

# **Assurance Argument**

# Lansing Community College

**Review date: 9/23/2024**

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## 2 - Integrity: Ethical and Responsible Conduct

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The institution acts with integrity; its conduct is ethical and responsible.

### 2.A - Core Component 2.A

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The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

### Argument

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**2.A.1:** The [Board of Trustees](#) approves the mission, and reviews it in the Annual Ends Report. In [October 2023](#), that report included a statement that LCC would review the mission while developing a new strategic plan in 2024. Based on the mission, the Board develops and communicates standards by establishing [Board policies](#). Appropriate personnel are assigned to develop Standard Operating Procedures (SOPs) to implement each policy.

LCC developed a collegewide format for SOPs, which are posted on the [website](#) and/or LCC's [internal system](#). Finalization of SOPs is overseen by either Human Resources or the [Academic Procedure Advisory Committee](#) (APAC). APAC is a collegewide committee, led by the Academic Senate President (Chair) and the Academic Affairs Project Manager (Vice Chair).

**2.A.2:** LCC encourages and ensures ethical and legal behavior in multiple ways. The Board established policies on Ethics and Standards of Conduct for [Trustees](#), [Employees](#), and [Students](#). The employee policy emphasizes ideal behaviors and being a positive role model, with a [supplement](#) identifying prohibited conduct. A recent "[Know How in Ninety](#)" session for administrators focused on ethical issues. Students are directed to the [Student Code of Conduct](#) and [Student General Rules and Guidelines](#).

New employees receive an introduction to College policy during [orientation](#). Mandatory annual refresher training, provided via the [Cornerstone Talent Management System](#), includes LCC Board Policies, as well as: Diversity, Inclusion, and Belonging; FERPA 101; One Voice – Title IX at LCC; CSI-LCC – Computer Security Information for LCC Employees; and [Violence Free Campus & Workplace](#). All allegations of policy violations are investigated and addressed in accordance with HR procedures.

LCC utilizes the consulting firm Baker Tilly to audit various processes to ensure effective operations, compliance, and integrity (see 5.C.5).

In our most recent [Survey of Employee Engagement](#), 85% agreed LCC is an ethical workplace. Similarly high numbers agreed LCC is a safe place to work (84%), people respect one another (78%), and harassment is not tolerated (82%).

*Financial Integrity:*

The Board of Trustees [Governance Policies](#) include a [Board Members' Code of Conduct](#) addressing conflict of interest, and policies constraining LCC's President with regard to [Budgeting and Forecasting](#), the College's [Financial Condition](#), [Asset Protection](#), and [College Investments](#). The Treasurer of the Board serves as Chair of the Audit Committee, and contact information is provided on the Board's homepage for anyone wishing to [submit a complaint or concern](#). The Audit Committee works with the Chief Financial Officer, who is responsible for implementing the [Financial Oversight and Monitoring](#) policy, and must abide by the [Audit](#) policy. The Audit Committee holds public meetings, with the opportunity for public comment (example [notice](#) and [agenda](#)).

The College's finances are audited annually by a third party to ensure compliance with generally accepted accounting principles and federal Sarbanes-Oxley internal controls requirements. Our most recent audit was unmodified (clean), and presented to the Board publicly within the [Annual Comprehensive Financial Report](#). A representative of the independent auditor addressed questions from the Board. LCC has received the Government Finance Officers Association [Certificate of Achievement for Excellence in Financial Reporting](#) for 15 consecutive years, and the 2022 Outstanding Achievement in Popular Annual Financial Reporting award.

The [Executive Leadership Team](#) reviews the budget quarterly to monitor spending rates and look for savings.

*Academic Integrity:*

All faculty are expected to abide by the Ethics and Standards of Conduct for Employees, and annual FERPA training is required of all employees. The faculty contract requires periodic performance reviews, including adherence to [professional standards and codes of ethics](#). Students are expected to abide by the Ethics and Standards of Conduct for Students, the Student Code of Conduct, and Student General Rules and Guidelines. Students receive training on cheating and plagiarism from both faculty and librarians, often within the Composition I course which most students take for general education (see 2.E).

To ensure due process rights for student, regarding grades or other disputes, students may file a complaint or appeal any negative decision. The College maintains an [LCC Student Appeals & Complaints](#) webpage. Annually, the [Student and Academic Affairs Leadership Team](#) (SAALT), a collegewide committee of deans, program leadership, representatives from Academic Affairs, and the Accreditation Liaison Officer, reviews summary reports of appeals and complaints to address potential problems or recommend improvements as necessary. In November 2023, SAALT reviewed [administrative appeals](#), [student Title IX complaints](#), [satisfactory academic progress appeals](#), and [institution-level student academic appeals](#). At that [SAALT meeting](#), it was

agreed that all reports would be reviewed to ensure there is no bias in the determinations regarding complaints or appeals.

