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LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 25, 2021

Regular Meeting
Adopted Meeting Minutes
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Call to Order

The meeting was called to order at 6:03 p.m.

Roll Call

Present: Abood, Buck, Hidalgo, Mathews, Proctor, Thomas, Vaive
Absent: None

Pledge of Allegiance

Trustee Mathews led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED BY Trustee Mathews and supported by Trustee Proctor that the minutes of the September 20, 2021, Regular Board of Trustees meeting be adopted.

Roll call vote:
Ayes: Thomas, Abood, Hidalgo, Buck, Mathews, Proctor
Nays: None
Absent: None

Trustee Vaive abstained from voting due to being absent on September 20, 2021.

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:
- Dr. Robinson stated that there was a replacement page item VIII. Monthly Monitoring Report, C. Higher Education Emergency Relief Fund, and Coronavirus Relief Fund Award and Expense Summary. Page 110 was replaced with agenda item Utilization of the Federal Higher Education Emergency Relief Fund and Coronavirus Relief Grants.

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. 2021 Five-Year Capital Outlay Plan
> B. Strategic Plan 2021 - 2024

IT WAS MOVED BY Trustee Proctor and supported by Trustee Mathews that the Consent Agenda be approved.

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

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Annual Board Monitoring Report
2. Audit Committee – Robert Proctor
    a. Comprehensive Annual Financial Report – Michelle Fowler, Rehmann
3. Utilization of the Federal Higher Education Emergency Relief Fund and Coronavirus Relief Grants.
4. Monthly Financial Statements

Monthly Monitoring Report – Comprehensive Annual Financial Report

Ms. Michelle Fowler, of Rehmann, presented the Comprehensive Annual Financial Report.

IT WAS MOVED BY Trustee Proctor and supported by Trustee Vaive that the Comprehensive Annual Financial Report be accepted.

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

The motion carried.

Monthly Monitoring Report – Annual Board Monitoring Report

The Annual Board Monitoring Report was submitted as part of the President's yearly evaluation process.

Monthly Monitoring Report – Utilization of the Federal Higher Education Emergency Relief and Coronavirus Relief Grants

This agenda item was updated to include the following language:

UTILIZATION

The administration has three primary goals and areas of focus in allocating and spending the HEERF grants which are: (1) student-focused financial assistance and other resources to improve student learning and academic success; (2) campus health and safety; and, (3) provisions for remote learning and work. For non-students awards, preference has been given to those activities having a long-term positive impact on the College.

During the remaining grant period, the College will be awarding additional student emergency grants to fully expend the student emergency grants under HEERF and will supplement those grants with additional institutional HEERF monies. The planned expenses for the remaining institutional funds in addition to student emergency grants include additional support for student success in a virtual environment, upgrades to workspaces and conference rooms to facilitate remote and hybrid work, and infrastructure improvements to heating, ventilation, and air conditioning systems in buildings for improved air handling and mitigation of airborne viruses.

The College has exceeded the amount of required student awards by $9.2 million by using Institutional federal grants. Additional capital projects currently estimated at $6.6 million are currently under review by the administration with the expectation that the capital projects will be submitted to the Board of Trustees at the December 13, 2021 meeting.

Due to the nature of certain capital projects, the College will be requesting a one-year, no-cost grant extension. The U.S. Department of Education has not yet issued guidelines as to the process for requesting such an extension.

Attached to this agenda item is a PowerPoint indicating the utilization of the HEERF/CRF federal grants.

Monthly Monitoring Report – Monthly Financial Statements

The Monthly Financial Statements were presented. There were no questions.

Policy Development

Policy Committee Update

Trustee Proctor gave a brief update on the policy committee. He stated that they are presenting 14 of the Administration and Facilities Policies. He also stated that of those 14 policies the committee is recommending the elimination of the Five-Year Capital Outlay Plan policy and that the Emergency Management policy is a complete re-write of policy. The following policies were presented with revisions as a first read and will be presented at the November meeting for approval.

ACCEPTABLE USE

I.   Purpose

~~This policy describes guidelines for the~~ To establish the permitted and prohibited use~~s~~ of the College's technology resources and use of college-wide data. ~~Use of College-owned technology 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.~~

II.   Scope

This policy applies to all users (employees, students, trustees, alumni, contractors, and guests) of ~~Lansing Community~~ the College's technology resources and data, including those using the College's network via a personally owned device.

III. General

Use of college-owned technology resources is a privilege extended by the College to students, employees, and other authorized users as a tool to promote the mission of the College and to enhance technological/computer literacy.

A.   Applicable Statutes

~~Lansing Community~~ The College and all users will comply with all federal state and local governing laws. These laws include, but are not limited to:

   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
   ADA – Americans with Disabilities Act of 1990
   PCI DSS – Payment Card Industry Data Security Standard
   DMCA - Digital Millennium Copyright ACT ~~(DMCA)~~ of 1998

B.   General Usage

The use of ~~Lansing Community~~ the College's technology resources, including, but not limited to, computers, fax machines, email, cell phones, printers/copiers, audio/visual equipment, software applications, and all forms of Internet/intranet access, is for College business and ~~for~~ authorized purposes only.

