



Lansing Community College Board of Trustees

**Regular Meeting
March 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

March 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 Hope Lovell
- IV. Approval of Minutes
 - A. October 7, 2024, Audit Committee Meeting
 - B. March 3, 2025, Audit Committee Meeting
 - C. February 17, 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 of Trustees Employees'
 - 1. Expenses – February 2025
 - 2. Time Reporting – February 2025
 - B. Cooperative Purchase
 - 1. Elevator Maintenance Services
 - 2. Network Access Switches
 - C. Professional Development Leave Request
 - 1. Robert Fernholz
 - D. Request for Proposal
 - 1. External Auditing Services
 - 2. Internal Auditing Services

- IX. Monthly Monitoring Report
 - A. FY2026 Estimate of Taxes and Appropriation Necessary
 - B. Monthly Financial Statements
 - C. Monthly Police Department Report
 - D. Report Regarding Diversity of Employees
- X. Linkage Planning/Implementation
 - A. Community Linkage
 - 1. Chair's Report
 - B. Committee Report
 - 1. Audit Committee Update – Robert Proctor
 - C. Board Member Report
 - 1. Foundation Board Report – Terrence Frazier/Noel Garcia
- XI. Unfinished Business
- XII. New Business
- XIII. Public Comment
- XIV. Board Comments
- XV. Closed Session
- XVI. Adjournment

Approval of Minutes



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
Administration Building Room 306
October 7, 2024

Audit Committee Meeting

Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 12:05 p.m.

Roll Call

Present: Proctor, Thomas, Vaive
Absent: Absent

Additions/Deletions to the Agenda

Trustee Proctor added the following to the meeting agenda:

- Request for reimbursement for Trustee Hidalgo's conference travel expenses from the MCCA Summer Conference.

Limited Public Comment Regarding Agenda Items

There were no limited public comments regarding agenda items.

Approval of Minutes

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Proctor that the June 3, 2024, Audit Committee meeting minutes be approved.

ROLL CALL VOTE:

Ayes: Proctor, Thomas, Vaive
Nays: None
Absent: None

The motion carried.

President's Reports

Informational – Annual Financial Audit Report FY Ended June 30, 2024, and June 30, 2023

Michelle Fowler, of Rehmann, presented the Annual Financial Audit Report and the Single Audit Act Compliance Year Ended June 30, 2024. She also reviewed the independent auditors' communication to the Audit Committee and the Board of Trustees. Michelle briefly spoke about new auditing pronouncements. This report will be presented to the full Board at the October 28, 2024, Board of Trustees Meeting.

IT WAS MOVED BY Trustee Vaive and seconded by Trustee Thomas that the Audit Committee accept the reports and recommend its approval to the full Board.

ROLL CALL VOTE:

Ayes: Proctor, Thomas, Vaive

Nays: None

Absent: None

The motion carried.

Committee Chair's Reports

Action – Approval of Trustee Travel and Conference Expense

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Vaive that Trustee Hidalgo's travel reimbursement for his attendance at the MCCA Summer Conference be approved.

ROLL CALL VOTE:

Ayes: Proctor, Thomas, Vaive

Nays: None

Absent: None

The motion carried.


Public Comment

There were no public comments.

Adjournment

Trustee Proctor called adjournment at 1:02 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
Administration Building Room 306
March 3, 2025

Audit Committee Meeting

Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 12:15 p.m.

Roll Call

Present: Proctor, Lovell
Absent: Thomas

Additions/Deletions to the Agenda

Trustee Proctor added the following to the meeting agenda:

- Request to approve Trustee Noel Garcia's change of flight fee for the ACCT National Legislative Summit.
- Request to attend MI-ACE Women's Network Annual Conference.

Limited Public Comment Regarding Agenda Items

There were no limited public comments regarding agenda items.

Approval of Minutes

The Audit Committee Chair requested that the meeting minutes be moved to the March 17, 2025 Board of Trustee Meeting.

President's Reports

Informational – Review on Title IX Compliance – Baker Tilly

Colleen Lewis, Director and Tiffany Grossman Manager, discussed the follow review on Title IX Compliance:

- The University of California's policies were referenced in a report from Baker Tilly.

- There were no major risks or findings in the internal audit review of the Title IX policy.
- There were minor updates made to align with the 2024 standards, such as clarifying non-punitive supportive measures and documentation requirements.
- Management responded promptly and made necessary changes in response to recommendations
- Title IX training for employees has been updated to be explicitly mentioned in the policy.

Discussion followed.

Committee Chair's Reports

Action – Approval of Trustee Travel and Conference Expense

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that Trustee Garcia's change of flight fee in the amount of be approved.

According to bylaw 1.8.4, when travel arrangements for a Trustee are made by the college and the Trustee changes those arrangements for a personal reason, the Trustee will reimburse the college for any net additional expense incurred for making those changes unless the Audit Committee determines that changes are reasonable necessary due to (a) illness, injury or death of the trustee, a person traveling with the trustee, or person closely related to the trustee; (b) unforeseen and reasonably unavoidable conflicts with trustee's control that reasonably justify the additional cost incurred in making.

ROLL CALL VOTE:

Ayes: Proctor, Lovell

Nays: None

Absent: Thomas

The motion carried.

IT WAS MOVED BY Trustee Proctor and seconded by Trustees Lovell, Mathews, Thomas, Lovell, and Taylor, the travel request to attend the MI-ACE conference be approved.

According to bylaw 1.8.4, a Board member who wishes to attend a meeting or conference that is not approved by policy must submit a written memorandum. This memorandum should describe the nature of the meeting or conference and outline the benefits that the member or the college would gain from attending. The memorandum must be submitted to the audit committee at least two months before the meeting or conference.

A memorandum was submitted on the behalf of the Trustees.

ROLL CALL VOTE:

Ayes: Proctor, Lovell

Nays: None

Absent: Thomas

The motion carried.


Public Comment

There were no public comments.

Adjournment

Trustee Proctor called adjournment at 1:04 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 17, 2025

Regular Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 6:02 p.m.

Roll Call

Present: Frazier, Lovell, Mathews, Proctor, Taylor

Absent: Garcia, Thomas

Pledge of Allegiance

Trustee Proctor led the Pledge of Allegiance.

Chair Mathews recognized the students whose lives were lost at MSU.

Special Presentation

Chair Mathews read a brief bio on poet Rosa Vines, a retired Marine and nursing student, and shared her inspiring story of perseverance and success.

Rosa Vines presented two poem presentations in honor of Black History Month.

Approval of Minutes

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell and seconded that the minutes of the January 27, 2024, Regular Board of Trustees meeting be approved.

Roll call vote:

Ayes: Taylor, Frazier, Proctor, Mathews

Nays: None

Absent: Garcia, Thomas

The motion carried.

Additions/Deletions to the Agenda

There were no additions or deletion to the meeting agenda.

Limited Public Comment Regarding Agenda Items

There were no Public Comments regarding an agenda item.

President's Report

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

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- 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 (REMOVED)~~
- E. Request for Proposal
 - 1. Plumbing, HVAC and Mechanical Services
 - 2. Policy Management Software
- ~~F. Sabbatical Leave Requests (REMOVED)~~
 - 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 Manning, Professor, English Department
 - 6. Danielle Savory, Professor, Child Development Department

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Taylor that the Consent Agenda, removing the New Course Fees for Automotive Transmissions and Drivelines Course and the Sabbatical Leave Requests, be approved.

Roll call vote:

Ayes: Proctor, Taylor, Mathews, Frazier, Lovell

Nays: None

Absent: Garcia, Thomas

The motion carried.

Action Item – New Course Fee for Automotive Transmissions and Drivelines Course

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier that the New Course Fee for Automotive Transmissions and Drivelines Course be approved.

The Chair inquired about what the course fee included.

Roll call vote:

Ayes: Frazier, Lovell, Proctor, Mathews, Taylor

Nays: None

Absent: Garcia, Thomas

The motion carried.

Action Item – Sabbatical Leave Requests

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that the Sabbatical Leave Requests be approved.

Trustee Proctor requested clarification on the purpose and goals of Danielle Savory's sabbatical request.

Trustee Lovell inquired whether the sabbatical projects could lead to additional funding opportunities.

Trustee Taylor asked if faculty members on sabbatical face challenges when reintegrating into their positions and how long they need to work to qualify for leave.

Roll call vote:

Ayes: Taylor, Lovell, Frazier, Proctor, Mathews

Nays: None

Absent: Garcia, Thomas

The motion carried.

Monthly Monitoring Report

These monitoring reports were presented:

- A. Two-Year Financial Forecast
- B. Monthly Financial Statements
- C. Monthly Public Safety Report

Reviewed and discuss the two-year financial forecast for fiscal years 2026 and 2027.

Policy Development

Trustee Proctor presented the following revisions to the Annual Planning Calendar, GP 306.

