



**Lansing Community College
Board of Trustees**

**Regular Meeting
June 16, 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
June 16, 2025
6:00 p.m.

Public Hearing on the Fiscal Year 2026 Budget Proposal

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant/Liaison to the Board
- III. Pledge of Allegiance
 - A. Chatum Taylor
- IV. Public Hearing on the Fiscal Year 2026 Budget Proposal
- V. Close of Public Hearing

Regular Meeting

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant/Liaison to the Board
- III. Approval of Minutes
 - A. May 19, 2025, Regular Board of Trustees Meeting
 - B. June 3, 2026 FY2025 Budget Workshop
- IV. Additions /Deletions to the Agenda
- V. Limited Public Comment Regarding Agenda Items
- VI. President's Report

- VII. Consent Agenda – Action Items
 - A. Board of Trustees Employees’
 - 1. Expenses – June 2025
 - 2. Time Reporting – June 2025
 - B. Change Order Requests
 - 1. Electrician Services Contractor Pool
 - 2. Extension of Student Forms Application
 - C. Collective Bargaining Agreements
 - 1. Association of Support Professionals (ASP) MEA/NEA Agreement
 - 2. Facilities Maintenance Association (FMA) MEA/NEA Agreement
 - D. Cooperative Purchases
 - 1. Automation Services & Maintenance
 - 2. Cisco SmartNet Renewal
 - 3. Network Firewall Security
 - 4. Ultrasound Machine
 - 5. Virtual Desktop Infrastructure
 - E. Lease Agreement between Lansing Community College (LCC) and Eaton Regional Education Service Agency (ERESA)
 - F. Request for Proposals
 - 1. Grounds, Landscape, and Snow Services
 - 2. Parking Lot Restoration Services
- VIII. Action Item
 - A. Fiscal Year 2026 Budget Proposal
- IX. Monthly Monitoring Reports
 - A. Monthly Financial Statements
 - B. Monthly Public Safety Report
- X. Policy Development
 - A. College Policies
 - 1. Anti-Hazing (*NEW*)
 - 2. Clery Act (*NEW*)
 - 3. Program Review (*REVISION*)
 - 4. Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct (*REVISION*)
- XI. Linkage Planning/Implementation
 - A. Chair’s Report

B. Committee Report

1. Audit Committee Update – *Robert Proctor*

a. Professional Services Plan for the Year Ending June 30, 2025

b. Approval of Minutes

(1) June 2, 2025 Audit Committee Meeting

C. Board Members Report

1. Foundation Board Report – Frazier/Garcia

XII. Unfinished Business

XIII. New Business - September

XIV. Public Comment

XV. Board Comment

XVI. Closed Session

XVII. Adjournment

Approval of Minutes



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 19, 2025

Regular Meeting
Unadopted Meeting Minutes

Call to Order

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

Roll Call

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

Trustee Garcia arrived at 8:10 p.m.

Pledge of Allegiance

Trustee Frazier led the Pledge of Allegiance.

The Chair requested a moment of silence for Trustee Thomas, who lost a relative, and Dr. Seleana Samuel, who lost her father.

Approval of Minutes

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Frazier that the minutes of the April 21, 2025, Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Lovell, Taylor, Mathews, Frazier, Proctor

Nays: None

Absent: Garcia, Thomas

The motion carried.

Additions/Deletions to the Agenda

On behalf of Dr. Samuel, Chair Mathews requested that a Waiver of the Employee of Relatives (Nepotism) policy be added to the Consent Agenda.

Limited Public Comment Regarding Agenda Items

There was no Limited Public Comment Regarding Agenda Items.

President's Report

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

There was a brief presentation on LCC's partnership with CAMW.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- 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 (REMOVED)~~
 - 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
- G. **Waiver of the Employee of Relatives (Nepotism) (ADDED)**

Trustee Lovell requested that the Change Order for the Fabrication and Restoration Services be removed from the Consent Agenda.

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Proctor that the Consent Agenda, removing the Change Order for the Fabrication and Restoration Services, be approved.

Roll call vote:

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

Nays: None

Absent: Thomas

The motion carried.

Action Item – Change Order for Fabrication and Restoration Services

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier that the Change Order for Fabrication and Restoration Supplies be approved.

Trustee Lovell asked how the college looks at the sculptures across campus.

President Robinson and Chris MacKersie addressed the maintenance of the campus-wide sculptures.

Roll call vote:

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

Nays: None

Absent: Thomas

The motion carried.

Monthly Monitoring Report

The following monitoring reports were presented:

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

There were questions and discussions on items A and B.

Linkage Planning/Implementation

Committee Report – Audit Committee

Trustee Proctor stated that on May 14, he met with Rehman for an Audit Pre-Planning meeting.

Board Member Reports – Foundation Board Update

Trustee gave a brief Foundation Board update.

Unfinished Business

There was no Unfinished Business.

New Business

There were no new items of business.

Public Comment

Melissa Kaplan: Melissa Kaplan addressed the Board regarding the upcoming events at LCC.

Board Comment

Trustee Taylor made comments.

Closed Session

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Garcia to enter into a Closed Session under Section 8(a) of the Michigan OMA to discuss the Board's Executive Assistant/Liaison's yearly performance review as she requested to be undertaken in a closed session.

Roll call vote:

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

Nays: None

Absent: Thomas

The motion carried.

The Board entered into Closed Session at 7:34 p.m.

The Board entered into Open Session at 8:07 p.m.

Roll Call

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

Absent: Thomas

Adjournment

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


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

Nays: None
Absent: Thomas

The motion carried.

The meeting adjourned at 8:14 p.m.

Submitted,



Executive Assistant/Liaison to the Board
Benita Duncan

DRAFT



Administration Working Session
with the Board of Trustees

June 3, 2025
5:00 – 7:00 p.m.
ADM Boardroom

FY 2026 Budget Workshop
Unadopted Meeting Minutes

Begin Working Session

Chair Mathews opened the workshops at 5:16 p.m.

Present

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

Administration: President Robinson, Senior V.Ps, ELT members.

FY 2026 Budget Workshop

Chief Financial Officer Don Wilske presented the FY 2026 financial forecast and proposed budget overview.

Closed the Working Session

The working session adjourned at 6:47 p.m.

Consent Agenda Action Items

**Lansing Community College – Board of Trustees
June 16, 2025**

Agenda Item: Board of Trustees Employees' Expenses

Presented for Action

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

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

Strategic Plan:

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

Human Resources:

None

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

The Administration respectfully requests 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 May 31, 2025

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
31-May-25	General - Operations	\$ 30	Phone_2025_May_Accrual	Lansing Community College
Total		\$ 30		
Chargeback Print & Copy				
1-May-25	General - Operations	\$ 18	Print Copy_2025_May	Lansing Community College
Total		\$ 18		
Grand Total		\$ 48	Institutional Expenses	
Commercial Printing/Publication				
30-May-25	General - Operations	\$ 584	April 2025 Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 584		
Grand Total		\$ 584	Purchased Services	
Meeting Expense				
7-May-25	General - Operations	\$ 280	February 2025 Board Meeting	A Catered Affaire Inc
30-May-25	General - Operations	\$ 180	Board Reception for Community College Month	Cheryl Gourmet Treats
Total		\$ 460		
Grand Total		\$ 460	Travel, Training & Conferences	
Grand Total		\$ 1,091	Total Expenses	

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

Date	Board Employee	Amount	Description	Payee
Memberships				
1-May-25	Robinson	\$ 300	Quarterly Membership	Rotary Club of Lansing
1-May-25	Robinson	\$ 150	CEO Network Membership	H & H Incorporated
22-May-25	Robinson	\$ 50	Monthly Membership	University Club of MSU
Total		\$ 500		
	Grand Total	\$ 500	Supplies & Non-Capital Equipment	
Travel Miscellaneous				
23-May-25	Robinson	\$ 6	CEO Network Parking	Capital City Airport
Total		\$ 6		
Meeting Expense				
15-May-25	General - Operations	\$ 67	Stars Bingo Lunch	Westons Kewpee Burger
23-May-25	General - Operations	\$ 67	Monthly Meeting with Board Chair	Edmund's Pastime
Total		\$ 134		
	Grand Total	\$ 140	Travel, Training & Conferences	
		\$ 640	Total Expenses	

Lansing Community College - Board of Trustees
June 16, 2025

Agenda Item: Board of Trustees Employees' Time Reporting

Presented for Action

PURPOSE

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

ATTACHMENTS:

1. June, 2025 Time Reporting

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

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

President

	Vacation Leave	Personal Leave	Sick Leave
April 27 – May 10, 2025			
May 11 – May 24, 2025			
Total Hours	0.0	0.0	0.0

Executive Assistant/Liaison to the Board

	Vacation Leave	Personal Leave	Sick Leave
April 27 – May 10, 2025	32.0		
May 11 – May 24, 2025	8.0		
Total Hours	40.0	0.0	0.0

**Lansing Community College – Board of Trustees
June 16, 2025**

Agenda Item: Change Order Request - Electrician Services Contractor Pool

Presented for Action

PURPOSE

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

BACKGROUND

Through a public competitive bid process in 2024, Lansing Community College (LCC) awarded Blanket Purchase Orders (BPO) to Centennial Electric LLC, F.D. Hayes Electric Co., H&R Electrical Contractors LLC, Rolls Mechanical, Mid-Michigan Electrical Solutions, R M Electric Inc., Superior Electric Great Lakes Company, to provide the College a full range of electrician services as needed. These services are needed for repairs, replacements or new installations that are required to keep buildings up to date. The current BPO's are not scheduled to expire until June 30, 2027. Due to the numerous projects over the last year, the approved funds of \$561,000 will be expended soon.

The requested Change Order amount is \$500,000. If approved, the requested funding will cover purchases through June 30, 2027. Service requests are made as needed. There are no guaranteed purchase amounts.

IMPLICATIONS

Financial:

The initial pool of BPO's had an aggregate value of \$561,000. The requested change order will add an additional \$500,000 in aggregate to the pool, for a new total of \$1,061,000. If approved then it will be funded by the General and Maintenance & Replacement Funds.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to increase the pool of BPOs for requests for electrician services will delay projects and repairs.

OTHER OPTIONS/ALTERNATIVES

No other options or alternatives.

RECOMMENDATIONS

The Administration respectfully recommends approval to increase the electrician services contractor pool BPOs by \$500,000 to support purchases from June 16, 2025, through June 30, 2027.

ATTACHMENTS:

1. Change Order Transmittal Document – Electrician Services Contractor Pool

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustees

From: Lansing Community College Purchasing Department

Date: June 16, 2025

RE: Request for Approval of Change Order

Blanket Purchase Order (BPO) Number: BP240104, BP240105, BP240106, BP240107, BP240108, BP240109, BP240116

Vendor: Centennial Electric LLC, F.D. Hayes Electric Co., H&R Electrical Contractors LLC, Rolls Mechanical, Mid-Michigan Electrical Solutions, R M Electric Inc., Superior Electric Great Lakes 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 certified electrician services campus-wide.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees
Initial BPO Amount		\$561,000	4/15/2024
Change Order #1 (increase)	\$500,000	\$1,061,000	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 electrician services contractor pool. The requested Change Order amount is \$500,000. If approved, the additional monies will allow for continued electrician support for exterior electrical fixtures, charging stations, and installing machinery and equipment in order to maintain the College’s infrastructure for the period of June 16, 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
June 16, 2025**

Agenda Item: Change Order Request – Extension of Student Forms Application

Presented for Action

PURPOSE

To extend the Ellucian Blanket Purchase Order (BPO) for Student Forms software license by one year and increase the BPO value by \$73,252.

BACKGROUND

In 2024, Lansing Community College (LCC) established a Blanket Purchase Order (BPO) with Ellucian Company LLC (Ellucian) to provide Student Forms, an application that streamlines the financial aid process for students. As the end of the license period approaches, Information Technology Services Division determined that renewing this software for an additional year would be necessary to support the current student financial aid processes. If approved, the requested funding will cover software licensing through October 31, 2026.

IMPLICATIONS

Financial:

The requested increase of \$73,252 will bring the aggregate Blanket Purchase Order amount to \$141,712. If approved, it will be funded by the General Fund.

Strategic Plan:

This request supports the College’s strategic focus area of 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 renewal of Student Forms could result in termination of software access which would significantly disrupt the processing financial aid to students.

OTHER OPTIONS/ALTERNATIVES

No other options or alternatives.

RECOMMENDATIONS

The Administration respectfully recommends approval to extend the Ellucian Blanket Purchase Order (BPO) for Student Forms software license by one year and increase the BPO value by \$73,252, extending software access through October 31, 2026.

ATTACHMENTS:

1. Change Order Transmittal Document – Extension of Student Forms Application

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustees

From: Lansing Community College Purchasing Department

Date: June 16, 2025

RE: Request for Approval of Change Order

Blanket Purchase Order (BPO) Number: BP240061

Vendor: Ellucian Company LLC (Ellucian)

Original Blanket Purchase Order Date: January 17, 2024

Current Blanket Purchase Order Expiration: October 31, 2025

The Blanket Purchase Order covers the cost of licenses for the Student Forms application provided by Ellucian.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees
Initial BPO Amount	\$68,460	\$68,460	N/A
Change Order #1 (increase)	\$73,252	\$141,712	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 extend the Ellucian BPO for Student Forms by one year and increase the BPO value by \$73,252. The requested monies will allow for continued software license access through October 31, 2026.

This request is for your consideration and approval.

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

Lansing Community College – Board of Trustees
June 16, 2025

Agenda Item: Collective Bargaining Agreement
Association of Support Professionals Agreement

Presented for Action

PURPOSE

To secure Board approval for the Association of Support Professionals (ASP) Successor Agreement.

BACKGROUND

The previously negotiated ASP Agreement expires June 30, 2025. The parties reached a mutually satisfactory agreement to address wage and benefit concerns. On June 6, 2025, ASP notified the Administration that its membership ratified this agreement.

In September 2023, the Board of Trustees approved combining the Part-Time Clerical Technical Unit (PTCTU) and the Educational Support Professionals (ESP) into one collective bargaining group, which became known as the Association of Support Professionals (ASP). This is the first full contract negotiated for the ASP collective bargaining group. Language to differentiate between full-time and part-time employees was added throughout the contract. In addition, language was edited to be more inclusive where appropriate.

IMPLICATIONS

Financial:

The Collective bargaining agreement is effective through June 30, 2028, and provides market competitive salary schedules for all ASP classifications. Chief Financial Officer Wilske has confirmed that the financial terms of the tentative agreement are within the financial parameters set by the Board of Trustees.

Strategic Plan:

This award supports the goals of Competitiveness and Innovation and Resources Management, and Fiscal Responsibility.

Human Resources:

None

RISKS

There are no known risks.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

The Administration respectfully requests approval of the Collective Bargaining Agreement for the Association of Support Professionals.

ATTACHMENTS:

1. LCC-ASP 2025-2028 Contract Changes Memo

**AGREEMENT BETWEEN
BOARD OF TRUSTEES OF LANSING COMMUNITY COLLEGE
OF THE STATE OF MICHIGAN
AND
LANSING COMMUNITY COLLEGE ASSOCIATION of SUPPORT PROFESSIONALS
(ASP) MEA/NEA**

Contract Changes Memo

NOTE: In September 2023, the Board of Trustees approved combining the Part-Time Clerical Technical Unit (PTCTU) and the Educational Support Professionals (ESP) into one collective bargaining group, which became known as the Association of Support Professionals (ASP), this is the first full contract negotiated for the ASP collective bargaining group. Language to differentiate between full-time and part-time employees was added throughout the contract. In addition, language was edited to be more inclusive where appropriate.

~~Strikethrough~~ = remove language

RED = add language

his/her **their**

1. Cover Page:

1. Association of ~~Educational Support Personnel~~ **Professionals**
2. ~~July 1, 2020 – June 30, 2025~~ **July 2025 – June 30, 2028**

2. Preamble:

Update the effective date of the CBA to July 1, 2025

This Agreement entered into on this 1st day of July, ~~2016~~ **2025**, between the Board of Trustees, Lansing Community College (hereinafter referred to as the “Employer” or “College”) and Lansing Community College Association of **Support Professionals** ~~Educational Support Personnel~~, MEA/NEA (hereinafter referred to as the “Association”).

3. ARTICLE I. RECOGNITION

A. Bargaining Unit

The College recognizes the Association of **Support Professionals (ASP)** ~~Educational Support Personnel (ESP)~~ as the exclusive bargaining representative of all regular full-time support, technical, and paraprofessional employees of Lansing Community College, EXCLUDING the following:

- ~~• All part-time employees;~~
- All temporary or casual employees;

- All personnel in Human Resources;
- **All sworn officers or auxiliary patrol officers**
- ~~All sworn public safety officers and sworn public safety officer/dispatchers;~~
- All custodial/facilities maintenance personnel;
- All supervisors as defined by the Michigan Employment Relations Commission;
- **All exempt employees as defined by the Fair Labor Standards Act**, ~~bona fide executive, administrative and professional personnel;~~
- One Executive Assistant reporting to a member of the Executive Leadership Team and the Public Relations Officer
- ~~One full-time support employee designated as excluded by each officer at or above the level of Dean, and one full-time clerical employee designated as excluded by the Public Relations officer;~~
- **All support employees working in the President's Office or the Board of Trustees' Office or who report directly to a Senior Vice President, the Chief Financial Officer, or the Chief Information Officer;**
- Athletic coaches (as to the coaching assignment only; while coaches are not included in the bargaining unit, nothing in this Agreement prohibits bargaining unit members from performing coaching duties or activities);
- ~~Bus drivers (as to the bus driving assignment only; while bus drivers are not included in the bargaining unit, nothing in this Agreement prohibits bargaining unit members from performing bus driving duties or activities); and~~
- Student **Employees** ~~workers (e.g., retained through Student Services, as part of a financial aid package, etc.).~~

4. ARTICLE II. ASSOCIATION REPRESENTATION

A. Association Representatives

~~The Association's employee representatives shall be the Association's President, Vice President, Secretary, Treasurer and Parliamentarian designated from among bargaining unit employees. The Association may also be represented by such non-employees as it designates. The Association will notify the Employer, in writing, of the names of its officers and non-employee representative(s) and will notify the Employer of any changes that may occur from time to time, before the Employer shall have any obligation to recognize and deal with such individual representatives of the Association.~~

The Association will notify the Employer, in writing, of names of its President and officers (not to exceed 4) and the non-employee representative and will notify the Employer of any changes that may occur during the duration of this agreement,

before the Employer shall have any obligation to recognize and work with such individual representative of the Association.

B. Representative Duties

~~During scheduled working time, the representative duties of the Association's employee representatives shall be limited to:~~

1. Participation in representative activities described in Disciplinary Action; **under this agreement.**
2. ~~Presentation of grievances to designated management representatives under the Grievance Procedure in this Agreement (this does not include investigatory meetings or activities, which shall not occur during work time);~~ **Participation in representative activities as described in the Grievance Procedure under this agreement.**
3. Participation in Special Conferences under this Agreement;
4. Participation in labor contract negotiation meetings with authorized management representatives.
5. Participation in scheduled meetings between the College President and College labor leaders (presidents);
6. Participation in scheduled Health Care Task Force **(up to two representatives)** or Labor Coalition meetings or **other scheduled meetings** with authorized management representatives **and Labor Leaders (Presidents or designee).**

Association representatives shall continue to perform their regularly assigned duties as required, and their responsibilities as Association representatives will not be permitted to interfere with those duties or with the normal business of the Employer. If it is necessary for an Association representative to temporarily leave his/her assignment to engage in representative duties, permission must first be requested of the immediate supervisor. Such permission shall not be unreasonably denied. The Association representative shall report to the supervisor upon returning to regularly assigned duties. The Association representative shall record all time spent performing representative duties under this Section on the Employer's regular time reporting system.

~~One p~~ **Participating** employee representative of the Association (up to five participating representatives in labor contract negotiations) shall be paid at his/her **their** regular rate for reasonable amounts of time necessarily lost from his/her **their** regularly scheduled working hours while performing the representative duties described in Subsections one (1) through four (6) of this Section. Under no circumstances shall the Employer be required to pay more than a total of forty hours pay under Subsections one and two of this Section during any fiscal year, or a total of one hundred twenty hours pay under

Subsection four for the negotiation of any new collective bargaining agreement. One or two participating employee representative(s) of the Association shall be paid at his/her **their** regular rate for reasonable amounts of time necessarily lost from his/her **their** regularly scheduled working hours while performing the representative duties described in Subsections three, five or six of this Section. The Employer reserves the right to suspend this benefit, after conferring with the Association, if it is abused. Any other representative duties, if paid, will be paid by the Association. Hourly allocations under this provision may be altered by mutual written agreement of the parties.

The College and the Association recognize that the hours under this subsection are limited, therefore College will make a good faith effort to schedule investigations in ways that use this time effectively.

Time paid under this Section shall not be considered hours worked for purposes of computing ~~premium~~ **overtime** pay.

C. Visits by Non-Employee Association Representatives

Authorized non-employee representative(s) of the Association shall have reasonable access to Employer facilities that are not otherwise restricted, for reasonable periods of time to conduct Association business related to administration and enforcement of this Agreement, provided that such visits shall not interfere with orderly and efficient business operations. **The authorized non-employee association representative will contact the association president before meeting with association members.**

E. ~~Bulletin Boards~~

~~The Association may post notices of the following types on bulletin boards located near the time clocks used by bargaining unit employees:~~

- ~~1. Notices of Association meetings.~~
- ~~2. Notices of Association elections and the results.~~
- ~~3. Notices of Association recreational or social events.~~
- ~~4. Other official Association communications concerning Association affairs which are not political or controversial in nature.~~

~~Other materials posted on such bulletin boards may be removed at the discretion of the Employer.~~

NOTE: Re-lettering of E - L after striking out E.

E. Internal Mail System **Association Communication**

The Association may **post physical or digital notices of the following types using the**

Employer's internal mail system, e-mail system, and instant message system or any non-public facing locations (ie: office spaces, cubicle walls, break rooms, etc.) to communicate with bargaining unit members, provided such use does not violate applicable laws or regulations.

1. Notice of Association Meetings
2. Notice of Association elections and results
3. Notice of Association recreational or social events
4. Other official Association communications concerning Association affairs which are not political or controversial in nature

F. Information Requests

The parties are required to provide relevant information to each other for purposes of administering this Agreement and resolving grievances and such other purposes as may be required under the Michigan Public Employment Relations Act (PERA). All requests for such information by either party shall be in writing; shall identify the information requested in sufficient detail to allow it to be readily identified and retrieved; and, if the information pertains to anyone other than bargaining unit employees, shall explain the purpose for which the information is being requested and the relevance of the requested information. Requests shall be signed by an authorized representative of the party making the request. Association requests for information are to be directed to the Director of Labor and Employee Relations. If either party believes that an information request is unreasonable or abusive, it shall be held in abeyance until the parties meet in Special Conference in an attempt to reach an understanding on it. Neither party shall have any obligation to provide any information until it is requested in accordance with the terms of this provision.

I. Use of College Equipment

The Association is authorized to use College office and media equipment, subject to availability and prior approval. The Association shall pay for the reasonable cost of all materials and labor, including the cost of all consumable supplies, incident to such use. The Senior Vice President or designee for Administrative Services/Finance of the College shall determine reasonable cost.

J. Employee Lists

- ~~1. The Employer will furnish the Association with the following information when bargaining unit members, including probationary, provisional and reclassified personnel, are hired, terminated or have a change in status: name, department, position title, step, level, band, salary and date of hire, termination or change in status. Such information will be provided within two weeks of the event.~~
- ~~2. The Employer will make available to the Association, every pay period, a list of all employees covered by the terms of this Agreement, including the employee's~~

~~name, TUID, department, ID, position number, classification, employment category, step, level, band, current salary, date of hire into the bargaining unit, mail code, home address, office phone number, home phone number (unless unlisted), and time paid for the pay period. The College, at the time of hire, will present each new hire an Association Membership Packet, to be included in the College's hiring process. Any and all Association Membership Packets will be provided by the Association.~~

1. Each pay period the College will furnish the Association with the list of employee's information that is consistent with Public Act 236. The employer shall make available to the Association, every pay period, a complete listing of all bargaining unit staff that includes the information contained in Appendix "XYZ"

K. Board Agenda

The Association shall be entitled to appear on the Board agenda provided a written notification outlining the business to be discussed is submitted to the President's Office 11 (eleven) calendar days or more before a regularly scheduled Board meeting. Requests submitted with less notice will be considered and may be granted subject to discretion of the Board.

5. ARTICLE V. PAYROLL DEDUCTION FOR ASSOCIATION DUES

- B. Individual **electronic** authorization forms shall be furnished or approved by the Association and, when executed by a covered employee, filed by the Association with the Payroll Department. Any authorization form which lacks the employee's signature will be returned to the Association.
- D. Deductions shall commence with the first full payroll period beginning after the signed, **electronic** ~~written~~ authorization form is received by the Payroll Department and shall continue until the authorization expires or is revoked in writing by the employee, provided the employee has sufficient earnings to cover the dues. If a dispute arises as to whether or not an employee has properly executed or properly revoked a written check-off authorization form, no further deductions will be made until the matter is resolved. The Employer shall not be responsible for deduction or remittance of dues after an employee's employment relationship has been terminated or while an employee is on unpaid leave of absence or layoff status.

6. ARTICLE VII. EMPLOYMENT AND SENIORITY

A. Probationary Period

All new **full-time and part-time** employees in the bargaining unit shall be on probation and shall have no seniority until they have completed **6 up to 12** months of actual work for the Employer. ~~or up to 12 months of actual work if an employee's probationary period has been extended by mutual agreement of the Employer and the Association.~~ After successful completion of the probationary period, the employee's seniority shall be retroactive to the most recent date of hire into the bargaining unit. During the probationary period, an employee has no seniority

standing and is employed at will and may be laid off, disciplined, or discharged **terminated** at the Employer's discretion without regard to other provisions of this Agreement and without recourse to the Grievance Procedure, provided any transfer or demotion does not violate the rights of employees with seniority.

7. ARTICLE VIII. HOURS OF WORK

A. Standard of Work Week

The standard work week for **full-time employees** is 40 hours, normally on 5 or fewer consecutive days. **A part-time member is an employee who is employed by the College whose normal work schedule usually consists of up to 28 hours per week.** This provision does not prohibit deviations from this pattern based on temporary scheduling requirements of the Employer or based on agreement between an employee and the Employer. Nothing in this Agreement constitutes a guarantee that an employee will have any particular number of hours or work days during any work week, but the Employer will negotiate with the Association before implementing a program of unpaid furlough days.

B. Lunch and Rest Breaks

1. **Full-time** employees scheduled to work at least 7 hours in a work day will normally be scheduled for a 60-minute **and part-time employees 30-60-minute** duty-free lunch break without pay at or near the midpoint of the scheduled day. ~~Departmental~~ **The employee's administrative** supervisors may agree to reduce the lunch break to 30 minutes without pay if consistent with service and coverage requirements. Employees who work at least 4 but less than 7 hours in a work day may be scheduled for a 30-minute duty-free lunch break without pay at or near the midpoint of the scheduled day.
2. Employees scheduled to work at least 7 hours in a work day shall be ~~entitled~~ **permitted** to a 15 minute paid break period during the first half of their work day and a 15 minute paid break period during the second half of their day. Employees who work at least 4 hours but less than 7 hours in a work day shall be ~~entitled~~ **permitted** to one 15 minute paid break. Such breaks may not be scheduled during the first or the last hour of either half of the employee's workday.
3. **Employees scheduled to work twelve or more hours in a workday shall be permitted to three 15-minute paid breaks.**
4. **Breaks may not be scheduled during the first or last hour of either half of the employee's workday.**

D. Flex Day Schedule

1. The College may, for good cause shown in advance, allow an employee to flex ~~his/her~~ **their** work schedule within a work week to accommodate an

occasional medical or dental appointment, Association business, non-mandatory education or training opportunity, emergency situations that require the employee to leave work, or similar need which cannot be taken care of outside of the employee's normal work schedule. **Part-time employees may also flex their work schedule for Holidays that would normally fall within their work week, with supervisor approval.**

2. **For part-time employees, flexing will normally occur within the same work week, but the College may allow flexing between work weeks or pay periods, provided that flexing does not cause the employee to go into overtime.**
3. **Employees shall not be required to flex their time within the same pay period in lieu of overtime.**

E. Overtime

The Employer reserves the right to require employees to work reasonable amounts of overtime in a manner which is most advantageous to the College and its service of the public interest. All overtime assignments must be approved in advance by the **employee's Administrative Supervisor**, ~~an authorized supervisor or manager of the College department.~~ The College will attempt to provide reasonably equal overtime opportunities among employees within a job classification and will meet with the Association President at least semi-annually to address any perceived inequalities. Notice of scheduled overtime will normally be given to employees required to work such overtime at least 24 hours in advance, if possible. While economy, efficiency, and safety of operations will generally be the controlling factors in scheduling overtime work, the Employer will consider employees' stated preferences in scheduling such work. During work weeks containing a holiday recognized under this Agreement, the College will attempt to schedule all work on employees' regularly scheduled work days if practical to do so.

Part-time employees who perform more than 1,500 hours of work in a bargaining unit position during the fiscal year will be paid a lump sum bonus by the end of the month following the close of the fiscal year. This bonus will be calculated as a 30 percent premium for all hours worked in excess of 1,500 hours, excluding those hours for which the employee has been paid overtime premium.

8. ARTICLE IX. EVALUATIONS

A. Purpose

The purpose of performance reviews is to establish a continuous improvement process focused on improving service and building a culture conducive to professional growth and development.

B. Periodic Performance Reviews

1. ~~Beginning not later than the 2017-2018 fiscal year, bargaining unit members will be given periodic performance reviews by the respective Administrative Supervisor, using the form displayed in Appendix D, according to the following~~

schedule:

1. Bargaining unit members will be given periodic performance reviews by the respective Administrative Supervisor, according to the following schedule.
 - a. ~~Probationary Members:~~
 - i. ~~Current members, as of ratification of this agreement, will receive a performance review by December 31, 2016, or prior to attaining Post-Probationary status, whichever is earlier.~~
 - ii. ~~Members entering the bargaining unit after ratification of this agreement will receive a performance review within the first four months of entry into the bargaining unit.~~
 - a. Probationary Members shall receive a performance review within the first four-six months of entry into the bargaining unit.
 - b. Members who have attained post-probationary status shall receive a performance review annually on their anniversary date
 - c. ~~Post-Probationary Members:~~
 - i. ~~Current post-probationary members, as of ratification of this agreement, will receive an initial performance review by June 30, 2017.~~
 - ii. ~~Members attaining post-probationary status after ratification of this agreement will receive an initial performance review within six months of attaining such status.~~
 - iii. ~~Subsequent performance reviews will be conducted no later than three years after the initial review, unless an earlier date is established by Department Supervision.~~
2. Bargaining unit members will complete and submit a self-assessment at least one week prior to the performance review, using the form displayed in Appendix D.
3. The Administrative Supervisor may include a formal workplace observation, following discussion with the bargaining unit member. Such observations will be scheduled in advance.

9. ARTICLE X. POSITIONS, VACANCIES, AND TRANSFERS

D. Position Responsibility Review

1. Basis for Request

A written request for a Position Responsibility Review may be submitted by an employee, the Association President, the ELT member, or a supervisor supervising administrator who believes a substantial change in the employee's assigned job responsibilities or workload has occurred. (other than through an Interim Assignment). Relief for the position shall be provided only if:

- a. If such changes are the result of continuation of a previously approved grant of Responsibility Dollars; or
- b. If such changes are indefinite in duration and have resulted in at least half of the employee's time being spent on duties appropriate only to a different position level or band (by comparison to the historic base, rather than looking only at recent incremental changes); or
- c. If such changes are indefinite in duration and require that clearly unreasonable amounts of time be spent over an extended period to perform the assigned work.

2. Frequency

Position Responsibility Review requests for any position will be limited to two requests under subsection 1(a) by an employee or the Association President in any twelve month period. and one request under subsection 1(b) in any twelve month period. This shall not prevent the College from requesting reclassifications as needed.

3. Procedure Process

- a. A requesting person will initiate the review process by submitting a completed Position Responsibility Review request form, a revised and updated job description, a completed job analysis questionnaire and an updated organizational chart to the supervising administrator and employee involved, Human Resources, the Association President, and the ELT Member for the employee's area, to provide additional details regarding the position for classification purposes to the supervisor and employee involved, Human Resources, the Association President, and the Dean/Executive Director for the employee's area. The Position Responsibility Review request form and job analysis questionnaire will be made available on the College share drive. , and These documents will contain inquiries about the employee's duties and responsibilities, amount of time spent on each duty or responsibility, changes in duties and responsibilities or workload since the position was last classified, a description of any unusual one-time projects or substantial new temporary responsibilities that have been added to the employee's duties, and other relevant information. The Position Responsibility Review form must be accompanied by a current job description.
- b. Within two weeks ten business days of receiving the request, the Dean/Executive Director or designee Human Resources Manager assigned will convene a meeting with the employee, supervisor,

supervising administrator, Association President or designee and the ~~Dean/Executive Director~~ ELT Member or designee, unless a desk audit is deemed necessary by the designated HR representative. A desk audit will be required if the request is based on subsection 1(c) of this section. If a desk audit is necessary, it will be conducted as soon as practicable and the meeting will be convened within ten business days after the desk audit is completed. The purpose of the meeting is to discuss and attempt to reach an agreement on facts about the employee's actual job duties and responsibilities, amount of time spent on each duty or responsibility, changes in duties and responsibilities since the position was last classified, expected duration of such changes, and other relevant information. Within five business days after such meeting, the ~~Dean/Executive Director or designee~~ Human Resources Representative will issue a proposed report of the meeting, setting forth the facts as disclosed at the meeting and will circulate the report to the individuals who participated in the meeting. Each participant can add comments to the report and return it to the ~~Dean/Executive Director or designee~~ ELT Member, and Human Resources Representative within five business days. The ~~Dean/Executive Director or designee~~ Human Resources Representative will finalize and forward the final fact report (including comments and all documents submitted in connection with the request) to the review panel consisting of the Senior Vice President or President, as appropriate, for the employee's area, Human Resources Director of Total Compensation and Employment, and the Association President.

~~c. Review Panel members are the respective Vice President, the Association President or designee and designated Human Resources representative.~~

~~Within three business days of receiving the fact report, the Vice President or designee will send an email to the Association President, or designee and the designated Human Resources representative, seeking input on the accuracy of the fact report and other issues relevant to the reclassification request. A meeting to discuss this matter will be conducted upon the request of the Association or the College.~~

c. The Human Resources Director of total Compensation and Employment or designee will convene a meeting of the review panel within five business days of receiving the fact report, unless otherwise agreed. after the receipt of written input or a requested meeting, the Human Resources representative, in consultation with the Review Panel, The meeting will be for consideration, discussion and recommendation on the questions raised by the Position Review. Within five business days after the meeting, the Human Resources Director of Total Compensation and Employment or designee will draft a written, proposed recommendation to reclassify or restructure the position due to the indefinite changes to provide a temporary compensation supplement due to short-term changes or to refrain from any such action. The recommendation shall be accompanied by an explanation of the facts and reasoning supporting the

Panel's recommendation. The Human Resources representative will then forward the recommendation (including comments and all documents submitted in connection with the request) to the Executive Director of Human Resources (or Senior Vice President for Administration in the absence of the Executive Director). The Human Resources Director of Total Compensation and Employment will then make a final decision (approving or disapproving the request), in writing, explaining the basis for the decision. Copies of the final decision will be forwarded to each participant in the fact finding and review panel meetings, described in b. above.

~~d. Within five business days of receiving the recommendation, the Executive Director of Human Resources (or the Senior Vice President for Administration in the absence of the Executive Director) shall make a final decision (approving or disapproving the request), in writing, explaining the basis for the decision. Copies of the final decision will be forwarded to each participant in the procedure leading up to the final decision.~~

d. The final decision will be made within six weeks of receipt of the request for position review in Human Resources.

~~Time limits may be extended only by mutual written agreement of the Association and Human Resources.~~

4. Outcomes

- a. If a request is approved under subsection X.D.1(a), the employee may be granted a temporary stipend in accordance with Article XVII.C for up to six months as extra compensation for the extra work. If more time is required, the process may be repeated.
- b. If a request is approved under subsection X.D.1(b), the employee shall be reclassified unless the position is restructured or some duties are eliminated or reassigned to others. If the employee is reclassified as a result of the request, the salary adjustment will be effective retroactive to the date the request was submitted in accordance with this section. The job description shall be revised by Human Resources and a copy shall be given to the Association.

5. Appealing Classification Decisions

- a. Within 14 days of receipt of appeal of decisions by the Human Resources Director of Compensation and Employment, the Association President may convene a meeting of a review panel consisting of an ASP representative, a Human Resources representative, and the respective ELT member or designee.
- b. If the Review panel members do not agree with the decision of the Human Resources Director of Compensation and Employment, they may

submit a written appeal to the Executive Director of Human Resources within 14 days of the Review Panel meeting. The written appeal shall contain a brief explanation of the reason(s) for the appeal.

- c. Executive Director of Human Resources will confer with the Senior Vice President of Business Operations and the Provost, and render a final and binding decision (approving or denying the appeal), in writing, explaining the basis for the decision, within 14 days of receipt of the written appeal. Copies of the final decision will be forwarded to each member of the Review Panel specified in X.D.3(b) above.

10. ARTICLE XII. DISCIPLINARY ACTION

C. Progressive and Corrective Discipline

The parties subscribe to the principles of progressive corrective discipline in cases in which it appears likely to successfully correct an employee's unsatisfactory conduct or behavior. However, progressive corrective discipline shall not be required in the case of serious infractions which justify immediate suspension or discharge, or in other cases in which it does not appear likely to result in successful correction.

Disciplinary action shall range from Level 1 (least severe) to Level 4 (discharge). Level 1 will be for relatively minor problems where the employee has had few, if any, prior problems. Level 2 will be for repeat or frequent, or multiple minor problems. Level 3 will involve a suspension without pay for one to five work days for full-time employees and one to five work days up to one week for part-time employees and will be for more serious problems or for continuing problems after the employee fails to respond to lesser discipline. Level 4 will involve discharge and will be for serious problems or for continuing problems after the employee fails to respond properly to Level 2 or Level 3 discipline. Nothing contained in the Agreement shall be construed to prevent the College from imposing Level 3 or 4 discipline immediately (after informal hearing) in appropriate cases or from suspending any employee pending further investigation.

11. ARTICLE XIV. COMPENSATION

A. Wage Schedule

- ~~1. At the start of the first full payroll period beginning on or after final ratification, each eligible employee who has been in their current level and step on the Wage Schedule (Appendix A) for at least one year will advance one step. Thereafter, each eligible employee will advance one step upon completion of each additional year of active work in their level and step until reaching the top step (e.g., an employee in her level and step since 2/1/12 will advance one step at the next full payroll period following 2/1/13 and annually thereafter, assuming ratification before that date; an employee who advances following ratification will advance a year later; etc.). An employee is not eligible to advance while on unpaid leave of absence or layoff. Pay rate changes will be effective at the beginning of the payroll period starting~~

~~closest to the date the employee is eligible for a step increase (i.e., at the beginning of the payroll period if the employee's eligibility date falls within the first week of the payroll period, otherwise at the beginning of the next payroll period).~~

- ~~2. An eligible employee who is at or above the top of the new scale and receives no rate increase as of the start of the first full payroll period beginning on or after final ratification, and each subsequent fiscal year during the life of this agreement will receive a one-time lump sum payment, in the following manner:~~

Years of Service in the Bargaining Unit	Lump Sum Amount
Less than 14	\$750
14 to 19	\$1,000
20-24	\$1,250
25-29	\$1,500
30 or more	\$1,800

- ~~3. An eligible employee whose red-circled rate of pay falls on the annual pay schedule for the first time will be placed on the schedule at the new rate. If that employee's annual pay increase (projected at 2080 hours per year) is less than the lump sum schedule amount, the employee will receive a lump sum payment in an amount which, when added together with the employee's annual pay increase, will equate to the lump sum schedule amount.~~
- ~~4. If the contract expires and no successor agreement has been negotiated, employees shall not further advance on the steps until a successor agreement has been reached, unless otherwise agreed to by the parties in writing.~~
- ~~5. Either party may reopen negotiations with respect to salaries only, by delivering written notice of reopening to the other party during the month of March, 2022.~~

Members who are red circled (at a salary that is above their identified grade and step) not as a result of a demotion, will receive no increase in salary and will receive a lump sum payment at the end of the contract year as defined below:

- In year one of the contract, 2025-2026, effective with the final full pay period in June 2026, a lump sum in the amount of 1.0% of the annual earnings from their bargaining unit position salary;**
- In year two of the contract, 2026-2027, effective with the final full pay period in June 2027, a lump sum in the amount of 1.0% (equivalent to the salary schedule increase) of the annual earnings from their bargaining unit position salary; and**

- In year three of the contract, 2027-2028, effective with the final full pay period in June 2028, a lump sum in the amount of 1.0% (equivalent to the salary schedule increase) of the annual earnings from their bargaining unit position salary.

Members who are at Step 16 of the salary schedule for a full year will move to the updated salary schedule and receive no step increase in salary, and will receive a lump sum payment at the end of the fiscal year as defined below:

- In year two of the contract, 2026-2027, effective with the final full pay period in June 2027, a lump sum in the amount of 2.0% of the annual earnings from their bargaining unit position salary; and
- In year three of the contract, 2027-2028, effective with the final full pay period in June 2028, a lump sum in the amount of 2.0% of the annual earnings from their bargaining unit position salary.

Step increases take place for all eligible employees on the first full pay period after July 1. For an employee hired into the bargaining unit after January 1 of the calendar year, an employee will first be eligible for a step increase after the completion of one full fiscal year.

C. Rate of Pay in the Event of Transfer, Promotion, Demotion, Interim Assignment, or Reclassification

- ~~1. In the event of a promotion, transfer, reclassification or interim assignment that results in movement to a position with a higher pay level, the employee will be placed at the step in the new classification having the rate that is closest to the average of the rate for the employee's former level and step and the rate for the same step in the new level. The rate change will be effective at the beginning of the first full pay period beginning on or after the effective date of the promotion, transfer, reclassification, or interim assignment.~~
1. In the event of an interim assignment that results in movement to a position with a lower pay level, the employee's pay rate will be the same as if the assignment had not been made (i.e., will continue to receive applicable step increases in the regular classification).
- ~~3. In the event of a demotion, transfer, or reclassification that results in movement to a position with a lower pay level, the employee will suffer no reduction in pay, unless otherwise agreed by the employee. The pay rate change will be effective at the beginning of the first full pay period beginning on or after the effective date of the demotion, transfer, or reclassification.~~
- ~~4. In the event of a transfer or reassignment that results in movement to a position within the same pay level, the employee will remain at the same pay~~

step.

2. In the event of a demotion or transfer that results in movement to a position in this bargaining unit with a lower pay level, the following will be adhered to:
 - a. Involuntary demotions due to performance issue(s) will result in a reduction in salary to an appropriate rate in the new position.
 - b. Demotion due to reorganization will result in a red-circled salary and suffer no loss of current salary.
 - c. Voluntary transfers through application or transfer process will result in a salary adjustment consistent with standard methodology and practice for determining an offer.

The pay rate change will be effective at the beginning of the first full pay period beginning on or after the effective date of the demotion, transfer, or reclassification.
3. When an employee is red-circled for reasons other than a demotion due to performance issues, the employee will receive a lump sum payment equal to 1% of annual earnings at the end of the fiscal year. This payment is in lieu of a salary schedule increase or step.
4. A member who becomes a member of another bargaining unit as a result of demotion, transfer, or reclassification will be compensated in accordance with that unit's collective bargaining agreement and will be subject to other terms and conditions of employment consistent with the applicable collective bargaining agreement.

E. Degree Recognition

1. Bargaining unit employees who, after the effective date of this agreement, earn a certificate or degree that is job related and beyond what is specified in the band and level classification of their position shall receive a onetime payment not added to base of ~~\$400 for a certificate, \$600 for an Associate,~~ ~~\$800~~ **\$1,400** for bachelors, ~~\$1,000~~ **\$1,850** for masters, **for full-time members, part-time members shall receive \$980 for bachelors and \$1295 for masters.** The certificate or degree must require at least 30 credit hours.

F. Premium Over-time Pay Rates

An employee shall be paid one and one-half times the employee's regular rate of pay for hours actually worked in the following circumstances:

1. All hours actually worked in excess of 40 hours in any work week.
2. All hours actually worked on a holiday recognized under this Agreement.

12. ARTICLE HOLIDAYS, PAID TIME OFF, AND PAID SICK LEAVE

A. Holidays

1. The following shall be considered as holidays for the purpose of this agreement:
 - a. New Year's Day
 - b. Martin Luther King, Jr. Day
 - c. Memorial Day
 - d. Juneteenth
 - e. Independence Day
 - f. Labor Day
 - g. Thanksgiving Day
 - h. The day following Thanksgiving Day
 - i. Christmas Eve Day (as defined in A.1.k below)
 - j. Christmas Day
 - k. New Year's Eve Day (as defined in A.1.k below)
 - l. Two additional days off with pay (the day before Christmas and the day before New Year's Day), will be granted whenever Christmas Day and New Year's Day fall on a Tuesday, Wednesday, Thursday, or Friday.
2. A holiday for which an employee receives holiday pay and during which he/she they did not work shall be considered as credited service for the purpose of this Article.
3. Eligible full-time employees under these provisions shall receive eight hours pay computed at their regular base straight time hourly rate.
4. If employees covered by this Agreement work on any holiday designated above, they shall be paid for such work at the rate of one and one-half times the straight- time base hourly rate, in addition to regular holiday pay.
5. Whenever a state or federal statute requires that any of the above designated holidays be observed on the day or date other than as set forth above, the holiday shall be observed on the day or date prescribed by the controlling statute
6. Part-time employees under these provisions will receive their regularly scheduled hours paid at their regular base straight hourly rate if not required to work on the holiday. Work schedules will not be adjusted to avoid holiday pay.
- ~~6.~~ 7. Additional Leave Days. The following days will constitute additional paid leave days for full-time employees. For pay purposes, these days will not be considered as holidays. These days will be as follows:

December 26, 29, 30, 2025

December 28, 29, 30, 2026

December 27, 28, 29, 30, 2027

~~December 28, 29, 30, 2020~~

~~December 27, 28, 29, 30, 2021~~

~~December 26, 27, 28, 29, 30, 2022~~

~~December 26, 27, 28, 29 2023~~

~~December 26, 27, 30, 2024~~

B. Paid Time Off

1. Bargaining unit employees will accrue Paid Time Off (PTO) benefits in accordance with the following schedule for each biweekly payroll period for which they have at least 80 hours of credited service (including hours actually worked, paid holidays, approved Paid Time Off, approved Paid Sick Leave, paid Additional Leave days and other approved paid leaves of absence under this Agreement), subject to the maximum accumulation of accrued PTO at any time. An employee's scheduled hours lost solely due to the College being closed shall be deemed credited service for purposes of PTO accrual if not covered by any other form of credited service.

Full-time LCC <u>Service Required</u>	Paid Time Off <u>Biweekly Accrual Rate</u>
1st through 2nd years	3.68 hours
3rd through 5th years	4.60 hours
6th through 10th years	5.52 hours
11th through 14th years	6.44 hours
15th and subsequent years	7.67 hours

Part-time LCC <u>Service Required</u>	Paid Time Off <u>Biweekly Accrual Rate</u>
1st through 2nd years	5%
3rd through 5th years	6%
6th through 10th years	7%
11th through 14th years	8%
15th and subsequent years	9%

Maximum accumulation at any time:

Full-time: 400 hours

Part-time: 200 hours

Paid Time Off will be paid at the applicable regular hourly rate of pay, exclusive of all premiums, which the employee is earning at the time of commencing the Paid Time Off.

2. All requests for use of PTO must be made in writing or electronically for approval by the immediate Supervisor, or designee. The employee will be notified of approval within a reasonable time frame. Such approval shall not be arbitrarily or capriciously denied.

3. An employee will be paid for earned but unused PTO benefits up to a maximum of 400 hours **for full-time or 200 for part-time** on the pay period following the date of termination, unless the employee voluntarily **terminates separates employment** without 14 calendar days written notice to the Employer (absent a request for resignation by the Employer), or is terminated for **gross misconduct cause**.

~~C.~~ **PTO Sell Back**

~~PTO sell back employees may “sell back” up to 40 hours of earned and unused PTO in 8 hour increments, subject to the following:~~

- ~~1. Applicants to “sell back” hours will be submitted in writing to Human Resources from October 1 through October 15 of each year covered by this Agreement.~~
- ~~2. Applicants must have at least 40 hours of unscheduled PTO remaining in their bank after the hours are sold back.~~
- ~~3. Payments to eligible applicants will be made at their regular straight time rate of pay, exclusive of any premiums, and will be scheduled for payment during the first full pay period after November 1.~~

~~D.~~ **C. Paid Sick Leave**

1. **Full-time** bargaining unit employees will accrue Paid Sick Leave (PSL) at the rate of 3.68 hours for each biweekly payroll period for which they have at least 80 hours of credited service (including hours actually worked, paid holidays, approved Paid Time Off, approved Paid Sick Leave, paid Additional Leave days and other approved paid leaves of absence under this Agreement). An employee’s scheduled hours lost solely due to the College being closed shall be deemed credited service for purposes of PTO accrual if not covered by any other form of credited service.
2. **Part-time bargaining unit employees will accrue Paid Sick Leave (PSL) at the rate of 4.6 percent of hours worked or paid.**
2. **3.** PSL hours shall be used only for the following purposes:
 - a. The employee's health related appointments, (doctor, dental, optical, etc.) illness, injury, or hospitalization; or
 - b. Illness in the employee's immediate family (up to 48 hours per year).

For purposes of this section, a member of the employee's immediate family is defined as **current spouse, current domestic partner, parent, parent-in-law, child, child-in-law, sibling, half-sibling, sibling-in-law, grandparent, grandchild, step parent or step child.** ~~mother, father, sister, brother, daughter, son, grandfather, grandmother, grandchild, step-parent, step-~~

~~child, spouse, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and other members of the employee's household.~~

4. PSL hours will not be charged for an illness or injury resulting from the performance of services for the College which are covered by the provisions of the Worker's Compensation Act.
5. PSL hours will not accumulate beyond 1,200 hours. The maximum number of PSL hours that may be used at any one time is the number of working hours necessary to carry the employee through the 90-day qualification period for long term disability insurance.

D. Paid Sick Leave Bank

Bargaining unit members may donate up to 24 40 hours annually of their own PSL to the Association Sick Leave Fund for purposes of providing paid sick leave to employees who have exhausted their own PSL.

1. The Association shall carry forward any unused hours from year to year up to a maximum cap not to exceed 24 40 hours times the number of bargaining unit members at the end of the fiscal year.
2. Members who apply for usage of these funds must exhaust their own PSL hours before being considered for additional paid sick leave hours from the Fund. The Association shall govern the Sick Leave Fund and its disbursement to members.
3. The College shall provide the association with a report that includes the number of remaining hours upon request, no more than twice per year.

E. Payout of Sick Leave

1. Except as specified below, upon separation of employment, each bargaining unit member who has completed at least twenty years of service within the bargaining unit, shall receive, upon separation of employment, the amount of 60 dollars for each accumulated and unused paid sick leave days remaining in their sick leave bank, up to a maximum of 150 days.
2. Such payments will not be made if any of the following occurs:
 - a. The employee does not provide at least 60 days written notice of separation to their Supervisor and the Human Resources Director of Compensation and Benefits.
 - b. The employee is terminated for ~~misconduct~~ cause.

13. ARTICLE XVI. LEAVES OF ABSENCE

F. Bereavement Leave

If a death occurs in an employee's immediate family, the employee shall be granted up to 40 hours off without loss of pay as required for the employee to make necessary arrangements and attend the funeral or memorial services. Immediate family means the employee's **current spouse, current domestic partner, parent, parent-in-law, child, child-in-law, sibling, half-sibling, sibling-in-law, grandparent, grandchild, step-parent, or step-child.** ~~current spouse, mother, father, son, daughter, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchild, stepchildren, sister-in-law, brother-in-law, or stepparent.~~ Special circumstances may warrant deviation in granting bereavement leave subject to the approval of the Divisional Dean and the director of Human Resources prior to the commencement of the leave.

G. Jury Duty Leave

~~A jury duty leave shall be granted to any employee who is obligated to serve as a juror in court. A non-probationary employee shall receive full pay for the employee's regularly scheduled hours of work necessarily lost during such leave, to a maximum of 60 working days, provided the employee informs the College within three working days after receiving a jury summons, and provided further that the employee pays over to the College all juror fees, excluding mileage, received by the employee. Any employee who is excused from jury service during regularly scheduled work hours shall report for work for the remainder of the day.~~

A jury duty leave shall be granted to a full-time or part-time member who is obligated to serve as a juror in court. A member requiring jury duty leave shall inform their administrative supervisor within three working days after receiving a jury summons. Any member who is excused from jury service during regularly scheduled work hours shall report for work for the remainder of the day.

A full-time or part-time member who is called to and reports for jury duty shall be paid by the Employer for each day partially or wholly spent in performing jury duty, if the member otherwise would have been scheduled to work for the Employer and does not work, an amount equal to full pay for the member's regularly scheduled hours of work necessarily lost during such leave, up to a maximum of 60 work days provided the member pays over to the Employer all juror fees, excluding mileage, received by the member.

In order to receive payment for jury duty service, a member must give their Supervisor and the Payroll Department prior notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on days for which payment is claimed. The provisions of this Section are not applicable to a member who, without being summoned, volunteers for jury duty or a member with less than one year's service at Lansing Community College

14. ARTICLE XVIII. ADDITIONAL EMPLOYEE BENEFITS

A. Employee Parking

The College will provide ~~surface parking lots which may be used by bargaining unit~~ parking for employees at no cost. ~~An annual parking fee shall be in effect from time to time for the College parking ramp facility. The annual charge will be pro-rated for part-year use of the parking ramp facility.~~

Employees will abide by Employer parking policies. The College **Employer** may require parking cards, decal, or other methods of control for each ~~bargaining unit member's vehicle~~ **member car** and will furnish parking cards, decals, or other methods of control at College **Employer** expense. If the cards, decals, or other methods of control are lost or misplaced, a replacement fee will be charged. ~~No bargaining unit member will be permitted to park more than one vehicle in College parking facilities at any time.~~

B. Admission to Lansing Community College Courses

Full-time Employees

1. Employees will be granted tuition scholarships (excluding any associated fees) for courses they desire, as long as these courses are taken outside of the employee's regularly scheduled working hours. It is recognized that enrollment may be limited by such factors as facility and equipment limitations and current safety standards.
2. Employee dependents as defined by the Internal Revenue Service for income tax purposes (including spouse and children) will be granted tuition scholarships for Lansing Community College courses for which they meet entrance requirements. It is recognized that student enrollment may be limited by such factors such as facility and equipment limitations and current safety standards.
3. Courses that are approved and assigned by the Supervisor (i.e., courses that directly benefit the employee's current job placement) can take place during the regularly scheduled work hours. The College will pay any tuition and/or fees for such coursework.

Part-time Employees

1. **Part-time employees will be issued tuition credits at resident or non-resident rates unit, if the employee does not use the available credit(s), their IRS eligible dependent(s) may utilize the balance.**
2. **Courses that are approved and assigned by the Supervisor (i.e., courses that directly benefit the employee's current job placement) can take place during the regularly scheduled work hours. The College will pay any tuition and/or fees for such coursework.**

3. Part-time employees will be issued tuition credits at resident or non-resident rates according to the following schedule:

<u>WORK PERFORMED DURING SEMESTER</u>	<u>TUITION CREDITS</u>
160 hours to 320 hours	Four (4) credit hours
More than 320 hours	Eight (8) credit hours

4. For purposes of this section, the semesters are:
- Fall Semester: from the beginning of Fall Semester until December 31
 - Spring Semester: from January 1 until the end of Spring Semester
 - Summer Semester: from the end of Spring Semester until the beginning of Fall Semester.

Tuition credits will be issued at the end of each semester and may be used for course taken within the following 12 months. Subject to these limitations, employees will be granted tuition scholarships (excluding any fees associated with courses) for courses they desire, as long as these courses are taken outside of the employee's regularly scheduled working hours.

It is recognized that enrollment may be limited by such factors as facility and equipment limitations and current safety standards. Employees who cannot use earned credits within the following 12 months, may apply to the Director of Total Compensation and Benefits for a six-month extension. Such applications will not be unreasonably denied.

C. Uniforms

Employees required to wear uniform clothing items, will be provided to them by the College. Employees are responsible for maintaining and cleaning uniforms and may request new uniforms as needed.

15. ARTICLE XX. GRIEVANCE PROCEDURE

* Holidays and Closed Campus Days are excluded from the time limits.

C. Procedure

The parties recognize that it is important for grievances to be processed as rapidly as possible. Consequently, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. Time limits may be extended only by written (or electronic) mutual agreement by the parties. In the event that prescribed action is not taken by the aggrieved bargaining unit member or the Association within the grievance time limits specified herein, the grievance will be deemed settled and withdrawn on the basis of the Employer's last action or disposition, and such resolution shall be final and binding. Any aggrieved bargaining unit member shall have the right to Association representation at all levels of the grievance procedure. ~~The grievance form as~~

~~found in Appendix C shall be made available to members by the College's Human Resources Department and the Association.~~

1. **Level One** – Informal Discussion and Written Grievance

- a. Individual Member Grievances. An aggrieved bargaining unit member shall discuss the matter giving rise to the grievance with ~~his/her~~ **their** supervisor within 21 calendar days of the event giving rise to the grievance with the objective of resolving the matter informally and may request an Association Representative to attend.

If the aggrieved bargaining unit member is unsatisfied with the disposition from the oral discussion and wishes to further pursue the matter, the aggrieved bargaining unit member shall file a written grievance setting forth the detailed facts and the specific provision or provisions of the Agreement alleged to have been violated, and stating the settlement desired.

The aggrieved bargaining unit member is encouraged to consult with an Association Representative prior to writing and submitting the grievance.

The written grievance must be delivered to the grievant's supervisor and copies delivered to the ~~College Executive Director of Human Resources Department,~~ **the Director of Labor and Employee Relations,** and the Association offices within 28 calendar days of the event giving rise to the grievance.

- b. Association Grievances. Matters involving Association grievances will be discussed with the appropriate administrative official as designated by the College's Executive Director of Human Resources in an attempt to resolve the matter informally. If the matter is not resolved informally and the Association desires to further pursue the matter, the Association must deliver a written grievance (setting forth in detail the facts and specific provision or provisions of the Agreement alleged to have been violated and stating the settlement desired) within 28 calendar days of the event giving rise to the grievance. The Association grievance must be delivered to the supervising Dean or other administrative official as designated by the College's Executive Director of Human Resources, and a copy delivered to the College Human Resources Department.
- c. Level One Written Disposition. Within 14 calendar days of delivering the written grievance, ~~the grievant and/or an Association representative~~ **Human Resources** will arrange to meet with the Grievant's **Administrative Supervisor** (in the case of individual grievances) **or other appropriate College Administrator in an effort to resolve the issue** ~~the supervising Dean/designated administrative official (in the case of Association grievances) in an effort to resolve the issue~~) The supervisor

(in the case of individual grievances) or the supervising Dean/designated administrative official (in the case of Association grievances) will reply with a written disposition regarding the grievance, which shall be given to the grievant and/or an Association representative within 14 calendar days after such meeting.

2. Level Two – Human Resources Review

- a. Association Request for Review. If the grievant is not satisfied with the disposition of the grievance at Level One, or if no disposition has been rendered in the time allowed, the grievant or the Association may advance the grievance by delivering a written appeal to the College's Executive Director of Human Resources and the Director of Labor and Employee Relations or the Executive Director's designee within 14 calendar days after the written disposition is issued, or if no written disposition is timely issued, within 14 days after the due date for the written disposition. The written appeal shall contain a brief explanation of the reason(s) for rejecting the disposition and any change in the settlement proposed, and shall be signed by the aggrieved employee(s) and the Association representative.
- b. Human Resources Written Answer. Within 14 calendar days after delivery of the written appeal, the grievant or an Association representative will arrange to meet with the Executive Director of Human Resources or his/her their designee to discuss the disputed issue(s) in the grievance. Absent agreement for a longer period, the meeting shall be held within 14 calendar days after delivery of the written appeal. The Association and the College may each have up to three additional people present to participate in the discussion. Within 14 calendar days from the date of the Level Two meeting the Executive Director of Human Resources or designee will reply with a written answer to the appeal.

3. Level Three – Voluntary Mediation

If the grievance is not resolved at Level Two, the parties may elect to pursue mediation of a grievance through the services provided by the Michigan Employment Relations Commission. Both parties must agree in writing to pursue mediation within 14 calendar days of the Level Two answer. If a satisfactory resolution is achieved through mediation, the resolution shall be final and binding upon the grievant(s), the Association, and the College.

4. Level Four – Arbitration.

- a. Association Request for Arbitration. If the grievance is not resolved at Level Three, or if the parties do not agree that mediation is appropriate, the Association may submit the grievance to arbitration by filing a written request for a panel of 7 seven arbitrators with the Michigan Employment Relations Commission (MERC) and delivering a copy of the request to the College's Human Resources Department Executive Director of Human Resources and the Director of Labor and Employee

Relations within 28 calendar days after either (1) the mediation date; or (2) the date the parties elected to forgo mediation. Any grievance not submitted to arbitration in accordance with this Section shall be considered resolved and withdrawn on the basis of the Employer's last action or disposition, and such resolution shall be final and binding.

