

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 17, 2018

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:44 p.m.

Roll Call

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

Trustee Mathews arrived at 6:46 p.m.

Pledge of Allegiance

Trustee Smith led the Pledge of Allegiance.

Approval of Minutes

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

Roll call vote:

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

Nays: None

Absent: Hidalgo

Trustee Hidalgo abstained from voting.

The motion carried.

Additions/Deletions to the Agenda

There were no additions or deletions made to the agenda:

Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments regarding an agenda item.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. 2019 Regular Board of Trustees Meeting Calendar
- B. College Policy
 - 1. Acceptable Use (*REVISED*)
 - a. Mobile Computing Device (*ELIMINATED*)
 - 2. Advertising /Underwriting (*REVISED*)
 - 3. Capital Project Budgeting (*REVISED*)
 - 4. ~~Carrying Concealed Weapons (*REVISED*)~~ *REMOVED for discussion.*
 - 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 Violence (*REVISED*)
- B. Lease Agreement for Hangar Storage at Mason Jewett Airport
- C. ~~Tax Sharing Agreement between Lansing Community College, Charter Township of Meridian, and the Meridian Township Downtown Development Authority.~~ *REMOVED for discussion.*

Trustee Meyer that the Tax Sharing Agreement between Lansing Community College, Charter Township of Meridian, and the Meridian Township Downtown Development Authority be removed from the consent agenda for discussion.

Trustee Buck asked that the Carrying Concealed Weapons policy be removed from the consent agenda for discussion.

IT WAS MOVED BY Trustee Buck and supported by Trustee Smith that the Consent Agenda, removing the Carrying a Concealed Weapon policy and the Tax Sharing

Agreement between Lansing Community College, Charter Township of Meridian, and the Meridian Township Downtown Development Authority, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Item – Carrying Concealed Weapons

IT WAS MOVED BY Trustee Buck and supported by Trustee Proctor that the Carrying a Conceal Weapon policy be approved.

Trustee Buck asked that the sentence, “**The possession or use of weapons be prohibited unless specifically authorized by this policy.**”; be added to the policy as a new letter A. under the General section.

III. General

- A. The possession or use of weapons is prohibited unless specifically authorized by this policy.*
- B. A “weapon” shall include but is not limited to:
 - 1. any firearm; or
 - 2. any device from which an electrical current, impulse, wave, or beam may be directed that is designed to incapacitate temporarily, injure, or kill; or
 - 3. any other instrument or device of any kind that operates based on spring, gas or air, or contains explosive materials; or
 - 4. any instrument or device, such as a knife, that has a sharp blade greater than three inches; or
 - 5. any explosive device.*
- C. With prior written approval of the Director of Public Safety or his/her designee and with limited scope and duration, an individual may possess a weapon when it is worn as part of a military or fraternal uniform in connection with a public ceremony, parade, theatrical performance, or instructional or student activity.*

There were no objections from Trustee Proctor.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Item – Tax Sharing Agreement between Lansing Community College, Charter Township Downtown Development Authority

Trustee Buck asked that the word *Infaltionary* be corrected to read **Inflationary**, on page 39, Exhibit C.

Trustee Abood stated that he wanted to recuse himself from voting.

Dr. Sharpe stated that in attendance were the Meridian Township Economic Development Director, Chris Buck, Meridian Township Trustee, Dan Opsommer, and their consultant Eric Cursor to make a brief presentation.

Trustee Meyer stated that they came before the Audit Committee to brief them and did a good job in explaining their request. He stated that the Audit Committee had a thorough review the proposal before them.

The Meridian Township Economic Development Director, Chris Buck, gave a brief presentation and a discussion followed.

IT WAS MOVED BY Trustee Buck and supported by Trustee Mathews that the Tax Sharing Agreement between Lansing Community College, Charter Township Downtown Development Authority be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Abood abstained from voting.

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Community Impact – E103
2. Monthly Financial Statements – EL 203
3. Quality of Education
4. Update on Embedded Academic Support

Policy Development

The Policy Committee presented the following policies for a first read:

- A. Policy Committee Update – Robert Proctor
 1. Ethics and Conduct (REVISED)

2. Facilities Master Plan (REVISED)
3. Hiring and Contract Approval (REVISED)
4. Naming Facilities (REVISED)
5. Partnerships (REVISED)

IT WAS MOVED BY Trustee Proctor and supported by Trustee Buck to suspend the bylaws to approve the policies being presented as first read.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Action Item – Ethics and Conduct Policy

Trustee Proctor asked for the following corrections:

I. General

3. Board members will make decisions, which consider the educational welfare of students and the public and will strive to maintain a community college, which meets the individual needs of all students regardless of their race, religion, creed, sex or social standing.

