



Lansing Community College Board of Trustees

Audit Committee Meeting
September 8, 2025
12:00 pm

Lansing Community College Board of Trustees **AUDIT COMMITTEE**



Trustee Robert Proctor
Committee Chair



Trustee LaShunda Thomas
Committee Member



Trustee Hope Lovell
Committee Member

*Minutes of meetings and all proceedings of the Board may be obtained from the Board's Executive Assistant & Liaison
3rd Floor, Room 307.4, Paula D. Cunningham Administration Building
610 N. Capitol Avenue; Lansing, MI 48933; Phone (517) 483-5252*



AGENDA

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
September 8, 2025

Administration Building 306
12:00 p.m.

Audit Committee Meeting

- I. Call to Order by Committee Chair
- II. Roll Call by Executive Assistant/Liaison to the Board
- III. Additions/Deletions to the Agenda
- IV. Limited Public Comment Regarding Agenda Items
- V. Approval of Minutes
 - A. No Minutes
- VI. President's Report
 - A. Status Update on the FY25 Annual Financial Audit Report – Rehmann
- VII. Audit Chair Report
 - A. Action Item
 1. MCCA Summer Conference – Trip Cancellation
 - a. Angela Mathews
- VIII. Public Comment
- IX. Adjournment

Committee Chair's Report

**Lansing Community College - Board of Trustees
Audit Committee
September 8, 2025**

Agenda Item: Cancellation of Trip

Presented for Action

PURPOSE

To determine if reimbursement by the Trustees is required for cancelling a scheduled trip.

BACKGROUND

Board bylaw 1.8.4 states the following:

Changes or Cancellation of Trip: When travel arrangements for a Trustee are made by the college and the Trustee changes those arrangements for personal reasons, the Trustee will reimburse the college for any net additional expense incurred for making those changes unless the Audit Committee determines the changes are reasonably necessary due to (a) illness, injury or death of the trustee, a person traveling with the trustee, or a person closely related to the trustee; (b) unforeseen and reasonably unavoidable conflicts with the trustee's business or employment obligations; or (c) other circumstances beyond the trustee's control that reasonably justify the additional cost incurred in making changes. Other exceptions may be brought to the Audit Committee for approval. The trustee must submit in writing the reason for the change or cancellation to the Audit Committee to determine if reimbursement by the Trustee is required.

ATTACHMENTS:

1. Expenses that were incurred.

TRAVEL REIMBURSEMENT REQUEST

Name: Angela Mathews

Conference: MCCA Summer Conference

Date: September 8, 2025

1	Lodging	\$ 498.67
2	Air Transportation	\$ -
3	Registration	\$ 980.00
4	Meals & Incidentals Per Diem	\$ -
5	Taxi & Local Transportation	\$ -
6	Parking	\$ -
7	Baggage Fees	\$ -
8	Business mileage	\$ -
	Amount owed by Trustee =	\$ 1,478.67

**See details attached*

Name: Angela Mathews
Conference: MCCA Summer Conference
Location: Mackinac Island, MI
Dates: July 29 - Aug 1, 2025

BREAKDOWN

GRAND TOTAL OF TRIP = \$ 1,478.67

Dates	29-Jul	30-Jul	31-Jul	1-Aug				PAID	Total	Notes
Lodging	498.67								\$ 498.67	PAID with B.Duncan's LCC Credit Card. NOTE: First night deposit was not refunded.
Airline & Rail Transportation									\$ -	
Registration Fees	\$ 980.00								\$ 980.00	Registration was not refunded.
Meals/Incidentals (\$ 74/day) (NOTE: on day of travel only 3/4 of per diem rate may be claimed)									\$ -	
Taxi & Local Transportation									\$ -	
Parking Tolls & Travel Misc.									\$ -	
Business Mileage (miles x .670¢)									\$ -	

Amount Owed by Trustee = \$ 1,478.67

Benita Duncan

From: info@missionpoint.com
Sent: Tuesday, March 4, 2025 9:39 AM
To: Benita Duncan
Subject: Mission Point Resort - Reservation Confirmation

Follow Up Flag: Follow up
Flag Status: Flagged



Mission Point
RESORT
Mackinac Island

[ROOMS & SUITES](#) [PACKAGES](#) [OUR RESORT](#) [DINING](#) [MEETINGS & EVENTS](#) [WEDDINGS](#) [SPA & SALON](#) [GALLERY](#) [CAREERS](#) [GIFT CARDS](#)



RESERVATION CONFIRMATION

Dear Angela Mathews,

Thank you for choosing Mission Point Resort for your extraordinary Mackinac Island experience! We look forward to welcoming you to the sunrise side of the island, where no cars or worries are allowed.

We ask that you please take a few minutes to review all of the information below regarding your stay with us and about getting to Mackinac Island.

Your reservation details are confirmed below. If you have any questions or concerns regarding the reservation please contact us at your earliest convenience by calling us at **800.833.7711** or email at **info@missionpoint.com**. We also encourage you to read our **FAQs** before arriving.

Sincerely,

Your Mission Point Team

RESERVATION DETAILS

Reservation #:	129190	Booked On:	Mar 4, 2025
Guest Name:	Angela Mathews	Guaranteed By:	Mastercard
Arrival Date:	Jul 29, 2025		5533
Departure Date:	Aug 1, 2025	Deposit Amount Due:	\$498.76
Number of Night(s):	3	Deposit Received:	\$498.76
Number of	3 Adult(s)	Total Charges:	\$1230.00
Guest(s):	0 Children	Total Taxes:	\$230.28
	0 Infant(s)	Grand Total:	\$1460.28
		Balance Due:	\$961.52

PREPAY YOUR RESERVATION

ACCOMMODATION DETAILS

Location:	Straits Lodge
Accommodation:	Straits Lodge Family Suite KTT
Quantity:	1

RESERVATION CANCELLATION

Dear Angela Mathews,

We are sorry to learn that you will not be joining us at Mission Point Resort for your stay that was to arrive on July 30, 2025. Please find the details of your cancellation below. There is a \$50.00 cancellation processing fee that will be applied to the credit card associated with your reservation.

If you believe this to be an error, or if we can reserve a new set of dates for you, please call us at **800.833.7711** or visit us **online**. We understand that plans change and look forward to welcoming you in the future to the sunrise side of Mackinac Island.

Sincerely,

Your Mission Point Team

CANCELLATION DETAILS

Confirmation #: 129190
Arrival Date: July 30, 2025
Departure Date: August 1, 2025
Cancellation #: 9032637
Cancelled On: July 30, 2025

Mission Point Resort



One Lakeshore Drive,
Mackinac Island, MI 49757
Phone **800.833.7711**



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Registration complete!

An email will be sent to mathe9@star.lcc.edu

A message from the organizer:

You have successfully registered for this event; look for a confirmation email arriving shortly. Thanks for your interest!

2025 Summer Conference Trustee, Regent and Board Staff Registration

 1 x Trustee/Regent and Board Staff - Institute and Conference Full Package

Order total: \$980.00 • Pay by check

Payment instructions: An invoice with all registered attendees from your college will be sent to the Presidents/Chancellors' Office unless otherwise instructed. Please contact Michelle Taylor at michelle@mcca.org or 517-372-4350 with any questions.

 Wed, Jul 30, 2025 8:00 AM - Fri, Aug 1, 2025 11:00 AM

Add to [Google](#) • [Outlook](#) • [iCal](#) • [Yahoo](#)

 Mission Point Resort

One Lakeshore Drive, Mackinac Island, MI 49757

[View on map](#)

 Michelle Taylor (organizer)

[5177556301](tel:5177556301) • michelle@mcca.org
