

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 17, 2024

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:00 p.m.

Roll Call

Present: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive
Absent: Frazier

Pledge of Allegiance

Trustee LaShunda Thomas led the Pledge of Allegiance.

Public Hearing on the Fiscal Year 2025 Budget Proposal

Chair Mathews made the following statement:

We are here tonight to open a Public Hearing on the Fiscal Year 2025 Proposed Budget. As required by law, the Board of Trustees published a formal notice in the Lansing State Journal, on-site and on the Lansing Community College website of this public hearing on the budget for the 2024-2025 fiscal year, for which the College proposes to levy 3.7692 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2025 budget and approving this budget by the Board of Trustees will meet the truth in budgeting statute for the levy of the proposed mills. The Board may not adopt its proposed 2024-2025 budget until after the public hearing. Thank you for your interest. At this time the board will receive any public comment and then move to adjourn the Public Hearing. Please limit your comments to three minutes.

Public Comments

There were no Public Comments on the budget for the 2024-2025 fiscal year.

Public Hearing Adjournment

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Vaive that the Public Hearing on the Budget for the 2024-2025 Fiscal Year be adjourned.

Ayes: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive

Nays: None
Absent: Frazier

The motion carried.

The public hearing adjourned at 6:04 p.m.

Call to Order

The regular Board of Trustees meeting was called to order at 6:05 p.m.

Roll Call

Present: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive
Absent: Frazier

Moment of Silence

The Board had a moment of silence for the passing of Trustee Vaive's Mother-in-law, Robin Joy Rouleau Vaive.

Special Recognitions

There was a Special Juneteenth presentation by Marilyn Diana Rogers, Chair of the Lansing Juneteenth Committee.

Approval of Minutes

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Thomas that the minutes of the May 20, 2024, Regular Board of Trustees meeting and the June 3, 2024 workshops on the FY2025 Budget and the Campus Master Plan review be adopted.

Roll call vote:

Ayes: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive
Nays: None
Absent: Frazier

The motion carried.

Additions/Deletions to the Agenda

- President Robinson asked that the Collective Bargaining Agreement for the Michigan Association for Higher Education and the Administrative Association be added to the agenda for approval.

- Chair Mathews asked that the Ratification of the Collective Bargaining Agreements be moved to Closed Session so they can be discussed.
- Chair Mathews moved Public Comment to after the Board Member Report.

Limited Public Comment Regarding Agenda Items

There was no Limited Public Comment Regarding Agenda Items.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Robinson presented the June 2024 President’s report to the Board.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- ~~A. Amended Lease Agreement between Lansing Community College and Howell Public Schools (REMOVED)~~
- B. Board of Trustees Employees’
 - 1. Expenses – May 2024
 - 2. Time Reporting – April & May 2024
- ~~C. Capital Project Request~~
 - 1. ~~Gannon Building Level 3 Renovation (REMOVED)~~
- D. Change Order Request
 - 1. Financial Aid Services
- E. Cooperative Purchase
 - 1. Architect & Engineering Services Pool
 - 2. VMware Horizon Renewal
- F. No Bid Justification
 - 1. Library Database Renewal
- ~~G. Ratification of Collective Bargaining Agreement (REMOVED)~~
 - 1. ~~Facilities Maintenance Association, MEA/NEA (FMA)~~
 - 2. ~~Police Officer Association of Michigan Lansing Community College Police Officers Association (POAM-LCCPOA)~~
 - 3. ~~Michigan Association for Higher Education, MAHE (REMOVED)~~
 - 4. ~~Administration Association, AFT (REMOVED)~~
- H. Request for Proposal
 - 1. ~~Fabrication & Restoration Services (REMOVED)~~
 - 2. ~~Metal Distributor (REMOVED)~~

- I. ~~Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health Insurance Pool (WMHIP) Board of Trustees~~
- J. Sole Source Justification
 - 1. Automation Service & Maintenance Renewal
 - 2. Customer Relationship Management Renewal
 - 3. Sierra Library System Renewal
 - 4. Work Management License Renewal

Trustee Thomas asked to remove the Amended Lease Agreement between Lansing Community College and Howell Public Schools, the Capital Project Request for the Gannon Building Level 3 Renovation, the Request for Proposal for Fabrication & Restoration Services, and the Request for Proposal for Metal Distributor.