16. APPENDIX A. WAGE SCALE

2020-2021

Step/Level	Level 3	Level 4	Level 5	Level 6	Level 7
Step 1	\$ 13.80	\$ 15.61	\$ 17.84	\$ 20.41	\$ 23.82
Step 2	\$ 14.36	\$ 16.24	\$ 18.55	\$ 21.23	\$ 24.78
Step 3	\$ 14.94	\$ 16.89	\$ 19.31	\$ 22.08	\$ 25.78
Step 4	\$ 15.46	\$ 17.48	\$ 19.98	\$ 22.85	\$ 26.67
Step 5	\$ 16.01	\$ 18.10	\$ 20.68	\$ 23.65	\$ 27.61
Step 6	\$ 16.56	\$ 18.73	\$ 21.41	\$ 24.47	\$ 28.57
Step 7	\$ 17.14	\$ 19.39	\$ 22.16	\$ 25.33	\$ 29.58
Step 8	\$ 17.74	\$ 20.07	\$ 22.92	\$ 26.22	\$ 30.61
Step 9	\$ 18.36	\$ 20.76	\$ 23.73	\$ 27.13	\$ 31.68
Step 10	\$ 18.91	\$ 21.39	\$ 24.44	\$ 27.94	\$ 32.63
Step 11	\$ 19.48	\$ 22.03	\$ 25.17	\$ 28.79	\$ 33.61
Step 12	\$ 20.07	\$ 22.69	\$ 25.92	\$ 29.65	\$ 34.62
Step 13	\$ 20.67	\$ 23.37	\$ 26.70	\$ 30.54	\$ 35.66
Step 14	\$ 21.29	\$ 24.07	\$ 27.51	\$ 31.47	\$ 36.72
Step 15	\$ 21.93	\$ 24.79	\$ 28.33	\$ 32.41	\$ 37.82

2021-2022

Step/Level	Level 3	Level 4	Level 5	Level 6	Level 7
Step 1	\$ 14.01	\$ 15.84	\$ 18.11	\$ 20.72	\$ 24.18
Step 2	\$ 14.58	\$ 16.48	\$ 18.83	\$ 21.55	\$ 25.15
Step 3	\$ 15.16	\$ 17.14	\$ 19.59	\$ 22.41	\$ 26.17
Step 4	\$ 15.69	\$ 17.74	\$ 20.27	\$ 23.19	\$ 27.07
Step 5	\$ 16.25	\$ 18.37	\$ 20.99	\$ 24.00	\$ 28.02
Step 6	\$ 16.81	\$ 19.01	\$ 21.73	\$ 24.84	\$ 29.00
Step 7	\$ 17.40	\$ 19.68	\$ 22.49	\$ 25.71	\$ 30.02
Step 8	\$ 18.01	\$ 20.37	\$ 23.26	\$ 26.61	\$ 31.07
Step 9	\$ 18.64	\$ 21.07	\$ 24.09	\$ 27.54	\$ 32.15
Step 10	\$ 19.19	\$ 21.71	\$ 24.81	\$ 28.36	\$ 33.12
Step 11	\$ 19.77	\$ 22.36	\$ 25.55	\$ 29.22	\$ 34.11
Step 12	\$ 20.37	\$ 23.03	\$ 26.31	\$ 30.09	\$ 35.14
Step 13	\$ 20.98	\$ 23.72	\$ 27.11	\$ 31.00	\$ 36.19
Step 14	\$ 21.61	\$ 24.43	\$ 27.92	\$ 31.94	\$ 37.27
Step 15	\$ 22.26	\$ 25.16	\$ 28.76	\$ 32.90	\$ 38.39
Step 16	\$ 22.93	\$ 25.91	\$ 29.62	\$ 33.88	\$ 39.54

2022-2023

Step/Level	Level 3	Level 4	Level 5	Level 6	Level 7
Step 1	\$ 14.22	\$ 16.08	\$ 18.38	\$ 21.03	\$ 24.54
Step 2	\$ 14.80	\$ 16.73	\$ 19.12	\$ 21.88	\$ 25.53
Step 3	\$ 15.39	\$ 17.40	\$ 19.89	\$ 22.74	\$ 26.56
Step 4	\$ 15.93	\$ 18.01	\$ 20.58	\$ 23.54	\$ 27.48
Step 5	\$ 16.49	\$ 18.64	\$ 21.30	\$ 24.36	\$ 28.44
Step 6	\$ 17.07	\$ 19.29	\$ 22.05	\$ 25.21	\$ 29.44
Step 7	\$ 17.66	\$ 19.97	\$ 22.83	\$ 26.10	\$ 30.47
Step 8	\$ 18.28	\$ 20.67	\$ 23.61	\$ 27.01	\$ 31.54
Step 9	\$ 18.92	\$ 21.38	\$ 24.45	\$ 27.95	\$ 32.64
Step 10	\$ 19.48	\$ 22.03	\$ 25.18	\$ 28.79	\$ 33.62
Step 11	\$ 20.07	\$ 22.69	\$ 25.93	\$ 29.66	\$ 34.62
Step 12	\$ 20.67	\$ 23.37	\$ 26.71	\$ 30.54	\$ 35.67
Step 13	\$ 21.29	\$ 24.07	\$ 27.51	\$ 31.46	\$ 36.73
Step 14	\$ 21.94	\$ 24.79	\$ 28.34	\$ 32.42	\$ 37.83
Step 15	\$ 22.60	\$ 25.54	\$ 29.19	\$ 33.39	\$ 38.97
Step 16	\$ 23.27	\$ 26.30	\$ 30.06	\$ 34.39	\$ 40.14

2023-2024

Step/Level	Level 3	Level 4	Level 5	Level 6	Level 7
Step 1	\$ 14.43	\$ 16.32	\$ 18.66	\$ 21.34	\$ 24.91
Step 2	\$ 15.02	\$ 16.98	\$ 19.40	\$ 22.20	\$ 25.91
Step 3	\$ 15.62	\$ 17.66	\$ 20.19	\$ 23.08	\$ 26.96
Step 4	\$ 16.16	\$ 18.28	\$ 20.89	\$ 23.89	\$ 27.89
Step 5	\$ 16.74	\$ 18.92	\$ 21.62	\$ 24.73	\$ 28.87
Step 6	\$ 17.32	\$ 19.58	\$ 22.38	\$ 25.59	\$ 29.88
Step 7	\$ 17.93	\$ 20.27	\$ 23.17	\$ 26.49	\$ 30.93
Step 8	\$ 18.55	\$ 20.98	\$ 23.97	\$ 27.42	\$ 32.01
Step 9	\$ 19.20	\$ 21.70	\$ 24.81	\$ 28.37	\$ 33.13
Step 10	\$ 19.77	\$ 22.36	\$ 25.56	\$ 29.22	\$ 34.12
Step 11	\$ 20.37	\$ 23.03	\$ 26.32	\$ 30.10	\$ 35.14
Step 12	\$ 20.98	\$ 23.72	\$ 27.11	\$ 31.00	\$ 36.20
Step 13	\$ 21.61	\$ 24.43	\$ 27.92	\$ 31.94	\$ 37.29
Step 14	\$ 22.27	\$ 25.16	\$ 28.76	\$ 32.90	\$ 38.40
Step 15	\$ 22.94	\$ 25.92	\$ 29.63	\$ 33.89	\$ 39.55
Step 16	\$ 23.62	\$ 26.70	\$ 30.51	\$ 34.91	\$ 40.74

2024-2025

Step/Level	Level 3	Level 4	Level 5	Level 6	Level 7
Step 1	\$ 14.65	\$ 16.57	\$ 18.94	\$ 21.66	\$ 25.28
Step 2	\$ 15.24	\$ 17.24	\$ 19.69	\$ 22.54	\$ 26.30
Step 3	\$ 15.86	\$ 17.93	\$ 20.49	\$ 23.43	\$ 27.36
Step 4	\$ 16.41	\$ 18.55	\$ 21.20	\$ 24.25	\$ 28.31
Step 5	\$ 16.99	\$ 19.21	\$ 21.94	\$ 25.10	\$ 29.30
Step 6	\$ 17.58	\$ 19.88	\$ 22.72	\$ 25.97	\$ 30.33
Step 7	\$ 18.20	\$ 20.58	\$ 23.52	\$ 26.89	\$ 31.39
Step 8	\$ 18.83	\$ 21.30	\$ 24.33	\$ 27.83	\$ 32.49
Step 9	\$ 19.49	\$ 22.03	\$ 25.19	\$ 28.80	\$ 33.62
Step 10	\$ 20.07	\$ 22.70	\$ 25.94	\$ 29.66	\$ 34.63
Step 11	\$ 20.67	\$ 23.38	\$ 26.72	\$ 30.55	\$ 35.67
Step 12	\$ 21.30	\$ 24.08	\$ 27.51	\$ 31.47	\$ 36.75
Step 13	\$ 21.93	\$ 24.80	\$ 28.34	\$ 32.42	\$ 37.84
Step 14	\$ 22.60	\$ 25.54	\$ 29.19	\$ 33.40	\$ 38.98
Step 15	\$ 23.28	\$ 26.31	\$ 30.07	\$ 34.40	\$ 40.15
Step 16	\$ 23.98	\$ 27.10	\$ 30.97	\$ 35.43	\$ 41.35

**Full-time Employees
2025 - 2026**

2025-26	4	5	6	7
1	17.93	20.49	23.43	27.36
2	18.55	21.20	24.25	28.31
3	19.21	21.94	25.10	29.30
4	19.88	22.72	25.97	30.33
5	20.58	23.52	26.89	31.39
6	21.30	24.33	27.83	32.49
7	22.03	25.19	28.80	33.62
8	22.70	25.94	29.66	34.63
9	23.38	26.72	30.55	35.67
10	24.08	27.51	31.47	36.75
11	24.80	28.34	32.42	37.84
12	25.54	29.19	33.40	38.98
13	26.31	30.07	34.40	40.15
14	27.10	30.97	35.43	41.35
15	27.91	31.90	36.49	42.59
16	28.75	32.86	37.59	43.87

**Part-time Employees
2025 - 2026**

2025-26	S2	S3	S4	P2	P3	P4	T2	T3	T4
1	15.59	15.91	16.59	16.00	17.00	20.19	16.00	17.01	20.19
2	16.06	16.39	17.09	16.48	17.51	20.79	16.48	17.52	20.79
3	16.54	16.88	17.60	16.98	18.04	21.42	16.98	18.05	21.42
4	17.04	17.39	18.13	17.48	18.58	22.06	17.48	18.59	22.06
5	17.55	17.91	18.67	18.01	19.14	22.72	18.01	19.15	22.72
6	18.07	18.45	19.23	18.55	19.71	23.40	18.55	19.72	23.40
7	18.62	19.00	19.81	19.11	20.30	24.10	19.11	20.31	24.10
8	19.17	19.57	20.40	19.68	20.91	24.83	19.68	20.92	24.83
9	19.75	20.16	21.01	20.27	21.54	25.57	20.27	21.55	25.57
10	20.34	20.76	21.64	20.88	22.19	26.34	20.88	22.20	26.34

**Full-time Employees
2026 – 2027**

2026-27	4	5	6	7
1	18.20	20.80	23.78	27.77
2	18.83	21.52	24.61	28.73
3	19.50	22.27	25.48	29.74
4	20.18	23.06	26.36	30.78
5	20.89	23.87	27.29	31.86
6	21.62	24.69	28.25	32.98
7	22.36	25.57	29.23	34.12
8	23.04	26.33	30.10	35.15
9	23.73	27.12	31.01	36.21
10	24.44	27.92	31.94	37.30
11	25.17	28.77	32.91	38.41
12	25.92	29.63	33.90	39.56
13	26.70	30.52	34.92	40.75
14	27.51	31.43	35.96	41.97
15	28.33	32.38	37.04	43.23
16	29.18	33.35	38.15	44.53

**Part-time Employees
2026 - 2027**

2026-27	S2	S3	S4	P2	P3	P4	T2	T3	T4
1	15.82	16.15	16.84	16.24	17.26	20.49	16.24	17.27	20.49
2	16.30	16.64	17.35	16.73	17.77	21.10	16.73	17.78	21.10
3	16.79	17.13	17.86	17.23	18.31	21.74	17.23	18.32	21.74
4	17.30	17.65	18.40	17.74	18.86	22.39	17.74	18.87	22.39
5	17.81	18.18	18.95	18.28	19.43	23.06	18.28	19.44	23.06
6	18.34	18.73	19.52	18.83	20.01	23.75	18.83	20.02	23.75
7	18.90	19.29	20.11	19.40	20.60	24.46	19.40	20.61	24.46
8	19.46	19.86	20.71	19.98	21.22	25.20	19.98	21.23	25.20
9	20.05	20.46	21.33	20.57	21.86	25.95	20.57	21.87	25.95
10	20.65	21.08	21.96	21.19	22.52	26.73	21.19	22.53	26.73

**Full-time Employees
2027 – 2028**

2027-28	4	5	6	7
1	18.47	21.11	24.14	28.19
2	19.11	21.84	24.98	29.17
3	19.79	22.60	25.86	30.19
4	20.48	23.41	26.75	31.25
5	21.20	24.23	27.70	32.34
6	21.94	25.07	28.67	33.47
7	22.70	25.95	29.67	34.64
8	23.39	26.72	30.56	35.68
9	24.09	27.53	31.47	36.75
10	24.81	28.34	32.42	37.86
11	25.55	29.20	33.40	38.98
12	26.31	30.07	34.41	40.16
13	27.11	30.98	35.44	41.36
14	27.92	31.91	36.50	42.60
15	28.76	32.86	37.60	43.88
16	29.62	33.85	38.72	45.19

**Part-time Employees
2027 - 2028**

2027-28	S2	S3	S4	P2	P3	P4	T2	T3	T4
1	16.06	16.39	17.09	16.48	17.51	20.80	16.48	17.52	20.80
2	16.55	16.89	17.61	16.98	18.04	21.42	16.98	18.05	21.42
3	17.04	17.39	18.13	17.49	18.59	22.07	17.49	18.60	22.07
4	17.56	17.92	18.68	18.01	19.14	22.73	18.01	19.15	22.73
5	18.08	18.45	19.23	18.55	19.72	23.41	18.55	19.73	23.41
6	18.62	19.01	19.81	19.11	20.31	24.11	19.11	20.32	24.11
7	19.18	19.57	20.41	19.69	20.91	24.83	19.69	20.92	24.83
8	19.75	20.16	21.02	20.27	21.54	25.58	20.27	21.55	25.58
9	20.35	20.77	21.65	20.88	22.19	26.34	20.88	22.20	26.34
10	20.96	21.39	22.29	21.51	22.86	27.13	21.51	22.87	27.13

**Lansing Community College – Board of Trustees
June 16, 2025**

**Agenda Item: Collective Bargaining Agreement
 Facilities Maintenance Association Agreement**

Presented for Action

PURPOSE

To secure Board approval for the Facilities Maintenance Association (FMA) Successor Agreement.

BACKGROUND

The previously negotiated FMA Agreement expires June 30, 2025. The parties reached a mutually satisfactory agreement to address wage and benefit concerns. On May 22, 2025, FMA notified the Administration that their membership ratified this agreement.

IMPLICATIONS

Financial:

The Collective bargaining agreement is effective through June 30, 2028, and provides market competitive salary schedules for all FMA classifications. Chief Financial Officer Wilske has confirmed that the financial terms of the tentative agreement are within the financial parameters set by the Board of Trustees.

Strategic Plan:

This award supports the goals of Competitiveness and Innovation and Resources Management, and Fiscal Responsibility.

Human Resources:

None

RISKS

There are no known risks.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

The Administration respectfully requests approval of the Collective Bargaining Agreement for the Facilities Maintenance Association.

ATTACHMENTS:

1. LCC-FMA 2025 Contract Changes Memo

**AGREEMENT BETWEEN
BOARD OF TRUSTEES OF LANSING COMMUNITY COLLEGE
OF THE STATE OF MICHIGAN
AND
LANSING COMMUNITY COLLEGE FACILITIES MAINTENANCE
ASSOCIATION, MEA/NEA**

Contract Changes Memo

Strikethrough = remove language

RED = add language

his/her **their**

1. **Cover Page:** ~~July 1, 2024 — June 30, 2025~~ **July 1, 2025 - June 30, 2028**
2. **Preamble:** Update effective date of CBA to “July 1, 2025”

This Agreement entered into on this 1st day of July, 2024 **2025**, by and between the Board of Trustees of Lansing Community College of the state of Michigan, hereinafter called the “Employer” or the “College”, and the Lansing Community College Chapter of the Facilities Maintenance Association, MEA/NEA, hereinafter called the “Association”.

3. **ARTICLE IV. ASSOCIATION REPRESENTATION**

B. Representative Duties

During scheduled working time, the representative duties of the Association’s employee representative shall be limited to:

5. Participation in scheduled meetings between the College President **Administration** and College labor leaders (presidents);

~~**E. Bulletin Boards**~~

~~The Association may post notices of the following types on bulletin boards located near the time clocks used by bargaining unit employees:~~

- ~~1. Notices of Association meetings~~
- ~~2. Notices of Association elections and the results~~
- ~~3. Notices of Association recreational or social events~~
- ~~4. Other official Association communications concerning Association affairs which are not political or controversial in nature~~

~~Other materials posted on such bulletin boards may be removed at the discretion of the Employer.~~

NOTE: Re-lettering of F and G after striking out E.

4. **ARTICLE VII. GRIEVANCE PROCEDURES**

For the purposes of this article, 14 calendar days excludes Holidays and days the College is closed.

A. Definition

~~A grievance is defined as a complaint or dispute by an employee or employees covered by this Agreement, arising during the term of this Agreement, concerning the application or interpretation of a specific provision or provisions of this Agreement as written. A grievance which directly affects two or more employees covered by this Agreement may be initiated by the employees affected or may be processed as a "group grievance" by the Association as the grievant, but not both.~~

1. A grievance is defined as a claim made by one or more bargaining unit members, alleging a violation, misinterpretation, and/or misapplication of a specific article or section of this Agreement as written and/or the College's Policies related to employment practices.
2. An "aggrieved bargaining unit member" is a member who is directly affected by an alleged violation, misinterpretation, or misapplication and, therefore, will make a claim as a "grievant." The Association is the "grievant" when Association rights have been allegedly violated. A grievance that affects two or more aggrieved bargaining unit members may be initiated by the affected members or may be processed as an Association grievance, but not both.

B. Purpose

~~The purpose of this procedure is to secure, at the lowest possible administrative level, agreeable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as possible, subject to procedural compliance. Nothing in this Agreement shall be construed as limiting the right of any grievant to discuss the matter with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this Agreement.~~

1. The purpose of this procedure is to secure and document, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure, subject to procedural compliance.
2. Nothing contained herein will be construed as limiting the right of any aggrieved bargaining unit member having a grievance or other concern to discuss the matter informally with any appropriate member of the administration and/or have the matter adjusted, without intervention of the Association, provided the adjustment is consistent with the terms of this Agreement.

C. **Procedural Compliance Procedure**

~~The procedural requirements, including time limits, established in the Grievance Procedure shall be followed by the parties. If the grievant(s) or the Association fails to act within the time limits and other requirements specified, the grievance shall be considered resolved and withdrawn on the basis of the Employer's last action or disposition, and such resolution shall be final and binding. If the Employer fails to act within the time limits and other requirements specified, the Association may advance the grievance by filing a timely written appeal to the next step of the Grievance Procedure. Time limits may be extended or waived only by mutual written (or electronic) agreement of the parties, and not by any other method. Neither party will unreasonably withhold such agreement. As used in this Article, "week days" means Monday through Friday, excluding recognized holidays observed by the College on those days. The first week day following an occurrence (or following the date on which an employee should reasonably have known of the events giving rise to the grievance) is the first day to be counted toward time limits.~~

The parties recognize that it is important for grievances to be processed as rapidly as possible. Consequently, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. Time limits may be extended only by written (or electronic) mutual agreement by the parties. In the event that prescribed action is not taken by the aggrieved bargaining unit member or the Association within the grievance time limits specified herein, the grievance will be deemed settled and withdrawn on the basis of the Employer's last action or disposition, and such resolution shall be final and binding. Any aggrieved bargaining unit member shall have the right to Association representation at all levels of the grievance procedure. The grievance form, as found in Appendix D, shall be made available to members by the College's Human Resources Department and the Association.

Level One: Informal Discussion and Written Grievance

1. Individual Member Grievances

- a. An aggrieved bargaining unit member shall discuss the matter giving rise to the grievance with their supervisor within 14 calendar days of the event giving rise to the grievance with the objective of resolving the matter informally, and may request an Association Representative to attend.
- b. If the aggrieved bargaining unit member is unsatisfied with the disposition from the oral discussion and wishes to further pursue the matter, the aggrieved bargaining unit member shall file a written grievance setting forth the detailed facts and the specific provision or provisions of the Agreement alleged to have been violated, and stating the settlement desired.
- c. The aggrieved bargaining unit member is encouraged to consult with an Association Representative prior to writing and submitting the grievance.
- d. The written grievance must be delivered to the Grievant's supervisor, and

copies delivered to the College Human Resources Department, and the Association offices within 14 calendar days of the event giving rise to the grievance.

2. Association Grievances

Matters involving Association grievances will be discussed with the appropriate administrative official as designated by the College's Executive Director of Human Resources in an attempt to resolve the matter informally. If the matter is not resolved informally and the Association desires to further pursue the matter, the Association must deliver a written grievance (setting forth in detail the facts and specific provision or provisions of the Agreement alleged to have been violated, and stating the settlement desired) within 28 calendar days of the event giving rise to the grievance. The Association grievance must be delivered to the supervising Dean or other administrative official as designated by the College's Executive Director of Human Resources, and a copy delivered to the College Human Resources Department.

3. Level One Written Disposition

Within 14 calendar days of delivering the written grievance, the grievant and/or an Association representative will arrange to meet with the Grievant's supervisor (in the case of individual grievances) or the supervising Dean/designated administrative official (in the case of Association grievances) in an effort to resolve the issue. The supervisor (in the case of individual grievances) or the supervising Dean/designated administrative official (in the case of Association grievances) will reply with a written disposition regarding the grievance, which shall be given to the grievant and/or an Association representative within 14 calendar days after such meeting.

Level Two: Human Resources Review

1. Association Request for Review- If the grievant is not satisfied with the disposition of the grievance at Level One, or if no disposition has been rendered in the time allowed, the grievant or the Association may advance the grievance by delivering a written appeal to the College's Executive Director of Human Resources or the Executive Director's designee within 14 calendar days after the written disposition is issued, or if no written disposition is timely issued within 14 days after the due date for the written disposition. The written appeal shall contain a brief explanation of the reason(s) for rejecting the disposition, and any change in the settlement proposed, and shall be signed by the aggrieved employee(s) and the Association representative.
2. Human Resources Written Answer - Within 14 calendar days after delivery of the written appeal, the grievant or an Association representative will arrange to meet with the Executive Director of Human Resources or their designee to discuss the disputed issue(s) in the grievance. Absent agreement for a longer period, the meeting shall be held within 14 calendar days after delivery of the written appeal. The Association and the College may each have up to three additional people

present to participate in the discussion. Within 14 calendar days from the date of the Level Two meeting, the Executive Director of Human Resources or designee will reply with a written answer to the appeal.

Level Three: Voluntary Mediation

If the grievance is not resolved at Level Two, the parties may elect to pursue mediation of a grievance through the services provided by the Michigan Employment Relations Commission. Both parties must agree in writing to pursue mediation within 14 calendar days of the Level Two answer. If a satisfactory resolution is achieved through mediation, the resolution shall be final and binding upon the grievant(s), the Association, and the College.

Level Four: Arbitration

1. Association Request for Arbitration

If the grievance is not resolved at Level Three, or if the parties do not agree that mediation is appropriate, the Association may submit the grievance to arbitration by filing a written request for a panel of seven arbitrators with the Michigan Employment Relations Commission and delivering a copy of the request to the College's Human Resources Department within 28 calendar days after either (1) the mediation date; or (2) the date the parties elected to forgo mediation. Any grievance not submitted to arbitration in accordance with this Section shall be considered resolved and withdrawn on the basis of the Employer's last action or disposition, and such resolution shall be final and binding.

2. Arbitrator Selection

An arbitrator shall be selected by mutual agreement of the parties when possible, otherwise by each party alternately striking a name from the panel provided by the Michigan Employment Relations Commission, and the last remaining person shall serve as the arbitrator. If the parties agree that a panel of arbitrators from the Michigan Employment Relations Commission is unsatisfactory, they may reject the panel and request another instead of commencing the striking process. If a hearing is cancelled, the canceling party shall pay the cancellation costs unless there is agreement to share the costs.

3. Powers of the Arbitrator

The power of the arbitrator shall be limited to the interpretation or application of this Agreement as written, and the arbitrator shall have no power to alter, add to, or subtract from the terms of this Agreement as written. The decision of the arbitrator shall be binding on all parties involved. Except as expressly provided by another provision of this Agreement, the arbitrator shall have no power or authority to rule on any claim arising out of any insurance or pension program under this Agreement; or to decide any claim which could be asserted as a violation of any employment discrimination statute, law, or regulation. The

arbitrator shall have no power or authority to change any classification wage rates, workloads, or performance standards, but may otherwise rule on grievances involving such matters.

4. Cooperation

The College and the Association shall cooperate in order to ensure the rights of both parties to adequate preparation time and the presentation of each party's positions at the hearing, provided every effort will be made to avoid interference with the Employer's regular business operations. Any on-duty employee witnesses called to testify by either party shall be scheduled to testify so that lost time from work will be minimized. Upon completion of their testimony (direct or rebuttal, if required), each witness shall be excused to return to work.

5. Costs and Expenses

Each party to the arbitration shall bear the full costs and expenses of its own witnesses and representatives. The compensation and expenses of the arbitrator and any costs incurred in connection with the location of the arbitration shall be shared equally by the parties.

D. Grievance Procedure

- ~~1. All grievances except group grievances and those involving a discharge or disciplinary suspension without pay shall be processed in the following manner:~~

~~STEP 1: An employee with a grievance (other than a discharge or disciplinary suspension without pay) shall, within five weekdays of the occurrence which gave rise to the grievance or within five week days of the date the employee first reasonably should have known of the events which gave rise to the grievance, discuss it with the employee's immediate supervisor with the object of resolving the matter informally. If requested by the employee, the Association President or the Shift Steward may be present if available.~~

~~STEP 2: If the grievance is not satisfactorily resolved at Step 1, it shall be reduced to writing, setting forth in detail the facts and specific provision(s) of the Agreement alleged to have been violated, and stating the settlement desired. The written grievance shall be signed by the aggrieved employee(s) and shall be presented to the Senior Administrator responsible for the Division within seven weekdays of the occurrence which gave rise to the grievance or within seven weekdays of the date the employee first reasonably should have known of the events which gave rise to the grievance. Within five weekdays thereafter, the Senior Administrator responsible for the Division and a Human Resources Director shall meet with the grievant and the Association President to discuss the matter. The Senior Administrator responsible for the Division shall thereafter place their written disposition and explanation upon the grievance and return it to the grievant(s) within five weekdays after such meeting.~~

~~STEP 3: If the grievance is not satisfactorily resolved at Step 2, it shall be appealed by~~

~~writing on the grievance form a brief explanation of the reason(s) for rejecting the Step 2 disposition, and any change in the settlement proposed. The appeal shall be signed by the aggrieved employee(s), and within 10 weekdays following the Step 2 discussion, presented to the Senior Vice President responsible for the Division. Within 10 weekdays thereafter, the Senior Vice President responsible for the Division (or their designated representative) and up to two additional College representatives shall meet with the grievant(s), the Association President, and up to two additional Association representatives to discuss the matter. The Senior Vice President responsible for the Division (or their designated representative) shall thereafter place their written disposition and explanation upon the grievance and return it to the grievant(s) within five weekdays after such meeting, with a copy to the Association President.~~

~~2. A group grievance or a grievance involving a discharge or disciplinary suspension without pay, shall be reduced to writing, setting forth in detail the facts and specific provision or provisions of the Agreement alleged to have been violated, and stating the settlement desired. The written grievance shall be signed by the Association President and the aggrieved employee(s). Within seven week days of the occurrence which gave rise to the grievance or within seven week days of the date the employee(s) first reasonably should have known of the events which gave rise to the grievance, the written grievance shall be presented to the Senior Vice President responsible for the Division (or their designated representative) Within 10 week days thereafter, the Senior Vice President responsible for the Division (or their designated representative) and up to two additional College representatives shall meet with the Association President and up to two additional Association representatives to discuss the matter. In a case involving discharge or disciplinary suspension without pay, the grievant shall also be present if requested by either party, but shall not be entitled to pay. The Senior Vice President responsible for the Division (or their designated representative) shall thereafter place their written disposition and explanation upon the grievance and return it to the grievant within five weekdays after such meeting, with a copy to the Association President.~~

E. Mediation

~~1. The parties may enter into voluntary mediation of a grievance concerning disciplinary action other than a discharge or suspension without pay, provided if such a grievance is submitted to mediation and the parties fail to reach agreement, it shall be resolved by the mediator and the mediator's resolution shall be final and binding upon the Association, the Employer, and the employee(s).~~

~~2. The parties may enter into voluntary mediation of any other grievance provided that mediation shall not delay the processing of the matter through arbitration. If a satisfactory resolution is achieved through mediation, the resolution shall be final and binding upon the Association, the Employer, and the employee(s).~~

F. Arbitration

~~1. If the aggrieved is not satisfied with the disposition of the grievance under subsection D.1 or D.2, or if no disposition is issued by the Senior Vice President~~

~~responsible for the Division (or their designated representative) within the timelines specified, the Association may submit the grievance to arbitration by filing a written request for a panel of seven arbitrators with the Michigan Employment Relations Commission within 30 calendar days after the Senior Administrator responsible for the Division (or their designated representative) either issues a disposition or the timeline expires without a disposition being issued. Any grievance not submitted to arbitration in accordance with this Section shall be considered resolved and withdrawn on the basis of the Employer's last action or disposition, and such resolution shall be final and binding.~~

- ~~2. If a grievance is timely submitted to arbitration, the parties may mutually agree upon an arbitrator to hear the grievance. If the parties are unable to mutually agree upon an arbitrator, the arbitrator shall be selected by each party (Association first) alternately striking a name from the panel provided by the Michigan Employment Relations Commission, and the last remaining person shall serve as the arbitrator. If the parties determine that a panel of arbitrators from the Michigan Employment Relations Commission is unsatisfactory, they may reject the panel and request another instead of commencing the striking process.~~
- ~~3. The jurisdiction of the arbitrator and the arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. The arbitrator shall make every effort to begin the hearing on the grievance within 60 calendar days of the notice of selection, unless extended by the mutual agreement of the parties. The arbitrator shall, at all times, be governed wholly by the terms of this Agreement and shall have no power or authority to amend, alter or modify this Agreement in any respect, either directly or indirectly, nor shall the arbitrator have any power to change any classification wage rates, workloads, or performance standards or to rule on any claim arising out of any insurance or pension program under this Agreement, or to issue any award or ruling modifying any matter covered by statute or regulation, or to decide any claim which could be asserted as a violation of any employment discrimination statute, law or regulation. The arbitrator shall not issue any award or fashion any remedy which in any way directly or indirectly alters or amends the Employer's exercise of its management's rights as specified in Article VI. A, or which is in any way inconsistent with the Employer's exercise of such rights. The arbitrator's award shall be issued (postmarked) within 30 calendar days after the close of the hearing or the receipt of the parties' briefs (if any), unless the time is extended by the mutual agreement of the parties. Any award of the arbitrator shall not be retroactive to more than seven calendar days prior to the time that the grievance was first submitted in writing, or seven calendar days prior to the date the employee first reasonably should have known of the events which gave rise to the grievance, whichever is earlier. The arbitrator's decision shall be final and binding upon the Association, the Employer and the employees; however, the Employer and the Association reserve the right to challenge an arbitrator's award which exceeds the arbitrator's jurisdiction, authority or powers to any degree, or which may be otherwise unenforceable.~~
- ~~4. The College and the Association shall cooperate in order to ensure the rights of both parties to adequate preparation time and the presentation of each party's~~

~~positions at the hearing, provided every effort will be made to avoid interference with the Employer's regular business operations. Any on-duty employee witnesses called to testify by either party shall be scheduled to testify so that lost time from work will be minimized. Upon completion of their testimony (direct or rebuttal, if required), each witness shall be excused to return to work.~~

~~5. Each party to the arbitration shall bear the full costs and expenses of its own witnesses and representatives. The compensation and expenses of the arbitrator and any costs incurred in connection with the location of the arbitration shall be shared equally by the parties for the first arbitration during each year of the Agreement, and for subsequent arbitrations during the year shall be paid by the Association if the grievance is denied; shall be paid by the Employer if the grievance is granted; and shall be shared equally by the Association and the Employer if the arbitrator sustains the grievance in part and denies the grievance in part.~~

5. ARTICLE X. PERSONNEL TRANSACTIONS

A. Posting Procedure and Shift Preference

When the College determines to fill a regular vacancy or newly created position within the bargaining unit, it will send a job posting notice to the Physical Plant Department and post the notice on the College's website. The notice will describe the general job functions and responsibilities, the minimum qualifications, and the classification of the position. The notice will remain posted for a minimum of five business days. A copy of the notice will be provided to the Association President, who may post copies on the Association's bulletin board(s). Employees who desire to be considered for the posted vacancy shall complete the on-line application process within the allotted time. The final decision on accepting or rejecting an applicant rests with the College.

Bargaining unit employees already in the same classification as the position to be filled, but assigned to a different shift, may request reassignment to that position before or during the posting period. If two or more requesting employees have equal skills and abilities to perform the required work on the required schedule, preference shall be given to the more senior employee.

An employee may voluntarily request a temporary shift preference for a time period lasting a minimum of 3 months up to a maximum of 6 months. Requests will not be arbitrarily denied.

- Such requests may not require the bumping of another bargaining unit member.
- Shift premium will not apply to any bargaining unit member voluntarily requesting a temporary shift preference.

6. ARTICLE XII. DISCIPLINARY ACTION

C. **Employee Conduct Review and Investigations**

Except in unusual circumstances, an employee subject to possible discipline will be interviewed by the Employer prior to a decision being made about whether or not to

take disciplinary action. In deciding what (if any) disciplinary action to take, the Employer shall consider the employee's prior disciplinary record, including evidence of good or improved behavior. An employee shall, upon request, be accompanied by an Association representative during investigatory interviews which could reasonably be expected to lead to disciplinary action against the employee.

7. ARTICLE XIII. WORK SCHEDULES

The provisions of this Article apply only to employees in the Physical Plant Department and not to those assigned to other departments or activities.

A. Standard Work Week and Shifts

The standard work week is forty 40 hours, normally on five or fewer consecutive days.

Standard shift starting times are:

1st shift:	7:00 a.m. 7:30 a.m.
2nd shift:	3:00 p.m. 2:00 p.m.
3 rd shift:	11:00 p.m. 10:00 p.m.

The College will not regularly schedule an employee to start work more than ~~three~~ two hours before or after the standard starting time for the employee's shift. Nothing in this Agreement is intended as a guarantee of hours of work during a work week, or that any shift will be staffed at any time.

8. ARTICLE XIV. WAGE RATES

~~Effective for the 2024-2025 contract year, the parties agree to a wage increase of four (4.0%) percent to be applied to the salary schedule, as found in Appendix A.~~

~~If the Agreement expires and no successor agreement has been negotiated, employees shall not further advance on the steps of the wage scale until a successor agreement has been reached, unless otherwise agreed to by the parties in writing.~~

- A. A new employee may be hired at Step 1, Step 2, or Step 3 based on qualifications, experience, and market factors.
- B. Effective for 2025-26 contract year, the parties agree to a wage increase of six and one half (6.5%) for steps 1-6 Custodian, General Maintenance, Maintenance Mechanic, and Journey positions steps 1-5; seven (7.0%) for Journey positions step 6.
- C. Effective for 2026-27 contract year, the parties agree to a wage increase of four (4.0%) for steps 1-6 Custodian, General Maintenance, Maintenance Mechanic, and Journey positions steps 1-5; five (5.0%) for Journey positions step 6.
- D. Effective for 2027-28 contract year, the parties agree to a wage increase of four

(4.0%) for steps 1-6 Custodian, General Maintenance, Maintenance Mechanic, and Journey positions steps 1-5; five (5.0%) for Journey positions step 6.

