



Lansing Community College Board of Trustees

**Regular Meeting
February 17, 2025
6:00 p.m.**

BOARD OF TRUSTEES



Angela Mathews
Chair
2023 - 2028



Steve Robinson, Ph.D.
President of the College



Terrence L. Frazier
Vice Chair
2025 - 2030



Robert E. Proctor
Treasurer
2023 - 2028



LaShunda Thomas
Secretary
2021 - 2026



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

February 17, 2025

6:00 p.m.

Regular Meeting

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant/Liaison to the Board
- III. Pledge of Allegiance
 - A. Trustee Robert Proctor
- IV. Approval of Minutes
 - A. January 27, 2025, Regular Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. President's Report
- VIII. Consent Agenda – Action Items
 - A. Board Bylaw
 1. Complaints or Concerns Addressed to the Board of Trustees
(NEW)
 - B. Board of Trustees Employees'
 1. Expenses – February 2025
 2. Time Reporting – February 2025
 - C. Cooperative Purchase
 1. Elevator Maintenance Services
 - D. New Course Fee for Automotive Transmissions and Drivelines Course
 - E. Request for Proposal
 1. Plumbing, HVAC and Mechanical Services
 2. Policy Management Software
 - F. Sabbatical Leave Requests

1. Susan Antcliff, Professor, Art and Design Department
2. Kevin Brown, Professor, History Department
3. Elizabeth Clifford, Lead Tutor, Learning Commons
4. Krishnakali (Kali) Majumdar, Professor, Anthropology Department
5. Christopher Manner, Professor, English Department
6. Danielle Savory, Professor, Child Development Department

IX. Monthly Monitoring Report

- A. Two-Year Financial Forecast
- B. Monthly Financial Statements
- C. Monthly Police Department Report

X. Policy Development

- A. Review of Annual Board Planning Cycle
 1. GP 306 – Annual Board Planning Calendar

XI. Linkage Planning/Implementation

- A. Community Linkage
 1. Chair's Report
 - a. Update on the ACCT National Legislative Summit
 - b. New Committee Appointments
- B. Board Member Report
 - a. Foundation Board Report – LaShunda Thomas

XII. Unfinished Business

XIII. New Business

XIV. Public Comment

XV. Board Comment

XVI. Closed Session

XVII. Adjournment

Approval of Minutes



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
January 27, 2025

Organizational Meeting
Unadopted Meeting Minutes

Call to Order

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

Roll Call

Present: Frazier, Garcia, Lovell, Mathews, Proctor, Taylor, Thomas
Absent: None

Pledge of Allegiance

Trustee LaShunda Thomas led the Pledge of Allegiance.

Chair Mathews read the Land Acknowledge:

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

Oath of Office

Chair Mathews stated that, according to the MI Community College Act, each person elected or appointed as a member of the Board of Trustees of a community college district must file their Acceptance of Office and Affidavit of Eligibility with the secretary of the Board of Trustees within 15 days after the final canvass of the election. She also mentioned that each board member must take and subscribe to an oath or affirmation. This evening, trustee-elects Terrence Frazier, Chatum Taylor, Hope Lovell, and Noel Garcia each submitted the required documents to the Executive Assistant and Liaison to the Board, and they are now ceremonially taking the Oath.

The Honorable Shauna Dunnings of the 30th Circuit Court administered the oath to Trustee Elects Terrence Frazier, Chatum Taylor, and Hope Lovell, and the Honorable Molly Hennessey Greenwalt of the 54-B District Court administered the oath to Trustee Elect Noel Garcia Jr. The Honorable Kristen Simmons of the 54-A District Court was originally scheduled to administer the oath to Hope Lovell, but she was unable due to a late case. However, she was still able to join the ceremony afterward.

Approval of Minutes

IT WAS MOVED BY TRUSTEE THOMAS AND SECONDED BY TRUSTEE GARCIA that the minutes of the December 16, 2025, Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Frazier, Lovell, Garcia, Mathews, Thomas, Taylor, Proctor

Nays: None

Absent: None

The motion carried.

Additions/Deletions to the Agenda

There were no additions or deletions to the meeting agenda.

Limited Public Comment Regarding Agenda Items

There were no Limited Public Comment Regarding Agenda Items

President Report

President Robinson presented the January 2025 President's report to the Board.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- ~~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

IT WAS MOVED BY TRUSTEE PROCTOR AND SECONDED BY TRUSTEE THOMAS that the Consent Agenda, removing 2025/26 Course Fees, be approved.

Roll call vote:

Ayes: Garcia, Frazier, Proctor, Lovell, Taylor, Mathews, Thomas

Nays: None

Absent: None

The motion carried.

Consent Agenda – 2025/26 Course Fees

IT WAS MOVED BY TRUSTEE PROCTOR AND SECONDED BY TRUSTEE LOVELL that the 2025-26 Course Fees be approved.

Trustees Proctor and Taylor asked questions.

Roll call vote:

Ayes: Thomas, Taylor, Frazier, Lovell, Garcia, Proctor, Mathews

Nays: None

Absent: None

The motion carried.

Monthly Monitoring Report

The following monitoring reports were presented:

1. Monthly Financial Statements
2. Monthly Police Department Report

There were questions and discussions by the Board.

Policy Development

Trustee Proctor presented the following new Board Bylaw 1.7.10, entitled “Complaints or Concerns Addressed to the Board of Trustees”. He stated that it was being presented as a first read and would be placed on the February meeting agenda for approval.

1.7.10 Complaints or Concerns Addressed to the Board of Trustees (NEW)

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.

Linkage Planning/Implementation

Chair's Report – Conflict of Interest Report

Chair Mathews reminded the Trustees that their Conflict of Interest Disclosure Statement is due to the Executive Assistant/Liaison to the Board.

Chair's Report – Board Reorganization/Election of Officers

IT WAS MOVED BY TRUSTEE GARCIA AND SECONDED BY TRUSTEE TAYLOR that Angela Mathews is elected to serve as Chair, Terrence Frazier is elected to serve as Vice-Chair, LaShunda Thomas is elected to serve as Secretary, and Robert Proctor is elected to serve as Treasurer.

Roll call vote:

Ayes: Mathews, Proctor, Thomas, Frazier, Lovell, Garcia, Taylor

Nays: None

Absent: None

The motion carried

New Committee Appointments

Chair Angela Mathews made the following committee appointments. These appointments are for a two-year term ending December 31, 2025.

Audit Committee

1. Robert Proctor, Chair
2. Lashunda Thomas, *Member*
3. Hope Lovell, *Member*

ACCT Voting Delegate

1. LaShunda Thomas

Trustee Mathews stated the remaining committee assignments will be assigned at the next Board of Trustees Meeting.

Unfinished Business

The Board will review its Annual Planning Cycle at the next Board meeting.

New Business

There was no New Business.

Public Comment

Eva Menefee: Eva Menefee introduced herself and welcomed the new Trustees to the Board.

Board Comments

Trustee Thomas announced that the review period for the LCC Foundation scholarship has been extended to February 3. Those interested in reviewing scholarship applications can reach out to Cathy Zell for more information. Additionally, Trustee Thomas shared that the LCC Foundation has received a generous donation of \$108,000, which will be allocated to fund 72 scholarships of \$1,500 each.

Closed Session

There was no Closed Session.

Adjournment

IT WAS MOVED BY TRUSTEE THOMAS AND SECONDED BY TRUSTEE FRAZIER
that the meeting be adjourned.

Ayes: Lovell, Thoms, Garcia, Taylor, Frazier, Mathews, Proctor
Nays: None
Absent: None

The motion carried.

The meeting adjourned at 7:50 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan

Consent Agenda Action Items

Lansing Community College – Board of Trustees
February 17, 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 is 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:

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

Review and consider for Board approval.

ATTACHMENTS:

1. Board Bylaw 1.7.10 – Complaints or Concerns Addressed to the Board of Trustees
(NEW)

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: 2/17/2025¹

¹ Adopted 2/17/2025

**Lansing Community College – Board of Trustees
February 17, 2025**

Agenda Item: Board Employee Expenses – January 2025

Presented for Approval

PURPOSE

To approve the Board's employees' expenses for the month of January 2025.

