



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
ADM Building Boardroom

June 15, 2026

Regular Meeting
Unadopted Meeting Minutes

Call to Order

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

Roll Call

Present: Frazier, Garcia, Mathews, Proctor, Taylor, Thomas
Absent: Lovell

Pledge of Allegiance

Trustee Thomas led the Pledge of Allegiance.

Public Hearing on the Fiscal Year 2027 Budget Proposal

Chair Mathews made the following statement:

We are here tonight to open a Public Hearing on the Fiscal Year 2027 Proposed Budget. As required by law, the Board of Trustees published a formal notice in the Lansing State Journal, on-site, and on the Lansing Community College website of this public hearing on the budget for the 2026-2027 fiscal year, for which the College proposes to levy 3.7550 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2027 budget, and approval of the budget by the Board of Trustees will meet the truth in budgeting statute for the levy of the proposed mills. The Board may not adopt its proposed 2026-2027 budget until after the public hearing. Thank you for your interest. At this time, the Board will receive any public comments. Please limit your comments to three minutes.

Public Comments

There were no Public Comments on the budget for the 2026-2027 fiscal year.

Public Hearing Adjournment

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Frazier that the Public Hearing on the Budget for the 2026-2027 Fiscal Year be closed and adjourned.

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

The motion carried.

The public hearing adjourned at 6:04 p.m.

Call to Order

The regular Board of Trustees meeting was called to order at 6:05 p.m.

Roll Call

Present: Frazier, Garcia, Mathews, Proctor, Taylor, Thomas
Absent: Lovell

Approval of Minutes

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the minutes of the May 18, 2026, Regular Board of Trustees meeting be approved.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

There were no Additions/Deletions to the Agenda

Limited Public Comment Regarding Agenda Items

There was no Limited Public Comment Regarding Agenda Items.

Linkage Planning/Implementation

Community Linkage – President's Report

President Robinson presented the June 2026 President's report to the Board.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Board of Trustees Employees'
 - 1. Expenses – May 2026
 - 2. Time Reporting – June 2026
- B. Cooperative Purchases
 - 1. ~~Digital Signage Players~~ *REMOVED*
 - 2. Microsoft Enterprise Licenses
 - 3. Multi-Factor Authentication
 - 4. ~~Virtual Desktop Server Replacement~~ *REMOVED*
 - 5. West Campus Wireless Access
- C. Request for Proposals
 - 1. Electrician Services Contractor Pool
 - 2. Employee Vision Benefits

Trustee Taylor requested removal of the Cooperative Purchase of the Virtual Desktop Server Replacement.

Trustee Thomas requested removal of the Cooperative Purchase of Digital Signage Players.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Garcia that the Consent Agenda, removing the Cooperative Purchase of Digital Signage Players and the Cooperative Purchase of Virtual Desktop Server Replacement, be approved.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Action Item – Cooperative Purchases for Digital Signage Players

IT WAS MOVED BY Trustee Taylor and seconded by Trustee Frazier that the Cooperative Purchase for Digital Signage Players be approved.

Trustee Thomas requested additional information regarding the lifespan of the players.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Action item – Cooperative Purchase for Virtual Desktop Server Replacement

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the Cooperative Purchase for Virtual Desktop Server Replacement be approved.

Trustee Taylor asked what the software was, what it looked like, and how it aligns with AI.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Action Item

Fiscal Year 2027 Budget Proposal

CFO Don Wilske presented the FY 2027 Budget Proposal. There was a brief discussion.

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Frazier that the Fiscal Year 2027 Budget Proposal be approved.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Monthly Financial Statements
2. Monthly Public Safety Report

The board discussed the monthly monitoring reports.

Linkage Planning/Implementation

Community Linkage – Chair’s Report

Chair Mathews thanked Dr. Samuel and her team for the opportunity to be a part of the Michigan ACE conference panel.

Committee Report – Audit Committee

Trustee Proctor stated that Michelle Fowler, CPA, Engagement Principal at Rehmann, provided a review of the scope of services for the upcoming professional services plan for the year ending June 30, 2026. Her review covered due dates, service timing, key audit and accounting matters of interest, significant risks of material misstatement, and new accounting and auditing pronouncements. Ms. Fowler will update the Audit Committee in September on the status of the Annual Financial Audit Report and the Single Audit Act Compliance for the year ended June 30, 2026. Ms. Fowler will present the final draft to the Audit Committee on October 5, 2026, and the final report to the Board of Trustees on October 26.