- E. Step increases take place for all eligible employees on the first full pay period after July 1. For an employee hired into the bargaining unit after January 1 of the calendar year, an employee will first be eligible for a step increase after the completion of one full fiscal year.

2025-26 Pay Schedule							
Job Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CS	Custodian	17.13	17.98	18.87	19.82	20.81	21.85
GM	General Maintenance	23.48	24.65	25.88	26.92	28.45	29.01
MM	Maintenance Mechanic	25.83	27.11	28.48	29.62	30.80	32.07
JC	Journeyman Carpenter	33.32	34.99	36.74	38.21	39.28	40.45
JH	Journeyman HVAC	34.84	36.57	38.40	39.94	41.98	43.02
JP	Journeyman Plumber	34.84	36.57	38.40	39.94	41.98	43.02
JE	Journeyman Electrician	34.84	36.57	38.40	39.94	41.98	43.02
2026-27 Pay Schedule							
Job Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CS	Custodian	17.82	18.70	19.62	20.61	21.64	22.72
GM	General Maintenance	24.42	25.64	26.92	28.00	29.59	30.17
MM	Maintenance Mechanic	26.86	28.19	29.62	30.80	32.03	33.35
JC	Journeyman Carpenter	34.65	36.39	38.21	39.74	40.85	42.47
JH	Journeyman HVAC	36.23	38.03	39.94	41.54	43.66	45.17
JP	Journeyman Plumber	36.23	38.03	39.94	41.54	43.66	45.17
JE	Journeyman Electrician	36.23	38.03	39.94	41.54	43.66	45.17
2027-28 Pay Schedule							
Job Classification		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
CS	Custodian	18.53	19.45	20.41	21.44	22.51	23.63
GM	General Maintenance	25.40	26.67	27.99	29.12	30.77	31.38
MM	Maintenance Mechanic	27.94	29.32	30.80	32.04	33.31	34.69
JC	Journeyman Carpenter	36.04	37.85	39.74	41.33	42.49	44.60
JH	Journeyman HVAC	37.68	39.55	41.53	43.20	45.41	47.43
JP	Journeyman Plumber	37.68	39.55	41.53	43.20	45.41	47.43
JE	Journeyman Electrician	37.68	39.55	41.53	43.20	45.41	47.43

8. ARTICLE XV. PREMIUM PAY RATES

A. Premium Overtime Pay

An employee shall be paid one and one-half times the employee's regular rate of pay for hours actually worked in the following circumstances:

1. All hours actually worked in excess of 40 hours in any work week.

2. All hours actually worked on a holiday recognized under this Agreement.

B. Shift Premium

An employee assigned to work the second or third shift shall receive an additional \$0.25 ~~\$0.25~~ **\$0.50** per hour.

9. ARTICLE XVI. PAID TIME OFF

A. PTO Accruals

Bargaining unit employees shall accrue Paid Time Off (PTO) benefits in accordance with the following schedule for each biweekly payroll period for which they have at least 80 hours of credited service (including hours actually worked, paid holidays, approved Paid Time Off, and other approved paid leaves of absence under this Agreement), subject to the maximum accumulation of accrued PTO at any time.

<i>Full-time LCC Service Required</i>	<i>Accrual of PTO</i>
1st through 2nd years First year (1st)	5.22 hours
3rd 2nd through 5th years	5.83 hours
6th through 10th years	6.75 hours
11th through 14th years	7.67 hours
15th and subsequent years	8.90 hours

Maximum accumulation at any time: 360 ~~360~~ **400 hours**

Paid Time Off will be paid at the applicable regular hourly rate of pay, exclusive of all premiums, which the employee is earning at the time of commencing the Paid Time Off.

E. PTO Sell Back

~~PTO sell back employees may “sell back” up to 40 hours of earned and unused PTO in 8-hour increments, subject to the following:~~

- ~~1. Applicants to “sell back” hours will be submitted in writing to Human Resources from November 1 through November 15 of each year covered by this Agreement.~~
- ~~2. Applicants must have at least 40 hours of unscheduled PTO remaining in their bank after the hours are sold back.~~
- ~~3. Payments to eligible applicants will be made at their regular straight time rate of pay, exclusive of any premiums, and will be scheduled for payment during the first full pay period after December 1.~~

10. ARTICLE XVII. PAID HOLIDAYS

A. Recognized Holidays

Eligible employees will be paid for hours they would otherwise have been regularly

scheduled to work, at their regular straight time hourly rate, for the following recognized holidays:

New Year's Day (January 1)
Martin Luther King's Birthday (Third Monday in January)
Memorial Day (Last Monday in May)
Juneteenth (June 19)
Independence Day (July 4)
Labor Day (First Monday in September)
Thanksgiving Day (Fourth Thursday in November) Friday after Thanksgiving
Christmas Eve Day (~~only if it falls on Monday through Thursday~~)
Christmas Day (December 25)
New Year's Eve Day (~~only if it falls on Monday through Thursday~~)

When a recognized holiday falls on a Saturday or Sunday, it will be recognized by the College on the date specified by the U. S. Government.

B. Scheduling during Holidays

An employee who meets the following requirements is eligible for holiday pay unless otherwise provided herein:

1. The employee would otherwise have been scheduled to work on such day if it had not been observed as a holiday.
2. The employee must have worked their full assigned hours on the last scheduled work day before and the next scheduled work day after each specified holiday within the employee's scheduled work week, unless the employee's absence was due to Paid Time Off or other paid leave of absence under this Agreement. ~~approved prior to the specified holiday.~~
3. ~~An employee who, due solely to circumstances entirely beyond the employee's control, is tardy less than one hour on either the last scheduled workday before or the next scheduled workday after a specified holiday shall not be disqualified from receiving holiday pay because of such tardiness, but the employee's holiday pay shall be reduced by an amount corresponding to the tardiness.~~
- 4 **3.** An employee assigned to work on a recognized holiday who fails to report for or perform such work shall not receive holiday pay unless the failure is due solely to circumstances entirely beyond the employee's control.

E. Alternate Schedule Assignment

1. Employees assigned to work Tuesday through Saturday schedules will not be excluded from holiday pay for holidays that fall on Mondays solely due to the fact that the holidays were not scheduled work days.
2. During weeks that the holidays specified above fall on Mondays **a day an employee is not scheduled**, employees cited in Section 1 above will be assigned to modify their holiday work week by working ~~Wednesday through~~

Saturday scheduling a alternate day off during the same work week, and receiving holiday pay, if otherwise eligible for such holiday pay.

11. ARTICLE XVIII. LEAVES OF ABSENCE

F. Bereavement Leave

If a death occurs in an employee's immediate family, the employee shall be granted up to five consecutive workdays off without loss of pay as required for the employee to make necessary arrangements and attend the funeral or memorial services. ~~Immediate family means the employee's current spouse, mother, father, son, daughter, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandchild, and stepchildren residing in the employee's household.~~ For purposes of this subsection, a member of the member's immediate family is defined as a current spouse, current domestic partner, parent, parent-in-law, child, child-in-law, sibling, half-sibling, sibling-in-law, grandparent, grandchild, step-parent, or step-child.

G. Jury Duty Leave

~~A jury duty leave shall be granted to any employee who is obligated to serve as a juror in court. An employee with at least one year of seniority shall receive full pay for the employee's regularly scheduled hours of work necessarily lost during such leave, to a maximum of sixty working days, provided the employee informs the Employer within three working days after receiving a jury summons, and provided further that the employee pays over to the Employer all juror fees, excluding mileage, received by the employee. Any employee who is excused from jury service during regularly scheduled work hours shall report for work for the remainder of the day.~~

A jury duty leave shall be granted to a member who is obligated to serve as a juror in court. A member requiring jury duty leave shall inform their administrative supervisor within three working days after receiving a jury summons. Any member who is excused from jury service during regularly scheduled work hours shall report for work for the remainder of the day.

A member who is called to and reports for jury duty shall be paid by the Employer for each day partially or wholly spent in performing jury duty, if the member otherwise would have been scheduled to work for the Employer and does not work, an amount equal to full pay for the member's regularly scheduled hours of work necessarily lost during such leave, to a maximum of sixty (60) days, provided the member pays over to the Employer all juror fees, excluding mileage, received by the member.

In order to receive payment for jury duty service, a member must give their Supervisor and the Payroll Department prior notice that they have been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on days for which payment is claimed. The provisions of this Section are not applicable to a member who, without being summoned, volunteers for jury duty or a member with less than one year's service at Lansing Community College.

12. ARTICLE XIX. GROUP INSURANCE

A. Group Insurance

During the term of this Agreement, the Employer shall sponsor the following group insurance programs for eligible employees:

4. Full time employees shall be eligible to participate in a long-term disability plan provided by a carrier selected by the Employer and providing maximum benefits of ~~60~~ $66 \frac{2}{3}\%$ of the employee's basic weekly earnings, to a maximum of ~~\$1450~~ **\$5000.00** per ~~week~~ **month**, subject to any adjustments, offsets, and limitations set forth in the insurance policy. Benefits begin after 90 consecutive days of disability and continue for the period specified in the policy (until at least age 65 or until the employee is capable of work, whichever occurs first). In order to qualify for benefits, the employee must be participating in the plan at all relevant times and must submit a completed disability benefit claim form and establish to the satisfaction of the carrier that the employee is disabled. The Employer shall pay the premiums for such coverage for full time employees on the active payroll.

13. ~~APPENDIX A : 2024 – 2025 WAGE RATES~~

- A. A new employee may be hired at Step 1, Step 2, or Step 3 based on qualifications, experience, and market factors.
- B. Employees who are on the Pay Schedules below will advance each year up to the maximum of the Pay Schedules.
- ~~C. Pay rate changes from one step to another will be effective at the beginning of the first full payroll period starting closest to completion of each full year of service in the job title, until an employee reaches the maximum rate for the job title.~~
- ~~D. Pay Schedules for the 2024-2025 year of the contract are indicated below:~~

~~Effective for the 2025-26 contract year, the parties agree to a wage increase of six and one-half (6.5%) for steps 1-6 Custodian, General Maintenance, Maintenance Mechanic, and Journey positions steps 1-5; seven (7.0%) for Journey positions step 6.~~

~~Effective for the 2026-27 contract year, the parties agree to a wage increase of four (4.0%) for steps 1-6 Custodian, General Maintenance, Maintenance Mechanic, and Journey positions steps 1-5; five (5.0%) for Journey positions step 6.~~

~~Effective for the 2027-28 contract year, the parties agree to a wage increase of four (4.0%) for steps 1-6 Custodian, General Maintenance, Maintenance Mechanic, and Journey positions steps 1-5; five (5.0%) for Journey positions step 6.~~

~~Step increases take place for all eligible employees on the first full pay period after July 1. For an employee hired into the bargaining unit after January 1 of the calendar year, the employee will first be eligible for a step increase after the completion of one full fiscal year.~~

2024-2025 Pay Schedule

<u>Hourly Rates</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
Custodian	\$ 16.08	\$ 16.88	\$ 17.72	\$ 18.61	\$ 19.54	\$ 20.52
General Maintenance	\$ 22.05	\$ 23.15	\$ 24.30	\$ 25.28	\$ 26.71	\$ 27.24
Maintenance Mechanic	\$ 24.25	\$ 25.46	\$ 26.74	\$ 27.81	\$ 28.92	\$ 30.11
Journeyman Carpenter	\$ 31.29	\$ 32.85	\$ 34.50	\$ 35.88	\$ 36.88	\$ 37.80
Journeyman HVAC	\$ 32.71	\$ 34.34	\$ 36.06	\$ 37.50	\$ 39.42	\$ 40.21
Journeyman Plumber	\$ 32.71	\$ 34.34	\$ 36.06	\$ 37.50	\$ 39.42	\$ 40.21
Journeyman Electrician	\$ 32.71	\$ 34.34	\$ 36.06	\$ 37.50	\$ 39.42	\$ 40.21

2025-26 Pay Schedule

<u>Job Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CS Custodian	17.13	17.98	18.87	19.82	20.81	21.85
GM General Maintenance	23.48	24.65	25.88	26.92	28.45	29.01
MM Maintenance Mechanic	25.83	27.11	28.48	29.62	30.80	32.07
JC Journeyman Carpenter	33.32	34.99	36.74	38.21	39.28	40.45
JH Journeyman HVAC	34.84	36.57	38.40	39.94	41.98	43.02
JP Journeyman Plumber	34.84	36.57	38.40	39.94	41.98	43.02
JE Journeyman Electrician	34.84	36.57	38.40	39.94	41.98	43.02

2026-27 Pay Schedule

<u>Job Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CS Custodian	17.82	18.70	19.62	20.61	21.64	22.72
GM General Maintenance	24.42	25.64	26.92	28.00	29.59	30.17
MM Maintenance Mechanic	26.86	28.19	29.62	30.80	32.03	33.35
JC Journeyman Carpenter	34.65	36.39	38.21	39.74	40.85	42.47
JH Journeyman HVAC	36.23	38.03	39.94	41.54	43.66	45.17
JP Journeyman Plumber	36.23	38.03	39.94	41.54	43.66	45.17
JE Journeyman Electrician	36.23	38.03	39.94	41.54	43.66	45.17

2027-28 Pay Schedule

<u>Job Classification</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
CS Custodian	18.53	19.45	20.41	21.44	22.51	23.63
GM General Maintenance	25.40	26.67	27.99	29.12	30.77	31.38
MM Maintenance Mechanic	27.94	29.32	30.80	32.04	33.31	34.69
JC Journeyman Carpenter	36.04	37.85	39.74	41.33	42.49	44.60
JH Journeyman HVAC	37.68	39.55	41.53	43.20	45.41	47.43
JP Journeyman Plumber	37.68	39.55	41.53	43.20	45.41	47.43
JE Journeyman Electrician	37.68	39.55	41.53	43.20	45.41	47.43

Lansing Community College – Board of Trustees
June 16, 2025

Agenda Item: Cooperative Purchase – Automation Services & Maintenance

Presented for Action

PURPOSE

To renew needed services for labor and materials to support annual maintenance and utility management on the campus-wide building automation Desigo Software system and Navigator Energy Management System.

BACKGROUND

Siemens Industry Inc. (Siemens) is the original equipment manufacturer, installer, and the only contractor to maintain the implemented Desigo Software system and Navigator Energy Management System to date. Siemens has all of the engineering information, including prints, parts list and layout drawings pertaining to the building automation system. The specialized assembly and parts are proprietary to Siemens. In previous years, the Administration requested this service as a sole source non-competitive purchase annually. The Purchasing Department, through research, terms and conditions review, and cost comparison, secured a cooperative agreement that is more advantageous for the College than requesting the approval of a sole source non-competitive purchase year over year; the cooperative caps year over year pricing at 1% opposed to the 3-4% uplifts from previous years. The current Purchase Order is set to expire June 30, 2025. The requested BPO will be for July 1, 2025, through June 30, 2027.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid on by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this service. The Administration recommends the utilization of a cooperative agreement awarded by Sourcewell to Siemens Industry Inc. for continued services and maintenance.

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 two (2) year Blanket Purchase Order amount is \$399,022. It will be funded by the General Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to perform annual maintenance could cause unexpected outages of the system and expensive repairs in the future.

OTHER OPTIONS/ALTERNATIVES

The alternative to using a cooperative agreement would be to solicit bids or submit a non-competitive purchase request; however, by utilizing a cooperative agreement the College will benefit from nationally leveraged volume pricing.

RECOMMENDATIONS

The Administration respectfully requests approval to issue a Blanket Purchase Order to Siemens Industry, Inc. for services in the amount of \$399,022 to support the time period of July 1, 2025 through June 30, 2027.

ATTACHMENTS:

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

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** Not Applicable
Project Title: Automation Services & Maintenance **Buyer:** Brittney Villarreal

1. Statement of Need:

Lansing Community College (LCC) is currently in need of renewing services with Siemens Industry, Inc. (Siemens) to conduct annual maintenance and utility management on the building automation system. The services will include the following: Preventive Maintenance-Automation, Software Maintenance, Data Back and Restore Services, Operator Coaching, Customer Directed Support, Control Loop Tuning, Education Services, Software Subscription Service-Desigo CC, Network Maintenance, Repair and Replacement, and Utility Consumption Monitoring and Reporting Assurance.

2. Description of Supply or Service:

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

Service	Amount
Building Automation Desigo Software Subscription, Annual Training and Navigator Support Year 1 (7/1/25 – 6/30/26)	\$198,696
Building Automation Desigo Software Subscription, Annual Training and Navigator Support Year 2 (7/1/26 – 6/30/27)	\$200,326
BPO Total (July 1, 2025 – June 30, 2027)	\$399,022

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid Sourcwell cooperative awarded to Siemens Industry, Inc. for the continuation of system services and maintenance. The requested two (2) year Blanket Purchase Order amount is \$399,022 and will be funded by the General Fund.

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

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
June 16, 2025

Agenda Item: Cooperative Purchase – Cisco SmartNet Renewal

Presented for Action

PURPOSE

To renew the College's Cisco SmartNet subscriptions for firewall/virtual private network (VPN).

BACKGROUND

Information Technology Services (ITS) supports the College's highly available firewall and VPN infrastructure. Firewalls protect the College's infrastructure from malicious traffic by authenticating all data before moving it to other, more secure locations. As part of a current ITS project to move to a new firewall solution, the College needs to renew the current firewall provider for an additional year. This single-year renewal allows for an effective transition to the new solution without an interruption in service. This requested Purchase Order period will be July 1, 2025, through June 30, 2026.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid on by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this service. The Administration recommends the utilization of a cooperative agreement awarded by NASPO ValuePoint to Logicalis, a preferred Cisco reseller, to renew the needed Cisco SmartNet subscriptions.

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 Purchase Order amount is \$115,940. If approved, it will be funded by the General Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to renew support and subscription services for the College's firewalls and VPN would result in a non-functioning network; services at the firewall would stop working. Inbound and outbound Internet traffic would no longer function.

OTHER OPTIONS/ALTERNATIVES

The alternative to using a cooperative agreement would be to solicit bids; however, this would significantly prolong the process of obtaining firewall hardware/software and would negate the value savings the cooperative agreement provides.

RECOMMENDATIONS

The Administration respectfully recommends approving the requested Purchase Order to Logicalis for needed subscription renewals in the amount of \$115,940 for the period of July 1, 2025, through June 31, 2026.

ATTACHMENTS:

1. Pre-award Transmittal Document – Cooperative Purchase – Cisco SmartNet Renewal

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: Cisco SmartNet Renewal **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) is currently in need of renewing our existing firewall infrastructure for an additional year while a new firewall solution is implemented.

2. Description of supply or service:

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

Service	Term	Annual Total
Cisco SmartNet firewall support/service	7/1/2025– 6/31/2026	\$115,940

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid NASPO ValuePoint cooperative awarded to Logicalis, a preferred Cisco reseller, to renew the College’s SmartNet subscriptions. The requested Purchase Order amount is \$115,940 for the period of July 1, 2025 through June 30, 2026. If approve, this purchase will be funded by the General Fund.

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

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
June 16, 2025

Agenda Item: Cooperative Purchase – Network Firewall Security

Presented for Action

PURPOSE

To procure new network firewall security hardware and support.

BACKGROUND

Information Technology Services (ITS) supports the College's highly available firewall infrastructure. Firewalls protect the College's infrastructure from malicious traffic by authenticating all data before moving it to other, more secure locations. ITS is currently working to transition firewall subscriptions and support from our current provider, Cisco SmartNet, to a new provider. Over the past year, ITS, with the assistance of Purchasing, evaluated three firewall vendors (Cisco, Palo Alto, and Fortinet). Palo Alto was determined to be the best value vendor. Palo Alto is a noted leader in information technology security and exclusively provides security products. These firewalls offer features such as machine learning threat and malware protection that work effectively with the College's existing security protocols. The purchase request includes all required hardware, as well as professional support and Palo Alto firewall subscriptions for five (5) years.

As a local unit of government, the College has access to several cooperative agreements. These agreements have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this commodity and service. The Administration recommends the utilization of a cooperative agreement awarded by OMNIA Partners to People Driven Technology, a preferred Palo Alto reseller, to procure the needed Palo Alto firewall hardware and subscriptions.

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 purchase amount is \$434,536. If approved, it will be funded by the General Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to maintain and update firewalls could put the College at risk of cyberattacks. Moving platforms will put the College in a stronger, more long-term cybersecurity position.

OTHER OPTIONS/ALTERNATIVES

The alternative to using a cooperative agreement would be to solicit bids; however, this would significantly prolong the process of obtaining firewall software and would likely replicate ITS's already completed evaluation results.

RECOMMENDATIONS

The Administration respectfully recommends approving the requested purchase to People Drive Technology in the amount of \$434,536. This is a one-time purchase that includes five (5) years of firewall subscriptions and professional support.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Agreement – Network Firewall Security

PRE-AWARD TRANSMITTAL DOCUMENT

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

1. Statement of Need:

Lansing Community College (LCC) is currently in need of changing our existing firewall infrastructure. Three vendors were evaluated and it was determined Palo Alto was the best value for LCC. The purchase request includes all required hardware, as well as professional support and Palo Alto firewall subscriptions for five (5) years.

2. Description of supply or service:

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

Service	Total
Palo Alto firewall hardware, Precision AI Bundle (Advanced Threat Prevention, URL Filtering, Wildfire, DNS Security, SDWAN (Software-Defined Wide Area Network) One-time hardware purchase	\$384,536
Firewall Subscriptions and Professional Support and Services Five (5) years	\$50,000
Purchase Request Total:	\$434,536

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid OMNIA Partners cooperative awarded to People Driven Technology, a preferred Palo Alto reseller, to procure firewall subscriptions. The requested purchase amount is \$434,536 and includes five (5) years of support and subscriptions. This will be funded by the General Fund.

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

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 Trustees Review:

Approve _____ Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
June 16, 2025

Agenda Item: Cooperative Purchase – Ultrasound Machine

Presented for Action

PURPOSE

To procure an ultrasound machine for the College's Diagnostic Medical Sonography (DMS) student labs.

BACKGROUND

The Health and Human Services Division (HHS) Diagnostic Medical Sonography program uses current and modern ultrasound machines and associated equipment in order to prepare students for their careers after graduation. The ability to use and practice on ultrasound machines and associated equipment is a requirement for completing a degree in Diagnostic Medical Sonography. HHS Faculty confirmed that the ultrasound machine quoted by Philips Healthcare satisfies the requirements of the program. The current machine that is utilized by the program, purchased in fiscal year 2010, was destroyed by water damage in April of this year. The College has submitted an insurance claim that is currently pending. This purchase is urgently needed to avoid interruption in student education.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid on by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this service. The Administration, after cost review from Henry Schein and Philips Healthcare, recommends the utilization of a cooperative agreement awarded by Vizient Buying Group, a specialized healthcare cooperative group affiliated with OMNIA Partners, to Philips Healthcare to procure an ultrasound machine, as their unit pricing was most favorable.

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 \$114,877 and will be funded by the Capital Equipment Fund and insurance claim payout.

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 purchase a replacement ultrasound machine will prevent DMS students from completing the requirements necessary for their degree and certification.

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 immediate one-time purchase of a new ultrasound machine through Philips Healthcare in the amount of \$114,877.

ATTACHMENTS:

1. Pre-Award Transmittal - Cooperative Purchase – Ultrasound Machine

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: Ultrasound Machine **Buyer:** Scott Placeway

1. Statement of Need:

The Diagnostic Medical Sonography Department’s ultrasound machine was destroyed by a water pipe bursting in April 2025. The machine needs to be replaced as soon as possible to accommodate students scheduled for the Summer 2025 semester.

2. Description of supply or service:

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

Description	Qty	Unit Price	Extended Price
EPIQ Elite Ultrasound Circular Edition	1	\$114,877	\$114,877

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid Vizient Buying Group cooperative agreement awarded to Philips Healthcare. The requested one-time Purchase Order amount is \$114,877. It will be funded by the Capital Equipment Fund and an insurance claim payout.

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

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
June 16, 2025

Agenda Item: Cooperative Purchase – Virtual Desktop Infrastructure

Presented for Action

PURPOSE

To create a one-time Purchase Order for the College's virtual desktop infrastructure (VDI) from CDW Government LLC (CDW-G).

BACKGROUND

Lansing Community College (LCC) uses VDI software to allow all staff, faculty, and students to access LCC's platforms securely from any location and time. Omnissa's Academic Horizon Universal license subscription focuses on academic features that the College's Information Technology Services Division deploys and manages in order to provide consistent virtual desktop software for the College. This one-time request will be for the period of June 28, 2025, through June 27, 2026.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid on by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this service. The Administration recommends the utilization of a cooperative agreement awarded by REMC SAVE - Association of Michigan to CDW-G to procure the Omnissa Academic Horizon software.

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 Purchase Order amount is \$330,000. This will be funded by the General Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to maintain a VDI software platform would result in the inability for students to access LCC's online services off-campus. Remote learning would become difficult to impossible.

OTHER OPTIONS/ALTERNATIVES

The alternative to using CDW Government's unique network of cooperative agreements would be to solicit bids; however, this would significantly prolong the process of obtaining VDI software. As Omnisia's software is exclusive to their company, the sourcing and integration of VDI software with the College's existing services would also be prolonged and expensive.

RECOMMENDATIONS

The Administration respectfully recommends approving the requested Purchase Order to CDW Government in the amount of \$330,000 for the period of June 28, 2025 through June 27, 2026.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase – Virtual Desktop Infrastructure

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: Virtual Desktop Infrastructure **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) is currently in need of procuring new Virtual Desktop Infrastructure (VDI) software. Omnissa’s Academic Horizon Universal license subscription through CDW Government focuses on academic features that the College’s Information Technology Services Division deploy and manage in order to provide consistent virtual desktop software for the College.

2. Description of supply or service:

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

Service	Term	Annual Total
Academic Horizon Universal Subscription	6/28/2025– 6/27/2026	\$330,000

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid REMC SAVE – Association of Michigan cooperative awarded to CDW Government to procure Omnissa Virtual Desktop Infrastructure software. The requested Purchase Order amount is \$330,000 for the period of June 28, 2025 through June 27, 2026. This will be funded by the General Fund.

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

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 Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College - Board of Trustees
June 16, 2025

Agenda Item: Lease Agreement between Lansing Community College (LCC) and Eaton Regional Education Service Agency (ERESA)

Presented for Action

PURPOSE

To assure compliance with the MI Community College Act and Board Policy. Under the MI Community College Act, only the Board has the authority to enter into a lease of real property on behalf of the college (MCL 389.121). This authority is not delegable (MCL 389.124). As a matter of policy, the Board has also retained the authority to review and approve any commitment of LCC that will last longer than the current fiscal year (EL-200).

BACKGROUND

ERESA and LCC wish to continue their partnership by executing a new lease agreement, whereas LCC agrees to lease to ERESA the following commercial property(s): 2,158 square feet of office, classroom, and laboratory space within the LCC West Campus Building and the Downtown Campus Health & Human Services Building (the 'Building(s)'), designated as WC Suite M104 (M104, M104.2, M104.3, M104.4, M104.5, M104.6, M104.7, M104.8, M104.9); M159.21, M159.30, M159.34, HHS 009.11, and HHS 009.12, together with the right to use the parking areas, sidewalks, hallway, and other common areas of the Building which are made available by LCC from time to time as necessary for the use and enjoyment of the Property for its intended purpose. The lease is effective July 1, 2025 through June 30, 2026, with four (4) one year options to renew.

IMPLICATIONS

Financial:

The proposed lease amount is computed at 2,158 square feet x \$16.48 = \$35,564 per year or \$17,782 semi-annually.

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 execute the lease agreement as requested may inhibit LCC to provide property(s) needed to undertake the educational requirements between LCC and ERESA.

OTHER OPTIONS/ALTERNATIVES

Not Applicable

RECOMMENDATIONS

The Administration respectfully requests the Board of Trustees approve the lease agreement between Lansing Community College and Eaton Regional Education Service Agency from July 1, 2025, to June 30, 2026, with four (4) one-year options to extend.

ATTACHMENT:

1. Proposed Standard Lease Agreement



**Lansing Community College
Standard Lease Agreement
Exhibit B**

Landlord (LCC)	Tenant (ERESA)
Lansing Community College	Eaton Regional Education Service Agency
309 N. Washington Sq – Suite 202	1790 E. Packard Hwy.
Lansing, MI 48933	Charlotte, MI 48813

LCC Points of Contact	ERESA Points of Contact
Shon'ta Dwyer, Dean of Technical Careers	Margo Hazelman
jacksons@star.lcc.edu ; 517-483-1372	B5hazelm@star.lcc.edu ; 517-483-1329

Lease Start Date	Lease End Date	Renewal Options	Semi-Annual Lease Payment
07/01/2025	06/30/2026	Four (4) one-year options	\$17,782
Utilities Paid by Landlord		Utilities Paid by Tenant	
Monthly rent is inclusive of water, electricity, telephone (including long distance calls), heat, and air conditioning for ordinary office purposes.		None.	

LEASE AGREEMENT REPRESENTATIVES/ SIGNATORIES

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

Lansing Community College	Eaton Regional Education Service Agency
Printed Name:	Printed Name:
Title:	Title:
Signature:	Signature:
Date:	Date:

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 Purchasing Department
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This lease agreement is made the ____ day of _____, 2025, by and between Lansing Community College (herein referred to as 'LCC' or 'Landlord') and Eaton Regional Education Service Agency (herein referred to as 'ERESA' or 'Tenant') whereas LCC agrees to rent to ERESA the following commercial property(s): 2,158 square feet of office, classroom, and laboratory space within the LCC West Campus Building and the Downtown Campus Health & Human Services Building (the 'Building(s)'), designated as WC Suite M104 (M104, M104.2, M104.3, M104.4, M104.5, M104.6, M104.7, M104.8, M104.9); M159.21, M159.30, M159.34, HHS 009.11, and HHS 009.12, together with the right to use the parking areas, sidewalks, hallway, and other common areas of the Building which are made available by LCC from time to time as necessary for the use and enjoyment of the Property for its intended purpose.

The parties agree that this Lease is the entire agreement between them regarding the leasing of Property(s). The parties hereto also will enter into an Agreement for the delivery of the ERESA. In the event of any conflict between the Agreement and the Lease, this Lease shall control. This Lease binds and benefits both Landlord and Tenant and any successors.

1. Fees

- a. Rent is computed at 2,158 square feet x \$16.48 = \$35,564 per year or \$17,782 semi-annually.
 - i. The College shall have the right, in its sole and absolute discretion, to increase the annual lease amount by an amount not to exceed three percent (3%) per annum, provided that the College delivers written notice of such increase to the Tenant no less than six (6) months prior to the commencement of the fiscal year for which the increase shall be effective.
- b. The semi-annual rental payments set forth above will be payable by Tenant to Landlord at the end of each academic semester on or about December 1 and May 1 for each academic year this lease is in effect. The rental invoices shall be included as part of the total invoice with other academic services being provided by LCC under a separate academic services agreement. If any rental payment is not paid within thirty (30) days of the postmark date on the invoice statement, Tenant agrees to pay an additional late charge of 5% of the rent amount due.
- c. Tenant is not required to provide Landlord a security deposit. However, Tenant agrees that they will be held responsible for the repair of any damages to the Property(s) or Building(s) caused by Tenant, Tenant's staff, faculty or students.

2. Terms and Termination

- a. The term of this lease will be from the Lease Start Date set forth above, until the Lease End Date set forth above, unless sooner terminated as provided herein.

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- i. The parties may agree in writing to extend this Lease Agreement for four (4), one-year terms.
- b. If Tenant fails to pay the rent on time or violates any other terms of this Lease, Landlord will have the right to terminate this lease in accordance with State law. Landlord will also have the right to re-enter the Property(s) and take possession of it and to take advantage of any other legal remedies available upon Tenant's breach or default.
- c. Cancellation of this agreement may be initiated by either Tenant or Landlord upon one hundred ninety (90) days written notification delivered either in person, certified mail or email to the other party's mailing address or email address as set forth in this lease.

3. Property

- a. Tenant agrees to maintain the Property(s) in a clean and sanitary manner and not to make any alternations to the Property(s) without Landlord's written consent. At the termination of this lease, Tenant agrees to leave the Property(s) in the same condition as when it was received, except for normal wear and tear.
- b. Other than food or beverages brought onto the premises by staff and students for their specific personal consumption, no food or beverages may be brought onto the premises by ERESA, its staff, or students, for any other purpose without the prior written consent of LCC. ERESA may request food or beverage by contacting LCC's Conference Services. Charges for such food and beverage services shall be made to ERESA at the same fees as charges to LCC by the vendor. Any food or beverage fees charged to ERESA shall be paid within thirty (30) days of receipt of invoice from the vendor. Additionally, LCC Conference Services can be used whenever ERESA would like to host a special event on LCC property. ERESA will receive a community member discount on all room rentals. ERESA acknowledges and agrees that no alcohol may be served or consumed on the premises.
- c. Tenant agrees not to sublet the Property(s) or assign this lease without Landlord's written consent. Tenant agrees to allow Landlord access to the Property(s) for inspection and repair. Landlord agrees to only enter the Property(s) after notifying Tenant in advance, except in an emergency when no advance notice shall be required.
- d. Tenant has inspected the Property(s) and has found it satisfactory. Landlord shall not be required to make any additions or improvements to the Property for Tenant's use.
- e. Landlord is responsible for the repair and upkeep of the exterior of the Property(s) and Tenant is responsible for the repair and upkeep of the interior of the Property(s) covered under this lease.
- f. Tenant agrees to use the Property(s) only for the purpose of carrying out Tenant's obligations and responsibilities under the Agreement between Landlord and Tenant

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dated the same date as this Lease (the “Agreement”), for the delivery of the Eaton Intermediate School District programs and a default under said Agreement shall also constitute a default under this Lease entitling Landlord to terminate either or both this Lease and the Agreement, at Landlord’s option. Tenant shall use the Property(s) only in compliance with all applicable laws, codes, and ordinances, and in compliance with any rules and regulations adopted by Landlord from time to time upon written notice to Tenant. This agreement extends to any LCC vehicles that ERESA may rent to support district programs throughout the life of this agreement. Rental rates for LCC fleet vehicles will be set by LCC and may fluctuate depending on the type of vehicle being rented.

- g.** This Lease and Tenant’s interest as a tenant in the Property(s) are subject and subordinate to any mortgages, security deposits, deeds of trust, or other liens now or hereafter granted by Landlord on the Building(s). Upon Landlord’s written request, Tenant shall promptly execute an instrument confirming that this Lease is subordinate, and confirming any other facts regarding the status of this Lease as may be requested by Landlord.

4. Equipment

- a.** Any equipment, fixtures, and/or personal property installed or brought into the Property(s) by Tenant shall be at Tenant’s sole risk, and Tenant fully releases Landlord, Landlord’s trustees, employees, agents, successors, and assigns from claims, demands, actions, liabilities, and obligations for loss or damage thereto. Tenant must receive approval in writing from Landlord in order to install equipment or fixtures for the purpose of operation of Tenant’s business.

5. Communication

- a.** This agreement may be modified by either party with a thirty (30) day written notice and only by a written document signed and authorized by representatives of LCC and ERESA. Written notices should be directed to the appropriate party as follows:

If to ERESA:

Eaton Regional Education Service Agency
Attn:
1790 E. Packard Hwy.
Charlotte, MI 48813
EMAIL

If to LCC:

Lansing Community College

Business Operations Division

Purchasing Department

309 N. Washington Square, Suite 202, Lansing, MI 48933

517-483-1785 · lcc.edu/purchasing · B-Ops-Purchasing@lcc.edu



Attn: Purchasing Director
309 N. Washington Square, Suite 202
Lansing, MI 48933
gallimos@star.lcc.edu
cc: B-Ops-Purchasing@star.lcc.edu

6. Additional Terms

- a. Nondiscrimination: Neither party shall discriminate against another with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, other employment matters described by the Michigan Elliott-Larsen Civil Rights Act, other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services, or activities offered by the College. Breach of this covenant may be regarded as a material breach of the Lease.
- b. Governing Law: This Lease shall be governed by the laws of the State of Michigan.
- c. Severability: The unenforceability, invalidity or illegality of any provision of this Lease shall not render the other provisions of this Lease unenforceable, invalid or illegal. Any provision determined by a court of competent jurisdiction to be unenforceable, invalid or illegal shall be enforced and given effect in all circumstances, against all persons and to all extents other than those as to which such provision is determined to be unenforceable, invalid or illegal.
- d. Disclosures: The District and LCC are public entities subject to the Michigan Freedom of Information Act (FOIA). Therefore, this Agreement is subject to FOIA.
- e. Indemnification: To the fullest extent permitted by law, each party will indemnify, defend and hold harmless the other Party and its officers, directors, employees, affiliates, agents and assigns, as indemnities, from and against any and all losses, liabilities, damages, demands, claims, actions, judgments, or causes of action, assessments, costs and expenses, including, without limitation, interest, penalties and reasonable attorneys' and accountants' fees, (herein referred to collectively as "Losses") asserted against, resulting to, imposed upon or incurred or suffered by any such indemnitee as a result of, based upon or arising from, negligence, gross negligence, intentional act, or failure by the indemnitor or its respective agents or employees to comply with any applicable law, rule, or regulation of any authority having proper jurisdiction, or the breach or nonfulfillment of any of the representations, covenants or agreements made by the indemnitor pursuant to this

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Agreement, or for damage to, or theft, misappropriation or loss of all property occurring in or about the Premises, due to any act or omission of the other party, its agents, employees, students, or invitees, excepting only such Losses as may be caused by the negligence or misconduct or any indemnitee or its respective agents or employees.

- f. Insurance: Upon execution of the agreement, Tenant shall provide Certificates of Insurance in a form acceptable to Landlord naming Landlord as additional insured. Said Certificates shall provide that Landlord shall be notified immediately if policies are cancelled or not renewed. Tenant shall provide Certificates of Insurance evidencing insurance in force at all times during the term of this Lease for the following:
 - i. Workers' Compensation Insurance, including employer's liability to cover employee injuries or disease compensate under the Workers' Compensation Statutes of the State of Michigan.
 - ii. Commercial General Liability Insurance to cover bodily injury and for damage to Property including loss of use thereof, and fire legal liability at the following limits:
 - 1. \$1,000,000 per occurrence / \$2,000,000 aggregate;
 - 2. \$1,000,000 Personal Injury;
 - 3. \$500,000 Fire Legal Liability.
 - iii. Comprehensive automobile liability policy to cover Michigan No-Fault liability, residential bodily injury liability and property damage with coverage limits of \$1,000,000 per occurrence, and otherwise complying with the provision of the Michigan No-Fault Act, such policy covering any and all occurrence arising out of the ownership, maintenance or use of any motor vehicle, including owned, non-owned and hired vehicles.
 - iv. All Risk Property Insurance for all Tenant's property on a replacement cost basis, with no greater than \$1,000 deductible, and shall include a waiver of subrogation in favor of Landlord.
- g. Force Majeure: No party shall be deemed in default under this Agreement due to its inability to perform its obligations by reason of any fire, earthquake, flood, substantial snowstorm, epidemic, pandemic, accident, explosion, casualty, strike, lockout, labor controversy, riot, civil disturbance, act of public enemy, embargo, war, act of God, or any municipal, county, state or national ordinance or law, or any executive, administrative, or judicial order (which order is not the result of any act or omission which would constitute a default hereunder), or any failure or delay of any transportation, power, or communications system or any other or similar cause beyond that party's control.

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**Lansing Community College – Board of Trustees
June 16, 2025**

Agenda Item: Request for Proposal – Grounds, Landscape, and Snow Services

Presented for Action

PURPOSE

To identify and procure an experienced and qualified contractor to provide grounds, landscape, and snow services.

BACKGROUND

Lansing Community College's (LCC) Facilities Department is responsible for maintaining grounds at the Downtown, West, and Mason Aviation campuses. An experienced contractor is needed to provide qualified and licensed staff, commercial equipment, and supplies, including but not limited to: dump and semi-trucks for snow hauling, loaders, bulk mulch, rock salt, other deicers, and fertilizers. Grounds maintenance includes but is not limited to: lawn care, plant and flower bed maintenance, repair and replacement, tree care, debris and litter removal, sidewalk and building power washing, snow plowing, snow blowing, and snow hauling.

Through a public competitive bid process, the College has identified Brightview Landscapes, LLC as the contractor deemed able to meet the needs of the College. The recommended award is based upon services offered, experience, qualifications, and successful projects of similar size and scope with other entities. The requested Blanket Purchase Order (BPO) time period is July 1, 2025, through June 30, 2028, with two (2) one-year options.

IMPLICATIONS

Financial:

The aggregate spend for five (5) years of campus-wide grounds, landscape and snow services is \$6,250,000. The services will be funded by General and Plant Funds.

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 services for grounds, landscape, and snow services could result in a stoppage or delay of services, which will impact the campus's cleanliness, aesthetics, and accessibility.

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 long delays for needed services, and be less cost effective.

RECOMMENDATIONS

The Administration respectfully recommends approval in awarding a Blanket Purchase Order to Brightview Landscapes, LLC. The total aggregate amount for the proposed is \$6,250,000 for the time period of July 1, 2025, through June 30, 2030.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – Grounds, Landscape, and Snow Services

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

Document: 50230-862-25BV **Opening Date:** May 1, 2025
Project Title: Grounds, Landscape, and Snow Services **Buyer:** Brittney Villarreal

1. Statement of Need:

Lansing Community College (LCC) Facilities Department is responsible for maintaining campus grounds at LCC’s Downtown, West, and Mason Aviation campuses. Ground maintenance includes, but is not limited to: lawn maintenance, tree care, flower and plant bed maintenance, snow blowing, shoveling, and snow hauling. In order to maintain LCC owned grounds, a public competitive solicitation was completed in order to find a capable and responsible contractor to provide grounds, landscape, and snow services.

2. Proposals Received:

The Request for Proposal (RFP) was publicly posted on Bid Net Direct: <https://www.bidnetdirect.com/mitn/lansingcommunitycollege>. 572 contractors were notified. The College received 10 proposals.

Contractors	Location	Grounds and Landscape Monthly	Snow Services Monthly
Brightview Landscape	Pontiac, MI	\$33,291	\$69,412
DJ’s Landscape Management	Grand Rapids, MI	\$312,297	\$37,541
HES	Knoxville, TN	\$77,949	\$149,878
Outdoor Expressions	Lansing, MI	\$44,150	\$139,900
RNA Facilities Management	Ypsilanti, MI	\$44,150	\$139,900
Snow Systems	Wheeling, IL	Not Provided	\$99,999
Stiles Landscaping	Lansing, MI	\$49,050	\$117,202
Teddy Lawn and Landscape	Livonia, MI	\$122,416	\$158,575
Todd Services	Hamburg, MI	\$42,741	\$110,169
Tru-Green	Lansing, MI	Not Provided	\$131,255

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Facilities. The proposals were evaluated based upon services offered, experience, qualifications, and price. All contractors were found to be responsible and responsive.

The evaluation committee recommends awarding a Blanket Purchase Order to Brightview Landscapes, LLC for a three-year term, with two (2) one-year options. The aggregate amount for the services for five (5) years is \$6,250,000. This request will be funded by the General Fund and Plant 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 Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College – Board of Trustees
June 16, 2025**

Agenda Item: Request for Proposal – Parking Lot Restoration Services

Presented for Action

PURPOSE

To identify and procure an experienced and qualified contractor to provide as needed parking lot restoration services.

BACKGROUND

Lansing Community College's (LCC) Facilities Department staff are responsible for maintaining all parking lots for students, employees, tenants, and community guests, which includes the Downtown Campus, West Campus, and Mason Aviation Center. This award is for the College to procure a full range of parking lot restoration services as needed. Restoration includes but is not limited to: excavating, paving, patching, sealing, joint and crack repair, and maintaining traffic. This bid also includes a full restoration of two (2) downtown campus parking lots, Lots 22 and 23. Other projects will vary in scope, size, and duration based on the College's needs.

Through a public competitive bid process, the College has identified Rieth-Riley Construction as the contractor deemed able to meet the needs of the College. The awarded contractor will be approved to complete restoration of Lots 22 and 23 and for as needed parking lot restoration services as approved by the Facilities Department. Contractor will only be paid for the services that are requested. The requested Blanket Purchase Order (BPO) time period is July 1, 2025, through September 30, 2026.

IMPLICATIONS

Financial:

The estimated spend for campus wide parking lot restoration services and full restoration of two (2) identified lots, through September 30, 2026 is \$765,830. The services will be funded by the Auxiliary 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

If the College chooses not to award this request for proposal (RFP), we will lose the benefits of the terms of the RFP and 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 a Blanket Purchase Order to Rieth-Riley Construction. The total estimated amount for the proposed BPO is \$765,830 for the time period of July 1, 2025, through September 30, 2026.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – Parking Lot Restoration Services

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

Document: 50220-860-25BV **Opening Date:** April 23, 2025
Project Title: Parking Lot Restoration Services **Buyer:** Brittney Villarreal

1. Statement of Need:

Lansing Community College (LCC) Facilities Department is responsible for maintaining campus parking lots for all students, employees, tenants, and community guests. In order to maintain LCC owned parking lots, a competitive bid was completed in order to find a capable and responsible contractor to provide parking lot restoration services.

2. Proposals Received:

The Request for Proposal (RFP) was publicly posted on Bid Net Direct: <https://www.bidnetdirect.com/mitn/lansingcommunitycollege>. 819 contractors were notified. The College received 2 proposals.

Contractors	Location	Parking Lot Restoration Services July 1, 2025 – September 30, 2026
Michigan Paving and Materials Company	Lansing, MI	\$947,632
Rieth-Riley Construction	Lansing, MI	\$765,830

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Facilities. The proposals were evaluated based upon expertise, qualifications, rates, and availability. All contractors were found to be responsible and responsive.

The requested Blanket Purchase Order’s time period is July 1, 2025, through September 30, 2026. The estimated spend for parking lot restoration services, including a full restoration of two (2) identified lots, is \$765,830. The request will be funded by the Auxiliary 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 Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Action Item

**Lansing Community College – Board of Trustees
June 16, 2025**

Agenda Item: Fiscal Year 2026 Budget Proposal

Presented for Action

PURPOSE

To present a budget proposal, per the Lansing Community College Board of Trustees Governance Policy EL-202, Executive Limitations: Budgeting and Forecasting, the President ...” shall not present a proposed budget which:

- Contains insufficient information, in accordance with policy direction established by the Board of Trustees, to enable the board and others to make accurate and ready comparisons of prior years’ financial and enrollment data, including credible projections of revenue and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions, to assess the reasonableness of projections for the proposed budget.
- Plans the expenditure in any fiscal year of more funds than are to be conservatively projected to be received.
- Would project the general fund balance to fall below fifteen percent of the College’s operating budget.
- Fails to present a reasonable and prudent plan to assure the fiscal soundness of future years and provides for the building of organizational capacity sufficient to achieve ends in future years.
- Fails to include consideration of multiple-year, long–range administrative plans.”

The Administration is recommending the adoption of the FY 2026 Proposed Budget as attached in accordance with the above policy.

BACKGROUND

Please see Proposed Budget Narrative and Budget Detail.

IMPLICATIONS

Financial:

The College has 1% of the FY 2026 General Fund budget available in contingency for unanticipated expenses for FY 2026.

Strategic Plan:

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

Human Resources:

The College has reviewed and determined the appropriate staffing levels including classification and the number of positions.

RISKS

Primary financial risks for FY 2026 are (1) attainment of enrollment projections and (2) the adoption of the State of Michigan budget as it pertains to the community college operating appropriation.

OTHER OPTIONS/ALTERNATIVES

The Administration does not recommend any alternatives to the budget as presented. Other options and alternatives are routinely being studied and analyzed for the future.

RECOMMENDATIONS

The Administration respectfully recommends adoption of the Fiscal Year 2026 Budget as proposed.

ATTACHMENTS:

1. Proposed Budget Narrative
2. FY 2026 Tuition Comparison
3. FY 2026 LCC Tuition History
4. Proposed Budget
 - EXHIBIT A – General Fund Operating Revenues, Expenses & Transfers (FY 2026 Proposal)
 - EXHIBIT B – General Fund Operating Expenses (FY 2026 Proposal)
 - EXHIBIT C – Summary of General Fund Budgeted Non-Student Positions Fiscal Years 2023-2026
 - EXHIBIT D – Historical Budgets – General Fund Operating Revenues, Expenses & Transfers for FY 2023 and FY 2024
 - EXHIBIT E – Historical Budgets – General Fund Operating Expenses for FY 2023 and FY 2024
 - EXHIBIT F – Bonded Debt Amortization Schedule
 - EXHIBIT G - Organization to Division Crosswalk
 - EXHIBIT H – Revenue and Expense Accounts

June 16, 2025

Lansing Community College Fiscal Year 2026 Proposed Budget Narrative

Introduction

The FY 2026 Budget process started in late January 2025 when the Financial Services division invited all college employees to attend the "*LCC Financial Briefing*" and "*FY 2026 Budget Launch*" session held both in person and via Webex. Nearly 100 employees attended the session. The "*LCC Financial Briefing*" section provided an overview of the College's revenue sources and types of expenses and was intended to engage employees and raise the overall awareness of the College's finances within the College community. The "*FY 2026 Budget Launch*" section provided instructions and guidance for the development of the FY 2026 budget and answered questions regarding the specific process to be used for the submission of necessary information to develop the FY 2026 budget. Copies of both presentations were made available at the session and upon request.

Employees were encouraged to engage in the budget process within their respective divisions. The Chief Financial Officer and members of the Financial Planning, Analysis, and Review (FPAR) team also met with individual members of the Executive Leadership Team (ELT) and others to provide additional support during the budget development process.

After the "*FY 2026 Budget Launch*" meetings, ELT members, with input from their respective teams, submitted Savings Recommendations to FPAR in mid-February, and in late February, ELT submitted requests for (1) Labor Changes, (2) Services and Supplies Reallocations, and (3) Capital Equipment.

On February 17, 2025, the Chief Financial Officer presented a high-level two-year financial forecast to the Board. That forecast projected a balanced budget for FY 2026 and included no increase in the College's in-district tuition rate. The Board approved changes to course fees for the AY 2026 at the January meeting. Based upon currently available information, the College will remain the sixth lowest in-district tuition rate for Michigan community colleges. (See Attachment 2 – Tuition Comparison with Michigan Community Colleges.)

On June 3rd, a budget workshop was presented by the President and Chief Financial Officer to the Board of Trustees. Also present at the workshop were ELT members and additional members of the College community. The workshop compared the proposed budget to the February financial forecast and highlighted changes included in the FY 2026 budget proposal. Information available as of the third week of May was used to prepare the FY 2026 budget proposal presented at the June 3rd workshop.

Summary of General Fund Budget

Lansing Community College's FY 2026 proposed budget is presented to the Board of Trustees in summary form with supporting documentation. The Administration requests adoption as proposed.

Total revenues are projected to be approximately \$145.4 million (see Exhibit A - General Fund Operating Revenues, Expenses & Transfers: Proposed Budget FY 2026).

Revenues

Summary of Fiscal Year 2026 General Fund Revenues

General Fund Revenues					
Total Revenues	2023 Actual	2024 Actual	2025 Adopted Budget	2026 Proposed	Percent change 2024 to 2025
State Appropriations	\$36,381,429	\$39,478,637	\$ 39,658,000	\$ 40,609,000	2.4%
Property Taxes	\$48,618,027	\$51,553,499	\$ 56,115,000	\$ 58,347,000	4.0%
Tuition and Fees	\$38,150,691	\$38,005,268	\$ 38,741,000	\$ 40,828,000	5.4%
Other Revenue	\$ 5,435,884	\$ 6,851,499	\$ 5,317,000	\$ 5,614,000	5.6%
Total	\$128,586,031	\$135,888,903	\$139,831,000	\$145,398,000	4.0%

State Appropriations – It is difficult to estimate state appropriations for FY 2026. This budget is based on the information currently available. These estimates are conservative and based on a review of the information contained in the May 2025 Consensus Revenue Estimating Conference report and the current political environment. The State's FY 2026 total appropriations to Lansing Community College are budgeted to increase by 2.4%. The budgeted amount is based on the increase recommended by the Governor. Budget negotiations are underway between the Governor, House, and Senate. Current information indicates that the State of Michigan budget will not be adopted until after June 30th. It is estimated there will be an increase in revenue from Renaissance Zone, Corporate Personal Property Tax Replacement Revenue, and Michigan Public Employees Retirement System appropriations.

Property Taxes – For FY 2026, net property tax revenue is estimated to increase by 4.0%. Total taxable values for the College district increased by 4.9%. Based on the current trend of uncollectible taxes and tax refunds due to the results of tax tribunals, estimates for uncollectible tax revenue is estimated at 4.0%. The College's millage rate decreased from 3.7692 to 3.7611 mills.

Tuition and Fees – The budget of \$40.8 million in tuition and fees includes no increase in tuition rates and no changes in mandatory student fees. Course fee changes were

approved by the Board at the January 2025 meeting. It is always difficult to estimate enrollments and billable hours and even more so in the post-pandemic era. Billable hours are estimated to be equivalent to those of FY 2025. Enrollment levels will always be an area of concern.

Other Revenues – Other revenues include the College’s contracts with the Eaton and Clinton County Regional Educational Services Agencies, High School Advantage contracts, interest income, rental income, and other miscellaneous revenues. The College projects a 5.6% increase in Other Revenue for FY 2026. This increase is primarily due to the Federal Reserve System continuing to have higher rates in an effort to curb inflation. This has resulted in higher interest earnings on College investments.

Operating Budgets

Salaries, Wages, and Benefits – Salaries and benefits will comprise 67.8% of all General Fund expenses and transfers in FY 2026. This is compared to 67.3% in the FY 2025 Adopted Budget.

Services and Supplies – Services and Supplies are projected to increase 0.9% from the FY 2025 Adopted Budget. This overall net increase is primarily due to the impact of the current rate of inflation, partially offset by a decrease in Rent Expense for Livingston and Capital Area Regional Airport. However, a thorough review of all Services and Supplies budgets was done with an emphasis on the reduction of Institutional Expenses and reallocation of other expense budgets to fund the highest priority needs. (See Exhibit B – General Fund Operating Expenses.)

Student Financial Support – The FY 2026 budget for Institutional Student Scholarships is \$2.8 million which is a 15.5% increase. Scholarships have been increased to support enrollment growth. This scholarship budget provides for Board of Trustees, Honors, divisional, athletic, childcare and other institutionally-funded scholarships.

Transfer Budgets

Campus Master Plan - \$1.6 million will be transferred to the Plant Fund to continue funding the recommendations developed as part of the campus master planning process that was facilitated by an independent third-party consultant.

Grant Match – The FY 2026 budget is \$925 thousand, the same as FY 2025.

Capital Equipment – The FY 2026 budget is \$900 thousand, an increase of \$300 thousand. This increase will primarily fund needed instructional capital equipment.

Debt Service – In the FY 2026 budget, \$6.6 million is budgeted for principal and interest payments on debt, based upon the College’s current debt service obligations (see Exhibit F – Bonded Debt Amortization Schedule).

Plant Improvement – The FY 2026 budget is proposed at \$3.5 million. This budget will allow the College to keep facilities in good condition and minimize deferred maintenance. The College currently owns and maintains approximately 2.1 million square feet of space.

Technology Infrastructure – The FY 2026 budget is proposed at \$2.8 million. This budget is based upon the ongoing need to have up-to-date technology for students and employees.

Technology Fee – The FY 2026 budget is proposed at \$207 thousand, reflecting anticipated levels of enrollment.

Michigan New Jobs Training Program – The FY 2026 budget of \$75 thousand is based upon the anticipated volume for these training agreements.

Contingency

Contingency – The Contingency budget for FY2026 is \$1.5 million, and is equal to 1% of budgeted revenues. This Contingency is necessary to provide resources for significant unanticipated expenses.

Tuition Comparison with Michigan Community Colleges as of 6/5/25

COLLEGE	FY2025 In-Dist	FY2025 In-State	FY2025 Out-State	FY2026 Source	FY2026 In-Dist	FY2026 In-Dist % Increase	FY2026 In-State	FY2026 In-State % Increase	FY2026 Out-State	FY2026 Out-State % Increase
Washtenaw Community College	\$99	\$181	\$256	Website	\$99	0.00%	\$186	2.76%	\$264	3.13%
Oakland Community College	\$111	\$211	\$211	Website	\$115	3.60%	\$217	2.84%	\$217	2.84%
Wayne County Comm College	\$112	\$121	\$152	DNA	\$112	0.00%	\$121	0.00%	\$152	0.00%
Macomb Community College	\$113	\$212	\$270	Website	\$113	0.00%	\$212	0.00%	\$270	0.00%
Henry Ford College	\$116	\$202	\$293	Website	\$119	3.03%	\$208	2.97%	\$301	2.91%
Lansing Community College	\$120	\$240	\$360	Board Approved	\$120	0.00%	\$240	0.00%	\$360	0.00%
Montcalm Community College	\$121	\$231	\$378	Website	\$123	1.65%	\$236	2.16%	\$386	2.12%
Grand Rapids Comm College	\$124	\$261	\$392	Website	\$127	2.42%	\$267	2.30%	\$402	2.55%
West Shore Community College	\$125	\$190	\$270	Website	\$131	4.80%	\$196	3.16%	\$276	2.22%
Northwestern Michigan College	\$126	\$269	\$350	Proposed	\$131	3.97%	\$280	4.09%	\$364	4.00%
Kalamazoo Valley Comm College	\$127	\$219	\$292	Website	\$127	0.00%	\$219	0.00%	\$292	0.00%
Monroe County Comm College	\$130	\$221	\$246	Website	\$134	3.71%	\$229	3.71%	\$256	3.71%
Delta College	\$133	\$224	\$235	Website	\$136	2.26%	\$229	2.23%	\$240	2.13%
Kellogg Community College	\$134	\$216	\$307	Website	\$137	2.25%	\$221	2.31%	\$314	2.28%
Glen Oaks Community College	\$135	\$201	\$237	Website	\$139	2.96%	\$207	2.99%	\$244	2.95%
Muskegon Community College	\$135	\$253	\$354	Website	\$141	4.44%	\$264	4.35%	\$369	4.24%
Schoolcraft College	\$139	\$200	\$270	DNA	\$139	0.00%	\$200	0.00%	\$270	0.00%
Kirtland Community College	\$143	\$215	\$299	Website	\$149	4.20%	\$225	4.65%	\$310	3.68%
Gogebic Community College	\$144	\$205	\$235	Board Mtg Minutes	\$149	3.47%	\$213	3.90%	\$244	3.83%
Southwestern Michigan College	\$145	\$192	\$209	Website	\$151	4.49%	\$200	4.44%	\$218	4.44%
North Central Michigan College	\$148	\$250	\$320	Website	\$152	2.70%	\$260	4.00%	\$330	3.13%
St. Clair County Comm College	\$153	\$284	\$410	Website	\$158	3.27%	\$291	2.46%	\$420	2.44%
Alpena Community College	\$154	\$246	\$246	Website	\$159	3.25%	\$253	2.85%	\$253	2.85%
Bay de Noc Community College	\$155	\$267	\$327	DNA	\$155	0.00%	\$267	0.00%	\$327	0.00%
Mid Michigan Comm College	\$155	\$258	\$347	Website	\$155	0.00%	\$258	0.00%	\$347	0.00%
Mott Community College	\$156	\$200	\$284	Website	\$160	2.40%	\$210	5.23%	\$299	5.12%
Lake Michigan College	\$182	\$259	\$259	Website	\$187	3.03%	\$187	-27.66%	\$187	-27.66%
Jackson College	\$193	\$225	\$288	DNA	\$193	0.00%	\$225	0.00%	\$288	0.00%
AVERAGE	\$137	\$223	\$289		\$140	2.22%	\$226	1.11%	\$293	1.27%

DNA=Data Not Available - FY25 tuition rate used in calculation of FY26 average rates

In FY26 LCC will remain the 6th lowest in-district tuition rate of Michigan Community Colleges

LCC In-District Tuition Increase History for FY2026

Fiscal Year	LCC \$ Increase	LCC In-District Tuition	LCC % Increase	State Average Increase	State Average In-District Tuition	State Average % Increase
2022	\$3	\$114	2.7%	\$2	\$124	1.6%
2023	\$0	\$114	0.0%	\$4	\$128	3.2%
2024	\$3	\$117	2.6%	\$5	\$133	3.6%
2025	\$3	\$120	2.6%	\$4	\$137	2.9%
2026	\$0	\$120	0.0%	\$3	\$140*	2.2%

* Data compiled through 6/5/2025, tuition rates for 24 of 28 community colleges reporting

LANSING COMMUNITY COLLEGE

General Fund

Operating Revenues, Expenses & Transfers: Proposed Budget Fiscal Year 2026
Comparison of Fiscal Years 2023 Actual, 2024 Actual, 2025 Budget to 2026 Proposed Budget

Line Ref #	Operating Budget Line Item	FY2023 Actual	FY2024 Actual	FY2025 Adopted Budget	Increase (Decrease)	FY2026 Proposed Budget	% Change
	<i>Revenues</i>						
1	State Appropriations	\$ 36,381,429	\$ 39,478,637	\$ 39,658,000	\$ 951,000	\$ 40,609,000	2.4%
2	Property Taxes, Net of Estimated Uncollectible	\$ 48,618,027	\$ 51,553,499	\$ 56,115,000	\$ 2,232,000	\$ 58,347,000	4.0%
3	Tuition and Fees, Net of Estimated Uncollectible	\$ 38,150,691	\$ 38,005,268	\$ 38,741,000	\$ 2,087,000	\$ 40,828,000	5.4%
4	Other Revenues	\$ 5,435,884	\$ 6,851,499	\$ 5,317,000	\$ 297,000	\$ 5,614,000	5.6%
	Total Revenues	\$ 128,586,031	\$ 135,888,903	\$ 139,831,000	\$ 5,567,000	\$ 145,398,000	4.0%
	<i>Salary & Benefit Expenses</i>						
5	Salaries and Wages	\$ 60,061,344	\$ 61,391,107	\$ 64,244,800	\$ 2,563,800	\$ 66,808,600	4.0%
6	Employee Benefits	\$ 26,298,947	\$ 28,758,330	\$ 29,838,000	\$ 1,890,300	\$ 31,728,300	6.3%
	Total Salaries and Benefits	\$ 86,360,291	\$ 90,149,437	\$ 94,082,800	\$ 4,454,100	\$ 98,536,900	4.7%
	<i>Other Operating Expenses</i>						
7	Services and Supplies	\$ 22,872,236	\$ 26,134,435	\$ 25,890,000	\$ 245,100	\$ 26,135,100	0.9%
	Total Operating Expenses	\$ 109,232,527	\$ 116,283,872	\$ 119,972,800	\$ 4,699,200	\$ 124,672,000	3.9%
	<i>Student Financial Support Expenses</i>						
8	Institutional Student Scholarships	\$ 2,105,902	\$ 2,364,522	\$ 2,415,200	\$ 374,800	\$ 2,790,000	15.5%
	Total Expenses	\$ 111,338,429	\$ 118,648,394	\$ 122,388,000	\$ 5,074,000	\$ 127,462,000	4.1%
	<i>Transfers (In)/Out</i>						
9	Prefund FY2026 Tuition Rate Freeze	\$ -	\$ -	\$ 800,000	\$ (800,000)	\$ -	100.0%
10	Campus Master Plan	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ 1,600,000	100.0%
11	Grant Match	\$ 878,174	\$ 864,841	\$ 925,000	\$ -	\$ 925,000	0.0%
12	Capital Equipment	\$ 250,000	\$ 400,000	\$ 600,000	\$ 300,000	\$ 900,000	50.0%
13	Debt Service	\$ 6,600,000	\$ 6,600,000	\$ 6,600,000	\$ -	\$ 6,600,000	0.0%
14	Physical Plant Improvement	\$ 3,000,000	\$ 3,400,000	\$ 3,400,000	\$ 125,000	\$ 3,525,000	3.7%
15	Technology Infrastructure	\$ 2,400,000	\$ 2,800,000	\$ 2,800,000	\$ -	\$ 2,800,000	0.0%
16	Technology Fee	\$ 200,759	\$ 196,008	\$ 195,000	\$ 12,000	\$ 207,000	6.2%
17	Board Designated Funds	\$ 2,700,000	\$ 2,200,000	\$ -	\$ -	\$ -	0.0%
18	Michigan New Jobs Training Program	\$ (76,878)	\$ (168,176)	\$ (75,000)	\$ -	\$ (75,000)	0.0%
	Total Transfers	\$ 15,952,055	\$ 16,292,673	\$ 16,045,000	\$ 437,000	\$ 16,482,000	2.7%
19	Contingency	\$ -	\$ -	\$ 1,398,000	\$ 55,000	\$ 1,454,000	3.9%
	Total Revenues	\$ 128,586,031	\$ 135,888,903	\$ 139,831,000	\$ 5,567,000	\$ 145,398,000	4.0%
	Total Expenses, Transfers and Contingency	\$ 127,290,484	\$ 134,941,067	\$ 139,831,000	\$ 5,567,000	\$ 145,398,000	4.0%
	Net Change in Unrestricted Fund Balance	\$ 1,295,547	\$ 947,836	\$ -	\$ -	\$ -	0.0%
20	Unrestricted General Fund Balance Beginning of Period	\$ 34,352,205	\$ 35,647,752	\$ 36,595,588	N/A	\$ 36,595,588	N/A
	Unrestricted General Fund Balance End of Period	\$ 35,647,752	\$ 36,595,588	\$ 36,595,588	N/A	\$ 36,595,588	N/A

LANSING COMMUNITY COLLEGE

General Fund

Operating Expenses: Proposed Budget Fiscal Year 2026

Comparison of Fiscal Years 2023 Actual, 2024 Actual, 2025 Budget to 2026 Proposed Budget

Line Ref #	Operating Division/Account	FY2023 Actual	FY2024 Actual	FY2025 Adopted Budget*	Increase (Decrease)	FY2026 Proposed Budget	% Change
	<u>Operating Expenses - Divisions</u>						
1	Academic Affairs	\$ 8,039,620	\$ 8,606,197	\$ 8,678,200	\$ 478,000	\$ 9,156,200	5.5%
2	Administrative Services	\$ 13,172,241	\$ 14,050,908	\$ 14,542,200	\$ 864,100	\$ 15,406,300	5.9%
3	Advancement and External Affairs	\$ 1,325,804	\$ 1,305,297	\$ 1,604,300	\$ (14,400)	\$ 1,589,900	(0.9)%
4	Arts and Sciences	\$ 23,824,523	\$ 24,035,346	\$ 24,194,000	\$ 578,600	\$ 24,772,600	2.4%
5	Board of Trustees	\$ 260,327	\$ 308,162	\$ 333,100	\$ 62,200	\$ 395,300	18.7%
6	Business Operations	\$ 4,297,025	\$ 5,183,787	\$ 5,250,100	\$ 118,600	\$ 5,368,700	2.3%
7	Community Education and Workforce Development	\$ 3,528,481	\$ 3,816,016	\$ 4,378,400	\$ (112,800)	\$ 4,265,600	(2.6)%
8	Executive Office	\$ 1,521,096	\$ 1,731,264	\$ 2,078,500	\$ 5,100	\$ 2,083,600	0.2%
9	Financial Services	\$ 5,828,811	\$ 6,312,644	\$ 6,284,300	\$ 321,300	\$ 6,605,600	5.1%
10	Health and Human Services	\$ 10,395,978	\$ 10,205,684	\$ 11,138,400	\$ 178,000	\$ 11,316,400	1.6%
11	Human Resources	\$ 2,071,082	\$ 2,454,171	\$ 2,360,200	\$ 30,000	\$ 2,390,200	1.3%
12	Information Technology Services	\$ 12,613,930	\$ 14,336,199	\$ 14,947,600	\$ 619,100	\$ 15,566,700	4.1%
13	Office of Empowerment	\$ 686,041	\$ 758,798	\$ 1,327,000	\$ 73,200	\$ 1,400,200	5.5%
14	Student Affairs	\$ 10,995,005	\$ 12,024,684	\$ 11,369,000	\$ 844,600	\$ 12,213,600	7.4%
15	Technical Careers	\$ 10,672,563	\$ 11,154,716	\$ 11,487,500	\$ 653,600	\$ 12,141,100	5.7%
	Total all Divisions	\$ 109,232,527	\$ 116,283,872	\$ 119,972,800	\$ 4,699,200	\$ 124,672,000	3.9%
	<u>Operating Expenses - Accounts</u>						
16	Full-Time Administrator	\$ 10,212,879	\$ 11,740,191	\$ 11,655,400	\$ 618,800	\$ 12,274,200	5.3%
17	Full-Time Professional Technical	\$ 12,245,494	\$ 12,408,284	\$ 12,907,500	\$ 1,168,100	\$ 14,075,600	9.0%
18	Part-Time Professional Technical	\$ 679,731	\$ 759,529	\$ 797,800	\$ (13,000)	\$ 784,800	(1.6)%
19	Full-Time Faculty	\$ 17,437,113	\$ 17,130,644	\$ 17,010,300	\$ 439,000	\$ 17,449,300	2.6%
20	Part-Time Faculty	\$ 8,893,210	\$ 8,414,571	\$ 9,564,200	\$ (64,700)	\$ 9,499,500	(0.7)%
21	Full-Time Support	\$ 8,661,343	\$ 9,148,856	\$ 9,701,200	\$ 522,900	\$ 10,224,100	5.4%
22	Part-Time Support	\$ 1,043,121	\$ 1,194,403	\$ 1,806,600	\$ 7,000	\$ 1,813,600	0.4%
23	Student	\$ 888,453	\$ 594,628	\$ 801,800	\$ (114,300)	\$ 687,500	(14.3)%
	Total Salaries and Wages	\$ 60,061,344	\$ 61,391,107	\$ 64,244,800	\$ 2,563,800	\$ 66,808,600	4.0%
	Employee Benefits	\$ 26,298,947	\$ 28,758,330	\$ 29,838,000	\$ 1,890,300	\$ 31,728,300	6.3%
24	Institutional Expenses	\$ 1,789,247	\$ 1,730,859	\$ 2,120,300	\$ (50,000)	\$ 2,070,300	(2.4)%
26	Utilities	\$ 3,174,789	\$ 3,650,412	\$ 3,389,500	\$ 89,700	\$ 3,479,200	2.6%
27	Professional Services	\$ 982,610	\$ 1,751,032	\$ 1,350,400	\$ (93,600)	\$ 1,256,800	(6.9)%
28	Purchased Services	\$ 4,789,163	\$ 5,224,649	\$ 5,017,300	\$ (75,500)	\$ 4,941,800	(1.5)%
29	Rental Expense	\$ 1,701,169	\$ 1,011,202	\$ 945,200	\$ (279,100)	\$ 666,100	(29.5)%
30	Repair and Maintenance	\$ 1,470,689	\$ 1,816,412	\$ 1,944,300	\$ 133,100	\$ 2,077,400	6.8%
31	Supplies and Non-Capital Equipment	\$ 7,499,919	\$ 9,421,918	\$ 9,378,800	\$ 349,400	\$ 9,728,200	3.7%
32	Travel, Training and Conferences	\$ 1,464,650	\$ 1,527,951	\$ 1,744,200	\$ 171,100	\$ 1,915,300	9.8%
	Total Services and Supplies	\$ 22,872,236	\$ 26,134,435	\$ 25,890,000	\$ 245,100	\$ 26,135,100	0.9%
	Total Division Operating Expenses	\$ 109,232,527	\$ 116,283,872	\$ 119,972,800	\$ 4,699,200	\$ 124,672,000	3.9%

* Restated to conform with FY2026 Proposed presentation

LANSING COMMUNITY COLLEGE
Four-year Trend General Fund Budgeted Non-Student Positions Fiscal Years 2023-2026

Division	Position Classification	FY2023 Adopted	FY2024 Adopted	FY2025 Apdopted*	FY2026 Proposed	Change FY2026 to FY2025
Academic Affairs	Administrative FT	6.00	11.00	11.00	11.00	0.00
	Professional Technical FT	22.00	19.00	19.00	21.00	2.00
	Professional Technical PT	1.00	1.00	1.00	1.00	0.00
	Faculty FT	13.25	14.75	16.50	15.50	(1.00)
	Faculty PT	25.07	21.80	21.80	21.80	0.00
	Support FT	15.00	16.00	16.00	15.00	(1.00)
	Support PT	12.90	9.80	7.70	7.70	0.00
Academic Affairs Total		95.22	93.35	93.00	93.00	0.00
Administrative Services	Administrative FT	9.50	12.50	12.50	12.50	0.00
	Professional Technical FT	3.00	1.00	2.60	5.60	3.00
	Support FT	36.20	40.20	40.75	41.08	0.33
	Support PT	9.38	11.34	12.00	10.62	(1.38)
Administrative Services Total		58.08	65.04	(0.80)	69.80	1.95
Advancement and External Affairs	Administrative FT	3.00	3.00	3.00	3.00	0.00
	Professional Technical FT	2.75	2.75	2.75	2.75	0.00
	Faculty PT	0.10	0.10	0.10	0.10	0.00
	Support FT	6.00	6.00	6.00	6.00	0.00
	Support PT	0.70	0.00	0.00	0.00	0.00
Advancement and External Affairs Total		12.55	11.85	11.85	11.85	0.00
Arts and Sciences	Administrative FT	7.00	7.00	7.00	7.00	0.00
	Professional Technical FT	11.00	12.00	12.00	13.00	1.00
	Professional Technical PT	0.50	0.50	1.20	0.60	(0.60)
	Faculty FT	117.75	118.25	119.50	120.50	1.00
	Faculty PT	67.16	59.11	52.60	48.37	(4.23)
	Support FT	13.00	13.00	13.00	13.00	0.00
	Support PT	8.32	6.97	5.91	5.03	(0.88)
Arts and Sciences Total		224.73	216.83	211.21	207.50	(3.71)
Board of Trustees	Administrative FT	1.00	1.00	1.00	1.00	0.00
Board of Trustees Total		1.00	1.00	1.00	1.00	0.00
Business Operations	Administrative FT	6.00	5.00	6.00	6.00	0.00
	Professional Technical FT	11.00	14.00	15.00	15.00	0.00
	Professional Technical PT	0.00	0.00	0.00	0.00	0.00
	Support FT	10.00	9.00	11.00	11.00	0.00
	Support PT	1.40	2.10	2.10	2.10	0.00
Business Operations Total		28.40	30.10	34.10	34.10	0.00
Community Education and Workforce Development	Administrative FT	4.00	5.00	5.00	5.00	0.00
	Professional Technical FT	11.00	11.00	11.00	9.25	(1.75)
	Professional Technical PT	0.65	0.65	0.65	0.65	0.00
	Faculty FT	0.00	0.00	0.00	0.25	0.25
	Faculty PT	3.94	4.68	4.68	4.50	(0.18)
	Support FT	12.00	11.00	11.00	10.00	(1.00)
	Support PT	2.96	2.96	2.96	3.13	0.17
Community Education and Workforce Development Total		34.55	35.29	35.29	32.78	(2.51)
Executive Offices	Administrative FT	4.00	4.00	4.00	4.00	0.00
	Professional Technical FT	1.00	1.00	2.00	2.00	0.00
	Support FT	2.00	2.00	2.00	2.00	0.00
Executive Offices Total		7.00	7.00	8.00	8.00	0.00
Financial Services	Administrative FT	12.00	12.00	13.00	14.00	1.00
	Professional Technical FT	21.00	21.00	21.00	21.00	0.00
	Support FT	19.00	20.00	19.00	19.00	0.00
Financial Services Total		52.00	53.00	53.00	54.00	1.00

LANSING COMMUNITY COLLEGE
Four-year Trend General Fund Budgeted Non-Student Positions Fiscal Years 2023-2026

Division	Position Classification	FY2023 Adopted	FY2024 Adopted	FY2025 Adopted*	FY2026 Proposed	Change FY2026 to FY2025
Health and Human Services	Administrative FT	11.00	11.00	11.00	11.00	0.00
	Professional Technical FT	12.00	10.00	10.00	10.00	0.00
	Professional Technical PT	0.93	0.93	0.93	0.93	0.00
	Faculty FT	32.00	31.00	31.00	30.00	(1.00)
	Faculty PT	39.56	32.43	26.07	24.29	(1.78)
	Support FT	12.00	12.00	12.00	12.00	0.00
	Support PT	0.70	0.76	0.76	0.76	0.00
Health and Human Services Total		108.19	98.12	91.76	88.98	(2.78)
Human Resources	Administrative FT	4.00	5.00	3.00	4.00	1.00
	Professional Technical FT	7.00	7.00	8.00	7.00	(1.00)
	Professional Technical PT	0.30	0.30	0.30	0.30	0.00
	Support FT	5.00	6.00	6.00	7.00	1.00
	Support PT	0.70	0.70	0.70	0.00	(0.70)
Human Resources Total		17.00	19.00	18.00	18.30	0.30
Information Technology Services	Administrative FT	10.75	10.00	11.00	12.00	1.00
	Professional Technical FT	27.05	30.05	34.05	35.05	1.00
	Professional Technical PT	1.50	1.50	1.50	1.50	0.00
	Support FT	23.62	23.62	23.62	25.22	1.60
	Support PT	10.37	8.67	8.67	9.57	0.90
Information Technology Services Total		73.29	73.84	78.84	83.34	4.50
Office of Empowerment	Administrative FT	2.00	4.00	4.00	4.00	0.00
	Professional Technical FT	4.00	1.00	2.00	3.00	1.00
	Professional Technical PT	0.45	0.45	0.45	0.00	(0.45)
	Support FT	3.00	4.00	5.00	4.00	(1.00)
	Support PT	1.70	1.20	0.70	0.70	0.00
Office of Empowerment Total		11.15	10.65	12.15	11.70	(0.45)
Student Affairs	Administrative FT	16.50	18.65	16.65	17.65	1.00
	Professional Technical FT	36.00	38.00	34.00	35.45	1.45
	Professional Technical PT	2.20	2.20	2.90	2.85	(0.05)
	Faculty FT	17.00	17.00	17.00	17.00	0.00
	Faculty PT	5.08	4.95	4.25	4.25	0.00
	Support FT	31.60	28.60	28.60	27.65	(0.95)
	Support PT	3.75	2.50	2.50	2.50	0.00
Student Affairs Total		112.13	111.90	105.90	107.35	1.45
Technical Careers	Administrative FT	7.00	8.00	8.00	8.00	0.00
	Professional Technical FT	7.00	7.00	7.00	7.25	0.25
	Professional Technical PT	0.70	0.00	0.00	0.00	0.00
	Faculty FT	46.00	47.00	47.00	48.00	1.00
	Faculty PT	31.13	32.01	30.77	31.06	0.29
	Support FT	11.00	11.25	11.25	11.75	0.50
	Support PT	1.40	0.70	0.70	0.70	0.00
Technical Careers Total		104.23	105.96	104.72	106.76	2.04
General Fund Total		939.52	932.93	858.02	928.46	1.79
Administrative FT		103.75	117.15	116.15	120.15	4.00
Professional Technical FT		175.80	174.80	180.40	187.35	6.95
Professional Technical PT		8.23	7.53	8.93	7.83	(1.10)
Faculty FT		226.00	228.00	231.00	231.25	0.25
Faculty PT		172.04	155.08	140.27	134.37	(5.90)
Support FT		199.42	202.67	205.22	204.70	(0.52)
Support PT		54.28	47.70	44.70	42.81	(1.89)
Total		939.52	932.93	926.67	928.46	1.79

* Restated to conform with FY2026 Proposed presentation

LANSING COMMUNITY COLLEGE
 General Fund Budget
 Historical Budgets Fiscal Years 2023 and 2024

Line Ref #	Operating Budget Line Item	FY2023 Adopted Budget	FY2023 Actuals	FY2024 Adopted Budget	FY2024 Actuals
	<u>Revenues</u>				
1	State Appropriations	\$ 34,959,000	\$ 36,381,429	\$37,292,000	\$ 39,478,637
2	Property Taxes, Net of Estimated Uncollectible	\$ 46,826,000	\$ 48,618,027	\$52,187,000	\$ 51,553,499
3	Tuition and Fees, Net of Estimated Uncollectible	\$ 43,898,000	\$ 38,150,691	\$39,690,000	\$ 38,005,268
4	Other Revenues	\$ 3,525,000	\$ 5,435,884	\$4,312,000	\$ 6,851,499
	Total Revenues	\$ 129,208,000	\$ 128,586,031	\$ 133,481,000	\$ 135,888,903
	<u>Salary & Benefit Expenses</u>				
5	Salaries and Wages	\$ 60,299,400	\$ 60,061,344	\$ 61,903,700	\$ 61,391,107
6	Employee Benefits	\$ 28,252,700	\$ 26,298,947	\$ 28,644,600	\$ 28,758,330
	Total Salaries and Benefits	\$ 88,552,100	\$ 86,360,291	\$ 90,548,300	\$ 90,149,437
	<u>Other Operating Expenses</u>				
7	Services and Supplies	\$ 24,334,200	\$ 22,872,236	\$ 24,944,700	\$ 26,134,435
	Total Operating Expenses	\$ 112,886,300	\$ 109,232,527	\$ 115,493,000	\$ 116,283,872
	<u>Student Financial Support Expenses</u>				
8	Institutional Student Scholarships	\$ 1,929,100	\$ 2,105,902	\$ 2,361,000	\$ 2,364,522
	Total Expenses	\$ 114,815,400	\$ 111,338,429	\$ 117,854,000	\$ 118,648,394
	<u>Transfers (In)/Out</u>				
9	Grant Match	\$ 690,000	\$ 878,174	\$ 967,000	\$ 864,841
10	Capital Equipment	\$ 450,000	\$ 250,000	\$ 400,000	\$ 400,000
11	Debt Service	\$ 7,170,000	\$ 6,600,000	\$ 6,600,000	\$ 6,600,000
12	Physical Plant Improvement	\$ 2,763,000	\$ 3,000,000	\$ 3,400,000	\$ 3,400,000
13	Technology Infrastructure	\$ 2,000,000	\$ 2,400,000	\$ 2,800,000	\$ 2,800,000
14	Technology Fee	\$ 227,500	\$ 200,759	\$ 200,000	\$ 196,008
15	Board Designated Funds	\$ -	\$ 2,700,000	\$ -	\$ 2,200,000
16	Michigan New Jobs Training Program	\$ (200,000)	\$ (76,878)	\$ (75,000)	\$ (168,176)
	Total Transfers	\$ 13,100,500	\$ 15,952,055	\$ 14,292,000	\$ 16,292,673
17	Contingency	\$ 1,292,100	\$ -	\$ 1,335,000	\$ -
	Total Revenues	\$ 129,208,000	\$ 128,586,031	\$ 133,481,000	\$ 135,888,903
	Total Expenses, Transfers and Contingency	\$ 129,208,000	\$ 127,290,484	\$ 133,481,000	\$ 134,941,067
	Net Change in Unrestricted Fund Balance	\$ -	\$ 1,295,547	\$ -	\$ 947,836
18	Unrestricted General Fund Balance Beginning of Period	\$ 34,352,205	\$ 34,352,205	\$ 35,647,752	\$ 35,647,752
	Unrestricted General Fund Balance End of Period	\$ 34,352,205	\$ 35,647,752	\$ 35,647,752	\$ 36,595,588

LANSING COMMUNITY COLLEGE
 General Fund Budgets - Operating Expenses
 Historical Budgets Fiscal Years 2023 and 2024

Line Ref #	Operating Division/Account	FY2023 Adopted Budget	FY2023 Actuals	FY2024 Adopted Budget	FY2024 Actuals
	<i>Operating Expenses - Divisions</i>				
1	Academic Affairs	\$ 8,169,900	\$ 8,039,620	\$ 8,318,400	\$ 8,606,197
2	Administrative Services	\$ 14,133,600	\$ 13,172,241	\$ 13,895,400	\$ 14,050,908
3	Advancement and External Affairs	\$ 1,610,000	\$ 1,325,804	\$ 1,566,400	\$ 1,305,297
4	Arts and Sciences	\$ 23,998,500	\$ 23,824,523	\$ 23,843,000	\$ 24,035,346
5	Board of Trustees	\$ 341,200	\$ 260,327	\$ 343,100	\$ 308,162
6	Business Operations	\$ 4,331,500	\$ 4,297,025	\$ 4,597,700	\$ 5,183,787
7	Community Education and Workforce Development	\$ 3,920,500	\$ 3,528,481	\$ 4,078,300	\$ 3,816,016
8	Diversity, Equity & Inclusion	\$ 1,330,900	\$ 686,041	\$ 1,192,700	\$ 758,798
9	Executive Office	\$ 1,702,400	\$ 1,521,096	\$ 1,660,000	\$ 1,731,264
10	Financial Services	\$ 5,980,400	\$ 5,828,811	\$ 6,075,200	\$ 6,312,644
11	Health and Human Services	\$ 11,482,300	\$ 10,395,978	\$ 11,025,300	\$ 10,205,684
12	Human Resources	\$ 2,233,200	\$ 2,071,082	\$ 2,369,700	\$ 2,454,171
13	Information Technology Services	\$ 12,618,500	\$ 12,613,930	\$ 13,801,600	\$ 14,336,199
14	Student Affairs	\$ 11,359,100	\$ 10,995,005	\$ 11,510,500	\$ 12,024,684
15	Technical Careers	\$ 10,832,000	\$ 10,672,563	\$ 11,215,700	\$ 11,154,716
	Total all Divisions	\$ 114,044,000	\$ 109,232,527	\$ 115,493,000	\$ 116,283,872
	<i>Operating Expenses - Account</i>				
16	Full-Time Administrator	\$ 10,035,100	\$ 10,212,879	\$ 10,314,900	\$ 11,740,191
17	Full-time Professional Technical	\$ 12,181,500	\$ 12,245,494	\$ 12,630,200	\$ 12,408,284
18	Part-Time Professional Technical	\$ 709,900	\$ 679,731	\$ 680,600	\$ 759,529
19	Full-Time Faculty	\$ 16,764,500	\$ 17,437,113	\$ 16,391,600	\$ 17,130,644
20	Part-Time Faculty	\$ 9,153,500	\$ 8,893,210	\$ 9,683,100	\$ 8,414,571
21	Full-Time Support	\$ 9,244,500	\$ 8,661,343	\$ 9,443,000	\$ 9,148,856
22	Part-Time Support	\$ 1,848,200	\$ 1,043,121	\$ 1,765,000	\$ 1,194,403
23	Student	\$ 1,165,800	\$ 888,453	\$ 995,300	\$ 594,628
	Total Salaries and Wages	\$ 61,103,000	\$ 60,061,344	\$ 61,903,700	\$ 61,391,107
24	Employee Benefits	\$ 28,214,900	\$ 26,298,947	\$ 28,644,600	\$ 28,758,330
25	Institutional Expenses	\$ 2,257,700	\$ 1,789,247	\$ 2,168,000	\$ 1,730,859
26	Utilities	\$ 3,858,000	\$ 3,174,789	\$ 3,239,500	\$ 3,650,412
27	Professional Services	\$ 1,322,400	\$ 982,610	\$ 1,343,700	\$ 1,751,032
28	Purchased Services	\$ 4,614,000	\$ 4,789,163	\$ 4,603,900	\$ 5,224,649
29	Rental Expense	\$ 962,500	\$ 1,701,169	\$ 918,100	\$ 1,011,202
30	Repair and Maintenance	\$ 1,809,100	\$ 1,470,689	\$ 1,815,100	\$ 1,816,412
31	Supplies and Non-Capital Equipment	\$ 8,396,800	\$ 7,499,919	\$ 9,327,600	\$ 9,421,918
32	Travel, Training and Conferences	\$ 1,505,600	\$ 1,464,650	\$ 1,528,800	\$ 1,527,951
	Total Services and Supplies	\$ 24,726,100	\$ 22,872,236	\$ 24,944,700	\$ 26,134,435
	Total Division Operating Expenses	\$ 114,044,000	\$ 109,232,527	\$ 115,493,000	\$ 116,283,872

Lansing Community College
Bonded Debt Amortization Schedule

Year	Total
FY26	\$ 8,069,786
FY27	\$ 8,090,862
FY28	\$ 8,089,082
FY29	\$ 8,083,569
FY30	\$ 8,092,627
FY31	\$ 8,084,207
FY32	\$ 8,088,386
FY33	\$ 3,522,963
FY34	\$ 3,521,213
FY35	\$ 3,525,113
FY36	\$ 3,524,213
FY37	\$ 3,522,175
FY38	\$ 2,295,750
FY39	\$ 2,293,250
FY40	\$ 2,293,650
FY41	\$ 2,296,150
FY42	\$ 2,294,650
FY43	\$ 2,294,150
FY44	\$ 2,294,400
FY45	\$ 2,295,150
FY46	\$ 2,295,750
FY47	\$ 2,294,550
FY48	\$ 2,291,550
FY49	\$ 2,291,750
Total Debt Service	\$ 101,744,946

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
40002	Provost Professional Development	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	Auxiliary Services Administration	Administrative Services
50110	Materials 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	Transportation & Fleet	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	Administrative Services
12512	K-12 Operations	Advancement, External Affairs and K-12 Operations
13001	Advancement and External 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
407150	Liberal Studies Special Topics	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

Lansing Community College
Organization to Division Crosswalk

Organization Number	Organization Title	Division
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
13200	Collegewide Marketing	Business Operations
13202	Radio and TV Broadcasting	Business Operations
13203	Organizational Development	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
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 Administrations	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
405003	HHS Recruitment and Community Outreach	Health and Human Services
405005	Mental Health and Aging	Health and Human Services
405211	Child Development	Health and Human Services
405212	Dental Hygiene	Health and Human Services
405213	Diagnostic Medical Sonography	Health and Human Services
405215	Human Services	Health and Human Services
405217	Radiologic Technology	Health and Human Services
405218	Surgical Technology	Health and Human Services
405221	Neurodiagnostic Technology	Health and Human Services
405312	Community Health Services	Health and Human Services
405313	Nursing	Health and Human Services
405314	Medical Assistant	Health and Human Services
405320	Emergency Medical Services	Health and Human Services
405510	Physical Fitness and Wellness Lab	Health and Human Services
405525	Kinesiology and Health & Wellness	Health and Human Services
405530	Fitness	Health and Human Services
405535	Massage Therapy	Health and Human Services
12301	Human Resources	Human Resources
12302	Collegewide Professional Development	Human Resources
12311	Total Compensation and Benefits	Human Resources
12321	Labor Relations	Human Resources
60001	Office - Chief Information Officer	Information Technology Services
60110	Enterprise Systems	Information Technology Services
60120	Infrastructure Support Services	Information Technology Services

Lansing Community College
Organization to Division Crosswalk

Organization Number	Organization Title	Division
60130	Information Security	Information Technology Services
60140	Technology Support Services	Information Technology Services
60150	ITS Project Management	Information Technology Services
60210	Infrastructure Maintenance	Information Technology Services
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
20610	Athletics	Student Affairs
20615	Athletic Youth Programs	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
406002	Technical Careers Recruitment and Community Outreach	Technical Careers
406111	Architectural Technology	Technical Careers
406112	Civil Technology	Technical Careers
406115	Building Construction	Technical Careers
406201	Advanced Manufacturing Program Administration	Technical Careers
406214	Manufacturing Engineering Technology	Technical Careers
406215	Welding Technology	Technical Careers
406301	Transportation Maintenance Program Administration	Technical Careers
406311	Automotive Technologies	Technical Careers
406313	Aviation Maintenance and Avionics	Technical Careers
406316	Heavy Equipment Repair	Technical Careers
406401	Technical Careers Apprenticeships	Technical Careers
406402	Lansing Electrical Joint Apprenticeship and Training Committee (LEJATC) 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 Career 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

LANSING COMMUNITY COLLEGE
Revenue and Expense Accounts

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

Monthly Monitoring Report

**Lansing Community College – Board of Trustees
June 16, 2025**

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

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

BACKGROUND

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

The attached financial statements reflect the College's financial position as of and for the month ending May 31, 2025 compared to the Board Approved FY2025 Budget.

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

REVENUE

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

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

Exhibit A, Line 3 – Tuition and Fee Revenue, Net of Estimated Uncollectible: Revenue is 5.4% percentage points ahead of the prior year's pace due to increased enrollment. Revenue reflects remaining tuition earned during FY2025 for the Summer 2024 semester, and tuition and fees earned for the Fall 2024, Spring 2025 and Summer 2025 semesters.

Exhibit A, Line 4 – Other Revenues: Other Revenues are 31.5 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 2.8 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 20.1 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Support* and decreased utilization of *Part-Time Professional Technical* 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 6.2 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased utilization of *Full-Time Faculty*, *Part-Time Faculty* and *Part-Time Professional Technical* along with related *Employee Benefits*.
- **Exhibit B, Line 5 – Board of Trustees** is 5.7 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 13.2 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 6.2 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*.
- **Exhibit B, Line 10 – Health & Human Services** is 5.9 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* along with related *Employee Benefits*.
- **Exhibit B, Line 11 – Human Resources** is 13.7 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator* and *Full-Time Professional Technical* along with related *Employee Benefits*, 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 10.5 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 1.7 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 6.1 percentage points ahead of the prior year's pace of expenses. This is primarily due to fewer vacancies in *Academic Affairs, Administrative Services, Health & Human Services, and Office of Empowerment*.
- **Exhibit B, Line 18** – *Part-Time Professional Technical* is 14.1 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 21.2 percentage points behind the prior year's pace of expenses. This is primarily due to increased vacancies in *Information Technology Services and Office of Empowerment*.
- **Exhibit B, Line 23** – *Student* is 8.7 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 \$186 thousand.

Exhibit A, Line 7 – Services and Supplies: Overall the *Services & Supplies* are 4.9 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 13.7 percentage points behind the prior year's pace of expenses. This is due to budget adjustments approved in the FY2025 budget within *Administrative Services, Advancement & External Affairs, Business Operations, Financial Services, and Information Technology Services* to align with actual spending in FY2024.
- **Exhibit B, Line 26** – *Utilities* are 15.9 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 31** – *Supplies & Non-Capital Equipment* are 7.9 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 *Business Operations* compared to the prior year. This is partially offset by decreased utilization in *Human Resources* and *Health & Human Services*.
- **Exhibit B, Line 32** – *Travel, Training & Conferences* are 7.0 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 May 31, 2025 compared to May 31, 2024.

Current Assets:

- **Exhibit C, Line 1** – *Cash & Cash Equivalents* decreased by \$5.1 million due to moving funds into long-term investments.
- **Exhibit C, Line 3** – *Property Taxes Receivable, Net of Est Uncollectible* increased by \$1.4 million due to timing of payments received and the higher levy amounts compared to the prior fiscal year.
- **Exhibit C, Line 5** – *Federal & State Grants Receivable* decreased by \$1.5 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 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 \$0.1 million due to the timing of payments at the end of the month.
- **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.

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 May 31, 2025.

Capital Projects

Exhibit E

This statement provides a summary of Board approved capital projects including the approved project budget and the cumulative project expenses through May 31, 2025.

- *505 Capitol Avenue Building* – The long-term utilization of the 505 Building is yet to be determined and was reviewed as part of the Campus Master Plan.
- *Gannon Transfer Center* – The Board approved this capital project in October 2023. The project is being funded by the State appropriation for Infrastructure, Technology, Equipment, Maintenance and Security (ITEMS). Construction began 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 June 2025.
- *Gannon Building Third Floor Renovation* – Renovations began in July 2024. The project is expected to be completed in June 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 a slight decrease 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 May 31, 2025, there were approximately \$7.6 million in outstanding commitments.

IMPLICATIONS

Financial:

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

Strategic Plan:

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

Human Resources:

There are no human resources implications.

RISKS

Due to the current economic environment, including inflation, 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 May 31, 2025 includes:
 - a. General Fund Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual (Exhibit A)
 - b. General Fund Operating Expenses: Adopted Budget and Actual Expenses (Exhibit B)
 - c. Statement of Net Position (Exhibit C)
 - d. Schedule of Investments (Exhibit D)
 - e. Capital Projects (Exhibit E)
 - f. Statement of Revenue, Expenses and Changes in Net Position (Exhibit F)
 - g. Revenue and Expense Account Information (Attachment 1)
 - h. Asset, Liability and Net Position Account Information (Attachment 2)
 - i. Organization to Division Crosswalk (Attachment 3)
 - j. Glossary (Attachment 4)

Lansing Community College
General Fund
 Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual
 Month Ending May 31, 2025 Financial Review
 (92% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 05/31/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 05/31/24	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	\$ 36,804,535	\$ 2,853,465	92.8%	\$ 39,478,637	\$ 36,069,738	91.4%	1.4
2	Property Taxes, Net of Estimated Uncollectible	\$ 56,115,000	\$ 50,729,034	\$ 5,385,966	90.4%	\$ 51,553,499	\$ 47,308,317	91.8%	(1.4)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 38,741,000	\$ 39,218,005	\$ (477,005)	101.2%	\$ 38,005,268	\$ 36,415,285	95.8%	5.4
4	Other Revenues	\$ 5,317,000	\$ 6,625,023	\$ (1,308,023)	124.6%	\$ 6,851,499	\$ 6,380,734	93.1%	31.5
	Total Revenues	\$ 139,831,000	\$ 133,376,597	\$ 6,454,403	95.4%	\$ 135,888,903	\$ 126,174,075	92.9%	2.5
	<i>Salary & Benefit Expenses</i>								
5	Salaries & Wages	\$ 64,244,800	\$ 59,747,202	\$ 4,497,598	93.0%	\$ 61,391,107	\$ 56,073,034	91.3%	1.7
6	Employee Benefits	\$ 29,838,000	\$ 27,781,710	\$ 2,056,290	93.1%	\$ 28,758,330	\$ 25,917,453	90.1%	3.0
	Total Salary & Benefit Expenses	\$ 94,082,800	\$ 87,528,912	\$ 6,553,888	93.0%	\$ 90,149,436	\$ 81,990,487	90.9%	2.1
	<i>Other Operating Expenses</i>								
7	Services & Supplies	\$ 25,890,000	\$ 23,151,458	\$ 2,738,542	89.4%	\$ 26,134,435	\$ 22,078,505	84.5%	4.9
	Total Operating Expenses	\$ 119,972,800	\$ 110,680,370	\$ 9,292,430	92.3%	\$ 116,283,871	\$ 104,068,992	89.5%	2.8
	<i>Student Financial Support Expenses</i>								
8	Institutional Scholarships	\$ 2,415,200	\$ 2,151,163	\$ 264,037	89.1%	\$ 2,364,522	\$ 2,176,790	92.1%	(3.0)
	Total Expenses	\$ 122,388,000	\$ 112,831,533	\$ 9,556,467	92.2%	\$ 118,648,394	\$ 106,245,781	89.5%	2.6
	<i>Transfers (In)/Out</i>								
9	Grant Match & Other, Net	\$ 925,000	\$ 682,848	\$ 242,152	73.8%	\$ 864,841	\$ 791,979	91.6%	(17.8)
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	\$ 213,348	\$ (18,348)	109.4%	\$ 196,008	\$ 197,992	101.0%	8.4
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	\$ 15,669,137	\$ 375,863	97.7%	\$ 16,292,673	\$ 16,221,795	99.6%	(1.9)
19	Contingency	\$ 1,398,000	\$ -	\$ 1,398,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 139,831,000	\$ 133,376,597	\$ 6,454,403	95.4%	\$ 135,888,903	\$ 126,174,075	92.9%	2.5
	Total Expenses and Transfers	\$ 139,831,000	\$ 128,500,670	\$ 11,330,330	91.9%	\$ 134,941,067	\$ 122,467,577	90.8%	1.1
	Net Change in Unrestricted Fund Balance	\$ -	\$ 4,875,928	\$ (4,875,928)		\$ 947,836	\$ 3,706,498		
	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	\$ 41,471,516	\$ 4,875,928		\$ 36,595,588	\$ 39,354,250		

Lansing Community College
General Fund
Operating Expenses: Adopted Budget and Actual Expenses
Month Ending May 31, 2025 Financial Review
(92% of Fiscal Year)

LINE REF #	Operating Division/Account	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 05/31/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 05/31/24	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	\$ 8,393,109	\$ 285,091	96.7%	\$ 8,606,197	\$ 7,903,970	91.8%	4.9
2	Administrative Services	\$ 14,542,200	\$ 13,487,476	\$ 1,054,724	92.7%	\$ 14,050,908	\$ 12,599,127	89.7%	3.1
3	Advancement & External Affairs	\$ 1,678,200	\$ 1,210,166	\$ 468,034	72.1%	\$ 1,305,297	\$ 1,203,292	92.2%	(20.1)
4	Arts & Sciences	\$ 24,194,000	\$ 23,052,947	\$ 1,141,053	95.3%	\$ 24,035,346	\$ 21,420,648	89.1%	6.2
5	Board of Trustees	\$ 333,100	\$ 285,301	\$ 47,799	85.7%	\$ 308,162	\$ 281,371	91.3%	(5.7)
6	Business Operations	\$ 4,854,600	\$ 4,389,977	\$ 464,623	90.4%	\$ 5,183,787	\$ 4,002,587	77.2%	13.2
7	Community Education & Workforce Dvlpmnt	\$ 4,378,400	\$ 3,699,966	\$ 678,434	84.5%	\$ 3,816,016	\$ 3,460,860	90.7%	(6.2)
8	Executive Office	\$ 1,882,600	\$ 1,718,804	\$ 163,796	91.3%	\$ 1,731,264	\$ 1,571,556	90.8%	0.5
9	Financial Services	\$ 6,284,300	\$ 5,924,623	\$ 359,677	94.3%	\$ 6,312,644	\$ 5,753,587	91.1%	3.1
10	Health & Human Services	\$ 11,138,400	\$ 9,490,822	\$ 1,647,578	85.2%	\$ 10,205,684	\$ 9,303,243	91.2%	(5.9)
11	Human Resources	\$ 2,556,100	\$ 1,992,386	\$ 563,714	77.9%	\$ 2,454,171	\$ 2,250,243	91.7%	(13.7)
12	Information Technology Services	\$ 14,387,800	\$ 13,491,579	\$ 896,221	93.8%	\$ 14,336,199	\$ 12,680,895	88.5%	5.3
13	Office of Empowerment	\$ 1,376,900	\$ 1,043,141	\$ 333,759	75.8%	\$ 758,798	\$ 654,860	86.3%	(10.5)
14	Student Affairs	\$ 12,200,500	\$ 11,675,023	\$ 525,477	95.7%	\$ 12,024,684	\$ 10,944,885	91.0%	4.7
15	Technical Careers	\$ 11,487,500	\$ 10,825,049	\$ 662,451	94.2%	\$ 11,154,716	\$ 10,037,868	90.0%	4.2
Total all Divisions		\$ 119,972,800	\$ 110,680,370	\$ 9,292,430	92.3%	\$ 116,283,871	\$ 104,068,992	89.5%	2.8
<i>Operating Expenses - Account</i>									
16	Full-Time Administrator	\$ 11,655,400	\$ 11,351,897	\$ 303,503	97.4%	\$ 11,740,191	\$ 10,723,126	91.3%	6.1
17	Full-Time Professional Technical	\$ 12,825,700	\$ 12,133,119	\$ 692,581	94.6%	\$ 12,408,284	\$ 11,435,927	92.2%	2.4
18	Part-Time Professional Technical	\$ 797,800	\$ 631,346	\$ 166,454	79.1%	\$ 759,529	\$ 708,152	93.2%	(14.1)
19	Full-Time Faculty	\$ 17,010,300	\$ 16,263,994	\$ 746,306	95.6%	\$ 17,130,644	\$ 15,535,073	90.7%	4.9
20	Part-Time Faculty	\$ 9,564,200	\$ 8,619,441	\$ 944,759	90.1%	\$ 8,414,571	\$ 7,625,944	90.6%	(0.5)
21	Full-Time Support	\$ 9,783,000	\$ 8,764,116	\$ 1,018,884	89.6%	\$ 9,148,856	\$ 8,373,498	91.5%	(1.9)
22	Part-Time Support	\$ 1,806,600	\$ 1,305,664	\$ 500,936	72.3%	\$ 1,194,403	\$ 1,116,825	93.5%	(21.2)
23	Student	\$ 801,800	\$ 677,625	\$ 124,175	84.5%	\$ 594,628	\$ 554,488	93.2%	(8.7)
Total Salaries & Wages		\$ 64,244,800	\$ 59,747,202	\$ 4,497,598	93.0%	\$ 61,391,107	\$ 56,073,034	91.3%	1.7
Employee Benefits		\$ 29,838,000	\$ 27,781,710	\$ 2,056,290	93.1%	\$ 28,758,330	\$ 25,917,453	90.1%	3.0
25	Institutional Expenses	\$ 2,120,300	\$ 1,733,971	\$ 386,329	81.8%	\$ 1,730,859	\$ 1,652,899	95.5%	(13.7)
26	Utilities	\$ 3,389,500	\$ 3,618,448	\$ (228,948)	106.8%	\$ 3,650,412	\$ 3,317,827	90.9%	15.9
27	Professional Services	\$ 1,350,400	\$ 714,256	\$ 636,144	52.9%	\$ 1,751,032	\$ 848,963	48.5%	4.4
28	Purchased Services	\$ 5,017,300	\$ 4,559,289	\$ 458,011	90.9%	\$ 5,224,649	\$ 4,556,093	87.2%	3.7
29	Rental Expense	\$ 945,200	\$ 807,260	\$ 137,940	85.4%	\$ 1,011,202	\$ 892,394	88.3%	(2.8)
30	Repair & Maintenance	\$ 1,944,300	\$ 1,576,136	\$ 368,164	81.1%	\$ 1,816,412	\$ 1,441,466	79.4%	1.7
31	Supplies & Non-Capital Equipment	\$ 9,378,800	\$ 8,699,456	\$ 679,344	92.8%	\$ 9,421,918	\$ 7,997,979	84.9%	7.9
32	Travel, Training & Conferences	\$ 1,744,200	\$ 1,442,640	\$ 301,560	82.7%	\$ 1,527,951	\$ 1,370,885	89.7%	(7.0)
Total Services & Supplies		\$ 25,890,000	\$ 23,151,458	\$ 2,738,542	89.4%	\$ 26,134,435	\$ 22,078,505	84.5%	4.9
Total All Accounts		\$ 119,972,800	\$ 110,680,370	\$ 9,292,430	92.3%	\$ 116,283,871	\$ 104,068,992	89.5%	2.8

Lansing Community College
Statement of Net Position
Month Ending May 31, 2025

Line Ref #	Statement Line Item	Current Fiscal Year 2025	Prior Fiscal Year 2024
	Current Assets:		
1	Cash & Cash Equivalents	\$ 6,145,263	\$ 11,290,966
2	Short-Term Investments	\$ 68,170,378	\$ 67,569,169
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 3,752,421	\$ 2,353,696
4	State Appropriations Receivable	\$ 9,957,918	\$ 9,750,732
5	Federal & State Grants Receivable	\$ 1,787,894	\$ 3,269,524
6	Accounts Receivable, Net of Est Uncollectible	\$ 5,053,762	\$ 5,171,243
7	Prepaid Expenses	\$ 2,702,004	\$ 1,675,352
8	Due from Component Unit	\$ 17,270	\$ 13,331
	Total Current Assets	\$ 97,586,909	\$ 101,094,013
	Non-Current Assets:		
9	Long-Term Investments	\$ 5,023,242	\$ -
10	Capital Assets, Net of Accumulated Depreciation	\$ 223,775,807	\$ 225,156,722
11	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Total Noncurrent Assets	\$ 231,348,522	\$ 225,156,722
	Total Assets	\$ 328,935,430	\$ 326,250,735
	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	\$ 928,551	\$ 1,052,476
15	Accrued Interest Payable	\$ 234,566	\$ 250,077
16	Accrued Payroll & Other Compensation	\$ 5,438,558	\$ 4,607,633
17	Accrued Vacation	\$ 2,417,714	\$ 2,420,592
18	Unearned Revenue	\$ 13,413,595	\$ 13,153,979
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	\$ 29,681,890	\$ 29,024,801
	Non-Current Liabilities:		
21	Bonds Payable	\$ 76,695,111	\$ 82,069,938
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	\$ 222,665,333	\$ 265,814,484
	Total Liabilities	\$ 252,347,223	\$ 294,839,286
25	Deferred Inflow of Resources - Pension Amounts	\$ 57,664,686	\$ 50,093,271
26	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 138,831,213	\$ 135,120,211
	Restricted:		
	Restricted Fund Activities	\$ 3,212,716	\$ 365,029
	Capital Projects	\$ 3,593,200	\$ -
	Net Other Post-Employment Benefits Asset	\$ 2,549,473	\$ -
	Unrestricted	\$ (78,550,546)	\$ (89,571,107)
	Total Net Position	\$ 69,636,056	\$ 45,914,133

Lansing Community College
 Schedule of Investments
 Month Ending May 31, 2025

Short Term (< one year)

Account	Market Value	Yield	FY2025 YTD Income
CDARs First National Bank of Michigan	\$ 24,318,794	4.79%	\$ 1,165,593
ICS First National Bank of Michigan	\$ 6,247,650	3.00%	\$ 41,443
PNC Money Market Account	\$ 19,949,915	4.16%	\$ 836,734
Michigan Liquid Asset Fund Investments	\$ 17,654,018	4.37%	\$ 887,364
Total Short Term Investments	\$ 68,170,378		\$ 2,931,133

Long Term (> one year)

Account	Market Value	Yield	FY2025 YTD Income
Treasury Note JPMorgan Securities	\$ 5,023,242	3.87%	\$ 20,873
Total Long Term Investments	\$ 5,023,242		\$ 20,873

Lansing Community College
 Capital Projects
 Month Ending May 31, 2025

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Outstanding Commitments	Uncommitted Balance
CY2021 Capital Project 505 Capitol Avenue Building	\$ 7,000,000	\$ -	\$ -	\$ 7,000,000
CY2023 Capital Project Gannon Transfer Center	\$ 3,600,000	\$ -	\$ 2,846,206	\$ 753,794
CY2023 Capital Project WC Cyber Security Center	\$ 3,200,000	\$ 1,409,114	\$ 1,736,184	\$ 54,702
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	\$ 274,494	\$ -
Total Capital Projects	\$ 17,500,000	\$ 3,046,490	\$ 5,094,883	\$ 9,358,627

Lansing Community College
 Statement of Revenues, Expenses and Changes in Net Position
 Month Ending May 31, 2025

Operating Statement Line item	All Funds Current Year-to-Date Actual	General Fund	Pension Liability Fund	Designated Funds	Auxiliary Service Funds	Restricted Funds	Plant Funds
Operating Revenues:							
Tuition & Fees, Net of Estimated Uncollectible	\$ 41,153,122	\$ 39,218,005	\$ -	\$ -	\$ 1,066,741	\$ -	\$ 868,376
Federal Grants & Contracts	\$ 2,480,855	\$ -	\$ -	\$ -	\$ -	\$ 2,480,855	\$ -
State Grants & Contracts	\$ 848,390	\$ -	\$ -	\$ -	\$ -	\$ 848,390	\$ -
Local Grants & Contracts	\$ 5,435,057	\$ 2,955,538	\$ -	\$ -	\$ -	\$ 2,479,519	\$ -
Sales & Services of Auxiliary Activities	\$ 617,086	\$ 1,214	\$ -	\$ -	\$ 609,209	\$ -	\$ 6,663
Michigan New Jobs Training Programs	\$ 425,689	\$ -	\$ -	\$ -	\$ -	\$ 425,689	\$ -
Miscellaneous	\$ 837,957	\$ 685,983	\$ -	\$ 30,650	\$ 96,896	\$ -	\$ 24,428
Total Operating Revenue	\$ 51,798,156	\$ 42,860,740	\$ -	\$ 30,650	\$ 1,772,846	\$ 6,234,453	\$ 899,467
Operating Expenses:							
Instruction	\$ 34,710,565	\$ 33,790,591	\$ -	\$ 600	\$ -	\$ 919,374	\$ -
Instructional Support	\$ 21,016,779	\$ 19,981,808	\$ -	\$ 165,288	\$ -	\$ 869,683	\$ -
Student Services	\$ 36,028,769	\$ 16,443,797	\$ -	\$ 99,305	\$ -	\$ 19,485,667	\$ -
Public Services	\$ 2,326,002	\$ 1,068,185	\$ -	\$ 53,013	\$ 475,585	\$ 729,219	\$ -
Operation & Maintenance of Plant	\$ 17,566,746	\$ 12,342,188	\$ -	\$ 96,668	\$ 747,655	\$ 204,296	\$ 4,175,939
Information Technology	\$ 16,175,581	\$ 13,497,397	\$ -	\$ 627,246	\$ (114,579)	\$ 77,763	\$ 2,087,753
Institutional Administration	\$ 20,680,160	\$ 15,707,565	\$ -	\$ -	\$ (35,002)	\$ 5,007,597	\$ -
Depreciation & Amortization	\$ 8,741,878	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,741,878
Total Operating Expenses	\$ 157,246,480	\$ 112,831,533	\$ -	\$ 1,042,120	\$ 1,073,660	\$ 27,293,598	\$ 15,005,570
Operating Income (Loss)	\$ (105,448,324)	\$ (69,970,792)	\$ -	\$ (1,011,470)	\$ 699,187	\$ (21,059,145)	\$ (14,106,103)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 44,787,211	\$ 36,804,535	\$ -	\$ -	\$ -	\$ 7,982,676	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 50,729,034	\$ 50,729,034	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 2,977,368	\$ 2,977,368	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (2,735,340)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,735,340)
PELL	\$ 15,662,597	\$ -	\$ -	\$ -	\$ -	\$ 15,662,597	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 62,119	\$ 4,920	\$ -	\$ -	\$ -	\$ -	\$ 57,199
Net Non-operating Revenue (Expenses)	\$ 111,482,989	\$ 90,515,857	\$ -	\$ -	\$ -	\$ 23,645,273	\$ (2,678,141)
Income (Loss) Before Transfers	\$ 6,034,665	\$ 20,545,065	\$ -	\$ (1,011,470)	\$ 699,187	\$ 2,586,128	\$ (16,784,244)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (15,669,137)	\$ -	\$ 1,173,348	\$ (400,000)	\$ 455,789	\$ 14,440,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (191,330)	\$ (60,540)	\$ (287,189)	\$ 539,059
Net Increase (Decrease) in Net Position	\$ 6,034,665	\$ 4,875,928	\$ -	\$ (29,452)	\$ 238,647	\$ 2,754,728	\$ (1,805,185)
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	\$ 69,636,056	\$ 41,471,516	\$ (149,372,325)	\$ 7,442,443	\$ 2,417,161	\$ 3,212,716	\$ 164,464,546

**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
June 16, 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 – May 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	12:34am	Dispatched	Loitering in parking lot	Officer spoke with Subject	No	Yes	No	N/A	Female	White
2	12:34am	Dispatched	Same as #1	Same as #1	No	Yes	No	N/A	Male	White
3	12:34am	Dispatched	Same as #1	Same as #1	No	Yes	No	N/A	Male	White
4	11:09pm	Dispatched	Trespass/Medical check	Officer spoke with Subject. Subject refused medical attention.	No	Yes	No	N/A	Female	White
5	2:10pm	Traffic Violation	Expired tag	Citation issued	Yes	Yes	No	N/A	Female	Other
6	3:32pm	Traffic Violation	Expired tag	Citation issued	Yes	Yes	No	N/A	Male	Hispanic or Latino

Lansing Community College Police Department Citizen Contact Report – May 2025

LCC PD CITIZEN CONTACTS					
Citizen Complaints:	0				
Dispatched:	4				
Field Interviews:	0				
Investigative Stops:	0				
Officer Initiated:	0				
Traffic Violation:	2				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	6				
Demographics		Counts	Citation	Warning	Arrest
Males:	3	1	3	0	
Females:	3	1	3	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	0	0	0	0	
Hispanic or Latino:	1	1	1	0	
Native American/Alaskan Native	0	0	0	0	
White:	4	0	4	0	
Other:	1	1	1	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	0				
Parking Violation - Citations:	1				
Dispatch Activity - Calls for Services:	676				

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

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

Policy Development

Lansing Community College - Board of Trustees
May 19, 2025

Agenda Item: College Policy - Anti-Hazing (NEW)

Presented for Action

PURPOSE

To present the new Anti-Hazing policy for approval. This policy is being presented to comply with state and federal laws including the Stop Campus Hazing Act.

BACKGROUND

The Stop the Campus Hazing Act was officially signed into law on December 23, 2024. The act aims to address and combat hazing practices within educational institutions. Hazing is now a Clery-reportable crime that must be disclosed in the annual crime statistics. The Stop Campus Hazing Act requires a policy, inclusion of policy statements in the Annual Security Report, the creation and disclosure of a Campus Hazing Transparency Report, prevention and awareness programs.

IMPLICATIONS

Financial:

N/A

Strategic Plan:

Reaffirm the College's commitment to sustaining a safe, positive, and engaging environment on our campuses.

Human Resources:

N/A

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

It is recommended that the Board of Trustees adopt the Anti-hazing policy.

ATTACHMENT:

1. Anti-Hazing
2. Hazing Employee Conduct Process, Standard Operating Procedures
3. Hazing Student Conduct Process, Standard Operating Procedures



ANTI-HAZING

Policy Number – 4.025

I. Purpose

To promote a safe environment for students to participate in activities, programs, and organizations without compromising their health, safety, or welfare. It is the College's policy that hazing is prohibited.

II. Scope

This policy applies to students, employees, volunteers, guests, contractors, and visitors.

III. General

A. LCC complies with all applicable state and federal hazing laws, including Garrett's Law (MCL 750.411t) and the Stop Campus Hazing Act Hazing Policy citation: 20 U.S.C. § 1092(f), as amended by the Stop Campus Hazing Act (Pub. L. No. 118-173), and strictly prohibits any form of hazing.

B. The hazing definition under Michigan law (MCL 750.411t) applies to this policy.

"Hazing" means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Hazing includes, but is not limited to, any of the following that is done for such a purpose:

- 1) Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- 2) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- 3) Activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

- 4) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
- **Organization** means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.
 - **Pledge** means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.
 - **Pledging** means any action or activity related to becoming a member of an organization.
 - **Serious impairment of a body function** includes one or more of the following:
 - (1) Loss of a limb or loss of use of a limb.
 - (2) Loss of a foot, hand, finger, or thumb, or loss of use of a foot, hand, finger, or thumb.
 - (3) Loss of an eye or ear, or loss of use of an eye or ear.
 - (4) Loss or substantial impairment of a bodily function.
 - (5) Serious visible disfigurement.
 - (6) A comatose state that lasts for more than 3 days.
 - (7) Measurable brain or mental impairment.
 - (8) A skull fracture or other serious bone fracture.
 - (9) Subdural hemorrhage or subdural hematoma.
 - (10) Loss of an organ.

C. The Hazing definition under the Stop Campus Hazing Act applies to this policy.

Hazing for reporting statistics is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate. This includes

- 1) Acts that occur during the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization, and;
- 2) Actions that cause or create a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including;
 - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;

- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

The term ‘student organization’ for purposes of reporting statistics, means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

IV. Reporting

“If you see something, say something.” The College encourages employees, students, contractors, and visitors to report violent, hazing, suspicious, or concerning behaviors regarding any member of the College community to their immediate Supervisor, LCC Police, Human Resources, or the Behavioral Intervention Team.

Any student, employee, volunteer guest, contractor, visitor, or other member of the LCC Community who experiences or is made aware of any suspected violation of this Policy should immediately notify one of the following:

For Emergencies, call 911

LCC Police Department (non-emergency)
517-483-1800

To report a student engaging in hazing, contact one of the following:

Director of Student Compliance
Student Title IX Coordinator
Office of Student Compliance
Location: 411 N. Grand Avenue
Gannon Building 1204
Lansing, MI 48933

Phone: 517-483-9632
Complete the Student Conduct Report Form.

Director of Student Life
Student Leadership Academy
Student Ombuds
Lansing Community College | Center for Student Support
Location: 422 N Washington Square
Lansing MI, 48933
Phone: 517-483-1275
Complete the Student Conduct Report Form.

Athletic Director
Deputy Student Title IX Coordinator
Location: 411 N. Grand Avenue
Gannon Building
Lansing, MI 48933
Phone: 517-483-1622
Complete the Student Conduct Report Form.

To report an employee, guest, or vendor engaging in hazing, contact Human Resources:

Director of Labor and Employee Relations
Location: 610 North Capitol Avenue
Administration Building Suite 106
Lansing, Michigan 48933
Phone: 517-483-9912

V. Investigations

Reports and complaints of hazing will be addressed in a timely manner, and appropriate action will be taken in compliance with the established standard operating procedures to implement this policy.

VI. Education and Training

Human Resources, Student Affairs, and the LCC Police Department are authorized to provide and develop education programs to increase knowledge and share information and resources to prevent hazing, promote safety, and reduce perpetration. The College provides education and/or training to students and employees to enhance understanding and increase awareness of the College's Anti-Hazing policy and procedure.

VII. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Dean of Student Affairs or designee.

¹Last Reviewed:

¹ Adopted: 00/00/2025 (Anti-Hazing)
Revision History:
Reviewed:



Standard Operating Procedure

Procedure Title: Hazing Employee Conduct Process

Procedure #: HR.001

Revision #:

Unit Responsible: Human Resources – Labor & Employee Relations

Individual Responsible: Director of Labor & Employee Relations

Effective Date: 06/01/2025

Initial Approval Date: *[leave blank for now] (Historical)*

Last Review/Update Date: *[leave blank for now]*

Next Review Date: *[leave blank for now]*

***Does this procedure support a Board Policy? Yes**

If yes, identify: *(insert number) Anti-Hazing Policy*

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC Criteria and/or Assumed Practices? e.g., Yes**

If yes, identify: *e.g. Criteria 3A, 3B, 4A, 4B*

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

[HLC Assumed Practices can be found at: HLC Assumed Practices](#)

***Does this procedure support a State or Federal Regulation? Yes**

If yes, identify: Stop Campus Hazing Act

***Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.**



Standard Operating Procedure

1. Purpose

To establish procedures for accusations of hazing. To promote a safe working environment where employees can work and participate in activities without compromising their health, safety, or welfare.

2. Scope

This procedure applies to all employees, volunteers, guests, contractors and visitors.

3. Prerequisites

This procedure aligns with the [Standard of Ethics and Conduct for Employees](#) and [the Supplement](#) employees.

4. Responsibilities

The Director of Labor & Employee Relations or designee is responsible for review, investigation, and adjudication of any reports of alleged hazing involving employees.

The LCC Police Department is responsible for review and investigation of any reports of alleged hazing that may involve a criminal act.

Reporting responsibilities:

The LCC Deputy Chief of Police, LCC Police Sergeant, HR Director of Labor and Employee Relations, and all LCC staff designated as Campus Security Authorities under the Jeanne Clery Campus Security Act (Clery Act) are responsible for reporting any student related hazing allegations to Human Resources – Labor Relations.

5. Procedure

1. Reporting:

Any employee, volunteer, guest, contractor, visitor, or other members of the LCC Community who is made aware of or is witness to any suspected hazing violation by an employee should immediately report the alleged incident.

Any student who experiences hazing should immediately report the alleged incident.

To report an alleged hazing incident:

For Emergencies, call 911

LCC Police Department (non-emergency)

517-483-1800

To report a student, complete the [Student Conduct Report Form](#). To

To report an employee, volunteer, guest, contractor, or visitor notify the following:

Dawn Cousino

HR – Director Labor & Employee Relations

Location: 610 N Capitol Ave

Paula D Cunningham Administration Building

Lansing, MI 48933

Phone: 517-483-9912

Email: cousinod@star.lcc.edu

2. Process:

- A. The Director of Labor & Employee Relations (or designee) will conduct a preliminary review and investigation of the report received to determine if the allegations have merit. If the allegations are determined to not have merit, the reporting party will be notified stating the reasons, and the matter will be closed. Such disposition shall be final and there shall be no subsequent proceedings unless the College becomes aware of additional material information that may lead to a different conclusion.
- B. If it is determined that the allegations have merit, an Employee Conduct Review will be initiated including an investigatory interview. Human Resources will send a notice of the investigatory interview including the appropriate Union representative if applicable. The investigatory interview will be recorded and the employee may receive a copy of the recording.
- C. As part of the Employee Conduct Review the College may interview witnesses or receive written statements. The College will review all relevant information and

statements and determine if a violation has occurred.

- D. In the event the investigation reveals a violation of any College Policy, disciplinary action may be imposed. The level of discipline may include disciplinary action up to and including termination.

Potential disciplinary actions, subject to the terms of applicable CBA and/or employment agreement, include, but are not limited to:

- No action – This occurs when no violation is found, or, when it is believed the employee will respond favorably to non-formal action.
- Level 1 – Lowest form of disciplinary action, for less serious infraction.
- Level 2 – Next level of disciplinary action, for items not previously corrected or for more serious infractions.
- Level 3 – Non-paid disciplinary suspension and known as last chance, meaning any further violations will (with few exceptions) result in termination.
- Level 4 – Termination of employment. Utilized for the most serious and/or egregious infractions.

The College may also take other corrective or remedial action to address the effects of any violation of policy and will follow up as necessary to ensure that the corrective or remedial action is effective. This may include additional sanctions/requirements such as required training or other components that seek to educate and change behavior

- E. Any party may appeal the findings and/or remedy by filing a written appeal to the Executive Director of Human Resources within seven business days of receipt of the final outcome document(s). The written appeal must articulate, in writing, the grounds upon which they base their request for appeal. Reasons for appeal are limited to:

- A procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding the responsibility or dismissal was made, that could affect the outcome of the matter; or
- A party's belief that the investigator, or decision maker had a conflict of interest or bias for or against a party that affected the outcome of the matter.

3. Retaliation

Retaliation is not tolerated at LCC. The College will take steps to prevent any retaliation against persons who made the complaint, who was the subject of harassment, against those who provided information as witnesses, or who was the Respondent. The College will ensure that the harassed person(s) know how to report any subsequent problems, conducting follow-up inquiries to see if there have been any new incidents or any instances of retaliation, and responding promptly and appropriately to address continuing or new problems.

4. File Maintenance

Human Resources maintains complete files of all complaints, regardless of whether an investigation is conducted. All files are maintained in paper and/or electronically, subject to the College's records retention policy.

5. Programming:

Human Resources, Student Affairs, and the LCC Police Department are authorized to provide and develop education programs to increase knowledge and share information and resources to prevent hazing, promote safety, and reduce perpetration. The College provides education and/or training to students and employees to enhance understanding and increase awareness of the College's Hazing policy and procedure.

6. Reference

Anti-Hazing Policy
[Standard of Ethics and Conduct for Employees](#)
[Supplement to the Standards of Conduct Policy](#)
[Stop Campus Hazing Act](#)

7. Definitions

Hazing is defined as:

- A. "Hazing" means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Hazing includes any of the following that is done for such a purpose:
 - (i) Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
 - (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - (iii) Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
 - (iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
- "Organization" means a fraternity, sorority, association, corporation, order, society,

corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

- "Pledge" means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.
- "Pledging" means any action or activity related to becoming a member of an organization.
- "Serious impairment of a body function" includes 1 or more of the following: (a) Loss of a limb or loss of use of a limb. (b) Loss of a foot, hand, finger, or thumb or loss of use of a foot, hand, finger, or thumb. (c) Loss of an eye or ear or loss of use of an eye or ear. (d) Loss or substantial impairment of a bodily function. (e) Serious visible disfigurement. (f) A comatose state that lasts for more than 3 days. (g) Measurable brain or mental impairment. (h) A skull fracture or other serious bone fracture. (i) Subdural hemorrhage or subdural hematoma. (j) Loss of an organ.

B. The Hazing definition under Stop Campus Hazing Act, applies to this policy.

"Hazing" for reporting statistics is defined as "any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - causing, coercing, or otherwise inducing another person to perform sexual acts;
 - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and

- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

The term 'student organization' for the purposes of reporting statistics, means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sport team, fraternity, sorority band, or student government) in which two or more of the members are students enrolled at the institution of high education, whether or not the organization is established or recognized by the institution.



Standard Operating Procedure

Procedure Title: Hazing Student Conduct Process

Procedure #: SA.001

Revision #:

Unit Responsible: Office of Student Compliance

Individual Responsible: Director of Student Compliance or designee

Effective Date: 06/01/2025

Initial Approval Date: *[leave blank for now] (Historical)*

Last Review/Update Date: *[leave blank for now]*

Next Review Date: *[leave blank for now]*

***Does this procedure support a Board Policy? Yes**

If yes, identify: *(insert number) Anti-Hazing Policy*

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC Criteria and/or Assumed Practices? e.g., Yes**

If yes, identify:

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

HLC Assumed Practices can be found at: [HLC Assumed Practices](#)

***Does this procedure support a State or Federal Regulation? Yes**

If yes, identify: Stop Campus Hazing Act and Garret's Law (MCL750.411t).

***Note:** Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.



Standard Operating Procedure

Hazing Student Conduct Process

1. Purpose

To establish procedures for accusations of hazing. To promote a safe environment where students may participate in activities and organizations without compromising their health, safety, or welfare.

2. Scope

This procedure applies to all students.

3. Prerequisites

This procedure aligns with the [Student Code of Conduct](#) and [General Rules and Guidelines](#) which apply to students from the time of admission to the College and continue as long as the student remains enrolled at the College. They are also applicable to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

4. Responsibilities

The Director of Student Compliance or designee is responsible for review, investigation, and adjudication of any reports of alleged hazing involving students.

The LCC Police Department is responsible for review and investigation of any reports of alleged hazing that may involve a criminal act.

Reporting responsibilities:

The LCC Deputy Chief of Police, LCC Police Sergeant, Director of Student Life, Athletic Director, HR Director of Labor and Employee Relations, and all LCC staff designated as Campus Security Authorities under the Jeanne Clery Campus Security Act (Clery Act) are responsible for reporting any student related hazing allegations to the Office of Student Compliance.

5. Procedure

Reporting:

Any student, employee, volunteer, guest, contractor, visitor, or other members of the LCC Community who is made aware of or is witness to any suspected hazing violation by a student should immediately report the alleged incident.

Any student who experiences hazing should immediately report the alleged incident.

To report an alleged hazing incident:

For Emergencies, call 911

LCC Police Department (non-emergency)

517-483-1800

To report a student, complete the [Student Conduct Report Form](#) or notify one of the following:

Christine Thompson

Director of Student Compliance

Student Title IX Coordinator

Office of Student Compliance

Location: 411 N. Grand Avenue

Gannon Building 1204

Lansing, MI 48933

Phone: 517-483-9632

Email: thompsc@star.lcc.edu

Patti Ayers

Director of Student Life

Student Leadership Academy

Student Ombuds

Location: 422 N Washington Square

Gannon Building, 2nd Floor Center for Student Support

Lansing, MI 48933

Phone: 517-483-1275

Email: ayersp@star.lcc.edu

Greg Lattig

Athletic Director

Deputy Student Title IX Coordinator

Location: 411 N. Grand Avenue

Gannon Building, 4th Floor

Lansing, MI 48933

Phone: 517-483-1622

Email: lattigg@star.lcc.edu

Process:

The Office of Student Compliance will follow all established procedures within the [Student Code of Conduct](#) for alleged student hazing violations.

If upon initial receipt of a report or during an investigation of alleged student hazing violations, it is determined an employee is involved in alleged hazing, the matter will be referred to Human Resources, Director of Labor and Employee Relations.

The Director of Student Compliance (or designee) will conduct a preliminary review and investigation of the report received to determine if the allegations have merit. If the allegations are determined to not have merit, the reporting party will be notified stating the reasons, and the matter will be closed. Such disposition shall be final and there shall be no subsequent proceedings unless the College becomes aware of additional material information that may lead to a different conclusion.

If it is determined that the allegations have merit, the responding student will be notified in writing of the allegations and alleged violation(s). The notification will direct the student to schedule an appointment with the Director of Student Compliance (or designee) to review the facts concerning the alleged violation(s) in order to determine if the process will move forward.

During the meeting, the responding student meets with the Director of Student Compliance (or designee).

After reviewing the facts with the responding student and completing any additional witness meetings, investigation, or follow-up as needed, a decision will be made as to whether to move forward with a violation(s) of the Student Code of Conduct. The standard used in the determination is the preponderance of the evidence defined as "more likely than not" whether the responding student violated the Student Code of Conduct and/or Student General Rules and Guidelines. Based on the facts and circumstances presented, the charges may be amended, changed, or dismissed, and the student will be made aware of those changes as soon as possible.

In the event that the responding student fails to contact the Office of Student Compliance within five (5) business days of the written notification, a hold may be placed on the student's record which may result in the student's enrollment being delayed. The Director of Student Compliance (or designee) will then review the facts available without the student and make a decision whether to move forward with charges of the Student Code of Conduct.

If a decision is made to move forward with charges, the responding student will be notified in writing of the alleged violation(s), and may elect to do one of the following:

- a. The responding student may admit the alleged violation(s) and request, in writing, that the Director of Student Compliance (or designee) determine sanctions; or
- b. The responding student may admit the alleged violation(s) and request a Student Conduct Hearing for determination of sanctions; or
- c. The responding student may deny the alleged violation(s), and request a Student Conduct Hearing for determination of responsibility and sanctions, if found responsible.

In the event that the responding student does not make an election of one of the three options listed above in 5.6 within ten (10) business days of the written notification, then the Director of Student Compliance (or designee) will determine sanctions.

Hearings:

A hearing will be scheduled as promptly as possible for students who request a hearing.

The responding student and complainant shall be given written notice of the time, date, and place of the hearing; a list of the Hearing Chairperson and Hearing Panel members; the alleged violations of the Student Code of Conduct; and additional instructions regarding Student Conduct Hearing preparation.

Hearing procedures as outlined in the [Student Code of Conduct](#) will be followed.

Sanctions:

The Conduct Officer, Presiding Officer, or Hearing Panel and the Chairperson will consider the sanctions listed below for any student found responsible for a violation(s) of the Student Code of Conduct or Student General Rules and Guidelines that they find to be fair and proportionate to the violation(s). In determining an appropriate sanction(s), they endeavor to be educational and restorative in nature and may also consider any record of past violations of the Student Code of Conduct or Student General Rules and Guidelines as well as the nature and severity of such past violation(s). Any sanction(s) issued will include a rationale in the written determination. The College will issue sanctions consistent with the impact of the offense on the College community. Progressive sanctioning principles will be followed in that the student's prior discipline history at the College will be taken into account. The following sanctions may be issued:

- a. Written Warning - A written notice to the student that the student has violated College regulations.

- b. Probation - A period of observation and review of conduct during which the student or student group or organization must demonstrate compliance with College standards. Probation is for a designated period of time and includes the probability of additional sanctions if the student or student group or organization is found to violate any College regulation(s) during the probationary period. Probation may be issued for any violation(s), but will be issued for all alcohol and drug violations and all violations resulting in sanctions of suspension or dismissal.
- c. Restrictions - Denial of access to specific areas of the College or participation in certain groups or activities for a designated period of time and for clearly stated reasons.
- d. Discretionary Sanctions - Educational assignments, essays, or other related discretionary assignments.

Discretionary sanctions may be issued for any violation(s). Discretionary sanctions for drug and alcohol offenses specifically, may include assignments, essays, informational meetings, meeting with an LCC Counselor to discuss drug and alcohol abuse, Random Preliminary Breath Test (PBT), and completion of community drug and/or alcohol rehabilitation programs, and education programs. Discretionary sanctions for sexual misconduct offenses specifically, may include meeting with an LCC Counselor to discuss sexual harassment and/or completion of education programs.

- e. No contact order – an order prohibiting contact between the responding student and the complainant, witnesses, and/or other individuals including any/all unwarranted communications between the parties including, but not limited to, communication via technology, third party communication, or face to face.
- f. Suspension - Separation of the student from the College for a specified length of time (usually a year or less) after which the student is eligible to return. Conditions for readmission may be specified. Suspensions may be effective immediately or deferred (e.g., a suspension issued toward the end of a semester may be deferred to the day after the end of that semester).

When students are issued a suspension, re-entry to the College is determined at the return from suspension meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from suspension meeting. The College does not have a specific re-entry program for students with alcohol and drug violations beyond what is listed here.

- g. Dismissal - Separation of the student from the College for a year or more. The student may be eligible for return. Conditions for readmission may be specified. Dismissals will be effective immediately.

When students are issued a dismissal, re-entry to the College is determined at the return from dismissal meeting with the Office of Student Compliance. All sanctions must be completed prior to the return from dismissal meeting. The College does not have a specific re-entry program for students with alcohol and drug violations beyond what is listed here.

- h. Expulsion - Termination of the student from the College permanently. Expulsions will be effective immediately.
- i. Revocation of Admission and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- j. Withholding Degree or Certificate - The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

More than one of the sanctions listed above may be imposed for any single violation.

The following sanctions may be imposed for student groups or organizations:

- a. Those sanctions listed above in 6.1 (a-j).
- b. Loss of selected rights and privileges for a specified period of time.
- c. Loss of Recognition- Registered Student Organizations may lose recognition and will be deprived of the use of College resources, the use of the College's name, and the right to participate in College or campus-sponsored activities. The loss of recognition may be for a specific period of time or for an indefinite period of time until stated all conditions are met.

Appeals:

Either party (responding student or complainant) may appeal the decision of the Director of Student Compliance (or designee) or the decision of the Hearing Panel within ten (10) business days of the date of the decision. Such appeals shall be in writing by completing the appeal form, including any additional information, and submitting it to the Office of Student Compliance. Both parties will be notified in writing upon receipt of an appeal.

The Provost (or designee) shall have the sole authority to determine whether or not an appeal warrants further review. An appeal that has been accepted for review shall be limited to a review of the information submitted in the appeal. In addition, for appeals regarding the Hearing Panel's decision, the review may include the verbatim record of the Student Conduct Hearing and supporting documents. Appeals may be considered for one or more of the following reasons only:

- a. A procedural irregularity that affected the outcome of the matter;
- b. New evidence that was not reasonably available at the time determination regarding responsibility was made, that could affect the outcome of the matter;
- c. A demonstrable bias by a member(s) of the Hearing Panel;
- d. A sanction that is (substantially) disproportionate to the severity of the violation(s).

If an appeal is based on (a), (b) or (c) (as listed above) and is approved by the Provost (or designee), the matter shall be returned to a new Student Conduct Hearing Panel and Chairperson for a hearing or rehearing, which will take into consideration the suggestions made by the Provost (or designee) in addition to the facts that were originally presented.

If an appeal is based on (d) (as listed above) and is approved by the Provost (or designee), the matter will be returned to a new Student Conduct Hearing Panel and Chairperson to determine sanction(s) only.

The decision of the new Hearing Panel and Chairperson, after it has rendered its decision in any of these cases, shall be final and binding upon all involved.

If an appeal is not approved by the Provost (or designee), the matter shall be considered final and binding upon all involved.

Both parties will be notified simultaneously in writing of the appeal outcome, including the rationale for the decision.

See the [Student Code of Conduct](#) in its entirety.

Programming:

Human Resources, Student Affairs, and the LCC Police Department are authorized to provide and develop education programs to increase knowledge and share information and resources to prevent hazing, promote safety, and reduce perpetration. The College provides education and/or training to students and employees to enhance understanding and increase awareness of the College's Hazing policy and procedure.

6. Reference

Anti-Hazing Policy
[Student Code of Conduct](#)
[Stop Campus Hazing Act](#)
[Hazing Resources and Prevention](#)

7. Definitions

Hazing is defined as:

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

(i) Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

(ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

(iii) Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

(iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

- "Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.
- "Pledge" means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.
- "Pledging" means any action or activity related to becoming a member of an organization.
- "Serious impairment of a body function" includes 1 or more of the following: (a) Loss of a limb or loss of use of a limb. (b) Loss of a foot, hand, finger, or thumb or loss of use of a foot, hand, finger, or thumb. (c) Loss of an eye or ear or loss of use of an eye or ear. (d) Loss or substantial impairment of a bodily function. (e) Serious visible disfigurement. (f) A comatose state that lasts for more than 3 days. (g) Measurable brain or mental impairment. (h) A skull fracture or other serious bone fracture. (i) Subdural hemorrhage or subdural hematoma. (j) Loss of an organ.

B. The Hazing definition under Stop Campus Hazing Act, applies to this policy.

"Hazing" for reporting statistics is defined as "any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

- is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—
 - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;

- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

The term 'student organization' for the purposes of reporting statistics, means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sport team, fraternity, sorority band, or student government) in which two or more of the members are students enrolled at the institution of high education, whether or not the organization is established or recognized by the institution.

Lansing Community College - Board of Trustees
May 19, 2025

Agenda Item: College Policy - Clery Act (NEW)

Presented for Action

PURPOSE

To present the new Clery Act policy for approval. This policy is being presented to comply with the Jeanne Clery Campus Safety Act (Clery Act).

BACKGROUND

The Jeanne Clery Campus Safety Act (Clery Act) is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act requires colleges and universities participating in federal financial aid programs to comply with various requirements related to safety on campus. Lansing Community College is committed to providing a safe environment for students and employees to participate in activities, programs, and organizations without compromising their health, safety, or welfare, consistent with its obligations under the Clery Act.

IMPLICATIONS

Financial:

N/A

Strategic Plan:

Reaffirm the College's commitment to sustaining a safe, positive, and engaging environment on our campuses.

Human Resources:

N/A

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

It is recommended that the Board of Trustees adopt the Clery Act policy.

ATTACHMENT:

1. Clery Act



I. Purpose

To comply with the Jeanne Clery Campus Safety Act (Clery Act), which is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act requires colleges and universities participating in federal financial aid programs to comply with various requirements related to safety on campus. Lansing Community College is committed to providing a safe environment for students and employees to participate in activities, programs, and organizations without compromising their health, safety, or welfare, consistent with its obligations under the Clery Act.

II. Scope

This policy applies to all employees, students, volunteers, guests, contractors, and visitors at College campus locations, whether owned, rented, leased, or otherwise under the control of the College and within Clery Geography.

III. General

It is the policy of the College to comply with the Clery Act and all applicable regulations at each of its campuses.

A. Reporting

To report a crime or an emergency, call 911. For non-emergencies, call the LCC Police Department at (517) 483-1800. LCC Dispatch is available 24 hours/day, seven days/week to answer calls. Calls made to 911 will be sent to the local 911 dispatch center. The 911 dispatch will then relay the information to the LCC Dispatch/Police. To report a non-emergency, contact LCCPD at 517-483-1800.

B. Annual Security Report

A report containing statistics of Clery Crimes for three years by type, location, and year; campus safety and security related policy statements that address crime reporting and prevention; law enforcement data bases of registered sex offenders; drug, alcohol, and sex offenses; procedures for issuing timely warning to the campus of potentially dangerous criminal and emergency situations; campus evacuation procedures; and policy statements, procedures, and programs to prevent dating violence, domestic violence, sexual assault and stalking.

C. Campus Security Authority (CSA): An individual who meets one of the following definitions:

- 1) a campus police or security department;
- 2) any individual who has responsibility for campus security;

- 3) any individual or organization specified by policy as an individual or organization to which students and employees should report criminal offenses; or
- 4) an official of an institution who has significant responsibility for student and campus activities.

An “official” is defined as any person who has the authority and duty to act or respond to a particular issue on behalf of the institution.

D. Clery Crimes: Crimes designated as reportable under the Clery Act, which include:

- 1) **Criminal Offenses** – murder and non-negligent manslaughter, manslaughter by negligence, sexual assault (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- 2) **Hate Crimes** – any of the above-mentioned Criminal Offenses and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism to property that were motivated by bias.
- 3) **Violence Against Women Act (VAWA) Offenses** – domestic violence, dating violence, sexual assault, and stalking.
- 4) **Weapons, Drug, and Liquor Law Violations** – arrests and referrals for disciplinary action.
- 5) **Hazing** – an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

E. Clery Geography: Buildings and properties on each separate campus are considered to be:

- 1) **On Campus** – buildings or property owned or controlled by LCC within the same reasonably contiguous geographic area; or buildings or property within the same reasonably contiguous areas, owned by the institution but controlled by another person, frequently used by students, and supporting educational purposes.
- 2) **Non-campus Building or Property** – building or property owned or controlled by the College that is used in direct support of, or in relation to, the College’s educational purposes, is frequently used by students, and is not within the reasonably contiguous geographic area of the College; or building or property owned or controlled by a registered student organization.

- 3) **Public Property** - thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus.
- 4) **Separate Campus** - An Additional location that (a) the institution owns or controls, (b) is not reasonably geographically contiguous with the main campus, (c) has an organized program of study, and (d) has at least one person on-site acting in an administrative capacity.

F. Crime Log

LCC Police Department will maintain a public log of all crimes reported to the department that occurred within Clery Geography or within the LCC PD patrol jurisdiction. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time, and general location of each crime, and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. To request information in the log older than 60 days, please contact LCC Police at police_dispatch@star.lcc.edu.

D. Emergency Notification

Notification to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

E. Timely Warning

Notification to the campus community of Clery Crimes that occur on LCC's Clery Geography and represent a serious or continuing threat to the safety of students or Employees.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Senior Vice President of Business Operations, or Executive Director of Administrative Services, or designee.

¹Last Reviewed:

¹ **Adopted:** 00/00/2025 (Clery Act)

Revised History:

Reviewed:

**Lansing Community College - Board of Trustees
June 16, 2025**

Agenda Item: College Policy – Program Review (*REVISED*)

Presented for Action

PURPOSE

To revise the college policy on Program Review to require a review of faculty qualifications for each academic program.

BACKGROUND

In anticipation of the Higher Learning Commission’s new Criteria for Accreditation and Assumed Practices (effective September 1, 2025), the Provost and Accreditation Liaison Officer noted that Assumed Practice B.2.a. states that “The institution establishes and maintains policies and procedures to determine that faculty are qualified.” We have appropriate Standard Operating Procedures in place, but we do not have a policy that addresses faculty qualifications.

While a distinct policy could be created to specifically address faculty qualifications and offer more detail than this amendment, the Standard Operating Procedures (SOPs) regarding faculty qualifications sufficiently cover those details.

IMPLICATIONS

Financial:

N/A

Strategic Plan:

Aligns with Goal 1 – Achieving Academic Excellence with Purpose & Equity and with Goal 1’s Strategy 2: Ensuring High-Quality Academic Offerings

Human Resources:

N/A

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Amending this policy meets the accreditation requirement and logically fits within the program review process.

ATTACHMENTS:

1. College Policy – Program Review (*REVISED*)



PROGRAM REVIEW

Policy Number – 3.160

I. Purpose

To require the establishment of a formal review process that is designed to assess and enhance the effectiveness of programs offered by the college and ensure that such programs are of the highest possible quality.

II. Scope

This policy applies to all academic programs.

III. General

The program review process will be outcomes-based and data-driven. It will involve the identification and measurement of quality indicators appropriate to the program, **including faculty qualifications**. Reviews will occur on a cyclical basis.

IV. Responsibility

The responsibility for the interpretation and administration of this policy is delegated to the Provost/ Senior Vice President of Academic Affairs or designee.

¹**Last Reviewed:** 9/20/2021

¹ **Adopted:** 3/18/2002 (Program Effectiveness)

Revision History: 10/15/2018, *9/20/2021 (renamed: Program Review)

Reviewed:.

Lansing Community College - Board of Trustees
May 19, 2025

Agenda Item: College Policy – Prohibited Sex or Gender-Based Discrimination, Harassment and Sexual Misconduct - (REVISED)

Presented for Information

PURPOSE

To present the revision to the Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct policy for approval. These revisions are to comply with the final Title IX rules promulgated by the Department of Education (DOE).

BACKGROUND

Title IX of the Education Amendments Act of 1972 (Title IX) is a federal law that states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

On January 9, 2025 the U.S. District Court for the Eastern District of Kentucky issued a ruling that vacated the 2024 Title IX regulations. This vacatur has nationwide applicability, resulting in the reinstatement of the 2020 Title IX. A review of the policy has been conducted with minor revisions that align with the 2020 regulations.

IMPLICATIONS

Financial:

N/A

Strategic Plan:

These revisions reaffirm the College's commitment to sustaining a safe, positive and engaging environment on our campuses.

Human Resources:

N/A

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

It is recommended that the Board of Trustees adopts the revised Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct policy.

ATTACHMENT

1. Prohibited Sex or Gender Based Discrimination, Harassment, and Sexual Misconduct (*REVISED*)



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

Policy Number – 4.120

I. Purpose

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

II. Scope

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

III. General

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

educational and work environment free of such prohibited discrimination or harassment.

Prohibited harassment is a form of prohibited discrimination. It occurs when (1) severe or persistent unwelcome conduct or comments make it unreasonably difficult or unreasonably unpleasant for a person to be in the College workplace or to participate in or receive the benefits, services, or opportunities of College studies, programs or activities; and (2) the comments or conduct are based on or reflect hostility to the person's race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, pregnancy, pregnancy-related conditions, height, weight, sexual orientation, gender, gender identity, gender expression, genetic information, veteran or military status, or any other factor prohibited by law. Sexual misconduct (described more fully below), including all forms of sexual harassment, sexual misconduct, including, but not limited to, sexual assault, sexual violence, domestic violence, dating violence, stalking, and sexual exploitation/misconduct, is a form of unlawful sex discrimination and is prohibited.

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

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

A. Sexual Misconduct

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

1) Sexual Harassment

Sexual Harassment is unwelcome, sexual, sex-based, and/or gender-based verbal, non-verbal, written, electronic, online, and/or physical conduct that is so severe or pervasive that it unreasonably interferes with a person's College

employment, academic performance, or participation in College programs or activities and creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile, or offensive. Sexual harassment may include, for example, unwelcome sexual advances, requests for sexual favors, acts of sexual violence, physical contact of a sexual nature, or verbal or non-verbal conduct of a sexual nature.

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

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

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

All sexual harassment is prohibited by this Policy.

2) Sexual Assault

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

Non-Consensual Sexual Contact

Non-Consensual Sexual Contact (e.g., fondling) is any intentional sexual touching, however slight, by any person upon another person that is without consent and/or accomplished by force or threat of force. Sexual contact includes (1) intentional contact with a person's breast, buttock, groin, or genitals, or (2) touching another with any of these body parts or with any object, or (3) making another touch you or themselves with or on any of these body parts, or (4) any other intentional bodily contact in a sexual manner.

Non-Consensual Sexual Penetration

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

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

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

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

All sexual assault is prohibited by this Policy.

3) Dating or Domestic Violence

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

Dating Violence

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

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

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

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

All dating violence is prohibited by this Policy.

Domestic Violence

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

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

Domestic Violence is **a felony or misdemeanor crime of** violence committed:

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

~~To categorize an incident as Domestic Violence, the relationship between the~~

~~respondent and the complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.~~

All domestic violence is prohibited by this Policy.

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

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

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

4) Stalking

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

- Following, appearing within sight of, or confronting a person;
- Being or remaining in close proximity to a person;
- Appearing at a person's residence or place of employment;
- Monitoring, observing, or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating with a person by telephone, mail, or electronic communications;

- Placing an object on or delivering an object to a place owned, leased, or occupied by a person;
- Interfering with or damaging a person's property (including pets).

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

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

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

All stalking is prohibited by this Policy.

5) Economic Abuse

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

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

6) Technological Abuse

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

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

7) Sexual Exploitation

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

- Invasion of sexual privacy (e.g., engaging in sexual voyeurism or permitting others to witness or observe the nudity or sexual or intimate activity of another person) without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person's nudity or sexual or intimate activity in a private space without that person's consent;
- Sharing or distributing sexual information, or images or recordings of a person's nudity or sexual activity, without that person's consent;
- Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation, such as prostitution;
- Knowingly exposing someone to or transmitting HIV or an STI/STD to another person;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

All sexual exploitation is prohibited by this Policy.

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

"Hazing" means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Hazing includes, but is not limited to, any of the following that is done for such a purpose:

- 1) Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- 2) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- 3) Activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- 4) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.
 - **Organization** means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.
 - **Pledge** means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.
 - **Pledging** means any action or activity related to becoming a member of an organization.
 - **Serious impairment of a body function** includes one or more of the following:
 - (1) Loss of a limb or loss of use of a limb.
 - (2) Loss of a foot, hand, finger, or thumb, or loss of use of a foot, hand, finger, or thumb.
 - (3) Loss of an eye or ear, or loss of use of an eye or ear.
 - (4) Loss or substantial impairment of a bodily function.
 - (5) Serious visible disfigurement.

- (6) A comatose state that lasts for more than 3 days.
- (7) Measurable brain or mental impairment.
- (8) A skull fracture or other serious bone fracture.
- (9) Subdural hemorrhage or subdural hematoma.
- (10) Loss of an organ.

B. The Hazing definition under the Stop Campus Hazing Act applies to this policy.

Hazing for reporting statistics is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate. This includes

- 1) Acts that occur during the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization, and;
- 2) Actions that cause or create a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including;
 - whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - causing, coercing, or otherwise inducing another person to perform sexual acts;
 - any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
 - any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

The term 'student organization' for purposes of reporting statistics, means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

B. Consent

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

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

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

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

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

- *Knowing*: Consent must demonstrate that the individuals involved understand, are aware of, and agree to everything about the “who” (partners), “what” (acts), “where” (location), “when” (time), and “how” (conditions) of the sexual activity.
- *Active*: Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not, in and of themselves, be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.
- *Voluntary*: Consent must be freely given and cannot be the result of external pressures such as force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (undue

pressure, hazing) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

- *Present and ongoing*: Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time, provided the person withdrawing consent makes that known in clearly understandable words or actions.

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

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

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

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

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

C. Reporting or Complaining About a Violation

Any student, employee, visitor, or other member of the LCC Community who experiences any suspected violation of this Policy has options for reporting or filing a complaint about it. A complainant may choose to report a violation to the College, to law enforcement, to both, or neither. At the complainant's election, campus

authorities may assist in notifying law enforcement. LCC strongly encourages anyone who has experienced any form of violence or sexual misconduct to immediately notify law enforcement. Such persons are also strongly encouraged to seek immediate medical assistance in order to obtain treatment for injuries, obtain preventative treatment for sexually transmitted diseases, and to preserve evidence, among other things. For sexual assaults, in particular, immediate treatment and the preservation of evidence are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual violence are encouraged to seek emotional support as soon as possible. Once notified, the College will support affected individuals in understanding and pursuing available options. **Upon receiving a complaint, the Title IX Office will acknowledge receipt to the Complainant and provide their Rights and Options. If the Complainant chooses to proceed, the Respondent will be sent a Notice of Investigation and Allegations along with their Rights and Options. If the Complainant does not pursue the complaint, the Respondent may not be notified.**

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

For emergencies, call 911.

For non-emergencies, call:

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

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

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

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

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

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

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

Reporting to LCC: Whether or not a police report is filed, the College urges anyone who becomes aware of any apparent violation of this Policy to report the incident(s) immediately to the College. A complainant is not obligated to report an incident to College personnel, but the College can only take corrective action when it becomes aware of such incidents. Reports alleging any form of prohibited discrimination or harassment may be made in person, in writing, (preferred), or orally. For Title IX purposes, reports alleging any form of sexual harassment may be made in person,

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

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

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

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

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

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

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

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

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

JR Beauboeuf
Director of Risk Management and Legal Services
Location: 309 Washington Square

Suite 150
Lansing, MI 48933
Phone: (517) 483-1730
Email: beauboej@lcc.edu

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

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

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

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

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

There is no time limit for reporting alleged violations of this Policy to the College; however, the College's ability to respond may diminish over time, as evidence may disappear or erode, memories may fade, and respondents (alleged perpetrators) may no longer be affiliated with the College. Even if a respondent is no longer a student or an employee, the College will provide reasonably appropriate remedial

measures, assist the complainant in identifying external reporting options, investigate any alleged violation of this Policy, and take reasonable steps to end any violation of the Policy, prevent its recurrence, and remedy its effects.

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

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

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

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

D. Confidentiality

The College has a strong desire to assist members of the LCC Community who have been subjected to conduct or comments that violate this Policy and strongly encourages them to report any such incidents. The College will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information it receives in connection with such a report. The information reported will be shared only with individuals who assist or are otherwise involved in the investigation and/or the resolution of the complaint, or who otherwise have a need to know about the complaint and/or its resolution. Allegations reported to mandated reporters will be reported to the appropriate Title IX coordinator or EEO officer. If a

person discloses an incident but wishes to maintain confidentiality or requests that no investigation or disciplinary action occur, that request must be weighed against the College's obligation to provide a safe, non-discriminatory environment. In deciding what to do, the College will consider a range of factors, including, but not limited to:

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

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

E. Getting Help

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

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

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

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

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

Phone: 800-847-7240

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

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

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

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

Any violation of a directive related to supportive measures, interim measures, protective measures, or accommodations may result in disciplinary action, which

may include, but is not limited to, suspension or expulsion from the College or suspension or termination of employment.

F. Retaliation

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

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

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

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

G. Education & Training

The College provides education ~~and information~~ **and training**, as appropriate, for students and employees to enhance understanding and increase awareness of the College's Prohibited Sex or Gender-Based Discrimination, Harassment, **Anti-Hazing**, and Sexual Misconduct Policy and Procedures. **Annual** ~~Periodic~~ training is conducted for mandated reporters and those involved in the investigation and resolution of complaints and appeals. Records of all training are maintained and, for Title IX purposes, published on the Title IX and Sexual Misconduct website. Human

Resources, Student Affairs, and LCC ~~Public Safety~~ **Police** are authorized to provide and develop education programs to increase knowledge and share information and resources to prevent sexual misconduct, promote safety, and reduce perpetration.

H. Investigations

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

The College will make reasonable efforts to protect the rights of both the complainant and the respondent during the course of an investigation. The College will respect the privacy of the complainant(s), the respondent(s), and any other witnesses in a manner consistent with the College's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations required by state or federal law.

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

For Title IX purposes, once a formal complaint is ~~signed~~ **received**, the Title IX Coordinator will initiate the investigation process, and the Title IX Investigator will conduct the investigation. The investigation will be conducted in a reasonably prompt time frame, and complainants and respondents will be treated equitably and in a manner that is not deliberately indifferent. This time frame and treatment of the parties also apply to any appeal process.

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

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

During the investigation, the College has the responsibility of collecting evidence. **Whenever permitted under law, rule, regulation, or college policy, each party has an advisor of choice and an equal opportunity to present and suggest witnesses and to submit inculpatory and exculpatory evidence. Parties will have equal access to evidence, written reports, witness statements, and other information relevant to the investigation.** Respondents are presumed not to have violated any policy until a determination regarding responsibility is made at the conclusion of the process.

Upon conclusion, if required or appropriate, the College will notify the complainant and respondent **simultaneously** of the results of the College's investigation. **Parties will have equal access to evidence, written reports, witness statements, and other information relevant to the investigation. Parties will receive a draft report of the investigative findings prior to the final determination.** In the event the investigation reveals a violation of this or any other College Policy, corrective action will be taken by the College. Where prohibited discrimination and/or harassment is found, steps will be taken to end it immediately. Disciplinary action may be imposed if appropriate. The level of discipline will depend on the severity of the discrimination, harassment, or misconduct and may include, but is not limited to, probation, suspension, expulsion, or termination from the College. The College may also take other corrective or remedial action to address the effects of any violation of this Policy and will follow up as necessary to ensure that the corrective or remedial action is effective.

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

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

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

I. Relationship to Other Policies

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

The College is committed to protecting, maintaining, and encouraging both freedoms of expression and full academic freedom of inquiry and teaching. Academic freedom and freedom of expression will be carefully considered in investigating and reviewing

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

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

IV. Responsibility

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

¹Last Reviewed: 12/16/2024

¹ **Adopted:** 3/18/2002 (Harassment Prevention)

Revision History: 3/19/2012 (renamed: Prohibited Discrimination and Harassment), 10/17/2016, (renamed: Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct), 06/15/2020, 01/25/2021, 10/17/2022, 12/16/2024

Reviewed: 03/19/2018

Audit Committee Report



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

Audit Committee Meeting

Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 12:02 p.m.

Roll Call

Present: Lovell, Proctor
Absent: Thomas

Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

Limited Public Comment Regarding Agenda Items

There were no limited public comments regarding agenda items.

Approval of Minutes

There were no meeting minutes to approve. The last Audit Committee meeting was March 3, 2025. The committee did not convene in April or May. The minutes from the March 3, 2025, Audit Committee meeting were approved at the March Board of Trustees meeting.

President's Reports

Professional Services Plan for the Year Ending June 30, 2025 – Rehmann

Michelle Fowler, CPA, Engagement Principal at Rehmann, reviewed the scope of services, due dates, timing of services, key audit and accounting matters of interest, significant risks of material misstatement, and new accounting and auditing pronouncements.

Rehmann will meet with the Audit Committee on October 6, 2025, to review the final draft of the Annual Financial Audit Report and the Single Audit Compliance for the Year Ended June 20, 2025. Rehmann will also review the final draft with the Board on October 27, 2025.

Public Comment

Mark Kellend: Mark Kellend addressed the Audit Committee regarding the Higher Learning Commission and sustainability.

Adjournment

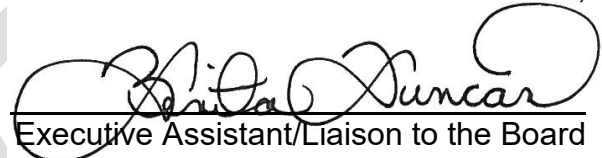
IT WAS MOVED BY Trustee Proctor and supported by Trustee Lovell that the meeting adjourned.

Ayes: Lovell, Proctor
Nays: None
Absent: None

The motion carried.

The meeting adjourned at 1:00 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan



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.