

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
February 22, 2016

**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

Trustee Smith left at 7:10 p.m. and returned at 8:19 p.m.

## **Pledge of Allegiance**

Trustee Proctor led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the minutes of the December 14, 2015 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

## **Additions/Deletions to the Agenda**

There were no additions or deletions to the agenda.

## **Limited Public Comment Regarding Agenda Items**

Sarah Schillio: Sarah Schillio addressed the Board regarding the Early Learning Children's Community Proposal for Fee Increase agenda item. She stated that she did not feel the increase was cost neutral and that it would be a significant increases for her family. She further stated that the financial information in the packet fails to include information on how these financial decisions will affect LCC staff and the community.

Ms. Schillio asked the Board to hold off voting at the March meeting and remember that the increase impacts the community.

Katie Gregory: Katie Gregory addressed the Board regarding the Early Learning Children's Community Proposal for Fee Increase agenda item. She stated that raising the rates passes along further monetary burdens to parents already making large sacrifices to enroll their students in the program. She asked the Board to reconsider the fee increase.

Allison Vinton: Allison Vinton addressed the Board regarding the Early Learning Children's Community Proposal for Fee Increase agenda item. She urged the Board to reconsider the increase.

Maria Porter: Maria Porter addressed the Board regarding the Early Learning Children's Community Proposal for Fee Increase agenda item. Ms. Porter gave her perspective as an economist and stated that research showed only helping poor families was not effective and classrooms needed students from higher and middle incomes as well so students are learning from one another. She further stated that the research showed this is a program that must be supported and is in line with the objectives of LCC. Ms. Porter distributed her own market analysis to the Board.

Paul Jursack: Paul Jursack, an LCC professor of philosophy, addressed the Board regarding the pending litigation with Gibson's Bookstore. He stated that the "Ten Greek Plays" textbook he has ordered ever year from Gibson he can no longer order through MBS.

Mary Cooper: Mary Cooper addressed the Board regarding the pending litigation with Gibson's Bookstore. She stated that the MBS voucher system is not effective for college students because it is more expensive for her to order her books from MBS than buying from Gibson's, Barnes and Noble or Amazon.com. She stated that she spends more out of pocket money for her class textbooks. Ms. Cooper stated that if the college was not willing to pay back her student loan then why is it that the college feels it has the right to tell her where she can and cannot purchase her textbooks.

Keith Rouse: Keith Rouse addressed the Board regarding the Early Learning Children's Community Proposal for Fee Increase agenda item. He stated that he and his wife are new parents and have their two year old in the Early LCC program. He stated that based on their income, the proposed cost will not allow them to put their new infant in the program. He urged the Board to look at why the college is raising the prices, and he stated that the cost to send an 18-year old to LCC is less than the cost to enroll a 2-year old in the Early LCC.

Keveca Towns: Keveca Towns addressed the Board regarding the pending litigation with Gibson's Bookstore. She asked who was benefiting from the book voucher program and why the college takes away a student's option on where they buy their books. She questioned where this idea came from and what was so unique about MBS that you can't get the same from Gibson or Amazon?

Marsha Marrow: Marsha Marrow addressed the Board regarding the pending litigation with Gibson's Bookstore. She stated that LCC and Gibson have been pillars in the community. She asked that Board to think about the relationship the college has with Gibson's Bookstore and stated that the two should continue support for one another. She asked if it was worth the divide in the community and urged the two to find a way to work together.

Toivo Inamono: Toivo Inamono addressed the Board regarding the pending litigation with Gibson's Bookstore. He asked to Board to work with Gibson and said that articles in the paper were damaging and not helping our community. He stated that it was important that we build this community and ask everyone to work together.

Ed Bryant: Ed Bryant addressed the Board regarding the proposed course fees and the pending litigation with Gibson Bookstore. He stated that the Regional Science Olympiad would not be possible if they didn't have the support of the part time laboratory support staff. He further stated he had concerns that the tech was burning out, but was told they couldn't hire new support staff unless they raised course fees. Mr. Bryant stated that Gibson Bookstore was a tradition and felt some of the decisions are being made by people who don't know about that tradition or history.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Change Date of the April 11, 2016 Regular Board of Trustees Meeting –  
*Bylaw 1.4.3*
2. College Policy
  - a. ~~Credit and Non Credit Courses (REVISED) – Bylaw 1.6.5, 1.6.6 (REMOVED)~~
  - b. ~~Syllabus Policy (REVISED) – Bylaw 1.6.5, 1.6.6 (REMOVED)~~
3. Cooperative Purchase
  - a. Cisco Hardware and Software – *EL 204*
4. ~~Lease Agreement Between Lansing Community College and American Association of Retired Persons (AARP) Office – *EL 204, Bylaw 1.6.4 (REMOVED)*~~
5. Request for Proposal
  - a. Group Insurance Benefits – *EL 204, EL 205*
  - b. Printing Services – *EL 204*

Trustee Canja asked that the revised Credit and Non Credit Course Policy, the revised Syllabus Policy and the Lease Agreement between LCC and AARP Office be removed from the consent agenda for discussion.

There were no objections.

IT WAS MOVED by Trustee Meyer and supported by Trustee Azima that the Consent Agenda, removing the revised Credit and Non Credit Course Policy, the revised Syllabus Policy and the Lease Agreement between LCC and AARP Office, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Monitoring Report – Early Learning Children’s Community Proposal for Fee Increase**

Trustee Canja stated that she was concerned that the rates seemed like a large increase on the back of another large increase and wondered if the current rates are comparable and why the college would raise the rates. She stated that the college is gaining a benefit from training its students through the Early LCC and that the children in the program are a part of the college’s responsibility and not just a cost of providing a program.

Trustee Azima stated that he supported Trustee Canja’s comments. He stated that the Administration’s proposal ignores the academic aspect of the Early LCC. He stated that the college not only has students in child development who utilize the program, but students in nursing and other programs as well. Trustee Azima stated that the Early LCC is an immense value to other people in the community and is not just a service, but an academic program that should be viewed as such. He stated he was disappointed because he’d heard proposals might have been jointly thought about, but that was never done and encouraged the Administration to work together on that.

Trustee Smith stated that she has four children and understands that one of the largest cost that a family incurs is childcare services and that families sometimes must decide about continuing to work or staying at home. She stated that the students are learning from the children in the Early LCC and that is an added value that must be a part of the equation. She further stated there needs to be discussion on what type of childcare provider the college classifies itself as. She thanked the individuals who came to make public comments and stated the Board must weigh out the cost the college feels it can bare. Trustee Smith asked what would a 3% cost of living proposal look like?

Trustee Abood stated that it is great to hear what a great childcare facility LCC has. He stated that everyone is dedicated into making the facility great, but the reality was the center loses money; roughly \$250,000 which is .45 cents per credit hour. He said he agrees with Trustee Canja, Azima and Smith that this isn’t a dollar and cents issue

because the college would have to raise tuition to sustain it if it were. Trustee Abood stated he wants the center to be a part of the community, but the hard question is where the college wants that number and what its comfort level is. He stated that it is not fair to state that the college has not considered everything because it's obvious that is more than just dollar and cents issue. He said it is a tough decision and that the information provided is helpful and the Board will look at it.

Trustee Meyer asked what time the children are attending for the comparison fees listed on page 90 of the meeting materials. He asked if the fee was for an eight-hour day and stated that the answer adds context when comparing the costs to attend ELCC to that of other facilities.

Trustee Proctor stated that the Early LCC was available to students from 7:30 am – 5:30 p.m.

Trustee Canja asked if Gretchen House received and increase in their contract and how much of LCC's increase was being passed along for management cost.

Dr. Sharpe stated that the administration agrees with all comments regarding the quality of the program and that Gretchen House is an important aspect of that quality.

Trustee Azima asked if he could get a comprehensive report on the cost side. He asked why there was a fulltime individual keeping track of fees when Gretchen house does that already. He asked if the administration was going to respond with how they would collaborate with the faculty and Dean in HHS to consult with them appropriately and get their advice and suggestions. He didn't hear that and felt it was one thing the administration ought to do.

## **Resolution and Special Recognitions**

Trustee Proctor stated that the Women's Cross Country team was recognized for winning their fifth NJCAA National Championship. He stated that what he found equally impressive was that the team had the highest grade point average among community college cross country teams.

Trustee Proctor recognized the passing of LCC employees Gilbert Hill, Howard Dillman, Matt Davis and the passing of James Mitchell's mother, Ellen. He also recognized the deaths He stated that what he found equally impressive was that the team had the highest grade point average among community college cross country teams. of Justice Scalia and Civil Rights Activist Daisy Elliott.

