

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 27, 2014

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:30 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Smith led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Woods that the minutes of the September 15, 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:

- Lisa Webb Sharpe asked to remove the revisions of the Acceptable Use Policy and the Standard of Conduct in our Workplace Policy from the information items.
- Lisa Webb Sharpe asked that the retirement separation agreement of an employee be added to the consent agenda.

Resolution Presentation

The board presented the following resolution honoring Jean Morciglio:

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, Jean Morciglio has a long and distinguished career in education with the State of Michigan; nationally, and internationally, having served six Presidents and seven Provosts at Lansing Community College (LCC) for 37 years; and,

WHEREAS, Jean Morciglio's knowledge and expertise have reached across the LCC campus, into the community, and further through her roles as Dean of Extended Learning and Professional Studies, and faculty member, special populations' coordinator, coordinator of continuing education, and Executive Director of Extension and Community Education. Her creation and oversight of workforce and professional development programs has provided invaluable resources to the business community, including training for businesses, small business and entrepreneurial programs, the Small Business Development Center, the Business and Community Institute, and many community partnerships; and,

WHEREAS, Jean Morciglio has provided outstanding educational opportunities and support for young people and adults through LCC's Summer College, Gifted and Talented Education, K-12 Relations, Early College, High School Diploma Completion Program (HSDCI), University Center, and lifelong education. She has also made recognizing, supporting, and celebrating diversity a priority for the College and the community; and

WHEREAS, Jean Morciglio has helped LCC build systems that contribute to student retention and success, and to the quality of community life through leadership in strategic planning, Executive Director of Strategic Enrollment Management, Interactive TV (ITV) and Supplemental Instruction programs, AQIP re-accreditation, Community Charrette, and special policy writer for the President; and,

WHEREAS, Jean Morciglio has made numerous community development and professional contributions including the Mayor's Commission on Race and Diversity, Founder of Michigan Tutorial Association, Michigan American Council on Education and Office of Women in Higher Education, Michigan Association of Adult and Continuing Education, statewide Migrant Services Program, and internationally for USAID many others; and,

WHEREAS, Jean Morciglio has received many awards and distinctions as testament to the excellence and impact of her work, such as Fellow, National Council on Hispanics in Community Colleges, Team Leader, Harvard MLE, Team Leader, Kaleidoscope, AAWS, Census 2000 Committee, Community Service Award, Capital Area Continuing and Community Education Association, Outstanding Service Award, and Phi Theta Kappa, Outstanding Volunteer of the Year; and,

WHEREAS, Jean Morciglio has achieved significant educational accomplishments and recognition through studies and degrees at Mott Community College, Ferris State University, and Michigan State University, where she earned her PhD and was selected as Adult Student of the Year and a Heilman Fellowship recipient; and,

WHEREAS, Jean Morciglio has received recognition for her notable professional accomplishments, including as LCC Outstanding Employee, Community Unity Award, CACCEA Community Service Award, Phi Theta Kappa Volunteer of the Year, and Capitol Quality Initiative Award. She has also taught high impact courses ranging from

service and learning skills to community-based planning, and has had her intellectual contributions affirmed through publications in professional and academic journals;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees, in recognition of her service, and her sincere dedication to Lansing Community College, on behalf of students, faculty, staff and a grateful community, recognize and thank Jean Morciglio for her contributions to education for children, teens, and adults, for her continuing commitment to supporting businesses as a champion for their economic success and prosperity, for her leadership in promoting and creating a diverse college, and for her contributions to the great State of Michigan, the nation, and beyond.

AND BE IT THUS RECORDED THIS 27TH day of October, 2014.

Limited Public Comment Regarding Agenda Items

LCC Performing Arts cast members, Sally Hecksel and Michael Boxleitner performed a scene from “A Room with a View.”

PRESIDENT’S REPORT

Informational

President Knight presented the October 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 – Annual Financial Audit Report

Ms. Michelle Fowler of Rehmann Robson gave an overview of the Single Audit Report and the Comprehensive Annual Financial Report. She stated LCC received a clean opinion; the increase in net position.

Chairman Meyer thanked the staff for its financial stewardship.

These reports are on file with the official Board meeting materials.

