

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
October 23, 2023

**Regular Meeting**  
Adopted Meeting Minutes

## **Call to Order**

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

## **Roll Call**

Present: Abood, Proctor, Buck, Thomas, Vaive, Mathews  
Absent: Hidalgo

## **Pledge of Allegiance**

Trustee Buck led the Pledge of Allegiance.

## **Approval of Minutes**

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Buck that the minutes of the September 18, 2023, Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Vaive, Thomas, Proctor, Abood, Mathews, Buck  
Nays: None  
Absent: Hidalgo

The motion carried.

## **Additions/Deletions to the Agenda**

The following additions/deletions were made to the agenda:

- Chair Mathews added a letter of support for herself for the ACCT 2023 Associate Committee be added to the meeting agenda.
- Trustee Proctor requested to add the upcoming ACCT GLI conference to the meeting agenda.

## **Limited Public Comment Regarding Agenda Items**

There were no Limited Public Comments regarding an agenda item.

## **Monthly Monitoring Report**

## Monthly Monitoring Report – Annual Comprehensive Audit Report

Ms. Michelle Fowler, of Rehmann, presented the Annual Comprehensive Audit Report.

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

Roll call vote:

Ayes: Vaive, Thomas, Proctor, Abood, Mathews, Buck

Nays: None

Absent: Hidalgo

The motion carried.

## Linkage Planning/Implementation

### President Report

President Robinson presented the October 2023 President's report to the Board.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. ~~2023 Five-Year Capital Outlay Plan (REMOVED)~~
- B. ~~Analysis, Containment, Notification, and Credit Monitoring Services (REMOVED)~~
- C. Approval of Bank Resolutions
  - 1. Electronic Funds Transfer Authorization Resolution
  - 2. ~~Resolution Designating Authorized Representatives (REMOVED)~~
- D. Capital Project Request
  - 1. ~~Cybersecurity Center, Transfer Center, and Police Department (REMOVED)~~
- E. Cooperative Purchase Agreement
  - 1. Adobe Enterprise License
  - 2. ~~Classroom Medical Supplies (REMOVED)~~
- F. ~~Emergency Generator Rental~~
- G. ~~Parking Area License Agreement between Lansing Community College and Capitol—Meridian (REMOVED)~~
- H. Request for Proposal
  - 1. ~~Non-Traditional Student Management System (REMOVED)~~

Trustee Abood requested to remove, the 2023 Five-Year Capital Outlay Plan, a Bank Resolution Designating Authorized Representatives, Capital Project Request for Cybersecurity Center, Transfer Center, and Police Department, Cooperative Purchase Agreement for Classroom Medical Supplies, Parking Area License Agreement between Lansing Community College and Capitol Meridian and an RFP for Non-Traditional Student Management System.

Chair Mathews asked for the Analysis, Containment, Notification, and Credit Monitoring Services be removed from the consent agenda.

IT WAS MOVED BY Trustee Buck and seconded by Trustee Thomas that the Electronic Funds Transfer Authorization Resolution and the Transfer Cooperative Purchase Agreement for Adobe Enterprise License be approved.

Roll call vote:

Ayes: Buck, Abood, Vaive, Thomas, Mathews, Proctor

Nays: None

Absent: Hidalgo

The motion carried.

### **Consent Agenda – 2023 Five-Year Capital Outlay Plan**

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the 2023 Five-Year Capital Outlay Plan be approved.

Discussion followed.

Roll call vote:

Ayes: Proctor, Buck, Mathews, Thomas, Vaive

Nays: Abood

Absent: Hidalgo

The motion carried.

### **Consent Agenda - Analysis, Containment, Notification, and Credit Monitoring Services**

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the Analysis, Containment, Notification, and Credit Monitoring Services be approved.

There was discussion around the \$900,000 in cost associated with analysis, containment, notification, and credit monitoring services.

Roll call vote:

Ayes: Proctor, Mathews, Thomas, Vaive, Abood, Buck

Nays: None

Absent: Hidalgo

The motion carried.

### **Consent Agenda – Bank Resolution Designating Authorization Representatives**

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the Bank Resolution Designating Authorization Representatives be approved.

Trustee Abood asked if this was required by the Board.

Don Wilske answered that a resolution approved by the board is required by the financial institution

Roll call vote:

Ayes: Thomas, Vaive, Abood, Mathews, Buck, Proctor  
Nays: None  
Absent: Hidalgo

The motion carried.

### **Consent Agenda – Capital Project Request for Cybersecurity Center, Transfer Center, and Police Department**

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the Capital Project Request for Cybersecurity Center, Transfer Center, and Police Department be approved.

Trustee Abood asked how big the lobby area would be. Discussion followed.

Roll call vote:

Ayes: Thomas, Abood, Vaive, Buck, Mathews, Proctor  
Nays: None  
Absent: Hidalgo

The motion carried.

### **Consent Agenda – Cooperative Purchase Agreement for Classroom Medical Supplies**

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the Cooperative Purchase Agreement for Classroom Medical Supplies be approved.

Trustee Abood asked if this was a blanket purchase order for 3 years and if this was something the board could approve yearly. He asked if the college must do a three-year purchase order.

Dr. Samuel spoke about the advantage of price when doing a three-year purchase order and planning. So also spoke about the benefits of cooperative purchases. Discussion followed.

Roll call vote:

Ayes: Mathews, Buck, Abood, Thomas, Vaive, Proctor

Nays: None  
Absent: Hidalgo

The motion carried.

### **Consent Agenda – Emergency Generator Rental**

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the Emergency Generator be approved.

Discussion followed.

Roll call vote:

Ayes: Vaive, Proctor, Buck, Mathews, Thomas, Abood  
Nays: None  
Absent: Hidalgo

The motion carried.

