



Lansing Community College Board of Trustees

**Regular Meeting
April 20, 2020
5:30 p.m.
Webex/Facebook Live**

Lansing Community College

BOARD OF TRUSTEES



Lawrence Hidalgo, Jr.
Chair
2019 - 2024



Brent Knight, Ed.D.
President of the College



Ryan Buck
Vice Chair
2017 - 2022



Angela L. Mathews
Secretary
2017 - 2022



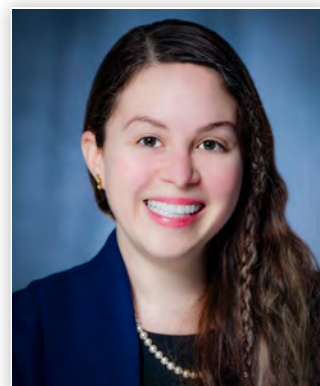
Larry Meyer
Treasurer
2017 - 2020



Andrew P. Abood
Trustee
2015 - 2020



Robert E. Proctor
Trustee
2017 - 2022



Samantha Vaive
Trustee
2019 - 2024

Minutes of meetings and all proceedings of the Board may be obtained in the office of the Board of Trustees
3rd Floor, Room 307.4, Paula D. Cunningham Administration Building
610 N. Capitol Avenue; Lansing, MI 48933; Phone (517) 483-5252



Mutual Commitments *LCC Board OF Trustees*

We, the LCC Board of Trustees, will

Uphold the public's trust

Understand, then to be understood

Attend meetings & be prepared to fully engage

Keep confidential matters confidential

Avoid conflicts of interest & act in an ethical manner

Refrain from personal comments & respect others' views

Present views positively & constructively

Vote our conscience & honor final Board decisions

Build strong relationships with Trustees and President

Seek views of other Trustees

Seek & accept constructive comment

Trust each other & be worthy of that trust

Honor the roles of Trustees, the Chair and President

Respect the role of Chair as Board spokesperson

Support the role of President as College spokesperson

Continually learn through professional development

Reflect as a means to grow and improve

Be role models for students

Adopted June 18, 2007



AGENDA

BOARD OF TRUSTEES MEETING

April 20, 2020

5:30 p.m.

Regular Meeting

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant to the Board
- III. Pledge of Allegiance
 - A. Trustee Ryan Buck
- IV. Approval of Minutes
 - A. March 25, 2020 Special Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. Consent Agenda – Action Items
 - A. 2020 – 21 Sabbatical Leave Requests
 - B. Change Orders
 - 1. Moore Trosper Construction Company
 - 2. WFF Facility Services
 - C. Lease Agreement between Lansing Community College (LCC) and Howell Public Schools
 - D. Virtual (Online Learning) Fee Elimination
- VIII. Monthly Monitoring Report
 - A. Monthly Financial Statements
- IX. Linkage Planning/Implementation
 - A. Community Linkage
 - 1. President's Report
 - 2. Chair's Report
 - B. Committee Report
 - 1. Audit Committee Update – Larry Meyer

2. Presidential Screening Committee Update – Robert Proctor

X. Unfinished Business

XI. New Business - May

A. Consent Agenda

1. Applicant Tracking Software
2. Logicalis Cooperative Purchase
3. LTD/Accidental Death & Dismemberment Insurance

B. Monitoring Reports

1. Monthly Financial Statements

XII. Public Comment

XIII. Board Comment

XIV. Closed Session

XV. Adjournment

Approval of Minutes

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
March 25, 2020

Special Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 12.09 p.m.

Roll Call

Present: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Vaive
Absent: None

Pledge of Allegiance

Trustee Meyer led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED BY Trustee Proctor and supported by Trustee Mathews that the minutes of the February 17, 2020 Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Change Order
 - 1. Internal Audit Services
- B. ~~FY2021 Tuition Rates and Student Support Fee Rates (REMOVED)~~
- C. Lease Extension Agreement between Lansing Community College (LCC) and the Louis J. Eyde Family, LLC.
- D. Request for Proposal
 - 1. Employee Dental and Vision Benefits
 - 2. ~~Gannon Building Partial Roof Replacement (REMOVED)~~
- E. Statement of Practice Related to COVID-19

Trustee Vaive asked that the FY2021 Tuition Rates and Student Support Fee Rates and the RFP for the Gannon Building Partial Roof Replacement be removed from the Consent Agenda for discussion.

IT WAS MOVED BY Trustee Mathews and supported by Trustee Vaive that the Consent Agenda, removing the FY2021 Tuition Rates and Student Support Fee Rates and the RFP for the Gannon Building Partial Roof Replacement, be approved.

Roll call vote:

Ayes: Vaive, Proctor, Buck, Mathews, Meyer, Hidalgo, Abood

Nays: None

Absent: None

The motion carried.

Consent Agenda – FY2021 Tuition Rates and Student Support Fee Rates

IT WAS MOVED BY Trustee Abood and supported by Trustee Meyer that FY2021 Tuition Rates and Support Fee Rates be approved.

Trustee Vaive stated that Peter Spadafore has been very vocal about not letting the parking garage pass. She asked how the previous tuition increased that was approved by the Board impacts everything else if the parking garage is not built.

Dr. Knight stated that it is imperative that the existing Gannon ramp be demolished and replaced. He stated that the college will proceed with making parking regardless and continue to work toward the site on Shiawassee and Capitol. He said the administration hopes that will happen.

Roll call vote:

Ayes: Meyer, Hidalgo, Buck, Proctor, Abood, Mathews, Vaive

Nays: None

Absent: None

The motion carried.

Consent Agenda – RFP for Gannon Building Partial Roof Replacement

IT WAS MOVED BY Abood and supported by Trustee Hidalgo that the RFP for Gannon Building Partial Roof Replacement be approved.

Trustee Mathews asked when the roof replacement is scheduled to start.

Dr. Lisa Webb Sharpe answered in June or July.

Trustee Vaive asked if the state is still in a shelter in place order will the college delay the project.

Dr. Knight stated that if there is a restriction on construction workers working, the administration would wait until that restriction is lifted.

Trustee Vaive stated that she hopes that even if there is not a specific order stating that construction work is non-essential, that unless it was in dire need, the college would delay the project for the safety of the construction workers.

Dr. Knight stated that the college would do nothing counter to the Governor's orders or suggestions. He stated that the college would not jeopardize anyone's safety.

Trustee Vaive clarified that she understands that, but if the Governor says construction is okay, but we are still in a shelter in place, she would hope that projects would be delayed.

Trustee Abood stated that the current order right now allows them to do construction projects and home improvement projects.

Dr. Knight stated that the college would delay it until it was safe to proceed and within governmental guidelines.

Roll call vote:

Ayes: Abood, Buck, Hidalgo, Mathews, Vaive, Proctor, Meyer

Nays: None

Absent: None

The motion carried.

Action Item – College Policy/Emergency Preparedness (REVISED)

IT WAS MOVED BY Trustee Proctor and supported by Trustee Abood that the revised Emergency Preparedness college policy be approved.

EMERGENCY PREPAREDNESS MANAGEMENT

I. Purpose

The purpose of this policy is to provide for the establishment of a college emergency management program that is aligned with Presidential Policy Directive 8 and the Michigan Emergency Management Act Public Act 390 of 1976 as amended, and to provide a means through which the President or Designees and the Board of Trustees may exercise and discharge responsibilities vested in them by this policy in emergency situations described in this policy.

II. Scope

When circumstances within the property governed by Lansing Community College indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property exists, the President, or designees, may declare a College state of emergency. Such a declaration shall be forwarded to the Chief Executive Official of the local government entity where the emergency or disaster occurs, and promptly filed with the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Board of Trustees, except as otherwise provided by declaration of emergency by the Governor under PA 390 of 1976, as amended.

If the President, or designees, invokes such power and authority, the President shall, as soon as reasonably expedient, convene the Board of Trustees for one or more emergency meetings in accordance with the open meetings act to perform its normal governing duties as the situation demands, and will report to that body relative to the emergency. Nothing in this policy shall be construed as abridging or curtailing the powers of the Board of Trustees unless specifically provided herein.

III. General

The College Emergency Management program will align with Presidential Policy Directive 8 (PPD-8) and the Michigan Emergency Management Act, PA 390 of 1976, as amended. In keeping with the aforementioned guidance, Lansing Community College will apply the concepts and principles of the National Incident Management System (NIMS) and the Incident Command System (ICS), which provides a standardized approach for incident management, regardless of cause, size, location, or complexity.

There is an established Emergency Preparedness Planning Team (EPPT) which is charged with assisting the Director of Emergency Management in the development and maintenance of the College's Emergency Operations Plan, Continuity of Operations Plan, and Training and Exercise Plan.

Emergency Operations Plan (EOP) means the plan developed and maintained by the college for the purpose of detailing how the college will respond to various hazards, whether natural or human-caused. The EOP will be built around comprehensive, ongoing assessment of the College's unique physical, social, and environmental characteristics, including the geographic location of the campuses, the number and types of buildings, and the availability of campus and community resources. The plan will provide for the access and functional needs of the whole college community.

The plan will include, but not be limited to:

- US Department of Labor, Occupational and Safety Health Act of 1970

- Michigan Occupational Safety and Health Administration, General Industry Safety and Health Standards
- National Fire Protection Association Standards
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Continuity of Operations Plan (COOP)

The Continuity of Operations Plan (aka business continuity plan) will help ensure essential functions continue during an emergency and its immediate aftermath. Essential functions include but are not limited to business services such as payroll and purchasing, internal and external communications, enterprise computing systems, facility mechanical, electrical, and plumbing systems, safety and security, and continuity of teaching and learning.

Training and Exercise Plan (TEP)

The Training and Exercise Plan supports the EOP and COOP by establishing core training objectives and frequency of trainings, drills, and exercises to ensure that students, employees, and on-site business partners understand their roles, responsibilities, and expectations.

A) Definitions

As used in this policy:

Act means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.

Disaster means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, outbreak, epidemic, pandemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

District Coordinator means the state police emergency management district coordinator. The district coordinator serves as the liaison between local emergency management programs and the state police, emergency management and homeland security division. All properties of the college reside in state police region one (of eight regions).

Disaster relief force means all persons identified in the LCC emergency operations plan having duties or responsibilities to perform a specific disaster or emergency related task during a declared state of emergency or disaster.

Emergency means (1) any incident which significantly disrupts the operations or mission of the college or (2) any occasion or instance in which the governor determines state assistance is needed to supplement local efforts and capabilities to save lives, protect property and the public

health and safety, or to lessen or avert the threat of a catastrophe.

Emergency Management Director means the person designated to administer the college's emergency management and preparedness program.

Emergency management program means a program established by the college to design and develop plans, procedures, and processes to help prepare, coordinate, and communicate across college boundaries, both inside and outside, in all matters pertaining to emergency preparedness, prevention, response, mitigation, and recovery.

Emergency operations plan means the plan developed and maintained by the college for the purpose of detailing how the college will respond to various hazards, whether natural or human-caused.

College state of emergency means a declaration by the college President, or designees, which authorizes certain actions as described in this policy.

Incident Command Team (ICT) represents the Command function as defined by the National Incident Management System (NIMS).

Essential Functions means a subset of organizational functions that are determined to be critical activities. These essential functions are then used to identify supporting tasks and resources that must be included in the college's continuity planning process.

Essential records means those records the college needs to meet operational responsibilities under emergency conditions (emergency operating records) or to protect the legal and financial rights of the college and those affected by government activities (legal and financial rights records).

B) Emergency Management Director; Emergency Management Department

There is established a department of Emergency Management within the Administrative Services Division for the purpose of coordinating all emergency and pre-disaster prevention, mitigation, preparedness, response and recovery activities within the college. Subject to the direction and control of the President, the Executive President of Finance, Administration, and Advancement, the Executive Director of Administrative Services, and the Director of Emergency Management shall have responsibility for the organization and administration of the department.

C) College State of Emergency Declaration

If a disaster or emergency occurs that has not yet been declared to be a state of disaster or state of emergency by the Governor, and the President, or the President's designees, determines that the situation necessitates immediate action, to help control the emergency affecting the College, the President or the President's designees may request the Governor declare

that a state of disaster or state of emergency exists at the College. The Emergency Management Director shall immediately contact the District Coordinator in accordance with Public Act 390 of 1976, as amended. Notification shall also be sent to the Chief Executive Official of the local government entity where the emergency or disaster occurs.

D) Federal, State or Local Declaration of Emergency

In the event of a federal, state, or local declaration of emergency that directly affects college operations or the safety and welfare of students, employees, contractors, guests and visitors, the bylaws and policies of the board of trustees that require approval by the board before action may be taken by college administrators are suspended during the period such declaration of emergency remains in effect.

E) Presidential Powers During Emergency Declaration(s)

During this period the President of the college is authorized to take the necessary temporary actions to ensure the continuity of college operations. Any actions taken by the President under this section that would ordinarily require board of trustees' approval shall be communicated to the board chair either orally or in writing as soon as practicable. If the board chair is unavailable, the action taken shall be communicated orally or in writing to the next ranking board officer who is available. If the president is unavailable to take necessary temporary actions, the next ranking officer of the college shall have such responsibility as set forth in this section.

The provisions of this section apply only in the event of a federal, state, or local declaration of emergency.

F) Volunteers, appointment of

The Executive Leadership Team (ELT) of the college is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the Executive Leadership Team of the college through whom the appointment was made, and may be reimbursed for all actual and necessary travel and subsistence expenses.

G) Rights of Disaster Relief Force

In accordance with the policy, personnel of the disaster relief force while on duty shall have the following rights:

- a) Employees of the College serving as members of a disaster relief force shall have the powers, duties, rights, privileges, and immunities and

shall receive the compensation incidental to their employment for the period of such service.

- b) Persons serving as members of a disaster relief force who are not employees of the College shall be entitled to the same rights and immunities as are provided for by law.

H) Liability

This Policy incorporates by reference Section 30.411 of PA 390 of 1976 and as such:

- a) To the extent allowed by that Act and by the Community College Act, the College, its, Board members, employees agents and representatives shall not be liable for the death of or personal injury to any person or persons and/or for damage to property, including any criminal liability, as a result of any activity exercised under this Policy and/or Section 30.411 of PA 390 of 1976 as amended unless that person's act or omission was the result of that person's gross negligence or willful misconduct.
- b) Further, the right of a person to receive benefits or compensation to which he/she may otherwise be entitled to under the Workers Compensation Law and the Pension Law, an Act of the State of Michigan or an Act of the United States Congress will not be effected as a result of said activity, as described in Section 30.411 of PA 390 of 1976 as amended.
- c) Further, any person owning or controlling real estate or other premises who voluntarily and without compensation grants to the College the right to inspect, designate or use the whole or any part or parts of the real estate or other premises for purposes of sheltering persons as provided in Section 30.411 of PA 390 of 1976 as amended shall not be civilly liable for negligence causing the death of or injury to any person on or about the real estate or premises or for loss due to damage to the property of the person.
- d) To the extent allowed under law and by the College's By-Laws, the College shall indemnify and defend its Board Members, employees, agents and representatives against any claims as a result of any activity exercised under this Policy and/or Section 30.411 of PA 390 of 1976 as amended unless that person's act or omission was the result of that person's gross negligence or willful misconduct.

I) Temporary Absence of President

During the temporary absence of the President from the College or the inability of the President to perform the duties of the office, the designees shall act in the President's place for the purpose of performing emergency duties of the President.

The President shall designate, in writing, the name(s) and title(s) of the designee(s). A copy of the letter shall be provided to the Board Chair, designee(s) and Director of Administrative Services. The President shall make such designations on or before the first board meeting of the calendar year and may modify those designations from time to time with written notice to the Board Chair, designee(s) and Director of Administrative Services.

IV. Responsibility

Subject to the Board's authority, responsibility for the interpretation and administration of this policy is delegated to the President.

Adopted: 11/19/2007 (Emergency Management)
Revised: 9/15/08, 12/17/2018 (renamed: Emergency Preparedness), 3/25/2020
(renamed: Emergency Management)

IT WAS MOVED BY Trustee Proctor and supported by Trustee Mathews the following additional revisions to the policy be approved.

B) Emergency Management Director; Emergency Management Department

There is established a department of Emergency Management within the Administrative Services Division for the purpose of coordinating all emergency and pre-disaster prevention, mitigation, preparedness, response and recovery activities within the college. The Director of Emergency Management, subject to the direction and control of the President, the Executive Vice President of Finance, Administration, and Advancement, and the Executive Director of Administrative Services, ~~and the Director of Emergency Management~~ shall have responsibility for the organization and administration of the department.

Roll call vote:

Ayes: Buck, Vaive, Abood, Proctor, Hidalgo, Meyer, Mathews

Nays: None

Absent: None

The motion carried.

Roll call on the main motion:

Ayes: Hidalgo, Vaive, Mathews, Buck, Proctor, Meyer Abood

Nays: None

Absent: None

The motion carried.

IT WAS MOVED BY Trustee Proctor and supported by Trustee Hidalgo to suspend the Board's Bylaws so the Board can take immediate action to approve the amendments to the policy. *(NOTE: This motion was done retrospectively.)*

Roll call vote:

Ayes: Abood, Mathews, Meyer, Hidalgo, Proctor, Buck, Vaive

Nays: None

Absent: None

The motion carried.

Board Comments

Trustee Mathews asked the Board members to revisit its Mutual Commitments and the Ethics and Standards of Conducts for Trustees college policy. She stated that going back to those things is imperative.

Trustee Abood stated that the college should comply with the letter of the executive order given and put in place. He stated that Dr. Knight should not, but himself at risk and stay at home.

Public Comment

Mark Kelland: Mark Kelland, faculty member, addressed the Board regarding faculty concerns with students who have limited or no access to the internet.

Jeff Wilson: Jeff Wilson addressed the Board regarding students who don't do well in an online environment and asked what the college could do to help them.

Martine Rife: Martine Rife addressed the Board regarding the positive feedback she has received from students using the Brainfuse online tutoring service. She stated there are students that have worked hard to get good grades and would hate for them to get a pass/fail grade.

Dr. Knight stated that the college could give students a choice of pass/fail or a letter grade.

Alex Azima: Alex Azima addressed the Board regarding students who may not learn well on line. He also stated the possibility of using Zoom for instruction because he felt it had better connectivity and allowed for better interaction.

Adjournment

IT WAS MOVED by Trustee Abood and supported by Trustee Proctor that the meeting be adjourned.

Ayes: Abood, Buck, Hidalgo, Mathews, Meyer, Proctor, Vaive

Nays: None
Absent: None

The motion carried.

The meeting adjourned at 1:13 p.m.

Submitted,



Executive Assistant & Liaison to the Board
Benita Duncan

DRAFT

Consent Agenda Action Items

Lansing Community College - Board of Trustees
April 20, 2020

Agenda Item: Sabbatical Leave Request – Brian Bishop

Presented for Approval

PURPOSE:

The purpose of this item is to present Brian Bishop's Sabbatical Leave Request for fall semester 2020 to LCC's Board of Trustees for approval.

BACKGROUND:

Brian Bishop has been FT since August 1999 and is currently an Art and Design Professor in the Arts and Sciences Division.

The purpose of Brian's sabbatical is to Visualize a Foundation curriculum that investigates traditional design fundamentals and observational drawing, but also develops creativity, connectivity, and Design Thinking skills. Examine Design Thinking for inclusion in the Art Foundation curriculum to possibly include elements of empathy, research, rapid prototyping (multiple sketches and iterations of concept or form), collaborative activities (critique, group work) and image development responding to feedback appropriate to our students' incoming skill set and a 2-year academic instructional period. As this is an interdisciplinary process, Brian will examine and inform where these activities can be extended to other academic areas within the college. Examine means to promote an attitude and philosophy of "Drawing as process not product," which is the current industry standard, as it relates to Design Thinking process in ideation and image development. Develop pedagogy and coursework for inclusion of Design Thinking into ARTS 102 (currently a multiple section CORE communication course with 8 sections/semester offered). Current course that would be directly considered would be ARTS 102 Design and Communication. Courses coordinated with and directly affected by the above would be ARTS 103 Spatial Dynamics 1 (3D Design), ARTS 131 Drawing 1, ARTS 153 Drawing 2, and ARTS 207 Sculpture 1. All courses in Art and Design program will be indirectly affected by any changes made resulting from this research.

IMPLICATIONS:

Financial:

During his absence, the Communication, Media and the Arts Department will hire a substitute faculty to cover classes.

Strategic Plan:

This request supports the College's Leadership, Culture, and Communication area of engaged learning and student success by contributing to the goal of increasing relevant high quality learning and instruction for our Communication, Media and the Arts students.

Human Resources:

Sabbatical leaves are a negotiated benefit for full-time faculty under the Michigan Association of Higher Education (MAHE) labor contract.

RISKS:

N/A

OTHER OPTIONS/ALTERNATIVES:

N/A

RECOMMENDATIONS:

Leave request has been reviewed by Sabbatical Committee members: Mieke Philips, Isaac Addai, Ana Woehr, Terrence King, Ed Suniga, Jill Reglin, Paul Jurczak, Teresa Purvis and Cheryl Garayta. The committee recommends approval of this request.

It is Dr. Knight's recommendation that Lansing Community College not award Sabbaticals at this time.

ATTACHMENTS:

1. Letter from President Knight to the Board (*Letter at the End of Final Request*)
2. Letter to President Knight from Chair of Sabbatical Leave Committee



610 N. Capitol Ave.
Ste. 103
Lansing, MI 48933
(517) 483-1870 phone
(517) 483-1883 fax

March 25, 2020

Dr. Brent Knight, President
Lansing Community College
610 N. Capitol Avenue
Lansing, MI 48933

Dear President Knight:

RE: Brian Bishop, FT Faculty, Art & Design
Arts and Sciences
Sabbatical Leave Request Fall 2020

On February 21, 2020 the College-Wide Sabbatical Leave Committee met with the following members present: Mieko Philips, Isaac Addai, Ana Woehr, Cheryl Garayta, Ed Suniga, Jill Reglin, Teresa Purvis, Paul Jurczak and Terrence King. The committee considered the application of Brian Bishop for a sabbatical leave during the fall semester of 2020. Eligibility for the leave has been certified by the Human Resources Department. The Committee voted to recommend approval of this leave.

The purpose of Brian's sabbatical is to Visualize a Foundation curriculum that investigates traditional design fundamentals and observational drawing, but also develops creativity, connectivity, and Design Thinking skills. Examine Design Thinking for inclusion in the Art Foundation curriculum to possibly include elements of empathy, research, rapid prototyping (multiple sketches and iterations of concept or form), collaborative activities (critique, group work) and image development responding to feedback that is appropriate to our students' incoming skill set and a 2-year academic instructional period. As this is an interdisciplinary process, Brian will examine and inform where these activities can be extended to other academic areas within the college. Examine means to promote an attitude and philosophy of "Drawing as process not product," which is the current industry standard, as it relates to Design Thinking process in ideation and image development. Develop pedagogy and coursework for inclusion of Design Thinking into ARTS 102 (currently a multiple section CORE communication course with 8 sections/semester offered). Current course that would be directly considered would be ARTS 102 Design and Communication. Courses coordinated with and directly affected by the above would be ARTS 103 Spatial Dynamics 1 (3D Design), ARTS 131 Drawing 1, ARTS 153 Drawing 2, and ARTS 207 Sculpture 1. All courses in Art and Design program will be indirectly affected by any changes made resulting from this research.

The committee believes that the criteria for the leave application have been met and that the leave will benefit both Mr. Bishop and Lansing Community College.

Mr. Bishop, if granted this leave will be responsible for the accomplishment of its stated objectives. Within thirty (30) days after the completion of the leave, he shall provide a written report to our Committee so that we may evaluate the success of the leave and provide a written report to you.

Should you have any questions, please do not hesitate to contact our office at 483-1870.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mieke Philips".

Mieke Philips – Chair
Sabbatical Leave Committee

Lansing Community College - Board of Trustees
April 20, 2020

Agenda Item: Sabbatical Leave Request – Aleksandra Carpio

Presented for Approval

PURPOSE:

The purpose of this item is to present Aleksandra Carpio's Sabbatical Leave Request for spring semester 2021 to LCC's Board of Trustees for approval.

BACKGROUND:

Aleksandra Carpio has been FT since August 2004 and is currently an Integrated English Professor in the Arts and Sciences Division.

The purpose of Aleksandra's sabbatical is to develop six assignments for ESOL 098, ESL Combined Skills Level 4 and ESOL 099, ESL Combined Skills Level 5 after attending the academic classes for ESOL (ESOL/ESL: English for Speakers of Other Languages/English as a Second Language) students would have to take. She selected two of the courses required of LCC ESOL students; students of ESOL 098 co-enroll in PSYC 200 and those in ESOL 099 also register in ENGL 121. To make the experience more realistic, Aleksandra plans to attend the face-to-face classes and do it for a grade, just like her students. Reflection on the courses' content will inform creation of new ESL assignments and augment instruction in her ESOL 098 and ESOL 099 sections. Hence, once she deepens her understanding of students' behavior and enhances her teaching methods in academic reading and writing, she will be better prepared to teach these skills to both native and non-native speakers of English with confidence.

Additionally, Aleksandra would like to audit another course, ENGL 256 American Lit 1865 to Present, to increase her understanding of the American culture as revealed in modern American literature as well as observe reading instruction at a college level in this country. This is just an idea driven by her desire and personal interest (a treat really); however, she realizes that taking this and the other two courses (a total of 12 credits) while writing the sabbatical report AND making time for creative thinking may prove very difficult.

Following Aleksandra's motto, she plans to learn to teach and teach to learn to better facilitate her ESOL students' learning.

IMPLICATIONS:

Financial:

During her absence, the Integrated English Department will hire a substitute faculty to cover classes.

Strategic Plan:

This request supports the College's Leadership, Culture, and Communication area of engaged learning and student success by contributing to the goal of increasing relevant high quality learning and instruction for our Integrated English students.

Human Resources:

Sabbatical leaves are a negotiated benefit for full-time faculty under the Michigan Association of Higher Education (MAHE) labor contract.

RISKS:

N/A

OTHER OPTIONS/ALTERNATIVES:

N/A

RECOMMENDATIONS:

Leave request has been reviewed by Sabbatical Committee members: Mieke Philips, Isaac Addai, Ana Woehr, Terrence King, Ed Suniga, Jill Reglin, Paul Jurczak, Teresa Purvis and Cheryl Garayta. The committee recommends approval of this request.

It is Dr. Knight's recommendation that Lansing Community College not award Sabbaticals at this time.

ATTACHMENTS:

1. Letter from President Knight to the Board (*Letter at the End of Final Request*)
2. Letter to President Knight from Chair of Sabbatical Leave Committee



610 N. Capitol Ave.
Ste. 103
Lansing, MI 48933
(517) 483-1870 phone
(517) 483-1883 fax

March 25, 2020

Dr. Brent Knight, President
Lansing Community College
610 N. Capitol Avenue
Lansing, MI 48933

Dear President Knight:

RE: Aleksandra Carpio, FT Faculty, Integrated English
Arts and Sciences
Sabbatical Leave Request Spring 2021

On February 21, 2020 the College-Wide Sabbatical Leave Committee met with the following members present: Mieko Philips, Isaac Addai, Ana Woehr, Cheryl Garayta, Ed Suniga, Jill Reglin, Teresa Purvis, Paul Jurczak and Terrence King. The committee considered the application of Aleksandra Carpio for a sabbatical leave during the spring semester of 2021. Eligibility for the leave has been certified by the Human Resources Department. The Committee voted to recommend approval of this leave.

The purpose of Aleksandra's sabbatical is to develop six assignments for -the relatively new to her -ESOL 098 -ESL Combined Skills Level 4 and ESOL 099 -ESL Combined Skills Level 5 after attending the academic classes my ESOL (ESOL/ESL: English for Speakers of Other Languages/English as a Second Language) students would have to take. Aleksandra selected two of the courses required of LCC ESOL students; students of ESOL 098 co-enroll in PSYC 200 and those in ESOL 099 also register in ENGL 121. To make the experience more realistic, she plans to attend the face-to-face classes and do it for a grade -just like my students. Reflection on the courses' content will inform creation of new ESL assignments and augment instruction in my ESOL 098 and ESOL 099 sections. Hence, once she deepens her understanding of students' behavior and enhance her teaching methods in academic reading and writing, Aleksandra will be better prepared to teach those skills to both native-and non-native speakers of English with confidence.

Additionally, Aleksandra would like to audit another course -ENGL 256 -American Lit 1865 to Present -to increase her understanding of the American culture as revealed in modern American literature as well as observe reading instruction at a college level in this country. This is just an idea driven by her desire and personal interest (a treat really); however, she realizes that taking this and the other two courses (a total of 12 credits) while writing the

sabbatical report AND making time for creative thinking may prove very difficult. At that point, Aleksandra might drop the course.

Following Aleksandra's motto, she plans to learn to teach and teach to learn to better facilitate her ESOL students' learning.

The committee believes that the criteria for the leave application have been met and that the leave will benefit both Ms. Carpio and Lansing Community College.

Ms. Carpio, if granted this leave will be responsible for the accomplishment of its stated objectives. Within thirty (30) days after the completion of the leave, she shall provide a written report to our Committee so that we may evaluate the success of the leave and provide a written report to you.

Should you have any questions, please do not hesitate to contact our office at 483-1870.

Sincerely,

A handwritten signature in blue ink, reading "Mieke Philips". The signature is fluid and cursive, with a long horizontal stroke at the end.

Mieke Philips – Chair
Sabbatical Leave Committee

Lansing Community College - Board of Trustees
April 20, 2020

Agenda Item: Sabbatical Leave Request – Jeffrey Hamlin

Presented for Approval

PURPOSE:

The purpose of this item is to present Jeffrey Hamlin's Sabbatical Leave Request for spring 2021 to LCC's Board of Trustees for approval.

BACKGROUND:

Jeffrey Hamlin has been FT since March 2002 and is currently a Digital Media, Audio and Cinema Professor in the Arts and Sciences Division.

The purpose of Jeffrey's sabbatical is to research and explore the international film movement and gain a greater understanding of the relationship between cinema, storytelling and national identity (as viewed through social, religious, political, economic and historical contexts.) Jeffrey's research and exploration will take place in Mexico, Central America, and the Caribbean. He will attend a variety of "third world" film festivals, meet with directors, and attend educational seminars. Jeffrey will also be visiting both foreign and American film schools and a production studio; Centro Universitario de Estudios Cinematograficos (Mexico), The U of Texas Film School (Texas), and the Pinewood Dominican Republic Studios.

Through research and exploration, he will seek to increase the overall effectiveness of his pedagogical acumen, especially as it relates to teaching DMAC 260 - World Cinema. Jeffrey will also seek to increase his general knowledge and awareness of the global society, specifically those peoples and cultures typically underrepresented in main stream cinema.

In terms of general education, Jeffrey wants to increase global awareness in his classrooms and at LCC as a whole. He also wants to be able to better instruct students on how to watch and understand a film based on multiple levels.

IMPLICATIONS:

Financial:

During his absence, the Communication, Media and the Arts Department will hire a substitute faculty to cover classes.

Strategic Plan:

This request supports the College's Leadership, Culture, and Communication area of engaged learning and student success by contributing to the goal of increasing relevant high quality learning and instruction for our Communication, Media and the Arts students.

Human Resources:

Sabbatical leaves are a negotiated benefit for full-time faculty under the Michigan Association of Higher Education (MAHE) labor contract.

RISKS:

N/A

OTHER OPTIONS/ALTERNATIVES:

N/A

RECOMMENDATIONS:

Leave request has been reviewed by Sabbatical Committee members: Mieke Philips, Isaac Addai, Ana Woehr, Terrence King, Ed Suniga, Jill Reglin, Paul Jurczak, Teresa Purvis and Cheryl Garayta. The committee recommends approval of this request.

It is Dr. Knight's recommendation that Lansing Community College not award Sabbaticals at this time.

ATTACHMENTS:

1. Letter from President Knight to the Board (*Letter at the End of Final Request*)
2. Letter to President Knight from Chair of Sabbatical Leave Committee



610 N. Capitol Ave.
Ste. 103
Lansing, MI 48933
(517) 483-1870 phone
(517) 483-1883 fax

March 25, 2020

Dr. Brent Knight, President
Lansing Community College
610 N. Capitol Avenue
Lansing, MI 48933

Dear President Knight:

RE: Jeffrey Hamlin, FT Faculty, Digital Media, Audio and Cinema
Arts and Sciences
Sabbatical Leave Request Spring 2021

On February 21, 2020 the College-Wide Sabbatical Leave Committee met with the following members present: Mieko Philips, Isaac Addai, Ana Woehr, Cheryl Garayta, Ed Suniga, Jill Reglin, Teresa Purvis, Paul Jurczak and Terrence King. The committee considered the application of Jim Luke for a sabbatical leave during the fall semester of 2020. Eligibility for the leave has been certified by the Human Resources Department. The Committee voted to recommend approval of this leave.

The purpose of Jeffrey's sabbatical is to research and explore the international film movement and gain a greater understanding of the relationship between cinema, storytelling and national identity (as viewed through social, religious, political, economic and historical contexts.) Jeffrey's research and exploration will take place in Mexico, Central America, and the Caribbean. He will attend a variety of "third world" film festivals, meet with directors, and attend educational seminars. Jeffrey will also be visiting both foreign and American film schools and a production studio; Centro Universitario de Estudios Cinematograficos (Mexico), The U of Texas Film School (Texas), and the Pinewood Dominican Republic Studios.

Through research and exploration, he will seek to increase the overall effectiveness of my pedagogical acumen, especially as it relates to teaching DMAC 260 - World Cinema. Jeffrey will also seek to increase his general knowledge and awareness of the global society, specifically those peoples and cultures typically underrepresented in main stream cinema.

In terms of general education, Jeffrey wants to increase global awareness in his classrooms and at LCC as a whole. He also wants to be able to better instruct students on how to watch and understand a film based on multiple levels.

The committee believes that the criteria for the leave application have been met and that the leave will benefit both Mr. Hamlin and Lansing Community College.

Mr. Hamlin, if granted this leave will be responsible for the accomplishment of its stated objectives. Within thirty (30) days after the completion of the leave, he shall provide a written report to our Committee so that we may evaluate the success of the leave and provide a written report to you.

Should you have any questions, please do not hesitate to contact our office at 483-1870.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mieko Philips".

Mieko Philips – Chair
Sabbatical Leave Committee

Lansing Community College - Board of Trustees
April 20, 2020

Agenda Item: Sabbatical Leave Request – Melinda Hernandez

Presented for Approval

PURPOSE:

The purpose of this item is to present Melinda Hernandez's Sabbatical Leave Request for spring semester 2021 to LCC's Board of Trustees for approval.

BACKGROUND:

Melinda Hernandez has been FT since August 1997 and is currently an Integrated English Professor in the Arts and Sciences Division.

The purpose of Melinda's sabbatical is to better equip the college with representation of diverse ideas and epistemologies, systems of knowledge, beyond that of a Western orientation, as well as meaningful personal and professional development. To accomplish this task, Melinda will take graduate courses in Native American Studies necessary toward certification in Native American Studies.

In conjunction with the Center for Inclusion and Center for Teaching Excellence, Melinda will provide presentation focusing on Native American Epistemology and literacy and guidelines for inclusion of Native American history, perspectives, culture. In addition, Melinda will serve as a liaison directing Faculty to materials that would help them diversifying curriculum.

IMPLICATIONS:

Financial:

During her absence, the Integrated English Department will hire a substitute faculty to cover classes.

Strategic Plan:

This request supports the College's Leadership, Culture, and Communication area of engaged learning and student success by contributing to the goal of increasing relevant high quality learning and instruction for our Integrated English students.

Human Resources:

Sabbatical leaves are a negotiated benefit for full-time faculty under the Michigan Association of Higher Education (MAHE) labor contract.

RISKS:

N/A

OTHER OPTIONS/ALTERNATIVES:

N/A

RECOMMENDATIONS:

Leave request has been reviewed by Sabbatical Committee members: Mieko Philips, Isaac Addai, Ana Woehr, Terrence King, Ed Suniga, Jill Reglin, Paul Jurczak, Teresa Purvis and Cheryl Garayta. The committee recommends approval of this request.

It is Dr. Knight's recommendation that Lansing Community College not award Sabbaticals at this time.

ATTACHMENTS:

1. Letter from President Knight to the Board (*Letter at the End of Final Request*)
2. Letter to President Knight from Chair of Sabbatical Leave Committee



610 N. Capitol Ave.
Ste. 103
Lansing, MI 48933
(517) 483-1870 phone
(517) 483-1883 fax

March 25, 2020

Dr. Brent Knight, President
Lansing Community College
610 N. Capitol Avenue
Lansing, MI 48933

Dear President Knight:

RE: Melinda Hernandez, FT Faculty, Integrated English
Arts and Sciences
Sabbatical Leave Request Spring 2021

On February 21, 2020 the College-Wide Sabbatical Leave Committee met with the following members present: Mieko Philips, Isaac Addai, Ana Woehr, Cheryl Garayta, Ed Suniga, Jill Reglin, Teresa Purvis, Paul Jurczak and Terrence King. The committee considered the application of Melinda Hernandez for a sabbatical leave during the spring semester of 2021. Eligibility for the leave has been certified by the Human Resources Department. The Committee voted to recommend approval of this leave.

The purpose of Melinda's sabbatical is to better equip the college with representation of diverse ideas and epistemologies, systems of knowledge, beyond that of a Western orientation, as well as meaningful personal and professional development. To accomplish this task, Melinda will take graduate courses in Native American Studies necessary toward certification in Native American Studies.

In conjunction with the Center for Inclusion and Center for Teaching Excellence, Melinda will provide presentation focusing on Native American Epistemology and literacy and guidelines for inclusion of Native American history, perspectives, culture. In addition, Melinda will serve as a liaison directing Faculty to materials that would help them diversifying curriculum.

The committee believes that the criteria for the leave application have been met and that the leave will benefit both Ms. Hernandez and Lansing Community College.

Ms. Hernandez, if granted this leave will be responsible for the accomplishment of its stated objectives. Within thirty (30) days after the completion of the leave, she shall provide a written report to our Committee so that we may evaluate the success of the leave and provide a written report to you.

Should you have any questions, please do not hesitate to contact our office at 483-1870.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mieko Philips".

Mieko Philips – Chair
Sabbatical Leave Committee

Lansing Community College - Board of Trustees
April 20, 2020

Agenda Item: Sabbatical Leave Request – James Luke

Presented for Approval

PURPOSE:

The purpose of this item is to present Jim Luke's Sabbatical Leave Request for fall semester 2020 to LCC's Board of Trustees for approval.

BACKGROUND:

Jim Luke has been FT since August 2002 and is currently an Economics Professor in the Arts and Sciences Division.

The purpose of Jim's sabbatical is, in effect, a book proposal. The purpose of his sabbatical leave will be to write a book that explains and documents what he has learned during the past four years as the creator and leader of the LCC Open Learning Lab (OLL). A tentative working title for the book is Commons of Our Own: Open Learning in the Community College. The intended audience for the book is future faculty leaders of the OLL (his successors at LCC), other faculty and administrators at LCC who use and participate in the OLL, and faculty/leaders at other community colleges who are interested in duplicating this innovation and learn from LCC's experience. The book itself will be openly licensed and published on LCC's StarPress (Pressbooks) e-publishing platform, which is itself a feature of the OLL.

IMPLICATIONS:

Financial:

During his absence, the Business and Economics Department will hire a substitute faculty to cover classes.

Strategic Plan:

This request supports the College's Leadership, Culture, and Communication area of engaged learning and student success by contributing to the goal of increasing relevant high quality learning and instruction for our Business and Economics students.

Human Resources:

Sabbatical leaves are a negotiated benefit for full-time faculty under the Michigan Association of Higher Education (MAHE) labor contract.

RISKS:

N/A

OTHER OPTIONS/ALTERNATIVES:

N/A

RECOMMENDATIONS:

Leave request has been reviewed by Sabbatical Committee members: Mieko Philips, Isaac Addai, Ana Woehr, Terrence King, Ed Suniga, Jill Reglin, Paul Jurczak, Teresa Purvis and Cheryl Garayta. The committee recommends approval of this request.

It is Dr. Knight's recommendation that Lansing Community College not award Sabbaticals at this time.

