



LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ADM Building Boardroom

March 16, 2026

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:00 p.m.

## **Roll Call**

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

## **Pledge of Allegiance**

Trustee Noel Garcia led the Pledge of Allegiance.

Chair Mathews recognized all the women who serve at LCC in honor of Women's History Month.

## **Approval of Minutes**

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Lovell that the minutes of the February 16, 2026, Regular Board of Trustees meeting and the minutes of the February 23, 2026, Special Board of Trustees meeting be adopted.

Roll call vote:

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

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 Comments Regarding Agenda Items.

## President Report

President Robinson highlighted the President's report for March 2026 to the Board.

### President's Report - Special Presentation

Matt Fall did a presentation on the Foundations of Effective Surveying. Discussion from the Board followed.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Approval of Bank Resolutions
  - ~~1. Resolution Authorizing Electronic Funds Transfer (REMOVED)~~
  - ~~2. Resolution Designating Authorized Representatives (REMOVED)~~
- B. Board Bylaws
  - 1. 1.0 Authority to Adopt, Suspend, and Revise Bylaws (REVISED)
  - 2. 1.1 Membership (REVISED)
- C. Board of Trustees Employees
  - 1. Expenses – February 2026
  - 2. Time Reporting – March 2026
- D. Cooperative Purchase
  - ~~1. Cylinder Replacement for Fire Suppression System (REMOVED)~~
  - ~~2. Data Loss Prevention (REMOVED)~~
  - ~~3. Elevator Door Replacement (REMOVED)~~
  - ~~4. Endpoint Detection and Response (REMOVED)~~
- E. FY2027 Tuition Rates

Trustee Thomas asked that the Approval of the Bank Resolutions be removed from the Consent Agenda.

Trustee Lovell asked that the Cooperative Purchases for Data Loss Prevention and Endpoint Detection and Response be removed from the Consent Agenda.

Trustee Taylor asked that the Cooperative Purchases be removed from the Consent Agenda.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Thomas that the Consent Agenda, excluding the Bank Resolutions for Authorizing Electronic Funds Transfer, and the Designating of Authorized Representatives, as well as the Cooperative Purchases for Cylinder

Replacement for Fire Suppression System, Data Loss Prevention, Elevator Door Replacement, and Endpoint Detection and Response, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Resolution Authorizing Electronic Funds Transfer**

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Proctor that the Resolution Authorizing Electronic Funds Transfer be approved.

Trustee Thomas asked that a background of the bank resolutions be provided.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Resolution Designating Authorized Representatives**

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Proctor that the Resolution Designation Authorized Representatives be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Cooperative Purchase for Cylinder Replacement for Fire Suppression System**

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that the Cooperative Purchase for Cylinder Replacement for Fire Suppression System be approved.

Trustee Taylor inquired why Cooperative Purchases were chosen instead of using a Bid for Proposal, and how the college can ensure that the need is met and that the purchase is more advantageous.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Cooperative Purchase for Data Loss Prevention**

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the Cooperative Purchase for Data Loss Prevention be approved.

Trustee Lovell inquired whether the college provided employees with training to help them avoid possible threats. She also asked how privileged emails are being protected.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Cooperative Purchase for Elevator Door Replacement**

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Frazier that the Cooperative Purchase for an Elevator Door Replacement be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Cooperative Purchase for Endpoint Detection and Response**

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Garcia that the Cooperative Purchase for Endpoint Detection and Response be approved.

Trustee Lovell inquired about the hours the college monitors end-users' devices to detect, investigate, and mitigate advanced threats.

Roll call vote:

Aye: Garcia, Frazier, Proctor, Lovell, Taylor, Mathews

Nays: None

Absent: Thomas (left at 7:08 pm and returned at 7:10 p.m.)

The motion carried.

## **Trustee-Generated Idea and Initiative**

The Administration provided updates on the Food Pantry and Visitor Access. There were questions and discussions by the Board.

## **Monthly Monitoring Report**

The following Monitoring Reports were presented:

1. FY2027 Estimate of Taxes and Appropriation Necessary
2. Monthly Financial Statements
3. Monthly Police Department Report
4. Report Regarding the Diversity of Employees

There were questions and discussions by the Board.

## **Linkage Planning/Implementation**

### **Chair's Report**

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

Trustee Proctor reported that the Audit Committee did not meet this month.

### **Committee Reports – Policy Committee**

The Policy Committee submitted the following revisions for first reading. They will be placed on the Consent Agenda next month for approval.