To ensure safe classroom environments, LCC requires annual training on [Managing Disruptive & Disturbing Behaviors in the Classroom](#). The Office of Compliance has developed a collegewide training on [Avoiding Misrepresentation](#) to ensure that personnel are providing accurate information to current and prospective students. The College also implemented an [LCC Injury and Illness Program](#) training.

*Human Resources (HR) Integrity:*

LCC's [HR Department](#) oversees numerous functions, including hiring, salary and benefits, performance evaluations, [professional and organizational development](#), employee [wellness](#) and [recognition](#), and labor relations. Key aspects of these functions are negotiated within various bargaining unit contracts:

- [American Federation of Teachers](#)
- [Association of Support Professionals](#)
- [Facilities Maintenance Association](#)
- [Michigan Association for Higher Education](#)
- [Police Officers Association of Michigan](#)

LCC is committed to equitable and transparent hiring. The [Careers](#) webpage includes job postings, [FAQs](#), and [Insider Tips for Applicants](#). In addition to a standard [hiring process](#), search committee members take [The Search is On – Search Committee Training](#). Search committees for full-time employees have an [Inclusion Advocate](#) tasked with ensuring an equitable search.

The Equity Action Plan and Strategic Plan emphasize the value of a diverse workforce. The Board monitors this priority through semiannual disaggregated hiring and attrition rate reports on the [diversity of our employees](#). In early 2022, HR partnered with Global Alliance Solutions to hold a series of Stay Interviews and conducted a Stay Survey to help determine why many employees stay at LCC. [Results](#) were shared at collegewide meetings in October 2022, including employee's thoughts on how LCC can be a more [welcoming, inclusive, and diverse environment](#).

*Auxiliary Services Integrity:*

LCC strives to be good stewards of our finances. The [Purchasing Department's](#) website provides access to appropriate policies and procedures, as well as information for external contractors and internal customers. LCC's Purchasing Department has received the annual [Achievement of Excellence in Procurement](#) award for 21 consecutive years. The College has a [Purchasing](#) policy, as well as a statement on [Best Value Purchasing](#) and strict guidelines in the [Purchasing SOP](#). The purchasing policy sets guidelines for major purchases, limits purchasing authority, addresses competitive and non-competitive bidding, and requires notifying departments and the Board's Audit Committee of purchasing policy violations. The College is required to use Request for Proposal procedures to bid out projects or have special permission from the Board for sole source bids.

Since the pandemic, food insecurity and campus dining options have been growing concerns. Although LCC offers a [variety of dining options](#) for students, the Academic Senate raised the question of how well campus food options are serving our students. At the [October 2023](#) Academic Senate meeting, the Executive Director of Administrative Services gave a [presentation](#) on food options and led a discussion of the issue.

For events of all types on campus, Conference Services maintains a website outlining expectations for [Star Standard Events](#). In addition to information on how to get started and what is available, there is a detailed webpage with guidelines for [budgets and purchasing](#).

In an effort to maintain safety at each LCC campus, the College requires annual training on both a [Violence Free Campus & Workplace](#) and [Emergency Evacuation Training](#).

Both HR and Auxiliary Services play a role in addressing key matters of integrity, including [nondiscrimination](#), Title IX, and complying with the Clery Act. In addition to our Nondiscrimination policy, which includes Equal Employment Opportunity language, the [Consumer Information](#) webpage includes a Health & Safety section (see 2.B.1).

## Sources

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- Academic Senate Agenda 20 October 2023
- Advocacy Freedom of Speech
- AFT Contract 2021-2024
- APAC Charter
- Applicant FAQs
- ASP PTCU Contract Merger Agreement 2023-2025
- Audit Committee Agenda September 2023
- Audit Committee Notice September 2023
- Audit Policy
- Avoiding Misrepresentation
- Best Value Purchasing
- Board Governance Policies
- Board Governance Policies (page number 11)
- Board Governance Policies (page number 12)
- Board Governance Policies (page number 13)
- Board Governance Policies (page number 28)
- Board Homepage
- Board Homepage (page number 3)
- Board Packet October 2023
- Board Packet October 2023 (page number 16)
- Board Packet October 2023 (page number 28)
- Board Packet October 2023 (page number 262)
- Board Packet October 2023 (page number 365)
- Board Policy webpage
- Board Policy webpage (page number 2)

- Careers at LCC
- College Investments Policy
- Consumer Information webpage
- Cornerstone Talent Management System
- Emergency Evacuation Training
- Employee Wellness
- Ethics and Standards of Conduct for Employees
- Ethics and Standards of Conduct for Students
- Ethics and Standards of Conduct for Trustees
- Event Budgets and Purchasing
- Executive Leadership Team
- Experience Starpower
- Facilities Maintenance Contract 2019-2024
- Faculty Contract 2021-2024
- Faculty Contract 2021-2024 (page number 66)
- Financial Oversight and Monitoring Policy
- Food On Campus Academic Senate Presentation October 2023
- Hiring Process
- Human Resources
- Inclusion Advocates Program
- Insider Tips
- Know in Ninety Ethics Training
- LCC Dining Options
- LCC Injury Illness Training
- LCC Standard Operating Procedures
- Managing Disruptive Behaviors in the Classroom
- New Employee Orientation
- Nondiscrimination
- Organizational Development
- Police Officers Contract 2021-2024
- Procurement Award
- Purchasing
- Purchasing Policy
- Purchasing SOP
- SAALT Administrative Appeals Presentation 2023
- SAALT Charter
- SAALT Institution Level Student Academic Appeals 2023
- SAALT Minutes 6 Nov 23
- SAALT Satisfactory Academic Progress Review 2023
- SAALT Title IX Review 2023
- Social Media
- Star Standard Events
- Stay Interview and Survey Feedback 2022
- Stay Interview and Survey Feedback 2022 (page number 11)
- Student Appeals Complaints webpage
- Student Code of Conduct

- Student General Rules and Guidelines
- Supplement to the Ethics and Standards of Conduct
- Survey of Employee Engagement 2021
- The Search is On
- Violence Free Campus

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## 2.B - Core Component 2.B

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The institution presents itself clearly and completely to its students and to the public.

1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

### Argument

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**2.B.1:** LCC's primary presentation to students and the public is our [website](#), which works with [mobile devices](#). Important information for students, prospective students, workforce stakeholders, and the community is kept within a few clicks from the homepage. On the homepage there are five key headings prominent across the top center of the homepage: [Academics](#), [Admissions](#), [Campus Life](#), [Community](#), and [About](#). The homepage also includes a variety of key links, including [Consumer Information](#) and [Parents](#) (with a link to [Engage](#), a family guide).

#### *Academic Offerings:*

Upon selecting "Academics," options include "Degrees & Programs," "Areas of Study," or "Program Pathways." Each leads different ways into our academic offerings. For example, selecting "Degrees & Programs" > "All Degrees & Programs" > "Psychology," one arrives at the [Psychology Program](#) website. Program websites offer information on degrees and certificates, the program pathway for each credential, various resources, and contact information. Contact information includes a list of program faculty, with office locations, phone numbers, and links to send email to each faculty member.

#### *Requirements:*

Prospective students can select "Admissions" and then "Go to Admissions," which leads to the [Admissions & Financial Aid](#) webpage, which includes a [Get Started](#) link and a phone number and email address for the [Admissions Team](#).

Under "Academics," the [Selective Admissions Programs](#) link appears. There one sees links for the individual programs. Those webpages highlight their selective admission status, 3<sup>rd</sup> party accreditation information, and advising guides that include prerequisites, cost, and additional information. For example: [Neurodiagnostic Technology](#).



Transfer information is available by choosing "Admissions" and selecting [Transfer and Guest](#). More transfer information can be found on the [Transfer Center](#), [Transfer Guides & Articulation Agreements](#), and [Transfer Equivalencies](#) webpages.

*Faculty:*

Faculty and their contact information are listed on program webpages ([example](#)). In addition, the [faculty directory](#) includes each faculty member's credentials.

*Costs to Students:*

Selecting "Admissions" provides a link to [Tuition & Costs](#), including information on tuition rates, fees, the difference between credit hours and billing hours, a cost comparison relative to 4-year colleges and universities in Michigan, links to financial resources, and links to both a [Tuition Cost Estimator](#) and a Net Price Calculator. On the [Financial Aid Policies](#) webpage there is a more complete estimate of the [cost of attending](#) college at LCC with housing, food, and transportation, and a thorough description of [Satisfactory Academic Progress](#). In select areas, such as Aviation Technology, [cost information](#) is clearly indicated on the program website, with a pop-up window displaying cost estimates.

*Governance Structure:*

"About" provides direct links to the [Board of Trustees](#), [President's Office](#), [Office of the Provost](#), and [Business Operations](#). The President's page introduces the [Executive Leadership Team](#) and links to [2024 Presidential Goals](#). The Provost is responsible for maintaining the overall quality and integrity of LCC's academic programs, whereas the Senior Vice President of Business Operations oversees the activities essential to the daily functioning of the College.

*Accreditation Relationships:*

The HLC Mark of Accreditation status verification link is prominently displayed on the banner which remains at the bottom of all LCC webpages. "About" provides a link for "Accreditation," which links to the [Institutional Accreditation](#) webpage. This page highlights HLC accreditation, and provides a link to the [Program Accreditation](#) webpage.