Committee Report – Policy Committee

Policy Management Modernization

Ms. Bentrelle Carroll and Benita Duncan provided the Board of Trustees with an overview of the College’s Policy Management Modernization initiative and the successful implementation of the DocTract Policy Management System. This presentation highlights the transition from a decentralized, manual policy management process to a centralized governance platform that improves transparency, accountability, efficiency, and institutional compliance.

Board Bylaw 1.6 Revision

Trustee Proctor and Taylor presented the following policy revision as a first read.

1.6.10 Authority and Powers Reserved by the Board

All business conducted by the Board of Trustees shall be in conformance with the Community College Act and current Michigan statutes, including the Open Meetings Act, Act 267 of 1976, as amended, MCL 15.261 et seq, ~~consistent with~~ and the Board’s Governance Policy GP-301.

The College shall be ~~managed~~ directed and governed by the Board of Trustees, in accordance with the Community College Act and in keeping with these Board bylaws and the Statements of Purpose and Goals contained within the College’s strategic plan. The general powers granted to the Board are those expressly provided for in the Community College Act and any powers implied or incident thereto, including the exercise of any

power incidental or appropriate to the performance of any function related to the operation of the College in the interests of educational and other programs and services offered by the College.

More specifically, the duties of the Board of Trustees shall include, but are not limited to, the following:

- 1) Appoint/hire, annually evaluate, consistent with Bylaw 1.6.3 and Governance Policy BPR 402, and/or remove the President;
- 2) Appoint/hire, annually evaluate, and/or remove the Executive Assistant/Board Liaison per the Board's Just Cause Policy (activities coordinated through the Chair.
- 3) Approve the establishment of vice-president, assistant vice-president, dean, department chair positions, or positions equivalent by classification or pay grade to vice-president, assistant vice-president, dean, or department chair positions, by submitting an organizational chart to the Board at the budget workshop. (See Governance Policy GP 306)
- 4) Appoint, evaluate, and remove other positions designated within the Board policies; (See Hiring Policy)
- 5) Review and approve all consultant contracts, consistent with 1.10.5, not otherwise authorized by Board policy or specified within the capital budget approval;
- 6) Adopt, develop, and define Board and College policies;
- 7) Establish an annual College budget;
- 8) Approve the issuance of College degrees and certificates; and approve the establishment or discontinuance of education programs and courses.
- 9) Establish and authorize College tuition, course fees, and other fees that apply to all students;
- 10) Authorize the sale, purchase, construction, and renovation of College land, buildings, and major equipment;
- 11) Define and review College strategic direction and goals;
- 12) Institute and promote major College fund-raising efforts and authorize the acceptance of gifts to the College;
- 13) Authorize the incurring of debt by the College;
- 14) ~~Evaluate the President, consistent with 1.6.3 and BPR 402;~~
- 15) ~~Annually evaluate the performance of the Executive Assistant/Liaison.~~

MCL 389.104(2); MCL 389.121-123; MCL 389.127.

1.6.20 Strategic Plan

~~The focus of the Board will be proactive rather than reactive and shall be on broad strategic issues and policies, not on the administrative or programmatic means in attaining these goals.~~

The Board of Trustees shall **provide strategic direction** ~~be responsible~~ for the development of the College's strategic plan, which is intended to provide ~~broad direction the College~~ and a framework for evaluating the College's operational effectiveness. **The Board provides strategic direction by engaging in retreats, workshops, and focus group discussions that allow trustees to examine emerging trends, assess institutional priorities, and identify opportunities for future growth and innovation.** ~~The strategic plan shall contain performance measures through which the continuous improvement of the College can be evaluated.~~

The College's strategic plan shall be **reviewed and may be** modified and extended on an ongoing basis through changes or additions recommended by ~~the~~ **a Board Member or the** President and approved by the Board. Modifications and extensions shall be accompanied by additional performance measures if suitable measures are not already contained within the strategic plan. The President shall confer with the Board regarding extensions and modifications of the strategic plan on a regular basis. **The strategic plan shall contain performance measures by which the continuous improvement of the College can be evaluated. The administration shall provide quarterly reports on the progress of the strategic plan.**