ATTACHMENTS:

1. Letter from President Knight to the Board (*Letter at the End of Final Request*)
2. Letter to President Knight from Chair of Sabbatical Leave Committee



610 N. Capitol Ave.
Ste. 103
Lansing, MI 48933
(517) 483-1870 phone
(517) 483-1883 fax

March 25, 2020

Dr. Brent Knight, President
Lansing Community College
610 N. Capitol Avenue
Lansing, MI 48933

Dear President Knight:

RE: Jim Luke, FT Faculty, Economics
Arts and Sciences
Sabbatical Leave Request Fall 2020

On February 21, 2020 the College-Wide Sabbatical Leave Committee met with the following members present: Mieko Philips, Isaac Addai, Ana Woehr, Cheryl Garayta, Ed Suniga, Jill Reglin, Teresa Purvis, Paul Jurczak and Terrence King. The committee considered the application of Jim Luke for a sabbatical leave during the fall semester of 2020. Eligibility for the leave has been certified by the Human Resources Department. The Committee voted to recommend approval of this leave.

The purpose of Jim's sabbatical is, in effect, a book proposal. The purpose of his sabbatical leave will be to write a book that explains and documents what I have learned during the past four years as the creator and leader of the LCC Open Learning Lab (OLL). A tentative working title for the book is Commons of Our Own: Open Learning in the Community College. The intended audience for the book is future faculty leaders of the OLL (my successors at LCC), other faculty and administrators at LCC who use and participate in the OLL, and faculty/leaders at other community colleges who are interested in duplicating this innovation and learn from LCC's experience. The book itself will be openly licensed and published on LCC's StarPress (Pressbooks) e-publishing platform, which is itself a feature of the OLL.

The committee believes that the criteria for the leave application have been met and that the leave will benefit both Mr. Luke and Lansing Community College.

Mr. Luke, if granted this leave will be responsible for the accomplishment of its stated objectives. Within thirty (30) days after the completion of the leave, he shall provide a written report to our Committee so that we may evaluate the success of the leave and provide a written report to you.

Should you have any questions, please do not hesitate to contact our office at 483-1870.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mieko Philips".

Mieko Philips – Chair
Sabbatical Leave Committee

Lansing Community College - Board of Trustees
April 20, 2020

Agenda Item: Sabbatical Leave Request – Peter Tascarella

Presented for Approval

PURPOSE:

The purpose of this item is to present Peter Tascarella's Sabbatical Leave Request for spring 2021 to LCC's Board of Trustees for approval.

BACKGROUND:

Peter Tascarella has been FT since August 2010 and is currently an Art and Design Professor in the Arts and Sciences Division.

The purpose of Peter's sabbatical is to provide data and rationale for the expansion and updating of the current Art & Design Program facilities to remain competitive and meet 21st century educational and studio practices. Going back to 2012, the program requests for an expansion and updating of facilities has been pushed away. The primary rationale for these requests, based on program, faculty and student perceptions, has been that our art and design studios are stuck in the 1990s, are not cutting edge, are not serving the needs of faculty and students, and are not positioning the program to be competitive in the 21st century.

On a personal note, this study is something Peter has been advocating for many years. He believes new facilities will meet and exceed current student and faculty needs, and create an inclusive sense of community that we lack because of the layout of our current facilities. We would be able to offer classes in other art disciplines that we currently do not have space for, and have an on campus gallery to display student work, along with the art of the local arts community. A new arts center to could unify and encourage collaboration for all of our creative disciplines such as music, photography, videography and theatre. Like the update to the A&S Building, a new arts center with expanded offerings will attract and retain more traditional and non-traditional students and position the college to be a national leader in the arts.

The study will review facilities of local Michigan and national community colleges to provide the college with floor plans, operating costs, along with faculty and student survey data on the benefits of updated facilities for increased student engagement,

learning and success. Additionally, the study will demonstrate the need for new spaces to create new craft curriculums to meet the current demands of the local art community. Peter plans to meet with our Educational Resource Development Department to research and apply for local, state and federal Capital Improvement Grants to fund this proposal.

At a minimum, Peter will present of these findings to our college administration and provide an informed argument on the need and return on investment for new and updated facilities for Art and Design. He hopes that our faculty will use this study to prepare our students for transfer and set expectations for working in professional 21st century studios and classes. Eventually, he would like to publish a synopsis of his findings to community college art associations, and possibly present results at conferences.

IMPLICATIONS:

Financial:

During his absence, the Communication, Media and the Arts Department will hire a substitute faculty to cover classes.

Strategic Plan:

This request supports the College's Leadership, Culture, and Communication area of engaged learning and student success by contributing to the goal of increasing relevant high quality learning and instruction for our Art and Design students.

Human Resources:

Sabbatical leaves are a negotiated benefit for full-time faculty under the Michigan Association of Higher Education (MAHE) labor contract.

RISKS:

N/A

OTHER OPTIONS/ALTERNATIVES:

N/A

RECOMMENDATIONS:

Leave request has been reviewed by Sabbatical Committee members: Mieke Philips, Isaac Addai, Ana Woehr, Terrence King, Ed Suniga, Jill Reglin, Paul Jurczak, Teresa Purvis and Cheryl Garayta. The committee recommends approval of this request.

It is Dr. Knight's recommendation that Lansing Community College not award Sabbaticals at this time.

ATTACHMENTS:

1. Letter from President Knight to the Board (*Letter at the End of Final Request*)
2. Letter to President Knight from Chair of Sabbatical Leave Committee



610 N. Capitol Ave.
Ste. 103
Lansing, MI 48933
(517) 483-1870 phone
(517) 483-1883 fax

March 25, 2020

Dr. Brent Knight, President
Lansing Community College
610 N. Capitol Avenue
Lansing, MI 48933

Dear President Knight:

RE: Peter Tascarella, FT Faculty, Communication, Media and the Arts Department
Arts and Sciences
Sabbatical Leave Request Spring 2021

On February 21, 2020 the College-Wide Sabbatical Leave Committee met with the following members present: Mieko Philips, Isaac Addai, Ana Woehr, Cheryl Garayta, Ed Suniga, Jill Reglin, Teresa Purvis, Paul Jurczak and Terrence King. The committee considered the application of Peter Tascarella for a sabbatical leave during the spring semester of 2021. Eligibility for the leave has been certified by the Human Resources Department. The Committee voted to recommend approval of this leave.

The purpose of Peter's sabbatical is to provide data and rationale for the expansion and updating of the current Art & Design Program facilities to remain competitive and meet 21st century educational and studio practices. Going back to 2012, the program requests for an expansion and updating of facilities has been pushed away. The primary rationale for these requests, based on program, faculty and student perceptions, has been that our art and design studios are stuck in the 1990s, are not cutting edge, are not serving the needs of faculty and students, and are not positioning the program to be competitive in the 21st century.

On a personal note, this study is something Peter has been advocating for many years. He believes new facilities will meet and exceed current student and faculty needs, and create an inclusive sense of community that we lack because of the layout of our current facilities. We would be able to offer classes in other art disciplines that we currently do not have space for, and have an on campus gallery to display student work, along with the art of the local arts community. A new arts center to could unify and encourage collaboration for all of our creative disciplines such as music, photography, videography and theatre. Like the update to the A&S Building, a new arts center with expanded offerings will attract and retain more traditional and non-traditional students and position the college to be a national leader in the arts.

As program faculty chair, facility issues have been a consistent and significant point of contention in program meetings for years. To resolve this deadlock, Peter decided to propose this study to demonstrate and provide data to the college on how the current facilities are not meeting current program needs, and ways other Michigan community colleges have had success with and funded updated facilities. The program faculty have overwhelmingly approved and support this sabbatical request. The study will also show how the lack of space and updated studios has impacted our student engagement, learning and success. For example, students repeatedly comment to faculty that they would never know that there is an art or design program at our current location because of the lack of visual signifiers, no sense of unity, and no sense of community.

The study will review facilities of local Michigan and national community colleges to provide the college with floor plans, operating costs, along with faculty and student survey data on the benefits of updated facilities for increased student engagement, learning and success. Additionally, the study will demonstrate the need for new spaces to create new craft curriculums to meet the current demands of the local art community. Peter plans to meet with our Educational Resource Development Department to research and apply for local, state and federal Capital Improvement Grants to fund this proposal.

At a minimum, Peter will present of these findings to our college administration and provide an informed argument on the need and return on investment for new and updated facilities for Art and Design. He hopes that our faculty will use this study to prepare our students for transfer and set expectations for working in professional 21st century studios and classes. Eventually, he would like to publish a synopsis of my findings to community college art associations, and possibly present results at conferences.

The committee believes that the criteria for the leave application have been met and that the leave will benefit both Mr. Tascarella and Lansing Community College.

Mr. Tascarella, if granted this leave will be responsible for the accomplishment of its stated objectives. Within thirty (30) days after the completion of the leave, he shall provide a written report to our Committee so that we may evaluate the success of the leave and provide a written report to you.


Should you have any questions, please do not hesitate to contact our office at 483-1870.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mieko Philips".

Mieko Philips – Chair
Sabbatical Leave Committee



Date: March 25, 2020
To: LCC Board of Trustees
From: Brent Knight 
Subject: 2020 - 2021 Sabbatical Leave Requests

I have had the opportunity to review the report and recommendations submitted by the Sabbatical/Professional Development Committee. The Committee has recommended that the following individuals' requests for sabbaticals be approved:

Aleksandra Carpio, Professor
Integrated English Department
Arts and Sciences Division
Spring 2021

Brian Bishop, Professor
Communication, Media and the Arts Department
Arts and Science Division
Fall 2020

Jim Luke, Professor
Business and Economics Department
Arts and Sciences Division
Fall 2020

Jeffrey Hamlin, Professor
Communication, Media and the Arts Department
Arts and Sciences Division
Spring 2021

Melinda Hernandez
Integrated English Department
Arts and Sciences Division
Spring 2021

Peter Tascarella
Communication, Media and the Arts Department
Arts and Sciences Division
Spring 2021

April 10, 2020

I recommend that Lansing Community College not award sabbaticals at this time. I recommend this action because the revenue of the college is unknown in the coming months. It is highly likely that the college will receive less from the State of Michigan and probably less tuition revenue.

I regret this recommendation and apologize to those who submitted their projects and had made plans.

I would encourage the college to reconsider awarding sabbaticals when fiscal circumstances improve and revenue is more predictable.

Sincerely,

Brent Knight
President

**Lansing Community College – Board of Trustees
April 20, 2020**

Agenda Item: Change Order – Moore Trosper Construction Company

Presented for Action

PURPOSE

To increase the Blanket Purchase Order (BPO) for Moore Trosper Construction Company (Moore Trosper) by \$65,000.

BACKGROUND

Moore Trosper Construction Company was awarded the Gannon Building-Student Affairs and Campus-Wide General Trades Services project through a competitive bid process. Additional funds are being requested in order to support the general trades, construction labor, and services needed to complete Phases 2, 3, and 4 of the Gannon Student Affairs - StarZone renovations on second floor of the Gannon Building.

IMPLICATIONS

Financial:

If approved, the requested increase of \$65,000 will be funded by the Maintenance & Replacement Fund. The increased amount will bring the aggregate Blanket Purchase Order Amount to \$160,000.

Strategic Plan:

This purchase supports the Strategic focus area of Resource Management and Fiscal Responsibility.

Human Resources:

There are no known human resources implications.

RISKS

The absence of more funds to support Phase 2, 3, and 4 renovations of the Gannon Building – StarZone would negatively impact project completion - scheduled for fall of 2020.

OTHER OPTIONS/ALTERNATIVES

Moore Trosper Construction Company was chosen to provide these services via a competitive bid process. Engaging in a new solicitation process would defeat the purpose of the competitive bid process that took place earlier this fiscal year and delay project completion schedules.

RECOMMENDATIONS

The Administration respectfully requests approval to increase the Moore Trosper Construction Company Blanket Purchase Order for the Gannon Building-Student Affairs and Campus-Wide General Trades Services Project in the amount of \$65,000.

ATTACHMENTS:

1. Change Order Transmittal Document – Moore Trosper Construction Company

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustees

From: Lansing Community College Purchasing Department

Date: March 20, 2020

RE: Request for Approval of Change Order

Purchase Order Number: BP200072

Vendor: Moore Trosper Construction Company

Purchase Order Expiration: January 31, 2021

The Blanket Purchase Order covers Gannon Building-Student Affairs and Campus-Wide General Trades Services - RFP #50201-710-19EL.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees or Audit Committee
Initial BPO Amount	\$95,000		
Change Order #1 (increase)	\$65,000	\$160,000	Requesting Board of Trustees Approval

Per the Board of Trustee's Policy III.B for Purchases exceeding \$100,000 as adopted November 19, 2018. "When an increase in the total purchase from under \$100,000 to over \$100,000 is expected, or a cumulative increment of \$100,000, over the original Board Authorization, the change order shall be reported to the Board's Audit Committee, and forwarded to the Board for approval."

Description of Change Order:

A Change Order request has been made by Tim Martz, Director of Facilities and approved by Chris MacKersie, Executive Director of Administrative Services Division to increase the Blanket Purchase Order for Moore Trosper Construction Company by \$65,000. The requested monies will cover general trades, construction, and labor for Gannon Building-Student Affairs Renovation Phases 2, 3, and 4. If approved, the requested Change Order amount of \$65,000 will be funded by the Maintenance & Replacement Fund.

Submitted by:

Seleana Samuel, Director
Purchasing Department
Lansing Community College

Lansing Community College – Board of Trustees
April 20, 2020

Agenda Item: Change Order Transmittal – WFF Facility Services

Presented for Action

PURPOSE

The purpose of this request is to increase the Blanket Purchase Order (BPO) for Campus-Wide Housekeeping Services by \$197,415.

BACKGROUND

WFF Facility Services provides housekeeping services to the College. This change order is being requested to support the 2020 and 2021 increase in the Michigan Minimum Wage requirements. The requested funding will cover the balance of this agreement period which began on July 1, 2018 and is scheduled to expire on June 30, 2024.

IMPLICATIONS

Financial:

The requested increase of \$197,415 will be funded by the General Fund. The new aggregate amount of the Blanket Purchase Order will be \$8,671,383.

Strategic Plan:

This purchase supports the strategic focus area of Resource Management and Fiscal Responsibility.

Human Resources:

There are no known human resources implications.

RISKS

There are no known risk associated with adding monies to support increases in the Michigan Minimum Wage requirements.

OTHER OPTIONS/ALTERNATIVES

WFF Facility Services was chosen to provide these services via a competitive bid process. Pursuing alternative methods of procuring the services would defeat the purpose of competitively bidding this service.

RECOMMENDATIONS

The Administration respectfully requests approval of a Change Order to the WFF Facility Services Blanket Purchase Order for Housekeeping Services in the amount of \$197,415.

ATTACHMENTS:

1. Change Order Transmittal Document – WFF Facility Services

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustees

From: Lansing Community College Purchasing Department

Date: March 20, 2020

RE: Request for Approval of Change Order

Purchase Order Number: BP190011

Vendor: WFF Facility Services

Blanket Purchase Order Expiration: June 30, 2024

This Blanket Purchase Order covers Campus-Wide Housekeeping Services RFP #50201-662-18EL.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees or Audit Committee
Initial BPO Amount	\$8,473,968		June 18, 2018
Change Order #1 (increase) – minimum wage increase for 2020 (\$104,479) and 2021 (\$92,936)	\$197,415	\$8,671,383	Requesting Board of Trustees Approval

Per the Board of Trustee's Policy III.B for Purchases exceeding \$100,000 as adopted November 19, 2018. "When an increase in the total purchase from under \$100,000 to over \$100,000 is expected, or a cumulative increment of \$100,000, over the original Board Authorization, the change order shall be reported to the Board's Audit Committee, and forwarded to the Board for approval."

Description of Change Order:

A Change Order request has been made by Tim Martz, Facilities Director to increase the Blanket Purchase Order with WFF Facility Services for Campus-Wide Housekeeping Services by \$197,415. The requested monies will support the 2020 and 2021 Michigan Minimum Wage increase for the remainder of the agreement period which began on July 1, 2018 and is scheduled to expire on June 30, 2024.

If approved, the requested Change Order amount of \$197,415 will be funded by the General Fund.

Submitted by:

Seleana Samuel, Director
Purchasing Department
Lansing Community College

Lansing Community College – Board of Trustees
April 20, 2020

Agenda Item: Lease Agreement Amendment between Lansing Community College (LCC) and Howell Public Schools

Presented for Action

PURPOSE

To amend the current lease agreement with Howell Public Schools for the premises at 400 Wright Road, Howell, MI 48843.

BACKGROUND

The College has been leasing the above mentioned space since 2007 and it is referred to as the Livingston County Center at Parker Middle School. Over 100 LCC courses are held at this location every fall and spring. Through the lease agreement LCC has exclusive use of the entire first and second floors of the B wing of the building. This includes classrooms, offices, lounges, restrooms, administrative space, storage areas, outdoor space and parking. This represents 27,500 square feet of leased space.

The current lease agreement is scheduled to terminate on July 31, 2020. The proposed lease agreement amendment will be August 1, 2020 to July 31, 2022 with two one-year options to extend.

The lease agreement amendment is subject to approval from the LCC Board of Trustees and Howell Public Schools Board of Education. It has been submitted as an agenda item for the Howell Public Schools Board of Education meeting on April 13, 2020.

IMPLICATIONS

Financial:

The annual lease amount for the initial two-year amendment period is \$268,435 (\$22,370 monthly), which represents a 2.75% increase over the current rate. Therefore, the aggregate two-year amount being requested is \$536,870. If the available option years are utilized the College will seek approval for additional funds.

If approved, the lease amendment will be funded by the General Fund.

Strategic Plan:

Executing this lease supports the following areas of strategic focus: Student Success, Learning and Community Engagement, and Resource Management and Fiscal Responsibility.

Human Resources:

Not applicable.

RISKS

Failure to secure the lease for the Livingston County Center may negatively impact the the College's ability to service students and lead to the cancellation of various courses.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives, the current lease expires on July 31, 2020. It is imperative that the College secure a facility to service students who have come to rely on the educational opportunities made available through LCC at the Livingston County Center.

RECOMMENDATIONS

The Administration respectfully requests the Board of Trustees approve the lease agreement between LCC and Howell Public Schools.

ATTACHMENTS:

1. Proposed lease agreement amendment for the period of August 1, 2020 to July 31, 2022.

**LANSING COMMUNITY COLLEGE/HOWELL PUBLIC SCHOOLS
LEASE AGREEMENT**

This Lease Agreement ("Agreement"), is made and effective August 1, 2020, by and between Howell Public Schools, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq.*, as amended, whose address is 411 North Highlander Way, Howell, Michigan 48843 ("HPS") and Lansing Community College, a Michigan community college organized and operating under the Community College Act, MCL 389.1, *et seq.*, as amended, whose address is 610 North Capitol Avenue, Lansing, Michigan 48933 ("LCC").

WHEREAS, HPS owns a building commonly known as "Parker Middle School" located at 400 Wright Road, Howell, Michigan (the "Building");

WHEREAS, HPS desires to lease a portion of the Building to LCC for education related purposes; and

WHEREAS, both HPS and LCC have determined it would be in their best interest to assist each other with regards to the Leased Premises.

THEREFORE, in consideration of the mutual promises herein contained and other good and valuable consideration, it is agreed:

1. **Term.** HPS hereby leases the Leased Premises (as defined in Paragraph 3.A, below) to LCC and LCC hereby leases the Leased Premises from HPS for two (2) years commencing August 1, 2020 and ending July 31, 2022 (the "Term"). After the expiration of the Term, HPS and LCC may by mutual written agreement extend this Agreement for two (2) successive one-year periods (each one-year period, an "Extended Term").

2. **Rent.**

A. During the Term of the Lease, LCC shall pay to HPS the following:

Year	Yearly Amount
August 1, 2020-July 31, 2021	\$268,435.00
August 1, 2021-July 31, 2022	\$268,435.00

Note: Rental Amount is determined by a 2.75% increase on the prior year rent of \$261,250.00. No increase in cost from 2021-2022.

The above rental amounts shall be payable in monthly installments (the "Monthly Installments"). Each Monthly Installment shall be payable without notice or demand, and if HPS is not in breach of this Agreement, without any setoff, abatement, deduction, reduction, or counterclaim of any kind.

- B. Each Monthly Installment shall be paid to the order of HPS, in advance, before the first day of each and every calendar month at the HPS location identified in Paragraph 5.K, below, or at such other place as HPS may designate in writing during the Term of the Lease.
- C. For each one-year period of the Extended Period, if any, rent amounts shall be agreed to in writing by the HPS and LCC with payment being made in Monthly Installments in accordance with Paragraphs 2.A. and B., above.

3. **Leased Premises and Operations.**

- A. For purposes of this Agreement, "Leased Premises" means:
 - i. The entire first and second floors of the B wing of the building including but not limited to all classrooms, offices, lounges, restrooms, administrative space, and storage areas west of the double doors, but not including rooms M203 and M205.
 - ii. Outdoor picnic tables on a first come, first serve basis.
 - iii. 250 parking spaces in a HPS lot adjacent to LCC classrooms.
- B. **Supervision.** LCC shall provide supervision and control over all LCC students during the time that they are utilizing any of the areas of the Leased Premises or other parts of the Building.
- C. **Common Areas.** LCC shall have the non-exclusive right to use, in common with HPS' faculty staff and students, areas which are pertinent to the Leased Premises, including, entrances, lobbies, elevators, stairs and access ways, loading and unloading areas, visitor parking areas, ramps, drives, platforms, public restrooms and common walkways, and sidewalks necessary for access to the Leased Premises.
- D. **Access to Classrooms.** LCC shall have access to classrooms within the Leased Premises from 7:00 a.m. to 10:30 p.m., and access to additional classrooms, when they are designated available by HPS, at no extra charge.
- E. **Additional Space.** HPS may, in its discretion, make additional space available to LCC if it is not needed for HPS educational purposes.
- F. **Access to Networks.** Access to wireless, data, and telephone networks will be made available to LCC twenty-four (24) hours per day, seven (7) days per week. HPS shall not be liable for interruptions to access not caused by HPS.

- G. Snow Removal.** HPS shall provide snow removal for the parking spaces and the walks adjacent to the parking spaces, the Building and entrances and exits to the Building for wheelchair access. Snow removal shall be provided during all times that LCC operates its programs, regardless of whether HPS programs are being operated.
- H. LCC Calendar.** At least sixty (60) days prior to the commencement of LCC's fall semester, LCC shall provide to HPS an annual calendar of its hours of operation, including summer and other "breaks."
- I. Key System.** HPS shall install and operate a key system that permits both HPS and LCC access to the Building twenty-four (24) hours per day, seven (7) days per week. HPS shall not be liable for interruptions to access not caused by HPS or other third parties.
- J. Furniture.** Except as stated below, HPS has previously provided basic furniture, including tables, chairs, and whiteboards for all classrooms occupied by LCC. HPS acknowledges that LCC has provided all of the classroom furniture for Room 114 and half of the furniture for Room 104. LCC shall provide its own furniture in the administrative areas it occupies.
- K. Teaching Stations.** LCC will provide, at its cost, teaching stations and projectors for the classrooms it occupies. If LCC is not occupying its classroom or other areas, then HPS may utilize the classrooms in other areas upon approval of the LCC contact person from which approval shall not be unreasonably withheld.
- L. Classroom Equipment and Supplies.** LCC shall provide, at its cost, any materials and supplies that are required for LCC's programs, including but without limitation, anatomic models, maps, and charts.
- M. Wi-Fi and Internet Service.** LCC will provide, at its cost, Wi-Fi and internet service for its students.
- N. Network and Telephones.** LCC will provide, at its cost, network service and telephone service for LCC faculty and staff. HPS will provide physical access to the network and telephone service areas for repair and maintenance services on a twenty-four (24) hour per day, seven (7) day a week basis.
- O. Use of Office Equipment.** LCC will provide, at its cost, all printers and copiers for use by LCC staff, faculty, and students.
- P. Maintenance and Cleaning.** HPS shall provide all necessary cleaning and janitorial services for the Leased Premises.
- Q. Lawn Care.** HPS shall provide regular mowing and weeding around the Building.

- R. **Utilities.** HPS will provide all utilities necessary for the Leased Premises, including electrical, gas, and water.
- S. **Safety Standards.** The Leased Premises shall comply with all construction, health, fire, and safety standards required for offsite college classrooms as required by the State of Michigan.
- T. **Signage.** HPS will permit LCC to install five (5) signs on the exterior of the Building and to install identification and directional signs on the interior of the Building. All signs shall be of a size and color which are consistent with the Building and HPS' signs. All signs shall be subject to the approval of HPS, which approval shall not be unreasonably withheld.
- U. **Exclusivity.** LCC will be the exclusive community college partner physically located within the HPS properties during this Agreement.
- V. **Criminal Checks.** For all LCC employees assigned to regularly and continuously work under contract in HPS, HPS shall request criminal history checks required by MCL 380.1230 and criminal records checks required by MCL 380.1230a. LCC shall be solely responsible for the costs of these criminal history checks and the criminal records checks.

4. **Communications.**

- A. Emergency and crisis plans shall be established jointly by HPS and LCC, which plans shall include safety, evacuation, and health issues.
- B. HPS will take reasonable steps to minimize the disruption of LCC's programs at the Leased Premises during times of construction, sporting events, and other activities at the Leased Premises.

5. **Miscellaneous.**

- A. **Taxes and Assessments.** LCC shall pay all personal property taxes, if any that are imposed on the personal property owned by LCC and/or located on the Leased Premises. The parties acknowledge that HPS is a tax-exempt entity and is ordinarily not subject to real property taxes. Accordingly, to the extent real property taxes and assessments are imposed by federal, state, local, or other governmental authority having jurisdiction over the Leased Premises due to the use described in this Agreement, LCC shall be responsible for paying the full amount of those taxes and assessments.
- B. **Insurance.** LCC shall obtain, at its expense, insurance coverage in the amount of One Million and 00/100 Dollars (\$1,000,000.00) to protect against property damage and personal injury and to repair or restore the Leased Premises from damage or destruction LCC causes. Said insurance shall be kept in force during each Term and Extended Term. The certificate

of insurance shall name HPS as an additional insured and state that HPS will be provided written notice at least thirty (30) days in advance of termination of any insurance coverage under the certificate of insurance. In the event of cancellation, HPS shall have the right to obtain a policy of insurance with similar coverage, and upon presentation of an invoice, LCC shall reimburse HPS for any premiums paid and other costs incurred by HPS.

- C. Indemnification.** To the extent permitted by law, LCC covenants and agrees to indemnify and hold harmless HPS, its officers, employees, and agents, from and against any and all damages, claims, actions, causes of action, including legal fees to defend same, for injuries to any person or property relating in any way to LCC's use of the Leased Premises. Nothing in this paragraph shall be construed to give any third party any claim to which the third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity for any claim against the parties.
- D. Default.** In the event either party breaches a covenant of this Agreement and fails to cure or take meaningful steps to cure such breach within thirty (30) days of receiving written notice of said breach from the other party, the breaching party shall be in default of this Agreement. The non-breaching party shall then have the right to terminate this Agreement and pursue its legal and equitable remedies. The prevailing party in any litigation shall be entitled to all out of pocket expenses, including actual attorney's fees.
- E. Termination.** This Agreement shall terminate on the occurrence of one of the following:
- i. The expiration of the last Term or, if the parties extend this Agreement in accordance with Paragraph 1, the expiration of the last Extended Term.
 - ii. A party is in default in accordance with Paragraph 5.D.
 - iii. Written mutual agreement between the parties to terminate this Agreement.
- F. Remedies Not Exclusive.** It is agreed that each and every of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits set forth in the Agreement or allowed by law.
- G. Successors and Assigns.** The covenants in this Agreement shall be binding upon the successors and assigns of the parties.
- H. Severability.** If any provision of this Agreement is determined invalid, the remainder of this Agreement shall remain in effect.

- I. Governing Law.** This Agreement shall be interpreted in accordance with the laws of the State of Michigan.
- J. Entire Agreement; Previous Lease and Amendments.** This Agreement represents the entire agreement between HPS and LCC and supersedes all prior negotiations, representations, previous leases and amendments, including without limitation the Lease Agreement and Amendments that were entered into in 1989, 2007, 2010, 2013, and 2017 and/or other agreements, either written or oral. Modification of this Agreement shall only be made by a writing signed by all parties.
- K. Notices.** Notices or consents of any kind required or permitted under this Agreement shall be in writing and shall be deemed duly delivered if delivered by person or if mailed by certified mail, return receipt requested, postage prepaid to the appropriate party as follows:
- If to HPS:
- Howell Public Schools
Attn: Superintendent of Schools
411 North Highlander Way
Howell, Michigan 48843
- With a copy to:
- Howell Public Schools
Attn: Associate Superintendent, Business
411 North Highlander Way
Howell, Michigan 48843
- If to LCC:
- Lansing Community College
Attn: President
610 North Capitol Avenue
Lansing, Michigan 48933
- L. Headings.** The headings used herein are for convenience only and shall not govern the interpretation of any paragraph hereof.
- M. Effective Date.** This Agreement shall be effective as of the date upon which the last of the parties listed below has signed this Agreement.
- N. Nondiscrimination.** The parties agree to comply with all the applicable federal and state non-discrimination statutes including, but not limited to, the Elliot-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act, Title VII of the Civil Rights Act of 1964 and the

Americans with Disabilities Civil Rights Act. The parties agree not to discriminate against any person with respect to equal employment opportunities and equal education regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services, or activities offered by the parties. Breach of this covenant is a material breach of this Contract.

- O. Accessibility.** The parties warrants, certifies, and agrees that each are currently in compliance with all presently applicable provisions of the Americans with Disabilities Act, as amended, except for any such non-compliance that could not reasonably be expected, individually or in aggregate, to have a Material Adverse Effect. Further, the parties will remain compliant with any revisions of the Act.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

**HOWELL PUBLIC SCHOOLS,
a Michigan general powers school district**

By: _____

Its: _____

Dated: _____

**LANSING COMMUNITY COLLEGE,
a Michigan community college**

By: _____

Its: _____

Dated: _____

Lansing Community College – Board of Trustees
April 20, 2020

Agenda Item: Virtual (Online Learning) Fee Elimination

Presented for Action

PURPOSE

To eliminate the Virtual (online learning) Fee applied to all online course sections.

BACKGROUND

The College implemented the Virtual Fee of \$25 for each online course section to defray the startup expenses associated with providing instruction in the online mode of delivery. Since the fee's inception, the delivery of online instruction has become an integral part of the College's academic operations. All courses, whether they are face-to-face, hybrid, or online utilize the Desire2Learn (D2L) software platform. As part of the student success initiative, the College has required all faculty members to use an electronic grade book that allows students 24/7 access to their grades and progress in their courses. In addition, the College encourages faculty members to utilize their D2L sites to post all class materials such as PowerPoint documents, videos, tutorials, quizzes, homework drop boxes, etc. Information Technology Services and the eLearning Department have collaborated on the use of Kaltura in instructional delivery. This tool is integrated with and accessible through D2L and provides faculty with an ability to record videos and capture lectures for student viewing.

In the current situation of the COVID-19 pandemic, the College has converted as many courses as possible to the online learning environment. The world in which people are currently operating only reinforces the fact that online education will continue to expand, perhaps now at an even more rapid pace.

IMPLICATIONS

Financial:

The assessment of the Virtual Fee provides to the General Fund a source of revenue. In FY2019 (the most recently completed fiscal year) the fee generated approximately \$488 thousand of General Fund revenue. That amount is 1.1% of all tuition and fees assessed to students for college credit courses. Although the \$488 thousand is not insignificant, it is a small percentage of tuition and fees and represents 0.4% of total General Fund revenue for FY2019.

Strategic Plan:

This action supports the College's strategic plan focus area of Engaged Learning and Student Success and Resource Management and Fiscal Responsibility.

Human Resources:

None

RISKS

The loss of revenue to the General Fund is a financial risk as discussed in the Financial section above. However, elimination of the Virtual Fee may increase enrollments.

OTHER OPTIONS/ALTERNATIVES

Maintaining the status quo of assessing the Virtual Fee for online course sections is an option, as is reducing the fee to a lower amount.

RECOMMENDATIONS

The Administration respectfully requests that the Virtual Fee of \$25 per online course section be eliminated effective as of the Summer 2020 semester.

ATTACHMENTS:

None

Monthly Monitoring Report

Lansing Community College – Board of Trustees
April 20, 2020

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

Lansing Community College presents monthly internal financial statements and reports as required by Board policy.

BACKGROUND

This information provides the Board of Trustees with financial information on a regular and on-going basis throughout the fiscal year.

The attached financial statements reflect Lansing Community College's financial position as of and for the period ending March 31, 2020 compared to the Board Approved Budget for Fiscal Year 2020.

Due to the COVID-19 pandemic, it is anticipated that there will both favorable and unfavorable budget variances in revenues and expenses for FY2020. In addition, it is not known at this time the financial impacts of the recently enacted CARES Act legislation.

The Emergency Operations Fund (Exhibit B1) has been established to account for expenses incurred due to COVID-19 in order to: (1) identify expenses for potential reimbursement under the CARES Act, from FEMA or other sources and (2) provide transparency in financial reporting to the Board of Trustees and other stakeholders.

Operating and Capital Budgets
and
Operating Detail Budgets
Exhibits A and B and B1

REVENUE

Exhibit A, Line 1 – State Appropriations: Appropriations have been recognized for 9 months of the State-adopted Fiscal Year 2020 Annual Appropriations. The impact of COVID-19 on any potential reduction in State Appropriations payments for the remainder of Fiscal Year 2020 due to reduced revenue for the State of Michigan is not known at this time.

Exhibit A, Line 2 – Property Taxes, Net of Estimated Uncollectible: Amount reflects levies with adjustment for uncollectible taxes. Based on the timing of the remittance of Property Tax collections from local taxing authorities, the impact of COVID-19 on the Fiscal Year 2020 Property Tax revenue is expected to be minimal.

Exhibit A, Line 3 – Tuition and Fee Revenue, Net of Estimated Uncollectible:

Amounts reflect the Fiscal Year 2020 tuition earned from the Summer 2019 semester, fees and tuition from the Fall 2019 semester, and the fees assessed and the tuition earned to date from the Spring 2020 semester. There will be higher than usual tuition and fee refunds for Spring 2020 due to COVID-19. The impact of COVID-19 on enrollment for the Summer 2020 semester is difficult to estimate at this time. Summer 2020 course offerings will be only in the online mode of delivery.

Exhibit A, Line 4 – Other Revenues: Other Revenue is 29.3 percentage points ahead of the pace of the prior year revenue due to an increase of \$92 thousand in interest income and an increase of \$132 thousand related to the High School Advantage and Regional Education Service Area educational contracts. This increase is offset by a decrease of \$370 thousand from the prior year as a result of in-kind donations from the Foundation. In addition to various in-kind donations, the Foundation receives welding equipment every two years with last fiscal year recording \$355 thousand for the welding equipment and related in-kind donation. The impact of COVID-19 on the College's educational fee for service contracts with various K-12 partners will be determined based upon decisions made by the individual school districts and the related regional education service areas that are in compliance with the Governor's Executive Order 2020-35.

EXPENSES

Exhibits A and B, present all expenses for the General and Emergency Operations Funds.

Exhibit B1 presents only those expenses in the Emergency Operations Fund incurred by the College in response to COVID-19.

Exhibit B – Operating Budgets – Divisions: Overall the division budgets are consistent with the prior year rate of expenses. The individual division variances are detailed below. The impact of COVID-19 on Division budgets is expected to reduce overall expenses for costs that will not be incurred such as print/copy and phone chargebacks; supplies; and travel, training, and conferences. Other items, especially those related to technology needs for working remotely will offset some of those reductions.

- **Exhibit B, Line 3 – Advancement & External Affairs** is 14.9 percentage points behind the pace of the prior year's pace of expenses. This is primarily due to (1) vacancies in the Foundation and K-12 Relations office and (2) lower advertising expenses totaling \$22 thousand less than the prior year.
- **Exhibit B, Line 4 – Arts & Sciences** is 5.5 percentage points behind the pace of the prior year's pace of expenses. This is primarily due to (1) *Faculty Part-Time* and the net effect of enrollment variations, vacant full-time faculty positions, and teach out of an academic program in Fiscal Year 2019, (2) reduced utilization of *Support Part-Time* in science labs, (3) utilization of temporary *Support Full-Time* in lieu of *Support Part-Time* positions in performing arts production, and (4) change in textbook costs for math department that reduced *Supplies*.
- **Exhibit B, Line 5 – Board of Trustees** is 31.1 percentage points behind the pace of the prior year's pace of expenses. This is primarily due to (1) the budget and

incurred expenses related to the presidential search, (2) timing of internal audit work, and (3) reduced *Travel, Training, and Conference* due to the COVID-19 emergency and the related travel restrictions.

Exhibit A, Line 5 – Salaries & Wages: Overall the *Salaries and Wages* are consistent with the pace of the prior year rate of expenses. The individual account variances are detailed below. Decisions on continuing to pay employees who are unable to work remotely as a result of COVID-19, will have an impact on future budget variances for salaries and the related benefits expenses. However, the transition to all online classes for the Summer 2020 semester is anticipated to reduce the overall class offerings and enrollment reducing the need for adjunct faculty and related expenses for salaries and benefits.

- **Exhibit B, Line 15 – Full-Time Professional Technical** is 7.5 percentage points ahead of the pace of the prior year's pace of expenses. This is primarily due to (1) filling vacancies within the *Executive Office* and *Information Technology Services* and (2) position reclassifications from *Full-Time Support* to *Full-Time Professional Technical* in *Student Affairs* based upon Human Resources' review and approval of updated job descriptions.
- **Exhibit B, Line 16 – Part-Time Professional Technical** is 9.5 percentage points behind the pace of the prior year's pace of expenses. This is primarily due to (1) less hours utilized for Specialized Professional Service positions in *Health & Human Services* and *Community Education and Workforce Development* and (2) new positions in *Academic Affairs* and *Advancement and External Affairs* that have not been filled.
- **Exhibit B, Line 18 – Part-Time Faculty** is 9.5 percentage points behind the pace of the prior year's pace of expenses. This is the net effect of enrollment variations, vacant full-time faculty positions, and teach out of two academic programs in Fiscal Year 2019.
- **Exhibit B, Line 20 – Part-Time Support** is 12.2 percentage points behind the pace of the prior year's pace of expenses. This is primarily due to (1) a decrease in the number of filled part-time positions in *Academic Affairs, Advancement & External Affairs, Student Affairs, and Technical Careers* and (2) less hours utilized to support science labs in *Arts & Sciences* due to lower enrollment.
- **Exhibit B, Line 21 – Student** is 13.8 percentage points behind the pace of the prior year's pace of expenses. This is primarily due to a decrease in the utilization of general fund dollars due to an increase in eligible federal work-study dollars in Fiscal Year 2020 compared to Fiscal year 2019.

Exhibit A, Line 7 – Services and Supplies: Overall expenses are 5.0 percentage points behind the pace of the prior year rate of expenses. The individual account variances are detailed below.

- **Exhibit B, Line 23 – Institutional Expenses** is 14.8 percentage points behind the pace of the prior year's pace of expenses. This is primarily due to (1) the repeal of

the fringe benefit tax by the federal government. The College is no longer required to pay the Unrelated Business Income Tax on cost of providing employee parking; and, (2) a change in recording indirect costs for the Early College and High School Diploma Completion Initiative grants on a monthly basis compared to prior years when indirect cost was recognized at the end of the grant period. Indirect cost recoveries decrease general fund expenses.

- **Exhibit B, Line 27 – *Rental Expense*** is 29.5 percentage points behind the pace of the prior year's pace of expenses. This is primarily due to (1) a reduction in the cost of leased employee parking, (2) the offset of unused renovation allowances against monthly rent payments at East Campus, and (3) moving the accounting for vehicle rentals to the chargeback fund in Fiscal Year 2020.
- **Exhibit B, Line 30 – *Travel, Training and Conferences*** is 9.3 percentage points behind the pace of the prior year's pace of expenses. *Travel, Training and Conferences* will be under budget due to the cancellation of conferences and travel as a result of the COVID-19 travel restrictions put in place.

Exhibit A, Student Financial Support:

- **Exhibit A, Line 8 – *Tuition & Fee Scholarships*** is 25.8 percentage points ahead of the pace of the prior year's expenses. This is due to the timing of awarding needs-based scholarships and increasing the amount of individual scholarships. No impact on the planned amount of scholarships is expected as a result of COVID-19.
- **Exhibit A, Line 9 – *Child Care Scholarships*** is 29.3 percentage points behind the pace of the prior year's expenses. This is due to a large decrease in the number of applications received and the subsequent number of awards. COVID-19 will impact the total amount of scholarships paid to child care providers due to closure of many facilities during the shelter in place orders.

