

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 17, 2014

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:02 p.m.

Roll Call

Present: Hidalgo, Hollister, Proctor, Woods, Meyer

Absent: Canja, Smith

Trustee Canja arrived at 6:51 p.m.

Pledge of Allegiance

Trustee Meyer led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Proctor and supported by Trustee Hidalgo that the minutes of the October 27, 2014 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Hidalgo, Hollister, Proctor, Woods, Meyer

Nays: None

Absent: Canja, Smith

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Lisa Webb Sharpe asked that the following language correction be made to the Drug Free Workplace Policy on page 127 of the Board Packet.

“Furthermore, as a condition of continued employment, any employee who is convicted for a violation ~~occurring in the workplace~~ of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance shall notify the Executive Director of Human Resources of the conviction no later than five (5) days after such conviction.”

The following items were asked to be removed from the agenda for discussion:

- Remove the Authorization of New Job Training Revenue Bond for Niowave, Inc. from the Consent Agenda – Trustee Hollister
- Remove Spring 2015 Course Fee Recommendations from the Consent Agenda – Trustee Woods
- Remove LCC College Policies from the Consent Agenda – Trustee Canja
- Remove Lease Agreement between Lansing Community College (LCC) and Lansing Electrical Joint Apprentice & Training Trust (LEJATT) from the Consent Agenda – Trustee Hidalgo
- Remove Lease between Lansing Community College (LCC) and George F. Eyde Family, LLC. from the Consent Agenda – Trustee Woods
- Remove No Bid for Gretchen’s House, Inc. from the Consent Agenda – Trustee Proctor

Limited Public Comment Regarding Agenda Items

Sally Pierce: Sally Pierce, President of LCC MAHE addressed the Board concerning the Standards of Conduct Policy placed on the agenda as a first read. She expressed the union’s unhappiness with the list of prohibited behaviors removed from the policy in discussions, but placed on a separate supplemental list. She stated that the union doesn’t think it’s necessary to have this list and has concerns about an institution that uses policy to monitor behavior. She asked that the Board consider this when voting on the revised changes.

PRESIDENT’S REPORT

Informational

President Knight spoke on his November 2014 President’s report to the Board. A copy of this report is on the LCC website.

http://www.lcc.edu/trustees/presidents_reports

Informational – 2016 Federal Agenda

The following projects were recommended to the Board for the 2016 Federal Agenda:

- 1. Health Careers Education Model for the Returning Veteran**
Health and Human Services
- 2. Foundations for Success**
Arts & Sciences
- 3. A Technical Education Model for Returning Veterans**
Technical Careers
- 4. Student Success-Operation 100%**

Student Affairs

Dr. Knight asked the Board to submit any recommendations or suggestions they might have regarding the Federal Agenda.

Informational – Acceptable Use Policy - *REVISED*

The following revised policy was presented for information:

POLICY TITLE: ACCEPTABLE USE POLICY

I. Purpose

This document describes the policies and guidelines for the use of the College's computer resources and use of College wide data. Use of College-owned computer and network resources is a privilege extended by Lansing Community College to students, employees, and other authorized users as a tool to promote the mission of the College and to enhance technological/computer literacy. ~~Any activity that is not listed here, which violates local, state or federal laws, is also considered a violation of the Lansing Community College Acceptable Use Policy.~~

II. Scope

This policy applies to all technology users utilizing Lansing Community College resources, including those using the LCC network via a personally owned device.

III. General

A. Glossary

FERPA – Family Educational Rights and Privacy Act of 1974
FTC Red Flag Rule – Federal Trade Commission Identity Theft Prevention
GLBA – Gramm-Leach-Bliley Act of 1999
HIPAA – Health Insurance Portability and Accountability Act of 1996
ITS – Information Technology Services Division
LCC – Lansing Community College
P2P – Peer to peer file sharing
PCI DSS – Payment Card Industry Data Security Standard
~~TUID~~Username – LCC Technology User ID (formally called TUID)
End User Resources

B. General Usage

The use of Lansing Community College's technology, including computers, fax machines, email, and all forms of Internet/intranet access, is for College business and for authorized purposes only.

~~Any activity that is not listed here, which violates local, state or federal laws, is also considered a violation of the Lansing Community College Acceptable~~

Use Policy.

Use of the College's computers, networks, and Internet access is a privilege granted by the College and may be revoked (and disciplinary action taken) at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial email ("spam") that is unrelated to legitimate College purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging or chat rooms, except as allowed by this policy;
- Accessing networks, servers, drives, folders, or files to which the individual has not been granted access or authorization from someone with the right to make such a grant. It is a violation of College policy for any user, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy personal curiosity about the affairs of others, unless such access is directly related to that employee's job duties.;
- Making unauthorized copies of, or changes to, College files or other College records or data;
- Making unauthorized copies of software or third party files, or otherwise violating software licensing agreements or copyright laws;
- Destroying, deleting, erasing, corrupting or concealing College files or other College data, or otherwise making such files or data unavailable or inaccessible to the College or to other authorized users of College systems, except as provided by the Data Retention and Disposal Policy;
- Misrepresenting oneself or the College;
- Engaging in unlawful or malicious activities. (e.g., deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the College's networks or systems or those of any other individual or entity, etc.)
- Except as protected by applicable law, using abusive or threatening language or comments in communications; spreading knowingly false and/or malicious information about any other person, the College or any other entity; transmitting sexist, racist or similarly discriminatory remarks or images; or unlawfully harassing, intimidating, or stalking anyone. (See Prohibited Discrimination and Harassment Policy [here](#));
 - Sending, accessing, viewing, uploading, or downloading pornographic materials;
 - Using peer-to-peer applications that violate content copyright;
 - Causing congestion, disruption, disablement, alteration, or impairment of College networks or systems;
 - Circumventing, attempting to circumvent, defeating, or attempting to defeat any security system, application, and/or procedures, including unauthorized activities or attempts aimed at compromising system or network security, such as hacking, probing, or scanning; attempting to break into another user's accounts or to obtain another user's passwords; sharing **TUIDS**

Usernames or passwords with another person or utilization of another person's ~~TUID~~ **Username** or password;

- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Threatening any person(s) or property.

LCC employees (including student-employees) are subject to several additional standards while using College technology resources and networks:

- Employees are allowed brief and occasional personal use of the electronic mail system or the Internet as long as it ~~is not excessive or inappropriate, only occurs during personal time (lunch or other breaks),~~ and does not result in expense or harm to the College or otherwise violate this policy;
- ~~Employees must not engage in personal use of computer or network resources that are excessive (e.g., if it interferes with anyone's work, normal job functions, responsiveness, or the ability to appropriately perform daily job activities);~~
- Employees must not use College computer or network resources to solicit or provide products or services that are unrelated to the College, or to distract, intimidate, or harass coworkers or third parties, or to disrupt the workplace;
- Except as otherwise permitted by law, employees and others acting for the College are prohibited from using College computers or network resources to support or oppose a political party, candidate or ballot proposal;
- Employees are prohibited from accessing and/or utilizing any pay-to-play Internet gambling site;
- ~~Employees are prohibited from maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms," or private/personal/instant messaging;~~
- Employees are prohibited from accessing reviewing or transmitting protected or confidential College information for purposes other than the completion of job duties;
- ~~Employees are prohibited from using recreational games.~~

Violations of this policy may result in loss of computer privileges and/or disciplinary action under the Student Code of Conduct and/or employee disciplinary action up to and including discharge of employment. In addition, the user may face both civil and criminal liability from the College, from law enforcement officials or from individuals whose rights are harmed by the violation.

C. Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

~~Materials created and/or produced by users of College-owned resources may be subject to intellectual property rights as established by the College. Refer to the current Intellectual Property Policy ([here](#)). Use of a College-owned~~

~~computer to produce a product (e.g. document, program, etc.) qualifies the product for inclusion under the College's intellectual property rights policy.~~

~~College information cannot be posted publicly without proper authorization from the Institutional Effectiveness, Research, and Planning Office (for non-financial data), the Chief Financial Officer (for financial data), or the Board Secretary (for Board of Trustees data). No FERPA or HIPAA-controlled protected data (SSN, credit card, FERPA, HIPAA, or other confidential information) should be stored on external non-LCC systems, and secure communication channels must be used whenever such data is accessed.~~

The College monitors the content of communications (including emails or text messages) transmitted over the LCC Network. The purpose of the monitoring of electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the Internet and of computer equipment used to create, view, or access email and Internet content, is to reduce risk to the College and to enforce this and other policies of LCC and applicable laws. When responding to Freedom of Information Act requests, internal investigations, or court-ordered documentation requests, the College will search email messaging systems and other electronic storage devices as needed. The College will provide complete or redacted versions of records of business transactions and communications as required. In the course of investigating, LCC staff will endeavor to safeguard the privacy of all parties and will themselves follow the guidelines provided in this policy.

No user may access another user's computer, computer files, or electronic mail messages without prior written authorization from either the user or an appropriate College officer or designee.

D. Electronic Mail

Email is provided to students, employees and Trustees of LCC to support the mission and work of the College. Alumni, retirees and former Trustees are generally allowed to retain their LCC email accounts. Users are responsible for all email sent from their accounts.

Employee and Trustee emails will be archived to comply with applicable policies and laws. The College is not liable for lost or deleted email on College-managed resources.

Electronic mail messages received must not be altered without the sender's permission. Users are also prohibited from knowingly falsifying email messages (e.g., by altering and forwarding electronic mail to another user without acknowledging the alteration, placing unauthorized or misleading attachments on another's electronic mail message, etc.).

E. Policy Statement for End User Resources

1. All users of LCC technology resources are required to follow these general computing guidelines.

a. Account Use

1. The Division of Information Technology Services (ITS) has final authority to determine unique account names.
2. Users are responsible for maintaining the security of their assigned LCC accounts and files.
3. Passwords ~~must be changed often and~~ must not be revealed to others (for further information, see College password change standards [here](#)).
4. Users must ~~log out of secure~~ their accounts ~~when finished by logging off or locking their screen when leaving their device unattended~~.
5. Individuals who need to temporarily use the LCC network are required to be sponsored by a College employee. The sponsor of the individual is responsible for the sponsored person's actions while using LCC-owned resources and network.

b. Network use

1. Access to the Internet and College network is managed by ITS.
2. Any transmission of data over the LCC Network (email, Internet files, web pages, printer files, etc.) is governed by these guidelines.

c. Assignment of Computer Hardware

1. LCC determines the computer system needs of employees and how those needs will be met. The College retains authority to establish and enforce procedures and rules for employee use of College-owned computer systems, software, and data.
2. College-owned desktop computer equipment cannot be taken home, relocated, or reassigned without prior approval of ITS.
3. Mobile computers are assigned to employees to enable access to College information resources at meetings and remote locations. Mobile computers or devices that are taken out of the workplace must be protected while offsite. See Employee Laptop Policy for further information ([here](#)).

d. Assignment of Computer Software

1. The College will assign appropriate computer software corresponding to the position held.
 2. Some software publishers permit employees to have one copy of their software on the College-owned computer and one copy of their software on an employee-owned computer. If a software publisher permits such an arrangement, the employee is still required to obtain permission from before installing a copy of the software on any computer.
 3. Only College-owned software is to be installed on College-owned computers. Any exceptions must be approved by **ITS the Chief Information Officer or Director of Technology Support Services** in writing prior to installation. **The list of approved software can be found here: <http://lcc.edu/its/com-print/standard.aspx>**
 4. The College has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software.
- e. LCC makes no warranties of any kind whether expressed or implied for the computer services it provides.

F. Policy Statement for Internet/Intranet/Infrastructure

1. The Internet is to be used to further the College's mission and to support other College-related purposes. LCC assumes no responsibility for any direct or indirect damages arising from the user's connection to the Internet. LCC is not responsible for accuracy of information found on the Internet. LCC merely facilitates the accessing and dissemination of information through its systems. Unless LCC expressly authors content, it has no editorial control over the content distributed or disseminated on the Network, and users are solely responsible for any material that they access and disseminate. The various modes of Internet/Intranet access are College resources and are provided as tools to users who may use them as appropriate to their position at the College.
2. All servers must be approved by ITS. Administrative or Root access must be given to ITS for all servers on the LCC network.

G. Policy Statement for LCC-owned web sites

LCC will determine what is considered appropriate content for the College's web pages. Guidelines regarding the Structure and Maintenance of the LCC Website can be found (here). The College is not liable for lost or deleted web

pages or the content of web pages residing on non-LCC owned computers.

