



**Lansing Community College  
Board of Trustees**

**Regular Meeting  
March 16, 2026  
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

March 16, 2026

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. Trustee Noel Garcia
- IV. Approval of Minutes
  - A. February 16, 2026 Regular Board of Trustees Meeting
  - B. February 23, 2026 Special Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. President's Report
  - A. Special Presentation
    1. Foundations of Effective Surveying
- VIII. Consent Agenda – Action Items
  - A. Approval of Bank Resolutions
    1. Resolution Authorizing Electronic Funds Transfer
    2. Resolution Designating Authorized Representatives
  - B. Board Bylaws
    1. 1.0 Authority to Adopt, Suspend, and Revise Bylaws (*REVISED*)
    2. 1.1 Membership (*REVISED*)
  - C. Board of Trustees Employees
    1. Expenses – February 2026
    2. Time Reporting – March 2026

- D. Cooperative Purchase
  - 1. Cylinder Replacement for Fire Suppression System
  - 2. Data Loss Prevention
  - 3. Elevator Door Replacement
  - 4. Endpoint Detection and Response
- E. FY2027 Tuition Rates
- IX. Trustee-Generated Idea and Initiative
  - A. Food Pantry Update
  - B. Visitor Access Update
- X. Monthly Monitoring Report
  - A. FY2027 Estimate of Taxes and Appropriation Necessary
  - B. Monthly Financial Statements
  - C. Monthly Police Department Report
  - D. Report Regarding the Diversity of Employees
- XI. Chair's Report
  - A. Committee Reports
    - 1. Audit Committee – *Robert Proctor*
    - 2. Policy Committee – *Robert Proctor & Chatum Taylor*
      - a. Board Bylaw – 1.2 Officers and Duties of Officers (*REVISED*)
      - b. Board Bylaw – 1.3 Board Committees (*REVISED*)
  - B. Board Members Report
    - 1. Foundation Board Update – *Terrence Frazier & Noel Garcia, Jr.*
    - 2. Local Finance Development Authority Board Update
      - a. Mason Local Development Authority – *Hope Lovell*
- XII. Unfinished Business
- XIII. Public Comment
- XIV. Board Comments
- XV. Closed Session
- XVI. Adjournment

# **Approval of Minutes**



LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ADM Building Boardroom

February 16, 2026

**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  
Absent: Thomas

**Pledge of Allegiance**

Trustee Robert Proctor led the Pledge of Allegiance.

Chair Mathews read the LCC Land Acknowledgement.

**Special Presentations**

There were two poetry readings, "They Loved Everything About Us (Except Us)" by Damien Starks and "Freedom" by Chanel Massingill-Kelly, in honor of Black History Month.

The Board celebrated Coach Mike Ingram for achieving a historic milestone of his 700th career win as the LCC's Men's Basketball head coach.

**Approval of Minutes**

IT WAS MOVED BY Trustee Taylor and seconded by Trustee Frazier that the minutes of the January 26, 2026, Regular Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Thomas

The motion carried.

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

There were no additions or deletions to the meeting agenda.

## **Limited Public Comment Regarding Agenda Items**

There were no Limited Public Comments Regarding Agenda Items.

## **President Report**

President Robinson highlighted the President's report for February 2026 to the Board.

## **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

- A. 2026 – 27 Course Fees
  - 1. Mechatronics Program
- B. Board of Trustees Employees
  - 1. Expenses – January 2026
  - 2. Time Reporting – February 2026
- C. Change Order Request
  - 1. HVAC & Plumbing Supplies Pool
- D. Cooperative Purchase
  - 1. Network Access Switches
- E. Invitation to Bid
  - 1. X-Ray Machines
- F. Sabbatical Leave Requests
  - 1. Ali Ghorbanpour, Academic Professional, Tutoring Services Department
- G. Sole Source Purchase
  - 1. Content Management System

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Lovell that the Consent Agenda be approved.

Roll call vote:

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

Nays: None

Absent: Thomas

The motion carried.

## **Trustee-Generated Idea**

The Administration provided updates on the Laptop Lending Program Expansion and Visitor Access.

## Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Monthly Financial Statements
2. Monthly Police Department Report
3. Two-Year Financial Forecast

There were questions and discussions by the Board.

## Policy Development

The Policy Committee submitted the following revisions as a first read. They will be placed on the Consent Agenda next month for approval.

### **Authority to Adopt, Suspend, and Revise Bylaws Board Bylaw – 1.0**

#### **1.010 Adoption of Bylaws**

These amended and restated bylaws are adopted under the authority granted in the Community College Act of 1966 (the “Community College Act”), Act 331 of 1966, as amended, MCL 389.1 et seq.

MCL 389.125(d).

#### **1.020 Suspension**

Except as otherwise prohibited by law, these Board bylaws may be suspended, in whole or in part, at any meeting of the Board by the Chairperson, if without objection, or by a majority vote of the Board, and such action shall apply to that meeting only.

#### **1.030 Revision**

Except as otherwise prohibited by law, these Board bylaws may be altered, amended, or repealed and new bylaws adopted at any Regular or Special Board meeting, provided that the proposal has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at a meeting at which the proposal is presented.

Any new or amended bylaw properly adopted shall take immediate effect unless otherwise stated by the Board at the time of adoption.

**Membership  
Bylaw – 1.1**

**1.1.10 Board of Trustees as Governing Body**

The governing body of Lansing Community College shall be the Board of Trustees, membership of which shall be determined in accordance with the Community College Act.

**1.1.20 Board Composition**

The Board of Trustees consists of seven (7) persons elected at large every two (2) years at the regular College District election for a staggered six (6) year term. Nomination and election to the Board shall be in accordance with the Community College Act.

MCL 389.34a.

**1.1.30 Qualification**

A candidate for election to the Board of Trustees must be a resident elector in the Community College District.

MCL 389.151.

**1.1.40 Elections**

Regular elections shall be held biannually in even years on annual school election dates as prescribed by the Community College Act.

All Notices of regular or special elections to be held by the College District shall be given by the Secretary of the Board of Trustees in the manner prescribed by law. **are provided by the Ingham County Clerk.**

Nominating petitions **for prospective candidates may be obtained from the Ingham County Clerk and shall be provided at the Administration Office of the College to prospective candidates and shall be filed with the Ingham County Clerk, consistent with applicable state law.**

The final canvass of the results of any community college election ~~shall be~~ **is** made by the Board of Canvassers, in accordance with applicable law.

MCL 389.36-38; MCL 389.152.

**1.1.50 Installation of Board Members **Oath of Office, Acceptance, and Filing of Board Members****

~~Each person elected or appointed as a member of the Board of Trustees shall file with the Secretary of the Board of Trustees an Acceptance of Office, an Affidavit of Eligibility, and an Oath of office.~~

Within 15 days after their appointment or after the final canvass of their election, each person elected or appointed as a member of the Board of Trustees shall file with the Secretary of the Board of Trustees, through the Executive Assistant/Liaison to the Board, their oath of office and their acceptance of office, accompanied by a written affidavit setting forth the attestation of their eligibility as provided in sections 151 and 156 of Act 331 of 1966.

MCL 389.151 and MCL 389.156

All members of the Board of Trustees shall file an Affidavit of Eligibility in the following form:

"I, \_\_\_\_\_, a duly elected or appointed member of the Board of Trustees of Lansing Community College, do solemnly swear **or affirm** that I am an elector residing in \_\_\_\_\_, County of \_\_\_\_\_, and I have resided therein for more than thirty (30) days prior to the date of my election or appointment, **and** that I have also attained the age of eighteen years prior to the date of my election or appointment; ~~and that I have resided in the State of Michigan for more than six (6) months, and I am a United States citizen.~~"

All members of the Board of Trustees shall file an Acceptance of Office in the following form:

"I accept the office of Trustee on the Board of Trustees of Lansing Community College and agree to serve in this position for the period required by statute or until my successor shall qualify."

All members of the Board of Trustees shall take and subscribe to the following **Oath of Office or Affirmation**:

"I do solemnly swear (**or affirm**) that I will support the constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of member of the Board of Trustees according to the best of my ability."

Each trustee elected shall commence their term of office on January 1 following their election.

MCL 389.83, 389.156.

#### **1.1.60 Vacancy on the Board**

~~Whenever a vacancy occurs on the Board of Trustees, the remaining members of the Board shall immediately fill, by majority vote, the vacancy with a qualified elector of the College District, as prescribed by law. The Trustee so appointed shall hold office until the next regular election of members of the Board, at which time the vacancy will be filled by election for the remainder of the term.~~

Whenever a vacancy in the board of trustees occurs, the remaining members of the board, by majority vote, shall fill the vacancy immediately with a qualified elector of the college district. Except as provided in section 83 of Act 331 of 1966, any person so appointed shall hold office until the next regular community college election held for the election of members of the board of trustees in the college district, at which time the electors of the community college district shall fill the office for the unexpired portion of the term. If a person is appointed to fill a vacancy for which the unexpired term is more than 1 year and 8 months, that person shall serve until January 1 following the next general election. At the next general election, the vacancy must be filled for the unexpired term. A vacancy shall not be filled later than 60 days before a primary election at which voting district board members are to be elected.

MCL 389.158, 389.83(5)

### **1.1.70 New Board Member Orientation**

It shall be the responsibility of the Chairperson of the Board of Trustees and the President of the College to inform new members of the Board about the budget and Strategic Plan of the College, the general organization and administration of its programs, the major problems it faces, programs of development in progress, and the way in which the Board functions. Such orientation shall be planned and carried out ~~after~~ **within 90 days** of each election or whenever a new member is appointed to fill an unexpired term. **A new member is encouraged to attend the Association of Community Colleges Trustees (ACCT) New Trustee Orientation within their first year and the Governance Leadership Institute (GLI) hosted by MCCA.**

### **1.1.80 Board Members Seeking Employment with the College**

A Board member shall not apply for a position with the College unless and until **they have** ~~he or she has~~ first resigned from the Board. Similarly, employees of the College, regardless of the type of compensation received, are excluded from membership on the Board.

## **Linkage Planning/Implementation**

### **Chair's Report – Update on the ACCT National Legislative Summit**

Chair Mathews briefly spoke about the ACCT National Legislative Summit. She thanked the LCC staff who helped to prepare the trip with legislators. Six Trustees attended this year's conference along with Dr. Robinson and staff.

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

There were no Audit Committee Updates

### **Board Members Report – Foundation Board Update**

Trustee Frazier reported a 33% increase in scholarship applications compared to last year, with a total of 1,274 submissions. He mentioned that a dedicated group of 141 volunteers is currently

reviewing these applications. Trustee Frazier highlighted that the Lansing Exchange Club generously donated \$6,000 for the Annual Exchange Club Scholarship. Finally, Trustee Frazier stated that to improve fundraising efforts for Registered Student Organizations and athletic teams, the Foundation is now accepting Venmo payments. This initiative has already shown success, with nearly \$1,000 raised at the Registered Student Organizations fair last week.

## Unfinished Business

There was no Unfinished Business.

## New Business

There was no New Business.

## Public Comment

Melissa Kaplan: Melissa Kaplan addressed the Board regarding several Arts and Sciences Division events scheduled for February.

## Board Comments

The Trustees commented on their experience at the ACCT National Legislative Summit.

## Closed Session

There was no Closed Session.

## Adjournment

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

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

The motion carried.

The meeting adjourned at 7:44 p.m.

Submitted,

  
Executive Assistant/Liaison to the Board  
Benita Duncan



LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ADM Building Boardroom

February 23, 2026

**Special Meeting**  
Unadopted Meeting Minutes

**Call to Order**

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

**Roll Call**

Present: Frazier, Garcia, Lovell, Mathews, Proctor, Taylor, Thomas  
Absent: None

**Pledge of Allegiance**

Trustee Hope Lovell led the Pledge of Allegiance.

**Limited Public Comment Regarding Agenda Items**

There were no Limited Public Comments Regarding Agenda Items.

**Closed Session**

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Thomas that the Board enter into a Closed Session to consider material exempt from discussion or disclosure by state or federal statute in accordance with Section 8 (h) of the Michigan OMA.