Exhibit A, Transfers: Overall transfers are 26.1 percentage points ahead of the prior year's pace of transfers. The individual account variances are detailed below.

- **Exhibit A, Line 10 – *Grant Match and Other, Net*** is 11.1 percentage points ahead of the pace of prior year's transfers primarily due to the timing of completing the first Perkin's fund draws and related grant match transaction earlier in Fiscal Year 2020 compared to Fiscal year 2019. This is offset by a lower grant match as a result of a staffing change in the Small Business Development Center due to retirement of a long-term staff member who was at the position's maximum salary. Additionally, federal program income was available to fund other items that would otherwise be match funded.
- **Exhibit A, Line 13 – *Physical Plant Improvement*** is 39.8 percentage points ahead of the prior year's pace of transfers due to additional transfers made in the last quarter from the General Fund to provide funding for ongoing building improvements and to reduce the College's need for long-term debt.
- **Exhibit A, Line 14 – *Technology Infrastructure*** is 25.6 percentage points ahead of the prior year's pace of transfers due to additional transfers made in the last quarter

from the General Fund to provide funding for the 5-year strategic plan for maintenance and replacement of technology throughout the College.

- **Exhibit A, Line 15 – *Technology Fee*** is 7.2 percentage points behind the prior year's pace of transfers. This is primarily due to lower enrollment in Fall 2019 and Spring 2020.
- **Exhibit A, Line 18 – *Michigan New Jobs Training Program*** is 14.6 percentage points behind the prior year's pace of transfers. In the prior fiscal year, the amount of earned revenue transferred to the General Fund totaled less than \$8 thousand due to the timing of employer tax deferrals and scheduled trainings. The large dollar increase in Fiscal Year 2020 is due primarily to the close out of the General Motors East Stamping Plant agreement and transferring the earned revenue to the General Fund. It is expected that COVID-19 will impact the amount of revenue earned in the current fiscal year. While existing agreements come to an end and new agreements start to ramp up with employer tax deferrals, the timing and ability to conduct trainings will be delayed.

Statement of Net Position **Exhibit C**

This statement provides the College-wide financial position as of March 31, 2020 compared to March 31, 2019.

Current Assets:

- **Exhibit C, Line 2 – *Short-Term Investments***, increased \$32.0 million. This is due to the proceeds received from the 2019 bond issue.
- **Exhibit C, Line 3 – *Property Taxes Receivable, net of Estimated Uncollectible*** increased \$268 thousand due to the timing of tax payments received from local taxing authorities and increases in the levied amounts.
- **Exhibit C, Lines 5 and 6 – *Federal and State Grants Receivable*** decreased \$285 thousand due primarily to the timing of the billing and subsequent receipt of earned grant funds. These items can fluctuate each period depending on the individual grantors reimbursement processes.
- **Exhibit C, Line 6 – *Accounts Receivable, Net of Estimated Uncollectible*** decreased \$223 thousand due primarily to the timing of payment of billings for corporate training conducted by the Business & Community Institute within the Corporate Education and Workforce Development division.

Non-Current Assets:

- **Exhibit C, Line 9 – *Long-Term Investments*** increased \$15.9 million due to rebalancing the College's bond fund investment portfolio.
- **Exhibit C, Line 11 – *Deferred Charge on Refunding*** decreased \$217 thousand as a result of the amortization of the 2017 bonds.

- **Exhibit C, Lines 12 – *Deferred Outflow of Resources – Pension Amounts*** increased \$25.6 million. The amount recorded in *Deferred Outflows* is a result of the differences between the retirement plan end date of 9/30/2018, LCC's fiscal year end date of 6/30/2019, and the actuarial changes to assumptions and valuation of the Michigan Public School Employee's Retirement System (MPERS). The amounts recorded are based on the required payments to the plan for pension and post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board.

Current Liabilities:

- **Exhibit C, Line 13 – *Accounts Payable*** decreased \$3.0 million due primarily to the favorable settlement with the Department of Education totaling \$1.9 million and \$1.0 million less due to the timing in payment of payroll liabilities and taxes.
- **Exhibit C, Line 14 – *Accrued Interest Payable*** increased \$667 thousand due to the increased interest obligations resulting from the 2019 bond issue.
- **Exhibit C, Line 17 – *Unearned Revenue*** increased \$1.4 million primarily due to an increase in the overall property tax levy.

Long-Term Debt Obligations:

- **Exhibit C, Line 19 – *Bonds Payable*** increased \$39.9 million due to the 2019 bond issuance of \$44.7 million offset by a reduction of \$4.8 million due the continued pay down on outstanding bond issues.
- **Exhibit C, Line 20 and 21– *Net Pension Liability and Net Other Post-Employment Benefits Liability*** – increased \$22.1 million and decreased \$5.4 million, respectively. The amounts recognize LCC's share of the overall net pension and other post-employment benefits liability of the Michigan Public School Employee's Retirement System. The amounts are dependent on the actuarially determined unfunded net pension and other post-employment benefits obligation.
- **Exhibit C, Line 22 – *Deferred Inflow of Resources – Pension Amounts*** – increased \$12.5 million. The amount recorded in *Deferred Inflows* is a result of the differences between the retirement plan end date of 9/30/2018, LCC's fiscal year end date of 6/30/2019, and the actuarial changes to assumptions and valuation of the MPERS. The amounts recorded are based on the required payments to the plan for pension and post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board.

Statement of Revenue, Expenses and Changes in Net Position

Exhibit E

This statement provides a College-wide summary of all funds. We have provided the detail of the General and Emergency Operations Funds above.

The Designated Funds had a slight increase in fund balances due to assessed technology fees exceeding student focused technology purchases. With the anticipated decline in

the Summer 2020 semester due to COVID-19, it is expected that the Designated Funds will finish with a slight decrease in fund balances.

The Auxiliary Funds had an increase in net position due to the net income results of auxiliary fund operations including student parking, media services, and conference services offset by transfers to Plant Funds for capital assets. Due to the cancellation or postponement of conference services' events, it is expected the overall net position of the Auxiliary Funds will finish with only a slight increase in net position.

The Restricted Funds net position had a decrease in fund balance due to the use of earned program income in certain funds. It is expected that COVID-19 will not have a significant impact on restricted funds as the majority of the grants and contracts accounted for are reimbursement based grants and do not have allowable earned income.

The Plant Funds had a decrease in net position as expenses for approved projects have been incurred and the first semi-annual Fiscal Year 2020 interest payments on bond issuances have been incurred. While current construction projects are paused, upon clearance to begin work again, further expenses will be incurred.

Plant Fund Statement of Expenses and Transfers **Exhibit F**

This statement provides a summary of the year-to-date activity of the Plant Funds. Capital Equipment purchases will continue to be planned, evaluated, and completed throughout the fiscal year. Technology Infrastructure purchases related to the TLC renovation and technology needs for COVID-19 will continue to be planned, evaluated, and completed throughout the fiscal year. All other planned Technology Infrastructure purchases have been suspended until such time as personnel can return to campus. Certain physical plant improvement projects will be delayed due to the COVID-19 emergency.

Capital Projects **Exhibit G**

This statement provides a summary of Board approved capital projects including the approved project budget and the cumulative project expenses from project approval through March 31, 2020.

- *505 Capitol Avenue Building* – The renovations to the 505 Building are awaiting approval from the State Legislature of the requested capital outlay appropriations. The College now has its full match requirement set aside.
- *2017-18 Downtown Campus Mall, Grounds, and Underground Fire Main System Improvements* – Architectural and engineering work for these projects work began in November 2018. Construction was planned to continue throughout Fiscal Year 2020. The construction work may now extend into Fiscal Year 2021 due to the required work stoppage due to the COVID-19 emergency.

- *2017 Capital Projects* – The College issued the bonds on December 14, 2017. (1) The HHS Chiller is completed; (2) The West Campus project is completed; and, (3) the TLC renovations are in progress with an anticipated completion date prior to the start of the Fall 2020 semester. The College and the contractor continue to plan for this date, however, the impact of the work stoppage due to COVID-19 may delay the final completion until sometime during the Fall 2020 semester.
- *2019 Capital Projects Parking Ramps Bond Issue* – The College issued the bonds on October 24, 2019. The architectural and planning work for both the Shiawassee and Gannon Ramps have started. Impacts on planned timing due to COVID-19 are not known at this time.

IMPLICATIONS

Financial:

The College had a beginning undesignated General Fund balance of \$24.2 million or 18.8% of budgeted Fiscal Year 2020 General Fund Total Revenues of \$128.6 million.

Strategic Plan:

The monthly reporting of financial information addresses the strategic focus area of Resource Management and Fiscal Responsibility.

Human Resources:

There are no human resources implications.

RISKS

The COVID-19 pandemic poses potentially significant financial risk to the College. The short- and long-term impact of COVID-19 is not known at this time.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS:

1. Statement & Summary as of March 31, 2020 includes:
 - a. General Fund Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual (Exhibit A)
 - b. General Fund Operating Expenses: Adopted Budget and Actual Expenses (Exhibit B)
 - c. Emergency Operations Fund Operating Expenses (Exhibit B1)
 - d. Statement of Net Position (Exhibit C)
 - e. Schedule of Investments (Exhibit D)
 - f. Statement of Revenue, Expenses and Changes in Net Position (Exhibit E)
 - g. Plant Funds Schedule of Budget and Expenses (Exhibit F)
 - h. Capital Projects (Exhibit G)
 - i. 2nd Quarter External Community Sponsorships (Exhibit H)
 - j. Board of Trustees Expenses (Exhibit I)

- k. Revenue and Expense Account Information (Attachment 1)
- l. Asset, Liability and Net Position Account Information (Attachment 2)
- m. Organization to Division Crosswalk (Attachment 3)
- n. Glossary (Attachment 4)

LANSING COMMUNITY COLLEGE
General and Emergency Operations Funds
Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual
March 2020 Financial Review
(75% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2020 Adopted Budget	Current Year FY 2020 Actual YTD Through 3/31/20	Current Year FY 2020 Balance	Current Year FY 2020 Percent Recognized	Prior Year FY 2019 Total Actual	Prior Year YTD Through 3/31/19	Prior Year FY 2019 Balance	Prior Year FY 2019 Percent Recognized	Percentage Point Variance FY 2020 Percent of Budget Posted to FY 2019 Percent of Actual
	<u>Revenues</u>									
1	State Appropriations	\$ 34,204,500	\$ 25,817,234	\$ 8,387,266	75.5%	\$ 33,884,167	\$ 25,402,297	\$ 8,481,870	75.0%	0.5
2	Property Taxes, Net of Estimated Uncollectible	\$ 43,951,100	\$ 32,973,668	\$ 10,977,432	75.0%	\$ 42,298,367	\$ 32,102,110	\$ 10,196,256	75.9%	(0.9)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 46,802,100	\$ 37,118,591	\$ 9,683,509	79.3%	\$ 46,190,898	\$ 38,490,620	\$ 7,700,278	83.3%	(4.0)
4	Other Revenues	\$ 3,599,000	\$ 2,517,970	\$ 1,081,030	70.0%	\$ 6,561,692	\$ 2,670,413	\$ 3,891,279	40.7%	29.3
	Total Revenues	\$ 128,556,700	\$ 98,427,462	\$ 30,129,238	76.6%	\$ 128,935,124	\$ 98,665,440	\$ 30,269,684	76.5%	0.0
	<u>Salary and Benefit Expenses</u>									
5	Salaries & Wages	\$ 60,986,100	\$ 44,689,907	\$ 16,296,193	73.3%	\$ 58,208,244	\$ 44,080,447	\$ 14,127,797	75.7%	(2.5)
6	Employee Benefits	\$ 25,895,900	\$ 18,985,841	\$ 6,910,059	73.3%	\$ 24,810,038	\$ 18,411,638	\$ 6,398,400	74.2%	(0.9)
	Total Salary and Benefit Expenses	\$ 86,882,000	\$ 63,675,748	\$ 23,206,252	73.3%	\$ 83,018,282	\$ 62,492,085	\$ 20,526,197	75.3%	(2.0)
	<u>Other Operating Expenses</u>									
7	Services & Supplies	\$ 23,794,100	\$ 15,708,848	\$ 8,085,252	66.0%	\$ 22,282,949	\$ 15,821,180	\$ 6,461,769	71.0%	(5.0)
	Total Operating Expenses	\$ 110,676,100	\$ 79,384,596	\$ 31,291,504	71.7%	\$ 105,301,232	\$ 78,313,265	\$ 26,987,966	74.4%	(2.6)
	<u>Student Financial Support Expenses</u>									
8	Tuition & Fee Scholarships	\$ 1,451,000	\$ 1,449,655	\$ 1,345	99.9%	\$ 1,549,812	\$ 1,147,801	\$ 402,011	74.1%	25.8
9	Child Care Scholarships	\$ 426,000	\$ 148,993	\$ 277,007	35.0%	\$ 350,425	\$ 225,281	\$ 125,144	64.3%	(29.3)
	Total Student Financial Support Expenses	\$ 1,877,000	\$ 1,598,648	\$ 278,352	85.2%	\$ 1,900,237	\$ 1,373,083	\$ 527,155	72.3%	12.9
	Total Expenses	\$ 112,553,100	\$ 80,983,244	\$ 31,569,856	72.0%	\$ 107,201,469	\$ 79,686,348	\$ 27,515,121	74.3%	(2.4)
	<u>Transfers (In)/Out</u>									
10	Grant Match and Other, Net	\$ 770,000	\$ 265,664	\$ 504,336	34.5%	\$ 692,759	\$ 161,930	\$ 530,829	23.4%	11.1
11	Capital Equipment	\$ 900,000	\$ 900,000	\$ -	100.0%	\$ 1,100,000	\$ 1,100,000	\$ -	100.0%	-
12	Debt Service	\$ 6,900,000	\$ 6,900,000	\$ -	100.0%	\$ 6,897,000	\$ 6,897,000	\$ -	100.0%	-
13	Physical Plant Improvement	\$ 3,175,000	\$ 3,175,000	\$ -	100.0%	\$ 5,090,000	\$ 3,062,000	\$ 2,028,000	60.2%	39.8
14	Technology Infrastructure	\$ 2,900,000	\$ 2,900,000	\$ -	100.0%	\$ 3,900,000	\$ 2,900,000	\$ 1,000,000	74.4%	25.6
15	Technology Fee	\$ 272,600	\$ 221,172	\$ 51,428	81.1%	\$ 256,130	\$ 226,307	\$ 29,823	88.4%	(7.2)
16	Parking Ramp Replacement	\$ -	\$ -	\$ -	0.0%	\$ 1,000,000	\$ -	\$ 1,000,000	0.0%	N/A
17	505 Building Capital Project Match Fund	\$ -	\$ -	\$ -	0.0%	\$ 1,450,000	\$ -	\$ 1,450,000	0.0%	N/A
18	Michigan New Jobs Training Program	\$ (200,000)	\$ (170,787)	\$ (29,213)	85.4%	\$ (7,795)	\$ (7,795)	\$ -	100.0%	(14.6)
	Total Transfers	\$ 14,717,600	\$ 14,191,049	\$ 526,551	96.4%	\$ 20,378,094	\$ 14,339,442	\$ 6,038,652	70.4%	26.1
19	Contingency	\$ 1,286,000	\$ -	\$ 1,286,000	0.0%	\$ -	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 128,556,700	\$ 98,427,462	\$ 30,129,238	76.6%	\$ 128,935,124	\$ 98,665,440	\$ 30,269,684	76.5%	0.0
	Total Expenses, Transfers, and Contingency	\$ 128,556,700	\$ 95,174,293	\$ 33,382,407	74.0%	\$ 127,579,563	\$ 94,025,790	\$ 33,553,773	73.7%	0.3
	Net Change in Unrestricted Fund Balance	\$ -	\$ 3,253,168	\$ (3,253,168)		\$ 1,355,561	\$ 4,639,650	\$ (3,284,090)		
	Unrestricted General Fund Balance Beginning of Period	\$ 22,834,310	\$ 24,174,283	\$ 1,339,973		\$ 22,834,312	\$ 22,834,312	\$ -		
	Unrestricted General Fund Balance End of Period	\$ 22,834,310	\$ 27,427,451	\$ 4,593,141		\$ 24,189,873	\$ 27,473,962	\$ 3,284,090		

LANSING COMMUNITY COLLEGE
General and Emergency Operations Funds
Operating Expenses: Adopted Budget and Actual Expenses
March 2020 Financial Review
(75% of Fiscal Year)

LINE REF #	Operating Division/Account	Current Year FY 2020 Adopted Budget	Current Year FY 2020 Actual YTD Through 3/31/20	Current Year FY 2020 Balance	Current Year FY 2020 Percent Recognized	Prior Year FY 2019 Total Actual	Prior Year YTD Through 3/31/19	Prior Year FY 2019 Balance	Prior Year FY 2019 Percent Recognized	Percentage Point Variance FY 2020 Percent of Budget Posted to FY 2019 Percent of Actual
	<u>Operating Expenses - Divisions</u>									
1	Academic Affairs	\$ 8,414,100	\$ 6,209,151	\$ 2,204,949	73.8%	\$ 7,577,009	\$ 5,625,387	\$ 1,951,623	74.2%	(0.4)
2	Administrative Services	\$ 14,106,200	\$ 9,467,439	\$ 4,638,761	67.1%	\$ 13,530,754	\$ 9,610,604	\$ 3,920,150	71.0%	(3.9)
3	Advancement & External Affairs	\$ 3,474,600	\$ 2,119,777	\$ 1,354,823	61.0%	\$ 3,094,720	\$ 2,350,110	\$ 744,610	75.9%	(14.9)
4	Arts & Sciences	\$ 26,091,700	\$ 18,358,480	\$ 7,733,220	70.4%	\$ 24,458,325	\$ 18,565,005	\$ 5,893,321	75.9%	(5.5)
5	Board of Trustees	\$ 502,600	\$ 238,569	\$ 264,031	47.5%	\$ 308,330	\$ 242,227	\$ 66,103	78.6%	(31.1)
6	Community Education & Workforce Dvlpmt	\$ 3,980,800	\$ 2,763,460	\$ 1,217,340	69.4%	\$ 3,774,405	\$ 2,600,274	\$ 1,174,131	68.9%	0.5
7	Executive Office	\$ 3,381,100	\$ 2,526,260	\$ 854,840	74.7%	\$ 2,772,425	\$ 2,194,338	\$ 578,087	79.1%	(4.4)
8	Financial Services	\$ 5,951,600	\$ 4,319,325	\$ 1,632,275	72.6%	\$ 5,994,633	\$ 4,494,021	\$ 1,500,612	75.0%	(2.4)
9	Health & Human Services	\$ 10,602,000	\$ 7,712,371	\$ 2,889,629	72.7%	\$ 10,168,609	\$ 7,688,348	\$ 2,480,261	75.6%	(2.9)
10	Human Resources	\$ 2,007,300	\$ 1,445,252	\$ 562,048	72.0%	\$ 1,840,030	\$ 1,359,131	\$ 480,899	73.9%	(1.9)
11	Information Technology Services	\$ 11,176,500	\$ 8,829,473	\$ 2,347,027	79.0%	\$ 10,837,915	\$ 8,126,071	\$ 2,711,844	75.0%	4.0
12	Student Affairs	\$ 10,137,800	\$ 7,277,327	\$ 2,860,473	71.8%	\$ 9,711,086	\$ 7,089,743	\$ 2,621,344	73.0%	(1.2)
13	Technical Careers	\$ 10,849,800	\$ 8,117,710	\$ 2,732,090	74.8%	\$ 11,232,990	\$ 8,368,006	\$ 2,864,983	74.5%	0.3
	Total all Divisions	\$ 110,676,100	\$ 79,384,596	\$ 31,291,504	71.7%	\$ 105,301,232	\$ 78,313,265	\$ 26,987,966	74.4%	(2.6)
	<u>Operating Expenses - Account</u>									
14	Full-Time Administrator	\$ 9,336,500	\$ 7,009,325	\$ 2,327,175	75.1%	\$ 8,762,547	\$ 6,943,118	\$ 1,819,429	79.2%	(4.2)
15	Full-Time Professional Technical	\$ 9,566,400	\$ 7,515,392	\$ 2,051,008	78.6%	\$ 9,455,692	\$ 6,720,859	\$ 2,734,833	71.1%	7.5
16	Part-Time Professional Technical	\$ 735,300	\$ 491,487	\$ 243,813	66.8%	\$ 742,327	\$ 566,410	\$ 175,916	76.3%	(9.5)
17	Full-Time Faculty	\$ 16,424,800	\$ 12,549,655	\$ 3,875,145	76.4%	\$ 15,836,029	\$ 11,924,723	\$ 3,911,306	75.3%	1.1
18	Part-Time Faculty	\$ 12,440,400	\$ 8,420,872	\$ 4,019,528	67.7%	\$ 11,643,714	\$ 8,987,920	\$ 2,655,795	77.2%	(9.5)
19	Full-Time Support	\$ 8,657,200	\$ 6,176,025	\$ 2,481,175	71.3%	\$ 8,377,627	\$ 6,268,889	\$ 2,108,738	74.8%	(3.5)
20	Part-Time Support	\$ 1,953,900	\$ 1,229,394	\$ 724,506	62.9%	\$ 1,872,999	\$ 1,407,668	\$ 465,331	75.2%	(12.2)
21	Student	\$ 1,871,600	\$ 1,297,757	\$ 573,843	69.3%	\$ 1,517,310	\$ 1,260,860	\$ 256,450	83.1%	(13.8)
	Total Salaries and Wages	\$ 60,986,100	\$ 44,689,907	\$ 16,296,193	73.3%	\$ 58,208,244	\$ 44,080,447	\$ 14,127,797	75.7%	(2.5)
22	Employee Benefits	\$ 25,895,900	\$ 18,985,841	\$ 6,910,059	73.3%	\$ 24,810,038	\$ 18,411,638	\$ 6,398,400	74.2%	(0.9)
23	Institutional Expenses	\$ 2,441,300	\$ 1,706,172	\$ 735,128	69.9%	\$ 2,484,561	\$ 2,104,316	\$ 380,245	84.7%	(14.8)
24	Utilities	\$ 3,865,000	\$ 2,572,151	\$ 1,292,849	66.5%	\$ 3,671,623	\$ 2,673,888	\$ 997,735	72.8%	(6.3)
25	Professional Services	\$ 1,322,500	\$ 668,093	\$ 654,407	50.5%	\$ 939,082	\$ 428,557	\$ 510,526	45.6%	4.9
26	Purchased Services	\$ 4,145,000	\$ 2,771,500	\$ 1,373,500	66.9%	\$ 4,182,441	\$ 2,613,190	\$ 1,569,251	62.5%	4.4
27	Rental Expense	\$ 1,821,800	\$ 733,763	\$ 1,088,037	40.3%	\$ 1,255,059	\$ 875,182	\$ 379,877	69.7%	(29.5)
28	Repair and Maintenance	\$ 1,754,600	\$ 1,246,021	\$ 508,579	71.0%	\$ 1,607,210	\$ 1,182,368	\$ 424,842	73.6%	(2.6)
29	Supplies	\$ 6,993,600	\$ 5,199,291	\$ 1,794,309	74.3%	\$ 6,981,830	\$ 5,185,965	\$ 1,795,864	74.3%	0.1
30	Travel, Training and Conferences	\$ 1,450,300	\$ 811,856	\$ 638,444	56.0%	\$ 1,161,143	\$ 757,714	\$ 403,430	65.3%	(9.3)
	Total Services and Supplies	\$ 23,794,100	\$ 15,708,848	\$ 8,085,252	66.0%	\$ 22,282,949	\$ 15,821,180	\$ 6,461,769	71.0%	(5.0)
	Total All Accounts	\$ 110,676,100	\$ 79,384,596	\$ 31,291,504	71.7%	\$ 105,301,232	\$ 78,313,265	\$ 26,987,966	74.4%	(2.6)

LANSING COMMUNITY COLLEGE

Emergency Operations Fund

Operating Expenses

March 2020 Financial Review

(75% of Fiscal Year)

Operating Division	FY 2020 Actual YTD Through 3/31/20	Operating Account	FY 2020 Actual YTD Through 3/31/20
<u>Operating Expenses - Divisions</u>		<u>Operating Expenses - Account</u>	
Academic Affairs	\$ 52,597	Full-Time Administrator	\$ 2,413
Administrative Services	\$ 22,216	Full-Time Professional Technical	\$ 6,967
Advancement & External Affairs	\$ 3,147	Part-Time Professional Technical	\$ 2,057
Arts & Sciences	\$ 26,899	Full-Time Faculty	\$ 25,638
Board of Trustees	\$ -	Part-Time Faculty	\$ 105,577
Community Education & Workforce Dvlpmnt	\$ 8,188	Full-Time Support	\$ 17,495
Executive Office	\$ -	Part-Time Support	\$ 11,048
Financial Services	\$ 6,087	Student	\$ 50,695
Health & Human Services	\$ 127,894	Total Salaries and Wages	\$ 221,891
Human Resources	\$ 100	Employee Benefits	\$ 62,103
Information Technology Services	\$ 15,353	Institutional Expenses	\$ 170
Student Affairs	\$ 20,660	Utilities	\$ -
Technical Careers	\$ 23,499	Professional Services	\$ -
Total all Divisions	\$ 306,641	Purchased Services	\$ -
		Rental Expense	\$ -
		Repair and Maintenance	\$ -
		Supplies	\$ 22,401
		Travel, Training and Conferences	\$ 75
		Total Services and Supplies	\$ 22,646
		Total All Accounts	\$ 306,641

LANSING COMMUNITY COLLEGE

Statement of Net Position

As of March 31, 2020

Line Ref #	Statement Line Item	Current Fiscal Year 2020	Prior Fiscal Year 2019
	Current Assets:		
1	Cash and Cash Equivalents	\$ 16,223,298	\$ 16,811,874
2	Short-Term Investments	\$ 78,262,661	\$ 46,223,072
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 2,735,004	\$ 2,466,774
4	State Appropriations Receivable	\$ 15,002,670	\$ 14,875,360
5	Federal and State Grants Receivable	\$ 2,634,203	\$ 2,918,883
6	Accounts Receivable, Net of Est Uncollectible	\$ 3,524,182	\$ 3,747,406
7	Prepaid Expenses	\$ 955,695	\$ 1,030,363
8	Due from Component Unit	\$ 130,994	\$ 39,451
	Total Current Assets	\$ 119,468,708	\$ 88,113,182
	Noncurrent Assets:		
9	Long-Term Investments	\$ 25,995,000	\$ 10,094,157
10	Capital Assets, Net of Accumulated Depreciation	\$ 186,569,337	\$ 193,982,564
	Total Noncurrent Assets	\$ 212,564,337	\$ 204,076,722
	Total Assets	\$ 332,033,046	\$ 292,189,904
	Deferred Outflow of Resources:		
11	Deferred Charge on Refunding	\$ 2,083,969	\$ 2,300,622
12	Deferred Pension Amounts	\$ 59,515,517	\$ 33,928,655
	Total Deferred Outflows of Resources	\$ 61,599,486	\$ 36,229,277
	Current Liabilities:		
13	Accounts Payable	\$ 1,391,458	\$ 4,320,223
14	Accrued Interest Payable	\$ 1,824,161	\$ 1,157,088
15	Accrued Payroll and Other Compensation	\$ 5,510,656	\$ 5,270,554
16	Accrued Vacation	\$ 1,762,517	\$ 1,664,060
17	Unearned Revenue	\$ 25,305,508	\$ 23,883,021
18	Current Portion of Long-Term Debt Obligations	\$ 4,255,000	\$ 4,120,000
	Total Current Liabilities	\$ 40,049,301	\$ 40,414,947
	Noncurrent Liabilities:		
19	Bonds Payable	\$ 113,069,483	\$ 73,217,199
20	Net Pension Liability	\$ 163,974,876	\$ 141,871,522
21	Net Other Post-Employment Benefits Liability	\$ 43,350,196	\$ 48,713,989
	Total Noncurrent Liabilities	\$ 320,394,555	\$ 263,802,710
	Total Liabilities	\$ 360,443,855	\$ 304,217,657
22	Deferred Inflow of Resources - Pension Amounts	\$ 31,571,773	\$ 19,076,653
23	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 125,221,811	\$ 128,276,829
	Restricted for Restricted Fund Activities	\$ 183,132	\$ 150,425
	Unrestricted	\$ (123,788,040)	\$ (123,302,383)
	Total Net Position	\$ 1,616,903	\$ 5,124,871

**Lansing Community College
Schedule of Investments
As of March 31, 2020**

Cash & Cash Equivalents

Account	Cash Balance	Yield	Estimated Annual Income
Chase - Checking	\$ 5,441,482	0.00%	\$ -
Chase - Savings	\$ 10,705,860	0.03%	\$ 3,212
Chase - Savings (Bond Designated)	\$ 75,956	0.33%	\$ 251
Total Cash & Cash Equivalents	\$ 16,223,298		\$ 3,462

Short Term (< one year)

Account	Market Value	Yield	Estimated Annual Income
CD PNC - 2017 Bond Designated	\$ 4,101,126	2.70%	\$ 110,730
CD PNC - General Fund	\$ 12,583,120	1.91%	\$ 240,338
CDARs First National Bank of Michigan	\$ 20,295,387	1.90%	\$ 385,612
Fifth Third Investment Pool - 2019 Bond Designated	\$ 11,640,000	1.43%	\$ 166,452
ICS First National Bank of Michigan	\$ 228,592	0.30%	\$ 686
Michigan Liquid Asset Fund Investments	\$ 17,333,531	1.61%	\$ 279,070
Michigan Liquid Asset Fund Investments - 2017 Bond Designated	\$ 12,080,905	1.69%	\$ 204,167
Total Short Term Investments	\$ 78,262,661		\$ 1,387,055

Long Term (> one year)

Account	Market Value	Yield	Estimated Annual Income
Fifth Third Investment Pool - 2019 Bond Designated	\$ 25,995,000	1.43%	\$ 371,729
Total Long Term Investments	\$ 25,995,000		\$ 371,729

LANSING COMMUNITY COLLEGE
Statement of Revenues, Expenses and Changes in Net Position
Period Ending March 31, 2020

Operating Statement Line item	All Funds Current Year-to-Date Actual	General Fund	Pension Liability Fund	Designated Funds	Auxiliary Service Funds	Restricted Funds	Plant Funds
Operating Revenues:							
Tuition & Fees, Net of Estimated Uncollectible	\$ 39,080,958	\$ 37,118,591	\$ -	\$ (3,450)	\$ 1,080,094	\$ -	\$ 885,724
Federal Grants and Contracts	\$ 1,546,187	\$ -	\$ -	\$ -	\$ -	\$ 1,546,187	\$ -
State Grants and Contracts	\$ 1,627,249	\$ -	\$ -	\$ -	\$ -	\$ 1,627,249	\$ -
Local Grants and Contracts	\$ 4,606,497	\$ 1,255,212	\$ -	\$ -	\$ -	\$ 3,351,286	\$ -
Sales and Services of Auxiliary Activities	\$ 628,233	\$ 52,506	\$ -	\$ -	\$ 574,750	\$ -	\$ 977
Michigan New Jobs Training Programs	\$ 191,103	\$ -	\$ -	\$ -	\$ -	\$ 191,103	\$ -
Miscellaneous	\$ 857,403	\$ 682,494	\$ -	\$ -	\$ 93,377	\$ -	\$ 81,532
Total Operating Revenue	\$ 48,537,630	\$ 39,108,802	\$ -	\$ (3,450)	\$ 1,748,221	\$ 6,715,825	\$ 968,232
Operating Expenses:							
Instruction	\$ 28,425,109	\$ 27,612,827	\$ -	\$ -	\$ 5,656	\$ 806,626	\$ -
Instructional Support	\$ 14,721,752	\$ 14,315,561	\$ -	\$ 61,130	\$ 6,277	\$ 338,783	\$ -
Student Services	\$ 26,578,966	\$ 10,439,246	\$ -	\$ -	\$ 7,523	\$ 16,132,197	\$ -
Public Services	\$ 1,767,028	\$ 770,346	\$ -	\$ -	\$ 26,160	\$ 970,523	\$ -
Operation and Maintenance of Plant	\$ 18,799,067	\$ 8,886,102	\$ -	\$ -	\$ 370,372	\$ 30,401	\$ 9,512,193
Information Technology	\$ 10,461,255	\$ 8,829,096	\$ -	\$ 144,360	\$ (246,493)	\$ 8,607	\$ 1,725,685
Institutional Administration	\$ 14,386,833	\$ 10,130,066	\$ -	\$ -	\$ 661,044	\$ 3,595,723	\$ -
Depreciation	\$ 4,099,978	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,099,978
Total Operating Expenses	\$ 119,239,988	\$ 80,983,244	\$ -	\$ 205,491	\$ 830,539	\$ 21,882,860	\$ 15,337,855
Operating Income (Loss)	\$ (70,702,358)	\$ (41,874,442)	\$ -	\$ (208,941)	\$ 917,682	\$ (15,167,035)	\$ (14,369,623)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 29,090,669	\$ 25,817,234	\$ -	\$ -	\$ -	\$ 3,273,435	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 32,973,668	\$ 32,973,668	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	\$ 911,283	\$ 527,758	\$ -	\$ -	\$ -	\$ -	\$ 383,524
Interest on Capital Asset - Related Debt	\$ (2,703,778)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,703,778)
PELL	\$ 11,750,765	\$ -	\$ -	\$ -	\$ -	\$ 11,750,765	\$ -
Miscellaneous Non-Operating Revenue	\$ 154,519	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,519
Net Non-operating Revenue (Expenses)	\$ 72,177,125	\$ 59,318,660	\$ -	\$ -	\$ -	\$ 15,024,200	\$ (2,165,734)
Income (Loss) Before Transfers	\$ 1,474,767	\$ 17,444,218	\$ -	\$ (208,941)	\$ 917,682	\$ (142,835)	\$ (16,535,357)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (14,191,050)	\$ -	\$ 221,172	\$ 56,389	\$ 94,878	\$ 13,818,611
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ -	\$ (408,414)	\$ (14,914)	\$ 423,327
Net Increase (Decrease) in Net Position	\$ 1,474,767	\$ 3,253,168	\$ -	\$ 12,231	\$ 565,658	\$ (62,871)	\$ (2,293,419)
Net Position:							
Beginning of Year	\$ 142,135	\$ 24,174,283	\$ (179,381,328)	\$ 617,069	\$ 2,487,485	\$ 246,003	\$ 151,998,623
Net Position End of Period	\$ 1,616,901	\$ 27,427,451	\$ (179,381,328)	\$ 629,300	\$ 3,053,143	\$ 183,132	\$ 149,705,204

LANSING COMMUNITY COLLEGE
Plant Funds
Schedule of Budget and Expenses
Period Ending March 31, 2020

Plant Fund Classifications	Fiscal Year 2020 Approved Budget	Actual YTD Expenses Through 3/31/20 (75% of fiscal year)	Fiscal Year 2020 Percentage Expended
Capital Equipment	\$ 900,000	\$ 716,856	79.7%
Physical Plant Improvements	\$ 7,200,000	\$ 3,822,115	53.1%
Technology Infrastructure	\$ 4,300,000	\$ 2,102,941	48.9%
Total Expenses	\$ 12,400,000	\$ 6,641,913	53.6%

LANSING COMMUNITY COLLEGE
Capital Projects
Period Ending March 31, 2020

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Available Balance
Capital Project: 505 Capitol Avenue Building			
Construction Costs	\$ 3,375,000	\$ -	\$ 3,375,000
Contingency	\$ 375,000	\$ -	\$ 375,000
Total Capital Project: 505 Capitol Avenue Building	\$ 3,750,000	\$ -	\$ 3,750,000
2017-18 Downtown Campus Mall, Grounds, and Underground Fire Main System Improvements			
South Mall Improvements	\$ 382,000	\$ 349,168	\$ 32,832
Sprinkler System Automation	\$ 87,000	\$ 20,320	\$ 66,680
Fire Suppression Service Line Improvements	\$ 67,000	\$ 8,280	\$ 58,720
New Sprinkler System Service Taps	\$ 31,000	\$ -	\$ 31,000
Contingency	\$ 58,000	\$ -	\$ 58,000
Total 2017-18 Downtown Campus Mall, Grounds, and Underground Fire Main System Improvements	\$ 625,000	\$ 377,768	\$ 247,232
2017 Capital Projects			
Technology and Learning Center	\$ 9,635,036	\$ 1,641,451	\$ 7,993,585
Contingency	\$ 900,000	\$ -	\$ 900,000
Health and Human Services Building	\$ 1,267,861	\$ 1,267,861	\$ -
West Campus	\$ 1,647,103	\$ 1,647,103	\$ -
Total 2017 Capital Projects	\$ 13,450,000	\$ 4,556,415	\$ 8,893,585
2019 Capital Projects Parking Ramps Bond Issue			
Parking Ramps	\$ 45,390,000	\$ 618,447	\$ 44,771,553
Contingency	\$ 5,610,000	\$ -	\$ 5,610,000
2019 Capital Projects Parking Ramps Bond Issue	\$ 51,000,000	\$ 618,447	\$ 50,381,553

Lansing Community College
Fiscal Year 2020
3rd Quarter External Community Sponsorships

Date	Organization	Invoice Description	Amount	Strategic Value of Investment
12/20/2019	Dr. Martin Luther King Jr. Commission of Mid-Michigan	35th Annual MLK Holiday Celebration Date: January 20, 2020	\$ 2,150	This sponsors the annual celebration of MLK Jr. and his contributions to civil rights. This furthers our relationship with businesses, economic groups, and the community. We celebrate our commitment to the community, diversity, and inclusion.
12/19/2019	Michigan College Access Network	2020 MCAN Conference Event postponed to November 23-24, 2020	\$ 2,500	This organization works to ensure that every Michigan resident has the opportunity to pursue and succeed in a postsecondary education. This conference provides an opportunity for community and education leaders to learn more about the College and how LCC increases college readiness, participation, and completion.
1/9/2020	Michigan Children's Trust Fund	Child Abuse Prevention Awareness Day Event Canceled	\$ 100	This event is to bring awareness to and educate the public about issues related to child abuse and neglect in our state, as well as honor and celebrate Michigan's children and families. When children are raised in healthy, safe and nurturing environments it paves the way for them to succeed in educational pursuits and achieve their full potential in adulthood. Additionally, the LCC Choir (comprised of LCC students and community members) will be performing which is the 7+ year LCC's music program has participated in this annual community event. This request was approved but payment was not issued due to event cancellation.
1/23/2020	A Rally of Writers	2020 A Rally of Writers Event Canceled	\$ 500	This partnership supports LCC program, students, and its connections to writers throughout the state. The organizers promote LCC as a first choice for writing classes to enhance their writing skills. This request was approved but payment was not issued due to event cancellation.
1/23/2020	Greater Lansing Area Club	38th Annual Founders Day Awards Brunch Event postponed to April, 2021	\$ 1,075	LCC's support of GLAC is an opportunity to formulate a cooperative partnership with a social outreach organization that promotes business, leadership, entrepreneurship and youth development – areas that are at the core of LCC's mission. We continue to support diversity and inclusion with includes building and sustaining vital community partnerships. LCC is well represented with three College members being honored for the following awards: Sojourner of Truth - Toni Hughes Glasscoe Frederick Douglass Award - Trustee Robert Proctor Community Service Award - Trustee Angela Mathews
Total Cash Contributions			\$ 6,325	

**Lansing Community College
Board of Trustees Summary Expenses
As of March 31, 2020**

Description	Fiscal Year 2020 Adopted Budget	Fiscal Year 2020 Actuals
Salaries	\$ 100,000	\$78,239
Employee Benefits	44,000	\$16,902
Institutional Expenditures	4,500	\$2,477
Professional Fees	180,000	\$75,608
Purchased Services	15,000	\$7,343
Supplies & Materials	9,100	\$8,631
Travel, Training, and Conferences	150,000	\$49,369
TOTALS - Board of Trustees	\$ 502,600	\$ 238,569

**Lansing Community College
Board of Trustees Non Labor Detail Expenses
for the Quarter Ended March 31, 2020**

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
1-Aug-19	General - Operations	\$ 150	PH_2019_JUL	LANSING COMMUNITY COLLEGE
24-Sep-19	General - Operations	\$ 149	PH_2019_AUG	LANSING COMMUNITY COLLEGE
1-Oct-19	General - Operations	\$ 150	PH_2019_SEP	LANSING COMMUNITY COLLEGE
1-Nov-19	General - Operations	\$ 151	PH_2019_OCT	LANSING COMMUNITY COLLEGE
1-Dec-19	General - Operations	\$ 150	PH_2019_NOV	LANSING COMMUNITY COLLEGE
1-Jan-20	General - Operations	\$ 150	PH_2019_DEC	LANSING COMMUNITY COLLEGE
1-Feb-20	General - Operations	\$ 150	PH_2020_JAN	LANSING COMMUNITY COLLEGE
1-Mar-20	General - Operations	\$ 152	PH_2020_FEB	LANSING COMMUNITY COLLEGE
31-Mar-20	General - Operations	\$ 151	PH_2020_MAR ACCRUAL	LANSING COMMUNITY COLLEGE
TOTAL		\$ 1,353		
Chargeback Print and Copy				
1-Aug-19	General - Operations	\$ 22	PC_2019_JUL	LANSING COMMUNITY COLLEGE
24-Sep-19	General - Operations	\$ 262	PC_2019_AUG	LANSING COMMUNITY COLLEGE
1-Oct-19	General - Operations	\$ 57	PC_2019_SEP	LANSING COMMUNITY COLLEGE
1-Nov-19	General - Operations	\$ 141	PC_2019_OCT	LANSING COMMUNITY COLLEGE
1-Nov-19	General - Operations	\$ 20	MMP_2019_NOV_ID304821	LANSING COMMUNITY COLLEGE
1-Dec-19	General - Operations	\$ 80	PC_2019_NOV	LANSING COMMUNITY COLLEGE
1-Jan-20	General - Operations	\$ 59	PC_2019_DEC	LANSING COMMUNITY COLLEGE
1-Feb-20	General - Operations	\$ 90	PC_2020_JAN	LANSING COMMUNITY COLLEGE
1-Mar-20	General - Operations	\$ 51	PC_2020_FEB	LANSING COMMUNITY COLLEGE
31-Mar-20	General - Operations	\$ 66	PC_2020_MAR ACCRUAL	LANSING COMMUNITY COLLEGE
TOTAL		\$ 848		
Special Mailing Services				
1-Nov-19	General - Operations	\$ 276	MMM_2019_OCT_ID302351	LANSING COMMUNITY COLLEGE
TOTAL		\$ 276		
	Grand Total	\$ 2,477	INSTITUTIONAL EXPENSES	
Administrative/Management Consulting				
11-Dec-19	Presidential Search	\$ 10,000	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
22-Jan-20	Presidential Search	\$ 641	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
22-Jan-20	Presidential Search	\$ 739	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
29-Jan-20	Presidential Search	\$ 859	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
6-Feb-20	Presidential Search	\$ 823	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
4-Mar-20	Presidential Search	\$ 2,444	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
5-Mar-20	Presidential Search	\$ 20,000	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
31-Mar-20	Presidential Search	\$ 1,214	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
31-Mar-20	Presidential Search	\$ 1,387	CONSULTING SERVICES	GREENWOOD/ASHER & ASSOCIATES INC
TOTAL		\$ 38,108		
Audit Services				
17-Dec-19	General - Operations	\$ 2,891	INTERNAL AUDIT SERVICES	BAKER TILLY BEERS & CUTLER, LLC
9-Jan-20	General - Operations	\$ 9,729	INTERNAL AUDIT SERVICES	BAKER TILLY BEERS & CUTLER, LLC
13-Feb-20	General - Operations	\$ 16,009	INTERNAL AUDIT SERVICES	BAKER TILLY BEERS & CUTLER, LLC
12-Mar-20	General - Operations	\$ 8,871	INTERNAL AUDIT SERVICES	BAKER TILLY BEERS & CUTLER, LLC
TOTAL		\$ 37,500		
	Grand Total	\$ 75,608	PROFESSIONAL FEES EXPENSES	
Advertising				
4-Sep-19	General - Operations	\$ 241	PUBLIC HEARING ON BUDGET	GANNETT CO., INC
TOTAL		\$ 241		
Commercial Printing/Publication				
30-Sep-19	General - Operations	\$ 1,865	SEPTEMBER 16, 2019 BOARD MEETING MATERIALS	ALLEGRA OF LANSING
19-Nov-19	General - Operations	\$ 2,293	OCTOBER 28, 2019 BOARD MEETING MATERIALS	ALLEGRA OF LANSING
19-Dec-19	General - Operations	\$ 1,104	NOVEMBER 18, 2019 BOARD MEETING MATERIALS	ALLEGRA OF LANSING

**Lansing Community College
Board of Trustees Non Labor Detail Expenses
for the Quarter Ended March 31, 2020**

Date	Board Member	Amount	Description	Payee
23-Jan-20	General - Operations	\$ 667	DECEMBER 16, 2020 BOARD MEETING MATERIALS	ALLEGRA OF LANSING
25-Feb-20	General - Operations	\$ 1,173	JANUARY 27, 2020 BOARD MEETING MATERIALS	ALLEGRA OF LANSING
TOTAL		\$ 7,103		
	Grand Total	\$ 7,343	PURCHASED SERVICES	
Memberships				
1-Aug-19	General - Operations	\$ 6,881	ANNUAL DUES	ASSN OF COMM COLLEGE TRUSTEES
TOTAL		\$ 6,881		
Software and Site Licenses				
12-Nov-19	General - Operations	\$ 120	RENEWAL OF DROPBOX FOR BOARD OF TRUSTEES	DROPBOX, INC
25-Feb-20	General - Operations	\$ 199	WORDRAKE RENEWAL	FS*WORDRAKE
TOTAL		\$ 319		
Supplies				
31-Jul-19	General - Operations	\$ 38	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
26-Aug-19	General - Operations	\$ 148	SYMPATHY FLOWERS FOR TRUSTEE	HYANCINTH HOUSE
29-Aug-19	General - Operations	\$ 31	SYMPATHY FLOWERS FOR LCC EMPLOYEE	SMITH FLORAL CO
4-Sep-19	General - Operations	\$ 49	OFFICE SUPPLIES	HOMEGOODS/TJX COMPANIES
4-Sep-19	General - Operations	\$ 33	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
4-Sep-19	General - Operations	\$ 51	SYMPATHY FLOWERS FOR LCC TRUSTEE	HYANCINTH HOUSE
30-Sep-19	General - Operations	\$ 49	OFFICE SUPPLIES/PRESIDENTIAL SEARCH	OFFICEMAX/DEPOT
30-Sep-19	General - Operations	\$ 60	OFFICE SUPPLIES/PRESIDENTIAL SEARCH	STAPLES
2-Oct-19	General - Operations	\$ 36	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
2-Oct-19	General - Operations	\$ 36	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
7-Oct-19	General - Operations	\$ 36	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
12-Nov-19	General - Operations	\$ 20	OFFICE SUPPLIES	AMAZON.COM
12-Nov-19	General - Operations	\$ 26	OFFICE SUPPLIES	AMAZON.COM
14-Nov-19	General - Operations	\$ 36	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
18-Dec-19	General - Operations	\$ 11	OFFICE SUPPLIES	OFFICEMAX/DEPOT
18-Dec-19	General - Operations	\$ 27	OFFICE SUPPLIES	OFFICEMAX/DEPOT
18-Dec-19	General - Operations	\$ 36	OFFICE SUPPLIES	OFFICEMAX/DEPOT
18-Dec-19	General - Operations	\$ 81	OFFICE SUPPLIES	AMAZON.COM
19-Dec-19	General - Operations	\$ 5	OFFICE SUPPLIES	OFFICEMAX/DEPOT
19-Dec-19	General - Operations	\$ 13	OFFICE SUPPLIES	OFFICEMAX/DEPOT
19-Dec-19	General - Operations	\$ 34	OFFICE SUPPLIES	OFFICEMAX/DEPOT
19-Dec-19	General - Operations	\$ 108	OFFICE SUPPLIES	AMAZON.COM
19-Dec-19	General - Operations	\$ 129	OFFICE SUPPLIES	AMAZON.COM
19-Dec-19	General - Operations	\$ 31	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
19-Dec-19	General - Operations	\$ 36	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
19-Dec-19	General - Operations	\$ 36	SYMPATHY FLOWERS FOR LCC EMPLOYEE	TRIBUTE STORE
19-Dec-19	General - Operations	\$ 36	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
11-Feb-20	General - Operations	\$ 37	BIRTH ANNOUNCEMENT FOR LCC EMPLOYEE	WINE COUNTRY GIFT BASKETS
11-Feb-20	General - Operations	\$ 37	BIRTH ANNOUNCEMENT FOR LCC EMPLOYEE	WINE COUNTRY GIFT BASKETS
11-Feb-20	General - Operations	\$ 39	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
11-Feb-20	General - Operations	\$ 41	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
11-Feb-20	General - Operations	\$ 41	SYMPATHY FLOWERS FOR LCC EMPLOYEE	HYANCINTH HOUSE
TOTAL		\$ 1,431		
	Grand Total	\$ 8,631	SUPPLIES & MATERIALS	
Travel Lodging				
23-Aug-19	S VAIVE	\$ 744	MCCA SUMMER CONFERENCE	GRAND TRAVERSE RESORT
23-Aug-19	R PROCTOR	\$ 766	MCCA SUMMER CONFERENCE	GRAND TRAVERSE RESORT
23-Aug-19	A MATHEWS	\$ 766	MCCA SUMMER CONFERENCE	GRAND TRAVERSE RESORT
23-Aug-19	L HILDAGO	\$ 766	MCCA SUMMER CONFERENCE	GRAND TRAVERSE RESORT
23-Aug-19	R BUCK	\$ 766	MCCA SUMMER CONFERENCE	GRAND TRAVERSE RESORT
4-Sep-19	L MEYER	\$ (780)	ACCT LEADERSHIP CONGRESS	HILTON HOTELS
7-Nov-19	L MEYER	\$ 1,951	ACCT LEADERSHIP CONGRESS	L MEYER
12-Nov-19	R BUCK	\$ 780	ACCT LEADERSHIP CONGRESS	HILTON HOTELS
14-Nov-19	L HILDAGO	\$ 780	ACCT LEADERSHIP CONGRESS	HILTON HOTELS
14-Nov-19	A MATHEWS	\$ 1,170	ACCT LEADERSHIP CONGRESS	HILTON HOTELS

**Lansing Community College
Board of Trustees Non Labor Detail Expenses
for the Quarter Ended March 31, 2020**

Date	Board Member	Amount	Description	Payee
16-Nov-19	A ABOOD	\$ 780	ACCT LEADERSHIP CONGRESS	HILTON HOTELS
16-Nov-19	R PROCTOR	\$ 390	ACCT LEADERSHIP CONGRESS	HILTON HOTELS
16-Nov-19	R PROCTOR	\$ 159	MCCA FALL BOARD OF DIRECTORS MEETING	STAFFORDS BAY VIEW INN
19-Nov-19	B DUNCAN	\$ 780	ACCT LEADERSHIP CONGRESS	HILTON HOTELS
10-Dec-19	S VAIVE	\$ 390	ACCT LEADERSHIP CONGRESS	HILTON HOTELS
10-Mar-20	L MEYER	\$ 1,059	ACCT NATIONAL LEGISLATIVE SUMMIT	L MEYER
10-Mar-20	A MATHEWS	\$ 1,765	ACCT NATIONAL LEGISLATIVE SUMMIT	A MATHEWS
31-Mar-20	A ABOOD	\$ 1,059	ACCT NATIONAL LEGISLATIVE SUMMIT	MARRIOTT MARQUIS WASHINGTON DC
31-Mar-20	L HIDALGO	\$ 1,059	ACCT NATIONAL LEGISLATIVE SUMMIT	MARRIOTT MARQUIS WASHINGTON DC
31-Mar-20	R PROCTOR	\$ 1,412	ACCT NATIONAL LEGISLATIVE SUMMIT	MARRIOTT MARQUIS WASHINGTON DC
31-Mar-20	R PROCTOR	\$ 650	MCCA SUMMER CONFERENCE	MISSION POINT RESORT
31-Mar-20	A MATHEWS	\$ 650	MCCA SUMMER CONFERENCE	MISSION POINT RESORT
TOTAL		\$ 17,861		
Travel Meal Allowance				
16-Aug-19	R BUCK	\$ 109	MCCA SUMMER CONFERENCE	R BUCK
16-Aug-19	L HILDAGO	\$ 109	MCCA SUMMER CONFERENCE	L HILDAGO
16-Aug-19	A MATHEWS	\$ 109	MCCA SUMMER CONFERENCE	A MATHEWS
16-Aug-19	L MEYER	\$ 109	MCCA SUMMER CONFERENCE	L MEYER
16-Aug-19	R PROCTOR	\$ 30	MCCA SUMMER CONFERENCE	R PROCTOR
16-Aug-19	S VAIVE	\$ 114	MCCA SUMMER CONFERENCE	S VAIVE
7-Nov-19	L HILDAGO	\$ 200	ACCT LEADERSHIP CONGRESS	L HILDAGO
7-Nov-19	A MATHEWS	\$ 294	ACCT LEADERSHIP CONGRESS	A MATHEWS
7-Nov-19	L MEYER	\$ 252	ACCT LEADERSHIP CONGRESS	L MEYER
7-Nov-19	S VAIVE	\$ 176	ACCT LEADERSHIP CONGRESS	S VAIVE
7-Nov-19	R BUCK	\$ 217	ACCT LEADERSHIP CONGRESS	R BUCK
19-Nov-19	B DUNCAN	\$ 270	ACCT LEADERSHIP CONGRESS	B DUNCAN
10-Mar-20	A MATHEWS	\$ 261	ACCT NATIONAL LEGISLATIVE SUMMIT	A MATHEWS
10-Mar-20	L MEYER	\$ 195	ACCT NATIONAL LEGISLATIVE SUMMIT	L MEYER
10-Mar-20	L HIDALGO	\$ 109	ACCT NATIONAL LEGISLATIVE SUMMIT	L HIDALGO
10-Mar-20	R PROCTOR	\$ 120	ACCT NATIONAL LEGISLATIVE SUMMIT	R PROCTOR
TOTAL		\$ 2,675		
Travel Miscellaneous				
23-Aug-19	S VAIVE	\$ 23	MCCA SUMMER CONFERENCE	S VAIVE
7-Nov-19	L HILDAGO	\$ 130	ACCT LEADERSHIP CONGRESS	L HILDAGO
7-Nov-19	A MATHEWS	\$ 60	ACCT LEADERSHIP CONGRESS	A MATHEWS
7-Nov-19	L MEYER	\$ 22	ACCT LEADERSHIP CONGRESS	L MEYER
7-Nov-19	S VAIVE	\$ 60	ACCT LEADERSHIP CONGRESS	S VAIVE
7-Nov-19	R BUCK	\$ 60	ACCT LEADERSHIP CONGRESS	R BUCK
19-Nov-19	R PROCTOR	\$ 17	ACCT LEADERSHIP CONGRESS	HILTON HOTELS
19-Nov-19	B DUNCAN	\$ 60	ACCT LEADERSHIP CONGRESS	DELTA AIRLINES
10-Mar-20	R PROCTOR	\$ 109	ACCT NATIONAL LEGISLATIVE SUMMIT	R PROCTOR
10-Mar-20	A MATHEWS	\$ 60	ACCT NATIONAL LEGISLATIVE SUMMIT	A MATHEWS
10-Mar-20	L HIDALGO	\$ 60	ACCT NATIONAL LEGISLATIVE SUMMIT	L HIDALGO
TOTAL		\$ 661		
Travel Transportation				
16-Aug-19	A MATHEWS	\$ 273	MCCA SUMMER CONFERENCE	A MATHEWS
29-Aug-19	R BUCK	\$ 564	ACCT LEADERSHIP CONGRESS	DELTA AIRLINES
4-Sep-19	A ABOOD	\$ 574	ACCT LEADERSHIP CONGRESS	DELTA AIRLINES
4-Sep-19	R PROCTOR	\$ 517	ACCT LEADERSHIP CONGRESS	UNITED AIRLINES
4-Sep-19	A MATHEWS	\$ 657	ACCT LEADERSHIP CONGRESS	DELTA AIRLINES
7-Nov-19	L HILDAGO	\$ 540	ACCT LEADERSHIP CONGRESS	L HILDAGO
7-Nov-19	A MATHEWS	\$ 55	ACCT LEADERSHIP CONGRESS	A MATHEWS
7-Nov-19	L MEYER	\$ 938	ACCT LEADERSHIP CONGRESS	L MEYER
7-Nov-19	S VAIVE	\$ 535	ACCT LEADERSHIP CONGRESS	S VAIVE
7-Nov-19	R BUCK	\$ 113	ACCT LEADERSHIP CONGRESS	R BUCK
16-Nov-19	R PROCTOR	\$ 382	ACCT LEADERSHIP CONGRESS	UNITED AIRLINES
23-Jan-20	R PROCTOR	\$ 311	ACCT NATIONAL LEGISLATIVE SUMMIT	DELTA AIRLINES/AMERICAN AIRLINES
23-Jan-20	A ABOOD	\$ 228	ACCT NATIONAL LEGISLATIVE SUMMIT	DELTA AIRLINES
23-Jan-20	A MATHEWS	\$ 363	ACCT NATIONAL LEGISLATIVE SUMMIT	DELTA AIRLINES/AMERICAN AIRLINES
25-Feb-20	L HIDALGO	\$ 775	ACCT NATIONAL LEGISLATIVE SUMMIT	AMERICAN AIRLINES
10-Mar-20	A MATHEWS	\$ 12	ACCT NATIONAL LEGISLATIVE SUMMIT	A MATHEWS

**Lansing Community College
Board of Trustees Non Labor Detail Expenses
for the Quarter Ended March 31, 2020**

Date	Board Member	Amount	Description	Payee
10-Mar-20	L MEYER	\$ 504	ACCT NATIONAL LEGISLATIVE SUMMIT	L MEYER
10-Mar-20	R PROCTOR	\$ 86	ACCT NATIONAL LEGISLATIVE SUMMIT	R PROCTOR
10-Mar-20	L HIDALGO	\$ 14	ACCT NATIONAL LEGISLATIVE SUMMIT	L HIDALGO
TOTAL		\$ 7,441		

Travel Registration Fees				
3-Sep-19	7 TRUSTEES	\$ 4,725	MCCA SUMMER CONFERENCE - MAIN EVENT	MICHIGAN COMMUNITY COLLEGE ASSN
3-Sep-19	7 TRUSTEES	\$ 770	MCCA SUMMER CONFERENCE - PRE-CONFERENCE	MICHIGAN COMMUNITY COLLEGE ASSN
19-Nov-19	R PROCTOR	\$ 200	MCCA FALL BOARD OF DIRECTORS MEETING	MICHIGAN COMMUNITY COLLEGE ASSN
19-Dec-19	A ABOOD	\$ 745	ACCT NATIONAL LEGISLATIVE SUMMIT	ASSN OF COMM COLLEGE TRUSTEES
19-Dec-19	L MEYER	\$ 745	ACCT NATIONAL LEGISLATIVE SUMMIT	ASSN OF COMM COLLEGE TRUSTEES
19-Dec-19	R PROCTOR	\$ 745	ACCT NATIONAL LEGISLATIVE SUMMIT	ASSN OF COMM COLLEGE TRUSTEES
19-Dec-19	A MATHEWS	\$ 745	ACCT NATIONAL LEGISLATIVE SUMMIT	ASSN OF COMM COLLEGE TRUSTEES
15-Jan-20	4 TRUSTEES	\$ 1,000	2019 FALL SUMMER TRUSTEE INSTITUTE	MICHIGAN COMMUNITY COLLEGE ASSN
25-Feb-20	L HIDALGO	\$ 895	ACCT NATIONAL LEGISLATIVE SUMMIT	ASSN OF COMM COLLEGE TRUSTEES
TOTAL		\$ 10,570		

Travel Mileage Expense				
16-Aug-19	R BUCK	\$ 208	MCCA SUMMER CONFERENCE	R BUCK
16-Aug-19	L HILDAGO	\$ 222	MCCA SUMMER CONFERENCE	L HILDAGO
16-Aug-19	L MEYER	\$ 318	MCCA SUMMER CONFERENCE	L MEYER
16-Aug-19	R PROCTOR	\$ 229	MCCA SUMMER CONFERENCE	R PROCTOR
16-Aug-19	S VAIVE	\$ 240	MCCA SUMMER CONFERENCE	S VAIVE
7-Nov-19	R PROCTOR	\$ 262	MCCA FALL BOARD OF DIRECTORS MEETING	R PROCTOR
7-Nov-19	L HILDAGO	\$ 86	ACCT LEADERSHIP CONGRESS	L HILDAGO
7-Nov-19	S VAIVE	\$ 103	ACCT LEADERSHIP CONGRESS	S VAIVE
7-Nov-19	R BUCK	\$ 104	ACCT LEADERSHIP CONGRESS	R BUCK
10-Mar-20	R BUCK	\$ 55	BUSINESS MEETINGS	R BUCK
TOTAL		\$ 1,826		

