hope everyone would understand how important the competition was to the students

Brandon Burke: Brandon Burke informed the Board of the Mid-West Regional Student Veterans of America event on April 5, for chapter members and affiliates. The conference promotes awareness of student Veterans issues and recruits members to the SVA/SVO Chapters. The key topic is leadership and growing your chapter. There will also be a networking hour. The event will be held at LCC's West Campus.

## **PRESIDENT'S REPORT**

### **Informational**

President Knight presented the March 2014 President's report to the Board. A copy of this report is on the LCC website.

[http://www.lcc.edu/trustees/presidents\\_reports](http://www.lcc.edu/trustees/presidents_reports)

### **Informational – 2014 Regional Science Olympiad**

Michael Nealon presented a video of the Science Olympiad. The 2014 Regional Science Olympiad winners, Holt high school, attended the Board meeting. This was the 30th year that middle school and high school students competed in the competition.

### **Information – Smoking Policy**

The following policy changes were submitted to the Board for information:

#### **POLICY TITLE: SMOKING POLICY**

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

Lansing Community College recognizes the need to address the health and safety ~~needs~~ **concerns** of the students, staff and visitors **which result** from smoking, ~~and~~ the use of tobacco products, **and the use of unregulated nicotine products (e.g., e-cigarettes).**

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

This policy applies to all persons including all students, staff, and visitors.

##### **III. General**

No smoking, ~~or~~ use of a tobacco product, **or use of unregulated nicotine products** is permissible (except in the designated smoking areas **only**) on

Lansing Community College property, including any building, facility, or structure and on real estate that is owned or leased.

For the purposes of this policy, the following definitions apply:

1. "Smoking" means the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.
2. "Use of a tobacco product" means inhaling or chewing a tobacco product or placing a tobacco product within a person's mouth.
3. "Use of unregulated nicotine product" refers to the use of e-cigarettes or related devices.

#### **IV. Responsibility**

The College's Director of Student Judicial Affairs and the Executive Director of Human Resources are responsible for the oversight of this policy.

#### **Information – Early Learning Children’s Community Proposal for Fee Increase**

Information was provided regarding a proposed adjustment to the Early Learning Children’s Community (Early LCC) fee schedule.

#### **Information – FY15 Financial Projections**

Don Wilske presented a PowerPoint presentation to the Board. This presentation is on file with the official Board meeting materials.

#### **Informational - Monthly Financial Statements**

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of February 28, 2014 includes:
  - a. Operating and Capital Budgets
  - b. Operating Detail Budgets
  - c. Statement of Net Assets
  - d. Statement of Revenue, Expenses and Changes in Net Assets
  - e. Plant Funds Statement of Resources and Allocations
  - f. Capital Projects Monthly Reporting
  - g. Vendor Payments > \$10,000 for February 2014
  - h. LCC Card Vendor Payments > \$10,000 for February 2014
  - i. Investment Accounts Schedule as of February 28, 2014
  - j. Revenue and Expense Account Definitions
  - k. Asset, Liability and Net Asset Account Definitions
  - l. Organization/Division Crosswalk
  - m. Glossary

### **Informational – Monthly Student Success**

Dr. Richard Prystowsky presented the Monthly Student Success Report.

### **Informational – Overview on Progress on a Board Strategic Initiative/E-102 Quality of Education**

James Bender, Director of Veteran and Military Affairs (OVMA), provided a video that gave an overview of the services, support and recruitment efforts for veteran students and military members. LCC's veteran services covers health, education, standards of living, housing and employment.

### **Informational – Sabbatical Presentations**

Faculty members Michelle Detering and Janis Elmore gave a PowerPoint presentation on their individual sabbatical leave project.

Michelle Detering presented on the Career Advising tools for Academic Advising and Janis Elmore presented on gelotology, the scientific study of laughing.