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 the 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 January 31, 2025**

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
31-Jan-25	General - Operations	\$ 30	Phone_2025_Jan_Accrual	Lansing Community College
Total		\$ 30		
Chargeback Print & Copy				
1-Jan-25	General - Operations	\$ 27	Print Copy_2024_Dec	Lansing Community College
1-Jan-25	General - Operations	\$ 50	Materials Management Print_2024_Dec	Lansing Community College
Total		\$ 77		
	Grand Total	\$ 107	Institutional Expenses	
Commercial Printing/Publication				
14-Jan-25	General - Operations	\$ 63	Poster Prints for Retiring Board Members	Allegra Print Mail Lansing
14-Jan-25	General - Operations	\$ 1,443	November Board Meeting Materials	Allegra Print Mail Lansing
14-Jan-25	General - Operations	\$ 771	December Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 2,276		
	Grand Total	\$ 2,276	Purchased Services	
Supplies				
14-Jan-25	General - Operations	\$ 413	Crystal Awards for Retiring Board Members	SP Recognition Source
14-Jan-25	General - Operations	\$ 868	Matting and Framing for Retirement Posters	Saper Galleries
16-Jan-25	General - Operations	\$ 115	Sympathy Arrangement for Employee	Edible.com
16-Jan-25	General - Operations	\$ 125	Sympathy Arrangement for Employee	Edible.com
TOTAL		\$ 1,521		
	Grand Total	\$ 1,521	Supplies & Non-Capital Equipment	
Travel Transportation				
14-Jan-25	A Mathews	\$ 343	ACCT National Legislative Summit	American Airlines
14-Jan-25	C Taylor	\$ 353	ACCT National Legislative Summit	American Airlines
14-Jan-25	H Lovell	\$ 353	ACCT National Legislative Summit	American Airlines
14-Jan-25	L Thomas	\$ 343	ACCT National Legislative Summit	American Airlines
14-Jan-25	N Garcia	\$ 353	ACCT National Legislative Summit	American Airlines
14-Jan-25	R Proctor	\$ 343	ACCT National Legislative Summit	American Airlines
14-Jan-25	T Frazier	\$ 353	ACCT National Legislative Summit	American Airlines
Total		\$ 2,440		
Travel Registration Fees				
14-Jan-25	C Taylor	\$ 950	ACCT National Legislative Summit	Assn of Comm College Trustees
14-Jan-25	H Lovell	\$ 950	ACCT National Legislative Summit	Assn of Comm College Trustees
Total		\$ 1,900		
Meeting Expense				
14-Jan-25	General - Operations	\$ 900	December Board Retreat	Capital Prime Steak
14-Jan-25	General - Operations	\$ 750	December 2024 Board Meeting	Professional Party Planner Inc
29-Jan-25	General - Operations	\$ 505	January 2025 Board Meeting	A Catered Affaire Inc
Total		\$ 2,155		
	Grand Total	\$ 6,495	Travel, Training & Conferences	
		\$ 10,399	Total Expenses	

**Lansing Community College
President - Detail Expenses
Month Ending January 31, 2025**

Date	Board Employee	Amount	Description	Payee
Memberships				
14-Jan-25	Robinson	\$ 150	CEO Network Membership	H & H Incorporated
TOTAL		\$ 150		
	Grand Total	\$ 150	Supplies & Non-Capital Equipment	
Travel Registration Fees				
14-Jan-25	Robinson	\$ 490	Dream Annual Convening	Achieving the Dream
14-Jan-25	Robinson	\$ 1,100	AACC Annual Convention	American Assn of Community Colleges
Total		\$ 1,590		
Meeting Expense				
14-Jan-25	Robinson	\$ 34	Meeting with City of Lansing Mayor	Soup Spoon Café
Total		\$ 34		
	Grand Total	\$ 1,624	Travel, Training & Conferences	
		\$ 1,774	Total Expenses	

**Lansing Community College - Board of Trustees
February 17, 2025**

Agenda Item: Board Employee Time Reporting – February 2025

Presented for Action

PURPOSE

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

ATTACHMENTS:

1. February 2025 Time Reporting

**Lansing Community College
Time Reporting for February, 2025**

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

President

	Vacation Leave	Personal Leave	Sick Leave
December 22 – January 4, 2025	8.0 hrs		
January 5 – January 18, 2025			
Total Hours	8.0	0.0	0.0

Executive Assistant/Liaison to the Board

	Vacation Leave	Personal Leave	Sick Leave
December 22 – January 4, 2025	16.0 hrs	8.0 hrs	
January 5 – January 18, 2025	16.0 hrs		
Total Hours	32.0	8.0	0.0

**Lansing Community College – Board of Trustees
February 17, 2025**

Agenda Item: Cooperative Purchase – Elevator Maintenance Services

Presented for Action

PURPOSE

To procure as needed elevator maintenance services and supplies.

BACKGROUND

Lansing Community College's (LCC) current elevators within Arts and Sciences, Dart Auditorium, Health and Human Services, LCC Early Learning Center, Administration Building, and West Campus are manufactured and installed by Schindler Elevator Corporation. In order to properly maintain LCC's elevators within these buildings and to stay compliant with manufacturer's warranties, LCC is seeking a maintenance Blanket Purchase Order (BPO) with Schindler Elevator Corporation. The BPO period will be from March 1, 2025, through February 29, 2028.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid 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 commodity and service. The Administration recommends the utilization of a cooperative agreement awarded by Sourcewell, allowing the College to procure maintenance services and parts from Schindler Elevator Corporation.

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.

IMPLICATIONS

Financial:

The requested three (3) year maintenance services Blanket Purchase Order (BPO) amount is \$192,795. This purchase will be funded by the General Fund.

Strategic Plan:

This request supports all the College's strategic focus area; Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, Retention and Completion, Strengthening Community Engagement and Partnerships, and Establishing LCC as a Premier Workplace through Empowerment, Engagement, and Inclusion.

Human Resources:

There are no known human resources implications.

RISKS

Failure to procure elevator service maintenance could impact accessibility for students and employees.

OTHER OPTIONS/ALTERNATIVES

The alternative to using a cooperative agreement would be to solicit bids; however, Schindler Elevator Corporation is the only supplier able to service their elevators and supply any manufacturer's warranties.

RECOMMENDATIONS

The Administration respectfully recommends approving the requested three (3) year Blanket Purchase Order in the amount of \$192,795 for as needed and scheduled maintenance services and repairs of LCC's elevators.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase – Elevator Maintenance Services.

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: Elevator Maintenance Services **Buyer:** Brittney Villarreal

1. Statement of Need:

Lansing Community College (LCC) is currently in need of procuring as needed and scheduled elevator maintenance services and supplies for elevators located within Arts and Sciences, Dart Auditorium, Health and Human Services, Administration Building, and West Campus.

2. Description of supply or service:

Schindler Elevator Corporation will provide preventative maintenance for both hydraulic and traction elevators, clean elevators in compliance with ASME code, make as needed repairs to elevators, and perform testing of elevator safety devices.

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid Sourcewell cooperative agreement awarded to Schindler Elevator Corporation for elevator maintenance services and supplies. The requested three (3) year Blanket Purchase Order amount is \$192,795 and will be funded by the General Fund. The time period for the BPO will be March 1, 2025, through February 29, 2028.

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.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

Dr. Seleana Samuel, Ed.D.
Senior Vice President
Business Operations

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College – Board of Trustees
February 17, 2025**

Agenda Item: New Course Fee for Automotive Transmissions and Drivelines Course

Presented for Action

PURPOSE

To assess a course fee for the 2025-26 new AUTM225 Transmissions and Drivelines course in the Automotive Technologies Program.

BACKGROUND

Final approval of this new course in the Technical Careers Division was not completed in a time frame that allowed for the presentation of the required course fee during the collegewide course fee process at the January meeting. 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.

Presented for approval in this item is the course fee for the Transmissions and Drivelines course in the Automotive Technologies Program.

Course	Billable Hours	Requested Fee
AUTM225 Transmissions and Drivelines	6	\$ 777

IMPLICATIONS

Financial:

The new course fee aligns with the costs associated with offering the new course in the Automotive Technologies Program.

Strategic Plan:

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

Human Resources:

N/A

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

None

ATTACHMENTS: None

**Lansing Community College – Board of Trustees
February 17, 2025**

Agenda Item: Request for Proposal – Plumbing, HVAC and Mechanical Services

Presented for Action

PURPOSE

To select qualified contractors to provide as needed plumbing, heating ventilation and air conditioning (HVAC), and mechanical services.

BACKGROUND

Lansing Community College (LCC) Facilities staff are responsible for maintaining buildings campus-wide which includes the Downtown Campus, West Campus, LCC East, Livingston County Center, and Aviation Maintenance Technology Center. Qualified professionals are needed to provide as needed plumbing, HVAC, and mechanical services including but not limited to hookup and maintenance of commercial furnaces, installation of ductwork and ventilation systems, installation of plumbing fixtures such as sinks, toilets, and showers, clearing clogged toilets and drains, maintenance or replacements of malfunctioning water heaters, boilers, chillers, and other plumbing systems.

Through a public competitive bid process, the College has identified Dee Cramer, Gunthorpe, Limbach, MDL Mechanical, and Stuart Mechanical as the contractors deemed able to meet the needs of the College. The recommended award is based upon price per hour, services offered, references received, and proximity to LCC building locations. Contractors will only be paid on an as needed basis for the services that are requested. The requested Blanket Purchase Order (BPO) time period is March 1, 2025, through February 28, 2026, with two (2) one-year renewal options.

IMPLICATIONS

Financial:

The annual estimated spend for plumbing, HVAC, and mechanical services is \$655,000. Therefore, the aggregate amount for the requested three-year period is \$1,965,000. It will be allocated as needed between the contractors. The services will be funded by the General Fund and the Maintenance & Replacement Fund.

Strategic Plan:

This request supports all of the College's strategic focus areas; Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, Retention, and Completion, Strengthening Community Engagement and Partnerships, and Establishing LCC as a Premier Workplace through Empowerment, Engagement, and Inclusion.

Human Resources:

There are no known human resources implications.

RISKS

If the College chooses not to award this RFP, we lose the benefits of discounted pricing provided through the competitive bid process.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could request quotes to purchase these services as needed; however, doing so would be time consuming, may result in delays for needed services, and be less cost effective.