### **OFFICERS AND DUTIES OF OFFICERS OF THE BOARD OF TRUSTEES Board Bylaw - 1.2**

#### **1.2.10 Officers**

The officers of the Board of Trustees shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer, all of whom shall be members of the Board. The positions of Secretary and Treasurer may be combined if the Board so decides by majority vote.

The officers shall perform those duties as ~~need be~~ provided by these bylaws **which are** not inconsistent with the Community College Act and current statutes.

MCL 389.111(3); MCL 389.113(2).

### **1.2.20 Election of Officers/Term of Office/Vacancy**

All officers of the Board shall be nominated from the floor and elected by roll call vote at the organizational meeting of the Board provided for in 1.4.2.

Each officer of the Board shall be elected for a term of two (2) years or such shorter time as the Board shall determine, shall assume office immediately upon election, and shall hold office until a qualified successor shall be elected. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office. This provision does not preclude the re-election of an officer.

MCL 389.111(3).

### **1.2.30 Chairperson**

The Chairperson shall provide leadership in planning the work of the Board, shall preside at all meetings of the Board, and shall decide all questions of rule and order. The Chairperson **may establish** ~~shall appoint and establish all~~ committees **not otherwise provided for in these bylaws and appoint** and committee **members** ~~Board appointments~~ unless the committee members are designated or their appointment is otherwise provided for in the motion or resolution establishing **such the committees**; shall be a **non-voting** ex-officio member of all committees; and shall perform such other duties as these bylaws and state law provide or the Board may prescribe. The Chairperson shall act for the Board when such action is required by law in signing contracts and other official documents, shall represent the Board of Trustees or designate a representative upon occasion when such representation is deemed desirable, shall act as the spokesperson for the ~~Community~~ College, consistent with **sections 1.7.5 and 1.7.6 of these bylaws**, and shall perform such other duties as may be prescribed by law, consistent with Governance Policy GP-303.

**The Chair of the Board shall be responsible for coordinating the approval of the President's timecard, including requests for leave usage and reimbursement of expenses incurred in the performance of assigned duties or those duties incidental to the performance of the job.**

**The Chair of the Board is also responsible for coordinating the performance of the duties and responsibilities of the Board Executive Assistant/Liaison, including approval of the Executive Assistant/Liaison's timecard, requests for leave usage, and requests for reimbursement of expenses incurred in the performance of assigned duties or those duties incidental to the performance of the job.**

### **1.2.40 Vice Chairperson**

The Vice Chairperson shall support the Chairperson in **their** his or her duties, shall assume the duties of the Chairperson in the event of **their** his or her absence or incapacity, and shall perform other duties as these bylaws and state law provide or the Board may prescribe.

#### **1.2.50 Secretary**

~~The Secretary shall, through the administrative assistant to the Board, cause to be kept a proper record of all meetings of the Board, shall see that proper notices required by law are published or posted, that Board members are properly notified of all meetings, that all records to the Board are available for public inspection, that minutes of previous meetings are supplied to all members as required by these bylaws and, in general, shall~~ **The Secretary may be required to sign documents approved by the Board when such a signature is necessary. The Secretary shall be required to perform all duties incident to the office of Secretary and such other duties as may be assigned to them** ~~him or her~~ by the Board or are required by these bylaws or state law. In the absence or inability of the Secretary to act, any officer may act in **their** his or her place.

#### **1.2.60 Treasurer**

**The Treasurer shall serve as chair of the Audit Committee.** The Treasurer, in conjunction with the **members of the** Finance ~~and the~~ Audit Committees of the Board of Trustees, based on financial policies and parameters adopted by the Board **and** internal and independent audits of college financial records, shall review and examine reports of the Chief Financial Officer. ~~The Finance Committee and~~ Audit Committee shall monitor and safeguard the financial condition of the College, through the Chief Financial Officer, including but not limited to receiving, holding in custody, investing, and handling all funds of the College as directed by the Board; dispersing funds of the College as **they** ~~he or she~~ may be ordered by the Board, and shall perform such other duties as these bylaws and state law or the Board may prescribe.

The Treasurer, through the Chief Financial Officer of the College, shall, each year, after the Board of Trustees has determined the tax rate to be levied and certified the amount of taxes to be raised, notify the proper assessing officers of each city and township contained in the College District.

The Treasurer and all designated assistants shall be bonded by a surety company approved by the Board in such amount as the Board may determine. The premium for said bond shall be an expense of the College.

