



Lansing Community College
Board of Trustees

Regular Meeting
December 15, 2025
6:00 p.m.

BOARD OF TRUSTEES & PRESIDENT



Angela Mathews
Chair
2023 - 2028



Steve Robinson, Ph.D.
President of the College



Terrence L. Frazier
Vice Chair
2025 - 2030



Robert E. Proctor
Treasurer
2023 - 2028



LaShunda Thomas
Secretary
2021 - 2026



Noel Garcia, Jr.
Trustee
2025 - 2028



Hope M. Lovell
Trustee
2025 - 2026



Chatum Taylor
Trustee
2025 - 2030



Mutual Commitments *LCC Board OF Trustees*

We, the LCC Board of Trustees, will

Uphold the public's trust

Understand, then to be understood

Attend meetings & be prepared to fully engage

Keep confidential matters confidential

Avoid conflicts of interest & act in an ethical manner

Refrain from personal comments & respect others' views

Present views positively & constructively

Vote our conscience & honor final Board decisions

Build strong relationships with Trustees and President

Seek views of other Trustees

Seek & accept constructive comment

Trust each other & be worthy of that trust

Honor the roles of Trustees, the Chair and President

Respect the role of Chair as Board spokesperson

Support the role of President as College spokesperson

Continually learn through professional development

Reflect as a means to grow and improve

Be role models for students

Adopted June 18, 2007



AGENDA

BOARD OF TRUSTEES MEETING

December 15, 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. Terrence Frazier
- IV. Approval of Minutes
 - A. November 17, 2025, Regular Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. President's Report
- VIII. Consent Agenda – Action Items
 - A. 2026 Audit Committee Meeting Calendar
 - B. 2026 Regular Board of Trustees Meeting Calendar
 - C. Board of Trustees Employees
 1. Expenses – November 2025
 2. Time Reporting – December 2025
 - D. Cooperative Purchase
 1. Managed Print Services and Supplies
 - E. Request for Proposal
 1. Temporary Employment Services
 - F. Sole Source Purchase
 1. Data Center Maintenance
 2. Sierra Library System

- IX. Trustee-Generated Idea and Initiative
 - A. Update on Trustee-Generated Idea for Campus Community and Safety Kiosk Initiative
- X. Monthly Monitoring Report
 - A. Financial Statements Publication
 - B. Monthly Financial Statements
 - C. Monthly Police Department Report
- XI. Linkage Planning/Implementation
 - A. Chair's Report
 - B. Committee Reports
 - 1. Audit Committee – *Robert Proctor*
 - C. Board Members Report
 - 1. Foundation Board Report – *Terrence Frazier & Noel Garcia, Jr.*
- XII. Unfinished Business
- XIII. New Business (January 2026)
 - A. Special Presentation
 - 1. Michigan Community College Association Presentation by Brandy Johnson, President
 - B. Trustee-Generated Idea and Initiative
 - 1. Needs Analysis on Recommendations Outlined in Response to Book Stipend TGI
 - C. Chair's Report
 - 1. Conflict of Interest Disclosure Statement
 - 2. Review of the Annual Board of Trustees Planning Cycle
- XIV. Public Comment
- XV. Board Comments
- XVI. Closed Session
- XVII. Adjournment

Approval of Minutes



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
ADM Building Boardroom

November 17, 2025

Regular Meeting
Unadopted Meeting Minutes

Call to Order

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

Roll Call

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

Absent: None

Pledge of Allegiance

Trustee Garcia led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier that the minutes of the October 27, 2025, Regular Board of Trustees meeting, as amended, be adopted.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Additions/Deletions to the Agenda

Chair Mathews stated that she would move Public Comment up to follow Limited Public Comment and move Board Comments to follow the Monthly Monitoring Reports.

Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments Regarding Agenda Items.

Public Comments

Elizabeth Clifford: Elizabeth Clifford thanked the Board for allowing her to take her sabbatical and addressed the Board regarding unhoused students and how to connect them with agencies.

Linkage Planning/Implementation

Community Linkage – President’s Report

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

Special Presentation – Tech Careers Robot Dog Demonstration

A representative from LCC’s CIT, Geospatial Science, and Drone attended the meeting to provide an overview of the college’s innovative drone program and demonstrate the capabilities of the program’s robotic dog.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Board of Trustees Employees
 - 1. Expenses – October 2025
 - 2. Time Reporting – November 2025
- B. Cooperative Purchase
 - 1. Campus-Wide Moving Services

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the Consent Agenda be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Trustee-Generated Idea

Update on the Idea for a \$700,000 Book Stipend for Students

The Administration reported that, with a minimum per-student impact, approximately \$64 per student would be received, which is insufficient to purchase textbooks. They came back with three recommendations.

- 1) Textbook Lending Expansion directly addresses the original intent of the TGI by reducing textbook costs and ensuring day-one access to course materials.
- 2) Food Pantry Expansion addresses food insecurity with both immediate and long-term impact potential.
- 3) Laptop Lending Expansion addresses technology equity and the digital affecting student success.

Trustee Taylor expressed her enthusiasm for the expansion of the food pantry. She recommended that the college conduct a comprehensive market analysis based on student demographics and population. Additionally, she suggested considering a phased approach for funding the food pantry, with an initial allocation of \$250,000 and the exploration of additional funding sources. Furthermore, she emphasized the importance of conducting a detailed market analysis to support the pantry's expansion.

Trustee Proctor stated that the report does not provide data identifying which students need specific types of additional support. He mentioned that \$700,000 could be allocated to address various challenges that students face. Proctor acknowledged that the college has a fund balance but questioned how much of that fund balance should be used to assist students. He asked what the maximum benefit the college could achieve from the allocated funds in helping students stay enrolled or successfully begin their education.

Trustee Lovell stated that she had read the report and the decision before them today. However, she expressed that there is not enough information to make a decision. She stated she feels uncomfortable deciding which department should receive the funds. Additionally, she also noted that the college is only three months into the budget, and asking for \$700,000 is a significant request. She stated she would hate to constrain the college's options for future needs that may arise.

Trustee Frazier stated that the laptop lending expansion is a stronger need with longevity that could be more responsive to student success. He noted that textbooks are available for free or at a low cost, and there are various options for students to access food within the broader community.

Both Trustee Thomas and Garcia stated that they didn't feel they could make a decision without first understanding the students' needs.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Taylor that the Board select one of the three recommendations presented by the administration for a deeper analysis.

Trustee Garcia stated he could not support the motion because it would remove two of the three recommendations, and that he favored conducting an analysis of all three.

Roll call vote:

Ayes: Frazier, Taylor

Nays: Proctor, Thomas, Lovell, Garcia

Absent: None

Trustee Mathew abstained from voting.

The motion failed.

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Garcia that the administration would move forward with a needs analysis to be conducted on all three recommendations regarding students.

Trustee Lovell proposed an amendment requiring the finance office to conduct a fiscal review to determine the appropriate funding amount for the identified need. The amendment did not receive support.

Roll call vote:

Ayes: Lovell, Thomas, Garcia, Frazier, Proctor

Nays: Taylor

Absent: None

Trustee Mathew abstained from voting.

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

- A. 2026 – 27 Federal Agenda
- B. Board of Trustees Annual Ends Report
- C. Monthly Financial Statements
- D. Monthly Police Department Report

There was a discussion on the reports presented.

Board Comments

There were comments from Trustees Frazier, Thomas, and Garcia.

Linkage Planning/Implementation

Committee Reports – Audit Committee

Trustee Proctor gave a brief report to the Audit Committee.

Committee Reports – Policy Committee Update

Trustee Proctor gave a brief report to the Policy Committee.

Board Members Report – Foundation Board Update

Trustee Frazier gave a brief update on the Foundation Board.

Unfinished Business

There was no Unfinished Business.

New Business

There was no New Business

Closed Session

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell to enter into a Closed Session for the purpose of discussing the President's yearly performance review, as requested by him to be undertaken in a closed session, and to consider security planning to address existing threats or prevent potential threats to the safety of the students and staff. This is in accordance with Section 8 (a) and (k) of the Michigan OMA.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into a closed session at 8:39 p.m.

The Board returned to the open session at 9:59 p.m.

Roll Call

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

Absent: None

Adjournment

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

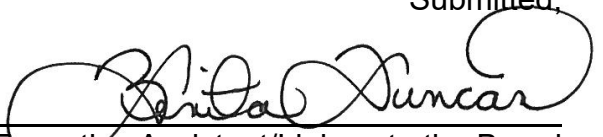
Ayes: Frazier, Garcia, Lovell, Mathews, Proctor, Taylor, Thomas

Nays: None
Absent: None

The motion carried.

The meeting adjourned at 10:00 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan

DRAFT

Consent Agenda Action Items

**Lansing Community College
Board of Trustees
Audit Committee Meeting Calendar**

January – December 2026

February 2, 2026

March 2, 2026

April 6, 2026

May 4, 2026

June 1, 2026

September 3, 2026
(Tuesday, due to Labor Day)

October 5, 2026

November 2, 2026

December 7, 2026

MEETINGS WILL BE HELD AT **12:00** P.M. IN THE ADMINISTRATION BUILDING
ROOM 306 UNLESS OTHERWISE INDICATED.

Lansing Community College Board of Trustees Meeting Calendar

January – December 2026

January 26, 2026

(4th Monday, due to MLK Holiday)

February 16, 2026

March 16, 2026

April 20, 2026

May 18, 2026

June 15, 2026

September 21, 2026

October 26, 2026

(Note: Materials will be received Oct 14 due to ACCT Congress)

November 16, 2026

December 14, 2026

(Note: Move up to avoid the week of Christmas)

DINNERS WILL BE HELD AT **5:00** P.M. IN THE ADM BUILDING ROOM 306 AND MEETINGS WILL BE HELD AT **6:00** P.M. IN THE ADM BUILDING BOARD ROOM UNLESS OTHERWISE INDICATED.

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

Agenda Item: Board of Trustees Employee Expenses

Presented for Action

PURPOSE

To secure the Board approval of expenses of the Board's employees for the month of November 2025.

BACKGROUND

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

IMPLICATIONS

Financial:

The College's procedure requires that an employee's supervisor approve the employee's expenses.

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
November 2025

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
1-Nov-25	General - Operations	\$ 60	Phone_2025_Oct	Lansing Community College
Total		\$ 60		
Chargeback Print & Copy				
1-Nov-25	General - Operations	\$ 60	Print Copy_2025_Oct	Lansing Community College
Total		\$ 60		
Chargeback Postage				
1-Nov-25	General - Operations	\$ 134	Mail Services_2025_Oct	Lansing Community College
Total		\$ 134		
	Grand Total	\$ 255	Institutional Expenses	
Audit Services				
20-Nov-25	General - Operations	\$ 6,634	Internal Audit Services	Baker Tilly Advisory Group, LP
Total		\$ 6,634		
	Grand Total	\$ 6,634	Professional Fees	
Commercial Printing/Publication				
24-Nov-25	General - Operations	\$ 2,285	October 2025 Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 2,285		
	Grand Total	\$ 2,285	Purchased Services	
Software & Site Licenses				
24-Nov-25	General - Operations	\$ 120	Renewal of Dropbox for Board of Trustees	Dropbox
24-Nov-25	General - Operations	\$ 144	Editing Software	Grammarly
Total		\$ 264		
Supplies				
22-Nov-25	Lovell & Mathews	\$ 429	LCC Apparel	Advance Online Shop LCC Stars
26-Nov-25	General - Operations	\$ 18	Office Supplies	Amazon
26-Nov-25	General - Operations	\$ 45	Office Supplies	Amazon
26-Nov-25	General - Operations	\$ 115	Office Supplies	Amazon
Total		\$ 607		
	Grand Total	\$ 871	Supplies & Non-Capital Equipment	
Travel Meal Allowance				
5-Nov-25	T Frazier	\$ 197	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 230	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 197	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 194	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 197	ACCT Leadership Congress	C Taylor
11-Nov-25	A Mathews	\$ 277	ACCT Leadership Congress	A Mathews
12-Nov-25	L Thomas	\$ 277	ACCT Leadership Congress	L Thomas
Total		\$ 1,569		

Lansing Community College
Board of Trustees - Detail Expenses
November 2025

Date	Board Member	Amount	Description	Payee
Travel Miscellaneous				
5-Nov-25	T Frazier	\$ 223	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 185	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 75	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 15	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 110	ACCT Leadership Congress	C Taylor
11-Nov-25	A Mathews	\$ 35	ACCT Leadership Congress	A Mathews
12-Nov-25	L Thomas	\$ 35	ACCT Leadership Congress	L Thomas
Total		\$ 678		
Travel Transportation				
5-Nov-25	4 Trustees	\$ 123	ACCT Leadership Congress	Uber
5-Nov-25	3 Trustees	\$ 111	ACCT Leadership Congress	R Proctor
Total		\$ 234		
Travel Registration Fees				
22-Nov-25	T Frazier	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	H Lovell	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	A Mathews	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	R Proctor	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	C Taylor	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	L Thomas	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
Total		\$ 4,800		
Travel Mileage Expense				
5-Nov-25	T Frazier	\$ 126	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 120	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 144	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 11	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 121	ACCT Leadership Congress	C Taylor
12-Nov-25	L Thomas	\$ 104	ACCT Leadership Congress	L Thomas
Total		\$ 625		
Meeting Expense				
5-Nov-25	7 Trustees, BDuncan, S.Robinson	\$ 1,051	ACCT Leadership Congress	Morrow Steak
5-Nov-25	7 Trustees, BDuncan, S.Robinson	\$ 826	ACCT Leadership Congress	GW Fins
25-Nov-25	General - Operations	\$ 250	Deposit for December Board Dinner	Capital Prime Steak
Total		\$ 2,127		
Grand Total		\$ 10,032	Travel, Training & Conferences	
		\$ 20,076	Total Expenses	

Lansing Community College
President - Detail Expenses
November 2025

Date	Board Employee	Amount	Description	Payee
Misc Purchased Services				
24-Nov-25	Robinson	\$ 462	Holiday Decoration - President's House	The Plant Professionals Inc
Total		\$ 462		
	Grand Total	\$ 462	Purchased Services	
Memberships				
4-Nov-25	Robinson	\$ 345	Quarterly Membership	Rotary Club
11-Nov-25	Robinson	\$ 63	Monthly Membership	University Club of MSU
24-Nov-25	Robinson	\$ 150	CEO Network Monthly Membership	H & H Incorporated
Total		\$ 558		
	Grand Total	\$ 558	Supplies & Non-Capital Equipment	
Travel Lodging				
5-Nov-25	Robinson	\$ 1,175	ACCT Leadership Congress	Marriott New Orleans
Total		\$ 1,175		
Travel Meal Allowance				
5-Nov-25	Robinson	\$ 197	ACCT Leadership Congress	S Robinson
Total		\$ 197		
Travel Miscellaneous				
5-Nov-25	Robinson	\$ 35	ACCT Leadership Congress	Delta Airlines
5-Nov-25	Robinson	\$ 35	ACCT Leadership Congress	Delta Airlines
5-Nov-25	Robinson	\$ 100	ACCT Leadership Congress	Metro Airport Parking
Total		\$ 170		
Travel Transportation				
5-Nov-25	Robinson	\$ 18	ACCT Leadership Congress	American Taxi
5-Nov-25	Robinson	\$ 22	ACCT Leadership Congress	Uber
5-Nov-25	Robinson	\$ 26	ACCT Leadership Congress	Uber
5-Nov-25	Robinson	\$ 126	ACCT Leadership Congress	Uber
5-Nov-25	Robinson	\$ 39	ACCT Leadership Congress	Uber
5-Nov-25	Robinson	\$ 39	ACCT Leadership Congress	Uber
5-Nov-25	Robinson	\$ 145	ACCT Leadership Congress	Uber
Total		\$ 414		
Travel Registration Fees				
13-Nov-25	Robinson & Ingram	\$ 120	Capital Connections Breakfast	Lansing Regional Chamber
26-Nov-25	Robinson	\$ 975	ACCT National Legislative Summit	Assn of Comm College Trustees
Total		\$ 1,095		
Meeting Expense				
5-Nov-25	General - Operations	\$ 161	ACCT Leadership Congress	Morrow Steak
5-Nov-25	General - Operations	\$ 167	ACCT Leadership Congress	GW Fins
5-Nov-25	General - Operations	\$ 17	ACCT Leadership Congress	The Spotted Cat Music
7-Nov-25	General - Operations	\$ 92	October Board Meeting	Meijer
Total		\$ 437		
	Grand Total	\$ 3,488	Travel, Training & Conferences	
		\$ 4,507	Total Expenses	

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

Agenda Item: Board of Trustees Employee Time Reporting

Presented for Action

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

None

Strategic Plan:

None

Human Resources:

None

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

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

ATTACHMENTS:

1. December, 2025 Time Reporting

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

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

President

	Vacation Leave	Personal Leave	Sick Leave
October 26 – November 8, 2025			
November 9 – November 22, 2025	40		
Total Hours	40.0	0.0	0.0

Executive Assistant/Liaison to the Board

	Vacation Leave	Personal Leave	Sick Leave
October 26 – November 8, 2025			
November 9 – November 22, 2025			
Total Hours	0.0	0.0	0.0

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

Agenda Item: Cooperative Purchase - Managed Print Services and Supplies

Presented for Action

PURPOSE

To establish a new Blanket Purchase Order (BPO) for as-needed purchases, management, and maintenance of the College's multifunction printer inventory through a cooperative agreement.

BACKGROUND

Lansing Community College (LCC) maintains approximately 300 multifunction printer devices across its network. Information Technology Services (ITS) manages ongoing replacement, procurement, and supply needs for this fleet.

The College has long utilized Konica Minolta Business Solutions (Konica) for managed print services and has fully integrated Konica's equipment and support infrastructure. The current BPO expires December 31, 2025, and continuation of services is necessary.

As a public institution, LCC may utilize cooperative purchasing agreements that have already been competitively bid by public agencies. Doing so reduces administrative workload and provides access to favorable, nationally leveraged pricing. The Administration recommends continued use of the State of Michigan MiDeal Program cooperative agreement awarded to Konica for printers, supplies, and services.

The requested BPO period is January 1, 2026, through December 31, 2028.

The College's purchasing policy does not require additional competitive bidding for goods or services awarded through cooperative agreements.

IMPLICATIONS

Financial:

The requested three-year BPO is based on an estimated annual spend of \$176,000, for a total not-to-exceed amount of \$528,000, funded through the General Fund and Internal Print Chargebacks.

Strategic Plan:

This request supports all the College's strategic goals of: Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, Strengthening Community Engagement and Partnership.

Human Resources:

There are no known human resources implications.