Chair Mathews requested that the Ratification of Collective Bargaining Agreements be removed and discussed in a Closed Session. She also asked that the Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health Insurance Pool (WMHIP) Board of Trustees be removed.

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Garcia that the Consent Agenda, removing the Amended Lease Agreement between Lansing Community College and Howell Public Schools, the Capital Project Request for the Gannon Building Level 3 Renovation, the Request for Proposal for Fabrication & Restoration Services, and the Request for Proposal for Metal Distributor, the Ratification of Collective Bargaining Agreements and the Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health Insurance Pool (WMHIP) Board of Trustees, be approved.

Roll call vote:

Ayes: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive

Nays: None

Absent: Frazier

The motion carried.

Action Item – Amended Lease Agreement Between Lansing Community College and Howell Public Schools

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that the Amended Lease Agreement between LCC and Howell Public Schools be approved.

Trustee Thomas asked for clarity on how LCC's Howell space is being utilized.

Roll call vote:

Ayes: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive

Nays: None

Absent: Frazier

The motion carried.

Action item – Capital Project Request for Gannon Building Level 3 Renovation

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Thomas that the Capital Project Request for Gannon Building Level 3 Renovation.

Trustee Thomas asked for more details on the Gannon renovations.

Roll call vote:

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

Nays: None

Absent: Vaive

The motion

Action Items – A Request for Proposal for Fabrication & Restoration Services and a Request for Proposal for a Metal Distributor

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that the RFP for Fabrication & Restoration Services and the RFP for a Metal Distributor, be approved.

Trustees Thomas and Garcia asked why these were needed at this time.

Roll call vote:

Ayes: Hidalgo, Vaive, Thomas, Proctor, Mathews, Garcia

Nays: None

Absent: Frazier

The motion carried.

Action Items – Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health Insurance Pool (WMHIP) Board of Trustees

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that the Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health Insurance Pool (WMHIP) Board of Trustees be approved.

Chair Mathew stated that she pulled this item off so she could provide clarification that this does not involve an elected Trustee, but that this is an administrative board that individuals from the HR Department serve on.

Roll call vote:

Ayes: Thomas, Garcia, Proctor, Vaive, Mathews, Hidalgo

Nays: None

Absent: Frazier

The motion carried.

Action Item

Fiscal Year 2025 Budget Proposal

CFO Don Wilske presented the FY 2025 Budget Proposal. There was a brief discussion.

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Garcia that the Fiscal Year 2025 Budget Proposal be approved.

Roll call vote:

Ayes: Garcia, Vaive, Proctor, Thomas, Mathews, Hidalgo

Nays: None

Absent: Frazier

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Draft Strategic Plan 2025 – 2028
2. Monthly Financial Statements
3. Monthly Public Safety Report

There was a board discussion on the monthly monitoring reports.

Policy Development

President's Request to Amend Board Bylaw 1.7.4

Trustee Proctor stated that President Robinson is concerned that communications addressed to the Board, expressing complaints or concerns, which are not simultaneously shared with him when provided to the Board impede his ability to perform his duties as president, inasmuch as he is responsible for immediately addressing those complaints or concerns about matters other than alleged wrongdoing or impropriety on the part of the president. To remedy the issue, President Robinson recommends the Board's bylaws be amended as follows:

Amend Bylaw 1.7.4 Communications Policy/Board Members Request for information by adding:

F. The President shall be contemporaneously copied on all complaints and concerns directed to the Board except in cases of alleged wrongdoing or impropriety on the part of the President. Whenever possible, complaints that

include the names of employees, students, or other persons shall be summarized or scrubbed of personally identifying information to protect the due process, privacy, and FERPA rights of all concerned.

Trustee Proctor stated that he would like to defer this request to a legal opinion by council.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Thomas that the Board authorize legal counsel to write a written legal opinion and that the President's request be deferred and moved to a Closed Session.

Roll call vote:

Ayes: Thomas, Proctor, Garcia, Hidalgo, Mathews, Vaive

Nays: None

Absent: Frazier

The motion carried.

Linkage Planning/Implementation

Community Linkage – Chair's Report

Chair Mathews spoke on the Trustees attending the local area High School Awards Programs and the importance of LCC showing support, especially in the rural areas. She also spoke on Juneteenth events and LCC being present and visible over the weekend. She thanked LCC and the staff for promoting LCC in the community.

