



**Lansing Community College
Board of Trustees**

**Regular Meeting
May 19, 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

May 19, 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 Terrence Frazier
- IV. Approval of Minutes
 - A. April 21, 2025, Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. President's Report
 - A. Informational
 1. President's Report
- VIII. Consent Agenda – Action Items
 - A. Additional Funds for the Lansing Community College (LCC) Commemoration of the Greater Lansing African-Americans.
 - B. Board of Trustees Employees'
 1. Expenses – May 2025
 2. Time Reporting – May 2025
 - C. Change Order
 1. Desire 2 Learn Software Platform Add-on
 2. Fabrication and Restoration Services
 3. General Electrical Supplies

- D. Cooperative Purchase
 - 1. Print Shop Digital Press
- E. Proposed Lease Agreement Amendments between Lansing Community College (LCC) and the University Partners in the Gannon Building
- F. Request for Proposal
 - 1. Campus-Wide Flooring Maintenance Services
 - 2. Campus-Wide Roof Maintenance Services
- IX. Monthly Monitoring Report
 - A. Monthly Financial Statements
 - B. Monthly Police Department Report
- X. Linkage Planning/Implementation
 - A. Community Linkage
 - 1. Chair's Report
 - B. Committee Report
 - 1. Audit Committee Update – *Robert Proctor*
 - a. External Audit Pre-Planning Update
 - C. Board Member Report
 - 1. Foundation Board Report – *Terrence Frazier*
- 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
April 21, 2025

Regular Meeting
Unadopted Meeting Minutes

Call to Order

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

Roll Call

Present: Garcia, Lovell, Mathews, Proctor, Taylor, Thomas
Absent: Frazier

Pledge of Allegiance

Trustee Garcia led the Pledge of Allegiance

At the request of the Board Chair, a moment of silence was observed for the mother of LCC Technical Director Robert Fernholz, LCC employee Benjamin “Ben” Bricker, and Mrs. Cozetta Duncan (the grandmother of Ms. Duncan).

Approval of Minutes

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Lovell that the minutes of the March 17, 2025, Regular Meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Frazier

The motion carried.

Additions/Deletions to the Agenda

There were no additions/deletions to the Agenda.

Limited Public Comment Regarding Agenda Items

There were no Public Comments.

President's Report

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

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Board of Trustees Employees'
 - 1. Expenses – April 2025
 - 2. Time Reporting – April 2025
- B. Request for Proposal
 - 1. Campus-Wide Radio Frequency System
- C. Sublease between Lansing Community College and Capital Area Michigan Works – Addendum #7.

Trustee Lovell requested to remove the RFP for the Campus-Wide Radio Frequency System from the consent agenda. Chair Mathews requested to remove the Sublease between Lansing Community College and Capital Area Michigan Works – Addendum #7 from the consent agenda.

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the Consent Agenda be approved, removing the RFP for Campus-Wide Radio Frequency System and the Sublease between Lansing Community College and Capital Area Michigan Works – Addendum #7.

Roll call vote

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

Nays: None

Absent: Frazier

The motion carried.

Action Item - Campus-Wide Radio Frequency System Request for Proposal

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Thomas that the Request for Proposal for Campus-Wide Radio Frequency System.

Trustee Lovell asked if someone could speak to the contractor selection process.

President Robinson spoke about the funding source for the project, and Dr. Samuel provided general information on the procurement process.

Roll call vote:

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

Nays: None

Absent: Frazier

The motion carried.

Action Item - Sublease between Lansing Community College and Capital Area Michigan Works – Addendum #7

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Lovell to approve the Sublease between Lansing Community College and Capital Area Michigan Works – Addendum #7.

Chair Mathews asked if someone could share the data that speaks to the effectiveness of the service that LCC provides regarding enrollment.

Lee Garner spoke about the role LCC has with CAMW activities LCC uses the space for.

Roll call vote:

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

Nays: None

Absent: Frazier

The motion carried.

Monthly Monitoring Report

The following monitoring reports were presented:

- A. Monthly Financial Statements
- B. Monthly Police Department Report

There was a Board discussion on the monitoring reports.

Linkage Planning/Implementation

Board Member Reports – Foundation Board Update

Trustee Garcia gave a brief Foundation Board update.

- The Alumni Committee of the Foundation, in collaboration with the President's office, has selected Kelli Ellsworth Etchison as the 2025 LCC Distinguished Alum. Kelli graduated from LCC with an associate's degree in general studies. Over nearly 40 years, she has built her career at LAFCU, starting as a loan interviewer and advancing to the role of Chief Marketing Officer. She serves as both the Chief Marketing Officer and Chief Diversity Officer.
- Earlier this month, 505 scholarships were offered for the next academic year. Students have until Sunday to accept them. Those that are not accepted will be offered to other students in early May.

Unfinished Business

There was no Unfinished Business.

New Business

There were no new items of business.

Public Comment

Cathy Zell: Cathy Zell thanked Trustees Mathews and Thomas for their service on the LCC Foundation Board. She read a resolution and presented gifts.

LCC Counselors: The LCC Mental Health Counselors, including Jim Owens, Pam Davis, Curlada Eure-Harris, and Louise Rabidoux, addressed the Board to highlight that April is Counseling Awareness Month and briefly discussed the work they do at the college.

Melissa Kaplan: Melissa Kaplan addressed the Board to highlight the upcoming Star Scapes events coming up during April 30 – May 1, 2025.

Board Comment

Trustees Thomas, Taylor, and Mathews made comments.

Adjournment


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

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

The motion carried.

The meeting adjourned at 7:11 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan

DRAFT

Consent Agenda Action Items

Lansing Community College - Board of Trustees
May 19, 2025

**Agenda Item: Additional funds for the Lansing Community College (LCC)
 Commemoration of Greater Lansing African-Americans**

Presented for Action

PURPOSE

To request approval of additional funds necessary to complete the Lansing Community College (LCC) Commemoration of Greater Lansing African-Americans.

BACKGROUND

On March 20, 2023, the Board approved “Option 2: Indoor Digital Display with the fixed dollar amount of \$200,000,” for the indoor digital display in honor of African-American residents of Greater Lansing who have made significant contributions to the community. The President’s Campus Development Team has been diligently working to make this “historic” custom design-build project a success.

The final estimated project cost is \$460,000 (Architectural & Engineering: \$15,500, Design, Fabrication, and Installation: \$234,413, and IT/Media Infrastructure: \$177,675, with a contingency of \$32,412).

IMPLICATIONS

Financial:

If approved, then this request will be funded from existing financial resources in the Plant Fund.

The original cost estimate was presented to the Board of Trustees as between \$50,000 and \$200,000 or significantly more. With this in mind, the Board of Trustees approved \$200,000 to begin this project. Additionally, the LCC Foundation has an ongoing campaign to raise funds in support of the commemoration.

To date, the Foundation has received sponsorship commitments of over \$140,000. Many of the sponsorships are in amounts less than \$50,000. Such sponsorships will be transferred to the college upon receipt. Sponsorships of \$50,000 or more will be distributed to the college via a combination of annual endowments (whereas funds received will be used to maintain displays) and traditional one-time sponsorships (these funds will be used to support the initial build). The endowment portion represents 70% of the gift amount, and the traditional sponsorships represent 30%.

The request currently before the Board of Trustees is to approve allocating an additional \$260,000 to support project completion. That is with the understanding that Foundation sponsorships will eventually offset the total amount of dollars expensed by the college.

Strategic Plan:

This request supports all 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:

No additional personnel resource needs have been identified.

RISKS

Not Applicable.

OTHER OPTIONS/ALTERNATIVES

Not Applicable.