Informational – Course Fees

Information on a course fee correction for Radiologic Technology Course IRXT270 and spring course fee recommendations for Fire Academy courses and Police Academy courses was presented in the Board meeting materials for information. Action on these items will be taken at the next Board meeting.

Informational – Classroom and Laboratory Visitor Policy

The following revised college policy was presented as a first read:

POLICY TITLE: CLASSROOM AND LABORATORY VISITOR POLICY

I. Purpose

~~The purpose of the Classroom Visitor Policy is to provide criteria and procedures to determine if individuals will be permitted to visit classes for which they are not enrolled.~~

Campus visitors must follow established policies and guidelines when visiting service and administrative areas, including computer labs. Visitors not complying with policies and guidelines after being informed will be considered an unauthorized visitor. If an unauthorized visitor refuses to leave, assistance will be sought from Police and Public Safety.

II. Scope

This policy applies to all individuals and college courses.

III. General

~~Only those persons enrolled in a class, or those persons who have authorization to be in attendance for a particular class, will be permitted to attend the class. No~~ *Person is allowed to attend a class unless the person is officially enrolled on a credit or non-credit basis or has an authorization to be in attendance for a particular class.* Authorized persons may include, but are not limited to, those individuals hoping to gain a seat in a particular class pursuant to opening seats, those persons in attendance to assist students identified by the ~~Office of Disability Support Services~~ *Center for Student Access*, guest speakers, and/or a prospective student wishing to attend the college during an upcoming academic year. ~~If an unauthorized visitor refuses to leave a classroom or laboratory, assistance should be sought from the department chair, dean's office, and/or~~ *Police and Public Safety.*

Faculty members will have discretion relative to permitting visitors into a classroom or laboratory, consistent with departmental and institutional general rules and guidelines policy. Appropriate consideration should be given to issues of safety, resources, fairness, disruption, etc., before allowing such visits. Prior to allowing non-LCC affiliated visitors in their classrooms, Due to liability concerns, faculty should notify and obtain the approval of their dean department chair or designee about visitors in the classroom at least 24 hours prior to the class meeting. In situations in which where 24-hour advance prior notice is not possible, the dean department chair or designee should be informed at the earliest opportunity. Departments may establish procedures regarding students sitting in on a closed section.

IV. Responsibility

~~The Vice President of Academic Affairs is responsible for implementing this policy. Questions about this policy should be referred to the Office of Student Affairs.~~

Informational – Drug Free Workplace

The following revised college policy was presented as a first read:

POLICY TITLE: DRUG FREE WORKPLACE

I. Purpose

~~Lansing Community College is a drug-free workplace. The purpose of a policy is to ensure the safety of all employees and to promote productivity. a safe environment for employees, students and guests. It is important to establish a clear policy that specifically addresses a drug free workplace. This policy applies to all employees, contractors, and temporary workers. Substances covered under this policy include alcohol, illegal drugs, inhalants, prescription drugs and over-the-counter drugs.~~

II. Scope

This policy applies to all College employees.

III. Definitions

A “substance” includes alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs.

An “illegal drug” is any substance that is illegal to use, possess, sell, or transfer.

“Drug paraphernalia” are any items used or intended for use in making, packaging, concealing, injecting, inhaling, or otherwise consuming illegal drugs or inhalants.

A “prescription drug” is any substance prescribed for an individual by a licensed health care provider.

An “inhalant” is any substance that produces mind-altering effects when inhaled.

You are “under the influence” if any substance:

1. impairs your behavior or your ability to work safely and productively; or
2. results in an impaired physical or mental condition that creates a risk to your own safety, the safety of others, or College property.

“College Premises” includes LCC buildings, grounds, parking lots, and LCC-provided vehicles.

IV. General

All individuals working at the College are expected to report fit for duty for scheduled work and to be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illegal drugs, non-prescription drugs, or prescribed medications or any other substance.

