



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 17, 2025

Regular Meeting
Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:02 p.m.

Roll Call

Present: Frazier, Lovell, Mathews, Proctor, Taylor

Absent: Garcia, Thomas

Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

Chair Mathews recognized the students whose lives were lost at MSU.

Special Presentation

Chair Mathews read a brief bio on poet Rosa Vines, a retired Marine and nursing student, and shared her inspiring story of perseverance and success.

Rosa Vines presented two poem presentations in honor of Black History Month.

Approval of Minutes

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell that the minutes of the January 27, 2024, Regular Board of Trustees meeting be approved.

Roll call vote:

Ayes: Taylor, Frazier, Proctor, Mathews

Nays: None

Absent: Garcia, Thomas

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 Public Comments regarding an agenda item.

President's Report

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

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Board Bylaw
 - 1. Complaints or Concerns Addressed to the Board of Trustees (NEW)
- B. Board of Trustees Employees'
 - 1. Expenses – February 2025
 - 2. Time Reporting – February 2025
- C. Cooperative Purchase
 - 1. Elevator Maintenance Services
- ~~D. New Course Fee for Automotive Transmissions and Drivelines Course (REMOVED)~~
- E. Request for Proposal
 - 1. Plumbing, HVAC and Mechanical Services
 - 2. Policy Management Software
- ~~F. Sabbatical Leave Requests (REMOVED)~~
 - 1. Susan Antcliff, Professor, Art and Design Department
 - 2. Kevin Brown, Professor, History Department
 - 3. Elizabeth Clifford, Lead Tutor, Learning Commons
 - 4. Krishnakali (Kali) Majumdar, Professor, Anthropology Department
 - 5. Christopher Manning, Professor, English Department
 - 6. Danielle Savory, Professor, Child Development Department

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Taylor that the Consent Agenda, removing the New Course Fees for Automotive Transmissions and Drivelines Course and the Sabbatical Leave Requests, be approved.

Roll call vote:

Ayes: Proctor, Taylor, Mathews, Frazier, Lovell

Nays: None

Absent: Garcia, Thomas

The motion carried.

Action Item – New Course Fee for Automotive Transmissions and Drivelines Course

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier that the New Course Fee for Automotive Transmissions and Drivelines Course be approved.

The Chair inquired about what the course fee included.

Roll call vote:

Ayes: Frazier, Lovell, Proctor, Mathews, Taylor

Nays: None

Absent: Garcia, Thomas

The motion carried.

Action Item – Sabbatical Leave Requests

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that the Sabbatical Leave Requests be approved.

Trustee Proctor requested clarification on the purpose and goals of Danielle Savory's sabbatical request.

Trustee Lovell inquired whether the sabbatical projects could lead to additional funding opportunities.

Trustee Taylor asked if faculty members on sabbatical face challenges when reintegrating into their positions and how long they need to work to qualify for leave.

Roll call vote:

Ayes: Taylor, Lovell, Frazier, Proctor, Mathews

Nays: None

Absent: Garcia, Thomas

The motion carried.

Monthly Monitoring Report

These monitoring reports were presented:

- A. Two-Year Financial Forecast
- B. Monthly Financial Statements
- C. Monthly Public Safety Report

Reviewed and discuss the two-year financial forecast for fiscal years 2026 and 2027.

Policy Development

Trustee Proctor presented the following revisions to the Annual Planning Calendar, GP 306.

POLICY TYPE: GOVERNANCE PROCESS

GP-306

POLICY TITLE: ANNUAL BOARD PLANNING CALENDAR

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda ~~which~~ **that includes:** (a) ~~a completes review a re-exploration of the~~ Ends policies annually and (b) continually improves its performance through attention to Board education and to enriched input and deliberation.

1. The cycle will conclude each year on the last day of December in order that administrative budgeting can be based on accomplishing a one-year segment of the most recent Board long-range vision. Long range planning will be addressed annually.

In December, the Board will develop its agenda for the ensuing one-year period.

2. Education, input, and deliberation will receive paramount attention in structuring the series of meetings and other Board activities during the year.

To the extent feasible, the Board will identify those areas of education and input needed to increase the level of wisdom and forethought it can give to subsequent choices.

3. The sequence derived from this process for the Board planning year is as follows:

January:

- Organizational meeting held at the first meeting of the Board in January following the date of the regular College District election. See Board Bylaw 1.4.2 (MI Community College Act 389.111)
- ~~Set policy and bylaw review schedule for the year. See GP-301,~~
- ~~Review progress on a Lansing Community College strategic plan area of focus. See Board Bylaw 1.6.2~~
- Conflict of Interest Statements due per Bylaw 1.7.7.
- ~~Set a schedule for the administration's submission of monitoring reports pursuant to governance policies.~~
- Set a schedule for board retreats.

February:

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- ACCT **National** Legislative Summit
- Administration submits two-year projections for enrollment, revenues, expenditures and proposals for strategic initiatives and investments. The purpose of this information is to provide board members with data to assist the board in its **for their** budget deliberations.
- **First Read of 3-Year Strategic Plan**
- Review ACCT recognition and presentation opportunities.