RECOMMENDATIONS

The Administration recommends continuation of the LCC Commemoration of Greater Lansing African-Americans project with the support of \$260,000 in additional funding. If approved, then this request will be funded from existing financial resources in the Plant Fund.

ATTACHMENT:

None

Lansing Community College – Board of Trustees
May 19, 2025

Agenda Item: Board Employee Expenses - April

Presented for Action

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

The College's procedure states that an employee's supervisor must approve the expenses of 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 that 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 April 30, 2025

EXHIBIT A

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
30-Apr-25	General - Operations	\$ 30	Phone_2025_Apr_Accrual	Lansing Community College
Total		\$ 30		
Chargeback Print & Copy				
1-Apr-25	General - Operations	\$ 32	Print Copy_2025_Mar	Lansing Community College
Total		\$ 32		
	Grand Total	\$ 62	Institutional Expenses	
Supplies				
28-Apr-25	General - Operations	\$ 10	Notary Renewal	MI Secretary of State
28-Apr-25	General - Operations	\$ 12	Notary Renewal	Clinton County Clerk
28-Apr-25	General - Operations	\$ 106	Notary Supplies	American Assoc of Notaries
TOTAL		\$ 127		
	Grand Total	\$ 127	Supplies & Non-Capital Equipment	
Travel Registration Fees				
2-Apr-25	L Thomas	\$ 455	MI-ACE Conference	Lansing Community College
Total		\$ 455		
	Grand Total	\$ 455	Travel, Training & Conferences	
		\$ 645	Total Expenses	

Lansing Community College
 President - Detail Expenses
 Month Ending April 30, 2025

EXHIBIT B

Date	Board Employee	Amount	Description	Payee
Memberships				
10-Apr-25	Robinson	\$ 50	Monthly Membership	University Club of MSU
TOTAL		\$ 50		
Grand Total		\$ 50	Supplies & Non-Capital Equipment	
Travel Lodging				
15-Apr-25	Robinson	\$ 906	GCCLN Spring Conference	AC Hotel by Marriott
30-Apr-25	Robinson	\$ 988	AACC Annual Conference	Renaissance Nashville Hotel
Total		\$ 1,895		
Travel Meal Allowance				
15-Apr-25	Robinson	\$ 81	GCCLN Spring Conference	S Robinson
30-Apr-25	Robinson	\$ 185	AACC Annual Conference	S Robinson
TOTAL		\$ 266		
Travel Miscellaneous				
15-Apr-25	Robinson	\$ 35	GCCLN Spring Conference	American Airlines
15-Apr-25	Robinson	\$ 35	GCCLN Spring Conference	American Airlines
15-Apr-25	Robinson	\$ 40	GCCLN Spring Conference	American Airlines
15-Apr-25	Robinson	\$ 56	GCCLN Spring Conference	Gerald R Ford Airport Parking
29-Apr-25	Robinson	\$ 6	CEO Network	Capital City Airport Parking
29-Apr-25	Robinson	\$ 15	CSCC Presidential Plenary Panel	FSP Downtown Development
30-Apr-25	Robinson	\$ 35	AACC Annual Conference	Delta Airlines
30-Apr-25	Robinson	\$ 35	AACC Annual Conference	Delta Airlines
30-Apr-25	Robinson	\$ 128	AACC Annual Conference	Metro Airport Parking
Total		\$ 385		
Travel Transportation				
15-Apr-25	Robinson	\$ 40	GCCLN Spring Conference	Uber
15-Apr-25	Robinson	\$ 40	GCCLN Spring Conference	Uber
30-Apr-25	Robinson	\$ 17	AACC Annual Conference	Uber
30-Apr-25	Robinson	\$ 19	AACC Annual Conference	Uber
30-Apr-25	Robinson	\$ 60	AACC Annual Conference	Uber
TOTAL		\$ 175		
Meeting Expense				
30-Apr-25	General - Operations	\$ 306	AACC Annual Conference	Bob's Steak & Chop House
30-Apr-25	General - Operations	\$ 863	AACC Annual Conference	Oak Steakhouse
Total		\$ 1,168		
Grand Total		\$ 3,889	Travel, Training & Conferences	
		\$ 3,939	Total Expenses	

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

Agenda Item: Board Employee Time Reporting – May 2025

Presented for Action

PURPOSE

To approve the time reporting for May 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 that the Board of Trustees approve the time reporting submissions for May 2025 for the President and the Executive Assistant/Liaison to the Board.

ATTACHMENTS:

1. May, 2025 Time Reporting

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

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

President

	Vacation Leave	Personal Leave	Sick Leave
March 30 – April 12, 2025			
April 13 – April 26, 2025	24.0		
Total Hours	24.0	0.0	0.0

Executive Assistant/Liaison to the Board

	Vacation Leave	Personal Leave	Sick Leave
March 30 – April 12, 2025			
April 13 – April 26, 2025	8.0		
Total Hours	8.0	0.0	0.0

**Lansing Community College – Board of Trustees
May 19, 2025**

Agenda Item: Change Order – Desire 2 Learn Software Platform Add-On

Presented for Action

PURPOSE

To increase the amount of funds available on the current Blanket Purchase Order (BPO) for Desire 2 Learn (D2L) Brightspace to support one additional software module add-on.

BACKGROUND

In 2024, Lansing Community College (LCC) renewed the BPO with D2L to continue providing software, support, and maintenance for their Brightspace Learning Management System (LMS). Brightspace is software used by the College's eLearning Department to create, administrate, document, track, and deliver educational courses. The eLearning Department, with support from the Information Technology Services (ITS) Division, has decided to expand this partnership by adding one new software package, Lumi Pro. Lumi Pro works with Brightspace LMS by utilizing the latest Generative AI technology to assist educators in creating content, course assessments, and evaluating outcome alignments with greater efficiency. A change order is now required to add this new platform to the D2L software suite to benefit the College's academic operations.

IMPLICATIONS

Financial:

If approved, the requested increase of \$111,188 will bring the aggregate Blanket Purchase Order amount to \$2,455,642 with Desire 2 Learn. This will be funded by the General Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

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

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approval to increase the Blanket Purchase Order in the amount of \$111,188 with Desire 2 Learn to support the platform add-on through December 31, 2029.

ATTACHMENTS:

1. Change Order Transmittal Document – D2L Ltd (Lumi Pro)

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustees

From: Lansing Community College Purchasing Department

Date: May 19, 2025

RE: Request for Approval of Change Order

Blanket Purchase Order (BPO) Number: BP250041

Vendor: Desire 2 Learn (D2L)

Original Blanket Purchase Order Date: October 01, 2024

Blanket Purchase Order Expiration: December 31, 2029

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

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees
Initial BPO Amount	\$2,192,060	\$2,192,060	9/16/2024
Change Order #1 (increase)	\$152,394	\$2,344,454	1/27/2025
Change Order #2 (increase)	\$111,188	\$2,455,642	Requesting Board of Trustees Approval

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

Description of Change Order:

A Change Order request has been made by Mark Tesone, Director of Enterprise Systems, and approved by Bill Garlick, Chief Information Officer, to increase the Blanket Purchase Order for Desire 2 Learn by \$111,188. The requested monies will allow support for one additional learning management platform with D2L, Lumi Pro for the period of July 1, 2025, through December 31, 2029.

This request is for your consideration and approval.

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

**Lansing Community College – Board of Trustees
May 19, 2025**

Agenda Item: Change Order – Fabrication and Restoration Services

Presented for Action

PURPOSE

To increase the amount of funds available to support the campus-wide fabrication and restoration services contractor pool.