Off-the-job and on-the-job involvement with any substance, as previously defined, can have adverse effects upon the workplace, the integrity of the College's ability to serve our students, the safety of other employees, the well-being of our employees' families, and the ability to maintain a drug-free work environment. The College therefore wants to emphasize that it has zero tolerance for staff who arrive at work under the influence of any substance, as previously defined, and/or whose ability to work is impaired in any way by the consumption of any substance as previously defined, or who consume such substances on College premises. Accordingly, the following conduct and behaviors are strictly prohibited on College premises or in any situation with a nexus to LCC employment:

- 1. Use, possession, or being under the influence of any substance as previously defined on College premises. (Pre-approval from the Executive Director of Human Resources or her/his designee must be obtained to for moderate consumption of alcohol at certain College-related functions.)*
- 2. Use, possession, or being under the influence of any illegal drugs or substances as previously defined.*
- 3. Purchase, sale, transfer, or distribution of any substance as previously defined.*
- 4. Use, possession, purchase, sale, transfer, or distribution of drug paraphernalia.*

Employees who take over-the-counter or legally prescribed drugs while at work:

- 1. May use prescription or over-the-counter drugs only if they do not impair the ability to work safely.*
- 2. Must follow applicable directions regarding use, including dosage limits and usage cautions.*
- 3. Must keep these drugs in their original containers or bring only a single-day supply to work.*
- 4. May not use machinery while taking prescription or over-the-counter drugs that impair the ability to work safely. This includes operation of equipment and/or vehicles.*

~~*The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited on all College owned or operated property.*~~

As required by the Drug Free Workplace Act, any employee found to be in violation of the above prohibition shall be subject to (1) mandatory participation in drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge or dismissal, as determined by the College.

*Furthermore, as a condition of continued employment, any employee who is convicted for a violation occurring in the workplace of any state or federal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance shall notify the **Executive** Director of Human Resources of the conviction no later than five (5) days after such conviction. Failure to timely report such conviction shall subject an employee to disciplinary action, up to and including discharge. Any employee who is convicted as described above may be subject to (1) participation in a drug abuse assistance or rehabilitation program as a condition of continued employment; and/or (2) disciplinary action, up to and including discharge.*

The College offers educational and referral services to employees aimed at preventing substance abuse and assisting in rehabilitation, if desired, through referral to agencies offering such services. Interested employees should contact the Human Resources Office. All inquiries are confidential.

V. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.

Informational – No Show (NS) Grade Policy

The following new college policy was presented as a first read:

POLICY TITLE: No Show (NS) Grade

IV. Purpose

This policy will enable more accurate tracking of student-success progress, as well as accountability in financial aid-related matters.

V. Scope

This policy applies to all students.

VI. General

A student who attends no class sessions during the entire course meeting dates will receive a grade of "NS" for the course. This grade will not be noted on the student's transcript but could be used for advising and/or financial aid purposes."

V. Responsibility

LCC instructors are responsible for processing the paperwork for NS grade.

The above policy will be presented for action at the next Board meeting.

Informational – LCC Foundation Meaningful Gift Video

Nicole Szymczak previewed the new promotional video “A Meaningful Gift”, that is part of the LCC Foundation’s annual fund campaign. The video will run on WSYM and companion network ESYM. It is also schedule to run during the new TV series Gotham, at the Celebration Cinema and Studio C.

Informational - Monthly Financial Statements

Lisa Webb Sharpe presented the following Monthly Financial Statements:

1. Statement & Summary as of September 30, 2014 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Net Position
 - d. Investments
 - e. Statement of Revenue, Expenses and Changes in Net Assets
 - f. Plant Funds Statement of Resources and Allocations
 - g. Capital Projects Monthly Reporting
 - h. Vendor Payments > \$10,000 for July 2014 - September 2014
 - i. Fiscal Year 2014-15 Cash Contributions
 - j. Board of Trustee Summary and Detail of Expenses for Quarter Ended September 30, 2014
 - k. Revenue and Expense Account Definitions
 - l. Asset, Liability and Net Asset Account Definitions
 - m. Organization/Division Crosswalk

Informational – Monthly Student Success

Dr. Richard Prystowsky presented the Monthly Student Success Report.

Informational – Sabbatical Leave Presentation

Professor Paul Jurczak spoke to the Board about the world philosophy book he authored during his sabbatical leave. Professor Jurczak stated the book is free to students who can access it online, on their smart devices or laptops. He is currently using this book for his Philosophy 211 class.