Employees are permitted brief and occasional personal use of College technology resources if it does not result in expense or harm to the College, interfere with their job responsibilities, or otherwise violate this or any other College policy. Appropriate care must be ~~given~~ exercised for technology resources issued to or used by students and employees. ~~and returned in the same condition with minimal wear.~~

~~No~~ Protected data (SSN, credit card, FERPA, HIPPA) or other confidential information maintained by the College ~~should~~ shall not be stored on non-College systems or any mobile device. ~~and~~ Secure communication channels must be used whenever such data is accessed.

Use of the College's resources is a privilege granted by the College ~~and~~ that may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited

to:

- *Sending chain letters or participating 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 non-work-related instant messaging or chat rooms, or others forms of digital media except as allowed by this policy;*
- *Accessing email messages, 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 violates College policy for any user, including system administrators and supervisors, to access email 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;*
- *Email 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 an email to another user without acknowledging the alteration, placing unauthorized or misleading attachments on another's email message, etc.);*
- *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 Schedules;*
- *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.*
- *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 usernames or passwords with another person or utilization of another person's username or password;*
- *Failing to log off any secure, controlled-access computer, or other forms of data system to which you are assigned if you leave such computer or system unattended;*
- *Threatening any person(s) or property**;***
- *Employees must not use College technology 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 technology resources to support or oppose a political party, candidate, or ballot proposal;*
- *Accessing and/or utilizing any pay-to-play Internet gambling site;*
- *Accessing reviewing or transmitting protected or confidential College information for purposes other than completing job duties;*
- *Installing or connecting servers or wireless access points to the College's network without prior written authorization.*
- *Employee bulk email auto-forwarding of all received emails to a non-LCC email address without advance approval of the Chief Information Officer or designee.*

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. **Authorized Monitoring and Access to Technology Resources**

The College scans and monitors the content of traffic transmitted over the College's network and data stored on College systems using electronic tools. The sole purpose of monitoring and scanning activity is to reduce risk to the College, to protect the College's technology resources and data, and to enforce this and other College policies 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. Therefore, there should be no presumption of privacy or confidentiality when using College technology resources. The College will provide complete or redacted versions of records of business transactions and communications as required. College staff participating in investigations as part of their job duties will endeavor to safeguard the privacy of all parties and will themselves follow the guidelines provided in this policy.

D. **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 from such connection.

The College is not responsible for the repair or replacement of non-College hardware.

E. **Student Computing**

College computer labs and devices/equipment for checkout from the Library and Information Technology Services are available on campus for students to complete their course work. Students are expected to follow the rules for of any lab or the department which houses the computer they use. Students must possess a current College Starcard to access the computer labs.

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.

F. **Indemnification Provision**

~~Lansing Community~~ The College makes absolutely no warranties of any kind, either express or implied, for the Internet services it provides. The College will not be responsible for any damages suffered by users, including, but not limited to, any loss of data resulting from delays, non-deliveries, user errors, or service interruptions.

The College is not responsible for the accuracy or quality of information obtained through its Internet services, including email. Users assume responsibility for any damages suffered as a result of information obtained through these sources.

The user agrees to indemnify and hold harmless ~~Lansing Community~~ the College, the Board of Trustees, and College employees from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the College's hardware, software, and network facilities. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

IV.   Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Chief Information Officer or ~~his/her~~ designee.

ADVERTISING/UNDERWRITING

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I.   Purpose

~~This policy addresses the use of~~ To establish standards for advertising and underwriting for and at ~~Lansing Community~~ the College.

II.   Scope

This policy applies to all advertising done by or with the College.

III.   General

A.   *Advertising*

All advertising on behalf of or with the College must be approved by the Marketing Department. Approval exceptions are made for Human Resources advertising of positions for hire and all legal advertising. Advertising is a marketing communication that employs an openly sponsored message to promote or sell a product, service, or idea. This applies to external opportunities, as well as internal opportunities of departments and programs offering advertising to third-party sponsors in exchange for funding and/or in-kind promotion.

B.   *Underwriting*

The College's non-commercial radio and television stations follow the rules and regulations of the Federal Communications Commission (FCC) in regard to underwriting. The term underwriting as used in this policy is defined as an announcement made on public broadcasting outlets in exchange for funding. Underwriting opportunities that meet FCC regulations are treated as a form of advertising and must also be approved by the Marketing Department.

IV.   **Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Senior Vice President of Business Operations or ~~his/her~~ designee.

