LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
ADM Building Boardroom

September 21, 2026

Regular Meeting

Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:03 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

Special Recognition

The Chair made the following comments recognizing Hispanic Heritage Month and Suicide Prevention Month.

> *"September 15 marks the beginning of Hispanic Heritage Month, a time to celebrate the rich history, culture, traditions, and many contributions of Hispanic and Latino communities. As a college committed to serving a diverse community, Lansing Community College is proud to recognize the many students, faculty, staff, and community members whose heritage and contributions strengthen our college and our region.*
>
> *September is also Suicide Prevention Month, a time to raise awareness, encourage open conversations about mental health, and remind one another that support is available. Suicide prevention is a shared responsibility, and sometimes a simple conversation, a listening ear, or connecting someone with resources can make a meaningful difference. As a caring college community, we encourage anyone who may be struggling or concerned about someone else to reach out for support. There is no shame in asking for help, and every life has value.*
>
> *As a college community, we remain committed to creating an environment where every individual feels valued, supported, and connected."*

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Approval of Minutes

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Lovell that the minutes of the June 15, 2026, Regular Board of Trustees meeting be adopted.

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

The motion carried.

Additions/Deletions to the Agenda

No additions or deletions were made to the meeting agenda.

Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments Regarding Agenda Items.

President's Report

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

President's Report – Workforce Pell

Lee Gardner gave a presentation on Workforce Pell.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

A. Approval of Bank Resolutions
    1. Resolution Authorizing Electronic Funds Transfer
    2. Resolution Designating Authorized Representatives
B. Board of Trustees Employees
    1. Expenses – June, July, August 2026
    2. Time Reporting – September 2026
C. Cooperative Purchase
    1. Accounting Textbooks and Connect Access
    ~~2. Network Access Switches~~ *(REMOVED)*

D. Emergency Facility Use Agreement and Release of Liability between Davenport University, Lansing Campus, and Lansing Community College

~~E. FY2026 Year-End Transfers to Provide for the College's 50% Match Requirement for the Energy and Utility Training Center Capital Project~~ *(REMOVED)*

~~F. Local Strategic Value Resolution~~ *(REMOVED)*

G. Request for Proposal

1. Employee Medical Insurance
2. Window Cleaning Services

~~H. Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health~~ *(REMOVED)*

I. Insurance Pool (WMHIP) Board

J. Sole Source Purchase

1. Student Forms with Campus Metrics

Trustee Taylor requested that the FY2026 Year-End Transfers to Provide for the College's 50% Match Requirement for the Energy and Utility Training Center Capital Project be removed for discussion.

Trustee Lovell requested that the Cooperative Purchase for Network Access Switches and the Local Strategic Value Resolution be removed from the agenda for discussion.

Chair Mathews requested that the Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health be removed from the agenda for discussion.

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Frazier that the Consent Agenda, removing the Cooperative Purchase for Network Access Switches, the FY2026 Year-End Transfers to Provide for the College's 50% Match Requirement for the Energy and Utility Training Center Capital Project, the Local Strategic Value Resolution, and the Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health Insurance Pool (WMHIP), be approved.

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

The motion carried.

Action Item – FY2026 Year-End Transfers to Provide for the College's 50% Match Requirement for the Energy and Utility Training Center Capital Project

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the FY2026 Year-End Transfers to Provide for the College's 50% Match Requirement for the Energy and Utility Training Center Capital Project be approved.

Trustee Taylor stated she agreed with the funding source but asked, beyond the $4 million matching requirement, what the college projects annually for operations, such as maintenance of the training center, and whether it would be factored into this long-term.

Don replied that additional operating costs were estimated at about $30,000 per year for maintenance, utilities, custodial work, and other expenses. He further stated that operating costs would not increase significantly over what the college is currently incurring.

Trustee Lovell asked why the college chose these funding strategies and what other options it considered.

Don replied that the college could consider borrowing money, but it is at a point where it does not want to increase any outstanding debt, whether through bank financing or a bond issue, and feels these funding sources are the most appropriate.

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

The motion carried.

Action Item – Cooperative Purchase for Network Access Switches

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Frazier that the Cooperative Purchase for Network Access Switches be approved.

Trustee Lovell asked how the purchase would improve the overall network capabilities.

Dr. Seleana Samuels stated that the switches are part of the college's infrastructure and that a good portion of the college's switches are end-of-life, no longer under maintenance, and must be replaced. She said the new switches will be better than the old ones, and the college needs to do this to ensure employees can still access their laptops and all the other technology they use on campus without issues, including the internet.

