

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
April 19, 2021

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:11 p.m.

Roll Call

Present: Buck, Hidalgo, Mathews, Proctor, Thomas, Vaive
Absent: Abood

Trustee Abood arrived at 6:15 p.m.

**All attended by Webex.*

Pledge of Allegiance

Trustee Mathews led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Mathews that the minutes of the April 19, 2021, Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Proctor, Buck, Mathew, Thomas, Vaive, Hidalgo
Nays: None
Absent: Abood

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Dr. Robinson asked that the RFP for Tutoring Services under agenda item XII. “New Business – May”, be changed to a No Bid Justification.
- Trustee Mathew asked that the Foundation Report be added to the Board Member Report.
- Trustee Hidalgo asked that the 2021-22 Sabbatical Leave Request be removed from the Consent Agenda.

Limited Public Comment Regarding Agenda Items

There were no Public Comments.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. ~~2021—22 Sabbatical Leave Requests (REMOVED)~~
- B. Invitation to Bid
 - 1. Campus-Wide Roofing Contractors Maintenance Services
 - 2. Campus-Wide Rubbish Removal and Recycling Services
- C. No Bid Justification
 - 1. Kaplan, Inc.
- D. Request for Proposal
 - 1. Campus-Wide General Trades Contractors Maintenance Services

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Mathews that the Consent Agenda, removing the 2021-22 Sabbatical Leave Requests, be approved.

Roll call vote:

Ayes: Proctor, Mathews, Thomas, Vaive, Hidalgo, Abood, Buck
Nays: None
Absent: None

The motion carried.

Action Item - 2021-22 Sabbatical Leave Requests

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Vaive that the 2021-22 Sabbatical Leave requests be approved.

Dr. Robinson stated that some sabbaticals from 2020-21 have been included with one new request. He also stated that two requests from the 2020-21 request withdrew.

Trustee Hidalgo stated that he would like to see requests geared toward open resources for students.

Roll call vote:

Ayes: Hidalgo, Thomas, Vaive, Abood, Mathews, Buck, Proctor
Nays: None
Absent: None

The motion carried.

Monthly Monitoring Report

The following monitoring report item was presented:

- A. Monthly Financial Statements

Policy Development

Trustee Proctor provided the following Policy Committee Update.

- The committee met on April 8, 2021, to begin its review of the 59 college policies.
- The next meeting is on April 29, 2021. The committee will have policies to present as the first read at the May Board meeting.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Robinson presented the April 2021 President’s report to the Board.

Committee Reports – Audit Committee Update

Trustee Proctor stated that the Federal Awards Audit (A-133) was not presented at the October 2020 board meeting, because the Office of Management and Budget had not issued the Compliance Supplement addendum to address audit testing requirements for one of the CARES grants. He stated that the Federal Awards Audit was completed and presented to the Audit Committee at the March 2021 meeting. Trustee Proctor stated that the Audit Committee accepted the Federal Awards Audit and recommends the acceptance by the full board.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Mathews that the Annual Federal Awards Audit Report be accepted.

Roll call vote:

Ayes: Buck, Vaive, Abood, Proctor, Hidalgo, Thomas, Mathews

Nays: None

Absent: None

The motion carried.

Trustee Proctor also stated that at the April 5, 2021, Audit Committee meeting LCC’s internal auditors, Baker Tilly, presented the College’s Risk Assessment.

Baker Tilly identified the following areas for future audits.

1. Student Experience – FY 2022
2. Human Resources – FY 2022
3. Cybersecurity and Information Privacy – FY 2023

4. Project Management – FY 2023
5. Facilities and Construction Management – FY 2024

Board Reports – Foundation Board Update

Trustee Mathews provided the following Foundation Board Report:

- On June 1 the Foundation will turn 40 and is celebrating with the Star Day of Giving. Everyone is asked to wear LCC swag and share why they value LCC on their social media. The Foundation is also asking for a \$40 donation on June 1.
- LCC offered almost 500 students scholarships totaling \$1.2 million from the College and Foundation this month. The college is thankful to all that reviewed scholarships to assist this process.
- The Foundation secured a 2001 first-generation electric Toyota Prius. The car will be used in LCC's auto mechanics program. The Prius is the only one the college has with that battery type. This car will be a great resource for student learning!
- The college received a gift of stock to change the Assunta and Nello Procaccini Memorial Scholarship from expendable to endowed. This scholarship will now be awarded in perpetuity.

Unfinished Business

There was no Unfinished Business.

New Business

New Business items were presented for March.

- A. Consent Agenda – Action Items
 1. Change Order
 - a. Purity Gas
 2. No Bid Justification
 - a. Tutoring Services
 3. Request for Proposals
 - a. Virtual Dissection Cadaver Tables
- B. Monthly Monitoring Reports
 1. Developmental Education Report - Math
 2. Monthly Financial Statements

Public Comment

There were no public comments.

Board Comments

There were no board comments.

Closed Session

IT WAS MOVED by Trustee Hidalgo and seconded by Trustee Thomas that the Board goes into closed session under Section 8(h) of the Open Meetings Act to consider the material exempt from discussion or disclosure under Section 13 (1) (g) of the MI Freedom for Information Act to review and discuss the attorney's written legal opinion concerning employment agreements.

Roll call vote:

Ayes: Abood, Mathews, Thomas, Hidalgo, Proctor, Buck, Vaive

Nays: None

Absent: None

The motion carried.

The Board entered into a closed session at 7:49 p.m.

The Board returned to an open session at 8:10 p.m.

Roll call:

Present: Abood, Buck, Hidalgo, Mathews, Proctor, Thomas, Vaive

Absent: None

Adjournment

IT WAS MOVED by Trustee Mathews and seconded by Trustee Thomas that the meeting be adjourned.

Ayes: Abood, Buck, Hidalgo, Mathews, Vaive, Proctor, Thomas

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 8:12 p.m.

Submitted,

A handwritten signature in black ink, appearing to read "Benita Duncan", written over a horizontal line.

Executive Assistant & Liaison to the Board
Benita Duncan