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. 2014 – 15 Sabbatical Leave Request
2. Authorization of New Jobs Training and Revenue Bond for Trilogy Health Service, LLC.
3. College Policy
  - a. W Grade Policy (*REVISED*)
4. ~~FY15 Estimate of taxes and Appropriation Necessary (*Removed for discussion*)~~
5. Lease Agreement for Hangar Storage Space at Mason Jewett Airport
6. No Bid Justification
  - a. Apple Computer, Inc.
7. Request for Proposal
  - a. LCC West Uninterruptable Power Supply

Trustee Canja asked that the FY15 Estimate of taxes and appropriation necessary be removed from the consent agenda for discussion.

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo that the Consent Agenda, removing the FY15 Estimate of taxes and appropriation necessary, be approved.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Woods

Nays: None

Absent: Meyer, Proctor, Smith

The motion carried.

### **Action – FY 15 Estimate of Taxes and Appropriation Necessary**

IT WAS MOVED by Trustee Hollister and supported by Trustee Canja that the FY15 Estimate of Taxes and Appropriation Necessary be approved.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Woods

Nays: None

Absent: Meyer, Proctor, Smith

The motion carried.

## **Chairman, Committee and Board Member Reports**

### **Chair's Report**

There was no Chair report.

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

The following recommendations for Bylaw 1.8 Compensation and Reimbursement of Expenses policy was presented as information. This policy will be forwarded for approval in April.

#### **1.8 COMPENSATION AND REIMBURSEMENT OF EXPENSES**

##### **1.8.1 No Compensation; Expense to be Reimbursed**

No member of the Board shall receive any compensation for services rendered the College, **but actual and necessary expenses incurred by them in performance of their duties shall be reimbursed when the expenses are authorized by the Board of Trustees by policy or by ad hoc decision.**

MCL 389.112

*(Amended ---/---/14)*

##### **1.8.32 College Meeting and Business and Travel Related Expenses**

Trustees shall be eligible for reimbursement or direct payment of college business related expenses they incur as a result of their duties and activities as Trustees. Such eligible expenses shall be set forth in Board policy, which shall also establish approval and audit mechanisms that shall govern payment for such expenses.

Parameters for reimburse allowed:

- a. **Mileage:** Mileage reimbursement **will** be granted to trustees for any college event ~~where they attend~~ in their official capacity, such as Board meetings, committee meetings, graduations or **any other college events they are invited** ~~where the Trustees get an invitation to attend.~~
- b. **Cell phone/Computer and related carrier/ISP services:** Trustees ~~can~~ **may** receive a college issued cell phone and **related carrier services for their use during their term of office.** Upon request, trustees **may also receive a tablet and/or computer and related ISP service as provided by** ~~as indicated in the proposed policy, if service to the trustee's residence is reasonably available.~~ **College issue cell phone and computer.** Such items must be used **primarily for carrying out the trustee's college-related duties and business, and trustee are expected to reimburse the college for any additional expenses attributable to use of such equipment or service for personal purposes.** Each trustee is expected to exercise reasonable care in the use, maintenance and security of the equipment and to reimburse the college for repair or replacement of equipment that is damaged or lost due to the trustee's failure to exercise reasonable care.
- c. ~~**Expense related to serving on a National Committee:** Trustee participation on national committees related to service as a trustee will be supported by the college, but limited to conference fees, per diems, transportation and lodging. The Board must approve any other expenses in advance.~~
- d. ~~**Home Internet Service:** Board Members, upon request, will be entitled to access and use the college ISP, a broadband internet service program, provided that:~~

- ~~(1) The Trustee's access and use of ISP, conforms to, and complies with, the requirements of the ISP contract.~~
- ~~(2) The Trustee's entitlement will not exceed the limit of 50 users as specified in the contract.~~
- ~~(3) The cost of providing this internet access is already covered by the ISP contract.~~
- ~~(4) There are no additional charges to the College for installation, equipment, upgrades, etc.~~
- ~~(5) Participating Trustees pay the current semi-annual charge, to offset their personal use of the service. These funds are used toward the annual payment of the ISP contract.~~

The above is consistent with Governance Policy GP-308.