BACKGROUND

Through a competitive bid process in 2024, Lansing Community College (LCC) awarded BPOs to AIS Construction, Blas Tek, Kline Cabinets and Interiors, and Rare Fusion to provide maintenance and repair to the College’s sculptures and other artwork as needed. The contractors are responsible for providing service, including but not limited to metal fabrication, powder coating, custom mill work, and specialty painting. The current BPOs are not scheduled to expire until June 30, 2027. Due to the numerous projects and repairs over the last year, the approved funds of \$360,000 will be expended soon. If approved, the requested funding will cover maintenance and repairs through June 30, 2027. Purchases are made as needed. There are no guaranteed purchase amounts.

IMPLICATIONS

Financial:

The initial pool of BPOs had an aggregate value of \$360,000. The requested change order will add an additional \$190,000 in aggregate to the pool, for a new total of \$550,000. It will be funded by the General and Maintenance & Replacement Funds.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to increase the pool for purchases of fabrication and restoration services will delay repairs to LCC’s sculptures and artwork.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could procure restoration services as needed; however, doing so would be less efficient, and the College would lose the benefits associated with negotiated prices.

RECOMMENDATIONS

The Administration respectfully recommends approval to increase the fabrication and restoration pool BPOs by \$190,000 to support purchases from May 20, 2025, through June 30, 2027.

ATTACHMENTS:

1. Change Order Transmittal Document – Fabrication and Restoration Services

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustees

From: Lansing Community College Purchasing Department

Date: May 19, 2025

RE: Request for Approval of Change Order

Blanket Purchase Order (BPO) Number: BP250004, BP250005, BP250006, BP250007

Vendor: AIS Construction, Blas Tek, Kline Cabinets and Interiors, Rare Fusion

Original Blanket Purchase Order Date: July 1, 2024

Blanket Purchase Order Expiration: June 30, 2027

The Blanket Purchase Order covers expenses for as needed fabrication services campus-wide.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees
Initial BPO Amount	\$360,000	\$360,000	6/17/2024
Change Order #1 (increase)	\$190,000	\$550,000	Requesting Board of Trustees Approval

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

Description of Change Order:

A Change Order request has been made by Timothy Martz, Director of Facilities, and approved by Dr. Chris MacKersie, Executive Director of Administrative Services, to increase the Blanket Purchase Orders for the fabrication and restoration services’ contractor pool. The requested monies will allow for continued fabrication work, replacement, and repair to maintain the College’s metal sculptures, canvas, custom mill work, and other types of artworks as needed for the period of May 20, 2025, through June 30, 2027.

This request is for your consideration and approval.

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

**Lansing Community College – Board of Trustees
May 19, 2025**

Agenda Item: Change Order – General Electrical Supplies

Presented for Action

PURPOSE

To increase the amount of funds available to support the campus-wide electrical supplies contractor pool.

BACKGROUND

Through a competitive bid process in 2024, Lansing Community College (LCC) awarded BPOs to All-Phase Electric Supply Company, Graybar Electric Company Inc., Kendall Electric Inc., and Medler Electric Company to provide the College a full range of general electrical supplies as needed. These supplies are used for repairs, replacements, or new installations that are needed to keep buildings up to date. The current BPOs are not scheduled to expire until June 30, 2027. Due to the numerous projects and repairs over the last year, the approved funds of \$510,000 will be expended soon. If approved, the requested funding will cover purchases through June 30, 2027. Purchases are made as needed. There are no guaranteed purchase amounts.

IMPLICATIONS

Financial:

The initial pool of BPOs had an aggregate value of \$510,000. The requested change order will add an additional \$500,000 in aggregate to the pool, for a new total of \$1,010,000. It will be funded by the General and Maintenance & Replacement Funds.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to increase the pool for purchases of general electrical supplies will delay projects and repairs.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could procure electrical supplies as needed; however, doing so would be less efficient and the College would lose the benefits associated with negotiated prices.

RECOMMENDATIONS

The Administration respectfully recommends approval to increase the general electrical supplies pool BPO's by \$500,000 to support purchases from May 20, 2025, through June 30, 2027.

ATTACHMENTS:

1. Change Order Transmittal Document – General Electrical Supplies

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustees

From: Lansing Community College Purchasing Department

Date: May 19, 2025

RE: Request for Approval of Change Order

Blanket Purchase Order (BPO) Number: BP240123, BP240124, BP240125, BP240126

Vendor: All-Phase Electrical, Graybar Electric Company, Kendall Electric Inc., Medler Electric Company

Original Blanket Purchase Order Date: May 29, 2024

Blanket Purchase Order Expiration: June 30, 2027

The Blanket Purchase Order covers expenses for as needed electrical supply purchases campus-wide.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees
Initial BPO Amount	\$510,000	\$510,000	4/15/2024
Change Order #1 (increase)	\$500,000	\$1,010,000	Requesting Board of Trustees Approval

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

Description of Change Order:

A Change Order request has been made by Timothy Martz, Director of Facilities and approved by Dr. Chris MacKersie, Executive Director of Administrative Services, to increase the Blanket Purchase Orders for the general electrical supplies’ contractor pool. The requested monies will allow for continued supply purchases for repair, replacement or new work to maintain the College’s infrastructure for the period of May 20, 2025 through June 30, 2027.

This request is for your consideration and approval.

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

**Lansing Community College – Board of Trustees
May 19, 2025**

Agenda Item: Cooperative Purchase – Print Shop Digital Press

Presented for Action

PURPOSE

To procure a new digital press for the College's Print Shop.

BACKGROUND

Lansing Community College's (LCC) Print Shop provides printing services for the entire college, including brochures, booklets, signs, name badges, window coverings, and more. Unfortunately, our existing Konica Color Press printer has reached the end of its useful life. The model, along with any replacement parts, has been discontinued, making repairs and regular maintenance services unavailable.

Print Shop staff, alongside Purchasing, evaluated several models and brands to determine the best value for the College's needs. After reviewing several brands and models, they determined that the Ricoh Pro-C7500 Fifth color series with 350e Plockmatic Booklet Maker-Full Bleed from Applied Innovation will best meet their needs. The purchase covers all installation, training, maintenance, and repairs from the local contractor. Additionally, in the event that this system goes down, Applied Innovation will be able to handle our emergency printing needs at no additional cost.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid out by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this service. After a review of contractors offering the requested equipment, the Administration recommends the utilization of a cooperative agreement awarded by Michigan Inter-Governmental Trade Network (MITN) to Applied Innovation.

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 one-time purchase amount is \$128,865 and will be funded by the Capital Equipment 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 a new digital press could result in extended downtime while our current ageing printer awaits repairs, and increased repair costs, some of which may not be possible due discontinuation of replacement parts.

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 Order to Applied Innovations in the amount of \$128,865.

ATTACHMENTS:

1. Pre-Award Transmittal - Cooperative Purchase – Print Shop Digital Press

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College - Board of Trustees
May 19, 2025

Agenda Item: Proposed Lease Agreement Amendments between Lansing Community College (LCC) and the University Partners in the Gannon Building

Presented for Action

PURPOSE

To propose lease agreement amendments between Lansing Community College (LCC) and the universities that provide academic services at an assigned office space in the Gannon Building.

BACKGROUND

The University Center (UC) opened its doors in January 2008 with six partnering universities: Northwood, Siena, University of Michigan-Flint, Ferris, Western, and Lawrence Technological University. As a result of market changes, LCC chose to move its transfer operations to the Gannon Building in 2023, where a new Transfer Center is under construction. In the interim, UC employees are temporarily located in the Gannon Building. Those universities are as follows: Central Michigan University, Northwood University, Siena Heights University, and the University of Michigan – Flint. Through the requested lease agreement amendments, these universities will continue to have a consistent presence on campus through June of 2025, with four (4) one-year options to extend. Amendments to these agreements may be established as needed prior to the completion of construction of the new Transfer Center, which will usher in a more contemporary way of working with the aforementioned universities while opening the door to new relationships with a broader group of universities, including historically black colleges and universities.

IMPLICATIONS

Financial:

The proposed monthly lease amount for each university occupying space in the Gannon Building is \$500 per office. Additional fees will be assessed for classroom rentals through established individual agreements between each university and Conference Services.

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:

No additional personnel resource needs have been identified.

RISKS

Failure to extend the lease agreements as requested would lead to missed opportunities to increase LCC student access to four-year institutions.

OTHER OPTIONS/ALTERNATIVES

Not Applicable

RECOMMENDATIONS

The Administration recommends approval of lease agreements with Central Michigan University, Northwood University, Siena Heights University, and the University of Michigan – Flint for office space in Gannon Building Suite 1225 from July 1, 2025, to June 30, 2026, with four (4) one-year options to extend.

ATTACHMENT:

1. Proposed standard lease agreement amendments for university tenants

Lansing Community College
Sample Tenant Lease Amendment
Term Extension

University Partner Contact Information	Primary Contact Person	E-mail	Telephone

LCC Contact Information	Primary Contact Person	E-mail	Telephone
Administrative Services	Chris MacKersie	mackersc@lcc.edu	517-483-1813
Maintenance Services	Amy Campbell	campbea@lcc.edu	517-483-1835 work 517-582-5011 cell
Purchasing	Samantha Gallimore	gallimos@lcc.edu	517-483-1791

Amendment Summary			
Description: Tenant Lease Agreement between LCC and University Partner			
Amendment Type/Term	Effective Date	Amendment Dates	Available Option Period
Extension	July 1, 2025	June 6, 2024; April 21, 2025	Four (4) one-year options to extend

Term

The term of this Lease Agreement is to be extended from July 1, 2025 to June 30, 2026. There are four (4) one-year options to extend remaining.

All other terms and conditions remain unchanged.

AGREEMENT AMENDMENT REPRESENTATIVES/ SIGNATORIES

The signatories warrant that they are authorized to sign and execute this Agreement Amendment on behalf of their representative entities.

Lansing Community College

University Partner

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

**Lansing Community College – Board of Trustees
May 19, 2025**

Agenda Item: Request for Proposal – Campus-Wide Flooring Maintenance Services

Presented for Action

PURPOSE

To identify and procure experienced and qualified contractors to provide flooring maintenance services as needed.

BACKGROUND

Lansing Community College’s (LCC) Facilities Department staff are responsible for maintaining buildings campus-wide, which includes the Downtown Campus, West Campus, and Mason Aviation Center. This award is for the College to procure a full range of flooring maintenance services as needed. These will be used for repairs, replacements, or new installations that are required to keep buildings up to date. Areas will include classrooms, hallways, and offices, as needed. The projects vary in scope, size, and duration.

Through a public competitive bid process, the College has identified Seelye Group Ltd, Integrity Interiors, and Lansing Tile & Mosaic, Inc. as the contractors deemed able to meet the needs of the College. The recommended award is based upon price per hour, services offered, references received, and proximity to LCC building locations. Selection for the award does not guarantee a minimum or maximum amount of activity. Contractors will only be paid on an as needed basis for the services that are requested. The requested Blanket Purchase Order (BPO) period is July 1, 2025, through June 30, 2026, with two (2) one-year renewal options.

IMPLICATIONS

Financial:

The annual estimated spend for campus-wide flooring maintenance services is \$70,000. Therefore, the aggregate amount for the requested three-year period is \$210,000. It will be allocated as needed between the contractors. The services will be funded by the Maintenance & Replacement Fund.

Strategic Plan:

This request supports all the College’s strategic focus areas of Achieving Academic Excellence with Purpose and Equity.

Human Resources:

There are no known human resources implications.

RISKS

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

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approval in awarding BPOs to Seelye Group Ltd, Integrity Interiors, and Lansing Tile & Mosaic, Inc. The total estimated aggregate amount for the proposed three-year period is \$210,000, which is based on an annual spend of \$70,000. The requested aggregate period is July 1, 2025, through June 30, 2028.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal for CW Flooring Contractors Maintenance Services

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

RFP No.: 50201-857-25SP **Opening Date:** 3/3/2025
Project Title: CW Flooring Contractors Maintenance Services **Buyer:** Scott Placeway

1. Statement of Need:

Lansing Community College’s (LCC) Facilities Department is in need of qualified flooring contractors to perform flooring services for maintenance and repair across the College. Areas for servicing will include classrooms, hallways, and offices, as needed. The projects vary in scope, size, and duration.

2. Proposals Received:

The Request for Proposal was publicly posted on BidNet Direct (www.bidnetdirect.com). 380 vendors were notified. The college received 3 proposals.

Contractor	Flooring removal and installation standard hourly rates			Location
	Year 1	Year 2	Year 3	
Seelye Group, Ltd	\$88.44	\$90.20	\$92.00	Lansing, MI
Integrity Interiors	\$76.90	\$79.40	\$81.90	Lansing, MI
Lansing Tile & Mosaic, Inc.	\$87.00	\$100.00	\$115.00	Lansing, MI

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Facilities. Contractor proposals were evaluated based upon expertise, qualifications, labor rates, and the ability to meet the requirements of the College as outlined in the Request for Proposal. The evaluation committee recommends awards to Seelye Group Ltd, Integrity Interiors, and Lansing Tile & Mosaic, Inc. These contractors had competitive labor rates, met all required specifications, and were deemed advantageous to the College. Selection for award does not guarantee a minimum or maximum amount of work. Contractors will only be paid for services that are requested and performed.

The evaluation committee recommends awarding a Blanket Purchase Order to Seelye Group Ltd, Integrity Interiors, and Lansing Tile & Mosaic, Inc. for one year with two (2) one-year options to renew. The aggregate amount for the services for three years is \$210,000. The request will be funded by the Maintenance & Replacement Fund.

4. Reviewed By:

 Samantha Gallimore, NIGP-CPP, CPPB
 Purchasing Director

 Date

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

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
May 19, 2025

Agenda Item: Request for Proposal – Campus-Wide Roof Maintenance

Presented for Action

PURPOSE

To select qualified contractors to provide roofing maintenance services as needed.

BACKGROUND

Lansing Community College (LCC) owns nineteen buildings, all of which are maintained by the Administrative Services department. The roofing systems on these college-owned facilities vary in many aspects, including the types of roofing materials used, the gutter and downspout systems, and their age. Qualified professionals are needed to perform roofing maintenance as needed. This maintenance includes, but is not limited to, repairing broken or missing tiles, applying sealants on seams, installing flashing around penetrations, and clearing gutters and downspouts.

Through a public competitive bid process, the College has identified Bloom Roofing Systems, Bornor Restoration, and CEI as the contractors deemed able to meet the needs of the College. The recommended award is based upon labor rates, experience, and the ability to meet the requirements of the College as outlined in the Request for Proposal. Contractors will only be paid on an as needed basis for the services that are requested. The requested Blanket Purchase Order (BPO) period is July 1, 2025, through June 30, 2026, with two (2) one-year renewal options.

IMPLICATIONS

Financial:

The annual estimated spend for campus-wide roofing maintenance is \$60,000. Therefore, the aggregate amount for the requested three-year period is \$180,000. It will be allocated as needed between the contractors. The services will be funded by the Maintenance & Replacement Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

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

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approval in awarding BPOs to Bloom Roofing Systems, Bornor Restoration, and CEI. The total estimated aggregate amount for the proposed three-year period is \$180,000, which is based on an annual spend of \$60,000. The requested aggregate period is July 1, 2025, through June 30, 2028.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – College Wide Roof Maintenance

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

RFP No.: 50110-859-25BV **Opening Date:** April 3, 2025
Project Title: Campus-Wide Roof Maintenance **Buyer:** Brittney Villarreal

1. Statement of Need:

Lansing Community College (LCC) Facilities Department is in need of qualified contractors to provide as needed roof maintenance across the College. Roof maintenance may include, but is not limited to, shingle replacement, recoating, gutter and downspout maintenance, and inspections.

2. Proposals Received:

The Request for Proposal was publicly posted on BidNet Direct (www.bidnetdirect.com). 450 contractors were notified. The college received 4 proposals.

Contractor	Location	Journeyman Per Hour Rate
Bloom Roofing Systems	Brighton, MI	\$125
Bornor Restoration Inc.	Lansing, MI	\$84.80
CEI Michigan, LLC	Whitmore Lake, MI	\$70.25
Sterling Construction and Roofing	Livonia, MI	\$150

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Facilities. The proposals were evaluated based upon labor rates, experience and the ability to meet the requirements of the College as outlined in the Request for Proposal. The evaluation committee recommends awards to Bornor Restoration Inc., CEI Michigan, LLC and Bloom Roofing Systems. These contractors all had competitive rates, met all specifications and were all deemed advantageous to the College. Selection for award does not guarantee a minimum or maximum amount of work. Contractors will only be paid for services that are requested and performed.

The evaluation committee recommends awarding a Blanket Purchase Order to Bornor Restoration Inc., CEI Michigan, LLC and Bloom Roofing Systems for one year with two (2) one-year options to renew. The aggregate amount for the services for three years is \$180,000. This request will be funded by the General Fund and the Maintenance & Replacement Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

Dr. Seleana Samuel, Ed.D.

Date

Senior Vice President
Business Operations

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Monthly Monitoring Report

**Lansing Community College – Board of Trustees
May 19, 2025**

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

To present Lansing Community College's 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 April 30, 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 and Spring 2025 semesters, and fees earned for the Summer 2025 semester.

Exhibit A, Line 4 – Other Revenues: Other Revenues are 30.5 percentage points ahead of the prior year's pace due to 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. As of April 2025, the College has purchased a two-year investment in a US Treasury Note.

EXPENSES

Exhibit B – Operating Budgets – Divisions: Overall the division budgets are 2.4 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 17.0 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 4 – Arts & Sciences** is 5.5 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased utilization of *Full-Time Faculty* and *Part-Time Faculty* along with related *Employee Benefits*.
- **Exhibit B, Line 5 – Board of Trustees** is 5.3 percentage points behind the prior year's pace of expenses. This is primarily due to timing of internal audit projects.
- **Exhibit B, Line 6 – Business Operations** is 11.8 percentage points ahead of the prior year's pace of expenses. This is primarily due to fewer vacancies in *Full-Time Professional Technical* along with related *Employee Benefits*, and increased utilization in *Professional Services, Supplies & Non-Capital Equipment* and *Travel, Training & Conference*. This is slightly offset by decreased utilization of *Purchased Services*.
- **Exhibit B, Line 7 – Community Education & Workforce Development** is 6.5 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 10 – Health & Human Services** is 6.1 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 *Purchased Services* and *Supplies & Non-Capital Equipment*. This is partially offset by an increase in *Full-Time Administrator* and *Part-Time Faculty* along with related *Employee Benefits*.
- **Exhibit B, Line 11 – Human Resources** is 12.8 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator* along with related *Employee Benefits*, and decreased utilization of *Purchased Services*.
- **Exhibit B, Line 12 – Information Technology Services** is 5.3 percentage points ahead of the prior year's pace of expenses. This is primarily due to fewer vacancies in *Full-Time Support* and related *Employee Benefits*, increased utilization of *Student, Repair & Maintenance*, and *Supplies & Non-Capital Equipment*. This is partially

offset by decreased utilization of *Part-Time Support* and related *Employee Benefits*, *Professional Services*, and *Purchased Services*.

- **Exhibit B, Line 13** – *Office of Empowerment* is 9.4 percentage points behind the prior year's pace of expenses. This is primarily due to decreased utilization of *Part-Time Support* and related *Employee Benefits*, *Professional Services*, and *Purchased Services*. This is partially offset by fewer vacancies in *Full-Time Administrator* and *Full-Time Professional Technical* and related *Employee Benefits*.

Exhibit A, Line 5 – Salaries & Wages: Overall the *Salaries & Wages* are 1.5 percentage points ahead of the prior year's pace of expenses. The individual account variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 16** – *Full-Time Administrator* is 5.5 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 12.2 percentage points behind the prior year's pace of expenses. This is primarily due to increased vacancies in *Academic Affairs*, *Advancement & External Affairs*, and *Health & Human Services*. This is partially offset by decreased vacancies in *Arts & Sciences*.
- **Exhibit B, Line 22** – *Part-Time Support* is 20.0 percentage points behind the prior year's pace of expenses. This is primarily due to increased vacancies in *Academic Affairs*, *Arts & Sciences*, and *Office of Empowerment*. This is partially offset by increased utilization in *Administrative Services*.
- **Exhibit B, Line 23** – *Student* is 10.0 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 \$160 thousand.

Exhibit A, Line 7 – Services and Supplies: Overall the *Services & Supplies* are 4.1 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 11.5 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* are 14.2 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 consumption.

- **Exhibit B, Line 29** – *Rental Expense* is 6.7 percentage points behind the prior year’s pace of expense. This is primarily due to decreased utilization in *Administrative Services* and *Student Affairs*. This is partially offset by increased utilization in *Technical Careers*.
- **Exhibit B, Line 31** – *Supplies & Non-Capital Equipment* are 7.3 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 *Academic Affairs*, *Arts & Sciences*, and *Business Operations* compared to the prior year. This is partially offset by decreased utilization in *Financial Services*, *Human Resources*, and *Health & Human Services*.
- **Exhibit B, Line 32** – *Travel, Training & Conferences* are 9.5 percentage points behind the prior year’s pace of expenses. This is primarily due to decreased utilization in *Academic Affairs*, *Administrative Services*, *Advancement & External Affairs*, *Information Technology Services*, and *Student Affairs*. This is partially offset by increased utilization in *Board of Trustees*, *Business Operations*, and *Community Education & Workforce Development*.

Statement of Net Position
Exhibit C

This statement provides the collegewide financial position as of April 30, 2025 compared to April 30, 2024.

Current Assets:

- **Exhibit C, Line 5** – *Federal & State Grants Receivable* decreased by \$3.7 million due to the timing of payments received from Federal, State, and Local agencies for financial aid compared to the prior year.
- **Exhibit C, Line 6** – *Accounts Receivable, Net of Est Uncollectible* increased by \$0.9 million due to increased enrollment in the Summer 2025 semester compared to Summer 2024 semester.
- **Exhibit C, Line 7** – *Prepaid Expenses* increased by \$1.0 million due to the purchase of new long-term software subscriptions along with timing of renewals on existing subscriptions.

Non-Current Assets:

- **Exhibit C, Line 9** – *Long-Term Investments* increased by \$5.0 million as a result of balancing the College’s investment portfolio and leveraging interest rates to maximize investment income.
- **Exhibit C, Line 12** -- *Deferred Charge on Refunding* decreased \$0.2 million as a result of amortization on the 2017 and 2022 bonds.

- **Exhibit C, Line 13** – *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 14** – *Accounts Payable* decreased \$0.5 million due to the timing of month-end payments.
- **Exhibit C, Line 16** – *Accrued Payroll & Other Compensation* increased \$0.8 million due to the timing of month-end accruals coupled with salary and benefit increases compared to the prior year.
- **Exhibit C, Line 18** – *Unearned Revenue* increased \$1.2 million due to higher enrollment for the Summer 2025 semester compared to the Summer 2024 semester.

Long-Term Debt Obligations:

- **Exhibit C, Line 21** – *Bonds Payable* decreased \$5.4 million due to ongoing scheduled payments on outstanding bond issues.
- **Exhibit C, Line 23 and 24**– *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 25** – *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 April 30, 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 April 30, 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). Construction begins in May 2025, and the estimated completion date is early 2026.
- *West Campus Cyber Security Center* –The project is underway and the estimated completion date is early August 2025.
- *Police Department Office* – The Board approved this capital project in October 2023. The project is in the design development phase.
- *Capital Regional Airport Authority Lease Termination* – The project is underway and the estimated completion date is May 2025.
- *Gannon Building Third Floor Renovation* – Renovations began in July 2024. The project is expected to be completed in May 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 a decrease in net position due to increased infrastructure maintenance and capital projects. As of April 30, 2025, there were approximately \$6.8 million in outstanding commitments.

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 April 30, 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 April 30, 2025 Financial Review
 (83% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 04/30/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 04/30/24	Prior Year FY 2024 Percent Recognized	% Point Variance FY 2025 % of Budget Posted to FY 2024 % of Actual
	<i>Revenues</i>								
1	State Appropriations	\$ 39,658,000	\$ 32,666,520	\$ 6,991,480	82.4%	\$ 39,478,637	\$ 31,891,720	80.8%	1.6
2	Property Taxes, Net of Estimated Uncollectible	\$ 56,115,000	\$ 46,129,327	\$ 9,985,673	82.2%	\$ 51,553,499	\$ 43,020,960	83.4%	(1.2)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 38,741,000	\$ 37,480,857	\$ 1,260,143	96.7%	\$ 38,005,268	\$ 35,385,873	93.1%	3.6
4	Other Revenues	\$ 5,317,000	\$ 6,301,995	\$ (984,995)	118.5%	\$ 6,851,499	\$ 6,032,238	88.0%	30.5
	Total Revenues	\$ 139,831,000	\$ 122,578,700	\$ 17,252,300	87.7%	\$ 135,888,903	\$ 116,330,791	85.6%	2.1
	<i>Salary & Benefit Expenses</i>								
5	Salaries & Wages	\$ 64,244,800	\$ 54,325,199	\$ 9,919,601	84.6%	\$ 61,391,107	\$ 50,992,538	83.1%	1.5
6	Employee Benefits	\$ 29,838,000	\$ 25,719,168	\$ 4,118,832	86.2%	\$ 28,758,330	\$ 23,966,450	83.3%	2.9
	Total Salary & Benefit Expenses	\$ 94,082,800	\$ 80,044,368	\$ 14,038,432	85.1%	\$ 90,149,436	\$ 74,958,988	83.1%	1.9
	<i>Other Operating Expenses</i>								
7	Services & Supplies	\$ 25,890,000	\$ 21,494,927	\$ 4,395,073	83.0%	\$ 26,134,435	\$ 20,624,629	78.9%	4.1
	Total Operating Expenses	\$ 119,972,800	\$ 101,539,295	\$ 18,433,505	84.6%	\$ 116,283,871	\$ 95,583,617	82.2%	2.4
	<i>Student Financial Support Expenses</i>								
8	Institutional Scholarships	\$ 2,415,200	\$ 2,071,166	\$ 344,034	85.8%	\$ 2,364,522	\$ 2,130,004	90.1%	(4.3)
	Total Expenses	\$ 122,388,000	\$ 103,610,461	\$ 18,777,539	84.7%	\$ 118,648,394	\$ 97,713,621	82.4%	2.3
	<i>Transfers (In)/Out</i>								
9	Grant Match & Other, Net	\$ 925,000	\$ 631,677	\$ 293,323	68.3%	\$ 864,841	\$ 628,684	72.7%	(4.4)
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	\$ 208,005	\$ (13,005)	106.7%	\$ 196,008	\$ 205,084	104.6%	2.0
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)	\$ (227,059)	\$ 152,059	302.7%	\$ (168,176)	\$ (168,176)	100.0%	202.7
	Total Transfers	\$ 16,045,000	\$ 15,612,623	\$ 432,377	97.3%	\$ 16,292,673	\$ 16,065,591	98.6%	(1.3)
19	Contingency	\$ 1,398,000	\$ -	\$ 1,398,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 139,831,000	\$ 122,578,700	\$ 17,252,300	87.7%	\$ 135,888,903	\$ 116,330,791	85.6%	2.1
	Total Expenses and Transfers	\$ 139,831,000	\$ 119,223,084	\$ 20,607,916	85.3%	\$ 134,941,067	\$ 113,779,213	84.3%	0.9
	Net Change in Unrestricted Fund Balance	\$ -	\$ 3,355,616	\$ (3,355,616)		\$ 947,836	\$ 2,551,578		
	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	\$ 39,951,204	\$ 3,355,616		\$ 36,595,588	\$ 38,199,330		

Lansing Community College
General Fund
Operating Expenses: Adopted Budget and Actual Expenses
Month Ending April 30, 2025 Financial Review
(83% of Fiscal Year)

LINE REF #	Operating Division/Account	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 04/30/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 04/30/24	Prior Year FY 2024 Percent Recognized	% Point Variance FY 2025 % of Budget Posted to FY 2024 % of Actual
<i>Operating Expenses - Divisions</i>									
1	Academic Affairs	\$ 8,678,200	\$ 7,750,938	\$ 927,262	89.3%	\$ 8,606,197	\$ 7,283,635	84.6%	4.7
2	Administrative Services	\$ 14,542,200	\$ 12,437,881	\$ 2,104,319	85.5%	\$ 14,050,908	\$ 11,598,176	82.5%	3.0
3	Advancement & External Affairs	\$ 1,678,200	\$ 1,105,369	\$ 572,831	65.9%	\$ 1,305,297	\$ 1,082,249	82.9%	(17.0)
4	Arts & Sciences	\$ 24,194,000	\$ 21,045,468	\$ 3,148,532	87.0%	\$ 24,035,346	\$ 19,574,885	81.4%	5.5
5	Board of Trustees	\$ 333,100	\$ 270,599	\$ 62,501	81.2%	\$ 308,162	\$ 266,616	86.5%	(5.3)
6	Business Operations	\$ 4,854,600	\$ 4,024,352	\$ 830,248	82.9%	\$ 5,183,787	\$ 3,684,823	71.1%	11.8
7	Community Education & Workforce Dvlpmnt	\$ 4,378,400	\$ 3,337,131	\$ 1,041,269	76.2%	\$ 3,816,016	\$ 3,155,188	82.7%	(6.5)
8	Executive Office	\$ 1,882,600	\$ 1,583,044	\$ 299,556	84.1%	\$ 1,731,264	\$ 1,440,790	83.2%	0.9
9	Financial Services	\$ 6,284,300	\$ 5,410,143	\$ 874,157	86.1%	\$ 6,312,644	\$ 5,227,861	82.8%	3.3
10	Health & Human Services	\$ 11,138,400	\$ 8,683,377	\$ 2,455,023	78.0%	\$ 10,205,684	\$ 8,576,457	84.0%	(6.1)
11	Human Resources	\$ 2,556,100	\$ 1,810,567	\$ 745,533	70.8%	\$ 2,454,171	\$ 2,052,826	83.6%	(12.8)
12	Information Technology Services	\$ 14,387,800	\$ 12,701,715	\$ 1,686,085	88.3%	\$ 14,336,199	\$ 11,896,797	83.0%	5.3
13	Office of Empowerment	\$ 1,376,900	\$ 933,124	\$ 443,776	67.8%	\$ 758,798	\$ 585,623	77.2%	(9.4)
14	Student Affairs	\$ 12,200,500	\$ 10,600,232	\$ 1,600,268	86.9%	\$ 12,024,684	\$ 9,977,390	83.0%	3.9
15	Technical Careers	\$ 11,487,500	\$ 9,845,356	\$ 1,642,144	85.7%	\$ 11,154,716	\$ 9,180,301	82.3%	3.4
Total all Divisions		\$ 119,972,800	\$ 101,539,295	\$ 18,433,505	84.6%	\$ 116,283,871	\$ 95,583,617	82.2%	2.4
<i>Operating Expenses - Account</i>									
16	Full-Time Administrator	\$ 11,655,400	\$ 10,311,170	\$ 1,344,230	88.5%	\$ 11,740,191	\$ 9,737,752	82.9%	5.5
17	Full-Time Professional Technical	\$ 12,825,700	\$ 10,970,174	\$ 1,855,526	85.5%	\$ 12,408,284	\$ 10,362,496	83.5%	2.0
18	Part-Time Professional Technical	\$ 797,800	\$ 578,511	\$ 219,289	72.5%	\$ 759,529	\$ 643,612	84.7%	(12.2)
19	Full-Time Faculty	\$ 17,010,300	\$ 14,556,531	\$ 2,453,769	85.6%	\$ 17,130,644	\$ 13,898,287	81.1%	4.4
20	Part-Time Faculty	\$ 9,564,200	\$ 8,129,053	\$ 1,435,147	85.0%	\$ 8,414,571	\$ 7,227,831	85.9%	(0.9)
21	Full-Time Support	\$ 9,783,000	\$ 7,998,219	\$ 1,784,781	81.8%	\$ 9,148,856	\$ 7,598,474	83.1%	(1.3)
22	Part-Time Support	\$ 1,806,600	\$ 1,185,858	\$ 620,742	65.6%	\$ 1,194,403	\$ 1,022,729	85.6%	(20.0)
23	Student	\$ 801,800	\$ 595,684	\$ 206,116	74.3%	\$ 594,628	\$ 501,356	84.3%	(10.0)
Total Salaries & Wages		\$ 64,244,800	\$ 54,325,199	\$ 9,919,601	84.6%	\$ 61,391,107	\$ 50,992,538	83.1%	1.5
Employee Benefits		\$ 29,838,000	\$ 25,719,168	\$ 4,118,832	86.2%	\$ 28,758,330	\$ 23,966,450	83.3%	2.9
25	Institutional Expenses	\$ 2,120,300	\$ 1,665,045	\$ 455,255	78.5%	\$ 1,730,859	\$ 1,559,044	90.1%	(11.5)
26	Utilities	\$ 3,389,500	\$ 3,353,427	\$ 36,073	98.9%	\$ 3,650,412	\$ 3,092,380	84.7%	14.2
27	Professional Services	\$ 1,350,400	\$ 667,044	\$ 683,356	49.4%	\$ 1,751,032	\$ 788,508	45.0%	4.4
28	Purchased Services	\$ 5,017,300	\$ 4,065,555	\$ 951,745	81.0%	\$ 5,224,649	\$ 4,098,225	78.4%	2.6
29	Rental Expense	\$ 945,200	\$ 711,026	\$ 234,174	75.2%	\$ 1,011,202	\$ 828,622	81.9%	(6.7)
30	Repair & Maintenance	\$ 1,944,300	\$ 1,472,302	\$ 471,998	75.7%	\$ 1,816,412	\$ 1,358,998	74.8%	0.9
31	Supplies & Non-Capital Equipment	\$ 9,378,800	\$ 8,297,055	\$ 1,081,745	88.5%	\$ 9,421,918	\$ 7,646,656	81.2%	7.3
32	Travel, Training & Conferences	\$ 1,744,200	\$ 1,263,473	\$ 480,727	72.4%	\$ 1,527,951	\$ 1,252,197	82.0%	(9.5)
Total Services & Supplies		\$ 25,890,000	\$ 21,494,927	\$ 4,395,073	83.0%	\$ 26,134,435	\$ 20,624,629	78.9%	4.1
Total All Accounts		\$ 119,972,800	\$ 101,539,295	\$ 18,433,505	84.6%	\$ 116,283,871	\$ 95,583,617	82.2%	2.4

Lansing Community College
Statement of Net Position
Month Ending April 30, 2025

Line Ref #	Statement Line Item	Current Fiscal Year 2025	Prior Fiscal Year 2024
	Current Assets:		
1	Cash & Cash Equivalents	\$ 8,170,239	\$ 7,977,665
2	Short-Term Investments	\$ 70,453,857	\$ 72,326,352
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 3,488,893	\$ 3,491,728
4	State Appropriations Receivable	\$ 13,277,224	\$ 13,000,976
5	Federal & State Grants Receivable	\$ 876,542	\$ 4,548,324
6	Accounts Receivable, Net of Est Uncollectible	\$ 7,442,472	\$ 6,578,351
7	Prepaid Expenses	\$ 2,341,116	\$ 1,388,138
8	Due from Component Unit	\$ 18,907	\$ 38,793
	Total Current Assets	\$ 106,069,251	\$ 109,350,328
	Non-Current Assets:		
9	Long-Term Investments	\$ 5,002,369	\$ -
10	Capital Assets, Net of Accumulated Depreciation	\$ 224,163,407	\$ 225,412,356
11	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Total Noncurrent Assets	\$ 231,715,250	\$ 225,412,356
	Total Assets	\$ 337,784,500	\$ 334,762,684
	Deferred Outflow of Resources:		
12	Deferred Charge on Refunding	\$ 1,455,068	\$ 1,636,952
13	Deferred Pension Amounts	\$ 49,257,467	\$ 62,959,003
	Total Deferred Outflows of Resources	\$ 50,712,535	\$ 64,595,955
	Current Liabilities:		
14	Accounts Payable	\$ 579,841	\$ 1,045,116
15	Accrued Interest Payable	\$ -	\$ -
16	Accrued Payroll & Other Compensation	\$ 6,167,343	\$ 5,346,990
17	Accrued Vacation	\$ 2,417,714	\$ 2,420,592
18	Unearned Revenue	\$ 21,975,490	\$ 20,801,261
19	Current Portion of Long-Term Lease/Subscript Obligations	\$ 2,188,907	\$ 2,390,044
20	Current Portion of Long-Term Debt Obligations	\$ 5,060,000	\$ 5,150,000
	Total Current Liabilities	\$ 38,389,296	\$ 37,154,003
	Non-Current Liabilities:		
21	Bonds Payable	\$ 76,918,054	\$ 82,292,880
22	Lease & Subscription Liability	\$ 2,455,643	\$ 2,063,480
23	Net Pension Liability	\$ 143,514,579	\$ 172,006,584
24	Net Other Post-Employment Benefits Liability	\$ -	\$ 9,674,482
	Total Noncurrent Liabilities	\$ 222,888,276	\$ 266,037,426
	Total Liabilities	\$ 261,277,572	\$ 303,191,429
25	Deferred Inflow of Resources - Pension Amounts	\$ 57,664,686	\$ 50,093,271
26	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 138,995,871	\$ 135,152,904
	Restricted:		
	Restricted Fund Activities	\$ 3,032,824	\$ 417,495
	Capital Projects	\$ 3,593,200	\$ -
	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Unrestricted	\$ (78,616,591)	\$ (89,496,461)
	Total Net Position	\$ 69,554,777	\$ 46,073,939

Lansing Community College
 Schedule of Investments
 Month Ending April 30, 2025

Short Term (< one year)