*Consumer Information:*

The [Consumer Information](#) webpage can be accessed directly from the homepage or by selecting "About" and then selecting "Consumer Information," and includes:

- General Institutional Information
- Financial Assistance Information – including [Loan Counseling](#)
- Student Outcomes – including [Student Body Diversity and Retention](#)
- Health and Safety – including the [Annual Security Report](#) (Clery), Drug and Alcohol Prevention Program ([DAAPP](#)), [Emergency Notification System](#), and [Title IX Resources](#)

- Athletic Student Information – including the Equity in Athletics Disclosure Act ([EADA](#)) Report

LCC ensures information is accurate in several ways. Academic programs review program website information during annual pathway reviews. Personnel in Academic Affairs monitor information in the College Catalog and on the website. Concerns often come to light from student appeals or complaints. If a problem arose because information in the catalog was not clear, it is promptly clarified. In addition, the [Center for Data Science](#) plays a critical role in ensuring that certain data found on the web are accurate, the Center for Compliance ensures key regulatory information on the web is current and accurate, and the [Financial Aid Office](#) oversees the accuracy of all information pertaining to Title IV funds. The [Website Review SOP](#) directs the Academic Affairs Project Coordinator and Accreditation Liaison Officer to ensure that information on the website and in the College Catalog is accurate, up to date, and meets expectations of HLC.

**2.B.2:** As a public, community college, LCC serves the community through our Community Education and Workforce Development Division (CEWD). CEWD supports our [community engagement](#) efforts, including [adult enrichment](#), [continuing education](#), and [youth programs](#). CEWD supports workforce development through the [Business and Community Institute](#) (BCI) and the [Small Business Development Center](#). In 2023, CEWD [delivered](#) 1,037 courses to 9,833 clients, serving youth, adult, academic, and business/industry clients.

The [Job Training Center](#) prepares individuals for high-demand, local jobs through 8- to 10-week short-term training courses and provides career training courses in English for Speakers of Other Languages (ESOL). The first cohort of the [Technical Support Specialist](#) program was comprised of 75% minority students, achieved 100% retention and completion rates, and was fully funded for all students through Capital Area Michigan Works! and Michigan Rehabilitation Services using Workforce Innovation Opportunities Act funds. Students gained multiple industry-recognized credentials (Certified Customer Service Professional and CompTIA A+), completed a Work Ethic & Career Readiness module, and had built-in opportunities to meet with local employers.

BCI designs, develops, and delivers customized training, helping area companies train, develop, and retain employees. BCI also partners with Capital Area Michigan Works!, utilizing Michigan's [Going Pro Talent Fund](#). Examples include teaching [Design for Manufacturing](#) - Mahle Aftermarket, [Arc Flash Electrical Safety](#) - JC Electric Company, [customized welding training](#) - BRP Marine Group, [SolidWorks training](#) - M.C. Molds, and [leadership training](#) - Bekum America.

LCC's [Career and Employment Services](#) provides support for students and employers, and offers a [Get Career Ready](#) booklet. The College supports [apprenticeship programs](#). During the academic year [2022-2023](#), 313 apprentices were supported through our Technical Careers Division, and 23 apprentices were supported through the Health and Human Services Division. Healthcare apprenticeships in particular are an area of anticipated growth.

LCC offers substantial opportunities for [prior learning credit](#) and offers student a [Credit for Prior Learning Handbook](#). Special attention is paid to [prior learning credit for our nation's veterans](#), with special programs for [military medics](#), [military IT personnel](#), and veterans with [radiologic technology experience](#).

## Sources

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- Admissions and Financial Aid webpage
- Admissions Team
- Adult Enrichment
- Annual Security Report
- Apprenticeship Programs
- Aviation Tech Costs
- Best Practices Resolution 2024
- Best Practices Resolution 2024 (page number 5)
- Board Homepage
- Board Packet November 2023
- Board Packet November 2023 (page number 38)
- Business Operations
- Career Employment Services
- Center for Data Science
- CEWD Dashboard FY23
- Community Engagement webpage
- Consumer Information webpage
- Contact Art Design Program
- Continuing Education
- Cost of Attendance
- Credit for Prior Learning
- Credit for Prior Learning Handbook
- DAAPP
- EADA Report 2023
- Emergency Communications
- Engage Parent Booklet
- Executive Leadership Team
- Faculty Directory
- Financial Aid Office
- Financial Aid Policies webpage
- Get Career Ready Booklet
- Get Started
- Homepage About Mission
- Homepage Academics
- Homepage Admissions
- Homepage Campus Life
- Homepage Community
- Institutional Accreditation