*(Adopted 9/18/06, Amended 4/20/09, ---/---/14)*

### **1.8.3 Community Involvement and Outreach**

The College benefits when trustees function as representatives, ambassadors and advocates for the College within the Lansing Community College District and within the broader communities from which the College draws students, faculty and staff, leadership, funding and other assets. Trustees are encouraged to develop and enhance favorable relationships with students and alumni, faculty and staff, representatives of business and labor, donors, government officials, other educational institutions and Michigan's citizens. To facilitate these endeavors, the College will pay or reimburse reasonable business and entertainment expenses incurred within the State for the primary purpose of supporting such relationships. Any such expenditure must be completely documented, including the person(s) for whom the business or entertainment expense was incurred, the institutional purpose of the expenditure, the date of the expenditure and an itemized description of the expenditure. All such expenditures should be planned in advance and are subject to budgetary limitations and to pre-approval by the Audit Committee.

This policy contemplates payment or reimbursement for expenditures such as:

- a. Costs of participation in approved civic or service organizations within the College District (e.g., Urban League, Rotary Club,

- Chamber of Commerce, etc.) if such participation may reasonably be expected to benefit the College;
- b. Meals with individuals whose participation may reasonably be expected to benefit the College;
- c. Tickets to LCC-related events (e.g., sporting events, performance events, etc.) when used for purposes reasonably expected to benefit the College (e.g., hosting individuals whose presence may reasonably be expected to benefit the College, etc.);
- d. Promotional items of nominal value (e.g., cards, flowers, college logo clothing or mementos, etc.) when used for purposes reasonably expected to benefit the College;
- e. Mileage, parking, etc., in connection with the foregoing.

*(Adopted ---/---/14)*

1.8.24 ~~Travel Expenses~~ Membership in Associations and Attendance at Meetings, Conference and Workshops

- A. The Board recognizes the value of membership ~~in and attendance at conferences, workshops, and meetings at the~~ state, regional, and national ~~associations serving the educational and leadership interest of community colleges and their trustees.~~ The Board recognizes these values are maximized by active participation in such associations at levels which are appropriate and ~~necessary to carry out~~ ~~supportive of~~ College business. Subject to ~~Chairperson~~ ~~Audit Committee~~ approval, the Board ~~expressly encourages and the College will pay or reimburse approved expenses in connection with~~ the following:
  - 1. The attendance of its members ~~in one (1) out-of-state and one (1) in-state conference (inclusive of the MCCA Summer conference), workshop, or meeting per year, in addition~~ ~~at important~~ all other ~~meetings or conferences~~ offered by the Michigan Community College Association ~~or related entities (inclusive of the MCCA Summer Conference).~~
  - 2. The ~~attendance of~~ Board appointed delegates ~~at all regularly scheduled meetings of~~ ~~to~~ the Board of Directors of the Michigan Community College Association, ~~and the attendance of designated members at regularly schedule meetings of MCCA committee on which they serve.~~ ~~To attend all regularly scheduled meetings of its Board of Directors.~~
  - 3. The attendance of its members, twice per year, at meetings, conferences or workshops conducted by regional or national community college associations (e.g., the American Association of Community Colleges, the Association of Community College Trustees, etc.) or affiliated organizations.



4. The attendance of Board members at regularly scheduled meetings of regional or national community college associations or affiliated organizations in which the member represents the College as an officer.
  5. The attendance of Board members at regularly scheduled meetings of committees of regional or national community college association or affiliated organizations on which the member serves as a representative of the College.
  6. Subject to pre-approval by the Audit Committee, the attendance of the Board Chairperson or his or her designee **once per year at an** ~~may also represent the College in one (1)~~ international visit per year **meeting or conference** in furtherance of stated goals and the objectives of the Sister College Program.
- B. Board members' travel arrangements **for attendance at meetings, conferences and workshops** will be coordinated through the Board Administrative Assistant.
- C. **The College will pay, or** Board members will be reimbursed, for reasonable and necessary ~~required~~ business travel expenses **in connection with the meetings, conferences and workshops described above,** per parameters for allowed **expenses and** reimbursement.
1. **Registration fees:** **Payment or** reimbursement of registration fees related to **meeting, conference or workshop, including fees for meals and receptions that are part of the regular agenda.**
  2. **Lodging:** **Payment or** reimbursement at Hotel conference rate. If the **host** hotel is sold out, the college will book a room elsewhere at a comparable rate. The difference will be noted and reported to the Audit Committee. If, for any reason, a Trustee chooses to stay at a hotel with a higher rate than the conference rate or the comparable rate booked by the college, the Trustee must pay the difference. No savings will be reimbursed if the hotel booked is at a lower rate than the conference rate. Any additional charges related to the accommodation of spouses, ~~and/or children~~ **or others staying with a Trustee** will be the responsibility of the Trustee, **except as otherwise provided by these bylaws.**
  3. **Transportation:** **Payment or** reimbursement at the college rate. **The College's general Travel Policy Administrative Guidelines will apply to travel by trustees except as provided in this policy or as otherwise determined by the Board of Trustees. Because trustees are not compensated for their time, requests for specific**