Roll call vote:|

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

Nays: None

Absent: None

The motion carried.

The Board entered into a closed session at 6:12 p.m.

The Board returned to the open session at 7:29 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 7:30 p.m.

Submitted,



Executive Assistant/Liaison to the Board  
Benita Duncan

DRAFT

# **President's Report**

## **Special Presentation**



BOARD OF TRUSTEES AND  
OFFICE OF THE PRESIDENT

# Foundations of Effective Surveying

March 16, 2026



BOARD OF TRUSTEES AND  
OFFICE OF THE PRESIDENT





BOARD OF TRUSTEES AND  
OFFICE OF THE PRESIDENT

# Background



## Who is the Center for Data Science (CDS)

- Completes many state and federal-level regulatory reporting requirements.
- Supports student learning assessment (HLC requirement).
- Helps academic programs understand and analyze their data.
- Provides guidance and support for survey design and development, focus groups, and research projects (including IRB review).
- Reviews labor market information to support program development and review.
- Provides grant support.
- Conducts expert data analysis.

## Student Surveys at LCC

Throughout the year, LCC students receive many survey requests, some of which are mandated.

Some example surveys are:

- Accreditation – Program specific (Nursing and Dental Hygiene), Course evaluations, Program Review in Occupational Education (PROE), grad follow-up, etc.
- Nationally Normed Satisfaction/Engagement – Noel Levitz, Community College Survey of Student Engagement (CCSSE)
- Customer Experience – events and services (Advising, StarZone, etc.)
- Other – class projects, potential institutional projects, researchers, grants, etc.

# Survey Fatigue

Too many surveys, long surveys, and poorly designed surveys result in:

- **Lowered response rates**
  - Ignored and abandoned surveys
- **Poor response quality**
  - Skipped questions, satisficing (quick-response/low thought), “straight-lining”
- **Increased risk of bias**
  - Over-surveyed groups stop responding



Source: <https://surveypoint.ai/blog/2022/09/26/managing-survey-fatigue-why-it-happens-and-how-to-resolve-it/>

## Part of the Toolbox

Always start with the “why” when selecting a survey. What is the purpose?

Pair when available with other information to check for validity of results:

- National data – is there anything to compare with?
- Previous data – do you have data collected in the past that shows a similar or different trend?
- Interview data – much smaller sampling possible, but the depth of response is better.
- Quantitative data – do you have other data that would support or refute the survey?



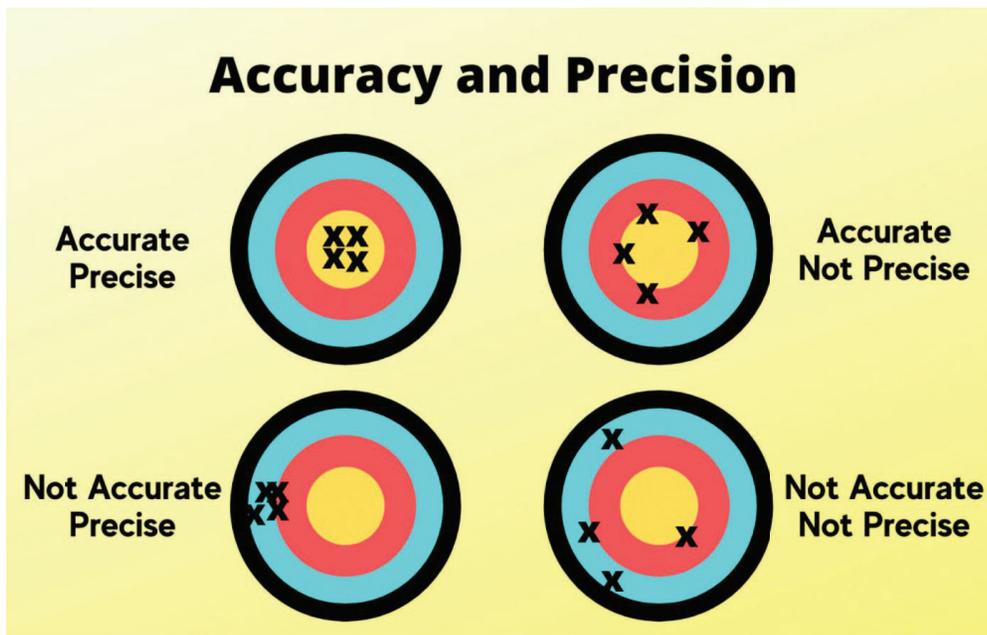
BOARD OF TRUSTEES AND  
OFFICE OF THE PRESIDENT

# Margin of Error (MOE) and Sample Size



# Why Sample Size Matters

Sample size helps to determine how confident we are that the survey results represent the full population.



Sample size and survey design lead to better accuracy and precision

BUT

Diminishing returns for sample size kick-in quickly...

Source: <https://sciencenotes.org/what-is-the-difference-between-accuracy-and-precision/>

## Margin of Error (MOE)

Mathematically derived and is the threshold of when you can tell there is a difference between responses based on variability of the data.

$$e = z \sqrt{\frac{p(1-p)}{n}}$$

where e = margin of error, z = z-score for confidence interval, n = sample size,  
p = sample proportion

### Typically:

± 10%

Not much to take away, probably good for general direction (polling)

± 5%

Generally acceptable

± 3%

Precise for many applications

For example, if 75% of students report satisfaction with ± 5% MOE, the true value is likely between 70% and 80% of students are satisfied.

# Sample Size Calculation

This formula tells us that at a certain point, the size of the population barely matters for how many samples we need.

If we hold the confidence interval steady (95%) we can generate a quick-reference table based on MOE and population size to determine sample size.

