



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
Administration Building Room 306
March 3, 2025

Audit Committee Meeting

Adopted Meeting Minutes

Call to Order

The meeting was called to order at 12:15 p.m.

Roll Call

Present: Proctor, Lovell

Absent: Thomas

Additions/Deletions to the Agenda

Trustee Proctor added the following to the meeting agenda:

- Request to approve Trustee Noel Garcia's change of flight fee for the ACCT National Legislative Summit.
- Request to attend the MI-ACE Women's Network Annual Conference.

Limited Public Comment Regarding Agenda Items

There were no limited public comments regarding agenda items.

Approval of Minutes

The Audit Committee Chair requested that the October 7, 2024, meeting minutes be approved for the March 17, 2025, Board of Trustee Meeting.

President's Reports

Informational – Review on Title IX Compliance – Baker Tilly

Colleen Lewis, Director, and Tiffany Grossman Manager discussed the following review on Title IX Compliance:

- The University of California's policies were referenced in a report from Baker Tilly.

- There were no major risks or findings in the internal audit review of the Title IX policy.
- There were minor updates made to align with the 2024 standards, such as clarifying non-punitive supportive measures and documentation requirements.
- Management responded promptly and made necessary changes in response to recommendations
- Title IX training for employees has been updated to be explicitly mentioned in the policy.

Discussion followed.

Committee Chair's Reports

Action – Approval of Trustee Travel and Conference Expense

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that Trustee Garcia's change of flight fee in the amount of \$105.99 be approved.

According to bylaw 1.8.4, when travel arrangements for a Trustee are made by the college and the Trustee changes those arrangements for a personal reason, the Trustee will reimburse the college for any net additional expense incurred for making those changes unless the Audit Committee determines that changes are reasonable necessary due to (a) illness, injury or death of the trustee, a person traveling with the trustee, or person closely related to the trustee; (b) unforeseen and reasonably unavoidable conflicts with trustee's control that reasonably justify the additional cost incurred in making.

ROLL CALL VOTE:

Ayes: Proctor, Lovell

Nays: None

Absent: Thomas

The motion carried.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that the travel request for Trustees, Mathews, Taylor, Lovell, and Thomas to attend the MI-ACE conference be approved.

According to bylaw 1.8.4, a Board member who wishes to attend a meeting or conference that is not approved by policy must submit a written memorandum. This memorandum should describe the nature of the meeting or conference and outline the benefits that the member or the college would gain from attending. The memorandum must be submitted to the audit committee at least two months before the meeting or conference.

A memorandum was submitted on behalf of the Trustees.

ROLL CALL VOTE:

Ayes: Proctor, Lovell

Nays: None

Absent: Thomas

The motion carried.

Public Comment

There were no public comments.

Adjournment

Trustee Proctor called adjournment at 1:04 p.m.

Submitted,



Executive Assistant/Liaison to the Board
Benita Duncan