EMERGENCY MANAGEMENT AND PREPAREDNESS

I.   **Purpose**

~~*The purpose of this policy is*~~ *To provide for the establishment of a college emergency preparedness and management program that is aligned with the National Preparedness System as defined by the National Preparedness Goal, authorized by the U.S. Presidential Policy Directive (PPD) 8 of 2011 and the Michigan Emergency Management Act, Public Act 390 of 1976 as amended.* ~~*, and to provide a means through which the President or Designees and the Board of Trustees may exercise and discharge responsibilities vested in them by this policy in emergency situations described in this policy.*~~ *This policy also provides for the establishment of a college business continuity program, including continuity of college administration that is aligned with the U.S. Department of Homeland Security (US-DHS), Federal Emergency Management Agency (FEMA) Federal Continuity Directive 1, and follows the guidance of the FEMA Continuity Guidance Circular.*

II.   **Scope**

An emergency or disaster can happen at any time. To ensure the resiliency of the college and its ability to respond to and recover from an emergency or disaster, the college must prepare by developing a robust college-wide strategy to prevent, protect, mitigate, respond to and recover from identified threats, hazards, and vulnerabilities. The scope of this policy is to ensure comprehensive emergency preparedness and management system exist. The system shall be developed by cross-functional college contributors; supported by executive leadership; regularly and methodically communicated, practiced, maintained, and involve both internal and external stakeholders.

III.   **General**

This policy identifies the components necessary for the establishment and maintenance of a comprehensive Emergency Preparedness and Management Program, inclusive of continuity of operations.

A.   **Emergency Management Department**

There is an established department of Emergency Management within the Administrative Services Division for the purpose of developing and coordinating all emergency and pre-disaster prevention, mitigation, preparedness, response, and recovery plans, processes, procedures, and activities within the college. The department shall have a dedicated Director of Emergency Management and Preparedness.

B.   **Declaration of Emergency**

If a disaster or emergency occurs that has not yet been declared to be a state of disaster or state of emergency by the Governor or appropriate local authority, and the President, or the President's designees, determines that the situation necessitates immediate action outside of the college's and the local jurisdiction's available resources to help control the

emergency affecting the College, the President or the President's designees may request the Governor declare that a state of disaster or state of emergency exists at the College in accordance with Public Act 390 of 1976, as amended. The Emergency Management Director shall immediately contact the Michigan State Police/Emergency Management and Homeland Security District Coordinator. Notification shall also be sent to the Chief Executive Official of the local government entity where the emergency or disaster occurred or is occurring.

C.   **Emergency Preparedness**

The following plans shall be developed, finalized, and promulgated as part of the emergency preparedness process. These plans, along with communicating and practicing the associated processes and procedures on a regular basis, will help to build emergency response resiliency into the college organization and community.

1.   Threat, Hazard, and Vulnerability Risk Assessment (THVRA)

Every 3-5 years, the program shall review and (re)assess the current threat, hazard, and vulnerability landscape of the college. A subsequent report or plan will be published and disseminated to the college community. Portions of this report may be considered confidential and must be protected. This assessment/analysis informs all other preparedness plans. Other aspects to be addressed as part of the THVRA consequence analysis are, but are not limited to:

a)   Mitigation Program/Plan
The Mitigation Plan outlines ways threats, hazards, and vulnerabilities can be mitigated to reduce the loss of life and property by lessening the impact of disasters and it lists possible prioritized solutions based on core capabilities.

b)   Prevention and Protection Program/Plan
A program will be developed to prevent and protect the college from threats and vulnerabilities, in line with the National Preparedness Goal.

2.   Emergency Operations Plan (EOP) with functional and procedural annexes.

The Emergency Operations Plan (EOP) describes how people and property will be protected from all hazards (as identified by the THVRA) and what core capabilities (as defined by the National Preparedness Goal) are necessary to ensure an effective response and recovery. Specifically, the EOP identifies personnel, equipment, facilities, supplies, and other resources available, within the jurisdiction or by agreement with other jurisdictions, for use during response and recovery operations.

3.   Continuity of Operations Plan (COOP)
The Continuity of Operations Plan (aka business continuity plan) will help ensure essential college functions continue and vital records are maintained during an emergency and its immediate aftermath. Essential functions include but are not limited to business services such as payroll and purchasing, internal and external communications, enterprise computing systems, facility mechanical, electrical, and plumbing systems, safety and security, and continuity of teaching and learning. The COOP plan will list, define, and prioritize the College's essential functions.

Each department shall develop and maintain its own COOP plans which are considered as annexes to the top-level COOP plan. Information Technology

Services (ITS) maintains and executes the (IT) Disaster Recovery Plan for the College. This is a separate but related continuity plan.

4. *Continuity of Administration Plan (COA)*

Continuity of Administration (COA) is designed to ensure that essential college functions continue to be performed before, during, and after an emergency or threat.

COA is intended to preserve the statutory and legal authority of elected board members and executive leadership. The primary components of the COA Plan are the order of succession (i.e., in the event of a vacancy in office or a position holder dies, resigns, or is otherwise unable to perform the functions and duties of that pertinent position) and delegation of authority (i.e., those delegated to continue with authoritative decision making in the place of those who are unable to do so.)

5. *Recovery Plan*

The Recovery Plan shall assess the needs of the recovery process or phase by executing a recovery planning process, which helps to determine which tasks and actions best support the College's future vision, goals, and priorities in the short-term, mid-term and long-term following a disaster or emergency incident.

6. *Multi-Year Training and Exercise Plan (MYTEP)*

The Multi-Year Training and Exercise Plan (MYTEP) supports all other emergency preparedness plans by establishing core training objectives and regular frequency of training, drills, and exercises to ensure that students, employees, and on-site business partners understand their roles, responsibilities, and expectations. The college will seek to include community and government stakeholders when possible and feasible. Evaluations, after action reviews, and a robust corrective action program are essential elements of the college's MYTEP.

