

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 18, 2014

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:05 p.m.

Roll Call

Present: Canja, Hidalgo, Hollister, Proctor, Smith, Woods, Meyer
Absent: None

Trustee Smith left at 7:48 p.m.

Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the minutes of the January 21, 2014 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Proctor, Smith, Woods, Meyer
Nays: None
Absent: None

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Meyer asked the Monthly Financials Statement be added to the meeting agenda.

Limited Public Comment Regarding Agenda Items

There were no public comments.

PRESIDENT'S REPORT

Informational

President Knight presented the February 2014 President's report to the Board. A copy of this report is on the LCC website.

http://www.lcc.edu/trustees/presidents_reports

Informational – Update on LCC's Emergency Crisis Communication Plan

Lisa Webb Sharpe provided a brief update on LCC's Emergency Crisis Communication Plan.

Tom Helms reported that the college has designated Emergency Team members that meet quarterly to participate in a training exercise. This team also received monthly updates on different topics.

Lisa stated that the Center for Teaching Excellence provides Emergency Management training for faculty on line.

Informational - Monthly Financial Statements

The following Monthly Financial Statements were presented in the meeting materials:

1. Statement & Summary as of January 31, 2014 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Net Assets
 - d. Statement of Revenue, Expenses and Changes in Net Assets
 - e. Plant Funds Statement of Resources and Allocations
 - f. Capital Projects Monthly Reporting
 - g. Vendor Payments > \$10,000 for January 2014
 - h. LCC Card Vendor Payments > \$10,000 for January 2014
 - i. Investment Accounts Schedule as of January 31, 2014
 - j. Revenue and Expense Account Definitions
 - k. Asset, Liability and Net Asset Account Definitions
 - l. Organization/Division Crosswalk
 - m. Glossary

Informational – Monthly Student Success Report

The new Director, Matthew Fall, of the Center for Data Science provided the Monthly Student Success Report.

Informational – Sign Language and DMAC Program Collaboration on New Music Video

Melissa Kaplan presented a music video presentation to the Board.

Informational – Student Leadership, Engagement and Service Learning

The Student Life Director Al Nowak spoke to the Board about the importance of the Student Life office and the meaningful leadership opportunities the scholarship provides to its students.

The President of Phi Theta Kappa, Mu Tau Chapter, Markus Davis, stated that the chapter has received five star status and increased in participation.

The Student Life Events Coordinator, Joshua West spoke on the great events they bring to campus.

Maggie Pratt, an LCC Student Leadership Academy student, spoke about the fellowship and skills she has gained from the scholarship program.

Action Items – Consent Agenda

The following item was presented under the consent agenda:

1. 2014-15 Course Fees

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith that the Consent Agenda be approved.

Trustee Canja stated she had concerns about fees that are placed on students and questions if some of this should be placed in tuition to spread the cost across all students.

Roll call vote:

Ayes: Hidalgo, Hollister, Proctor, Smith, Woods, Meyer

Nays: Canja

Absent: None

The motion carried.

Chairman, Committee and Board Member Reports

Chair's Report – GP 306 Annual Board Planning Calendar Revision

Chair Meyer presented the following revisions made to GP 306:

POLICY TYPE: GOVERNANCE PROCESS

GP-306

POLICY TITLE: ANNUAL BOARD PLANNING CYCLE

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves its performance through attention to Board education and to enriched input and deliberation.

1. The cycle will conclude each year on the last day of December in order that administrative budgeting can be based on accomplishing a one year segment of the most recent Board long-range vision. Long range planning will be addressed annually.

In ~~the first one or two months of the new cycle~~ **December**, the Board will develop its agenda for the ensuing one year period.

2. Education, input and deliberation will receive paramount attention in structuring the series of meetings and other Board activities during the year.

To the extent feasible, the Board will identify those areas of education and input needed to increase the level of wisdom and forethought it can give to subsequent choices.