## Sample Size Calculation

$$\frac{\frac{z^2 \times p(1-p)}{e^2}}{1 + \left(\frac{z^2 \times p(1-p)}{e^2 N}\right)}$$

Statistic	Description
N	Population Size
e	Margin of Error (as a decimal)
z	Confidence Level (as a z-score)
p	Percentage Value (as a decimal)

Source: <https://help.surveymonkey.com/en/surveymonkey/solutions/calculating-respondents/>

# Approximate Sample Sizes

Example quick-reference table from SurveyMonkey (95% confidence level)

Population Size	Sample Size per Margin of Error	Sample Size per Margin of Error	Sample Size per Margin of Error
	±3%	±5%	±10%
500	345	220	80
1,000	525	285	90
3,000	810	350	100
5,000	910	370	100
10,000	1,000	385	100
100,000+	1,100	400	100

Source: <https://help.surveymonkey.com/en/surveymonkey/solutions/calculating-respondents/>

# Sample Size Calculator

Sample Size calculators exist for more accuracy

## Calculate your sample size

**Population Size** ⓘ

**Confidence Level (%)** ⓘ

**Margin of Error (%)** ⓘ

**Sample size**

# 965

Source <https://www.surveymonkey.com/mp/sample-size-calculator/>

## Sample Size Calculator

### Find Out The Sample Size

This calculator computes the minimum number of necessary samples to meet the desired statistical constraints.

**Result**

**Sample size: 965**

This means 965 or more measurements/surveys are needed to have a confidence level of 95% that the real value is within  $\pm 3\%$  of the measured/surveyed value.

Confidence Level:  ▼

Margin of Error:  %

Population Proportion:  % Use 50% if not sure

Population Size:  Leave blank if unlimited population size.

Calculate 
Clear

Source: <https://www.calculator.net/sample-size-calculator.html>

# **Consent Agenda Action Items**

**Lansing Community College - Board of Trustees  
March 16, 2026**

**Agenda Item: Approval of Bank Resolutions**

**Presented for Action**

**PURPOSE**

To approve a resolution removing Francis Burch as an authorized representative of the College, due to her resigning her position as Associate Controller.

**BACKGROUND**

The Chief Financial Officer, Donald Wilske, and Controller, Megan Garrett, are already authorized signers for the College. Until a new Associate Controller is hired, they are available and authorized to undertake banking transactions on behalf of the College.

**IMPLICATIONS**

**Financial:**

N/A

**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:**

N/A

**RISKS**

If an authorized representative of the College is not available, banking transactions cannot be made until the Board authorizes another representative.

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

The Administration respectfully requests that the Board of Trustees remove Francis Burch as an authorized representative of the College.

**ATTACHMENTS:**

1. Resolution Authorizing Electronic Funds Transfer
2. Resolution Designating Authorized Representatives

**LANSING COMMUNITY COLLEGE  
STATE OF MICHIGAN  
RESOLUTION AUTHORIZING ELECTRONIC FUNDS TRANSFER**

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on March 16, 2026, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were moved by \_\_\_\_\_ and seconded by \_\_\_\_\_.

WHEREAS, Public Act 738 of 2002 was signed by the Governor with immediate effect on December 30, 2002; and

WHEREAS, Public Act 738 requires the Lansing Community College Board of Trustees to adopt a resolution containing certain conditions to lawfully conduct electronic financial transactions such as payments and receipts (ACH).

NOW, THEREFORE, BE IT RESOLVED that Donald Wilske, Chief Financial Officer, and Megan Garrett, Controller, Lansing Community College, are hereby appointed the Electronic Transactions Officers (ETO) and are responsible for ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy.

BE IT FURTHER RESOLVED that documentation is to be prepared and retained, which may be contained within the computerized accounting system, for ACH transactions detailing the goods or services purchased, related costs, date of payment, and account distribution.

BE IT FURTHER RESOLVED that the ETO will implement a system of internal accounting controls to monitor the use of ACH transactions.

BE IT FURTHER RESOLVED that approval of ACH transactions are required before payment.

BE IT FURTHER RESOLVED that additional requirements may be required as determined by the ETO.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

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Secretary, Board of Trustees  
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on March 16, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

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Secretary, Board of Trustees  
Lansing Community College

**LANSING COMMUNITY COLLEGE  
STATE OF MICHIGAN**

**RESOLUTION DESIGNATING AUTHORIZED REPRESENTATIVES**

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on March 16, 2026, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_

BE IT HEREBY RESOLVED THAT:

1. Donald Wilske, Chief Financial Officer, and Megan Garrett, Controller, whether individually or separately, are designated as authorized representatives and signers to the Lansing Community College and in that capacity, are authorized to open accounts, make deposits and withdrawals from such accounts, and transact any and all business with respect thereto, including executing agreements and contracts with any financial or lending institution, bank or investment entity, as is in the best interests of the Lansing Community College and is consistent with state and federal law, the College's bylaws and policies, and the responsibilities and duties assigned to each such designated representative.
2. This designation is effective immediately and shall continue until specifically revoked.
3. Any and all resolutions that conflict with this resolution are hereby rescinded.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary, Board of Trustees  
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on March 16, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

---

Secretary, Board of Trustees  
Lansing Community College

**Lansing Community College - Board of Trustees**  
**February 16, 2026**

**Agenda Item: Board Bylaw – 1.0 Authority to Adopt, Suspend, and Revise Bylaws (REVISED)**

**Presented for Information**

**PURPOSE**

To conduct the review of the Board's Bylaws and present suggested revisions to the Board for consideration and approval.

**BACKGROUND**

No revisions were made to this bylaw; however, the committee is recommending a new numbering system. The first digit identifies the **bylaw chapter or major subject area** (e.g., *1.0 Authority, 1.1 Membership*). The subsequent three-digit numbers identify **individual sections within that chapter** (e.g., *1.010 Adoption of Bylaws, 1.020 Suspension, 1.030 Revision*).

This structure allows new sections to be inserted in logical sequence without requiring renumbering of the entire chapter, supports clearer cross-referencing in Board materials and legal citations, and promotes uniformity across all Board bylaws. The revised numbering system is intended to align with best practices in governance documentation and facilitate future amendments and expansion.

**ATTACHMENTS:**

1. Board Bylaw – 1.0 Authority to Adopt, Suspend, and Revise Bylaws



# AUTHORITY TO ADOPT, SUSPEND, AND REVISE BYLAWS

## Board Bylaw - 1.0

### **1.010 Adoption of Bylaws**

These amended and restated bylaws are adopted under the authority granted in the Community College Act of 1966 (the "Community College Act"), Act 331 of 1966, as amended, MCL 389.1 et seq.

MCL 389.125(d).

### **1.020 Suspension**

Except as otherwise prohibited by law, these Board bylaws may be suspended, in whole or in part, at any meeting of the Board by the Chairperson, if without objection, or by a majority vote of the Board, and such action shall apply to that meeting only.

### **1.030 Revision**

Except as otherwise prohibited by law, these Board bylaws may be altered, amended, or repealed and new bylaws adopted at any Regular or Special Board meeting, provided that the proposal has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at a meeting at which the proposal is presented.

Any new or amended bylaw properly adopted shall take immediate effect unless otherwise stated by the Board at the time of adoption.

**<sup>1</sup>Last Reviewed:**

<sup>1</sup> **Adopted:** 12/04/2001 (Authority to Adopt, Suspend, and Revise Bylaws)

**Revision History:**

**Reviewed:**

**Lansing Community College - Board of Trustees**  
**February 16, 2026**

**Agenda Item: Board Bylaw – 1.1 Membership (*REVISED*)**

**Presented for Information**

**PURPOSE**

To conduct the review of the Board's Bylaws and present suggested revisions to the Board for consideration and approval.

**BACKGROUND**

This policy was updated to the new numbering system, and the following revision recommendations were made.

**A. 1.1.40 Elections**

Language was revised to clearly identify the Ingham County Clerk as the entity responsible for providing election notices and managing nominating petitions, replacing less specific or duplicative references.

References to the canvass of election results were edited to accurately state that the Board of Canvassers conducts the final canvass, aligning the bylaw with statutory language.

**B. 1.1.50 Oath of Office, Acceptance, and Filing of Board Members**

The section heading was revised to more clearly reflect its scope, addressing Oath of Office, Acceptance, and Filing requirements.

Filing requirements were expanded to specify the 15-day timeframe following appointment or final canvass and to clarify the role of the Executive Assistant/Liaison to the Board in the filing process.

Statutory references were strengthened and aligned with Act 331 of 1966.

The Affidavit, Acceptance, and Oath language was standardized. Minor edits were made to improve clarity, consistency, and legal precision in the required forms, without altering their substantive intent.

**C. 1.1.60 Vacancy on the Board**

The vacancy provisions were updated to align with the statute. The vacancy section was significantly expanded to include detailed statutory language, including timelines, election thresholds (for unexpired terms exceeding 1 year and

8 months), and limitations related to upcoming primary elections. This replaces a shorter, more general description and ensures full compliance with current law.

**D. 1.1.70 New Board Member Orientation**

The orientation timeline was clarified. Language was refined to specify that new board member orientation should occur within 90 days of election or appointment, improving clarity and consistency.

**E. 1.1.80 Board Members Seeking Employment with the College**

Employment restriction language corrected: Grammatical edits were made to clarify that a trustee must resign before applying for employment with the College, while reaffirming that College employees are ineligible for Board membership.

**ATTACHMENTS:**

1. Board Bylaw – 1.1 Membership (*REVISED*)



# MEMBERSHIP Board Bylaw - 1.1

## **1.1.10 Board of Trustees as Governing Body**

The governing body of Lansing Community College shall be the Board of Trustees, membership of which shall be determined in accordance with the Community College Act.

## **1.1.20 Board Composition**

The Board of Trustees consists of seven (7) persons elected at large every two (2) years at the regular College District election for a staggered six (6) year term. Nomination and election to the Board shall be in accordance with the Community College Act.

MCL 389.34a.

## **1.1.30 Qualification**

A candidate for election to the Board of Trustees must be a resident elector in the Community College District.

MCL 389.151.

## **1.1.40 Elections**

Regular elections shall be held biannually in even years on annual school election dates as prescribed by the Community College Act.

All Notices of regular or special elections to be held by the College District ~~shall be given by the Secretary of the Board of Trustees in the manner prescribed by law.~~ **are provided by the Ingham County Clerk.**

Nominating petitions **for prospective candidates may be obtained from the Ingham County Clerk and** ~~shall be provided at the Administration Office of the College to prospective candidates and~~ shall be filed with the Ingham County Clerk, consistent with applicable state law.

The final canvass of the results of any community college election ~~shall be~~ **is** made by the Board of Canvassers, in accordance with applicable law.

MCL 389.36-38; MCL 389.152.

**1.1.50 Installation of Board Members Oath of Office, Acceptance, and Filing of Board Members**

~~Each person elected or appointed as a member of the Board of Trustees shall file with the Secretary of the Board of Trustees an Acceptance of Office, an Affidavit of Eligibility, and an Oath of office.~~

Within 15 days after their appointment or after the final canvass of their election, each person elected or appointed as a member of the Board of Trustees shall file with the Secretary of the Board of Trustees, through the Executive Assistant/Liaison to the Board, their oath of office and their acceptance of office, accompanied by a written affidavit setting forth the attestation of their eligibility as provided in sections 151 and 156 of Act 331 of 1966.

MCL 389.151 and MCL 389.156

All members of the Board of Trustees shall file an Affidavit of Eligibility in the following form:

“I, \_\_\_\_\_, a duly elected or appointed member of the Board of Trustees of Lansing Community College, do solemnly swear **or affirm** that I am an elector residing in \_\_\_\_\_, County of \_\_\_\_\_, and I have resided therein for more than thirty (30) days prior to the date of my election or appointment, **and** ~~that~~ I have also attained the age of eighteen years prior to the date of my election or appointment, ~~and that~~ I have resided in the State of Michigan for more than six (6) months, and I am a United States citizen.”

All members of the Board of Trustees shall file an Acceptance of Office in the following form:

“I accept the office of Trustee on the Board of Trustees of Lansing Community College and agree to serve in this position for the period required by statute or until my successor shall qualify.”

All members of the Board of Trustees shall take and subscribe to the following **Oath of Office or Affirmation**:

“I do solemnly swear **(or affirm)** that I will support the **c**onstitution of the United States and the **c**onstitution of this **s**tate, and that I will faithfully discharge the duties of the office of member of the Board of Trustees according to the best of my ability.”

