LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
ADM Building Boardroom

October 27, 2025

Regular Meeting

Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:01 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Lovell led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Thomas that the minutes of the September 15, 2025, Regular Board of Trustees meeting be adopted.

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

The motion carried.

Additions/Deletions to the Agenda

Chair Mathews stated that she would move Public Comment to follow Limited Public Comment and move Closed Session to follow New Business.

Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments Regarding Agenda Items.

Public Comments

Melinda Hernandez: Melinda Hernandez addressed the board regarding Eva Menefee's service at Lansing Community College.

Dustin Abrego: Dustin Abrego addressed the Board regarding the increase in health care costs.

Eva Menefee: Eva Menefee addressed the Board regarding her retirement and years of service at LCC.

Monthly Monitoring Report

Annual Comprehensive Financial Report – Michelle Fowler of Rehmann

Ms. Michelle Fowler, of Rehmann, presented the Annual Comprehensive Audit Report. She stated that the Single Audit of Federal Funds was not presented because the U.S. Department of Education has not issued auditor guidance.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Garcia that the Annual Comprehensive Audit Report be accepted.

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

The motion carried.

Linkage Planning/Implementation

Community Linkage – President's Report

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

Special Presentation – Update on HBCU Transfer Opportunities Outreach

Layne Ingram and Dr. Sally Welch gave a brief update to the Board. Discussion from the Board followed.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

A. 2025 Five-Year Capital Outlay Plan and Capital Outlay Project Request
B. Board of Trustees Employees

1. Expenses – July, August, September 2025
2. Time Reporting – September 2024

C. Capital Project Request
   1. ~~Arts and Sciences Building Fume Hood Replacements~~ *REMOVED*
   2. ~~Health and Human Services Simulation Center and Transfer of the 505 Capitol Avenue~~ *REMOVED*

D. Capital Project Funds

Trustee Lovell requested the removal of the Capital Project Requests for the Arts and Sciences Building Fume Hood Replacements and the Health and Human Services Simulation Center, and the transfer of the 505 Capitol.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Taylor that the Consent Agenda, removing the Capital Project Requests for the Arts and Sciences Building Fume Hood Replacements and the Health and Human Services Simulation Center, and the transfer of the 505 Capitol, be approved.

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

The motion carried.

Action Item – Capital Project Request for the Arts and Sciences Building Fume Hood Replacements & for Health and Human Services Simulation Center, and Transfer of 505 Capital Project Funds, be approved

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Proctor that the Capital Project Requests for Arts & Sciences Building Fume Hood Replacements and the Capital Project Request for Health and Human Services Simulation Center and Transfer of 505 Capitol Avenue Capital Project Funds be approved.

Trustee Lovell requested clarification on the language regarding the A & S Building Fume Hood Replacement and an update on the HHS Simulation Center.

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

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

A. Monthly Financial Statements
B. Monthly Police Department Report
C. Report Regarding Diversity of Employees

There was a discussion on the reports presented.

Linkage Planning/Implementation

Chair's Report – ACCT Letter of Support

IT WAS MOVED BY Trustee Taylor and seconded by Trustee Proctor to approve the ACCT Letter of Financial Support for participation in ACCT Committees as an Associate member for Trustees Mathews, Lovell, and Thomas.

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

The motion carried.

Chair's Report – Recap of The ACCT Leadership Congress

Chair Mathews reported that the ACCT Leadership Congress in New Orleans was an excellent conference, featuring outstanding sessions and a wealth of information. She highlighted the college's high regard within the ACCT. Additionally, she shared that she, Dr. Robinson, and Layne Ingram participated in a panel at the conference that discussed "The Star Standard: Applying Your College's Brand Guidelines to Student Recognition Events."

The Chair announced that Trustee Proctor was elected to the ACCT Board of Directors for a three-year term. Furthermore, Ms. Duncan received the national Professional Board Staff Member of the Year Award, having previously won the Central Region Professional Board Staff Member Award just a few months earlier. Ms. Duncan was also re-elected as the Central Region Member-at-large representative to the ACCT Professional Board Staff Executive Committee, which marks her eighth consecutive year of service on the board.

Committee Reports – Policy Committee Update

Trustee Proctor reported that the Policy Committee, consisting of himself, Ms. Duncan, and Trustee Taylor, has been actively working to present revisions to the Board's Bylaws and will eventually address updates to the Board's Governance Policies. This initiative aims to ensure that the policies remain current and effective in guiding the Board's operations and responsibilities.

Board Members Report – Foundation Board Update

Trustee Garcia provided a brief update on the Foundation Board.

Board Members Report – Trustee-Generated Idea and Initiative

Trustee Taylor presented the following trustee-generated idea:

NAME OF THE IDEA

Campus Community and Safety Kiosk Initiative

DESCRIPTION

To enhance the safety, accessibility, and inclusiveness of Lansing Community College. I propose the implementation of a Campus Community kiosk initiative. This initiative aims to provide real-time information and support visitor check-in processes, effectively providing ways to make our college more accessible for our community, while addressing safety concerns for our students, faculty, and staff. I am proposing the installation of kiosks at the main entry points of the college. This includes entry doors from the Gannon building parking ramp, main entry to Gannon from the main campus walkway, entry point to the Arts and Sciences building, library, etc. The kiosks will have the following functions to complement the current safety measures already in place:

1. Key features:
    a. Accessibility for the Community:
        - Kiosks can serve as welcoming points, allowing access to resources, events, and information on safety protocols and procedures.
    b. Visitor Check-in System:
        - Implement a digital check-in feature for visitors that allows monitoring of who enters the campus. This can include visitors entering their information (name, purpose of visit, contact details), or scanning government issued IDs, to verify their identity or thumbprint capability. The system may print a visitor's badge or send a digital pass to their phone.
    c. Pre-Registration Integration:
        - Visitors who pre-register online can check in quickly by scanning a QR code or entering a confirmation number.
    d. Access Control:
        - Kiosks can be integrated with door access by having temporary access to specific buildings or areas using an intercom system or access button system.
    e. Monitoring and Reporting:
        - Reports can be pulled to see foot traffic at specific times of incident entering and exiting buildings in certain timeframes. We could also use the data collected to analyze visitor trends for different usages.

Approximate costs to integrate an intercom system would include:

Kiosk type- Basic Kiosks $1,000; more advanced models up to $3,000-$4,000. ***Intercom system***- Can range from $300-$3,000, depending on features. ***Installation-*** Approximately $500. ***Software integration***- if needed, can be an additional cost to align with existing security systems on campus. ***Maintenance-*** ongoing maintenance and support should be considered. ***Overall-***

Total cost could range from $2,000+ - $10,000+, depending on the scale of this project and overall college suggestions.

Approximately seven (7) Kiosks in total (to include one at West Campus)

ARGUMENTS IN FAVOR

Overall, this idea emphasizes creating a welcoming and safe environment through proactive measures while still incorporating reactive elements for immediate response. This idea complements our current safety measures that are in place, but also creates a sense of community as a well-rounded approach. Also, by implementing kiosk systems, we can maintain a safe and efficient environment while adapting to the needs of our community.

ANTICIPATED ARGUMENTS IN OPPOSITION

1. Kiosks failing to function.
2. Costs of maintenance and maintenance of kiosks
3. Kiosks being vandalized or misused

IDENTIFICATION OF KNOWN STAKEHOLDER GROUPS

1. College Financial Staff
2. Student and Staff purchasers
3. Community Members

When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees shall carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or actions of the Board or College. (Board Bylaw 1.7.4)

NEXT STEPS

After discussion, the Board decides by motion whether to forward the idea and written document to the President for further investigation, with a more extensive written report to come back to the Board in 60 days that would include:

1. Descriptions of any current LCC programs or initiatives that address a similar or related issue or a statement that none are currently in place;
2. Descriptions of existing models, if any: local, state, and national;
3. Pros and Cons;
4. An expanded listing of Stakeholders and Stakeholder groups;
5. Financing implications;
6. Possible funding sources;
7. Personnel issues;
8. Administration recommendation.

If the Board decides to forward the idea to the President for further investigation and reporting, it will automatically be added as a Discussion Item on the agenda of the next regularly scheduled Board Meeting, which will occur two months later.

Discussion followed.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier to forward the idea and written document to the President for further investigation, with a more extensive written report to come back to the Board in 60 days.

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

The motion carried.

Unfinished Business

There was no Unfinished Business.

New Business

There was no New Business

Board Comment

Trustees made comments.

Closed Session

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell to enter into a Closed Session for the purpose of consulting with an attorney regarding trial or settlement strategy in connection with the pending litigation of *"Linda Rawls v MAHE/MEA"* and *"Kiera Smith v LCC and Albert Nowak"*, under Section 8(e) of the Open Meetings Act and to enter into a Closed Session for the purpose of discussing information designed to protect the security or safety of persons or property or the confidentiality, integrity, or availability of the College's information systems pursuant to Section 8(h) of the Open Meetings Act to consider material which is exempt from disclosure under Section 13 (1) y of the Michigan Freedom of Information Act.

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

The motion carried.

The Board entered into a closed session at 7:57 p.m.

The Board returned to the open session at 8:41 p.m.

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

Adjournment

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

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

The motion carried.

The meeting adjourned at 8:50 p.m.

Submitted,

Executive Assistant/Liaison to the Board
Benita Duncan