RISKS

If a new BPO is not established, ITS would be unable to maintain and service campus printers in a timely manner, leading to operational disruptions across departments.

OTHER OPTIONS/ALTERNATIVES

The College could solicit individual bids for managed print services; however, utilizing a cooperative agreement ensures cost savings, administrative efficiency, and access to pre-qualified vendors with nationally negotiated pricing.

RECOMMENDATIONS

The Administration recommends that the Board of Trustees approve a Blanket Purchase Order with Konica Minolta Business Solutions for managed print services and supplies from January 1, 2026, through December 31, 2028, in a total amount of \$528,000.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Agreement – Managed Print Services and Supplies

Lansing Community College – Board of Trustees
December 15, 2025

Agenda Item: Request for Proposal – Temporary Employment Services

Presented for Action

PURPOSE

To seek Board of Trustees approval to create new Blanket Purchase Orders (BPO) to a pool of qualified vendors to provide non-employee temporary staffing services.

BACKGROUND

Lansing Community College's (LCC) Human Resources Department (HR) manages temporary staffing needs for all divisions and departments. To ensure timely sourcing, screening, and placement of qualified temporary candidates, including temp-to-hire roles, HR relies on a pool of pre-qualified vendors.

Following a public competitive bid process, the Administration has identified four (4) vendors that meet the College's requirements:

- Acro Services Corporation
- ATHENA Consulting
- Encode Inc.
- Manpower of Lansing

Participation in the vendor pool does not guarantee any specific volume of work; assignments are made based on institutional need.

The requested BPO period is January 1, 2026, through December 31, 2026, with three (3) one-year extension options for a total potential term of four years.

IMPLICATIONS

Financial:

Estimated annual spending is \$200,000, for a total not-to-exceed amount of \$800,000 over the four-year term. Funding will come from the General Fund.

Strategic Plan:

This request supports all the College's strategic goals: Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, Strengthening Community Engagement and Partnerships.

Human Resources:

Without these BPOs, HR would need to consider hiring additional internal staff to manage temporary hiring functions, reducing efficiency.

RISKS

Failure to establish the BPOs would impede HR's ability to quickly meet temporary staffing needs. Insufficient staffing could disrupt College operations, impacting students, programs, and service delivery.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could conduct all temporary staffing internally; however, using third-party vendors provides great efficiency, reduces administrative workload, and accelerates candidate placement.

RECOMMENDATIONS

The Administration recommends that the Board of Trustees approve the issuance of Blanket Purchase Orders to Acro Services Corporation, ATHENA Consulting, Encode Inc., and Manpower of Lansing for temporary employment services from January 1, 2026, through December 31, 2026, with three (3) optional one-year extensions, for an aggregate not-to-exceed amount of \$800,000.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – Temporary Employment Services

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

Bid/Proposal No.: RFP-12301-864-25BV **Opening Date:** August 25, 2025
Project Title: Temporary Employment Services **Buyer:** Brittney Villarreal

1. Statement of Need:

Lansing Community College (LCC) requires a qualified pool of vendors to provide non-employee temporary staffing services and recruitment support. Temporary staffing needs may include, but are not limited to, set/stage designers, stage crew, sports camp coaches, registration workers, and testers. Additional temporary staffing for technical, clerical, or administrative roles may also be required for project assignments or employee leaves of absence.

2. Description of Supply or Service:

The Request for Proposal was posted on Bid Net Direct:

<https://www.bidnetdirect.com/mitn/lansingcommunitycollege>. 775 vendors were notified. Proposals were received from 42 vendors.

Company	Location	Recommended for Award
A&A Associates	West Palm Beach, FL	No
Abacus Service Corporation	Southfield, MI	No
Acro Services Corporation	Livonia, MI	Yes
ATHENA Consulting	Lansing, MI	Yes
Avenues International	Princeton Junction, NJ	No
Beatty's Services	San Francisco, CA	No
Blue Chip Talent	Bloomfield Hills, MI	No
BuzzClan LLC	Flower Mound, TX	No
Elegant Enterprise-Wide Solutions Inc.	Aldie, VA	No
Encode Inc.	Detroit, MI	Yes
Entech	Grand Blanc, MI	Yes
Experfy Inc.	Hopkinton, MA	No
Express Employment Professionals	East Lansing, MI	No
Frontall USA	Elizabeth, NJ	No
Hanker Systems Inc	Chantilly, VA	No
Insight Global	Atlanta, GA	No
InstantServe LLC	Wayne, PA	Yes
JLK Global Enterprises, Inc	Marietta, GA	No
Jobsquad Staffing	Mishawaka, IN	No
Kellton Tech Inc.	Plano, TX	No
Kelly OCG	Troy, MI	No
LanceSoft	Herndon, VA	Yes
Manpower of Lansing	Lansing, MI	Yes
MCM Staffing, LLC	Madison Height, MI	No

*Request for Proposal – 12301-864-25BV
Temporary Employment Services*

MsysInc	Washington, DC	No
Netsynk Inc	Bolingbrook, IL	No
OP Consulting Group LLC	Okemos, MI	No
Prisa Consulting Services	Eules, TX	No
Production Modeling Corporation	Dearborn, MI	No
PROLIM Global Corporation	Farmington Hills, MI	No
Red Sun Technology	College Park, MD	No
SARGAD LLC	Troy, MI	No
Sunshine Enterprise USA LLC	Oviedo, FL	No
Techlink Systems, Inc	San Francisco, CA	No
Technology Resource Group	Troy, MI	No
TRYFACTA, INC	Pleasanton, CA	No
UrBench	Austin, TX	No
Vastek INC	Chula Vista, CA	No
Virtelligence, Inc	Edina, MN	No
Wallman Unlimited Company	Kalamazoo, MI	No
William W. Professional Staffing LLC	New York, NY	No
Zencon Group Inc	Princeton, NJ	No

3. Award Recommendation:

Proposals were evaluated by staff from Purchasing, Human Resources, and Community Education & Workforce Development based on expertise, qualifications, responsiveness, and pricing.

After thorough review, the evaluation committee recommends multiple awards to the following vendors:

- Acro Services Corporation
- ATHENA Consulting
- Encode Inc.
- Manpower of Lansing

Each vendor was determined to be responsive, responsible, and to offer the best value to the College. Inclusion in the Temporary Employment Services Pool does not guarantee a minimum or maximum volume of work; services will be utilized on an as-needed basis.

The Blanket Purchase Orders will cover the period January 1, 2026, through December 31, 2026, with three (3) one-year extension options for a total potential contract length of four (4) years.

Requested award amount: \$800,000
Basis: Annual projected spend of \$200,000
Funding: General Fund

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
December 15, 2025

Agenda Item: Sole Source Justification – Data Center Maintenance

Presented for Action

PURPOSE

To establish a new Blanket Purchase Order (BPO) with Vertiv Corporation for the ongoing maintenance and support of the College's data center infrastructure under a sole source justification.

BACKGROUND

Lansing Community College's (LCC) Information Technology Services (ITS) Division relies on Vertiv Corporation to provide and maintain the uninterruptible power supply (UPS) systems that support the College's data centers. These services ensure continuous operations by managing heat, humidity, and system reliability, and by safeguarding critical IT equipment during primary power failures.

The current BPO expires December 31, 2025, and renewal is required to maintain uninterrupted service.

Vertiv is the sole authorized provider of maintenance, support, and repair services for its UPS systems and related battery components. A Sole Source Justification was submitted by Justin Barnaby, Director of Infrastructure Support Services, and approved by Bill Garlick, Chief Information Officer.

The requested BPO period is January 1, 2026, through December 31, 2028.

IMPLICATIONS

Financial:

The requested three (3) year BPO amount is \$150,945 and will be funded by the General Fund.

Strategic Plan:

This request supports all the College's strategic goals of: Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, Strengthening Community Engagement and Partnerships.

Human Resources:

There are no known Human Resources implications.

RISKS

Failure to establish a new BPO for data center maintenance would significantly increase the risk of equipment malfunction or failure, potentially disrupting critical information technology systems across the College.

OTHER OPTIONS/ALTERNATIVES

No alternatives exist. Vertiv is the only authorized provider capable of maintaining, supporting, and repairing its UPS products.

RECOMMENDATIONS

The Administration recommends that the Board of Trustees approve a Blanket Purchase Order with Vertiv Corporation for continued data center maintenance and support from January 1, 2026, through December 31, 2028, in the amount of \$150,945.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Sole Source Justification – Data Center Maintenance

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

Document: Sole Source Justification **Opening Date:** N/A
Project Title: Data Center Maintenance **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) requires a new Blanket Purchase Order (BPO) for ongoing maintenance and support of the College’s data centers provided by Vertiv Corporation. Vertiv supplies and maintains the uninterruptible power supply (UPS) systems used across all LCC data centers, ensuring power continuity and system reliability.

Vertiv Corporation is the sole provider authorized to support, maintain, and service its UPS units and associated batteries.

2. Description of Supply or Service:

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

Fee Description	Annual Amount
Vertiv Support and Maintenance (1/1/26 – 12/31/26)	\$50,315
Vertiv Support and Maintenance (1/1/27 – 12/31/27)	\$50,315
Vertiv Support and Maintenance (1/1/28 – 12/31/28)	\$50,315
Total three-year BPO amount:	\$150,945

3. Award Recommendation:

The Administration recommends approval of a Blanket Purchase Order with Vertiv Corporation for continued data center support and maintenance.

- Total Amount: \$150,945
- Contract Period: January 1, 2026 – December 31, 2028
- Funding Source: General Fund

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

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

Agenda Item: Sole Source Justification – Sierra Library System

Presented for Action

PURPOSE

To establish a new Blanket Purchase Order (BPO) for the College's Sierra library system, provided exclusively by Innovative Interfaces, under a sole source justification.

BACKGROUND

Lansing Community College (LCC) Library relies on the Sierra system, provided by Innovative Interfaces, to deliver comprehensive online access to library resources including books, e-books, periodicals, and other digital and physical holdings. Sierra also supports core library functions such as circulation, cataloging, and electronic resource management, ensuring efficient operations and ease of use for students, faculty, and community patrons.

The current BPO expires December 31, 2025, and continuation of service is essential to maintain uninterrupted access to the College's library systems.

Innovative Interfaces is the sole provider of the Sierra system and holds exclusive responsibility for all system maintenance, upgrades, and technical support. A Sole Source Justification was submitted by Mark Tesone, Director of Enterprise Systems, and approved by Bill Garlick, Chief Information Officer, with additional support from John Szilagyi, Director of the Library, and Dr. Sally Welch, Provost.

The Administration requests a five-year BPO from January 1, 2026, through December 31, 2030, to ensure system stability, support long-term library planning, and secure a guaranteed 3% annual price increase, resulting in an estimated \$37,000 in cost savings over the BPO term.

IMPLICATIONS

Financial:

The requested five (5) year BPO amount is \$571,480 and will be funded by the General Fund.

Strategic Plan:

This request supports all the College's strategic focus areas: Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, Strengthening Community Engagement and Partnerships.

Human Resources:

There are no known Human Resources implications.

RISKS

Failure to award the BPO would disrupt access to essential online library services, affecting students, faculty, and community patrons and significantly hindering academic and research activities.

OTHER OPTIONS/ALTERNATIVES

No alternatives exist. Sierra is proprietary to Innovative Interfaces, the only vendor authorized to provide, support, and maintain the system.

RECOMMENDATIONS

The Administration recommends that the Board of Trustees approve a Blanket Purchase Order with Innovative Interfaces for the Sierra library system from January 1, 2026, through December 31, 2030, in the amount of \$571,480.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Sole Source Justification – Sierra Library System

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

Document: Sole Source Justification **Opening Date:** N/A
Project Title: Sierra Library System **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) requires a new Blanket Purchase Order (BPO) for the Sierra Library Database System, provided by Innovative Interfaces, Inc. This system serves as the College’s integrated library services platform, enabling students and the campus community to search and access resources including periodicals, books, and e-books.

Sierra also integrates with Ellucian Banner to load student information and supports electronic checkout services for the Library and Learning Commons.

Innovative Interfaces, Inc. is the sole provider of the Sierra database system and the exclusive source for maintenance, support, and continued access.

2. Description of Supply or Service:

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

Fee Description	Year One (1/1/26- 12/31/26)	Year Two (1/1/27- 12/31/27)	Year Three (1/1/28- 12/31/28)	Year Four (1/1/29- 12/31/29)	Year Five (1/1/30- 12/31/30)	Total
Sierra Core Bundle Maintenance	\$77,720	\$80,052	\$82,454	\$84,927	\$87,475	\$412,628
Sierra Single Sign on Hosting	\$7,322	\$7,542	\$7,761	\$8,001	\$8,241	\$38,867
Sierra Cloud Hosting	\$22,600	\$23,278	\$23,976	\$24,695	\$25,436	\$119,985
Total five-year BPO amount:						\$571,480

3. Award Recommendation:

The Administration recommends approval of a Blanket Purchase Order with Innovative Interfaces, Inc. for the continued use, maintenance, and hosting of the Sierra Library Database System.

- Total BPO Amount: \$571,480
- Contract Term: January 1, 2026 – December 31, 2030
- Funding Source: General Fund

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Trustee-Generated Idea and Initiative

Lansing Community College - Board of Trustees
December 15, 2025

Agenda Item: Update on Trustee-Generated Idea for Campus Community and Safety Kiosk Initiative

Presented for Information/Action

PURPOSE

To respond to a Trustee-Generated Idea regarding a potential visitor management system.

BACKGROUND

At the October 27, 2025, Board of Trustees meeting, Trustee Taylor proposed a Trustee-Generated Idea to install visitor management kiosks at seven campus locations, intended to provide real-time information and support the visitor check-in process to make the college more accessible. The Board voted in October 2025 to direct the college to investigate this idea. In accordance with the "ROADMAP for Trustee-Generated Ideas and Initiatives" document, the college has conducted an investigation into the feasibility, impact, and implementation options for this proposal.

The Administration's findings can be summarized as follows: the personnel and financial resources necessary to develop, implement, and operate such a system would not materially improve visitor access or campus safety, based on the systems the college already has in place. Nevertheless, the Administration shares the commitment to addressing community access and the safety of our campus community, and has identified areas for improvement over the next several weeks and months.

IMPLICATIONS

Financial

The Board of Trustees approved the FY2026 budget at the June 16, 2025, meeting without provision for the proposed idea. To move forward with the Trustee Generated Idea, a determination of funding sources will be necessary (both short-term and long-term to cover ongoing operational expenses and required staff as applicable).

Strategic Plan:

Reviews of Trustee-Generated Ideas are aligned with goals outlined in the 2025 – 2027 Strategic Plan. Specifically, Strengthening Community Engagement and Partnerships.

Human Resources:

Resource implications to be identified based on the Board of Trustees' direction.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

Make improvements to existing systems and processes for wayfinding, communications, and facility access.

RECOMMENDATIONS

After carefully considering the aforementioned TGI Campus Community and Safety Kiosk Initiative, the Administration does not recommend moving forward with the initiative as suggested. The Administration does not assess that this solution would materially improve visitor access or campus safety, based on the systems and protocols the college already has in place. Therefore, the Administration concluded that the personnel and financial resources necessary to develop, implement, and operate such a system outweighed the potential benefits.

ATTACHMENTS:

1. Administration response to the Trustee-Generated Idea regarding a Campus Community and Safety Kiosk Initiative



DECEMBER 2025

Campus Community and Safety Kiosk Initiative

In Response to the Trustee Generated Idea Submitted by Trustee Chatum Taylor

OFFICE OF THE PRESIDENT



Campus Community and Safety Kiosk Initiative

PROSPECTUS

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Project Overview

At the October 27, 2025, Board of Trustees meeting, Trustee Taylor proposed a Trustee Generated Idea to enhance the safety, accessibility, and inclusiveness of Lansing Community College. 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.

In accordance with the "ROADMAP for Trustee Generated Ideas and Initiatives" document, the college has conducted an investigation into the feasibility, impact, and implementation options in response to this proposal.

This report presents findings and a path forward to further improve facility access and the new student and visitor experience.

Current State of Facility Access, Physical Security, and Communications

Without going into detail that may compromise the security of college facilities and the community, the following represents an overview of the elements that are currently in place to support facility access, physical security, and communications:

- Card Access: Deployed on the Downtown, West, East, and Mason sites.
- Video Intercoms and Building Call Boxes: Currently located on select buildings connected to LCC's Dispatch Operations Center.
- Building Access Signage: Each building has a sign posted outside of the primary building entrances providing the key departments/programs within the building and their individual phone numbers. LCC PD is the last contact number on each sign. The signs also include a QR Code that directs users to the LCC webpage for all the College's buildings and a full list of departments/programs and their contact information.
- Emergency Call Boxes: Deployed in the parking lots of the Downtown and West campuses, connected to Ingham and Eaton County 911 Centers.
- Video Surveillance Cameras: Deployed on the Downtown, West, East, and Mason sites.
- Panic Buttons: Deployed at several locations and connected to LCC's Dispatch Operations Center.
- RAVE Mass Notification System: System used to send text, voice, and social media messages regarding Public Safety Notices, Timely Warnings, and Emergency Notifications.
- RAVE Guardian App: This is a solution that is customized for LCC's specific environment and operational needs, connecting individuals to LCC's Dispatch Operations Center.
- Internal and External Public Address Systems: Deployed on the Downtown, West, East, and Mason sites.
- Digital Signage: Used to welcome and direct guests and visitors on where to park and how to access the location of their event.

It is noteworthy that LCC has received few complaints since the College began requiring card access to all buildings over the past couple of years.

Research & Assessment

In response to this Trustee Generated Idea, the Administrative Services Team found the following:

1. Visitor management systems are not being widely used at community colleges. Most documented deployments are found in K-12 schools, corporate or industrial facilities, and government buildings, where controlled access is managed for a single large complex and not multiple buildings. Some colleges do have kiosk setups, but they're mostly student self-service stations, like library checkouts, registration help, or general information. For example, LCC uses kiosks in the Library and Advising for student check-in.
2. Michigan Community College Association Safety, Security & Emergency Management Affinity Group survey.
 - a. As of this submission, LCC has received no response confirming the use of this technology.
3. International Association of Emergency Managers, College and University Caucus survey.
 - a. As of this submission, LCC has received no response confirming the use of this technology.

Potential Pros

1. Ability to formally track visitors in limited circumstances/locations
2. Improved visitor access experience in limited circumstances/locations

Potential Cons

1. The Administration does not assess that this solution would materially improve visitor access or campus safety, based on the systems and protocols the college already has in place.
2. The additional cost of financial and human resources to solve an issue that is already being addressed by both existing technology and processes appears unwarranted.
3. Additional access to the personal information of community members could be a security risk.
4. Although the cost of the initial equipment could be covered by annual one-time equipment funds (Capital Equipment), the ongoing vendor repair and maintenance fees and additional personnel (1-4 new full-time employees) required to operate the system would be significant. As a result, additional funds would need to be added to the Administrative Services' annual General Fund budget to support this system and associated operations.

Key Features Assessment

1. Accessibility for the Community – Conference Services and Performing Arts already have well-established systems for managing attendee access that have been used successfully for the past several years. A combination of digital signage and coordinating temporary door unlocks with LCC's Dispatch Operations Center is used to guide the community on where to park, direct patrons to their event, and provide them with facility access.
2. Visitor Check-in System – A formal system would not be practical for many of LCC's events, such as Basketball, Volleyball, other sports held indoors, and rentals to external organizations that are open to the public. Prospective students are directed to the Star Zone where LCC PD has a Security Guard stationed to provide them access and guide them to the Star Zone Welcome Desk.
3. Pre-Registration Integration – Conference Services and Performing Arts already have well-established systems for managing attendee access and registration when applicable. This has not been identified as an area of need.
4. Access Control – LCC Dispatch already can temporarily unlock any door remotely to provide facility access. Call boxes or video intercoms already exist at many primary building entrances.
5. Monitoring and Reporting – LCC Dispatch already monitors all facilities through the College's video surveillance system.

Cost

The following rough pricing estimates come from a 2017 – 2027 GSA Contract for visitor management kiosks.

Indoor	Price	Outdoor	Price
Indoor Monolith Advanced Kiosk (AK) 55" Monitor	\$12,059.47	Outdoor Monolith Advanced Kiosk 55" Monitor	\$27,897.87
AK - Greater Management Interface	\$4,627.00	AK - Greater Management Interface	\$4,627.00
On-Boarding for Greeter System	\$4,422.00	On-Boarding for Greeter System	\$4,422.00
Full Product Support	\$594.00	Full Product Support	\$594.00
Hosting of Customer Interface and Entry Service	\$960.00	Hosting of Customer Interface and Entry Service	\$960.00
<u>Zamok Premium</u> - Yearly License	\$1,849.00	<u>Zamok Premium</u> - Yearly License	\$1,849.00
Total per Unit	\$24,512.47	Total per Unit	\$40,350.87
Total for 7 Units	\$171,587.29	Total for 7 Units	\$282,456.09

Recommendation

After carefully considering the aforementioned TGI Campus Community and Safety Kiosk Initiative, the Administration does not recommend moving forward with the initiative as suggested. The Administration does not assess that this solution would materially improve visitor access or campus safety, based on the systems and protocols the college already has in place. Therefore, the Administration concluded that the personnel and financial resources necessary to develop, implement, and operate such a system outweighed the potential benefits.

Next Steps

Based on recent feedback regarding facility access and the aforementioned TGI, Administrative Services has identified several opportunities to improve access to facilities for visitors and prospective new students.

Over the next several weeks and months, Administrative Service plans to do the following:

1. Add a specific section on LCC's website for Visitors that can easily be found via a web search.
2. Update the College's parking website with updated maps and instructions for parking on the West Campus, to include how to navigate to the entrances where the Police Department has its Security Guards stationed and how to navigate to the Police Department offices.
3. Add instructional signage to each of the building-mounted Call Boxes and Video Intercoms.
4. Upgrade existing building Call Boxes to Video Intercoms, like the one piloted for the past two years on the HHS Building, to get community members into the Dental Hygiene and Massage Therapy clinics. Reportedly, this system has worked well in providing the community with access to these services.
5. Add Video Intercoms to each of the Gannon Ramp lobbies where the elevators and stairs are located.
6. Update building "Starcard Required for Entry" signs so that the QR code directs the user to that specific building's department and program contact information on LCC's website. Currently, the QR codes go to the generic campus buildings page.

Conclusion

Trustee Taylor's Trustee Generated Idea reflects her commitment to addressing community access to LCC facilities and the safety of our campus community. The college shares this commitment and appreciates the opportunity to improve its existing systems and processes to continue to make LCC's facilities accessible and safe.

Monthly Monitoring Report

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

Agenda Item: Financial Statements Publication

Presented for Information

PURPOSE

To inform the Board of Trustees that the FY2025 Consolidated Financial Statements will be published in the Lansing State Journal.

BACKGROUND

The college is required by the state (MCL 389.143) to annually publish consolidated financial statements after the annual financial audit is completed. Publication of the FY2025 Consolidated Financial Statements will be no later than December 20, 2025.

IMPLICATIONS

Financial:

Not applicable

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

The College will not be in compliance if the statements are not published by 12/31/2025.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives.

RECOMMENDATIONS

Not applicable

ATTACHMENTS:

None

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

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

To present monthly internal financial statements and reports as required by Board policy.

BACKGROUND

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

The attached financial statements reflect the College's financial position as of and for the month ending November 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.

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

Exhibit A, Line 3 – Tuition and Fee Revenue, Net of Estimated Uncollectible: Revenue is 5.4 percentage points ahead of the pace of the prior year. This is due to higher than budgeted enrollment and billable hours for Summer and Fall semesters. Revenue reflects remaining tuition earned during FY2026 for the Summer 2025 semester, tuition and fees earned for the Fall 2025 semester, and fees earned to date for the Spring 2026 semester.

Exhibit A, Line 4 – Other Revenues: Other Revenues are 5.2 percentage points ahead of the prior year's pace since last year's number represents full-year actual performance, while this year's figure reflects year-to-date performance relative to the current budget.

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 5** – *Board of Trustees* is 5.7 percentage points behind the prior year's pace of expenses. This is primarily due to the timing of internal audit services.
- **Exhibit B, Line 11** – *Human Resources* is 7.8 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Purchased Services* in the areas of temporary agency services and advertising, and the timing of *Travel, Training & Conferences*. This is partially offset by fewer vacancies in *Full-Time Professional Technical* and related *Employee Benefits*.
- **Exhibit B, Line 12** – *Information Technology Services* is 7.4 percentage points behind the prior year's pace of expenses. This is primarily due to timing differences and changes in consulting services with Ellucian (Banner software), equipment service contracts, internet services, and software and site license services.
- **Exhibit B, Line 13** – *Office of Empowerment* is 7.0 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator, Full-Time Support, and Part-Time Support*, along with related *Employee Benefits*. This is partially offset by increased expenses in *Purchased Services* for temporary agency services used to backfill a vacancy in *Full-Time Support*.

Exhibit A, Line 5 – Salaries & Wages: Overall, the *Salaries & Wages* are 1.3 percentage points 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 12.4 percentage points behind the prior year's pace of expenses. This is primarily due to a decrease in temporary specialized service employee expenses in *Advancement & External Affairs, Financial Services, and Health & Human Services*, and a decrease in *Student Affairs* due to the retirement of a long-term employee.
- **Exhibit B, Line 23** – *Part-Time Support* is 9.8 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in the Police Department's auxiliary dispatch and patrol employees in *Administrative Services*, and decreased expenses in the *Office of Empowerment*. This is partially offset by increased expenses in *Academic Affairs* in the Library and Learning Commons, and in *Information Technology Services* for technical support services.
- **Exhibit B, Line 24** – *Student* is 15.9 percentage points ahead of 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 \$114,000.

Exhibit A, Line 8 – Services and Supplies: Overall, the *Services & Supplies* are 3.9 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 9.4 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses for internet services and phone chargebacks in *Information Technology Services*. This is partially offset by increased expenses for property and liability insurance in *Business Operations*.
- **Exhibit B, Line 28 – Utilities** are 10.8 percentage points ahead of the prior year's pace of expenses. This is due to increased rates and consumption.
- **Exhibit B, Line 29 – Professional Services** are 27.1 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Business Operations* for legal services, and in *Human Resources* and *Information Technology Services* for management consulting. These are slightly offset by increased expenses in *Arts & Sciences*, *Financial Services*, and *Student Affairs*.
- **Exhibit B, Line 33 – Supplies & Non-Capital Equipment** is 6.8 percentage points behind the prior year's pace of expenses. This is primarily due to timing changes in software and site licenses in *Information Technology Services*.
- **Exhibit B, Line 34 – Travel, Training & Conferences** are 5.3 percentage points behind the prior year's pace of expenses. This is primarily due to an overall budget increase.

Statement of Net Position **Exhibit C**

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

Current Assets:

- **Exhibit C, Line 1 – Cash & Cash Equivalents** decreased by \$8.6 million due to moving funds to short-term and long-term investments throughout the year.
- **Exhibit C, Line 5 – Federal & State Grants Receivable** decreased by \$0.4 million due to the timing of State financial aid payments compared to the prior year.
- **Exhibit C, Line 6 – Accounts Receivable, Net of Est Uncollectible** increased by \$2.7 million due to increased enrollment and billable hours, and timing of payments on the high school contracts.
- **Exhibit C, Line 7 – Prepaid Expenses** decreased by \$0.5 million due to the purchase of multi-year software subscriptions in the prior year.

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* decreased \$0.2 million due to the timing of 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 Employees' 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 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.

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 November 30, 2025. The interest income for FY2026 will be less than that of FY2025 due to the recent actions of the Federal Reserve decreasing rates.

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 November 30, 2025.

- *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 Board approved this capital project in October 2023. This project is underway, and the estimated completion date is early 2026.
- *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 Board approved this capital project in May 2024. The project has been completed.
- *Arts & Sciences Building Fume Hood Replacement* – The Board approved this capital project in October 2025. This project is out for bid and is planned to be completed by the Fall semester of 2026.
- *Health & Human Services Simulation Center* – The Board approved this capital project in October 2025. The project is in the design development phase.

Statement of Revenue, Expenses, and Changes in Net Position

Exhibit F

This statement provides a college-wide summary of all funds. We have provided the details of the General Fund above.

The Designated Funds had a decrease in net position due to increased instructional and student technology purchases.

The Auxiliary Funds had an increase in net position due to an increase in student support fees as a result of increased enrollment and a higher volume of events in conference services.

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 allocated. However, as of November 30, 2025, there were approximately \$4.4 million in outstanding commitments.

IMPLICATIONS

Financial:

The College had a beginning unrestricted General Fund balance of \$34.0 million or 23.4% of the 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, 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 November 30, 2025, includes:

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

Lansing Community College
General Fund
Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual
Month Ending November 30, 2025 Financial Review
(42% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 11/30/25	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 11/30/24	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
	<u>Revenues</u>								
1	State Appropriations	\$ 40,609,000	\$ 17,564,215	\$ 23,044,785	43.3%	\$ 40,359,928	\$ 16,735,593	41.5%	1.8
2	Property Taxes, Net of Estimated Uncollectible	\$ 58,347,000	\$ 23,939,354	\$ 34,407,646	41.0%	\$ 54,633,090	\$ 23,234,924	42.5%	(1.5)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 40,828,000	\$ 22,713,348	\$ 18,114,652	55.6%	\$ 41,285,342	\$ 20,738,507	50.2%	5.4
4	Other Revenues	\$ 5,614,000	\$ 2,724,937	\$ 2,889,063	48.5%	\$ 6,966,063	\$ 3,017,711	43.3%	5.2
	Total Revenues	\$ 145,398,000	\$ 66,941,853	\$ 78,456,147	46.0%	\$ 143,244,423	\$ 63,726,735	44.5%	1.6
	<u>Salary & Benefit Expenses</u>								
5	Salaries & Wages	\$ 66,808,600	\$ 26,929,715	\$ 39,878,885	40.3%	\$ 65,890,989	\$ 25,732,856	39.1%	1.3
6	Employee Benefits	\$ 31,728,300	\$ 12,556,466	\$ 19,171,834	39.6%	\$ 30,421,885	\$ 12,627,668	41.5%	(1.9)
7	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
	Total Salary & Benefit Expenses	\$ 98,536,900	\$ 39,486,181	\$ 59,050,719	40.1%	\$ 96,978,403	\$ 38,360,524	39.6%	0.5
	<u>Other Operating Expenses</u>								
8	Services & Supplies	\$ 26,135,100	\$ 12,873,474	\$ 13,261,626	49.3%	\$ 26,212,898	\$ 13,934,342	53.2%	(3.9)
	Total Operating Expenses	\$ 124,672,000	\$ 52,359,655	\$ 72,312,345	42.0%	\$ 123,191,301	\$ 52,294,866	42.5%	(0.5)
	<u>Student Financial Support Expenses</u>								
9	Institutional Scholarships	\$ 2,790,000	\$ 1,215,158	\$ 1,574,842	43.6%	\$ 2,412,348	\$ 964,943	40.0%	3.6
	Total Expenses	\$ 127,462,000	\$ 53,574,813	\$ 73,887,187	42.0%	\$ 125,603,649	\$ 53,259,809	42.4%	(0.4)
	<u>Transfers (In)/Out</u>								
10	Grant Match & Other, Net	\$ 925,000	\$ 51,226	\$ 873,774	5.5%	\$ 915,960	\$ 139,198	15.2%	(9.7)
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	\$ 177,895	\$ 29,105	85.9%	\$ 210,817	\$ 160,865	76.3%	9.6
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)
	Total Transfers	\$ 16,482,000	\$ 15,654,121	\$ 827,879	95.0%	\$ 15,872,459	\$ 15,144,294	95.4%	(0.4)
19	Contingency	\$ 1,454,000	\$ -	\$ 1,454,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 145,398,000	\$ 66,941,853	\$ 78,456,147	46.0%	\$ 143,244,423	\$ 63,726,735	44.5%	1.6
	Total Expenses and Transfers	\$ 145,398,000	\$ 69,228,934	\$ 76,169,066	47.6%	\$ 141,476,108	\$ 68,404,103	48.4%	(0.7)
	Net Change in Unrestricted Fund Balance	\$ -	\$ (2,287,080)	\$ 2,287,080		\$ 1,768,315	\$ (4,677,368)		
	Unrestricted General Fund Balance Beginning of Period	\$ 34,035,725	\$ 34,035,725	\$ -		\$ 32,267,410	\$ 32,267,410		
	Unrestricted General Fund Balance End of Period	\$ 34,035,725	\$ 31,748,645	\$ (2,287,080)		\$ 34,035,725	\$ 27,590,042		

Lansing Community College
General Fund
Operating Expenses: Adopted Budget and Actual Expenses
Month Ending November 30, 2025 Financial Review
(42% of Fiscal Year)

LINE REF #	Operating Division/Account	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 11/30/25	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 11/30/24	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
<i>Operating Expenses - Divisions</i>									
1	Academic Affairs	\$ 9,156,200	\$ 4,125,348	\$ 5,030,852	45.1%	\$ 9,143,217	\$ 3,951,245	43.2%	1.8
2	Administrative Services	\$ 15,406,300	\$ 6,454,468	\$ 8,951,832	41.9%	\$ 15,041,368	\$ 6,229,111	41.4%	0.5
3	Advancement & External Affairs	\$ 1,589,900	\$ 595,800	\$ 994,100	37.5%	\$ 1,349,594	\$ 561,256	41.6%	(4.1)
4	Arts & Sciences	\$ 24,772,600	\$ 9,653,213	\$ 15,119,387	39.0%	\$ 25,623,858	\$ 9,446,228	36.9%	2.1
5	Board of Trustees	\$ 395,300	\$ 167,890	\$ 227,410	42.5%	\$ 300,975	\$ 145,114	48.2%	(5.7)
6	Business Operations	\$ 5,368,700	\$ 2,652,976	\$ 2,715,724	49.4%	\$ 4,816,382	\$ 2,273,151	47.2%	2.2
7	Community Education & Workforce Dvlprmt	\$ 4,265,600	\$ 1,634,349	\$ 2,631,251	38.3%	\$ 4,076,470	\$ 1,647,470	40.4%	(2.1)
8	Executive Office	\$ 2,083,600	\$ 780,776	\$ 1,302,824	37.5%	\$ 1,908,741	\$ 801,719	42.0%	(4.5)
9	Financial Services	\$ 6,605,600	\$ 2,905,962	\$ 3,699,638	44.0%	\$ 6,494,764	\$ 2,789,307	42.9%	1.0
10	Health & Human Services	\$ 11,316,400	\$ 4,193,160	\$ 7,123,240	37.1%	\$ 10,444,009	\$ 4,192,345	40.1%	(3.1)
11	Human Resources	\$ 2,390,200	\$ 913,565	\$ 1,476,635	38.2%	\$ 2,133,235	\$ 981,566	46.0%	(7.8)
12	Information Technology Services	\$ 15,566,700	\$ 7,938,377	\$ 7,628,323	51.0%	\$ 15,232,122	\$ 8,892,793	58.4%	(7.4)
13	Office of Empowerment	\$ 1,400,200	\$ 382,798	\$ 1,017,402	27.3%	\$ 1,187,127	\$ 407,526	34.3%	(7.0)
14	Student Affairs	\$ 12,213,600	\$ 5,157,595	\$ 7,056,005	42.2%	\$ 12,903,532	\$ 5,321,681	41.2%	1.0
15	Technical Careers	\$ 12,141,100	\$ 4,803,377	\$ 7,337,723	39.6%	\$ 11,870,378	\$ 4,654,354	39.2%	0.4
16	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	100.0%	-
Total all Divisions		\$ 124,672,000	\$ 52,359,655	\$ 72,312,345	42.0%	\$ 123,191,301	\$ 52,294,866	42.5%	(0.5)
<i>Operating Expenses - Account</i>									
17	Full-Time Administrator	\$ 12,274,200	\$ 5,219,262	\$ 7,054,938	42.5%	\$ 12,470,839	\$ 5,192,793	41.6%	0.9
18	Full-Time Professional Technical	\$ 14,075,600	\$ 5,996,905	\$ 8,078,695	42.6%	\$ 13,352,776	\$ 5,353,669	40.1%	2.5
19	Part-Time Professional Technical	\$ 784,800	\$ 259,780	\$ 525,020	33.1%	\$ 679,745	\$ 309,332	45.5%	(12.4)
20	Full-Time Faculty	\$ 17,449,300	\$ 6,120,902	\$ 11,328,398	35.1%	\$ 18,090,857	\$ 6,121,489	33.8%	1.2
21	Part-Time Faculty	\$ 9,499,500	\$ 4,163,033	\$ 5,336,467	43.8%	\$ 9,567,023	\$ 3,862,612	40.4%	3.4
22	Full-Time Support	\$ 10,224,100	\$ 4,212,704	\$ 6,011,396	41.2%	\$ 9,553,749	\$ 4,013,547	42.0%	(0.8)
23	Part-Time Support	\$ 1,813,600	\$ 606,386	\$ 1,207,214	33.4%	\$ 1,417,608	\$ 613,263	43.3%	(9.8)
24	Student	\$ 687,500	\$ 350,743	\$ 336,757	51.0%	\$ 758,391	\$ 266,151	35.1%	15.9
Total Salaries & Wages		\$ 66,808,600	\$ 26,929,715	\$ 39,878,885	40.3%	\$ 65,890,989	\$ 25,732,856	39.1%	1.3
25	Employee Benefits	\$ 31,728,300	\$ 12,556,466	\$ 19,171,834	39.6%	\$ 30,421,885	\$ 12,627,668	41.5%	(1.9)
26	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
27	Institutional Expenses	\$ 2,070,300	\$ 1,200,656	\$ 869,644	58.0%	\$ 1,796,245	\$ 1,210,745	67.4%	(9.4)
28	Utilities	\$ 3,479,200	\$ 1,683,901	\$ 1,795,299	48.4%	\$ 3,902,722	\$ 1,467,849	37.6%	10.8
29	Professional Services	\$ 1,256,800	\$ 289,420	\$ 967,380	23.0%	\$ 865,413	\$ 433,590	50.1%	(27.1)
30	Purchased Services	\$ 4,941,800	\$ 2,012,511	\$ 2,929,289	40.7%	\$ 5,026,556	\$ 2,141,659	42.6%	(1.9)
31	Rental Expense	\$ 666,100	\$ 236,816	\$ 429,284	35.6%	\$ 909,503	\$ 355,095	39.0%	(3.5)
32	Repair & Maintenance	\$ 2,077,400	\$ 1,045,574	\$ 1,031,826	50.3%	\$ 2,033,070	\$ 1,046,314	51.5%	(1.1)
33	Supplies & Non-Capital Equipment	\$ 9,728,200	\$ 5,795,850	\$ 3,932,350	59.6%	\$ 10,073,014	\$ 6,684,009	66.4%	(6.8)
34	Travel, Training & Conferences	\$ 1,915,300	\$ 608,746	\$ 1,306,554	31.8%	\$ 1,606,375	\$ 595,081	37.0%	(5.3)
Total Services & Supplies		\$ 26,135,100	\$ 12,873,474	\$ 13,261,626	49.3%	\$ 26,212,898	\$ 13,934,342	53.2%	(3.9)
Total All Accounts		\$ 124,672,000	\$ 52,359,655	\$ 72,312,345	42.0%	\$ 123,191,301	\$ 52,294,866	42.5%	(0.5)

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

Line Ref #	Statement Line Item	Current Fiscal Year 2026	Prior Fiscal Year 2025
	Current Assets:		
1	Cash & Cash Equivalents	\$ 10,200,245	\$ 18,779,753
2	Short-Term Investments	\$ 66,077,032	\$ 63,909,893
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 27,630,649	\$ 26,636,436
4	State Appropriations Receivable	\$ 30,388,212	\$ 29,873,754
5	Federal & State Grants Receivable	\$ 4,969,504	\$ 5,403,577
6	Accounts Receivable, Net of Est Uncollectible	\$ 18,227,729	\$ 15,490,710
7	Prepaid Expenses	\$ 1,053,291	\$ 1,578,645
8	Due from Component Unit	\$ 97,865	\$ 34,983
	Total Current Assets	\$ 158,644,526	\$ 161,707,750
	Non-Current Assets:		
9	Long-Term Investments	\$ 5,014,844	\$ -
10	Capital Assets, Net of Accumulated Depreciation	\$ 224,072,157	\$ 224,390,826
11	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Total Noncurrent Assets	\$ 248,038,265	\$ 226,940,299
	Total Assets	\$ 406,682,791	\$ 388,648,049
	Deferred Outflow of Resources:		
12	Deferred Charge on Refunding	\$ 1,273,184	\$ 1,455,068
13	Deferred Pension Amounts	\$ 36,402,806	\$ 49,257,467
	Total Deferred Outflows of Resources	\$ 37,675,990	\$ 50,712,535
	Current Liabilities:		
14	Accounts Payable	\$ 496,479	\$ 668,186
15	Accrued Interest Payable	\$ 234,566	\$ 250,077
16	Accrued Payroll & Other Compensation	\$ 3,815,952	\$ 3,744,138
17	Current Compensated Absences Obligations	\$ 3,852,762	\$ 3,842,292
18	Unearned Revenue	\$ 72,134,982	\$ 72,062,502
19	Current Portion of Long-Term Lease/Subscript Obligations	\$ 2,175,395	\$ 2,188,907
20	Current Portion of Long-Term Debt Obligations	\$ 5,255,000	\$ 5,060,000
	Total Current Liabilities	\$ 87,965,136	\$ 87,816,102
	Non-Current Liabilities:		
21	Compensated Absences Liability	\$ 4,470,639	\$ 3,815,562
22	Bonds Payable	\$ 76,318,228	\$ 81,978,054
23	Lease & Subscription Liability	\$ 2,611,389	\$ 2,455,643
24	Net Pension Liability	\$ 107,116,780	\$ 143,514,579
	Total Noncurrent Liabilities	\$ 190,517,036	\$ 231,763,838
	Total Liabilities	\$ 278,482,172	\$ 319,579,940
25	Deferred Inflow of Resources - Pension Amounts	\$ 69,697,640	\$ 57,664,686
26	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 138,985,329	\$ 132,492,208
	Restricted:		
	Restricted Fund Activities	\$ 2,912,009	\$ 317,967
	Capital Projects	\$ 2,437,969	\$ 3,593,200
	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Unrestricted	\$ (67,107,602)	\$ (76,836,890)
	Total Net Position	\$ 96,178,969	\$ 62,115,957

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

Short Term (< one year)

Account	Market Value	Yield	FY2026 YTD Income
CDARs First National Bank of Michigan	\$ 18,282,493	3.69%	\$ 282,164
ICS First National Bank of Michigan	\$ 6,257,919	2.50%	\$ 75,642
PNC Money Market Account	\$ 15,253,174	4.03%	\$ 284,595
Michigan Liquid Asset Fund Investments	\$ 26,132,286	4.06%	\$ 334,974
Total Short Term Investments	\$ 65,925,872		\$ 977,374

Long Term (> one year)

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

Lansing Community College
Capital Projects
Month Ending November 30, 2025

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Outstanding Commitments	Uncommitted Balance
CY2023 Capital Project Gannon Transfer Center	\$ 3,600,000	\$ 1,154,956	\$ 1,694,241	\$ 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
CY2025 Capital Project A&S Building Fume Hood Replacement	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000
CY2025 Capital Project HHS Simulation Center	\$ 6,250,000	\$ -	\$ -	\$ 6,250,000
Total Capital Projects	\$ 16,350,000	\$ 4,384,767	\$ 1,988,603	\$ 9,976,630

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

Operating Statement Line item	All Funds Current Year-to-Date Actual	General Fund	Pension Liability Fund	Designated Funds	Auxiliary Service Funds	Restricted Funds	Plant Funds
Operating Revenues:							
Tuition & Fees, Net of Estimated Uncollectible	\$ 24,283,129	\$ 22,713,348	\$ -	\$ -	\$ 889,477	\$ -	\$ 680,304
Federal Grants & Contracts	\$ 1,520,516	\$ -	\$ -	\$ -	\$ -	\$ 1,520,516	\$ -
State Grants & Contracts	\$ 368,427	\$ -	\$ -	\$ -	\$ -	\$ 368,427	\$ -
Local Grants & Contracts	\$ 2,837,850	\$ 1,438,143	\$ -	\$ -	\$ -	\$ 1,399,707	\$ -
Sales & Services of Auxiliary Activities	\$ 285,592	\$ 362	\$ -	\$ -	\$ 282,168	\$ -	\$ 3,062
Michigan New Jobs Training Programs	\$ 2,875	\$ -	\$ -	\$ -	\$ -	\$ 2,875	\$ -
Miscellaneous	\$ 379,472	\$ 196,811	\$ -	\$ 17,800	\$ 45,069	\$ -	\$ 119,793
Total Operating Revenue	\$ 29,677,860	\$ 24,348,663	\$ -	\$ 17,800	\$ 1,216,713	\$ 3,291,525	\$ 803,159
Operating Expenses:							
Instruction	\$ 14,768,910	\$ 14,404,954	\$ -	\$ 469	\$ -	\$ 363,487	\$ -
Instructional Support	\$ 9,672,341	\$ 9,243,685	\$ -	\$ 51,291	\$ -	\$ 377,364	\$ -
Student Services	\$ 18,391,387	\$ 7,517,585	\$ -	\$ 21,506	\$ -	\$ 10,852,296	\$ -
Public Services	\$ 1,222,727	\$ 644,656	\$ -	\$ 7,525	\$ 225,001	\$ 345,545	\$ -
Operation & Maintenance of Plant	\$ 7,911,287	\$ 5,797,324	\$ -	\$ 9,634	\$ 457,578	\$ 61,425	\$ 1,585,325
Information Technology	\$ 9,387,123	\$ 7,938,377	\$ -	\$ 262,326	\$ (21,287)	\$ 49,168	\$ 1,158,539
Institutional Administration	\$ 9,429,998	\$ 8,028,232	\$ -	\$ -	\$ (17,219)	\$ 1,418,986	\$ -
Depreciation & Amortization	\$ 4,011,748	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,011,748
Total Operating Expenses	\$ 74,795,520	\$ 53,574,813	\$ -	\$ 352,751	\$ 644,073	\$ 13,468,271	\$ 6,755,613
Operating Income (Loss)	\$ (45,117,660)	\$ (29,226,150)	\$ -	\$ (334,951)	\$ 572,641	\$ (10,176,746)	\$ (5,952,453)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 19,082,755	\$ 17,564,215	\$ -	\$ -	\$ -	\$ 1,518,540	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 23,939,354	\$ 23,939,354	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 1,082,090	\$ 1,082,090	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (1,172,828)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,172,828)
PELL	\$ 8,748,640	\$ -	\$ -	\$ -	\$ -	\$ 8,748,640	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 28,834	\$ 7,531	\$ -	\$ -	\$ -	\$ -	\$ 21,303
Net Non-operating Revenue (Expenses)	\$ 51,708,846	\$ 42,593,190	\$ -	\$ -	\$ -	\$ 10,267,180	\$ (1,151,525)
Income (Loss) Before Transfers	\$ 6,591,186	\$ 13,367,040	\$ -	\$ (334,951)	\$ 572,641	\$ 90,435	\$ (7,103,978)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (15,654,121)	\$ -	\$ 177,895	\$ (400,000)	\$ 51,226	\$ 15,825,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (46,103)	\$ -	\$ (242,112)	\$ 288,215
Net Increase (Decrease) in Net Position	\$ 6,591,186	\$ (2,287,080)	\$ -	\$ (203,159)	\$ 172,641	\$ (100,452)	\$ 9,009,237
Net Position:							
Beginning of Year	\$ 89,587,783	\$ 34,035,725	\$ (121,460,349)	\$ 7,161,543	\$ 2,208,262	\$ 3,012,461	\$ 164,630,141
Net Position End of Period	\$ 96,178,969	\$ 31,748,645	\$ (121,460,349)	\$ 6,958,384	\$ 2,380,903	\$ 2,912,009	\$ 173,639,378

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

Exhibit	Line	Account Title	Exhibit	Line	Account Title
REVENUES			B	30	Purchased Services
A	1	State Appropriations			Advertising
A	2	Property Taxes, Net of Estimated Uncollectible			Commercial Printing/Publication
A	3	Tuition and Fees, Net of Estimated Uncollectible			Curriculum Development/Contracted
A	4	Other Revenues			Direct Instruction/Contracted
		County School District Programs			Equipment Moving
		Gain on Sale of Fixed Assets			Instructional Support/Contracted
		Investment Income/Interest			Service Contracts
					Technical Support
					Temporary Help/Agency
					Miscellaneous Purchased Services
			B	31	Rental Expense
					Building Rentals
					Equipment Rentals
					Other Rentals
					Vehicle Rentals
			B	32	Repair and Maintenance
					Building Maintenance Contracts
					Building Repairs
					Equipment Repairs
					Equipment Service Contracts
					Repair and Maintenance
					Vehicle Repair and Maintenance
					Grounds Maintenance
			B	33	Supplies
					Fuel College Vehicles
					Memberships
					Reference Books
					Software and Site Licenses
					Subscriptions
					Supplies
					Course Textbooks
					Building/Improvements <\$5,000
					Furniture < \$5,000
					Equipment < \$5,000
					Instructional Equipment <\$5,000
					Operational Equipment <\$5,000
					Tech Equipment/Computers <\$5,000
			B	34	Travel, Training and Conferences
					Travel Lodging
					Travel Meal Allowance
					Travel Miscellaneous
					Travel Transportation
					Registration Fees
					Meeting Expense
					Travel Mileage
					Vehicle Chargeback
					Event Expense
EXPENSES					
B	27	Institutional Expenses			
		Bond Administrative Expenses			
		Chargebacks			
		Indirect Cost Expense			
		Liability Insurance			
		Mail			
		Property Taxes			
		Telecommunication			
		Bank Service Charges			
		Cost Share Expense			
		Contributions and Sponsorships			
B	28	Utilities			
		Electricity			
		Gas			
		Steam			
		Water			
		Cable Television			
B	29	Professional Services			
		Adm/Management Consulting			
		Architect/Engineering Services			
		Audit Services			
		Election Costs			
		Government Relations Consulting			
		Legal Consultant			
		Collection Fees			
		Professional Testing Fees			

LANSING COMMUNITY COLLEGE
Asset, Liability and Net Position Account Information

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

LANSING COMMUNITY COLLEGE
Organization to Division Crosswalk

Organization Number	Organization Title	Division
12521	Academic Senate	Academic Affairs
20501	Learning Assistance Administration	Academic Affairs
20510	Library Technical Services and Systems	Academic Affairs
20520	Library Support	Academic Affairs
20530	Library Instruction and Reference	Academic Affairs
20540	Learning Commons	Academic Affairs
20550	Library Technology Resources	Academic Affairs
40001	Academic Affairs Administration	Academic Affairs
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

LANSING 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
December 15, 2025**

Agenda Item: Monthly Police Department Report

Presented for Information

PURPOSE

To provide information regarding police contacts, parking enforcement, and dispatch activity as part of the administration's monthly monitoring reports.

BACKGROUND

On March 21, 2022, the Lansing Community College (LCC) Board of Trustees passed a motion requiring the administration to provide monthly reports regarding the Police Department's interactions with LCC's campus communities.

LCC's Police Department strives to be part of the solution to a national criminal justice system that has systematically and disparately impacted communities of color and the poor. In part, this report provides evidence of the Police Department's progress in responding to the Board's resolution to address racial injustice through diversity, equity, and inclusion and LCC's Equity Action Plan.

Exhibit A – Monthly Citizen Contact Reports

Beginning in August 2021, LCC police officers started providing Citizen Contact Receipts (aka Stop Receipts) to any individual with whom the officers have official contact. Stop Receipts are physical documents containing all the relevant information resulting from a person's interactions with LCC police, including time, date, location, officer name, and badge number, the reason for interaction, race, gender, and result of the interaction. Information pertaining to force or other aspects of police intervention will also be chronicled on Stop Receipts, as applicable.

In addition, parking enforcement and dispatch activity information is pulled from the Michigan State Police – State Records Management System. Calls for service include but are not limited to battery jump starts, vehicle unlocks, parking assistance, escorts, room unlocks, after-hours building access, accidents, injuries, medical emergencies, concerning behaviors, select college policy violations, campus-related crimes, and general requests for assistance from students, employees, and guests.

IMPLICATIONS

Financial:

Not Applicable

Strategic Plan:

Not Applicable

Human Resources:

Not Applicable

RISKS

Maintaining transparency in LCC's policing policies, procedures, and practices is an essential part of being accountable to the community we serve. This framework establishes a culture of value around diversity, equity, inclusion, and justice. It also creates the foundation for a system of accountability for everyone who works within the Police Department. Failure to adhere to these values would erode the trust between LCC's Police Department and the community.

OTHER OPTIONS/ALTERNATIVES

NA

RECOMMENDATION:

NA

ATTACHMENTS:

1. Exhibit A – Monthly Citizen Contact Reports

Exhibit A – Monthly Citizen Contact Reports

Lansing Community College Police Department Citizen Contact Report – November 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	11:06pm	Dispatched	Public Indecency	Officer made contact with student/ Report forwarded to Student Compliance	No	Yes	No	N/A	Male	White
2	2:45am	Dispatched	Loitering in Ramp after hours	All juveniles/LCCPD & LPD Officers transported juveniles home	No	Yes	No	N/A	Female	Hispanic or Latino
3	2:45am	Dispatched	Same as #2	Same as #2	No	Yes	No	N/A	Male	Hispanic or Latino
4	2:45am	Dispatched	Same as #2	Same as #2	No	Yes	No	N/A	Male	Black or African American
5	10:28pm	Traffic Violation	Speeding	N/A	No	Yes	No	N/A	Female	Black or African American
6	11:45pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Female	Black or African American
7	10:27pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	White
8	7:26pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	Other
9	8:47pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
10	12:25pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Male	Hispanic or Latino
11	11:50pm	Traffic Violation	Driving wrong way into oncoming traffic	Driver had multiple open warrants & an officer safety alert in LEIN	No	Yes	Yes	Open arrest warrants	Male	Hispanic or Latino
12	12:34am	Traffic Violation	Expired registration	N/A	No	Yes	No	N/A	Male	White

Lansing Community College Police Department Citizen Contact Report – November 2025

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
13	10:58pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Male	Black or African American
14	10:35am	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	White
15	10:50pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	Black or African American
16	9:44pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Black or African American
17	2:30pm	Traffic Violation	Expired registration	N/A	No	Yes	No	N/A	Male	Black or African American
18	1:32am	Traffic Violation	Speeding	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
19	9:26am	Traffic Violation	Failure to yield	N/A	No	Yes	No	N/A	Male	White
20	6:26pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Female	White
21	11:00pm	Traffic Violation	Crossing center line	N/A	No	Yes	No	N/A	Female	Black or African American
22	5:43pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Female	Black or African American

Lansing Community College Police Department Citizen Contact Report – November 2025

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	0				
Dispatched:	4				
Field Interviews:	0				
Investigative Stops:	0				
Officer Initiated:	0				
Traffic Violation:	18				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	22				
Demographics	Counts	Citation	Warning	Arrest	
Males:	16	2	14	1	
Females:	6	1	5	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	9	1	8	0	
Hispanic or Latino:	6	1	5	1	
Native American/Alaskan Native	0	0	0	0	
White:	6	1	5	0	
Other:	1	0	1	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	3				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	820				

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

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



LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.