Each trustee elected shall commence their term of office on January 1 following their election.

MCL 389.83, 389.156.

### **1.1.60 Vacancy on the Board**

~~Whenever a vacancy occurs on the Board of Trustees, the remaining members of the Board shall immediately fill, by majority vote, the vacancy with a qualified elector of the College District, as prescribed by law. The Trustee so appointed shall hold office until the next regular election of members of the Board, at which time the vacancy will be filled by election for the remainder of the term.~~

Whenever a vacancy in the board of trustees occurs, the remaining members of the board, by majority vote, shall fill the vacancy immediately with a qualified elector of the college district. Except as provided in section 83 of Act 331 of 1966, any person so appointed shall hold office until the next regular community college election held for the election of members of the board of trustees in the college district, at which time the electors of the community college district shall fill the office for the unexpired portion of the term. If a person is appointed to fill a vacancy for which the unexpired term is more than 1 year and 8 months, that person shall serve until January 1 following the next general election. At the next general election, the vacancy must be filled for the unexpired term. A vacancy shall not be filled later than 60 days before a primary election at which voting district board members are to be elected.

MCL 389.158, 389.83(5)

### **1.1.70 New Board Member Orientation**

It shall be the responsibility of the Chairperson of the Board of Trustees and the President of the College to inform new members of the Board about the budget and Strategic Plan of the College, the general organization and administration of its programs, the major problems it faces, programs of development in progress, and the way in which the Board functions. Such orientation shall be planned and carried out ~~after~~ **within 90 days of** each election or whenever a new member is appointed to fill an unexpired term. **A new member is encouraged to attend the Association of Community Colleges Trustees (ACCT) New Trustee Orientation within their first year and the Governance Leadership Institute (GLI) hosted by MCCA.**

### **1.1.80 Board Members Seeking Employment with the College**

A Board member shall not apply for a position with the College unless and until **they have** ~~he or she has first~~ resigned from the Board. Similarly, employees of the College, regardless of the type of compensation received, are excluded from membership on the Board.

**<sup>1</sup>Last Reviewed:**

<sup>1</sup> **Adopted:** 12/04/2001 (Membership)

**Revision History:** 10/17/05

**Reviewed:**

**Lansing Community College – Board of Trustees  
March 16, 2026**

**Agenda Item: Board of Trustees Employee Expenses**

**Presented for Action**

**PURPOSE**

To ratify the expenses of the Board’s employees for the month of February 2026.

**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  
February 2026

Date	Board Member	Amount	Description	Payee
<b>Chargeback Telephone Phone</b>				
1-Feb-26	General - Operations	\$ 60	Phone_2026_Jan	Lansing Community College
<b>Total</b>		<b>\$ 60</b>		
<b>Chargeback Print &amp; Copy</b>				
1-Feb-26	General - Operations	\$ 19	Print Copy_2026_Jan	Lansing Community College
<b>Total</b>		<b>\$ 19</b>		
<b>Grand Total</b>		<b>\$ 79</b>	<b>Institutional Expenses</b>	
<b>Commercial Printing/Publication</b>				
28-Feb-26	General - Operations	\$ 1,580	November Board Meeting Materials	Allegra Print Mail Lansing
28-Feb-26	General - Operations	\$ 653	December Board Meeting Materials	Allegra Print Mail Lansing
<b>Total</b>		<b>\$ 2,233</b>		
<b>Grand Total</b>		<b>\$ 2,233</b>	<b>Purchased Services</b>	
<b>Software &amp; Site Licenses</b>				
6-Feb-26	General - Operations	\$ 9,770	Document Management Software	Doctract
<b>Total</b>		<b>\$ 9,770</b>		
<b>Supplies</b>				
28-Feb-26	General - Operations	\$ 81	Board Meeting Supplies	Meijer
<b>Total</b>		<b>\$ 81</b>		
<b>Grand Total</b>		<b>\$ 9,851</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Lodging</b>				
28-Feb-26	C Taylor	\$ 1,158	ACCT National Legislative Summit	Marriot Marquis Washington
28-Feb-26	H Lovell	\$ 1,931	ACCT National Legislative Summit	Marriot Marquis Washington
28-Feb-26	R Proctor	\$ 2,317	ACCT National Legislative Summit	Marriot Marquis Washington
28-Feb-26	T Frazier	\$ 1,158	ACCT National Legislative Summit	Marriot Marquis Washington
<b>Total</b>		<b>\$ 6,564</b>		
<b>Travel Meal Allowance</b>				
18-Feb-26	A Mathews	\$ 273	ACCT National Legislative Summit	A Mathews
18-Feb-26	H Lovell	\$ 317	ACCT National Legislative Summit	H Lovell
18-Feb-26	T Frazier	\$ 133	ACCT National Legislative Summit	T Frazier
<b>Total</b>		<b>\$ 723</b>		
<b>Travel Miscellaneous</b>				
18-Feb-26	A Mathews	\$ 35	ACCT National Legislative Summit	A Mathews
18-Feb-26	H Lovell	\$ 70	ACCT National Legislative Summit	H Lovell
18-Feb-26	T Frazier	\$ 40	ACCT National Legislative Summit	T Frazier
<b>Total</b>		<b>\$ 145</b>		
<b>Travel Transportation</b>				
18-Feb-26	H Lovell	\$ 39	ACCT National Legislative Summit	H Lovell
18-Feb-26	T Frazier	\$ 73	ACCT National Legislative Summit	T Frazier
<b>Total</b>		<b>\$ 112</b>		
<b>Travel Mileage Expense</b>				
18-Feb-26	A Mathews	\$ 9	ACCT National Legislative Summit	A Mathews
18-Feb-26	T Frazier	\$ 9	ACCT National Legislative Summit	T Frazier
<b>Total</b>		<b>\$ 18</b>		

