



LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
February 19, 2024

## **Oath of Office**

The oath of office ceremony began at 6:02 p.m.

Chair Mathews welcomed and thanked everyone for attending the Oath of Office Ceremony for Trustee appointed Terrence Frazier and Noel Garcia, Jr.

Chair Mathews stated that the MI Community College Act states that each person appointed as a member of the Board of Trustees of a community college district shall file with the secretary of the Board of Trustees their Acceptance of Office and their Affidavit of Eligibility. In addition, each person appointed to the board of any community college district shall take and subscribe to this oath or affirmation. Both appointed Trustees have filed the required documents with the Executive Assistant/Liaison to the Board and this evening they are each ceremonially subscribing to the Oath.

The Honorable Shauna Dunnings, of the 30th Ingham County Circuit Court, administered the oath of office for Trustee Appointed Terrence Frazier, and the Honorable Molly Hennessey Greenwalt, Judge of the 54B District Court Bench, administered the oath of office for Trustee Appointed Noel Garcia.

The Oath of Office ceremony ended at 6:08 p.m.

## **Regular Meeting**

Adopted Meeting Minutes

### **Call to Order**

The meeting was called to order at 6:18 p.m.

### **Roll Call**

Present: Frazier, Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive  
Absent: None

### **Pledge of Allegiance**

Trustee Thomas led the Pledge of Allegiance.

## Special Recognition

Trustee Vaive read the Land Acknowledge.

*Lansing Community College occupies the ancestral, traditional and contemporary lands of the Anishnaabeg - Three Fires Confederacy of Ojibwe, Odawa, and Potawatomi peoples. In particular, the City of Lansing and LCC reside on land ceded in the 1819 Treaty of Saginaw.*

## Approval of Minutes

Chair Mathews mentions that Ms. Duncan submitted corrections to page 10 of the January 22, 2024, special meeting minutes and pages 12, 14, and 17 of the January 22, 2024, regular meeting minutes. She stated that those minutes were sent out before the board meeting.

Trustee Proctor corrected the January 22, 2024 meeting minutes to read that he was present under the Roll Call and to remove his name from the roll call vote stating an aye vote due to his abstention.

### **Roll Call**

Present: Hidalgo, Mathews, Proctor, Thomas, Vaive

Absent: ~~Proctor~~

### **Approval of Minutes**

*IT WAS MOVED BY Trustee Hidalgo and seconded Thomas by Trustee that the minutes of the December 11, 2023, Regular Board of Trustees meeting be adopted.*

Roll call vote:

Ayes: Mathews, Hidalgo, Thomas, Vaive, ~~Proctor~~

Nays: None

Absent: None

*Trustee Proctor did not attend the December meeting and abstained from voting.*

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Vaive that the minutes of January 22, 2024, Special Board of Trustees meeting, January 22, 2024, Regular Board of Trustees meeting, and the January 29, 2024, Special Board of Trustees meeting be approved.

Roll call vote:

Ayes: Hidalgo, Vaive, Thomas, Proctor, Mathews, Garcia, Frazier

Nays: None

Absent: None

The motion carried.

## Additions/Deletions to the Agenda

Trustee Proctor requested to add an Audit Committee update to the agenda to approve a Trustee's travel expenses. He also requested to add a Policy Committee update to discuss Board Bylaws.

## Limited Public Comment Regarding Agenda Items

Mark Kelland: Mark Kelland, the LCC Accreditation Liaison Officer, addressed the Board regarding an error he found in old meeting minutes dating back to 2021.

## President's Report

President Robinson presented the February 2024 President's report to the Board.

## Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Amendment to Lease Agreement between Lansing Community College and Ultium Cell, LLC.
- B. Board of Trustees Employees'
  - 1. Expenses – January 2024
  - 2. Time Reporting – January 2024
- C. Cooperative Purchase
  - 1. Network Access Switches
- D. Invitation to Bid
  - 1. ~~Robotic Laser Welding and Processing System~~ *REMOVED*
- E. Sabbatical Leave Requests
  - 1. Marita de Leon, Professor, Psychology Department
  - 2. Jeffrey Hamlin, Professor, Digital Media, Audio & Cinema Department
  - 3. Lorin Honeysett, Academic Professional Advising Student Affairs Department
  - 4. Jeff Janowick, Professor, History Department
  - 5. Dina Krois, Professor, Political Science Department
  - 6. Melissa Lucken, Professor, English Department
  - 7. Jill Reglin, Professor, The Writing Center
  - 8. Johnathan Ten Brink, Professor, Music Department
  - 9. Denise Warner, Professor, English Department

Chair Mathews requested that the Invitation to Bid for Robotic Laser Welding and Processing System be removed from the Consent Agenda.

IT WAS MOVED BY Vaive and seconded by Trustee Thomas the Consent Agenda, removing the Invitation to Bid for Robotic Laser Welding and Processing System, be approved.

Roll call vote:

Ayes: Thomas, Garcia, Proctor, Frazier, Vaive, Mathews, Hidalgo

Nays: None

Absent: None

The motion carried.

### **Action Item – Invitation to Bid for Robotic Laser Welding and Processing System**

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Hidalgo that the Invitation to Bid for the Robotic Laser Welding and Processing System be approved.

The Chair asked if the college could purchase its own machinery.

Dr. Samuel replied that this was machinery the college was purchasing.

Chair Hidalgo asked why this wasn't being purchased with Perkin funds.

Dr. Welch stated this is equipment that can be purchased by Capital Equipment funds or Perkins funds. The college's CFO decides on which fund to use.

Roll call vote:

Ayes: Garcia, Vaive, Proctor, Thomas, Mathews, Frazier, Hidalgo

Nays: None

Absent: None

The motion carried.

