



Lansing Community College Board of Trustees

(Part 1 of 2)

**Regular Meeting
September 15, 2025
6:00 p.m.**

BOARD OF TRUSTEES & PRESIDENT



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

September 15, 2025

6:00 p.m.

Regular Meeting

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant/Liaison to the Board
- III. Pledge of Allegiance
 - A. Trustee Robert Proctor
- IV. Special Recognition
 - A. Accreditation Ceremony for the LCC Police Department
 - B. Life Saver Recognitions
 1. Mauricio Barrera, EMS graduate
 2. Frank Medrano, Instructor
 3. Dillon Platte, 110th Recruit
 - C. Men's Cross-Country Team
- V. Approval of Minutes
 - A. June 16, 2025, Regular Board of Trustees Meeting
- VI. Additions/Deletions to the Agenda
- VII. Limited Public Comment Regarding Agenda Items
- VIII. President's Report
- IX. Consent Agenda – Action Items
 - A. Board of Trustees Employees
 1. Expenses – June, July, and August 2025
 - B. Cooperative Purchase
 1. Pediatric Patient Simulator
 2. SimMan Critical Care Simulator
 3. Transportation Services
 - C. Local Strategic Value Resolution
 - D. Michigan New Job Training Agreement

1. LG Energy Solution Michigan, Inc. – Amendment No. 3

X. Monthly Monitoring Report

- A. 2025 Five-Year Capital Outlay Plan and Capital Outlay Project Request
- B. Monthly Financial Statements
- C. Monthly Police Department Report

XI. Linkage Planning/Implementation

A. Chair's Report

- 1. Appointment of a Voting Delegate for the ACCT Leadership Congress
- 2. Reminder of the October 27, 2025, Board Meeting and Receiving the Board Packet on October 15.
- 3. Trustee Generated Idea for Book Stipend

B. Committee Report

- 1. Audit Committee Update – *Robert Proctor*
- 2. Policy Committee Update – *Robert Proctor*

C. Board Members Report

- 1. Foundation Board Report – *Terrance Frazier & Noel Garcia, Jr.*

XII. Unfinished Business

XIII. New Business – October 2025

A. Consent Agenda

- 1. 2025 Five-Year Capital Outlay Plan and Capital Outlay Project Request

B. Monthly Monitoring Report

- 1. Annual Board Monitoring Report
- 2. Audit Committee – Robert Proctor
 - a. Annual Financial Report – *Michelle Fowler, Rehmann*
- 3. Monthly Financial Statements
- 4. Monthly Public Safety Report

XIV. Public Comment

XV. Closed Session

XVI. Board Comment

XVII. Adjournment

Approval of Minutes

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 16, 2025

Regular Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 6:00 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Chatum Taylor led the Pledge of Allegiance.

Public Hearing on the Fiscal Year 2026 Budget Proposal

Chair Mathews made the following statement:

We are here tonight to open a Public Hearing on the Fiscal Year 2026 Proposed Budget. As required by law, the Board of Trustees published a formal notice in the Lansing State Journal, on-site and on the Lansing Community College website, of this public hearing on the budget for the 2025-2026 fiscal year, for which the College proposes to levy 3.7692 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2026 budget, and approving this budget by the Board of Trustees will meet the truth in budgeting statute for the levy of the proposed mills. The Board may not adopt its proposed 2025-2026 budget until after the public hearing. Thank you for your interest. At this time, the board will receive any public comments and then move to adjourn the Public Hearing. Please limit your comments to three minutes.

Public Comments

There were no Public Comments on the budget for the 2025-2026 fiscal year.

Public Hearing Adjournment

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Frazier that the Public Hearing on the Budget for the 2025-2026 Fiscal Year be closed and adjourned.

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

Nays: None
Absent: Garcia

The motion carried.

The public hearing adjourned at 6:02 p.m.

Call to Order

The regular Board of Trustees meeting was called to order at 6:03 p.m.

Roll Call

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

Moment of Silence

The Board had a moment of silence for the passing of Gwendolyn Reeves, Trustee Proctor's Sister.

Special Recognitions

In recognition of Juneteenth and Pride Month, the Office of Empowerment held a brief acknowledgment featuring the poems "Let America Be America Again" by Langston Hughes and "A Litany for Survival" by Audre Lorde.

Approval of Minutes

IT WAS MOVED BY Trustee Taylor and seconded by Trustee Thomas that the minutes of the May 19, 2025, Regular Board of Trustees meeting and the June 3, 2025, FY2026 Budget Workshop be approved.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

There were no Additions/Deletions to the Agenda

Limited Public Comment Regarding Agenda Items

There was no Limited Public Comment Regarding Agenda Items.

Linkage Planning/Implementation

Community Linkage – President’s Report

President Robinson presented the June 2025 President’s report to the Board.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Board of Trustees Employees
 - A. Expenses – June 2025
 - B. 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 (REMOVED)~~
 - ~~2. Facilities Maintenance Association (FMA) MEA/NEA Agreement (REMOVED)~~
- D. Cooperative Purchases
 - 1. Automation Services & Maintenance
 - 2. Cisco SmartNet Renewal
 - 3. Network Firewall Security
 - 4. Ultrasound Machine
 - ~~5. Virtual Desktop Infrastructure (REMOVED)~~
- 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 (REMOVED)~~
 - 2. Parking Lot Restoration Services

Trustee Thomas requested that the Cooperative Purchase of the Virtual Desktop Infrastructure be removed. Trustee Taylor requested that the Request for Proposal for Grounds, Landscape, and Snow Services be removed. Chair Mathews and Hope Lovell requested that the Collective Bargaining Agreements for ASP and FMA be removed to be discussed in a Closed Session.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Taylor that the Consent Agenda, removing the Cooperative Purchase of the Virtual Desktop Infrastructure, the

Request for Proposal for Grounds, Landscape, and Snow Services, and the Collective Bargaining Agreements for ASP and FMA, be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

Action Item – Cooperative Purchases on the Virtual Desktop Infrastructure

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Frazier that the Cooperative Purchase of the Virtual Desktop Infrastructure be approved.

Trustee Thomas inquired about the difference between the current college usage and the cooperative purchase request.

Bill Garlic stated that this purchase would be an extension of the product the college is currently using.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

Action item – Request for Proposal for Grounds, Landscape and Snow Services

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Taylor that the Request for Proposal for Grounds, Landscape, and Snow Services be approved.

Trustee Taylor asked questions on the bid process.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion

Action Item

Fiscal Year 2026 Budget Proposal

CFO Don Wilske presented the FY 2026 Budget Proposal. There was a brief discussion.

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Thomas that the Fiscal Year 2026 Budget Proposal be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Monthly Financial Statements
2. Monthly Public Safety Report

There was a board discussion on the monthly monitoring reports.

Policy Development

College Policies

Trustee Proctor reported that the policy committee met and is presenting several new and revised policies for approval. The new Anti-Hazing policy is being introduced to ensure compliance with state and federal laws. The Clery Act policy is being presented to adhere to the requirements of the Jeanne Clery Campus Safety Act. Revisions to the Program Review policy were made to align with the new criteria for accreditation set by the Higher Learning Commission. Additionally, updates to the Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct policies were implemented to comply with the final Title IX rules issued by the Department of Education (DOE).

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 (MCL750.411t) 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.

CLERY ACT

Policy Number – 4.035

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.

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.

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** ~~volunteers~~, or participants in and/or users of College-related programs, services, and activities. Lansing Community College will maintain an educational and work environment free of such prohibited discrimination or harassment.

Prohibited harassment is a form of prohibited discrimination. It occurs when (1) severe or persistent unwelcome conduct or comments make it unreasonably difficult or unreasonably unpleasant for a person to be in the College workplace or to participate in or receive the benefits, services, or opportunities of College studies, programs or activities; and (2) the comments or conduct are based on or reflect hostility to the person's race, color, sex, age, religion or creed, national origin or ancestry, familial status, disability, marital status, **pregnancy, pregnancy-related conditions**, height, weight, sexual orientation, 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.

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.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier to suspend the Board's Bylaws to approve the policies.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Thomas that the Anti-Hazing policy, Clery Act policy, Program Review policy, and the Prohibited Sex or Gender-Based Discrimination, Harassment, and Sexual Misconduct policy be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

Linkage Planning/Implementation

Community Linkage – Chair's Report

Chair Mathews thanked Dr. Samuel and her team for the opportunity to be a part of the Michigan ACE conference panel.

Committee Report – Audit Committee

Trustee Proctor stated that Michelle Fowler, CPA, Engagement Principal at Rehmann, provided a review of the scope of services for the upcoming professional services plan for the year ending June 30, 2025. Her review also included due dates, timing of services, key audit and accounting matters of interest, significant risks of material misstatement, and new accounting and auditing pronouncements. Ms. Fowler will provide an update on the status of the Annual Financial Audit Report and the Single Audit Act Compliance for the year ended June 30, 2025, to the Audit Committee in September.

Because the Audit Committee was not meeting over the summer, he presented the June 2, 2025, Audit Committee meeting minutes for approval to prevent a lag in the approval process.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Thomas that the June 2, 2025, Audit Committee meeting minutes be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

Board Member Report – Foundation Board Update

Trustee Frazier gave the following Foundation Board Update:

- The Star Day of Giving received support for 12 programs, raising over \$14,250 through 152 contributions from 87 donors.
- Dr. Samuel and her MI-ACE committee generated \$20,250 in cash sponsorships and over \$10,000 in non-cash (in-kind) donations for a program fund at the Foundation.
- Members of the Employee Development Fund recently traveled to Detroit to attend a Tigers game. They have a trip planned next week to Meijer Gardens, and they are also volunteering at the Greater Lansing Food Bank, Habitat for Humanity, and with the Girl Scouts.
- On June 22, family and friends of Treston Davis-Faulkner will gather in the Michigan Room and online to honor what would have been his 50th birthday. In addition to sharing stories, they will be raising funds for the Treston Davis-Faulkner Scholarship, which supports Lansing youth in their pursuit of success.

Unfinished Business

There was no Unfinished Business.

New Business

There was no New Business.

Public Comment

Dave Wasinger: Dave Wasinger, President of ASP Union, addressed the Board regarding the ASP collective bargaining agreement.

Board Comment

Trustee Taylor made comments.

Closed Session

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell that the Board enter

into a Closed Session for the purpose of discussing the Executive Assistant/Liaison's yearly performance review per her request to be undertaken in a closed session in accordance with Section 8 (a) of the MI OMA, and to discuss strategies and negotiation sessions connected with collective bargaining agreements under Section 8(c) of the OMA.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

The Board entered into a closed session at 7:09 p.m.

The Board returned to an open session at 8:50 p.m.

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

Absent: Garcia

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell that Ms. Duncan's performance evaluation be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell to approve Ms. Duncan's 4% increase in salary, effective July 1, 2025.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell that the collective bargaining agreement for the Association of Support Professionals (ASP) MEA/NEA be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Taylor that the collective bargaining agreement for the Facilities Maintenance Association (FMA) MEA/NEA be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

Adjournment

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

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

Nays: None

Absent: Garcia

The motion carried.

The meeting adjourned at 8:56 p.m.

Submitted,



Executive Assistant/Liaison to the Board
Benita Duncan

Consent Agenda Action Items

**Lansing Community College – Board of Trustees
September 15, 2025**

Agenda Item: Board of Trustees Employees' Expenses

Presented for Action

PURPOSE

To approve the Board's employees' expenses for the months of June, July, and August 2025.

BACKGROUND

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

IMPLICATIONS

Financial:

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

Strategic Plan:

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

Human Resources:

None

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

The Administration respectfully requests 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
June - August, 2025

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
30-Jun-25	General - Operations	\$ 30	Phone_2025_Jun	Lansing Community College
1-Aug-25	General - Operations	\$ 29	Print Copy_2025_July	Lansing Community College
Total		\$ 59		
Chargeback Print & Copy				
1-Jun-25	General - Operations	\$ 19	Print Copy_2024_May	Lansing Community College
30-Jun-25	General - Operations	\$ 29	Print Copy_2024_June	Lansing Community College
Total		\$ 48		
	Grand Total	\$ 106	Institutional Expenses	
Advertising				
23-Jul-25	General - Operations	\$ 1,303	LSJ Ad Public Hearing on Budget	Gannett Michigan LocalIQ
Total		\$ 1,303		
Commercial Printing/Publication				
26-Jun-25	General - Operations	\$ 533	May Board Meeting Materials	Allegra Print Mail Lansing
22-Aug-25	General - Operations	\$ 1,040	June 2025 Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 1,573		
	Grand Total	\$ 2,876	Purchased Services	
Memberships				
15-Jul-25	General - Operations	\$ 7,745	Annual Membership Dues	Assn Of Comm College Trustees
TOTAL		\$ 7,745		
Supplies				
22-Aug-25	Garcia, Frazier, Thomas	\$ 694	Apparel for Trustees	Merchorders.com
Total		\$ 694		
	Grand Total	\$ 8,439	Supplies & Non-Capital Equipment	
Travel Lodging				
24-Jun-25	R Proctor	\$ 250	MCCA Spring Board of Directors	Doubletree Hotels
27-Aug-25	C Taylor	\$ 702	MCCA Summer Conference	Mission Point Resort
27-Aug-25	H Lovell	\$ 834	MCCA Summer Conference	Mission Point Resort
27-Aug-25	L Thomas	\$ 757	MCCA Summer Conference	Mission Point Resort
27-Aug-25	R Proctor	\$ 702	MCCA Summer Conference	Mission Point Resort
27-Aug-25	T Frazier	\$ 834	MCCA Summer Conference	Mission Point Resort
Total		\$ 4,078		
Travel Meal Allowance				
12-Aug-25	N Garcia	\$ 117	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 9	MCCA Summer Conference	T Frazier
12-Aug-25	R Proctor	\$ (74)	MCCA Summer Conference	R Proctor
26-Aug-25	R Proctor	\$ 191	MCCA Summer Conference	Mission Point Resort
Total		\$ 243		
Travel Miscellaneous				
12-Aug-25	N Garcia	\$ 75	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 75	MCCA Summer Conference	T Frazier
20-Aug-25	R Proctor	\$ 77	MCCA Summer Conference	R Proctor
Total		\$ 227		

Lansing Community College
Board of Trustees - Detail Expenses
June - August, 2025

Date	Board Member	Amount	Description	Payee
Travel Mileage Expense				
12-Aug-25	N Garcia	\$ 316	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 316	MCCA Summer Conference	T Frazier
20-Aug-25	R Proctor	\$ 329	MCCA Summer Conference	R Proctor
Total		\$ 962		
Event Expense				
24-Jul-25	General - Operations	\$ 100	Fall Kickoff Food Truck Deposit	Udderly Delicious
5-Aug-25	General - Operations	\$ 522	Fall Kickoff Food Truck Deposit	Saddleback BBQ
13-Aug-25	General - Operations	\$ 313	Fall Kickoff Bottled Water	Amazon
Total		\$ 935		
	Grand Total	\$ 6,445	Travel, Training & Conferences	
		\$ 17,867	Total Expenses	

Lansing Community College
 President - Detail Expenses
 June - August, 2025

Date	Board Employee	Amount	Description	Payee
Memberships				
11-Jun-25	Robinson	\$ 150	CEO Network Membership - May	H & H Incorporated
11-Jun-25	Robinson	\$ 50	Monthly Membership	University Club of MSU
18-Jun-25	Robinson	\$ 150	CEO Network Membership - June	H & H Incorporated
18-Jul-25	Robinson	\$ 2,280	Annual Membership Fee	University Club of MSU
23-Jul-25	Robinson	\$ 325	Quarterly Membership Fees	Rotary Club of Lansing
25-Jul-25	Robinson	\$ 150	CEO Network Membership - July	H & H Incorporated
19-Aug-25	Robinson	\$ 150	CEO Network Membership - August	H & H Incorporated
Total		\$ 3,255		
Grand Total		\$ 3,255	Supplies & Non-Capital Equipment	
Travel Lodging				
23-Jun-25	Robinson	\$ 250	MCCA Board of Directors Meeting	Doubletree Hotels
12-Aug-25	Robinson	\$ 768	MCCA Summer Conference	Mission Point Resort
Total		\$ 1,017		
Travel Meal Allowance				
12-Aug-25	Robinson	\$ 81	MCCA Summer Conference	S Robinson
Total		\$ 81		
Travel Miscellaneous				
23-Jun-25	Robinson	\$ 34	MCCA Board of Directors Meeting	Doubletree Hotels
12-Aug-25	Robinson	\$ 77	MCCA Summer Conference	Shepler's Ferry
21-Aug-25	Robinson	\$ 9	CEO Network Meeting	Capital City Airport Parking
Total		\$ 120		
Travel Registration Fees				
15-Jul-25	Robinson	\$ 1,379	ACCT Leadership Congress	Assn Of Comm College Trustees
Total		\$ 1,379		
Meeting Expense				
23-Jun-25	General - Operations	\$ 107	MCCA Board of Directors Meeting	Cliff's Bell
30-Jun-25	General - Operations	\$ 58	Student Club Meeting	Happy's Pizza
22-Jul-25	General - Operations	\$ 58	Student Club Meeting	Happy's Pizza
12-Aug-25	General - Operations	\$ 58	Lunch Meeting with Trustee	Summerlands Brewing
12-Aug-25	General - Operations	\$ 561	MCCA Summer Conference	Mission Point Resort
12-Aug-25	General - Operations	\$ 1,130	MCCA Summer Conference	1852 Grill Room
Total		\$ 1,972		
Event Expense				
26-Jun-25	General - Operations	\$ 930	Board & ELT Reception at Hermann House	Professional Party Planner Inc
30-Jun-25	General - Operations	\$ 330	Dr. Dan Farewell Reception	Lansing Catering
Total		\$ 1,260		
Grand Total		\$ 5,829	Travel, Training & Conferences	
		\$ 9,084	Total Expenses	

**Lansing Community College – Board of Trustees
September 15, 2025**

Agenda Item: Cooperative Purchase – Pediatric Patient Simulator

Presented for Action

PURPOSE

To procure two (2) pediatric patient simulators for the College's Nursing Simulation Center.

BACKGROUND

The Health and Human Services (HHS) Division Nursing Department will utilize awarded grant funding to purchase two (2) Gaumard Pediatric HAL® S2225 simulators for use in its labs and simulation spaces. These advanced pediatric simulators provide a significantly more realistic representation of a pediatric patient than the models currently in use. The Pediatric HAL® S2225 will allow nursing students to practice communication, assessment, and clinical decision-making with a lifelike child patient model in a safe, controlled learning environment, enhancing both skill development and confidence in pediatric care.

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 product. The Administration recommends the utilization of a cooperative agreement awarded by Choice Partners, to Gaumard to purchase two (2) Pediatric HAL® S2225 - Wireless and Tetherless Pediatric Patient Simulators.

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 \$155,534 and will be funded by the Associate Degree in Nursing (ADN) to Bachelor of Science in Nursing (BSN) Completion Grant.

Strategic Plan:

This request supports the strategic goal of Achieving Academic Excellence with Purpose and Equity.

Human Resources:

There are no known human resources implications.

RISKS

Failure to purchase the two (2) Pediatric HAL® S2225 Wireless and Tetherless Pediatric Patient Simulators would deprive nursing students of access to a vital training tool within the Nursing Simulation Center. Without these advanced simulators, students would miss the opportunity to engage in pediatric simulations that are essential for developing the skills, confidence, and clinical judgment required for safe and effective pediatric care.

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 one-time Purchase Order of two (2) Pediatric HAL® S2225 - Wireless and Tetherless Pediatric Patient Simulators through Gaumard in the amount of \$155,534. If approved this purchase will be funded by the Associate Degree in Nursing (ADN) to Bachelor of Science in Nursing (BSN) Completion Grant.

ATTACHMENTS:

1. Pre-Award Transmittal – Cooperative Purchase – Pediatric Patient Simulator

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: Pediatric Patient Simulator **Buyer:** Scott Placeway

1. Statement of Need:

The Health and Human Services (HHS) Division Nursing Department will utilize the awarded grant funding to purchase two (2) Gaumard Pediatric HAL® S2225 simulators for use in its labs and simulation spaces. These advanced pediatric simulators provide a significantly more realistic representation of a pediatric patient and aid in enhancing student skill development.

2. Description of supply or service:

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

Description	Qty	Unit Price	Extended Price
Pediatric HAL® S2225 - Wireless and Tetherless Pediatric Patient Simulator, plus accessories, delivery, installation & training	2	\$77,767	\$155,534

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid Choice Partners cooperative agreement awarded to Gaumard. The requested one-time Purchase Order amount is \$155,534. It will be funded by the Associate Degree in Nursing (ADN) to Bachelor of Science in Nursing (BSN) Completion Grant.

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
September 15, 2025**

Agenda Item: Cooperative Purchase – SimMan Critical Care Simulator

Presented for Action

PURPOSE

To procure a SimMan Critical Care Simulator for the College's Nursing Simulation Center.

BACKGROUND

The Health and Human Services Division (HHS) Nursing Department will be utilizing awarded grant funding to purchase a SimMan Critical Care Simulator to be used in its labs and simulation spaces. This advanced simulator provides a realistic and immersive experience of managing a patient in critical care, allowing nursing students to develop essential clinical skills in a safe, controlled environment. The use of this simulator eliminates any risk to real patients while offering hands-on learning opportunities that closely replicate real-world clinical scenarios. The SimMan Critical Care Simulator is designed for in situ simulation, providing students with advanced training in respiratory care, critical care, and anesthesia practice. The onboard technology delivers tetherless mechanical ventilation allowing students to progress through transitions of care from pre-hospital to intensive care unit (ICU).

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this product. The Administration recommends the utilization of a cooperative agreement awarded by Sourcewell to Laerdal to procure a SimMan Critical Care Simulator. Utilizing the cooperative agreement saves the College \$8,760.

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 \$138,408 and will be funded by the Associate Degree in Nursing (ADN) to Bachelor of Science in Nursing (BSN) Completion Grant.

Strategic Plan:

This request supports the following strategic goals: Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, and Retention and Completion.

Human Resources:

There are no known human resources implications.

RISKS

Failure to purchase the SimMan Critical Care Simulator would deprive nursing students of a critical training tool within the Nursing Simulation Center. Without access to this simulator, students will miss valuable opportunities to practice and refine their critical care skills in a realistic, risk-free environment, potentially impacting their preparedness for real-world clinical situations.

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 one-time Purchase Order of a new SimMan Critical Care Simulator through Laerdal in the amount of \$138,408. If approved this purchase will be funded by the Associate Degree in Nursing (ADN) to Bachelor of Science in Nursing (BSN) Completion Grant.

ATTACHMENTS:

1. Pre-Award Transmittal – Cooperative Purchase – SimMan Critical Care Simulator

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: SimMan Critical Care Simulator **Buyer:** Scott Placeway

1. Statement of Need:

The Health and Human Services Division (HHS) Nursing Department will be utilizing awarded grant funding to purchase a SimMan Critical Care Simulator to be used in its labs and simulation spaces. The SimMan Critical Care Simulator will enhance student learning by ensuring a realistic scenario of a patient in a state of critical care.

2. Description of supply or service:

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

Description	Qty	Unit Price	Extended Price
SimMan Critical Care Manikin, plus accessories, installation & training	1	\$138,408	\$138,408

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid Sourcwell cooperative agreement awarded to Laerdal. The requested one-time Purchase Order amount is \$138,408. Laerdal is the sole source for this product and by utilizing the Sourcwell cooperative, the College saved an additional \$8,760. It will be funded by the Associate Degree in Nursing (ADN) to Bachelor of Science in Nursing (BSN) Completion Grant.

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
September 15, 2025**

Agenda Item: Cooperative Purchase – Transportation Services

Presented for Action

PURPOSE

To create a new Blanket Purchase Order (BPO) for transportation management services through a qualified third-party contractor.

BACKGROUND

Lansing Community College (LCC) provides transportation services to both academic and non-academic departments across the institution. To effectively meet the travel needs of the campus community, the Transportation and Fleet Department partners with a third-party contractor for travel management services. Since 2018, LCC has utilized the services of Anthony Travel, LLC. The current Blanket Purchase Order (BPO) is set to expire this year, with the proposed renewal period extending from October 1, 2025, through September 30, 2028.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this service. After a review of the current contractor's performance and services provided, as well as potential other third-party contractors offering the requested services, the Administration recommends the utilization of a cooperative agreement awarded by E & I Cooperative Services to procure transportation management services with Anthony Travel, LLC.

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

IMPLICATIONS

Financial:

The requested three (3) year Blanket Purchase Order amount is \$924,000 and will be funded by the General Fund.

Strategic Plan:

This request supports all the College's strategic goal 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

The risk of not leveraging a cooperative agreement for transportation management services may result in higher charter fees and delayed or unavailable charter bookings.

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approving the requested Blanket Purchase Order to Anthony Travel, LLC in the amount of \$924,000 for the period of October 1, 2025, through September 30, 2028. If approved, this purchase will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal – Cooperative Agreement – Transportation Services

PRE-AWARD TRANSMITTAL DOCUMENT

Document: <u>Cooperative Purchase</u>	Opening Date: <u>N/A</u>
Project Title: <u>Transportation Services</u>	Buyer: <u>Scott Placeway</u>

1. Statement of Need:

Lansing Community College (LCC) is currently in need of transportation management services through a third-party contractor.

2. Description of supply or service:

The purpose of this request is to create a new Blanket Purchase Order (BPO) for transportation services for charter buses through Anthony Travel, LLC, to support the College's transportation needs. The Transportation and Fleet Department has engaged with Anthony Travel, LLC since 2018 to book their charter needs. This request will utilize a cooperative agreement, which benefits the College through nationally leveraged volume pricing and a reduction in administrative costs.

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid E & I Cooperative Services agreement and award a Blanket Purchase Order (BPO) to Anthony Travel, LLC. The requested BPO amount is \$924,000 for the period of October 1, 2025, through September 30, 2028, and will be funded by the General Fund. The College will only pay for services rendered.

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

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustees Review:

Approve ____ Disapprove ____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College –Board of Trustees
September 15, 2025**

Agenda Item: Local Strategic Value Resolution

Presented for Action

PURPOSE

To certify to the State of Michigan Budget Office that LCC is in compliance with the requirement to meet at least four of the five best practices in each category of Michigan Public Act 120 of 2024, Section 230.

BACKGROUND

As per Section 230(2) of the State School Aid Act (MCL.388.1830), a community college must demonstrate that it meets the Local Strategic Value qualifications to receive the portion of each college's performance funding appropriation earmarked for local strategic value. The statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy 4 of 5 best practices in each of 3 different categories.

Due to the fact that the State of Michigan has not adopted a FY 2026 budget at this time, the College is using the resolution format from FY 2025 in anticipation that this resolution will be required for performance funding.

IMPLICATIONS

Financial:

See Risks section below.

Strategic Plan:

This supports the College's strategic goal of Achieving Academic Excellence with Purpose and Equity.

Human Resources:

None

RISKS

The College will not receive state appropriation funding for local strategic value in FY2026.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives.

RECOMMENDATIONS

The Administration respectfully requests the Board of Trustees certify the Local Strategic Value Resolution.

ATTACHMENTS:

1. FY26 Local Strategic Value Resolution

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

Local Strategic Value Resolution

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on September 15, 2025, at 6:00 p.m., prevailing Eastern Daylight Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

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

Section 230 of PA 120 of 2024, the Fiscal Year 2025 community colleges appropriations bill, contains the qualifications that must be met to receive the portion of each college's performance funding appropriation earmarked for local strategic value. The statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy 4 of 5 best practices in each of 3 different categories.

Lansing Community College not only meets but also exceeds the best practice standards required by the appropriations law, as the following table demonstrates.

LCC Adherence to Best Practices Grid (PA 120 of 2024)

Best Practices by Category	Examples of LCC Adherence
Category A: Economic Development and Business or Industry Partnerships	
(i) The community college has active partnerships with local employers, including hospitals and health care providers.	The Community Education and Workforce Development (CEWD) division links the expertise of the College's employees to regional healthcare employers. In addition, academic programs in the Health and Human Services (HHS) division require clinical experience in local hospitals and other healthcare providers. The HHS division has more than 225 clinical and practicum facility agreements to provide more than 900 students with educational experiences. The partnership between the Capital Area Healthcare Alliance (CAHA), the College's Business and Community Institute (BCI), and the HHS

Best Practices by Category	Examples of LCC Adherence
	<p>division created a Medical Assistance apprenticeship in collaboration with the local healthcare industry. This program, initially offered through the BCI as a non-credit offering, is in its seventh year as an apprenticeship to the health care industry. In the past 3 years, the program has been offered by HHS as a credit-based apprenticeship with the local healthcare industry. The BCI is now offering a Medication Aide Certification course for Certified Nurse Assistants (CNA) in the long-term care industry. This certification allows for CNAs to distribute medication in a nursing home/long-term care setting. BCI has partnered with Medilodge and Trilogy Health to bring medication aides to long-term care facilities in the Lansing region. Launched in January of 2025, BCI has certified 53 CNAs in medication aide and projects to certify an additional 30 by the end of year.</p> <p>The College has partnered with the University of Michigan Health-Sparrow Mobile Health Clinic to offer free healthcare services to students, staff, and the community at the Downtown Campus. The mobile health unit visits once a month and provides services for minor acute care and health screenings. In addition, they offer wellness exams, including physicals, immunizations, flu shots, referrals for cancer prevention screenings, and physician referrals to community resources. The mobile health clinics are operational from March through November.</p> <p>The College acts as a resource by providing talented employees to local businesses through career and employment services. Career and Employment Services (CES) hosts an annual Job and Internship Fair for Tri-County employers. The fair connects the College's students, alums, and community members to industry partners for part-time, full-time, and internship opportunities in the greater Lansing region. The fair promotes professional networking and career exploration for the College's students and creates an awareness of the work-based learning and career opportunities available to the College's students and graduates. In addition, CES holds monthly Employer Spotlights. To help students prepare for employer's visits, CES posts questions and answers on the College's website in advance of the employer's campus visits. The following week, the employer visits campus to allow individuals to speak with the employer. This opportunity allows direct employer contact for those currently seeking employment, and those who are looking to build professional networks and explore career options.</p>

Best Practices by Category	Examples of LCC Adherence
	<p>The College has established advisory boards comprised of local employers for each of the following program areas: Automotive, Aviation, Computer Information Technology, Criminal Justice, Construction Management and Building Trades, Fire Science and Academy, Manufacturing Engineering Technologies, Legal Studies, Police Academy, Utility and Energy Systems, Welding, Aviation Maintenance, Nursing, Medical Insurance Billing and Coding, Dental Hygiene, Surgical Technology, Radiologic Technology, Diagnostic Medical Sonography, Emergency Medical Services, Child Development, Massage Therapy, Medical Assistant, Accounting, Business, Management and Leadership, Marketing, Sign Language and Digital Media.</p> <p>The HHS division and the BCI have training partnerships with the tri-county area healthcare industry.</p> <p>In addition to LCC's active partnerships in the healthcare field, LCC has developed a strong partnership with LG Energy Solutions(LG). LG is intending to hire 1,700 employees over the course of 2025 and 2026 to support their new facility in Delta Township. LCC's Job Training Center (JTC) has partnered with LG, and other local manufacturers, to develop the curriculum for a pre-employment Advanced Manufacturing Bootcamp. This program runs from Fall 2024 through 2026, to prepare participants for entry-level employment as Material Handlers and Maintenance Technicians at LG and other local manufacturing employers.</p>
(ii) The community college provides customized on-site training for area companies, employees, or both.	<p>The CEWD division delivers hundreds of short-term training programs annually through the BCI, ranging from on-site customized corporate training to multi-company forums for regional companies, including General Motors, across a broad range of areas. Lines of business include health care, transportation, information technology, leadership, technical skills, quality control, business management, human resource development, manufacturing, and consulting and executive coaching. Each year, the BCI provides thousands of individuals in our region with workforce development training to prepare them for a career and/or enhance their existing skill sets. The BCI also partners with regional organizations to identify their training needs as well as funding sources. The BCI provides organizations with training plans that help them secure funding to upskill their workforce. Last year, the BCI delivered 661 training programs to 4,964 individuals.</p> <p>The HHS and Technical Careers (TC) divisions offer continuing education and certification for health professionals such as</p>

Best Practices by Category	Examples of LCC Adherence
	<p>nurses, dental hygienists, social workers, police, firefighters, correction officers, and other first responders. In January 2018, the first Medical Assistant (MA) apprenticeship began. The current 20-week MA apprenticeship model between HHS and University of Michigan Health-Sparrow will start its eighth cohort in January 2026.</p> <p>The Human Services program in HHS has 21 practicum sites for student placement in the mid-Michigan area. The College's Mental Health and Aging grant funds education and training for allied health professionals in social work, nursing, and mental health covering geriatric and mental health topics. For over 39 years, the College has partnered with the State of Michigan on this grant.</p> <p>United States Department of Labor (USDOL) healthcare apprenticeships were also offered in several EMS areas, including Paramedic, EMT, and First Responder. The First Responder Apprenticeship had 14 apprentices through the Lansing Fire Department who were awarded \$56,000 in tuition from the Strengthening Community Colleges grant. Fall 2024, Lansing Community College offered a Fire Medic apprenticeship with the Lansing Fire Department for nine new apprentices. In addition, the HHS division has more than 225 clinical and practicum facility agreements to provide more than 900 students with educational experiences.</p> <p>The TC division and Consumers Energy offer a school-to-work partnership within the College's Utility Lineworker Program. This partnership is an opportunity for students to complete their pre-apprentice climbing school courses at the Consumers Energy Training Facility and upon successful completion of the program they will receive the College's certificate of achievement as well as an opportunity to be hired as an apprentice through Consumers Energy. The TC division partnerships with Lincoln Electric to provide new welding equipment every two years to train the College's students for employment using state-of-the-art equipment. TC Fire Academy partners with the Delta Township Fire Department to provide real-world, live-fire training scenarios for recurrent firefighter training as well as initial training for the College's Fire Academy students. The College currently has 456 ongoing apprenticeships in skilled trades. These apprenticeships include 205 Lansing Electrical Joint Apprenticeship and Training Committee Apprentices, 211 Trades Apprentices, and 40 Electrical Apprentices with a total of 64 employers. The two largest employer-based apprenticeship programs involve Lansing Board of Water & Light, which</p>

Best Practices by Category	Examples of LCC Adherence
	<p>has 42 apprentices, and General Motors which has 52 apprentices. The Aviation Maintenance Technology program has a partnership with Delta Airlines and several other aviation companies that provide opportunities for both classroom learning and employment for students upon graduation and successful completion of the Federal Aviation Administration licensure exam. Finally, work continues to expand the apprenticeship footprint in the medical industry in addition to skilled trades, as it is an excellent means of establishing a student on a specific career track as well as addressing the skills gap and critical workforce shortage in many job markets.</p>
<p>(iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.</p>	<p>CEWD delivers regional entrepreneurship through its Small Business Development Center (SBDC). The SBDC provides training and consulting to small business owners to start up, expand, or help them navigate their way through crisis management situations. Last year, the SBDC provided training and consulting to 2,114 clients. The SBDC helped 47 new businesses open, creating 132 jobs in the greater Lansing area and generating \$17,300,000 in economic impact.</p> <p>Work continues to expand the apprenticeship footprint in the medical industry in addition to skilled trades, as it is an excellent means of establishing a student on a specific career track as well as addressing the skills gap in many technical job markets. For instance, the BCI provides suites of training for regional employers including a leadership series for Peak Performance and a healthcare series, for Dean Transportation, consisting of customized healthcare in CPR certification and CPR recertification for bus drivers and bus drivers of children with severe impairments.</p>
<p>(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.</p>	<p>The College's innovative West Campus facility houses the TC division, which provides technical education in 30 different programs and program tracks. Through collaboration with local industry partners, the division provides curricula that are timely, and relevant, and prepares students well for their selected career fields. Lincoln Electric, Siemens Building Technologies, Dart Container, and Delta Airlines are some of the partners that provide direct financial or in-kind support to the TC division's educational programs. The College has also invested in the Center for Manufacturing Excellence at our West Campus facility. This facility provides training on innovative technologies in robotics, automation, machining, welding, and industrial design combined with the addition of Industry 4.0 technology in the curriculum and in direct support of local industries that have a substantial need for workers skilled in those areas. In addition</p>

Best Practices by Category	Examples of LCC Adherence
	<p>to completing coursework towards certificates and degrees, students can earn industry recognized credentials through the division's partnerships with the National Coalition of Certification Centers, the American Welding Society, and Snap-on Tools. West Campus also houses the newly constructed Center for Cybersecurity Education (CCE), offering cutting-edge training preparing students for globally recognized industry certifications in Cybersecurity, Information Technology, Artificial Intelligence, Cloud Computing, Cisco Networking Technology and more. The CCE is also proud to soon be one of the few community colleges in the country training students to ethically develop purpose-built Artificial Intelligence models, specifically to assist professionals in trades and technical careers across the country. In addition to the CCE, the Computer Information Technology department's Drone Program is one of the only comprehensive Drone Education Programs in the Midwest that trains future Drone Pilot Professionals to fill the nearly 100,000 positions the Department of Labor estimates that are needed in the areas of Agriculture, Natural Resources, Construction, Public Service and First Response by 2028. The TC division works with local high schools in support of robotics clubs and other technology-based clubs and programs.</p>
<p>(v) The community college has active partnerships with local or regional workforce and economic development agencies.</p>	<p>The CEWD division works directly with Capital Area Michigan Works! (CAMW!) and Michigan Rehabilitation Services through its JTC which provides services to unemployed, dislocated, and disabled workers. The JTC is actively involved with the CAMW! Business Services Team to provide CAMW! clients with short-term training opportunities. In 2025, the JTC was awarded over \$203,500 in Talent Action Team grant funding from the Michigan Educational Development Corporation (MEDC). This funding will be used to provide free-of-charge pre-employment training to community members looking to enter the manufacturing field. The JTC works closely with the MEDC to define employer partners to help create a talent pipeline for these in-demand entry-level positions.</p> <p>BCI partners with CAMW! through the Going PRO Talent Fund. This program provides employers with funding to help companies train, develop, and retain current and newly hired employees and helps regional employers create and implement strategic training plans to provide transferable skill sets to workforce employees. In addition, the BCI provides expertise in the Michigan New Jobs Training Program which offers local area employers tax incentives for creating new jobs. The BCI offers creative training solutions to help companies maximize</p>

Best Practices by Category	Examples of LCC Adherence
	<p>the impact for their workforce. BCI is also actively involved with the Lansing Economic Area Partnership and the Michigan Economic Development Corporation to help recruit new companies and create economic development opportunities for our region. The BCI and TC division work closely with the Capital Area Manufacturing Council as a partner and connector with manufacturing related employers.</p> <p>The HHS division partners with CAMW! to provide student grant opportunities for healthcare programs that are considered high-demand occupations such as Long-Term- Care Nurse Aide, LPN or RN Nurse, Sonographer, Emergency Medical Technician, Paramedic, Radiologic Technician, Medical Insurance Billing and Coding, Phlebotomy Technician, Pharmacy Technician, Sterile Processing Technician, and Surgical Technologist. Additionally, HHS partners with CAMW! Business Services to design innovative healthcare apprenticeships that meet the needs of local employers, while working with Michigan's Department of Labor and Economic Opportunity - Workforce Development Institute to provide funding for HHS paramedic and first responder apprentices. These apprenticeships are approved by USDOL. In Fall 2024, the HHS division and BCI offered a Director of Assisted Living Facility apprenticeship. This apprenticeship was requested by Healthcare Alliance of Michigan and coordinated through Capital Area Michigan Works – Business Services. The focus of this apprenticeship is to address the critical workforce shortage in assisted living facilities, by training apprentices in a wide range of skills applicable to their highly specialized work environments, throughout the state. The HHS division also provides ongoing support for healthcare apprenticeships at CAMW!, along with assigning an HHS administrator to conduct office hours at their facility in downtown Lansing.</p> <p>The TC division participates with CAMW! to identify scholarships and support services for unemployed, underemployed, at-risk youth, and other traditionally underserved populations for training in well-paying career opportunities in Advanced Manufacturing, Robotics and Automation, Fire and Police Academies, Computer Information Technology, Cybersecurity, Aviation Maintenance, Construction Management, Welding, Electrical Technology, Automotive Technology, HVAC, Heavy Equipment Repair, and Electrical Lineworker programs. The TC division is a member of the Capital Area Manufacturing Council (CAMC). The BCI and TC division work closely with the CAMC as a partner and connector</p>

Best Practices by Category	Examples of LCC Adherence
	<p>of manufacturing employers. These partnerships open the door to understanding industry-specific trends and helping create, build, and develop relationships with key contacts.</p> <p>TC is actively engaged with the Capital Area Tech Hub (CATECH). TC contributes to the broader strategic direction of CATECH by participating in bi-monthly planning sessions, helping to coordinate the topics and focus for the monthly meetings. This collaborative involvement strengthens our connections with local industry and ensures that our programs remain aligned with the evolving needs of the workforce.</p>
Category B: Educational Partnerships	
<p>(i) The community college has active partnerships with regional high schools, intermediate school districts and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs.</p>	<p>The College partners with school districts in Ingham, Eaton, Clinton, and Livingston counties to offer technical and career education courses to high school students. Students earn direct college credit in career and technical programs. Additionally, the High School Advantage initiative allows high school students to earn transferable college credit on a high school campus during the school day. These courses are taught by faculty in the Social Sciences & Humanities, English, Science & Math, Communication, Media & the Arts, and the School of Business. Lansing, Dewitt, Fowler, Holt, Portland, Ovid-Elsie, Pewamo-Westphalia, and Potterville school districts, as well as Shiawassee and Livingston counties, are the current partners for this initiative. The HHS division continues to have multiple health and wellness programs with Eaton Regional Educational Service Agency (ERESA), Clinton County Regional Education Service Agency (CCRESA), and Livingston Education Service Agency (LESA) that enroll approximately 300 high school students across these counties' school districts. The TC division has several programs available for ERESA and other high school students to participate in. Currently, 433 students are enrolled in Career and Technical Education (CTE) programs hosted at LCC's Downtown and West Campuses.</p> <p>Our CTE programming, taught by dedicated LCC instructors, includes a wide variety of hands-on, industry-aligned courses such as Automotive Technology I & II, Construction Technologies, Criminal Justice & Public Services, Digital Media & Design, Health Occupations I, Health Technology II, Mechanical Engineering & Manufacturing, Mechatronics & Robotics, Sports Medicine Foundations, and Welding Technology I & II.</p> <p>The College supports college access and readiness through several initiatives including Lansing and Mason Promise programs,</p>

Best Practices by Category	Examples of LCC Adherence
	Capital Area College Access Network (CapCAN), and the Coalition for College and Career Readiness (C3R). All these initiatives partner with the community to ascertain gaps and develop strategies to improve academic and career readiness.
(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, and summer or after-school programming, or science Olympiad.	<p>The Arts and Sciences (A&S) division sponsors the Science Technology Engineering Arts and Math (STEAM) Fest which targets elementary children in the Lansing area to encourage hands-on participation and foster interest in those five areas. The Admissions Department annually hosts College Night, an event designed to connect high school students, parents, and community members with colleges, universities, and career training opportunities. Admissions representatives from a wide range of institutions—public, private, in-state, and out-of-state—are on hand so attendees can explore options, ask questions, and gather information all in one place. Students gain insight into academic programs, admission requirements, campus life, financial aid, scholarships, and more. Families can compare schools side-by-side, begin meaningful conversations about future plans, and access resources to support the transition from high school to higher education. Each year, approximately 600 students and guests attend, with access to more than 60 postsecondary colleges, trade schools, and service opportunities.</p> <p>The CEWD division offers programs for K-12 students throughout the year through its Youth Program. In 2025, the Summer Youth Program offered 30 classes in STEAM subjects including robotics, digital film making, reptiles and amphibians, CSI science, cooking, painting, and dance. The summer program had 464 enrollments. During the school year, the Youth Program offers afterschool classes at Mason Public Schools in the same STEAM subject areas as in the summer. The Athletic department hosts summer volleyball and basketball camps for area youth.</p> <p>The Office of Empowerment (OE) offers <i>Summer Impact</i>, a program that invites the community, including K–12 students and their families, to campus for cultural enrichment and engagement. Through interactive activities, hands-on projects, and educational workshops, participants explore diverse traditions and perspectives while connecting with college staff and students. The OE also hosts cultural events throughout the year that engage both area youth and the wider community, providing ongoing exposure to diverse perspectives and reinforcing pathways toward higher education. In addition, the OE participates in campus tours that introduce K–12 students</p>

Best Practices by Category	Examples of LCC Adherence
	<p>to the wide range of support services available, ensuring they see the college not only as an academic destination but also as a place where they will be welcomed and supported. Together, these efforts foster belonging, expand cultural awareness, and encourage young people to envision themselves as future college students.</p> <p>The TC division provides several extra-curricular opportunities for K-12 students such as Tech Forward. The TC division is also a major partner in the greater Lansing area in support of Manufacturing Day, where over 1,000 local students tour businesses and facilities to learn about careers in manufacturing. In addition, the OE hosted a variety of soft skills training programs in 2024. These programs are designed to help students increase their knowledge and skills while building a bridge between what they are learning in high school and college to their future college and employment success.</p> <p>The Dental Hygiene program participates in local health and community wellness events to provide patient education or volunteer at local county dental clinics. The HHS Division also partners with school districts in the Shiawassee, Livingston, Ingham, Ionia, Clinton, and Eaton (SLIICE) counties region to provide information on health and human services programs at LCC through career and college fairs, classroom visits, program explorations, and group tours. HHS will also expand on our Men in Healthcare event to further introduce healthcare and human services careers to traditionally underrepresented groups. Furthermore, A&S, HHS, and TC divisions participate in the annual CCRESA Expo. This event provides 8th and 10th grade students in Clinton County schools the opportunity to explore diverse career fields.</p>
<p>(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.</p>	<p>The College is a partner in the Lansing Promise Zone Authority, which promotes college readiness and provides scholarships. The LCC Foundation has set up a fund for Lansing Promise students called the Lansing Gap Scholarship. In addition, scholarships for CEWD's Lifelong Learning Youth Camps are provided through the Foundation.</p> <p>The TC division supports the transition of students from K-12 to college through initiatives such as Tech Forward: Women in Trades; Tech Forward: Men of Color in Trades and Technology. These initiatives are designed to foster inclusivity and diversity within fields that have historically been underrepresented. By offering resources, guidance, and support, these programs empower students from various backgrounds to excel in trades, technology, and energy-related professions. Through</p>

Best Practices by Category	Examples of LCC Adherence
	<p>mentorship, scholarships, workshops, and networking opportunities, students are guided toward successful college experiences and fulfilling careers. These efforts play a pivotal role in dismantling barriers and promoting equal prospects for all students. The Tech Forward event serves as a platform and celebration of diversity, aimed at both recruiting and honoring underserved and underrepresented communities into career and technical programs.</p> <p>TC division has a Post-Secondary Transition Coordinator (funded by a Perkins Grant) who provides personalized assistance to aid students as they move from K-12 to post-secondary career and technical education programs at the College. This position also works closely with our Regional Education Service Agency/Intermediate School District partners to ensure students are on track for successful program completion and continuing education.</p> <p>The Admissions Department partners with local high schools to bring registration opportunities directly to students in their school buildings each spring while seniors are still in session. This past year, 18 high schools participated, and 266 students enrolled in fall classes through these efforts. In addition, Admissions staff are present in high schools throughout the academic year to promote LCC and guide students through the admissions steps. Admissions also collaborates with the Financial Aid Department to support FAFSA nights and deliver in-school presentations that help students and families prepare for the transition to college.</p> <p>To recruit and serve adult learners, the Admissions Department employs a full-time admissions counselor dedicated to adult students, providing personalized support to help them begin their educational journey at LCC. The College is strengthening connections with local community organizations that serve adults, positioning LCC as a trusted educational partner. Admissions staff also participate in workplace events to promote LCC and engage with prospective adult learners.</p> <p>The Admissions Department created a new in-school orientation program offered on-site at local high schools in the SLIICE region for graduating seniors to get them better prepared and enrolled for the upcoming Fall before they leave their high school campuses for the summer. This has promoted a more successful start to the Fall semester.</p> <p>The C3R offers College Connect, a four-week opportunity for incoming students that provides an introduction to the college experience.</p>

Best Practices by Category	Examples of LCC Adherence
	<p>The Center for Student Access (CSA) staff collaborates with the admissions team by joining them in high school visits. This partnership aims to provide the opportunity for our CSA team to share valuable information with high school counselors, principals, members of student support teams, as well as students and families on how to transition from high school 504 plans and Individual Educational Plans to post-secondary accommodations. The goal is to provide information on how to request accommodation before the beginning of the first semester in college and to build relationships with the CSA team.</p>
<p>(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation and testing, or recruiting, advising, or orientation activities specific to adults.</p>	<p>Through the A&S division, the Foundations for Success program offers adults the opportunity to prepare for and complete their GED. To help returning adults and new students prepare for their first semester, the Student Affairs division hosts an annual Resource Fair open to community members, prospective and current students to showcase the resources the college has to offer. Representatives from The Learning Commons, Office of Empowerment, the Library, Financial Aid, and Student Finance participated in the event.</p> <p>The College participates in the State of Michigan's Reconnect Tuition Assistance program. Prospective and current students receive information about the grant, the College's programs of study, assistance with admissions, and financial aid. Additional support is provided to assist enrollment and introduce "Reconnectors" to college resources and services.</p> <p>The College has an Adult Resource Center where students can learn about funding opportunities to support childcare, loaner calculators, and help identify additional campus and community resources. The Center for Veteran and Family Support (CVFS) assists in coordinating fast-track programs and military credit transfer initiatives that are tailored to military veterans, active-duty service members, and current National Guard Reservists. These programs and initiatives provide education, experiential credit, and training in nursing, emergency medical services, radiologic and surgical technologies, information technology, and cybersecurity. To support military-connected students and to ensure they are successful during their academic career, the CVFS has a team of skilled professionals which include a director, coordinator, and dedicated admissions, academic advising and counseling staff. Military connected students have access to a representative from the VA Veterans Integration to Academic Leadership program to assist with VA healthcare registration. The CVFS currently offers a respite for veterans while they are on</p>

Best Practices by Category	Examples of LCC Adherence
	<p>campus. Veterans, active military students and dependents can relax, study, or meet with other military connected students in the Military Connected Resource Center (MCRC). The MCRC includes multiple study areas, a full computer lab, drinks/snacks, TV, an Xbox game console, along with games, toys, and books for children who accompany their parents to meetings with CVFS staff. Through the MCRC, the CVFS provides information on healthcare, disability claim information, and other VA benefits outside of education. The MCRC also offers a private tutoring room specifically for military connected students. Tutoring appointments can be made and requested to be held in the CVFS. The CVFS maintains VA work-study student employees who provide a sense of comfort and ease and speak the "lingo." These employees know what the veterans have been through during their military careers and transitioning back to civilian life and college. The CVFS staff work hard to ensure our veterans and dependents are taken care of and thrive, providing a comfortable atmosphere on campus.</p> <p>The English for Speakers of Other Languages (ESOL) program provides for English instruction to immigrant/refugee students who, without the opportunity to build their English skills, could not begin a college program. The CEWD division offers Combined Skills Level 3 courses that are designed to assist students in further developing fluency and accuracy in speaking and reading skills for college and workplace. In the past three years, over 60% of non-credit ESOL students continued their education at LCC, proving the program is a strong bridge to credit programming.</p> <p>The Global Student Services program has a dedicated advisor to assist English as a Second Language (ESL) students to coordinate programming and related activities with academic programs, student services and transfer institutions. ESL students are referred to wrap-around support services such as tutoring, counseling, success coaching, and financial aid.</p> <p>Within the CEWD division, there is a full-time Experiential Learning Coordinator who focuses on providing adult students with one point of contact for potentially receiving academic credit for their work experiences. This is an expansion of the previous part-time Experiential Learning position. In FY 2025, 506 credits awarded via this process. Over 80 students in FY 2024 began the Experiential Learning process. LCC's JTC continues to offer a non-traditional orientation for JTC and non-credit ESOL students. This includes applying to the college,</p>

Best Practices by Category	Examples of LCC Adherence
	<p>receiving StarCards, and presentations from Financial Aid, Admissions, and Advising. This non-traditional orientation to the college allows for a more seamless path for new or disconnected students.</p> <p>The HHS division has partnered with the military's Medical Education Training Center to provide a degree-bridge for military personnel with the Radiologic Technologist Military Occupational Specialist to achieve a civilian workforce credential. HHS and the JTC have developed and delivered an intermediate ESOL course titled Health Careers for English Speakers of Other Languages, and it is designed as a bridge to all HHS majors. However, HHS entry level programs such as Certified Nursing Assistant, Medical Assistant, and Patient Care Technician are likely points of entry for these new healthcare professionals. This bridge program was a joint project with JTC and is intended to meet critical workforce needs in healthcare while assisting English language learners and new immigrants throughout our region. This course enrolled five cohorts. Tuition for this course was paid through funds allocated by the Strengthening Community Colleges Grant. The ESOL for Healthcare course was bolstered by a First-Year Experience course (special populations section) tailored to refugees and new Americans in which students learned to apply strategies for adjusting to college and improving class performance.</p> <p>The TC division operates a comprehensive apprenticeship program that partners with industry to support employee educational training and licensure completion. The program offers extensive support services covering enrollment, course registration, industry credentialing, certification, and degree attainment. Apprentices also receive assistance with USDOL documentation and success strategies. This approach has resulted in high GPAs and strong program completion rates.</p> <p>The Center for Academic and Career Pathways (CACP) at LCC is dedicated to supporting students throughout their educational journey by offering a comprehensive range of services designed to enhance academic success and career readiness. The areas within CACP include Orientation, Academic Advising, Career and Employment Services, and Academic Success Coaching. Orientation is a mandatory step for all new college students. Beginning in April 2025, LCC transitioned to a fully online orientation with on-campus Registration/Resource Sessions to bring students to campus and teach them about campus resources while assisting in course registration.</p>

Best Practices by Category	Examples of LCC Adherence
	<p>Academic Advising plays a crucial role in guiding students toward achieving their educational and career objectives. Advisors assist students in selecting programs of study that align with their long-term career goals and provide guidance on program prerequisites and course sequencing. They support students in efficiently navigating their academic pathways, exploring transfer options to four-year institutions, and creating comprehensive course maps tailored to certificate or associate degree completion goals. Additional services include conducting graduation audits, assisting with program changes, and performing Michigan Transfer Agreement audits to ensure a seamless educational experience.</p> <p>CES empowers students and alumni by offering resources and support for career exploration and job preparedness. Through personalized appointments, engaging class presentations, and interactive events such as job fairs, CES helps individuals make informed career choices, develop effective résumés and cover letters, and hone interview skills. The service also facilitates connections with potential employers, assists in securing valuable internships, and provides strategic guidance for successful job searches and long-term employment success.</p> <p>Academic Success Coaching is committed to providing students with personalized mentoring and academic support throughout their time at LCC. Success Coaches work proactively to address individual student needs, fostering skills and strategies that promote academic excellence and personal development. This service ensures that students have access to continuous encouragement and resources, helping them overcome challenges and achieve their full potential.</p> <p>Testing Services support prospective and current students by administering essential assessments that facilitate academic placement and course completion. New students establish their placement levels through the testing center prior to enrollment, while continuing students utilize the center for proctored exams associated with online and hybrid courses. Additionally, Testing Services offers the WorkKeys job skills assessment to community members preparing to enter the workforce, providing a valuable credential that enhances employability.</p> <p>The OE offers Women Inspiring Scholarship through Empowerment, Men About Progress, and Latinos Unidos con Energia Respeto y Orgullo events, along with group mentoring sessions and cultural enrichment activities, provide adult learners with</p>

Best Practices by Category	Examples of LCC Adherence
	<p>access to guidance, peer connection, and strategies for navigating college successfully. The OE also participates in campus and community resource fairs, connecting reentering adults with information on academic programs, support services, and community resources that ease the transition into higher education. Together, these efforts help adult learners strengthen their sense of belonging, build confidence, and access the tools needed to persist and thrive.</p>
<p>v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.</p>	<p>The College has articulation agreements that include 2+2 and enhanced 3+1 programs with many colleges and universities and can be found at the College's transfer agreement webpage. The College has reverse transfer agreements with Davenport University, Ferris State University, Grand Valley State University, Michigan State University (MSU), Oakland University, Saginaw Valley State and Western Michigan University. In July 2023, the College opened a Transfer Center to help students seeking to transfer to a four-year institution. Envision Green is a program specific to MSU that focuses on establishing relationships with LCC students through academic advising and workshops that provide the resources and the information they need for a successful transfer of credits and transition to MSU. Envision Green places priority on the completion of LCC credits before matriculating to MSU. Part of the Envision Green program includes an MSU Academic Advisor available at LCC's Downtown Campus and virtually, focuses specifically on LCC students who plan to transfer to MSU. LCC is currently working with Central Michigan University to create a Central Bound dual-admission program. The College has established a concurrent enrollment program between the College's Career Ladder Nursing Program and MSU's College of Nursing. HHS partnered with UM-Flint's School of Nursing to run the ADN-BSN transition program within the constraints of the ADN to BSN grant. As part of this agreement, HHS will continue to work closely with our healthcare partners and CAMW! Both initiatives allow current College nursing students the ability to work on their BSN while they are in the College's Nursing Program. Interprofessional educational opportunities with the MSU College of Osteopathic Medicine medical students and the HHS division's Massage Therapy students are ongoing. Also, through collaboration with Kellogg Community College, the Community Paramedic program will be offered through Michigan Workforce Training and Education Collaborative to serve a broader area of need.</p>

Best Practices by Category	Examples of LCC Adherence
	<p>HHS was awarded a grant through MiLEAP that has provided scholarship assistance to 17 current or LCC Alumni. Scholarship assistance from the grant will continue through June 2026. Both initiatives allow current College nursing students the ability to work on their BSN while they are in the College's Nursing Program.</p> <p>The OE supports the College's transfer partnerships by creating spaces where students can directly engage with university representatives and transfer resources. The OE regularly invites Transfer Services and initiatives such as <i>Envision Green</i> into its centers to provide information, advising, and connections that help students prepare for the next step in their academic journey. By complementing the College's formal articulation agreements and university partnerships, the OE ensures that students, particularly those engaged in mentoring and cultural programs, have access to the guidance and resources needed to successfully transition to a four-year institution.</p>
Category C: Community Services	
<p>(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.</p>	<p>Through the CEWD division, the College offers a wide variety of courses that provide lifelong learning opportunities to the community in continuing education and personal enrichment. Continuing Education offerings include courses like CPR for Health Care Professionals, multiple MIOSHA programs and several courses approved for State Continuing Education Clock Hours. In addition, the BCI continues an exclusive agreement with the State of Michigan and State Court Administrative Office as an exclusive provider of all certification examinations for Court Electronic Reporter, Court Electronic Operator, Certified Stenotype Reporter, and Certified Steno Mask Reporter certifications. The CEWD division offers non-credit classes for adults through its Adult Enrichment Program. These classes are offered at an affordable flat fee. The Motorcycle Safety program is funded through the Michigan Department of State to train new and experienced motorcycle riders in how to operate safely. Motorcycle Safety Foundation courses are offered for three different skill levels from beginner through experienced. Other personal interest courses include Retirement Planning, Massage for Beginners, and Creative Welding. Additionally, an Unmanned Aircraft Systems (UAS) drone course has recently been developed. This course has been offered to college students through integration in several courses in the TC and A&S divisions as well as through the CEWD division as a non-credit offering to train participants for</p>

Best Practices by Category	Examples of LCC Adherence
	<p>certification. Employer demand for licensed UAS operators is increasing at a high level and this provides the College an opportunity to meet that demand.</p> <p>The College was awarded a \$400,000 grant to develop a mobile healthcare unit to promote healthcare education to students, provide an awareness of the College's programs and academic resources to communities, and provide opportunities for community education and workforce partnerships. Since its launch in Spring 2025, we have taken the mobile health education unit to several school and community events. We plan to expand the unit's impact during the 2025/2026 with additional scheduled events within the College and local community partners.</p> <p>LCC's JTC offered 48 free workshops at our local Michigan Works! These workshops cover various topics from basic computer functions, Word, PowerPoint, Excel, career readiness, and job search support.</p>
<p>(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.</p>	<p>In addition to credit and non-credit courses in a variety of leisure, wellness, cultural, and personal enrichment subjects, the college sponsors numerous events that invite public participation, including the annual Silver Bells in the City and Lansing Juneteenth celebrations, theater performances, Choir, Jazz, Jazz and Pop, and Rock Band music concerts. Additionally, the College sponsors the following organizations: Turning Point of Lansing, CapCAN, Lansing Promise, Lansing Regional Chamber of Commerce, Martin Luther King Jr Commission, Catholic Charities of Ingham, Eaton, and Clinton Counties, and others. In addition, the College has adopted the Choosing Health! ® wellness initiative for staff and students modeled after the CAHA community health and wellness program. The baseball team offers free camps to local youth at community recreation centers. The volleyball team provides instruction and support to Lansing area youth volleyball teams.</p> <p>The OE creates opportunities for community members to engage in cultural and personal enrichment activities that strengthen connection and belonging. Signature programs such as <i>Summer Impact</i> invite the wider community onto campus for interactive projects, workshops, and cultural exploration. Throughout the year, the OE also hosts cultural events, <i>Love Tables</i>, and <i>Equity Talks</i> that are open to students, employees, and community members alike. These initiatives foster dialogue, celebrate diversity, and promote wellness and enrichment through shared learning experiences. By welcoming the broader community into these activities, the OE advances the</p>

Best Practices by Category	Examples of LCC Adherence
	College's role as a hub for cultural engagement and personal growth.
(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations	<p>The College's Communication, Media, and the Arts department offers theater productions throughout the year. The College library was redesigned during the pandemic and is now open to the public.</p> <p>LCC Connect is the voice, vibe, and vision of the College. Offering hours of exciting, original programming hosted by employees and community members, LCC Connect explores the College's work in the community, important topics in higher education, and vision for the future. LCC Connect is proud to partner with Michigan Radio, Michigan's NPR news leader, bringing news and conversations relevant to all aspects of life in the Great Lakes State. Several podcast-style programs hosted by College employees provide cultural education, program awareness, and community engagement during the weekly shows.</p> <p>The Adult Enrichment Program offers certain for-credit music courses on a flat fee non-credit basis to expand choral and instrumental ensembles with community members.</p>
(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.	<p>The College recognizes the benefits of health and wellness and offers access to the fitness centers and the weight room to all students and employees. In addition, the fitness center at the west campus is open to the public for an affordable fee.</p> <p>At the Downtown Campus, LCC has a gymnasium which offers open gym time and youth programming.</p>
(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.	<p>The College regularly sponsors, hosts, and/or supports a wide range of community service activities involving local neighborhood associations, faith-based organizations, social service nonprofits, and K-12 schools. The TC division offers many opportunities for K-12, community, and industry partners to participate in activities and events such as Manufacturing Day, Tech Forward and Open House events.</p> <p>TC hosted a Black History Month event, Black Voices, Bold Narratives-A Read Aloud Experience. TC organized two Community Drone Days in Fall 2024, and in Spring 2025. Eligible individuals had the opportunity to take the Recreational UAS Safety Test, a FAA certificate required for recreational flyers. TC also held its annual Apprentice Recognition Event to honor apprentices who have successfully completed the classroom component of their apprenticeship program. The event brings together apprentices, their families, instructors, and employers to celebrate the completion of Related</p>

Best Practices by Category	Examples of LCC Adherence
	<p>Technical Instruction. TC hosted its first Labs Open House in August 2025, an event designed to help students, including those with sensory sensitivities, and their families become more familiar with our technical lab environments before the start of the semester. This unique initiative allowed participants to experience the sights, sounds, and sensations of our state-of-the-art labs while learning about the equipment, technology, and features that support student success. The open house featured guided experiences in the Precision Machining, Welding, Mechatronics, Automotive, Building Construction, Electrical, and HVAC labs, providing attendees with a well-rounded introduction to the diverse technical career opportunities available at LCC.</p> <p>The CEWD division participates in community-building projects ranging from community education to business development, to free workshops at CAMW!. The College also sponsors well-attended commemoration events, many involving community service, in honor of Martin Luther King Jr., Cesar Chavez, Black History Month, Women's History Month, Asian and Pacific Islander History Month, Hispanic Heritage Month, Chinese New Year, Veterans Day, Pride Celebrations and Juneteenth; additionally, the OE's Men About Progress provides monthly volunteer opportunities for students at local soup kitchens, faith-based organizations and nonprofit agencies.</p> <p>The College publishes an internal newsletter, The Star, to build and sustain a high degree of camaraderie among the College's employees, and recruits employees to speak to community organizations through its Speaker's Bureau.</p> <p>The HHS division also has a Dental Clinic and Massage Clinic at no or low cost to the community. Offering these clinical services allows for large cost savings for members of the community.</p> <p>Since 2022, the Athletic Department supports community organizations by volunteering to support youth community members. The baseball team provides weekly visits to the Gier Community Center to work with the KCS Angels organization which supports adults with disabilities. The team volunteers annually at the Salvation Army, bellringing for donations, sorting and gift wrapping.</p> <p>The HHS division actively participates in the Becoming Visible initiative with MSU College of Osteopathic and Human Medicine, K-12 educators, McLaren, MSU and University of Michigan Health Sparrow Hospital systems, and other workforce partners to promote diversity and encourage young</p>

Best Practices by Category	Examples of LCC Adherence
	<p>minority students and traditionally underserved populations to pursue careers as healthcare professionals. While put on pause due to the COVID 19 pandemic, Becoming Visible resumed their annual career exploration event in April 2025.</p> <p>The College promotes community service activities for employees through its Community Service Leave Procedure implemented in July 2022. Under this procedure, employees are granted paid leave from regularly scheduled work to provide active voluntary service as part of an organized program at a nonprofit organization, a public agency, and/or clients of these organizations.</p>

NOW THEREFORE, BE IT RESOLVED, that the Lansing Community College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Public Act 120 of 2024.

Ayes: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on September 15, 2025, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

Secretary, Board of Trustees
Lansing Community College

**Lansing Community College – Board of Trustees
September 15, 2025**

Agenda Item: Michigan New Jobs Training Agreement – LG Energy Solution Michigan, Inc. - Amendment No. 3

Presented for Action

PURPOSE

To present the “Amendment No. 3 – Ultium Cells, LLC, to the Board for approval to change the employer from Ultium Cells, LLC to LG Energy Solution Michigan, Inc.

BACKGROUND

In June, 2009, the Administration presented the Board of Trustees with an overview of the proposed Michigan New Jobs Training Program, championed by the State of Michigan and the MCCA (Michigan Community College Association).

The MI New Jobs Training Program is a legislative State program to assist companies in the expansion of their workforce by offsetting training costs through State withholding diversions.

The New Jobs Training Program, codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (The “Act”), authorizes the College to enter into certain training agreements with employers engaged in business in this state.

A resolution authorizing a Michigan New Jobs Training Agreement and Revenue Bond between Lansing Community College and Ultium Cells, LLC was approved by the Board of Trustees on June 20, 2023.

Amendment No. 1, to the Ultium Cells, LLC agreement was approved by the Board of Trustees on December 11, 2023, to increase the agreement amount to \$1,000,000.00.

Amendment No. 2, to the Ultium Cells, LLC agreement was approved by the Board of Trustees on September 16, 2024 to increase the agreement amount to \$1,291,000.00.

The Ultium Cells, LLC partnership with LG Energy ended, and the college is amending the current agreement to change the employer from Ultium Cells, LLC to LG Energy Solution Michigan, Inc.

IMPLICATIONS

Financial:

The program generates revenue for the College via training delivered to corporate clients, as part of the Michigan New Jobs Training Program. The College will administer training

funds for the program. The training is paid for by diverting state withholding taxes generated from wages earned through new jobs, back to the College.

Strategic Plan:

This item supports the Strengthening Community Engagement and Partnerships goal from the College's Strategic Plan.

Human Resources:

None

RISKS

None

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

The Administration respectfully requests the approval of Amendment No.3 to change the employer to reflect LG Energy Solution Michigan, Inc.

ATTACHMENTS:

1. Michigan New Jobs Training Agreement – Amendment No. 3 – LG Energy Solution Michigan, Inc.
2. Michigan New Jobs Training Agreement Resolution Approving Amendment No. 3 – LG Energy Solution Michigan, Inc.

MICHIGAN NEW JOBS TRAINING AGREEMENT
between Lansing Community College and
LG Energy Solution Michigan, Inc.
Amendment No. 3

This third amendment is between Lansing Community College, acting through its Board of Trustees (the “College”), and LG Energy Solution Michigan, Inc.

WHEREAS, the College entered into an agreement with Ultium Cells, LLC, executed effective July 1, 2023 (as previously amended, the “Agreement”) to provide training through the Michigan New Jobs Training Program codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (“Act 331”); and

WHEREAS, the College and LG Energy Solution Michigan, Inc. desire to further amend the Agreement for the primary purpose of recognizing and implementing the change of the employer from Ultium Cells, LLC to LG Energy Solution Michigan, Inc.

NOW, THEREFORE, in consideration of the foregoing, the mutual terms, covenants, conditions, and benefits contained herein and, in the Agreement, it is agreed by the parties hereto to amend the Agreement as follows, effective September 15, 2025:

1. Capitalized Terms. Capitalized terms not defined in this amendment shall have the meaning ascribed to them in the Agreement.
2. Amendment to Part I – Section 2. Part I –

2. *“Employer” means LG Energy Solution Michigan, Inc., a Delaware corporation, with its principal office at 1 LG Way, Holland, MI 49423. Notices, requests, or other communications directed to the Employer under this Agreement shall be addressed as follows:*

*Oh Young Hyun, President
LG Energy Solution Michigan, Inc.
1 LG Way
Holland, MI 49423
FEIN Number: 84-1563669*

3. No Other Amendments. Except as specifically set forth herein, all other terms and conditions of the Agreement remain unchanged and in full force and effect.
 4. Counterparts. This Amendment may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

The signatories below warrant that they are empowered to enter into this Amendment to Agreement.

IN WITNESS WHEREOF the College and Employer have caused this Amendment to be duly executed all as of the Effective Date.

Lansing Community College

Date

By _____

Its Chief Financial Officer

WITNESSED:

LG Energy Solution Michigan, Inc.

Date

By _____

Its _____

WITNESSED:

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

**MICHIGAN NEW JOB TRAINING AGREEMENT RESOLUTION
LG Energy Solution Michigan, Inc. – Amendment No. 3**

A regular meeting of the Board of Trustees of the Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College District, the 15th day of September, 2025, at 6:00 o'clock p.m., Eastern Standard Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were moved by _____ and seconded by _____:

WHEREAS, the New Jobs Training Program, codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (the "Act"), authorizes the College to enter into certain training agreements with employers engaged in business in this state; and

WHEREAS, the College and Ultium Cells, LLC (the "Employer") entered into a Michigan New Jobs Training Agreement, dated July 1, 2023 (as previously amended, the "Agreement"); and

WHEREAS, the College received formal notice that LG Energy Solution Michigan Inc., one of the owners of the Ultium Cells, LLC, will take over responsibility of the Agreement; and

WHEREAS, the College desires to further amend the Agreement for the purpose of implementing the change of the employer from Ultium Cells, LLC to LG Energy Solution Michigan, Inc.; and

WHEREAS, a Third Amendment to the Agreement has been prepared and is on file with the Secretary of the Board of Trustees (the "Third Amendment"); and

WHEREAS, the College desires to approve the Third Amendment and to authorize officials of the College to execute and deliver the Third Amendment and attend to other matters pertinent thereto.

NOW, THEREFORE BE IT RESOLVED THAT:

1. Approval of Amended New Jobs Training Agreement. The Third Amendment is hereby approved and the Chief Financial Officer is hereby authorized to execute and deliver the Third Amendment to the Employer.

2. Filing. The Chief Financial Officer and other administrators of the College are hereby authorized and directed to file a copy of the Third Amendment with the Department of Treasury promptly after its execution.
3. Repealer. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

Ayes: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Lansing Community College

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Lansing Community College, State of Michigan at a regular meeting held on September 16, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees
Lansing Community College

Monthly Monitoring Report

Lansing Community College – Board of Trustees
September 15, 2025

Agenda Item: 2025 Five-Year Capital Outlay Plan and Capital Outlay Project Request

Presented for Information

PURPOSE

To present the Lansing Community College Board of Trustees with the pending submission of the 2025 Five-Year Capital Outlay Plan and Capital Outlay Project Request (COPR) for a new Energy and Utility Training Center on the West Campus. This is being presented as a first read, and a request for action will be submitted for the October 27, 2025, Board meeting.

BACKGROUND

The State Budget Office requires Michigan universities and community colleges to submit an updated Five-Year Capital Outlay Plan annually that has been approved by the institution's governing body. Community Colleges may also submit one COPR annually, seeking up to 50% in matching funds from the State. The deadline for these submissions is October 31, 2025.

IMPLICATIONS

Financial:

The financial commitment to implement the Five-Year Capital Outlay Plan includes \$3,500,000 in annual maintenance and renovation (M&R) Funds to facilitate the ongoing maintenance and repairs of the college's facilities and infrastructure. The COPR for the new Energy and Utility Training Center is estimated to cost \$8.85 million. Should the project be funded by the State, the college will need to identify \$4,425,000 in 50% matching funds.

Strategic Plan:

N/A

Human Resources:

N/A

RISKS

Failure to submit a Five-Year Capital Outlay Plan to the State of Michigan's State Budget Office would put the college out of compliance with the Management and Budget Act, Public Act 431 of 1984, as amended.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

The administration respectfully requests that the Board approve the 2025 Five-Year Capital Outlay Plan and the Capital Outlay Project Request at the October Board meeting.

ATTACHMENT: (Separate Packet - Part 2 of 2)

1. 2025 Five-Year Capital Outlay Plan
2. 2025 Capital Outlay Project Request

**Lansing Community College – Board of Trustees
September 15, 2025**

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

To present 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 June 30, 2025 compared to the Board Approved FY2025 Budget.

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

REVENUE

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

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

Exhibit A, Line 3 – Tuition and Fee Revenue, Net of Estimated Uncollectible: Revenue is \$2.5 million over budget due to increased enrollment. Revenue reflects remaining tuition earned during FY2025 for the Summer 2024 semester, tuition and fees earned for the Fall 2024 and Spring 2025 semesters, and tuition and fees earned to date for Summer 2025 semester.

Exhibit A, Line 4 – Other Revenues: Other Revenues are \$1.6 million over budget 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. Also, there were slightly increased revenues on the annual high school contracts.

EXPENSES

Exhibit B – Operating Budgets – Divisions: Overall the division budgets are over budget by 2.7 percentage points. The individual division variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 1 – Academic Affairs** is over budget by 5.4 percentage points. This is primarily due to increased utilization of *Full-Time* and *Part-Time Faculty* along with related *Employee Benefits*.
- **Exhibit B, Line 3 – Advancement & External Affairs** is under budget by 19.6 percentage points. 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*, *Purchased Services*, and *Supplies & Non-Capital Equipment*.
- **Exhibit B, Line 4 – Arts & Sciences** is over budget by 5.9 percentage points. This is primarily due to increased utilization of *Full-Time Faculty* and *Full-Time Professional Technical* along with related *Employee Benefits*, and *Purchased Services*.
- **Exhibit B, Line 5 – Board of Trustees** is under budget by 9.6 percentage points. This is primarily due to timing of internal audit projects.
- **Exhibit B, Line 7 – Community Education & Workforce Development** is under budget by 6.9 percentage points. This is primarily due to vacancies in *Full-Time Professional Technical*, decreased utilization of *Part-Time Faculty* along with related *Employee Benefits*, and decreased utilization of *Purchased Services*.
- **Exhibit B, Line 10 – Health & Human Services** is under budget by 6.2 percentage points. 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 under budget by 16.5 percentage points. This is primarily due to vacancies in *Full-Time Administrator*, *Full-Time Professional Technical*, and *Full-Time Support* along with related *Employee Benefits*, and decreased utilization of *Professional Services*. This is slightly offset by increased utilization of *Purchased Services*.
- **Exhibit B, Line 12 – Information Technology Services** is over budget by 5.9 percentage points. This is primarily due to fewer vacancies in *Full-Time Support* along with 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 under budget by 13.8 percentage points. This is primarily due to vacancies in *Full-Time Support*, decreased utilization of *Part-Time Professional Technical* and related *Employee Benefits*, *Professional Services*, *Purchased Services*, and *Supplies & Non-Capital Equipment*. This is partially offset by fewer vacancies in *Full-Time Administrator* along with related *Employee Benefits* and *Student*.
- **Exhibit B, Line 14** – *Student Affairs* is over budget by 5.8 percentage points. This is primarily due to less vacancies in *Full-Time Administrator*, *Full-Time Professional Technical*, and *Full-Time Faculty* along with related *Employee Benefits*, and increased utilization in *Purchased Services*. This is partially offset by decreased utilization of *Part-Time Faculty* along with related *Employee Benefits* and *Student*.

Exhibit A, Line 5 – Salaries & Wages: Overall the *Salaries & Wages* are over budget by 2.6 percentage points. The individual account variances that exceed +/- 5% are detailed below. Actual expenses for all salary categories except Student, include the cost-of-living adjustment (COLA) payments as authorized by the Board of Trustees in December 2024. The actual COLA payments totaled \$948,563.

- **Exhibit B, Line 17** – *Full-Time Administrator* is over budget by 7.0 percentage points. This is primarily due to fewer vacancies in *Academic Affairs*, *Administrative Services*, *Arts & Sciences*, *Business Operations*, *Community Education & Workforce Development*, *Financial Services*, *Health & Human Services*, and *Office of Empowerment*.
- **Exhibit B, Line 19** – *Part-Time Professional Technical* is under budget by 14.8 percentage points. This is primarily due to increased vacancies in *Academic Affairs*, *Health & Human Services*, and *Office of Empowerment*.
- **Exhibit B, Line 20** – *Full-Time Faculty* is over budget by 6.4 percentage points. This is primarily due to fewer vacancies in *Academic Affairs* and *Arts & Sciences*. This is slightly offset by increased vacancies in *Health & Human Services* and *Technical Careers*.
- **Exhibit B, Line 23** – *Part-Time Support* is under budget by 21.5 percentage points. This is primarily due to increased vacancies in *Academic Affairs*, *Administrative Services*, *Business Operations*, and *Information Technology Services*.
- **Exhibit B, Line 24** – *Student* is under budget by 5.4 percentage points. This is primarily due to increased utilization of the Federal Work-Study grant. Overall student labor is ahead of FY2024 expense by approximately \$202 thousand.
- **Exhibit B, Line 16 & 26** – *Compensated Absences* is a new reporting requirement by the Governmental Accounting Standards Board (GASB). The new pronouncement, GASB statement No. 101 *Compensated Absences*, requires that an estimate of accrued leave time, that is more likely than not to be used in the future, be recorded as an expense. The College was already recording accrued

vacation leave time per GASB statement No. 16. The new pronouncement requires the College also accrue an expense for sick leave time. Fiscal year 2024 was restated per this requirement.

Exhibit A, Line 8 – Services and Supplies: Overall the *Services & Supplies* are over budget by 1.2 percentage points. The individual account variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 27 – Institutional Expenses** are under budget by 15.3 percentage points. 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 28 – Utilities** are over budget by 15.1 percentage points. This is due to utility rate increases compared to the prior year and increased consumption.
- **Exhibit B, Line 29 – Professional Services** are under budget by 35.9 percentage points. This is primarily due to decreased utilization in *Academic Affairs, Advancement & External Affairs, Arts & Sciences, Board of Trustees, Office of Empowerment, Executive Office, Financial Services, Human Resources, and Information Technology Services*. This is partially offset by increased utilization in *Administrative Services*.
- **Exhibit B, Line 33 – Supplies & Non-Capital Equipment** are over budget by 7.4 percentage points. 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 34 – Travel, Training & Conferences** are under budget by 7.9 percentage points. This is primarily due to decreased utilization in *Academic Affairs, Administrative Services, Advancement & External Affairs, and Information Technology Services*. This is partially offset by increased utilization in *Board of Trustees, Business Operations, and Executive Office*.

Statement of Net Position **Exhibit C**

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

Current Assets:

- **Exhibit C, Line 1 & 2 – Cash & Cash Equivalents and Short-Term Investments** decreased by \$1.9 and \$3.5 million respectively, due to moving funds into long-term investments.

- **Exhibit C, Line 3 – *Property Taxes Receivable, Net of Est Uncollectible*** increased by \$0.4 million due to the higher levy in the current fiscal year, which is partially offset by a higher uncollectible amount.
- **Exhibit C, Line 4 – *State Appropriations Receivable*** decreased by \$0.4 million due to a reduction to the amount of unfunded actuarial accrued liability (UAAL) payments from the State.
- **Exhibit C, Line 5 – *Federal & State Grants Receivable*** decreased by \$1.1 million due to the timing of payments received from the State for financial aid programs compared to the prior year.
- **Exhibit C, Line 6 – *Accounts Receivable, Net of Est Uncollectible*** decreased by \$0.5 million due to timing of payments received compared to the prior year.
- **Exhibit C, Line 7 – *Prepaid Expenses*** increased by \$0.5 million due to the purchase of new software 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 11 – *Net Other Post-Employment Benefits Asset*** increased by \$16.4 million. The amount recognizes LCC's proportionate share of the overall net other post-employment benefits asset of the Michigan Public School Employee's Retirement System (MPERS). The amount is dependent on the actuarially determined unfunded net other post-employment benefit obligation.
- **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 \$12.9 million. The amount recorded in *Deferred Outflows* is a result of the differences between the retirement plan end date of 9/30/2024, LCC's fiscal year end date of 6/30/2025, 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 other 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*** increased \$0.6 million due to the timing of payments at the end of the month.
- **Exhibit C, Line 18 – *Unearned Revenue*** decreased \$0.4 million due to the recognition of revenue from the MI New Jobs Training Program (MNJTP) and other

grants in the current fiscal year, which is partially offset by increased summer deferred tuition compared to the prior year.

Long-Term Debt Obligations:

- **Exhibit C, Line 21** – *Compensated Absences Liability* increased \$0.6 million. This is a new reporting requirement by the Governmental Accounting Standards Board (GASB). The new pronouncement, GASB statement No. 101 *Compensated Absences*, requires that an estimate of accrued leave time, that is more likely than not to be used in the future, be recorded as a short-term and long-term liability. The prior year net position balance was restated to reflect the recording of this liability back to July 1, 2023.
- **Exhibit C, Line 22** – *Bonds Payable* decreased \$5.7 million due to ongoing scheduled payments on outstanding bond issues.
- **Exhibit C, Line 24**– *Net Pension Liability* decreased \$36.4 million. The amount recognizes LCC's proportionate share of the overall net pension liability of the Michigan Public School Employee's Retirement System (MPERS). The amount is dependent on the actuarially determined unfunded net pension benefit obligation.
- **Exhibit C, Line 25** – *Deferred Inflow of Resources – Pension Amounts* increased \$12.0 million. The amount recorded in *Deferred Inflows* is a result of the differences between the retirement plan end date of 9/30/2024, LCC's fiscal year end date of 6/30/2025, 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 other 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 June 30, 2025.

Capital Projects
Exhibit E

This statement provides a summary of Board approved capital projects including the approved project budget and the cumulative project expenses through June 30, 2025.

- *505 Capitol Avenue Building* – The long-term utilization of the 505 Building is yet to be determined and was reviewed as part of the Campus Master Plan.

- *Gannon Transfer Center* – The Board approved this capital project in October 2023. The project is being funded by the State appropriation for Infrastructure, Technology, Equipment, Maintenance and Security (ITEMS). Construction 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 late Fall 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 has been completed as of June 30, 2025.
- *Gannon Building Third Floor Renovation* – Renovations began in July 2024. The project has been completed as of June 30, 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 increased instructional and student technology purchases.

The Auxiliary Funds had a slight 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 June 30, 2025, there were approximately \$5.5 million in outstanding commitments.

IMPLICATIONS

Financial:

The College had a restated beginning unrestricted General Fund balance of \$32.3 million or 23.1% of budgeted Fiscal Year 2025 General Fund Total Revenues of \$139.8 million. Based upon the final Fiscal Year 2025 financial results, the June 30, 2025 General Fund balance of \$34.0 million is 23.8% of actual revenue for the fiscal year.

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 June 30, 2025 includes:
 - a. General Fund Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual (Exhibit A)
 - b. General Fund Operating Expenses: Adopted Budget and Actual Expenses (Exhibit B)
 - c. Statement of Net Position (Exhibit C)
 - d. Schedule of Investments (Exhibit D)
 - e. Capital Projects (Exhibit E)
 - f. Statement of Revenue, Expenses and Changes in Net Position (Exhibit F)
 - g. External Community Sponsorships (Exhibit G)
 - h. Board of Trustees Expenses (Exhibit H)
 - i. Revenue and Expense Account Information (Attachment 1)
 - j. Asset, Liability and Net Position Account Information (Attachment 2)
 - k. Organization to Division Crosswalk (Attachment 3)
 - l. Glossary (Attachment 4)

Lansing Community College
General Fund
Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual
Month Ending June 30, 2025 Financial Review
(100% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 06/30/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 06/30/24	Prior Year FY 2024 Percent Recognized	% Point Variance FY 2025 % of Budget Posted to FY 2024 % of Actual
	<u>Revenues</u>								
1	State Appropriations	\$ 39,658,000	\$ 40,359,928	\$ (701,928)	101.8%	\$ 39,478,637	\$ 39,478,637	100.0%	1.8
2	Property Taxes, Net of Estimated Uncollectible	\$ 56,115,000	\$ 54,633,090	\$ 1,481,910	97.4%	\$ 51,553,499	\$ 51,553,499	100.0%	(2.6)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 38,741,000	\$ 41,285,342	\$ (2,544,342)	106.6%	\$ 38,005,268	\$ 38,005,268	100.0%	6.6
4	Other Revenues	\$ 5,317,000	\$ 6,966,063	\$ (1,649,063)	131.0%	\$ 6,851,499	\$ 6,851,499	100.0%	31.0
	Total Revenues	\$ 139,831,000	\$ 143,244,423	\$ (3,413,423)	102.4%	\$ 135,888,903	\$ 135,888,903	100.0%	2.4
	<u>Salary & Benefit Expenses</u>								
5	Salaries & Wages	\$ 64,244,800	\$ 65,890,989	\$ (1,646,189)	102.6%	\$ 61,391,107	\$ 61,391,107	100.0%	2.6
6	Employee Benefits	\$ 29,838,000	\$ 30,421,885	\$ (583,885)	102.0%	\$ 28,758,330	\$ 28,758,330	100.0%	2.0
7	Compensated Absences	\$ -	\$ 665,529	\$ (665,529)	N/A	\$ 4,328,178	\$ 4,328,178	100.0%	-
	Total Salary & Benefit Expenses	\$ 94,082,800	\$ 96,978,403	\$ (2,230,074)	103.1%	\$ 94,477,614	\$ 94,477,614	100.0%	3.1
	<u>Other Operating Expenses</u>								
8	Services & Supplies	\$ 25,890,000	\$ 26,212,898	\$ (322,898)	101.2%	\$ 26,134,435	\$ 26,134,435	100.0%	1.2
	Total Operating Expenses	\$ 119,972,800	\$ 123,191,301	\$ (2,552,972)	102.7%	\$ 120,612,049	\$ 120,612,049	100.0%	2.7
	<u>Student Financial Support Expenses</u>								
9	Institutional Scholarships	\$ 2,415,200	\$ 2,412,348	\$ 2,852	99.9%	\$ 2,364,522	\$ 2,364,522	100.0%	(0.1)
	Total Expenses	\$ 122,388,000	\$ 125,603,649	\$ (2,550,120)	102.6%	\$ 122,976,572	\$ 122,976,572	100.0%	2.6
	<u>Transfers (In)/Out</u>								
10	Grant Match & Other, Net	\$ 925,000	\$ 915,960	\$ 9,040	99.0%	\$ 864,841	\$ 864,841	100.0%	(1.0)
11	Capital Equipment	\$ 600,000	\$ 600,000	\$ -	100.0%	\$ 400,000	\$ 400,000	100.0%	-
12	Debt Service	\$ 6,600,000	\$ 6,600,000	\$ -	100.0%	\$ 6,600,000	\$ 6,600,000	100.0%	-
13	Physical Plant Improvement	\$ 3,400,000	\$ 3,400,000	\$ -	100.0%	\$ 3,400,000	\$ 3,400,000	100.0%	-
14	Technology Infrastructure	\$ 2,800,000	\$ 2,800,000	\$ -	100.0%	\$ 2,800,000	\$ 2,800,000	100.0%	-
15	Technology Fee	\$ 195,000	\$ 210,817	\$ (15,817)	108.1%	\$ 196,008	\$ 196,008	100.0%	8.1
16	Prefund FY2026 Tuition Rate Freeze	\$ 800,000	\$ 800,000	\$ -	0.0%	\$ -	\$ -	0.0%	-
17	Campus Master Plan	\$ 800,000	\$ 800,000	\$ -	0.0%	\$ -	\$ -	0.0%	-
18	Board Designated Funds	\$ -	\$ -	\$ -	0.0%	\$ 2,200,000	\$ 2,200,000	0.0%	-
19	Michigan New Jobs Training Program	\$ (75,000)	\$ (254,318)	\$ 179,318	339.1%	\$ (168,176)	\$ (168,176)	100.0%	239.1
	Total Transfers	\$ 16,045,000	\$ 15,872,459	\$ 172,541	98.9%	\$ 16,292,673	\$ 16,292,673	100.0%	(1.1)
20	Contingency	\$ 1,398,000	\$ -	\$ 1,398,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 139,831,000	\$ 143,244,423	\$ (3,413,423)	102.4%	\$ 135,888,903	\$ 135,888,903	100.0%	2.4
	Total Expenses and Transfers	\$ 139,831,000	\$ 141,476,108	\$ (979,579)	101.2%	\$ 139,269,245	\$ 139,269,245	100.0%	1.2
	Net Change in Unrestricted Fund Balance	\$ -	\$ 1,768,315	\$ (2,433,844)		\$ (3,380,342)	\$ (3,380,342)		
	Unrestricted General Fund Balance Beginning of Period	\$ 32,267,410	\$ 32,267,410	\$ -		\$ 35,647,752	\$ 35,647,752		
	Unrestricted General Fund Balance End of Period	\$ 32,267,410	\$ 34,035,725	\$ 1,768,315		\$ 32,267,410	\$ 32,267,410		

Lansing Community College
General Fund
Operating Expenses: Adopted Budget and Actual Expenses
Month Ending June 30, 2025 Financial Review
(100% of Fiscal Year)

LINE REF #	Operating Division/Account	Current Year FY 2025 Budget	Current Year FY 2025 Actual YTD Through 06/30/25	Current Year FY 2025 Balance	Current Year FY 2025 Percent Recognized	Prior Year FY 2024 Total Actual	Prior Year YTD Through 06/30/24	Prior Year FY 2024 Percent Recognized	% Point Variance FY 2025 % of Budget Posted to FY 2024 % of Actual
	<u>Operating Expenses - Divisions</u>								
1	Academic Affairs	\$ 8,678,200	\$ 9,143,217	\$ (465,017)	105.4%	\$ 8,606,197	\$ 8,606,197	100.0%	5.4
2	Administrative Services	\$ 14,542,200	\$ 15,041,368	\$ (499,168)	103.4%	\$ 14,050,908	\$ 14,050,908	100.0%	3.4
3	Advancement & External Affairs	\$ 1,678,200	\$ 1,349,594	\$ 328,606	80.4%	\$ 1,305,297	\$ 1,305,297	100.0%	(19.6)
4	Arts & Sciences	\$ 24,194,000	\$ 25,623,858	\$ (1,429,858)	105.9%	\$ 24,035,346	\$ 24,035,346	100.0%	5.9
5	Board of Trustees	\$ 333,100	\$ 300,975	\$ 32,125	90.4%	\$ 308,162	\$ 308,162	100.0%	(9.6)
6	Business Operations	\$ 4,854,600	\$ 4,816,382	\$ 38,218	99.2%	\$ 5,183,787	\$ 5,183,787	100.0%	(0.8)
7	Community Education & Workforce Dvlpmnt	\$ 4,378,400	\$ 4,076,470	\$ 301,930	93.1%	\$ 3,816,016	\$ 3,816,016	100.0%	(6.9)
8	Executive Office	\$ 1,882,600	\$ 1,908,741	\$ (26,141)	101.4%	\$ 1,731,264	\$ 1,731,264	100.0%	1.4
9	Financial Services	\$ 6,284,300	\$ 6,494,764	\$ (210,464)	103.3%	\$ 6,312,644	\$ 6,312,644	100.0%	3.3
10	Health & Human Services	\$ 11,138,400	\$ 10,444,009	\$ 694,391	93.8%	\$ 10,205,684	\$ 10,205,684	100.0%	(6.2)
11	Human Resources	\$ 2,556,100	\$ 2,133,235	\$ 422,865	83.5%	\$ 2,454,171	\$ 2,454,171	100.0%	(16.5)
12	Information Technology Services	\$ 14,387,800	\$ 15,232,122	\$ (844,322)	105.9%	\$ 14,336,199	\$ 14,336,199	100.0%	5.9
13	Office of Empowerment	\$ 1,376,900	\$ 1,187,127	\$ 189,773	86.2%	\$ 758,798	\$ 758,798	100.0%	(13.8)
14	Student Affairs	\$ 12,200,500	\$ 12,903,532	\$ (703,032)	105.8%	\$ 12,024,684	\$ 12,024,684	100.0%	5.8
15	Technical Careers	\$ 11,487,500	\$ 11,870,378	\$ (382,878)	103.3%	\$ 11,154,716	\$ 11,154,716	100.0%	3.3
16	Compensated Absences	\$ -	\$ 665,529	\$ (665,529)	N/A	\$ 4,328,178	\$ 4,328,178	100.0%	-
	Total all Divisions	\$ 119,972,800	\$ 123,191,301	\$ (3,218,501)	102.7%	\$ 120,612,049	\$ 120,612,049	100.0%	2.7
	<u>Operating Expenses - Account</u>								
17	Full-Time Administrator	\$ 11,655,400	\$ 12,470,839	\$ (815,439)	107.0%	\$ 11,740,191	\$ 11,740,191	100.0%	7.0
18	Full-Time Professional Technical	\$ 12,825,700	\$ 13,352,776	\$ (527,076)	104.1%	\$ 12,408,284	\$ 12,408,284	100.0%	4.1
19	Part-Time Professional Technical	\$ 797,800	\$ 679,745	\$ 118,055	85.2%	\$ 759,529	\$ 759,529	100.0%	(14.8)
20	Full-Time Faculty	\$ 17,010,300	\$ 18,090,857	\$ (1,080,557)	106.4%	\$ 17,130,644	\$ 17,130,644	100.0%	6.4
21	Part-Time Faculty	\$ 9,564,200	\$ 9,567,023	\$ (2,823)	100.0%	\$ 8,414,571	\$ 8,414,571	100.0%	0.0
22	Full-Time Support	\$ 9,783,000	\$ 9,553,749	\$ 229,251	97.7%	\$ 9,148,856	\$ 9,148,856	100.0%	(2.3)
23	Part-Time Support	\$ 1,806,600	\$ 1,417,608	\$ 388,992	78.5%	\$ 1,194,403	\$ 1,194,403	100.0%	(21.5)
24	Student	\$ 801,800	\$ 758,391	\$ 43,409	94.6%	\$ 594,628	\$ 594,628	100.0%	(5.4)
	Total Salaries & Wages	\$ 64,244,800	\$ 65,890,989	\$ (1,646,189)	102.6%	\$ 61,391,107	\$ 61,391,107	100.0%	2.6
25	Employee Benefits	\$ 29,838,000	\$ 30,421,885	\$ (583,885)	102.0%	\$ 28,758,330	\$ 28,758,330	100.0%	2.0
26	Compensated Absences	\$ -	\$ 665,529	\$ (665,529)	N/A	\$ 4,328,178	\$ 4,328,178	100.0%	-
27	Institutional Expenses	\$ 2,120,300	\$ 1,796,245	\$ 324,055	84.7%	\$ 1,730,859	\$ 1,730,859	100.0%	(15.3)
28	Utilities	\$ 3,389,500	\$ 3,902,722	\$ (513,222)	115.1%	\$ 3,650,412	\$ 3,650,412	100.0%	15.1
29	Professional Services	\$ 1,350,400	\$ 865,413	\$ 484,987	64.1%	\$ 1,751,032	\$ 1,751,032	100.0%	(35.9)
30	Purchased Services	\$ 5,017,300	\$ 5,026,556	\$ (9,256)	100.2%	\$ 5,224,649	\$ 5,224,649	100.0%	0.2
31	Rental Expense	\$ 945,200	\$ 909,503	\$ 35,697	96.2%	\$ 1,011,202	\$ 1,011,202	100.0%	(3.8)
32	Repair & Maintenance	\$ 1,944,300	\$ 2,033,070	\$ (88,770)	104.6%	\$ 1,816,412	\$ 1,816,412	100.0%	4.6
33	Supplies & Non-Capital Equipment	\$ 9,378,800	\$ 10,073,014	\$ (694,214)	107.4%	\$ 9,421,918	\$ 9,421,918	100.0%	7.4
34	Travel, Training & Conferences	\$ 1,744,200	\$ 1,606,375	\$ 137,825	92.1%	\$ 1,527,951	\$ 1,527,951	100.0%	(7.9)
	Total Services & Supplies	\$ 25,890,000	\$ 26,212,898	\$ (322,898)	101.2%	\$ 26,134,435	\$ 26,134,435	100.0%	1.2
	Total All Accounts	\$ 119,972,800	\$ 123,191,301	\$ (3,218,501)	102.7%	\$ 120,612,049	\$ 120,612,049	100.0%	2.7

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

Line Ref #	Statement Line Item	Current Fiscal Year 2025	Prior Fiscal Year 2024
	Current Assets:		
1	Cash & Cash Equivalents	\$ 6,511,952	\$ 8,458,221
2	Short-Term Investments	\$ 64,351,574	\$ 67,808,607
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 1,409,028	\$ 1,038,856
4	State Appropriations Receivable	\$ 8,043,410	\$ 8,453,602
5	Federal & State Grants Receivable	\$ 1,995,377	\$ 3,076,276
6	Accounts Receivable, Net of Est Uncollectible	\$ 1,789,081	\$ 2,309,470
7	Prepaid Expenses	\$ 3,830,719	\$ 3,312,350
8	Due from Component Unit	\$ 30,820	\$ 16,196
	Total Current Assets	\$ 87,961,961	\$ 94,473,578
	Non-Current Assets:		
9	Long-Term Investments	\$ 5,007,812	\$ -
10	Capital Assets, Net of Accumulated Depreciation	\$ 225,786,778	\$ 226,160,246
11	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Total Noncurrent Assets	\$ 249,745,855	\$ 228,709,719
	Total Assets	\$ 337,707,816	\$ 323,183,297
	Deferred Outflow of Resources:		
12	Deferred Charge on Refunding	\$ 1,273,184	\$ 1,455,068
13	Deferred Pension Amounts	\$ 36,402,806	\$ 49,257,467
	Total Deferred Outflows of Resources	\$ 37,675,990	\$ 50,712,535
	Current Liabilities:		
14	Accounts Payable	\$ 3,817,569	\$ 3,252,133
15	Accrued Interest Payable	\$ 469,131	\$ 500,155
16	Accrued Payroll & Other Compensation	\$ 7,489,557	\$ 7,347,813
17	Current Compensated Absences Obligations	\$ 2,940,800	\$ 2,964,585
18	Unearned Revenue	\$ 3,433,895	\$ 3,880,502
19	Current Portion of Long-Term Lease/Subscript Obligations	\$ 2,175,395	\$ 2,188,907
20	Current Portion of Long-Term Debt Obligations	\$ 5,255,000	\$ 5,060,000
	Total Current Liabilities	\$ 25,581,347	\$ 25,194,095
	Non-Current Liabilities:		
21	Compensated Absences Liability	\$ 4,470,639	\$ 3,815,562
22	Bonds Payable	\$ 76,318,228	\$ 81,978,054
23	Lease & Subscription Liability	\$ 2,611,389	\$ 2,455,643
24	Net Pension Liability	\$ 107,116,780	\$ 143,514,579
	Total Noncurrent Liabilities	\$ 190,517,036	\$ 231,763,838
	Total Liabilities	\$ 216,098,383	\$ 256,957,933
25	Deferred Inflow of Resources - Pension Amounts	\$ 69,697,640	\$ 57,664,686
26	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 140,387,595	\$ 134,261,628
	Restricted:		
	Restricted Fund Activities	\$ 3,012,461	\$ 457,988
	Capital Projects	\$ 3,544,440	\$ 3,593,200
	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Unrestricted	\$ (76,307,978)	\$ (81,589,076)
	Total Net Position	\$ 89,587,783	\$ 59,273,213

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

Short Term (< one year)

Account	Market Value	Yield	FY2025 YTD Income
CDARs First National Bank of Michigan	\$ 18,055,810	3.78%	\$ 1,232,608
ICS First National Bank of Michigan	\$ 8,595,148	3.00%	\$ 58,941
PNC Money Market Account	\$ 20,021,023	4.26%	\$ 907,841
Michigan Liquid Asset Fund Investments	\$ 17,679,593	4.36%	\$ 950,703
Total Short Term Investments	\$ 64,351,574		\$ 3,150,093

Long Term (> one year)

Account	Market Value	Yield	FY2025 YTD Income
Treasury Note JPMorgan Securities	\$ 5,007,812	3.87%	\$ 5,443
Total Long Term Investments	\$ 5,007,812		\$ 5,443

Lansing Community College
Capital Projects
Month Ending June 30, 2025

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Outstanding Commitments	Uncommitted Balance
CY2021 Capital Project 505 Capitol Avenue Building	\$ 7,000,000	\$ -	\$ -	\$ 7,000,000
CY2023 Capital Project Gannon Transfer Center	\$ 3,600,000	\$ 48,760	\$ 2,797,737	\$ 753,502
CY2023 Capital Project WC Cyber Security Center	\$ 3,200,000	\$ 2,833,533	\$ 312,482	\$ 53,985
CY2023 Capital Project Police Department Office	\$ 500,000	\$ -	\$ -	\$ 500,000
CY2024 Capital Project CRAA Lease Termination	\$ 1,500,000	\$ 377,457	\$ 72,546	\$ 1,049,997
CY2024 Capital Project Gannon Level 3 Renovation	\$ 1,700,000	\$ 1,680,605	\$ 19,395	\$ 0
Total Capital Projects	\$ 17,500,000	\$ 4,940,355	\$ 3,202,161	\$ 9,357,484

Lansing Community College
Statement of Revenues, Expenses and Changes in Net Position
Month Ending June 30, 2025

Operating Statement Line item	All Funds Current Year-to-Date Actual	General Fund	Pension Liability Fund	Designated Funds	Auxiliary Service Funds	Restricted Funds	Plant Funds
Operating Revenues:							
Tuition & Fees, Net of Estimated Uncollectible	\$ 43,263,691	\$ 41,285,342	\$ -	\$ -	\$ 1,054,084	\$ -	\$ 924,265
Federal Grants & Contracts	\$ 2,613,841	\$ -	\$ -	\$ -	\$ -	\$ 2,613,841	\$ -
State Grants & Contracts	\$ 903,094	\$ -	\$ -	\$ -	\$ -	\$ 903,094	\$ -
Local Grants & Contracts	\$ 5,548,891	\$ 3,004,612	\$ -	\$ -	\$ -	\$ 2,544,279	\$ -
Sales & Services of Auxiliary Activities	\$ 640,889	\$ 1,353	\$ -	\$ -	\$ 631,287	\$ -	\$ 8,249
Michigan New Jobs Training Programs	\$ 425,689	\$ -	\$ -	\$ -	\$ -	\$ 425,689	\$ -
Miscellaneous	\$ 903,585	\$ 748,944	\$ -	\$ 30,650	\$ 99,218	\$ -	\$ 24,773
Total Operating Revenue	\$ 54,299,680	\$ 45,040,251	\$ -	\$ 30,650	\$ 1,784,589	\$ 6,486,903	\$ 957,287
Operating Expenses:							
Instruction	\$ 25,890,406	\$ 37,696,092	\$ (12,836,445)	\$ 1,458	\$ -	\$ 1,029,301	\$ -
Instructional Support	\$ 15,896,936	\$ 21,955,197	\$ (7,201,836)	\$ 183,681	\$ -	\$ 959,894	\$ -
Student Services	\$ 35,509,043	\$ 18,461,300	\$ (4,766,417)	\$ 92,874	\$ -	\$ 21,721,286	\$ -
Public Services	\$ 2,081,371	\$ 1,213,864	\$ (511,539)	\$ 53,013	\$ 529,048	\$ 796,985	\$ -
Operation & Maintenance of Plant	\$ 17,184,252	\$ 13,878,269	\$ (2,050,415)	\$ 110,187	\$ 785,385	\$ 211,415	\$ 4,249,411
Information Technology	\$ 11,046,084	\$ 15,316,512	\$ (2,633,049)	\$ 879,276	\$ (119,454)	\$ 92,221	\$ (2,489,422)
Institutional Administration	\$ 19,478,885	\$ 17,082,415	\$ (4,059,238)	\$ -	\$ 17,071	\$ 6,438,637	\$ -
Depreciation & Amortization	\$ 12,903,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,903,080
Total Operating Expenses	\$ 139,990,057	\$ 125,603,649	\$ (34,058,939)	\$ 1,320,489	\$ 1,212,050	\$ 31,249,739	\$ 14,663,069
Operating Income (Loss)	\$ (85,690,377)	\$ (80,563,398)	\$ 34,058,939	\$ (1,289,839)	\$ 572,539	\$ (24,762,836)	\$ (13,705,782)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 43,567,838	\$ 40,359,928	\$ (6,146,963)	\$ -	\$ -	\$ 9,354,873	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 54,633,090	\$ 54,633,090	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 3,187,652	\$ 3,187,652	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (3,107,703)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (3,107,703)
PELL	\$ 17,664,940	\$ -	\$ -	\$ -	\$ -	\$ 17,664,940	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 59,130	\$ 23,502	\$ -	\$ -	\$ -	\$ -	\$ 35,628
Net Non-operating Revenue (Expenses)	\$ 116,004,947	\$ 98,204,172	\$ (6,146,963)	\$ -	\$ -	\$ 27,019,813	\$ (3,072,075)
Income (Loss) Before Transfers	\$ 30,314,570	\$ 17,640,774	\$ 27,911,976	\$ (1,289,839)	\$ 572,539	\$ 2,256,977	\$ (16,777,857)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (15,872,459)	\$ -	\$ 1,170,817	\$ (400,000)	\$ 661,642	\$ 14,440,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (191,330)	\$ (142,791)	\$ (364,146)	\$ 698,267
Net Increase (Decrease) in Net Position	\$ 30,314,570	\$ 1,768,315	\$ 27,911,976	\$ (310,352)	\$ 29,748	\$ 2,554,473	\$ (1,639,590)
Net Position:							
Beginning of Year	\$ 59,273,213	\$ 32,267,410	\$ (149,372,325)	\$ 7,471,895	\$ 2,178,514	\$ 457,988	\$ 166,269,731
Net Position End of Period	\$ 89,587,783	\$ 34,035,725	\$ (121,460,349)	\$ 7,161,543	\$ 2,208,262	\$ 3,012,461	\$ 164,630,141

Lansing Community College
Fiscal Year 2025
Month Ending June 30, 2025 External Community Sponsorships

Date	Organization	Invoice Description	Amount	Strategic Value of Investment
9/9/2024	Lansing Regional Sister Cities Commission	30th Anniversary Celebration	\$ 1,000	This event commemorates a significant milestone for the City of Lansing as they celebrate three decades of sister city relationships, including cross-cultural friendship and exchange, mutual understanding, and celebration of diverse cultures and traditions, which all align with the College's strategic goals of Community Engagement, and Diversity, Equity, and Inclusion. In addition, the College had a presence at the event with several Executive Leadership Team members in attendance.
9/24/2024	The Turning Point of Lansing (TPOL)	Student Program Activities	\$ 4,000	Based on the demographics of participants, TPOL knows that not all students will matriculate to/through a four-year institution. The College allows exposure and opportunity for success. The K-12 initiatives offered provides TPOL students with a variety of educational opportunities, including mentoring, assistance with scholarship applications, and information regarding unique learning opportunities outside of a university experience. TPOL anticipates continual growth in participants taking advantage of the opportunities provided by the engagement of the College and enrolling at LCC post-high school graduation.
10/3/2024	Lansing Entertainment & Public Facilities Authority (LEPFA)	Silver Bells in the City	\$ 1,000	This annual event aligns with the College's strategic goal of Community Engagement by strengthening the College's cooperative relationship with Downtown Lansing Inc. and exposing tri-county residents to its downtown campus. Silver Bells is accessible and open to all by offering in-person and virtual attendance options, which aligns with the College's strategic goal of Diversity, Equity, and Inclusion. In addition, the College holds a watch party for this event on campus.
11/19/2024	Lansing Promise	Operational Funds	\$ 10,000	The College is a member of the Lansing Promise Zone Authority. The College's support allows the Lansing Promise to continue its work toward increasing student enrollment, creating awareness around postsecondary options, and creating a pipeline of scholars entering the College. A number of Hope and Lansing Promise students enroll at LCC annually. This contribution demonstrates our commitment to diversity and inclusion and builds and enhances mutually beneficial relationships with community partners.
11/19/2024	Phi Beta Sigma	Annual Youth Workshop	\$ 5,000	The College's sponsorship of this event and future collaboration with Phi Beta Sigma aligns with our strategic goals of Engaged Learning and Student Success, as the workshop helps students understand the connection between their current education and future career aspirations, offering guidance on course selection, college majors, and career planning. Sessions include topics such as career development, financial literacy, health awareness, and social responsibility.
11/20/2024	CapCAN/United Way	Operational Funds	\$ 10,000	This sponsorship aligns with the College's strategic goal of Engaged Learning and Student Success, as CapCAN is dedicated to making postsecondary education attainable for all capital area residents by aligning institutions and resources. Furthermore, the ongoing collaboration between CapCAN and the College remains essential for both organizations, with leaders from each contributing in various roles to benefit the entire community.
11/22/2024	Capital Area Michigan Works (T3)	MiCareerQuest	\$ 5,000	This event aligns with the College's strategic goals of Community Engagement and Diversity, Equity, and Inclusion. Additionally, this event exposes students to the College's programs that may lead to enrollment at LCC and eventually a new career. The College plans to have a presence at this event with representatives from Health & Human Services, Technical Careers, and others in attendance at the exhibit session.
1/6/2025	MLK Day of Celebration	40th Annual MLK Day of Celebration	\$ 5,000	This event aligns with the College's strategic goals to Foster Student Enrollment, Retention and Completion and to Strengthen Community Engagement and Partnerships. The College's sponsorship supports the MLK Commission's initiatives, such as: providing scholarships for area middle and high school students, college tours, including LCC, that provide students with exposure to higher education opportunities, community listening sessions that foster dialogue on critical issues, and events such as the March on Lansing, which commemorates the historic March on Washington. This event is attended by the President, Trustees, and other members of the LCC community.
4/29/2025	Eaton RESA (ERESA)	Eaton RESA Career Preparation Center 50th Anniversary & CASBA meeting	\$ 1,548	This event celebrated the 50 years that the Eaton RESA Career Preparation Center (CPC) has been in operation and to highlight the partnerships that it has had over the years, particularly with LCC. This event aligns with the College's strategic goals to Foster Student Enrollment, Retention, and Completion and Strengthening Community Engagement and Partnerships. The College values its longstanding partnership with Eaton RESA and the work they do to promote student success for all students by connecting them to career and college opportunities.
5/1/2025	Ourspace 517	2025 Culture Series-- Juneteenth	\$ 2,500	The College's support of Ourspace 517's Juneteenth Weekend is an opportunity to grow a partnership with a social outreach organization that promotes community, culture, entrepreneurship, and youth development. Juneteenth Weekend is designed to honor and celebrate Black culture, history, and contributions. This event provides a platform for communities that have been historically marginalized, offering space for cultural expression, storytelling, and economic opportunity. Additionally, this event includes educational panels and youth engagement which aligns with the College's strategic goal of Achieving Academic Excellence with Purpose & Equity.
5/7/2025	Progressive Empowerment Education Resource Services, Inc. (PEERS)	Lansing Juneteenth Celebration	\$ 2,000	This festival celebrates the emancipation of African-American slaves in the United States, while highlighting local artists, business vendors, and local organizations providing resources for the Lansing community. LCC has booths at the Job & Resource Fair and Celebration to recruit students and potential employees and to showcase LCC's Human Resources, K-12 Operations, Arts & Sciences, and other programs/activities.
Total			\$ 47,048	

Lansing Community College
Board of Trustees Summary Expenses
Month Ending June 30, 2025

Description	Fiscal Year 2025 Budget	Fiscal Year 2025 Actuals
Salaries	\$ 125,700	\$ 125,759
Employee Benefits	\$ 30,300	\$ 37,255
Institutional Expenditures	\$ 1,500	\$ 1,005
Professional Fees	\$ 80,000	\$ 23,536
Purchased Services	\$ 11,000	\$ 12,774
Supplies & Non-Capital Equipment	\$ 9,600	\$ 15,887
Travel, Training & Conferences	\$ 75,000	\$ 84,759
Totals - Board of Trustees	\$ 333,100	\$ 300,975

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2025

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
1-Aug-24	General - Operations	\$ 31	Phone_2024_Jul	Lansing Community College
1-Sep-24	General - Operations	\$ 30	Phone_2024_Aug	Lansing Community College
1-Oct-24	General - Operations	\$ 30	Phone_2024_Sep	Lansing Community College
1-Nov-24	General - Operations	\$ 30	Phone_2024_Oct	Lansing Community College
1-Dec-24	General - Operations	\$ 30	Phone_2024_Nov	Lansing Community College
1-Jan-25	General - Operations	\$ 30	Phone_2024_Dec	Lansing Community College
1-Feb-25	General - Operations	\$ 30	Phone_2025_Jan	Lansing Community College
1-Mar-25	General - Operations	\$ 30	Phone_2025_Feb	Lansing Community College
1-Apr-25	General - Operations	\$ 30	Phone_2025_Mar	Lansing Community College
1-May-25	General - Operations	\$ 30	Phone_2025_Apr	Lansing Community College
1-Jun-25	General - Operations	\$ 30	Phone_2025_May	Lansing Community College
30-Jun-25	General - Operations	\$ 30	Phone_2025_Jun	Lansing Community College
Total		\$ 361		
Chargeback Print & Copy				
1-Sep-24	General - Operations	\$ 36	Print Copy_2024_Aug	Lansing Community College
1-Oct-24	General - Operations	\$ 11	Print Copy_2024_Sept	Lansing Community College
1-Nov-24	General - Operations	\$ 70	Print Copy_2024_Oct	Lansing Community College
1-Dec-24	General - Operations	\$ 44	Print Copy_2024_Nov	Lansing Community College
1-Jan-25	General - Operations	\$ 27	Print Copy_2024_Dec	Lansing Community College
1-Jan-25	General - Operations	\$ 50	Materials Management Print_2024_Dec	Lansing Community College
1-Feb-25	General - Operations	\$ 23	Print Copy_2025_Jan	Lansing Community College
1-Feb-25	General - Operations	\$ 69	Materials Management Print_2025_Jan	Lansing Community College
1-Mar-25	General - Operations	\$ 11	Print Copy_2025_Feb	Lansing Community College
1-Mar-25	General - Operations	\$ 99	Materials Management Print_2025_Feb	Lansing Community College
1-Apr-25	General - Operations	\$ 32	Print Copy_2024_Mar	Lansing Community College
1-May-25	General - Operations	\$ 18	Print Copy_2024_Apr	Lansing Community College
1-Jun-25	General - Operations	\$ 19	Print Copy_2024_May	Lansing Community College
30-Jun-25	General - Operations	\$ 29	Print Copy_2024_June	Lansing Community College
Total		\$ 537		
Chargeback Postage				
1-Nov-24	General - Operations	\$ 107	Materials Management Mail_2024_Oct	Lansing Community College
Total		\$ 107		
	Grand Total	\$ 1,005	Institutional Expenses	
Audit Services				
30-Sep-24	General - Operations	\$ 7,857	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
24-Oct-24	General - Operations	\$ 8,413	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
26-Nov-24	General - Operations	\$ 4,249	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
23-Dec-24	General - Operations	\$ 490	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
26-Mar-25	General - Operations	\$ 2,223	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
Total		\$ 23,231		
Misc. Professional Fees				
13-Dec-24	General - Operations	\$ 305	ASL Interpreters September Board Meeting	Deaf Community Advocacy Network
Total		\$ 305		
	Grand Total	\$ 23,536	Professional Fees	
Advertising				
24-Sep-24	General - Operations	\$ 1,118	LSJ Ad Public Hearing on Budget	Gannett Michigan LocalIQ
Total		\$ 1,118		

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2025

Date	Board Member	Amount	Description	Payee
Commercial Printing/Publication				
26-Sep-24	General - Operations	\$ 991	June 2024 Board Meeting Materials	Allegra Print Mail Lansing
9-Nov-24	General - Operations	\$ 1,861	September 2024 Board Meeting Materials	Allegra Print Mail Lansing
27-Nov-24	General - Operations	\$ 3,128	October 2024 Board Meeting Materials	Allegra Print Mail Lansing
14-Jan-25	General - Operations	\$ 63	Poster Prints for Retiring Board Members	Allegra Print Mail Lansing
14-Jan-25	General - Operations	\$ 1,443	November 2024 Board Meeting Materials	Allegra Print Mail Lansing
14-Jan-25	General - Operations	\$ 771	December 2024 Board Meeting Materials	Allegra Print Mail Lansing
11-Feb-25	General - Operations	\$ 722	January 2025 Board Meeting Materials	Allegra Print Mail Lansing
26-Mar-25	General - Operations	\$ 278	Board Meeting Materials	Allegra Print Mail Lansing
26-Mar-25	General - Operations	\$ 597	February 2025 Board Meeting Materials	Allegra Print Mail Lansing
26-Mar-25	General - Operations	\$ 686	March 2025 Board Meeting Materials	Allegra Print Mail Lansing
30-May-25	General - Operations	\$ 584	April Board Meeting Materials	Allegra Print Mail Lansing
26-Jun-25	General - Operations	\$ 533	May Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 11,655		
Grand Total		\$ 12,773	Purchased Services	
Memberships				
23-Jul-24	General - Operations	\$ 7,519	Annual Membership Dues	Assn Of Comm College Trustees
Total		\$ 7,519		
Software & Site Licenses				
9-Nov-24	General - Operations	\$ 120	Renewal of Dropbox for Board of Trustees	Dropbox Inc.
26-Feb-25	General - Operations	\$ 199	Editing Software	FastSpring
13-Mar-25	General - Operations	\$ 4,373	Document Management Software	Doctract
Total		\$ 4,692		
Supplies				
29-Aug-24	General - Operations	\$ 234	Office Supplies	Meijer
13-Sep-24	General - Operations	\$ 84	Office Supplies	Amazon
13-Sep-24	General - Operations	\$ 139	Office Supplies	Walmart
13-Sep-24	General - Operations	\$ 447	Office Supplies	Amazon
26-Sep-24	General - Operations	\$ 212	Office Supplies	Amazon
26-Sep-24	General - Operations	\$ 65	Office Supplies	Walmart
6-Nov-24	General - Operations	\$ 99	Office Supplies	FedEx
9-Nov-24	General - Operations	\$ 21	Office Supplies	Amazon
27-Nov-24	General - Operations	\$ 20	Office Supplies	Amazon
27-Nov-24	General - Operations	\$ 277	Office Supplies	Amazon
14-Jan-25	General - Operations	\$ 413	Crystal Awards for Retiring Board Members	SP Recognition Source
14-Jan-25	General - Operations	\$ 868	Matting and Framing for Retirement Posters	Saper Galleries
16-Jan-25	General - Operations	\$ 115	Sympathy Arrangement for Employee	Edible.com
16-Jan-25	General - Operations	\$ 125	Sympathy Arrangement for Trustee	Edible.com
11-Feb-25	General - Operations	\$ 34	Board Pictures for Boardroom	Walgreens
20-Feb-25	General - Operations	\$ 42	Office Supplies	Amazon
20-Feb-25	General - Operations	\$ 86	Office Supplies	Walmart
20-Feb-25	General - Operations	\$ 145	Office Supplies	Amazon
26-Mar-25	General - Operations	\$ 125	Sympathy Flowers for Trustee	Hyacinth House
28-Apr-25	General - Operations	\$ 10	Notary Renewal	MI Secretary of State
28-Apr-25	General - Operations	\$ 12	Notary Renewal	Clinton County Clerk
28-Apr-25	General - Operations	\$ 106	Notary Supplies	American Assoc of Notaries
Total		\$ 3,677		
Grand Total		\$ 15,888	Supplies & Non-Capital Equipment	

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2025

Date	Board Member	Amount	Description	Payee
Travel Lodging				
30-Aug-24	A Mathews	\$ 863	MCCA Summer Conference	Mission Point Resort
30-Aug-24	L Hidalgo	\$ 856	MCCA Summer Conference	Mission Point Resort
30-Aug-24	L Thomas	\$ 834	MCCA Summer Conference	Mission Point Resort
30-Aug-24	N Garcia	\$ 702	MCCA Summer Conference	Mission Point Resort
30-Aug-24	R Proctor	\$ 834	MCCA Summer Conference	Mission Point Resort
30-Aug-24	T Frazier	\$ 702	MCCA Summer Conference	Mission Point Resort
25-Sep-24	General - Operations	\$ 997	A&S Building Dedication	B Knight
6-Nov-24	B Duncan	\$ 1,392	ACCT Leadership Congress	Sheraton Seattle Hotel
9-Nov-24	R Proctor	\$ 189	MCCA Fall Board of Directors Meeting	Hampton Inns
13-Nov-24	L Thomas	\$ 2,089	ACCT Leadership Congress	Sheraton Seattle Hotel
13-Nov-24	L Hidalgo	\$ 1,741	ACCT Leadership Congress	Sheraton Seattle Hotel
27-Nov-24	T Frazier	\$ 1,741	ACCT Leadership Congress	Sheraton Seattle Hotel
27-Nov-24	R Proctor	\$ 2,089	ACCT Leadership Congress	Sheraton Seattle Hotel
27-Nov-24	N Garcia	\$ 1,741	ACCT Leadership Congress	Sheraton Seattle Hotel
27-Nov-24	A Mathews	\$ 2,089	ACCT Leadership Congress	Sheraton Seattle Hotel
20-Feb-25	A Mathews	\$ 1,919	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	C Taylor	\$ 1,549	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	H Lovell	\$ 1,535	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	L Thomas	\$ 1,919	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	N Garcia	\$ 795	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	R Proctor	\$ 1,919	ACCT National Legislative Summit	Marriott Marquis Washington DC
20-Feb-25	T Frazier	\$ 1,535	ACCT National Legislative Summit	Marriott Marquis Washington DC
26-Mar-25	A Mathews	\$ 499	MCCA Summer Conference	Mission Point Mackinac Island
26-Mar-25	C Taylor	\$ 386	MCCA Summer Conference	Mission Point Mackinac Island
26-Mar-25	H Lovell	\$ 463	MCCA Summer Conference	Mission Point Mackinac Island
26-Mar-25	L Thomas	\$ 427	MCCA Summer Conference	Mission Point Mackinac Island
26-Mar-25	N Garcia	\$ 469	MCCA Summer Conference	Mission Point Mackinac Island
26-Mar-25	R Proctor	\$ 392	MCCA Summer Conference	Mission Point Mackinac Island
26-Mar-25	T Frazier	\$ 463	MCCA Summer Conference	Mission Point Mackinac Island
24-Jun-25	R Proctor	\$ 250	MCCA Spring Board of Directors	Doubletree Hotels
Total		\$ 33,375		
Travel Meal Allowance				
17-Sep-24	A Mathews	\$ 30	MCCA Summer Conference	A Mathews
17-Sep-24	L Thomas	\$ 70	MCCA Summer Conference	L Thomas
6-Nov-24	B Duncan	\$ 286	ACCT Leadership Congress	B Duncan
6-Nov-24	N Garcia	\$ 317	ACCT Leadership Congress	N Garcia
6-Nov-24	L Thomas	\$ 409	ACCT Leadership Congress	L Thomas
6-Nov-24	A Mathews	\$ 409	ACCT Leadership Congress	A Mathews
6-Nov-24	T Frazier	\$ 317	ACCT Leadership Congress	T Frazier
11-Dec-24	R Proctor	\$ 229	ACCT Leadership Congress	R Proctor
5-Mar-25	L Hidalgo	\$ 309	ACCT Leadership Congress	L Hidalgo
5-Mar-25	A Mathews	\$ 317	ACCT National Legislative Summit	A Mathews
5-Mar-25	C Taylor	\$ 199	ACCT National Legislative Summit	C Taylor
5-Mar-25	H Lovell	\$ 160	ACCT National Legislative Summit	H Lovell
5-Mar-25	L Thomas	\$ 317	ACCT National Legislative Summit	L Thomas
5-Mar-25	N Garcia	\$ 117	ACCT National Legislative Summit	N Garcia
5-Mar-25	R Proctor	\$ 144	ACCT National Legislative Summit	R Proctor
5-Mar-25	T Frazier	\$ 173	ACCT National Legislative Summit	T Frazier
Total		\$ 3,802		
Travel Miscellaneous				
17-Sep-24	L Thomas	\$ 60	MCCA Summer Conference	L Thomas
25-Sep-24	General - Operations	\$ 45	A&S Building Dedication	B Knight
16-Oct-24	L Hidalgo	\$ 60	MCCA Summer Conference	L Hidalgo
6-Nov-24	N Garcia	\$ 70	ACCT Leadership Congress	N Garcia
6-Nov-24	L Thomas	\$ 31	ACCT Leadership Congress	L Thomas
6-Nov-24	A Mathews	\$ 175	ACCT Leadership Congress	A Mathews
6-Nov-24	T Frazier	\$ 72	ACCT Leadership Congress	T Frazier
13-Nov-24	L Hidalgo	\$ 8	ACCT Leadership Congress	Sheraton Seattle Hotel
20-Feb-25	H Lovell	\$ 39	ACCT National Legislative Summit	Marriott Marquis Washington DC
5-Mar-25	A Mathews	\$ 148	ACCT National Legislative Summit	A Mathews
5-Mar-25	C Taylor	\$ 60	ACCT National Legislative Summit	C Taylor
5-Mar-25	H Lovell	\$ 79	ACCT National Legislative Summit	H Lovell
5-Mar-25	L Thomas	\$ 35	ACCT National Legislative Summit	L Thomas
5-Mar-25	N Garcia	\$ 178	ACCT National Legislative Summit	N Garcia
5-Mar-25	R Proctor	\$ 68	ACCT National Legislative Summit	R Proctor
5-Mar-25	T Frazier	\$ 60	ACCT National Legislative Summit	T Frazier
5-Mar-25	L Hidalgo	\$ 172	ACCT Leadership Congress	L Hidalgo
Total		\$ 1,360		

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2025

Date	Board Member	Amount	Description	Payee
Travel Transportation				
29-Aug-24	B Duncan	\$ 517	ACCT Leadership Congress	Delta Air Lines
13-Sep-24	A Mathews	\$ 598	ACCT Leadership Congress	Delta Air Lines
13-Sep-24	L Thomas	\$ 598	ACCT Leadership Congress	Delta Air Lines
13-Sep-24	N Garcia	\$ 494	ACCT Leadership Congress	Delta Air Lines
25-Sep-24	General - Operations	\$ 2,014	A&S Building Dedication	B Knight
27-Sep-24	T Frazier	\$ 551	ACCT Leadership Congress	Delta Air Lines
6-Nov-24	B Duncan	\$ 114	ACCT Leadership Congress	Uber
6-Nov-24	N Garcia	\$ 85	ACCT Leadership Congress	N Garcia
6-Nov-24	L Thomas	\$ 59	ACCT Leadership Congress	L Thomas
6-Nov-24	A Mathews	\$ 59	ACCT Leadership Congress	A Mathews
6-Nov-24	T Frazier	\$ 153	ACCT Leadership Congress	T Frazier
11-Dec-24	R Proctor	\$ 761	ACCT Leadership Congress	R Proctor
14-Jan-25	A Mathews	\$ 343	ACCT National Legislative Summit	American Airlines
14-Jan-25	C Taylor	\$ 353	ACCT National Legislative Summit	American Airlines
14-Jan-25	H Lovell	\$ 353	ACCT National Legislative Summit	American Airlines
14-Jan-25	L Thomas	\$ 343	ACCT National Legislative Summit	American Airlines
14-Jan-25	N Garcia	\$ 353	ACCT National Legislative Summit	American Airlines
14-Jan-25	R Proctor	\$ 343	ACCT National Legislative Summit	American Airlines
14-Jan-25	T Frazier	\$ 353	ACCT National Legislative Summit	American Airlines
20-Feb-25	N Garcia	\$ 106	ACCT National Legislative Summit	American Airlines
5-Mar-25	H Lovell	\$ 42	ACCT National Legislative Summit	H Lovell
5-Mar-25	L Thomas	\$ 26	ACCT National Legislative Summit	L Thomas
5-Mar-25	N Garcia	\$ 19	ACCT National Legislative Summit	N Garcia
5-Mar-25	R Proctor	\$ 68	ACCT National Legislative Summit	R Proctor
5-Mar-25	T Frazier	\$ 133	ACCT National Legislative Summit	T Frazier
5-Mar-25	L Hidalgo	\$ 529	ACCT Leadership Congress	L Hidalgo
Total		\$ 9,365		
Travel Registration Fees				
17-Oct-24	6 Trustees	\$ 5,700	MCCA Summer Conference	Michigan Community College Assn
13-Nov-24	L Thomas	\$ 150	ACCT Leadership Congress	Assn Of Comm College Trustees
27-Nov-24	L Thomas	\$ 800	ACCT National Legislative Summit	Assn Of Comm College Trustees
27-Nov-24	R Proctor	\$ 800	ACCT National Legislative Summit	Assn Of Comm College Trustees
27-Nov-24	A Mathews	\$ 800	ACCT National Legislative Summit	Assn Of Comm College Trustees
27-Nov-24	N Garcia	\$ 950	ACCT National Legislative Summit	Assn Of Comm College Trustees
27-Nov-24	T Frazier	\$ 950	ACCT National Legislative Summit	Assn Of Comm College Trustees
14-Jan-25	C Taylor	\$ 950	ACCT National Legislative Summit	Assn Of Comm College Trustees
14-Jan-25	H Lovell	\$ 950	ACCT National Legislative Summit	Assn Of Comm College Trustees
3-Mar-25	B Duncan	\$ 455	MI-ACE Conference	Lansing Community College
14-Mar-25	A Mathews	\$ 455	MI-ACE Conference	Lansing Community College
18-Mar-25	C Taylor	\$ 455	MI-ACE Conference	Lansing Community College
18-Mar-25	H Lovell	\$ 455	MI-ACE Conference	Lansing Community College
26-Mar-25	B Duncan	\$ 1,059	ACCT Leadership Congress	Assn Of Comm College Trustees
26-Mar-25	A Mathews	\$ 1,259	ACCT Leadership Congress	Assn Of Comm College Trustees
26-Mar-25	C Taylor	\$ 1,259	ACCT Leadership Congress	Assn Of Comm College Trustees
26-Mar-25	H Lovell	\$ 1,259	ACCT Leadership Congress	Assn Of Comm College Trustees
26-Mar-25	L Thomas	\$ 1,259	ACCT Leadership Congress	Assn Of Comm College Trustees
26-Mar-25	N Garcia	\$ 1,259	ACCT Leadership Congress	Assn Of Comm College Trustees
26-Mar-25	R Proctor	\$ 1,259	ACCT Leadership Congress	Assn Of Comm College Trustees
26-Mar-25	T Frazier	\$ 1,259	ACCT Leadership Congress	Assn Of Comm College Trustees
2-Apr-25	L Thomas	\$ 455	MI-ACE Conference	Lansing Community College
Total		\$ 24,197		
Travel Mileage Expense				
17-Sep-24	A Mathews	\$ 308	MCCA Summer Conference	A Mathews
17-Sep-24	L Thomas	\$ 310	MCCA Summer Conference	L Thomas
17-Sep-24	R Proctor	\$ 315	MCCA Summer Conference	R Proctor
17-Sep-24	T Frazier	\$ 303	MCCA Summer Conference	T Frazier
16-Oct-24	L Hidalgo	\$ 288	MCCA Summer Conference	L Hidalgo
6-Nov-24	B Duncan	\$ 132	ACCT Leadership Congress	B Duncan
11-Dec-24	R Proctor	\$ 11	ACCT Leadership Congress	R Proctor
5-Mar-25	R Proctor	\$ 6	ACCT National Legislative Summit	R Proctor
5-Mar-25	T Frazier	\$ 4	ACCT National Legislative Summit	T Frazier
Total		\$ 1,676		

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2025

Date	Board Member	Amount	Description	Payee
Meeting Expense				
24-Sep-24	General - Operations	\$ 371	September 2024 Board Meeting	A Catered Affaire
27-Sep-24	General - Operations	\$ 1,500	Dinner Reservation at ACCT Leadership Congress	Canlis
5-Nov-24	General - Operations	\$ 381	October 2024 Board Meeting	A Catered Affaire Inc
26-Nov-24	General - Operations	\$ 400	November 2024 Board Meeting	A Catered Affaire Inc
6-Dec-24	General - Operations	\$ 152	November Board Retreat	Meijer
14-Jan-25	General - Operations	\$ 900	December Board Retreat	Capital Prime Steak
14-Jan-25	General - Operations	\$ 750	December 2024 Board Meeting	Professional Party Planner Inc
29-Jan-25	General - Operations	\$ 505	January 2025 Board Meeting	A Catered Affaire Inc
26-Feb-25	General - Operations	\$ 11	February 2025 Board Meeting	Meijer
26-Mar-25	General - Operations	\$ 268	Board Orientation Dinner	Capital Prime Steak
26-Mar-25	General - Operations	\$ 293	February 2025 Board Meeting	Cheryl Gourmet Treats
26-Mar-25	General - Operations	\$ 395	March 2025 Board Meeting	A Catered Affaire Inc
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 Long
Total		\$ 6,385		
Event Expense				
11-Sep-24	General - Operations	\$ 1,081	Fall Kickoff Food Truck	Big Cheezy Grill
26-Sep-24	General - Operations	\$ 1,190	Fall Kickoff Food Truck	Smokeshow BBQ
26-Sep-24	General - Operations	\$ 1,003	Fall Kickoff Food Truck	Happy Bowl
26-Sep-24	General - Operations	\$ 850	Fall Kickoff Food Truck	Slice by Saddleback
26-Sep-24	General - Operations	\$ 476	Fall Kickoff Food Truck	Two Guys Nomadic Grill
Total		\$ 4,600		
	Grand Total	\$ 84,759	Travel, Training & Conferences	
	Grand Total	\$ 137,961	Non Labor Expenses	

LANSING COMMUNITY COLLEGE
Revenue and Expense Account Information

Exhibit	Line	Account Title	Exhibit	Line	Account Title
REVENUES			B	30	Purchased Services
					Advertising
					Commercial Printing/Publication
					Curriculum Development/Contracted
					Direct Instruction/Contracted
					Equipment Moving
					Instructional Support/Contracted
					Service Contracts
					Technical Support
					Temporary Help/Agency
					Miscellaneous Purchased Services
			B	31	Rental Expense
					Building Rentals
					Equipment Rentals
					Other Rentals
					Vehicle Rentals
			B	32	Repair and Maintenance
					Building Maintenance Contracts
					Building Repairs
					Equipment Repairs
					Equipment Service Contracts
					Repair and Maintenance
					Vehicle Repair and Maintenance
					Grounds Maintenance
			B	33	Supplies
					Fuel College Vehicles
					Memberships
					Reference Books
					Software and Site Licenses
					Subscriptions
					Supplies
					Course Textbooks
					Building/Improvements <\$5,000
					Furniture < \$5,000
					Equipment < \$5,000
					Instructional Equipment <\$5,000
					Operational Equipment <\$5,000
					Tech Equipment/Computers <\$5,000
			B	34	Travel, Training and Conferences
					Travel Lodging
					Travel Meal Allowance
					Travel Miscellaneous
					Travel Transportation
					Registration Fees
					Meeting Expense
					Travel Mileage
					Vehicle Chargeback
					Event Expense
EXPENSES					
B	27	Institutional Expenses			
		Bond Administrative Expenses			
		Chargebacks			
		Indirect Cost Expense			
		Liability Insurance			
		Mail			
		Property Taxes			
		Telecommunication			
		Bank Service Charges			
		Cost Share Expense			
		Contributions and Sponsorships			
B	28	Utilities			
		Electricity			
		Gas			
		Steam			
		Water			
		Cable Television			
B	29	Professional Services			
		Adm/Management Consulting			
		Architect/Engineering Services			
		Audit Services			
		Election Costs			
		Government Relations Consulting			
		Legal Consultant			
		Collection Fees			
		Professional Testing Fees			

LANSING COMMUNITY COLLEGE
Asset, Liability and Net Position Account Information

Exhibit	Line	Account Title	Exhibit	Line	Account Title
ASSETS			LIABILITIES		
		CURRENT ASSETS			CURRENT LIABILITIES
C	1	Cash and Cash Equivalents	C	14	Accounts Payable
		Checking Accounts			Accounts Payable
		Savings Accounts			Student Payables
					Escheat Payable
C	2	Short-Term Investments (See Also Exhibit D)			Sales Tax
		Investment Accounts			
		Certificates of Deposit	C	15	Accrued Interest Payable
C	3	Property Taxes Receivable, Net of Est Uncollectible	C	16	Accrued Payroll and Other Compensation
					Accrued Salaries and Wages
C	4	State Appropriations Receivable			Accrued FICA
					Income Tax Withholdings
C	5	Federal and State Grants Receivable			Employee Deductions
					Retirement Contributions
C	6	Accounts Receivable, Net of Est Uncollectible			Long Term Disability Insurance
		Tuition and Fees			Life Insurance
		Non-Student Accounts Receivable			Tuition Benefits
					Workers Compensation
C	7	Prepaid Expenses			
			C	17	Current Compensated Absences Obligations
C	8	Due from Component Units			
			C	18	Unearned Revenue
		NON-CURRENT ASSETS			Deferred Tuition Revenue
					Other Deferred Revenue
C	9	Long-Term Investments (See Also Exhibit D)			Deposits
C	10	Capital Assets, Net of Accumulated Depreciation	C	19	Current Portion of Long-Term Lease/Subscription Obligations
		Land and Improvements			
		Buildings and Improvements	C	20	Current Portion of Long-Term Debt Obligations
		Furniture			
		Instructional Equipment			NON-CURRENT LIABILITIES
		Operational Equipment			
		Technology Equipment and Computers	C		Long-Term Debt Obligations
		Vehicles		21	Compensated Absences Liability
		Intangible Assets		22	Bonds Payable
		Lease Assets		23	Lease & Subscription Liability
		Subscription-Based Information Technology Assets		24	Net Pension Liability
C	11	Net Other Post-Employment Benefits Asset	C	25	Deferred Inflow of Resources - Pension Amounts
C		Deferred Outflow of Resources			NET POSITION
	12	Deferred Charge on Refunding Bonds			
	13	Deferred Pension Amounts	C	26	NET POSITION
					Invested in Capital Assets, Net of Related Debt
					Restricted
					Unrestricted

LANSGING 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

LANSGING COMMUNITY COLLEGE
Organization to Division Crosswalk

Organization Number	Organization Title	Division
13100	Public Relations	Business Operations
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

LANSING COMMUNITY COLLEGE
Organization to Division Crosswalk

Organization Number	Organization Title	Division
20250	Non-Traditional and Special Populations	Student Affairs
20401	Academic and Career Pathways Administration	Student Affairs
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
September 15, 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 – June 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	9:12pm	Citizen Complaint	Verbal altercation	Police report taken for domestic dispute	No	No	No	N/A	Male	Black or African American
2	9:12pm	Citizen Complaint	Same as #1	Same as #1	No	No	No	N/A	Female	Black or African American
3	1:15pm	Dispatched	Welfare check	Individual feeling sick but was ok	No	No	No	N/A	Male	Black or African American
4	12:35am	Dispatched	Assault	Happened off campus, LPD took over the call	No	No	No	N/A	Male	Black or African American
5	9:38pm	Field Interview	Loitering in parking ramp which was closed	Officer approached 2 individuals to investigate	No	Yes	No	N/A	Female	White
6	9:38pm	Field Interview	Same as #5	Same as #5	No	Yes	No	N/A	Male	White
7	3:16am	Dispatched	Loitering in ramp after hours	Officer approached individual to investigate/Individual had open arrest warrant	No	No	Yes	2 open arrest warrants	Female	White
8	11:09pm	Field Interview	Verbal altercation	Argument between mother and daughter	No	No	No	N/A	Female	White
9	11:09pm	Field Interview	Same as #8	Same as #8	No	No	No	N/A	Female	White
10	10:45pm	Officer Initiated	Trespassing	Officer spoke with individual in ramp after hours	No	Yes	No	N/A	Male	White
11	10:16pm	Officer Initiated	Suspicious person	Officer investigated individual loitering in front of doors to UC	No	Yes	No	N/A	Male	White
12	12:25am	Officer Initiated	Loitering in ramp after hours	Officer spoke with individual to investigate	No	Yes	No	N/A	Female	White
13	7:10pm	Officer Initiated	Assist motorist	Officer assisted disabled motorist	No	No	No	N/A	Female	White

Lansing Community College Police Department Citizen Contact Report – June 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
14	7:54pm	Officer Initiated	Loitering in restricted area of ramp	Officer spoke with individual who was on 4th fl of ramp (4th level is closed)	No	Yes	No	N/A	Male	White
15	4:44pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	White
16	9:35pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Male	White
17	11:15pm	Traffic Violation	Disregard traffic control device	N/A	Yes	No	No	N/A	Male	Hispanic or Latino
18	10:46pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
19	9:56pm	Traffic Violation	No headlights after dark	N/A	No	Yes	No	N/A	Female	Hispanic or Latino
20	10:26pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	White
21	8:30pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Female	Black or African American
22	2:45pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	White
23	11:03pm	Traffic Violation	No headlights after dark	N/A	No	Yes	No	N/A	Female	White
24	3:35am	Traffic Violation	Failure to yield	N/A	No	Yes	No	N/A	Female	White
25	9:15pm	Traffic Violation	Failure to signal (2 consecutive turns)	N/A	No	Yes	No	N/A	Male	White
26	9:04pm	Traffic Violation	Improper turn	N/A	No	Yes	No	N/A	Female	Black or African American

Lansing Community College Police Department Citizen Contact Report – June 2025

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	2				
Dispatched:	3				
Field Interviews:	4				
Investigative Stops:	0				
Officer Initiated:	5				
Traffic Violation:	12				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	26				
Demographics		Counts	Citation	Warning	Arrest
Males:	12	1	8	0	
Females:	14	0	9	1	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	6	0	2	0	
Hispanic or Latino:	3	1	2	0	
Native American/Alaskan Native	0	0	0	0	
White:	17	0	13	1	
Other:	0	0	0	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	0				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	667				

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

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

Lansing Community College Police Department Citizen Contact Report – July 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	8:18pm	Dispatched	Student refusing to leave classroom	After speaking with officers, student left classroom without incident	No	No	No	N/A	Male	White
2	10:36pm	Officer Initiated	Fireworks in Lot 15 (4th of July)	Officers spoke to individual to investigate/Cleaned up and left location	No	Yes	No	N/A	Male	Black or African American
3	8:16pm	Citizen Complaint	Suspicious person (near pond)	Officer spoke with individual	No	No	No	N/A	Male	Black or African American
4	9:21pm	Citizen Complaint	Mental health investigation	Individual transported to Sparrow for evaluation	No	No	No	N/A	Male	White
5	1:50pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Female	White
6	12:00pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Female	White
7	8:20pm	Traffic Violation	No license plate	N/A	No	Yes	No	N/A	Female	White
8	8:31pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Male	Black or African American
9	6:29pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	White
10	3:48pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	White
11	5:41pm	Traffic Violation	Expired tag	Multiple violations	Yes	No	No	N/A	Female	White
12	2:52pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Female	Hispanic or Latino
13	1:43pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	Black or African American
14	1:55pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	Black or African American
15	5:12pm	Traffic Violation	Flashing red lights on vehicle	N/A	No	Yes	No	N/A	Male	White
16	4:36pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Female	Black or African American

Lansing Community College Police Department Citizen Contact Report – July 2025

LCC PD CITIZEN CONTACTS	Counts			
Citizen Complaints:	2			
Dispatched:	1			
Field Interviews:	0			
Investigative Stops:	0			
Officer Initiated:	1			
Traffic Violation:	12			
Vehicle Safety Equipment Violation:	0			
Weapons Pat-down:	0			
Total:	16			
Demographics	Counts	Citation	Warning	Arrest
Males:	9	0	6	0
Females:	7	1	6	0
Unknown:	0	0	0	0
Asian or Pacific Islander:	0	0	0	0
Black or African American:	6	0	5	0
Hispanic or Latino:	1	0	1	0
Native American/Alaskan Native	0	0	0	0
White:	9	1	6	0
Other:	0	0	0	0
Unknown:	0	0	0	0
Parking Violation - Warnings:	1			
Parking Violation - Citations:	1			
Dispatch Activity - Calls for Services:	605			

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

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

Lansing Community College Police Department Citizen Contact Report – August 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	9:05 AM	Dispatched	Medical assistance	Individual refused medical attention	No	No	No	N/A	Female	Black or African American
2	10:28pm	Dispatched	Previously trespassed individual	Individual misunderstood trespass order	No	Yes	No	N/A	Male	Black or African American
3	9:18pm	Field Interview	Urinating in public	Trespass letter issued	No	Yes	No	N/A	Male	Black or African American
4	10:21pm	Dispatched	Welfare check	Individual left location after speaking with officer	No	Yes	No	N/A	Male	Black or African American
5	10:25pm	Field Interview	Loitering in Lot 22 after hours	Individuals left location after speaking with officer	No	Yes	No	N/A	Female	White
6	10:25pm	Field Interview	Same as #5	Same as #5	No	Yes	No	N/A	Male	White
7	8:22pm	Field Interview	Loitering in ramp	Individual left location after speaking with officer (no LCC affiliation)	No	Yes	No	N/A	Male	Black or African American
8	8:22pm	Field Interview	Same as #7	Same as #7	No	Yes	No	N/A	Male	Black or African American
9	9:31pm	Field Interview	Loitering in ramp	Individual left location after speaking with officer (no LCC affiliation)	No	Yes	No	N/A	Male	Black or African American
10	1:00am	Officer Initiated	Propping open doors in ramp	Officer spoke with individual to discuss violation	No	Yes	No	N/A	Male	Black or African American
11	10:15am	Officer Initiated	Vehicle accident	Officer took report	No	No	No	N/A	Male	White
12	1:22am	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Female	Black or African American
13	1:37pm	Traffic Violation	Improper turn	N/A	No	Yes	No	N/A	Female	Hispanic or Latino
14	10:13pm	Traffic Violation	Expired registration	Multiple violations	Yes	No	No	N/A	Male	Black or African American
15	10:03pm	Traffic Violation	Expired registration	N/A	No	Yes	No	N/A	Female	White
16	11:55pm	Traffic Violation	No lights on	N/A	No	Yes	No	N/A	Male	White

Lansing Community College Police Department Citizen Contact Report – August 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
17	11:52pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Female	White
18	10:56pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Male	White
19	1:52pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Female	Black or African American
20	11:54pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
21	9:33am	Traffic Violation	Wrong way on one way	N/A	No	Yes	No	N/A	Female	White
22	12:44am	Traffic Violation	No working tailights	N/A	No	Yes	No	N/A	Female	Black or African American
23	7:48pm	Traffic Violation	Expired registration	Multiple violations	Yes	No	No	N/A	Male	Black or African American
24	9:47am	Traffic Violation	Expired registration	N/A	No	Yes	No	N/A	Female	White
25	6:47pm	Traffic Violation	Using phone while driving	N/A	No	Yes	No	N/A	Male	White
26	11:54pm	Traffic Violation	Using phone while driving	N/A	No	Yes	No	N/A	Female	White
27	6:33pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Black or African American
28	7:30pm	Traffic Violation	Ran red light (brake malfunction)	N/A	No	Yes	No	N/A	Male	Black or African American
29	8:03am	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Other
30	7:48pm	Traffic Violation	Expired registration	Multiple violations	Yes	No	No	N/A	Male	Black or African American
31	11:38am	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	Hispanic or Latino
32	12:56pm	Traffic Violation	Expired registration	Multiple violations (also had warrant for FTA. Advised but not arrested due to jurisdictional refusal)	Yes	Yes	No	N/A	Female	Black or African American
33	2:06am	Traffic Violation	Expired registration	Multiple violations	Yes	Yes	No	N/A	Female	Black or African American

Lansing Community College Police Department Citizen Contact Report – August 2025

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	0				
Dispatched:	3				
Field Interviews:	6				
Investigative Stops:	0				
Officer Initiated:	2				
Traffic Violation:	22				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	33				
Demographics		Counts	Citation	Warning	Arrest
Males:	19	4	14	0	
Females:	14	4	11	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	18	6	13	0	
Hispanic or Latino:	3	0	3	0	
Native American/Alaskan Native	0	0	0	0	
White:	11	2	8	0	
Other:	1	0	1	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	5				
Parking Violation - Citations:	3				
Dispatch Activity - Calls for Services:	628				

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

Chairperson's Report

Lansing Community College – Board of Trustees
Roadmap for Trustee Generated Ideas and Initiatives
September 15, 2025

Sponsoring Trustee: **Chair Angela Mathews**

NAME OF THE IDEA

Book stipend for Students Fall 2025 in the amount of \$700,000

DESCRIPTION

This stipend is intended to reduce the cost for the purchase of textbooks for students, alleviating a barrier to students being able to access book material for class(es) upon their initial day of coursework.

ARGUMENTS IN FAVOR

N/A

ANTICIPATED ARGUMENTS IN OPPOSITION

1. Can this request be funded?
2. If so, how will this request be funded?
3. To whom or what is the impact of this funded request?

IDENTIFICATION OF KNOWN STAKEHOLDER GROUPS

1. Lansing Community College Students (both new enrollees and returning students).

ATTACHMENT:

1. Trustee generated idea process.

ROADMAP for Trustee Generated Ideas and Initiatives

Trustees may have ideas for initiatives that they believe would benefit and strengthen the college, but a procedure may not exist for bringing those ideas forth in a manner that will allow the collective Board to consider the idea, determine whether it has enough Board support to warrant further investigation and provide structure for such further investigation and consideration. The following proposes such a procedure.

Whenever a Trustee has an idea that he or she would like to present to the rest of the Board for support, the following steps would need to be followed:

1. Sponsoring Trustee must put idea in writing giving as much detail as possible. This is a document meant to convince other Board Members to support further investigation and consideration of the idea. The document should include:
 - A name for the idea or project or policy;
 - As complete a description as possible;
 - Arguments in favor;
 - Anticipated arguments in opposition;
 - An identification of all known stakeholder groups who might need to be considered and included in a further investigation and discussion of the idea.
2. Sponsoring Trustee forwards the written document to the Board Chair with a request that it be placed on the Agenda of the next regularly scheduled Board meeting for discussion.
3. Board Chair places idea on the Agenda of the next regularly scheduled Board meeting after the Standing Committee Reports. Sponsoring Trustee's written document is included in the Board packet.
4. At the Board meeting the idea is presented by the Sponsoring Trustee to other Trustees for consideration.
5. After discussion, the Board decides by motion whether to forward the idea and written document to the President for further investigation with a more extensive written report to come back to the Board in 60 days that would include:
 - Descriptions of any current LCC programs or initiatives that address a similar or related issue or a statement that none are currently in place;
 - Descriptions of existing models, if any: local, state and national;
 - Pros and Cons;
 - An expanded listing of Stakeholders and Stakeholder groups;
 - Financing implications;
 - Possible funding sources;
 - Personnel issues;
 - Administration recommendation.
6. If the Board moves to forward the idea to the President for further investigation and report, the idea will be automatically placed as a Discussion Item on the Agenda of the next regularly scheduled Board Meeting two months hence.



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.