



# **Lansing Community College Board of Trustees**

(Part 1 of 3)

**Regular Meeting**  
**October 27, 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

October 27, 2025

ADM Boardroom

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. Hope Lovell
- IV. Approval of Minutes
  - A. September 15, 2025, Regular Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. Monthly Monitoring Report
  - A. Annual Comprehensive Financial Report – *Michelle Fowler, Rehmann*
- VIII. President's Report
  - A. Special Presentation
    1. Tech Careers: Robot Dog Demonstration
    2. Update on HBCU Transfer Opportunities Outreach
- IX. Consent Agenda – Action Items
  - A. 2025 Five-Year Capital Outlay Plan and Capital Outlay Project Request
  - B. Board of Trustees Employees
    1. Expenses – July, August, September 2025
    2. Time Reporting – September 2024
  - C. Capital Project Request
    1. Arts and Sciences Building Fume Hood Replacements

2. Health and Human Services Simulation Center and Transfer of the 505 Capitol Avenue Capital Project Funds

D. Sole Source Justification

1. Evisions Software Applications Renewal

X. Monthly Monitoring Report

- A. Monthly Financial Statements
- B. Monthly Public Safety Report
- C. Report Regarding Diversity of Employees

XI. Linkage Planning/Implementation

A. Chair's Report

1. ACCT Letter of Support
  - a. Hope Lovell
  - b. Angela Mathews
  - c. LaShunda Thomas
2. Recap of the ACCT Leadership Congress

B. Committee Reports

1. Audit Committee – *Robert Proctor*
  - a. Annual Comprehensive Financial Report
2. Policy Committee – *Robert Proctor*

C. Board Members Report

1. Foundation Board Report – *Terrence Frazier & Noel Garcia, Jr.*
2. Trustee-Generated Idea and Initiative
  - a. Campus Community and Safety Kiosk Initiative – *Chatum Taylor*

XII. Unfinished Business

XIII. New Business

XIV. Public Comment

XV. Board Comments

XVI. Closed Session

XVII. Adjournment

# **Approval of Minutes**



LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ADM Building Boardroom

September 15, 2025

**Regular Meeting**  
Unadopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:06 p.m.

## **Roll Call**

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

## **Pledge of Allegiance**

Trustee Proctor led the Pledge of Allegiance.

## **Special Recognition**

The Board of Trustees held an Accreditation Ceremony for the LCC Police Department. After the event, they honored Frank Medrano and Dillon Platte with the Life Savers Award for their heroic efforts in saving lives. Additionally, the Men's Cross-Country Team was recognized for winning its second consecutive NJCAA Division II National Championship.

## **Approval of Minutes**

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Lovell that the minutes of the June 16, 2025, Regular Board of Trustees meeting be adopted.

Roll call vote:

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

The motion carried.

## **Additions/Deletions to the Agenda**

There were no additions or deletions to the meeting agenda.

## Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments Regarding Agenda Items.

## Linkage Planning/Implementation

### Community Linkage – President’s Report

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

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- 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~~ *REMOVED*
- ~~C. Local Strategic Value Resolution~~ *REMOVED*
- D. Michigan New Job Training Agreement
  - 1. ~~LG Energy Solution Michigan, Inc. – Amendment No. 3~~ *REMOVED*

Trustee Thomas requested that the Cooperative Purchase for Transportation Services be removed from the Consent Agenda for further discussion. Additionally, Trustee Lovell requested that the Local Strategic Value Resolution and the Michigan New Job Training Agreement for LG Energy Solution Michigan, Inc. be removed for discussion as well.

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Thomas that the Consent Agenda, removing the Cooperative Purchase for Transportation Services, the Local Strategic Value Resolution, and the Michigan New Job Training Agreement for LG Energy Solution Michigan, be approved.

Roll call vote:

Ayes: Thomas, Mathews, Proctor, Lovell

Nays: None

Absent: Frazier, Garcia, Taylor

The motion carried.



### **Action Item – Cooperative Purchase for Transportation Services**

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that the Cooperative Purchase for Transportation Services be approved.

Trustee Thomas asked for clarity on what this purchase would include.

Dr. Samuel stated that the purchase would be for the transportation of the LCC Athletic Teams.

Roll call vote:

Ayes: Lovell, Proctor, Thomas, Mathews

Nays: None

Absent: Frazier, Garcia, Taylor

The motion carried.

### **Action Item – Local Strategic Resolution**

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Thomas that the Local Strategic Resolution be approved.

Trustee Lovell stated that the information provided was very informative. She stated that she would like to learn more about the programs LCC offers.

Roll call vote:

Ayes: Mathews, Thomas, Proctor, Lovell

Nays: None

Absent: Frazier, Garcia, Taylor

The motion carried.

### **Action Item – Michigan New Job Training Agreement for LG Energy Solution Michigan, Inc. Amendment No. 3.**

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Proctor that the MI New Job Training Agreement for LG Energy Solution Michigan, Inc. be approved.

Trustee Lovell inquired about the change in companies, specifically whether the agreement included the same constituents and if the same number of jobs were being created.

Dr. Robinson responded that the agreement is the same. He also stated LG Energy Solution fully acquired GM's stake in the Michigan battery plant, taking over full ownership of the Lansing facility. The facility, formerly part of the Ultium Cells joint venture, is now a fully owned LG Energy Solution plant.

Roll call vote:

Ayes: Thomas, Proctor, Mathews, Lovell

Nays: None

Absent: Frazier, Garcia, Taylor

The motion carried.

## Monthly Monitoring Report

The following Monitoring Reports were presented:

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

The 2025 Five-Year Capital Outlay Plan and Capital Outlay Project Request will be submitted for approval next month.

## Linkage Planning/Implementation

### Chair's Report – ACCT Voting Delegate

Chair Mathews announced that she appointed Trustee Robert Proctor to serve as the ACCT voting delegate for the upcoming ACCT Leadership Congress next month.

### Chair's Report – October Board Meeting

Chair Mathews announced that due to the ACCT Leadership Congress, the October Board meeting has been rescheduled to Monday, October 27. She reminded the Board and staff that, despite the change in the meeting date, they will receive the Board meeting materials on October 15. This will allow trustees sufficient time to review the materials before attending the ACCT conference.

### Chair's Report – Trustee-Generated Idea for Book Stipend

Chair Mathews presented the following trustee-generated idea:

#### 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).

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that the idea be forwarded to the President for further investigation and a written report to the Board in 60 to 90 days.

Roll call vote:

Ayes: Mathews, Thomas, Proctor, Lovell

Nays: None

Absent: Frazier, Garcia, Taylor

The motion carried.

#### **Committee Reports – Audit Committee Update**

Trustee Proctor stated that the Audit Committee met to receive a Status Update on the Annual Financial Audit Report from Michelle Fowler of Rehmann. He stated that Ms. Fowler will attend the October Board of Trustees meeting to present the Annual Financial Audit Report to the Board.

#### **Committee Reports – Policy Committee Update**

Trustee Proctor reported that the Policy Committee, consisting of himself, Ms. Duncan, and Trustee Taylor, has been actively working over the summer. They are preparing to present revisions to the Board's Bylaws and will eventually address updates to the Board's Governance Policies. This initiative aims to ensure that the policies remain current and effective in guiding the Board's operations and responsibilities. Trustee Proctor thanked the committee members for their efforts and highlighted the importance of these revisions in enhancing the Board's governance framework. Further discussions on this topic are anticipated in upcoming meetings.

#### **Board Members Reports – Foundation Board Update**

Trustee Thomas provided a brief update on the Foundation Board.

#### **Unfinished Business**

There was no Unfinished Business.

#### **New Business**

The New Business Items for October 2025:

A. Consent Agenda

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

B. Monthly Monitoring Report

1. Annual Board Monitoring Report will be moved to November
2. Audit Committee – Robert Proctor
  - a) Annual Financial Report – Michelle Fowler, Rehmann
3. Monthly Financial Statements
4. Monthly Public Safety Report

## Public Comment

Melissa Kaplin: Melissa Kaplin addressed the Board to share upcoming Arts and Science events.

Mark Kelland: Mark Kelland addressed the Board regarding Open Education Resources and the money that was assigned to this project.

## Board Comment

Trustees made comments.

## Closed Session

There was no Closed Session

## Adjournment

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

Ayes: Proctor, Mathews, Thomas, Lovell

Nays: None

Absent: Frazier, Garcia, Taylor

The motion carried.

The meeting adjourned at 8:34 p.m.

Submitted,

  
Executive Assistant/Liaison to the Board  
Benita Duncan

# **Monthly Monitoring Report**

**Lansing Community College – Board of Trustees**  
**October 27, 2025**

**Agenda Item:     Annual Comprehensive Financial Report**

**Presented for Acceptance**

**PURPOSE**

To accept the College's annual comprehensive financial report as presented by its auditors.

**BACKGROUND**

As required by the Board of Trustees By-Laws, the Audit Committee is responsible for reviewing the annual audit. Michelle Fowler, partner of the C.P.A. firm Rehmann Robson P.C., provided the Audit Committee with the final draft of the Annual Comprehensive Financial Report (ACFR). The Audit Committee accepted the report and recommends acceptance by the full board.

**IMPLICATIONS**

**Financial:**

As a condition of receiving state aid, the Community College Act requires Lansing Community College to publish a summary of our audit and to make our audits available for public inspection.

**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**

There are no risk implications.

**OTHER OPTIONS/ALTERNATIVES**

There are no other alternatives.

**RECOMMENDATIONS**

The Administration respectfully requests that the Board of Trustees accept the annual audit report as presented.

**ATTACHMENTS: *(Separate Packet – Part 3 of 3)***

1. Annual Comprehensive Financial Report for the Fiscal Years Ended June 30, 2025 and 2024.



# **Consent Agenda Action Items**

**Lansing Community College – Board of Trustees**  
**October 27, 2025**

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

**Presented for Action**

**PURPOSE**

To inform the Lansing Community College Board of Trustees of 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.

**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.

### **ATTACHMENTS: (Separate Packet – Part 2 of 3)**

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

**Lansing Community College – Board of Trustees**  
**October 27, 2025**

**Agenda Item: Board of Trustees Employees' Expenses**

**Presented for Action**

**PURPOSE**

To ratify the Board's employees' expenses for the month of September 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  
September 2025

Date	Board Member	Amount	Description	Payee
<b>Chargeback Telephone Phone</b>				
1-Sep-25	General - Operations	\$ 30	Phone_2025_Jul	Lansing Community College
1-Sep-25	General - Operations	\$ 60	Phone_2025_Aug	Lansing Community College
<b>Total</b>		<b>\$ 90</b>		
<b>Chargeback Print &amp; Copy</b>				
1-Sep-25	General - Operations	\$ 3	Print Copy_2025_Aug	Lansing Community College
<b>Total</b>		<b>\$ 3</b>		
	<b>Grand Total</b>	<b>\$ 93</b>	<b>Institutional Expenses</b>	
<b>Audit Services</b>				
30-Sep-25	General - Operations	\$ 4,770	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
<b>Total</b>		<b>\$ 4,770</b>		
	<b>Grand Total</b>	<b>\$ 4,770</b>	<b>Professional Fees</b>	
<b>Software &amp; Site Licenses</b>				
1-Sep-25	General - Operations	\$ 6,397	Document Management Software	Doctract
<b>Total</b>		<b>\$ 6,397</b>		
	<b>Grand Total</b>	<b>\$ 6,397</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Lodging</b>				
9-Sep-25	N Garcia	\$ 834	MCCA Summer Conference	Mission Point Resort
<b>Total</b>		<b>\$ 834</b>		
<b>Travel Meal Allowance</b>				
17-Sep-25	H Lovell	\$ 81	MCCA Summer Conference	H Lovell
30-Sep-25	L Thomas	\$ 81	MCCA Summer Conference	L Thomas
<b>Total</b>		<b>\$ 162</b>		
<b>Travel Miscellaneous</b>				
17-Sep-25	C Taylor	\$ 75	MCCA Summer Conference	C Taylor
17-Sep-25	H Lovell	\$ 75	MCCA Summer Conference	H Lovell
<b>Total</b>		<b>\$ 150</b>		
<b>Travel Transportation</b>				
9-Sep-25	T Frazier	\$ 483	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	A Mathews	\$ 493	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	C Taylor	\$ 582	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	H Lovell	\$ 592	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	L Thomas	\$ 493	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	N Garcia	\$ 592	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	R Proctor	\$ 503	ACCT Leadership Congress	Delta Air Lines
<b>Total</b>		<b>\$ 3,738</b>		
<b>Travel Registration Fees</b>				
4-Sep-25	7 Trustees	\$ 6,860	MCCA Summer Conference	Michigan Community College Assn
<b>Total</b>		<b>\$ 6,860</b>		

**Lansing Community College**  
Board of Trustees - Detail Expenses  
September 2025

Date	Board Member	Amount	Description	Payee
<b>Travel Mileage Expense</b>				
17-Sep-25	C Taylor	\$ 332	MCCA Summer Conference	C Taylor
17-Sep-25	H Lovell	\$ 326	MCCA Summer Conference	H Lovell
30-Sep-25	L Thomas	\$ 323	MCCA Summer Conference	L Thomas
<b>Total</b>		<b>\$ 981</b>		
<b>Meeting Expense</b>				
16-Sep-25	General - Operations	\$ 605	May 2025 Board Meeting	A Catered Affaire Inc
17-Sep-25	General - Operations	\$ 395	April 2025 Board Meeting	A Catered Affaire Inc
30-Sep-25	General - Operations	\$ 281	Dinner Reservation at ACCT Leadership Congress	Morrow Steak
<b>Total</b>		<b>\$ 1,281</b>		
<b>Event Expense</b>				
23-Sep-25	General - Operations	\$ 253	Fall Kickoff Food Truck	Happy Bowl
23-Sep-25	General - Operations	\$ 1,030	Fall Kickoff Food Truck	Two Guys Nomadic Grill
26-Sep-25	General - Operations	\$ 1,064	Fall Kickoff Food Truck	Udderly Delicious
26-Sep-25	General - Operations	\$ 1,319	Fall Kickoff Food Truck	Southern Boy BBQ
<b>Total</b>		<b>\$ 3,665</b>		
<b>Grand Total</b>		<b>\$ 17,670</b>	<b>Travel, Training &amp; Conferences</b>	
		<b>\$ 28,930</b>	<b>Total Expenses</b>	



**Lansing Community College**  
 President - Detail Expenses  
 September 2025

Date	Board Employee	Amount	Description	Payee
<b>Memberships</b>				
18-Sep-25	Robinson	\$ 150	CEO Network Membership - September	H & H Incorporated
<b>Total</b>		<b>\$ 150</b>		
	<b>Grand Total</b>	<b>\$ 150</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Transportation</b>				
16-Sep-25	Robinson	\$ 542	MCCA Summer Conference	S Robinson
<b>Total</b>		<b>\$ 542</b>		
<b>Meeting Expense</b>				
4-Sep-25	General - Operations	\$ 800	MCCA Summer Conference	Michigan Community College Assn
18-Sep-25	General - Operations	\$ 101	Lunch Meeting with CDO & Consultant	University Club of MSU
29-Sep-25	General - Operations	\$ 121	Lunch Meeting with Board Chair	Coopers Hawk
<b>Total</b>		<b>\$ 1,023</b>		
	<b>Grand Total</b>	<b>\$ 1,565</b>	<b>Travel, Training &amp; Conferences</b>	
		<b>\$ 1,715</b>	<b>Total Expenses</b>	

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

**Agenda Item: Board of Trustees Employees' Time Reporting**

**Presented for Action**

**PURPOSE**

To secure Board approval of the time reporting for June - October, 2025, for the President and the Executive Assistant/Liaison to the Board.

**BACKGROUND**

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

**IMPLICATIONS**

**Financial:**

None

**Strategic Plan:**

None

**Human Resources:**

None

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

The Administration respectfully requests that the Board of Trustees approve the time reporting submissions for June - October 2025, for the President and the Executive Assistant/Liaison to the Board.

**ATTACHMENTS:**

1. June - October, 2025 Time Reporting

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

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

**President**

	Vacation Leave	Personal Leave	Sick Leave
May 25 – June 7, 2025			
June 8 – June 21, 2025	18.0		
June 22 – July 5, 2025	44.0		
July 6 – July 19, 2025	12.0		
July 20 – August 2, 2025	16.0		
August 3 – August 16, 2025	8.0		
August 17 – August 30, 2025	32.0		
August 31 – September 13, 2025			
September 14 – September 27, 2025	12.0		
<b>Total Hours</b>	<b>142.0</b>	<b>0.0</b>	<b>0.0</b>

**Executive Assistant/Liaison to the Board**

	Vacation Leave	Personal Leave	Sick Leave
May 25 – June 7, 2025	32.0		
June 8 – June 21, 2025	16.0		
June 22 – July 5, 2025	32.0		
July 6 – July 19, 2025			
July 20 – August 2, 2025		16.0	
August 3 – August 16, 2025			
August 17 – August 30, 2025	16.0	24.0	
August 31 – September 13, 2025			
September 14 – September 23, 2025			8.0
<b>Total Hours</b>	<b>96.0</b>	<b>40.0</b>	<b>8.0</b>

**Lansing Community College -Board of Trustees  
October 27, 2025**

**Agenda Item:     Capital Project Request – Arts and Sciences Building Fume Hood Replacements**

**Presented for Action**

**PURPOSE**

To seek approval to fund and execute the replacement of fume hoods in the Arts and Sciences Building. Capital projects are essential for transforming the student experience into dynamic teaching, learning, and support spaces, positioning LCC as a leader in the community college education sector. This is accomplished through strategic planning, innovative design, comprehensive preventive maintenance programs, and a focus on providing safe and healthy environments.

**BACKGROUND**

The Arts and Sciences Building Fume Hood Replacements project's primary purpose is to replace 15 existing chemical fume hoods that are beyond their life expectancy in the science laboratories on the 4th floor. The associated utilities, including compressed air, vacuum, cold water, and gas, will be modified as required for the replacement of the chemical fume hoods, and each hood will have an airflow monitor for user safety. The associated chemical fume hood exhaust ductwork will be modified for the replacement chemical fume hood installation. The electrical power feeding these hoods will also be modified for the new fume hoods and will be metered to comply with the latest energy code. The existing lay-in ceiling around the existing chemical fume hoods will be modified as necessary for the installation of the new chemical fume hoods.

**IMPLICATIONS**

**Financial:**

Facility Director Martz's Design Team from Matrix Consulting Engineers, Inc. estimates the cost of replacing the fume hoods and associated infrastructure modifications to be \$1,300,000. This project will be funded by \$200,000 from the Capital Equipment Fund and \$1,100,000 from the Capital Development Fund.

**Strategic Plan:**

This project supports strategic goals 1: Achieving Academic Excellence with Purpose & Equity; 2: Foster Student Enrollment, Retention, and Completion.

**Human Resources:**

N/A

**RISKS**

Replacing these fume hoods, which are at the end of their useful operational life, is essential to maintaining a safe and healthy learning and working environment for our students and employees. Failure to replace these hoods could jeopardize the long-term viability of LCC's science programs that depend on these labs as part of their curriculum.

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATION:**

The Administration respectfully requests that the Board of Trustees approve: (1) the Capital Project for the new Fume Hoods in the Arts & Sciences Building in the amount of \$1,300,000, (2) \$200,000 from the Capital Equipment Fund, and (3) \$1,100,000 from the Campus Development Fund.

**ATTACHMENTS:**

None

**Lansing Community College -Board of Trustees  
October 27, 2025**

**Agenda Item: Capital Project Request – Health and Human Services Simulation Center and Transfer of the 505 Capitol Ave Capital Project Funds**

**Presented for Action**

**PURPOSE**

To seek approval to fund and execute the Health and Human Services Simulation Center capital project described below. Capital projects are essential for transforming the student experience into dynamic teaching, learning, and support spaces, positioning LCC as a leader in the community college education sector. This is accomplished through strategic planning, innovative design, comprehensive preventive maintenance programs, and a focus on providing safe and healthy environments.

**BACKGROUND**

The Space Management Review Team (SMRT) has vetted this project and obtained approval from the President for design development, in preparation for submission to the Board for approval through the college's capital project request process. SMRT consists of the Provost, Senior V.P. of Business Operations, Associate Vice President of External Affairs & Development & K-12 Operations, Chief Financial Officer, Executive Director of Administrative Services, and Director of Facilities.

Although the 505 building was previously designated for the new Simulation Center, campus master planning consultants JMZ Architects & Designers conducted an analysis and recommended using level 3 of the Health and Human Services building. JMZ made this formal recommendation to the Board of Trustees during a Campus Master Planning study session on June 3, 2024. This recommendation can be found in LCC's Campus Master Plan, which the Board approved on November 18, 2024.

The new HHS Simulation Center will enhance the college's capacity to deliver high-quality, immersive learning experiences that reflect real-world healthcare environments. Designed to improve patient care, safety, and health equity, the Center will support nursing and other healthcare students as they prepare to meet the evolving demands of the healthcare industry. It will also foster interdisciplinary collaboration by allowing students to learn from and with one another, broadening their understanding of the social, cultural, and systemic factors that shape health outcomes for individuals, families, and communities.