### **Consent Agenda – Parking Area License Agreement between Lansing Community College and Capital Meridian**

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the Parking Area License Agreement between LCC and Capital Meridian be approved.

Discussion followed.

Roll call vote:

Ayes: Thomas, Buck, Proctor, Abood, Mathews, Vaive  
Nays: None  
Absent: Hidalgo

The motion carried.

### **Consent Agenda – RFP for Non-Traditional Student Management System**

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the RFP for Non-Traditional Student Management Systems be approved.

Discussion followed.

Roll call vote:

Ayes: Buck, Mathews, Vaive, Proctor  
Nays: Abood, Thomas  
Absent: Hidalgo

The motion carried.

The Board took a break from 7:38 p.m. to 7:49 p.m.

## **Monthly Monitoring Report**

The following Monitoring Reports were presented:

1. Board of Trustees Annual Ends Report
2. Monthly Financial Statement
3. Monthly Public Safety Report
4. Report Regarding Diversity of Employees
5. Strategic Plan 2023 Progress Report

The Annual Board Monitoring Report was submitted as part of the President's yearly evaluation process. Discussion followed. There was also a discussion on the Monthly Financial Statements, the Monthly Public Safety Report, the Report Regarding Diversity of Employees, and the Strategic Plan 2023 Progress Report.

## **Linkage Planning/Implementation**

### **Chair's Report – Recap of ACCT Leadership Congress**

Chair Mathews stated that she would provide her recap next month.

### **Chair's Report – Letters of Support for Trustees Thomas, Vaive, Mathews and Proctor**

IT WAS MOVED by Trustee Proctor and seconded by Trustee Buck that the Board provided a letter of support for Trustees Thomas, Vaive, Mathews, and Proctor to serve on ACCT Committees.

Roll call vote:

Ayes: Vaive, Mathews, Buck, Proctor, Thomas, Abood

Nays: None

Absent: Hidalgo

The motion carried

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

Trustee Proctor stated that the Audit Committee met to receive the Annual Financial Audit Report from Rehmann. The committee also approved Trustee Proctor's travel expenses for the MCCA BOD Fall meeting.

### **Board Members Report – Foundation Board Report**

Trustee Thomas provided a brief Foundation Board update.

- Scholarship applications open November 1. The college has one common application for all scholarships.
- The Foundation Holiday Open House is Dec 6 in the Michigan Room.
- The Foundation has \$5,000 in sponsorships to date and has a few companies still making decisions.

### **Board Members Report – Trustee Proctor**

Trustee Proctor stated that the Michigan Community College Association (MCCA) has coordinated with the Association of Community College Trustees (ACCT) to bring the ACCT Governance Leadership Institute (GLI) to Michigan in December 2023. He stated that he has attended previous GLIs and has found them to be valuable in educating in his role as a community college trustee. He encouraged his colleagues to consider registering for this GLI.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that the expenses to attend the ACCT GLI Conference be approved.

Roll call vote:

Ayes: Abood, Mathews, Proctor, Thomas, Buck, Vaive

Nays: None

Absent: Hidalgo

The motion carried.

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

There was no New Business.

### **Public Comment**

Alyssa Lemmon: Alyssa Lemmon, an LCC student, addressed the Board regarding the Nursing Program.

Melissa Kaplan: Melissa Kaplan addressed the Board regarding LCC's upcoming Theatre events.

Ally Bennett: Ally Bennett, a former employee, addressed the Board regarding her work experience at the Foundation office.

Eva Menefee: Eva Menefee addressed the Board regarding the HR report on the diversity of employees. She stated her displeasure with Native Americans being classified as others.

Tamara McDiarmid: Tamara McDiarmid addressed the Board regarding the upcoming Corrections Academy graduation on Friday, October 27, 2023, at 3 p.m. in the Michigan Room.

## Board Comment

There were Board comments from Trustee Vaive and Mathews.

## Closed Session

IT WAS MOVED by Trustee Proctor and seconded by Trustee Buck that the Board enter into a Closed Session under Section 8(a) of the Michigan OMA for the purpose of discussing the President's yearly performance review as he requested to be undertaken in a closed session and to review and discuss a written legal opinion regarding a personnel matter involving an employee who requested it be considered in a closed session.

Roll call vote:

Ayes: Proctor, Mathews, Thomas, Vaive, Abood, Buck

Nays: None

Absent: Hidalgo

The motion carried.

The Board entered into a closed session at 9:25 p.m.

The Board returned to the open session at 10:23 p.m.

Roll Call

Present: Abood, Proctor, Buck, Thomas, Vaive, Mathews

Absent: Hidalgo

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that the Board adopt the recommended Executive Assistant/Board Liaison position description and the performance evaluation template.

Roll call vote:

Ayes: Thomas, Vaive, Abood, Mathews, Buck, Proctor

Nays: None

Absent: Hidalgo

The motion carried.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive that the Board Liaison's salary be increased by 4% effective July 1, 2023.



Roll call vote:

Ayes: Proctor, Buck, Abood, Thomas, Mathews, Vaive

Nays: None

Absent: Hidalgo

The motion carried.

## Adjournment

IT WAS MOVED BY Trustee Buck and seconded by Trustee Vaive that the meeting be adjourned.

Ayes: Abood, Buck, Mathews, Proctor, Thomas, Vaive

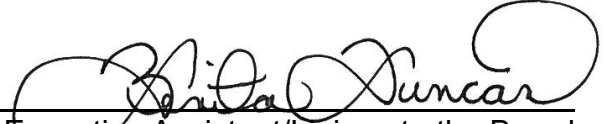
Nays: None

Absent: Hidalgo

The motion carried.

The meeting adjourned at 10:25 p.m.

Submitted,



Executive Assistant/Liaison to the Board  
Benita Duncan