

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
September 16, 2024

**Regular Meeting**  
Adopted Meeting Minutes

## Call to Order

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

## Roll Call

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

## Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

## Special Recognition

Chair Mathews acknowledged the graduating students and staff of the Aviation Technology program, including Tony Kruckenberg, the Program Director; Mindy Ray, the Aviation Maintenance Technology Program Director; and instructor Chris Long. The program held its graduation this past August, which the Board could not attend due to a conference commitment.

## Approval of Minutes

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Proctor that the minutes of the June 16, 2024, Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Additions/Deletions to the Agenda

- Chair Mathews removed the Campus Master Plan from the Monthly Monitoring Reports as a first read.

- Dr. Robinson corrected item I. 1., Desire 2 learn, to read as a Sole Source Purchase under item L. 2. He also corrected the New Business for the Campus Master Plan to read 2025 – 2035.

## Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments Regarding Agenda Items.

## Linkage Planning/Implementation

### Community Linkage – President’s Report

President Robinson presented the September 2024.

IT WAS MOVED BY Trustee Proctor and seconded by Vaive that Public Comment be moved up to accommodate those in attendance who desire to make a Public Comment.

Roll Call Vote:

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

Nays: None

Absent: None

The motion carried.

## Public Comment

Karen Sturdivant: Karen Sturdivant addressed the Board regarding Alumni Star Card Access.

Tyler Peck: Tyler Peck addressed the Board regarding Alumni Star Card Access.

Arrington DeForest: Arrington DeForest addressed the Board regarding Alumni Star Card Access.

Pete Coscarelli: Peter Coscarelli addressed the Board regarding Alumni Star Card Access.

Matt Miller: Matt Miller addressed the Board regarding Alumni Star Card Access.

Lenore Coscarelli: Lenore Coscarelli addressed the Board regarding Alumni Star Card Access.

James Mitchell: James Mitchell addressed the Board regarding Alumni Star Card Access and parking privileges for retirees.

Marcy Bauman: Marcy Bauman addressed the Board regarding the MAHE contract and the new change in status language for full-time probationary faculty added to the 2024-29 MAHE contract.

Fredrick McLaughlin: Fredrick McLaughlin addressed the Board regarding Alumni Star Card Access.

Sharri Margraves: Sharri Margraves addressed the Board regarding Alumni Star Card Access.

Kathleen Wrook: Kathleen Wrook addressed the Board regarding Alumni Star Card Access.

Justiniano Diaz: Justiniano Diaz addressed the Board regarding Alumni Star Card Access.

Melissa Kaplin: Melissa Kaplin addressed the Board regarding the Lansing Lit Festival on September 20, 2024.

Tony Willis: Tony Willis, LCC Alumni, addressed the Board regarding Alumni Star Card Access.

Liz Ozarzack: Liz Ozarzack addressed the Board regarding Alumni Star Card Access.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- ~~A. 2024-25 Emergency Medical Services (EMS) Program Course Fees (REMOVED)~~
- B. Board of Trustees Employees
  - 1. Expenses – June 2024
  - 2. Time Reporting – June, July and August 2024
- C. Change Order
  - 1. Environmental and Safety Consulting Services
- D. Cooperative Purchase
  - ~~1. Apple, Inc. (REMOVED)~~
  - ~~2. CDW Government (CDW-G) (REMOVED)~~
  - ~~3. Infrastructure Virtualization Solution (REMOVED)~~
- E. Lease Agreement Amendment with University Partners
- F. Lease Agreement Between Lansing Community College (LCC) and the Historical
- G. Society of Greater Lansing (HSGL)
- H. Local Strategic Value Resolution
- I. Michigan New Job Training Agreement
  - 1. Ultium Cells, LLC. – Amendment No. 2
- J. No Bid Purchase
  - ~~1. Desire 2 Learn~~
  - 2. Kaplan, Inc.
- K. Request for Proposal
  - 1. Security Operations Platform

L. Resolution Authorizing New Jobs Training Agreement

1. Autokiniton

M. Sole Source Purchase

1. Blackboard, Inc.
2. **Desire 2 Learn**

Trustees Proctor asked to remove the 2024 – 25 Emergency Medical Services (EMS) Program Course Fees for discussion.