**Lansing Community College**  
 Board of Trustees - Detail Expenses  
 February 2026

Date	Board Member	Amount	Description	Payee
<b>Meeting Expense</b>				
5-Feb-26	General - Operations	\$ 600	January 2026 Board Meeting	A Catered Affaire Inc
<b>Total</b>		<b>\$ 600</b>		
<b>Grand Total</b>		<b>\$ 8,162</b>	<b>Travel, Training &amp; Conferences</b>	
		<b>\$ 20,325</b>	<b>Total Expenses</b>	

**Lansing Community College**  
President - Detail Expenses  
February 2026

Date	Board Employee	Amount	Description	Payee
<b>Memberships</b>				
24-Feb-26	Robinson	\$ 50	Monthly Membership	University Club of MSU
24-Feb-26	Robinson	\$ 1,800	CEO Network 2026 Annual Membership	H & H Incorporated
26-Feb-26	Robinson	\$ 325	Quarterly Membership	Rotary Club of Lansing
<b>Total</b>		<b>\$ 2,175</b>		
	<b>Grand Total</b>	<b>\$ 2,175</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
		<b>\$ 2,175</b>	<b>Total Expenses</b>	

**Lansing Community College - Board of Trustees  
March 16, 2026**

**Agenda Item: Board of Trustees Employee Time Reporting**

**Presented for Action**

**PURPOSE**

To secure Board approval of the time reporting for March 2026 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 the 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 Executive Director of Human Resources approves the time entry in the system. Final approval requires Board approval.

**IMPLICATIONS**

**Financial:**

None

**Strategic Plan:**

None

**Human Resources:**

None

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

The Administration respectfully requests that the Board of Trustees approve the time reporting submissions for March 2026 for the President and the Executive Assistant/Liaison to the Board.

**ATTACHMENTS:**

1. March, 2026 Time Reporting

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

**President**

	Vacation Leave	Personal Leave	Sick Leave
January 18 – January 31, 2026			32.0
February 1 – February 14, 2026			16.0
<b>Total Hours</b>	<b>0.0</b>	<b>0.0</b>	<b>48.0</b>

**Executive Assistant/Liaison to the Board**

	Vacation Leave	Personal Leave	Sick Leave
January 18 – January 31, 2026			8.0
February 1 – February 14, 2026			
<b>Total Hours</b>	<b>0.0</b>	<b>0.0</b>	<b>8.0</b>

**Lansing Community College – Board of Trustees**  
**March 16, 2026**

**Agenda Item: Cooperative Purchase - Cylinder Replacement for Fire Suppression System**

**Presented for Action**

**PURPOSE**

To obtain Board of Trustees approval to issue a one-time Purchase Order (PO) for the goods and services required to replace sixty (60) Inergen cylinders in the Technology and Learning Center (TLC) building.

**BACKGROUND**

Lansing Community College (LCC) utilizes an Inergen fire suppression system to safeguard the College's servers and electronic equipment located in the TLC building. The current system's cylinders have reached the end of their service life and can no longer be maintained or considered compliant with safety standards. To ensure continued system reliability and compliance, the College must replace the expired cylinders. Siemens Industry Inc., the original vendor responsible for installing and maintaining the system, will provide the required replacements and services.

In prior years, these services were purchased through a sole-source purchase request. However, after conducting research, reviewing terms and conditions, and comparing costs, the Purchasing Department has identified a cooperative purchasing agreement that provides the College with a more advantageous option than pursuing a sole-source purchase.

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

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

**IMPLICATIONS**

**Financial:**

The requested one-time Purchase Order amount is \$202,408. This will be funded by the Maintenance and Repair (M&R) Fund.

**Strategic Plan:**

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

**Human Resources:**

There are no known human resources implications.

**RISKS**

Failure to replace the end-of-life cylinders for the Inergen fire suppression system will compromise the safety of the data room and place the information stored on LCC's servers at risk.

**OTHER OPTIONS/ALTERNATIVES**

The alternative to using a cooperative agreement would be to solicit bids; however, by utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing. In addition, Siemens Industry Inc. is the only authorized vendor capable of servicing its fire suppression system and providing manufacturer-supported warranties.

**RECOMMENDATIONS**

The Administration respectfully recommends approval of the proposed purchase in the amount of \$202,408 to replace cylinders in the Inergen fire suppression system located within the TLC building. If approved, then the one-time purchase will be funded by the Maintenance and Repair (M&R) Fund.

**ATTACHMENTS:**

1. Pre-Award Transmittal Document for the Cooperative Purchase of Cylinder Replacement for Fire Suppression System.

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Document:** Cooperative Purchase **Opening Date:** N/A  
**Project Title:** Cylinder Replacement for Fire Suppression System **Buyer:** Brittney Villarreal

**1. Statement of Need:**

Lansing Community College (LCC) needs to issue a one-time Purchase Order (PO) for the goods and services required to replace sixty (60) Inergen cylinders in the fire suppression system serving the Technology and Learning Center (TLC) building.

**2. Description of supply or service:**

Siemens Industry Inc. will be responsible for replacing sixty (60) existing Inergen cylinders, removing and disposing of the old cylinders, commissioning sixty (60) new Inergen cylinders, and providing installation and maintenance services. The removal and replacement of the cylinders is expected to take a total of three (3) days.

**3. Award Recommendation:**

The Administration recommends that the College utilize the competitively bid OMNIA Partners cooperative agreement awarded to Siemens Industry, Inc., to complete the required cylinder replacement for the fire suppression system. The requested Purchase Order amount is \$202,408 and will be funded by the Maintenance and Repair (M&R) Fund.

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

**4. Reviewed By:**

\_\_\_\_\_  
Samantha Gallimore, NIGP-CPP, CPPB  
Purchasing Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**5. Board of Trustees Review:**

Approve \_\_\_\_\_ | Disapprove \_\_\_\_\_

\_\_\_\_\_  
LaShunda Thomas, Secretary  
Board of Trustees

\_\_\_\_\_  
Date

**Lansing Community College – Board of Trustees**  
**March 16, 2026**

**Agenda Item: Cooperative Purchase – Data Loss Prevention**

**Presented for Action**

**PURPOSE**

To seek Board of Trustees approval to create a one-time Purchase Order (PO) for the College's Data Loss Prevention (DLP) solution.

