

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 21, 2022

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:07 p.m.

Roll Call

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

Trustee Hidalgo was in attendance virtually from Williamston, MI. *(NOTE: The OMA only allows Board members remote attendance and participation in a Board meeting for military services only.)*

Pledge of Allegiance

Trustee Mathews led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED BY Trustee Mathews and seconded by Trustee Proctor that the revised minutes of the January 24, 2022 Board of Trustees meeting be adopted.

**NOTE: The draft minutes we accidentally printed in the track changes mode.*

Roll call vote:

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

Nays: None

Absent: Absent

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Chair Buck moved Agenda Item X. Linkage Planning/Implementation to after Limited Public Comment Regarding Agenda Items.

There were no objections.

Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments Regarding Agenda Items.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Robinson presented the February 2022 President’s report to the Board.

Chair’s Report – ACCT National Legislative Summit

The Trustees who attended the ACCT National Legislative Summit discussed the conference in Washington, D.C., and their role in advocating for students at LCC.

Chair’s Report – Request to attend an Additional Conference

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Abood that Trustee LaShunda’s Thomas’s request to attend the ACCT Governance Leadership Institute for New Trustees and Trustee Mathews request to attend the ACCT Governance Leadership Institute for Strengthen the Leadership Team of the Board be approved.

Roll call vote:

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

Nays: None

Absent: Hidalgo

The motion carried.

Committee Reports – Audit Committee Update

Trustee Proctor introduced Michelle Fowler from Rehmann Robson, LCC.

Michelle Fowler presented the FY2021 Single Audit Compliance Report to the Board of Trustees. The Single Audit Compliance Report was not presented in October because the Office of Management and Budget had not issued the Compliance Supplement addendum needed to address audit testing requirements for certain federal stimulus grants.

Discussion followed.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that the FY2021 Single Audit Compliance Report submitted by Rehmann Robson be accepted.

Roll call vote:

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

Nays: None
Absent: Hidalgo

The motion carried.

Board Member Reports – Foundation Board Update

Trustee Mathews gave the following Foundation Board Update:

- The LCC Foundation received a check for \$900,000 for the Richard A. Sellers Endowed Scholarship.
- The position of database specialist is posted and the LCC Foundation is looking for a good addition to their team.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. 2022 – 23 Course Fees
- B. Approval of Bank Resolutions
 1. Electronic Funds Transfer Authorization Resolution
 2. Resolution Designating Authorization Representatives
- C. Open Educational Resources Designated Funds
- D. Request for Proposal
 1. Metals Distributor

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Mathews that the Consent Agenda be approved.

Roll call vote:

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

The motion carried.

Monthly Monitoring Report

The following monitoring reports were presented:

- A. Academic Success Coach Status Update
There was a lot of Board discussion regarding this status update.
- B. Monthly Financial Statements

C. Two-Year Financial Forecast

There was a lot of Board discussion regarding this status update.

Policy Development

Trustee Proctor presented the following policies as a first read:

EMPLOYEE PERSONNEL FILES RECORDS

I. Purpose

~~The purpose of this policy is to make all employees generally aware of their rights regarding personnel files.~~ To establish standards regarding the college's maintenance of employee personnel records and to permit employees to review their personnel records and to receive certain information regarding such records.

II. Scope

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

III. General

The College is committed to compliance with ~~the Bullard-Plawecki Right to Know Act, MCL423.501, et seq. (the "Act".)~~ Employees' rights under the Act include a right to request and be given a review of their personnel records, a right to be supplied with copies of their records as allowed by the Act, a right to respond to statements in their personnel record, and a right to notice in certain circumstances where third parties seek a copy of their personnel record. ~~the provisions of applicable laws and regulations.~~ The Human Resources Office is responsible for maintaining the personnel record for each employee. The personnel record contains documents relating to an employee's employment application, credentials, letters of employment, and employment history. Additional items approved by the Executive Director of Human Resources may be included in the personnel record. The College shall maintain personnel records of employees confidentially. Except as otherwise provided by this policy information maintained in employee personnel records shall not be released to third parties.

~~The College maintains employee personnel files in a confidential manner.~~ Release of ~~Access to others~~ information in employee personnel records to third parties may be made as provided in the Bullard-Plawecki Employee Right to Know Act, including: ~~for example, in such situations as:~~

- Health information when needed for Worker's Compensation matters or as appropriate when considering requests for accommodation under the Americans with Disabilities Act (ADA);
- Court-ordered requests as accompanied by subpoena, warrant, garnishment order, child support order, or other appropriate court requests;
- The College will respond appropriately to requests for information under the Freedom of Information Act.

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

Separate files are maintained for confidential medical records related to FMLA or other employee leaves, ADA accommodation requests, MIOSHA records, Worker's Compensation records, and related. These files are not part of the official personnel record.

IV. Responsibility

Responsibility for the interpretation and administration of this policy and the establishment of procedures governing employee personnel files is delegated to the Executive Director of Human Resources or his/her designee.

JUST CAUSE

I. Purpose

The purpose of this policy is to reduce employment liability, enhance the ability to recruit and retain employees, and improve employee morale.

II. Scope

This policy applies only to regular full-time employees hired, promoted, or transferred into their positions with an effective date prior to December 31, 2018, who are not covered by any collective bargaining agreement or an individual written employment agreement with the College. The policy does not apply to probationary, temporary, casual, part-time, provisional, seasonal, or specialized professional services employees, or to employees funded by external grants or contracts whose employment is terminated because of the expiration or discontinuance of the grant or contract, or to independent contractors. No employee is guaranteed a position by virtue of this policy.

III. General

Each employee covered by this policy shall be evaluated regularly in writing by the employee's supervisor. Evaluations shall be done using standardized evaluation formats approved by the ~~President or the President's designee~~ Executive Director of Human Resources or designee.

Termination of Employment

Covered employees shall not be disciplined or discharged without cause; however, just cause principles do not apply when an employee is separated from employment or transferred to another position except due to a ~~in case of~~ reorganization, ~~down sizing,~~ reduction in force, elimination of sections, or courses for which the employee was hired, or as part of cost reduction efforts.

The College requests that covered employees give at least 30 days' notice when resigning or retiring from employment.

Just cause status may be granted to any employee not covered by this policy only if proposed by the President and authorized by the Board of Trustees in public session.

IV. Responsibility

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

SICK LEAVE

I. Purpose

~~The purpose of this policy is~~ To articulate sick leave provisions for employees who are unable to work due to their illness or the illness of an immediate family member. For purposes of this policy, a member of the employee's immediate family is defined as ~~current~~ spouse, ~~mother, father~~ parents, ~~sister, brother~~ siblings, ~~daughter, son~~ children, ~~grandfather, grandmother~~ grandparent, grandchild, step-parent, step-child, ~~mother-in-law, father-in-law~~ parent-in-law, ~~son-in-law, daughter-in-law,~~ sibling-in-law, ~~brother-in-law, sister-in-law~~ child-in-law, and other members of the employee's household.

II. Scope

This policy applies only to full-time and part-time employees who are not covered by any collective bargaining agreement or an individual written employment agreement with the College.

III. General

1. Sick leave is defined as an approved absence of an employee from work by reason of illness or accident which is non-work related and not compensable under the Worker's Compensation Act. All sick leave and paid time off (PTO) will be paid at the employee's current regular rate of pay.
2. A full-time employee is eligible to accrue paid sick leave on the basis of one (1) day of sick leave for each month of employment, up to a maximum of 150 days.
3. Part-time ~~support and part-time administrators~~ employees who work at least 20 hours per week are eligible to accrue paid time off (PTO), on the basis of number of hours per year of service, up to a maximum of 200 hours.
4. Full-time employees who are absent from work due to illness shall be permitted to use sick leave days before they are accrued, up to a maximum of the number of days necessary to carry the employee through the qualification period for long term disability insurance.
5. When ~~an employee~~ employment is terminated before the end of the fiscal year, the employee's sick leave days will be prorated. Sick leave credit for new employees shall accrue from the date of employment. An employee beginning work on or before the fifteenth (15th) of any month shall earn sick leave credit for that month. If work is begun on the sixteenth (16th) or after, no credit shall be given for that month. Part-time employees accrue hours for all ~~worked or paid~~ compensated hours.
6. Upon approval, full-time employees may use up to a maximum of 6 sick leave days due to the illness of an immediate family member.
7. Upon approval, part-time employees may use paid time off (PTO) days for personal or immediate family-related illnesses.
8. In cases where an employee frequently claims personal illness or when his/her ability to perform assigned duties appears to be impaired, the College may require a medical

or psychological statement certifying that the employee is capable of performing his/her assigned duties. When such a medical or psychological statement is required, the physician or psychologist will be selected and paid by the College.

IV. Responsibility

Responsibility for the interpretation and administration of this policy and the establishment of the procedures governing sick leave is delegated to the Executive Director of Human Resources or his/her designee.

Trustee Vaive asked if the committee would consider adding the word “guardian” to the purpose section of the Sick Leave policy. Trustee Proctor stated that the committee will review and bring the policy back to the next meeting.

Unfinished Business

There was no Unfinished Business.

New Business

New Business items were presented for March.

- A. Consent Agenda – Action Items
 - 1. Request for Proposal
 - a. Campus-wide Parking Lots Restoration 2022
 - b. DTC Facilities Storage Building
- B. Monthly Monitoring Reports
 - 1. FY22 Estimate of Taxes and Appropriation Necessary
 - 2. Monthly Financial Statements

Public Comment

Angela Mathews: Trustee Angela Mathews addressed the Board regarding the DEI office and thanked Dr. Robinson, faculty, students, and staff for all of their contributions. She addressed the Board regarding Black History Month and how African-American women are often misunderstood and judged. Trustee Mathews addressed the Board regarding COVID and caring for her mom with underlying medical conditions. She encouraged everyone to get vaccinated or tested and to wear a mask.

Toni Glasscoe: Toni Glasscoe, Associate VP of External Affairs, Development & K-12 Operations, addressed the Board regarding data she has collected in her area regarding the Academic Success Coaches.

Jon Ten Brink: Jon Ten Brink, President of the Academic Senate, thanked the Board and college for its support of faculty. He addressed the Board about the roles of faculty and

stated that maybe it was time to reevaluate those roles and reimagined how faculty might serve at the college.

Closed Session

There was no Closed Session.

Board Comments

Trustee Vaive wondered if the dollar amount spent on the academic success coaches compared to how much the college is saving students with OER might balance itself out. She stated that the Tardis food pantry on Michigan Avenue is stocked with fresh food, vegetables, and shelf staples for those in the community in need and that the Fledge is also giving away food. Trustee Vaive stated that she owes the community an apology for checking her phone and explained that her mother-in-law is in the hospital. Trustee Vaive stated that after hearing Trustee Mathews's comments, she understands that COVID has been hard on everyone this past year and hopes that everyone in our community would extend kindness to themselves.

Trustee Buck stated that the Executive Assistant and Liaison to the Board has an article in the ACCT Trustees Quarterly entitled "There is a new Sheriff in Town".

Adjournment

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

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

The motion carried.

The meeting adjourned at 8:58 p.m.

Submitted,


Executive Assistant & Liaison to the Board
Benita Duncan