

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
April 16, 2018

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

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

## **Roll Call**

Present: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Smith  
Absent: None

## **Pledge of Allegiance**

Trustee Meyer led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED BY Trustee Smith and supported by Trustee Mathews that the minutes of the March 19, 2018 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Hidalgo, Meyer, Mathews, Smith, Abood, Proctor, Buck  
Nays: None  
Absent: None

The motion carried.

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

The following additions/deletions were made to the agenda:

- Trustee Proctor asked that four College Policies be added under Policy Development for review.
  1. Children on Campus
  2. Employee Personnel Files
  3. Family and Medical Leave Act Regulations
  4. Standards of Conduct
- Trustee Proctor asked that the MCCA Board report be removed from the agenda.

## Limited Public Comment Regarding Agenda Items

Mark Kelland: Mark Kelland address the Board regarding the Children on Camus Policy. He stated that when the college teaches a Development Psychology course and it is sometimes valuable to bring children in to the classroom as a visual aid. He asked the Board to consider this as they continued to develop this policy.

*Trustee Proctor stated in his Policy Development report to the Board, this policy is focused on employees who would bring their child to work under certain circumstances and that the policy is not intended to prohibit an academic experience.*

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. 2018 -19 Sabbatical Leave Request
- B. Cooperative Purchase
  - 1. Virtual Desktop and WLNZ Server Upgrades
- C. No Bid Purchase Orders
  - 1. Accident Fund Insurance Co.
  - 2. Patterson Dental Supply, Inc.
- D. Request for Proposals
  - 1. Gannon Parking Structure – Dry Sprinkler System Replacement
- E. Sole Source
  - 1. Laerdal Medical Equipment

IT WAS MOVED BY Trustee Meyer and supported by Trustee Smith that the Consent Agenda be approved.

Roll call vote:

Ayes: Proctor, Meyer, Buck, Abood, Hidalgo, Smith, Mathews  
Nays: None  
Absent: None

The motion carried.

## Monthly Monitoring Report

### Monthly Monitoring Report – Campus Safety Update

An update of campus safety was provided to the Board.

### Monthly Monitoring Report – Monthly Financial Statements

The monthly financial statements and summary for the period ending March 31, 2018 were presented for information.

## Policy Development

The following policies were forwarded by the Policy Committee as a first read. The committee will be forwarding these policies for approval at the May meeting. Trustee Proctor stated that the policy presented are HR policies that apply to college employees.

### **POLICY TITLE: CHILDREN ON CAMPUS POLICY IN THE WORKPLACE**

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#### **I. Purpose**

~~The purpose of this policy is intended to provide a friendly and safe campus while maintaining a learning environment for LCC students and a disruption free workplace for our employees~~ **to ensure that both an optimal learning environment for Lansing Community College (the "College") students and a workplace environment free from disruptions in job duties are maintained at the College.**

#### **II. Scope**

This policy applies to all College employees, **including student employees.**

#### **III. General**

- ~~1. Employees will not bring any child with them when scheduled to work. Employees are not to ask others to take responsibility for their child while on campus. The employee's supervisor, in order to meet an emergency situation can approve a temporary exception to this policy. Exceptions are also made for LCC sponsored events or classes that specifically suggest bringing a child. However, under no circumstances are children on campus to be left unattended at any time. Employees are not to take responsibility for another employee's child in the workplace.~~
- ~~2. During non-work hours, a parent or guardian must accompany children under the age of 16 while on campus. Exceptions are made only when the parent or guardian has signed a written release of responsibility.~~
- ~~3. If a child becomes disruptive the situation will be handled by the standard procedure used for any disruptive behavior. Parents or guardians should realize that this procedure might include being restrained and/or detained by LCC Police & Public Safety.~~
- ~~4. The learning environment of classrooms and labs will be free of distractions for students. Children must remain out of these areas. The employee's supervisor in order to meet an emergency situation can approve a temporary exception to this policy.~~

5. ~~To prevent injury to children and to protect equipment from damage, children are not allowed in labs and classrooms where there is equipment and/or supplies that might prove dangerous. Children enrolled in LCC classes requiring these facilities will need to provide a signed release form from their parent or guardian.~~

Except under extenuating circumstances, children will not be permitted in the workplace at the College. The procedure that addresses the conditions under which employees may seek approval, on an exception basis, for children to be brought into the workplace can be found at [insert www. link].

#### IV. Responsibility

~~The College's Executive Director of Human Resources is responsible for the oversight of this policy.~~ Responsibility for the interpretation and administration of this policy and the establishment of procedures governing children in the workplace is delegated to the Executive Director of Human Resources or his/her designee.