D. **Emergency Response & Planning Teams**

The following Collegewide teams shall be established and trained to ensure robust preparedness and response of college constituents at every level and across the breadth of the college organization.

1. *Incident Management Team (IMT)*

The College shall apply the concepts and principles of the National Incident Management System (NIMS) and the Incident Command System (ICS), which provides a standardized approach for incident management and response, regardless of cause, size, location, or complexity. The LCC IMT will be developed and integrated into this program.

2. *Building Emergency Response Teams (BERT)*

The primary function of the College Building Emergency Response Teams (BERT) will be to augment LCC Emergency Preparedness efforts, to help ascertain situational awareness during an emergency, and to be the interim first line of response until the expert first responders arrive. A coordinator shall be assigned for each building.

3. *Emergency Management Policy Team (EMPT)*

The EMPT serves as the overall emergency program directional leadership and approval authority. The EMPT endorses or promulgates final plans listed in this policy to the college community, as well as, acts as a guiding advisory council during times of emergency or disaster. The EMPT can be considered as either preparedness or a response team depending on the nature of the business at hand.

    4.   Emergency Preparedness Planning Team (EPPT)

    The EPPT is responsible for helping to develop, review, revise, and maintain the college's Emergency Operations Plan and related annexes.

    5.   Continuity of Operations Planning Team

    The Continuity of Operations Planning Team is responsible for helping to develop, review, revise, and maintain the college's Continuity of Operations Plan and Continuity of Administration Plan.

E.   Standard Operating Procedure

Procedures associated with the Emergency Preparedness and Management Program are outlined in a Standard Operating Procedure.

IV.   Responsibility

The execution and maintenance of this policy are delegated to the Executive Director of Administrative Services or designee.

FACILITIES USE

I.   Purpose

~~*This policy addresses*~~ *To established guideline for* ~~*the*~~ *use of* *all* ~~*Lansing Community*~~ *College facilities.*

II.   Scope

This policy applies to all College facilities that are owned, rented, leased, or otherwise under the control of the College.

III.   General

As a tax-supported community college, the instructional and student support functions of the organization will have first priority in the use of facilities. ~~*The facility use procedures defines*~~ *Procedures shall be established regarding who* ~~*can*~~ *may use* ~~*the*~~ *College* *facilit*~~*ies*~~ *and at what cost.*

College trustees requesting use of College facilities shall comply with the facility use procedures and the President may not waive application of the policy or procedures pertaining thereto in such instances.

IV.   Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive

Director of Administrative Services or ~~his/her~~ designee.

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IDENTITY THEFT PROTECTION

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I. *Purpose*

~~*Under the Fair and Accurate Credit Transactions Act of 2003, the Federal Trade Commission created the Red Flags Rule regulations that require colleges to develop and implement a written Identity Theft Prevention Program for combating identity theft in connection with certain covered accounts. The purpose of this policy is*~~ *T**o establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program* *in compliance with the Fair and Accurate Credit Transactions Act of 2003*.

II. *Scope*

This policy applies to all ~~*LCC*~~ *College* *employees.*

III. *General*

The Program includes procedures to:

- *Identify relevant red flags for covered accounts it offers or maintains and incorporates those red flags into the program;*

- *Detect red flags that have been incorporated into the program;*

- *Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and*

- *Ensure the program is updated periodically to reflect changes in risks to students and* ~~*to*~~ *the safety and soundness of the creditor from identity theft.*

- *The program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.*

IV. *Responsibility*

Responsibility for the interpretation and administration of this policy is delegated to the Chief Financial Officer or ~~*his/her*~~ *designee.*

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INFORMATION SECURITY

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I. *Purpose*

~~*Lansing Community College regards its*~~ *To establish the permitted and prohibited use of the College's* *information assets*~~*.*~~ ~~*as one of its most important assets. Information Security provides protections to ensure the availability, integrity and confidentiality of LCC's information assets by identifying the risks of accidental and intentional disclosure of, or damage to, the assets and by implementing protective measures to manage those risks*~~*.*

II.   *Scope*

This policy applies to all LCC employees and covers all information assets, including computers and communication devices used, maintained, owned and/or operated by ~~Lansing Community~~ the College as well as LCC owned information stored on a remote system operated by an outside entity. This policy also covers any computer or communications device that is present on ~~Lansing Community~~ the College premises and/or use~~s~~ ~~Lansing Community~~ the College communication infrastructure~~, but~~ (which may not be owned or operated by ~~Lansing Community~~ the College).

III.   *General*

   A.   *Organization*

      1.   *The Information Security Management System will be modeled and evaluated after the National Institute of Standards and Technology Cybersecurity Framework standard and will use its process approach to understanding the College's security requirements and to enact the needed monitoring and controls. A security strategy of Defense in Depth will be employed to manage the risk to information as required by the classification of the information. In addition, ~~Lansing Community~~ the College will protect its information assets in a legal and ethical manner and in accordance with good business practice.*

      2.   *Every LCC user is responsible for the use and protection of information assets within their functional responsibility. The LCC categories of responsibility for Information Security Managers are:*

         a.   **Owners** *– All information assets must have an identifiable owner, either a manager or a non-manager representing management, who is responsible for identifying, classifying, authorizing access to and protecting specific information assets.*

         b.   **Users** *– Students, employees, Trustees, alumni, and contractors are responsible for using appropriate security to safe guard information that they are authorized to access.*

         c.   **Contractors** *– Service suppliers of hosting, telecommunications, data storage or operations services have the responsibility for safekeeping and operating functions, in accordance with security measures appropriate for the information assets over which they have custody. Information that is in the custody of ~~Lansing Community~~ the College and entrusted to an entity outside of ~~Lansing Community~~ the College by means of a contracted service or partnership must be afforded the same protection as similar LCC owned information. LCC management will evaluate outside entities to determine the level of protection that the outside entity is expected to provide.*

         d.   **Custodians -** *Information technology professionals, engineers, and technical support staff responsible for the operation and management of systems and servers which collect, manage, and provide access to college data. Custodians are responsible for the protection and maintenance of information assets.*

   B.   *Classification of Information Assets*

Information assets will be identified by the Information owners to classify the asset's value to the College. The Information Owner will identify the Information assets and will classify the information sensitivity as either public, private or confidential. The Information assets will also be classified based on availability, i.e., normal, essential, or critical. These classifications will be used by the College to determine the level of risk associated with the operation of each information resource.

1. ***Sensitivity classifications:***

    a. ***Public*** *– Information that is in the public domain or information intended to be communicated to the general public or community. This classification includes course descriptions or information about services of the College.*

    b. ***Private*** *- Information that should not be available to a general population. This classification includes employee procedure manuals, department financial records, salaries and date of birth.*

    c. ***Confidential*** *– This information needs to be safeguarded because of regulation or determination of the College that the loss of this information would cause devastating financial loss or loss of reputation. This classification includes most information about students and employees academic, financial or medical records.*

2. ***Availability classifications:***

    a. ***Normal*** *– Information assets that have a limited impact to the operations of the College as a whole or information that can be unavailable for up to a week or more.*

    b. ***Essential*** *– Information assets that are used to support operations of the College, but alternate resources can be used or a limited outage of a day or two is acceptable.*

    c. ***Critical*** *– Information assets that are required for operation of the College divisional processes, both academic and administrative (for example: telephones and data network).*

C. ***Risk Assessment and Risk Management***

Risk Assessment of information assets is a formal process that will describe the risk of the occurrence of threats to LCC and the method chosen to mitigate the threat. This process will result in the creation of a document for review by management that describes the risks, the safeguards that will be employed and the remediation determined to best mitigate any threat or incident involving LCC information. The management of LCC can choose to:

1. ***Accept the risk*** *– This alternative is taken if the probability of occurrence is very low or the cost of protective measures is too great. This alternative could also be used for low value or easily replaceable information, such as expendable supplies or public domain information.*

2. ***Transfer the risk*** *– This alternative is implemented through use of contractual obligations, such as insurance.*

3.   ***Reduce the risk*** *– This alternative is taken by installing protective measures or by establishing continuity plans.*

D.   *Reviewing and Testing*

~~Lansing Community~~ The College will periodically assess through internal and external reviews, if current practices provide the desired protections to achieve the intended security objectives. Owners, users, custodians, or suppliers of services of ~~Lansing Community~~ the College information assets must conduct reviews each year to assure compliance with ~~Lansing Community~~ the College Information Security Policy.

E.   *Destruction and Declassification of Media*

The LCC Information Security Policy requires destruction or declassification of information resources, including waste materials, which were used for recording confidential information when such information is no longer needed. Media that cannot be used again (e.g. paper) must be destroyed and media that can be used again (e.g. magnetic disks) must be either declassified or destroyed beyond recognition and reconstruction. Media declassification means that the critical information recorded on the media is destroyed usually by overwriting or degaussing. The quantity of critical information should be reduced to the minimum necessary.

F.   *Incident Response*

The ~~Lansing Community~~ The College's Information Security Policy requires the reporting of:

1.   *Incident of suspected or actual loss or compromise of LCC information, resource or service.*
2.   *Any violation or suspected violation of LCC Information Security Policy standards, procedures or guidelines.*

The requirements for incident reporting apply to all employees, students, contractors and suppliers of LCC at all times. Such incidents must be reported whether they are intentional or unintentional to abuse@lcc.edu. See the LCC Incident and Response procedures for further requirements regarding incident reporting and response.

G.   *Education and Awareness*

It is the responsibility of individual management, with the assistance of Information Security department, to ensure that all employees who use LCC information resources are adequately trained in security procedures and policy. It is the responsibility of the Information Security department to ensure that all students who use LCC information resources are adequately trained in security procedures and policy.

IV.   Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Chief Information Officer or ~~his/her~~ designee.

INTELLECTUAL PROPERTY

I. Purpose

~~The purpose of this policy is~~ To establish a method to determine, recognize and respect the rights and obligations of the College, its employees, its students, and its contractors regarding intellectual property.