POLICY TYPE: GOVERNANCE PROCESS

GP-306

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:

February 17, 2025, Regular Board of Trustees Meeting
Unadopted Minutes

- 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 304~~
- MCCA Summer Conference

August:

- ~~Board Retreat. See GP 304~~
- Fall Semester Kick off.
- Board of Trustees Luncheon

September:

- **First Read of the Capital Outlay and Capital Project Request**

February 17, 2025, Regular Board of Trustees Meeting
Unadopted Minutes

- ~~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.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier that the Board's GP 306 Annual Planning Calendar be approved.

Roll call vote:

Ayes: Lovell, Mathews, Frazier, Proctor, Taylor

Nays: None

Absent: Garcia, Thomas

The motion carried.

Linkage Planning/Implementation

Chair's Report – ACCT National Legislative Summit

Chair Mathews briefly spoke about the ACCT National Legislative Summit. She thanked the LCC staff who helped to prepare the trip with legislators. Seven Trustees attended the conference along with Dr. Robinson and two administrators.

Board Member Reports – Foundation Board Update

Trustee Thomas gave the Foundation Board update.

- The Foundation received a \$105,000 planned gift last month. The gift will go into the Lora Bell Kunze Lockhart Endowed Memorial Scholarship and be used for scholarships to those students with a 2.0 GPA and above who demonstrate financial need.
- The Foundation received 930 scholarship applications this year. If you are a reviewer, thank you! Also, a reminder that the reviews are due February 29.
- The application for LCC Distinguished Alumni is open and closes on Sunday, March 2. You can nominate someone by going to lcc.edu/alumni.

Unfinished Business

The Chair finalized the 2025 – 2026 Board Committee Appointments. Last month, she made the assignments for the Audit Committee.

Audit Committee

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

Policy Committee

1. Robert Proctor, Chair
2. Chatum Taylor, Member
3. Benita Duncan, Member

LCC Foundation Board of Directors

1. Terrence Frazier
2. Noel Garcia

Michigan Community College Association Board of Directors

1. Robert Proctor (serves until July 31, 2025)

2. **Angela Mathews**

Local Development Authorities

1. Grand Ledge: **Angela Mathews**
2. Leslie: **ELT Member**
3. Mason: **Hope Lovell**

New Business

There were no New Business.

Public Comment

Andrea Hogan: Andrea Hogan addressed the Board regarding upcoming performing arts events on behalf of Melissa Kaplan.

Board Comment

Trustees made comments.

Closed Session

There was no Closed Session.

Adjournment


IT WAS MOVED BY Trustee Lovell and seconded by Trustee Frazier that the meeting be adjourned.

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

The motion carried.

The meeting adjourned at 7:28 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan

Consent Agenda Action Items

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

Agenda Item: Board of Trustees Employees' Expenses

Presented for Action

PURPOSE

To approve the Board's employees' expenses for the month of February 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 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 February 28, 2025**

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
28-Feb-25	General - Operations	\$ 30	Phone_2025_Feb_Accrual	Lansing Community College
Total		\$ 30		
Chargeback Print & Copy				
1-Feb-25	General - Operations	\$ 23	Print Copy_2025_Jan	Lansing Community College
1-Feb-25	General - Operations	\$ 69	Materials Management Print_2025_Jan	Lansing Community College
Total		\$ 92		
	Grand Total	\$ 122	Institutional Expenses	
Commercial Printing/Publication				
11-Feb-25	General - Operations	\$ 722	January Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 722		
	Grand Total	\$ 722	Purchased Services	
Software & Site Licenses				
26-Feb-25	General - Operations	\$ 199	Editing Software	FastSpring
TOTAL		\$ 199		
Supplies				
11-Feb-25	General - Operations	\$ 34	Board Pictures for Boardroom	Walgreens
20-Feb-25	General - Operations	\$ 42	Office Supplies	Amazon
20-Feb-25	General - Operations	\$ 86	Office Supplies	Walmart
20-Feb-25	General - Operations	\$ 145	Office Supplies	Amazon
TOTAL		\$ 306		
	Grand Total	\$ 505	Supplies & Non-Capital Equipment	
Travel Lodging				
20-Feb-25	A Mathews	\$ 1,919	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	C Taylor	\$ 1,549	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	H Lovell	\$ 1,535	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	L Thomas	\$ 1,919	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	N Garcia	\$ 795	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	R Proctor	\$ 1,919	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	T Frazier	\$ 1,535	ACCT National Legislative Summit	Marriott Marquis Washington DC
Total		\$ 11,171		
Travel Miscellaneous				
20-Feb-25	H Lovell	\$ 39	ACCT National Legislative Summit	Marriott Marquis Washington DC
TOTAL		\$ 39		
Travel Transportation				
20-Feb-25	N Garcia	\$ 106	ACCT National Legislative Summit	American Airlines
Total		\$ 106		
Meeting Expense				
26-Feb-25	General - Operations	\$ 11	February 2025 Board Meeting	Meijer
Total		\$ 11		
	Grand Total	\$ 11,327	Travel, Training & Conferences	
		\$ 12,676	Total Expenses	

**Lansing Community College
President - Detail Expenses
Month Ending February 28, 2025**

Date	Board Employee	Amount	Description	Payee
Memberships				
7-Feb-25	Robinson	\$ 35	Monthly Meal Membership	University Club of MSU
7-Feb-25	Robinson	\$ 300	Quarterly Membership	Rotary Club of Lansing
TOTAL		\$ 335		
	Grand Total	\$ 335	Supplies & Non-Capital Equipment	
Travel Transportation				
1-Feb-25	Robinson	\$ 329	Dream Annual Convening	American Airlines
TOTAL		\$ 329		
Meeting Expense				
1-Feb-25	General - Operations	\$ 59	Monthly Meeting with Board Chair	Smokey Bones
Total		\$ 59		
	Grand Total	\$ 388	Travel, Training & Conferences	
		\$ 723	Total Expenses	

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

Agenda Item: Board Employee Time Reporting – March, 2025

Presented for Action

PURPOSE

To secure Board approval of the time reporting for March, 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 Executive Assistant/Liaison to the Board. The College uses an electronic system, Banner, for employee time reporting and payroll. On a bi-weekly basis, employees submit their time reporting in the system, and report any exception time for the payroll period to the Board Chair for provisional approval. Once the Board Chair provides provisional approval, the time entry is approved in the system by the Executive Director of Human Resources. Final approval requires Board approval.

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 March, 2025 for the President and the Executive Assistant/Liaison to the Board.

ATTACHMENTS:

1. March, 2025 Time Reporting

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

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

President

	Vacation Leave	Personal Leave	Sick Leave
January 19 – February 1, 2025	8.0 hrs		
February 2 – February 15, 2025			
Total Hours	8.0	0.0	0.0

Executive Assistant/Liaison to the Board

	Vacation Leave	Personal Leave	Sick Leave
January 19 – February 1, 2025			
February 2 – February 15, 2025			
Total Hours	0.0	0.0	0.0

**Lansing Community College – Board of Trustees
March 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 the Gannon building, Technology and Learning Center, Washington Court Place, Mackinaw Building, University Center, and Mason Aviation are manufactured and installed by Otis Elevator Company (Otis). In order to properly maintain LCC's elevators within these buildings and to stay compliant with the manufacturer's warranties, LCC is seeking a maintenance Blanket Purchase Order (BPO) with Otis. The BPO period will be from April 1, 2025 through March 31, 2030.

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 Omnia Partners, allowing the College to procure maintenance services and parts from Otis Elevator Company.

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 five (5) year maintenance services Blanket Purchase Order (BPO) amount is \$255,935. This purchase will be funded by the General Fund.

Strategic Plan:

This request supports all 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

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, Otis is the only supplier able to service their elevators and supply any manufacturer's warranties.

RECOMMENDATIONS

The Administration respectfully recommends approving the requested five (5) year Blanket Purchase Order in the amount of \$255,935 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 the Gannon building, Technology and Learning Center, Washington Court Place, Mackinaw Building, University Center and Mason Aviation.

2. Description of supply or service:

Otis Elevator Company 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 Omnia Partners cooperative agreement awarded to Otis Elevator Company for elevator maintenance services and supplies. The requested five (5) year Blanket Purchase Order amount is \$255,935 and will be funded by the General Fund. The time period for the BPO will be April 1, 2025 through March 31, 2030.

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
March 17, 2025**

Agenda Item: Cooperative Purchase – Network Access Switches

Presented for Action

PURPOSE

To purchase thirty-seven (37) additional network switches and related hardware to replace all access switches at East Campus and in the Health & Human Services building.

BACKGROUND

Information Technology Services (ITS) supports the College's highly available network infrastructure. Lansing Community College's (LCC) current infrastructure consists of roughly 325 wired access switches. This purchase will continue a multi-year ITS project to replace aging wired network infrastructure across the College.

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 MiCTA Technology Solutions, allowing the College to procure Juniper EX4300-MP network access switches through People Driven Technology (an authorized and preferred reseller for Juniper network equipment).

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 one-time purchase amount of the requested equipment hardware is \$259,592 and will be funded by the Technology Replacement Fund.

Strategic Plan:

This purchase supports the College's strategic focus areas of Achieving Academic Excellence with Purpose & Equity and Foster Student Enrollment, Retention and Completion.

Human Resources:

There are no known human resources implications.

RISKS

Failure to upgrade the current network infrastructure will impact student and employee services due to hardware failures, causing network outages. The majority of the current switch infrastructure is at the end of its life. This infrastructure is over 10 years old and the service/maintenance warranties for the remaining, non-replaced infrastructure expired in 2021.

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approving the requested purchase amount of \$259,592 for the upgrade of network access switches at the College's East Campus and Health & Human Services Building.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase – Network Access Switches

**PRE-AWARD TRANSMITTAL DOCUMENT
COOPERATIVE PURCHASE**

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: Network Access Switches **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) is currently in need of procuring thirty-seven (37) network switches to replace all current access switches at East Campus and in the Health & Human Services building through People Driven Technology, a Juniper approved reseller. The current network switches and infrastructure are over ten (10) years old and are scheduled for planned upgrades. The aging equipment has lost maintenance support and has become costlier to maintain. After review and analysis of Cisco, Meraki, and Juniper network systems and support, Information Technology Services (ITS) has determined Juniper as the leader in both cost and feature set.

2. Description of supply or service:

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

Description	QTY	Unit Price	Extended Price
Juniper EX4300 Network Switches Hardware and Support	37	\$6,804	\$251,748
SFPs (Small Form-Factor Pluggable) modules	37	\$212	\$7,844
Purchase Order Total:			\$259,592

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid MiCTA cooperative agreement for procuring Juniper network switches and support awarded to People Driven Technology. The requested Purchase Order amount is \$259,592 and will be funded by the Technology Replacement Fund.

The purchasing policy and standard operating procedure do not require competitive bids for goods and services previously bid out by public agencies and made available through cooperative agreements.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College - Board of Trustees
March 2025

Agenda Item: Professional Development Leave Request - Robert Fernholz

Presented for Approval

PURPOSE

To secure Board approval of Robert Fernholz's Professional Development Leave for May 5, 2025-August 22, 2025.

BACKGROUND

R. Fernholz has been a FT Administrator in the Performing Arts Department for Lansing Community College since September 2014.

- The purpose of this development time will allow Robert to help move the College forward with the equipment that is used in the Dart Auditorium.
- After the Dart renovation, the equipment has never been utilized to its full capacity. This leave would allow Robert to take our equipment and productions in the Dart Auditorium to the next level.
- Robert has been planning this leave and preparing the team on how to cover the 3-month time period. LCC would not experience an impact within the responsibilities of the area, plus the leave was requested during the summer months.
- Robert is an artist at heart and can visualize the potential of our Dart Auditorium, Black Box Theater, and equipment beyond what we can see. There has been a lot of collaboration with Media services and ITS to make sure LCC is providing the platform, productions, lighting, etc., to its fullest potential. This leave will allow Robert to learn how to utilize the new equipment to the next level of possibilities, in addition to developing the future needs so we are constantly improving.
- This leave could open more possibilities of events and different uses for the Dart Auditorium and Black Box Theater.

IMPLICATIONS

Financial:

During Fernholz's absence, the Performing Arts Department will absorb the workload.

Strategic Plan:

None

Human Resources:

Professional Development Leaves are a negotiated benefit for full-time administrators under the AFT Michigan, AFT, AFL-CIO (AFT) labor contract.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A



RECOMMENDATIONS

The leave request has been reviewed by Committee members: Andrea Hoagland, Kent Wieland, Dawn Cousino, Stephanie Dodge, Andy Brent, and Sally Welch. The Committee respectfully requests the Board of Trustees approve the Professional Development Leave for Robert Fernholz.

ATTACHMENTS:

1. Appendix B: Professional Development Leave Request Application-Robert Fernholz
2. Email Communication of Approval from Dr. Robinson

APPENDIX B: PROFESSIONAL DEVELOPMENT LEAVE REQUEST

 LANSING COMMUNITY COLLEGE <i>Human Resources</i>		Human Resources Professional Develop Leave Full Time Administrators LCCAA	
Name:	Fernholz	Robert	Patrick
	Last	First	Middle
Full-Time Employment Date:	9 / 2 / 14		Department: BCA
			Title: Technical Director
Date of Previous Professional Development Leave:	/ / to / /		N/A
Length of Requested Leave:	5/5/25 to 8/22/25		
Brief statement of purpose of the leave: (attach a detailed plan of the anticipated leave as per Master Agreement, Article VII, C, 1, e.) 			
In accordance with the terms of the Master Agreement, the Professional Development Leave Committee must consider the following factors in determining who shall be recommended for leave: <div style="margin-left: 40px;"><ol style="list-style-type: none">1. The comparative merit of the application and the value of the leave to the College.2. Contributions of the applicant to the College.3. Enhancement of the applicant's competence through the stated purposes of the leave.4. Length of service of the applicant to the College.</div>			
To assist the Committee and the President in evaluating your request, <u>please attach a statement as to how your leave will meet each of the criteria mentioned above.</u> Please respond separately to each item. 			
It is understood that a detailed written report will be submitted to the Divisional Dean or President, upon return from the Professional Development Leave.			
Employee Signature:			Date: 11-21-24
Revised: 7/1/09			

Detailed plan of the anticipated leave as per Master Agreement, Article VII, C,1,e.

I will research billboard LED technology by examining 10 years of archived daily work logs that chronicle my job as Technical Director. I'd like to reference this resource to reconnect with industry professionals that can help me learn more about rigging, billboard LED technology, proper LED electrical loads & distribution, I will also conduct online research, liaise with vendors, and compare products. I have also scheduled a trip, during this professional development session, to Orlando, FL, where I can attend InfoComm 2025, where I can learn more about the latest in AV Technologies, Lighting, and Audio. I would like to consult with Technology Support Services and consider their plans for compatibility. I want to look at the pros and cons of mounting a screen on the upstage wall of the theater as opposed to flying panels on the battens. Now that we have relays, I'd like to investigate if a constant static load, like that of an LED wall, will have a detrimental effect on the fly system. I also need to determine if constant weight on the outside of the batten with no weight in the middle is acceptable. That's my plan, I'm looking to the future, I'd like to imagine a space that has the flexibility to be anything, anywhere, anytime at any given moment. Dart could host a large-scale department meeting in the morning and a game show in the afternoon, I would like to take this opportunity and start planning for the future.

1. The comparative merit of the application and the value of the leave to the College.

The comparative merit of the application is the potential knowledge gained by researching industry-standard LED billboard technology and its potential application in Dart Auditorium. Historically, Dart Auditorium had been the recipient of very few equipment updates. When I was hired as Technical Director, I immediately started to address equipment deficiencies and my maintenance concerns for the building.

Over the years, I have overseen/guided almost

1.2 million dollars of investment to upgrade and improve Dart's safety features, lighting, audio, and rigging. (details below)

College Investment over the years is as follows:

- We started the updates with LED replacement bases for our existing spot fixtures, estimated cost: \$80K.
- 51 ETC Selador 0-60 Lustur + fixtures, estimated cost: \$120K.
- Wireless OMX package and two moving-head spot fixtures estimated cost: \$30K. New lighting control console, estimated cost: \$67K
- Theatrical Fly System replacement, estimated cost: \$250K
- Theatrical Drapery replacement, estimated cost: \$120K
- Clear Com, communication package, estimated cost: \$53K
- LED Moving Head Lighting Package, estimated cost: \$27K
- 6 - MK2 Moving Head spot fixtures, estimated cost: 32K
- Electrical relay install (replacement of theatrical dimmers), estimated cost: \$246K
- Lighting Package for Cyclorama, estimated cost: \$74K
- Estimated Total to Date: \$1,165,000.00

Many parts of the building have been renovated, with emphases on the auditorium, within the last year and we've spent the better part of a decade getting the space up to speed with the theatrical lighting and audio systems.

A well-established fact in the theatrical industry is that projection has been giving way to LED technology for more than ten years, I would like to prioritize this knowledge and determine the feasibility of its application in Dart Auditorium. With future goals in mind, I would like to take this opportunity to learn about technology that will take the auditorium to the next level. It would be helpful to create a roadmap that clearly defines our technical goals for the space and outline the aspirations for the future.

2. Contributions of the applicant to the College.

In addition to initiating repair, specification of materials, and overseeing Darts improvements noted in question one, I have also established/managed:

- Equipment updates to the lighting and audio systems in the Black Box Theatre, estimated \$150K with an additional \$170K pending.
- Streamlined theatrical building procedures by incorporating computer aided design and computer aided manufacturing processes in the Scene Shop.
- Expanded serviceable inventory for the college by investing in additional draperies, pipe & drape mechanics and soft goods, tables in Dart Auditorium, and chairs in the Black Box Theatre.
- The Scene Shop also provides additional support via general labor, stagecraft, scenic artistry, engineering, rigging, digital design, computer aided manufacturing, and consulting for special projects with various departments and the Office of the President.

3. Enhancement of the applicant's competence through the stated purposes of the leave.

Although I have a strong familiarity with LED technology as it is applied to theatrical lighting technology, I need to improve my knowledge with LED billboard technology, and its application in a theatrical setting. This became blatantly clear while attending the Live Design International conference last year in Las Vegas. This wasn't just a great opportunity to learn about the biggest and brightest LED technology; it was also a great opportunity to catch up with old colleagues in the Las Vegas market, where I learned that this technology has been an industry standard and mainstay for decades. Previously, before working at LCC I worked as a Producer and working Stage Technician, and was regularly exposed to industry standard equipment, practices, and programming. While at LCC my focus has been to improve workplace safety, modernize the equipment, and reduce labor hours by streamlining processes. While proving relatively successful in the aforementioned endeavors, my connection to current LED billboard technology needs attention. I would like this learning opportunity to potentially highlight an avenue for Dart in the future. A 20'X 50' LED wall in the back of the auditorium would increase the impact of every event that would take place in the space.

4. Length of service of the applicant to the College. - 10 years, 3 months.

Stephanie Dodge

From: Steve Robinson
Sent: Thursday, January 30, 2025 10:25 AM
To: Stephanie Dodge
Subject: RE: Professional Development Leave - Fernholz

I approve.

SR

From: Stephanie Dodge <dodges3@star.lcc.edu>
Sent: Tuesday, January 28, 2025 7:44 PM
To: Steve Robinson <ROBINS11@star.lcc.edu>
Cc: Stephanie Dodge <dodges3@star.lcc.edu>
Subject: Professional Development Leave - Fernholz

Hello,

I hope this email finds you well. The required committee met on 12/17/2024 and would like to recommend this Professional Development Leave request to you for approval. The committee included Andrea Hoagland, Kent Wieland, Dawn Cousino, Stephanie Dodge, Andy Brent, and Sally Welch. Comments from the committee included:

- This development time will allow Robert to help move the College forward with the equipment that is used in the Dart Auditorium.
- After the Dart renovation, the equipment has never been utilized to its full capacity. This leave would allow Robert to take our equipment and productions in the Dart Auditorium to the next level.
- Robert has been planning this leave and preparing the team on how to cover the 3 month time period. LCC would not experience an impact within the responsibilities of the area, plus the leave was requested during the summer months.
- Robert is an artist at heart and can visualize the potential of our Dart Auditorium, Black Box Theater, and equipment beyond what we can see. There has been a lot of collaboration with Media services and ITS to make sure LCC is providing the platform, productions, lighting, etc. to its fullest potential. This leave will allow Robert to learn how to utilize the new equipment to the next level of possibilities, in addition to developing the future needs so we are constantly improving.
- This leave could open more possibilities of events and different uses for the Dart Auditorium and Black Box Theater.

Overall, it was a unanimous approval to proceed with the leave request and seek yours and the Board of Trustees approval. The next steps will require your review of the leave request and then decide if you are approving/denying the request.

- If you approve the request, your recommendation would need to be forwarded to the Board of Trustees for approval. The final step would be notify me after the Board of Trustee decision so I may notify the employee.
- If you deny the request, please reply to this email so I may inform the employee and no further action is needed.

Feel free to contact me if you have any questions.

Thank you,

Stephanie Dodge

HR Director of Total Compensation & Employment

Lansing Community College
Human Resources, Admin Bldg
610 N Capitol Ave
Lansing, MI 48933
Phone: 517-483-1875
Fax: 517-483-1883

From: Stephanie Dodge
Sent: Tuesday, December 17, 2024 8:02 AM
To: Steve Robinson <ROBINS11@star.lcc.edu>
Cc: Stephanie Dodge <dodges3@lcc.edu>
Subject: Professional Development Leave - Fernholz

Good morning,

Human Resources (HR) has received a request from Robert Fernholz for a Professional Development Leave for the time period of 05/25/2025-08/22/2025. The AFT contract requires that HR forward a copy of the request to the President. The next step in the request will be as follows:

All applicants for Professional Development Leave shall be reviewed by a committee consisting of the applicant's Dean or Director, Vice President, Human Resource Director, and President of L.C.C.A.A./AFT Michigan, or their designees. This committee will review the request and make a recommendation for or against granting the leave, citing the reasons. The committee's recommendation will be forwarded to the President for review and recommendation for or against granting the leave, citing the reasons. The President will forward their recommendation to the Board of Trustees for action. In determining who shall be recommended for Professional Development Leave, the committee and the President shall consider, among other factors, the following:

- *The comparative merit of the application and the value of the leave to the College.*
- *Contributions of the applicant to the College.*
- *Enhancement of the applicant's competence through the stated purposes of the leave.*
- *Length of service of the applicant.*
- *The current number of administrators on Professional Development Leave.*

I will schedule the meeting for the required committee to review the request and then share the recommendation with you after the discussion is complete.

Please feel free to contact me if you have any questions.

Thank you,

Stephanie Dodge
HR Director of Total Compensation & Employment

Lansing Community College
Human Resources, Admin Bldg
610 N Capitol Ave
Lansing, MI 48933
Phone: 517-483-1875
Fax: 517-483-1883

Lansing Community College – Board of Trustees
March 17, 2025

Agenda Item: Request for Proposal – External Auditing Services

Presented for Action

PURPOSE

To award a Blanket Purchase Order (BPO) to a qualified firm to provide the College with external auditing services.

BACKGROUND

Lansing Community College's (LCC) Financial Services Division is responsible for preparing and presenting financial statements for the College each fiscal year. The services of an external firm with certified public accountants are needed to perform financial audits for the College in accordance with generally accepted auditing standards, the standards set forth for financial audits in the United States.

Through a public competitive bid process, the Administration has identified Rehmann Robson LLC as the qualified firm deemed able to meet the auditing needs of the College. The selected firm will perform the required audits for fiscal years 2025, 2026, and 2027 with the option of auditing financial statements for each of the four (4) subsequent fiscal years.

IMPLICATIONS

Financial:

The requested Blanket Purchase Order amount is \$81,275 for the first year, with an aggregate amount over seven (7) fiscal years of \$660,205. It will be funded by the General Fund.

Strategic Plan:

The College's financial statements and auditing services provide resources for all of the strategic plan's goals.

Human Resources:

There are no known human resources implications.

RISKS

Failure to procure external auditing services could negatively impact the College's ability to monitor external controls.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could procure these services as needed. However, it would be less efficient and the College would lose the benefits associated with having a negotiated agreement for external auditing services.

RECOMMENDATIONS

The Administration respectfully requests approval to proceed in awarding a Blanket Purchase Order to Rehmann Robson LLC in the aggregate amount of \$660,205, for a three-year term, with four (4) one-year options.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – External Auditing Services

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

RFP No.: 70001-853-24SG

Opening Date: November 14, 2024

Project Title: External Auditing Services

Buyer: Samantha Gallimore

1. Description of Service:

The College sought proposals from qualified auditing firms to provide external auditing services. The awarded firm will conduct the College's audit in accordance with: Auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). The awarded firm will also express an opinion on the fair presentation of its financial statements of the business-type activities and the discretely presented component unit of Lansing Community College. Audit reports required are as follows:

- An Annual Comprehensive Financial Report (ACFR) shall be prepared in conformity with the General Accepted Accounting Principles (GAAP) and in accordance with generally accepted auditing standards;
- Report of Expenditures of Federal Awards (Single Audit) required by the Uniform Guidance;
- The awarded firm will also be recommended to conduct the LCC Foundation annual financial audit and the LCC Foundation Form 990 subject to the appropriate LCC Foundation approval process which is separate from this approval request.

2. Proposals Received:

The Request for Proposal was publicly posted on BidNet Direct (www.bidnetdirect.com). 1340 contractors were notified. The college received 4 proposals.

Contractor	Location
Andrews Hooper Pavlik PLC	Saginaw, MI
CLA (Clifton Larson Allen, LLP)	Findlay, OH
Clark Schaefer Hackett	East Lansing, MI
Rehmann Robson LLC	Lansing, MI

3. Award Recommendation:

The evaluation committee consisted of staff from the Purchasing Department, Financial Services Division, and the Foundation. The proposals were evaluated based upon expertise, qualifications, and the ability to meet the requirements of the College as outlined in the Request for Proposal. The evaluation committee determined that Rehmann Robson LLC is the firm that can provide the best value for the College. Their proposal was both responsive and responsible.

The evaluation committee recommends awarding a Blanket Purchase Order to Rehmann Robson LLC for a three-year term, with four (4) one-year options. The aggregate amount for the services for seven (7) years is \$660,205. This request will be funded by the General Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

Donald L. Wilske
Chief Financial Officer

Date

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

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
March 17, 2025

Agenda Item: Request for Proposal – Internal Auditing Services

Presented for Action

PURPOSE

To award a Blanket Purchase Order (BPO) to a qualified firm to provide the College with internal auditing services.