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

The motion carried.

Action Item – Local Strategic Value Resolution

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Frazier that the Local Strategic Value Resolution be approved.

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

The motion carried.

Action Item – Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Frazier that the Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health be approved.

Chair Mathews asked Dr. Robinson to explain the governing body and reminded everyone that the resolution may be confusing, but other governing bodies use the term trustee.

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

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

A. 2026 Five-Year Capital Outlay Plan and Capital Outlay Project Request
B. Food Pantry Update
C. Monthly Financial Statements
D. Monthly Police Department Report

There was Board discussion on the monitoring reports.

Chair's Report

ACCT Voting Delegate

Chair Mathews announced that she had appointed Trustee Chatum Taylor as the voting delegate for the upcoming ACCT Leadership Congress in Chicago, IL.

October Board Meeting

Chair Mathews announced that due to the ACCT Leadership Congress, the October Board meeting has been rescheduled to Monday, October 26. She reminded the Board and staff that, despite the change in the meeting date, they will receive the Board meeting materials on October 14. This will allow trustees sufficient time to review the materials before attending the ACCT conference.

The Chair stated that at next month's meeting, she will ask the Board for letters of support for her and Trustees Lovell and Thomas as they apply to be ACCT Associate Committee Members.

Committee Reports – Audit Committee Update

Trustee Proctor stated that the Audit Committee met to receive a Status Update on the Annual Financial Audit Report from Michelle Fowler of Rehmann. He stated that Ms. Fowler will attend the October Board of Trustees meeting to present the Annual Financial Audit Report to the Board.

Committee Reports – Policy Committee Update

Trustee Proctor stated that the Policy Committee met with Dr. Welch and Dr. Robinson to review additional revisions to section 1.6.10 of Board Bylaw 1.6. He stated these additional revisions are being submitted as a first read for the Board's consideration.

> ***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,~~ associate dean, or positions equivalent by classification or pay grade to vice-president, assistant vice-president, dean, or department chair positions. The Administration will submit 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 delegate the establishment or discontinuance of programs of study to the Provost. (see GP 306)*
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.*~~

Board Members' Reports – Foundation Board Update

Trustee Frazier provided a brief update on the Foundation Board.

The Foundation Board of Directors welcomed two new members:

- Tamera Carter, Vice President of Membership Growth and Development at LAFCU
- Jason Brown, Business Agent at UA Local 333 – Plumbers and Pipefitters

The Foundation also received generous support over the summer. Highlights include:

- An anonymous gift of $50,000: $24,000 for students enrolled in English for Speakers of Other Languages (ESOL) courses and $26,000 for general scholarships

- Sponsorship of the Scholarship Breakfast by LAFCU, Maner Costerisan, Plumbers and Pipefitters, and the Lansing Board of Water & Light. The breakfast is Oct. 2—don't forget to RSVP!
- A donation from CATA of 200 semester passes, 60 31-day passes, and 20 Spec-Tran passes
- A $10,000 gift supporting LCC Cares, the Gap Scholarship, and the Zell Family Endowment, which will receive an additional $10,000 matching contribution from Ernst & Young
- $7,000 for the Moloney-Peterson Scholarship for technical programs
- $5,500 from the A-Mark Foundation for a journalism scholarship and $500 for The Lookout, LCC's student newspaper

Unfinished Business

There was no Unfinished Business.

Public Comment

Melissa Kaplan: Melissa Kaplan addressed the Board to share upcoming Arts and Science events.

Rebecca Bielery: Rebecca Bielery, lead faculty for the Art History Program, addressed the Board regarding the Art History Program.

Anne Heutsche: Anne Heutsche addressed the Board regarding the History Program.

Martine Rife: Martine Rife addressed the Board regarding teaching English 121.

Board Comment

Trustees Thomas and Frazier made comments.

Closed Session

IT WAS MOVED BY Trustee Frazier and supported by Trustee Thomas to enter into a Closed Session for the purpose of reviewing and discussing the attorney's written legal opinion concerning a complaint filed by a resident under Section 8(h) of the Open Meetings Act to consider material which is exempt from disclosure under Section 13(1)(g) of the Michigan Freedom of Information Act to review and discuss.

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

The motion carried.

The Board entered into a Closed Session at 8:45 p.m.

The Board returned to an Open Session at 9:07 p.m.

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

Adjournment

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

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

The motion carried.

The meeting adjourned at 9:10 p.m.

Submitted,

Executive Assistant/Liaison to the Board
Benita Duncan