3. The sequence derived from this process for the Board planning year is as follows:

January:

- Organizational meeting held at the first meeting of the Board in January following the date of the regular College District election. See Board Bylaw 1.4.2
- **Set policy and bylaw review schedule for the year.**
- **Review federal agenda and federal grant initiatives in preparation for ACCT Legislative Summit.**
- **Overview of progress on a Board strategic initiative pursuant to schedule set in December.**

Feb:

- **ACCT Legislative Summit**
- **Overview of progress on a Board strategic initiative.**

March:

- **Review of President's contract**
- **Budget preview**
- **Overview of progress on a Board strategic initiative.**

Jan-Apr:

- **Action on President's Contract.**
- ~~Continue to focus on concerns, issues, linkage planning and implementation.~~

- Board shall receive preliminary information on **two year budget projections to include strategic initiatives investments and enrollment**, revenues and expenditures **projections**. The purpose of this information will be to provide board members with information that may assist their decision-making prior to final approval of the budget.
- ~~Action on Annual Results Inventory Reports – Access, Student Learning Outcomes & Stakeholder Satisfaction.~~
- **Overview of progress on a Board strategic initiative.**
- ~~Board self evaluation.~~

May:

- ~~Approve property taxes/tuition/budget. Board self evaluation.~~
- **Budget review**
- **Review ACCT recognition and presentation opportunities**
- **Overview of progress on a Board strategic initiative**

June:

- **Approve property taxes, tuition, and budget**

July:

- **Board Retreat.**
- **MCCA Summer Workshop**

August:

- **Board Retreat.**
- **Fall Semester Kick off.**
- **Board of Trustees Luncheon**

Sept:

- ~~Tentative agenda for year, propose community linkages for fiscal year, Board education and development, and Board self evaluation.~~
- **Overview of progress on a Board strategic initiative**

Oct:

- ~~Continuation of September agenda.~~
- ~~Review Ends.~~
- **ACCT Leadership Congress.**
- **Receive President's input on evaluation, progress on Board strategic initiatives and proposed strategic initiatives for the following year.**
- **Facilities Master Plan update review.**
- ~~Board self evaluation.~~

Nov.:

- ~~Organizational Performance Review~~
- **Receive** Year-End Financial Audit Report.
- ~~Action on Annual Results Inventory Report – Financial Responsibility.~~
- Action on Facilities Master Plan renewal.
- **Begin** Board self evaluation **process**.
- **Review progress on Board strategic initiatives.**
- **Evaluation of President.**

~~June~~ **December:**

- ~~Celebration, review of past year, contemplation of improvement areas, debate on how much and what improvements to focus on for the coming year.~~
- **Finalize** Board self evaluation.
- Review/adjust ~~monitoring~~ **Board self evaluation** criteria.
- **Finalize Board strategic initiatives for the following year.**
- **Action on the Board meeting calendar, and Audit Committee meeting calendar.**
- **Set schedule for Board retreats.**
- **Set schedule for Administration presentations on progress made on Board strategic initiatives.**

IT WAS MOVED by Trustee Smith and supported by Trustee Woods that the revision to GP 306 be approved

Roll call vote:

Ayes: Canja, Hidalgo, Hollister, Proctor, Smith, Woods, Meyer

Nays: None

Absent: None

The motion carried.

Chair's Report

Chair Meyer made the following announcements:

Committee Reports – Foundation Board Update

Trustee Smith gave the following Foundation Board Update:

- The Foundation moved into their new office.
- Scholarship update – The new online scholarship module performed well. 802 students completed their applications in advance of the January 31 deadline. As we

move into the awarding phase the Foundation will work with College partners and independent reviewers to match applicants to specific scholarships.

- Foundation to award a record amount of scholarships in 2014 – The strength of our investment earnings and increase in endowments is allowing the Foundation to increase its scholarship allocation rate from 3 to 3.5%. Over \$214,000 will be available from endowed funds for 2014 scholarship awards; this doesn't include the numerous scholarships funded annually by donors.
- Mardi Gras celebration and scholarship fundraiser hosted by Dr. & Mrs. Knight and the LCC Foundation – Join us for an evening of entertainment and traditional Mardi Gras food in the historic Herrmann House. This event will help to raise funds for LCC student scholarships and will be held on Saturday, March 1st, 5 pm to 8 pm. Costumes are encouraged.