### POLICY TITLE: EMPLOYEE PERSONNEL FILES

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#### I. Purpose

The purpose of this policy is to make all employees generally aware of their rights regarding personnel files.

#### II. Scope

This policy applies to all **Lansing Community** College employees.

#### III. General

The College is committed to compliance with the provisions of **applicable laws and regulations**. ~~the Bullard-Plawecki Right to Know Act, MCL423.501, et seq. (the "Act".) Employees' rights under the Act include a right to request and be given a review of their personnel records, a right to be supplied with copies of their records as allowed by the Act, a right to respond to statements in their personnel record, and a right to notice in certain circumstances where where third parties seek a copy of their personnel record.~~ **The College maintains employee personnel files in a confidential manner. Access to others may be provided, for example, in such situations as:**

- **Health information when needed for Worker's Compensation matters or as appropriate or when considering requests for accommodation under the Americans with Disabilities Act (ADA);**

- Court-ordered requests as accompanied by subpoena, warrant, garnishment order, child support order, or other appropriate court requests;
- The College will respond appropriately to requests for information under the Freedom of Information Act.

When the College receives a court order or other request for an employee's personnel records, the College shall notify the employee by a copy of the request prior to producing the records in accordance with the Act applicable laws and regulations or applicable collective bargaining agreement.

#### IV. Responsibility

~~The College's Executive Director of Human Resources is responsible for the oversight of this policy.~~ Responsibility for the interpretation and administration of this policy and the establishment of procedures governing employee personnel files is delegated to the Executive Director of Human Resources or his/her designee. The procedures can be found at (insert www. link).

### POLICY TITLE: FAMILY AND MEDICAL LEAVE ACT REGULATIONS

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#### I. Purpose

The purpose of a this policy is to state the commitment of the college's Board College to comply with the Family and Medical Leave Act of 1993 (FMLA) of 1993, and as amended. Any terms used herein will be as defined in the Act. To the extent that any provision is in violation of the Act, the language of the Act will prevail. Terms of the FMLA can be found at this link: [insert FMLA link]

#### II. Scope

An employee is eligible for a FMLA leave if he/she has been employed by the College for at least twelve (12) months and at least 1,250 hours during the twelve (12) month period immediately preceding the employee's request for leave or the date on which the leave commences, whichever comes first.

#### III. General

An eligible employee, upon request, will be granted up to twelve (12) work weeks of unpaid FMLA leave during the twelve month period for one or more of the following events:

- A. For the birth of a son or daughter of the employee and to care for such child;

- B. ~~f~~For the placement of a child with the employee for adoption or foster care;
- C. ~~t~~To care for a spouse, child, or parent who has a serious health condition;
- D. ~~f~~For the serious health condition of the employee which renders him/her unable to perform the functions of the employee's position.
- E. For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status.

An eligible employee may also be granted up to twenty-six (26) work weeks of unpaid FMLA leave during the twelve month period to care for a covered service member with a serious injury or illness, when the employee is the spouse, child, parent, or next of kin of the service member.

FMLA grants of leave do not accumulate from year-to-year.

1. Benefits

The taking of a FMLA leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced; provided, however, that nothing in this sentence shall be construed to entitle any employee who returns from leave to the accrual of any seniority or employment benefits during the period of the leave or to any right, benefit or position other than that to which the employee would have been entitled had the employee not taken the leave.

2. Return to Position

Employees who take a FMLA leave for the intended purpose of the leave shall be entitled, on return from the leave, to be restored by the College to the position of employment held by the employee when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

3. Health Benefits

During the period of a FMLA, the College shall maintain coverage under any group health plan as defined by the FMLA for the duration of such leave and at the level and under the conditions of the coverage which would have been provided if the employee had continued in employment for the duration of the leave. The College shall have the right to recover the premiums paid for maintaining coverage for the employee under such group health plan during the period of a FMLA leave if the employee fails to return to work for reasons other than the continuation, recovering from

or onset of a serious health condition entitling the employee to leave under Section ~~2e~~ III-C or ~~2d~~ III-D above, or other circumstances beyond the employee's control. In this situation, the College may require certification of inability to return to work as specified and allowed by the FMLA.

4. Relationship to Paid Leave

An employee may elect to substitute any accrued vacation leave, personal leave, or family leave for any part of the twelve (12) week period of leaves taken pursuant to Section ~~2a~~ III-A, ~~2b~~ III-B or ~~2c~~ III-C above. An employee may be required to substitute any accrued or available paid medical or sick leave for part or all of the twelve (12) week period of leave under Section ~~2d~~ III-D above, with any remainder of the twelve (12) week period to be unpaid.