RECOMMENDATIONS

The Administration respectfully recommends approval in awarding BPOs to Dee Cramer, Gunthorpe, Limbach, MDL Mechanical, and Stuart Mechanical. The total estimated aggregate amount for the proposed three-year period is \$1,965,000 which is based on an annual spend of \$655,000. The requested aggregate time period is March 1, 2025 through February 29, 2028.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – Plumbing, HVAC and Mechanical Services

**PRE-AWARD TRANSMITTAL DOCUMENT
REQUEST FOR PROPOSAL**

Document: 50201-856-24BV **Opening Date:** December 11, 2024
Project Title: Plumbing, HVAC, and Mechanical Services **Buyer:** Brittney Villarreal

1. Statement of Need:

Lansing Community College (LCC) Facilities Department is responsible for maintaining buildings including the heating, cooling, and plumbing of all LCC owned buildings. In order to maintain LCC's buildings and meet building codes, licensed professionals are needed.

2. Proposals Received:

The Request for Proposal (RFP) was publicly posted on Bid Net Direct:

<https://www.bidnetdirect.com/mitn/lansingcommunitycollege>. 561 contractors were notified.

The College received 8 proposals. Contractors that are recommended for the award are in bold text.

Contractors	Expertise	Technician Rates per Hour	Location
Comfort Mechanical Heating and Cooling	HVAC, sheet metal and insulation	\$155	Ann Arbor, MI
Dee Cramer	Sheet Metal	\$111	Lansing, MI
Gunthorpe	HVAC, plumbing and insulation	\$112	East Lansing, MI
L.J. Rolls Refrigeration	Plumbing	Rates not provided. Incomplete bid submitted.	Fenton, MI
Limbach	HVAC, plumbing, sheet metal and insulation	\$125	Lansing, MI
Lyon Mechanical	HVAC, plumbing, sheet metal and insulation	\$124 – incomplete bid submitted.	New Hudson, MI
MDL Mechanical	HVAC, plumbing, sheet metal and insulation	\$120	Jackson, MI
Stuart Mechanical	HVAC and sheet metal	\$130	Auburn Hills, MI

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Facilities. The proposals were evaluated based on expertise, qualifications, rates, and availability. All contractors being recommended for the award were found to be responsible and responsive.

Award of a Blanket Purchase Order does not guarantee a minimum or maximum amount of work as it is dependent on the needs of the College.

The Administrative Services Division spends approximately \$655,000 per year on plumbing, HVAC, and mechanical services. The requested Blanket Purchase Order's time period is March 1, 2025, through February 28, 2026, with two (2) one-year options to extend. Therefore, the aggregate three-year estimated spend for needed services is \$1,965,000. The request will be funded by the General Fund and the Maintenance & Replacement Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

Dr. Seleana Samuel, Ed.D.
Senior Vice President
Business Operations

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College – Board of Trustees
February 6, 2025**

Agenda Item: Request for Proposal – Policy Management Software

Presented for Action

PURPOSE

To select a qualified vendor to provide a policy management software solution.

BACKGROUND

The Board's Executive Assistant/Liaison is currently responsible for maintaining, managing, and tracking 65 college policies, Board Bylaws, and Board Governance Policies. The administration is responsible for managing and tracking all Standard Operating Procedures that implement these 65 college policies. Together, the Board's Executive Assistant/Liaison and the administration ensure that all policies and procedures are regularly reviewed.

The proposed software will assist them in creating, reviewing, distributing, and tracking policies and standard operating procedures. It will allow for a centralized repository for policy documentation, automated workflows, version control, collaborative editing, and a library to publish current document versions to employees in real-time. This software will also assist the Board's Executive Assistant/Liaison and the administration with consistency in the creation and updating of documents through features such as version tracking, review cycles, and approval workflows.

Through a public competitive bid process, DocTract was identified to meet the needs of the College. The proposed software will increase efficiencies for the administrators responsible for the College's standard operating procedures and for the Executive Assistant and Liaison to the Board of Trustees for the College's policies. The Administration recommends awarding a Blanket Purchase Order (BPO) for the time period March 1, 2025 through February 29, 2028.

IMPLICATIONS

Financial:

The requested three-year Blanket Purchase Order amount is \$30,310. This will be funded by the General Fund.

Strategic Plan:

This award supports the College's strategic focus area of Achieving Academic Excellence with Purpose and Equity and Establishing LCC as a Premier Workplace through Empowerment, Engagement, and Inclusion.

Human Resources:

There are no known human resources implications.

RISKS

There are no known risks.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could forego or delay the requested policy management software and staff can continue to manage the policies and standard operating procedures manually.

RECOMMENDATIONS

The Administration respectfully recommends approving a Blanket Purchase Order to DocTract in the amount of \$30,310 for the time period of March 1, 2025, through February 29, 2028.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal for Policy Management Software

**PRE-AWARD TRANSMITTAL DOCUMENT
REQUEST FOR PROPOSAL**

Document: 11100-832-24SG

Opening Date: April 11, 2024

Project Title: Policy Management Software

Buyer: Samantha Gallimore

1. Statement of Need:

Lansing Community College (LCC) is currently seeking qualified vendors to provide the College with a policy management software solution. A public competitive bid process was conducted and DocTract was identified to be the vendor qualified to meet the needs of the College. This purchase will provide increased efficiencies for both the administrators responsible for reviewing, updating, and publishing the College's standard operating procedures and the Executive Assistant and Liaison to the Board of Trustees responsible for the College's policies.

2. Proposals Received:

The Request for Proposal (RFP) was publicly posted on Bid Net Direct:

<https://www.bidnetdirect.com/mitn/lansingcommunitycollege>. 404 vendors were notified. The College received 6 proposals.

Description	QTY	Price Per Unit	Line-Item Total
15 Management Users	3 years	\$5,270	\$15,810
Public Portal	3 years	\$4,500	\$13,500
One Time Implementation Fee	1	\$1,000	\$1,000
Three year Blanket Purchase Order Total:			\$30,310

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing, President's Office, Compliance, and Academic Affairs. The proposals were evaluated based upon expertise, qualifications, and rates. The requested three-year Blanket Purchase Order amount is \$30,310 for the time period is March 1, 2025 through February 29, 2028. It will be funded by the General Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College - Board of Trustees
February 17, 2025

Agenda Item: Sabbatical Leave Request – Susan Antcliff

Presented for Approval

PURPOSE

To inform the Board of Trustees that President Robinson and Provost Welch have endorsed the Sabbatical Committee's recommendation to grant Professor Susan Antcliff Sabbatical Leave Request for spring 2026 and to request the Board's approval. The committee considered 6 applications for sabbatical leave during the academic year of 2025-2026. Eligibility for the leave has been certified by the Human Resources Department.

BACKGROUND

In November 2024, the College-wide Sabbatical Leave Committee met several times with the following members: Ana Mari Woehr, Cheryl Garayta, Annescia Dillard, Teresa Purvis, Louise Rabidoux, Anne Heutsche, Martine Rife, Randy Paape (faculty alternate), Demetria Patrick Scott (administrative alternate), and Rafeeq McGiveron (administrative alternate). The Committee's written report included:

- The Sabbatical Leave Committee letter recommending approval, including a brief explanation of the reason for the recommendation.
- The rank order of the application by each of the Committee members, based on the contractual criteria.
- The materials considered by the Sabbatical Leave committee in reaching its decision.

The Committee voted to recommend approval of leave for **Susan Antcliff**.

The purpose of Susan's proposed sabbatical, for Spring 2026, is to learn what it is like for a Graphic Design student to make a living as an independent artist when they leave the Art and Design Program.

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

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

IMPLICATIONS

Financial:

During Professor Antcliff's absence, the Art & Design Department will assign other Program Faculty to teach class sections that would have been included in Professor Antcliff's teaching workload.

Strategic Plan:

This request supports the College's Strategic Plan for Engaged Learning and Student Success focus area by contributing to the goal of increasing relevant high-quality learning and instruction for our Accounting students.

Human Resources:

Sabbatical leaves are a benefit for eligible full-time Faculty under the LCC-MAHE labor contract.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Approve the endorsement of President Robinson and Provost Welch of the Sabbatical Committee's recommendation to grant this Sabbatical Leave request.

ATTACHMENTS:

1. A letter from President Robinson and Provost Welch to the Board, endorsing the recommendation of the Sabbatical Leave Committee is at the end of the last sabbatical leave request.

Lansing Community College - Board of Trustees
February 17, 2025

Agenda Item: Sabbatical Leave Request – Kevin Brown

Presented for Approval

PURPOSE

To inform the Board of Trustees that President Robinson and Provost Welch have endorsed the Sabbatical Committee's recommendation to grant Professor Kevin Brown Sabbatical Leave Request for fall 2025 and to request the Board's approval. The committee considered 6 applications for sabbatical leave during the academic year of 2025-2026. Eligibility for the leave has been certified by the Human Resources Department.

BACKGROUND

In November 2024, the College-wide Sabbatical Leave Committee met several times with the following members: Ana Mari Woehr, Cheryl Garayta, Annescia Dillard, Teresa Purvis, Louise Rabidoux, Anne Heutsche, Martine Rife, Randy Paape (faculty alternate), Demetria Patrick Scott (administrative alternate), and Rafeeq McGiveron (administrative alternate). The Committee's written report included:

- The Sabbatical Leave Committee letter recommending approval, including a brief explanation of the reason for the recommendation.
- The rank order of the application by each of the Committee members, based on the contractual criteria.
- The materials considered by the Sabbatical Leave committee in reaching its decision.

The Committee voted to recommend approval of leave for **Kevin Brown**.

The purpose of this sabbatical will be to develop teaching materials and assignments designed to increase engagement by providing students with additional options in terms of what they are learning and how they demonstrate mastery of the material. Having choices should increase student interest in course materials, provide assessments that meet their individual program and learning styles, and perhaps improve success and retention. Additional choices will increase the chance students can explore individuals and subjects related to their backgrounds thus allowing them to make connections and "see themselves" in historical figures and movements. The new modules will stress the complexities of historical study and examine how narratives, including historical ones, are created. In addition to researching new ways to present and assess materials. The new modules must be integrated into the existing course structures and assignments.

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

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

IMPLICATIONS

Financial:

During Professor Brown's absence, the History Department will assign other Program Faculty to teach class sections that would have been included in Professor Brown's teaching workload.

Strategic Plan:

This request supports the College's Strategic Plan for Engaged Learning and Student Success focus area by contributing to the goal of increasing relevant high-quality learning and instruction for our Accounting students.

Human Resources:

Sabbatical leaves are a benefit for eligible full-time Faculty under the LCC-MAHE labor contract.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Approve the endorsement of President Robinson and Provost Welch of the Sabbatical Committee's recommendation to grant this Sabbatical Leave request.

ATTACHMENTS:

1. A letter from President Robinson and Provost Welch to the Board, endorsing the recommendation of the Sabbatical Leave Committee is at the end of the last sabbatical leave request.

Lansing Community College - Board of Trustees
February 17, 2025

Agenda Item: Sabbatical Leave Request – Elizabeth Clifford

Presented for Approval

PURPOSE

To inform the Board of Trustees that President Robinson and Provost Welch have endorsed the Sabbatical Committee's recommendation to grant Professor Elizabeth Clifford Sabbatical Leave Request for fall 2025 and to request the Board's approval. The committee considered 6 applications for sabbatical leave during the academic year of 2025-2026. Eligibility for the leave has been certified by the Human Resources Department.

BACKGROUND

In November 2024, the College-wide Sabbatical Leave Committee met several times with the following members: Ana Mari Woehr, Cheryl Garayta, Annescia Dillard, Teresa Purvis, Louise Rabidoux, Anne Heutsche, Martine Rife, Randy Paape (faculty alternate), Demetria Patrick Scott (administrative alternate), and Rafeeq McGiveron (administrative alternate). The Committee's written report included:

- The Sabbatical Leave Committee letter recommending approval, including a brief explanation of the reason for the recommendation.
- The rank order of the application by each of the Committee members, based on the contractual criteria.
- The materials considered by the Sabbatical Leave committee in reaching its decision.

The Committee voted to recommend approval of leave for **Elizabeth Clifford**.

The purpose of Elizabeth's proposed sabbatical, for Fall 2025, is to expand who is a part of "all students" through intentional outreach into agencies in the Greater Lansing community serving those challenged by housing insecurity to "enrich and support themselves, their families and their communities."

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

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

IMPLICATIONS

Financial:

During Professional Tutor Clifford's absence, the Learning Commons will assign other Professional Tutors to assist students who would have been included in Elizabeth's workload.

Strategic Plan:

This request supports the College's Strategic Plan for Engaged Learning and Student Success focus area by contributing to the goal of increasing relevant high-quality learning and instruction for our Accounting students.

Human Resources:

Sabbatical leaves are a benefit for eligible full-time Faculty under the LCC-MAHE labor contract.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Approve the endorsement of President Robinson and Provost Welch of the Sabbatical Committee's recommendation to grant this Sabbatical Leave request.

ATTACHMENTS:

1. A letter from President Robinson and Provost Welch to the Board, endorsing the recommendation of the Sabbatical Leave Committee is at the end of the last sabbatical leave request.

Lansing Community College - Board of Trustees
February 17, 2025

Agenda Item: Sabbatical Leave Request – Krishnakali (Kali) Majumdar

Presented for Approval

PURPOSE

To inform the Board of Trustees that President Robinson and Provost Welch have endorsed the Sabbatical Committee's recommendation to grant Professor Krishnakali (Kali) Majumdar Sabbatical Leave Request for fall 2025; and to request the Board's approval. The committee considered 6 applications for sabbatical leave during the academic year of 2025-2026. Eligibility for the leave has been certified by the Human Resources Department.

BACKGROUND

In November 2024, the College-wide Sabbatical Leave Committee met several times with the following members: Ana Mari Woehr, Cheryl Garayta, Annescia Dillard, Teresa Purvis, Louise Rabidoux, Anne Heutsche, Martine Rife, Randy Paape (faculty alternate), Demetria Patrick Scott (administrative alternate), and Rafeeq McGiveron (administrative alternate). The Committee's written report included:

- The Sabbatical Leave Committee letter recommending approval, including a brief explanation of the reason for the recommendation.
- The rank order of the application by each of the Committee members, based on the contractual criteria.
- The materials considered by the Sabbatical Leave committee in reaching its decision.

The Committee voted to recommend approval of leave for **Krishnakali (Kali) Majumdar**.

The purpose of this sabbatical leave is to explore the diverse pedagogical strengths that Faculty (Full Time Assistant Professor and Full Professor) of varying ages contribute to the face to face and Hybrid classroom, focusing on those under and over 50. Kali particularly interested in understanding how their distinct experiences influence their ability to connect with students (Glasser 1998), which is crucial for fostering persistence and retention, as well as enhancing overall student learning outcomes. Kali wants to explore how age and experience shape teaching practices in higher education by looking at the approaches of each group. The project will consider FT faculty within the following age ranges: under 35, under 50, and over 50.

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

Kali Majumdar, if granted this leave, will be responsible for the accomplishment of its

stated objections. Within third (30) days after the completion of the leave, they shall provide a written report to our Committee so that we may evaluate the success of the leave and provide a written report to you.

IMPLICATIONS

Financial:

During Professor Majumdar's absence, the Anthropology Department will assign other Program Faculty to teach class sections that would have been included in Professor Majumdar's teaching workload.

Strategic Plan:

This request supports the College's Strategic Plan for Engaged Learning and Student Success focus area by contributing to the goal of increasing relevant high- quality learning and instruction for our Accounting students.

Human Resources:

Sabbatical leaves are a benefit for eligible full-time Faculty under the LCC-MAHE labor contract.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Approve the endorsement of President Robinson and Provost Welch of the Sabbatical Committee's recommendation to grant this Sabbatical Leave request.

ATTACHMENTS:

1. A letter from President Robinson and Provost Welch to the Board, endorsing the recommendation of the Sabbatical Leave Committee is at the end of the last sabbatical leave request.

Lansing Community College - Board of Trustees
February 17, 2025

Agenda Item: Sabbatical Leave Request – Christopher Manning

Presented for Approval

PURPOSE

To inform the Board of Trustees that President Robinson and Provost Welch have endorsed the Sabbatical Committee's recommendation to grant Christopher Manning Sabbatical Leave Request for spring 2026 and to request the Board's approval. The committee considered 6 applications for sabbatical leave during the academic year of 2025-2026. Eligibility for the leave has been certified by the Human Resources Department.

BACKGROUND

In November 2024, the College-wide Sabbatical Leave Committee met several times with the following members: Ana Mari Woehr, Cheryl Garayta, Annescia Dillard, Teresa Purvis, Louise Rabidoux, Anne Heutsche, Martine Rife, Randy Paape (faculty alternate), Demetria Patrick Scott (administrative alternate), and Rafeeq McGiveron (administrative alternate). The Committee's written report included:

- The Sabbatical Leave Committee letter recommending approval, including a brief explanation of the reason for the recommendation.
- The rank order of the application by each of the Committee members, based on the contractual criteria.
- The materials considered by the Sabbatical Leave committee in reaching its decision.

The Committee voted to recommend approval of leave for **Christopher Manning**.

Christopher's sabbatical project will research the current homeschooled students residing in the Lansing area (in and out of district) and gather insight and data pertinent to the current and future demography of this student population.

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

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

IMPLICATIONS

Financial:

During Professor Manning's absence, the English Department will assign other Program Faculty to teach class sections that would have been included in Professor Manning's teaching workload.

Strategic Plan:

This request supports the College's Strategic Plan for Engaged Learning and Student Success focus area by contributing to the goal of increasing relevant high- quality learning and instruction for our Accounting students.

Human Resources:

Sabbatical leaves are a benefit for eligible full-time Faculty under the LCC-MAHE labor contract.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Approve the endorsement of President Robinson and Provost Welch of the Sabbatical Committee's recommendation to grant this Sabbatical Leave request.

ATTACHMENTS:

1. A letter from President Robinson and Provost Welch to the Board, endorsing the recommendation of the Sabbatical Leave Committee is at the end of the last sabbatical leave request.

Lansing Community College - Board of Trustees
February 17, 2025

Agenda Item: Sabbatical Leave Request – Danielle Savory

Presented for Approval

PURPOSE

To inform the Board of Trustees that President Robinson and Provost Welch have endorsed the Sabbatical Committee's recommendation to grant Professor Danielle Savory Sabbatical Leave Request for spring 2026 and to request the Board's approval. The committee considered 6 applications for sabbatical leave during the academic year of 2025-2026. Eligibility for the leave has been certified by the Human Resources Department.