airports, carriers, flights and schedules will be honored without personal expense to the trustee, provided such requests do not increase ticket costs more than \$100 or 20% (whichever is greater) over the least expensive available coach/economy fare for suitable travel dates and times to and from Lansing/Capital Region International Airport. If travel arrangements for a Trustee are made by the college and the Trustee ~~needs to change~~ those arrangements ~~due to~~ for personal reasons, the Trustee will reimburse the college for any **net additional** expense incurred for making those changes **unless the Audit Committee determines the changes are reasonably necessary due to (a) illness, injury or death of the trustee, a person traveling with the trustee, or a person closely related to the trustee; (b) unforeseen and reasonably unavoidable conflicts with the trustee's business or employment obligations; or (c) other circumstances beyond the trustee's control that reasonably justify the additional cost incurred in making changes.** Other exceptions may be brought to the Audit Committee for approval.

4. **Meals and Incidentals:** Reimburse at the college rate **except for meals included in registration fees.**

Expenses incurred for a spouse, family member or other person to accompany a trustee to a meeting, conference or workshop will not be paid or reimbursed by the College except when the Audit Committee determines in advance that the attendance of such person would materially benefit the College.

The above is consistent with Governance Policy GP-308.

*(Amended 10/17/05, 9/18/06, 4/20/09, ---/---/-14)*

#### **1.8.45 Reports on Board and Individual Board Member Expenditures**

The chief financial officer of Lansing Community College shall present to the Lansing Community College Board of Trustees quarterly reports detailing expenditures related to the board's activities and to individual trustee activities. The quarterly reports shall be reviewed by the board at regularly scheduled board meetings. The reports on expenditures shall include, but not be limited to the following items:

Meetings of the board of trustees and board committees, whether designated as a standing, special, or ad hoc committee, a task force, or study group. The report shall identify, with reasonable specificity, each expenditure by category;

**Community involvement and outreach expenditures for each trustee;**

Conference, workshop or meeting attendance expenditures for each trustee, including by not limited to transportation expenses registration fees, mileage expenses and meals;

Office operations expenses, including supplies, dues and subscriptions, technology costs and depreciation for computers, phones, etc;

Professional and outside contractual services including legal services, consultant services, research and survey services.

*(Adopted 9/15/08, Amended ---/---/14)*

**Committee Reports – Foundation Board Update**

Trustee Smith gave a Foundation Board update. A copy of this report was provided with the Board meeting materials.

**Unfinished Business**

There was no Unfinished Business.

**Closed Session**

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo that the Board go into closed session for the purpose of discussing collective bargaining.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Woods

Nays: None

Absent: Meyer, Proctor, Smith

The motion carried.

The Board entered into closed session at 7:45 p.m.

The Board returned to open session at 8:25 p.m.

Roll call:

Present: Canja, Hidalgo, Hollister, Woods

Absent: Meyer, Proctor, Smith

## Public Comment

There were no public comments.

## Board Comments

There were no Board comments.

## Adjournment

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo that the meeting be adjourned.

Ayes: Canja, Hidalgo, Hollister, Woods

Nays: None

Absent: Meyer, Proctor, Smith

The motion carried.

The meeting adjourned at 8:31 p.m.

Submitted.

A handwritten signature in black ink, appearing to read "Denita Duncan". The signature is written in a cursive style with large, flowing loops.

DENITA DUNCAN