Trustee Thomas asked to remove the Cooperative Purchases for Apple, Inc., CDW Government (CDW-G), and Infrastructure Virtualization Solution.

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the Consent Agenda, removing the 2024-25 Emergency Medical Services (EMS) Program Course Fees, the Cooperative Purchases for Apple, Inc, CDW Government (CDW-G) and Infrastructure Virtualization Solution, be approved.

Roll call vote:

Ayes: Garcia, Vaive, Proctor, Thomas, Mathews, Frazier, Hidalgo  
Nays: None  
Absent: None

The motion carried.

**Action Item – 2024-25 Emergency Medical Services (EMS) Programs Course Fees**

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Vaive 2024-25 Emergency Medical Services (EMS) Program Course Fees, be approved.

Trustee Proctor asked what the Department of Education guidelines we for gainful employment.

The Administration stated that EMS must meet the state minimum training requirements. They also stated that if they don't meet the minimum requirements they are not eligible for Title IV financial aid.

Roll call vote:

Ayes: Frazier, Thomas, Proctor, Garcia, Hidalgo, Mathews, Vaive  
Nays: None  
Absent: None

The motion carried.

**Action Item – Cooperative Purchase for Apple, Inc., Cooperative Purchase for CDW Government (CDW-G), and Cooperative Purchase for Infrastructure Virtualization Solution**

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Hidalgo that the Cooperative Purchases for Apple, Inc., CDW Government (CDW-G), and Infrastructure Virtualization Solution be approved.

Trustee LaShunda inquired about the timeframe and the estimated dollar amounts, considering the rapid changes in technology. She expressed concern about whether the college can meet those timeframes.

In response, President Robinson explained that the LCC IT Team and the procurement team review every purchase made. He clarified that while there is an estimated dollar value that the college plans to spend over the next five years, these are not guaranteed purchases. The actual purchases will depend on the college's needs at the time.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Monthly Monitoring Report

The following Monitoring Reports were presented:

The other following Monitoring Reports were presented:

- A. 2024 Five-Year Capital Outlay Plan and Capital Outlay Project Request
- B. 2025 – 2027 Strategic Plan
- C. 2025 Monthly Financial Statements
- D. Monthly Public Safety Report

## Policy Development

Trustee Proctor presented the revisions to Bylaw 1.8.4 and Governance Process 308 as a first read. These policies will be presented as action items next month.

### **1.8 COMPENSATION AND REIMBURSEMENT OF EXPENSES**

#### **1.8.4 Membership in Associations and Attendance at Meetings, Conferences and Workshops**

- A. *The Board recognizes the value of membership in state, regional, and national associations serving the educational and leadership interests of community colleges and their trustees. The Board recognizes that these values are maximized by active participation in such associations*

September 16, 2024, Regular Board of Trustees Meeting  
Adopted Minutes

at levels which are appropriate and supportive of College business. *Accordingly, the Board authorizes the payment or reimbursement of expenses incurred by trustees in connection with the following:* ~~Subject to Audit Committee approval, the Board expressly encourages and the College will pay or reimburse approved expenses in connection with the following:~~

1. The attendance of its members at important meetings or conferences offered by the Michigan Community College Association (MCCA) or related entities (inclusive of the MCCA Summer Conference).
  2. The attendance of Board appointed delegates at all regularly scheduled *or special* meetings of the Board of Directors of the *MCCA Michigan Community College Association*, and the attendance of designated members at regularly scheduled meetings of *the* MCCA committee on which they serve.
  3. The attendance of its members, twice per year, at meetings, conferences, or workshops conducted by regional or national community college associations (e.g., the American Association of Community Colleges, the Association of Community College Trustees, etc.) or affiliated organizations.
  4. The attendance of Board members at regularly scheduled *or special* meetings of regional or national community college associations or affiliated organizations in which the member represents the College as an officer.
  5. The attendance of Board members at regularly scheduled *or special* meetings of committees of regional or national community college associations or affiliated organizations on which the member serves as a representative of the College.
  6. Subject to pre-approval by the Audit Committee, the attendance of the Board Chairperson or his or her designee once per year at an international meeting or conference in furtherance of stated goals and objectives of the Sister College Program.
  7. *A Board member who desires to attend a meeting or conference not authorized above shall submit in writing a memorandum describing the nature of the meeting or conference and the benefits to be derived by the member or the college from attending such meeting or conference. The memorandum shall be submitted to the audit committee at least two months prior to the meeting or conference. Should the audit committee not be able to meet within a reasonable time to consider the request, the request shall be referred to the Board of Trustees for action. In no event shall a requesting member of the Board of Trustees vote on their request.*
- B. Board members' travel arrangements for attendance at meetings, conferences, and workshops *shall will* be coordinated through the Board Executive Assistant/*Liaison*.
- C. The College will pay, or Board members will be reimbursed, for reasonable and necessary business travel expenses in connection with the meetings, conferences, and workshops described above, per parameters for allowed expenses and reimbursement.
1. **Registration fees:** Payment or reimbursement of registration fees related to meetings, conferences, or workshops, including fees for meals and receptions that are part of the regular agenda *of such meetings, etc.*
  2. **Lodging:** Payment or reimbursement at the Hotel conference rate. If the host hotel is sold out, the college will book a room elsewhere at a comparable rate. The difference will be noted and reported to the Audit Committee. If, for any reason, a Trustee chooses to stay at a hotel with a higher rate than the conference rate or the comparable rate booked by the college, the Trustee must pay the difference. No savings will be reimbursed if the hotel

booked is at a lower rate than the conference rate. Any additional charges related to the accommodation of spouses, children, or others staying with a Trustee will be the responsibility of the Trustee, except as otherwise provided by these bylaws.

3. **Transportation:**

- a) **Air Travel:** ~~Payment or reimbursement at the college rate. The College's general Travel Policy Administrative Guidelines~~ **Travel and Business-Related Expense Standard Operating Procedures** will apply to ~~travel~~ **air travel** by trustees except as provided in this policy or as otherwise determined by the Board of Trustees. Because trustees are not compensated for their time, requests for specific airports, carriers, flights, and schedules will be honored without personal expense to the trustee, provided such requests do not increase ticket costs more than \$100 or 20% (whichever is greater) over the least expensive available coach/economy fare for suitable travel dates and times to and from Lansing/Capital Region International Airport. ~~If travel arrangements for a Trustee are made by the college and the Trustee changes those arrangements for personal reasons, the Trustee will reimburse the college for any net additional expense incurred for making those changes unless the Audit Committee determines the changes are reasonably necessary due to (a) illness, injury or death of the trustee, a person traveling with the trustee, or a person closely related to the trustee; (b) unforeseen and reasonably unavoidable conflicts with the trustee's business or employment obligations; or (c) other circumstances beyond the trustee's control that reasonably justify the additional cost incurred in making changes. Other exceptions may be brought to the Audit Committee for approval.~~

*The college will reimburse for coach/economy class airfare. A trustee who wishes to upgrade their airfare (business, first class, seat priority) must pay for those costs out of pocket. Such additional expenses are not reimbursable.*

*If a Trustee wishes to extend travel either before or after the designated approved travel, the Executive Assistant/Liaison to the Board must determine and document the price of the air travel for the designated approved travel and the price of air travel for the extended period. If the cost is more to extend the travel period, the Trustee is responsible for reimbursing the College for the difference and no per diem is provided for extended travel periods.*

- b) **Other Common Carrier:** When travel is by automobile or rail, the expense may not exceed the cost of the lowest available airfare. The Trustee is responsible for reimbursing the College for the difference.
- c) **Ground Transportation:** Taxi, shuttle services, or other similar services incurred in connection with authorized travel by a common carrier are reimbursable. Transportation hire expenses are only allowable for travel directly related to business. Services such as Uber or Lyft may be utilized.

4. **Meals and Incidentals Expenses Per Diem:** ~~Reimburse at the college rate except for meals that are included in registration fees. The College's Travel and Business-Related Expense Standard Operating Procedures will apply to the reimbursement for meals and incidental expenses per diem. The College will only reimburse the per diem allowance for the business-related portion of the trip.~~

5. **Other Reimbursable Expenses:**

- a) **Personal Baggage Fees for Air Travel:** The College will reimburse up to 2 bags for air travel. The College will not reimburse for overweight luggage.

- b) **Airport Parking Fees:** *The College will reimburse for the cost of airport parking while on business travel. If travel is extended, the College will only reimburse for the cost of parking during the business-related portion of the trip.*
  - c) **Tolls:** *The College will reimburse for the cost of tolls when personal vehicles are used for College business travel.*
  - d) **Hotel Internet/Wi-Fi:** *If the trustee is required to conduct business while not attending business meetings, conference sessions, etc. the College will reimburse for the cost of hotel internet/Wi-Fi when not included within the cost of the hotel room.*
  - e) **Other Costs:** *Other costs anticipated during the Trustee's travel must be approved by the Audit Committee.*
6. **Changes or Cancellation of Trip:** *When travel arrangements for a Trustee are made by the college and the Trustee changes those arrangements for personal reasons, the Trustee will reimburse the college for any net additional expense incurred for making those changes unless the Audit Committee determines the changes are reasonably necessary due to (a) illness, injury or death of the trustee, a person traveling with the trustee, or a person closely related to the trustee; (b) unforeseen and reasonably unavoidable conflicts with the trustee's business or employment obligations; or (c) other circumstances beyond the trustee's control that reasonably justify the additional cost incurred in making changes. Other exceptions may be brought to the Audit Committee for approval. The trustee must submit in writing the reason for the change or cancellation to the Audit Committee to determine if reimbursement by the Trustee is required.*
7. **Reimbursement Process:**
- a) *Trustees desiring reimbursement must submit a travel reimbursement request form and accompanying receipts to the Executive Assistant/Liaison to the Board within (10) business days following return from travel.*
  - b) *The Executive Assistant/Liaison to the Board will prepare the submitted authorized travel expenses per the parameters outlined in the policy on behalf of the Trustee for approval.*
  - c) *Any reimbursement requests that do not align with the guidelines in this policy must be approved by the Audit Committee. The Trustee must submit in writing the justification for the exception.*
  - d) *The Audit Committee Chair will approve requests for travel reimbursement. All travel expenses incurred, even if a trustee is not requesting reimbursement, will be reviewed by the Audit Committee. The Board Chair shall approve the Audit Committee Chair's request for travel reimbursement.*

*Expenses incurred for a spouse, family member, or other person to accompany a trustee to a meeting, conference, or workshop will not be paid or reimbursed by the College except when the Audit Committee determines in advance that the attendance of such person would materially benefit the College.*

Trustee Proctor added additional language in green, (A.7).



Trustee Vaive asked if a form could be developed with guidelines for the additional language added.

**POLICY TYPE: GOVERNANCE PROCESS**

**GP-308**

**POLICY TITLE: BOARD MEMBERS' TRAVEL AND EXPENSE POLICY**

---

*The Board recognizes the value of membership in state, regional, and national associations serving the educational and leadership interests of community colleges and their trustees. The Board recognizes that these values are maximized by active participation in such associations at levels, which are appropriate and supportive of College business. **The members of the Board of Trustees serve on a voluntary, unpaid basis. In the performance of their duties, Trustees often incur out-of-pocket expenses related to College business. Trustees shall be eligible for reimbursement under Board Bylaw 1.8.** As such, the Board encourages:*

1. *The attendance of its members at important meetings or conferences offered by the Michigan Community College Association (MCCA) or related entities (inclusive of the MCCA Summer Conference).*
2. *The attendance of Board appointed delegates at all regularly scheduled **or special** meetings of the Board of Directors of the **MCCA Michigan Community College Association**, and the attendance of designated members at regularly scheduled **or special** meetings of the MCCA committee on which they serve.*
3. *The attendance of its members, twice per year, at meetings, conferences, or workshops conducted by regional or national community college associations (e.g., the American Association of Community Colleges, the Association of Community College Trustees, etc.) or affiliated organizations.*
4. *The attendance of Board members at regularly scheduled **or special** meetings of regional or national community college associations or affiliated organizations in which the member represents the College as an officer.*
5. *The attendance of Board members at regularly scheduled **or special** meetings of committees of regional or national community college associations or affiliated organizations on which the member serves as a representative of the College.*
6. *Board members' travel arrangements for attendance at meetings, conferences, and workshops ~~will~~ **shall** be coordinated through the Board Executive Assistant/**Liaison to the Board**.*
7. *Board members ~~will~~ **shall** be reimbursed, for reasonable and necessary business travel expenses in connection with the meetings, conferences, and workshops described above, per parameters for allowed expenses and reimbursement **as provided in Board Bylaw 1.8**.*
  - a. *The Board shall annually review parameters for reimbursement under Board Bylaw 1.8-2.*
  - b. *Since staff monitoring of the Board is inherently problematic, all requests for Board reimbursement of member **travel or other** expenses will be reviewed by the Audit Committee and subject to approval by the Board*
  - c. ***A request for Board by a Board member for reimbursement of all Trustee's expenses shall be reviewed by the Audit Committee and approved by the Audit Committee Chair. The Audit Committee Chair's request for reimbursement of expenses shall be approved by the Board Chair. All expenses incurred by a trustee, even if the trustee is not requesting reimbursement, will be reviewed by the Audit Committee***