BACKGROUND

In November 2024, the College-wide Sabbatical Leave Committee met several times with the following members: Ana Mari Woehr, Cheryl Garayta, Annescia Dillard, Teresa Purvis, Louise Rabidoux, Anne Heutsche, Martine Rife, Randy Paape (faculty alternate), Demetria Patrick Scott (administrative alternate), and Rafeeq McGiveron (administrative alternate). The Committee's written report included:

- The Sabbatical Leave Committee letter recommending approval, including a brief explanation of the reason for the recommendation.
- The rank order of the application by each of the Committee members, based on the contractual criteria.
- The materials considered by the Sabbatical Leave committee in reaching its decision.

The Committee voted to recommend approval of leave for **Danielle Savory**.

Supporting student success is a core goal here at Lansing Community College (LCC). The LCC mission is to provide "high-quality education ensuring that all students successfully complete their educational goals while developing life skills necessary for them to enrich and support themselves, their families, and their community as engaged global citizens." Inherent in this statement is the holistic approach that LCC takes in supporting student success. In practice, this is evident in the prioritization of wrap-around student services such as Success Coaches, Advising, Tutoring, and Counseling. At the very core, however, students are supported in meeting their educational goals through their coursework.

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

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

IMPLICATIONS

Financial:

During Professor Savory's absence, the Child Development Department will assign other Program Faculty to teach class sections that would have been included in Professor Savory's teaching workload.

Strategic Plan:

This request supports the College's Strategic Plan for Engaged Learning and Student Success focus area by contributing to the goal of increasing relevant high-quality learning and instruction for our Accounting students.

Human Resources:

Sabbatical leaves are a benefit for eligible full-time Faculty under the LCC-MAHE labor contract.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Approve the endorsement of President Robinson and Provost Welch of the Sabbatical Committee's recommendation to grant this Sabbatical Leave request.

ATTACHMENTS:

1. A letter from President Robinson and Provost Welch to the Board, endorsing the recommendation of the Sabbatical Leave Committee is at the end of the last sabbatical leave request.



Date: January 31, 2025
To: LCC Board of Trustees
From: President Steve Robinson and Provost Sally Welch
Subject: 2025-2026 Sabbatical Leave Requests

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

Susan Antcliff, Professor
Art and Design Department
Arts and Sciences Division
Spring 2026

Kevin Brown, Professor
History Department
Arts and Sciences Division
Fall 2025

Elizabeth Clifford, Lead Tutor
Learning Commons
Technology and Learning Center
Fall 2025

Krishnakali (Kali) Majumdar, Professor
Anthropology Department
Arts and Sciences Division
Fall 2025

Christopher Manner, Professor
English Department
Arts and Sciences Division
Spring 2026

Danielle Savory, Professor
Child Development Department
Health and Human Services Division
Spring 2026

As the submitted report demonstrates the benefit of these sabbaticals to the College and our faculty, and most importantly, to our students' success, we fully endorse the Committee's recommendations. Therefore, we recommend the Board's approval of these sabbatical leaves.

Dr. Steve Robinson, President

Dr. Sally Welch, Provost

Monthly Monitoring Report

**Lansing Community College – Board of Trustees
February 17, 2025**

Agenda Item: Two-Year Financial Forecast

Presented for Information

PURPOSE

To present the financial forecast for FY2026 and FY2027.

BACKGROUND

The Board of Trustees Annual Board Planning Calendar (GP-306) requires the Administration to present this forecast to the Board of Trustees in February.

The College's Strategic Plan for 2025-2027 was approved in November 2024. The new Strategic Plan overhauled previous plans and led to a close examination of the College's mission, values, guiding principles and goals, and the strategies used to realize them.

IMPLICATIONS

Financial:

N/A

Strategic Plan:

The College's financial planning, forecasting, and annual budget provide resources for all of the strategic plan's goals.

Human Resources:

N/A

RISKS

Failure to do financial planning threatens the long-term financial viability of the College.

OTHER OPTIONS/ALTERNATIVES

N/A

ATTACHMENTS:

None

**Lansing Community College – Board of Trustees
February 17, 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 on-going basis throughout the fiscal year.

The attached financial statements reflect the College's financial position as of and for the month ending January 31, 2025 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 tuition and fees earned for the Spring 2025 semester.

Exhibit A, Line 4 – Other Revenues: Other Revenues are 17.7 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 2.7 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 16.0 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator* and *Full-Time Support* along with related *Employee Benefits*, and decreased utilization of *Professional Services* and *Travel, Training & Conferences*. This is partially offset by increased utilization of *Part-Time Faculty* and *Purchased Services*.
- **Exhibit B, Line 6** – *Business Operations* is 9.0 percentage points ahead of the prior year's pace of expenses. This is primarily due to fewer vacancies in *Full-Time Professional Technical* and *Part-Time Support* along with related *Employee Benefits*, an increase in the annual premium for property and liability insurance, and increased legal expenses compared to FY2024, and increased *Travel, Training & Conference* expenses.
- **Exhibit B, Line 7** – *Community Education & Workforce Development* is 6.4 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Professional Technical* along with related *Employee Benefits*, and decreased utilization of *Purchased Services*.
- **Exhibit B, Line 11** – *Human Resources* is 8.4 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 9.1 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*, *Professional Services*, *Purchased Services* and *Travel, Training & Conferences*.

Exhibit A, Line 5 – Salaries & Wages: Overall the *Salaries & Wages* are 1.2 percentage points ahead of the prior year's pace of expenses. The individual account variances that exceed 5% are detailed below.

- **Exhibit B, Line 16** – *Full-Time Administrator* is 8.1 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 18** – *Part-Time Professional Technical* is 6.5 percentage points behind the prior year's pace of expenses. This is primarily due to decreased utilization in *Academic Affairs* and *Health & Human Services*.
- **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 increased vacancies in *Office of Empowerment* and *Information Technology Services*. This is

partially offset by increased utilization in *Administrative Services* and *Arts & Sciences*.

- **Exhibit B, Line 23** – *Student* is 12.4 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 \$100 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 8.7 percentage points behind the prior year's pace of expenses. This is due to budget adjustments approved in the FY2025 budget within *Administrative Services, Advancement & External Affairs, Business Operations, Financial Services, and Information Technology Services* to align with actual spending in FY2024.
- **Exhibit B, Line 26** – *Utilities* is 8.4 percentage points ahead of the prior year's pace of expenses. This is due to utility rate increases compared to the prior year.
- **Exhibit B, Line 27** – *Professional Services* are 8.3 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased consulting fees in *Information Technology Services* and increased legal expenses in *Business Operations*. This is partially offset by decreased utilization in *Executive Office* and *Office of Empowerment*.
- **Exhibit B, Line 31** – *Supplies & Non-Capital Equipment* are 12.5 percentage points ahead of the prior year's pace of expenses. This is primarily due to increases in software and site licenses 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 January 31, 2025 compared to January 31, 2024.

Current Assets:

- **Exhibit C, Line 1** – *Cash & Cash Equivalents* decreased by \$1.8 million. This is due to moving reserves to *Short-Term Investments*.

- **Exhibit C, Line 3** – *Property Tax Receivable, Net of Est Uncollectible* increased by \$1.1 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 \$0.6 million due to higher amounts of State Financial Aid awarded due to increased enrollment, and more State funding programs such as Michigan Reconnect and Michigan Achievement scholarships.
- **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 15** – *Accrued Payroll & Other Compensation* increased \$1.2 million due to the timing difference for the month-end payroll accrual and MPERS payment 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 MPSERS 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 January 31, 2025.

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 January 31, 2025.

- *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 currently out for bid. The estimated completion date is December 2025.
- *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 renovations are expected to be completed in Spring 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 activities.

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 January 31, 2025, there were approximately \$6.0 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, the current Federal and State political environment, and the uncertainty for projecting future enrollment, 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 January 31, 2025 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. Revenue and Expense Account Information (Attachment 1)
- h. Asset, Liability and Net Position Account Information (Attachment 2)
- i. Organization to Division Crosswalk (Attachment 3)
- j. Glossary (Attachment 4)