## **Monthly Monitoring Report**

These monitoring reports were presented:

- A. Two-Year Financial Forecast
- B. Monthly Financial Statements
- C. Monthly Public Safety Report

## **Linkage Planning/Implementation**

### **Chair's Report – ACCT National Legislative Summit**

Chair Mathews briefly spoke about the ACCT National Legislative Summit. She thanked the LCC staff who helped to prepare the trip with legislators. Five Trustees attended the conference along with Dr. Robinson, one administrator, and two students.

### **Board Member Reports – Foundation Board Update**

Trustee Thomas gave a Foundation Board update.

### **Committee Report – Audit Committee**

Trustee Proctor stated that Trustee Samantha Vaive has timely submitted a travel reimbursement request for the expenses she incurred from the ACCT National Legislative Summit. He stated that the next Audit Committee meets on March 4 and that Trustee Vaive will not be in attendance. Trustee Proctor stated that this would normally come before the Audit Committee, but that he would be making a motion to have her expenses approved tonight.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Hidalgo that Trustee Vaive's travel expenses for the ACCT National Legislative Summit be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Vaive abstained from voting.

The motion carried.

### **Policy Committee Update**

Trustee Proctor stated that it had come to his attention that Trustees are not following Board Bylaws 1.7.3 and 1.7.4 when engaging with college staff. He stated that this can create unease for an LCC employee because they don't know what capacity the Trustee is approaching them and it would make it easier if the employee knew that contact was approved by the President. He pointed out language from both policies and asked his colleagues to look at the provisions of the Governance Policies and the Bylaws concerning how the Board should conduct themselves.

#### **1.7.3 Interaction with College Personnel**

*College personnel regard a visit by a Board member, except for consultation with the President, as a special occasion. Ongoing interaction can create confusion as to the roles of the Board and the College Administration. Moreover, to prevent the appearance of impropriety or unethical conduct and to avoid the use of undue and inappropriate influence over College personnel, Board members should coordinate College related contact and interactions with the President.*

1.7.4 Communications Policy/Board Members Request for Information

*In order to assure that internal and external communication between the Board, the public and the college staff are clear and represent the unity and maintain the integrity of the Board acting as a whole, these policies will be followed as individual responsibilities of each Trustee:*

*B. Individual Trustees with questions regarding the operations of the College, such as inquiries concerning employment or admission to the College, complaints for or about students, complaints from or about faculty and staff, complaints or questions about administrative decisions, and complaints or questions from or about facilities, shall convey such to the Office of the President for consideration and possible action.*

Trustee Proctor also stated that in the future he would be bringing forth a new policy on communications that are directed to the Board. He stated there is not always consistency in how those communications are handled and that it is causing some confusion at the Board and Administration levels. He stated that he and Scott Dwyer would be putting something together. Trustee Proctor said that they will be looking at the different categories in which complaints are received (ex: complaints about the operation of the college, complaints about the president, complaints about the board), etc.

Trustee Proctor stated that the last item he and CFO Don Wilske will be looking at is the procedures that were put in place to approve the Board Staff expenses. He stated that he wants to make sure the approver is not approving their expenses.

## Unfinished Business

### Review of the Annual Board Planning Calendar

Chair Mathews presented the Board's Annual Planning Calendar and asked the Board if they had any changes or recommendations to the calendar.

Chair Mathews suggested that the Board Retreats be removed from July and August and that they will get together when topics come up and a retreat is needed but not necessarily in those two months.

The Board's Executive Assistant/Liaison requested that her evaluation be placed on the calendar for June.

Dr. Samuel asked questions on the review progress on the Strategic Plan Area of Focus. She also stated that there was a request for a demographics report and wondered if that should be on the calendar.

Ms. Duncan suggested that she connect with the President and Dr. Samuels to get their recommendations and bring a revised copy back to the Board for a first read.

## New Business

There were no new items of business.

## Public Comment

Elizabeth Clifford: Elizabeth Clifford addressed the Board regarding the Alumni Card Access which gives alumni access to the TLC Building under the use of the Library. She mentions an incident where someone with access had a history that caused some concern. She asked that the Board reconsider the alumni access to the TLC building before something happens.

Dawn Cousino: Dawn Cousino addressed the Board regarding upcoming performing arts events.

## Board Comment

Trustees Thomas, Vaive, and Chair Mathews made comments.

## Closed Session

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Thomas that the Board enter into a Closed Session for the purpose of discussing strategy and negotiation sessions connected with collective bargaining agreements under Section 8(c) of the OMA, and for the purpose of consulting with an attorney regarding trial or settlement strategy in connection with the pending litigation of "*Lansing Community College Data Breach Litigation*" under Section 8(e) of the Open Meetings Act, and for the purpose of discussing and reviewing a written legal opinion under Section 8(h) of the Open Meetings Act to consider material that is exempt from discussion or disclosure.

Roll call vote:

Ayes: Vaive, Proctor, Garcia, Thomas, Mathews, Frazier, Hidalgo

Nays: None

Absent: None

The motion carried.

The Board entered into a closed session at 8:30 p.m.

The Board returned to the open session at 10:18 p.m.

Roll call:

Present: Frazier, Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive

Absent: None

## Adjournment

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

Ayes: Frazier, Garcia, Hidalgo, Mathews, Proctor, Thomas, Vaive


Nays: None

Absent: None

The motion carried.

The meeting adjourned at 10:20 p.m.

Submitted,

A handwritten signature in black ink, appearing to read "Benita Duncan", is written over a horizontal line. The signature is fluid and cursive.

Executive Assistant/Liaison to the Board  
Benita Duncan