

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
December 8, 2008

Regular Meeting
Adopted Meeting Minutes

Call to Order

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

Roll Call

Present: Canja, Hollister, Lavery, Proctor, Woods, Smith
Absent: Rasmusson

Pledge of Allegiance

Trustee Canja led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Proctor that the November 17, 2008 meeting minutes be approved with the following amendments:

Page 4: Leslie Marquard
January 16th – 17th, 8am – 6 p.m.
January 23rd – 24th, 8am – 6 p.m.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Woods, Smith
Nays: None
Absent: Rasmusson

The motion carried.

Limited Public Comment Regarding Agenda Items

Representative Joan Bauer: I am here tonight to give my quarterly update on legislative affairs. First, I would like to review some of the significant legislation over the past year of 2008. It was an extremely busy year. There were two packages of legislation that were very important that we passed and signed into law. The first was the water package. Secondly, we passed an energy package that dealt with a number of issues for our future as a State. I think the most

important part was the alternative energy incentive. The third piece that I am not very pleased to report is that we have not done anything with the smoking band. Bills have passed in both the Senate and the House. There is a small difference in terms of whether or not to exempt the three Detroit casinos. I hope that by the end of the year we will pass a bill that has a smoking ban.

Another bill that we will be voting on tomorrow, that has a great deal of potential for Lansing Community College, is House Bill 6185 and Senate Bill 1342. These bills amend the Community College Act to authorize community college districts to operate new job training programs. This would allow community colleges to work with companies and capture their income tax. The community college would use bonds to fund training programs for new workers. The income tax from the new workers would then be used to pay the bonds. This is something that the Michigan Community College Association is promoting. If the bill passes, it would have a ceiling of 50 million state wide. It is definitely something that Lansing Community College will want to look at. It is a way to generate more income so that we can do more job retraining and job training in our state.

Lastly, I want to update everyone on the budget. We passed the budget on time this year. The state fiscal year begins October 1. The good news is that there was a 2% increase for community colleges. This meant that the LCC state funding was almost \$30 million dollars. That was an increase of \$578,000 for this year. There was a 1% increase for higher education, an increase for K-12 of about \$100 dollars per student for public schools. We increased revenue sharing by 2%. That is what we did in the summer and that is the good news. You can see that education is one of our priorities and we know that this is our future here in the state.

We all know that due to the financial meltdown at the national level our state revenue is down. The budget is only two months in and the anticipated revenue that the budget was built on is not going to meet the expenditures in that budget. When that happens, constitutionally, the Governor is required to do an executive order outlining cuts. I serve on the Appropriation Committee and we will be meeting Wednesday at noon and those cuts will be revealed.

The anticipated shortage right now is \$240 million. They are going to present cuts between \$130 and \$140 million on Wednesday. The hope is that there will be some kind of national stimulus plan that will help Michigan enough so we will not have to do all of the \$240 million in cuts to our budget. At this point I don't anticipate that there will be cuts this round to community colleges. We all know that everything is so unpredictable. Even if community colleges can slide through this time, in terms of not having any cuts from the 2% increase that they received, there is just no way to predict what will continue to happen with this budget year. We all know in our day to day lives what we are facing.

I can't urge everyone enough to do what we all can to urge Congress to get the bridge loans passed. It is so critical to this state. I thank you for the opportunity to share what is going on in the legislature.

David Hollister: A couple of years ago a number of us got together to write a grant for the US Department of Commerce region 5, to diversify the Mid-Michigan economy and to focus on the green manufacturing bio economy. This region was awarded a grant. Michigan State University's Center for Community and Economic Development was the receiver of the grant. An advisory committee was created and I chaired that committee. The committee looked at crops in the Mid-Michigan agricultural community to see which of those crops could be used to make components for the auto industry.

As you probably know, the European Union has established a standard that 95% of all components of all automobiles by weight must be recyclable by 2015. So they are trying to keep all of the components and all the pieces of autos out of land fills. We don't have the same mandate, but we have, with the rising cost of energy and the greenness of our economy, much more focused on recycling.

We found that Mid-Michigan has one of the most diversified crops, second only to California. If we focus on the bi products, there are several that can be used to make components for cars. This study caused for the creation of a Bio Economy Alliance of Mid-Michigan. We have been meeting with Mid-Michigan area county commissioners, township officials, and planning officials. Tom Deits and I, last week, visited the Michigan Manufacturing Technology Center in Plymouth. We are going to Canada in January to make our presentation. Canada is doing a similar thing.

There is a group called the University Economic Development Association that has an annual competition each year where they invite all the universities in the country to submit proposals for award. All 50 states were invited and only three were invited to make oral presentations at their Florida conference in November. We were one of the three invited to make the oral presentation. We were runner-up. We came in second to the University of Hawaii.

I wanted the Board to know that a key component to the strategy was training. Tom Deits, representing this community college, has been one of the most faithful and consistent partners in this process. We hope to form an alliance and network.

We now have the ability to make virtually any product, which has a petroleum base, with a plant, bio-made alternative. That science is here and Michigan State is leading that effort. I wanted to thank Tom publicly for all he has done to make this happen.

Tom Deits: Thank you for those very kind words. I want to acknowledge the contribution of Ralph Goreon. Ralph is a retired faculty member in the Science Department. He did a lot of the work on our training piece. Ralph was a great asset to this project and a pioneer in electro-bio technology. He started the first program 20 years ago at LCC that is the model that we use. We think we are well positioned to have a respected training program to keep those jobs in Michigan.

This is an economic development project. It is very much like trying to get the next car plant into the Mid-Michigan area. This would take an investment by a large company in the amount of \$200 million plus dollars for a plant of the size and capacity that is appropriate for this industry to be sited here. If that were to happen, it would be significant in terms of supplies for the auto industries and other industries in town that are very interested in this material.

We are going to try and partner with Ontario Bio Auto Council. They are well ahead of us, but very interested in collaboration with us. They have a \$5 million dollar checkbook from the Province of Ontario to invest in this industry. They are writing checks now to support development, suppliers and the research to get this industry up and running in their state.

President Knight spoke at one of our presentations to the Capital Area Manufacturing Council here at the West Campus. It was well received.

Lynn Savage: My Name is Lynn Savage, and I am current (but outgoing) Chair of the LCC Labor Coalition. I am here tonight on behalf of the Coalitions' seven member unions, which as you know represent 80 – 85% of all LCC employees.

We are here tonight to talk about how strongly we believe that the College Administration and Labor Coalition should work together collaboratively with the Board of Trustees to address the fiscal and strategic responsibilities of the College. It is important, for example, for the College to examine all issues, such as the budget, comprehensively, and to do so within the framework of the College's strategic goals. In that process, the Labor Coalition can help by providing both knowledge and insight to accomplish this in a collaborative and mutually trusting manner.

For example, LCC is fiscally quite healthy this current fiscal year, perhaps enough so that a future short-term deficit could be addressed without undue concern. However, no one disputes that the next fiscal year may bring considerable fiscal challenges to the College community. How LCC approaches that issue will itself be a challenge. To reiterate; our hope is that Dr. Knight and the Administration will work with the Labor Coalition as we all take on those issues and finds ways to continue to fulfill our core mission as efficiently and effectively as possible.

As we do so, we would like to reaffirm the spending priorities we outlined in our letter to the President and the Board. These priorities were also affirmed by the President in his communication to the College on November 25th. The included the following:

1. Continue to purchase instructional material, supplies, and equipment to support the learning environment;
2. Maintain and repair college facilities emphasizing preventive maintenance to reduce more costly future repairs;
3. Invest in faculty and staff by compensating them at above average compensation levels needed to recruit and retain the most qualified people.

The Labor Coalition, and each of its member Unions, looks forward to working with the Board, the President and the Administration to address these essential issues. To eliminate input from the Coalition sends the message that employee input is not required.

I will no longer be here, but my hope is that you will continue to proactively address issues together during the coming years.

Thank you very much and I wish you all a happy Holiday Season.

Monica Zuchowski: Good evening, I am the President of the Downtown Neighborhood Association which includes this LCC campus. We are in your backyard and you are in ours. The DNA has a very positive relationship with LCC and we continue to look forward to working with you. Our annual meeting is going to be here on campus, Saturday, January 31st.

I am here because the DNA strongly supports the efforts to persuade the City to continue to work on a deal to sell the North Capital parking structure to LCC. As many of you know, it has been in the paper that City Council had turned down one proposal. I have been working with Dr. Knight and Chris Strugar-Fritsch. I refuse to believe that the deal is dead. I know that the Mayor's office is talking with Dr. Knight and I am hoping that something will be pulled together. I have made it very clear and continue to push and involve any of the parties involved.

I do appreciate LCC's cooperation in providing information and continuing to want to sit at the table and try to work out some sort of proposal that is acceptable to the Lansing City Council and LCC Board of Trustees. I want to thank those who have been involved as we move forward on this. I want to let you know that the Neighborhood Association really feels strongly and is supportive of this. The Association has been expressing their displeasure to City Council members on a regular basis.

I would like to thank all of you for your help and look forward to working with you in the future.

Additions/Deletions to the Agenda

The following addition was made to the agenda:

- The ACCT Annual Leadership Congress update will be given by Trustee Woods.

Closed Session

IT WAS MOVED by Trustee Hollister and supported by Trustee Lavery that the Board go into closed session for the purpose of discussing a written legal opinion.

Roll call vote:

Ayes: Canja, Hollister, Lavery, Proctor, Woods, Smith

Nays: None

Absent: Rasmusson

The Board entered into closed session at 6:42 p.m.

The Board returned to open session at 7:10 p.m.

Trustee Hollister left at 7:10 p.m.

Roll call:

Present: Canja, Lavery, Woods, Smith

Absent: Hollister, Proctor, Rasmusson

Trustee Proctor returned at 7:14 p.m.

PRESIDENT'S REPORT

Strategic Update Report – President Knight

Dr. Knight gave an update on the following items:

- Spring Admissions and Enrollment Update
- Jose Rivera Sculpture installed on LCC Campus
- Schoolcraft Street
- Childcare RFP
- AQIP
- CBS News to Visit LCC
- University Center AIA Award

- The Business & Community Institute and job training

Discussion followed.

Strategic Update Report – Student Presentation

Frank Vaca: As president of the LCC Gay Straight Alliance I would like to thank you for the opportunity to speak at tonight's meeting.

The LCC-GSA serves a part of the LCC community that has not been directly served previously. One important way the GSA serves the community is to provide safe spaces and events for LGBT students and straight allies to socialize, such as the Out for Work conference in September, Coming Out Day in October, the Drag Show held in December, the MBLGTACC Conference in February, and our Dinner and a movie meet and greets. This provides networking opportunities but more importantly, breaks the isolation many LGBT students and allies feel on campus.

Another important way LCC-GSA serves the LCC community is in providing opportunities to dialogue through literature tables, recognizing important LGBT dates, and other forums such as the Global Diversity Conference.

Students of the Gay Straight Alliance have also learned to network with organizations on and off campus. We have strong relationships with LAAN, LAHR, Sistrum, the Lansing Gay Men's Choir, and other college GSAs. We have also developed a friendship with Council Woman Kathy Dunbar who will be hosting, for the third year, our Annual Drag Show December 12th.

The focus for the last two years has been to develop an understanding and acceptance of our transgender friends. Dr. Julie Nemecek, previously of Spring Arbor, has been very giving of her time and has been instrumental in our own understanding. Our goal for the next year is to continue to create safe places for LCC LGBT and more specifically work toward adding "gender identity and gender expression" to LCC's Equal Opportunity Statement.

With help from the Student Life and Leadership office, this organization has helped raise awareness and broaden horizons for everyone in the LCC community. Thank you for your time.

Strategic Update Report – Financial Forecast

Dr. Knight made the following comments on the financial forecast:

- We are in the midst of the worst economic downturn since the Great Depression.

- According to President-Elect Obama's message this weekend, things will get worse before they get better. Tom Friedman, of the NY Times suggested that there could be a worldwide economic collapse prior to January 20.
- We are closer to a depression than any time in my lifetime.
- Changes are coming with more speed and gravity than most people can process.
- LCC is not an island. We are not immune from global forces.
- The State of Michigan is facing a budget shortfall, and the future of state funding is uncertain. One-quarter of our operational budget comes from the State of Michigan. The State will have less money in future years than the current year.
- Property tax revenue, a significant portion of our college revenue, is predicted to decrease as well. Property values are in decline, property tax revenue reflects property values, and hence we will get less property tax income.
- It is true that for today's purposes, the current fiscal year is not a problem for us. But surely the fiscal year beginning July 1 is a considerable problem as we face a 5% increase in spending while revenue is in decline.
- I stated in my inaugural address that, regardless of funding cuts, we have an obligation... a social contract, with this community to meet their educational needs.
- In times like these, higher education is vital to enable economic growth.
- We have a plan to address these needs. We, as a college community, will work together to refine our plan.
- We can't expect students to shoulder the shortfall.
- Approximately 25%-30% of our students are eligible for food stamps; a growing number of our students are unemployed. I am very reluctant to increase student charges.
- I've been taught, from time I was four, to live within your means. I am determined that LCC live within its means going forward. I am very reluctant and largely against, deficit spending or dipping into reserves to fund current operations. Depleting the fund balance today assumes that

prosperity will return. All economic indicators suggest that is a faulty assumption. If prosperity DOES return, it will be later rather than sooner. I can accommodate deficit funding if it is a bridge to somewhere, a temporary measure, not a bridge to nowhere.

- Every successful organization and entity understands the concept of a Rainy Day fund. It's a prudent and fiscally responsible action. Our fund balance is our rainy day fund. And economic predictions indicate it is only beginning to drizzle.
- We need to prepare for the storms. Need to be able to provide more scholarships if the day comes when even going to a community college is in danger of becoming a pipe dream. We must be able to make repairs when equipment breaks down or provide resources when they are in danger of depletion.
- We need to be able to provide soup kitchens if the storm reaches hurricane status. We must harbor all the monies, should we find ourselves in a depression. There could come a day when no one can bail out anyone, and at that point LCC needs to help this community and the people who built this college. They built LCC and it may be our turn to go to extraordinary means to help them.
- Our neighbors at MSU, and a growing number of universities, have established an Adverse Economic Circumstances Fund to assist students whose families have experienced serious financial setbacks. We need to mirror those actions as they would fit our students.
- In order to survive and grow, we MUST focus on our core business of teaching and learning. It's about Student Success. It's no longer productive or healthy to attempt to be everything to everyone. We're here to see that students successfully meet their educational goals.
- My first college course in law was a course called Corporation and Agency. In that course I learned that a corporation has many of the attributes of a person. Corporations can enter into contracts, buy and sell property, etc. LCC is a corporation and also like a person.
- We will make every effort to ensure that LCC is a healthy organization now and in the future. Healthy organizations are like healthy people; more productive, leaner, and efficient. In order for this college to survive and grow, we must build a foundation that will lead to a healthy future. That foundation must be solid financially as well as academically.

- My job is to ensure that LCC remains healthy for many years to come. Healthy to meet the needs of the community.
- As I have said on many occasions, we have a social contract with students and the community. We must focus our efforts directly on our primary business; educating students, training workers, and supporting economic development.
- That is why from this point forward, every decision, every program, every initiative, every expenditure, must be justified by how it contributes to teaching and learning and student success. We must continue to purchase instructional materials, supplies, and equipment to support learning environment. We must continue to maintain and repair facilities emphasizing preventive maintenance over costly repairs. We must compensate faculty & staff at average levels to recruit and retain the most qualified people with education our highest priority.
- We must define and defend our core mission. Any activity or expense that is not part of our core mission will be under scrutiny.
- We are in the midst of a planning guide path, going forward. In the coming months we will curtail activities and I will be on the same path as everyone else. We can't engage in do over's. We will need to change as we go forward.
- In my oath of office, I promised to carry out the duties and responsibilities as Chief Executive Officer of Lansing Community College. I pledged to continuously improve quality and excellence of this institution, to fully implement our vision, mission and guiding principles, and to faithfully serve this institution. I can assure everyone that goal is my singular mission.
- I will do all that I can to ensure a bright tomorrow and a bright future for LCC.
- We are entering a new era in this nation and at Lansing Community College. The future is bright for LCC. We must be more efficient, we must be more effective. By doing so, we will build a better future for the students of this community. We will not only survive, but we will emerge stronger and better.
- I am truly proud to be the President of this great community college. I thank all the employees who have made LCC what it is today. The greater Lansing Community is very proud of LCC and understandably so. I will do my utmost to keep it that way.

Chairperson Smith stated that it is refreshing to have a President that is committed to LCC's core mission. She announced that Dr. Knight has volunteered to forgo his salary increase, due to him as a part of his contract, in the upcoming fiscal year. She further stated that his only stipulation is that money be used to satisfy LCC's mission, of access for all, by providing funds to students in need of scholarships. In addition Dr. Knight plans to limit his business travel outside of Michigan in 2009 to cut cost. We appreciate Dr. Knight's sensitivity and his being in tune with the economic challenges we are facing. It is a privilege to work with someone who is willing to put themselves on the line. She thanked Dr. Knight for the steps he is taking.

Strategic Update Report – Monthly Financial Statements

The following Financial Statements were presented for information and are detailed in the Board packet:

1. Statement & Summary as of October 31, 2008 includes:
 - a) Operating and Capital Budgets
 - b) Operating Detail Budgets
 - c) Statement of Revenue, Expenses and Changes in Net Assets
 - d) Balance Sheet
 - e) Resources and Allocations Plant Funds
 - f) Capital Projects Monthly Reporting
2. Purchasing Report(s) including:
 - a) Sole Source Purchases for October 2008
3. Miscellaneous
 - a) Vendor Payments > \$10,000 for October, 2008
4. LCC Holdings as of October 31, 2008
5. Quarterly Report on Board Expenditures as of September 30, 2008
(reprint from November Board packet due to missing page)

Action Items – Consent Agenda

The following items were presented under a consent agenda:

1. Request for Proposal
 - a. Enterprise Backup & Recovery System in the total amount of \$260,531.31. The recommendation was to award the RFP to Agilysys for the disk storage solution at \$123,842.71; CDW-Berbee for the tape library solution and implementation of services at

\$116,378.60 and Rocket Soft (Servergraph software for reporting backup data at \$20,310.

IT WAS MOVED by Trustee Lavery and supported by Trustee Proctor to approve the consent agenda.

Roll call vote:

Ayes: Canja, Lavery, Proctor, Woods, Smith

Nays: None

Absent: Hollister, Rasmusson

The motion was carried.

Chairman, Committee and Board Member Reports

Chairperson's Report – Proposed 2009 Board of Trustees Meeting Calendar

Chairperson Smith presented the following 2008 Board of Trustees Meeting Calendar:

January 20, 2009 (Tuesday, due to MLK Holiday)

February 16, 2009

March 16, 2009

April 20, 2009

May 18, 2009

June 15, 2009

September 21, 2009

October 19, 2009

November 16, 2009

December 14, 2009 (2nd Monday, due to Holiday)

IT WAS MOVED by Trustee Lavery and supported by Trustee Proctor to adopt the 2009 Board of Trustees meeting calendar.

Roll call vote:

Ayes: Canja, Lavery, Proctor, Woods, Smith

Nays: None

Absent: Hollister, Rasmusson

The motion was carried.

Chairperson's Report – Upcoming Board Retreat

Chairperson Smith announced that Board retreat is schedule for Thursday, January 22nd from 2pm – 8pm and Friday, January 23rd from 8:30am – 3 p.m.

The Board will be updated as to the location of the retreat.

Chairperson's Report – Information and Announcements

Chairperson Smith announced the following:

- Dr. Knight's Holiday Open House on Sunday, December 14, 2008 from 3:00 pm. – 6:00 p.m.

Committee Reports – Audit Committee Report

Trustee Laverty gave the following Audit Committee report:

- Approved the 2009 Audit Committee meeting calendar.
- A Banner Implementation Audit update was provided. A written report for the President will be provided.
- Approved expenses to be invoiced to the African American Community College Trustees Committee.
- Approved expenses from the 2008 ACCT Annual Leadership Congress.

Committee Reports – Foundation Board Report

Trustee Canja gave the following Foundation Board update:

- The Foundation Holiday Open House was December 3rd at the LCC West Campus Greenhouse. It was a wonderful event for our donors and friends to hear our words of thanks for their financial support over the years. The LCC Horticulture and Floral Design programs did all of the event decorations and were at the event doing hands-on demonstrations. Donors enjoyed visiting with the students and seeing the greenhouse. Several said they plan on taking classes there because they got to visit the LCC greenhouse. Over 175 people attended.
- The Distinguished Alumni Nominations brochure is being circulated and marketed around the region. Nominations are due to the Foundation and Alumni office by March 13, 2009. The nomination form is available on line at www.lcc.edu/fdn
- We had LCC guests visit the board at the beginning of the meeting, to present several Economic Development resources that are provided at LCC. Bo Garcia spoke about BCI; Adrian Bass presented information about CQI and Tom Donaldson presented information on the MI Small Business & Technology Development Center at LCC. This was to provide our Foundation Board members with information about LCC's economic

development areas so they can share this information with the community, as a way of building relationships with companies who may use these resources.

- The Foundation hosted a pre-program reception on Saturday, November 24 before the Adam Jones photography presentation. This was a cultivation event for donors and prospects. Approximately 30 people attended.
- Rehmann Robson presented the board with a clean unqualified 2007-2008 Foundation audit. No issues or significant deficiencies were noted.
- Alumni Association will be selling bottled water in vending machines, labeled "Star water". This will generate revenue back to the alumni association. By selling on campus to students now, we begin to market the alumni association while they are on our campus.
- The 3rd annual Spring Gala will be Saturday, May 2nd at West Campus. This fundraiser signature event raises money for the Next Generation Fund and also brings the community to our campus in celebration of LCC. This year's theme is a Star Cruise – the West Campus will be turned into a Cruise ship party.

Board Member Reports – ACCT Annual Leadership Congress

Trustee Woods gave the following report on the ACCT Annual Leadership Congress:

- The Association of Community College Trustees (ACCT) hosted their annual Leadership Conference in New York from October 29-November 1, 2008. The theme for the conference was "The American Promise: Combating Poverty through Education."
- Trustee Robin Smith, Deb Canja and Edward Woods, III represented the Lansing Community College (LCC) Board of Trustees. LCC President Brent Knight attended as well.
- **HIGHLIGHTS**
 - ✓ 37.3 million people live below the poverty line in America
 - ✓ Household of four earning less than \$21,200 annually
 - ✓ 18% of Michigan's population live in poverty, including 500,000 children
 - ✓ Children living in poverty complete less schooling, earn less as adults, have poor health, face more criminal charges and are more likely to become a teen parent.
 - ✓ Average earnings for a high school dropout, \$20,901; high school graduate or GED, \$31,071; associates degree, \$39,724; or a bachelor's degree, \$56,788.

- Attended a workshop about structuring a comprehensive government relations plan.
- Witnessed a panel discussion focusing on poverty during an economic crisis.
- Attended a workshop about closing the widening economic gap
- Attended and elected Robin Smith, LCC board chair, to the ACCT Diversity Committee during the Central Regional meeting.
- Networked and interacted with other trustees

- **CONCLUSION**
 - ✓ Pursue any and all opportunities for grants to make tuition affordable.
 - ✓ Develop a comprehensive government relations plan with our lobbyists.
 - ✓ Ensure that we know the educational /economic needs of our constituency
 - ✓ Continue to seek out board development opportunities and network with other community college trustees to identify best practices.
 - ✓ Participate in an annual board retreat with the President to develop priorities for the college.

Board Member Reports – Ad Hoc Committee Update

Trustee Woods presented the following parameters for reimbursement allowed from the Ad Hoc Committee Update:

Conference Travel

- a. **Registration fees:**
Reimburse registration fees related to conference.

- b. **Lodging:** Reimburse at hotel conference rate. If the hotel is sold out, the college will book a room elsewhere at a comparable rate. The difference will be noted and reported to the Audit Committee. If, for any reason, a Trustee chooses to stay at a hotel with a higher rate than the conference rate or the comparable rate booked by the college, the Trustee must pay the difference. No savings will be reimbursed if the hotel booked is at a lower rate than the conference rate. Any additional charges related to the accommodation of spouses and/or children will be the responsibility of the Trustee.

- c. **Transportation:** Reimburse at the college rate.

- d. **Meals and Incidentals:** Reimburse at the college rate.

College Business Travel

- a. **Mileage:**
 - 1) Reimbursement for any college event.
 - 2) Reimbursement for individual meetings between Trustees and or community members or organization limited to no more than twice a week within the college district. Proper documentation must be presented that includes meeting date, meeting purpose, and individual(s) met with. Exceptions may be made by Audit Committee in advance.
- b. **Meeting Expense (meals):** Reimbursement for individual meeting between Trustees and or community member or organization limited to no more than "twice" a week within the college district. Meal is limited to no more than three parties which includes the Trustee. Proper documentation must be presented that includes meeting date, meeting purpose and individual(s) met with. Exceptions may be made by the Audit Committee in advance.
- c. **Cell phone/Computer:** Trustee can receive college issued cell phone and computer.
- d. **Home Internet Service:** Trustees may obtain home internet service on the same basis and pursuant to the same policy that governs the provision of internet access to college personnel. Trustees must sign a contract agreeing to college use policies and agree to pay the stated contract rate.
- e. **Postage:** When attending a conference, any items shipped must be conference related, must be shipped to the college and the Trustee must use a USPS flat rate box.
- f. **Sponsorships:** The College will not pay for nor reimburse individual trustees for individual sponsorship of community events or activities. All sponsorships paid for by the college must be on behalf of the college and go through the President's office.
- g. **Expense related to serving on a National Committee:** Trustee participation on national committees related to service as a trustee will be supported by the college, but limited to conference fees, per diems and lodging. Any other expenses must be approved by the Board in advance.
- h. **Civic or public service:** A Trustee may identify "one" civic or public service group to join within the college district for which the college will reimburse membership fees only. All other expenses related to such membership will be the responsibility of the Trustee.

Trustee Woods stated that this was being presented as an information item, and will be presented for action in January.

Public Comment

There was no public comment.

Adjournment

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

Ayes: Canja, Lavery, Proctor, Woods, Smith

Nays: None

Absent: Hollister, Rasmusson

The motion was carried.

The meeting adjourned at 8:06 p.m.