**MCL 389.114**

#### **1.2.7 ~~Executive Committee~~**

~~The Board of Trustees shall have an Executive Committee. The members of the committee shall be the Chairperson, Vice Chairperson, Secretary and Treasurer. The Executive Committee shall perform those duties as needed by these bylaws, consistent with the Board Governance Policies, the Community College Act, and current state and federal statutes.~~

*(Adopted 3/19/07)*

## **BOARD COMMITTEES**

### **Board Bylaw - 1.3**

### **1.3.10 COMMITTEES**

There shall be such standing committees of the Board as established from time to time by the Board or the Board Chair. There shall be ~~one~~ **two** permanent standing Committees: Audit Committee **and Policy Committee**, as provided for in Sections 1.3.2 **and 1.3.3** below. ~~There may be appointed~~ **Special committees may be established** to study issues and perform **specific** tasks. ~~These committees shall be appointed by the Chairperson.~~ **The Board may appoint such special committees to serve for a designated time for a specific purpose. Such a committee shall be established pursuant to a resolution or motion approved by the Board, for certain expressed purposes and periods of time, consistent with Governance Policy GP-304.**

### **1.3.20 Audit Committee**

**The Audit Committee members shall serve for a term of two years. The Audit Committee shall consist of three members of the Board, with the Treasurer serving as chair of the committee and the other members being appointed by the Chair of the Board.** ~~members of the Audit Committee shall be appointed by the chairperson of the Board of Trustees and shall serve as a standing committee to~~ **The Audit Committee shall** meet with the College's auditors in advance of and during the annual college audit, to review the College's financial policies as may be appropriate, and to address other financial and related issues the Board or committee members deem appropriate and consistent with Governance Policy GP-305.

The Committee shall **be responsible for reviewing** all reports from the independent auditors; preparation of audit specifications and audit RFP responses. **The Audit Committee may accept and review complaints and concerns, anonymous or otherwise, about accounting and auditing practices from employees or members of the public. and handling of anonymous or confidential allegations of financial or other irregularities and shall** **The Audit Committee may** make a referral to either internal or external auditors or other agencies if appropriate.

### **1.3.30 Policy Committee**

The Policy Committee members shall serve for a term of two years.

As part of its commitment to institutional integrity, compliance, and continuous improvement, the Board has established a structured process for the biennial review of all College policies and the Bylaws and Governance Policies of the Board of Trustees. This function ensures that governing documents remain current, relevant, and aligned with the College's mission, strategic priorities, and applicable legal and regulatory standards. The review process is conducted by a designated Policy Committee, which is tasked with evaluating existing policies and recommending necessary revisions, eliminations, or new policy adoptions to the Board of Trustees for consideration and approval.

#### **A. Conducting Biennial Reviews of College Policies**

When conducting the biennial reviews of the college policies, the Policy Committee shall consist of the Policy Committee Chair, a member of the Board appointed by the Chair of the Board, the Board's Executive Assistant/Liaison, the Chief Financial Officer, the Senior Vice President of Business Operations, and the Senior Vice President of Academic Affairs.

The responsibilities of this committee include reviewing the college policies and recommending to the Board the elimination or modification of existing policies, or the development of a new one.

Policies should be formatted according to the established standards, and procedures shall be created to interpret and implement these related policies.

**B. Conducting Biennial Reviews of Bylaws and Governance Policies of the Board.**

When conducting the biennial reviews of the Bylaws and Governance Policies of the Board, the Policy Committee shall consist of the same Policy Committee Chair, a member of the Board appointed by the Chair of the Board, and the Board Executive Assistant/Liaison.

The responsibility of this committee includes reviewing the Bylaws and Governance policies of the Board and recommending to the Board the elimination or modification of existing policies, or the development of a new one.

**Board Members Report – Foundation Board Update**

Trustee Frazier stated that the Employee Development Fund Committee awarded eight grants totaling over \$10,000 to support staff participation in spring professional development.

He stated additionally that the Alumni Committee has named Brigadier General Scott L. Meyers as the 2026 Distinguished Alumni. Mr. Meyers credits Lansing Community College with providing a strong foundation for his education and career, highlighting the impact of its supportive learning environment and the lasting value of the skills he gained.

**Board Members Report – Mason Local Development Authority**

Trustee Lovell gave an update on her meeting at the local Mason Local Development Authority.

**Unfinished Business**

There was no Unfinished Business.

**Public Comment**

Melissa Kaplan: Melissa Kaplan addressed the Board regarding Arts and Humanities.

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

The motion carried.

The meeting adjourned at 7:54 p.m.

Submitted,



Executive Assistant/Liaison to the Board  
Benita Duncan