II. Scope

This policy applies to all full-time and part-time LCC employees and student-employees, including those persons working, with or without monetary compensation, on any project under the direction and control of the College or using college facilities or conducting activities under the supervision of LCC personnel ("Members".) ~~This policy also applies to contracts and subcontracts between LCC and persons who are not employed by LCC ("Vendors").~~

This policy applies to all intellectual property (including anything that is patentable, copyrightable, or otherwise marketable and/or may be protected) that is created, authored, conceived, or invented, in whole or in part, by any Member or ~~Vendor~~ Contractor during the period of employment, attendance or other relationship with LCC.

III. General

A. ~~The Vice President for Academic Affairs or his/her designee is responsible for establishing, revising, interpreting, and administering procedures to determine, recognize and respect the rights and obligations of the College, its employees, its students, and its vendors regarding intellectual property they develop, in whole or in part, during their relationship with LCC.~~ Such Intellectual property procedures shall be developed in consultation with others in the LCC community and shall be consistent with the College's contractual and legal obligations, including those established by individual agreements, collective bargaining agreements, grants, and ~~vendor~~ contractor agreements.

B. The College's intellectual property procedures should address issues including but not limited to the disclosure, ownership, use, exploitation, commercialization, and compensation for intellectual property covered by this policy. ~~Such procedures shall be made readily available to all College employees, student employees, vendors, and other interested persons.~~

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Provost/Senior Vice President of Academic Affairs or ~~his/her~~ designee.

NAMING OF FACILITIES

I. Purpose

~~The purpose of this policy is~~ To provide guidelines for the naming and renaming of major and minor facilities. All naming and renaming of major and minor facilities will require the approval of the Board of Trustees.

II. Scope

This policy applies to major facilities to include campus buildings, ~~halls~~, parking structures, wings of buildings, fields, quadrangles, and similar facilities; and minor facilities to include halls, meeting rooms, classrooms, laboratories, interior portions of buildings, service facilities, etc.

III.   General

~~Lansing Community~~ The College's Board of Trustees and President, as well as the Directors of the Lansing Community College Foundation, seek private funds to enhance the College's ability to meet the higher education needs of its community, particularly toward a level of excellence that would otherwise not be possible given state funding levels and restraints on student tuition and fees. To that end, the College seeks to provide appropriate recognition to donors for their generosity.

A.   Guidelines for naming tributes

The naming and renaming of major and minor facilities is associated with, but not limited to:

1.   *Honoring individuals for particular achievements*

2.   *Recognizing significant philanthropic support*

3.   *A part of a commercial contract or agreement*

~~1.~~   Honorary Naming
The College may wish to approve a naming to honor the extraordinary distinguished contributions of its past members and others to the College.

Only in exceptional circumstances will honorary naming be approved for living or current members of the College community, Board of Trustees, or holders of political office. Such naming will require the approval of the Board of Trustees.

Philanthropic Naming
For recognition by name, it will be expected that the donor, and/or others wishing to honor a donor, will provide all or a substantial part of the cost of the major and minor facility. "Substantial" is deemed to mean either a significant majority of the cost or a contribution which, while not being a significant majority, is regarded as central to the completion of the facility.

In the establishment of objectives for a fundraising campaign, the Executive Director of the Foundation, upon approval from the College president, may establish in advance naming opportunities and the level of donation required for each, and may advise potential donors that the contributions will be recognized by name, subject to approvals and decisions being consistent with this policy.

Corporate or Organization Naming

The Foundation and the President's office must complete a detailed due diligence review of the corporation or the organization prior to any corporate or organization naming. Each corporate naming request must be analyzed to ensure that there are no conflicts of interest. Certain restrictions may also apply to any proposed naming of a major or minor facility financed with the proceeds of tax-exempt bonds.

B.   Duration and Modification:

1.   *The duration of an honoree's name on any major or minor facility continues for as long as the facility is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, renovation, re-designation of purpose, or similar modification of a named facility, the Board of Trustees may deem that the naming period has concluded.* *If the corporation or the organization after which any facility ceases to exist, the Board of Trustees at its discretion may determine that the naming has concluded.*   *The College President or their designated representative will make all reasonable efforts to inform in advance the original honorees when the naming period is deemed to have concluded. If the* *legal* *name of a corporation or organization changes after the College names a major or minor facility after the corporation or organization, the College may deem~~ed~~ that the naming period has concluded. If the naming has exceeded 25 years, ~~in~~ at its discretion, the College may determine that the naming has concluded, unless otherwise stipulated in the agreement between the College and the corporation or organization.*

2.   *In the event of a philanthropic naming, unless an agreed upon time period has been stipulated in the applicable gift agreement, the naming of a major or minor facility of the College in recognition of a donor or other individual implies a commitment by the College to the donor that the major or minor facility will be maintained by the College for so long as the continued use and/or occupancy of such facility remains, in the discretion of the College, reasonable, prudent and viable under the circumstances. In the event that the College determines that a cessation of, renovation of, or other change in, the use, occupancy, and/or maintenance of such property or other asset is necessary, warranted, and/or unavoidable, the College may offer the individual or family an alternative naming opportunity. If the naming has exceeded 25 years, the Board of Trustees ~~in~~ at its discretion may ~~make a determination~~ determine that the naming has concluded.*