- Job Training Center
- Job Training Center Tech Support Specialist Ad
- LCC Homepage
- LCC Homepage on an iPhone
- Loans
- METC Radiologic Technologist Program
- Military Credit and Programs
- Military IT to IT
- Military Medic to Paramedic
- Neurodiagnostic Technology webpage
- Office of the Provost
- Parents
- President and Goals 2024
- Presidents Office
- Presidents Report April 21
- Presidents Report April 21 (page number 9)
- Presidents Report April 21 (page number 10)
- Presidents Report December 21
- Presidents Report December 21 (page number 17)
- Presidents Report September 23
- Presidents Report September 23 (page number 18)
- Presidents Report September 23 (page number 19)
- Program Accreditation
- Psychology Program webpage
- Satisfactory Academic Progress
- Selective Admissions Programs
- Small Business Development Center
- Student Body Diversity and Retention
- Title IX Resources
- Transfer and Guest
- Transfer Center
- Transfer Equivalencies
- Transfer Guides and Articulation Agreements
- Tuition and Costs
- Tuition Cost Estimator
- Website Review SOP
- Workforce Solutions BCI Homepage
- Youth Programs

## 2.C - Core Component 2.C

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The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

### Argument

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LCC is governed by an autonomous, seven-member Board of Trustees elected at large by voters of the College's tax district. The board operates according to published [bylaws](#) that align with Michigan's [Community College Act of 1966](#), which outlines the board's required composition and role. The Board follows the Carver Policy Governance model, focusing on ends statements and policies to guide the president and other college leaders. Board members are active in the Michigan Community College Association (MCCA) and the Association of Community College Trustees (ACCT), including leadership roles in [MCCA](#) and [ACCT](#).

**2.C.1:** Newly elected trustees have [orientation](#) in accordance with [Section 1.1.7](#) of the bylaws, which requires the Chair of the Board of Trustees and the President of the College to inform new members about the budget and Strategic Plan of the College, the general organization and administration of its programs, major problems it faces, programs of development in progress, and how the Board functions. A [Board of Trustees Manual](#) is available. New trustees are asked to participate in the ACCT new trustee orientation. Recently, MCCA coordinated with ACCT to offer a [Governance Leadership Institute](#) in Michigan. LCC's President attended along with [three trustees](#).

The Governance policy [Communication and Counsel to the Board](#) requires the President to ensure the Board is promptly and fully informed about matters related to the Board and critical college issues.

The Board meets its legal and fiduciary responsibilities by establishing policies and ensures compliance through [monthly monitoring reports](#). The [Financial Oversight and Monitoring](#) policy ensures due diligence regarding college financial activities through planning and reporting based

upon Board-established criteria, including budget development, ongoing financial monitoring, and compliance with budget and other relevant parameters (see 5.B.3).

The administration provides Board members with [budget workshops](#) and information on [campus development planning](#). The Board [annually reviews and approves a budget](#) for all operations and approved capital projects for the ensuing fiscal year. The Board also selects an external auditor, who performs an [annual audit](#) of the financial records of the college and renders an opinion to the Board regarding financial records conformance with all applicable financial recording and reporting standards.

**2.C.2:** The Board's responsibility to conduct itself in a manner that prioritizes preserving and enhancing the College is clear in its governance policies. The [Governance Commitment](#) states that “The Board...will lead LCC with a strategic perspective, rigorously attending to its leadership role and continuous improvement of its capability as a body to define values and vision.” Board bylaws provide that the establishment of policy, appointment of the president, establishment of tuition and fees, fiscal oversight, and defining strategic goals are the auspices of the Board. Adopted meeting minutes record items such as monitoring reports on [finances and public safety](#) (every month), special reports under monthly monitoring (e.g., [student success](#), [DEI](#), and [financial forecasting](#)), an [annual public hearing](#) on the budget proposal, and the attention of Board members to [removing particular items from the consent agenda](#) for further discussion.

An example of the Board striving to enhance the College is the creation in 2022 of a process for Board-generated ideas to be considered by the College. In September 2022, the Board approved directing the College to explore options for [commemorating African American](#) residents of the Greater Lansing area. In February 2023 the Board received [an update](#), and LCC has initiated a [fundraising plan](#).

**2.C.3:** The Board is committed to LCC's success, and that commitment extends to external stakeholders. The Board Bylaws (1.8.3) emphasize the benefits of having trustees act as [representatives of and advocates for the College](#) within our district, and includes coverage of costs for belonging to approved civic or service organizations (e.g., Urban League, Rotary Club, or Chamber of Commerce). The [Governing Style](#) policy calls for an “...outward vision and strategic leadership...” Accordingly, one of the Board’s Ends policies is [Community Impact](#). Highlights from the [October 2023 Community Impact Ends](#) report include:

- LCC belongs to over 100 organizations
- In FY23, CEWD served nearly 9,000 clients with over 1,000 educational experiences
- LCC contributed over \$54,000 to local and regional organizations
- The College offered dozens of cultural activities within our community

Board members often share experiences from community events during Board Comments. Many events are highlighted in the [President’s Report](#), which is published monthly and available on [Dr. Robinson’s webpage](#).