Account	Market Value	Yield	FY2025 YTD Income
CDARs First National Bank of Michigan	\$ 26,563,457	4.83%	\$ 1,061,851
ICS First National Bank of Michigan	\$ 6,382,017	3.00%	\$ 24,214
PNC Money Market Account	\$ 19,880,727	3.86%	\$ 767,545
Michigan Liquid Asset Fund Investments	\$ 17,627,657	4.37%	\$ 821,980
Total Short Term Investments	\$ 70,453,857		\$ 2,675,590

Long Term (> one year)

Account	Market Value	Yield	FY2025 YTD Income
Treasury Note JPMorgan Securities	\$ 5,002,369	3.87%	\$ 20,873
Total Long Term Investments	\$ 5,002,369		\$ 20,873

Lansing Community College
 Capital Projects
 Month Ending April 30, 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	\$ -	\$ 2,796,880	\$ 803,120
CY2023 Capital Project WC Cyber Security Center	\$ 3,200,000	\$ 1,186,229	\$ 1,287,471	\$ 726,300
CY2023 Capital Project Police Department Office	\$ 500,000	\$ -	\$ -	\$ 500,000
CY2024 Capital Project CRAA Lease Termination	\$ 1,500,000	\$ 211,870	\$ 237,999	\$ 1,050,131
CY2024 Capital Project Gannon Level 3 Renovation	\$ 1,700,000	\$ 1,425,506	\$ 205,209	\$ 69,285
Total Capital Projects	\$ 17,500,000	\$ 2,823,605	\$ 4,527,559	\$ 10,148,835

Lansing Community College
 Statement of Revenues, Expenses and Changes in Net Position
 Month Ending April 30, 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	\$ 39,371,260	\$ 37,480,857	\$ -	\$ -	\$ 1,040,023	\$ -	\$ 850,381
Federal Grants & Contracts	\$ 2,325,490	\$ -	\$ -	\$ -	\$ -	\$ 2,325,490	\$ -
State Grants & Contracts	\$ 777,052	\$ -	\$ -	\$ -	\$ -	\$ 777,052	\$ -
Local Grants & Contracts	\$ 5,245,071	\$ 2,955,538	\$ -	\$ -	\$ -	\$ 2,289,533	\$ -
Sales & Services of Auxiliary Activities	\$ 524,735	\$ 1,107	\$ -	\$ -	\$ 517,655	\$ -	\$ 5,973
Michigan New Jobs Training Programs	\$ 425,689	\$ -	\$ -	\$ -	\$ -	\$ 425,689	\$ -
Miscellaneous	\$ 775,146	\$ 639,950	\$ -	\$ 30,650	\$ 94,411	\$ -	\$ 10,135
Total Operating Revenue	\$ 49,444,443	\$ 41,077,453	\$ -	\$ 30,650	\$ 1,652,088	\$ 5,817,764	\$ 866,488
Operating Expenses:							
Instruction	\$ 31,653,121	\$ 30,890,570	\$ -	\$ 128	\$ -	\$ 762,423	\$ -
Instructional Support	\$ 19,209,941	\$ 18,237,605	\$ -	\$ 151,298	\$ -	\$ 821,039	\$ -
Student Services	\$ 34,178,259	\$ 15,041,765	\$ -	\$ 99,305	\$ -	\$ 19,037,189	\$ -
Public Services	\$ 2,083,319	\$ 960,092	\$ -	\$ 53,013	\$ 406,285	\$ 663,929	\$ -
Operation & Maintenance of Plant	\$ 15,955,983	\$ 11,346,393	\$ -	\$ 4,195	\$ 635,395	\$ 197,785	\$ 3,772,215
Information Technology	\$ 15,317,543	\$ 12,707,534	\$ -	\$ 627,246	\$ (141,887)	\$ 73,117	\$ 2,051,534
Institutional Administration	\$ 18,949,129	\$ 14,426,503	\$ -	\$ -	\$ (13,004)	\$ 4,535,630	\$ -
Depreciation & Amortization	\$ 7,906,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,906,955
Total Operating Expenses	\$ 145,254,250	\$ 103,610,461	\$ -	\$ 935,185	\$ 886,788	\$ 26,091,112	\$ 13,730,704
Operating Income (Loss)	\$ (95,809,807)	\$ (62,533,008)	\$ -	\$ (904,535)	\$ 765,300	\$ (20,273,348)	\$ (12,864,216)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 40,011,978	\$ 32,666,520	\$ -	\$ -	\$ -	\$ 7,345,458	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 46,129,327	\$ 46,129,327	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 2,700,479	\$ 2,700,479	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (2,500,775)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,500,775)
PELL	\$ 15,367,349	\$ -	\$ -	\$ -	\$ -	\$ 15,367,349	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 54,834	\$ 4,920	\$ -	\$ -	\$ -	\$ -	\$ 49,914
Net Non-operating Revenue (Expenses)	\$ 101,763,193	\$ 81,501,246	\$ -	\$ -	\$ -	\$ 22,712,807	\$ (2,450,860)
Income (Loss) Before Transfers	\$ 5,953,386	\$ 18,968,238	\$ -	\$ (904,535)	\$ 765,300	\$ 2,439,459	\$ (15,315,076)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (15,612,623)	\$ -	\$ 1,168,005	\$ (400,000)	\$ 404,618	\$ 14,440,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (191,330)	\$ (60,540)	\$ (269,241)	\$ 521,111
Net Increase (Decrease) in Net Position	\$ 5,953,386	\$ 3,355,616	\$ -	\$ 72,139	\$ 304,760	\$ 2,574,836	\$ (353,965)
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	\$ 69,554,777	\$ 39,951,204	\$ (149,372,325)	\$ 7,544,034	\$ 2,483,274	\$ 3,032,824	\$ 165,915,766

LANSING COMMUNITY COLLEGE
Revenue and Expense Account Information

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

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
May 19, 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 requests for assistance from students, employees, and guests.

IMPLICATIONS

Financial:

Not Applicable

Strategic Plan:

Not Applicable

Human Resources:

Not Applicable

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 – April 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	2:50am	Officer Initiated	OWI (Operating while Intoxicated)	Driver crashed into curb of Lot 12 at high rate of speed/Officer made arrest	Yes	No	Yes	OWI	Male	Hispanic or Latino
2	12:41am	Officer Initiated	Trespass/Pond after hours	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	White
3	10:56pm	Dispatched	Suspicious vehicle in ramp after hours	Officer advised driver building was closed/Driver left location	No	No	No	N/A	Female	Black or African American
4	9:48am	Dispatched	Welfare check	Officer approached individual to check well being	No	No	No	N/A	Female	White
5	12:07pm	Dispatched	Trespass	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	Other
6	4:12pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Male	White
7	3:25pm	Traffic Violation	Speeding	N/A	No	Yes	No	N/A	Male	White
8	8:50pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Female	White
9	9:15pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Male	White
10	3:05pm	Traffic Violation	Improper use of lane	N/A	No	Yes	No	N/A	Male	Black or African American

Lansing Community College Police Department Citizen Contact Report – April 2025

LCC PD CITIZEN CONTACTS					
Citizen Complaints:	0				
Dispatched:	3				
Field Interviews:	0				
Investigative Stops:	0				
Officer Initiated:	2				
Traffic Violation:	5				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	10				
Demographics		Counts	Citation	Warning	Arrest
Males:	7	1	6	1	
Females:	3	0	1	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	2	0	1	0	
Hispanic or Latino:	1	1	0	1	
Native American/Alaskan Native	0	0	0	0	
White:	6	0	5	0	
Other:	1	0	1	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	2				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	684				

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.



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, 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.