BACKGROUND

Lansing Community College's (LCC) Financial Services Division is responsible for preparing and presenting financial statements for the College each fiscal year in compliance with a variety of government rules and regulations, state and local laws, and College policies and procedures. The role of the internal auditor is to conduct internal audits to assess the internal controls of the College and determine that controls have been put in place and are operating effectively. Internal audits would include compliance and internal control audits in the policy, financial, information technology, facilities, and enrollment services areas. Other areas may be requested based on need or circumstance.

Through a public competitive bid process, the Administration has identified Baker Tilly Advisory Group, LP (Baker Tilly) as the qualified firm deemed able to meet the auditing needs of the College. The selected firm will perform the required audits for fiscal years 2025, 2026, and 2027 with the option of auditing financial statements for each of the four (4) subsequent fiscal years.

IMPLICATIONS

Financial:

The requested Blanket Purchase Order amount is \$120,000 for the first year, with an aggregate amount over seven (7) fiscal years of \$977,042. It will be funded by the General Fund.

Strategic Plan:

The College's financial statements and auditing services provide resources for all of the strategic plan's goals.

Human Resources:

There are no known human resources implications.

RISKS

Failure to procure internal auditing services could negatively impact the College's ability to monitor internal controls.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could procure these services as needed. However, it would be less efficient and the College would lose the benefits associated with having a negotiated agreement for internal auditing services.

RECOMMENDATIONS

The Administration respectfully requests approval to proceed in awarding a Blanket Purchase Order to Baker Tilly in the aggregate amount of \$977,042, for a three-year term, with four (4) one-year options.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – Internal Auditing Services

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

RFP No.: 70001-854-24SG

Opening Date: November 14, 2024

Project Title: Internal Auditing Services

Buyer: Samantha Gallimore

1. Description of Service:

The College sought proposals from qualified auditing firms to provide internal auditing services. Internal audits would include compliance and internal control audits in the policy, financial, information technology, facilities, and enrollment services areas. Other areas may be requested based on need or circumstances. The selected firm would also be required to complete an initial risk assessment in conjunction with the Board of Trustees Audit Committee and the Financial Services Division, formulate an audit schedule, and recommend a three-year audit plan for the College to be presented to the Audit Committee for approval.

2. Proposals Received:

The Request for Proposal was publicly posted on BidNet Direct (www.bidnetdirect.com). 697 contractors were notified. The college received 8 proposals.

Contractor	Location
Baker Tilly Advisory Group, LP	McLean, VA
CBIZ	Providence, RI
Cherry Bekaert Advisory LLC	Chicago, IL
CLA (Clifton Larson Allen, LLP)	Findlay, OH
Eide Bailly, LLP	Sioux Falls, SD
Plante & Moran, PLLC	Southfield, MI
Sikich LLC	Naperville, IL
The Bonadio Group	Albany, New York

3. Award Recommendation:

The evaluation committee consisted of staff from the Purchasing Department, Financial Services Division, and the Compliance Department. The proposals were evaluated based upon expertise, qualifications, and the ability to meet the requirements of the College as outlined in the Request for Proposal. The evaluation committee determined that Baker Tilly Advisory Group, LP is the firm that can provide the best value for the College. Their proposal was both responsive and responsible.

The evaluation committee recommends awarding a Blanket Purchase Order to Baker Tilly Advisory Group, LP for a three-year term, with four (4) one-year options. The aggregate amount for the services for seven (7) years is \$977,042. This request will be funded by the General Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

Donald L. Wilske
Chief Financial Officer

Date

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

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Monthly Monitoring Report

Lansing Community College –Board of Trustees
March 17, 2025

Agenda Item: FY2026 Estimate of Taxes and Appropriation Necessary

Presented for Information

PURPOSE

To present an estimate of the amount of taxes and appropriation necessary for the next fiscal year in order for the Board of Trustees to comply with Section 141 of the Community College Act of 1966.

BACKGROUND

Section 141 of the Community College Act of 1966 states the board of trustees shall prepare annually, an estimate of the amount of taxes or appropriation deemed necessary for the ensuing fiscal year for the purposes of expenditures authorized by law as within the powers of the board.

Based on the most recent available information, LCC estimates in FY2026 it will be necessary to have the following tax and appropriation revenue:

Revenue Type	Amount
Property Taxes	\$58,557,000
State Appropriation	\$40,609,000
Total	\$99,166,000

IMPLICATIONS

Financial:

Statutory requirement.

Strategic Plan:

Statutory requirement.

Human Resources:

None.

RISKS

Failure to comply could create potential legal exposure.

OTHER OPTIONS/ALTERNATIVES

None.

RECOMMENDATIONS

The Administration respectfully requests the Board of Trustees accept its estimate of taxes and appropriation necessary for the next fiscal year to comply with Section 141 of the Community College Act of 1966, as stated above.

ATTACHMENTS: None

Lansing Community College – Board of Trustees
March 17, 2025

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

To 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 February 28, 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 19.2 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 16.1 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *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 9.3 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*, and increases in the annual premium for property and liability insurance, legal expenses, *Supplies & Non-Capital Equipment* and *Travel, Training & Conference*. This is slightly offset by vacancies in *Full-Time Administrator* and related *Employee Benefits*.
- **Exhibit B, Line 7 – Community Education & Workforce Development** is 6.9 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 9 – Financial Services** is 5.0 percentage points ahead of the prior year's pace of expenses. This is primarily due to fewer vacancies in *Full-Time Administrator*, *Full-Time Professional Technical*, *Full-Time Support* and related *Employee Benefits*, along with decreased indirect cost recovery.
- **Exhibit B, Line 10 – Health & Human Services** is 5.2 percentage points behind the prior year's pace of expenses. This is primarily due to a vacancy in *Full-Time Professional Technical* along with related *Employee Benefits*, and decreased utilization in *Supplies & Non-Capital Equipment*.
- **Exhibit B, Line 11 – Human Resources** is 8.9 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator* and *Full-Time Professional Technical*, along with related *Employee Benefits*.
- **Exhibit B, Line 12 – Information Technology Services** is 8.3 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased utilization of *Student, Repair & Maintenance*, and *Supplies & Non-Capital Equipment*. This is offset by decreased utilization of *Part-Time Support* and related *Employee Benefits*, *Professional Services*, *Purchased Services* and *Travel, Training & Conferences*.

Exhibit A, Line 5 – Salaries & Wages: Overall the *Salaries & Wages* are 1.0 percentage point 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 7.2 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 9.7 percentage points behind the prior year's pace of expenses. This is primarily due to decreased utilization in *Academic Affairs, Administrative Services* and *Health & Human Services*. This is partially offset by increased utilization in *Arts & Sciences, Business Operations* and *Information Technology Services*.
- **Exhibit B, Line 22 – Part-Time Support** is 15.2 percentage points behind the prior year's pace of expenses. This is primarily due to increased budget and increased vacancies in *Information Technology Services*, along with increased vacancies in *Arts & Sciences*. This is partially offset by increased utilization in *Administrative Services* and *Student Affairs*.
- **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 \$110 thousand.

Exhibit A, Line 7 – Services and Supplies: Overall the *Services & Supplies* are 6.8 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 7.4 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 12.0 percentage points ahead of the prior year's pace of expenses. This is due to utility rate increases compared to the prior year and increased usage.
- **Exhibit B, Line 27 – Professional Services** are 8.1 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 12.2 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 February 28, 2025 compared to February 29, 2024.

Current Assets:

- **Exhibit C, Line 1** – *Cash & Cash Equivalents* increased by \$2.7 million. This is due to the timing of payments at month end compared to the prior year.
- **Exhibit C, Line 3** – *Property Tax Receivable, Net of Est Uncollectible* increased by \$1.9 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* decreased by \$4.4 million due to the timing of payments received from Federal and State agencies for grants and financial aid compared to the prior year.
- **Exhibit C, Line 6** – *Accounts Receivable, Net of Est Uncollectible* decreased by \$0.6 million due to higher amounts of Federal and State financial aid paying on student account balances.
- **Exhibit C, Line 7** – *Prepaid Expenses* increased by \$0.9 million due to the purchase of new long-term software subscriptions.

Non-Current Assets:

- **Exhibit C, Line 11** – *Deferred Charge on Refunding* decreased \$0.2 million as a result of amortization on the 2017 and 2022 bonds.
- **Exhibit C, Line 12** – *Deferred Pension Amounts* decreased \$13.7 million. The amount recorded in *Deferred Outflows* is a result of the differences between the retirement plan end date of 9/30/2023, LCC's fiscal year end date of 6/30/2024, and the actuarial changes to assumptions and valuation of the Michigan Public School Employee's Retirement System (MPERS). The amounts recorded are based on the required payments to the plan for pension and post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board.

Current Liabilities:

- **Exhibit C, Line 13** – *Accounts Payable* increased \$0.7 million due to the timing of payments issued at month end compared to the prior year.