Evidence that the Board takes deliberations seriously includes removal of items on the consent agenda for further discussion. In [October 2023](#), the Board removed items on the [Five Year Capital Outlay Plan](#), a capital project request, a cooperative purchase agreement, and a non-traditional student management system, among others.

**2.C.4:** LCC is a public institution established in accordance with Michigan law. Both the [Board Members' Code of Conduct](#) and the [Board Bylaws](#) require that Board members disclose conflicts of interest and refrain from debate and voting on such issues. Further, the [Ethics and Standards of Conduct for Trustees](#) policy lists several actions which are [expressly barred](#). The bylaws require Board members to submit [annual disclosures](#) of any existing or potential conflicts of interest.

**2.C.5:** Both [Board Governance Policies](#) and [Board Bylaws](#) delegate to the President authority and accountability for the general administration and operation of LCC. The Board interacts with college staff only through the President, and the President is bound only by decisions of the Board acting as a body. The Ends policy [Monitoring President's Performance](#) outlines the annual process for formal evaluation of the President, whose evaluation is considered synonymous with monitoring the College's performance against Board policies on Ends and Executive Limitations. The Board and the President must to abide by the [Annual Board Planning Calendar](#).

The [Provost](#) is the chief academic officer, supported by [Academic Affairs](#) and the Academic Senate ([website](#) and [Charter](#)). The Academic Senate actively addresses issues affecting academic programs at LCC. The standing committees of the Academic Senate serve as advisory groups, ensuring the maintenance of high academic standards for the College. Each committee is Chaired by a faculty senator, and a majority of members must be faculty:

- [Curriculum Committee](#)
- [Committee for Assessing Student Learning](#)
- [Student Advisory Committee](#)
- [Technology Across the Curriculum Committee](#)
- [Budget Committee](#)
- [Engagement Committee](#)

The Academic Senate is identified under [Article IX – Participation in Governance](#) of the MAHE contract; said article includes [Program/Department Curriculum](#), which indicates the role of the faculty, as experts in their disciplines, in curriculum oversight.

The Provost is also supported by the [Academic Procedure Advisory Committee](#) (APAC), a cross-divisional team charged with reviewing SOPs that impact teaching and learning on campus.

## Sources

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- Academic Affairs
- Academic Senate Charter 2024
- Academic Senate webpage

- ACCT GLI Draft Agenda
- ACCT Governance Leadership Institute
- ACCT Leadership Roles
- African American Contributions Fundraiser
- APAC Charter
- AS Budget Committee
- Board Bylaws
- Board Bylaws (page number 7)
- Board Bylaws (page number 18)
- Board Bylaws (page number 23)
- Board Bylaws (page number 24)
- Board Bylaws (page number 26)
- Board Governance Policies
- Board Governance Policies (page number 7)
- Board Governance Policies (page number 17)
- Board Governance Policies (page number 19)
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- Board Governance Policies (page number 25)
- Board Governance Policies (page number 28)
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- Board Governance Policies (page number 34)
- Board Minutes February 2023 Adopted.pdf
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- Board Minutes February 2023 Adopted.pdf (page number 5)
- Board Minutes June 2023 Adopted
- Board Minutes June 2023 Adopted (page number 3)
- Board Minutes June 2023 Adopted (page number 6)
- Board Minutes May 2023 Adopted
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- Board Minutes October 23
- Board Minutes October 23 (page number 2)
- Board Minutes September 2022 Adopted.pdf
- Board Minutes September 2022 Adopted.pdf (page number 26)
- Board of Trustees Manual
- Board Packet June 2023
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- Board Packet November 2023
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- Board Packet October 2023
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- Board Packet October 2023 (page number 315)
- Campus Development Planning BOT 23 Oct 23
- Committee for Assessing Student Learning
- Community College Act of 1966
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- Engagement Committee



- Ethics and Standards of Conduct for Trustees
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- Faculty Contract 2021-2024
- Faculty Contract 2021-2024 (page number 18)
- Faculty Contract 2021-2024 (page number 19)
- Financial Oversight and Monitoring
- Five Year Capital Outlay Plan 2023
- FY2024 BOT Budget Workshop
- LCC MCCA Leadership
- Office of the Provost
- Presidents Personal Webpage
- Presidents Report November 2023
- Student Advisory Committee
- Technology Across the Curriculum
- Trustee Orientation Agenda 2021

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## 2.D - Core Component 2.D

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The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

### Argument

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**2.D:** LCC expresses its commitment to academic freedom and freedom of expression in numerous ways. First, the Board of Trustees and the Academic Senate hold open meetings with the opportunity for public comment. It is standard procedure for both to refrain from addressing public comment, so individuals will not feel intimidated. Second, the faculty contract includes a [statement on academic freedom](#) which declares that the College subscribes to the tenets of academic freedom as defined by the American Association of University Professors. Third, the [Registered Student Organization Handbook](#) spells out LCC's commitment to students' rights to freedom of expression while distributing information on behalf of a student organization. Finally, the Board of Trustees has established two recent policies pertaining to [Advocacy – Freedom of Speech](#) and [Social Media](#). Each of these Board policies emphasizes an individual's right to freedom of expression in accordance with the First Amendment, while also calling to attention responsible conduct that does not interfere with the ability of the College to conduct business.

In furtherance of the commitment to academic freedom, the Board recently approved a significant revision of the [Intellectual Property Policy](#). Following collaborative meetings between the Human Resources Department and MAHE, the faculty union, the Board Policy Committee agreed upon new language which clarifies the rights of all members of the College community to ownership of their [Independent Intellectual Property](#). Independent Intellectual Property is defined as arising outside the member's job duties, created without substantial use of College resources, and independent from the member's relationship with the College. Subsequently, the [Board approved the revised policy](#) in November 2022.

### Sources

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- Board Minutes November 2022 Adopted
- Board Minutes November 2022 Adopted (page number 2)
- Board Policy - Advocacy and Freedom of Speech
- Board Policy - Social Media
- Faculty Contract 2021-2024
- Faculty Contract 2021-2024 (page number 90)
- Intellectual Property Policy
- Intellectual Property Policy (page number 3)
- Registered Student Organization Handbook
- Registered Student Organization Handbook (page number 9)

## 2.E - Core Component 2.E

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The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
3. The institution provides students guidance in the ethics of research and use of information resources.
4. The institution enforces policies on academic honesty and integrity.

### Argument

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**2.E.1:** LCC has an [Ethics and Standards of Conduct](#) policy which applies to all employees. This policy takes a positive approach, listing ideal behaviors. A [supplement](#) specifically proscribes certain behaviors, and the College's [Guiding Principle #11](#) calls for managing finances in a responsible manner. LCC has an Office of Compliance, dedicated to enhancing collegewide compliance activities to promote a culture of ethics, compliance, risk mitigation, and accountability. This office is committed to the highest standards of compliance with applicable laws, regulations, and policies governing LCC through training, oversight, monitoring, and responding to non-compliance.

Although LCC is a community college, research projects do arise. In February 2018, LCC established a formal [Institutional Review Board](#) (IRB) to protect human research subjects. The IRB was developed in accordance with the National Research Act, Public law 93-348, and consists of a diverse group of [members](#) including at least one with expertise in science, one with expertise in nonscientific areas, and one community member. The IRB developed its [proposal to conduct human subjects research](#) and [informed consent checklist](#) in accordance with guidance from the Belmont Report and applicable federal law (45 CFR 46). The website provides the [Continuing Review Form](#) and a [Survey Confidentiality Statement](#). IRB training is available for any member of the college through the [Collaborative Institutional Training Initiative](#), and [updated training](#) is required for members of the IRB. Meetings of the IRB are open, and approved minutes are available upon request ([April 2023](#) and [October 2022](#)).

**2.E.2:** Regarding scholarly practice, [Librarians](#) support faculty members engaged in academic research. The Library maintains active webpages dedicated to a variety of [support mechanisms for faculty](#), including contact information for the Library Liaison for each academic department. In addition, the faculty contract periodic [performance evaluation process](#) includes addressing "adherence to professional standards and codes of ethics...(and) relationships with peers and students..." Each full-time faculty member completes an annual Professional Activities Plan which calls for faculty to engage in peer review and/or faculty mentoring. LCC supports

[sabbatical/professional development leave](#) for faculty, a process overseen by Human Resources and the Sabbatical/Professional Development Committee, and which requires a formal report upon completion. Each sabbatical leave request must be supported by the Provost, President, and the Board of Trustees. Faculty regularly exercise this opportunity to enhance their professional achievements and benefit our students.

**2.E.3:** Students receive guidance in the ethics of research and information literacy from both faculty and librarians. Faculty oversee opportunities for students to participate in research and scholarly pursuits in events such as [StarScapes](#), the [LAND creative writing contest](#), and when submitting poetry, fiction, or creative nonfiction to the [Washington Square Review](#) (see 3.B).