H. Personal Electronic Equipment

Any user connecting a personal computing device, data storage device or image recording device to any College-owned computer or network resources assumes all risks associated with such connection and accepts responsibility for any damages or loss (to the user, the College or any third party) resulting in any way from such connection.

LCC is not responsible for repair or replacement of non-LCC hardware.

I. Printing/Copying

Printers and copy machines are provided to further the College's mission and to support other College-related purposes. Excessive use or use for personal business is prohibited to all users. Departments may impose printing/copy limits.

J. Student Computing

~~Students are required to follow this policy.~~

~~1. Access to Computer Resources~~

- a. ~~General-purpose student~~ LCC computer labs are available on campus for LCC students to complete their course work. ~~Hours of operation are posted.~~ Students are expected to follow the rules for any lab or the department which houses the computer they use. Students must possess a current LCC Starcard to access ~~general-purpose student~~ the computer labs.
- b. Technology accounts are available to currently enrolled students and other individuals approved by ITS.

~~2. Authorized Uses of College-Owned Computer Systems~~

- a. ~~Students may use available College-owned computer systems in general-purpose computer labs to complete course assignments. Students are expected to know the hardware and software required for their courses. Students should obtain assistance with specific assignments from the class instructor.~~
- b. ~~Students may use College-owned computer systems only for exercises that promote learning related to currently enrolled courses.~~

Failure to follow this policy will be considered a violation of the Student Code of Conduct and will be reported to the Office of Student Compliance.

K. Guests/Alumni/Retirees

Guests/ Alumni/Retirees are required to follow this policy. Failure to follow this policy may result in loss of network access or other actions as ~~required by law as~~ **required** appropriate.

L. Applicable Statutes

Lansing Community College and all users will comply with all federal, state and local governing laws. These laws include, but are not limited to, FERPA, GLBA, HIPAA, PCI DSS, and FTC Red Flag Rule.

1. Family Educational Rights and Privacy Act of 1974
 - a. Directory information may be released at the discretion of College officials for any student who has not submitted a completed Request to Prevent Disclosure of Directory Information form to the Office of the Registrar by the end of the first week of the semester. The disclosure prevention form remains in effect until the student provides a written release to the Office of the Registrar.
 - b. Lansing Community College prohibits the release of educational records, other than directory information, without the student's written consent or as otherwise provided by the Family Educational Rights and Privacy Act.
 - c. Copies of the Request to Prevent Disclosure of Directory Information form and the Family Educational Rights and Privacy Act are available upon request in the Admissions, Registration and Records Department.
2. Higher Education Opportunity Act of 2008 (Public Law 110–315)
 - a. Lansing Community College prohibits the use of its systems and equipment for unauthorized downloading and sharing of copyrighted materials such as, but not limited to, software, music, and movies. The College attempts to block the transmission of all known Peer to Peer (P2P) network traffic.
 - b. The College will cooperate with authorities to stop illegal activity such as copying and sharing copyrighted material including software, music and movies. A list of legal sites to download copyrighted software, music and movies can be found [here](#).
 - c. Lansing Community College students are subject to academic discipline, as well as civil and criminal penalties and liabilities under this act, for using LCC systems or equipment for illegal downloading or unauthorized distribution of copyrighting material. Penalties and liabilities may include expulsion, large monetary fines, and imprisonment.

~~d.—Legal sanctions for copyright infringement include civil and criminal penalties, whether or not LCC systems or equipment are involved. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.~~

M. Indemnification Provision

As a condition and result of using any LCC computing system or computer resources, each user agrees to indemnify and hold Lansing Community College and its officers, Trustees, employees and agents harmless for any claim, action, loss, damage, expense or liability (including attorney's fees) arising out of or related to the user's use of such system or resources. Such claims shall include, without limitation, those based on trademark or service mark infringement, trade name infringement, copyright infringement, dilution, tortious interference with contract or prospective business advantage, unfair competition, defamation, unlawful discrimination or harassment, rights of publicity, invasion of privacy and all other wrongful conduct.

IV. Responsibility

The College's Chief Information Officer is responsible for preparing procedures to implement this policy. In addition, this policy shall be reviewed every year under the direction of the Chief Information Officer or designee.

Informational – Standard of Conduct in our Workplace Policy - *REVISED*

The following revised policy was presented for information:

POLICY TITLE: STANDARDS OF CONDUCT ~~IN OUR WORKPLACE~~ POLICY

I. Purpose

As a Community College and public entity, it is necessary to prescribe certain behaviors relative to the type of educational climate and workplace ~~we desire conducive to excellence.~~ ~~Our~~ The goal of this policy is to promote a safe, orderly, efficient, and effective educational institution with an ideal work climate for all employees.

II. Scope

This policy applies to all College employees.

III. General

A. Ideal Behaviors (Positive Role Model)

1. Being dependable and accountable.
2. Demonstrating respect toward others, through courtesy, patience and acceptance of differences.
3. Applying good judgment in your work.
4. Maintaining a high standard of truthfulness and honesty.
5. Exhibiting a strong and positive work ethic.
6. Establishing high standards of service and quality.
7. Supporting the College's commitment to community service.
8. Creating an environment that promotes personal/professional learning.
9. Encouraging creativity, innovation, and risk taking.
10. Supporting a trusting environment.
11. Looking for opportunities to serve each other.
12. Encouraging and contributing suggestions for improvement.

B. Prohibited Conduct and Behaviors

Generally employees recognize that conduct that is inconsistent with common values of society and decency is inappropriate in the work environment. While Lansing Community College recognizes that the statements listed above as required behaviors, together with common values of society and decency, are sufficient notice for the majority of employees, others may appreciate further guidance. To provide employees some detail of those actions which violate LCC's policies and common values of society and decency, the College has created a list of examples, and that list is available on the LCC.edu website along with this policy. Listing every conceivable example of unacceptable conduct is not possible. Additionally, there are some offenses, though not listed, that would be so clearly wrong that no specific reference is necessary. (Link of prohibited behaviors/action will be placed here:

~~The following list contains examples of prohibited behaviors/actions for all employees of Lansing Community College. Listing every conceivable~~

example of prohibited conduct is not possible.—Additionally, there are some offenses, though not listed, that would be so clearly wrong that no specific reference is necessary.—Examples of prohibited behavior include:

- ~~Failure to comply with LCC policies and/or procedures~~
- ~~Failure to report non-compliance with applicable LCC policies, procedures, rules, regulations, or laws. The College will not retaliate against employees who report such misconduct, consistent with the State of Michigan's Whistleblower's Act.~~
- ~~Violations of the intent or the specific provisions of the law~~
- ~~Failure to participate fully and honestly in an investigation related to LCC matters~~
- ~~Misrepresenting or mischaracterizing any information related to LCC matters~~
- ~~Falsification of documents or records, including records of time and attendance~~
- ~~Fraud~~
- ~~Providing false information~~
- ~~Failure to maintain required licensure or other required credentials~~
- ~~Failure to report loss or suspension of licensure or other required credentials~~
- ~~Inappropriately accessing, being in possession of, and/or disclosing information which LCC has determined to be confidential, including student information~~
- ~~Failure to follow instructions or other forms of insubordination~~
- ~~Fighting, threats, or intimidation~~
- ~~Engaging in any form of violence~~
- ~~Unauthorized possession of a weapon while on LCC property, irrespective of whether licensed to possess such weapon~~
- ~~Use, possession, and/or distribution of alcohol on College property or at College-sponsored events, unless previously authorized~~
- ~~Use, possession, and/or distribution of illegal drugs on College property or at College-sponsored events.~~
- ~~Being impaired due to use of alcohol, illegal drugs, prescription drugs, inhalants or other intoxicants while on College property or at College-sponsored events or while performing work for the College~~
- ~~Misuse, abuse, theft, misappropriation, or unauthorized use of LCC property or the property of other employees, visitors, contractors, or other persons related to LCC, or the attempt to do so~~
- ~~Defacing or damaging restrooms, rest areas, work areas, bulletin boards, or other LCC owned or leased facilities or property~~
- ~~Accepting LCC services without paying or without authorization, including LCC benefits~~
- ~~Acceptance of gifts from LCC vendors or customers in violation of LCC's Conflict of Interest Policy~~
- ~~Acceptance of bribes, kickbacks, or payoffs in any form~~
- ~~Failure to follow prescribed safety procedures or rules; demonstration of negligent conduct resulting in actual or potential loss or harm~~
- ~~Failure to report defective equipment or safety hazards~~