Long-Term Debt Obligations:

- **Exhibit C, Line 20** – *Bonds Payable* decreased \$5.3 million due to ongoing scheduled payments on outstanding bond issues.

- **Exhibit C, Line 22 and 23– *Net Pension Liability* and *Net Other Post-Employment Benefits Liability*** decreased \$28.5 million and \$9.7 million, respectively. The amounts recognize LCC’s proportionate share of the overall net pension and other post-employment benefits liability of the Michigan Public School Employee’s Retirement System. The amounts are dependent on the actuarially determined unfunded net pension and other post-employment benefit obligations.
- **Exhibit C, Line 24 – *Deferred Inflow of Resources – Pension Amounts*** increased \$7.6 million. The amount recorded in *Deferred Inflows* is a result of the differences between the retirement plan end date of 9/30/2023, LCC’s fiscal year end date of 6/30/2024, and the actuarial changes to assumptions and valuation of the Michigan Public School Employee’s Retirement System (MPERS). The amounts recorded are based on the required payments to the plan for pension and post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board.

Schedule of Investments **Exhibit D**

This statement provides a summary of the College’s current investment accounts including the current yield rate and interest income earned through February 28, 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 February 28, 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). Project bids are currently being reviewed, and the estimated completion date is December 2025.
- ***West Campus Cyber Security Center*** –The project is underway and 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. The project is underway and the estimated completion date is June 2025.

- *Gannon Building Third Floor Renovation* – Renovations began in July 2024. The project is expected to be completed during 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 February 28, 2025, there were approximately \$5.5 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 February 28, 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 February 28, 2025 Financial Review
(67% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 02/28/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 02/29/24	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	\$ 26,535,734	\$ 13,122,266	66.9%	\$ 39,478,637	\$ 25,873,921	65.5%	1.4
2	Property Taxes, Net of Estimated Uncollectible	\$ 56,115,000	\$ 36,960,085	\$ 19,154,915	65.9%	\$ 51,553,499	\$ 34,433,181	66.8%	(0.9)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 38,741,000	\$ 29,246,139	\$ 9,494,861	75.5%	\$ 38,005,268	\$ 28,007,765	73.7%	1.8
4	Other Revenues	\$ 5,317,000	\$ 4,017,344	\$ 1,299,656	75.6%	\$ 6,851,499	\$ 3,858,343	56.3%	19.2
	Total Revenues	\$ 139,831,000	\$ 96,759,302	\$ 43,071,698	69.2%	\$ 135,888,903	\$ 92,173,209	67.8%	1.4
	<u>Salary & Benefit Expenses</u>								
5	Salaries & Wages	\$ 64,244,800	\$ 42,265,106	\$ 21,979,694	65.8%	\$ 61,391,107	\$ 39,772,998	64.8%	1.0
6	Employee Benefits	\$ 29,838,000	\$ 20,149,779	\$ 9,688,221	67.5%	\$ 28,758,330	\$ 18,642,910	64.8%	2.7
	Total Salary & Benefit Expenses	\$ 94,082,800	\$ 62,414,884	\$ 31,667,916	66.3%	\$ 90,149,436	\$ 58,415,908	64.8%	1.5
	<u>Other Operating Expenses</u>								
7	Services & Supplies	\$ 25,890,000	\$ 18,697,667	\$ 7,192,333	72.2%	\$ 26,134,435	\$ 17,095,350	65.4%	6.8
	Total Operating Expenses	\$ 119,972,800	\$ 81,112,551	\$ 38,860,249	67.6%	\$ 116,283,871	\$ 75,511,258	64.9%	2.7
	<u>Student Financial Support Expenses</u>								
8	Institutional Scholarships	\$ 2,415,200	\$ 1,870,280	\$ 544,920	77.4%	\$ 2,364,522	\$ 1,656,692	70.1%	7.4
	Total Expenses	\$ 122,388,000	\$ 82,982,831	\$ 39,405,169	67.8%	\$ 118,648,394	\$ 77,167,950	65.0%	2.8
	<u>Transfers (In)/Out</u>								
9	Grant Match & Other, Net	\$ 925,000	\$ 310,267	\$ 614,733	33.5%	\$ 864,841	\$ 299,930	34.7%	(1.1)
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	\$ 181,607	\$ 13,393	93.1%	\$ 196,008	\$ 170,805	87.1%	6.0
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)	\$ (168,262)	100.1%	107.6
	Total Transfers	\$ 16,045,000	\$ 15,336,105	\$ 708,895	95.6%	\$ 16,292,673	\$ 15,702,473	96.4%	(0.8)
19	Contingency	\$ 1,398,000	\$ -	\$ 1,398,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 139,831,000	\$ 96,759,302	\$ 43,071,698	69.2%	\$ 135,888,903	\$ 92,173,209	67.8%	1.4
	Total Expenses and Transfers	\$ 139,831,000	\$ 98,318,936	\$ 41,512,064	70.3%	\$ 134,941,067	\$ 92,870,422	68.8%	1.5
	Net Change in Unrestricted Fund Balance	\$ -	\$ (1,559,634)	\$ 1,559,634		\$ 947,836	\$ (697,213)		
	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	\$ 35,035,954	\$ (1,559,634)		\$ 36,595,588	\$ 34,950,539		

<p style="text-align: center;">Lansing Community College General Fund Operating Expenses: Adopted Budget and Actual Expenses Month Ending February 28, 2025 Financial Review (67% of Fiscal Year)</p>									
LINE REF #	Operating Division/Account	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 02/28/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 02/29/24	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	\$ 6,204,100	\$ 2,474,100	71.5%	\$ 8,606,197	\$ 5,794,271	67.3%	4.2
2	Administrative Services	\$ 14,542,200	\$ 10,073,031	\$ 4,469,170	69.3%	\$ 14,050,908	\$ 9,345,211	66.5%	2.8
3	Advancement & External Affairs	\$ 1,678,200	\$ 867,999	\$ 810,201	51.7%	\$ 1,305,297	\$ 885,624	67.8%	(16.1)
4	Arts & Sciences	\$ 24,194,000	\$ 15,957,247	\$ 8,236,753	66.0%	\$ 24,035,346	\$ 14,837,421	61.7%	4.2
5	Board of Trustees	\$ 333,100	\$ 212,726	\$ 120,374	63.9%	\$ 308,162	\$ 187,762	60.9%	2.9
6	Business Operations	\$ 4,854,600	\$ 3,278,334	\$ 1,576,266	67.5%	\$ 5,183,787	\$ 3,020,049	58.3%	9.3
7	Community Education & Workforce Dvlpmnt	\$ 4,378,400	\$ 2,613,180	\$ 1,765,220	59.7%	\$ 3,816,016	\$ 2,539,738	66.6%	(6.9)
8	Executive Office	\$ 1,882,600	\$ 1,276,443	\$ 606,157	67.8%	\$ 1,731,264	\$ 1,139,796	65.8%	2.0
9	Financial Services	\$ 6,284,300	\$ 4,456,326	\$ 1,827,974	70.9%	\$ 6,312,644	\$ 4,162,872	65.9%	5.0
10	Health & Human Services	\$ 11,138,400	\$ 6,677,672	\$ 4,460,729	60.0%	\$ 10,205,684	\$ 6,647,084	65.1%	(5.2)
11	Human Resources	\$ 2,556,100	\$ 1,456,564	\$ 1,099,536	57.0%	\$ 2,454,171	\$ 1,618,025	65.9%	(8.9)
12	Information Technology Services	\$ 14,387,800	\$ 11,378,240	\$ 3,009,560	79.1%	\$ 14,336,199	\$ 10,148,237	70.8%	8.3
13	Office of Empowerment	\$ 1,376,900	\$ 714,416	\$ 662,484	51.9%	\$ 758,798	\$ 423,451	55.8%	(3.9)
14	Student Affairs	\$ 12,200,500	\$ 8,404,989	\$ 3,795,511	68.9%	\$ 12,024,684	\$ 7,763,325	64.6%	4.3
15	Technical Careers	\$ 11,487,500	\$ 7,541,283	\$ 3,946,217	65.6%	\$ 11,154,716	\$ 6,998,390	62.7%	2.9
	Total all Divisions	\$ 119,972,800	\$ 81,112,551	\$ 38,860,249	67.6%	\$ 116,283,871	\$ 75,511,258	64.9%	2.7
	<u>Operating Expenses - Account</u>								
16	Full-Time Administrator	\$ 11,655,400	\$ 8,266,052	\$ 3,389,348	70.9%	\$ 11,740,191	\$ 7,485,078	63.8%	7.2
17	Full-Time Professional Technical	\$ 12,825,700	\$ 8,650,623	\$ 4,175,077	67.4%	\$ 12,408,284	\$ 8,566,487	69.0%	(1.6)
18	Part-Time Professional Technical	\$ 797,800	\$ 469,495	\$ 328,305	58.8%	\$ 759,529	\$ 520,798	68.6%	(9.7)
19	Full-Time Faculty	\$ 17,010,300	\$ 11,220,230	\$ 5,790,070	66.0%	\$ 17,130,644	\$ 10,665,073	62.3%	3.7
20	Part-Time Faculty	\$ 9,564,200	\$ 5,858,119	\$ 3,706,081	61.3%	\$ 8,414,571	\$ 5,295,788	62.9%	(1.7)
21	Full-Time Support	\$ 9,783,000	\$ 6,438,791	\$ 3,344,209	65.8%	\$ 9,148,856	\$ 6,051,124	66.1%	(0.3)
22	Part-Time Support	\$ 1,806,600	\$ 946,463	\$ 860,137	52.4%	\$ 1,194,403	\$ 807,027	67.6%	(15.2)
23	Student	\$ 801,800	\$ 415,333	\$ 386,467	51.8%	\$ 594,628	\$ 381,622	64.2%	(12.4)
	Total Salaries & Wages	\$ 64,244,800	\$ 42,265,106	\$ 21,979,694	65.8%	\$ 61,391,107	\$ 39,772,998	64.8%	1.0
24	Employee Benefits	\$ 29,838,000	\$ 20,149,779	\$ 9,688,221	67.5%	\$ 28,758,330	\$ 18,642,910	64.8%	2.7
25	Institutional Expenses	\$ 2,120,300	\$ 1,561,963	\$ 558,337	73.7%	\$ 1,730,859	\$ 1,402,610	81.0%	(7.4)
26	Utilities	\$ 3,389,500	\$ 2,708,520	\$ 680,980	79.9%	\$ 3,650,412	\$ 2,479,852	67.9%	12.0
27	Professional Services	\$ 1,350,400	\$ 563,191	\$ 787,209	41.7%	\$ 1,751,032	\$ 588,494	33.6%	8.1
28	Purchased Services	\$ 5,017,300	\$ 3,249,335	\$ 1,767,965	64.8%	\$ 5,224,649	\$ 3,180,378	60.9%	3.9
29	Rental Expense	\$ 945,200	\$ 571,805	\$ 373,395	60.5%	\$ 1,011,202	\$ 625,441	61.9%	(1.4)
30	Repair & Maintenance	\$ 1,944,300	\$ 1,285,876	\$ 658,424	66.1%	\$ 1,816,412	\$ 1,230,197	67.7%	(1.6)
31	Supplies & Non-Capital Equipment	\$ 9,378,800	\$ 7,879,142	\$ 1,499,658	84.0%	\$ 9,421,918	\$ 6,763,604	71.8%	12.2
32	Travel, Training & Conferences	\$ 1,744,200	\$ 877,834	\$ 866,366	50.3%	\$ 1,527,951	\$ 824,774	54.0%	(3.7)
	Total Services & Supplies	\$ 25,890,000	\$ 18,697,667	\$ 7,192,333	72.2%	\$ 26,134,435	\$ 17,095,350	65.4%	6.8
	Total All Accounts	\$ 119,972,800	\$ 81,112,551	\$ 38,860,249	67.6%	\$ 116,283,871	\$ 75,511,258	64.9%	2.7