1.6.30 President as Chief Executive Officer of College

The President shall serve as the chief executive officer of the College, and the general administration and operation of the College is delegated by the Board to the President, in accordance with these bylaws, consistent with Governance Policy EL-200

The President's administration shall conform to the adopted policies of the Board and the direction defined in the College's strategic plan, in Board policies and budget parameters, and, in particular, the performance measures contained within the strategic plan or budget policies. These performance measures will be defined in **the Board's Governance Policies (Ends 100 -104, Executive Limitations 200 - 208, and the Board-President Relationship 400 – 404.** ~~the four (4) broad categories and reviewed by the Board: Stakeholder Satisfaction, Financial Responsibility, Communication with the Board, and Access.~~

A formal evaluation of the President will occur in ~~October or November~~ **December** of each year. This evaluation shall consider the performance measures as defined herein and within the President's employment agreement, **and the Board's Governance policies.** ~~or as annually adopted by the Board as budget policies, and as it has appeared over the intervening year.~~

Only decisions of the Board acting as a body are binding upon the President. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

1.6.40 Delegation to the President

The President is hereby delegated the following authority, consistent with the President's status as the College's chief executive officer. In exercising the authority granted herein, the President shall be governed by and comply with all written bylaws, policies, and contracts adopted and approved by the Board of Trustees, and any applicable state law.
The President is authorized to:

- A. Select and employ personnel of the community college, subject to 1.6.1.
- B. Pay claims and demands against the community college, up to the amount of \$50,000.
- C. ~~Unless otherwise subject to a specific college policy or specifically approved by the Board,~~ Purchase, lease, or otherwise acquire personal property for the College **for use on the College's** premises, provided that all transactions, whether in aggregate, by project, or by vendor, of \$100,000 or more shall first be approved by the Board.
- D. Invest funds of the College, subject to limitations imposed by law and adopted investment policy of the Board of Trustees.
- E. ~~Subject to terms and conditions as the Board may establish,~~ **Accept** any and all contributions, capital grants, gifts, donations, services, or other financial assistance from any public or private entity, **subject to terms and conditions as the Board may establish**, provided that the President shall report to the Board, at the first meeting following receipt, any item with a value of \$10,000 or more. All real property may only be accepted by action of the Board.

These powers delegated to the President shall be effective immediately and shall continue until specifically revoked by the Board.

MCL 389.124(b).

1.6.50 Formulation of College **Wide Policies and Procedures**

The Board of Trustees, as provided by statute, shall adopt policies for the governance of the College.

Formulation of new policies, or amendments to existing policies for the overall operation of the College, may be recommended to the ~~Board~~ **Policy Committee** by the President **or a Trustee**.

Procedures, when developed by the administration in order to implement policies, will be presented to the Board for information. Substantive changes to procedures will be presented to the Board for information.

1.6.60 **College Policy Formation/~~Advice/~~Changes**

New policies or amendments to existing policies are brought forth to the policy committee (consisting of the Policy Committee Chair and a trustee appointed by the Chair of the board, the Board's Executive Assistant/Liaison, the Chief Financial Officer, the Senior Vice President of Academic Affairs, the Senior Vice President of Business Operations), where

the purpose is then introduced, and there is discussion, advice when appropriate regarding the formation of a new policy or amendment.

- (1) The Policy Committee Chair will then introduce the new proposed policy or amendment with supporting documents, as a first read to the Board.

~~The first meeting at which a policy topic is discussed shall require three (3) members for the purpose of introduction and discussion. The Chairperson, after consultation with other Board members, will seek pertinent facts and advice from the President and advice from legal counsel when appropriate regarding all policy formation or changes. Reports and information in response to such requests, as is the case with other Board information, will be made available to all members of the Board.~~

- (2) At the second meeting, at which a policy is discussed, a formal policy proposal may be put forth. The Board may at this time vote upon the proposal or request language changes, further research, or additional information, thereby postponing a vote.

