



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 27, 2025

Organizational Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:01 p.m.

Roll Call

Present: Frazier, Garcia, Lovell, Mathews, Proctor, Taylor, Thomas
Absent: None

Pledge of Allegiance

Trustee LaShunda Thomas led the Pledge of Allegiance.

Chair Mathews read the Land Acknowledge:

Lansing Community College occupies the ancestral, traditional, and contemporary lands of the Anishnaabeg - Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples. In particular, the City of Lansing and LCC reside on land ceded in the 1819 Treaty of Saginaw.

Oath of Office

Chair Mathews stated that, according to the MI Community College Act, each person elected or appointed as a member of the Board of Trustees of a community college district must file their Acceptance of Office and Affidavit of Eligibility with the secretary of the Board of Trustees within 15 days after the final canvass of the election. She also mentioned that each board member must take and subscribe to an oath or affirmation. This evening, trustee-elects Terrence Frazier, Chatum Taylor, Hope Lovell, and Noel Garcia each submitted the required documents to the Executive Assistant and Liaison to the Board, and they are now ceremonially taking the Oath.

The Honorable Shauna Dunnings of the 30th Circuit Court administered the oath to Trustee Elects Terrence Frazier, Chatum Taylor, and Hope Lovell, and the Honorable Molly Hennessey Greenwalt of the 54-B District Court administered the oath to Trustee Elect Noel Garcia Jr. The Honorable Kristen Simmons of the 54-A District Court was originally scheduled to administer the oath to Hope Lovell, but she was unable due to a late case. However, she was still able to join the ceremony afterward.

Approval of Minutes

IT WAS MOVED BY TRUSTEE THOMAS AND SECONDED BY TRUSTEE GARCIA that the minutes of the December 16, 2025, Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Frazier, Lovell, Garcia, Mathews, Thomas, Taylor, Proctor

Nays: None

Absent: None

The motion carried.

Additions/Deletions to the Agenda

There were no additions or deletions to the meeting agenda.

Limited Public Comment Regarding Agenda Items

There were no Limited Public Comment Regarding Agenda Items

President Report

President Robinson presented the January 2025 President's report to the Board.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- ~~A. 2025-26 Course Fees~~
- B. Board of Trustees Employees
 - 1. Expenses – January 2025
 - 2. Time Reporting – January 2025
- C. Change Order
 - 1. Desire 2 Learn Additional Learning Management Platforms
- D. Cooperative Purchase
 - 1. Identity Verification and Fraud Prevention System

IT WAS MOVED BY TRUSTEE PROCTOR AND SECONDED BY TRUSTEE THOMAS that the Consent Agenda, removing 2025/26 Course Fees, be approved.

Roll call vote:

Ayes: Garcia, Frazier, Proctor, Lovell, Taylor, Mathews, Thomas

Nays: None

Absent: None

The motion carried.

Consent Agenda – 2025/26 Course Fees

IT WAS MOVED BY TRUSTEE PROCTOR AND SECONDED BY TRUSTEE LOVELL that the 2025-26 Course Fees be approved.

Trustees Proctor and Taylor asked questions.

Roll call vote:

Ayes: Thomas, Taylor, Frazier, Lovell, Garcia, Proctor, Mathews

Nays: None

Absent: None

The motion carried.

Monthly Monitoring Report

The following monitoring reports were presented:

1. Monthly Financial Statements
2. Monthly Police Department Report

There were questions and discussions by the Board.

Policy Development

Trustee Proctor presented the following new Board Bylaw 1.7.10, entitled “Complaints or Concerns Addressed to the Board of Trustees”. He stated that it was being presented as a first read and would be placed on the February meeting agenda for approval.

1.7.10 Complaints or Concerns Addressed to the Board of Trustees (NEW)

To establish processes to ensure that communications addressed to the Board of Trustees via the College’s postal mailing address or electronic mailing address, that contain a complaint or concern about a member or members of the Board of Trustees, the President of Lansing Community College, personnel of Lansing Community College, or college operations are managed timely, efficiently, and professionally.

- A. The Executive Assistant/Liaison to the Board of Trustees is designated as the person responsible for receiving communications addressed to the Board of Trustees, collectively and individually through the college’s communication channels. The Executive Assistant/Liaison is responsible for screening communications and determining to whom such communications shall be distributed.
 1. Communications addressed to individual trustees shall be distributed to the trustee as soon as is practicable.

2. Communications addressed to the “Board of Trustees” shall be reviewed by the Executive Assistant/Liaison to determine their nature, relevance, and urgency. When the Executive Assistant/Liaison determines that a communication addressed to the “Board of Trustees” expresses a complaint or concern about college personnel, other than the President, college operations, or matters requiring an administrative response that communication shall be directed to the Board and the President at the same time.
 - B. When the Executive Assistant/Liaison reasonably determines upon reviewing a communication that the communication expresses a complaint or concern about the President, or a member of the Board of Trustees other than the Chair of the Board, the Executive Assistant/Liaison shall immediately send a copy of the communication to the Chair of the Board of Trustees per Bylaw 1.7.9. When the communication expresses a complaint or concern about the Chair of the Board a copy of the communication shall be sent immediately to the Vice Chair of the Board per Bylaw 1.7.9.
 - C. If a Trustee receives a communication, however, transmitted, that expresses a complaint or concern, that Trustee must forward, as soon as practicable, the complaint or concern to the President and Chair of the Board, except when the complaint or concern alleges wrongdoing or impropriety by the President. If the communication alleges wrongdoing or impropriety by the President, the receiving trustee must forward the communication to the Chair of the Board.
 - D. The President shall inform the Board of Trustees, within a reasonable time, of the disposition of complaints or concerns directed to the Board of Trustees.

Linkage Planning/Implementation

Chair’s Report – Conflict of Interest Report

Chair Mathews reminded the Trustees that their Conflict of Interest Disclosure Statement is due to the Executive Assistant/Liaison to the Board.

Chair’s Report – Board Reorganization/Election of Officers

IT WAS MOVED BY TRUSTEE GARCIA AND SECONDED BY TRUSTEE TAYLOR that Angela Mathews is elected to serve as Chair, Terrence Frazier is elected to serve as Vice-Chair, LaShunda Thomas is elected to serve as Secretary, and Robert Proctor is elected to serve as Treasurer.

Roll call vote:

Ayes: Mathews, Proctor, Thomas, Frazier, Lovell, Garcia, Taylor

Nays: None

Absent: None

The motion carried

New Committee Appointments

Chair Angela Mathews made the following committee appointments. These appointments are for a two-year term ending December 31, 2025.

Audit Committee

1. Robert Proctor, Chair
2. Lashunda Thomas, *Member*
3. Hope Lovell, *Member*

ACCT Voting Delegate

1. LaShunda Thomas

Trustee Mathews stated the remaining committee assignments will be assigned at the next Board of Trustees Meeting.

Unfinished Business

The Board will review its Annual Planning Cycle at the next Board meeting.

New Business

There was no New Business.

Public Comment

Eva Menefee: Eva Menefee introduced herself and welcomed the new Trustees to the Board.

Board Comments

Trustee Thomas announced that the review period for the LCC Foundation scholarship has been extended to February 3. Those interested in reviewing scholarship applications can reach out to Cathy Zell for more information. Additionally, Trustee Thomas shared that the LCC Foundation has received a generous donation of \$108,000, which will be allocated to fund 72 scholarships of \$1,500 each.

Closed Session

There was no Closed Session.

Adjournment

IT WAS MOVED BY TRUSTEE THOMAS AND SECONDED BY TRUSTEE FRAZIER that the meeting be adjourned.

Ayes: Lovell, Thoms, Garcia, Taylor, Frazier, Mathews, Proctor
Nays: None
Absent: None

The motion carried.

The meeting adjourned at 7:50 p.m.

Submitted,



Executive Assistant/Liaison to the Board
Benita Duncan