March:

- **Approval of 3-Year Strategic Plan**
- Approve tuition
- ~~Review of President's contract~~
- Budget preview (preparation of estimate of taxes and appropriations deemed necessary for the ensuing fiscal year for the purposes of revenue and expenditure proposals.)
See Bylaw 1.10.1, MCL 389.141; 389.143
- **Report Regarding the Diversity of Employees**

April:

- ~~Action on President's Contract.~~
- **First Read of 10-Year Campus Master Plan**

May:

- **Approval of 10-Year Campus Master Plan**
- Budget ~~review~~ **workshop**

June:

- **Annual performance review of the Board Executive Assistant/Liaison**
- Approve property taxes and budget
- Public Hearing on proposed budget. (Notice of public hearing published in newspaper of general circulation 6 days before the hearing)

July:

- ~~Board Retreat. See GP 304~~
- MCCA Summer Conference

August:

- ~~Board Retreat. See GP 304~~
- Fall Semester Kick off.
- Board of Trustees Luncheon

September:

- **First Read of the Capital Outlay and Capital Project Request**

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- ~~Facilities Master Plan update review.~~

October:

- ACCT Leadership Congress. See Bylaw 1.8.4
- **Approval of the Capital Outlay and Capital Project Request**
- ~~Receive single condense monitoring report on the Board's End Statements.~~
- ~~Receive President's input on evaluation, and progress on Lansing Community College's Strategic Plan and proposed strategic plans for the ensuing year. (See Board Bylaw 1.6.2)~~
- Receive Fiscal Year-End **Annual Comprehensive** Financial Audit Report.
- ~~Action on Facilities Master Plan renewal.~~
- **Report Regarding the Diversity of Employees**

November:

- Begin Board self-evaluation process.
- ~~Evaluation of President (*The president's yearly performance is January 1 through December 31. The financial portion of the evaluation is based the fiscal year starting July 1 and ending June 30*) See Bylaw 1.6.3; BPR-402~~
- **Receive single condense monitoring report on the Board's End Statements.**
- Receive the President's input on **his** evaluation, and progress on Lansing Community College's **3-year** Strategic Plan and **10-year Campus Master Plan** ~~proposed strategic plans~~ for the ensuing year. (See Board Bylaw 1.6.2)
- Review End Statements for President's evaluation starting January 1.
- Review Federal Agenda and federal grant initiatives in preparation for the ACCT Legislative Summit.

December:

- **Annual performance review of the President (*The president's yearly performance is January 1 through December 31. The financial portion of the evaluation is based on the fiscal year starting July 1 and ending June 30*) See Bylaw 1.6.3; BPR-402**
- Adopt Board and Audit Committee meeting calendar.
- Finalize Board Self-Evaluation. See GP-301
- Review/adjust Board self-evaluation criteria. See GP-301
- Publish summary of audit in newspaper of general circulation per MCL 389.143.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier that the Board's GP 306 Annual Planning Calendar be approved.

Roll call vote:

Ayes: Lovell, Mathews, Frazier, Proctor, Taylor

Nays: None

Absent: Garcia, Thomas

The motion carried.

Linkage Planning/Implementation

Chair's Report – ACCT National Legislative Summit

Chair Mathews briefly spoke about the ACCT National Legislative Summit. She thanked the LCC staff who helped to prepare the trip with legislators. Seven Trustees attended the conference along with Dr. Robinson and two administrators.

Board Member Reports – Foundation Board Update

Trustee Mathews gave the Foundation Board update.

- The Foundation received a \$105,000 planned gift last month. The gift will go into the Lora Bell Kunze Lockhart Endowed Memorial Scholarship and be used for scholarships to those students with a 2.0 GPA and above who demonstrate financial need.
- The Foundation received 930 scholarship applications this year. If you are a reviewer, thank you! Also, a reminder that the reviews are due February 29.
- The application for LCC Distinguished Alumni is open and closes on Sunday, March 2. You can nominate someone by going to lcc.edu/alumni.

Unfinished Business

The Chair finalized the 2025 – 2026 Board Committee Appointments. Last month, she made the assignments for the Audit Committee.

Audit Committee

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

Policy Committee

1. Robert Proctor, Chair
2. Chatum Taylor, Member
3. Benita Duncan, Member

LCC Foundation Board of Directors

1. Terrence Frazier
2. Noel Garcia

Michigan Community College Association Board of Directors

1. Robert Proctor (serves until July 31, 2025)

2. Angela Mathews

Local Development Authorities

1. Grand Ledge: Angela Mathews
2. Leslie: ELT Member
3. Mason: Hope Lovell

New Business

There was no New Business.

Public Comment

Andrea Hogan: Andrea Hogan addressed the Board regarding upcoming performing arts events on behalf of Melissa Kaplan.

Board Comment

Trustees made comments.

Closed Session

There was no Closed Session.

Adjournment


IT WAS MOVED BY Trustee Lovell and seconded by Trustee Frazier that the meeting be adjourned.

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

The motion carried.

The meeting adjourned at 7:28 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan