



# **Lansing Community College Board of Trustees**

**Regular Meeting  
January 27, 2025  
6:00 p.m.**

## BOARD OF TRUSTEES



**Angela Mathews**  
*Chair*  
2023 - 2028



**Steve Robinson, Ph.D.**  
*President of the College*



**LaShunda Thomas**  
*Secretary*  
2021 - 2026



**Robert E. Proctor**  
*Treasurer*  
2023 - 2028



**Terrence L. Frazier**  
*Trustee*  
2025 - 2030



**Noel Garcia, Jr.**  
*Trustee*  
2025 - 2028



**Hope M. Lovell**  
*Trustee*  
2025 - 2026



**Chatum Taylor**  
*Trustee*  
2025 - 2030



# *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

January 27, 2025

6:00 p.m.

### **Organizational Meeting**

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant to the Board
- III. Pledge of Allegiance
  - A. LaShunda Thomas
- IV. Oath of Office Ceremony
  - A. Official Welcome and Introductions – Chair Angela Mathews
  - B. The Honorable Shauna Dunnings
    - 1. Terrence L. Frazier
    - 2. Chatum Taylor
  - C. The Honorable Molly Hennessey Greenwalt
    - 1. Noel Garcia, Jr.
  - D. The Honorable Kristen Simmons
    - 1. Hope M. Lovell
  - E. Recognition of Family and Guest
- V. Approval of Minutes
  - A. December 16, 2024, Regular Board of Trustees Meeting
- VI. Additions/Deletions to the Agenda
- VII. Limited Public Comment Regarding Agenda Items
- VIII. President's Report
- IX. Consent Agenda – Action Items
  - A. 2025-26 Course Fees

- B. Board of Trustees Employees
  - 1. Expenses – January 2025
  - 2. Time Reporting – January 2025
- C. Change Order
  - 1. Desire 2 Learn Additional Learning Management Platforms
- D. Cooperative Purchase
  - 1. Identity Verification and Fraud Prevention System
- IX. Monthly Monitoring Report
  - A. Monthly Financial Statements
  - B. Monthly Police Department Report
- X. Policy Development
  - A. Board Bylaws – Robert Proctor
    - 1. Board Bylaw 1.7.10 Complaints or Concerns Addressed to the Board of Trustees (*NEW*)
- XI. Linkage Planning/Implementation
  - A. Community Linkage
    - 1. Chair's Report
      - a. Conflict of Interest Disclosure Statement
      - b. Board Reorganization
        - (1) Election of Officers
        - (2) New Committee Appointments
- XII. Unfinished Business
  - A. Review of Annual Board Planning Cycle
- XIII. New Business
- XIV. Public Comment
- XV. Board Comment
- XVI. Closed Session
- XVII. Adjournment

# **Approval of Minutes**



LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
December 16, 2024

**Regular Meeting**  
Unadopted Meeting Minutes

**Call to Order**

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

**Roll Call**

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

**Pledge of Allegiance**

Trustee Frazier led the Pledge of Allegiance.

Samantha Vaive read the LCC Land Acknowledge.

**Special Recognition**

The Board of Trustees presented gifts and resolutions to honor Lawrence Hidalgo, Jr. and Samantha Vaive for their Distinguished Service as a Trustee of Lansing Community College. The following resolutions were read into the record.

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, Lawrence Hidalgo, Jr. has served with distinction as a Trustee of Lansing Community College for a total of twelve years, having been first elected to the Board in November 2012, and reelected in November 2018; and

WHEREAS, throughout his tenure on the Board, Lawrence demonstrated exemplary leadership, serving in numerous capacities, including as a member of the Audit Committee, Foundation Board Member, Board Secretary, Vice Chair, and ultimately, Chair of the Board; and

WHEREAS, Lawrence served as Board Chair during the unprecedented challenges of the COVID-19 pandemic, providing steady and decisive leadership during a time of great uncertainty; and

WHEREAS, as Board Chair, Lawrence played a key role in the selection of Lansing Community College's 7th President, Dr. Steve Robinson, ensuring a smooth transition and the continued success of the college during a time of change and crisis; and

WHEREAS, in July 2020, Lawrence Hidalgo, Jr. was instrumental in dedicating and naming a conference room in the Arts and Sciences Building after former President Brent M. Knight, recognizing his significant contributions to Lansing Community College and ensuring his legacy would endure; and

WHEREAS, Lawrence Hidalgo, Jr. worked alongside 15 dedicated trustees and served with two college presidents, always placing the well-being of students and the future of Lansing Community College at the forefront of his service; and

WHEREAS, on September 18, 2006, Lawrence Hidalgo, as a member of IBEW Local Union 665, was appointed to the 2006 President Search Screening Committee for the selection of the 6th President of Lansing Community College, contributing his expertise and dedication to a pivotal moment in the institution's history; and

WHEREAS, Lawrence served on the committee to create the high school completion program at Lansing Community College, demonstrating his commitment to providing accessible pathways to education and success for all students; and

WHEREAS, Lawrence, a native of Louisiana, has been a cherished member of the Lansing Community College District, and outside of his professional and civic commitments, enjoys vacationing with his wife, Cheryl, and spending time with his grandchildren, further reflecting his deep love and commitment to family and community; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Lansing Community College hereby expresses its deepest gratitude and appreciation to Lawrence Hidalgo, Jr. for his twelve years of dedicated service as a Trustee, his leadership in shaping the future of Lansing Community College, and his unwavering commitment to the success of the students and the greater community of Lansing; and

BE IT FURTHER RESOLVED that the Board recognizes and celebrates Lawrence Hidalgo, Jr. for his outstanding service to Lansing Community College and the community it serves, and wishes him continued success in all future endeavors.

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, Samantha Vaive has served with distinction as a Trustee of Lansing Community College for a total of six years, having been elected in November 2018; and

WHEREAS, Samantha Vaive has passionately upheld her belief that Lansing Community College is a vital resource capable of enhancing the quality of life for all members of the community, and has tirelessly worked to sustain and advance that legacy; and

WHEREAS, Samantha Vaive has demonstrated an unwavering commitment to education and equity by using her knowledge and skills to help all individuals in Lansing pursue higher education and personal growth; and

WHEREAS, during her tenure as a Trustee, Samantha Vaive played a pivotal role in the selection of Lansing Community College's 7th President, Dr. Steve Robinson, ensuring strong leadership for the institution's future; and

WHEREAS, Samantha Vaive has provided exemplary service on several committees, including a member of the Audit Committee, a member of the Association of Community College Trustees



(ACCT) Finance and Audit Committee, and a member of the ACCT Governance and Bylaws Committee, and the President of the ACCT Under 40 Caucus; and

WHEREAS, in September 2019, Samantha Vaive was instrumental in ensuring that free feminine hygiene products were provided in restrooms, a significant step in addressing the needs of LCC's diverse student body; and

WHEREAS, in June 2020, Samantha Vaive supported the adoption of the Equity Action Plan to address racial injustice, diversify faculty, enhance workplace policies, and establish processes to prevent inequitable behaviors, exemplifying her dedication to social justice and equity; and

WHEREAS, in September 2021, Samantha Vaive initiated a resolution to support the recognition and practice of Land Acknowledgments and the celebration of Indigenous Peoples' Day at LCC, fostering inclusivity and cultural awareness; and

WHEREAS, in 2024, Samantha Vaive earned her Ph.D. in psychology, conducting groundbreaking research on the relationship between prenatal yoga, childbirth experiences, and breastfeeding success, with the goal of increasing accessibility to affordable practices that improve outcomes across all demographics; and

NOW, THEREFORE, BE IT RESOLVED, that the Lansing Community College Board of Trustees extends its deepest gratitude to Samantha Vaive for her years of dedicated service, leadership, and advocacy for equity, education, and community development; and

BE IT FURTHER RESOLVED, that the Board recognizes and celebrates Samantha Vaive's enduring contributions to Lansing Community College and the community it serves, and wishes her continued success in all future endeavors.

## Approval of Minutes

TRUSTEE VAIVE MOVED AND TRUSTEE HIDALGO SECONDED, that the minutes of the November 18, 2024, Regular Board of Trustees be adopted.

Roll call vote:

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

Nays: None

Absent: None

Trustee Vaive abstained from voting.

The motion carried.

## Additions/Deletions to the Agenda

- Dr. Robinson asked that a Resolution Addressing the 2024 cost of Living be added before the consent agenda.
- Trustee Proctor asked that his election to an ACCT Committee position be added to the agenda after Linkage Planning/Implementation.
- Trustee Thomas asked that item F of the consent agenda be removed from the consent agenda.

## Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments regarding an agenda item.

## Linkage Planning/Implementation

### President Report

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

### Action Item – Resolution Addressing the 2024 Cost of Living

TRUSTEE VAIVE MOVED AND TRUSTEE HIDALGO SECONDED, that the resolution Addressing the 2024 Cost of Living be approved.

Dr. Robinson presented the following resolution language to be adopted by the Board to address the 2024 Cost of Living.

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, Michiganders have experienced several costs of living increases over the last three to five years; and college Administration and Board of Trustees seek to distribute one-time, non-precedent setting lump sum payments to employees not to exceed a combined amount of \$985,000; and

WHEREAS, to be eligible to receive the lump sum payments employees would need to be actively employed at the time of the lump sum payment distribution and working in the following classifications: administrator, faculty/academic professional, facilities, police, and support. Notwithstanding student employees, specialized professionals, temporary agency employees, and athletic coaches are excluded from eligibility; and

WHEREAS, the recommended lump sum payment total for eligible full-time employees is \$900; for eligible part-time is \$525; and

WHEREAS, payments would be distributed in two installments. In this connection, full-time employees would receive \$450.00 on January 24, 2025, and again on June 25, 2025. Likewise, part-time employees would receive \$262.50 on January 24, 2025, and again on June 25, 2025; and

WHEREAS, to receive lump sum payments employees must have received compensation in the prior six months of the pay period end date. For example, to receive a lump sum disbursement on January 24, 2025, then an employee must have received compensation between July 18, 2024 and January 18, 2025; and

WHEREAS, eligibility criteria must be met at the time of each disbursement in order to receive a lump sum payment.; and

WHEREAS, by providing this lump sum payment employees can use the additional funds to supplement costs of living increases impacting individual households; and

NOW, THEREFORE, BE IT RESOLVED that Lansing Community College Board of Trustees directs the President to ensure that employees receive lump sum payments as described in this resolution.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. 2025 Audit Committee Meeting Calendar
- B. 2025 Regular Board of Trustees Meeting Calendar
- C. Board Governance Policy
  - 1. E-100 Mission, Vision, Motto (REVISED)
  - 2. E-104 Diversity, Equity, and Inclusion (REVISED)
- D. Board of Trustees Employees
  - 1. Expenses – November 2024
  - 2. Time Reporting – November 2024
- E. Lansing Electrical Joint Apprenticeship and Training Trust
  - 1. Education Agreement and Instructional Costs
  - 2. Lease Agreement
- ~~F. Lease Agreement between Lansing Community College and the Louise J. Eyde Family, LLC. (REMOVED)~~
- G. Request for Proposal
  - 1. Painting Services
- H. Resolution Honoring Trustee Lawrence Hidalgo, Jr.
- I. Resolution Honoring Trustee Samantha Vaive

TRUSTEE VAIVE MOVED AND TRUSTEE HIDALGO SECONDED, that the Consent Agenda, removing the Lease Agreement between Lansing Community College and the Louise J. Eyde Family, LLC., be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Action Items – Lease Agreement between Lansing Community College and the Louise J. Eyde Family, LCC.**

TRUSTEE VAIVE MOVED AND TRUSTEE HIDALGO SECONDED, that the Lease Agreement between Lansing Community College and the Louise J. Eyde Family be approved.

Trustee Thomas asked why LCC was still leasing the building in East Lansing.

Dr. Robinson stated that the college is still happy to have a presence in East Lansing and that the decision to continue leasing at East Lansing is based on the uncertain future of enrollment and the cost benefits of leasing rather than owning.

Chair Mathews asked what the enrollment numbers were in East Lansing.

It was stated that Enrollment at the East campus has increased by 12.7% and there has been a 6.8% increase in campus seat counts.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Monthly Monitoring Report**

The following Monitoring Reports were presented:

1. Financial Statements Publications
2. Monthly Financial Statement
3. Monthly Public Safety Report

### **Policy Development**

Trustee Proctor stated that the following revisions comply with Title IX regulations set by the Department of Education.

#### **4.020 AMERICANS WITH DISABILITIES ACT, REASONABLE ACCOMMODATIONS, AND SECTION 504 OF THE REHABILITATION ACT/MICHIGAN'S PERSONS WITH DISABILITIES CIVIL RIGHTS ACT**

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##### **I. Purpose**

To ensure compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act by providing and maintaining a barrier-free environment so that individuals with disabilities can fully access employment, programs, services, and all activities offered by the College.

##### **II. Scope**

This policy applies to all persons seeking reasonable accommodations from the College under the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act, Michigan's Persons with Disabilities Civil Rights Act, or any other statutes addressing disabilities.

The College's Center for Student Access and the College's Human Resources Department respectively assist students and employees as well as others by maximizing the opportunity for full participation at the College.

### **III. General**

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, **pregnancy, pregnancy-related conditions**, 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 college prohibits retaliation or reprisals against any individual because they have filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

The Executive Director of Human Resources and the ~~Office of Risk Management and Legal Services~~ **Dean of Student Affairs** are charged with the publication of Procedures, Rules, Guidelines, and Contact Persons relative to this policy.

### **IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the ~~Director of the Office of Compliance~~ **Executive Director of Human Resources and the Dean of Student Affairs**.

4.110

## **NONDISCRIMINATION**

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### **I. Purpose**

To provide equal opportunity for all persons and to prohibit discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, **pregnancy, pregnancy-related conditions**, 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 participate in educational programs, courses, services or activities offered by the College.

### **II. Scope**

This policy applies to employees, applicants for employment, students, and persons applying for admission to the college, contractors, visitors, volunteers, or any person or entity engaged in business or seeking to engage in business with the College.

### **III. General**

The College is an educational institution that embraces and promotes diversity, equity, and inclusion in all aspects of its operations.

**A. Equal Employment Opportunity**

1. Employees shall be selected, promoted, and transferred based on their qualifications and ability to perform without regard to race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran status, or other status protected by law or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.
2. All other personnel actions, including, but not limited to compensation, employee benefits, terms and conditions of employment, and staff reduction, will be administered without regard to race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran status, or other status protected by law or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.
3. No employee of the College shall:
  - a. Fail or refuse to hire, recruit, or promote; discharge; or otherwise discriminate against a person with respect to employment, compensation, or a term, condition, or privilege of employment because of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran status, or other status protected by law or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.
  - b. Limit, segregate or classify an employee or applicant for employment in a way that deprives or tends to deprive the employee or applicant of an employment opportunity or otherwise adversely affects the status of an employee or applicant because of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran status, or other status protected by law or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position.

**B. Equal Educational Opportunity**

No student or applicant for admission to any of the College's educational programs or services shall be discriminated against on the basis of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran status, or other status protected by law or genetic information that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the College.

**C. No Retaliation**

The College prohibits retaliation or reprisals against any individual because the individual has filed a complaint or report about, participated in an investigation of, or otherwise opposed unlawful discrimination.



#### IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or designee and the Director of Legal Services and Risk Management or designee.

4.120

### PROHIBITED SEX OR GENDER-BASED DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT

#### I. Purpose

~~The purpose of this Policy is to set forth, consistent with federal, state, and local laws, other~~ **To establish clear guidelines in accordance with federal, state, and local laws, as well as the policies adopted by the Board of Trustees, and rules and the standards of conduct adopted by the College, the College's commitment to maintaining a fair and respectful environment for both work and study and to protect students and applicants for admission, as well as employees and applicants for employment, from prohibited discrimination and harassment, including sex or gender-based discrimination or harassment and, sexual misconduct. This includes protection against discrimination or harassment based on sex or gender, as well as incidents of sexual misconduct.**

#### II. Scope

The College's Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy applies to all members of the LCC Community, including students, **applicants for admission**, employees, **applicants for employment**, volunteers, guests, vendors, contractors, **and visitors to campus or participants in and/or users of College-related programs, services, and activities.** The Policy applies to all College programs and activities, including all academic, educational, extracurricular, athletic, social, and other programs and activities related to the College. Application of the Policy is not limited to the College's campuses, facilities, or premises whether they are owned, rented, leased, or otherwise under the control of the College at which any College-related programs or activities occur. The Policy also applies to off-campus misconduct that does not occur in the context of a College-related program or activity if it contributes to a hostile environment on campus, or in any College-related program or activity. ~~For Title IX purposes, this policy does not apply to off-campus activities that are not sponsored by the College.~~

#### III. General

The College prohibits discrimination or harassment within the scope of this Policy by or against any member of the LCC Community based on the member's race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, **pregnancy, pregnancy-related conditions**, height, weight, sexual orientation, **sex stereotypes, sex characteristics**, gender, gender identity, gender expression, genetic information, veteran or military status, or any other factor prohibited by law. Prohibited discrimination occurs when one of these factors is the basis for treating a person worse than other people who are "similarly situated." None of these factors shall be permitted to have an adverse influence on decisions regarding students, applicants for admission, employees, applicants for employment, **volunteers, guests, vendors**, contractors, **visitors to campus, volunteers**, or participants in and/or users of College-related programs, services, and activities. Lansing Community College will maintain an educational and work environment free of such prohibited discrimination or harassment.

Prohibited harassment is a form of prohibited discrimination. It occurs when (1) severe or persistent unwelcome conduct or comments make it unreasonably difficult or unreasonably unpleasant for a person to be in the College workplace or to participate in or receive the benefits, services, or

opportunities of College studies, programs or activities; and (2) the comments or conduct are based on or reflect hostility to the person's race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, pregnancy, pregnancy-related conditions, height, weight, sexual orientation, sex stereotypes, sex characteristics, gender, gender identity, gender expression, genetic information, veteran or military status, or any other factor prohibited by law. Sexual misconduct (described more fully below), including all forms of sexual sex-based harassment, sexual misconduct, included, but not limited to sexual assault, sexual violence, domestic violence, dating violence, stalking, and sexual exploitation/misconduct, is a form of unlawful sex discrimination and is prohibited.

~~For Title IX purposes, sexual harassment is conduct on the basis of sex that satisfies one or more of the following: (1) An employee of Lansing Community College conditioning the provision of aid, benefit, or service of Lansing Community College on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lansing Community College's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).~~

The following definitions apply to this policy and may include different definitions as required by specific regulations such as Title IX, The Clery Act (Clery), Violence Against Women (VAWA) Title IV, and Title VII.

#### **A. Sexual Misconduct**

All members of the Lansing Community College Community, regardless of their sexual orientation, ~~or their gender, or gender expression, or gender identity,~~ have the right to engage in their College education, work, and other activities free from all forms of sex or gender-based discrimination or harassment, including sexual misconduct. Sexual misconduct includes all forms of sexual harassment as well as acts of sexual assault, dating or domestic violence, stalking, sexual exploitation and intimidation, and retaliation. Consensual or non-consensual sexual activities are prohibited in non-residential areas of the College. All members of the LCC community are required to conduct themselves in a manner that does not infringe upon the rights of others.

##### **1) Sexual Harassment**

Sexual Harassment is unwelcome, sexual, sex-based, and/or gender-based verbal, non-verbal, written, electronic, online, and/or physical conduct that is so severe or pervasive that it unreasonably interferes with a person's College employment, academic performance, or participation in College programs or activities and creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile, or offensive. Sexual harassment may include, for example, unwelcome sexual advances, requests for sexual favors, acts of sexual violence, physical contact of a sexual nature, or verbal or non-verbal conduct of a sexual nature.

A hostile work/educational environment is created when sexual harassment is sufficiently severe, persistent, or pervasive, and objectively offensive that it unreasonably interferes with, denies, or limits someone's ability to participate in or benefit from the College's educational or employment programs or activities.

Quid Pro Quo Harassment is (1) unwelcome sexual advances, (2) requests for sexual favors, and (3) other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such sexual conduct is made either explicitly or implicitly a term or condition of (a) employment or educational opportunities, or (b) receiving the benefits of any educational or employment program or activity, or (c) rating or evaluating an individual's education or employment progress, development, or performance.

~~For Title IX purposes sexual harassment is conduct on the basis of sex that satisfies one or more of the following: (1) An employee of Lansing Community College conditioning the provision of an aid, benefit, or service of Lansing Community College on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Lansing Community College's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).~~

All sexual harassment is prohibited by this Policy.

## **2) Sex-based Harassment**

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment based on sex, including:

### **Quid Pro Quo Harassment**

An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such aid, benefit, or service on a person's participation in unwelcome sexual conduct;

### **Hostile Environment Harassment**

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- a) The degree to which the conduct affected the complainant's ability to access the College's education program or activity;
- b) The type, frequency, and duration of the conduct;
- c) The parties' ages, roles within the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
- d) The location of the conduct and the context in which the conduct occurred; and
- e) Other sex-based harassment in the College's education program or activity

## **3) Sex Discrimination**

Discrimination based on sex stereotypes, sex characteristics, pregnancy or pregnancy-related conditions, sexual orientations, and/or gender identity.

## **4) Sexual Assault**

Sexual assault is any non-consensual sexual contact, including but not limited to non-consensual sexual penetration (see below).

### **Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact (e.g., fondling) is any intentional sexual touching, however slight, by any person upon another person that is without consent and/or accomplished by force or threat of force. Sexual contact includes (1) intentional contact with a person's breast, buttock, groin, or genitals, or (2) touching another with any of these body parts or with any object, or (3) making another touch you or themselves with

or on any of these body parts, or (4) any other intentional bodily contact in a sexual manner.

#### **Non-Consensual Sexual Penetration**

Non-Consensual Sexual Penetration (e.g., rape) is any sexual penetration, however slight, by a person upon another person that is without consent and/or accomplished by force or threat of force. This includes vaginal or anal penetration, no matter how slight, by any body part or object; or oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

~~For Title IX purposes, the following definition applies:~~

~~Sexual Assault is any attempted or actual sexual act directed against another person, without the consent of that person, including instances where they are incapable of giving consent~~ **an offense classified as forcible or nonforcible sex under the uniform crime reporting (UCR) system of the Federal Bureau of Investigation (FBI).**

- a) Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of that person, including instances where they are incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. This offense includes the rape of both males and females.
- b) Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of that person, including instances where they are incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- c) Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d) Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

All sexual assault is prohibited by this Policy.

#### **5) Dating or Domestic Violence**

Dating or domestic violence includes all violent criminal offenses (e.g., physical violence, interfering with personal liberty, etc.) as well as intimidation, harassment, physical abuse, or sexual abuse when it is caused by someone in an intimate relationship with another person. Examples of such actions include physical abuse (hitting, slapping, shoving, grabbing, biting, hair pulling, etc.); sexual abuse (marital rape, treating one in a sexually demeaning manner, coercing or attempting to coerce sexual contact without consent, etc.); and psychological or emotional abuse (name-calling, persistently undermining an individual's sense of self-worth or self-esteem, intentionally damaging one's relationships with others, etc.).

#### **Dating Violence**

Dating violence is committed by a person who **is in, or** has been in a dating relationship or a social relationship of a romantic or intimate nature with another person. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

~~For Title IX purposes, the following definition applies:~~

~~Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant or reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition:~~

- ~~• Dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse.~~
- ~~• Dating violence does not include acts covered under the definition of domestic violence.~~

All dating violence is prohibited by this Policy.

### **Domestic Violence**

Domestic violence is committed by a person who is the complainant's current or former spouse, current or former domestic partner, current or former cohabitant, a person with whom the complainant shares a child in common, or a person similarly situated under domestic or family violence law.

~~For Title IX purposes, the following definition applies:~~

~~Domestic Violence is violence committed:~~

- ~~• By a current or former spouse or intimate partner of the complainant;~~
- ~~• By a person with whom the complainant shares a child in common;~~
- ~~• By a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner;~~
- ~~• By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;~~
- ~~• By any other person against an adult or youth complainant who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.~~

~~To categorize an incident as Domestic Violence, the relationship between the respondent and the complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.~~

~~All domestic violence is prohibited by this Policy.~~

~~For the Clery Act and the Violence Against Women's Act purposes, the following definition applies:~~

Domestic Violence is a felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior by a person who:

- Is a current or former spouse or intimate partner of the victim, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

All domestic violence is prohibited by the Policy.

## 6) Stalking

Stalking means a course of harassment directed at a specific person that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested, or to fear for her, his, their, or others' safety, or to suffer substantial emotional distress. Conduct that can amount to stalking may include any combination of actions directed at another person, whether done directly, indirectly, through others, via devices, or by any other methods or means (specifically including electronic means), including but not limited to:

- Following, appearing within sight of, or confronting a person;
- Being or remaining in close proximity to a person;
- Appearing at a person's residence or place of employment;
- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating with a person by telephone, mail, or electronic communications;
- Placing an object on or delivering an object to a place owned, leased, or occupied by a person;
- Interfering with or damaging a person's property (including pets).

~~For Title IX purposes, the following definition applies:~~

~~Engaging in Stalking is~~ a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. ~~For the purposes of this definition:~~

- ~~• Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.~~
- ~~• Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant.~~
- ~~• Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.~~

All stalking is prohibited by this Policy.

## 7) Economic Abuse



Economic abuse, in the context of domestic violence, dating violence, and abuse in later life, is behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to:

- Restrict a person's access to money, assets, credit, or financial information;
- Unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or
- Exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

#### **8) Technological Abuse**

Technological abuse is an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence, or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to:

- Internet-enabled devices;
- online spaces and platforms;
- computers;
- mobile devices;
- cameras and imaging programs;
- apps;
- location tracking devices;
- or communication technologies;
- or any other emerging technologies

#### **9) Sexual Exploitation**

Sexual Exploitation occurs when one person takes non-consensual or abusive sexual advantage of another for the advantage or benefit of oneself or a third party. This includes, but is not limited to, the following actions (including when they are done by electronic means, methods, or devices):

- Invasion of sexual privacy (e.g., engaging in sexual voyeurism or permitting others to witness or observe the nudity or sexual or intimate activity of another person) without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person's nudity or sexual or intimate activity in a private space without that person's consent;
- Sharing or distributing sexual information, or images or recordings of a person's nudity or sexual activity, without that person's consent;

- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation, such as prostitution;
- Knowingly exposing someone to or transmitting HIV or an STI/STD to another person;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

All sexual exploitation is prohibited by this Policy.

## 10) Hazing

Hazing is prohibited as it constitutes a violation of this Policy and the state of Michigan's Anti-Hazing law (Garret's Law- MCL-Section 750.411t). This policy applies to all student organizations and student groups, including but not limited to athletic teams, spirit groups, military organizations, honor societies, fraternities and sororities, musical or theatrical ensembles, bands, and clubs.

"Hazing" means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

## B. Consent

Consent is the cornerstone of respectful, responsible, and healthy relationships. Conduct that is welcome and occurs with the consent of everyone involved does not constitute sexual harassment.

For purposes of this Policy, it is important to understand the difference between conduct or comments that are welcome and those that are merely tolerated. Conduct or comments are considered welcome if they are received with pleasure or gladness by everyone involved. If two people are engaged in consensual conduct in private, that conduct is welcome to them. In such cases, the conduct or comments will not be deemed to violate the College Policy against sexual harassment (although they may violate other parts of this or other College policies).

In contrast, conduct or comments may be accepted or endured without objection, but still, be unwelcome. They are merely tolerated. People frequently tolerate unlawful harassment silently, or with only weak protests, because they are afraid of losing their job or they just want to "fit in" or "get along," etc. A person's decision to tolerate abusive or harassing comments or conduct does not make them welcome. The only way to be certain that comments or conduct are welcome is to obtain a person's consent to the comments or conduct.

Consent is the most critical element in any healthy and responsible intimate or sexual relationship. Any sexual activity within the scope of this Policy that occurs without consent is an extremely serious violation.

For purposes of this Policy, consent is present *when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate conduct*. Consent must be *all* of the following:

- *Knowing*: Consent must demonstrate that the individuals involved understand, are aware of, and agree to everything about the "who" (partners), "what" (acts), "where" (location), "when" (time), and "how" (conditions) of the sexual activity.

- *Active:* Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not, in and of themselves, be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- *Voluntary:* Consent must be freely given and cannot be the result of external pressures such as force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue pressure, hazing) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).
- *Present and ongoing:* Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time, provided the person withdrawing consent makes that known in clearly understandable words or actions.

Consent is never present when an individual does not have the capacity to give consent due to age, mental or physical condition, or disability that impairs the individual’s ability to understand and give a knowing, active, voluntary, present, and ongoing agreement to engage in specific sexual or intimate conduct. A person does not have the capacity to give consent if their judgment or awareness is impaired due to the consumption of alcohol, drugs, or inhalants (voluntarily or involuntarily), or being in a state of unconsciousness, sleep, or another state in which the person is unaware that sexual activity is occurring. Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction.

Some indicators of a lack of capacity to give consent due to consumption of alcohol, drugs, or inhalants may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance);
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction);
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words, etc.).

If a person appears to be giving consent but may not have the capacity to do so, the apparent consent is not effective. If there is any doubt as to a person’s capacity to give consent, it should be assumed that the person does not have the capacity to give consent and that any sexual activity will constitute sexual misconduct.

Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse for committing sexual misconduct.

### **C. Reporting or Complaining About a Violation**

Any student, employee, visitor, or other member of the LCC Community who experiences any suspected violation of this Policy has options for reporting or filing a complaint about it. A

complainant may choose to report a violation to the College, to law enforcement, to both, or neither. At the complainant's election, campus authorities may assist in notifying law enforcement. LCC strongly encourages anyone who has experienced any form of violence or sexual misconduct to immediately notify law enforcement. Such persons are also strongly encouraged to seek immediate medical assistance in order to obtain treatment for injuries, obtain preventative treatment for sexually transmitted diseases, and to preserve evidence, among other things. For sexual assaults, in particular, immediate treatment and the preservation of evidence are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual violence are encouraged to seek emotional support as soon as possible. Once notified, the College will support affected individuals in understanding and pursuing available options.

**Reporting to Law Enforcement:** A complainant has the right to notify (or decline to notify) law enforcement of any act of violence, sexual misconduct, stalking, or other criminal activity. At the complainant's election, campus authorities may assist in notifying law enforcement. LCC urges complainants to report any such activity immediately by contacting local law enforcement, with local numbers listed below:

For emergencies, call 911.

For non-emergencies, call:

Any location: LCC Police **Department** and Public Safety (non-emergency) (517) 483-1800

Main Campus: Lansing Police Department (non-emergency) (517) 483-4600

East Campus: Meridian Township Police (non-emergency) (517) 332-6526

West Campus: Eaton County Sheriff (non-emergency) (517) 543-3512

Mason Jewett Airport: Ingham County Sheriff (non-emergency) (517) 676-2431

Livingston County Center: Livingston County Sheriff (non-emergency) (517) 546-2440

Law enforcement agencies have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking Personal Protection Orders. Although a police report may be made at any time, a delay in making a report can result in **the** loss of important evidence, and, in some cases, an extended delay may prevent law enforcement from taking meaningful action due to statutes of limitations.

**Reporting to LCC:** Whether or not a police report is filed, the College urges anyone who becomes aware of any apparent violation of this Policy to report the incident(s) immediately to the College. A complainant is not obligated to report an incident to College personnel, but the College can only take corrective action when it becomes aware of such incidents. Reports alleging any form of prohibited discrimination or harassment may be made in person, in writing, ~~(preferred)~~, or orally. **Procedures and complaint forms can be found on the [Title IX and Sexual Misconduct website](#).**

~~For Title IX purposes, Reports alleging any form of sexual harassment may be made in person, by phone, by mail, by electronic mail, or through the **electronic complaint** form. A written formal complaint alleging sexual misconduct/harassment must be made to the Title IX Coordinators listed below. The formal complaint made under Title IX should also include a statement on the part of the complainant as to whether the complainant requests the College to commence an investigation into the alleged matter.~~

~~Procedures and complaint forms can be found on the [Title IX and Sexual Misconduct website](#).~~

Reports or complaints about misconduct should be given to one of the following:

1. **To report a student:** Any claim that a student engaged in sex discrimination (including pregnancy-based discrimination) or sexual misconduct (including sexual harassment) should be reported to:

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Christine Thompson, Director of Student Compliance  
Student Title IX Coordinator  
Office of Student Compliance  
Location: 411 N. Grand Avenue  
Gannon Building 1210  
Lansing, MI 48933  
Phone: (517) 483-9632  
Email: [thompssc@lcc.edu](mailto:thompssc@lcc.edu)

Greg Lattig  
Athletic Director  
Deputy Student Title IX Coordinator  
Gannon Building  
411 N. Grand Avenue  
Lansing, MI 48933  
Phone: (517) 483-1622  
Email: [lattigg@lcc.edu](mailto:lattigg@lcc.edu)

2. **To report an employee, guest, or vendor:** Any claim that a member of the LCC Community other than a student (employees, visitors, etc.) engaged in sex discrimination (including pregnancy-based discrimination) or sexual misconduct (including sexual harassment) should be reported to:

JR Beauboeuf  
Director of Risk Management and Legal Services,  
Equal Opportunity Officer & Employee Title IX Coordinator  
Location: 309 Washington Square  
Suite 150  
Lansing, MI 48933  
Phone: (517) 483-1730  
Email: [beauboej@lcc.edu](mailto:beauboej@lcc.edu)  
Email: [HR-T9@star.lcc.edu](mailto:HR-T9@star.lcc.edu)

3. **To file an EEO complaint** Any incident involving any other form of prohibited discrimination or harassment based on race, religion, disability, or other non-gender-based issues should be reported to:

JR Beauboeuf  
Director of Risk Management and Legal Services  
Location: 309 Washington Square  
Suite 150  
Lansing, MI 48933  
Phone: (517) 483-1730  
Email: [beauboej@lcc.edu](mailto:beauboej@lcc.edu)

~~Reports of alleged violations of this Policy can also be made to Officials with Authority (OWA). An OWA is an employee who has the authority to institute immediate corrective measures on behalf of the College. For the purpose of this policy, an OWA is the Executive Director of Human Resources or any member of the Executive Leadership Team. OWA's are required to immediately report any allegations of sexual misconduct or sexual harassment to the appropriate Title IX Coordinator.~~

Additionally, Reports of alleged violations of this policy can be made to any employees of the College who are mandated reporters. Mandated reporters do not include student employees and Licensed Professional Counselors serving in a Counselor role at the College. Mandated reporters are required to immediately report any allegations of sexual misconduct or sexual harassment to the appropriate Title IX Coordinator.

Reports of alleged violations of this policy may trigger an investigation. There is no guarantee that confidentiality can be maintained concerning any reported incident, although the College will strive to keep matters as confidential as possible.

Reports concerning alleged violations of this Policy can also be made to one of the College's Licensed Professional Counselors. Counselors can talk with a complainant in confidence,

and if requested, they will only report that a prohibited incident has occurred without revealing any personally identifiable information about the incident. If a complainant wants a counselor to maintain confidentiality, the College will be unable to conduct an investigation or pursue disciplinary action. If a Licensed Professional Counselor learns of an allegation of sexual misconduct or sexual harassment outside of their counselor/client relationship, they are required to make a report with the appropriate Title IX Coordinator. Further, anyone who is a Licensed Professional Counselor but is employed in a role other than a counselor working for the College is required to make a report of alleged sexual misconduct or sexual harassment with the appropriate Title IX Coordinator.

Another option is for a complainant or witness to report an incident anonymously. Anonymous complaints ~~regarding a student~~ should be submitted through the form on the [Title IX and Sexual Misconduct](#) website. ~~Anonymous complaints regarding an employee, guest, or vendor should be completed by calling the Human Resources direct line at (517) 483-1870 or by emailing HR-T9@star-icc.edu.~~ Anonymous reports may result in the College conducting an investigation, but the College's ability to deal with an incident may be limited by a lack of necessary information.

There is no time limit for reporting alleged violations of this Policy to the College; however, the College's ability to respond may diminish over time, as evidence may disappear or erode, memories may fade, and respondents (alleged perpetrators) may no longer be affiliated with the College. Even if a respondent is no longer a student or an employee, the College will provide reasonably appropriate remedial measures, assist the complainant in identifying external reporting options, investigate any alleged violation of this Policy, and take reasonable steps to end any violation of the Policy, prevent its recurrence, and remedy its effects.

*Reporting to other agencies.* Anyone experiencing unlawful discrimination or harassment can also file a complaint with other agencies, whether or not they have chosen to do so with the College or with law enforcement. Government agencies that accept complaints, conduct investigations, and enforce the laws against unlawful discrimination and harassment include:

United States Department of Education  
Office for Civil Rights (OCR)  
1350 Euclid Avenue, Suite 325  
Cleveland, OH 44115-1812  
Phone: 216-522-4970  
TTY: 800-877-8339  
Fax: 216-522-2573  
E-Mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

United States Equal Employment Opportunity Commission  
Patrick V. McNamara Building  
477 Michigan Avenue  
Room 865  
Detroit, MI 48226  
Phone: 1-800-669-4000  
Fax: 313-226-4610  
TTY: 1-800-669-6820  
Michigan Department of Education  
Office of Career and Technical Education  
P.O. Box 30712, Lansing, Michigan 48909  
Telephone: (517) 373-0600

Michigan Department of Civil Rights  
Lansing Executive Office  
Capitol Tower Building  
110 W. Michigan Ave., Suite 800  
Lansing, MI 48933  
Phone: 517-335-3165  
Fax: 517-241-0546  
TTY: 517-241-1965  
Email: [MDCR-INFO@michigan.gov](mailto:MDCR-INFO@michigan.gov)

#### **D. Confidentiality**



The College has a strong desire to assist members of the LCC Community who have been subjected to conduct or comments that violate this Policy and strongly encourages them to report any such incidents. The College will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information it receives in connection with such a report. The information reported will be shared only with individuals who assist or are otherwise involved in the investigation and/or the resolution of the complaint, or who otherwise have a need to know about the complaint and/or its resolution. Allegations reported to mandated reporters will be reported to the appropriate Title IX coordinator or EEO officer. If a person discloses an incident but wishes to maintain confidentiality or requests that no investigation or disciplinary action occur, that request must be weighed against the College's obligation to provide a safe, non-discriminatory environment. In deciding what to do, the College will consider a range of factors, including, but not limited to:

- Whether there have been other complaints against the same person(s) ~~(may not apply to Title IX)~~
- The risk that the alleged respondent (s) will commit additional acts of misconduct ~~(may not apply to Title IX)~~
- Whether there were threats of further misconduct
- Whether the College can obtain other relevant evidence (e.g., security video or physical evidence)
- Whether the alleged respondent has a known history of arrests or violence
- Whether the incident(s) involved actual or threatened violence or force
- Whether the complainant is under the age of consent or a minor
- The degree of harm or trauma suffered by the complainant or by potential complainants

If it determines that it can respect a request for confidentiality, the College will consider non-specific remedial action, such as increased monitoring, security, and/or education and prevention efforts. If it determines that it cannot maintain confidentiality, the College will so inform the individual(s) subjected to misconduct prior to the start of an investigation. The College will also provide security and support prior to, during, and if necessary after, the investigation.

#### **E. Getting Help**

Any student, employee, visitor, or other member of the LCC Community who experiences any suspected violation of this Policy has options for getting assistance, care, support, and protection. Internal and external resources can be found on the [Title IX and Sexual Misconduct website](#). The College strongly encourages people to utilize these resources as soon as possible.

The following confidential resources, LCC counseling for students, and an Employee Assistance Program (EAP) are available for individuals to discuss incidents and issues related to unlawful discrimination, harassment, or sexual misconduct on a confidential basis. Confidential resources will not disclose information about such incidents to anyone, including law enforcement or the College, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where state law requires a report be made. Confidential resources can provide individuals with information about support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the College and will not result in a response or intervention by the College except in extreme circumstances.

*LCC Counseling offers free confidential counseling services which are available to all LCC students:*

Location: Gannon Building  
Phone: 517-483-1924  
[Website: Counseling Services](#)

*The College* provides a confidential Employee Assistance Program, at no cost to all LCC employees:

Phone: 800-847-7240

Both LCC Counseling and the EAP have the ability to provide information related to available outside resources, depending on the situation reported.

If the College is notified of an alleged incident of unlawful discrimination, harassment, or sexual misconduct, it ~~may~~ **will** provide **non-punitive** supportive measures, interim measures, protective measures, and accommodations **as reasonably available. These supportive measures shall not be unreasonably burdensome on the Respondent.** Such steps can be taken temporarily, during the pendency of an investigation, or may become permanent in some circumstances. Supportive measures, interim measures, protective measures, and accommodations include, but are not limited to:

- A no-contact directive
- Adjustment of course schedules or employment schedules
- Time off from class or work or a leave of absence
- Transportation arrangements
- Safety planning
- **Referral to counseling, medical, and/or other healthcare services**
- **Referral to community-based service providers**
- **Visa and immigration assistance**
- **Student financial aid counseling**
- **Timely warnings**
- **Any other actions deemed appropriate by the Title IX Coordinator**

Supportive measures, interim measures, protective measures, and accommodations can be made available whether or not an individual chooses to pursue a ~~formal~~ complaint through law enforcement agencies or College disciplinary procedures and will be offered to both the complainant and the respondent. The Title IX Coordinator will determine whether supportive measures, interim measures, protective measures, or accommodations are reasonable and appropriate and if so, will work to ensure that interim protective measures or accommodations are implemented as soon as possible. There is no cost to a complainant or respondent for supportive measures, interim measures, protective measures, or accommodations. The College will keep any supportive measures, interim measures, protective measures, and accommodations, or protective measures provided as confidential as practicable.

Any violation of a directive related to supportive measures, interim measures, protective measures, or accommodations may result in disciplinary action which may include, but is not limited to, suspension, or expulsion from the College or suspension or termination of employment.

#### **F. Retaliation**

No person ~~will~~ **shall** be penalized for good faith utilization of channels available for resolving concerns dealing with prohibited discrimination or harassment. Lansing Community College strictly prohibits any adverse **or retaliatory** action against any individual for making a good faith report, providing information, exercising one's rights or responsibilities under this Policy, or otherwise being involved in the process of responding to, investigating, or addressing, or opposing any alleged incidents of prohibited discrimination or harassment, including allegations of sexual misconduct. Any person who engages in any retaliatory actions against any such individual for having engaged in these legally protected activities will be subject to disciplinary action that may include but is not limited to, expulsion from the College and termination of employment. In addition, any person who engages in such retaliatory actions may be subject to criminal prosecution and may become liable in civil litigation.

Making deliberately false accusations of discrimination or harassment violates this policy and may violate other standards of conduct. In such instances, the complainant will be subject to disciplinary action. However, failure to prove a claim of discrimination or harassment does not constitute proof of a false and/or malicious accusation.

For Title IX purposes, no recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing. Intimidation, threats, coercion, or discrimination (including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances) for the purpose of interfering with any right or privilege under Title IX, constitutes retaliation.

Anyone who is aware of possible retaliation or has concerns regarding the response to a complaint of prohibited discrimination or harassment, including sexual misconduct, should immediately report such concerns to the Title IX Coordinator or the Equal Opportunity Officer, who will investigate the matter and pursue any appropriate corrective action.

#### **G. Education & Training**

The College provides education and information, as appropriate, for **training** to students and employees ~~to enhance understanding and increase awareness of the College's Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy and Procedures~~ **on the subject of prohibited discrimination, harassment, and sexual misconduct and other topics related to Title IX. LCC employees are required to participate in Title IX training specific to the areas above.** Periodic training is conducted for ~~mandated reporters and those involved in the investigation and resolution of complaints and appeals. Records of all training are maintained and, for Title IX purposes, published on the Title IX and Sexual Misconduct website.~~ Human Resources, Student Affairs, and LCC ~~Public Safety~~ **Police Department** are authorized to provide and develop education programs to increase knowledge and share information and resources to prevent sexual misconduct, promote safety, and reduce perpetration.

#### **H. Investigations**

All reports and complaints of prohibited discrimination, harassment, or sexual misconduct received by a Title IX Coordinator or EEO Officer will be promptly reviewed and appropriate action will be taken as expeditiously as possible. **The investigatory files under this policy are not part of the public domain.**

The College will make reasonable efforts to protect the rights of both the complainant and the respondent during the course of an investigation. The College will respect the privacy of the complainant(s), the respondent(s), and any other witnesses in a manner consistent with the College's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by state or federal law. **In the event of a conflict with FERPA or State Law at any point in a Title IX process, Title IX regulations will take precedence. A parent or legal guardian of a minor child retains all legal rights to act on behalf of a complainant, respondent, or other person.**

In the course of investigating, the College will determine whether the complaint ~~is one that~~ is covered by this Policy. If not, the complaint may be referred to another College complaint/dispute resolution procedure. Upon ~~actual~~ knowledge of an alleged violation of this policy, the College will respond promptly in a manner that is not deliberately indifferent, meaning a response that is not clearly unreasonable in light of the known circumstances. The College will treat complainants and respondents equitably and will follow the appropriate process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

For Title IX purposes, once a ~~formal~~ complaint is ~~signed~~ **received**, the Title IX Coordinator will

initiate the investigation process, and the Title IX Investigator will conduct the investigation. The investigation will be conducted in a reasonably prompt time frame, and complainants and respondents will be treated equitably, ~~and in a manner that is not deliberately indifferent~~. This time frame and treatment of the parties also applies to any appeal process.

If a complaint appears to be covered by this Policy, the responsible investigator will promptly meet with the complainant to obtain any necessary information, including a detailed description of the incident(s) and the identity of any witnesses. The investigator will then seek additional information and evidence as appropriate. Any person(s) against whom a complaint is made will be timely notified of the complaint and a meeting to discuss the complaint may be scheduled as appropriate.

The investigator will maintain appropriate documentation of the complaint and will disclose information to others with a legitimate interest consistent with internal procedures, this Policy, and state and federal law. In appropriate cases, the investigator may make a referral to and cooperate with criminal justice agencies for possible investigation and prosecution. The College, however, will continue with its investigation independent of any investigation conducted by law enforcement agencies.

During the investigation, the College has the responsibility of collecting evidence. Each party has an equal opportunity to present and suggest witnesses and to submit inculpatory and exculpatory evidence. Parties will have equal access to evidence, written reports, witness statements, and other information relevant to the investigation. Respondents are presumed to have not violated any policy until a determination regarding responsibility is made at the conclusion of the process.

Upon conclusion, if required or appropriate, the College will notify the complainant and respondent of the results of the College's investigation. In the event the investigation reveals a violation of this or any other College Policy, corrective action will be taken by the College. Where prohibited discrimination and/or harassment is found, steps will be taken to end it immediately. Disciplinary action may be imposed if appropriate. The level of discipline will depend on the severity of the discrimination, harassment, or misconduct and may include, but is not limited to, probation, suspension, expulsion, or termination from the College. The College may also take other corrective or remedial action to address the effects of any violation of this Policy and will follow up as necessary to ensure that the corrective or remedial action is effective.

In determining whether or not an incident involves prohibited discrimination, harassment, or sexual misconduct, the College uses the "preponderance of the evidence" (also known as "more likely than not") as the standard for proof. In campus resolution proceedings, legal terms like "guilt," "innocence," and "burden of proof" are not applicable, and the College never assumes a responding party is or is not in violation of the College Policy. College resolution proceedings are conducted to take into account the totality of all relevant evidence available.

The full Title IX procedure when the respondent is a student ~~or employee~~ can be found on the [Title IX and Sexual Misconduct](#) website.

~~The full Title IX investigatory procedure when the respondent is an employee can be found on the [Title IX and Sexual Misconduct](#) website.~~

## **I. Relationship to Other Policies**

This Policy is closely related to the College's broader policy that prohibits unlawful discrimination or harassment by or against any member of the LCC Community on the basis of the member's race, color, sex, age, religion or creed, national origin, or ancestry, familial status, disability, marital status, ~~pregnancy, pregnancy-related conditions~~, height, weight, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, or any other factor prohibited by law.

The College is committed to protecting, maintaining, and encouraging both freedoms of expression and full academic freedom of inquiry and teaching. Academic freedom and freedom of expression

will be carefully considered in investigating and reviewing complaints and reports of prohibited discrimination, harassment, or sexual misconduct. However, raising issues of academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or the College's Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct Policy.

The College's Policy on Consensual Relationships addresses a variety of restrictions on relationships between students, faculty, staff, and administrators. Compliance with that policy will not excuse a violation of this Policy.

#### **IV. Responsibility**

Responsibility for the interpretation and administration of this policy is delegated to the Executive Director of Human Resources or his/her designee, as applicable.

TRUSTEE PROCTOR MOVED AND TRUSTEE VAIVE SECONDED to suspend Board Bylaw 1.6.6 requiring a first read of proposed policy revisions.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

TRUSTEE PROCTOR MOVED AND TRUSTEE VAIVE SECONDED, that the recommended policy revisions to College Policy 4.020, 4.110, and 4.120 be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## **Linkage Planning/Implementation**

### **Chair's Report**

Chair Mathews gave a recap and wished everyone a Happy Holiday with their family and friends.

### **Board Report – Foundation Update**

Trustee LaShunda gave the following Foundation update:

- The Foundation celebrated 18 donors who came together on Giving Tuesday and donated \$2,250.

## Board Report – Trustee Proctor Request

Trustee Proctor stated that he was considering running for an ACCT office and that one of the requirements is to submit a letter of support from your local board indicating your institution's commitment to providing financial support for your service as an ACCT Board member, including participation in the ACCT Leadership Congress, Community College National Legislative Summit, and Annual Summer Board of Directors Retreat and Meeting.

TRUSTEE HIDALGO MOVED AND TRUSTEE MATHEWS SECONDED, to submit a letter of recommendation and financial support for Trustee Proctor's service as an ACCT Board member.

Roll call vote:

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

Nays: None

Absent: None

Trustee Proctor abstained from voting.

## Unfinished Business

There was no Unfinished Business.

## New Business

Chair Mathews mentions the New Business items for January 27, 2025.

### A. Oath of Office Ceremony

1. Noel Garcia, Jr.
2. Hope M. Lovell
3. Terrence Frazier
4. Chatum Taylor

### B. Chair's Report

1. Conflict of Interest Disclosure Statement
2. Review of the Annual Board Planning Cycle
3. Board Reorganization
4. Election of Officers
5. New Committee Appointments

## Public Comment

Eva Menefee: Eva Menefee, President of MAHE and a member of the Health Care Task Force, thanked the Board for the resolution addressing the cost of living adjustment.

Karen Sturdiavant: Karen Sturdiavant thanked the Board for the decision to support continued free access to the fitness center for retirees and alumni.



Pam Davis: Pam Davis, an LCC Counselor, addressed the Board regarding her seeing a decline in morale on the campus and hearing statements that the culture of care was just a COVID thing. She stated she is not hearing the message of empowerment and inclusion at the meetings she attends.

Cheryl Garayta: Cheryl Garayta, AFT representative to the healthcare task force, addressed the Board regarding the upcoming renegotiations of contract and hoping to work with the college to look at other carriers and plans to find better options for everyone.

## Board Comment

There were Board comments from Thomas, Vaive, Hidalgo.

Chair Mathews made the following statement:

*The Board reviewed and appreciates all of the public comments and emails related to healthcare premiums. At the Board's request, the President and college administration have also reviewed feedback and continue to keep the Board informed on developments with healthcare costs and the legal requirements of Public Act 152. This is a very complex issue, and the Board understands it creates a large impact on all employees of the college who receive their health care benefits from LCC. While the college is currently exploring creative solutions to lower premium costs in future years, there are no plans for the Board to revisit Public Act 152 and the hard cap for 2026 through Board action. The challenge is bigger than LCC. Our rates are not set by LCC but are determined externally by the Western Michigan Health Insurance Pool (WMHIP). Healthcare costs are rising nationally and across the state, and certainly at every community college in Michigan. We also have the added complication that Public Act 152 limits LCC's contributions to employee health care costs. Since the inception of this law, LCC has used what the state calls the "hard cap," and the state-set limit on the hard cap for 2025 increased by only 0.2%. That means LCC's contributions to employee health care costs can only go up by 0.2% by law, while rates are rising much faster. We are hopeful that the Legislature will get involved, but we don't know what the future holds. Because the hard cap is in place for 2025, changes to the current rates are not possible. Open enrollment has concluded and the 2025 rates are set. The College has reached out to our insurance provider to uncover alternative options for the future. This has been explored at length with the Health Care Task Force and explained in great detail in The Star and a special FAQ prepared by Human Resources. Public Act 152 outlines the hard cap as the default for all public employers; special action by the Board would be required to deviate from this default, which has been in place at LCC since the law was passed.*

## Closed Session

TRUSTEE HIDALGO MOVED AND TRUSTEE THOMAS SECONDED, that the Board enter into a Closed Session under Section 8(a) of the Michigan OMA to discuss the President's annual performance review at his request that this review be conducted in a closed session.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into a closed session at 7:50 p.m.

The Board returned to the open session at 8:18 p.m.

#### Roll Call

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

Absent: None

TRUSTEE VAIVE MOVED AND TRUSTEE GARCIA SECONDED, to submit a letter of recommendation and financial support for Trustee Mathews's service as an ACCT Board member.

#### Roll call vote:

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

Nays: None

Absent: None

The motion carried.

TRUSTEE HIDALGO MOVED AND TRUSTEE VAIVE SECONDED, that the Board increase the President's annual salary to \$291,200 and extend his employment term to June 30, 2029, effective January 1, 2025.

#### Roll call vote:

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

Nays: None

Absent: None

The motion carried.

## Adjournment

TRUSTEE PROCTOR MOVED AND TRUSTEE FRAZIER SECONDED to adjourn the meeting.

#### Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 8:20 p.m.

Submitted,  
  
Executive Assistant/Liaison to the Board  
Benita Duncan

# **Consent Agenda Action Items**

**Lansing Community College – Board of Trustees**  
**January 27, 2025**

**Agenda Item: 2025-26 Course Fees**

**Presented for Action**

**PURPOSE**

To assess course fees for new courses and to adjust existing course fees in order for revenue to be aligned with the actual expenses necessary to provide appropriate instruction in individual courses.

**BACKGROUND**

Course fees are determined with consideration of maintaining a technology-rich environment; improving LCC's programs; complying with accrediting body requirements; and providing the necessary instruction for student success, while maintaining LCC's affordability and fiscal responsibility. The process for assessing and determining course fees is centrally coordinated by Financial Services with the academic divisions completing their analysis of all courses and programs and the related costs to deliver those courses. The results of this analysis are reviewed with the Provost/Senior Vice President of Academic Affairs, Academic Deans, Chief Financial Officer, and Controller. Existing course fees were evaluated and new course fees were developed.

The total expected course fee revenue is budgeted as part of Tuition and Fees in the General Fund and used to fund the operational expenses of the academic areas. Although more individual course fees increased than decreased, when estimated enrollment is taken into consideration, course fee revenue changes are budget neutral.

Presented for action in this item are: Course Fee Recommendations for New Courses and Course Fee Change Recommendations for Existing Courses.

**IMPLICATIONS**

**Financial:**

The new course fees and course fee changes align with the costs associated with offering these courses.

**Strategic Plan:**

The course fees support the Achieving Academic Excellence with Purpose & Equity goal by ensuring that adequate instructional resources are available for students.

**Human Resources:**

There are no human resources implications.

**RISKS**

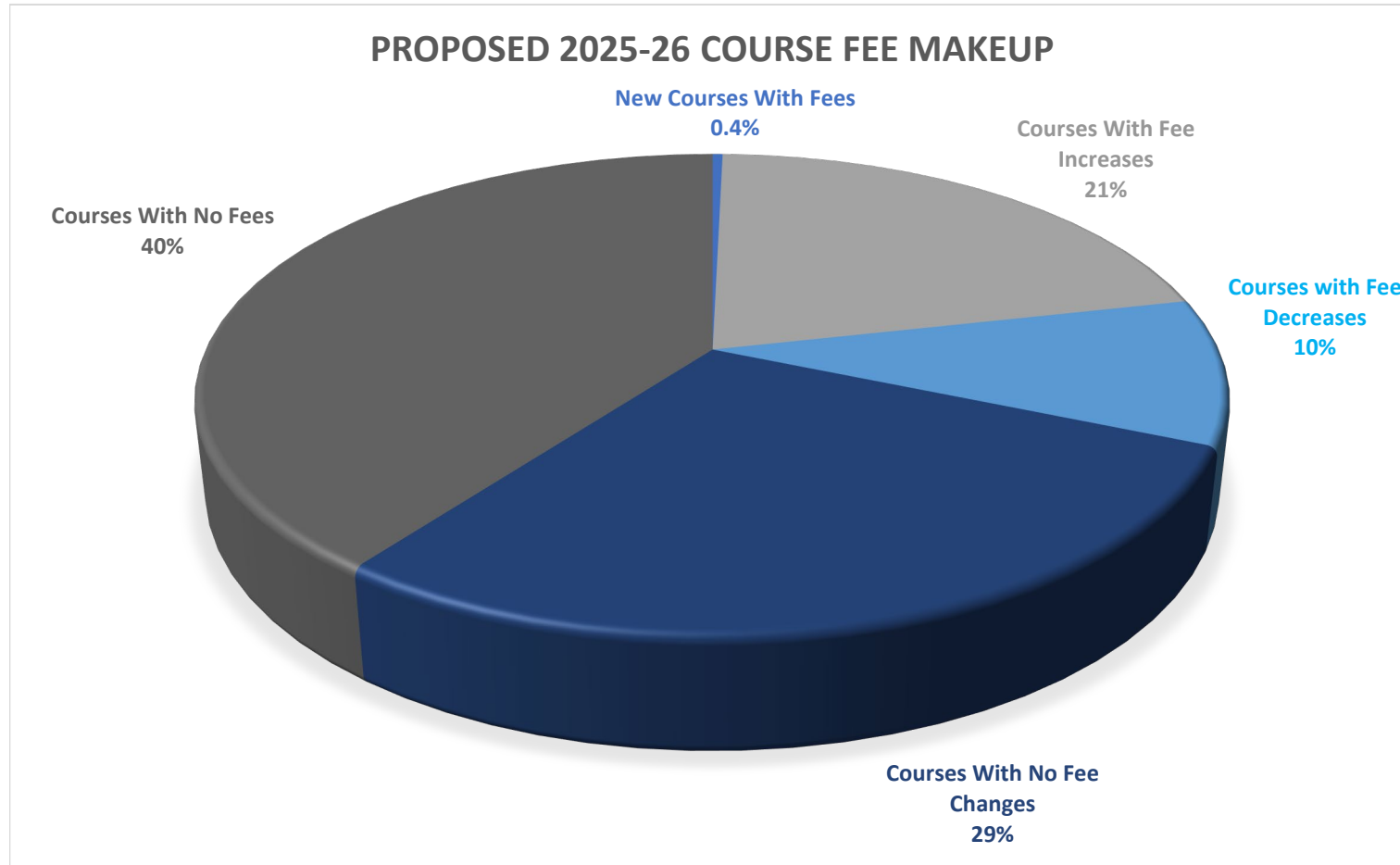
N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**ATTACHMENTS:**

1. Attachment A – Proposed 2025-26 Course Fee Makeup
2. Attachment B – Course Fee Recommendations for New Courses
3. Attachment C – Course Fee Change Recommendations for Existing Courses





## Attachment B – Course Fee Recommendations for New Courses

Division	Course Code	Course Title	Proposed Course Fee	Effective	Course Fee Make Up
TC	CITS172	Intro to Basic Electronics	\$ 140	Fall 2025	Classroom Materials
TC	METS161	Intro to FANUC Robotics	\$ 357	Fall 2025	Class Materials/Personnel
TC	METS162	Intro to ABB Robotics	\$ 357	Fall 2025	Class Materials/Personnel
HHS	CHSE133	Med Bill/Code Cert Exam Prep	\$ 62	Fall 2025	Personnel Costs

## Attachment C – Course Fee Change Recommendations for Existing Courses

Division	Course Code	Course Title	Current Course Fee	Proposed New Course Fee	Effective
A&S	ACCG240	Federal Income Tax I	\$ 60	\$ 65	Fall 2025
A&S	ACCG241	Federal Income Tax II	\$ 60	\$ 65	Fall 2025
TC	AUTM102	Automotive/Collision Safety	\$ 116	\$ 130	Fall 2025
TC	AUTM111	Automotive Electrical I	\$ 694	\$ 744	Fall 2025
TC	AUTM113	Automotive Electrical II	\$ 684	\$ 709	Fall 2025
TC	AUTM125	Manual Drive Train and Axles	\$ 719	\$ 744	Fall 2025
TC	AUTM126	Automatic Transmissions	\$ 738	\$ 768	Fall 2025
TC	AUTM131	Automotive Engine Repair	\$ 809	\$ 844	Fall 2025
TC	AUTM141	Braking Systems and ABS	\$ 769	\$ 819	Fall 2025
TC	AUTM151	Suspension and Steering	\$ 779	\$ 804	Fall 2025
TC	AUTM161	Auto Heating/Air Conditioning	\$ 803	\$ 828	Fall 2025
TC	AUTM211	Automotive Electrical III	\$ 721	\$ 746	Fall 2025
TC	AUTM270	Gas Eng Drivability Diagnosis	\$ 763	\$ 788	Fall 2025
TC	AUTM273	Lt. Diesel Drivability Diag.	\$ 795	\$ 810	Fall 2025
TC	AUTM275	Ignition/Emission Sys Diag.	\$ 762	\$ 787	Fall 2025
TC	AUTM280	Electric/Fuel Cell Technology	\$ 729	\$ 739	Fall 2025
TC	AUTM282	Gaseous Fuels	\$ 694	\$ 714	Fall 2025
TC	AUTM284	Hybrid Systems & Maintenance	\$ 704	\$ 734	Fall 2025
TC	AUTM286	High Voltage Battery Tech	\$ 754	\$ 764	Fall 2025
TC	AUTM288	High Voltage Management	\$ 756	\$ 766	Fall 2025
TC	AVAF125	Aircraft Systems I	\$ 207	\$ 221	Fall 2025
TC	AVAF126	Aircraft Systems II	\$ 377	\$ 391	Fall 2025
TC	AVAF127	Aircraft Systems III	\$ 257	\$ 271	Fall 2025
TC	AVAF134	Aircraft Instruments	\$ 217	\$ 231	Fall 2025
TC	AVAF140	Aircraft Welding	\$ 395	\$ 409	Fall 2025
TC	AVAF208	Aircraft Structures I	\$ 417	\$ 431	Fall 2025
TC	AVAF209	Aircraft Structures II	\$ 384	\$ 411	Fall 2025
TC	AVAF211	Aircraft Electrical I	\$ 407	\$ 421	Fall 2025
TC	AVAF212	Aircraft Electrical II	\$ 407	\$ 421	Fall 2025
TC	AVAF246	Airframe Certification	\$ 164	\$ 191	Fall 2025
TC	AVAU150	Drone Maintenance	\$ 300	\$ 450	Fall 2025
TC	AVEL202	Flight Line Testing	\$ 459	\$ 486	Fall 2025
TC	AVGM111	Aviation General I	\$ 277	\$ 291	Fall 2025
TC	AVGM112	Aviation General II	\$ 352	\$ 366	Fall 2025
TC	AVGM113	Aviation General III	\$ 417	\$ 431	Fall 2025
TC	AVGM114	Materials and Processes	\$ 447	\$ 461	Fall 2025
TC	AVPP241	Reciprocating Engine	\$ 564	\$ 591	Fall 2025
TC	AVPP251	Reciprocating Engine Systems	\$ 239	\$ 266	Fall 2025
TC	AVPP253	Reciprocating Ignition Systems	\$ 489	\$ 516	Fall 2025
TC	AVPP255	Reciprocating Induction Sys	\$ 424	\$ 451	Fall 2025
TC	AVPP257	Aircraft Propeller Systems	\$ 324	\$ 351	Fall 2025

Division	Course Code	Course Title	Current Course Fee	Proposed New Course Fee	Effective
TC	AVPP259	Turbine Engine I	\$ 354	\$ 381	Fall 2025
TC	AVPP261	Turbine Engine II	\$ 454	\$ 481	Fall 2025
TC	AVPP263	Turbine Engine Systems	\$ 234	\$ 261	Fall 2025
TC	AVPP265	Powerplant Instruments	\$ 214	\$ 241	Fall 2025
TC	AVPP267	Powerplant Certification	\$ 254	\$ 281	Fall 2025
A&S	BIOL120	Environmental Science	\$ 91	\$ 41	Fall 2025
A&S	BIOL201	Human Anatomy	\$ 42	\$ 44	Fall 2025
HHS	CHDV100	Foundations Early Childhood Ed	\$ 115	\$ 144	Fall 2025
HHS	CHDV101	Child Growth/Develop: 0-12 Yrs	\$ 115	\$ 144	Fall 2025
HHS	CHDV111	Child Guidance/Communication	\$ 597	\$ 631	Fall 2025
HHS	CHDV122	Creativity and Play	\$ 115	\$ 144	Fall 2025
HHS	CHDV123	Literacy and Play	\$ 115	\$ 144	Fall 2025
HHS	CHDV124	Young Investigators: Math/Sci	\$ 115	\$ 144	Fall 2025
HHS	CHDV129	Caring for Youngest Learners	\$ 115	\$ 144	Fall 2025
HHS	CHDV132	Leadership Early Childhood Ed	\$ 115	\$ 144	Fall 2025
HHS	CHDV135	Inclusion for Every Learner	\$ 115	\$ 144	Fall 2025
HHS	CHDV215	Infant Toddler Program Dev	\$ 597	\$ 631	Fall 2025
HHS	CHDV220	Preschool Curriculum Approach	\$ 597	\$ 631	Fall 2025
HHS	CHDV222	Caring for School-Age Children	\$ 115	\$ 144	Fall 2025
HHS	CHDV230	Early Childhood Program Admin	\$ 115	\$ 144	Fall 2025
HHS	CHDV284	Early Childhood Practicum	\$ 665	\$ 700	Fall 2025
A&S	CHEM272	Organic Chemistry Laboratory	\$ 126	\$ 131	Fall 2025
HHS	CHSE100	Intro to Health Professions	\$ 60	\$ 62	Fall 2025
HHS	CHSE108	Long-Term Care Nurse Aide	\$ 491	\$ 477	Fall 2025
HHS	CHSE109	LTC to Acute Care Completion	\$ 83	\$ 85	Fall 2025
HHS	CHSE114	Pathophysiology-Allied Health	\$ 60	\$ 62	Fall 2025
HHS	CHSE117	Health Law and Ethics	\$ 60	\$ 62	Fall 2025
HHS	CHSE120	Medical Terminology	\$ 60	\$ 62	Fall 2025
HHS	CHSE123	Medical Ins Billing/Coding I	\$ 60	\$ 62	Fall 2025
HHS	CHSE124	Medical Ins Billing/Coding II	\$ 60	\$ 62	Fall 2025
HHS	CHSE125	Comp-Med Ins Billing/Coding	\$ 80	\$ 82	Fall 2025
HHS	CHSE127	Medical Ins Billing/Coding III	\$ 92	\$ 178	Fall 2025
HHS	CHSE130	Medical Ins Bill/Code Extern	\$ 64	\$ 150	Fall 2025
HHS	CHSE131	Electronic Hlth Records Intro	\$ 76	\$ 78	Fall 2025
HHS	CHSE136	EKG Technician	\$ 84	\$ 170	Fall 2025
HHS	CHSE143	Phlebotomy Technician	\$ 121	\$ 202	Fall 2025
HHS	CHSE144	Phlebotomy Externship	\$ 96	\$ 177	Fall 2025
HHS	CHSE151	Patient Care Technician	\$ 584	\$ 567	Fall 2025
HHS	CHSE235	Pharmacy Technician	\$ 100	\$ 186	Fall 2025
HHS	CHSE236	Pharmacy Technician Externship	\$ 64	\$ 150	Fall 2025
TC	CITC282	Ethical Hacking	\$ 60	\$ 75	Fall 2025
TC	CITC285	System Defense	\$ 60	\$ 75	Fall 2025
TC	CITN220	Introduction to Networks	\$ 60	\$ 45	Fall 2025

Division	Course Code	Course Title	Current Course Fee	Proposed New Course Fee	Effective
TC	CITN222	Wireless Networking & Security	\$ 55	\$ -	Fall 2025
TC	CITN225	Switch Route Wireless Essentls	\$ 60	\$ 45	Fall 2025
TC	CITN240	Ent Networking Sec Automation	\$ 425	\$ 315	Fall 2025
TC	CITN250	Microsoft Network Server	\$ 60	\$ -	Fall 2025
TC	CITN280	IT Security Foundations	\$ 60	\$ -	Fall 2025
TC	CITP150	Intro to VB.NET Programming	\$ 22	\$ 20	Fall 2025
TC	CITP180	Intro to C#.NET Programming	\$ 22	\$ 2	Fall 2025
TC	CITP190	Intro to Programming in JAVA	\$ 22	\$ 20	Fall 2025
TC	CITP280	Advanced C#.NET Programming	\$ 22	\$ -	Fall 2025
TC	CITP290	Adv JAVA Programming for Busn	\$ 25	\$ -	Fall 2025
TC	CITS125	Computer Support: A+ Cert Prep	\$ 262	\$ 270	Fall 2025
TC	CITS225	Networking for PC Technicians	\$ 168	\$ 178	Fall 2025
TC	CITS230	Computer Virtualization	\$ 15	\$ -	Fall 2025
TC	CJUS270	Police Academy I	\$ 805	\$ 1,020	Fall 2025
TC	CJUS271	Police Academy II	\$ 3,020	\$ 1,970	Fall 2025
TC	DCTM100	Intro to the Built Environment	\$ 215	\$ 90	Fall 2025
TC	DCTM102	Industrial/Construction Safety	\$ 83	\$ 45	Fall 2025
HHS	DENT140	Oral Histology & Embryology	\$ 203	\$ 258	Fall 2025
HHS	DENT142	PreClinical Dental Hygiene	\$ 203	\$ 258	Fall 2025
HHS	DENT144	PreClinic Dental Hyg Practice	\$ 3,071	\$ 2,998	Fall 2025
HHS	DENT146	Head, Neck & Oral Anatomy	\$ 458	\$ 545	Fall 2025
HHS	DENT148	Dental Radiography	\$ 511	\$ 555	Fall 2025
HHS	DENT152	Dental Hygiene I	\$ 203	\$ 258	Fall 2025
HHS	DENT154	Clinical Dental Hygiene I	\$ 2,701	\$ 2,981	Fall 2025
HHS	DENT156	Nutrition	\$ 203	\$ 258	Fall 2025
HHS	DENT158	Dental Pharmacology	\$ 203	\$ 258	Fall 2025
HHS	DENT161	Principles of Periodontics	\$ 203	\$ 258	Fall 2025
HHS	DENT174	Clinical Dental Hygiene II	\$ 1,567	\$ 1,629	Fall 2025
HHS	DENT176	Dental Materials & Methods	\$ 602	\$ 634	Fall 2025
HHS	DENT240	Anxiety & Pain Control Mgmt	\$ 607	\$ 683	Fall 2025
HHS	DENT242	Dental Hygiene III	\$ 233	\$ 288	Fall 2025
HHS	DENT244	Clinical Dental Hygiene III	\$ 3,851	\$ 3,985	Fall 2025
HHS	DENT247	Oral Pathology	\$ 203	\$ 258	Fall 2025
HHS	DENT248	Dental Public Health & Educ	\$ 236	\$ 291	Fall 2025
HHS	DENT252	Dental Hygiene IV	\$ 203	\$ 258	Fall 2025
HHS	DENT254	Clinical Dental Hygiene IV	\$ 3,602	\$ 3,664	Fall 2025
HHS	DENT256	Community Oral Health	\$ 198	\$ 253	Fall 2025
HHS	DENT270	Dental Hygiene Board Review	\$ 258	\$ 313	Fall 2025
A&S	DMAC120	Intro to Audio Production	\$ 60	\$ 90	Fall 2025
A&S	DMAC130	Intro to Video Production	\$ 85	\$ 90	Fall 2025
A&S	DMAC131	Digital Cinematography I	\$ 95	\$ 75	Fall 2025
A&S	DMAC132	Video Post-Production I	\$ 25	\$ 45	Fall 2025
A&S	DMAC140	Pre-Production Design	\$ 35	\$ 110	Fall 2025

Division	Course Code	Course Title	Current Course Fee	Proposed New Course Fee	Effective
A&S	DMAC231	Digital Cinematography II	\$ 100	\$ 95	Fall 2025
A&S	DMAC232	Video Post-Production II	\$ 25	\$ 40	Fall 2025
A&S	DMAC234	Studio Production Techniques	\$ 55	\$ 50	Fall 2025
A&S	DMAC246	Workshop: Video	\$ 35	\$ 70	Fall 2025
A&S	DMAC255	Digital Presentation & Signage	\$ 75	\$ 40	Fall 2025
A&S	DMAC260	World Cinema	\$ 25	\$ 20	Fall 2025
TC	ELTA105	Elect. Industry Orientation	\$ 10	\$ -	Fall 2025
TC	ELTA106	Basic Electrical Calculations	\$ 10	\$ -	Fall 2025
TC	ELTA120	AC Fundamentals - Electrician	\$ 65	\$ 84	Fall 2025
TC	ELTA155	Transformer Fundamentals	\$ 65	\$ 97	Fall 2025
TC	ELTA160	PLC Overview for Electricians	\$ 90	\$ 120	Fall 2025
TC	ELTA180	Introduction to Fire Alarms	\$ 45	\$ 15	Fall 2025
TC	ELTE104	Employee Worksite Basics	\$ 5	\$ 15	Fall 2025
TC	ELTE110	Practical Electricity	\$ 130	\$ 152	Fall 2025
TC	ELTE112	Basic Wiring Installation	\$ 75	\$ 72	Fall 2025
TC	ELTE121	Electrical Mathematics	\$ 95	\$ 97	Fall 2025
TC	ELTE122	Industrial Control Electronics	\$ 102	\$ 116	Fall 2025
TC	ELTE123	Motors and Transformers	\$ 110	\$ 130	Fall 2025
TC	ELTE131	Machine Controls I	\$ 115	\$ 147	Fall 2025
TC	ELTE132	Control Panel Assembly	\$ 480	\$ 481	Fall 2025
TC	ELTE136	Digital Basics	\$ 107	\$ 92	Fall 2025
TC	ELTE141	National Electrical Code I	\$ 30	\$ 41	Fall 2025
TC	ELTE142	National Electrical Code II	\$ 30	\$ 41	Fall 2025
TC	ELTE145	Electrical Prints for Building	\$ 100	\$ 88	Fall 2025
TC	ELTE147	National Electric Code Update	\$ 10	\$ 13	Fall 2025
TC	ELTE150	Electric Motor Maintenance	\$ 55	\$ 131	Fall 2025
TC	ELTE154	Utility Prints and Diagrams	\$ 30	\$ 50	Fall 2025
TC	ELTE173	Energy Industry Fundamentals I	\$ 20	\$ 15	Fall 2025
TC	ELTE174	Energy Industry Fundamental II	\$ 20	\$ 15	Fall 2025
TC	ELTE232	Machine Controls II	\$ 130	\$ 95	Fall 2025
TC	ELTE251	Energy Generation & Control I	\$ 90	\$ 76	Fall 2025
TC	ELTE252	Energy Generation & Control II	\$ 90	\$ 76	Fall 2025
TC	ELTE255	Power Instrumentation	\$ 90	\$ 72	Fall 2025
TC	ELTE260	Programmable Controllers I	\$ 225	\$ 220	Fall 2025
TC	ELTE261	Programmable Controllers II	\$ 225	\$ 220	Fall 2025
HHS	EMTA100	Emergency Medical Responder	\$ 276	\$ 395	Fall 2025
HHS	EMTA121	EMT Medical Trauma	\$ 341	\$ 381	Fall 2025
HHS	EMTA122	EMT Skills	\$ 1,088	\$ 1,148	Fall 2025
HHS	EMTA125	EMT Clinical	\$ 1,290	\$ 1,463	Fall 2025
HHS	EMTA222	EMS Instructor-Coordinator	\$ 204	\$ 270	Fall 2025
HHS	EMTA224	EMS Instr-Coord Student Teach	\$ -	\$ 270	Fall 2025
HHS	GERO100	Introduction to Human Aging	\$ 8	\$ 71	Fall 2025
TC	GSCI150	Drone Flight for Industry	\$ 120	\$ 170	Fall 2025

Division	Course Code	Course Title	Current Course Fee	Proposed New Course Fee	Effective
TC	GSCI250	Drone Map Analysis	\$ 120	\$ 170	Fall 2025
TC	HERT110	Equipment Introduction	\$ 1,000	\$ 1,060	Fall 2025
TC	HERT160	Equipment HVAC/Cab Controls	\$ 778	\$ 803	Fall 2025
HHS	HUSE100	Introduction to Human Services	\$ 2	\$ 65	Fall 2025
HHS	HUSE105	Personal Dynamics/Interviewing	\$ 2	\$ 65	Fall 2025
HHS	HUSE110	Child Abuse and Neglect	\$ 2	\$ 65	Fall 2025
HHS	HUSE242	The Family: Addiction/Violence	\$ 5	\$ 68	Fall 2025
HHS	HUSE282	Human Services Practicum I	\$ 30	\$ 93	Fall 2025
HHS	HUSE284	Human Services Practicum II	\$ 43	\$ 106	Fall 2025
HHS	IDMS170	Intro to Ultrasound Knobology	\$ 652	\$ 659	Fall 2025
HHS	IDMS200	Sonographic Introduction	\$ 166	\$ 161	Fall 2025
HHS	IDMS201	General Sonography I: Abdomen	\$ 293	\$ 288	Fall 2025
HHS	IDMS202	OB/GYN Sonography I	\$ 293	\$ 288	Fall 2025
HHS	IDMS234	Sonographic Physics	\$ 166	\$ 161	Fall 2025
HHS	IDMS245	Sonographic Instrumentation	\$ 166	\$ 161	Fall 2025
HHS	IDMS250	Vascular Technology I	\$ 494	\$ 489	Fall 2025
HHS	IDMS251	Vascular Technology II	\$ 166	\$ 161	Fall 2025
HHS	IDMS255	Vascular Scan Lab I	\$ 848	\$ 855	Fall 2025
HHS	IDMS256	Vascular Scan Lab II	\$ 545	\$ 552	Fall 2025
HHS	IDMS265	General Sonography II	\$ 166	\$ 161	Fall 2025
HHS	IDMS266	OB/GYN Sonography II	\$ 166	\$ 161	Fall 2025
HHS	IDMS270	Sonographic Positioning I	\$ 908	\$ 927	Fall 2025
HHS	IDMS271	Sonographic Positioning II	\$ 696	\$ 704	Fall 2025
HHS	IDMS280	Clinical Experience I	\$ 1,105	\$ 1,027	Fall 2025
HHS	IDMS281	Clinical Experience II	\$ 942	\$ 929	Fall 2025
HHS	IDMS282	Clinical Experience III	\$ 1,042	\$ 1,029	Fall 2025
HHS	IRXT105	Introduction to Imaging	\$ 440	\$ 287	Fall 2025
HHS	IRXT111	Radiographic Positioning I	\$ 616	\$ 477	Fall 2025
HHS	IRXT112	Radiographic Positioning II	\$ 616	\$ 477	Fall 2025
HHS	IRXT116	Patient Care in Radiography	\$ 393	\$ 240	Fall 2025
HHS	IRXT140	Image Analysis	\$ 403	\$ 250	Fall 2025
HHS	IRXT144	Digital Imaging and Exposure	\$ 353	\$ 200	Fall 2025
HHS	IRXT170	Clinical Practice I	\$ 448	\$ 398	Fall 2025
HHS	IRXT172	Clinical Practice II	\$ 373	\$ 388	Fall 2025
HHS	IRXT200	Intro to Radiologic Pathology	\$ 353	\$ 200	Fall 2025
HHS	IRXT214	Comprehensive Experience I	\$ 451	\$ 463	Fall 2025
HHS	IRXT215	Comprehensive Experience II	\$ 373	\$ 388	Fall 2025
HHS	IRXT222	Radiobiology and Protection	\$ 353	\$ 200	Fall 2025
HHS	IRXT224	Radiologic Physics	\$ 353	\$ 200	Fall 2025
HHS	IRXT280	Radiologic Tech Board Review	\$ 553	\$ 400	Fall 2025
HHS	MEDA110A	Intro MA Med Terms & Pathology I	\$ 68	\$ 83	Fall 2025
HHS	MEDA110B	Intro MA Med Terms & Pathology II	\$ 68	\$ 83	Fall 2025
HHS	MEDA126A	MA Administrative Skills I	\$ 123	\$ 135	Fall 2025



Division	Course Code	Course Title	Current Course Fee	Proposed New Course Fee	Effective
HHS	MEDA126B	MA Administrative Skills II	\$ 123	\$ 135	Fall 2025
HHS	MEDA135	MA Pharmacology & Med Math	\$ 135	\$ 165	Fall 2025
HHS	MEDA145	Legal & Ethical Concepts	\$ 135	\$ 165	Fall 2025
HHS	MEDA156A	MA Clinical Procedures IA	\$ 334	\$ 321	Fall 2025
HHS	MEDA156B	MA Clinical Procedures IB	\$ 334	\$ 321	Fall 2025
HHS	MEDA166	MA Clinical Procedures II	\$ 338	\$ 357	Fall 2025
HHS	MEDA175	MA Certification Review	\$ 135	\$ 165	Fall 2025
HHS	MEDA177A	MA Practicum Immersion I	\$ 73	\$ 173	Fall 2025
HHS	MEDA177B	MA Practicum Immersion II	\$ 73	\$ 173	Fall 2025
A&S	MGMT234	Diversity in the Workplace	\$ 92	\$ -	Fall 2025
HHS	MSGE110	Massage for Beginners	\$ 82	\$ 111	Fall 2025
HHS	MSGE131	Massage I	\$ 195	\$ 223	Fall 2025
HHS	MSGE132A	Anatomy/Physiology Massage I	\$ 77	\$ 106	Fall 2025
HHS	MSGE132B	Anatomy/Physiology Massage II	\$ 77	\$ 106	Fall 2025
HHS	MSGE137	Medical Terminology in Massage	\$ 77	\$ 106	Fall 2025
HHS	MSGE139A	Pathology for Massage I	\$ 77	\$ 106	Fall 2025
HHS	MSGE139B	Pathology for Massage II	\$ 77	\$ 106	Fall 2025
HHS	MSGE141	Massage Clinic I	\$ 182	\$ 233	Fall 2025
HHS	MSGE151B	Event Massage	\$ 82	\$ 111	Fall 2025
HHS	MSGE151D	Special Populations	\$ 82	\$ 111	Fall 2025
HHS	MSGE231	Massage II	\$ 97	\$ 126	Fall 2025
HHS	MSGE232	Massage III	\$ 97	\$ 126	Fall 2025
HHS	MSGE241	Massage Clinic II	\$ 180	\$ 228	Fall 2025
HHS	MSGE242	Massage Clinic III	\$ 193	\$ 244	Fall 2025
HHS	MSGE254	Busn App for Massage	\$ 77	\$ 106	Fall 2025
HHS	MSGE256	Clinical Assess for Massage	\$ 82	\$ 111	Fall 2025
HHS	MSGE258	Career Longevity	\$ 82	\$ 111	Fall 2025
A&S	MUSC123	Jazz Ensemble	\$ 50	\$ 70	Fall 2025
A&S	MUSC134	Live Sound/Event Production	\$ -	\$ 60	Fall 2025
A&S	MUSC172	Studio Recording	\$ 70	\$ 80	Fall 2025
HHS	NDXT100*	Neuroanatomy and Physiology	\$ 150	\$ -	Fall 2025
HHS	NDXT101*	Neurodiagnostic Procedures	\$ 200	\$ -	Fall 2025
HHS	NDXT102*	EEG Applications	\$ 150	\$ -	Fall 2025
HHS	NDXT120*	EEG Pre-Clinical Preparation	\$ 200	\$ -	Fall 2025
HHS	NDXT130*	Principles of EEG	\$ 100	\$ -	Fall 2025
HHS	NDXT131*	Electricity Principles/Safety	\$ 50	\$ -	Fall 2025
HHS	NDXT132*	EEG Instrumentation I	\$ 100	\$ -	Fall 2025
HHS	NDXT200*	EEG Procedures & Pathology I	\$ 50	\$ -	Fall 2025
HHS	NDXT201*	EEG Instrumentation II	\$ 100	\$ -	Fall 2025
HHS	NDXT202*	EEG Quality Control	\$ 50	\$ -	Fall 2025
HHS	NDXT220*	EEG Clinical Practice I	\$ 250	\$ -	Fall 2025
HHS	NDXT221*	EEG Clinical Practice II	\$ 150	\$ -	Fall 2025
HHS	NDXT230*	EEG Procedures & Pathology II	\$ 50	\$ -	Fall 2025

Division	Course Code	Course Title	Current Course Fee	Proposed New Course Fee	Effective
HHS	NDXT231*	EEG Procedures & Pathology III	\$ 50	\$ -	Fall 2025
HHS	NDXT232*	EEG Procedures & Pathology IV	\$ 50	\$ -	Fall 2025
HHS	NURS200	Nursing Pharmacology	\$ 3	\$ -	Fall 2025
HHS	NURS201	Patient-Centered Care	\$ 210	\$ 234	Fall 2025
HHS	NURS210	Transition to Prof Nursing	\$ 2,071	\$ 2,155	Fall 2025
HHS	NURS211	Intro to Nursing Practice	\$ 2,113	\$ 2,448	Fall 2025
HHS	NURS212	Concepts of Pharmacology	\$ 178	\$ 113	Fall 2025
HHS	NURS221	Nursing Practice I	\$ 1,271	\$ 1,268	Fall 2025
HHS	NURS222	Childbearing Families	\$ 679	\$ 676	Fall 2025
HHS	NURS231	Nursing Practice II	\$ 1,305	\$ 1,201	Fall 2025
HHS	NURS232	Children and Their Families	\$ 591	\$ 663	Fall 2025
HHS	NURS241	Nursing Practice III	\$ 1,440	\$ 1,455	Fall 2025
HHS	NURS242	Professional Practice	\$ 159	\$ 193	Fall 2025
HHS	PARA221	Paramedic Medical Trauma I	\$ 239	\$ 343	Fall 2025
HHS	PARA221A	Medical Trauma IA	\$ 137	\$ 176	Fall 2025
HHS	PARA222	Paramedic Medical Trauma II	\$ 239	\$ 343	Fall 2025
HHS	PARA222B	Medical Trauma IIB	\$ 124	\$ 176	Fall 2025
HHS	PARA222C	Medical Trauma IIC	\$ 116	\$ 168	Fall 2025
HHS	PARA231	Paramedic Cardiology I	\$ 235	\$ 339	Fall 2025
HHS	PARA231A	Cardiology IA	\$ 120	\$ 172	Fall 2025
HHS	PARA231B	Cardiology IB	\$ 235	\$ 168	Fall 2025
HHS	PARA232	Paramedic Cardiology II	\$ 571	\$ 675	Fall 2025
HHS	PARA232A	Cardiology IIA	\$ 120	\$ 172	Fall 2025
HHS	PARA232B	Cardiology IIB	\$ 116	\$ 168	Fall 2025
HHS	PARA241	Paramedic Pharmacology I	\$ 235	\$ 339	Fall 2025
HHS	PARA241B	Pharmacology IB	\$ 120	\$ 172	Fall 2025
HHS	PARA242	Paramedic Pharmacology II	\$ 235	\$ 339	Fall 2025
HHS	PARA242A	Pharmacology IIA	\$ 118	\$ 170	Fall 2025
HHS	PARA242B	Pharmacology IIB	\$ 118	\$ 170	Fall 2025
HHS	PARA251	Paramedic Skills I	\$ 1,481	\$ 1,734	Fall 2025
HHS	PARA251B	Skills IB	\$ 887	\$ 943	Fall 2025
HHS	PARA252	Paramedic Skills II	\$ 1,492	\$ 1,598	Fall 2025
HHS	PARA252A	Skills IIA	\$ 759	\$ 812	Fall 2025
HHS	PARA252B	Skills IIB	\$ 759	\$ 812	Fall 2025
HHS	PARA261	Paramedic Clinical I	\$ 1,360	\$ 1,592	Fall 2025
HHS	PARA262	Paramedic Clinical II	\$ 1,493	\$ 1,663	Fall 2025
HHS	PARA262A	Clinical IIA	\$ 545	\$ 623	Fall 2025
HHS	PARA262B	Clinical IIB	\$ 545	\$ 623	Fall 2025
HHS	PARA262C	Clinical IIC	\$ 477	\$ 555	Fall 2025
HHS	PARA263	Paramedic Internship	\$ 1,097	\$ 1,329	Fall 2025
HHS	PFKN201	Exercise Physiology Lab	\$ 93	\$ 107	Fall 2025
HHS	PFKN210	Athletic Training Principles	\$ 64	\$ 74	Fall 2025
HHS	PFKN270	Personal Trainer Preparation	\$ 94	\$ 98	Fall 2025

Division	Course Code	Course Title	Current Course Fee	Proposed New Course Fee	Effective
A&S	SIGN162	American Sign Language II	\$ 10	\$ -	Fall 2025
A&S	SIGN163	American Sign Language III	\$ 10	\$ -	Fall 2025
A&S	SIGN164	American Sign Language IV	\$ 10	\$ -	Fall 2025
A&S	SIGN166	Fingerspelling	\$ 10	\$ -	Fall 2025
A&S	SIGN167	Beginning Sign to Voice	\$ 10	\$ -	Fall 2025
A&S	SIGN170	Expressive/Receptive ASL	\$ 10	\$ -	Fall 2025
A&S	SIGN200	Sign Practicum Seminar	\$ 50	\$ 40	Fall 2025
A&S	SIGN240	Intro to Transliterating	\$ 90	\$ 80	Fall 2025
A&S	SIGN263	Intermediate Sign to Voice	\$ 50	\$ 40	Fall 2025
A&S	SIGN266	Post-Secondary Interpreting	\$ 50	\$ 40	Fall 2025
A&S	SIGN267	Sign Practicum I	\$ 50	\$ 40	Fall 2025
A&S	SIGN268	Sign Practicum II	\$ 50	\$ 40	Fall 2025
A&S	SIGN270	Advanced Interpreting	\$ 50	\$ 40	Fall 2025
A&S	SIGN271	Advanced Sign to Voice	\$ 50	\$ 40	Fall 2025
A&S	SIGN293	Principles of Interpreting	\$ 35	\$ 25	Fall 2025
A&S	SIGN296	Specialized Interpreting	\$ 35	\$ 25	Fall 2025
HHS	SOWK101	Introduction to Social Work	\$ 5	\$ 68	Fall 2025
HHS	STPR145	Foundations Sterile Processing	\$ 227	\$ 255	Fall 2025
HHS	SURG100	Fundamentals of Surgical Tech	\$ 313	\$ 349	Fall 2025
HHS	SURG101	The Surgical Patient	\$ 313	\$ 349	Fall 2025
HHS	SURG103	Surgical Asepsis	\$ 308	\$ 344	Fall 2025
HHS	SURG108	Surgical Pharmacology	\$ 313	\$ 349	Fall 2025
HHS	SURG109	Basic Surgical Procedures	\$ 313	\$ 349	Fall 2025
HHS	SURG110	Advanced Surgical Procedures	\$ 313	\$ 349	Fall 2025
HHS	SURG111	Surgical Specialty/Prof Prep	\$ 640	\$ 596	Fall 2025
HHS	SURG121	Applied Surgical Techniques I	\$ 954	\$ 977	Fall 2025
HHS	SURG122	Applied Surgical Techniques II	\$ 785	\$ 703	Fall 2025
HHS	SURG123	Applied Surgical Techniques III	\$ 523	\$ 484	Fall 2025
HHS	SURG124	Applied Surgical Techniques IV	\$ 453	\$ 484	Fall 2025
TC	TECH102	General Industry Safety	\$ 120	\$ 11	Fall 2025
A&S	THEA114	Intro to Technical Theatre	\$ 30	\$ 35	Fall 2025
A&S	THEA285	Stage Makeup	\$ 30	\$ 95	Fall 2025
*The NDXT program through the EPiC Consortium is now hosted by West Shore Community College.					

**Lansing Community College – Board of Trustees**  
**January 27, 2025**

**Agenda Item:     Board of Trustees Employees' Expenses**

**Presented for Action**

**PURPOSE**

To approve the Board's employees' expenses for the month ending December 31, 2024.

**BACKGROUND**

This information is provided to the Board of Trustees for ratification of expenses relating to those employees who directly report to the Board.

**IMPLICATIONS**

**Financial:**

The College's procedure states that an employee's supervisor must approve expenses of the employee.

**Strategic Plan:**

The College's financial planning, forecasting, and annual budget provide resources for all of the strategic plan's goals. Accurate and timely financial reporting is a key component of that process.

**Human Resources:**

None

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

The Administration respectfully requests the Board of Trustees ratify the monthly expenses of the employees who report to the Board.

**ATTACHMENTS:**

1. Attachment A – Monthly Expenses - Executive Assistant & Liaison to Board
2. Attachment B – Monthly Expenses - President

**Lansing Community College  
Board of Trustees - Detail Expenses  
Month Ending December 31, 2024**

Date	Board Member	Amount	Description	Payee
<b>Chargeback Telephone Phone</b>				
31-Dec-24	General - Operations	\$ 30	Phone_2024_Dec_Accrual	Lansing Community College
<b>Total</b>		<b>\$ 30</b>		
<b>Chargeback Print &amp; Copy</b>				
1-Dec-24	General - Operations	\$ 44	Print Copy_2024_Nov	Lansing Community College
<b>Total</b>		<b>\$ 44</b>		
	<b>Grand Total</b>	<b>\$ 74</b>	<b>Institutional Expenses</b>	
<b>Audit Services</b>				
23-Dec-24	General - Operations	\$ 490	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
<b>Total</b>		<b>\$ 490</b>		
<b>Professional Fees</b>				
13-Dec-24	General - Operations	\$ 305	ASL Interpreters September Board Meeting	Deaf Community Advocacy Network
<b>TOTAL</b>		<b>\$ 305</b>		
	<b>Grand Total</b>	<b>\$ 795</b>	<b>Professional Fees</b>	
<b>Travel Meal Allowance</b>				
11-Dec-24	R Proctor	\$ 229	ACCT Leadership Congress	R Proctor
<b>Total</b>		<b>\$ 229</b>		
<b>Travel Transportation</b>				
11-Dec-24	R Proctor	\$ 761	ACCT Leadership Congress	R Proctor
<b>Total</b>		<b>\$ 761</b>		
<b>Travel Mileage Expense</b>				
11-Dec-24	R Proctor	\$ 11	ACCT Leadership Congress	R Proctor
<b>Total</b>		<b>\$ 11</b>		
<b>Meeting Expense</b>				
6-Dec-24	General - Operations	\$ 152	November Board Retreat	Meijer
<b>Total</b>		<b>\$ 152</b>		
	<b>Grand Total</b>	<b>\$ 1,152</b>	<b>Travel, Training &amp; Conferences</b>	
		<b>\$ 2,022</b>	<b>Total Expenses</b>	

**Lansing Community College  
President - Detail Expenses  
Month Ending December 31, 2024**

Date	Board Employee	Amount	Description	Payee
<b>Memberships</b>				
10-Dec-24	Robinson	\$ 35	Monthly Meal Membership	University Club of MSU
17-Dec-24	Robinson	\$ 150	CEO Network Membership	H & H Incorporated
19-Dec-24	Robinson	\$ 300	Quarterly Membership	Rotary Club of Lansing
<b>TOTAL</b>		<b>\$ 485</b>		
	<b>Grand Total</b>	<b>\$ 485</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Transportation</b>				
11-Dec-24	Robinson	\$ 300	ACCT National Legislative Summit	Delta Air Lines
<b>TOTAL</b>		<b>\$ 300</b>		
<b>Meeting Expense</b>				
11-Dec-24	General - Operations	\$ 58	Student Club Meeting	Happy's Pizza
18-Dec-24	General - Operations	\$ 56	Monthly Meeting with Board Chair	Boston's Pizza
18-Dec-24	General - Operations	\$ 51	Lansing Symphony Orchestra Board Meeting	Soup Spoon Café
<b>Total</b>		<b>\$ 165</b>		
	<b>Grand Total</b>	<b>\$ 465</b>	<b>Travel, Training &amp; Conferences</b>	
		<b>\$ 950</b>	<b>Total Expenses</b>	



**Lansing Community College - Board of Trustees  
January 2025**

**Agenda Item: Board of Trustees Employees' Time Reporting**

**Presented for Action**

**PURPOSE**

To secure Board approval of the time reporting for January 2025 for the President and the Executive Assistant/Liaison to the Board.

**BACKGROUND**

The College's Board of Trustees has two direct report employees: the President and the Executive Assistant/Liaison to the Board. The College utilizes an electronic system called Banner for employee time reporting and payroll processing. Every two weeks, employees submit their time reports in this system and notify the Board Chair of any exceptions to their hours for that payroll period, seeking provisional approval. Once the Board Chair grants provisional approval, the Executive Director of Human Resources approves the time entry in the system. Final approval of the time reports requires approval of the Board.

**IMPLICATIONS**

**Financial:**

None

**Strategic Plan:**

None

**Human Resources:**

None

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

The Administration respectfully requests the Board of Trustees approve the time reporting submissions for January 2025 for the President and the Executive Assistant/Liaison to the Board.

**ATTACHMENTS:**

1. January, 2025 Time Reporting

**Lansing Community College  
Time Reporting for January 2025**

All time was recorded correctly and submitted to the Chair for approval.

**President**

	Vacation Leave	Personal Leave	Sick Leave
November 27 – December 7, 2025	8.0 hrs		
December 8 – December 21, 2025			
<b>Total Hours</b>	<b>8.0</b>	<b>0.0</b>	<b>0.0</b>

**Executive Assistant/Liaison to the Board**

	Vacation Leave	Personal Leave	Sick Leave
November 27 – December 7, 2025			
December 8 – December 21, 2025			
<b>Total Hours</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

**Lansing Community College – Board of Trustees**  
**January 27, 2025**

**Agenda Item: Change Order – Desire 2 Learn Additional Learning Management Platforms**

**Presented for Action**

**PURPOSE**

To increase the amount of funds available on the current Blanket Purchase Order (BPO) for Desire 2 Learn (D2L) to support two additional learning management platforms with D2L, Achievement+ and Creator+.

**BACKGROUND**

In 2024, Lansing Community College (LCC) renewed the BPO with D2L to continue providing a wide variety of software, support and maintenance. D2L's learning management system is software used by the College's eLearning Department to create, administrate, document, track, and deliver educational courses. The eLearning Department, with support from the Information Technology Services (ITS) Division, have made the decision to expand this partnership by adding two new software packages, Achievement+ and Creator+. Achievement+ will allow faculty to better align course activities and assessments with anticipated learning outcomes. Creator+ is a supplement to the College's already existing Brightspace platform that will allow for faculty to expand the number and variety of interactive assessments available to instructors and students. A change order is now required to add these new platforms to the D2L software suite in order to benefit the College's faculty.

**IMPLICATIONS**

**Financial:**

If approved, the requested increase of \$152,394 will bring the aggregate Blanket Purchase Order amount to \$2,344,454 with Desire 2 Learn. This will be funded by the General Fund.

**Strategic Plan:**

This request supports the College's strategic focus area of Achieving Academic Excellence with Purpose & Equity.

**Human Resources:**

There are no known human resources implications.

## **RISKS**

Failure to increase the dollar amount available to fund these service add-ons would limit the College's ability to adjust courses and assessments. This could potentially result in decreased student success and engagement.

## **OTHER OPTIONS/ALTERNATIVES**

The College could move forward with the current system. However, failure to purchase the add-on tools would negatively impact the teaching and learning needs of students, instructors, and the College, as well as course management, course accessibility, and overall student success.

## **RECOMMENDATIONS**

The Administration respectfully recommends approval to increase the Blanket Purchase Order in the amount of \$152,394 with Desire 2 Learn to support these platform add-ons through September 30, 2029.

## **ATTACHMENTS:**

1. Change Order Transmittal Document – D2L Ltd (Achievement and Creator)

## CHANGE ORDER TRANSMITTAL DOCUMENT

**To:** Lansing Community College Board of Trustees

**From:** Lansing Community College Purchasing Department

**Date:** January 27, 2025

**RE:** Request for Approval of Change Order

**Blanket Purchase Order (BPO) Number:** BP250041

**Vendor:** Desire 2 Learn (D2L)

**Original Blanket Purchase Order Date:** October 01, 2024

**Blanket Purchase Order Expiration:** September 30, 2029

The Blanket Purchase Order covers expenses for software renewal and support for the Desire 2 Learn learning management platform.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees
Initial BPO Amount	\$2,192,060	\$2,192,060	9/16/2024
Change Order #1 (increase)	\$152,394	\$2,344,454	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 Mark Tesone, Director of Enterprise Systems and approved by Bill Garlick, Chief Information Officer, to increase the Blanket Purchase Order for Desire 2 Learn by \$152,394. The requested monies will allow support for two additional learning management platforms with D2L, Achievement+ and Creator+ for the period of February 1, 2025 through September 30, 2029.

This request is for your consideration and approval.

Submitted by: Samantha Gallimore, NIGP-CPP, CPPB  
Director, Purchasing Department

**Lansing Community College – Board of Trustees**  
**January 27, 2025**

**Agenda Item: Cooperative Purchase – Identity Verification and Fraud Prevention System**

**Presented for Action**

**PURPOSE**

To procure Identity Verification and Fraud Prevention software to adequately protect the College from threat actors seeking to abuse the College's admissions process.

**BACKGROUND**

In 2024, Lansing Community College's (LCC) Registrar's Office, Testing Services, Office of Student Compliance, Financial Aid Office, and Facilities investigated seventy-eight cases of fraudulent documents. Since 2019, LCC's Registrars and Identity Theft Committee has worked through more than 200 cases of *reported* identity theft. Administrators and staff spend 20% of their week collecting, compiling, and tracking information and documents related to identity fraud and submitting them to a standing committee for review, which is beyond their regular duties. To date, fraudulent applications have caused the College to discontinue auto acceptance. Despite this preventative measure, there has been an increase in the volume of fraudulent applications as well as in the sophistication of the deception which allowed false student applications to be admitted despite current protective processes.

LCC is not alone in dealing with increasingly sophisticated cyberattacks on the admissions process. Identities are valuable and need to be protected. Because of its intrinsic value, this information has become a tradeable, sellable commodity by cyber criminals. Colleges and universities across the country are turning to Identity Verification experts to help schools keep these threats out.

With over 50 years of experience in data intelligence solutions, LexisNexis Risk Solutions (LNRS) can provide LCC with a robust front-end identity risk solution that is easy to integrate, ensuring secure and reliable student interactions amidst evolving threats. LNRS' continuous enhancements to identity verification solutions enable them to address a wide range of security issues for various clients, including higher education institutions, state entities, and Fortune 500 companies. Despite diverse security challenges, the results are consistent with LNRS solutions: mitigated threats, reduced fraud incidents, protected and verified identities, and cost savings. The requested Blanket Purchase Order (BPO) will be for a three-year period of February 2025 through February 2028.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid on by an established



public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this service. After a review of contractors offering the requested equipment, the Administration recommends the utilization of a cooperative agreement awarded by the State of Michigan's MiDeal program to LexisNexis Risk Solutions.

The purchasing policy and standard operating procedure do not require competitive bids for goods and services previously bid out by public agencies and made available through cooperative agreements. However, LCC's Strategic Enrollment Management Team along with LCC's Information Technology Services (ITS) Division has reviewed product solutions from four (4) of the market leaders, completed demonstrations from the top two (2), and is recommending the implementation of the robust and customizable protections offered from LNRS.

## **IMPLICATIONS**

### **Financial:**

The requested three-year Blanket Purchase Order amount is \$168,316 and will be funded through the General Fund.

### **Strategic Plan:**

This request supports the College's strategic goal of Fostering Student Enrollment, Retention, and Completion.

### **Human Resources:**

There are no known human resources implications.

## **RISKS**

Failure to procure an identity verification and fraud detection system could limit Strategic Enrollment Management's ability to provide fast, user-friendly admissions for new students and subject the College to continued growing risk from fraudulent actors.

## **OTHER OPTIONS/ALTERNATIVES**

The alternative to using a cooperative agreement would be to solicit bids; however, by utilizing a cooperative agreement the College will benefit from nationally leveraged volume pricing.

## **RECOMMENDATIONS**

The Administration respectfully recommends approving the requested Blanket Purchase Order to LexisNexis Risk Solutions in the amount of \$168,316 for the period of February 2025 through February 2028.

## **ATTACHMENTS:**

1. Pre-Award Transmittal - Cooperative Purchase - Identity Verification and Fraud Prevention System

## PRE-AWARD TRANSMITTAL DOCUMENT

**Document:** Cooperative Purchase **Opening Date:** N/A  
**Project Title:** Identity Verification and Fraud Prevention System **Buyer:** Scott Placeway

### 1. Statement of Need:

Lansing Community College (LCC) needs to address the growing number of cyberattacks on LCC's student admissions process whose purpose is to defraud the College of valuable funds and services available to LCC students. These attacks waste valuable time and resources, requiring the College to review and investigate suspicious student applications. The College experiences direct financial losses from fraudulently acquired student financing and numerous other misuses of college resources which negatively impact student services and network performance. As an additional benefit of preventing bad actors from applying for LCC student status, the Registrar's Office will be able to use this software to improve the timely admittance of actual students and improve student satisfaction.

### 2. Description of supply or service:

A description of the requested services and associated pricing is provided below:

Description	Year 1	Year 2	Year 3	Extended Price
LexisNexis Risk Solutions Integrated SaaS	\$56,488	\$47,132	\$47,796	\$151,416
LexisNexis Risk Solutions Current Records Audit	\$6,900	\$5,000	\$5,000	\$16,900
BPO Total Feb 2025-Feb 2028				\$168,316

### 3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid MiDeal program cooperative agreement for LexisNexis Risk Solutions. The requested three-year Blanket Purchase Order (BPO) amount is \$168,316 and will be funded by the General Fund.

The purchasing policy and standard operating procedure do not require competitive bids for goods and services previously bid out by public agencies and made available through cooperative agreements. However, the college did review solutions from a total of four (4) different market leading vendors and participated in product demonstrations from the top two (2) solutions presented. LexisNexis Risk Solutions is recognized as the world leader in Identity Verification and Fraud Prevention.

### 4. Reviewed By:

\_\_\_\_\_  
Samantha Gallimore, NIGP-CPP, CPPB  
Purchasing Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seleana Samuel, Ed.D.  
Senior Vice President  
Business Operations

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve \_\_\_\_\_ | Disapprove \_\_\_\_\_

\_\_\_\_\_  
LaShunda Thomas, Secretary  
Board of Trustees

\_\_\_\_\_  
Date

# **Monthly Monitoring Report**

**Lansing Community College – Board of Trustees**  
**January 27, 2025**

**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 ongoing basis throughout the fiscal year.

The attached financial statements reflect the College's financial position as of and for the month ending December 31, 2024, compared to the Board Approved FY2025 Budget.

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

**REVENUE**

**Exhibit A, Line 1 – State Appropriations:** Appropriations have been recognized to date for the State-adopted Fiscal Year 2025 Annual Appropriations.

**Exhibit A, Line 2 – Property Taxes, Net of Estimated Uncollectible:** Revenue reflects levies with adjustment for uncollectible taxes and tax tribunal refunds.

**Exhibit A, Line 3 – Tuition and Fee Revenue, Net of Estimated Uncollectible:** Revenue reflects remaining tuition earned during FY2025 for the Summer 2024 semester, tuition and fees earned for the Fall 2024 semester, and fees earned for the Spring 2025 semester.

**Exhibit A, Line 4 – Other Revenues:** Other Revenues are 16.6 percentage points ahead of the prior year's pace due to the increased interest income earned. The College secured short-term investments at a higher interest rate in June 2024 before the Federal Reserve started reducing rates in the Fall of 2024.

**EXPENSES**

**Exhibit B – Operating Budgets – Divisions:** Overall the division budgets are 2.2 percentage points ahead of the prior year's pace of expenses. The individual division variances that exceed 5% are detailed below.

- **Exhibit B, Line 3 – Advancement & External Affairs** is 13.6 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator* and *Full-Time Support*, and decreased utilization of *Travel, Training & Conferences*. This is partially offset by increased utilization of *Part-Time Faculty*.
- **Exhibit B, Line 6 – Business Operations** is 7.7 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased utilization of *Full-Time Professional Technical* and *Part-Time Support*, an increase in the annual premium for property and liability insurance, and increased legal expenses compared to FY2024.
- **Exhibit B, Line 7 – Community Education & Workforce Development** is 6.0 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Professional Technical* and decreased utilization of *Part-Time Faculty*. This is partially offset by increased utilization of *Purchased Services*.
- **Exhibit B, Line 11 – Human Resources** is 7.1 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator* and *Full-Time Professional Technical*, along with related *Employee Benefits*.
- **Exhibit B, Line 12 – Information Technology Services** is 8.4 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased utilization of *Student, Repair & Maintenance*, and *Supplies & Non-Capital Equipment*. This is offset by decreased utilization of *Part-Time Support* and *Travel, Training, & Conferences*.

**Exhibit A, Line 5 – Salaries & Wages:** Overall the *Salaries & Wages* are consistent with the pace of the prior year's expenses. The individual account variances that exceed 5% are detailed below.

- **Exhibit B, Line 16 – Full-Time Administrator** is 6.8 percentage points ahead of the prior year's pace of expenses. This is primarily due to fewer vacancies in *Academic Affairs, Administrative Services, Health & Human Services, Office of Empowerment* and *Student Affairs*.
- **Exhibit B, Line 22 – Part-Time Support** is 13.0 percentage points behind the prior year's pace of expenses. This is primarily due to increased budget and decreased utilization in *Administrative Services* and *Information Technology Services*. This is partially offset by increased utilization in *Arts & Sciences* and *Student Affairs*.
- **Exhibit B, Line 23 – Student** is 11.2 percentage points behind the prior year's pace of expenses. This is primarily due to increased utilization of the Federal Work-Study grant. Overall student labor is ahead of FY2024 expense by approximately \$85 thousand.

**Exhibit A, Line 7 – Services and Supplies:** Overall the *Services & Supplies* are 6.4 percentage points ahead of the prior year's pace of expenses. The individual account variances that exceed 5% are detailed below.

- **Exhibit B, Line 25 – Institutional Expenses** are 9.0 percentage points behind the prior year's pace of expenses. This is due to decreased retail merchant service fees in *Financial Services* due to the availability of new State of Michigan financial aid programs, increased indirect cost recovery in *Financial Services*, and decreased rates for internet services in *Information Technology Services*. These items are slightly offset by an increased cost of the annual premium for property and liability insurance in *Business Operations*.
- **Exhibit B, Line 26 – Utilities** is 7.7 percentage points ahead of the prior year's pace of expenses. This is due to utility rate increases compared to prior year.
- **Exhibit B, Line 27 – Professional Services** are 12.5 percentage points ahead of the prior year's pace of expenses. This is primarily due to timing of audit services in *Board of Trustees* and *Financial Services*, increased utilization in *Human Resources*, and increased legal expenses in *Business Operations*.
- **Exhibit B, Line 29 – Rental Expense** is 5.0 percentage points ahead of the prior year's pace of expenses. This is due to increased course-related rental expenses in *Technical Careers*.
- **Exhibit B, Line 31 – Supplies & Non-Capital Equipment** are 11.6 percentage points ahead of the prior year's pace of expenses. This is primarily due to the timing of software and site licenses, and subscription expenses in *Information Technology Services*, and increased utilization in *Administrative Services* and *Student Affairs* compared to the prior year. These are partially offset by the timing of course-related expenses in *Technical Careers*.

### **Statement of Net Position** **Exhibit C**

This statement provides the collegewide financial position as of December 31, 2024 compared to December 31, 2023.

#### **Current Assets:**

- **Exhibit C, Line 3 – Property Tax Receivable, Net of Est Uncollectible** increased by \$1.3 million. This is due to a higher levy in the current fiscal year and the timing of payments received.
- **Exhibit C, Line 5 – Federal & State Grants Receivable** increased by \$1.8 million due to higher amounts of Federal and State Financial Aid awarded due to increased enrollment, and more State funding programs such as Michigan Reconnect



Expansion and Michigan Achievement scholarships. State grants receivable are \$1.5 million higher compared to last year.

- **Exhibit C, Line 7** – *Prepaid Expenses* increased by \$0.8 million due to the purchase of new long-term software subscriptions.

#### **Non-Current Assets:**

- **Exhibit C, Line 11** – *Deferred Charge on Refunding* decreased \$0.2 million as a result of amortization on the 2017 and 2022 bonds.
- **Exhibit C, Line 12** – *Deferred Pension Amounts* decreased \$13.7 million. The amount recorded in *Deferred Outflows* is a result of the differences between the retirement plan end date of 9/30/2023, LCC's fiscal year end date of 6/30/2024, 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 \$0.8 million due to the timing of payments issued at month end compared to the prior fiscal year.
- **Exhibit C, Line 15** – *Accrued Payroll & Other Compensation* increased \$0.9 million due to the timing of payments issued at month end compared to the prior fiscal year.

#### **Long-Term Debt Obligations:**

- **Exhibit C, Line 20** – *Bonds Payable* decreased \$5.3 million due to ongoing scheduled payments on outstanding bond issues.
- **Exhibit C, Line 22 and 23**– *Net Pension Liability* and *Net Other Post-Employment Benefits Liability* decreased \$28.5 million and \$9.7 million, respectively. The amounts recognize LCC's proportionate 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 benefit obligations.
- **Exhibit C, Line 24** – *Deferred Inflow of Resources – Pension Amounts* increased \$7.6 million. The amount recorded in *Deferred Inflows* is a result of the differences between the retirement plan end date of 9/30/2023, LCC's fiscal year end date of 6/30/2024, 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.

**Schedule of Investments**  
**Exhibit D**

This statement provides a summary of the College's current investment accounts including the current yield rate and interest income earned through December 31, 2024.

**Capital Projects**  
**Exhibit E**

This statement provides a summary of Board approved capital projects including the approved project budget and the cumulative project expenses through December 31, 2024.

- *505 Capitol Avenue Building* – The long-term utilization of the 505 Building is yet to be determined and was reviewed as part of the Campus Master Plan.
- *Gannon Transfer Center* – The Board approved this capital project in October 2023. The project is being funded by the State appropriation for Infrastructure, Technology, Equipment, Maintenance and Security (ITEMS). It is in the planning stage.
- *West Campus Cyber Security Center* –The project is underway. The estimated completion date is June 2025.
- *Police Department Office* – The Board approved this capital project in October 2023. The project is in the planning stage.
- *Capital Regional Airport Authority Lease Termination* – The Board approved this capital project in May 2024. Commitments have been made and the work has begun.
- *Gannon Building Third Floor Renovation* – Renovations began in July 2024. The project is expected to be completed in early 2025.

**Statement of Revenue, Expenses and Changes in Net Position**  
**Exhibit F**

This statement provides a collegewide summary of all funds. We have provided the detail of the General Fund above.

The Designated Funds had an increase in net position due to the Board approved transfer for tuition pre-funding for Fiscal Year 2026 which is offset by academic and student technology purchases.

The Auxiliary Funds had an increase in net position due to the net income results of the auxiliary fund operations.

The Restricted Funds had an increase in net position due to a one-time State appropriation payment of \$2.7 million.

The Plant Funds had an increase in net position as Board approved project funds have been transferred for long-term projects. As of December 31, 2024, there were approximately \$6.6 million in outstanding commitments.

## **IMPLICATIONS**

### **Financial:**

The College had a beginning unrestricted General Fund balance of \$36.6 million or 26.2% of budgeted Fiscal Year 2025 General Fund Total Revenues of \$139.8 million.

### **Strategic Plan:**

The College's financial planning, forecasting and annual budget provide resources for all of the strategic plan's goals. Accurate and timely financial reporting is a key component of that process.

### **Human Resources:**

There are no human resources implications.

## **RISKS**

Due to the current economic environment, including inflation, and the potential for enrollment fluctuations, the College's finances will continue to have risk in future years.

## **OTHER OPTIONS/ALTERNATIVES**

N/A

## **RECOMMENDATIONS**

N/A

## **ATTACHMENTS:**

1. Statement & Summary as of December 31, 2024 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. Statement of Net Position (Exhibit C)
  - d. Schedule of Investments (Exhibit D)
  - e. Capital Projects (Exhibit E)
  - f. Statement of Revenue, Expenses, and Changes in Net Position (Exhibit F)
  - g. External Community Sponsorships (Exhibit G)
  - h. Board of Trustees Expenses (Exhibit H)
  - i. Revenue and Expense Account Information (Attachment 1)
  - j. Asset, Liability, and Net Position Account Information (Attachment 2)

- k. Organization to Division Crosswalk (Attachment 3)
- l. Glossary (Attachment 4)

**LANSING COMMUNITY COLLEGE**  
General Fund  
Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual  
Month Ending December 31, 2024 Financial Review  
(50% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 12/31/24	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 12/31/23	Prior Year FY 2024 Percent Recognized	% Point Variance FY 2025 % of Budget Posted to FY 2024 % of Actual
	<b><u>Revenues</u></b>								
1	State Appropriations	\$ 39,658,000	\$ 19,800,986	\$ 19,857,014	49.9%	\$ 39,478,637	\$ 19,356,090	49.0%	0.9
2	Property Taxes, Net of Estimated Uncollectible	\$ 56,115,000	\$ 27,830,365	\$ 28,284,635	49.6%	\$ 51,553,499	\$ 25,941,507	50.3%	(0.7)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 38,741,000	\$ 23,566,830	\$ 15,174,170	60.8%	\$ 38,005,268	\$ 22,063,565	58.1%	2.8
4	Other Revenues	\$ 5,317,000	\$ 3,319,568	\$ 1,997,432	62.4%	\$ 6,851,499	\$ 3,137,232	45.8%	16.6
	<b>Total Revenues</b>	\$ 139,831,000	\$ 74,517,749	\$ 65,313,251	53.3%	\$ 135,888,903	\$ 70,498,395	51.9%	1.4
	<b><u>Salary &amp; Benefit Expenses</u></b>								
5	Salaries & Wages	\$ 64,244,800	\$ 31,084,491	\$ 33,160,309	48.4%	\$ 61,391,107	\$ 29,395,883	47.9%	0.5
6	Employee Benefits	\$ 29,838,000	\$ 15,026,541	\$ 14,811,459	50.4%	\$ 28,758,330	\$ 13,831,551	48.1%	2.3
	<b>Total Salary &amp; Benefit Expenses</b>	\$ 94,082,800	\$ 46,111,032	\$ 47,971,769	49.0%	\$ 90,149,436	\$ 43,227,434	48.0%	1.1
	<b><u>Other Operating Expenses</u></b>								
7	Services & Supplies	\$ 25,890,000	\$ 15,608,785	\$ 10,281,215	60.3%	\$ 26,134,435	\$ 14,075,448	53.9%	6.4
	<b>Total Operating Expenses</b>	\$ 119,972,800	\$ 61,719,817	\$ 58,252,983	51.4%	\$ 116,283,871	\$ 57,302,882	49.3%	2.2
	<b><u>Student Financial Support Expenses</u></b>								
8	Institutional Scholarships	\$ 2,415,200	\$ 997,234	\$ 1,417,966	41.3%	\$ 2,364,522	\$ 921,331	39.0%	2.3
	<b>Total Expenses</b>	\$ 122,388,000	\$ 62,717,051	\$ 59,670,949	51.2%	\$ 118,648,394	\$ 58,224,213	49.1%	2.2
	<b><u>Transfers (In)/Out</u></b>								
9	Grant Match & Other, Net	\$ 925,000	\$ 139,198	\$ 785,802	15.0%	\$ 864,841	\$ 161,311	18.7%	(3.6)
10	Capital Equipment	\$ 600,000	\$ 600,000	\$ -	100.0%	\$ 400,000	\$ 400,000	100.0%	-
11	Debt Service	\$ 6,600,000	\$ 6,600,000	\$ -	100.0%	\$ 6,600,000	\$ 6,600,000	100.0%	-
12	Physical Plant Improvement	\$ 3,400,000	\$ 3,400,000	\$ -	100.0%	\$ 3,400,000	\$ 3,400,000	100.0%	-
13	Technology Infrastructure	\$ 2,800,000	\$ 2,800,000	\$ -	100.0%	\$ 2,800,000	\$ 2,800,000	100.0%	-
14	Technology Fee	\$ 195,000	\$ 175,581	\$ 19,420	90.0%	\$ 196,008	\$ 166,410	84.9%	5.1
15	Prefund FY2026 Tuition Rate Freeze	\$ 800,000	\$ 800,000	\$ -	0.0%	\$ -	\$ -	0.0%	-
16	Campus Master Plan	\$ 800,000	\$ 800,000	\$ -	0.0%	\$ -	\$ -	0.0%	-
17	Board Designated Funds	\$ -	\$ -	\$ -	0.0%	\$ 2,200,000	\$ 2,200,000	0.0%	-
18	Michigan New Jobs Training Program	\$ (75,000)	\$ (155,769)	\$ 80,769	207.7%	\$ (168,176)	\$ (150,355)	89.4%	118.3
	<b>Total Transfers</b>	\$ 16,045,000	\$ 15,159,010	\$ 885,990	94.5%	\$ 16,292,673	\$ 15,577,366	95.6%	(1.1)
19	<b>Contingency</b>	\$ 1,398,000	\$ -	\$ 1,398,000	0.0%	\$ -	\$ -	0.0%	-
	<b>Total Revenues</b>	\$ 139,831,000	\$ 74,517,749	\$ 65,313,251	53.3%	\$ 135,888,903	\$ 70,498,395	51.9%	1.4
	<b>Total Expenses and Transfers</b>	\$ 139,831,000	\$ 77,876,061	\$ 61,954,939	55.7%	\$ 134,941,067	\$ 73,801,579	54.7%	1.0
	<b>Net Change in Unrestricted Fund Balance</b>	\$ -	\$ (3,358,312)	\$ 3,358,312		\$ 947,836	\$ (3,303,184)		
	Unrestricted General Fund Balance Beginning of Period	\$ 36,595,588	\$ 36,595,588	\$ -		\$ 35,647,752	\$ 35,647,752		
	<b>Unrestricted General Fund Balance End of Period</b>	\$ 36,595,588	\$ 33,237,276	\$ (3,358,312)		\$ 36,595,588	\$ 32,344,568		

LANSING COMMUNITY COLLEGE									
General Fund									
Operating Expenses: Adopted Budget and Actual Expenses									
Month Ending December 31, 2024 Financial Review									
(50% of Fiscal Year)									
LINE REF #	Operating Division/Account	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 12/31/24	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 12/31/23	Prior Year FY 2024 Percent Recognized	% Point Variance FY 2025 % of Budget Posted to FY 2024 % of Actual
	<b><u>Operating Expenses - Divisions</u></b>								
1	Academic Affairs	\$ 8,678,200	\$ 4,675,952	\$ 4,002,248	53.9%	\$ 8,606,197	\$ 4,337,569	50.4%	3.5
2	Administrative Services	\$ 14,542,200	\$ 7,392,703	\$ 7,149,497	50.8%	\$ 14,050,908	\$ 6,843,230	48.7%	2.1
3	Advancement & External Affairs	\$ 1,678,200	\$ 658,928	\$ 1,019,272	39.3%	\$ 1,305,297	\$ 689,658	52.8%	(13.6)
4	Arts & Sciences	\$ 24,194,000	\$ 11,579,984	\$ 12,614,016	47.9%	\$ 24,035,346	\$ 10,867,686	45.2%	2.6
5	Board of Trustees	\$ 333,100	\$ 161,071	\$ 172,029	48.4%	\$ 308,162	\$ 142,665	46.3%	2.1
6	Business Operations	\$ 4,854,600	\$ 2,630,635	\$ 2,223,965	54.2%	\$ 5,183,787	\$ 2,411,895	46.5%	7.7
7	Community Education & Workforce Dvlpmnt	\$ 4,378,400	\$ 1,960,471	\$ 2,417,929	44.8%	\$ 3,816,016	\$ 1,937,348	50.8%	(6.0)
8	Executive Office	\$ 1,882,600	\$ 952,488	\$ 930,112	50.6%	\$ 1,731,264	\$ 888,564	51.3%	(0.7)
9	Financial Services	\$ 6,284,300	\$ 3,313,622	\$ 2,970,678	52.7%	\$ 6,312,644	\$ 3,101,110	49.1%	3.6
10	Health & Human Services	\$ 11,138,400	\$ 4,921,683	\$ 6,216,717	44.2%	\$ 10,205,684	\$ 4,896,351	48.0%	(3.8)
11	Human Resources	\$ 2,556,100	\$ 1,150,300	\$ 1,405,800	45.0%	\$ 2,454,171	\$ 1,277,947	52.1%	(7.1)
12	Information Technology Services	\$ 14,387,800	\$ 9,892,581	\$ 4,495,219	68.8%	\$ 14,336,199	\$ 8,650,975	60.3%	8.4
13	Office of Empowerment	\$ 1,376,900	\$ 499,477	\$ 877,423	36.3%	\$ 758,798	\$ 282,672	37.3%	(1.0)
14	Student Affairs	\$ 12,200,500	\$ 6,363,196	\$ 5,837,304	52.2%	\$ 12,024,684	\$ 5,817,555	48.4%	3.8
15	Technical Careers	\$ 11,487,500	\$ 5,566,726	\$ 5,920,774	48.5%	\$ 11,154,716	\$ 5,157,657	46.2%	2.2
	<b>Total all Divisions</b>	<b>\$ 119,972,800</b>	<b>\$ 61,719,817</b>	<b>\$ 58,252,983</b>	<b>51.4%</b>	<b>\$ 116,283,871</b>	<b>\$ 57,302,882</b>	<b>49.3%</b>	<b>2.2</b>
	<b><u>Operating Expenses - Account</u></b>								
16	Full-Time Administrator	\$ 11,655,400	\$ 6,252,616	\$ 5,402,784	53.6%	\$ 11,740,191	\$ 5,500,370	46.9%	6.8
17	Full-Time Professional Technical	\$ 12,825,700	\$ 6,459,553	\$ 6,366,147	50.4%	\$ 12,408,284	\$ 6,591,778	53.1%	(2.8)
18	Part-Time Professional Technical	\$ 797,800	\$ 365,130	\$ 432,670	45.8%	\$ 759,529	\$ 381,101	50.2%	(4.4)
19	Full-Time Faculty	\$ 17,010,300	\$ 7,874,667	\$ 9,135,633	46.3%	\$ 17,130,644	\$ 7,437,195	43.4%	2.9
20	Part-Time Faculty	\$ 9,564,200	\$ 4,306,717	\$ 5,257,483	45.0%	\$ 8,414,571	\$ 4,043,258	48.1%	(3.0)
21	Full-Time Support	\$ 9,783,000	\$ 4,820,449	\$ 4,962,551	49.3%	\$ 9,148,856	\$ 4,531,210	49.5%	(0.3)
22	Part-Time Support	\$ 1,806,600	\$ 706,612	\$ 1,099,988	39.1%	\$ 1,194,403	\$ 622,897	52.2%	(13.0)
23	Student	\$ 801,800	\$ 298,746	\$ 503,054	37.3%	\$ 594,628	\$ 288,074	48.4%	(11.2)
	<b>Total Salaries &amp; Wages</b>	<b>\$ 64,244,800</b>	<b>\$ 31,084,491</b>	<b>\$ 33,160,309</b>	<b>48.4%</b>	<b>\$ 61,391,107</b>	<b>\$ 29,395,883</b>	<b>47.9%</b>	<b>0.5</b>
24	<b>Employee Benefits</b>	<b>\$ 29,838,000</b>	<b>\$ 15,026,541</b>	<b>\$ 14,811,459</b>	<b>50.4%</b>	<b>\$ 28,758,330</b>	<b>\$ 13,831,551</b>	<b>48.1%</b>	<b>2.3</b>
25	Institutional Expenses	\$ 2,120,300	\$ 1,320,802	\$ 799,498	62.3%	\$ 1,730,859	\$ 1,234,649	71.3%	(9.0)
26	Utilities	\$ 3,389,500	\$ 1,766,295	\$ 1,623,205	52.1%	\$ 3,650,412	\$ 1,622,752	44.5%	7.7
27	Professional Services	\$ 1,350,400	\$ 511,652	\$ 838,748	37.9%	\$ 1,751,032	\$ 445,125	25.4%	12.5
28	Purchased Services	\$ 5,017,300	\$ 2,500,386	\$ 2,516,914	49.8%	\$ 5,224,649	\$ 2,487,632	47.6%	2.2
29	Rental Expense	\$ 945,200	\$ 425,760	\$ 519,440	45.0%	\$ 1,011,202	\$ 404,906	40.0%	5.0
30	Repair & Maintenance	\$ 1,944,300	\$ 1,142,299	\$ 802,001	58.8%	\$ 1,816,412	\$ 1,048,611	57.7%	1.0
31	Supplies & Non-Capital Equipment	\$ 9,378,800	\$ 7,270,170	\$ 2,108,630	77.5%	\$ 9,421,918	\$ 6,206,725	65.9%	11.6
32	Travel, Training & Conferences	\$ 1,744,200	\$ 671,423	\$ 1,072,777	38.5%	\$ 1,527,951	\$ 625,047	40.9%	(2.4)
	<b>Total Services &amp; Supplies</b>	<b>\$ 25,890,000</b>	<b>\$ 15,608,785</b>	<b>\$ 10,281,215</b>	<b>60.3%</b>	<b>\$ 26,134,435</b>	<b>\$ 14,075,448</b>	<b>53.9%</b>	<b>6.4</b>
	<b>Total All Accounts</b>	<b>\$ 119,972,800</b>	<b>\$ 61,719,817</b>	<b>\$ 58,252,983</b>	<b>51.4%</b>	<b>\$ 116,283,871</b>	<b>\$ 57,302,882</b>	<b>49.3%</b>	<b>2.2</b>

**LANSING COMMUNITY COLLEGE**  
Statement of Net Position  
Month Ending December 31, 2024

Line Ref #	Statement Line Item	Current Fiscal Year 2025	Prior Fiscal Year 2024
	<b>Current Assets:</b>		
1	Cash & Cash Equivalents	\$ 9,009,907	\$ 8,887,734
2	Short-Term Investments	\$ 72,127,970	\$ 71,117,849
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 24,972,189	\$ 23,663,299
4	State Appropriations Receivable	\$ 26,554,448	\$ 26,001,952
5	Federal & State Grants Receivable	\$ 3,670,517	\$ 1,915,668
6	Accounts Receivable, Net of Est Uncollectible	\$ 16,378,412	\$ 15,899,372
7	Prepaid Expenses	\$ 1,520,150	\$ 764,069
8	Due from Component Unit	\$ 18,008	\$ 25,071
	<b>Total Current Assets</b>	<b>\$ 154,251,601</b>	<b>\$ 148,275,015</b>
	<b>Non-Current Assets:</b>		
9	Capital Assets, Net of Accumulated Depreciation	\$ 223,929,879	\$ 227,105,821
10	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	<b>Total Noncurrent Assets</b>	<b>\$ 226,479,352</b>	<b>\$ 227,105,821</b>
	<b>Total Assets</b>	<b>\$ 380,730,953</b>	<b>\$ 375,380,836</b>
	<b>Deferred Outflow of Resources:</b>		
11	Deferred Charge on Refunding	\$ 1,455,068	\$ 1,636,952
12	Deferred Pension Amounts	\$ 49,257,467	\$ 62,959,003
	<b>Total Deferred Outflows of Resources</b>	<b>\$ 50,712,535</b>	<b>\$ 64,595,955</b>
	<b>Current Liabilities:</b>		
13	Accounts Payable	\$ 493,550	\$ 1,282,321
14	Accrued Interest Payable	\$ 500,155	\$ 520,935
15	Accrued Payroll & Other Compensation	\$ 4,941,566	\$ 4,033,907
16	Accrued Vacation	\$ 2,417,714	\$ 2,420,592
17	Unearned Revenue	\$ 61,627,715	\$ 60,072,297
18	Current Portion of Long-Term Lease/Subscrip Obligations	\$ 2,188,907	\$ 2,390,044
19	Current Portion of Long-Term Debt Obligations	\$ 5,060,000	\$ 5,150,000
	<b>Total Current Liabilities</b>	<b>\$ 77,229,607</b>	<b>\$ 75,870,096</b>
	<b>Non-Current Liabilities:</b>		
20	Bonds Payable	\$ 81,978,054	\$ 87,237,880
21	Lease & Subscription Liability	\$ 2,455,643	\$ 2,063,480
22	Net Pension Liability	\$ 143,514,579	\$ 172,006,584
23	Net Other Post-Employment Benefits Liability	\$ -	\$ 9,674,482
	<b>Total Noncurrent Liabilities</b>	<b>\$ 227,948,276</b>	<b>\$ 270,982,426</b>
	<b>Total Liabilities</b>	<b>\$ 305,177,883</b>	<b>\$ 346,852,522</b>
24	<b>Deferred Inflow of Resources - Pension Amounts</b>	<b>\$ 57,664,686</b>	<b>\$ 50,093,271</b>
25	<b>Net Position:</b>		
	Invested in Capital Assets, Net of Related Debt	\$ 133,702,343	\$ 131,901,369
	Restricted:		
	Restricted Fund Activities	\$ 3,006,360	\$ 425,166
	Capital Projects	\$ 3,593,200	\$ -
	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Unrestricted	\$ (74,250,457)	\$ (89,295,537)
	<b>Total Net Position</b>	<b>\$ 68,600,919</b>	<b>\$ 43,030,998</b>



**LANSING COMMUNITY COLLEGE**  
Schedule of Investments  
Month Ending December 31, 2024

**Short Term (< one year)**

Account	Market Value	Yield	FY2025 YTD Income
CDARs First National Bank of Michigan	\$ 26,144,604	4.84%	\$ 645,567
ICS First National Bank of Michigan	\$ 1,362,946	0.75%	\$ 5,143
PNC Money Market Account	\$ 19,598,012	4.54%	\$ 484,830
Michigan Liquid Asset Fund Investments	\$ 25,022,408	4.93%	\$ 457,050
<b>Total Short Term Investments</b>	<b>\$ 72,127,970</b>		<b>\$ 1,592,590</b>

**LANSING COMMUNITY COLLEGE**  
Capital Projects  
Month Ending December 31, 2024

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Outstanding Commitments	Uncommitted Balance
CY2021 Capital Project 505 Capitol Avenue Building	\$ 7,000,000	\$ -	\$ -	\$ 7,000,000
CY2023 Capital Project Gannon Transfer Center	\$ 3,600,000	\$ -	\$ -	\$ 3,600,000
CY2023 Capital Project WC Cyber Security Center	\$ 3,200,000	\$ 329,103	\$ 2,144,137	\$ 726,760
CY2023 Capital Project Police Department Office	\$ 500,000	\$ -	\$ -	\$ 500,000
CY2024 Capital Project CRAA Lease Termination	\$ 1,500,000	\$ -	\$ 420,000	\$ 1,080,000
CY2024 Capital Project Gannon Level 3 Renovation	\$ 1,700,000	\$ 755,080	\$ 860,320	\$ 84,600
<b>Total Capital Projects</b>	<b>\$ 17,500,000</b>	<b>\$ 1,084,183</b>	<b>\$ 3,424,457</b>	<b>\$ 12,991,360</b>

**LANSING COMMUNITY COLLEGE**  
Statement of Revenues, Expenses and Changes in Net Position  
Month Ending December 31, 2024

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
<b>Operating Revenues:</b>							
Tuition & Fees, Net of Estimated Uncollectible	\$ 25,139,526	\$ 23,566,830	\$ -	\$ -	\$ 877,883	\$ -	\$ 694,814
Federal Grants & Contracts	\$ 1,426,464	\$ -	\$ -	\$ -	\$ -	\$ 1,426,464	\$ -
State Grants & Contracts	\$ 323,634	\$ -	\$ -	\$ -	\$ -	\$ 323,634	\$ -
Local Grants & Contracts	\$ 2,776,759	\$ 1,448,498	\$ -	\$ -	\$ -	\$ 1,328,261	\$ -
Sales & Services of Auxiliary Activities	\$ 300,494	\$ 820	\$ -	\$ -	\$ 297,649	\$ -	\$ 2,025
Michigan New Jobs Training Programs	\$ 276,841	\$ -	\$ -	\$ -	\$ -	\$ 276,841	\$ -
Miscellaneous	\$ 345,039	\$ 263,458	\$ -	\$ 30,650	\$ 42,284	\$ -	\$ 8,647
<b>Total Operating Revenue</b>	<b>\$ 30,588,758</b>	<b>\$ 25,279,607</b>	<b>\$ -</b>	<b>\$ 30,650</b>	<b>\$ 1,217,815</b>	<b>\$ 3,355,200</b>	<b>\$ 705,486</b>
<b>Operating Expenses:</b>							
Instruction	\$ 17,154,169	\$ 16,936,203	\$ -	\$ 128	\$ -	\$ 217,838	\$ -
Instructional Support	\$ 11,385,563	\$ 10,874,102	\$ -	\$ 90,633	\$ -	\$ 420,828	\$ -
Student Services	\$ 18,734,606	\$ 8,760,214	\$ -	\$ 83,266	\$ -	\$ 9,891,126	\$ -
Public Services	\$ 1,213,369	\$ 568,628	\$ -	\$ -	\$ 204,462	\$ 440,279	\$ -
Operation & Maintenance of Plant	\$ 9,468,233	\$ 6,747,933	\$ -	\$ -	\$ 454,187	\$ 130,459	\$ 2,135,654
Information Technology	\$ 12,075,356	\$ 9,892,581	\$ -	\$ 499,284	\$ (98,838)	\$ 21,731	\$ 1,760,599
Institutional Administration	\$ 11,539,873	\$ 8,937,389	\$ -	\$ -	\$ 3,411	\$ 2,599,072	\$ -
Depreciation & Amortization	\$ 4,759,945	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,759,945
<b>Total Operating Expenses</b>	<b>\$ 86,331,114</b>	<b>\$ 62,717,051</b>	<b>\$ -</b>	<b>\$ 673,310</b>	<b>\$ 563,222</b>	<b>\$ 13,721,332</b>	<b>\$ 8,656,198</b>
<b>Operating Income (Loss)</b>	<b>\$ (55,742,357)</b>	<b>\$ (37,437,445)</b>	<b>\$ -</b>	<b>\$ (642,660)</b>	<b>\$ 654,592</b>	<b>\$ (10,366,132)</b>	<b>\$ (7,950,712)</b>
<b>Non Operating Revenues (Expenses):</b>							
State Appropriations	\$ 24,957,212	\$ 19,800,986	\$ -	\$ -	\$ -	\$ 5,156,226	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 27,830,365	\$ 27,830,365	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 1,606,291	\$ 1,606,291	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (1,500,465)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,500,465)
PELL	\$ 7,805,343	\$ -	\$ -	\$ -	\$ -	\$ 7,805,343	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 43,138	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 42,638
<b>Net Non-operating Revenue (Expenses)</b>	<b>\$ 60,741,885</b>	<b>\$ 49,238,143</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,961,569</b>	<b>\$ (1,457,826)</b>
<b>Income (Loss) Before Transfers</b>	<b>\$ 4,999,528</b>	<b>\$ 11,800,698</b>	<b>\$ -</b>	<b>\$ (642,660)</b>	<b>\$ 654,592</b>	<b>\$ 2,595,436</b>	<b>\$ (9,408,538)</b>
<b>Transfers:</b>							
Transfers In/(Out), Net	\$ -	\$ (15,159,010)	\$ -	\$ 975,581	\$ (400,000)	\$ (16,571)	\$ 14,600,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (6,335)	\$ (60,540)	\$ (30,493)	\$ 97,368
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 4,999,528</b>	<b>\$ (3,358,312)</b>	<b>\$ -</b>	<b>\$ 326,585</b>	<b>\$ 194,052</b>	<b>\$ 2,548,372</b>	<b>\$ 5,288,830</b>
<b>Net Position:</b>							
Beginning of Year	\$ 63,601,391	\$ 36,595,588	\$ (149,372,325)	\$ 7,471,895	\$ 2,178,514	\$ 457,988	\$ 166,269,731
<b>Net Position End of Period</b>	<b>\$ 68,600,919</b>	<b>\$ 33,237,276</b>	<b>\$ (149,372,325)</b>	<b>\$ 7,798,480</b>	<b>\$ 2,372,566</b>	<b>\$ 3,006,360</b>	<b>\$ 171,558,561</b>

# Lansing Community College

## Fiscal Year 2025

### Month Ending December 31, 2024 External Community Sponsorships

Date	Organization	Invoice Description	Amount	Strategic Value of Investment
9/9/2024	Lansing Regional Sister Cities Commission	30th Anniversary Celebration	\$ 1,000	This event commemorates a significant milestone for the City of Lansing as they celebrate three decades of sister city relationships, including cross-cultural friendship and exchange, mutual understanding, and celebration of diverse cultures and traditions, which all align with the College's strategic goals of community engagement, diversity, equity, and inclusion. In addition, the College had a presence at the event with several Executive Leadership Team members in attendance.
9/24/2024	The Turning Point of Lansing (TPOL)	Student program activities	\$ 4,000	Based on the demographics of participants, TPOL knows that not all students will matriculate to/through a four-year institution. The College allows exposure and opportunity for success. The K-12 initiatives offered provides TPOL students with a variety of educational opportunities, including mentoring, assistance with scholarship applications, and information regarding unique learning opportunities outside of a university experience. TPOL anticipates continual growth in participants taking advantage of the opportunities provided by the engagement of the College and enrolling at LCC post-high school graduation.
10/3/2024	Lansing Entertainment & Public Facilities Authority (LEPFA)	Silver Bells in the City	\$ 1,000	This annual event aligns with the College's strategic goal of community engagement by strengthening the College's cooperative relationship with Downtown Lansing Inc. and exposing tri-county residents to its downtown campus. Silver Bells is accessible and open to all by offering in-person and virtual attendance options, which aligns with the College's strategic goal of diversity, equity, and inclusion. In addition, the College holds a watch party for this event on campus.
11/19/2024	Lansing Promise	Operational Funds	\$ 10,000	The College is a member of the Lansing Promise Zone Authority. The College's support allows the Lansing Promise to continue its work toward increasing student enrollment, creating awareness around postsecondary options, and creating a pipeline of scholars entering the College. A number of Hope and Lansing Promise students enroll at LCC annually. This contribution demonstrates our commitment to diversity and inclusion and builds and enhances mutually beneficial relationships with community partners.
11/19/2024	Phi Beta Sigma	Annual Youth Workshop	\$ 5,000	The College's sponsorship of this event and future collaboration with Phi Beta Sigma aligns with our strategic goals of engaged learning and student success, as the workshop helps students understand the connection between their current education and future career aspirations, offering guidance on course selection, college majors, and career planning. Sessions include topics such as career development, financial literacy, health awareness, and social responsibility.
11/20/2024	CapCAN/United Way	Operational Funds	\$ 10,000	This sponsorship aligns with the College's strategic goal of engaged learning and student success, as CapCAN is dedicated to making postsecondary education attainable for all capital area residents by aligning institutions and resources. Furthermore, the ongoing collaboration between CapCAN and the College remains essential for both organizations, with leaders from each contributing in various roles to benefit the entire community.
11/22/2024	Capital Area Michigan Works (T3)	MiCareerQuest	\$ 5,000	This event aligns with the College's Strategic Goals of Community Engagement, Diversity, Equity, and Inclusion. Additionally, this event exposes students to the College's programs that may lead to enrollment at LCC and eventually a new career. The College plans to have a presence at this event with representatives from Health & Human Services, Technical Careers, and others in attendance at the exhibit session.
<b>Total</b>			<b>\$ 36,000</b>	

**Lansing Community College  
Board of Trustees Summary Expenses  
Month Ending December 31, 2024**

<b>Description</b>	<b>Fiscal Year 2025 Budget</b>	<b>Fiscal Year 2025 Actuals</b>
Salaries	\$ 125,700	\$ 62,995
Employee Benefits	\$ 30,300	\$ 13,312
Institutional Expenditures	\$ 1,500	\$ 449
Professional Fees	\$ 80,000	\$ 21,314
Purchased Services	\$ 11,000	\$ 7,098
Supplies & Non-Capital Equipment	\$ 9,600	\$ 9,236
Travel, Training & Conferences	\$ 75,000	\$ 46,667
<b>TOTALS - Board of Trustees</b>	<b>\$ 333,100</b>	<b>\$ 161,071</b>

**Lansing Community College  
Board of Trustees Non Labor Detail Expenses  
Month Ending December 31, 2024**

Date	Board Member	Amount	Description	Payee
<b>Chargeback Telephone Phone</b>				
1-Aug-24	General - Operations	\$ 31	Phone_2024_Jul	Lansing Community College
1-Sep-24	General - Operations	\$ 30	Phone_2024_Aug	Lansing Community College
1-Oct-24	General - Operations	\$ 30	Phone_2024_Sep	Lansing Community College
1-Nov-24	General - Operations	\$ 30	Phone_2024_Oct	Lansing Community College
1-Dec-24	General - Operations	\$ 30	Phone_2024_Nov	Lansing Community College
31-Dec-24	General - Operations	\$ 30	Phone_2024_Dec Accrual	Lansing Community College
<b>Total</b>		<b>\$ 181</b>		
<b>Chargeback Print &amp; Copy</b>				
1-Sep-24	General - Operations	\$ 36	Print Copy_2024_Aug	Lansing Community College
1-Oct-24	General - Operations	\$ 11	Print Copy_2024_Sept	Lansing Community College
1-Nov-24	General - Operations	\$ 70	Print Copy_2024_Oct	Lansing Community College
1-Dec-24	General - Operations	\$ 44	Print Copy_2024_Nov	Lansing Community College
<b>Total</b>		<b>\$ 161</b>		
<b>Chargeback Postage</b>				
1-Nov-24	General - Operations	\$ 107	Materials Management Mail_2024_Oct	Lansing Community College
<b>TOTAL</b>		<b>\$ 107</b>		
<b>Grand Total</b>		<b>\$ 449</b>	<b>Institutional Expenses</b>	
<b>Audit Services</b>				
30-Sep-24	General - Operations	\$ 7,857	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
24-Oct-24	General - Operations	\$ 8,413	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
26-Nov-24	General - Operations	\$ 4,249	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
23-Dec-24	General - Operations	\$ 490	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
<b>Total</b>		<b>\$ 21,009</b>		
<b>Professional Fees</b>				
13-Dec-24	General - Operations	\$ 305	ASL Interpreters September Board Meeting	Deaf Community Advocacy Network
<b>TOTAL</b>		<b>\$ 305</b>		
<b>Grand Total</b>		<b>\$ 21,314</b>	<b>Professional Fees</b>	
<b>Advertising</b>				
24-Sep-24	General - Operations	\$ 1,118	LSJ Ad Public Hearing on Budget	Gannett Michigan LocalIQ
<b>Total</b>		<b>\$ 1,118</b>		
<b>Commercial Printing/Publication</b>				
26-Sep-24	General - Operations	\$ 991	June 2024 Board Meeting Materials	Allegra Print Mail Lansing
9-Nov-24	General - Operations	\$ 1,861	September 2024 Board Meeting Materials	Allegra Print Mail Lansing
27-Nov-24	General - Operations	\$ 3,128	October 2024 Board Meeting Materials	Allegra Print Mail Lansing
<b>Total</b>		<b>\$ 5,980</b>		
<b>Grand Total</b>		<b>\$ 7,098</b>	<b>Purchased Services</b>	
<b>Memberships</b>				
23-Jul-24	General - Operations	\$ 7,519	Annual Membership Dues	Assn Of Comm College Trustees
<b>Total</b>		<b>\$ 7,519</b>		
<b>Software &amp; Site Licenses</b>				
9-Nov-24	General - Operations	\$ 120	Renewal of Dropbox for Board of Trustees	Dropbox Inc.
<b>Total</b>		<b>\$ 120</b>		

**Lansing Community College  
Board of Trustees Non Labor Detail Expenses  
Month Ending December 31, 2024**

Date	Board Member	Amount	Description	Payee
<b>Supplies</b>				
29-Aug-24	General - Operations	\$ 234	Office Supplies	Meijer
13-Sep-24	General - Operations	\$ 84	Office Supplies	Amazon
13-Sep-24	General - Operations	\$ 139	Office Supplies	Walmart
13-Sep-24	General - Operations	\$ 447	Office Supplies	Amazon
26-Sep-24	General - Operations	\$ 212	Office Supplies	Amazon
26-Sep-24	General - Operations	\$ 65	Office Supplies	Walmart
6-Nov-24	General - Operations	\$ 99	Office Supplies	FedEx
9-Nov-24	General - Operations	\$ 21	Office Supplies	Amazon
27-Nov-24	General - Operations	\$ 20	Office Supplies	Amazon
27-Nov-24	General - Operations	\$ 277	Office Supplies	Amazon
<b>Total</b>		<b>\$ 1,597</b>		
	<b>Grand Total</b>	<b>\$ 9,236</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Lodging</b>				
30-Aug-24	A Mathews	\$ 863	MCCA Summer Conference	Mission Point Resort
30-Aug-24	L Hidalgo	\$ 856	MCCA Summer Conference	Mission Point Resort
30-Aug-24	L Thomas	\$ 834	MCCA Summer Conference	Mission Point Resort
30-Aug-24	N Garcia	\$ 702	MCCA Summer Conference	Mission Point Resort
30-Aug-24	R Proctor	\$ 834	MCCA Summer Conference	Mission Point Resort
30-Aug-24	T Frazier	\$ 702	MCCA Summer Conference	Mission Point Resort
25-Sep-24	General - Operations	\$ 997	A&S Building Dedication	B Knight
6-Nov-24	B Duncan	\$ 1,392	ACCT Leadership Congress	Sheraton Seattle Hotel
9-Nov-24	R Proctor	\$ 189	MCCA Fall Board of Directors Meeting	Hampton Inns
13-Nov-24	L Thomas	\$ 2,089	ACCT Leadership Congress	Sheraton Seattle Hotel
13-Nov-24	L Hidalgo	\$ 1,741	ACCT Leadership Congress	Sheraton Seattle Hotel
27-Nov-24	T Frazier	\$ 1,741	ACCT Leadership Congress	Sheraton Seattle Hotel
27-Nov-24	R Proctor	\$ 2,089	ACCT Leadership Congress	Sheraton Seattle Hotel
27-Nov-24	N Garcia	\$ 1,741	ACCT Leadership Congress	Sheraton Seattle Hotel
27-Nov-24	A Mathews	\$ 2,089	ACCT Leadership Congress	Sheraton Seattle Hotel
<b>Total</b>		<b>\$ 18,856</b>		
<b>Travel Meal Allowance</b>				
17-Sep-24	A Mathews	\$ 30	MCCA Summer Conference	A Mathews
17-Sep-24	L Thomas	\$ 70	MCCA Summer Conference	L Thomas
6-Nov-24	B Duncan	\$ 286	ACCT Leadership Congress	B Duncan
6-Nov-24	N Garcia	\$ 317	ACCT Leadership Congress	N Garcia
6-Nov-24	L Thomas	\$ 409	ACCT Leadership Congress	L Thomas
6-Nov-24	A Mathews	\$ 409	ACCT Leadership Congress	A Mathews
6-Nov-24	T Frazier	\$ 317	ACCT Leadership Congress	T Frazier
11-Dec-24	R Proctor	\$ 229	ACCT Leadership Congress	R Proctor
<b>Total</b>		<b>\$ 2,067</b>		
<b>Travel Miscellaneous</b>				
17-Sep-24	L Thomas	\$ 60	MCCA Summer Conference	L Thomas
25-Sep-24	General - Operations	\$ 45	A&S Building Dedication	B Knight
16-Oct-24	L Hidalgo	\$ 60	MCCA Summer Conference	L Hidalgo
6-Nov-24	N Garcia	\$ 70	ACCT Leadership Congress	N Garcia
6-Nov-24	L Thomas	\$ 31	ACCT Leadership Congress	L Thomas
6-Nov-24	A Mathews	\$ 175	ACCT Leadership Congress	A Mathews
6-Nov-24	T Frazier	\$ 72	ACCT Leadership Congress	T Frazier
13-Nov-24	L Hidalgo	\$ 8	ACCT Leadership Congress	Sheraton Seattle Hotel
<b>Total</b>		<b>\$ 521</b>		

**Lansing Community College  
Board of Trustees Non Labor Detail Expenses  
Month Ending December 31, 2024**

Date	Board Member	Amount	Description	Payee
<b>Travel Transportation</b>				
29-Aug-24	B Duncan	\$ 517	ACCT Leadership Congress	Delta Air Lines
13-Sep-24	A Mathews	\$ 598	ACCT Leadership Congress	Delta Air Lines
13-Sep-24	L Thomas	\$ 598	ACCT Leadership Congress	Delta Air Lines
13-Sep-24	N Garcia	\$ 494	ACCT Leadership Congress	Delta Air Lines
25-Sep-24	General - Operations	\$ 2,014	A&S Building Dedication	B Knight
27-Sep-24	T Frazier	\$ 551	ACCT Leadership Congress	Delta Air Lines
6-Nov-24	B Duncan	\$ 114	ACCT Leadership Congress	Uber
6-Nov-24	N Garcia	\$ 85	ACCT Leadership Congress	N Garcia
6-Nov-24	L Thomas	\$ 59	ACCT Leadership Congress	L Thomas
6-Nov-24	A Mathews	\$ 59	ACCT Leadership Congress	A Mathews
6-Nov-24	T Frazier	\$ 153	ACCT Leadership Congress	T Frazier
11-Dec-24	R Proctor	\$ 761	ACCT Leadership Congress	R Proctor
<b>Total</b>		<b>\$ 6,003</b>		
<b>Travel Registration Fees</b>				
17-Oct-24	6 Trustees	\$ 5,700	MCCA Summer Conference	Michigan Community College Assn
13-Nov-24	L Thomas	\$ 150	ACCT Leadership Congress	Assn Of Comm College Trustees
27-Nov-24	L Thomas	\$ 800	ACCT National Legislative Summit	Assn Of Comm College Trustees
27-Nov-24	R Proctor	\$ 800	ACCT National Legislative Summit	Assn Of Comm College Trustees
27-Nov-24	A Mathews	\$ 800	ACCT National Legislative Summit	Assn Of Comm College Trustees
27-Nov-24	N Garcia	\$ 950	ACCT National Legislative Summit	Assn Of Comm College Trustees
27-Nov-24	T Frazier	\$ 950	ACCT National Legislative Summit	Assn Of Comm College Trustees
<b>Total</b>		<b>\$ 10,150</b>		
<b>Travel Mileage Expense</b>				
17-Sep-24	A Mathews	\$ 308	MCCA Summer Conference	A Mathews
17-Sep-24	L Thomas	\$ 310	MCCA Summer Conference	L Thomas
17-Sep-24	R Proctor	\$ 315	MCCA Summer Conference	R Proctor
17-Sep-24	T Frazier	\$ 303	MCCA Summer Conference	T Frazier
16-Oct-24	L Hidalgo	\$ 288	MCCA Summer Conference	L Hidalgo
6-Nov-24	B Duncan	\$ 132	ACCT Leadership Congress	B Duncan
11-Dec-24	R Proctor	\$ 11	ACCT Leadership Congress	R Proctor
<b>Total</b>		<b>\$ 1,667</b>		
<b>Meeting Expense</b>				
24-Sep-24	General - Operations	\$ 371	September 16, 2024 Board Meeting	A Catered Affaire
27-Sep-24	General - Operations	\$ 1,500	Dinner Reservation at ACCT Leadership Congress	Canlis
5-Nov-24	General - Operations	\$ 381	October 2024 Board Meeting	A Catered Affaire Inc
26-Nov-24	General - Operations	\$ 400	November 2024 Board Meeting	A Catered Affaire Inc
6-Dec-24	General - Operations	\$ 152	November Board Retreat	Meijer
<b>Total</b>		<b>\$ 2,804</b>		
<b>Event Expense</b>				
11-Sep-24	General - Operations	\$ 1,081	Fall Kickoff Food Truck	Big Cheezy Grill
26-Sep-24	General - Operations	\$ 1,190	Fall Kickoff Food Truck	Smokeshow BBQ
26-Sep-24	General - Operations	\$ 1,003	Fall Kickoff Food Truck	Happy Bowl
26-Sep-24	General - Operations	\$ 850	Fall Kickoff Food Truck	Slice by Saddleback
26-Sep-24	General - Operations	\$ 476	Fall Kickoff Food Truck	Two Guys Nomadic Grill
<b>Total</b>		<b>\$ 4,600</b>		
	<b>Grand Total</b>	<b>\$ 46,667</b>	<b>Travel, Training &amp; Conferences</b>	
	<b>Grand Total</b>	<b>\$ 84,764</b>	<b>Non Labor Expenses</b>	



**LANSING COMMUNITY COLLEGE**  
**Revenue and Expense Account Information**

Exhibit	Line	Account Title	Exhibit	Line	Account Title
<b>REVENUES</b>			B	28	<b>Purchased Services</b>
					Advertising
A	1	<b>State Appropriations</b>			Commercial Printing/Publication
					Curriculum Development/Contracted
A	2	<b>Property Taxes, Net of Estimated Uncollectible</b>			Direct Instruction/Contracted
					Equipment Moving
A	3	<b>Tuition and Fees, Net of Estimated Uncollectible</b>			Instructional Support/Contracted
					Service Contracts
A	4	<b>Other Revenues</b>			Technical Support
		County School District Programs			Temporary Help/Agency
		Gain on Sale of Fixed Assets			Miscellaneous Purchased Services
		Investment Income/Interest			
<b>EXPENSES</b>			B	29	<b>Rental Expense</b>
					Building Rentals
					Equipment Rentals
					Other Rentals
					Vehicle Rentals
B	25	<b>Institutional Expenses</b>	B	30	<b>Repair and Maintenance</b>
		Bond Administrative Expenses			Building Maintenance Contracts
		Chargebacks			Building Repairs
		Indirect Cost Expense			Equipment Repairs
		Liability Insurance			Equipment Service Contracts
		Mail			Repair and Maintenance
		Property Taxes			Vehicle Repair and Maintenance
		Telecommunication			Grounds Maintenance
		Bank Service Charges			
		Cost Share Expense	B	31	<b>Supplies</b>
		Contributions and Sponsorships			Fuel College Vehicles
					Memberships
B	26	<b>Utilities</b>			Reference Books
		Electricity			Software and Site Licenses
		Gas			Subscriptions
		Steam			Supplies
		Water			Course Textbooks
		Cable Television			Building/Improvements <\$5,000
B	27	<b>Professional Services</b>			Furniture < \$5,000
		Adm/Management Consulting			Equipment < \$5,000
		Architect/Engineering Services			Instructional Equipment <\$5,000
		Audit Services			Operational Equipment <\$5,000
		Election Costs			Tech Equipment/Computers <\$5,000
		Government Relations Consulting			
		Legal Consultant	B	32	<b>Travel, Training and Conferences</b>
		Collection Fees			Travel Lodging
		Professional Testing Fees			Travel Meal Allowance
					Travel Miscellaneous
					Travel Transportation
					Registration Fees
					Meeting Expense
					Travel Mileage
					Vehicle Chargeback
					Event Expense

**LANSING COMMUNITY COLLEGE**  
**Asset, Liability and Net Position Account Information**

Exhibit	Line	Account Title	Exhibit	Line	Account Title
<b>ASSETS</b>			<b>LIABILITIES</b>		
		<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>
C	1	<b>Cash and Cash Equivalents</b> (Also See Exhibit D)	C	13	<b>Accounts Payable</b>
		Checking Accounts			Accounts Payable
		Savings Accounts			Student Payables
					Escheat Payable
C	2	<b>Short-Term Investments</b> (Also See Exhibit D)			Sales Tax
		Investment Accounts			
		Certificates of Deposit	C	14	<b>Accrued Interest Payable</b>
C	3	<b>Property Taxes Receivable, Net of Est Uncollectible</b>	C	15	<b>Accrued Payroll and Other Compensation</b>
					Accrued Salaries and Wages
C	4	<b>State Appropriations Receivable</b>			Accrued FICA
					Income Tax Withholdings
C	5	<b>Federal and State Grants Receivable</b>			Employee Deductions
					Retirement Contributions
C	6	<b>Accounts Receivable, Net of Est Uncollectible</b>			Long Term Disability Insurance
		Tuition and Fees			Life Insurance
		Non-Student Accounts Receivable			Tuition Benefits
					Workers Compensation
C	7	<b>Prepaid Expenses</b>			
			C	16	<b>Accrued Vacation</b>
C	8	<b>Due from Component Units</b>			
			C	17	<b>Unearned Revenue</b>
		<b>NON-CURRENT ASSETS</b>			Deferred Tuition Revenue
					Other Deferred Revenue
C		<b>Long-Term Investments</b> (See Exhibit D)			Deposits
C	9	<b>Capital Assets, Net of Accumulated Depreciation</b>	C	18	<b>Current Portion of Long-Term Lease/Subscription Obligations</b>
		Land and Improvements			
		Buildings and Improvements	C	19	<b>Current Portion of Long-Term Debt Obligations</b>
		Furniture			
		Instructional Equipment			<b>NON-CURRENT LIABILITIES</b>
		Operational Equipment			
		Technology Equipment and Computers	C		<b>Long-Term Debt Obligations</b>
		Vehicles		20	Bonds Payable
		Intangible Assets		21	Lease & Subscription Liability
		Lease Assets		22	Net Pension Liability
		Subscription-Based Information Technology Assets		23	Net Other Post-Employment Benefits Liability
C	10	<b>Net Other Post-Employment Benefits Asset</b>	C	24	<b>Deferred Inflow of Resources - Pension Amounts</b>
C		<b>Deferred Outflow of Resources</b>			<b>NET POSITION</b>
	11	Deferred Charge on Refunding Bonds			
	12	Deferred Pension Amounts	C	25	<b>NET POSITION</b>
					Invested in Capital Assets, Net of Related Debt
					Restricted
					Unrestricted

**LANSING COMMUNITY COLLEGE**  
**Organization to Division Crosswalk**

Organization Number	Organization Title	Division
12521	Academic Senate	Academic Affairs
20501	Learning Assistance Administration	Academic Affairs
20510	Library Technical Services and Systems	Academic Affairs
20520	Library Support	Academic Affairs
20530	Library Instruction and Reference	Academic Affairs
20540	Learning Commons	Academic Affairs
20550	Library Technology Resources	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
40200	Achieving the Dream	Academic Affairs
13205	Special Events	Administrative Services
50001	Administrative Services Administration	Administrative Services
50100	Materials Management	Administrative Services
50110	Material Management Print Services	Administrative Services
50201	Facilities 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 Department	Administrative Services
50320	Fleet Management	Administrative Services
50330	Emergency Management	Administrative Services
50401	Conference and Food Services	Administrative Services
50402	Student Parking	Administrative Services
50502	Employee Parking	Administrative Services
50601	Occupational/Environmental Safety and Health	Administrative Services
12512	K-12 Operations	Advancement, External Affairs and K-12 Operations
13001	Advancement and Exterior Affairs Administration	Advancement, External Affairs and K-12 Operations
13300	LCC Foundation	Advancement, External Affairs and K-12 Operations
13400	Educational Resource Development	Advancement, External Affairs and K-12 Operations
13601	C3R Administration	Advancement, External Affairs and K-12 Operations
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
407302	Writing Center	Arts and Sciences
407320	English Department	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 and Design	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
407960	Economics	Arts and Sciences
407991	Business, Communication and the Arts Administration	Arts and Sciences
11100	Board of Trustees	Board of Trustees
12402	Risk Management and Legal Services	Business Operations
12403	Compliance Office	Business Operations
13100	Public Relations	Business Operations

**LANSING COMMUNITY COLLEGE**  
**Organization to Division Crosswalk**

Organization Number	Organization Title	Division
13200	Collegewide Marketing	Business Operations
13202	Radio and TV Broadcasting	Business Operations
70300	Purchasing Services	Business Operations
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	Jobs Training Center	Community Education and Workforce Development
30215	English for Speakers of Other Languages Non-Credit	Community Education and Workforce Development
30220	Adult Enrichment	Community Education and Workforce Development
30225	Youth Programs	Community Education and Workforce Development
30240	Centralized Services	Community Education and Workforce Development
30301	Business and Community Institute Administration	Community Education and Workforce Development
30320	Business and Community Institute	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
30501	Job Training Center Administration	Community Education and Workforce Development
12100	Office of President	Executive Office
12401	Office of Senior Vice President - Business Operations	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
70400	Project Management and Business Analysis	Financial Services
80001	Institutional Accounts	Financial Services
405001	Health and Human Services 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 and Wellness	Health and Human Services
405530	Fitness	Health and Human Services
405535	Massage Therapy	Health and Human Services
405601	Nursing, Kinesiology, Massage, Child Development, and Medical Assistant Administration	Health and Human Services
405701	Dental Hygiene, Radiologic Tech, EMS, Physical Fitness and Surgical Tech Admin	Health and Human Services
12301	Human Resources	Human Resources
12302	Collegewide 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
60210	Infrastructure Maintenance	Information Technology Services
12111	Office - Chief Diversity Officer	Office of Empowerment
12112	Maya Angelou Training Center	Office of Empowerment
12113	Cesar Chavez Multicultural Center	Office of Empowerment
12121	Martin Luther King Equity Center	Office of Empowerment
20001	Student Affairs Administration	Student Affairs
20101	Strategic Enrollment Management Administration	Student Affairs
20110	Registrar's Office	Student Affairs
20120	Admissions	Student Affairs
20130	Global Student Services	Student Affairs
20201	Student Support Administration	Student Affairs
20210	Center for Employment Services	Student Affairs
20220	Counseling	Student Affairs
20230	Advising	Student Affairs
20240	Testing Services	Student Affairs
20250	Non-Traditional and Special Populations	Student Affairs
20401	Academic and Career Pathways Administration	Student Affairs

**LANSING COMMUNITY COLLEGE**  
**Organization to Division Crosswalk**

<b>Organization Number</b>	<b>Organization Title</b>	<b>Division</b>
20610	Athletics	Student Affairs
20615	Athletic Youth Camps	Student Affairs
20620	Student Life	Student Affairs
20710	StarZone	Student Affairs
25101	Academic Success	Student Affairs
30100	Transfer Center	Student Affairs
40401	Center for Veteran and Family Support	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 Studies	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 (FY)**

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.

**Services and Supplies**

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 -Board of Trustees  
January 27, 2025**

**Agenda Item:     Monthly Police Department Report**

**Presented for Information**

**PURPOSE**

To provide information regarding police contacts, parking enforcement, and dispatch activity as part of the administration's monthly monitoring reports.

**BACKGROUND**

On March 21, 2022, the Lansing Community College (LCC) Board of Trustees passed a motion requiring the administration to provide monthly reports regarding the Police Department's interactions with LCC's campus communities.

LCC's Police Department strives to be part of the solution to a national criminal justice system that has systematically and disparately impacted communities of color and the poor. In part, this report provides evidence of the Police Department's progress in responding to the Board's resolution to address racial injustice through diversity, equity, and inclusion and LCC's Equity Action Plan.

**Exhibit A – Monthly Citizen Contact Reports**

Beginning in August 2021, LCC police officers started providing Citizen Contact Receipts (aka Stop Receipts) to any individual with whom the officers have official contact. Stop Receipts are physical documents containing all the relevant information resulting from a person's interactions with LCC police, including time, date, location, officer name, and badge number, the reason for interaction, race, gender, and result of the interaction. Information pertaining to force or other aspects of police intervention will also be chronicled on Stop Receipts, as applicable.

In addition, parking enforcement and dispatch activity information is pulled from the Michigan State Police – State Records Management System. Calls for service include but are not limited to battery jump starts, vehicle unlocks, parking assistance, escorts, room unlocks, after-hours building access, accidents, injuries, medical emergencies, concerning behaviors, select college policy violations, campus-related crimes, and general request for assistance from students, employees, and guests.

**IMPLICATIONS**

**Financial:**

None

**Strategic Plan:**

None

**Human Resources:**

None

**RISKS**

Maintaining transparency in LCC's policing policies, procedures, and practices is an essential part of being accountable to the community we serve. This framework establishes a culture of value around diversity, equity, inclusion, and justice. It also creates the foundation for a system of accountability for everyone who works within the Police Department. Failure to adhere to these values would erode the trust between LCC's Police Department and the community.

**OTHER OPTIONS/ALTERNATIVES**

NA

**RECOMMENDATION:**

NA

**ATTACHMENTS:**

1. Exhibit A – Monthly Citizen Contact Reports

## **Exhibit A – Monthly Citizen Contact Reports**

## Lansing Community College Police Department Citizen Contact Report – December 2024

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	7:30am	Dispatched	Suspicious person	Officer spoke with individual/no crime occurred	No	No	No	N/A	Male	White
2	9:00am	Officer Initiated	Possible Larceny from marketplace	Report forwarded to student compliance	No	Yes	No	N/A	Male	White
3	9:00am	Officer Initiated	Same as #2	Same as #2	No	Yes	No	N/A	Male	White
4	2:38am	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Female	Black or African American
5	2:29am	Traffic Violation	Driving through the mall	N/A	No	Yes	No	N/A	Male	Other
6	2:20pm	Traffic Violation	Spinning tires on west campus lot	N/A	No	Yes	No	N/A	Male	White
7	12:56am	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	Black or African American
8	11:30pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	Black or African American
9	10:30am	Traffic Violation	No license plate displayed on vehicle	N/A	No	Yes	No	N/A	Male	Black or African American
10	10:30pm	Traffic Violation	Same as #9	Same as #9	No	Yes	No	N/A	Male	Black or African American
11	2:20pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	White
12	10:08pm	Traffic Violation	Ran red light	Multiple violations/Arrest	Yes	No	Yes	Open arrest warrant for contempt	Female	Black or African American
13	10:24pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Male	Black or African American
14	1:20am	Traffic Violation	Driving without lights on	N/A	No	Yes	No	N/A	Male	Black or African American

## Lansing Community College Police Department Citizen Contact Report – December 2024

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	0				
Dispatched:	1				
Field Interviews:	0				
Investigative Stops:	0				
Officer Initiated:	2				
Traffic Violation:	11				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	14				
Demographics		Counts	Citation	Warning	Arrest
Males:	12	1	10	0	
Females:	2	1	1	1	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	8	2	6	1	
Hispanic or Latino:	0	0	0	0	
Native American/Alaskan Native	0	0	0	0	
White:	5	0	4	0	
Other:	1	0	1	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	13				
Parking Violation - Citations:	9				
Dispatch Activity - Calls for Services:	545				

**Custodial Arrest:** When an officer physically takes an individual into custody, and the individual is processed at a detention facility.

**Arrest Warrant:** A document issued by a judge or magistrate that authorizes the police to take someone accused of a crime into custody.

# **Policy Development**



**Lansing Community College – Board of Trustees**  
**January 27, 2025**

**Agenda Item:     Board Bylaw 1.7.10 – Complaints or Concerns Addressed to the Board of Trustees (NEW)**

**Presented for Information**

**PURPOSE**

To establish a clear and transparent procedure for managing, distributing, and responding to emails addressed to the Board of Trustees. This policy ensures that communication with the Board that contains a complaint or concern about a member of the board, the President of LCC, personnel of LCC, or college operations are managed timely, efficiently, and professionally.

**BACKGROUND**

When the Board receives communications, whether by email or mail, expressing a complaint or concern, the majority are received by the Board's Executive Assistant/Liaison. The Board Executive Assistant/Liaison distributes copies of the email to all members of the Board of Trustees. The Board Chair sends a copy of the email to the President within the same day, except in cases of alleged wrongdoing or impropriety on the part of the President or Trustee per Bylaw 1.7.9. In some instances, emails addressed to the Board of Trustees have been sent to the President simultaneously with the Board members, except again in cases of alleged wrongdoing or impropriety as outlined by Bylaw 1.7.9.

President Robinson is concerned that communications addressed to the Board, that express complaints or concerns, which are not "contemporaneously" provided to him when provided to the Board impede his ability to perform his duties as President, inasmuch as he is responsible for addressing those complaints or concerns about matters other than alleged wrongdoing or impropriety on the part of the President. To remedy the issue, President Robinson presented an amendment to Board Bylaw 1.7.4, adding a new letter F to 1.7.4 Communications Policy/Board Members Request for information by adding language that he will receive all correspondences at the same time.

After reviewing the President's request, suggestions from other Trustees, and input from the Board's Executive Assistant/Liaison, the Policy Committee Chair concluded that the proposed language did not align with Bylaw 1.7.4, as it relates to the individual responsibilities of each trustee. Consequently, the Policy Committee Chair has proposed new language under a different policy title.

**IMPLICATIONS**

**Financial:**  
None

**Strategic Plan:**

None

**Human Resources:**

None

**RISKS**

None

**OTHER OPTIONS/ALTERNATIVES**

Maintain the existing process for board communication. The Board Executive Assistant/Liaison will distribute copies of emails to all members of the Board of Trustees, and the Board Chair will forward a copy of the email to the President within the same day, except in cases where there are allegations of wrongdoing or impropriety involving the President or a Trustee, as stated in Bylaw 1.7.9.

**RECOMMENDATIONS**

Trustee Proctor is presenting a new policy as a first read and seeks its approval in February.

**ATTACHMENTS:**

1. Board Bylaw 1.7.10 – Complaints or Concerns Addressed to the Board of Trustees  
(NEW)
2. Overview of current Board Bylaw 1.7 from Trustee Proctor

To establish processes to ensure that communications addressed to the Board of Trustees via the College's postal mailing address or electronic mailing address, that contain a complaint or concern about a member or members of the Board of Trustees, the President of Lansing Community College, personnel of Lansing Community College, or college operations are managed timely, efficiently, and professionally.

- A. The Executive Assistant/Liaison to the Board of Trustees is designated as the person responsible for receiving communications addressed to the Board of Trustees, collectively and individually through the college's communication channels. The Executive Assistant/Liaison is responsible for screening communications and determining to whom such communications shall be distributed.
  - 1. Communications addressed to individual trustees shall be distributed to the trustee as soon as is practicable.
  - 2. Communications addressed to the "Board of Trustees" shall be reviewed by the Executive Assistant/Liaison to determine their nature, relevance, and urgency. When the Executive Assistant/Liaison determines that a communication addressed to the "Board of Trustees" expresses a complaint or concern about college personnel, other than the President, college operations, or matters requiring an administrative response that communication shall be directed to the Board and the President at the same time.
- B. When the Executive Assistant/Liaison reasonably determines upon reviewing a communication that the communication expresses a complaint or concern about the President, or a member of the Board of Trustees other than the Chair of the Board, the Executive Assistant/Liaison shall immediately send a copy of the communication to the Chair of the Board of Trustees per Bylaw 1.7.9. When the communication expresses a complaint or concern about the Chair of the Board a copy of the communication shall be sent immediately to the Vice Chair of the Board per Bylaw 1.7.9.
- C. If a Trustee receives a communication, however, transmitted, that expresses a complaint or concern, that Trustee must forward, as soon as practicable, the complaint or concern to the President and Chair of the Board, except when the complaint or concern alleges wrongdoing or impropriety by the President. If the communication alleges wrongdoing or impropriety by the President, the receiving trustee must forward the communication to the Chair of the Board.
- D. The President shall inform the Board of Trustees, within a reasonable time, of the disposition of complaints or concerns directed to the Board of Trustees.

Adopted: 2/17/2025<sup>1</sup>

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<sup>1</sup> Adopted 2/17/2025

## OVERVIEW OF BOARD BYLAW 1.7

### 1.7 **BOARD AND BOARD MEMBER CONDUCT/INTERACTION WITH PUBLIC AND WITH COLLEGE PERSONNEL**

Section 1.7.1 General Guidelines for Conduct describes guidance for board member conduct in interacting with administration, faculty, staff, students, and the public as provided by rules and bylaws, college and board policies and practices.

Section 1.7.2 Receipt of Confidential Information describes information that is confidential and how it is to be managed by board members.

Section 1.7.3 Interaction with College Personnel describes, in specific detail, the limits of board member interactions with college personnel and the rationale for same.

Section 1.7.4 Communications Policy/Board Members Request for Information contains the following “preamble.” *In order to assure that internal and external communications between the Board, the public, and the college staff are clear and represent the unity and maintain the integrity of the Board acting as a whole, these policies will be followed as individual responsibilities of each Trustee.*

Subsection A pertains to a trustee’s request for information and how such should be managed.

Subsection B pertains to a trustee presenting questions about the operations of the college and how such should be managed.

Subsection C provides guidance regarding a trustee’s discussion about the actions of the Board and the administration.

Subsection D proscribes trustees from making announcements or providing information about Board actions until such has been communicated by the Board Chairperson or President.

Subsection E prohibits trustees from purporting to bind or commit the college to any course of conduct without the prior approval of the Board.

The President’s proposed amendment to section 1.7.4 addresses a different issue than what is outlined in the current Bylaws. Therefore, it is recommended that a new section (Section 1.7.10) be added to the Bylaws, titled “Complaints or Concerns Addressed to the Board of Trustees.”

# **Chairperson's Report**

**Lansing Community College - Board of Trustees**  
**January 27, 2025**

**Agenda Item:     Conflict of Interest Disclosure Statement**

**Presented for Information**

**PURPOSE**

Per Bylaw 1.7.7 Trustees are to disclose in writing at the regular January Board meeting each year any existing or potential conflict of interest.

**BACKGROUND**

**Bylaw 1.7.7 Conflict of Interest**

- B. Disclosure: Members shall immediately disclose to the Board any conflict of interest or potential conflict of interest that arises, and shall also disclose in writing at the regular *January* Board meeting each year any existing or potential conflict of interest. Each Board member shall receive a disclosure form in advance of the January Board meeting on which disclosures shall be made.

**Governance Policy 307 Board Members' Code of Conduct**

1. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
  - D. Board members will disclose, annually or as necessary, their involvement with other organizations, with vendors, or with any other associations that might produce a conflict. Members shall also disclose in writing at the regular January Board meeting each year any existing or potential conflict of interest. Each Board member shall receive a disclosure form in advance of the January Board meeting on which disclosures shall be made.

**ATTACHMENT:**

1. Conflict of Interest Disclosure Statement Form

**Lansing Community College  
Conflict of Interest Disclosure Statement**

Name of Trustee: \_\_\_\_\_

**Current employer(s) and other principal business affiliation(s):**

*Please disclose any affiliations that you or a member of your immediate family may have as either an officer, director, trustee, partner, employee, or agent of any business organization.*

Employer/Business Affiliation	Position/Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Charitable or Civic Affiliation(s)**

*Please disclose all official positions which you or a member of your immediate family may have as an officer, director, or trustee of any charitable, civic, or community organization as well as any unofficial roles such as significant donor, volunteer, advocate, or advisor.*

Organization	Position/Relationship
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I agree that the above information is complete and accurate to the best of my knowledge.

I have read and agree to comply with the “Conflict of Interest” section of the Board of Trustees’ by-laws (1.7.7).

I understand that if there is a matter under consideration that may constitute a direct or indirect conflict of interest it is my obligation to fully disclose the conflict of interest to the Board of Trustees, to abstain from voting, and abstain from using my personal influence in the matter.

\_\_\_\_\_  
Signature of Trustee

\_\_\_\_\_  
Date



LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, 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 participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the non-discrimination 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; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.