Committee Report – Audit Committee

Trustee Proctor stated that Michelle Fowler, CPA, Engagement Principal at Rehmann, provided a review of the scope of services for the upcoming professional services plan for the year ending June 30, 2024. Her review also included due dates, timing of services, key audit and accounting matters of interest, significant risks of material misstatement, and new accounting and auditing pronouncements. Ms. Fowler will provide an update on the status of the Annual Financial Audit Report and the Single Audit Act Compliance for the year ended June 30, 2024, with the Audit Committee in September.

Trustee Proctor also stated that his travel expenses from the MCCA Spring Board of Directors meeting were approved.

Board Member Report – Foundation Board Update

Trustee Thomas gave the following Foundation Board Update:

- Star Day of Giving raised over \$39,000 (up from \$17,00 last year) and secured ten sustaining donors and one lapsed donor.
- More than 300 scholarships were awarded for the coming academic year.

- The Foundation supported 145 programs and activities this year through program funds.

Unfinished Business

There was no Unfinished Business.

New Business

New Business for September 2024

A. Monitoring Reports

1. Monthly Financial Statements
2. Monthly Public Safety Report
3. Strategic Plan 2025 – 2028 (*first read*)

Public Comment

Eva Menefee: Eva Menefee, president of the LCC chapter of MAHE, thanked the entire negotiation team for their work on the tentative MAHE contract agreement.

Board Comment

Trustee Vaive made comments.

Closed Session

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Proctor that the Board enter into a Closed Session for the purpose of (1) discussing the Executive Assistant/Liaison's yearly performance review per her request to be undertaken in a closed session in accordance with Section 8 (a) of the MI OMA, (2) to discuss strategies and negotiation sessions connected with collective bargaining agreements under Section 8(c) of the OMA, and (3) to consult with an attorney regarding trial or settlement strategy in connection with the pending litigation of "*Lansing Community College Data Breach Litigation*" under Section 8(e) of the Open Meetings Act.

Roll call vote:

Ayes: Vaive, Proctor, Garcia, Thomas, Mathews, Hidalgo

Nays: None

Absent: Frazier

The motion carried.

The Board entered into a closed session at 7:30 p.m.

The Board returned to an open session at 9:25 p.m.

Present: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive
Absent: Frazier

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Garcia to increase the Executive Assistant/Liaison's compensation from \$119,627 to \$124,412.

Roll call vote:

Ayes: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive
Nays: None
Absent: Frazier

The motion carried.

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Garcia that the college attorneys are authorized to execute the Settlement Agreement and Release in the Lansing Community College Data Breach Litigation and to take any other appropriate actions with the College to implement the Settlement Agreement.

Roll call vote:

Ayes: Proctor, Mathews, Hidalgo, Garcia, Vaive, Thomas
Nays: None
Absent: Frazier

The motion carried.

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Mathews that the collective bargaining agreement for the Facilities Maintenance Association (FMA) be approved.

Roll call vote:

Ayes: Garcia, Proctor, Thomas, Mathews, Hidalgo, Vaive
Nays: None
Absent: Frazier

The motion carried.

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Garcia that the collective bargaining agreement for the Police Officer Association of Michigan (POAM) be approved.

Roll call vote:

Ayes: Thomas, Garcia, Hidalgo, Proctor, Vaive, Mathews
Nays: None
Absent: Frazier

The motion carried.

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Mathews that the collective bargaining agreement for the Administrative Association (AFT) be approved.

Roll call vote:

Ayes: Hidalgo, Garcia, Mathews, Vaive, Proctor, Thomas

Nays: None

Absent: Frazier

The motion carried.

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Mathews that the collective bargaining agreement for the Michigan Association for Higher Education (MAHE) be approved.

Trustee Hidalgo expressed his appreciation for the hard work of the staff and faculty. He mentioned that he does not understand the step system and believes there are too many steps. Additionally, he noted that he would prefer to see employees starting at a higher rate, as he feels the current system is a hindrance to new hires and, in the long run, may hinder the college from attracting the best and brightest employees.

Roll call vote:

Ayes: Mathews, Thomas, Vaive, Proctor, Garcia

Nays: Hidalgo

Absent: Frazier

The motion carried.

Adjournment

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

Ayes: Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive

Nays: None

Absent: Frazier

The motion carried.

The meeting adjourned at 9:32 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan