

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
February 16, 2010

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:09 p.m.

## **Roll Call**

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

Trustee Smith arrived at 6:18 p.m.

## **Pledge of Allegiance**

Trustee Woods led the Pledge of Allegiance.

## **Update from Representative Joan Bauer**

Representative Bauer provided the following update:

- As a State Representative she is the Chair of the Higher Education Appropriations Subcommittee, Vice Chair of the Community College Appropriations Subcommittee that oversees the budget of our 28 community colleges and serves on the Economic Development Subcommittee.
- The Governor submits to the House and Senate a recommended budget. The annual budget should be approved by October 1<sup>st</sup>. State Representatives are hopeful this work will be completed by July 1<sup>st</sup>.
- The general fund portion of the budget is \$7.9 billion dollars and school aid budget is \$10.5 billion dollars. Three years ago the general fund budget was around \$9.3 billion, which today is a 20% loss of general fund dollars.
- Funding for Community Colleges (\$300 million), Higher Education (\$1.5 billion), Corrections (\$2 billion), Community Health, Human Services and revenue sharing comes out of the general fund.
- We are currently looking at a \$1.3 to \$1.5 billion dollars deficit. Some of that deficit will be filled with stimulus money the State still has. The school aid fund for the coming year is starting out with an anticipated deficit of \$424 million.

- The Governor's recommendations involve some significant cuts. \$39 million in cuts to Community Health, \$39 million in cuts to Human Services, \$39 million in cuts to Higher Education, and \$60 million across other State Departments.
- There is a list of 29 proposed reforms.
- The Governor's recommendation is to lower the sales tax to 5.5% and spread it to services to generate enough money for next year to fill the deficit in school aid.
- The Governor has recommended Community College funding at \$299 million. From that, LCC would get \$29,762,500 million.
- The Legislature is concerned about the amount of resources it takes Community Colleges to get students up to speed so they can be successful at getting a degree. The need for remedial assistance seems to be increasing. Currently LCC only receives \$147,000 for LCC at-risk students.
- There has been a lot of discussion about whether Community Colleges should be allowed to grant 4-year degrees. Currently there are a few colleges that want to grant 4-year degrees. The degrees being looked at are Cement Technology, Culinary Arts, Maritime Technology and Nursing.

Trustee Meyer stated it is important to have the sales tax expanded on services and asked if it would be helpful if the Board did something in support of that.

Trustee Canja suggested this be discussed under Board member reports.

## **Approval of Minutes**

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson that the minutes of the January 19, 2010 Organizational meeting be adopted.

Trustee Canja stated that she submitted edits to the Administrative Assistant.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

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

The following additions were made to the agenda:

- Chair Canja requested that an update on the Washington, D.C. visit be provided under the President's report.

- Trustee Woods asked to make comments on his visit to the cafeteria under Board member reports.

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

Michael Williams: Good evening, my name is Michael Williams. I come to thank the Trustees for the recent addition to the community college. Chair Canja and Dr. Knight have supported so hardily and put the Lansing Chess Club into space at LCC. I just want to thank you for that. Our Chess Club meetings are working out fine. Our first full Chess Tournament will be held this Sunday and I invite everyone to come by and take a look to see what's going on. The Lansing Chess Club is an adult chess club where anyone can come, including children. We have pick-up games and casual chess playing. We sponsor a tournament once a month. I teach 3rd graders in the Lansing School District and March 27th will be the 9th Annual Lansing School District Chess Tournament. We have a saying that if you think it is just a game you are probably not doing it right. Chess and music are the only things that can raise IQ's in the elementary school kids. The Chess Club is a club that has been looking for a home a lot of years. Thank you, we are doing well, please come by to see us. We are in TLC room 127, Wednesdays from 6 – 10 p.m.

## **PRESIDENT'S REPORT**

### **Informational**

President Knight gave the following update:

- He stated that Get a Skill, Get a Job or Your Money Back is a good ideal. There are many people who are discouraged and not confident about finding a job. They are discouraged from seeking training because there may not be a job at the other end. Dr. Knight believes in responding to the needs of business and where the jobs are. The students in this program will have to sign a contract which stipulates that they will attend class, complete assignments, study, be successful on examinations, learn about letter writing, interviewing and getting a job. LCC will sign the contract and also make a commitment. The student will have to pay in some money to show commitment and LCC will have to be successful in delivering quality instruction and providing supervision and adequate supplies. There will be a selective admission process, where candidates will be interviewed and chosen based on the highest probability of success. The goal is an on-going effort for the community to perceive LCC as the place to go to get an education and a job. The program will roll out in a month with the specific skills listed.

## **Social Networks Presentation**

Lucian Leone spoke on the four social media's that LCC focuses on:

- 1) Facebook
- 2) Twitter
- 3) You Tube
- 4) Flickr

## **YouthBuild Partnership**

George Berghorn, Department Chair, Environmental, Design & Building Technologies provided a Power Point presentation on the YouthBuild Partnership which is on file with the official Board meeting materials.

- Program Background
  1. Begun in 1988 in Harlem, NY
  2. Comprehensive approach – individuals and communities
  3. Currently 273 YouthBuild programs in 45 states, Washington, DC, and the Virgin Islands
- Lansing YouthBuild
  1. \$1.1 million Department of Labor grant – 2009
  2. Multi-faceted community partnership
  3. Two-year pilot project
  4. Thirty participants per year
- Lansing YouthBuild Student Profile
  1. 28 participants selected for 2009-10
  2. Several ex-offenders
  3. Vast majority dropped out of high school
  4. Racially diverse, mostly male students
- Program Details
  1. Alternative Education
  2. Leadership Development and Civic Engagement
  3. Community Service and Development
  4. Youth Development
- Job Training and Pre-Apprenticeship

## **Budget Update FY 2010-11**

Lisa Webb-Sharpe presented the following FY 2010-2011 budget update:

## **Guiding Principles**

- The budget will be developed within the parameters of Board policy.
- We must continue to purchase instructional materials, supplies, and equipment to support a healthy learning environment. We must keep technology current.
- We must continue to maintain and repair facilities, emphasizing preventive maintenance over costly repairs.
- We must compensate faculty and staff at competitive levels to recruit and retain the most qualified people.

## **Development of our Current Services Baseline**

Prior to building the College's budget for FY 2010-11, our current services baseline must be determined through a reconciliation process. That process is underway as Divisions are reviewing their FY2009-10 expenditures to date, and using that information to project funding needs for the balance of this fiscal year. Those projections create the foundation for our FY 2010-11 baselines. Assumptions used to determine the FY 2010-11 baselines are:

1. For enrollment planning purposes, we assume that the number of sections from FY 2010-11 remain constant.
2. No increase in authorized FTEs.
3. All temporary positions that are not grant funded will be removed from the budget.
4. No inflationary growth in supplies & services, as well as General Fund Capital Budget Transfers.

## **Development of Budget Recommendations for Board consideration**

1. Begin with the FY 2010-11 baseline.
2. All Divisions must present, for review, a plan to cut 10%.
3. New initiatives, as defined below, should be submitted when Divisions submit their budget requests. All costs and program service impacts associated with new initiatives must be included in the submission.
4. Three-year plans will be developed for:
  - Information Technology Replacement
  - Media Technology Replacement
  - Maintenance & Replacement
  - Division Renovations
  - Major Equipment
5. Per Board policy, Contingency Funds will equal 1 percent.

6. If a determination is made that additional sections need to be added, a fund source will be available within Academic Affairs.
7. Decisions resulting from the Academic Program Analysis will be incorporated into the FY 2010-11 Budget Recommendation to the Board.

Initiatives include the following:

- Funding for innovation to keep pace with new technology
- Funding for new revenue sources
- Financial Improvement initiatives that require investment to increase revenue or decrease expenses in the future
- Non discretionary cost increases in services and supplies

### **FY2011 Budget Planning Timeline**

|           |  |
|-----------|--|
| 3/15/2010 | Present FY2010 reconciliation for approval and FY2011 preliminary budget overview at Board meeting |
| 4/19/2010 | Present FY2011 budget proposal at Board workshop prior to Board meeting                            |
| 5/17/2010 | FY2011 budget proposal presented at Board hearing and for approval at Board meeting                |

Chair Canja stated she's heard the President say that across the board cuts are not the way to go and has said many times that he would not support them because it does not help in selecting priorities and in deciding which areas are most important. She stated that based on his comments she was not clear why LCC was requiring 10% across the board budget cut proposals and how those suggestions will be used.

Ms. Webb Sharpe responded that because of the college's expectations on how the revenue will come in, some changes have to be made and a budget has to be built that prepares LCC if state appropriation dollars comes in at a lower amount. She stated that the 10% cut plan does not mean that every program has to be cut by 10% and that they are looking for areas of revenue growth and efficiencies. Ms. Webb Sharpe clarified that this process does not mean that all cuts offered will be accepted and that this process will give the Board and President options to select from the cuts that have been proposed.

Dr. Knight stated that he does not like across the board cuts because in some programs there is nothing to cut. He stated that his staff has made it clear that this not an expectation for every unit.

## **Course Fee Adjustment Framework**

Dr. Shanblatt presented a Power Point presentation on the proposed new process to develop course fees. This presentation is on file with the official Board meeting material.

Trustee Proctor asked when implemented what affect the process would have on the budget and asked if it was revenue neutral.

Dr. Shanblatt responded that they were not prepared tonight to say what affect it would have on the budget but would be next month.

Trustees Woods stated that in making his decision it would be helpful to know if the college has lost people when there was an increase in fees.

Chair Canja stated that she understood the process but did not agree that where additional instructors are a necessary part of the course – for example, where science labs are an integral part of the science class - that the costs for the lab instructor should be build into the fees rather than tuition.

Trustee Smith asked to see different options of what other colleges were doing for comparison and wanted the Board to be clear on the philosophy that will be implemented for the college.

Trustee Meyer stated that the college should follow the template as outlined to be consistent across the board. He stated that they should follow the template, go through the process, and then look at the outcomes and make judgments based on having followed a consistent methodology.

Trustee Hollister stated that it is the job of the Administration to come before the Board with recommendations and did not want the Board to be given a huge report to review.

## **Monthly Financial Statements**

Lisa Webb Sharpe presented the following monthly financial statements:

1. Statement & Summary as of January 31, 2010 includes:
  - a. Operating and Capital Budgets
  - b. Operating Detail Budgets
  - c. Statement of Revenue, Expenses and Changes in Net Assets
  - d. Balance Sheet
  - e. Plant Funds Statement of Resources and Allocations
  - f. Capital Projects Monthly Reporting

2. Miscellaneous
  - a. Vendor Payments > \$10,000 for the month ended January 31, 2010
  - b. LCC Card Vendor Payments > \$10,000 for January 2010
3. Fifth Third Bank Investment Accounts Schedule as of January 31, 2010

### **Update on the 2010 ACCT Legislative Summit**

Dr. Knight stated that the ACCT Legislative Summit was cancelled due to the weather. He said that 2,000 people were expected to attend and only 200 were there. Dr. Knight stated that Dr. Chase was able to attend and that the Legislative Summit was rescheduled for March 10 – 12, 2010.

Dr. Chase provided the Board with legislative priorities and other handouts he had received from the summit.

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. Course Fees
2. Student Services Renovations
3. Get a Skill, Get a Job Program
4. Revised Workplace Consensual Relationships Policy
5. Capital Project Budget
  - a. Washington Court Place Mechanical System and Roofing System Replacement; and Foundation Repairs.
6. Finance
  - a. Change Order Transmittal
    - (1) The College Board/College Entrance Examination

Trustee Woods requested that the revised Workplace Consensual Relationships Policy be removed and stated that he questioned whether from a legal standpoint given the role a teacher has over a student, this policy is valid compared to the law.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister to approve the President's consent agenda items with the removal of the revised Workplace Consensual Relationship Policy.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## **Action Items – Revised Workplace Consensual Relationships Policy**

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Hollister to approve the revised Workplace Consensual Relationships Policy.

Trustee Woods stated that he had a question regarding the criminal sexual misconduct and that the proposed policy seemed to be in direct violation with the statute and he does not see how this policy follows the statute.

David Fernstrum said that this policy cannot supersede criminal law.

Trustee Woods stated that he did not see how this policy would prevent risk of sexual harassment allegations.

Trustee Rasmusson stated that if the college did not have a policy the college would have difficulty disciplining people who violate or treat someone badly.

Trustee Smith stated that another college has a policy very similar to this policy and that this policy is for the protection of the institution.

Trustee Proctor requested the following language changes throughout the policy:

- *From: "between a faculty member and their student"*
- *To: "between a faculty member and **his or her** student"*

Chair Canja stated that she was in support of the policy.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## **Chairperson, Committee and Board Member Reports**

### **Chairperson's Report – Board Governing Policies**

Trustee Canja stated that in order to effectively evaluate the President the Board came up with new Governance Policies. She stated that back in 2005 the Board adopted the Carver Model of Board Governance and under this model it keeps the Board members from focusing on the details of operations and instead focuses their attention on

direction and policy. Trustee Canja stated that the administration reviewed the policies and some of their suggestions were incorporated.

Listed below are the new Governance Policies that the Board agreed upon to use as a tool to evaluate the President on the progress he makes.

#### E104 – Community Impact Highly Educated Community

To fulfill its mission, Lansing Community College will:

Raise the educational level of the community by:

E-104.1 – Preparing prospective and incoming students for college level work by:

1. Providing free or low cost, community wide distribution of selected developmental courses and assessment testing;
2. Partnering with K-12 districts and ISD's to reduce the number of high school graduates who must take developmental English and math in college;
3. Partnering with K-12 districts and ISD's to substantially increase the number of dual enrollment students and the opportunity to earn an associate's degree by high school graduation.

E-104.2 – Emphasizing foundational skill development to give learners maximum employment flexibility by:

1. Developing employability skills such as:
  - a. Timeliness, grooming, productivity, reliability and loyalty;
  - b. Teamwork & collaborative skills, horizontal and vertical skills and basic ethics;
  - c. Entrepreneurship;
  - d. How to learn and how to continue to teach oneself.
2. Developing "Mechatronics"-type skills program(s);
3. Partnering with local economic development entities to identify skills currently needed and those that will be needed in the next 1, 3, and 5 years.  
Developing timely delivery of skills training.

E-104.3 – Increasing Outreach to Underrepresented and Underserved Segments of Community by:

1. Partnering with community stakeholders to effectively reach and engage:
  - a. High school dropouts and those at risk of dropping out;

- b. Young mothers and pregnant teens;
  - c. Minorities;
  - d. Persons with disabilities.
- through initiatives such as:
- a. Expanding the HSDCI program to triple enrollment;
  - b. Assigning a recruiter to every high school and considering incentives for recruiters;
  - c. Creative development of gateway classes that will appeal to disenfranchised and/or at-risk students and for which credit may be earned and/or which embody core competencies or employability skills;
  - d. Aligning LCC high school offerings with core requirements for high school graduation and/or employability skills;
  - e. Creating a co-op day care offering credit in daycare/childcare;
  - f. Developing a program to teach entrepreneurial skills and opportunities tailored to women with young children.
- 2. Partnering with faith-based and other community entities to expand information dissemination, enrollment outreach and support, and educational offerings off campus.
  - 3. Keeping tuition affordable and preserving the role of LCC as “the people’s college.”

#### E-105 Student Success

To fulfill its mission, Lansing Community College will:

E-105 1 - Focus on, invest in and implement programs and initiatives that will substantially and positively impact student retention and completion including:

- 1. Developing alternative delivery systems that allow for greatest accessibility such as cable TV, online courses, onsite short courses, podcasts and role-playing;
- 2. Creating mechanisms to track progress of at-risk students and increasing on-campus support to underserved, underrepresented and at-risk members of the student body;
- 3. Promoting an optimal transfer experience for students.

#### E-106 Marketing and Communication

To fulfill its mission, Lansing Community College will:

E-106 1 - Increase the effectiveness of internal marketing and communication throughout the College and external marketing and communication throughout the communities LCC serves by:

1. Increasing the effectiveness of internal communication by implementing a methodology embracing democratic input, dialog and problem solving through identification of root causes and effective solutions.
2. Increasing the effectiveness of external marketing and communication in order to educate the community, increase community familiarity with the college, increase enrollment and promote educational opportunities and programs by:
  - a. Improving and utilizing LCC TV, LCC radio and online and print media;
  - b. Utilizing neighborhood organizations and newsletters;
  - c. Utilizing Trustees and Executive Leadership personnel to represent the college at community meetings and events;
  - d. Utilizing the LCC sports teams as family-friendly entertainment and community outreach vehicles;
  - e. Improving the marketing of K-12 programs and initiatives.

#### E-107 Academic and Workforce Development Excellence

To fulfill its mission, Lansing Community College will:

E-107 1 - Promote a spirit of excellence by:

1. Expanding honors courses and programs and expanding high level science and math offerings;
2. Developing "centers of excellence" to distinguish LCC from other entities;
3. Periodically reviewing and evaluating workforce development and academic programs to include student assessments, student success, employer assessments and objective measures of performance.

Trustee Proctor stated that under Governance Policy E-104.1 the term prospective student is broad and asked what this encompassed in terms of the reach. Trustee Proctor said that he does not want LCC to replicate what K-12 does and that LCC started out as an expansion of the K-12 system under the Lansing School District but later became a separate entity. He further stated that \$5 million taxpayer dollars is already being spent on remedial education. He asked how LCC plan to incorporate the notion of preparing prospective students and what it would cost LCC to do that.

Trustee Woods stated that he already submitted his suggestion to the Board and asked that they be part of the revisions. He read the following suggestions:

1. Review the language and look at the University of Michigan as a best practice.

2. LCC needs to do a better job of purchasing from businesses that pay property taxes to LCC.
3. Request an attorney to review the Board's language to ensure the Board is not in violation of Proposal 2. It will not change the Board's focus but ensures the proper language. The Board should look at University of Michigan as a best practice.
4. A better connection between the Foundation and Grant offices is needed in their role to secure funds to make college affordable for economically challenged students.
5. A stronger emphasis for BCI in this process is needed.
6. The development of an evaluation process on an annual basis is needed. The college can have an awards program sponsored by the Board to highlight and recognize employees who go above and beyond.
7. Internal communications needs to be improved with the Board. Some of the administration feel that their role is to inform the Board instead of sometimes having the Board in on the decision making process.
8. LCC should consider using alumni from local high schools to recruit from their respective high school and provide an incentive for them to attend LCC.
9. Need to do a better job of identifying how we will review our finances and resources to ensure optimal efficiency.
10. Critical thinking should be part of the core curriculum.
11. Do a better job of engaging the community to come on our campus for various programs.
12. There needs to be a comprehensive diversity program for LCC that goes beyond race. This should include supplier, diversity training and how diversity should be seen as a positive in terms of growth and development.

Trustee Hollister stated the ideas that he has are just suggestions and that the Board was elected to give different perspectives. He stated that the Board did a lot of work and that these policies accurately reflect the discussions that the Board has had and that keeping the right perspective on what the Board is trying to do is important.

Trustee Smith stated that the Board needs to look at how it wants diversity to play out throughout the entire college. She stated that there are best practices out there the college can look at. She also stated that the Board doesn't want to find out about decisions afterwards, but would like the college to look at how the Board can be involved in the discussion before something comes to them.

Trustee Proctor stated that the discussions have been healthy. He asked what this would cost, given that the college has limited resources. He asked, "What is the college going to give up if the Board moves in this direction?"

Trustee Canja stated that because the Board is holding someone accountable for meeting these goals, this could mean some decisions could be made to go in certain

directions that otherwise might not have been made if these new policies weren't embodied. She stated that the Board's role is to speak with one voice as a Board and when the Board speaks with one voice, it wants to put that into policy. She said she expects that whatever the Board adopts, the administration will come before the Board to communicate what they are able to take on this year and what the college is going to have to give up to do it. It would then be up to the Board to support that.

Trustee Meyer stated that during his campaign many of these principles were talked about in the community by individual people. He stated that pieces can be taken out of these new policies that are very timely. He said employability skills were talked about at a number of community forms. He further stated that these policies provide goals and objectives that are laudable and they would have to find out if they are executable. Trustee Meyer stated that a road map or strategy is needed going forward and he has a comfort level with these policies in the broad sense.

Trustee Woods asked what the process was in involving the President. He asked if these policies would be shared with the President before adoption or will the Board adopt and then tell the President.

Trustee Canja stated that the first draft was shared with the President and the Board received significant input from the administration. She said that the input from the administration was integrated in the policies and there is nothing currently new that has not been previously shared with the administration. She stated that there were two new things added that the administration suggested and the Board supported.

Trustee Woods stated that because the Board is going to use these policies as an evaluation tool for the President, the Board or the Chair should meet with the President to make sure there is clarity and understanding before being voted on. He commended Trustee Canja for the outstanding work she had done in the process and moving the Board forward and asked that an opportunity be given to meet with the President.

Trustee Hollister agreed that the Board should have a discussion with the President.

## **Committee Reports – Audit Committee Report**

### **3-Year Internal Audit Plan**

Trustee Meyer provided the following Audit Committee update:

- A 3-year internal audit plan was adopted.

IT WAS MOVED by Trustee Meyer and supported by Trustee Woods to accept the 3-year internal audit plan.

Roll call vote:

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

The motion carried.

### **2010 Audit Committee Meeting Calendar**

The Audit Committee adopted the following meeting calendar below:

March 1, 2010  
April 5, 2010  
May 3, 2010  
June 7, 2010  
September 7, 2010  
(*Tuesday due to Labor Day*)  
October 4, 2010  
November 1, 2010  
December 6, 2010

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

Trustee Meyer presented the following report:

- At his first meeting he was impressed with the number of attendee representing a diverse and wide section of the community.
- He was able to get an understanding of the financial discipline in seeking donations as well as the discipline in evaluating requests and moving and making investments in the things that are strategically important to the community and the college.

### **Committee Report – Workforce Development Board Report**

Trustee Proctor submitted a written reported which is on file with the official Board meeting materials.

### **Board Member Reports**

Trustee Rasmusson stated that sometimes when a student or a parent is dissatisfied with a decision made by the administration he sometimes questions if the decisions being made were done with minimum due process. He stated that one decision in particular did not appear to be in line with what is required by ADA and FERPA but thinks this has been corrected and there is nothing left for discussion.

Trustee Woods stated that he attended the Soul Food lunch today in the cafeteria and in talking with the students he found out that their number one issue was parking. He

said that students informed him that they have to arrive one hour early before a class starts to find adequate parking. Trustee Woods stated that in talking with one student he was told that in one of their classes the teacher compared them to being a thug. He said the student stated that this is the normal conversation of how this teacher talks with their students. Trustee Woods stated that he wanted to ask the President if LCC has an annual evaluation schedule and if so he would like a report next month on what that evaluation schedule consists of. He asked if students are involved in the process, if LCC provides professional development training on how to deal with different types of students from all ages and how LCC deals with teaching difficult students or teaching students that had a challenging time coming from high school or re-entering the classroom. Trustee Woods asked what the diversity plan for the entire college is and how LCC teaches diversity and trains people in diversity.

Trustee Woods stressed that the comments from the student were just allegations and not something that was a proven fact, but that he was interested in how LCC really evaluates its faculty, what role the Union plays and whether the Union provides training. He asked how the Union encourages that their members are the best of the best. Trustee Woods stated that he was interested in a report by the next Board meeting. He stated that he would like to ensure LCC's reputation of being the People's College and ensure that LCC has a good check and balance system of making sure LCC faculty are talking with its students with respect.

Trustee Woods stated that because of what has happened at the University of Alabama in Huntsville, he would like a report on LCC's workplace safety and would like to know what LCC is doing to ensure that the students and employees are safe at LCC. He also asked what LCC's emergency plan is.

## **Closed Session**

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the Board go into closed session for the purpose of considering strategies in connection with collective bargaining and to consider the purchase, sale or lease of real property.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 9:00 pm

The Board returned to open session at 10:27 p.m.

Roll call:

Present: Hollister, Meyer, Proctor, Rasmusson, Woods, Canja

Absent: Smith

Trustee Smith arrived at 10:28 p.m.

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods to authorize the President to proceed with the real estate transaction as discussed in closed session.

Roll call vote:

Ayes: Hollister, Meyer, Rasmusson, Smith, Woods, Canja

Nays: Proctor

Absent: None

The motion carried.

## **Public Comment**

There were no public comments.

## **Adjournment**

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the meeting adjourn.

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 10:29 p.m.