

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 26, 2015

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:04 p.m.

Roll Call

Present: Abood, Canja, Hidalgo, Meyer, Proctor, Smith

Absent: Berry

Trustee Smith attended by telephone.

Pledge of Allegiance

Trustee Meyer led the Pledge of Allegiance.

Trustee Proctor stated that unless there is an objection, Bylaw 1.5.2 on Order of Business would be suspended so that the order of business set forth in the agenda for this meeting would be followed. He noted that a revision of the Order of Business is presented for approval under the consent agenda.

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Hidalgo that the minutes of the September 21, 2015 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Proctor announced that with regret he had to announce the resignation of Dr. Judith Berry. He stated that Dr. Berry submitted the following letter to him dated October 26, 2015:

"It is with regret that I am writing to inform you of my decision to resign my position on the Board of Trustees of Lansing Community College, effective immediately. My company/business commitments have become too great for me to be able to fulfill the requirements of my position on the Board, and I feel it is best for me to make room for someone with the time and energy to devote to the job." If I can be of any assistance during the time it takes to fill the position, please don't hesitate to ask.

Sincerely, Judith Berry

Trustee Proctor stated that he was advised by counsel that the resignation is effective by the date on the letter.

Election of Officer

Trustee Proctor stated that with the resignation of Dr. Berry, the Secretary office is vacant and recommended to the Board combining the Secretary/Treasurer office, which is permitted under the Michigan Community College Act. Trustee Proctor stated he served as Secretary/Treasurer for four years. He further recommended that the current Treasurer, Larry Meyer take on the position as Secretary/Treasurer.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hidalgo that the Secretary and Treasurer offices be combined.

Trustee Canja stated it's important to include a greater number of Board members to fill the Board offices and does not favor combing the two offices.

Trustee Meyer stated that the position would not be any added burden and that he would be happy to fill it. He further stated what the responsibilities of the secretary and treasurer are and that he has carried out the duties of the secretary, primarily signing documents, in the absence of the secretary.

Trustee Smith stated that she was not opposed to Trustee Meyers assuming the position of Secretary/Treasurer, but was opposed to this being a permanent change moving forward.

Trustee Proctor stated that the after the 2016 election in November, there will be a new Board and an election of officers in January. He stated that the new Board can elect its officers however it chooses.

There being no further discussion, the Chair asked for a roll call vote on the motion to combine the Secretary and Treasurer offices.

Roll call vote:

Ayes: Hidalgo, Meyer, Proctor, Abood

Nays: Smith, Canja

Absent: None

The motion carried.

IT WAS MOVED by Trustee Proctor and supported by Trustee Hidalgo that Trustee Larry Meyer be elected as Secretary/Treasurer of Board.

Roll call vote:

Ayes: Meyer, Proctor, Abood, Hidalgo, Canja

Nays: Smith

Absent: None

The motion carried.

Limited Public Comment Regarding Agenda Items

There were no limited Public Comments regarding agenda items.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

A. Board Policy Revision

1. Board Bylaw 1.5.2 Order of Business – *Bylaw 1.6.6*
2. Governance Policy GP 306 Annual Board Planning Cycle – *Bylaw 1.6.6*

B. Request for Proposal

1. Architectural & Engineering Design Services – *EL 204*
- ~~2. Grant Writer and Grant Evaluator Services – *EL 204 REMOVED*~~
3. Local and Federal Lobbyist Services – *EL 204*

C. Update of College's 2015 Campus Master Plan and FY2017 Capital Outlay Project Request – *EL 204, GP 306*

Trustee Canja requested that the RFP for Grant Writer and Grant Evaluator Services be removed from the Consent Agenda.

IT WAS MOVED by Trustee Meyer and supported by Trustee Hidalgo that the Consent Agenda, removing Grant Writer and Grant Evaluator, be approved.

Roll call vote:

Ayes: Proctor, Smith, Hidalgo, Abood, Canja, Meyer

Nays: None

Absent: None

The motion carried.

Action Item – RFP for Grant Writer and Grant Evaluator Services

Trustee Canja stated that she asked for this item to be removed from the consent agenda because she noticed it was put out for bid on “Bid for Michigan”, but did not know if it reached the greatest audience of persons who could provide grant writing or evaluation services. She asked if this was posted nationally to have a broader reach, because she noticed the college only received four bids. She requested that it go out for bid to a broader audience to bring in additional bidders.