Committee Reports – Audit Committee Update

Trustee Proctor stated the following items were reviewed in the Audit Committee:

1. After-the-Fact Report – (11/12/13 – 1/15/14)
2. Blanket Purchase Order Board Report
3. No Bid Justifications
4. No Bid Purchase Report for Advertisements, Memberships & Sponsorships – (11/12/13 – 1/15/14))
5. Sole Source Report – (11/12/13 – 1/15/14)
6. Review and Approval of Trustee expenses

Trustee Proctor stated that the original “W” Grade policy was revised without Board approval and this is being submitted at a first read to approve the changes that have been made to the policy.

POLICY TITLE: ~~“W” GRADE~~ WITHDRAWAL POLICY

I. Purpose

The College recognizes there are instances requiring a student to terminate his or her studies without completion of course work. In these instances the College wishes to promote student responsibility and maintain academic order and credibility in a non-punitive environment while assisting students in reaching their academic goals.

The College recognizes two conditions that can exist resulting in termination of official participation prior to the scheduled end of a course. Within reason, the College wishes to facilitate either student or college initiated withdrawal from currently enrolled course(s).

II. Scope

This policy applies to all students and college courses.

III. General

Student Initiated Withdrawal

- ~~1. A student who decides to withdraw from a course must submit an application to drop the class to the Registrar's Office.~~
- ~~2. Up to a specified point in the semester (the end of the 6th week for 16 week classes, and equivalent dates as specified for variable length courses), a student may withdraw from any course regardless of the grade in the course, instructor approval is not needed, and the course will be removed from the student's record.~~
- ~~3. After that date, a student may withdraw from a course only if he or she is completing the course requirements at a passing level (1.0 or higher) at the time the "W" is requested. If the instructor finds that the student was not able to apply for the "W" in a timely fashion, the instructor may grant the student's request for a "W" if the student was passing the course on the date of the event that caused the application for withdrawal. A student may withdraw from a class up until the last week of the class unless a different date is specified in the course syllabus. The instructor's signature is required for approval to withdraw, and the student will receive a grade of "W".~~
1. If a student finds it necessary to withdraw from a class or from the College, he or she must follow the procedure specified by the college.
2. If the withdrawal takes place within the established refund period for each semester, a student withdrawing will receive a refund.
3. If a student withdraws from a semester-length class prior to the **end of the second week** of the semester (or other equivalent dates as specified for variable length courses), instructor approval is not needed, a final grade is not issued, and the withdrawn class is not recorded on the academic record.
4. If a student withdraws from a semester-length class between the end of the second week of the semester and the end of the eighth week of the semester (or other equivalent dates as specified for variable length courses), instructor approval is not needed, the student will receive a W as the record of the course, and the instructor will be informed of the withdrawal.
5. After the end of the eighth week of the semester (or other equivalent dates as specified for variable length courses), a student's request to withdraw from a class will be considered only if the student is completing the course requirements at a passing level (1.0 or higher) at the time the W is requested. If the student has not done passing work, he or she will receive a 0.0. The

instructor's signature is required for the student to receive a W. If the instructor finds the student was not able to apply for the W in a timely fashion, the instructor may grant the student's request for a W if the student was passing the course on the date of the event that caused the application for withdrawal. A student may request to withdraw from a class, with the instructor's approval, until the end of the fourteenth week of the semester (or other equivalent dates as specified for variable length courses).

6. The college will retain a record of all student-initiated withdrawals.

College Initiated Withdrawal (Administrative Withdrawal)

- ~~1. The College has the right to withdraw students from one or more classes based on specific procedures. When one class is involved, the instructor will initiate the process in accordance with conditions stated in the syllabus or College Catalog. When more than one class is involved, the Director of Student Relations will be consulted. In either case, the withdrawal process will be initiated as soon as possible while following due process.~~
- ~~2. If the event that causes the college initiated withdrawal occurs by a specified point in the semester (the end of the 6th week for 16 week classes, and equivalent dates as specified for variable length courses), the course will be removed from the student's record.~~
- ~~3. If the event that causes the college initiated withdrawal occurs after that date, the instructor must specify a grade of either "W" (withdrawal passing) or 0.0. A "W" grade is given only if the student was completing the course requirements at a passing level (1.0 or higher) up until the date of the event that caused the college initiated withdrawal. If the student has not done passing work, he or she receives a 0.0.~~

The ultimate responsibility for withdrawal from a class rests with the student. However, it may be in the best interest of the student and/or the College community that a student be withdrawn from a class or a group of classes. This process is known as "administrative withdrawal."