Lansing Community College
Statement of Net Position
Month Ending February 28, 2025

Line Ref #	Statement Line Item	Current Fiscal Year 2025	Prior Fiscal Year 2024
	Current Assets:		
1	Cash & Cash Equivalents	\$ 27,006,905	\$ 24,354,847
2	Short-Term Investments	\$ 72,984,444	\$ 71,604,557
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 8,691,151	\$ 6,767,611
4	State Appropriations Receivable	\$ 19,915,836	\$ 19,501,464
5	Federal & State Grants Receivable	\$ 1,617,059	\$ 6,059,053
6	Accounts Receivable, Net of Est Uncollectible	\$ 3,713,240	\$ 4,358,899
7	Prepaid Expenses	\$ 1,940,518	\$ 1,073,801
8	Due from Component Unit	\$ 151,651	\$ 128,492
	Total Current Assets	\$ 136,020,805	\$ 133,848,724
	Non-Current Assets:		
9	Capital Assets, Net of Accumulated Depreciation	\$ 223,731,776	\$ 225,929,231
10	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Total Noncurrent Assets	\$ 226,281,249	\$ 225,929,231
	Total Assets	\$ 362,302,054	\$ 359,777,954
	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	\$ 1,808,397	\$ 1,139,278
14	Accrued Interest Payable	\$ 1,000,310	\$ 1,041,870
15	Accrued Payroll & Other Compensation	\$ 6,159,408	\$ 5,663,330
16	Accrued Vacation	\$ 2,417,714	\$ 2,420,592
17	Unearned Revenue	\$ 41,205,563	\$ 39,800,218
18	Current Portion of Long-Term Lease/Subscript Obligations	\$ 2,188,907	\$ 2,390,044
19	Current Portion of Long-Term Debt Obligations	\$ 5,060,000	\$ 5,150,000
	Total Current Liabilities	\$ 59,840,299	\$ 57,605,333
	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	\$ 287,788,576	\$ 328,587,759
24	Deferred Inflow of Resources - Pension Amounts	\$ 57,664,686	\$ 50,093,271
25	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 133,504,240	\$ 130,724,778
	Restricted:		
	Restricted Fund Activities	\$ 3,000,313	\$ 191,943
	Capital Projects	\$ 3,593,200	\$ -
	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Unrestricted	\$ (75,085,898)	\$ (85,223,842)
	Total Net Position	\$ 67,561,328	\$ 45,692,879

Lansing Community College
Schedule of Investments
Month Ending February 28, 2025

Account	Market Value	Yield	FY2025 YTD Income
CDARs First National Bank of Michigan	\$ 26,349,997	4.83%	\$ 848,391
ICS First National Bank of Michigan	\$ 1,364,599	0.75%	\$ 6,796
PNC Money Market Account	\$ 19,744,428	4.37%	\$ 631,246
Michigan Liquid Asset Fund Investments	\$ 25,525,421	4.41%	\$ 642,958
Total Short Term Investments	\$ 72,984,444		\$ 2,129,391

Lansing Community College
Capital Projects
Month Ending February 28, 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	\$ 1,152,075	\$ 478,640	\$ 69,285
Total Capital Projects	\$ 17,500,000	\$ 1,793,434	\$ 2,752,865	\$ 12,953,701

Lansing Community College
Statement of Revenues, Expenses and Changes in Net Position
Month Ending February 28, 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	\$ 30,917,523	\$ 29,246,139	\$ -	\$ -	\$ 908,034	\$ -	\$ 763,350
Federal Grants & Contracts	\$ 2,300,644	\$ -	\$ -	\$ -	\$ -	\$ 2,300,644	\$ -
State Grants & Contracts	\$ 494,048	\$ -	\$ -	\$ -	\$ -	\$ 494,048	\$ -
Local Grants & Contracts	\$ 3,553,005	\$ 1,448,498	\$ -	\$ -	\$ -	\$ 2,104,507	\$ -
Sales & Services of Auxiliary Activities	\$ 370,260	\$ 934	\$ -	\$ -	\$ 365,811	\$ -	\$ 3,515
Michigan New Jobs Training Programs	\$ 375,894	\$ -	\$ -	\$ -	\$ -	\$ 375,894	\$ -
Miscellaneous	\$ 527,045	\$ 417,863	\$ -	\$ 30,650	\$ 69,309	\$ -	\$ 9,222
Total Operating Revenue	\$ 38,538,418	\$ 31,113,435	\$ -	\$ 30,650	\$ 1,343,154	\$ 5,275,093	\$ 776,087
Operating Expenses:							
Instruction	\$ 23,706,500	\$ 23,298,526	\$ -	\$ 128	\$ -	\$ 407,846	\$ -
Instructional Support	\$ 15,252,622	\$ 14,517,807	\$ -	\$ 120,492	\$ -	\$ 614,324	\$ -
Student Services	\$ 31,102,241	\$ 12,147,928	\$ -	\$ 99,305	\$ -	\$ 18,855,008	\$ -
Public Services	\$ 1,637,197	\$ 743,851	\$ -	\$ 53,013	\$ 295,542	\$ 544,791	\$ -
Operation & Maintenance of Plant	\$ 12,696,294	\$ 9,188,602	\$ -	\$ -	\$ 517,975	\$ 137,678	\$ 2,852,038
Information Technology	\$ 13,717,819	\$ 11,378,240	\$ -	\$ 529,584	\$ (76,194)	\$ 30,445	\$ 1,855,744
Institutional Administration	\$ 15,237,094	\$ 11,707,877	\$ -	\$ -	\$ (7,492)	\$ 3,536,708	\$ -
Depreciation & Amortization	\$ 6,331,893	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,331,893
Total Operating Expenses	\$ 119,681,661	\$ 82,982,831	\$ -	\$ 802,522	\$ 729,832	\$ 24,126,801	\$ 11,039,676
Operating Income (Loss)	\$ (81,143,243)	\$ (51,869,396)	\$ -	\$ (771,872)	\$ 613,322	\$ (18,851,708)	\$ (10,263,589)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 32,606,758	\$ 26,535,734	\$ -	\$ -	\$ -	\$ 6,071,024	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 36,960,085	\$ 36,960,085	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 2,149,548	\$ 2,149,548	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (2,000,620)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,000,620)
PELL	\$ 15,341,600	\$ -	\$ -	\$ -	\$ -	\$ 15,341,600	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 45,808	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 45,308
Net Non-operating Revenue (Expenses)	\$ 85,103,179	\$ 65,645,867	\$ -	\$ -	\$ -	\$ 21,412,623	\$ (1,955,311)
Income (Loss) Before Transfers	\$ 3,959,937	\$ 13,776,471	\$ -	\$ (771,872)	\$ 613,322	\$ 2,560,915	\$ (12,218,900)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (15,336,105)	\$ -	\$ 1,141,607	\$ (400,000)	\$ 154,498	\$ 14,440,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (6,335)	\$ (60,540)	\$ (173,089)	\$ 239,964
Net Increase (Decrease) in Net Position	\$ 3,959,937	\$ (1,559,634)	\$ -	\$ 363,400	\$ 152,782	\$ 2,542,325	\$ 2,461,064
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	\$ 67,561,328	\$ 35,035,954	\$ (149,372,325)	\$ 7,835,295	\$ 2,331,296	\$ 3,000,313	\$ 168,730,795

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
March 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 – February 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	12:26 AM	Officer Initiated	Courtesy transport	transport to outreach	No	No	No	N/A	Male	White
2	1:30 PM	Citizen Complaint	Noise complaint	Officer spoke to individual to investigate	No	No	No	N/A	Male	White
3	12:03 AM	Dispatched	Trespass	Officer spoke to individual to investigate	No	Yes	No	N/A	Female	Black or African American
4	2:45 PM	Dispatched	Loud & Boisterous	Arrested for Trespassing also LPD warrant	No	No	Yes	Trespass	Male	White
5	9:49 PM	Traffic Violation	Disregard solid red	Citation	Yes	No	No	N/A	Female	Black or African American
6	11:30 PM	Traffic Violation	Driving w/o headlights	N/A	No	Yes	No	N/A	Female	White
7	6:15 PM	Traffic Violation	Expired Plate	Multiple Violations	No	Yes	No	N/A	Male	Black or African American
8	5:20 PM	Traffic Violation	Expired Plate	Multiple Violations	No	Yes	No	N/A	Female	White
9	8:04 PM	Traffic Violation	No tail lights	N/A	No	Yes	No	N/A	Male	Hispanic or Latino

Lansing Community College Police Department Citizen Contact Report – February 2025

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	1				
Dispatched:	2				
Field Interviews:	0				
Investigative Stops:	0				
Officer Initiated:	1				
Traffic Violation:	5				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	9				
Demographics		Counts	Citation	Warning	Arrest
Males:	5	0	2	1	
Females:	4	1	3	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	3	1	2	0	
Hispanic or Latino:	1	0	1	0	
Native American/Alaskan Native	0	0	0	0	
White:	5	0	2	1	
Other:	0	0	0	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	3				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	460				

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.

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

Agenda Item: Report Regarding Diversity of Employees

Presented for Action

PURPOSE

To provide data regarding the diversity of our employees.

BACKGROUND

On June 15, 2020, during a regular meeting of the Board of Trustees, the Board adopted a Resolution Addressing Racial Injustice through Diversity, Equity and Inclusion. This resolution included a commitment to diversify faculty and staff.

On October 17, 2022, during a regular meeting of the Board of Trustees, the Board passed a motion requiring the College Administration to provide an update on the diversity of faculty for the November 14, 2022, Board of Trustees meeting. During the review of information presented in November, additional areas of interest were identified for inclusion in future reports. Further review of processes and report availability led to the recommendation of March and October as appropriate for updated data in this area.

Exhibit A – Employee Demographics

This exhibit depicts the diversity of full-time and part-time employees for the most current completed semester (Fall, 2024); previous Spring semester (Fall, 2023); and the previous Spring semester (Fall, 2022).

Exhibit B – Hiring & Attrition Activity

This exhibit depicts the diversity of employees selected for full-time and part-time vacant positions with additional detail by job category. Attrition is for full-time and part-time employees.

Exhibit C- Key Current Activities to Ensure a Diverse Workforce

This exhibit provides a summary of activities currently taking place to address diversity, equity, inclusion, and accessibility for employees at Lansing Community College.

IMPLICATIONS

Financial:

N/A

Strategic Plan:

These initiatives support the Strategic Plan focus area of Diversity, Equity and Inclusion.

Human Resources:

Eliminating biases in our selection processes for employees is consistent with the College Nondiscrimination Policy which specifies that:

“Employees shall be selected, promoted, and transferred based on their qualifications and ability to perform without regard to race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, pregnancy, pregnancy-related conditions, military status, veteran status, or other status protected by law or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position.”

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

ATTACHMENTS:

1. Exhibits A, B, C

Employee Demographics Dashboard

March 2025

Exhibit A

Employee Demographics

Demographic counts reflect all employees active in all positions during semester

Demographics- Fall, 2024		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	3%	3%
Black/African American	11%	7%
Hispanic/Latino	6%	4%
Native Hawaiian	0%	0%
Other	2%	3%
Two or more	2%	2%
White	74%	80%
Total Count	725	1093

Demographics- Fall, 2023		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	3%	3%
Black/African American	11%	7%
Hispanic/Latino	6%	4%
Native Hawaiian	0%	0%
Other	2%	3%
Two or more	1%	2%
White	75%	81%
Total Count	723	1198

Demographics- Fall, 2022		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	4%	3%
Black/African American	10%	7%
Hispanic/Latino	7%	4%
Native Hawaiian	0%	0%
Other	2%	2%
Two or more	1%	1%
White	74%	83%
Total	682	1349

Exhibit B

Hiring & Attrition Activity

Hiring numbers reflect external new hires (including student employees)

2024 July – December Hiring Process Selections Percentages		
	FT	PT
American Indian/Alaskan	0%	0%
Asian or Pacific Islander	5%	4%
Black/African American	18%	11%
Hispanic/Latino	5%	4%
White	64%	72%
Other (including Two or more)	8%	9%
Total Count	59	129

2024 July - December Hiring Process Selections					
	FT Faculty	FT Admin	FT Support	PT Faculty	PT Staff
American Indian/Alaskan	0%	0%	0%	3%	0%
Asian or Pacific Islander	0%	0%	14%	5%	0%
Black/African American	14%	17%	18%	12%	6%
Hispanic/Latino	0%	9%	5%	4%	6%
White	86%	57%	59%	72%	71%
Other (including Two or more)	0%	17%	4%	4%	18%
Total Count	14	23	22	112	17

Attrition numbers reflects those who completely left employment at LCC for any reason- resignation, retirement, etc.

2024 July - December Attrition		
	FT	PT
American Indian/Alaskan	2%	0%
Asian or Pacific Islander	2%	2%
Black/African American	8%	12%
Hispanic/Latino	8%	3%
White	79%	76%
Other (incl Two or more)	1%	7%
Total Count	43	58

Exhibit C

Key Current Activities to Ensure a Diverse Workforce

- Successful completion of a Lansing Community College Job Fair and Career Expo that allows various departments and divisions from the College to discuss job and career opportunities directly with interested attendees.
- HR Recruitment/Onboarding Coordinator became chair of the Experience Starpower committee. The Starpower committee's goal is to create programming and events that cultivate a sense of community and foster camaraderie among employees which is important for candidates when they are researching a prospective employer.
- Released the Onboarding Toolkit to all Hiring Managers and Supervisors. This toolkit is posted on the HR-Public drive for college wide usage.
- HR Recruitment/Onboarding Coordinator reaches out to applicants that receive an ineligible status during application process to help with any issues experienced by the potential candidate.
- LCC partnered with the Michigan Department of Health, Capital Area Michigan Works and City of Lansing to bring in job seekers that are new Americans who are legally eligible to work in the United States.
- Increased connections with organizers of local recruitment/job fair events, particularly those local events serving underrepresented populations, to ensure LCC presence when appropriate and provide a LCC HR contact for those in the greater Lansing area.
- HR is meeting and reviewing job descriptions with Hiring Managers to improve inclusive language prior to job posting.
- CUPA conference presented 'A Deep Dive Into Inclusive Hiring' as part of the Higher Ed Best Practices which included the following:
 - Neutral & inclusive language in the job ad
 - HR is completing this through our continuous reviews of the job descriptions.
 - Pay Transparency
 - LCC's job postings include the starting pay range for each position.
 - Being clear on minimum vs. preferred qualifications
 - HR encourages departments to be more inclusive on their degree requirements and include "or equivalent combination" language on each job description.
 - Creating screening tools prior to the actual interview
 - LCC requires all Hiring Plan material be created and reviewed prior to job posting.
 - Diverse search committees
 - LCC implemented the Inclusion Advocate program and require Inclusion Advocate be part of the hiring committee on all full-time searches.



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.