**Consent Agenda – College Policy/Credit and Non Credit Policy Revisions,  
Syllabus Policy Revision and Lease Agreement with LCC and American  
Association of Retired Persons (AARP) Office**

**College Policy/Credit and Non Credit Policy Revisions**

Trustee Canja asked if all courses had to go through the curriculum committee for approval.

Dr. Prystowsky replied that all credit courses do.

Trustee Canja stated that she heard it takes a long time to approve a new course.

Trustee Azima replied that it depends on the complexity of the course, but that the committee moves as quickly as they can.

Dr. Prystowsky stated that once the course gets to the curriculum committee it takes two to four weeks on average. He stated that when an idea is generated it might take a week or one year, but the curriculum committee can do nothing until the course comes forward. He further stated there isn't a set time on what happens prior to the course coming to the committee.

**Lease Agreement with LCC and American Association of Retired Persons (AARP)  
Office**

Trustee Canja asked if the rent included parking and utility and what the going rent was for downtown. She stated that she hopes the college was doing everything they could to keep them as a good partner.

Dr. Sharpe stated that the lease agreement is a reduction by a couple dollars per square foot in their rental rate. She stated that it does not include parking or cleaning services at AARP's request and that the rate is at current market rate they agree too. Dr. Sharpe further stated that the college was a great partners with AARP.

Discussion followed.

IT WAS MOVED by Trustee Azima and supported by Trustee Abood that the Credit and Non Credit Policy Revisions, the Syllabus Policy Revision and Lease Agreement with LCC and American Association of Retired Persons (AARP) Office be approved.

Roll call vote:

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

Nays: None

Absent: Smith

The motion carried.

## Monthly Monitoring Report

The following Monitoring Reports were presented:

- A. 2016 – 17 Course Fees - *EL 207*
- B. Capital Projects “Build Forward” Update – *EL 202, EL 203, EL 204*
- C. Early Learning Children’s Community Proposal for Fee Increase – *EL 207*
- D. Monthly Financial Statements – *EL 202, 203*
- E. Over \$100K Board Report – *EL 202, 203*

## Policy Development

### Board Governance Policy Revisions

Trustee Proctor presented proposed revisions to the Board Governance Policies.

The Board agreed to continue work on policies.

### Course Withdrawal Policy Revisions

Dr. Prystowsky presented the following Course Withdrawal policy revision:

#### ***POLICY TITLE: COURSE WITHDRAWAL POLICY (REVISED)***

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

*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***

*Before withdrawing from a course, a student is **strongly encouraged** to discuss her/his situation with her/his instructor to see if other options exist. 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.

- A. Subject to applicable procedures, the college may initiate a withdrawal for one or more of the following reasons: (1) the student lacks the appropriate prerequisite(s) for the course; (2) the student's attendance or participation in the class fails to meet established standards; (3) the student has engaged in behavior that interferes with the instructional process; and/or (4) the student is not in good financial standing with 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 the semester, a student will receive a refund. Otherwise, the student will not receive a refund.
2. If the withdrawal from a **semester-length** course **occurs** prior to the **end of the second week** of the semester (or other equivalent dates as specified for variable length courses), a final grade will not be issued, and the withdrawn course **will not be recorded on the student's academic record**.
3. If the withdrawal from a **semester-length** course occurs between the **first day of the third week of the semester and the last day of the fourteenth week** of the semester (or other equivalent dates as specified for variable length courses), **the student will receive a grade of "W" for the course**.
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 withdrawals.

**B. Withdrawal for Military Students**

*Upon presentation to the college of deployment or extended training orders, students who are on military status and must withdraw from a course or from courses shall receive a 100% refund of tuition and course fees. The refund*

*will be based on the form of payment method used by the student (cash, scholarship, tuition assistance, and the like). Students who experience a military withdrawal **will not** have the course or courses listed on their academic transcript.*

*Students who are on military status and who are receiving financial aid should be aware that withdrawing from a course or courses could impact their financial aid status. They are therefore strongly encouraged to consult with the LCC Financial Aid office as well as the LCC Veteran and Military Affairs office. Students who are on military status and receiving veteran benefits should be aware of the following:*

- 1. LCC will be responsible for sending the refunded payment to the VA on behalf of the student for Chapter 33 or Chapter 30 benefits.*
- 2. BAH payments for Chapter 33 or Chapter 30 will be stopped as of the drop date and the student may not be responsible for repaying BAH.*
- 3. Chapter 1606 students will not be effected by this policy due to the payment of a monthly stipend only.*

**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.*

#### **IV. Responsibility**

*The College Registrar and the Student Affairs Dean are responsible for preparing procedures to implement this policy.*

## **Linkage Planning/Implementation**

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

President Knight presented the February 2016 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 Reports – ACCT Legislative Summit**

Trustee Canja thanked LCC’s Chief Diversity Officer, Paul Hernandez, Dean Margie Clark and Elva Revilla, Office of Advancement and External Affairs, for attending the conference with them and bringing their individual expertise. She stated they had great visits on the hill and hopes it translated into extra funding for the college.

Trustee Smith stated that she heard comments on how well LCC's presentations were. She also stated that LCC's Star Power is something the ACCT Board is looking at implementing to highlight students.

Trustee Proctor stated he felt the college accomplished its mission and made an impression with its elected officials by speaking about the successes of the college and how much more the college could do with additional funding.

### **Board Members Report – Foundation Board Update**

Trustee Abood stated that a written report was included with the meeting materials.

### **Board Members Reports – Workforce Development Board**

Trustee Proctor stated that he submitted a written report.

### **Board Members Reports – AACC Pathway Institute**

Trustee Proctor stated that he attended the AACC Guided Pathways Institute for the 30 community colleges that were recipients of grants from the Bill and Melinda Gates Foundation. He stated that LCC is one in 30 of the community colleges invited in moving Guided Pathways forward. He announced that Dr. Kay McClenney, (Senior Advisor to the AACC President/CEO & Pathways Project), and Roberto Zárate, (a Trustee at Alamo College in Texas and Chair of the ACCT Board) are coming to LCC to speak about their experiences in moving forward with Guided Pathways.

### **Committee Reports – Appointment to the Audit Committee**

Trustee Proctor appointed Trustee Alex Azima to the Audit Committee to fill the vacancy left by former Trustee Judi Berry on October 2015.

## **Unfinished Business**

Trustee Proctor stated that pursuant to changes in the Board's Planning Calendar, the Conflict of Interest Disclosure Statements are now due in January. He asked members to sign their respective conflict of interest statements and give them to the Board's Executive Assistant.

Dr. Sharpe stated that the two year projections for enrollment, revenues, expenditures and proposals for strategic initiative and investments would be provided at the March meeting.

Dr. Sharpe stated that the statutory requirement for posting audit information in a newspaper will be done this week. She stated that they asked around the state and found few knew about this and do it. She thought that the statutory requirement to post to the transparency site would make this requirement obsolete.

Trustee Proctor stated that staff reviewed the MI Community College Act and other policies that guide the Board and determined that the college had not complied with the provision. He stated that the fact that others around the state may not be complying, does not mean the college ought not do what the law states it should do.

## Public Comment

Dawn Cusino: Dawn Cusino, President of LCC AA AFT Union, addressed the Board regarding employees in their probationary period. She stated that once an employee has served his or her probation period they should not be required to start a new probationary period if their job changes within the college. She stated that in May 2016 several employees were told by HR their jobs were being eliminated and received job descriptions for new positions that seemed to be a good fit for them, and they were encouraged to apply for those positions. Ms. Cusino stated that one of employees (worked 5-year in temp position) whose job had been terminated was offered two positions by HR that were deemed to be a good fit for him. She stated that the first position was a temporary position in the AA AFT union, and the other was a regular contract position in the ESP unit. Ms. Cusino stated that the AA AFT union requested that the employee be put on the scale of PTO at the higher rate so the employee would only lose 40 hours of PTO a year, and that the 6-month probation period be waived, but both were denied. She stated that in a similar situation, three employees went through the search process due to restructuring of job duties, each had been with the college for over 10 years, and each had to start over with new probationary periods. She stated she thought it wasn't fair for employees, who have already proven their work ethic and satisfied performance standards, to start a new probation period every time there was a restructuring of job positions.

## Closed Session

IT WAS MOVED by Trustee Canja and supported by Trustee Smith that the Board go into Closed Session for the purpose of discussing pending litigation with Gibson's University Bookstore, strategies in connection 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 into closed session at 8:47 p.m.

The Board returned to open session at 11:38 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 Proctor and supported by Trustee Abood that the meeting be adjourned.

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 11:40 p.m.

Submitted,



Executive Assistant to the Board  
Benita Duncan