3.   ~~*In the event of a corporate or organization naming of a major or minor facility, if the corporate or organization name changes, the College may deem that the naming period has concluded. If the naming has exceeded 25 years, or in its discretion, make a determination that the naming has concluded, unless an agreed upon time period has been stipulated.*~~

C.   *Changed Conditions*

The Board of Trustees reserves the right, on reasonable grounds, to revoke and terminate its obligations regarding a naming, with no financial responsibility for returning any received contributions to the donor or honoree. These actions, and the circumstances that prompt them, may apply to an approved naming that has not yet been acted upon or to a conferred naming.

If in the opinion of the Board of Trustees and College President, the reputation of an individual, family, or entity for which a facility is named changes substantially so that the continued use of that name may compromise the public trust, dishonor the College's beliefs, standards, or otherwise be contrary to the best interests of the College, the existing or pending naming may be revoked.

No name will be approved that will imply the College's endorsement of a partisan political, religious, or ideological position or of a commercial product. This does not preclude a naming with the name of an individual who has at one time held public office or with the name of an individual or a company that manufactures or distributes commercial products.

If a donor fails to maintain payments on a pledge upon which the naming was bestowed, the naming may be revoked. If a planned gift upon which the naming was bestowed does not result in the value agreed upon, the naming may be revoked.

IV. Responsibility

The responsibility for the interpretation and administration of this policy is delegated to the Associate Vice President of External Affairs, Development and K-12 Operations, and Senior Vice President of Business Operation his or her or designee.

SMOKING

I. Purpose

Lansing Community College recognizes the need To minimize the harmful effects of smoking and exposure to second hand secondhand smoke for all members of the College community.

II. Scope

This policy applies to all persons including all trustees, students, employees, volunteers, guests, vendors, contractors, and visitors.

III. General

The use of Smoking, and vaping, of and tobacco products or other products, including, but not limited to cigarettes, cigars, pipes, smokeless tobacco, vaporizing/vapor producing devices, and e-cigarettes is prohibited on all College property or in vehicles including owned, rented, leased, or otherwise under the control of the College., or in College owned or rented vehicles.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Administrative Services or his/her designee.

SUSTAINABILITY

I. Purpose

The purpose of this policy is To outline the College's commitment to sustainability.

II. Scope

This policy applies to all employees.

III. General

As an educational entity, ~~Lansing Community~~ the College embraces and fosters sustainability as a core value. For ~~Lansing Community~~ the College, sustainability encompasses making provision and taking responsibility for ensuring its actions and decisions embody environmental stewardship and financial responsibility.

The College will design new facilities to meet Leadership in Energy and Environmental Design (LEED) Silver certification standards at a minimum.

The College will implement energy efficient building mechanical and lighting systems whenever possible.

The College will use green cleaning products and practices in its facilities.

The College will engage in recycling in its facilities.

The College will promote environmental literacy to the College community, when appropriate, as part of College programs of study and student activities.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Administrative Services or ~~his/her~~ designee.

UTILIZATION OF ~~LCC~~ COLLEGE RESOURCES OFF-CAMPUS

I. Purpose

To establish clear and consistent guidelines for ~~Lansing Community~~ college employees as it relates to using ~~LCC~~ college resources off-campus.

II. Scope

This policy applies to all college employees, students, trustees, volunteers, guests, contractors, and visitors having access to resources that the College owns, rents, leases, or are otherwise under the control of the College.

III. General

To accomplish tasks consistent with ~~Lansing Community~~ the College's mission, resources (~~i.e.~~ e.g. college-owned computers and peripherals, pagers, cellular phones, tools, office, media, and sports equipment, etc.) are available for use by faculty, staff, and students. ~~In order~~ To support the College's academic and administrative objectives, it may be necessary for these resources to be temporarily removed from the campus and other College facilities for college-related business, for which they are intended and authorized. Employees who use resources are responsible for the integrity of the resources and are required to act with the highest standard of ethics.

Faculty, staff, and students may use certain College resources, such as but not limited to College-owned computers and peripherals, pagers, cellular phones, tools, office supplies, media, and sports equipment either on or off-campus for purposes directly related to carrying out the College's

mission. This policy is intended to supplement the Acceptable Use Policy, as well as the Facilities Use Policy of the College.

IV.   Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Senior Vice President of Business Operations or ~~her/her~~ designee.

WEAPONS

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I.   Purpose

*~~Lansing Community College is committed~~ To maintainin**g** a safe environment in which trustees, students, employees, contractors, volunteers, and visitors are free to learn, work, and visit the College's campuses without fear of violence; ~~Therefore~~ hence, the possession or use of weapons is prohibited unless specifically authorized by this policy.*

II.   Scope

This policy applies to all College trustees, employees, students, contractors, and visitors on College property ~~which includes facilities~~ owned, rented, leased, or otherwise under the control of the College; ~~or~~ at College sponsored events; or in the conduct of College business or in a College owned, leased, or rented vehicle (hereafter referred to as College property). This policy does not apply to active law enforcement officials who are carrying weapons in the course of their duties; however, the College reserves the right to restrict employees who are law enforcement officials from carrying weapons in the course of their college duties.

III.   General

A.   *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 type of instrument or device, such as brass knuckles, that is designed or customarily possessed for use as a weapon; or*

6.   *any type of chemicals, biological, radioactive, or other dangerous substance or compound used as a weapon; or*

7.   *any explosive device~~.~~; or*

8. A "weapon" shall not include self-defense spray or foam as defined in MCL 750.224d(1) when used for the protection of a person or property under the circumstances that would justify the person's use of physical force.

B. 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~~ an unloaded weapon when it is worn as part of a military or ~~fraternal~~ American Legion uniform in connection with a public ceremony, parade, theatrical performance, or instructional or student activity.

C. Employees or students who violate this policy may be subject to corrective and disciplinary action up to and including termination of employment or expulsion from the College where applicable. Anyone who violates this policy may be subject to civil or criminal sanctions and removal from College property, including those who are licensed to carry concealed weapons, as provided by law.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Administrative Services or ~~his/her~~ designee.

WORKPLACE VIOLENCE

I. Purpose

~~Lansing Community College is committed~~ To maintain~~ing~~ a safe environment in which students, employees, volunteers, guests, contractors, and visitors are free to learn, work, and visit the College's campuses without fear of violence, threats of violence, intimidation, and inappropriate aggression of various types. Such conduct will not be tolerated.

II. Scope

This policy applies to trustees, all college employees, students, volunteers, guests, contractors, and visitors on college property. ~~to include facilities~~ Whether owned, leased, or under control of the College; at college sponsored events; in the conduct of college business; or in situations with a nexus to the College.

III. General

A. "If you see something, say something." The College encourages employees, students, contractors, and visitors to report violent, suspicious, or concerning behaviors regarding any member of the College community to their immediate Supervisor, Public Safety, Human Resources, or the Behavioral Intervention Team.

B. Employees or students who have been issued a Personal Protective Order or Restraining Order are encouraged to provide Public Safety with a copy of the order.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Administrative Services or ~~his/her~~ designee.

Trustee Buck asked if language to the Emergency Management Policy could be included to state that the Board is notified when the President or designee requests the Governor to declare a state of disaster or state of emergency exists at the College.

It was also requested if the language to the Smoking Policy could be added authorizing the President to give a waiver for ceremonial purposes.

Linkage Planning/Implementation

President Report

President Robinson presented the October 2021 President's report to the Board. Dr. Robinson stated that the team made up of him, Dr. Samuel, Ms. Duncan, and himself attended the ACCT Leadership Congress in San Diego. He stated that their DEI presentation was well received.

Dr. Robinson stated that Ms. Duncan became the 1st African American President to ascend to the position of the 27th President of the Executive Committee of the ACCT PBSN. He also stated that Trustee Mathews became the new Chair of the African American Caucus.

Chair's Report – Update on ACCT Leadership Congress

Trustee Buck stated that Dr. Robinson did a fabulous job with the college's DEI presentation. He stated that Trustee Vaive presentation on menstrual equity was fascinating. He further stated that he had the opportunity to present to the Professional Board Staff on the presidential transition.

Board Members Report – Foundation Board Report

Trustee Mathews provided a brief Foundation Board update.
- Amber Stairs began as Development Coordinator.
- Three new funds were secured in September:
    1. Brandon James Mitchener Memorial Scholarship
    2. History Department Program Fund
    3. Hundred Club Police Academy, Fire Science and Paramedic Scholarship with $20,000 now and another $10,000 to come in January.

Unfinished Business

There was no Unfinished Business.

New Business

There was no New Business.

Public Comment

<u>Jonathan Ten Brink</u>: Dr. Jonathan Ten Brink, Chair of the Music Program and current President of the Academic Senate, addressed the Board regarding the Gold Telly statue awarded to LCC for the "We Shall Overcome" project last year.

<u>Shirley Mitchner</u>: Shirley Mitchner addressed the Board regarding the death of her son Brandon Mitchner, who was murdered in 2014. She stated that her son was an LCC Student and that she is establishing an LCC scholarship in honor of him.

Board Comment

There was no Board Comment.

Closed Session

IT WAS MOVED by Trustee Mathews and supported by Trustee Thomas that the Board enter into a Closed Session in pursuant to Section 8(a) of the Michigan OMA for the purpose of discussing the President's yearly performance review per his request to be undertaken in a closed session.
Roll call vote:
Ayes: Thomas, Hidalgo, Buck, Proctor, Abood, Mathews, Vaive
Nays: None
Absent: None

The motion carried.

The Board entered into a closed session at 8:11 p.m.

The Board returned to open session at 8:42 p.m.

Roll call:
Present: Abood, Buck, Hidalgo, Mathews, Vaive, Proctor, Thomas
Absent: None

Adjournment

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

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

The motion carried.

The meeting adjourned at 8.43 p.m.

Submitted,

Executive Assistant & Liaison to the Board
Benita Duncan