In accordance with the guidelines (1, 2, and 3) listed below, an administrative withdrawal may be initiated by a classroom instructor for the following reasons: (1) student nonattendance/nonparticipation; (2) lack of prerequisites for a particular course; and/or (3) student behavior that interferes with the instructional process.

1. When a student fails to attend or participate in the class, the instructor may initiate an administrative withdrawal. In order to affect an administrative withdrawal for the reason of student nonattendance or nonparticipation, an instructor must have their attendance/participation policy clearly written in their syllabus and/or course policies handout. If a student fails to comply with these policies as they are presented, an instructor may then initiate an administrative withdrawal for nonattendance or nonparticipation.

2. When a student does not have the prerequisites for a particular course, the classroom instructor consults with the student regarding the potential of administrative withdrawal. The instructor has the right to initiate an administrative withdrawal.
3. When a student behaves in a manner that interferes with the instructional process, the classroom instructor consults with the student regarding the potential of administrative withdrawal and establishes guidelines in writing for retaining enrollment in the class. If the student does not satisfactorily meet the guidelines or if the student does not respond to an invitation to meet with the classroom instructor, the classroom instructor, with the co-recommendation of the appropriate departmental chairperson, may initiate an administrative withdrawal. The classroom instructor, with the co-recommendation of the appropriate departmental chairperson, may also recommend that a member of the counseling staff meet with the instructor and the student to review the circumstances of the student's behavior and to work out a possible alternative.

In all cases of administrative withdrawal, a student who is withdrawn from a semester-length class prior to the **end of the second week** of the semester (or other equivalent dates as specified for variable length courses) will not receive a grade and a record of attempting the class will not appear on the academic record. If the student is withdrawn between the first day of the third week of the semester and the **last day of the eighth week** of the semester (or equivalent dates as specified for variable length courses), the student will receive a W as the record of the course. If a student is withdrawn between the first day of the ninth week of the semester and the **last day of the fourteenth week** of the semester (or equivalent dates as specified for variable length courses), the student will receive a W only if he or she was completing the course requirements at a passing level (1.0 or higher) up until the date of the event that caused the administrative withdrawal. If the student has not done passing work, he or she will receive a 0.0. The deadline for administrative withdrawals is the last day of the fourteenth week of the semester (or equivalent dates as specified for variable length courses).

The college will retain documentation of all administrative withdrawals.

Any student who is administratively withdrawn may appeal the withdrawal following the procedure specified by the college.

IV. Responsibility

The College Registrar is responsible for preparing procedures to implement this policy.

Committee Reports – Workforce Development Board Update

Trustee Proctor gave the following Workforce Development Board Update:

- CAMW received \$75,000 increased funding for a skilled trade training program. LCC provides the training for most of the program.

Unfinished Business

Update on Academic Advising Center's Education Development Plan (EDP)

Tanya McFadden explained the different ways in which a student can get and Education Development Plan (EDP).

Dr. Prystowsky stated they are looking at a redesign of the process that will involve every student having an education plan. He stated they are looking at models at Sinclair Community College and Arizona State.

Discussion followed.

Update on Diversity Inclusion Initiative

Elva Revilla distributed an interim report to the Board. This report is on file with the official Board meeting materials.

Discussion followed.

Update on Secret Shopper

Dr. Knight stated that LCC engaged a secret shopper in January. He stated that the secret shopper enrolled five times to get a good evaluation of LCC's system. He also stated they learned that a student must go through nine prompts to get to enrollment. Dr. Knight would like to periodically conduct the secret shopper to help LCC improve its system.

Closed Session

There was no Closed Session.

Public Comment

There were no public comments.

Board Comments

There were no Board comments.

Adjournment

IT WAS MOVED by Trustee Woods and supported by Trustee Proctor that the meeting be adjourned.

Ayes: Canja, Hidalgo, Hollister, Proctor, Woods, Meyer
Nays: None
Absent: Smith

The motion carried.

The meeting adjourned at 8:04 p.m.

Submitted,



Administrative Assistant to the Board
Benita Duncan