- ~~Engaging in horseplay or other behavior that is disruptive to the workplace and/or interferes with others~~
- ~~Working another job without authorization while on leave of absence or other absence from LCC~~
- ~~Wasting time or loitering~~
- ~~Irregular attendance, excessive absenteeism or tardiness, extending defined rest periods without permission, leaving work before the approved time or without authorization, or failure to report absences~~
- ~~Conviction of a criminal offense or charged with an offense which may affect the public perception regarding one's performance in given one's position or which may affect LCC's public image~~
- ~~Leaving the job without permission~~
- ~~Gambling on LCC property~~
- ~~Sleeping on the job~~
- ~~Engaging in any form of harassment, such as racial, ethnic, or sexual harassment, or other types of harassment which are prohibited by law, which expose LCC to any liability, or which create a hostile work environment~~
- ~~Violation of LCC's Acceptable Use Policy~~
- ~~Failure to timely and accurately complete required documentation~~
- ~~Failure to immediately report injury or accident~~
- ~~Substandard quality, quantity, or timeliness of work~~
- ~~Causing excessive waste of time or materials~~
- ~~Use of inappropriate communication or improper language, including use of vulgarity and/or sexual innuendos~~
- ~~Permitting unauthorized persons to gain access to LCC property~~
- ~~Photographing LCC sites, property, documents, or employees without prior authorization~~
- ~~Recording, including video or audio recording, any LCC employee without his/her prior authorization~~
- ~~Engaging in any conduct outside of the workplace which in any way compromises the ability of any employee to work within the LCC environment, including stalking other employees~~
- ~~Unauthorized solicitation~~
- ~~Unauthorized media contact without permission from LCC's Media Relations Director~~
- ~~Excessive and/or unauthorized photocopying of non-LCC-related materials~~
- ~~Using LCC resources, including copy machines, staff, etc., to support a personal business~~

~~Employees are expected to avoid situations that may cause a question as to their actions, integrity, or motives.~~

IV. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.

Failure to follow this policy may result in disciplinary action up to and including termination.

Informational – Maker Startup Weekend Presentation

Tom Donaldson, the Capital Regional Director of the MI Small Business Development Center, stated this 54 hour event is an event where entrepreneurs can take their ideas from concept to full blown business. He stated that the ideas had to be brand new and could not be works in progress. He also stated that the groups voted on the top 5 – 10 ideas, formed teams round the ideas, and spent the rest of the weekend taking the ideas from the drawing board to reality.

LCC students and participants showed the Board some of the ideas they worked on and spoke about their experience.

Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of October 31, 2014 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Net Position
 - d. Investments
 - e. Statement of Revenue, Expenses and Changes in Net Assets
 - f. Plant Funds Statement of Resources and Allocations
 - g. Capital Projects Monthly Reporting
 - h. Vendor Payments > \$10,000 for October 2014
 - i. Revenue and Expense Account Definitions
 - j. Asset, Liability and Net Asset Account Definitions
 - k. Organization/Division Crosswalk

Informational – Monthly Student Success

Dr. Richard Prystowsky presented the Monthly Student Success Report.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- ~~1. Authorization of New Jobs Training and Revenue Bond for Niowave, Inc.~~
~~REMOVED~~
2. Change Order Transmittal
 - a. Financial Aid Services, Inc.
3. Course Fees

- a. Course Fee Correction for Radiologic Technology Course IRXT270
- ~~b. Spring 2015 Course Fee Recommendations-REMOVED~~
- ~~4. LCC College Policies REMOVED~~
 - ~~a. Classroom Visitor Policy—REVISED~~
 - ~~b. Drug Free Workplace Policy REVISED~~
 - ~~c. No Show (NS) Grade Policy - NEW~~
- ~~5. Lease Agreement between Lansing Community College and Lansing Electrical Joint Apprenticeship & Training Trust (LEJATT)-REMOVED~~
- 6. Lease Agreement between Lansing Community College and the City of Lansing
- ~~7. Lease Agreement between Lansing Community College and George F. Eyde Family, LLC. REMOVED~~
- ~~8. No Bid~~
 - ~~a. Gretchen's House, Inc. REMOVED~~
- 9. Sole Source
 - a. Database Security

IT WAS MOVED by Trustee Hollister and supported by Trustee Proctor that the Consent Agenda removing item 1, 3b, 4a, b, c, 5, 7, and 8 be approved.