Trustee Canja asked if the Board could postpone voting on this item until the college can do this.

Ms. Elva Revilla stated that notices went out to 391 vendors through Bid for Michigan.

Trustee Canja stated that she realizes this is broad, but was looking for a broader solicitation. She asked that this item be postpone until the next meeting.

Monthly Monitoring Report

Monthly Financial Statements – EL 202, 203

The following monthly financial statements were submitted for review:

1. Statement & Summary as of September 30, 2015 includes:
 - a. General Fund Operating Budgets
 - b. General Fund Operating Detail Budgets
 - c. Statement of Net Position Investments
 - d. Statement of Revenue, Expenses and Changes in Net Position
 - e. Plant Funds Statement of Expenses and Transfers
 - f. Capital Projects Reporting
 - g. Vendor Payments Over \$10,000 for July through September 2015
 - h. Cash Contributions
 - i. Board of Trustees Summary and Detail of Expenses
 - j. Revenue and Expense Account Information
 - k. Asset, Liability and Net Position Account Information
 - l. Organization to Division Crosswalk
 - m. Glossary

Policy Development

College Policy Revision

Dr. Prystowsky presented the following proposed language changes to the Withdrawal Policy as a first read. This policy will be placed on the November 16, 2015 Regular Board Meeting agenda for approval.

POLICY TITLE: COURSE 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).~~

Although the College is committed to helping students be successful in their courses and remain on track to complete their educational goals, on occasion it might be in the best interest of the student and/or the College community that a student withdraw from or be withdrawn from a course or from courses prior to the end of the course(s).

II. Scope

This policy applies to all students and college courses.

III. General

Student Initiated Withdrawal

- ~~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.~~

A student should withdraw from a course only as a last resort and only for a substantial reason. For example, she or he might be facing a severe work or life crisis or might be having consistent, irremediable learning-related challenges in the course. Whatever the reason, before withdrawing from a course the student is *strongly encouraged* to discuss her or his situation with the instructor and/or academic advisor to see if any other remedies (other than course withdrawal) might be available. Ultimately, if a student finds it necessary to withdraw from a course or from courses, she or he must follow the [procedure](#) specified by the college.

Whether the student withdraws from a course or is withdrawn from it, the following conditions apply:

1. If the withdrawal takes place within the established refund period for ~~each the~~ semester, the student ~~withdrawing~~ will receive a refund. **Otherwise, the student will not receive a refund.**
2. If ~~the a student withdraws~~ **withdrawal** from **a semester-length class course occurs** 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 **will not be** issued, and the withdrawn class is **course will not be recorded on the student's** academic record.
3. If ~~a student withdraws~~ **the withdrawal** from a semester-length class **course occurs** between the end of the second week **first day of the third week** of the semester and the **last day of the fourteenth** ~~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 **grade of "W" for** ~~as the record of the course.~~ and the instructor will be informed of the withdrawal.
4. 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 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 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).~~

4. ~~The deadline for college-initiated withdrawals is the last day of the fourteenth week of the semester (or equivalent dates as specified for variable length courses).~~

~~Except in exceedingly rare cases and for exceptionally good reasons, neither student-initiated nor college-initiated withdrawals will occur after the last day of the fourteenth week of the semester (or other equivalent dates as specified for variable length courses).~~

5. ~~The college will retain a record of all student-initiated withdrawals. Students who are receiving financial aid should be aware that withdrawing from a course could impact their financial aid status. They are therefore *strongly encouraged* to consult with Financial Aid before withdrawing from a course.~~

~~Any student who is withdrawn from a course may appeal the withdrawal following the [procedure](#) specified by the college.~~

~~College-Initiated Withdrawal (Administrative Withdrawal)~~

~~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 **and the Student Affairs Dean are** is responsible for preparing procedures to implement this policy.

Trustee Canja stated that the revised document no longer states the circumstances under which the college may initiate a withdrawal.

Dr. Prystowsky stated that the Academic Senate realized in their discussion there may be several reasons the college must take action and withdraw a student. He stated that the language was changed "to college initiated withdrawal" and that the practices already in place would be followed.

Trustee Canja stated that the reasons for a college initiated withdrawal are specifically taken out of this policy, but is referred to in the document.

Dr. Prystowsky stated that it was his understanding that the reasons that a college can withdraw a student are still in place. He asked Trustee Canja if she were implying that because it has been removed from the policy they are no longer in place.

Trustee Canja answered “yes,” and asked if the proposed policy could be revised to address it.

Trustee Proctor stated that the Board struggles from time to time with the difference between what is policy and what is procedure. He stated that the Administration has the authority to propose the procedures for implementing a policy. He further stated that what appears to be at issue is whether the proposed revisions to the policy ought to contain language regarding the circumstances under which the college may withdraw a student from a course and whether having the administration so revise the policy is acceptable to the board.

Dr. Prystowsky stated that they can modify the paragraph to indicate the conditions under which the college can initiate a withdrawal.

Follow-up to Board Generated Idea

The Administration reported back to the Board on the following Board Generate Ideas:

1. Standardization of Course Design

Trustee Canja stated that she had concerns about the look of the web page and the ease of navigation. She stated the concern was not making people have the same content, but for the user to find the same content in the same spot.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Knight presented the October 2015 President’s report to the Board. A copy of this report is on the LCC website.

http://www.lcc.edu/trustees/presidents_reports/2015_Pres_Reports/index.aspx

Trustee Abood recognized the Foundation for its role in LCC’s Aviation project. He stated that the program will be getting two helicopters and believes one is a king air helicopter. He stated that because of the efforts of the Foundation students will have the opportunity to work on a helicopter and get ~~will~~ real experience.

Committee Reports – Audit Committee Update

Trustee Meyer gave the following Audit Committee Update:

- The October Audit Committee meeting was cancelled due to there being no items to approve or reports to receive from the Auditors.
- Audit Committee reports required by policy were emailed to the committee members and placed on file.

- Michelle Fowler, of Rehmann Robson, will attend the November 2, 2015 Audit Committee to present the Annual Financial Audit Report.

Committee Reports – Foundation Board Update

Trustee Abood gave the following Foundation Board Update:

- The Foundation did not meet in October.
- The Foundation had its 2015 Scholarship Breakfast and there were over 300 people, including almost 100 scholarship recipients. Dr. Paul Hernandez was the keynote speaker.

Unfinished Business

Trustee Proctor stated that Dr. Berry served on the Audit Committee which is now vacant. He stated that he would fill the position temporarily-

Trustee Proctor stated that in accordance to MCL 389.58 the following vacancy process was proposed by the Executive Assistant to the Board to fill the vacant Board seat:

1. Vacancy application made available tonight.
2. Vacancy will be posted in local paper starting Wednesday.
3. Deadline for application will be November 5, 2015 at 12:00 noon (EST)
4. Monday, November 9, 2015 Special Board meeting to reduce the pool to no more than five candidates to be interviewed for the vacancy.
5. Monday, November 16, 2015 the Board will interview final candidates and select candidate to fill the vacancy.

IT WAS MOVED by Trustee Abood and supported by Trustee Meyer that the proposal for filling the vacant position be approved.

Roll call vote:

Ayes: Proctor, Smith, Canja, Hidalgo, Abood, Meyer

Nays: None

Absent: None

The motion carried.

Public Comment

Sally Pierce: Addressed the Board regarding page 61 of the Five Year Capital Outlay plan. She stated that the college has already spent over \$1m to renovate the Herrmann House and in the approved Capital Outlay plan the college is proposing to spend another \$214,500 in renovations. She asked when the college would be finished with its renovation of the house.

Trustee Canja responded that the college did not know how extensive the needs of the Herrmann House would be when the college began its renovations. She stated that since doing the renovations it has become more than a house for the President, but has become an amazing asset of the campus. She further stated that the Herrmann House has enabled the college to host a variety of visitors, which has enriched the college in a lot of different ways. She also stated that the house has elevated the college to another level among community colleges and that the pay back has been well worth the expense.

Trustee Proctor stated he uses the term “restoration” rather than the term “renovation” in relation to Herrmann House. He noted that the Herrmann House is a historic building and it is the restoration of the building not the renovations of the building that has taken place. He clarified that restoration of the building is more costly. He stated that Ms. Pierce’s questions regarding the Capital Master Plan are appropriate and should be presented to the Administration if she has concerns with the documents.

Closed Session

There was no Closed Session.

Board Evaluation of Meeting

There were no Board comments.

Adjournment

IT WAS MOVED by Trustee Meyer and supported by Trustee Abood that the meeting be adjourned.

Ayes: Abood, Canja, Hidalgo, Meyer, Proctor, Smith

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 7:26 p.m.

Submitted,



Executive Assistant to the Board
Benita Duncan