Informational – The Centre for Engaged Inclusion

Several students addressed the Board about the programs and activities offered by the Centre of Engaged Inclusion in the Gannon Building.

Below is a list of some of their current activities:

1. Difficult dialogues
2. Conversation Club
3. Welcoming reception sponsored by the Multicultural Committee
4. Successful Students
5. Friday Night Movies

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Annual Financial Audit Report
2. Change Order Transmittal
 - a. Middle Cities Risk Management Trust
3. Invitation for Bid
 - a. Campus-Wide Multipurpose Paper
4. No Bid Justification
 - a. Adobe License Renewal
5. Request for Proposals
 - a. Campus-Wide Building Fire Alarm Control Panels
6. Update of College's 2014 Campus Master Plan 2014 and FY2016 Capital Outlay Project Request

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

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Chairman, Committee and Board Member Reports

Chair's Report

Chair Meyer made the following announcements:

- The ACCT Leadership Congress in Chicago was wonderful with year with a great turnout. The speakers and workshop sessions were outstanding. Five of the trustees and the Board Administrative Assistant attended the conference.
- Senior VP for Finance Administration and Advancement, Lisa Webb Sharpe, was one of the presenter for the "Policy Guideline for Fiscal Health and Management Workshop".

Committee Reports – Audit Committee Update

Trustee Proctor gave the following Audit Committee Update:

The Audit Committee met on October 6, 2014 and the following items were presented for information:

1. Annual Financial Audit Report was presented by Michelle Fowler, Rehmann Robson
2. After-the-Fact Report
3. Community Engagement Report
4. LCC Foundation Report
5. No Bid Justifications
 - a. Apple Inc.
 - b. Gretchen's House Inc.
 - c. Lincoln Electric Company
 - d. Michael Moore
 - e. Michigan State University – Kellogg Hotel & Conference Center
6. No Bid Purchase Report for Advertisements, Memberships & Sponsorships
7. Sole Source Report

The Audit Committee approved a Change Order Transmittal and Trustee related business expenses.

Committee Reports – Foundation Board Update

Trustee Smith gave the following Foundation Board Update:

- The Fall Annual Fund Campaign has begun. Besides personal visits, the campaign outreach includes direct mailings, print ads, television spots, social

media, redesigned website, and airing a new promotional video “*A Meaningful Gift.*”

- The Foundation Scholarship Breakfast gathered about 275 people from throughout the community to celebrate the Foundation, Lansing Promise and Hope Scholars. Joan Bauer served as emcee and Dr. Richard Prystowsky was the keynote speaker.
- The Foundation welcomes Patricia Ouellette back to the Foundation Board of Directors. Pat had previously served the maximum term allowed by Foundation bylaws and had to step off the board. She served as chairperson in 2012. She is a CPA and attorney with Bernick, Radner & Ouellette in Lansing. Patricia brings a wealth of experience in the areas of estate and planned giving.
- To increase alumni engagement and investment, the Foundation is meeting with the faculty from Dental Hygiene and Aviation. They are asking them to help the Foundation develop high-profile events that will attract alumni, prospective students and community partners. The events will be held in the spring and fall of 2014.
- The Holiday Open House Wednesday, December 3, 2014, in the new Gannon food court. There will be food and music in the LCC’s new food court.

Committee Reports – Keep Learning Steering Committee

Trustee Hidalgo gave the following Keep Learning Steering Committee Update:

- The Careers Connection Committee was dissolved and merged with the Keep Learning Steering Committee.
- There was discussion about the Keep Learning campaign.

Committee Reports – Workforce Development Board Update

Trustee Proctor gave the following Workforce Development Board Update:

- The former Mayor, David Hollister was the presenter at the last Workforce development meeting. He spoke about the film he produced entitled Second Shift. The film will be presented at the East Lansing film festival.
- Trustee Proctor attended the MI Works Agency State Conference. The conference talked about the Workforce Innovation and Opportunity Act (WIOA).

Board Member Reports

Unfinished Business

There was no Unfinished Business.

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 Hollister that the meeting be adjourned.

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

The motion carried.

The meeting adjourned at 8:07 p.m.

Submitted.

A handwritten signature in black ink, appearing to read "Denita Duncan". The signature is written in a cursive style with large, flowing loops.

DENITA DUNCAN