15. No Board member shall engage in, solicit, negotiate for or promise to accept praise employment or render services to private interests when such employment or services creates a substantial conflict with or substantially impairs the proper discharge of official duties. No board member shall use college office facilities or supplies other than in the proper discharge of his/her official duties.

ADMINISTRATION OF THE POLICY

A. Review of Allegations of Misconduct:

- 1) Persons desiring to make complaints concerning violations of this Ethics and Standard of Conduct for Trustees may do so confidentially by email to duncanb@lcc.edu the Executive Assistant and Liaison to the Board. The Executive Assistant and Liaison to the Board will share the communication with the Board of Trustees. The Board of Trustees Audit Committee accepts and reviews complaints and concerns, anonymous or otherwise, about accounting and auditing practices from employees or members of the public. Concerns can be address to the Audit Committee Chair, LCC Board of Trustees, P.O. Box 40010, Lansing, MI 48901-7210.

Trustee Buck clarified that he proposed the three corrections made to the policy.

IT WAS MOVED BY Trustee Abood and supported by Trustee Proctor that the Ethics and Conduct policy with revisions be approved.

Roll call vote:

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

Nays: None
Absent: None

The motion carried.

Action Item – Facilities Master Plan

Trustee Buck asked that the name State Department of Budget be corrected to read **State Department of Technology, Management, and Budget**, under the General section.

IT WAS MOVED BY Trustee Abood and supported by Trustee Mathews that the Facilities Master Plan policy as with revisions be approved.

Roll call vote:

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

The motion carried.

Action Item - Hiring and Contract Approval, Naming Facilities, Partnerships

IT WAS MOVED BY Trustee Buck and supported by Trustee Smith that the Hiring and Contract Approval, Naming of Facilities and the Partnerships policies with revisions be approved.

Trustee Buck asked that the word *others* be corrected to read other, under the General B. section.

*The President shall have the authority and responsibility to hire or retain all **others** employees, contractors, and service providers within the Board established policy parameters.*

Roll call vote:

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

The motion carried.

Linkage Planning/Implementation

Community Linkage – President’s Report

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

President’s Report – Academic Senate Annual Report

The President of the Academic Senate, Mark Kelland reviewed the 2017-2018 Academic Senate Annual Report provided with the Board meeting materials.

Committee Reports – Audit Committee Update

IT WAS MOVED BY Trustee Meyer and supported Trustee Hidalgo by that the minutes of the November 5, 2018 Audit Committee Meeting be adopted.

Roll call vote:

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

Nays: None

Absent: None

Trustee Buck abstained from voting.

The motion carried.

Committee Reports – Foundation Board Update

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

Unfinished Business

There was no Unfinished Business.

Public Comment

Eva Menefee: Eva Menefee, president of MAHE addressed the Board regarding Project SEW (Student Empowerment Week). She stated that on November 29 and 29 MAHE sponsored its annual academic event to help students and wrap up another successful semester of outreach. She stated that 25 faculty members from multiple disciplines volunteered their time as a means of additional academic support to provide outreach to nearly 80 students in the areas of writing, research, math, science, citation, presentation, academic advising, and counseling. She stated that some faculty members volunteered for both nights.

Samantha Wilbur: Trustee-elect Samantha Wilbur stated that she had the opportunity to observe the Academic Senate, and was impressed. She stated that the Academic Senate is an excellent resource for the faculty and the board. She further stated that the senate give them a shining example of what a community college is about. Trustee-elect Wilbur stated that the student panel is a great opportunity for the students to get involved with the senate and see how a meeting is conducted by introducing them to Robert's Rules of Order.

Closed Session

IT WAS MOVED BY Trustee Smith and supported by that the Board entered into Closed Session for the purpose of discussing collective bargaining.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 7:38 p.m.

The Board returned to open session at 8:05 p.m.

Roll call:

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

Absent: None

Board Comments

There were no Board comments.

Adjournment

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

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 8:06 p.m.

Submitted,


Executive Assistant & Liaison to the Board
Benita Duncan