LCC's [Library](#) provides guidance to students through programming provided by the Association of College & Research Libraries (ACRL) standards. ACRL Principle 2 emphasizes intellectual freedom, intellectual property rights, privacy and confidentiality, and collaboration; whereas ACRL Principle 3 emphasizes information literacy for academic success, research, and lifelong learning. Library instruction programs serve students through group sessions coordinated with faculty. This helps students develop lifelong research and information literacy skills, including knowledge practices for the ethical creation and use of information and data.

The library also offers individual research support to the LCC community, including students, through the [library liaison program](#). Each academic area has an assigned librarian, who is available for individual research consultations and resource presentations. The library website offers students guidance on conducting academic research, [avoiding plagiarism](#), and [citing materials](#) in accordance with professional guidelines. During the academic year 2022- 2023, library staff conducted 131 training sessions on information literacy and research instruction, serving over 1,500 students and faculty in various classes. Further, reference support services were contacted over 1,600 times.

**2.E.4:** The Board of Trustees has an [Ethics and Standards of Conduct for Students](#) policy indicating that students must follow the [Student General Rules and Guidelines](#) and the [Student Code of Conduct](#), which can be found in the College Catalog. All [course syllabi](#) contain a reference to these requirements. The Student Code of Conduct defines [cheating and plagiarism](#), lists those and other forms of dishonesty as [grounds for discipline](#), and outlines due process rights of students engaged in the [Student Conduct Process](#). On the LCC Student Appeals & Complaints webpage there is a [link](#) to make a [report](#) regarding the Student Code of Conduct, which can be filed by anyone.

When concerns arise regarding Student Code of Conduct violations, the matter is handled by the [Office of Student Compliance](#), whose webpage provides links to submit reports and a link to the Student Interface. The Student Interface houses the student's personal conduct information, and students can check on the status of any conduct case which applies to them, as well as obtain information and upload required assignments. There is also a [Frequently Asked Questions](#) page to help students understand this process. The Office of Student Compliance supports LCC's mission "...by responding to and resolving situations in which the behavioral choices of students are negatively impacting the college community, or other students, including themselves."

## Sources

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- Board Policy on Student Conduct
- Complaints and Appeals Webpage
- Complaints and Appeals Webpage (page number 2)
- Ethics and Standards of Conduct Policy
- Faculty Contract 2021-2024
- Faculty Contract 2021-2024 (page number 25)
- Faculty Contract 2021-2024 (page number 65)
- Faculty Contract 2021-2024 (page number 112)
- IRB CITI Training
- IRB Continuing Review Form
- IRB Human Subjects Research
- IRB Informed Consent Checklist
- IRB Member Training
- IRB Membership Composition
- IRB Minutes April 2023
- IRB Minutes October 2022
- IRB Survey Confidentiality Statement
- IRB webpage
- LAND Writing Contest
- LCC Mission Vision Purpose Statements
- LCC Mission Vision Purpose Statements (page number 2)
- Library Liaisons
- Library Plagiarism Guide
- Library Support for Faculty
- Library Website
- Literary Journal for Students
- Library Student and Citation Help
- Office of Student Compliance webpage
- Psyc 202 Syllabus
- Psyc 202 Syllabus (page number 4)
- StarScapes Flyer Fall 2023
- Student Code of Conduct
- Student Code of Conduct (page number 2)
- Student Code of Conduct (page number 8)
- Student Code of Conduct (page number 14)
- Student Compliance FAQs
- Student Conduct Report
- Student General Rules and Guidelines
- Supplement to Ethics and Standards of Conduct

## 2.S - Criterion 2 - Summary

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The institution acts with integrity; its conduct is ethical and responsible.

### Summary

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Lansing Community College is a public institution with an elected Board of Trustees that represents the community within its tax district. The Board is autonomous, and acts in accordance with Michigan's Community College Act of 1996. The Board adopts the mission, sets strategic directions for the College, establishes policy, exercises its fiduciary duties, and delegates the operation of the College to the President. The President serves as the chief executive officer of the College.

LCC presents itself to students and to the community primarily through its website. The website is extensive and easy to navigate, and the homepage emphasizes academics, admissions, campus life, community engagement, and general information about the College. Consumer information can be accessed directly from the homepage.

The Provost is the chief academic officer, and receives faculty input on academic issues primarily from the Academic Senate. The Academic Senate has a number of standing committees, including the Curriculum Committee and the Committee for Assessing Student Learning.

The College has a clear commitment to academic freedom and freedom of expression, as codified in the faculty contract and Board policy. Research must be approved by the IRB, and students receive information on ethical conduct through coursework and the Student Code of Conduct and General Rules and Guidelines.

### Sources

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*There are no sources.*