- d. Any Trustee, if serving as a member or ex-officio member of the Audit Committee, shall abstain from voting on requests for reimbursement of ~~his or her~~ **their own** expenses.
8. Newly elected **or appointed** Board members ~~shall be~~ **are** expected to attend one conference for new trustees within six months of their election **or appointment**, if possible. ~~and A newly elected or appointed Board member may be scheduled to attend such a conference and shall be reimbursed for travel expenses incurred even though attendance at such a conference occurs if taken~~ following the date of election but prior to taking office. This shall be done to help ~~assure~~ **ensure** that every trustee is knowledgeable and well informed on the requirements of trusteeship.
9. Subject to pre-approval by the Audit Committee, the attendance of the Board Chairperson or his or her designee once per year at an international meeting or conference in furtherance of stated goals and objectives of the Sister College Program

Exceptions to the above must be pre-approved by the Audit Committee.

~~The members of the Board of Trustees serve on a voluntary, unpaid basis. In performance of their duties, Trustees often incur out-of-pocket expenses related to College business. Trustees shall be eligible for reimbursement under Board Bylaw 1.8.3.~~

~~The Board shall annually review parameters for reimbursement under Board Bylaw 1.8.3. Request for Board reimbursement of all Trustees expenses shall be reviewed and approved by the Audit Committee.~~

## Linkage Planning/Implementation

### Chair's Report

Chair Mathews announced that she appointed Trustee Robert Proctor to serve as the ACCT voting delegate for the upcoming ACCT Leadership Congress next month.

### 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.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Garcia that Trustees Frazier, Mathews, Proctor, and Thomas's travel expenses for attendance to the MCCA Summer Conference be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Vaive that Trustee Proctor's travel expense for attendance to the MCCA Fall Board of Director meeting be approved.

Roll call vote:

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

Nays: None

Absent: None

Trustee Proctor abstained from voting.

The motion carried.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Thomas that former President Emeritus Dr. Brent Knight's travel expenses related to the A&S Renaming Building Dedication be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Board Members Reports – Foundation Board Update**

Trustee Thomas provided a brief update on the Foundation Board.

### **Unfinished Business**

There was no Unfinished Business.

### **New Business**

The New Business Items for October 2024:

A. Consent Agenda

1. 2024 Five-Year Capital Outlay Plan and Capital Project Request
2. 2025 – 2027 Strategic Plan

B. Monthly Monitoring Report

1. Annual Board Monitoring Report
2. Audit Committee – Robert Proctor
  - a) Annual Financial Report – Michelle Fowler, Rehmann
3. Monthly Financial Statements
4. Monthly Public Safety Report

## Board Comment

Trustees Proctor and Vaive made comments.

## Closed Session

IT WAS MOVED BY Trustee Hidalgo and seconded by Trustee Thomas to enter into a Closed Session 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: Thomas, Garcia, Frazier, Hidalgo, Proctor, Vaive, Mathews

Nays: None

Absent: None

The motion carried.

The Board entered into a Closed Session at 8:34 p.m.

The Board returned to an Open Session at 10:03 p.m.

Roll call:

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

Absent: None

## Adjournment

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

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 10:04 p.m.

Submitted,

  
Executive Assistant/Liaison to the Board  
Benita Duncan