5. Birth Year

An unpaid family leave of up to twelve (12) work weeks for the birth/care of a child or for the placement of a child for adoption or foster care may be taken at any time within the twelve month period which starts on the date of such birth or placement of adoption or foster care. However, regardless of when the leave commences, it will expire no later than the end of the twelve (12) month "**birth year**". For example, an employee who requests a leave at the start of the eleventh month [of the twelve (12) month birth year counted from the date of birth or placement] is entitled to only eight (8) work weeks of unpaid leave (months 11 and 12.)

6. Spouses Employed

Spouses, both of whom are employed by the College, are limited to a combined total of twelve (12) work weeks of unpaid leave during any twelve (12) month period for the birth/care of their child, placement of the child for adoption or foster care, or for the care of a parent with a serious health condition. However, each employee may use up to twelve (12) work weeks of unpaid leave during any twelve (12) month period to care for his/her child or spouse who is suffering from a serious health condition.

7. Notification of Birth

An employee who foresees that he/she will require a leave for the birth/care of a child or for the placement of a child for adoption or foster care, must notify the College, in writing, not less than thirty (30) calendar days in advance of the start date of the leave. If not foreseeable, the employee must provide as much written notice as is practicable under the circumstances.

8. Notification of Medical Treatment

An employee who foresees the need for a leave of absence due to planned medical treatment for his/her spouse, child, or parent should notify, in writing, the College as soon as possible so that the absence can be scheduled at a time least disruptive to the college's operations. Such a member must also give at least thirty (30) calendar days written notice, unless impracticable, in which case the employee must provide as much written notice as circumstances permit.

9. Health Provider's Statement

If the requested leave is to care for a spouse, child, or parent who has a serious health condition, the employee may be required to file with the College in a timely manner a health care provider's statement that the employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that the employee is needed for such care.

10. Intermittent Leave

A leave taken shall not be taken intermittently or on a reduced leave schedule unless the College and the employee agree otherwise. Subject to the limitations and certifications allowed by the FMLA, other FMLA leaves may be taken intermittently or on a reduced leave schedule when medically necessary; provided, however, that where such leave is foreseeable based upon planned medical treatment, the College may require the employee to transfer temporarily to an available alternative position offered by the College for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the employee's regular position.

11. Inform the College

An employee on an approved FMLA leave should keep the College informed regarding his/her intent to return to work upon conclusion of the leave.

12. Opinion Verification

In any case in which the College has reason to doubt the validity of the health care provider's statement or certification for leaves taken, the College may, at its expense, require a second opinion.

13. Serious Health Condition

For purposes of this policy, "Serious Health Condition" is defined as it appears in FMLA Section 101(11) as follows: "an illness, injury, impairment, or physical or mental condition that involves -- (A) inpatient

care in a hospital, hospice, or residential medical care facility; or (B) continuing treatment by a health care provider." This definition is further explained at length in the final FMLA regulations, §825.114.

#### IV. Responsibility

~~The College's Executive Director of Human Resources is responsible for the oversight of this policy.~~ Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or his/her designee.—

### POLICY TITLE: **ETHICS AND STANDARDS OF CONDUCT FOR EMPLOYEES**

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#### I. Purpose

As a Community College and public entity, **Lansing Community College's (the "College") successful operation and reputation is built upon the ethical conduct of our employees. The goal of this policy is to promote a safe, orderly, efficient, and effective educational institution with an ideal work climate for all employees, while ensuring that employees act in a manner that merits the continued trust and confidence of the public. To that end,** it is necessary to prescribe certain behaviors relative to the type of educational climate and workplace conducive to excellence. ~~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 **intelligent** 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. The supplement to the Standards of Conduct policy can be found here: [http://lcc.edu/hr/labor\\_contracts/All\\_Unions/Revised-supplement-toStandards-of-Conduct-Policy-9-8-16.pdf](http://lcc.edu/hr/labor_contracts/All_Unions/Revised-supplement-toStandards-of-Conduct-Policy-9-8-16.pdf)

#### IV. Responsibility

~~The College's Executive Director of Human Resources is responsible for the oversight of this policy.~~ **Responsibility for the interpretation and administration of this policy and the establishment of procedures governing ethics and standards of conduct for employees is delegated to the Executive Director of Human Resources or his/her designee.**

## Linkage Planning/Implementation

### Community Linkage – President's Report

President Knight presented the April 2018 President's report to the Board.

In addition, he asked Cindy Storie to provide an update on the Student Success Coaches.