Meeting Expense				
3-Sep-19	7 TRUSTEES	\$ 945	MCCA AWARDS RECEPTION & DINNER	MICHIGAN COMMUNITY COLLEGE ASSN
24-Sep-19	General - Operations	\$ 75	RFP COMMITTEE MEETING	CONTINENTAL SERVICES
25-Sep-19	General - Operations	\$ 207	SEPTEMBER 16, 2019 BOARD OF TRUSTEES MEETING	CONTINENTAL SERVICES
25-Sep-19	General - Operations	\$ 86	SEPTEMBER 9, 2019 AUDIT COMMITTEE MEETING	CONTINENTAL SERVICES
7-Nov-19	General - Operations	\$ 76	LCC CONSULTANT MEETING	R PROCTOR
21-Nov-19	General - Operations	\$ 261	OCTOBER 28, 2019 BOARD OF TRUSTEES MEETING	CONTINENTAL SERVICES
21-Nov-19	General - Operations	\$ 85	OCTOBER 29, 2019 SPECIAL BOARD OF TRUSTEES MEETING	CONTINENTAL SERVICES
19-Dec-19	General - Operations	\$ 144	OCTOBER 7, 2019 AUDIT COMMITTEE MEETING	CONTINENTAL SERVICES
19-Dec-19	General - Operations	\$ 212	NOVEMBER 18, 2019 BOARD OF TRUSTEES MEETING	CONTINENTAL SERVICES
23-Jan-20	General - Operations	\$ 735	YEAR END CELEBRATION	MORTON'S FINE CATERING
29-Jan-20	General - Operations	\$ 234	BOARD RETREAT DECEMBER 19, 2019	CONTINENTAL SERVICES
29-Jan-20	Presidential Search	\$ 30	PRESIDENTIAL PROFILE OPEN FORUM JANUARY 16, 2020	CONTINENTAL SERVICES
4-Feb-20	Presidential Search	\$ 61	PRESIDENTIAL PROFILE OPEN FORUM JANUARY 16, 2020	CONTINENTAL SERVICES
25-Feb-20	General - Operations	\$ 381	JANUARY 27, 2020 BOARD OF TRUSTEES MEETING	MORTON'S FINE CATERING
27-Feb-20	General - Operations	\$ 180	HHS STAFF & BOARD OR TRUSTEES DINNER FEB 17, 2020	CONTINENTAL SERVICES
10-Mar-20	General - Operations	\$ 29	BUSINESS MEETING NOVEMBER 11, 2019	R BUCK
11-Mar-20	General - Operations	\$ 20	JANUARY 27, 2020 BOARD OF TRUSTEES MEETING	CONTINENTAL SERVICES
11-Mar-20	General - Operations	\$ 75	MARCH 2, 2020 AUDIT COMMITTEE MEETING	CONTINENTAL SERVICES
Total		\$ 3,835		

Event Expense				
12-Sep-19	General - Operations	\$ 4,500	FALL KICKOFF BOARD OF TRUSTEES LUNCHEON	CONTINENTAL SERVICES
Total		\$ 4,500		

Grand Total		\$ 49,369	TRAVEL, TRAINING, AND CONFERENCES	
Grand Total		\$ 143,429	NON LABOR EXPENSES	

LANSING COMMUNITY COLLEGE
Revenue and Expense Account Information

Exhibit Line	Account Title	Exhibit Line	Account Title
REVENUES		B 26	Purchased Services
A 1	State Appropriations		Advertising
			Commercial Printing/Publication
A 2	Property Taxes, Net of Estimated Uncollectible		Curriculum Development/Contracted
			Direct Instruction/Contracted
A 3	Tuition and Fees, Net of Estimated Uncollectible		Equipment Moving
			Instructional Support/Contracted
A 4	Other Revenues		Service Contracts
	County School District Programs		Technical Support
	Gain on Sale of Fixed Assets		Temporary Help/Agency
	Investment Income/Interest		Miscellaneous Purchased Services
	Classroom Supplies		
EXPENSES		B 27	Rental Expense
B 23	Institutional Expenses		Building Rentals
	Bond Administrative Expenses		Equipment Rentals
	Chargebacks		Other Rentals
	Indirect Cost Expense		Vehicle Rentals
	Liability Insurance		
	Mail	B 28	Repair and Maintenance
	Property Taxes		Building Maintenance Contracts
	Telecommunication		Building Repairs
	Bank Service Charges		Equipment Repairs
	Cost Share Expense		Equipment Service Contracts
	Contributions and Sponsorships		Repair and Maintenance
			Vehicle Repair and Maintenance
			Grounds Maintenance
B 24	Utilities	B 29	Supplies
	Electricity		Fuel College Vehicles
	Gas		Memberships
	Steam		Reference Books
	Water		Software and Site Licenses
	Cable Television		Subscriptions
B 25	Professional Services		Supplies
	Adm/Management Consulting		Course Textbooks
	Architect/Engineering Services		Building/Improvements <\$5,000
	Audit Services		Furniture < \$5,000
	Election Costs		Equipment < \$5,000
	Government Relations Consulting		Instructional Equipment <\$5,000
	Legal Consultant		Operational Equipment <\$5,000
	Collection Fees		Tech Equipment/Computers <\$5,000
	Professional Testing Fees		
		B 30	Travel, Training and Conferences
			Travel Lodging
			Travel Meal Allowance
			Travel Miscellaneous
			Travel Transportation
			Registration Fees
			Meeting Expense
			Travel Mileage
			Vehicle Chargeback
			Event Expense

85

LANSING COMMUNITY COLLEGE
Organization to Division Crosswalk

Organization Number	Organization Title	Division
12112	Centre for Engaged Inclusion	Academic Affairs
12113	LUCERO	Academic Affairs
12114	RISE Institute	Academic Affairs
12521	Academic Senate	Academic Affairs
20501	Learning Assistance Administration	Academic Affairs
20510	Technical Services and Systems	Academic Affairs
20520	Library Access Services	Academic Affairs
20530	Library Instruction and Reference	Academic Affairs
20540	Learning Commons	Academic Affairs
30100	University Center	Academic Affairs
40001	Academic Affairs Administration	Academic Affairs
40010	e-Learning	Academic Affairs
40015	Center for Data Science	Academic Affairs
40100	Center for Teaching Excellence	Academic Affairs
13205	Special Events	Administrative Services
50001	Administrative Services Administration	Administrative Services
50100	Materials Management	Administrative Services
50201	Physical Plant Office Services	Administrative Services
50210	Custodial Services and Recycling	Administrative Services
50220	Building Maintenance, Repair, and Renovation	Administrative Services
50230	Grounds Maintenance	Administrative Services
50240	Moving Services	Administrative Services
50250	Utilities Consumption	Administrative Services
50301	Police and Public Safety Office	Administrative Services
50320	Fleet Management	Administrative Services
50330	Emergency and Safety Management Services	Administrative Services
50401	Conference and Food Services	Administrative Services
50402	Student Parking	Administrative Services
50501	Early Learning Children's Community	Administrative Services
50502	Employee Parking	Administrative Services
50601	Occupational Health and Safety	Administrative Services
12512	K-12 Relations Department	Advancement and External Affairs
12513	High School Diploma Completion Initiative	Advancement and External Affairs
12514	The Early College	Advancement and External Affairs
13001	Advancement and External Affairs Administration	Advancement and External Affairs
13100	Public Relations	Advancement and External Affairs
13200	College - Wide Marketing	Advancement and External Affairs
13202	Radio and TV Broadcasting	Advancement and External Affairs
13300	LCC Foundation	Advancement and External Affairs
13400	Educational Resource Development	Advancement and External Affairs
13601	C3R Administration	Advancement and External Affairs
407001	Arts and Sciences Administration	Arts and Sciences
407130	Honors Program	Arts and Sciences
407202	Teacher Preparation	Arts and Sciences
407212	History	Arts and Sciences
407213	Humanities	Arts and Sciences
407217	Education	Arts and Sciences
407218	Political Science	Arts and Sciences
407219	Sociology and Anthropology	Arts and Sciences
407220	Psychology	Arts and Sciences
407251	English, Humanities, and Social Science Administration	Arts and Sciences
407320	Integrated English	Arts and Sciences
407411	Math and Computer Science	Arts and Sciences
407451	Science and Math Administration	Arts and Sciences
407502	Science and Math Education Center	Arts and Sciences
407511	Biology	Arts and Sciences
407512	Chemistry	Arts and Sciences
407513	Physical Sciences	Arts and Sciences
407610	Art and Design	Arts and Sciences
407615	Digital Media, Audio and Cinema	Arts and Sciences
407630	Music	Arts and Sciences
407635	Theatre	Arts and Sciences
407640	Performing Arts Production	Arts and Sciences
407645	World Languages	Arts and Sciences
407650	Sign Language	Arts and Sciences
407655	Communications	Arts and Sciences
407811	Student Development	Arts and Sciences
407820	Adult Basic Education	Arts and Sciences
407910	Accounting	Arts and Sciences
407920	Business	Arts and Sciences
407940	Management	Arts and Sciences
407950	Marketing	Arts and Sciences

LANSING COMMUNITY COLLEGE
Organization to Division Crosswalk

Organization Number	Organization Title	Division
407960	Economics	Arts and Sciences
407991	Business, Communication and the Arts Administration	Arts and Sciences
11100	Board of Trustees	Board of Trustees
11200	Presidential Transition	Board of Trustees
30001	Community Education and Workforce Development Administration	Community Education and Workforce Development
30201	Extension and Lifelong Learning Office	Community Education and Workforce Development
30211	East Lansing Extension Center	Community Education and Workforce Development
30212	Howell Extension Center	Community Education and Workforce Development
30214	Center for Workforce Transition	Community Education and Workforce Development
30215	Non-Credit English for Speakers of Other Languages	Community Education and Workforce Development
30220	Lifelong Learning Administration	Community Education and Workforce Development
30240	Centralized Services	Community Education and Workforce Development
30320	Corporate Training and Continuing Education	Community Education and Workforce Development
30330	MI New Jobs Training Program	Community Education and Workforce Development
30400	Small Business Development Center	Community Education and Workforce Development
12100	Office of President	Executive Office
12111	Office - Chief Diversity Officer	Executive Office
12401	Office of the Executive Vice President	Executive Office
12402	Risk Management and Legal Services	Executive Office
12403	Compliance Office	Executive Office
12501	Office of the Provost	Executive Office
20310	Financial Aid	Financial Services
70001	Office - Chief Financial Officer	Financial Services
70110	Accounting Services	Financial Services
70120	Payroll	Financial Services
70130	Student Finance	Financial Services
70200	Financial Planning, Analysis and Review	Financial Services
70300	Purchasing Services	Financial Services
70400	Project Management and Business Analysis	Financial Services
80001	Institutional Accounts	Financial Services
405001	Health and Human Services Division Administration	Health and Human Services
405002	Medical Locked Storage	Health and Human Services
405005	Mental Health and Aging	Health and Human Services
405211	Child Development	Health and Human Services
405212	Dental Hygiene	Health and Human Services
405213	Diagnostic Medical Sonography	Health and Human Services
405215	Human Services	Health and Human Services
405217	Radiologic Technology	Health and Human Services
405218	Surgical Technology	Health and Human Services
405221	Neurodiagnostic Technology	Health and Human Services
405312	Community Health Services	Health and Human Services
405313	Nursing	Health and Human Services
405314	Medical Assistant	Health and Human Services
405320	Emergency Medical Services	Health and Human Services
405510	Physical Fitness and Wellness Lab	Health and Human Services
405525	Kinesiology and Health & Wellness	Health and Human Services
405530	Fitness	Health and Human Services
405535	Therapeutic Massage	Health and Human Services
405601	Nursing, EMS, Massage, and Physical Fitness and Wellness Administration	Health and Human Services
405701	Community Health, Child Development, Dent Hygiene, Med Tech and Surg Tech Admin	Health and Human Services
12301	Human Resources	Human Resources
12302	College - Wide Professional Development	Human Resources
60001	Office - Chief Information Officer	Information Technology Services
60110	Enterprise Systems	Information Technology Services
60120	Infrastructure Support Services	Information Technology Services
60130	Information Security	Information Technology Services
60140	Technology Support Services	Information Technology Services
60150	ITS Project Management	Information Technology Services
60210	Infrastructure Maintenance	Information Technology Services
20001	Student Affairs Administration	Student Affairs
20110	Registrar	Student Affairs
20120	Recruitment/Outreach	Student Affairs
20201	Student Support Administration	Student Affairs
20210	Center for Employment Services	Student Affairs
20220	Counseling	Student Affairs
20230	Academic Advising	Student Affairs
20240	Testing Services	Student Affairs
20250	Non Traditional and Special Populations	Student Affairs
20401	Academic and Career Pathways Administration	Student Affairs
20610	Athletics	Student Affairs
20620	Student Life	Student Affairs
20710	StarZone	Student Affairs

LANSING COMMUNITY COLLEGE
Organization to Division Crosswalk

Organization Number	Organization Title	Division
25101	Academic Success Coaching	Student Affairs
40401	Veterans and Military Affairs	Student Affairs
406001	Technical Careers Administration	Technical Careers
406111	Architectural Technology	Technical Careers
406112	Civil Technology	Technical Careers
406115	Building Construction	Technical Careers
406214	Manufacturing Engineering Technology	Technical Careers
406215	Welding Technology	Technical Careers
406311	Automotive Technology	Technical Careers
406313	Aviation Maintenance and Avionics	Technical Careers
406316	Heavy Equipment Repair	Technical Careers
406401	Trades Technology Services Administration	Technical Careers
406402	Apprenticeship Program	Technical Careers
406501	Computer Information Technology Administration	Technical Careers
406510	Computer Information Technology	Technical Careers
406612	Electrical Technology	Technical Careers
406613	Heating, Ventilation, and Air Conditioning	Technical Careers
406701	Public Services Careers Administration	Technical Careers
406711	Criminal Justice	Technical Careers
406712	Legal Assistant	Technical Careers
406713	Fire Science	Technical Careers
406714	Fire Science Academy	Technical Careers
406715	Police Academy	Technical Careers
406716	Corrections Academy	Technical Careers
406801	Aviation Administration	Technical Careers
406901	Trades Technology Program Administration	Technical Careers

Glossary of Terms

Academic Term

An academic term is any period of time in which course work is offered by the institution and for which students seek enrollment. The term may include a regular session or a special session or both. The College uses the semester system, which consists of the summer, fall and spring semesters.

Auxiliary Fund

The Auxiliary Fund accounts for college services where a fee is charged. Each enterprise/service should be accounted for separately using a group of self-balancing accounts within the fund. Examples of accounts in this fund include food service, bookstore, and parking.

BANNER

An enterprise system designed for higher education. LCC has utilized Banner for finance and student system information since 2006.

Benefits

Various benefits, other than salaries and wages provided by the College to employees which include: retirement; health insurance; dental insurance; long term disability insurance; vision insurance; life insurance; earned leave; tuition waivers; sabbatical leave; etc.

Bond

A bond is a written promise to pay a specific sum of money, called the face value or principle amount, at a specified date (or dates) in the future, called the maturity date, and with periodic interest at a rate specified in the bond. A bond is generally issued for a specific purpose or project, such as construction of a new facility.

Capital Budget

The Capital Budget includes funding for capital assets and infrastructure such as facilities, renovation, and certain equipment.

Contingency

Contingency funds are those appropriations set aside as a reserve for emergencies or unforeseen expenditures. At Lansing Community College no funds shall be transferred out of reserves/contingency funds without prior approval of the Board of Trustee.

Debt Service

Debt service includes expenditures for the retirement of long term debt and expenditures for interest on the debt.

Deferred Inflow and Deferred Outflow

Deferred Inflows and Deferred Outflows are resources which the College has expended or received but the related expense or revenue are for a future period, therefore, the deferral of that expense or revenue is recorded in the Statement of Net Position. Deferred inflows and outflows are not assets or liabilities of the College as the resources are not within the College's control.

Designated Fund

The Designated Fund is used to account for funds which are designated for use to finance specific operations at the college. The purpose or designation of the funds is determined by the Board of Trustees upon the recommendation of the college administration.

Encumbrance

A claim on an asset that reduces availability due to the obligation, such as a purchase order.

Equipment

Equipment is classified as a free-standing item having an acquisition value of \$5,000 or higher, and a normal life expectancy of one year or longer.

Fiscal Year

The fiscal year is the period over which a college budgets its spending. It consists of a period of twelve months, not necessarily concurrent with the calendar year; a period to which appropriations are made and expenditures are authorized and at the end of which accounts are made up and the books are balanced. Lansing Community College's fiscal year is the period July 1 to June 30.

Full-time Equivalent (FTE)

An FTE is equal to 100% of the normal full time work hours per job classification.

Fund

An income source established for the purpose of carrying on specific activities, or attaining certain objectives, in accordance with special regulations, restrictions or limitations. The terms and conditions established by this income source and/or the college must be complied with in making expenditures against the particular account.

Fund Accounting

A method of accounting that separates and tracks financial transactions to meet restrictions and reporting requirements imposed by funding sources and/or the college.

Fund Balance

The balance remaining in each fund account representing the funds available for unforeseen occurrences, such as revenue shortfalls and unanticipated expenditures as well as for future use as the restrictions governing the fund allows.

Fund Group

A high level classification of all fund sources which have similar characteristics.

General Fund

This fund is used to account for all transactions not required to be accounted for in another fund, and is used for all general purpose operating activities of the college.

Grant

Monetary award usually from the federal or state government and its use is restricted to a specific purpose. Each specific grant should be set up as a fund and accounted for separately using a complete group of self-balancing accounts.

Investment Income

Income or revenue derived from investments in securities or other properties in which money is held, either temporarily or permanently, in expectation of obtaining revenues. Legal investments for community college funds are governed by state statute, the Community Colleges Act which allows current operating funds, special funds, interest and sinking funds, and other funds belonging to or in the custody of the College, including restricted and unrestricted funds, to be invested only in the types of investments permitted by law.

Plant Funds

Funds to be used for the construction, alteration or purchase of physical property of the college e.g., land, buildings, capital improvements, equipment and library collections.

Property Taxes

Taxes levied on real and personal property by the college district. The community college millage is levied for the specific purpose of funding college operations.

- **State Equalized Value (SEV):** In Michigan this is 50% of the appraised value of the property.
- **Taxable Valuation:** The value of the property used to determine the property tax. It may or may not be the SEV.

Restricted Fund

The Restricted Fund is used to account for funds that have restrictions on their use. The purpose of the funds is determined by the donors or sponsoring agency. The revenues for the restricted fund come largely from Federal Grants/Contracts, State of Michigan Grants/Contracts, Local Grants/Contracts and Private Gifts/Grants. Each specific grant is accounted for separately using a complete group of self-balancing accounts.

Sabbatical Leave

In accordance with the collective bargaining agreement between the College and its faculty, the College grants sabbatical leaves to various full-time faculty members. The leaves are granted to enhance the professional competence of these instructors, who are required to return to work for the College a period of one year. The Benefit is recorded in the fiscal year the leave is taken.

Supplies and Services

Any un-capitalized article, material or service that is consumed in use, is expendable or loses its original shape or appearance with use. This category includes the cost of outside or contracted services as well as materials and supplies necessary for the conduct of the College's business.

State Appropriations

Revenue received by the College from the State of Michigan based on a formula.

Student Tuition and Fees

The student tuition and fees category includes all student tuition and student fees assessed against students for educational and general purposes. Tuition is the amount per billable hour times the number of billable hours charged a student for taking a course at the college. Fees include laboratory fees, application fees, transcript fees, and similar charges not covered by tuition.

Vacancy Factor

A line item, set annually as a percentage of overall compensation, reducing the projected expenditure in an estimation of the value of unspent budget due to lag in position incumbency. The vacancy factor will serve to limit over budgeting and help keep tuition and fee costs as low as possible.



Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.