The project will renovate the currently unfinished north section of the HHS Building's third floor into an academically vibrant, technology-rich space. Flexible and adaptive classrooms will be equipped to support evolving instructional methods and healthcare training needs. The Simulation Center will feature advanced learning tools, including



manikins, standardized patients, and virtual reality environments that allow students to engage with simulated, multi-sensory, three-dimensional healthcare scenarios.

## **IMPLICATIONS**

### **Financial:**

Facility Director Martz's Design Team from Hobbs+Black Architects estimates that the HHS Building's 3rd-floor Simulation Center renovation will cost \$6,250,000.

The Board previously designated \$7,000,000 for the renovation of the 505 Building into a combined Simulation and Veterans Resource Center.

To fund this project, the Administration is requesting that \$6,250,000 of the 505 designated funds be used to construct the new Simulation Center in the HHS building, with the remaining \$750,000 to be transferred to the Capital Development Plant Fund.

### **Strategic Plan:**

This project supports strategic goals 1: Achieving Academic Excellence with Purpose & Equity; 2: Foster Student Enrollment, Retention, and Completion; 3: Strengthening Community Engagement and Partnerships; and 4: Establishing LCC as a Premier Workplace through Empowerment, Engagement, and Inclusion.

### **Human Resources:**

Currently, the simulation team is operating at full capacity, with support staff fully utilized. The Society for Simulation in Healthcare recommends that when the Simulation Center is fully operational, implementing a formal staffing model will be necessary to ensure that experienced support personnel are effectively allocated across both existing and planned facilities. This approach will help balance workloads, support continued program quality, and mitigate risks associated with staffing transitions.

In alignment with accreditation standards, the program must maintain at least one Certified Healthcare Simulation Educator (CHSE) on staff. This certification ensures demonstrated expertise in healthcare simulation, education, and research—critical for maintaining excellence and compliance.

## **RISKS**

Recent findings from the Society for Simulation in Healthcare Accreditation site visit in Sept 2024 highlight that the program is in need of additional simulation space. As of April 2024, the program had delivered 8,908 simulation contact hours to students in 24 months – this demand for simulation has continued to grow. Currently, simulation activities are conducted in a single dedicated suite, supplemented by lab rooms as needed. While the program is still able to fulfill simulation opportunities, it is currently not utilizing the maximum number of simulation hours allowed by the Michigan State Board of Nursing. To sustain program growth and maintain quality, expanding Health and Human Services simulation space and capabilities is both timely and necessary.

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATION**

The Administration respectfully requests that the Board of Trustees approve: (1) the Capital Project for the new Simulation Center in the HHS Building in the amount of \$6,250,000 (2) the transfer of \$6,250,000 from the 505 Capitol Ave capital project funds to the new HHS Simulation Center Capital Project, and (3) the transfer of \$750,000 to the Capital Development Plant Fund for future capital projects.

**ATTACHMENTS:**

None

**Lansing Community College – Board of Trustees**  
**October 27, 2025**

**Agenda Item: Sole Source Justification – Evisions Software Applications  
Renewal**

**Presented for Action**

**PURPOSE**

To renew the Blanket Purchase Order (BPO) for support and maintenance services for Evisions, LLC (Evisions) software products.

**BACKGROUND**

Evisions software products consist of Argos, FormFusion, API, Dashboard, and OLAP applications. These applications provide the foundation upon which the College utilizes specialty form printing needs and standard reporting. Our current support and maintenance Blanket Purchase Order expires October 31, 2025. In order to continue using Evisions products, Lansing Community College (LCC) must renew the support and maintenance services.

Evisions is the sole provider of support and maintenance services for their products.

The requested Sole Source Blanket Purchase Order was submitted by Mark Tesone, Director of Enterprise Systems, and approved by Bill Garlick, Chief Information Officer. The time period for this request is November 1, 2025, through October 31, 2028.

**IMPLICATIONS**

**Financial:**

The requested three-year Blanket Purchase Order amount is \$160,454 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 human resources implications.

**RISKS**

Failure to approve the Blanket Purchase Order with Evisions will cause the College to no longer be permitted to use the supported applications.

**OTHER OPTIONS/ALTERNATIVES**

There are no other feasible alternatives. Evisions is the sole provider of support and maintenance services for their products.

**RECOMMENDATIONS**

The Administration respectfully recommends approving the requested renewal with Evisions, LLC. in the amount of \$160,454 for the period of November 1, 2025, through October 31, 2028.

**ATTACHMENTS:**

1. Pre-Award Transmittal Document – Sole Source Justification – Evisions Software Applications Renewal

**PRE-AWARD TRANSMITTAL DOCUMENT  
SOLE SOURCE JUSTIFICATION**

**Document:** Sole Source Justification

**Opening Date:** N/A

**Project Title:** Evisions Software Applications Renewal

**Buyer:** Samantha Gallimore

**1. Statement of Need:**

A Sole Source Blanket Purchase Order request was submitted by Mark Tesone, Director of Enterprise Systems, and approved by Bill Garlick, Chief Information Officer, to renew support and maintenance services for Evisions, LLC (Evisions) software products.

**2. Description of Supply or Service:**

Lansing Community College (LCC) is currently in need of renewing the Blanket Purchase Order (BPO) for support and maintenance services for Evisions software products. The current support agreement expires October 31, 2025. To continue using the Evisions applications, which include specialty form printing needs and standard reporting functions, the College will need to renew the support services. Evisions is the sole provider of support and maintenance services for their products.

Fee Description	Annual Amount
Evisions Support and Maintenance (11/1/25 – 10/31/26)	\$51,401
Evisions Support and Maintenance (11/1/26 – 10/31/27)	\$53,457
Evisions Support and Maintenance (11/1/27 – 10/31/28)	\$55,596
Total three-year BPO amount:	\$160,454

**Funding Source: General Fund**

**3. Award Recommendation:**

The Administration recommends approval of the requested renewal with Evisions, LLC. in the amount of \$160,454 for the period of November 1, 2025, through October 31, 2028.

**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



# **Monthly Monitoring Report**

**Lansing Community College – Board of Trustees**  
**October 27, 2025**

**Agenda Item:     Monthly Financial Statements**

**Presented for Information**

**PURPOSE**

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

**BACKGROUND**

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

The attached financial statements reflect the College's financial position as of and for the month ending September 30, 2025, compared to the Board Approved FY2026 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 2026 Annual Appropriations. The final Operating Appropriation is \$308,000 less than in the approved budget.

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

**Exhibit A, Line 3 – Tuition and Fee Revenue, Net of Estimated Uncollectible:** Revenue reflects remaining tuition earned during FY2026 for the Summer 2025 semester, and tuition and fees earned for the Fall 2025.

**EXPENSES**

**Exhibit B – Operating Budgets – Divisions:** Overall the division budgets are consistent with the pace of the prior year. The individual division variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 11 – Human Resources** is 5.1 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Purchased*

*Services* and the timing of *Travel, Training & Conferences*. This is partially offset by less vacancies in *Full-Time Professional Technical* and related *Employee Benefits*.

**Exhibit A, Line 5 – Salaries & Wages:** Overall the *Salaries & Wages* are 1.0 percentage point ahead of the prior year's pace of expenses. The individual account variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 19 – Part-Time Professional Technical** is 6.7 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Advancement & External Affairs, Financial Services* and *Health & Human Services*.
- **Exhibit B, Line 23 – Part-Time Support** is under 5.4 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Office of Empowerment* and *Student Affairs*. This is partially offset by increased expenses in *Academic Affairs* and *Information Technology Services*.
- **Exhibit B, Line 24 – Student** is 17.7 percentage points ahead the prior year's pace of expenses. This is primarily due to decreased applications and eligibility for the Federal Work-Study program. However, total student employment has increased by \$79,000.

**Exhibit A, Line 8 – Services and Supplies:** Overall the *Services & Supplies* are 1.5 percentage points behind the prior year's pace of expenses. The individual account variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 27 – Institutional Expenses** are 6.2 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Information Technology Services*.
- **Exhibit B, Line 29 – Professional Services** are 16.9 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Business Operations* and *Information Technology Services*.

**Exhibit A, Student Financial Support:**

- **Exhibit A, Line 9 – Institutional Scholarships** are 8.9 percentage points behind the prior year's pace of expenses. This is primarily due to the timing of scholarships being disbursed.

### **Statement of Net Position** **Exhibit C**

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

**Current Assets:**

- **Exhibit C, Line 1 – Cash & Cash Equivalents** increased by \$1.5 million due to timing of property tax payments received.
- **Exhibit C, Line 2 – Short-Term Investments** decreased by \$8.0 million due to moving \$5 million to a long-term investment in early 2025, and transferring funds for operations during the summer months.
- **Exhibit C, Line 5 – Federal & State Grants Receivable** increased by \$1.2 million due to an increase in State financial aid programs compared to the prior year.
- **Exhibit C, Line 7 – Prepaid Expenses** increased by \$0.4 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 Employees' 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 Employees' 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 16 – Accrued Payroll & Other Compensation** decreased \$0.6 million due to the timing of retirement payments at the end of the month.

### **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 September 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 September 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.

### **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 a slight decrease in net position due to the use of previously earned program income.

The Plant Funds had an increase in net position as Board approved project funds have been transferred. As of September 30, 2025, there were approximately \$3.6 million in outstanding commitments.

### **IMPLICATIONS**

#### **Financial:**

The College had a beginning unrestricted General Fund balance of \$34.0 million or 23.4% of budgeted Fiscal Year 2026 General Fund Total Revenues of \$145.4 million.

#### **Strategic Plan:**

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

#### **Human Resources:**

There are no human resources implications.

### **RISKS**

Due to the current economic environment, including inflation, the current Federal 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 September 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 September 30, 2025 Financial Review**  
**(25% of Fiscal Year)**

LINE REF #	Operating Statement Line Item	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 09/30/25	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 09/30/24	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
	<b><u>Revenues</u></b>								
1	State Appropriations	\$ 40,609,000	\$ 9,560,614	\$ 31,048,386	23.5%	\$ 40,359,928	\$ 9,378,304	23.2%	0.3
2	Property Taxes, Net of Estimated Uncollectible	\$ 58,347,000	\$ 14,374,310	\$ 43,972,690	24.6%	\$ 54,633,090	\$ 13,948,066	25.5%	(0.9)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 40,828,000	\$ 12,004,987	\$ 28,823,013	29.4%	\$ 41,285,342	\$ 10,722,242	26.0%	3.4
4	Other Revenues	\$ 5,614,000	\$ 810,220	\$ 4,803,780	14.4%	\$ 6,966,063	\$ 926,247	13.3%	1.1
	<b>Total Revenues</b>	<b>\$ 145,398,000</b>	<b>\$ 36,750,131</b>	<b>\$ 108,647,869</b>	<b>25.3%</b>	<b>\$ 143,244,423</b>	<b>\$ 34,974,860</b>	<b>24.4%</b>	<b>0.9</b>
	<b><u>Salary &amp; Benefit Expenses</u></b>								
5	Salaries & Wages	\$ 66,808,600	\$ 15,012,855	\$ 51,795,745	22.5%	\$ 65,890,989	\$ 14,171,134	21.5%	1.0
6	Employee Benefits	\$ 31,728,300	\$ 7,992,134	\$ 23,736,166	25.2%	\$ 30,421,885	\$ 7,880,709	25.9%	(0.7)
7	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
	<b>Total Salary &amp; Benefit Expenses</b>	<b>\$ 98,536,900</b>	<b>\$ 23,004,989</b>	<b>\$ 75,531,911</b>	<b>23.3%</b>	<b>\$ 96,978,403</b>	<b>\$ 22,051,843</b>	<b>22.7%</b>	<b>0.6</b>
	<b><u>Other Operating Expenses</u></b>								
8	Services & Supplies	\$ 26,135,100	\$ 9,326,165	\$ 16,808,935	35.7%	\$ 26,212,898	\$ 9,752,905	37.2%	(1.5)
	<b>Total Operating Expenses</b>	<b>\$ 124,672,000</b>	<b>\$ 32,331,154</b>	<b>\$ 92,340,846</b>	<b>25.9%</b>	<b>\$ 123,191,301</b>	<b>\$ 31,804,748</b>	<b>25.8%</b>	<b>0.1</b>
	<b><u>Student Financial Support Expenses</u></b>								
9	Institutional Scholarships	\$ 2,790,000	\$ 791,265	\$ 1,998,735	28.4%	\$ 2,412,348	\$ 899,993	37.3%	(8.9)
	<b>Total Expenses</b>	<b>\$ 127,462,000</b>	<b>\$ 33,122,419</b>	<b>\$ 94,339,581</b>	<b>26.0%</b>	<b>\$ 125,603,649</b>	<b>\$ 32,704,740</b>	<b>26.0%</b>	<b>(0.1)</b>
	<b><u>Transfers (In)/Out</u></b>								
10	Grant Match & Other, Net	\$ 925,000	\$ -	\$ 925,000	0.0%	\$ 915,960	\$ 49,702	5.4%	(5.4)
11	Capital Equipment	\$ 900,000	\$ 900,000	\$ -	100.0%	\$ 600,000	\$ 600,000	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	\$ 3,525,000	\$ 3,525,000	\$ -	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	\$ 207,000	\$ 100,559	\$ 106,441	48.6%	\$ 210,817	\$ 92,934	44.1%	4.5
16	Prefund FY2026 Tuition Rate Freeze	\$ -	\$ -	\$ -	0.0%	\$ 800,000	\$ 800,000	0.0%	-
17	Campus Master Plan	\$ 1,600,000	\$ 1,600,000	\$ -	0.0%	\$ 800,000	\$ 800,000	0.0%	-
18	Michigan New Jobs Training Program	\$ (75,000)	\$ -	\$ (75,000)	0.0%	\$ (254,318)	\$ (155,769)	61.2%	(61.2)
	<b>Total Transfers</b>	<b>\$ 16,482,000</b>	<b>\$ 15,525,559</b>	<b>\$ 956,441</b>	<b>94.2%</b>	<b>\$ 15,872,459</b>	<b>\$ 14,986,867</b>	<b>94.4%</b>	<b>(0.2)</b>
19	<b>Contingency</b>	<b>\$ 1,454,000</b>	<b>\$ -</b>	<b>\$ 1,454,000</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-</b>
	<b>Total Revenues</b>	<b>\$ 145,398,000</b>	<b>\$ 36,750,131</b>	<b>\$ 108,647,869</b>	<b>25.3%</b>	<b>\$ 143,244,423</b>	<b>\$ 34,974,860</b>	<b>24.4%</b>	<b>0.9</b>
	<b>Total Expenses and Transfers</b>	<b>\$ 145,398,000</b>	<b>\$ 48,647,978</b>	<b>\$ 96,750,022</b>	<b>33.5%</b>	<b>\$ 141,476,108</b>	<b>\$ 47,691,607</b>	<b>33.7%</b>	<b>(0.3)</b>
	<b>Net Change in Unrestricted Fund Balance</b>	<b>\$ -</b>	<b>\$ (11,897,847)</b>	<b>\$ 11,897,847</b>		<b>\$ 1,768,315</b>	<b>\$ (12,716,747)</b>		
	Unrestricted General Fund Balance Beginning of Period	\$ 34,035,725	\$ 34,035,725	\$ -		\$ 32,267,410	\$ 32,267,410		
	<b>Unrestricted General Fund Balance End of Period</b>	<b>\$ 34,035,725</b>	<b>\$ 22,137,878</b>	<b>\$ (11,897,847)</b>		<b>\$ 34,035,725</b>	<b>\$ 19,550,663</b>		



**Lansing Community College**  
**General Fund**  
**Operating Expenses: Adopted Budget and Actual Expenses**  
**Month Ending September 30, 2025 Financial Review**  
**(25% of Fiscal Year)**

LINE REF #	Operating Division/Account	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 09/30/25	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 09/30/24	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
	<b><u>Operating Expenses - Divisions</u></b>								
1	Academic Affairs	\$ 9,156,200	\$ 2,537,271	\$ 6,618,929	27.7%	\$ 9,143,217	\$ 2,402,225	26.3%	1.4
2	Administrative Services	\$ 15,406,300	\$ 4,031,612	\$ 11,374,688	26.2%	\$ 15,041,368	\$ 3,906,059	26.0%	0.2
3	Advancement & External Affairs	\$ 1,589,900	\$ 364,895	\$ 1,225,005	23.0%	\$ 1,349,594	\$ 321,132	23.8%	(0.8)
4	Arts & Sciences	\$ 24,772,600	\$ 5,139,532	\$ 19,633,068	20.7%	\$ 25,623,858	\$ 4,901,503	19.1%	1.6
5	Board of Trustees	\$ 395,300	\$ 91,980	\$ 303,320	23.3%	\$ 300,975	\$ 75,705	25.2%	(1.9)
6	Business Operations	\$ 5,368,700	\$ 1,819,339	\$ 3,549,361	33.9%	\$ 4,816,382	\$ 1,540,184	32.0%	1.9
7	Community Education & Workforce Dvlprmt	\$ 4,265,600	\$ 1,064,307	\$ 3,201,293	25.0%	\$ 4,076,470	\$ 978,833	24.0%	0.9
8	Executive Office	\$ 2,083,600	\$ 511,807	\$ 1,571,793	24.6%	\$ 1,908,741	\$ 500,707	26.2%	(1.7)
9	Financial Services	\$ 6,605,600	\$ 1,959,153	\$ 4,646,447	29.7%	\$ 6,494,764	\$ 1,876,613	28.9%	0.8
10	Health & Human Services	\$ 11,316,400	\$ 2,312,289	\$ 9,004,111	20.4%	\$ 10,444,009	\$ 2,267,964	21.7%	(1.3)
11	Human Resources	\$ 2,390,200	\$ 568,444	\$ 1,821,756	23.8%	\$ 2,133,235	\$ 616,098	28.9%	(5.1)
12	Information Technology Services	\$ 15,566,700	\$ 5,935,821	\$ 9,630,879	38.1%	\$ 15,232,122	\$ 6,476,618	42.5%	(4.4)
13	Office of Empowerment	\$ 1,400,200	\$ 240,607	\$ 1,159,593	17.2%	\$ 1,187,127	\$ 242,752	20.4%	(3.3)
14	Student Affairs	\$ 12,213,600	\$ 3,093,594	\$ 9,120,006	25.3%	\$ 12,903,532	\$ 3,175,802	24.6%	0.7
15	Technical Careers	\$ 12,141,100	\$ 2,660,504	\$ 9,480,596	21.9%	\$ 11,870,378	\$ 2,522,551	21.3%	0.7
16	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	100.0%	-
	<b>Total all Divisions</b>	<b>\$ 124,672,000</b>	<b>\$ 32,331,154</b>	<b>\$ 92,340,846</b>	<b>25.9%</b>	<b>\$ 123,191,301</b>	<b>\$ 31,804,748</b>	<b>25.8%</b>	<b>0.1</b>
	<b><u>Operating Expenses - Account</u></b>								
17	Full-Time Administrator	\$ 12,274,200	\$ 3,147,979	\$ 9,126,221	25.6%	\$ 12,470,839	\$ 3,095,504	24.8%	0.8
18	Full-Time Professional Technical	\$ 14,075,600	\$ 3,565,619	\$ 10,509,981	25.3%	\$ 13,352,776	\$ 3,252,185	24.4%	1.0
19	Part-Time Professional Technical	\$ 784,800	\$ 150,677	\$ 634,123	19.2%	\$ 679,745	\$ 176,209	25.9%	(6.7)
20	Full-Time Faculty	\$ 17,449,300	\$ 2,679,565	\$ 14,769,735	15.4%	\$ 18,090,857	\$ 2,679,334	14.8%	0.5
21	Part-Time Faculty	\$ 9,499,500	\$ 2,352,831	\$ 7,146,669	24.8%	\$ 9,567,023	\$ 2,058,523	21.5%	3.3
22	Full-Time Support	\$ 10,224,100	\$ 2,490,717	\$ 7,733,383	24.4%	\$ 9,553,749	\$ 2,395,762	25.1%	(0.7)
23	Part-Time Support	\$ 1,813,600	\$ 369,186	\$ 1,444,414	20.4%	\$ 1,417,608	\$ 365,268	25.8%	(5.4)
24	Student	\$ 687,500	\$ 256,281	\$ 431,219	37.3%	\$ 758,391	\$ 148,348	19.6%	17.7
	Total Salaries & Wages	\$ 66,808,600	\$ 15,012,855	\$ 51,795,745	22.5%	\$ 65,890,989	\$ 14,171,134	21.5%	1.0
25	Employee Benefits	\$ 31,728,300	\$ 7,992,134	\$ 23,736,166	25.2%	\$ 30,421,885	\$ 7,880,709	25.9%	(0.7)
26	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
27	Institutional Expenses	\$ 2,070,300	\$ 983,345	\$ 1,086,955	47.5%	\$ 1,796,245	\$ 964,329	53.7%	(6.2)
28	Utilities	\$ 3,479,200	\$ 990,001	\$ 2,489,199	28.5%	\$ 3,902,722	\$ 962,003	24.6%	3.8
29	Professional Services	\$ 1,256,800	\$ 166,059	\$ 1,090,741	13.2%	\$ 865,413	\$ 260,848	30.1%	(16.9)
30	Purchased Services	\$ 4,941,800	\$ 1,259,937	\$ 3,681,863	25.5%	\$ 5,026,556	\$ 1,255,901	25.0%	0.5
31	Rental Expense	\$ 666,100	\$ 133,755	\$ 532,345	20.1%	\$ 909,503	\$ 197,822	21.8%	(1.7)
32	Repair & Maintenance	\$ 2,077,400	\$ 945,053	\$ 1,132,347	45.5%	\$ 2,033,070	\$ 842,089	41.4%	4.1
33	Supplies & Non-Capital Equipment	\$ 9,728,200	\$ 4,581,152	\$ 5,147,048	47.1%	\$ 10,073,014	\$ 5,029,811	49.9%	(2.8)
34	Travel, Training & Conferences	\$ 1,915,300	\$ 266,863	\$ 1,648,437	13.9%	\$ 1,606,375	\$ 240,102	14.9%	(1.0)
	Total Services & Supplies	\$ 26,135,100	\$ 9,326,165	\$ 16,808,935	35.7%	\$ 26,212,898	\$ 9,752,905	37.2%	(1.5)
	<b>Total All Accounts</b>	<b>\$ 124,672,000</b>	<b>\$ 32,331,154</b>	<b>\$ 92,340,846</b>	<b>25.9%</b>	<b>\$ 123,191,301</b>	<b>\$ 31,804,748</b>	<b>25.8%</b>	<b>0.1</b>

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

Line Ref #	Statement Line Item	Current Fiscal Year 2026	Prior Fiscal Year 2025
	<b>Current Assets:</b>		
1	Cash & Cash Equivalents	\$ 22,866,405	\$ 21,326,832
2	Short-Term Investments	\$ 55,409,781	\$ 63,478,005
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 34,310,142	\$ 34,148,400
4	State Appropriations Receivable	\$ 37,141,200	\$ 36,215,600
5	Federal & State Grants Receivable	\$ 8,894,187	\$ 7,647,031
6	Accounts Receivable, Net of Est Uncollectible	\$ 4,530,529	\$ 4,664,847
7	Prepaid Expenses	\$ 848,401	\$ 429,043
8	Due from Component Unit	\$ 232,490	\$ 193,453
	<b>Total Current Assets</b>	<b>\$ 164,233,135</b>	<b>\$ 168,103,211</b>
	<b>Non-Current Assets:</b>		
9	Long-Term Investments	\$ 5,014,844	\$ -
10	Capital Assets, Net of Accumulated Depreciation	\$ 225,305,652	\$ 225,325,882
11	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	<b>Total Noncurrent Assets</b>	<b>\$ 249,271,761</b>	<b>\$ 227,875,355</b>
	<b>Total Assets</b>	<b>\$ 413,504,896</b>	<b>\$ 395,978,566</b>
	<b>Deferred Outflow of Resources:</b>		
12	Deferred Charge on Refunding	\$ 1,273,184	\$ 1,455,068
13	Deferred Pension Amounts	\$ 36,402,806	\$ 49,257,467
	<b>Total Deferred Outflows of Resources</b>	<b>\$ 37,675,990</b>	<b>\$ 50,712,535</b>
	<b>Current Liabilities:</b>		
14	Accounts Payable	\$ 2,316,220	\$ 1,695,777
15	Accrued Interest Payable	\$ 1,172,827	\$ 1,250,387
16	Accrued Payroll & Other Compensation	\$ 3,401,118	\$ 4,082,880
17	Current Compensated Absences Obligations	\$ 3,852,762	\$ 3,842,292
18	Unearned Revenue	\$ 84,355,738	\$ 81,810,499
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
	<b>Total Current Liabilities</b>	<b>\$ 102,529,061</b>	<b>\$ 99,930,743</b>
	<b>Non-Current Liabilities:</b>		
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
	<b>Total Noncurrent Liabilities</b>	<b>\$ 190,517,036</b>	<b>\$ 231,763,838</b>
	<b>Total Liabilities</b>	<b>\$ 293,046,097</b>	<b>\$ 331,694,581</b>
25	<b>Deferred Inflow of Resources - Pension Amounts</b>	<b>\$ 69,697,640</b>	<b>\$ 57,664,686</b>
26	<b>Net Position:</b>		
	Invested in Capital Assets, Net of Related Debt	\$ 140,218,824	\$ 133,427,264
	Restricted:		
	Restricted Fund Activities	\$ 2,985,573	\$ 194,191
	Capital Projects	\$ 3,544,440	\$ 3,593,200
	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Unrestricted	\$ (77,262,954)	\$ (82,432,294)
	<b>Total Net Position</b>	<b>\$ 88,437,148</b>	<b>\$ 57,331,834</b>

**Lansing Community College**  
Schedule of Investments  
Month Ending September 30, 2025

Short Term (< one year)

Account	Market Value	Yield	FY2026 YTD Income
CDARs First National Bank of Michigan	\$ 18,225,339	3.69%	\$ 169,529
ICS First National Bank of Michigan	\$ 6,243,449	2.75%	\$ 48,301
PNC Money Market Account	\$ 15,201,901	4.24%	\$ 180,878
Michigan Liquid Asset Fund Investments	\$ 15,739,092	4.36%	\$ 175,308
<b>Total Short Term Investments</b>	<b>\$ 55,409,781</b>		<b>\$ 574,016</b>

Long Term (> one year)

Account	Market Value	Yield	FY2026 YTD Income
Treasury Note JPMorgan Securities	\$ 5,014,844	3.87%	\$ 103,906
<b>Total Long Term Investments</b>	<b>\$ 5,014,844</b>		<b>\$ 103,906</b>

**Lansing Community College**  
Capital Projects  
Month Ending September 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	\$ 1,152,256	\$ 1,696,941	\$ 750,802
CY2023 Capital Project WC Cyber Security Center	\$ 3,200,000	\$ 2,852,354	\$ 294,362	\$ 53,284
CY2023 Capital Project Police Department Office	\$ 500,000	\$ -	\$ -	\$ 500,000
CY2024 Capital Project CRAA Lease Termination	\$ 1,500,000	\$ 377,457	\$ -	\$ 1,122,543
<b>Total Capital Projects</b>	<b>\$ 15,800,000</b>	<b>\$ 4,382,067</b>	<b>\$ 1,991,303</b>	<b>\$ 9,426,630</b>

**Lansing Community College**  
Statement of Revenues, Expenses and Changes in Net Position  
Month Ending September 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
<b>Operating Revenues:</b>							
Tuition & Fees, Net of Estimated Uncollectible	\$ 12,889,279	\$ 12,004,987	\$ -	\$ -	\$ 502,796	\$ -	\$ 381,496
Federal Grants & Contracts	\$ 865,015	\$ -	\$ -	\$ -	\$ -	\$ 865,015	\$ -
State Grants & Contracts	\$ 225,412	\$ -	\$ -	\$ -	\$ -	\$ 225,412	\$ -
Local Grants & Contracts	\$ 1,008,958	\$ -	\$ -	\$ -	\$ -	\$ 1,008,958	\$ -
Sales & Services of Auxiliary Activities	\$ 126,883	\$ 182	\$ -	\$ -	\$ 125,959	\$ -	\$ 742
Michigan New Jobs Training Programs	\$ 2,875	\$ -	\$ -	\$ -	\$ -	\$ 2,875	\$ -
Miscellaneous	\$ 160,955	\$ 129,760	\$ -	\$ -	\$ 24,294	\$ -	\$ 6,901
<b>Total Operating Revenue</b>	<b>\$ 15,279,377</b>	<b>\$ 12,134,928</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 653,048</b>	<b>\$ 2,102,260</b>	<b>\$ 389,140</b>
<b>Operating Expenses:</b>							
Instruction	\$ 7,720,776	\$ 7,574,420	\$ -	\$ -	\$ -	\$ 146,356	\$ -
Instructional Support	\$ 5,864,746	\$ 5,639,767	\$ -	\$ 36,784	\$ -	\$ 188,194	\$ -
Student Services	\$ 14,646,670	\$ 4,586,402	\$ -	\$ 4,132	\$ -	\$ 10,056,135	\$ -
Public Services	\$ 771,584	\$ 419,313	\$ -	\$ 6,525	\$ 110,792	\$ 234,954	\$ -
Operation & Maintenance of Plant	\$ 4,878,919	\$ 3,614,353	\$ -	\$ -	\$ 103,400	\$ 27,206	\$ 1,133,960
Information Technology	\$ 7,297,440	\$ 5,935,821	\$ -	\$ 260,634	\$ 10,749	\$ 8,426	\$ 1,081,810
Institutional Administration	\$ 5,386,105	\$ 5,352,342	\$ -	\$ -	\$ 9,338	\$ 24,425	\$ -
Depreciation & Amortization	\$ 2,433,090	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,433,090
<b>Total Operating Expenses</b>	<b>\$ 48,999,331</b>	<b>\$ 33,122,419</b>	<b>\$ -</b>	<b>\$ 308,075</b>	<b>\$ 234,280</b>	<b>\$ 10,685,696</b>	<b>\$ 4,648,861</b>
<b>Operating Income (Loss)</b>	<b>\$ (33,719,954)</b>	<b>\$ (20,987,491)</b>	<b>\$ -</b>	<b>\$ (308,075)</b>	<b>\$ 418,769</b>	<b>\$ (8,583,436)</b>	<b>\$ (4,259,721)</b>
<b>Non Operating Revenues (Expenses):</b>							
State Appropriations	\$ 9,560,614	\$ 9,560,614	\$ -	\$ -	\$ -	\$ -	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 14,374,310	\$ 14,374,310	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 680,279	\$ 680,279	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (703,697)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (703,697)
PELL	\$ 8,636,510	\$ -	\$ -	\$ -	\$ -	\$ 8,636,510	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 21,303	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,303
<b>Net Non-operating Revenue (Expenses)</b>	<b>\$ 32,569,319</b>	<b>\$ 24,615,203</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,636,510</b>	<b>\$ (682,394)</b>
<b>Income (Loss) Before Transfers</b>	<b>\$ (1,150,635)</b>	<b>\$ 3,627,712</b>	<b>\$ -</b>	<b>\$ (308,075)</b>	<b>\$ 418,769</b>	<b>\$ 53,074</b>	<b>\$ (4,942,115)</b>
<b>Transfers:</b>							
Transfers In/(Out), Net	\$ -	\$ (15,525,559)	\$ -	\$ 100,559	\$ -	\$ -	\$ 15,425,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (46,103)	\$ -	\$ (79,962)	\$ 126,065
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ (1,150,635)</b>	<b>\$ (11,897,847)</b>	<b>\$ -</b>	<b>\$ (253,619)</b>	<b>\$ 418,769</b>	<b>\$ (26,888)</b>	<b>\$ 10,608,950</b>
<b>Net Position:</b>							
Beginning of Year	\$ 89,587,783	\$ 34,035,725	\$ (121,460,349)	\$ 7,161,543	\$ 2,208,262	\$ 3,012,461	\$ 164,630,141
<b>Net Position End of Period</b>	<b>\$ 88,437,148</b>	<b>\$ 22,137,878</b>	<b>\$ (121,460,349)</b>	<b>\$ 6,907,924</b>	<b>\$ 2,627,031</b>	<b>\$ 2,985,573</b>	<b>\$ 175,239,091</b>

**Lansing Community College**  
**Fiscal Year 2026**  
**Month Ending September 30, 2025 External Community Sponsorships**

<b>Date</b>	<b>Organization</b>	<b>Invoice Description</b>	<b>Amount</b>	<b>Strategic Value of Investment</b>
7/17/2025	OurSpace 517	Hispanic Heritage Weekend	\$ 2,500	The College's support of OurSpace 517's Hispanic Heritage Weekend is an opportunity to grow a partnership with a social outreach organization that promotes community, culture, entrepreneurship, and youth development. This event offers space for cultural expression, storytelling, and economic opportunity, aligning with the College's Strategic Goals of strengthening community engagement and partnerships and purpose and equity.
8/4/2025	The Turning Point of Lansing	Student Program Activities	\$ 4,000	The partnership between the College and The Turning Point of Lansing offers students a variety of educational opportunities, including mentoring, assistance with scholarship applications, and information regarding unique learning opportunities outside of a university experience. The mission, goals, and student programming of The Turning Point of Lansing align with the College's Strategic Goals in the areas of purpose and equity, community engagement and partnerships, and fostering student enrollment, retention, and completion.
8/4/2025	Grit, Glam, & Guts	Black Girl Day of Play	\$ 3,000	The Black Girl Day of Play celebrates black girlhood and supports members of the Lansing community by featuring local black artists and girl-centered organizations. This event is an opportunity for the College to show its commitment to purpose and equity while also strengthening our engagement with the community. LCC staff represented the college by attending event activities and hosting an informational booth.
8/13/2025	Anishinaabe Friendship Center	2nd Annual Dance By The River Pow Wow	\$ 5,000	This event aligns strongly with the College's goals, particularly strengthening community engagement and partnerships, by creating authentic, mutually beneficial relationships that uplift underrepresented communities and promoting shared growth and understanding. The College's support fosters a meaningful partnership with the Anishinaabe Friendship Center and the Native community by demonstrating a commitment to culture, equity, supporting Indigenous-led initiatives, and building lasting relationships grounded in respect and shared values.
9/11/2025	Lansing Promise	2025-2026 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 post-secondary options, and creating a pipeline of scholars entering LCC. A number of Hope and Lansing Promise students enroll at LCC annually. This contribution demonstrates our commitment to achieving academic excellence with purpose and equity, and builds and enhances mutually beneficial relationships with community partners.
<b>Total</b>			<b>\$ 24,500</b>	

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

<b>Description</b>	<b>Fiscal Year 2026 Budget</b>	<b>Fiscal Year 2026 Actuals</b>
Salaries	\$ 129,800	\$ 32,711
Employee Benefits	\$ 59,000	\$ 13,273
Institutional Expenditures	\$ 1,500	\$ 182
Professional Fees	\$ 85,000	\$ 4,770
Purchased Services	\$ 13,000	\$ 2,344
Supplies & Non-Capital Equipment	\$ 22,000	\$ 14,837
Travel, Training & Conferences	\$ 85,000	\$ 23,866
<b>Totals - Board of Trustees</b>	<b>\$ 395,300</b>	<b>\$ 91,980</b>

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

Date	Board Member	Amount	Description	Payee
<b>Chargeback Telephone Phone</b>				
1-Sep-25	General - Operations	\$ 30	Phone_2025_Jul	Lansing Community College
1-Sep-25	General - Operations	\$ 60	Phone_2025_Aug	Lansing Community College
30-Sep-25	General - Operations	\$ 60	Phone_2025_Sep Accrual	Lansing Community College
<b>Total</b>		<b>\$ 150</b>		
<b>Chargeback Print &amp; Copy</b>				
1-Aug-25	General - Operations	\$ 29	Print Copy_2025_July	Lansing Community College
1-Sep-25	General - Operations	\$ 3	Print Copy_2025_Aug	Lansing Community College
<b>Total</b>		<b>\$ 32</b>		
	<b>Grand Total</b>	<b>\$ 181</b>	<b>Institutional Expenses</b>	
<b>Audit Services</b>				
30-Sep-25	General - Operations	\$ 4,770	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
<b>Total</b>		<b>\$ 4,770</b>		
	<b>Grand Total</b>	<b>\$ 4,770</b>	<b>Professional Fees</b>	
<b>Advertising</b>				
23-Jul-25	General - Operations	\$ 1,303	LSJ Ad Public Hearing on Budget	Gannett Michigan LocalIQ
<b>Total</b>		<b>\$ 1,303</b>		
<b>Commercial Printing/Publication</b>				
22-Aug-25	General - Operations	\$ 1,040	June 2025 Board Meeting Materials	Allegra Print Mail Lansing
<b>Total</b>		<b>\$ 1,040</b>		
	<b>Grand Total</b>	<b>\$ 2,344</b>	<b>Purchased Services</b>	
<b>Memberships</b>				
15-Jul-25	General - Operations	\$ 7,745	Annual Membership Dues	Assn Of Comm College Trustees
<b>Total</b>		<b>\$ 7,745</b>		
<b>Software &amp; Site Licenses</b>				
1-Sep-25	General - Operations	\$ 6,397	Document Management Software	Doctract
<b>Total</b>		<b>\$ 6,397</b>		
<b>Supplies</b>				
22-Aug-25	Garcia, Frazier, Thomas	\$ 694	Apparel for Trustees	Merchorders.com
<b>Total</b>		<b>\$ 694</b>		
	<b>Grand Total</b>	<b>\$ 14,838</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Lodging</b>				
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
9-Sep-25	N Garcia	\$ 834	MCCA Summer Conference	Mission Point Resort
<b>Total</b>		<b>\$ 4,662</b>		
<b>Travel Meal Allowance</b>				
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	\$ 191	MCCA Summer Conference	Mission Point Resort
12-Aug-25	R Proctor	\$ (74)	MCCA Summer Conference	R Proctor
17-Sep-25	H Lovell	\$ 81	MCCA Summer Conference	H Lovell
30-Sep-25	L Thomas	\$ 81	MCCA Summer Conference	L Thomas
<b>Total</b>		<b>\$ 405</b>		

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

Date	Board Member	Amount	Description	Payee
<b>Travel Miscellaneous</b>				
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
17-Sep-25	C Taylor	\$ 75	MCCA Summer Conference	C Taylor
17-Sep-25	H Lovell	\$ 75	MCCA Summer Conference	H Lovell
<b>Total</b>		<b>\$ 377</b>		
<b>Travel Transportation</b>				
9-Sep-25	T Frazier	\$ 483	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	A Mathews	\$ 493	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	C Taylor	\$ 582	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	H Lovell	\$ 592	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	L Thomas	\$ 493	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	N Garcia	\$ 592	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	R Proctor	\$ 503	ACCT Leadership Congress	Delta Air Lines
<b>Total</b>		<b>\$ 3,738</b>		
<b>Travel Registration Fees</b>				
4-Sep-25	7 Trustees	\$ 6,860	MCCA Summer Conference	Michigan Community College Assn
<b>Total</b>		<b>\$ 6,860</b>		
<b>Travel Mileage Expense</b>				
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
17-Sep-25	C Taylor	\$ 332	MCCA Summer Conference	C Taylor
17-Sep-25	H Lovell	\$ 326	MCCA Summer Conference	H Lovell
30-Sep-25	L Thomas	\$ 323	MCCA Summer Conference	L Thomas
<b>Total</b>		<b>\$ 1,943</b>		
<b>Meeting Expense</b>				
16-Sep-25	General - Operations	\$ 605	May 2025 Board Meeting	A Catered Affaire Inc
17-Sep-25	General - Operations	\$ 395	April 2025 Board Meeting	A Catered Affaire Inc
30-Sep-25	General - Operations	\$ 281	Dinner Reservation at ACCT Leadership Congress	Morrow Steak
<b>Total</b>		<b>\$ 1,281</b>		
<b>Event Expense</b>				
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
23-Sep-25	General - Operations	\$ 253	Fall Kickoff Food Truck	Happy Bowl
23-Sep-25	General - Operations	\$ 1,030	Fall Kickoff Food Truck	Two Guys Nomadic Grill
26-Sep-25	General - Operations	\$ 1,064	Fall Kickoff Food Truck	Udderly Delicious
26-Sep-25	General - Operations	\$ 1,319	Fall Kickoff Food Truck	Southern Boy BBQ
<b>Total</b>		<b>\$ 4,600</b>		
<b>Grand Total</b>		<b>\$ 23,866</b>	<b>Travel, Training &amp; Conferences</b>	
<b>Grand Total</b>		<b>\$ 45,997</b>	<b>Non Labor Expenses</b>	



**LANSING COMMUNITY COLLEGE**  
**Revenue and Expense Account Information**

Exhibit	Line	Account Title	Exhibit	Line	Account Title
<b>REVENUES</b>			B	30	<b>Purchased Services</b>
					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	<b>Rental Expense</b>
					Building Rentals
					Equipment Rentals
					Other Rentals
					Vehicle Rentals
			B	32	<b>Repair and Maintenance</b>
					Building Maintenance Contracts
					Building Repairs
					Equipment Repairs
					Equipment Service Contracts
					Repair and Maintenance
					Vehicle Repair and Maintenance
					Grounds Maintenance
			B	33	<b>Supplies</b>
					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	<b>Travel, Training and Conferences</b>
					Travel Lodging
					Travel Meal Allowance
					Travel Miscellaneous
					Travel Transportation
					Registration Fees
					Meeting Expense
					Travel Mileage
					Vehicle Chargeback
					Event Expense
<b>EXPENSES</b>					
B	27	<b>Institutional Expenses</b>			
		Bond Administrative Expenses			
		Chargebacks			
		Indirect Cost Expense			
		Liability Insurance			
		Mail			
		Property Taxes			
		Telecommunication			
		Bank Service Charges			
		Cost Share Expense			
		Contributions and Sponsorships			
B	28	<b>Utilities</b>			
		Electricity			
		Gas			
		Steam			
		Water			
		Cable Television			
B	29	<b>Professional Services</b>			
		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
<b>ASSETS</b>			<b>LIABILITIES</b>		
		<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>
C	1	<b>Cash and Cash Equivalents</b>	C	14	<b>Accounts Payable</b>
		Checking Accounts			Accounts Payable
		Savings Accounts			Student Payables
					Escheat Payable
C	2	<b>Short-Term Investments</b> (See Also Exhibit D)			Sales Tax
		Investment Accounts			
		Certificates of Deposit	C	15	<b>Accrued Interest Payable</b>
C	3	<b>Property Taxes Receivable, Net of Est Uncollectible</b>	C	16	<b>Accrued Payroll and Other Compensation</b>
					Accrued Salaries and Wages
C	4	<b>State Appropriations Receivable</b>			Accrued FICA
					Income Tax Withholdings
C	5	<b>Federal and State Grants Receivable</b>			Employee Deductions
					Retirement Contributions
C	6	<b>Accounts Receivable, Net of Est Uncollectible</b>			Long Term Disability Insurance
		Tuition and Fees			Life Insurance
		Non-Student Accounts Receivable			Tuition Benefits
					Workers Compensation
C	7	<b>Prepaid Expenses</b>			
			C	17	<b>Current Compensated Absences Obligations</b>
C	8	<b>Due from Component Units</b>			
			C	18	<b>Unearned Revenue</b>
		<b>NON-CURRENT ASSETS</b>			Deferred Tuition Revenue
					Other Deferred Revenue
C	9	<b>Long-Term Investments</b> (See Also Exhibit D)			Deposits
C	10	<b>Capital Assets, Net of Accumulated Depreciation</b>	C	19	<b>Current Portion of Long-Term Lease/Subscription Obligations</b>
		Land and Improvements			
		Buildings and Improvements	C	20	<b>Current Portion of Long-Term Debt Obligations</b>
		Furniture			
		Instructional Equipment			<b>NON-CURRENT LIABILITIES</b>
		Operational Equipment			
		Technology Equipment and Computers	C		<b>Long-Term Debt Obligations</b>
		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	<b>Net Other Post-Employment Benefits Asset</b>	C	25	<b>Deferred Inflow of Resources - Pension Amounts</b>
C		<b>Deferred Outflow of Resources</b>			<b>NET POSITION</b>
	12	Deferred Charge on Refunding Bonds			
	13	Deferred Pension Amounts	C	26	<b>NET POSITION</b>
					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
40002	Provost Professional Development	Academic Affairs
40010	e-Learning	Academic Affairs
40015	Center for Data Science	Academic Affairs
40100	Center for Teaching Excellence	Academic Affairs
40200	Achieving the Dream	Academic Affairs
13205	Special Events	Administrative Services
50001	Administrative Services Administration	Administrative Services
50100	Logistical Services Administration	Administrative Services
50110	Print Services	Administrative Services
50201	Facilities Office Services	Administrative Services
50210	Custodial Services and Recycling	Administrative Services
50220	Building Maintenance, Repair, and Renovation	Administrative Services
50230	Grounds Maintenance	Administrative Services
50240	Moving Services	Administrative Services
50250	Utilities Consumption	Administrative Services
50301	Police Department	Administrative Services
50320	Transportation & Fleet	Administrative Services
50330	Emergency Management	Administrative Services
50401	Conference and Food Services	Administrative Services
50402	Student Parking	Administrative Services
50502	Employee Parking	Administrative Services
50601	Occupational & Environmental Safety	Administrative Services
12512	K-12 Operations	Advancement, External Affairs and K-12 Operations
13001	Advancement and 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

**LANSGING COMMUNITY COLLEGE**  
**Organization to Division Crosswalk**

Organization Number	Organization Title	Division
12403	Compliance Office	Business Operations
13100	Public Relations	Business Operations
13200	Collegewide Marketing	Business Operations
13202	Radio and TV Broadcasting	Business Operations
13203	Organizational Development	Business Operations
70300	Purchasing Services	Business Operations
30001	Community Education and Workforce Development Administration	Community Education and Workforce Development
30201	Extension and Lifelong Learning Office	Community Education and Workforce Development
30211	East Lansing Extension Center	Community Education and Workforce Development
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
405003	HHS Recruitment/Community Outreach	Health and Human Services
405005	Mental Health and Aging	Health and Human Services
405211	Child Development	Health and Human Services
405212	Dental Hygiene	Health and Human Services
405213	Diagnostic Medical Sonography	Health and Human Services
405215	Human Services	Health and Human Services
405217	Radiologic Technology	Health and Human Services
405218	Surgical Technology	Health and Human Services
405221	Neurodiagnostic Technology	Health and Human Services
405312	Community Health Services	Health and Human Services
405313	Nursing	Health and Human Services
405314	Medical Assistant	Health and Human Services
405320	Emergency Medical Services	Health and Human Services
405510	Physical Fitness and Wellness Lab	Health and Human Services
405525	Kinesiology and Health and Wellness	Health and Human Services
405530	Fitness	Health and Human Services
405535	Massage Therapy	Health and Human Services
12301	Human Resources	Human Resources
12302	Collegewide Professional Development	Human Resources
12311	Total Compensation & Benefits	Human Resources
12312	Labor Relations	Human Resources
60001	Office - Chief Information Officer	Information Technology Services
60110	Enterprise Systems	Information Technology Services
60120	Infrastructure Support Services	Information Technology Services
60130	Information Security	Information Technology Services
60140	Technology Support Services	Information Technology Services
60150	ITS Project Management	Information Technology Services
60210	Infrastructure Maintenance	Information Technology Services
12111	Office - Chief Diversity Officer	Office of Empowerment
12112	Maya Angelou Training Center	Office of Empowerment
12113	Cesar Chavez Multicultural Center	Office of Empowerment
12121	Martin Luther King Equity Center	Office of Empowerment
20001	Student Affairs Administration	Student Affairs
20101	Strategic Enrollment Management Administration	Student Affairs
20110	Registrar's Office	Student Affairs
20120	Admissions	Student Affairs
20130	Global Student Services	Student Affairs
20201	Student Support Administration	Student Affairs

**LANSING COMMUNITY COLLEGE**  
**Organization to Division Crosswalk**

Organization Number	Organization Title	Division
20210	Center for Employment Services	Student Affairs
20220	Counseling	Student Affairs
20230	Advising	Student Affairs
20240	Testing Services	Student Affairs
20250	Non-Traditional and Special Populations	Student Affairs
20401	Academic and Career Pathways Administration	Student Affairs
20610	Athletics	Student Affairs
20615	Athletic Youth 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
406002	TC Recruitment & Community Outreach	Technical Careers
406111	Architectural Technology	Technical Careers
406112	Civil Technology	Technical Careers
406115	Building Construction	Technical Careers
406201	Advanced Manufacturing Program Administration	Technical Careers
406214	Manufacturing Engineering Technology	Technical Careers
406215	Welding Technology	Technical Careers
406301	Transportation Maintenance Program Administration	Technical Careers
406311	Automotive Technologies	Technical Careers
406313	Aviation Maintenance/Avionics	Technical Careers
406316	Heavy Equipment Repair	Technical Careers
406401	Technical Careers Apprenticeships	Technical Careers
406402	LEJATC Program	Technical Careers
406501	Computer Information Technology Administration	Technical Careers
406510	Computer Information Technology	Technical Careers
406612	Electrical Technology	Technical Careers
406613	Heating, Ventilation, and Air Conditioning	Technical Careers
406701	Public Services 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  
October 27, 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 – September 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	8:53pm	Dispatched	Possible assault	Officer spoke with individual to investigate/Subject had non extradition warrant/Advised and released	No	Yes	No	N/A	Male	Hispanic or Latino
2	4:42pm	Dispatched	Vehicle accident	Officer investigated/Report generated	No	No	No	N/A	Female	White
3	12:30pm	Dispatched	Student yelling at staff/Starzone	Report generated and forwarded to student compliance	No	Yes	No	N/A	Male	Black or African American
4	7:12am	Dispatched	Suspicious activity	After investigating, officer issued trespass warning letter/No LCC affiliation	No	Yes	No	N/A	Male	Black or African American
5	12:18pm	Officer Initiated	Looking in classrooms/Bicycle inside building	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	White
6	6:59am	Field Interview	Possible theft	Officer interviewed person of interest/Not the suspect	No	No	No	N/A	Male	White
7	4:38pm	Traffic Violation	Expired tag	Multiple violations	Yes	No	No	N/A	Male	White
8	9:43am	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Black or African American
9	7:27am	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	White
10	4:03pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	White
11	10:54pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	Yes	No	N/A	Male	White
12	8:27am	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Female	Black or African American
13	2:33PM	Traffic Violation	Expired tag	Multiple violations	Yes	No	No	N/A	Female	Other
14	2:56pm	Traffic Violation	Expired tag	Multiple violations	Yes	No	No	N/A	Female	White
15	12:27pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Female	Other
16	2:15pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	Black or African American
17	12:17am	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	White

## Lansing Community College Police Department Citizen Contact Report – September 2025

<b>LCC PD CITIZEN CONTACTS</b>	<b>Counts</b>			
Citizen Complaints:	0			
Dispatched:	4			
Field Interviews:	1			
Investigative Stops:	0			
Officer Initiated:	1			
Traffic Violation:	11			
Vehicle Safety Equipment Violation:	0			
Weapons Pat-down:	0			
Total:	17			
<b>Demographics</b>	<b>Counts</b>	<b>Citation</b>	<b>Warning</b>	<b>Arrest</b>
Males:	11	2	9	0
Females:	6	2	3	0
Unknown:	0	0	0	0
Asian or Pacific Islander:	0	0	0	0
Black or African American:	5	0	5	0
Hispanic or Latino:	1	0	1	0
Native American/Alaskan Native	0	0	0	0
White:	9	3	5	0
Other:	2	1	1	0
Unknown:	0	0	0	0
Parking Violation - Warnings:	14			
Parking Violation - Citations:	2			
Dispatch Activity - Calls for Services:	749			

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

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

**Lansing Community College - Board of Trustees**  
**October 27, 2025**

**Agenda Item:     Report Regarding Diversity of Employees**

**Presented for Information**

**PURPOSE**

To provide data regarding the diversity of our employees.

**BACKGROUND**

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

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

**Exhibit A – Employee Demographics**

This exhibit depicts the diversity of full-time and part-time employees for the most current completed semester (Spring, 2025); the previous Spring semester (Spring, 2024); and the previous Spring semester (Spring, 2023).

**Exhibit B – Hiring & Attrition Activity**

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

**Exhibit C- Key Current Activities to Ensure Diversity and Inclusion in the Workforce**

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

**IMPLICATIONS**

**Financial:**

N/A

**Strategic Plan:**

These initiatives support the Strategic Plan goal of establishing LCC as a premier workplace through empowerment, engagement, and inclusion.

**Human Resources:**

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

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

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**ATTACHMENTS:**

1. Exhibits A, B, C



# Employee Demographics Dashboard

October 2025

## Exhibit A

### Employee Demographics

Demographic counts reflect all employees active in all positions during the semester

Demographics- Spring, 2025		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	4%	3%
Black/African American	11%	7%
Hispanic/Latino	6%	4%
Native Hawaiian	0%	0%
Other (including two or more)	4%	5%
White	73%	79%
<b>Total Count</b>	<b>716</b>	<b>1225</b>

Demographics- Spring, 2024		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	3%	3%
Black/African American	11%	8%
Hispanic/Latino	7%	4%
Native Hawaiian	0%	0%
Other (including two or more)	4%	5%
White	74%	79%
<b>Total Count</b>	<b>701</b>	<b>1315</b>

Demographics- Spring, 2023		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	3%	3%
Black/African American	10%	7%
Hispanic/Latino	6%	4%
Native Hawaiian	0%	0%
Other (including two or more)	4%	4%
White	75%	80%
<b>Total</b>	<b>687</b>	<b>1272</b>

## Exhibit B

### Hiring & Attrition Activity

Hiring numbers reflect external new hires

2025 January – June Hiring Process Selections Percentages		
	FT	PT
American Indian/Alaskan	0%	0%
Asian or Pacific Islander	7%	3%
Black/African American	17%	13%
Hispanic/Latino	2%	3%
Native Hawaiian	0%	0%
Other (including Two or more)	1%	6%
White	65%	75%
Total Count	46	87

2025 January - June Hiring Process Selections						
	FT Faculty	FT Admin	FT Support	PT Admin	PT Faculty	PT Staff
American Indian/Alaskan	0%	0%	0%	0%	0%	0%
Asian or Pacific Islander	0%	0%	17%	0%	5%	0%
Black/African American	25%	21%	11%	0%	13%	14%
Hispanic/Latino	0%	0%	6%	0%	3%	5%
Native Hawaiian	0%	0%	0%	0%	0%	0%
Other (including Two or more)	0%	13%	11%	0%	6%	5%
White	75%	67%	56%	100%	73%	76%
Total Count	4	24	18	3	63	21

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

2025 January - June Attrition		
	FT	PT
American Indian/Alaskan	0%	0%
Asian or Pacific Islander	0%	0%
Black/African American	18%	11%
Hispanic/Latino	0%	3%
Native Hawaiian	0%	0%
White	73%	81%
Other (incl Two or more)	9%	5%
Total Count	33	37

## Exhibit C

### Key Current Activities to Ensure Diversity and Inclusion in the Workforce

- LCC offers employee benefits such as an Employee Assistance Program through Health Management Systems of America (HMSA), and stress management resources as a commitment to our employees' well-being.
- HR and the Director of Learning and Business Operational Excellence implemented the Leadership Bootcamp to provide diverse leadership training and help grow the talent of our current leadership groups.
- Successful completion of a Lansing Community College Job Fair and Career Expo that allowed various departments and divisions from the College to discuss job and career opportunities directly with interested attendees. The LCC Job Fair will be held every other year, with the next one scheduled in 2026.
- Released the Onboarding Toolkit to all Hiring Managers and Supervisors. This toolkit is now available on the HR website: <https://www.lcc.edu/hr/forms/onboarding.html>.
- The HR Recruitment/Onboarding Coordinator continues to reach out to applicants who receive an ineligible status during the application process to help with any issues experienced by the potential candidate.
- LCC continues to partner with the Michigan Department of Health, Capital Area Michigan Works, and the City of Lansing to bring in job seekers who are new Americans who are legally eligible to work in the United States.
- HR is always working to increase connections with organizers of local recruitment/job fair events, particularly those local events serving underrepresented populations, to ensure LCC presence when appropriate and provide an LCC HR contact for those in the greater Lansing area.
- HR regularly meets to review job descriptions with Hiring Managers to improve inclusive language prior to job posting.
- HR has implemented the following standards in the hiring process:
  - Neutral & inclusive language in the job posting and job description. A review is completed by the HR Employment team prior to the job posting of a position.
  - Pay Transparency. LCC's job postings include the starting pay range for each position.
  - Being clear on minimum vs. preferred qualifications. HR encourages departments to be more inclusive on their degree requirements and include "or equivalent combination" language on each job description.
  - Completion of hiring documents and screening tools is reviewed and approved by the HR Employment team prior to the job posting and interview process.
  - Diverse search committees. LCC implemented the Inclusion Advocate program and requires the Inclusion Advocate to be part of the hiring committee on all full-time searches.

# **Chairperson's Report**

**Lansing Community College – Board of Trustees**  
**October 27, 2025**

**Agenda Item: ACCT Letter of Support**

**Presented for Action**

**PURPOSE**

To approve letters of support for Trustees Lovell, Mathews, and Thomas to volunteer as 2026 ACCT Associate Committee members for a one-year term.

**BACKGROUND**

Member trustees are asked to indicate their interest in serving as associate committee members for a one-year term by November 1, 2025. Those interested in serving should submit the 2026 Associate Committee Interest Form, indicating committee preferences. If trustees wish to include comments relating to their committee choices and areas of expertise, they can include them in the “Comments” section of the form. Each request must have a letter of nomination from the individual’s board supporting the appointment to an ACCT Committee.

ACCT committees will meet in 2026 just prior to the community college national legislative summit, scheduled February 8-11, 2026, at the Marriott Marquis in Washington, D.C., and a day or two before the Annual ACCT Leadership Congress in Chicago, Illinois, on October 21-24, 2026. Committee work may also be done through e-mail and postal mail.

**IMPLICATIONS**

**Financial:**

The college would be responsible for the extra hotel expense and per diem to arrive two days before the Legislative Summit and Leadership Congress.

**Strategic Plan:**

N/A

**Human Resources:**

N/A

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

N/A

**ATTACHMENTS:**

None

# **Board Member Report**

**Lansing Community College – Board of Trustees**  
**Trustee-Generated Ideas and Initiatives**  
**October 27, 2025**

**Sponsoring Trustee: Trustee Chatum Taylor**

**NAME OF THE IDEA**

Campus Community and Safety Kiosk Initiative

**DESCRIPTION**

To enhance the safety, accessibility, and inclusiveness of Lansing Community College. I propose the implementation of a Campus Community kiosk initiative. This initiative aims to provide real-time information and support visitor check-in processes, effectively providing ways to make our college more accessible for our community, while addressing safety concerns for our students, faculty, and staff. I am proposing the installation of kiosks at the main entry points of the college. This includes entry doors from the Gannon building parking ramp, main entry to Gannon from the main campus walkway, entry point to the Arts and Sciences building, library, etc. The kiosks will have the following functions to complement the current safety measures already in place:

1. Key features:
  - a. Accessibility for the Community:
    - Kiosks can serve as welcoming points, allowing access to resources, events, and information on safety protocols and procedures.
  - b. Visitor Check-in System:
    - Implement a digital check-in feature for visitors that allows monitoring of who enters the campus. This can include visitors entering their information (name, purpose of visit, contact details), or scanning government issued IDs, to verify their identity or thumbprint capability. The system may print a visitor's badge or send a digital pass to their phone.
  - c. Pre-Registration Integration:
    - Visitors who pre-register online can check in quickly by scanning a QR code or entering a confirmation number.
  - d. Access Control:
    - Kiosks can be integrated with door access by having temporary access to specific buildings or areas using an intercom system or access button system.
  - e. Monitoring and Reporting:
    - Reports can be pulled to see foot traffic at specific times of incident entering and exiting buildings in certain timeframes. We could also use the data collected to analyze visitor trends for different usages.

Approximate costs to integrate an intercom system would include:

**Kiosk type-** Basic Kiosks \$1,000; more advanced models up to \$3,000-\$4,000. **Intercom system-** Can range from \$300-\$3,000, depending on features. **Installation-** Approximately \$500. **Software integration-** if needed, can be an additional cost to align with existing security systems on campus. **Maintenance-** ongoing maintenance and support should be considered. **Overall-** Total cost could range from \$2,000+ - \$10,000+, depending on the scale of this project and overall college suggestions.

Approximately seven (7) Kiosks in total (to include one at West Campus)

## **ARGUMENTS IN FAVOR**

Overall, this idea emphasizes creating a welcoming and safe environment through proactive measures while still incorporating reactive elements for immediate response. This idea complements our current safety measures that are in place, but also creates a sense of community as a well-rounded approach. Also, by implementing kiosk systems, we can maintain a safe and efficient environment while adapting to the needs of our community.

## **ANTICIPATED ARGUMENTS IN OPPOSITION**

1. Kiosks failing to function.
2. Costs of maintenance and maintenance of kiosks
3. Kiosks being vandalized or misused

## **IDENTIFICATION OF KNOWN STAKEHOLDER GROUPS**

1. College Financial Staff
2. Student and Staff purchasers
3. Community Members

When discussing community concerns, issues involving the College, and actions taken by the Board of Trustees and the administration, Trustees shall carefully delineate between opinions that are personal and held as an individual citizen versus opinions that reflect officially approved policies or actions of the Board or College. (Board Bylaw 1.7.4)

## **NEXT STEPS**

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:

1. Descriptions of any current LCC programs or initiatives that address a similar or related issue or a statement that none are currently in place;
2. Descriptions of existing models, if any: local, state, and national;
3. Pros and Cons;
4. An expanded listing of Stakeholders and Stakeholder groups;
5. Financing implications;
6. Possible funding sources;
7. Personnel issues;
8. Administration recommendation.

If the Board decides to forward the idea to the President for further investigation and reporting, it will automatically be added as a Discussion Item on the agenda of the next regularly scheduled Board Meeting, which will occur two months later.



## Sample Models

Kiosk Information Systems

Olea Kiosks Inc.



**EK Kiosk**



**HYPERMODULAR™**

FrankMayer.com- Wall mount Kiosk

MeridianKiosks.com- Phone/intercom syst



### mzero°DirectMe Interactive Building Directories

MzeroDirectMe enhances the customer experience with self-service wayfinding. The user-friendly building directory is perfect for corporate offices, hospitals, government buildings and more.

#### VOIP CALLING

VOIP allows users to contact the business or individual they are visiting and inform them that they have arrived. MzeroDirectMe VOIP SIP service easily integrates with outside phone systems.



lkskiosks.com- Alibaba customization (different look)



Cost to integrate an intercom system would include:

**Kiosk type-** Basic Kiosks \$1,000; more advanced models up to \$3,000-\$4,000. **Intercom system-** Can range from \$300-\$3,000 depending on features. **Installation-** Approximately \$500. **Software integration-** if needed can be additional cost to align with existing security systems on campus. **Maintenance-** ongoing maintenance and support should be considered. **Overall-** Total cost could range from \$2,000+ - \$10,000+ depending on the scale of this project and overall college suggestions.

Approximately six (6) Kiosks in total



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.