

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
November 19, 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, Mathews, Meyer, Proctor, Smith

Absent: Hidalgo

Trustee Hidalgo attended the Closed Session by telephone at 7:21 p.m.

Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED BY Trustee Buck and supported by Trustee Smith that the minutes of the October 15, 2018 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Meyer asked that Trustee Smith travel expenses from the ACCT Leadership Congress be added to the Audit Committee report.

Limited Public Comment Regarding Agenda Items

There were no Public Comments.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Administrator 9 Level Employment Agreements
- B. College Policy
 - 1. 30 Hour Work Week (*ELIMINATED*)
 - 2. ~~Audit~~ (*REVISED*) (*REMOVED for discussion*)
 - 3. College Investment (*REVISED*)
 - 4. ~~Purchasing~~ (*REVISED*) (*REMOVED for discussion*)
 - i. Conflict of Interest with Vendors (*ELMINATED*)
 - ii. Purchasing Card (*ELIMINATED*)
 - 5. Student Tuition and Fees (*REVISED*)
 - 6. Supplanting (*REVISED*)
- C. Veterans In-State Tuition (*REVISED*)

IT WAS MOVED BY Trustee Buck and supported by Trustee Smith that the Consent Agenda, removing the Audit and Purchasing policies, be approved.

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Action Item – Audit Policy

Trustee Buck ask for the first sentence under the General section, #2 to read as:

*“On a periodic basis, but not **more** less than every 7 years, the College will issue a Request for Proposal (RFP) for a certified public accounting firm to perform annual financial audits.”*

There were no objections.

IT WAS MOVED BY Trustee Buck and supported by Trustee Proctor that the revised Audit Policy be approved.

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Action Item – Purchasing Policy

Trustee Buck asked if the Policy Committee could explain why the language, "...and request his/her approval", was stricken from the policy.

G. 2.

*In cases where delaying an emergency purchase of \$100,000 or more until the next regularly scheduled Board meeting ~~or until a special meeting is called~~ would result in a material undue expense, or in cases of an emergency, the President will inform the Board Chairperson or his/her alternate **designee** of the need to proceed with a purchase. **and request his/her approval.** ~~A special meeting of the Board will be called if reasonably possible. If a special meeting cannot be scheduled, because of the urgency of the situation,~~ Every effort will be made to contact all Board members to notify them of the emergency requirement ~~and that approval is being given by the Board Chair or his/her alternate.~~ Members of the Board shall be notified of the final disposition of the purchase ~~and its approval immediately.~~*

Trustee Proctor stated that waiting to contact the Board Chair to get his or her approval might cause greater damage. He stated that it seemed to make sense to leave that responsibility in the hands of the President of Lansing Community College.

Trustee Smith stated that she is not sure she can concur with the recommendation of the decision being taken out of the hands of the Board Chair. She stated that the Board Chair and President would work close together and does not agree that in emergencies the President would not be able to get in contact with the Board Chair.

Trustee Buck stated that he agrees with Trustee Proctor that the college must response to emergencies quickly, but the language to have a special meeting was removed. He stated that while he agrees, that the Board need not have a special meeting, he would like to keep the language of the Board Chair as the final approver.

Trustee Meyer stated that he sees no financial risk in removing this language given the precise definition of an emergency.

Trustee Abood stated that does not think that the Board Chair represents the Board. He said that getting the consent of the Board Chair creates no more authority because there is no quorum and the Board has not approved the purchase. He stated that it only puts the Board Chair in a position of putting a divide among the Board which doesn't help in the decision making process in an emergency. Trustee Abood stated that requiring the President to do this does not help the situation. He said that the Board Chair does not have authority to bind the college and that the Board acts as a consent of the majority members. He stated that he has no problem with the proposed changes.

Trustee Buck stated that the Board has been very consistent with its \$100,000 threshold and that the Board elects its Chair to direct and lead them. He stated that in these emergencies, having the President get the approval of the Board Chair is in the best

interest of the college and the community the board represents. He said that at this threshold, he would like to keep the language of contacting the Board Chair for approval.

IT WAS MOVED BY Trustee Buck and supported by Trustee Smith that the revised Purchasing Policy, retaining the language in G. 2, “... *in cases of an emergency, the President will inform the Board Chairperson or his/her designee of the need to proceed with a purchase and request his/her approval.*” be approved.

Roll call vote:

Ayes: Buck, Smith

Nays: Meyer, Proctor, Mathews, Abood

Absent: Hidalgo

The motion failed.

IT WAS MOVED BY Trustee Buck and support by Proctor the revised Purchasing Policy be approved.

Roll call vote:

Ayes: Mathews, Proctor, Buck, Abood, Meyer

Nays: Smith

Absent: Hidalgo

The motion carried.

Monthly Monitoring Report

Monthly Monitoring Report – Federal Agenda 2019 – 2020

The Board reviewed the following projects for the 2019-2020 Federal Agenda approved by the Provost’s Cabinet and Executive Leadership Team (ELT).