Policies may be altered, amended, or repealed by the Board at any Regular or Special Board meeting, provided the change has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at the meeting at which a policy change is presented. *(suspension of bylaws to approve policy)*

1.6.70 Distribution of Bylaws, Governance Policies, and Board College Policies

Copies of the Bylaws, Governance Policies, and ~~the Policy Manual~~ College Policies of the Board of Trustees of Lansing Community College shall be provided to every Board member, filed and maintained with the Executive Assistant/Liaison, ~~Secretary of the Board, maintained in the office of the President of the College,~~ on the College website, and at such other places as are deemed appropriate.

1.6.80 Procedure for Trustee-Generated Ideas and Initiatives

When a Trustee develops an idea intended to benefit or strengthen the College and seeks Board support, the following process shall be followed:

1. Written Proposal Development

The sponsoring Trustee shall prepare a written document outlining the proposed idea. This document is intended to inform and persuade fellow Board members to support further investigation and consideration of the idea. The proposal should include:

- A clear name for the idea, project, or policy;
- A comprehensive description of the proposal;
- Supporting rationale and arguments in favor;
- Anticipated concerns or arguments in opposition;
- Identification of known stakeholders and stakeholder groups who should be considered and included in a further review and discussion of the idea.

2. Submission to Board Chair

The Sponsoring Trustee shall submit the written proposal to the Board Chair, along with a request to include the item on the agenda of the next regularly scheduled Board meeting.

3. Agenda Placement

The Board Chair shall place the proposal on the agenda of the next regularly scheduled Board meeting, following the Consent Agenda. The Sponsoring Trustee's written document shall be included in the Board packet.

4. Presentation to the Board

At the scheduled meeting, the Sponsoring Trustee shall formally present the proposal to the Board for discussion and initial consideration.

5. Board Consideration and Action

After discussion, the Board decides by motion whether to forward the idea to the President for further investigation. If approved, the President shall prepare a comprehensive report to the Board within sixty (60) days and place it on the agenda of the next regularly scheduled Board meeting as a discussion item. The report shall include:

- Identification of any existing College programs or initiatives that address the issue presented by the Trustee
- Review of comparable models at the local, state, and national levels
- Analysis of advantages and disadvantages
- Expanded identification of stakeholders and stakeholder groups
- Financial implications
- Potential funding sources
- Personnel consideration
- Administration recommendation

After discussion, the Board may vote to approve the proposal or place it on the agenda for approval at the next regular scheduled Board meeting.

Board Member Report – Foundation Board Update

Trustee Frazier gave the following Foundation Board Update:

- The college received a \$15,000 donation for Alton and Jan Granger Scholarship and Stars Operating Endowment.
- The college received a \$5,000 contribution for LCC Cares
- Board of Water and Light will support LCC's utility program by funding OSHA, First Aid, and CPR training for students for the next three years, totaling a commitment of more than \$10,000.

Unfinished Business

There was no Unfinished Business.

New Business

There was no New Business.

Public Comment

Melissa Parling: Melissa Parling addressed the Board regarding the OCR investigation.

Board Comment

Trustee Taylor and Proctor made comments.

Closed Session

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Garcia that the Board enter into a Closed Session for the purpose of discussing the Executive Assistant/Liaison's yearly performance review, per her request to be undertaken in a closed session in accordance with Section 8 (1)(a) and 8(h) of the MI OMA and Section 13(1)(g) of the MI FOIA, to review and discuss the attorney's written legal opinion concerning employee compensation. It was also moved and seconded to enter a Closed Session for the purpose of consulting with an attorney regarding trial or settlement strategy in connection with the pending litigation of "*Crocker and Duffy v Lansing Community College*" under Section 8(e) of the MI OMA.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

The Board entered into a closed session at 7:09 p.m.

The Board returned to an open session at 8:58 p.m.

Present: Frazier, Garcia, Mathews, Proctor, Taylor, Thomas

Absent: Lovell

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell that Ms. Duncan's performance evaluation be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Proctor to approve Ms. Duncan's performance review and approve a 6% increase in salary, effective July 4, 2026.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Adjournment

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

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

Nays: None

Absent: Lovell

The motion carried.

The meeting adjourned at 9:00 p.m.

Submitted,



Executive Assistant/Liaison to the Board
Benita Duncan