

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
December 14, 2015

**Regular Meeting**  
Adopted Meeting Minutes

## Call to Order

The meeting was called to order at 6:06 p.m.

## Roll Call

Present: Abood, Azima, Canja, Hidalgo, Meyer, Proctor, Smith  
Absent: None

## Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

## Oath of Office

### Oath of Office – The Honorable Amy Ronayne Krause

Judge Amy Ronayne Krause led Trustee Alex Azima into the Oath of Office.

*“I Alex Azima do solemnly swear that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of the member of the Board of Trustees of Lansing Community College according to the best of my ability.”*

## Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the minutes of the November 9, 2015 Special Board of Trustees meeting, November 16, 2015 Special Board of Trustees meeting and the November 16, 2015 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Additions/Deletions to the Agenda

The following additions/deletions were made to the agenda:

- Trustee Smith asked that her that her candidacy to Association of Community College Trustees (ACCT) Board of Directors be added to the agenda. She stated she is eligible to serve for another three year term on the ACCT Board and will submit her candidacy to run. She further stated that she has documentation to submit in January and that she will make sure she gets that documentation in.

## Limited Public Comment Regarding Agenda Items

David Boswell: David Boswell addressed the Board regarding annexing the school district of Pewamo Westphalia. Mr. Boswell stated that he was a residence of Pewamo-Westphalia and is in support of that occurring. He further stated that annexing would be a benefit to the Pewamo-Westphalia community and Lansing Community College.

## Resolution and Special Recognitions

### Special Recognitions

The LCC Women's Cross Country Team was recognized for winning the national championship. Coach Robinson thanked the team for their hard work and dedication to the team. Coach Robinson also thanked the Board and Dr. Knight for making it all possible. He further stated that the recruits he takes on tours are wowed by the campus and great academic programs at Lansing Community College.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

~~A. 2016 Regular Board of Trustees Meeting Calendar – Bylaw 1.4.3  
(REMOVED)~~

B. No Bid Justification – EL 204

1. IDEA

Trustee Canja asked that the 2016 Regular Board of Trustees Meeting Calendar be removed from the consent agenda for discussion.

IT WAS MOVED by Trustee Meyer and supported by Trustee Azima that the Consent Agenda, removing the 2016 Regular Board of Trustees Meeting Calendar, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

**Action Item - 2016 Regular Board of Trustees Meeting Calendar**

The following 2016 draft meeting calendar was presented for approval:

January 19, 2016  
(Tuesday, due to MLK Holiday)

February 16, 2016  
(Tuesday, due to ACCT Legislative Summit)

March 21, 2016

April 18, 2016

May 16, 2016

June 20, 2016

September 19, 2016

October 17, 2016

November 21, 2016

December 19, 2016

Trustee Canja asked for the following changes to the proposed meeting calendar:

- January meeting moved to January 11, 2016
- February meeting moved to February 22, 2016
- April meeting moved to April 11, 2016
- December meeting moved to December 12, 2016

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the 2016 Board of Trustees Meeting Calendar, with Trustee Canja's amendments, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Federal Agenda and Federal Grant Initiatives – GP 306
2. Monthly Financial Statements – EL 203

## Policy Development

### College Policy Revision

Dr. Prystowsky presented the following proposed language changes to the Credit and Non Credit Courses Policy as a first read. This policy will be placed on the January 2016 Regular Board Meeting agenda for approval.

### **POLICY TITLE: CREDIT AND NON-CREDIT COURSES (REVISED)**

#### ***I. Purpose***

*The College has established criteria for credit and non-credit courses so that course offerings meet the demands of **students, business, and the community**; and comply with **accreditation standards and applicable state and federal regulations**.*

#### ***II. Scope***

*This policy applies to all ~~credit and non-credit~~ courses offered by the College.*

#### ***III. General***

##### *Credit Courses*

*Courses that are offered for credit must meet all of the following criteria:*

- *Courses must have clearly established learning outcomes and objectives that are consistent with their credit hours.*
- *Some **form of rigorous objective tool(s)** must be used to measure **and verify** student's performance **and achievement of intended learning outcomes** (e.g., test, class project, demonstration of mastery, etc.).*
- *All courses, regardless of delivery method, must have credit hours assigned by the division offering them, and approved by the College's Curriculum Committee and Provost (or designee).*
- *Credit hours must be based on a standard in which one credit hour is reasonably equivalent to not less than:
  - a) *a minimum of at least fifteen hours of classroom or direct faculty instruction plus a minimum of thirty hours of out-of-class student work per semester (or the equivalent amount of work over a different amount of time, such as a compressed course) as described in [34 CFR 600.2](#); or**

- b) *at least an equivalent amount of work as described in paragraph (a) in other College-approved learning activities (e.g., laboratory work, internships, practica, studio work, or comparable academic work, etc.)\*\*;*  
or
  - c) *such other standard as may be authorized and approved by the U.S. Department of Education under the Higher Education Act, as amended\*\*.*
  - *Curriculum must be approved through the division's processes for approving new courses and curricula and by the College's Curriculum Committee and Provost (or designee) before a course is designated and offered as a credit course.*
- ~~• All classes shall have a time requirement based on contact time correlated to mastery of the subject area (based on the 800 minute state requirement).~~
  - ~~• Even though designated a credit class, such classes can be "audited" by students who do not need academic credit.~~
  - ~~• Curriculum must be approved through the division's instructional process when designated as a credit course.~~
  - ~~• Classes must have learning outcomes and objectives.~~

~~New credit courses are required to go through the college's existing processes for approving new courses and curricula.~~

~~When a new or revised course is proposed to be and implemented, it is will be decided at that time if it is credit or non-credit. New or revised credit courses must If a non-credit course later becomes a credit course, then it will need to go through the divisional processes for approving new courses and curricula, and must be approved by the College's Curriculum Committee and Provost (or designee) before they are offered for credit. If a non-credit course is proposed to become a credit course, it must go through the same approvals at that time.~~

~~Even though designated a credit course, such courses can be "audited" by students who do not need academic credit.~~

~~\*\* In some circumstances, experiential credit and objectively demonstrated student competencies may be used to establish equivalency that reasonably approximates credit hours. Students seeking credit should see the College's catalog about policies for testing out of classes or evaluation of experiential credit. While non-credit and fee-for-service activities are not reported in some College enrollment reports, they are still counted as part of the College's activities.~~

### Non-Credit Courses

~~Courses that do not meet one or more criteria for approval as a credit course will only be offered for non-credit. To be offered, a non-credit course must meet the following criteria:~~

- ~~Courses must have clearly established learning outcomes and objectives.~~
- ~~Curriculum must be approved through the division's processes for approving new courses and curricula and by the College's Curriculum Committee and Provost (or designee) before a course is designated and offered as a non-credit course.~~
- ~~• Courses that do not meet all of the above criteria are offered for non-credit.~~

- ~~• Once a student takes a class for non-credit, it is not possible to request credit for the class because the same academic standards were not in place at the time of enrollment.~~

~~Note: There are other ways to evaluate student competencies (i.e., experiential credit or competency testing if available). Students seeking credit should see the college's catalogue about policies for testing out of classes or evaluation of experiential credit. While non-credit and fee-for-service activities are not reported in some college enrollment reports, they are still counted as part of the college's activities.~~

#### **IV. Responsibility**

The College **Provost** ~~Vice President of Academic Affairs~~ is responsible for **overseeing** ~~the leadership in preparing procedures to implement this policy.~~

## **Linkage Planning/Implementation**

### **Community Linkage – President's Report**

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

[http://www.lcc.edu/trustees/presidents\\_reports](http://www.lcc.edu/trustees/presidents_reports)

### **Board Members Report – Annexing the School District of Pewamo - Westphalia**

Trustee Proctor stated that demographic data was distributed to the Trustees and that the Board will explore this item at a later time. He stated the cost associated with a vote on annexation depends on the election cycle and that LCC might bare the entire cost if it is the only item on the ballot.

Trustee Canja stated that although she agrees that annexing would be beneficial, it would serve better if the request came from the Pewamo – Westphalia community so the college doesn't look as if it is imposing something on Pewamo – Westphalia. She stated that although LCC must legally take the first step of adopting a resolution to annex a contiguous area, such a resolution must be submitted to the State Superintendent for approval. She further stated the request for annexation should come from the Pewamo – Westphalia community to LCC.

Trustee Meyer stated that the local support must be there before doing this because the voters would have to approve a tax increase. He stated that it will be a big task, but the local community must get together to organized this effort. He further stated that although LCC must do some legal things the ball is really in Pewamo-Westphalia's court to bring this forward.

## **Board Member Report – Trustee Smith’s Candidacy for ACCT Board of Directors**

Trustee Smith stated this is her sixth year serving on the ACCT Board of Directors. She stated that her first year was an appointed as Chair of the Diversity Committee and she served a partial term after that and is now completing a full three year term. She stated she’s eligible to run for another three year term and is seeking the support from LCC to run for the Board of Directors again for another three year term. Trustee Smith stated this will either be for At-Large or through the Central Region.

IT WAS MOVED by Trustee Abood and supported by Trustee Canja that the support of Robin Smith’s Candidacy for the ACCT Board of Directors be approved.

Roll call vote:

Ayes: Abood, Azima, Canja, Hidalgo, Meyer, Proctor, Smith  
Nays: None  
Absent: None

The motion carried.

## **Committee Reports – Audit Committee Update**

Trustee Meyer gave the following Audit Committee Update:

- Plante Moran reviewed the HR Internal Control Audit.
- Trustee Smith expenses for ACCT Leadership Congress were approved.
- The 2016 Audit Committee Meeting Calendar was approved.

## **Committee Reports – Foundation Board Report**

- Trustee Abood attended the Foundation Open House and stated how nice the event was. He stated that LCC has a good relationships with lot of businesses and that most employers in the area highly regard their relationship with the college.
- A complete Foundation Board report was included with the meeting materials.

## **Unfinished Business**

Trustee Proctor stated that the Board has completed the President’s assessment, but has yet to hear from the President, which will be done in a Closed Session this evening.

## **Public Comment**

There were no Public Comments.

## Closed Session

IT WAS MOVED by Trustee Smith and supported by Trustee Hidalgo that the Board go into Closed Session for the purpose of discussing a pending litigation with Gibson's University Bookstore, strategies in connections with collective bargaining, and the President's Evaluation.

Roll call vote:

Ayes: Abood, Azima, Canja, Hidalgo, Meyer, Proctor, Smith  
Nays: None  
Absent: None

The motion carried.

The Board entered closed session at 7:57 p.m.

The Board returned to open session at 10:03 p.m.

Roll call:

Present: Abood, Azima, Canja, Hidalgo, Meyer, Proctor, Smith  
Absent: None

## Board Evaluation of Meeting

There were no Board comments.

## Adjournment

IT WAS MOVED by Trustee Smith and supported by Trustee Hidalgo that the meeting be adjourned.

Ayes: Abood, Azima, Canja, Hidalgo, Meyer, Proctor, Smith  
Nays: None  
Absent: None

The motion carried.

The meeting adjourned at 10:06 p.m.

Submitted,

  
Executive Assistant to the Board  
Benita Duncan