Technical Careers Division:

- Aviation Technology
- Center for Manufacturing Excellence
- Cybersecurity

These projects will be included in the 2019-2020 Federal Agenda brochure to be shared with elected officials and agency representatives during the Association of Community College Trustees’ (ACCT) Legislative Summit in D.C. in February 2019.

B. Monthly Financial Statements

1. Statement & Summary as of October 31, 2018 includes:

- a. General Fund Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual

- b. General Fund Operating Expenses: Adopted Budget and Actual Expenses
- c. Statement of Net Position
- d. Schedule of Investments
- e. Statement of Revenue, Expenses and Changes in Net Position
- f. Plant Funds Schedule of Budget and Expenses
- g. Capital Projects
- h. Vendor Payments \$10,000 and Over for October 2018
- i. Revenue and Expense Account Information
- j. Asset, Liability and Net Position Account Information
- k. Organization to Division Crosswalk
- l. Glossary

Trustee Buck stated that he spoke with Executive V.P. Sharpe about a minor correction to the pie chart on page 8, under Student Gender. The male percentage listed is incorrect.

Policy Development

The following policies are being forwarded by the Policy Committee as a first read. The committee will be forwarding these policies for approval at the December Board meeting.

- 1. Acceptable Use (*REVISED*)
 - a. Mobile Computing Device (*ELIMINATED*)
- 2. Advertising /Underwriting (*REVISED*)
- 3. Capital Project Budgeting (*REVISED*)
- 4. Carrying a Concealed Weapons (*REVISED*)
- 5. Cash Contribution to Others (*REVISED*)
- 6. Emergency Management (*REVISED*)
- 7. Evaluation (*REVISED*)
- 8. Executive Summary (*ELIMINATED*)
- 9. Facilities Use (*REVISED*)
- 10. Financial Oversight & Monitoring (*REVISED*)
- 11. Health, Safety and Safe Work Environment (*ELIMINATED*)
- 12. Identity Theft Protection (*REVISED*)
- 13. Information Security (*REVISED*)
- 14. Just Cause (*REVISED*)
- 15. Lobbying (*ELIMINATED*)
- 16. Personnel and Compensation (*ELIMINATED*)
- 17. Severance (*REVISED*)

18. Smoking (*REVISED*)
19. Sustainability (*REVISED*)
20. Travel and Business Related Expenses (*REVISED*)
21. Utilization of LCC Resources Off Campus (*REVISED*)
22. Workplace (*REVISED*)

Trustee Proctor stated the review has been a yearlong process with the four members appointed to the committee. He stated that he wanted to acknowledge those who assisted the committee in modifying the policies and thanked them for all of their great work. He stated that he has learned a lot about the college and its personnel. He said he learned that they are dedicated, committed to student success and all about LCC. Trustee Proctor said the committee committed to having the review completed by the end of the year and they are on task with completing that. Trustee Proctor acknowledge the following people:

Policy Committee Members:

1. Trustee Robert Proctor – Committee Chair
2. Benita Duncan – Executive Assistant & Liaison to the Board
3. Dr. Lisa Webb Sharpe, Executive Vice President
4. Elaine Pogoncheff, Provost and Senior Vice President of Academic Affairs

1. Stephanie Bogard-Trapp, Senior Director of Financial Aid & Title IV
2. Mark Kelland, FT Professor and President of Academic Senate
3. Tracie Labadie, Assistant Dean of Academic Affairs
4. Rafeeq McGiveron, Academic Affairs Project Manager
5. Sally Welch, Associate VP of Academic Affairs
6. Ann Kroneman, Executive Director of Human Resources
7. James Mitchell, Director of Labor & Employee Relations
8. Don Wilske, Chief Financial Officer
9. Jean Beauboeuf, Director of Risk Management and Legal Services
10. Kevin Bubb, Chief Information Officer
11. Toni Glasscoe, Associate Vice President External Affairs & Development and K-12 Operations
12. Chris MacKersie, Executive Director of Administrative Services
13. Paul Schwartz, Director of Information Security

Trustee Proctor stated these were the individuals who came before the Policy Committee to assist, but there were other employees of the college that offered their input to the policy review. He stated he would recognize those individuals in December.

Trustee Abood asked if we could do a resolution recognizing the Policy Committee and all who participated.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Knight presented the November 2018 President’s report to the Board.

He spoke on LCC’s involvement in the Dairy Processing Campus Project in St. Johns, MI.

Community Linage – Chair’s Report

Trustee Abood made the following announcements:

- Trustee Mathews is being honored by the Global Women’s Dialogue, Women Who Lead Awards Ceremony Honoring Community Hidden Figures.
- At the 2018 ACCT Leadership Congress in New York, Ms. Benita Duncan was elected as Secretary to the Executive Committee of the ACCT Professional Board Staff Network (PBSN).
- There is a reception next month, Monday, December 17, 2018 honoring Trustee Robin Smith for her dedication, leadership, and service as a Trustees of Lansing Community College. Reception starts at 5:00 p.m. with a short program at 5:30 p.m. All are welcome to attend.
- Congratulations to Trustee Lawrence Hidalgo on being re-elected to the Board of Trustee and to Trustee Elect Samantha Wilbur.