LANSING COMMUNITY COLLEGE
General Fund
Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual
Month Ending January 31, 2025 Financial Review
(58% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 01/31/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 01/31/24	Prior Year FY 2024 Percent Recognized	% Point Variance FY 2025 % of Budget Posted to FY 2024 % of Actual
	<u>Revenues</u>								
1	State Appropriations	\$ 39,658,000	\$ 22,866,379	\$ 16,791,621	57.7%	\$ 39,478,637	\$ 22,364,989	56.7%	1.0
2	Property Taxes, Net of Estimated Uncollectible	\$ 56,115,000	\$ 32,364,808	\$ 23,750,192	57.7%	\$ 51,553,499	\$ 30,234,205	58.6%	(1.0)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 38,741,000	\$ 26,097,372	\$ 12,643,628	67.4%	\$ 38,005,268	\$ 24,849,021	65.4%	2.0
4	Other Revenues	\$ 5,317,000	\$ 3,642,242	\$ 1,674,758	68.5%	\$ 6,851,499	\$ 3,482,340	50.8%	17.7
	Total Revenues	\$ 139,831,000	\$ 84,970,800	\$ 54,860,200	60.8%	\$ 135,888,903	\$ 80,930,555	59.6%	1.2
	<u>Salary & Benefit Expenses</u>								
5	Salaries & Wages	\$ 64,244,800	\$ 36,946,369	\$ 27,298,431	57.5%	\$ 61,391,107	\$ 34,592,259	56.3%	1.2
6	Employee Benefits	\$ 29,838,000	\$ 17,728,456	\$ 12,109,544	59.4%	\$ 28,758,330	\$ 16,299,587	56.7%	2.7
	Total Salary & Benefit Expenses	\$ 94,082,800	\$ 54,674,825	\$ 39,407,975	58.1%	\$ 90,149,436	\$ 50,891,846	56.5%	1.7
	<u>Other Operating Expenses</u>								
7	Services & Supplies	\$ 25,890,000	\$ 17,225,885	\$ 8,664,115	66.5%	\$ 26,134,435	\$ 15,711,390	60.1%	6.4
	Total Operating Expenses	\$ 119,972,800	\$ 71,900,710	\$ 48,072,090	59.9%	\$ 116,283,871	\$ 66,603,237	57.3%	2.7
	<u>Student Financial Support Expenses</u>								
8	Institutional Scholarships	\$ 2,415,200	\$ 1,132,968	\$ 1,282,232	46.9%	\$ 2,364,522	\$ 1,019,706	43.1%	3.8
	Total Expenses	\$ 122,388,000	\$ 73,033,678	\$ 49,354,322	59.7%	\$ 118,648,394	\$ 67,622,942	57.0%	2.7
	<u>Transfers (In)/Out</u>								
9	Grant Match & Other, Net	\$ 925,000	\$ 277,299	\$ 647,701	30.0%	\$ 864,841	\$ 245,896	28.4%	1.5
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	\$ 182,382	\$ 12,619	93.5%	\$ 196,008	\$ 171,066	87.3%	6.3
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)	\$ (168,168)	100.0%	107.7
	Total Transfers	\$ 16,045,000	\$ 15,303,912	\$ 741,088	95.4%	\$ 16,292,673	\$ 15,648,793	96.0%	(0.7)
19	Contingency	\$ 1,398,000	\$ -	\$ 1,398,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 139,831,000	\$ 84,970,800	\$ 54,860,200	60.8%	\$ 135,888,903	\$ 80,930,555	59.6%	1.2
	Total Expenses and Transfers	\$ 139,831,000	\$ 88,337,590	\$ 51,493,410	63.2%	\$ 134,941,067	\$ 83,271,735	61.7%	1.5
	Net Change in Unrestricted Fund Balance	\$ -	\$ (3,366,789)	\$ 3,366,789		\$ 947,836	\$ (2,341,180)		
	Unrestricted General Fund Balance Beginning of Period	\$ 36,595,588	\$ 36,595,588	\$ -		\$ 35,647,752	\$ 35,647,752		
	Unrestricted General Fund Balance End of Period	\$ 36,595,588	\$ 33,228,798	\$ (3,366,789)		\$ 36,595,588	\$ 33,306,572		

LANSING COMMUNITY COLLEGE									
General Fund									
Operating Expenses: Adopted Budget and Actual Expenses									
Month Ending January 31, 2025 Financial Review									
(58% of Fiscal Year)									
LINE REF #	Operating Division/Account	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 01/31/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 01/31/24	Prior Year FY 2024 Percent Recognized	% Point Variance FY 2025 % of Budget Posted to FY 2024 % of Actual
	<u>Operating Expenses - Divisions</u>								
1	Academic Affairs	\$ 8,678,200	\$ 5,467,297	\$ 3,210,903	63.0%	\$ 8,606,197	\$ 5,084,476	59.1%	3.9
2	Administrative Services	\$ 14,542,200	\$ 8,846,340	\$ 5,695,860	60.8%	\$ 14,050,908	\$ 8,230,651	58.6%	2.3
3	Advancement & External Affairs	\$ 1,678,200	\$ 758,731	\$ 919,469	45.2%	\$ 1,305,297	\$ 798,853	61.2%	(16.0)
4	Arts & Sciences	\$ 24,194,000	\$ 13,758,470	\$ 10,435,530	56.9%	\$ 24,035,346	\$ 12,773,912	53.1%	3.7
5	Board of Trustees	\$ 333,100	\$ 186,633	\$ 146,467	56.0%	\$ 308,162	\$ 163,827	53.2%	2.9
6	Business Operations	\$ 4,854,600	\$ 2,970,519	\$ 1,884,081	61.2%	\$ 5,183,787	\$ 2,705,016	52.2%	9.0
7	Community Education & Workforce Dvlpmnt	\$ 4,378,400	\$ 2,334,964	\$ 2,043,436	53.3%	\$ 3,816,016	\$ 2,280,632	59.8%	(6.4)
8	Executive Office	\$ 1,882,600	\$ 1,135,853	\$ 746,747	60.3%	\$ 1,731,264	\$ 1,016,721	58.7%	1.6
9	Financial Services	\$ 6,284,300	\$ 4,001,931	\$ 2,282,369	63.7%	\$ 6,312,644	\$ 3,775,166	59.8%	3.9
10	Health & Human Services	\$ 11,138,400	\$ 5,789,359	\$ 5,349,041	52.0%	\$ 10,205,684	\$ 5,719,689	56.0%	(4.1)
11	Human Resources	\$ 2,556,100	\$ 1,293,392	\$ 1,262,708	50.6%	\$ 2,454,171	\$ 1,447,843	59.0%	(8.4)
12	Information Technology Services	\$ 14,387,800	\$ 10,713,852	\$ 3,673,948	74.5%	\$ 14,336,199	\$ 9,373,957	65.4%	9.1
13	Office of Empowerment	\$ 1,376,900	\$ 603,001	\$ 773,899	43.8%	\$ 758,798	\$ 349,693	46.1%	(2.3)
14	Student Affairs	\$ 12,200,500	\$ 7,439,179	\$ 4,761,321	61.0%	\$ 12,024,684	\$ 6,790,533	56.5%	4.5
15	Technical Careers	\$ 11,487,500	\$ 6,601,190	\$ 4,886,310	57.5%	\$ 11,154,716	\$ 6,092,266	54.6%	2.8
	Total all Divisions	\$ 119,972,800	\$ 71,900,710	\$ 48,072,090	59.9%	\$ 116,283,871	\$ 66,603,237	57.3%	2.7
	<u>Operating Expenses - Account</u>								
16	Full-Time Administrator	\$ 11,655,400	\$ 7,307,968	\$ 4,347,432	62.7%	\$ 11,740,191	\$ 6,405,089	54.6%	8.1
17	Full-Time Professional Technical	\$ 12,825,700	\$ 7,645,087	\$ 5,180,613	59.6%	\$ 12,408,284	\$ 7,727,925	62.3%	(2.7)
18	Part-Time Professional Technical	\$ 797,800	\$ 417,278	\$ 380,522	52.3%	\$ 759,529	\$ 446,855	58.8%	(6.5)
19	Full-Time Faculty	\$ 17,010,300	\$ 9,688,683	\$ 7,321,617	57.0%	\$ 17,130,644	\$ 9,120,689	53.2%	3.7
20	Part-Time Faculty	\$ 9,564,200	\$ 4,978,778	\$ 4,585,422	52.1%	\$ 8,414,571	\$ 4,528,876	53.8%	(1.8)
21	Full-Time Support	\$ 9,783,000	\$ 5,721,248	\$ 4,061,752	58.5%	\$ 9,148,856	\$ 5,321,313	58.2%	0.3
22	Part-Time Support	\$ 1,806,600	\$ 839,097	\$ 967,503	46.4%	\$ 1,194,403	\$ 709,806	59.4%	(13.0)
23	Student	\$ 801,800	\$ 348,230	\$ 453,570	43.4%	\$ 594,628	\$ 331,706	55.8%	(12.4)
	Total Salaries & Wages	\$ 64,244,800	\$ 36,946,369	\$ 27,298,431	57.5%	\$ 61,391,107	\$ 34,592,259	56.3%	1.2
24	Employee Benefits	\$ 29,838,000	\$ 17,728,456	\$ 12,109,544	59.4%	\$ 28,758,330	\$ 16,299,587	56.7%	2.7
25	Institutional Expenses	\$ 2,120,300	\$ 1,419,065	\$ 701,235	66.9%	\$ 1,730,859	\$ 1,308,899	75.6%	(8.7)
26	Utilities	\$ 3,389,500	\$ 2,300,580	\$ 1,088,920	67.9%	\$ 3,650,412	\$ 2,171,038	59.5%	8.4
27	Professional Services	\$ 1,350,400	\$ 530,067	\$ 820,333	39.3%	\$ 1,751,032	\$ 542,299	31.0%	8.3
28	Purchased Services	\$ 5,017,300	\$ 2,895,309	\$ 2,121,991	57.7%	\$ 5,224,649	\$ 2,866,482	54.9%	2.8
29	Rental Expense	\$ 945,200	\$ 494,246	\$ 450,954	52.3%	\$ 1,011,202	\$ 543,696	53.8%	(1.5)
30	Repair & Maintenance	\$ 1,944,300	\$ 1,224,727	\$ 719,573	63.0%	\$ 1,816,412	\$ 1,116,055	61.4%	1.5
31	Supplies & Non-Capital Equipment	\$ 9,378,800	\$ 7,601,112	\$ 1,777,688	81.0%	\$ 9,421,918	\$ 6,461,536	68.6%	12.5
32	Travel, Training & Conferences	\$ 1,744,200	\$ 760,780	\$ 983,420	43.6%	\$ 1,527,951	\$ 701,384	45.9%	(2.3)
	Total Services & Supplies	\$ 25,890,000	\$ 17,225,885	\$ 8,664,115	66.5%	\$ 26,134,435	\$ 15,711,390	60.1%	6.4
	Total All Accounts	\$ 119,972,800	\$ 71,900,710	\$ 48,072,090	59.9%	\$ 116,283,871	\$ 66,603,237	57.3%	2.7

LANSING COMMUNITY COLLEGE
Statement of Net Position
Month Ending January 31, 2025

Line Ref #	Statement Line Item	Current Fiscal Year 2025	Prior Fiscal Year 2024
	Current Assets:		
1	Cash & Cash Equivalents	\$ 15,220,342	\$ 16,990,818
2	Short-Term Investments	\$ 72,762,967	\$ 71,366,148
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 15,407,439	\$ 14,342,237
4	State Appropriations Receivable	\$ 23,235,142	\$ 22,751,708
5	Federal & State Grants Receivable	\$ 4,099,344	\$ 3,477,630
6	Accounts Receivable, Net of Est Uncollectible	\$ 12,902,031	\$ 12,958,722
7	Prepaid Expenses	\$ 1,680,144	\$ 857,985
8	Due from Component Unit	\$ 87,135	\$ 65,826
	Total Current Assets	\$ 145,394,545	\$ 142,811,073
	Non-Current Assets:		
9	Capital Assets, Net of Accumulated Depreciation	\$ 223,859,171	\$ 226,710,608
10	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Total Noncurrent Assets	\$ 226,408,644	\$ 226,710,608
	Total Assets	\$ 371,803,189	\$ 369,521,680
	Deferred Outflow of Resources:		
11	Deferred Charge on Refunding	\$ 1,455,068	\$ 1,636,952
12	Deferred Pension Amounts	\$ 49,257,467	\$ 62,959,003
	Total Deferred Outflows of Resources	\$ 50,712,535	\$ 64,595,955
	Current Liabilities:		
13	Accounts Payable	\$ 559,780	\$ 617,465
14	Accrued Interest Payable	\$ 750,232	\$ 781,403
15	Accrued Payroll & Other Compensation	\$ 6,319,389	\$ 5,080,690
16	Accrued Vacation	\$ 2,417,714	\$ 2,420,592
17	Unearned Revenue	\$ 52,554,349	\$ 50,494,205
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
	Total Current Liabilities	\$ 69,850,372	\$ 66,934,399
	Non-Current Liabilities:		
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
	Total Noncurrent Liabilities	\$ 227,948,276	\$ 270,982,426
	Total Liabilities	\$ 297,798,648	\$ 337,916,825
24	Deferred Inflow of Resources - Pension Amounts	\$ 57,664,686	\$ 50,093,271
25	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 133,631,635	\$ 131,506,155
	Restricted:		
	Restricted Fund Activities	\$ 3,043,593	\$ 397,717
	Capital Projects	\$ 3,593,200	\$ -
	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Unrestricted	\$ (75,765,511)	\$ (85,796,333)
	Total Net Position	\$ 67,052,390	\$ 46,107,539

EXHIBIT D

LANSING COMMUNITY COLLEGE
Schedule of Investments
Month Ending January 31, 2025

Short Term (< one year)

Account	Market Value	Yield	FY2025 YTD Income
CDARs First National Bank of Michigan	\$ 26,252,375	4.84%	\$ 753,338
ICS First National Bank of Michigan	\$ 1,363,814	0.75%	\$ 6,011
PNC Money Market Account	\$ 19,672,484	4.54%	\$ 559,302
Michigan Liquid Asset Fund Investments	\$ 25,474,294	4.44%	\$ 556,585
Total Short Term Investments	\$ 72,762,967		\$ 1,875,236

EXHIBIT E

LANSING COMMUNITY COLLEGE
Capital Projects
Month Ending January 31, 2025

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	\$ 619,016	\$ 1,854,224	\$ 726,760
CY2023 Capital Project Police Department Office	\$ 500,000	\$ -	\$ -	\$ 500,000
CY2024 Capital Project CRAA Lease Termination	\$ 1,500,000	\$ 22,343	\$ 420,000	\$ 1,057,657
CY2024 Capital Project Gannon Level 3 Renovation	\$ 1,700,000	\$ 926,183	\$ 689,217	\$ 84,600
Total Capital Projects	\$ 17,500,000	\$ 1,567,542	\$ 2,963,442	\$ 12,969,017

LANSING COMMUNITY COLLEGE
Statement of Revenues, Expenses and Changes in Net Position
Month Ending January 31, 2025

Operating Statement Line item	All Funds Current Year-to-Date Actual	General Fund	Pension Liability Fund	Designated Funds	Auxiliary Service Funds	Restricted Funds	Plant Funds
Operating Revenues:							
Tuition & Fees, Net of Estimated Uncollectible	\$ 27,787,883	\$ 26,097,372	\$ -	\$ -	\$ 911,908	\$ -	\$ 778,604
Federal Grants & Contracts	\$ 1,731,174	\$ -	\$ -	\$ -	\$ -	\$ 1,731,174	\$ -
State Grants & Contracts	\$ 373,078	\$ -	\$ -	\$ -	\$ -	\$ 373,078	\$ -
Local Grants & Contracts	\$ 2,964,831	\$ 1,448,498	\$ -	\$ -	\$ -	\$ 1,516,333	\$ -
Sales & Services of Auxiliary Activities	\$ 332,789	\$ 878	\$ -	\$ -	\$ 328,772	\$ -	\$ 3,140
Michigan New Jobs Training Programs	\$ 320,022	\$ -	\$ -	\$ -	\$ -	\$ 320,022	\$ -
Miscellaneous	\$ 407,622	\$ 301,289	\$ -	\$ 30,650	\$ 66,980	\$ -	\$ 8,702
Total Operating Revenue	\$ 33,917,400	\$ 27,848,037	\$ -	\$ 30,650	\$ 1,307,659	\$ 3,940,608	\$ 790,446
Operating Expenses:							
Instruction	\$ 20,386,347	\$ 20,130,281	\$ -	\$ 128	\$ -	\$ 255,938	\$ -
Instructional Support	\$ 13,369,217	\$ 12,774,147	\$ -	\$ 107,148	\$ -	\$ 487,922	\$ -
Student Services	\$ 21,981,811	\$ 10,228,228	\$ -	\$ 93,790	\$ -	\$ 11,659,793	\$ -
Public Services	\$ 1,439,239	\$ 659,411	\$ -	\$ -	\$ 281,026	\$ 498,802	\$ -
Operation & Maintenance of Plant	\$ 11,279,614	\$ 8,078,289	\$ -	\$ -	\$ 489,690	\$ 132,051	\$ 2,579,584
Information Technology	\$ 13,039,420	\$ 10,713,852	\$ -	\$ 527,784	\$ (64,412)	\$ 27,329	\$ 1,834,866
Institutional Administration	\$ 13,525,598	\$ 10,449,471	\$ -	\$ -	\$ 4,637	\$ 3,071,491	\$ -
Depreciation & Amortization	\$ 5,547,594	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,547,594
Total Operating Expenses	\$ 100,568,839	\$ 73,033,678	\$ -	\$ 728,850	\$ 710,941	\$ 16,133,326	\$ 9,962,044
Operating Income (Loss)	\$ (66,651,439)	\$ (45,185,641)	\$ -	\$ (698,200)	\$ 596,719	\$ (12,192,718)	\$ (9,171,598)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 28,480,004	\$ 22,866,379	\$ -	\$ -	\$ -	\$ 5,613,625	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 32,364,808	\$ 32,364,808	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 1,891,077	\$ 1,891,077	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (1,750,542)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,750,542)
PELL	\$ 9,073,662	\$ -	\$ -	\$ -	\$ -	\$ 9,073,662	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 43,430	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 42,930
Net Non-operating Revenue (Expenses)	\$ 70,102,438	\$ 57,122,764	\$ -	\$ -	\$ -	\$ 14,687,286	\$ (1,707,612)
Income (Loss) Before Transfers	\$ 3,450,999	\$ 11,937,122	\$ -	\$ (698,200)	\$ 596,719	\$ 2,494,568	\$ (10,879,210)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (15,303,912)	\$ -	\$ 982,382	\$ (400,000)	\$ 121,530	\$ 14,600,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (6,335)	\$ (60,540)	\$ (30,493)	\$ 97,368
Net Increase (Decrease) in Net Position	\$ 3,450,999	\$ (3,366,789)	\$ -	\$ 277,846	\$ 136,179	\$ 2,585,605	\$ 3,818,158
Net Position:							
Beginning of Year	\$ 63,601,391	\$ 36,595,588	\$ (149,372,325)	\$ 7,471,895	\$ 2,178,514	\$ 457,988	\$ 166,269,731
Net Position End of Period	\$ 67,052,390	\$ 33,228,799	\$ (149,372,325)	\$ 7,749,741	\$ 2,314,693	\$ 3,043,593	\$ 170,087,889

LANSING COMMUNITY COLLEGE
Revenue and Expense Account Information

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

LANSING COMMUNITY COLLEGE
Asset, Liability and Net Position Account Information

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

Organization Number	Organization Title	Division
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
February 17, 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 – January 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	12:00pm	Field Interview	Retail Fraud/West Campus	Officer observed possible theft watching cameras/Forwarded to Student Compliance	No	Yes	No	N/A	Male	White
2	12:00pm	Field Interview	Same as #1	Same as #1	No	Yes	No	N/A	Male	Black or African American
3	12:00pm	Field Interview	Same as #1	Same as #1	No	Yes	No	N/A	Male	Other
4	1:24am	Field Interview	Suspicious Persons	Officer spoke with individuals inside Gannon Ramp to investigate	No	Yes	No	N/A	Male	White
5	1:24am	Field Interview	Same as #4	Same as #4	No	Yes	No	N/A	Male	White
6	5:28pm	Dispatched	Inside building after hours	Trespass warning letter issued	No	Yes	No	N/A	Female	Black or African American
7	9:16am	Dispatched	Trespassing	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	Black or African American
8	10:40am	Dispatched	Disorderly/TLC	Officer spoke with individual/Forwarded to Student Compliance	No	Yes	No	N/A	Male	Black or African American
9	1:50pm	Dispatched	Panhandling	Officer spoke with individual	No	No	No	N/A	Female	Black or African American
10	8:56pm	Traffic Violation	Driving without lights on	N/A	No	Yes	No	N/A	Male	White
11	12:13am	Traffic Violation	Driving without lights on	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
12	9:30pm	Traffic Violation	Ran red light	Multiple violations	Yes	No	No	N/A	Male	Black or African American
13	11:55pm	Traffic Violation	Ran red light	Multiple violations	Yes	Yes	No	N/A	Male	Black or African American
14	11:30pm	Traffic Violation	Ran red light	Multiple violations	Yes	No	No	N/A	Male	White
15	9:01pm	Traffic Violation	Broken headlight	N/A	No	Yes	No	N/A	Male	Black or African American
16	4:37pm	Traffic Violation	Speeding	N/A	No	Yes	No	N/A	Male	Black or African American
17	12:16am	Traffic Violation	Expired tag	Multiple violations	Yes	No	No	N/A	Male	Hispanic or Latino
18	11:24pm	Traffic Violation	Driving without lights on	N/A	No	Yes	No	N/A	Male	Black or African American
19	12:44am	Traffic Violation	Driving without lights on	N/A	No	Yes	No	N/A	Male	Black or African American
20	12:47am	Traffic Violation	Ran red light	Multiple violations	Yes	No	No	N/A	Female	Hispanic or Latino
21	10:21pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	Black or African American
22	12:43am	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	Black or African American
23	10:44pm	Traffic Violation	Ran red light	Multiple violations	Yes	No	No	N/A	Female	Black or African American

Lansing Community College Police Department Citizen Contact Report – January 2025

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	0				
Dispatched:	4				
Field Interviews:	5				
Investigative Stops:	0				
Officer Initiated:	0				
Traffic Violation:	14				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	23				
Demographics		Counts	Citation	Warning	Arrest
Males:	19	4	16	0	
Females:	4	2	1	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	14	3	11	0	
Hispanic or Latino:	3	2	1	0	
Native American/Alaskan Native	0	0	0	0	
White:	5	1	4	0	
Other:	1	0	1	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	3				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	454				

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
February 17, 2025

Agenda Item: Review of Annual Board Planning Cycle – GP 306

Presented for Action

PURPOSE

To review the Board's annual planning calendar, develop the agenda for the upcoming year in accordance with Governance 306, and make necessary changes. Additionally, consider shifting larger agenda items to different months to reduce the volume of materials distributed in the board packet.

BACKGROUND

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves its performance through attention to Board education and enriched input and deliberation.

1. The cycle will conclude each year on the last day of December so that administrative budgeting can be based on accomplishing a one-year segment of the most recent Board long-range vision. Long-range planning will be addressed annually.

In December, the Board will develop its agenda for the ensuing one-year period.

2. Education, input, and deliberation will receive paramount attention in structuring the series of meetings and other Board activities during the year.

To the extent feasible, the Board will identify those areas of education and input needed to increase the level of wisdom and forethought it can give to subsequent choices.

IMPLICATIONS

Financial: N/A

Strategic Plan: N/A

Human Resources: N/A

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS:

1. GP 306 – Annual Board Planning Cycle

POLICY TITLE: ANNUAL BOARD PLANNING CALENDAR

To accomplish its job outputs with a governance style consistent with Board policies, the Board will follow an annual agenda which **that includes**: (a) **a** completes **review** ~~a re-exploration~~ of **the** Ends policies annually and (b) continually improves its performance through attention to Board education and to enriched input and deliberation.

1. The cycle will conclude each year on the last day of December in order that administrative budgeting can be based on accomplishing a one-year segment of the most recent Board long-range vision. Long range planning will be addressed annually.

In December, the Board will develop its agenda for the ensuing one-year period.

2. Education, input, and deliberation will receive paramount attention in structuring the series of meetings and other Board activities during the year.

To the extent feasible, the Board will identify those areas of education and input needed to increase the level of wisdom and forethought it can give to subsequent choices.

3. The sequence derived from this process for the Board planning year is as follows:

January:

- Organizational meeting held at the first meeting of the Board in January following the date of the regular College District election. See Board Bylaw 1.4.2 (MI Community College Act 389.111)
- ~~Set policy and bylaw review schedule for the year. See GP 301,~~
- ~~Review progress on a Lansing Community College strategic plan area of focus. See Board Bylaw 1.6.2~~
- Conflict of Interest Statements due per Bylaw 1.7.7.
- ~~Set a schedule for the administration's submission of monitoring reports pursuant to governance policies.~~
- Set a schedule for board retreats.

February:

- ACCT **National** Legislative Summit
- Administration submits two-year projections for enrollment, revenues, expenditures and proposals for strategic initiatives and investments. The purpose of this information is to provide board members with data ~~to assist the board in its~~ **for their** budget deliberations.
- **First Read of 3-Year Strategic Plan**

- Review ACCT recognition and presentation opportunities.

March:

- Approval of 3-Year Strategic Plan
- Approve tuition
- ~~Review of President's contract~~
- Budget preview (preparation of estimate of taxes and appropriations deemed necessary for the ensuing fiscal year for the purposes of revenue and expenditure proposals.)
See Bylaw 1.10.1, MCL 389.141; 389.143
- Report Regarding the Diversity of Employees

April:

- ~~Action on President's Contract.~~
- First Read of 10-Year Campus Master Plan

May:

- Approval of 10-Year Campus Master Plan
- Budget review workshop

June:

- Annual performance review of the Board Executive Assistant/Liaison
- Approve property taxes and budget
- Public Hearing on proposed budget. (Notice of public hearing published in newspaper of general circulation 6 days before the hearing)

July:

- ~~Board Retreat. See GP 301~~
- MCCA Summer Conference

August:

- ~~Board Retreat. See GP 301~~
- Fall Semester Kick off.
- Board of Trustees Luncheon

September:

- First Read of the Capital Outlay and Capital Project Request
- ~~Facilities Master Plan update review.~~

October:

- ACCT Leadership Congress. See Bylaw 1.8.4
- **Approval of the Capital Outlay and Capital Project Request**
- ~~Receive single condense monitoring report on the Board's End Statements.~~
- ~~Receive President's input on evaluation, and progress on Lansing Community College's Strategic Plan and proposed strategic plans for the ensuing year. (See Board Bylaw 1.6.2)~~
- Receive Fiscal Year-End **Annual Comprehensive** Financial Audit Report.
- ~~Action on Facilities Master Plan renewal.~~
- **Report Regarding the Diversity of Employees**

November:

- Begin Board self-evaluation process.
- ~~Evaluation of President *(The president's yearly performance is January 1 through December 31. The financial portion of the evaluation is based the fiscal year starting July 1 and ending June 30)* See Bylaw 1.6.3; BPR-402~~
- **Receive single condense monitoring report on the Board's End Statements.**
- Receive the President's input on **his** evaluation, and progress on Lansing Community College's **3-year** Strategic Plan and **10-year Campus Master Plan** ~~proposed strategic plans~~ for the ensuing year. (See Board Bylaw 1.6.2)
- Review End Statements for President's evaluation starting January 1.
- Review Federal Agenda and federal grant initiatives in preparation for the ACCT Legislative Summit.

December:

- **Annual performance review of the President *(The president's yearly performance is January 1 through December 31. The financial portion of the evaluation is based on the fiscal year starting July 1 and ending June 30)* See Bylaw 1.6.3; BPR-402**
- Adopt Board and Audit Committee meeting calendar.
- Finalize Board Self-Evaluation. See GP-301
- Review/adjust Board self-evaluation criteria. See GP-301
- Publish summary of audit in newspaper of general circulation per MCL 389.143.

¹Last Revision: 01/27/2020

¹ **Adopted:** June 12, 1995

Revised: 6/16/97, 2/18/2014, 9/21/2015, 12/12/2016, 2/18/2019, 1/27/2020

Reviewed: 05/15/2006



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.