Roll call vote:

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

The motion carried.

Action Items - Authorization of New Job Training and Revenue Bond for Niowave, Inc.

IT WAS MOVED by Trustee Proctor and supported by Trustee Woods that the Authorization of New Job Training and Revenue Bond for Niowave, Inc. be approved.

Roll call vote:

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

Trustee Hollister abstained from voting.

The motion carried.

Action Item – Spring 2015 Course Fee Recommendations

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo that the Spring 2015 Course Fee Recommendations be approved.

Trustee Woods expressed his concerns on the new increase.

Lisa Webb Sharpe stated that approval of this recommendation would place current fees being charged to the student on the fee schedule allowing veteran students to use their veterans or military benefits. She stated that the Federal Veterans Administration will not reimburse veterans for expenses not listed on the tuition and fee statement.

David Fernstrum stated that the recommended changes include equipment's that is now an out of pocket cost the students currently pay.

Canja stated that the Board has heard from the administration that most veterans have their tuition covered by the GI bill or some other grant. She stated that sometimes this turned out not to be true and would like to hear from someone in the program to find out exactly how it works.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Proctor, Woods, Meyer

Nays: None

Absent: Smith

The motion carried.

Action Item – Classroom Visitor Policy (NEW)

IT WAS MOVED by Trustee Proctor and supported by Trustee Hidalgo that the revised Classroom Visitor Policy be approved.

Trustee Woods asked how the policy was written.

Dr. Prystowsky stated the Academic and Policy Advisory Committee (APAC), reviews and, when necessary, recommends changes to or deletions of current academic policies and to recommend new policies. This group meets monthly and is co-chaired by the Provost and the Academic Senate President, and includes representation across all college constituency groups including administrators, faculty, support staff and students.

Trustee Woods asked if anyone from campus safety was a part of this team when the policy was developed.

Dr. Prystowsky stated they were not a part of the team, but the policy was sent to Police and Public Safety for their review to ensure the policy complied.

Trustee Woods asked if conflict resolution training will be done under this policy.

Dr. Prystowsky stated that the committee is charged with adopting policy language and not the implementation of the policy.

Trustee Woods stated that if there is no answer to how the policy is being implemented, it should be withdrawn.

Trustee Hollister stated that if the Board thinks this is a good policy, they should approve it and then the President and his staff figure out how to implement it effectively.

Trustee Hidalgo stated he didn't know how the Board could expect the college to train on a policy not adopted.

Trustee Woods stated he didn't want to assume training would be done.

Roll call on the vote:

Ayes: Canja, Hidalgo, Hollister, Proctor, Meyer

Nays: Woods

Absent: Smith

The motion carried.

Action Items – Drug Free Workplace Policy (REVISED)

IT WAS MOVED by Trustee Hollister and supported by Trustee Hidalgo the revised Drug Free Workplace Policy be approved.

Trustee Canja stated that although the definition of "substance" is provided in the policy, the word substance is used in the policy by itself and she was not sure what its meaning is clear. She stated an example: page 2, paragraph 2 of the policy:

The College therefore wants to emphasize that it has zero tolerance for staff who arrive at work under the influence of any substance, as previously defined, and/or whose ability to work is impaired in any way by the consumption of any substance as previously defined, *or who consume such substances on College premises.*

Trustee Canja stated this particular phrase raises concerns because it's not as specific as it ought to be. She also pointed out that the use of "non-prescription drugs" should be replaced with "over the counter drugs" for consistency. She asked that the policy be pulled for wordsmithing.

There was an unanimous consent by the Board to withdrawal the policy for approval.

Action Items – No Show Grade Policy (NEW)

IT WAS MOVED by Trustee Hollister and supported by trustees Hidalgo that the new No Show Grade Policy be approved.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Proctor, Woods, Meyer

Nays: None

Absent: Smith

The motion carried.

Action Items – Lease Agreement between Lansing Community College and Lansing Electrical Joint Apprenticeship & Training Trust (LEJATT)

IT WAS MOVED by Trustee Proctor and supported by Trustee Hollister that the lease agreement between Lansing Community College and Lansing Electrical Joint Apprenticeship & Training Trust (LEJATT) be approved.

Trustee Woods asked how the rate compares to the other rates on the college.

Lisa Webb Sharpe stated that the college has a lease with CASE, but their lease increased because of their new space in the Gannon Building.

Trustee Canja stated that she recalls another lease at the West Campus being consistence with the proposed LEJATT lease.

Trustee Woods stated that if the college is being consistence with other rates, he is okay with it, but feels the Board needs an answer to do its due diligence before voting.

Lisa Webb Sharpe stated that the administration will check the Eaton ISD rate and come back to the Board next month.

There was an unanimous consent by the Board to withdrawal the policy for approval.

Action Items – Lease Agreement between Lansing Community College and George F. Eyde Family, LLC.

Trustee Woods asked if the college was doing something with the East Campus space and if there was a timeline. He express concerns about missed opportunities the college will not be able to tap into because of a five year lease.

Lisa Webb Sharpe stated there is a recommendation to double the space at a significant cost. She stated that the current least expires next August and that the college must secure space or build a new one. She further stated that the administration needs more time to plan and appropriately build a business case to bring

before the board. Ms. Sharpe stated that because there is no solid case at this time, they renewed the current lease.

Dr. Prystowsky stated that because space utilization of the East Campus wasn't clear he felt it irresponsible with that level of uncertainty to come to the Board and ask for money.

Lisa Webb Sharpe stated that they agree that challenges exist with the building because there is no common room for students and no space for faculty to gather and have their lunch.

Trustee Canja stated that she was not comfortable with agreeing to a five year lease and asked if they could negotiate for a shorter term and bring back next month.

Action Item – No Bid for Gretchen's House, Inc.

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the No Bid for Gretchen's House, Inc. be approved.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Woods, Meyer

Nays: None

Absent: Smith

Trustee Proctor abstained from voting.

The motion carried

Chairman, Committee and Board Member Reports

Chair's Report

There was no Chair report

Committee Reports – Audit Committee Update

Trustee Proctor gave the following Audit Committee Update:

The Audit committee met on November 3, 2014

1. The following items were present for information
 - a. After-the-Fact Report
 - b. Blanket Purchase Order Board Report
 - c. No Bid Justifications
 - (1) Apple Inc.

- (2) Bannasch Welding, Inc.
 - (3) Lyceum Agency
 - (4) People Admin, Inc.
 - d. LCC Card Violation Report
 - e. No Bid Purchase Report for Advertisements, Memberships & Sponsorships
 - f. Sole Source Report
2. The Audit Committee approved a Change Order Transmittal for Financial Aid Service, Inc and Trustee Travel and Business Related Expenses.

Committee Reports – Foundation Board Update

Foundation Board Update was placed in the Board packet.

Committee Reports – Workforce Development Board Update

Trustee Proctor gave the following Workforce Development Board Update:

- CAMW received \$342,000 in skilled trade training funding from the MI Strategic Fund to address the shortage in skilled workers. Funds were dispersed to seven companies, two of which will have custom design programs developed by LCC. Because of LCC involvement with these programs, Trustee Proctor abstained from voting.
- Eric Larson, the Executive Director of Impression 5, gave updates on their new renovations.

Unfinished Business

There was no Unfinished Business.

Closed Session

IT WAS MOVED by Trustee Woods and supported by Trustee Hollister that the Board go into closed session for the purpose of discussing the President's Annual Performance Review.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Proctor, Woods, Meyer

Nays: None

Absent: Smith

The motion carried.

The Board entered into closed session at 7:56 p.m.

The Board returned to open session at 8:45 p.m.

Roll call:

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

Absent: 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 Woods that the meeting be adjourned.

Ayes: Canja, Hidalgo, Hollister, Proctor, Woods, Meyer

Nays: None

Absent: Smith

The motion carried.

The meeting adjourned at 8:50 p.m.

Submitted,



Administrative Assistant to the Board
Benita Duncan