Committee Reports – Audit Committee Update

Trustee Meyer reviewed the following agenda items from the November 5, 2018 Audit Committee Meeting:

1. Approval of Minutes
 - a. October 8, 2018 Audit Committee Meeting Minutes
2. Approval of Trustees Conference Travel Expense
 - a. ACCT Leadership Congress
 - 1) Andrew Abood
 - 2) Ryan Buck
 - 3) Lawrence Hidalgo
 - 4) Angela Mathews
 - 5) Larry Meyer
 - 6) Robert Proctor
 - b. Business Leaders for MI Summit
 - 1) Larry Meyer

IT WAS MOVED BY Trustee Meyer and supported by Trustee Buck that Trustee Smith travel expenses from the ACCT Leadership Congress be approved, pending the submissions of her receipts.

Roll call vote:

Ayes: Meyer, Proctor, Buck, Mathews, Abood

Nays: None

Absent: Hidalgo

Trustee Smith abstained from voting.

The motion carried.

Trustee Meyer stated that he and the administration met with Meridian Township and they will be attending the meeting next month to discuss a TIF. He stated that their project is good and that due diligence was done.

Committee Reports – Foundation Board Update

Trustee Buck reviewed the Foundation Board update provided with the meeting materials.

Unfinished Business

There was no Unfinished Business.

Public Comment

Jeff Wilson: Jeff Wilson, President of the PTCTU, he addressed the Board regarding Bay College's student food pantry. He stated that LCC's food bank is in a state of flux. He stated that students who use a food pantry have a more positive outlook on their educational experience. He further stated Bay College's food pantry is partially funded by their Board. Mr. Wilson said that LCC students get a \$10 gift card for food that does not go a long on campus, but could go further if LCC partnered with someone like Feeding West Michigan. He asked to Board to look at Bay College's student pantry as a possibility for LCC students.

Lisa Webb Sharpe: Executive Vice President reminded the Board they approved \$50,000 to support a food bank program at LCC.

Trustee Meyer stated there is an extraordinary food bank in the downtown area ran by the Presbyterian Church. He said that LCC can look at this example as a model.

Trustee Smith stated that Mott Community College has a food pantry that serves their students and a food pantry at LCC is worth looking at. She thanked Jeff Wilson for bringing this idea before the board.

Mark Kelland: Mark Kelland, President of the Academic Senate, stated that he served on LCC's food pantry steering committee. He stated that they surveyed students and staff that led to the direction to which the college has moved.

Jeff Wilson: Jeff stated that the \$10 cards help students while they are on campus, but not when they are at home. He stated that room 201 in the Huron Building has been empty for at least six years and would be a perfect space to house a food pantry. He further stated that people are reluctant to go to the pantry and having it, a little off campus would help with that initial reluctance.

Trustee Abood stated that the Board is concerned about food and the students and the college is doing its best. He said that the Board has committed to it and will keep working to figure out the best avenue.

Board Comments:

Angela Mathews stated that she attended "ON and Popping" by LCC's Chief Diversity Officer Tonya Bailey. She said there were many students there with a lot of dialogue. She stated that LCC's faculty staff operate with the upmost character and integrity.

Closed Session

IT WAS MOVED BY Trustee Abood and supported by Trustee Smith that the Board enter into Closed Session for the purpose of discussing the President's yearly performance review per his request to be undertaken in closed session.

The Board entered into closed session at 7:21 p.m.

The Board returned to open session at 7:40 p.m.

Roll call:

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

Absent: None

Chair Abood stated that the Board had the opportunity to review with Dr. Knight his performance review for the year. He stated that the Board is exceptionally pleased with his performance over the last year and the direction he has moved the college. Trustee Abood stated that he has had the opportunity to work with him as President and seen LCC over his lifetime from where it has been to where it is now. He stated that many people in the community hold LCC in high regards and a lot of that has to do with Dr. Knight.

Trustee Abood stated that the Board he has not increased his compensation since July 1, 2015. He stated that the Board has placed on him many obligations, including the success coaches he has had to manage, the program at the Jewett Airport, Pathways

and many other things. He said that “when which is given much is required” and because this Board has expected a lot from Dr. Knight the opposite is true in giving. He further stated that he was please to make motion before the Board and hoped to get unanimous consent.

IT WAS MOVED BY Trustee Abood and support by Trustee Smith to increase President Knight’s salary effective the first full pay period beginning on or after November 19, 2019 an additional \$25,000 and a year from that date and additional \$25,000 besides other compensation he is receiving.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

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 7:43 p.m.

Submitted,



Executive Assistant and Liaison to the Board
Benita Duncan