## Board Report – Foundation Board Update

Trustee Smith highlighted the Foundation Board report in the Board packet.

## Unfinished Business

There was no Unfinished Business.

## Public Comment

Robert Baynes: Robert Baynes, an LCC employee in Moving Services, addressed the Board regarding areas where the college could be more fiscal responsible. He stated that while departments are ordering hanging file folders, there are at least 6,000 hanging file folders being unused that he is taking to MSU surplus. He stated these folders roughly total \$3,500 and asked what that dollar amount could do for the students.

Teresa Patterson: Teresa Patterson, Dual Enrollment Coordinator at Dewitt High School, addressed the Board regarding the June 25 dual enrollment date. Ms. Patterson stated that Dewitt has over 100 students who will be dually enrolled and taking approximately 200 classes. She stated that by June 25 her students would already be out for the summer working or participating in summer events. Ms. Patterson stated she would normally take these 100 plus kids to the LCC campus to walk them through the registration process and ensure they are registered for the correct classes. She asked the Board why the date had been changed until after kids get out of school. Ms. Patterson said she is a huge fan of dual enrollment because her daughters participated in the program. She stated she has concerns because she cannot come back over the summer to help the students register and has worked hard in the past to ensure that the billing is done correctly and the transition for the students is smooth. She stated this year, with the students being out for the summer, she must now pre-bill without seeing what the student has signed up for. Ms. Patterson asked that the date when students get out of school be considered for the dual enrollment process.

Toni Glasscoe stated this is a one-time occurrence and there will be a meeting on April 30 to talk about the process. She stated that they are working with school districts individually if the change in date causes problem. She also stated that LCC can come out and assist and suggested that she and Ms. Patterson have a conversation outside of the Board meeting so they can tailor what needs to be done for Dewitt High School.

Mark Kelland: Mark Kelland addressed the Board regarding student success and the Academic Success Coaches. He stated that the Academic Senate is planning to bring students to the Senate and that they are planning a Senate panel on May 11. Mr. Kelland stated he hopes the panel will light a fire under faculty that support the student success changes, and get their voices loud and clear up above the naysayers.

Lucus Gonzales: Lucus Gonzales, a 26-year-old LCC student, addressed the Board regarding his accomplishments while attending LCC. He stated he was not a high

achiever while attending high school. He further stated he graduated second to last in his high school class. Mr. Lopez said he did not capitalize on the opportunities given to him, but has since learned the importance of education. He stated he decided to reenroll in a community college here at LCC and it was the best decision he made. Mr. Gonzales stated he was very involved on campus. He became the President of the Honor Society, served on the Academic Senate, was the representative for the One Book One committee and interned for a Senator down the street. Mr. Gonzales thanked LCC for all the support he received from the faculty and staff who helped him to accomplish his goals. He stated there are many resources at LCC that one can take advantage of like tutoring and the academic success coaches. He tearfully announced his acceptance to the University of Michigan. Mr. Gonzales said there were often times he wanted to quit, but had so much support at LCC. He thanked the college for all it has done to help him achieve his accomplishments and that he will go on and do his best at this next step in his life.

Robert Baynes: Robert Baynes addressed the Board regarding the campus safety update. He stated that he found a BERT (Building Emergency Response Team) vest laying around campus. He asked when BERT last met or had received training. He also asked where BERT's presence was when LCC had the last evacuation. Mr. Evans stated that students at East Campus received text messages to evacuate, but the instructors at East campus didn't and therefore remained in their classes. He stated there are issues and questions to be looked at. Mr. Evans stated that on another note the Student Success Coaches do an awesome job.

Carrie Richards: Carrie Richards addressed the Board regarding open educational resources. She stated that four classes of a Spanish study certificate of completions will be offered this summer with zero textbook cost. She stated that the college as a 3-year contract with Luma Learning and it is a platform were the college could have sustainable OER. .

Carrie Gregg: Carrie Gregg, Director of the Academic Success Coaches, stated that the Center for Data Science has been helping them to collect data. She stated that 81% of the students they supported in the fall semester either graduated, transferred or were retained at LCC. She further stated that during the fall they supported 2,500 students. Ms. Gregg said they heard the Board's request to embed their services for students and they are moving in that direction. She stated they are a part of the development education redesign 360 model and excited to move forward and build the academic success coach program.

## **Closed Session**

There was no Closed Session

## **Board Evaluation of Meeting**

There were no Board comments.

## Adjournment

IT WAS MOVED by Trustee Smith and supported by Trustee Mathews that the meeting be adjourned.

Ayes: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Smith

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 8:34 p.m.

Submitted,



Executive Assistant to the Board  
Benita Duncan