**BACKGROUND**

Lansing Community College's (LCC) Information Security Department within the Information Technology Services (ITS) Division uses several tools to prevent sensitive college data from being lost, stolen, or misused, specifically through email, user devices, and cloud services. These tools automatically monitor and block risky activity, encrypt certain emails so only the intended recipients can read them, and use artificial intelligence (AI) to find and protect sensitive information across the College's systems.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this commodity and service. The Administration recommends using a cooperative agreement awarded by The Quilt/Carahsoft Technology Group to continue accessing our current DLP solution.

In prior years, this solution was purchased through a sole-source purchase request. However, after conducting research, reviewing terms and conditions, and comparing costs, the Purchasing Department has identified a cooperative purchasing agreement that provides the College with a more advantageous option than pursuing a sole-source purchase.

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

**IMPLICATIONS**

**Financial:**

The requested one-time Purchase Order amount is \$136,993. It will be funded by the ITS Security Infrastructure Fund and the General Fund.

**Strategic Plan:**

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

Completion, Strengthening Community Engagement and Partnerships, and Establishing LCC as a Premier Workplace through Empowerment, Engagement, and Inclusion.

**Human Resources:**

There are no human resources implications.

**RISKS**

Failure to establish a purchase order for a DLP solution will negatively impact data security at the college.

**OTHER OPTIONS/ALTERNATIVES**

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

**RECOMMENDATIONS**

The Administration respectfully recommends approving the proposed purchase in the amount of \$136,993 for continued access to tools for data prevention loss. If approved, then the one-time purchase will be funded by the ITS Security Infrastructure Fund and the General Fund.

**ATTACHMENTS:**

1. Pre-Award Transmittal Document for a Cooperative Purchase for Data Loss Prevention



**Lansing Community College – Board of Trustees**  
**March 16, 2026**

**Agenda Item: Cooperative Purchase – Elevator Door Replacement**

**Presented for Action**

**PURPOSE**

To obtain Board of Trustees approval to issue a one-time Purchase Order (PO) for the goods and services required to replace hoistway elevator doors in the Academic and Office Facility (AOF) building.

**BACKGROUND**

Lansing Community College's (LCC) hoistway elevator within AOF is currently out of service because its doors have reached end-of-life and can no longer be repaired. Otis Elevator Company, the original vendor responsible for installing and maintaining the hoistway elevator, will provide the required replacement and services.

In prior years, these services were purchased through a sole-source purchase request. However, after conducting research, reviewing terms and conditions, and comparing costs, the Purchasing Department has identified a cooperative purchasing agreement that provides the College with a more advantageous option than pursuing a sole-source purchase.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this commodity and service. The Administration recommends using a cooperative agreement with OMNIA Partners, allowing the College to purchase the required maintenance services and parts from Otis Elevator Company.

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

**IMPLICATIONS**

**Financial:**

The requested one-time Purchase Order amount is \$157,124. This will be funded by the Maintenance and Replacement (M&R) Fund.

**Strategic Plan:**

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

**Human Resources:**

There are no known human resources implications.

**RISKS**

Failure to replace the end-of-life hoistway elevator doors will impede the Facilities Department and vendors from safely and reliably accessing key areas of the AOF building.

**OTHER OPTIONS/ALTERNATIVES**

The alternative to using a cooperative agreement would be to solicit bids; however, by utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing. In addition, Otis Elevator Company is the only authorized vendor capable of servicing its elevators and providing any manufacturer-supported warranties.

**RECOMMENDATIONS**

The Administration respectfully recommends approval of the proposed purchase in the amount of \$157,124 to replace hoistway elevator doors within the AOF building. If approved, then the one-time purchase will be funded by the Maintenance and Replacement (M&R) Fund.

**ATTACHMENTS:**

1. Pre-Award Transmittal Document for a Cooperative Purchase of Elevator Door Replacement

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Document:** Cooperative Purchase **Opening Date:** N/A  
**Project Title:** Elevator Door Replacement **Buyer:** Brittney Villarreal

**1. Statement of Need:**

Lansing Community College (LCC) needs to issue a one-time Purchase Order (PO) for the goods and services required to replace the hoistway elevator doors in the Academic and Office Facility (AOF) building.

**2. Description of supply or service:**

Otis Elevator Company (Otis) will be responsible for removing the damaged hoistway elevator doors, installing new doors, and providing maintenance and support services.

**3. Award Recommendation:**

The Administration recommends that the College utilize the competitively bid OMNIA Partners cooperative agreement awarded to Otis Elevator Company for the replacement of the hoistway elevator doors. The requested Purchase Order amount is \$157,124. If approved, then the one-time purchase will be funded by the Maintenance and Replacement (M&R) Fund.

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

**4. Reviewed By:**

\_\_\_\_\_  
Samantha Gallimore, NIGP-CPP, CPPB  
Purchasing Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**5. Board of Trustees Review:**

Approve \_\_\_\_\_ | Disapprove \_\_\_\_\_

\_\_\_\_\_  
LaShunda Thomas, Secretary  
Board of Trustees

\_\_\_\_\_  
Date

**Lansing Community College – Board of Trustees**  
**March 16, 2026**

**Agenda Item: Cooperative Purchase – Endpoint Detection and Response**

**Presented for Action**

**PURPOSE**

To seek Board of Trustees approval to create a new three-year Blanket Purchase Order (BPO) for continued access to the endpoint detection and response solution utilized by the college.

**BACKGROUND**

Lansing Community College's (LCC) Information Security Department within the Information Technology Services (ITS) Division manages the College's endpoint detection and response (EDR) capability. The EDR solution continuously monitors end-user devices to detect, investigate, and mitigate advanced threats such as ransomware in real time. The solution acts as an advanced, proactive successor to traditional signature-based antivirus software by analyzing behavioral data to identify suspicious activity and providing tools for rapid, automated response, such as isolating infected machines. It provides visibility into threats and allows for rapid, automated, or one-click rollback and remediation of malicious changes, without relying on human intervention or constant internet connectivity. EDR software is recommended as a best practice security control by federal regulations, LCC's auditors, and our cybersecurity insurance provider.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this commodity and service. The Administration recommends the utilization of a cooperative agreement awarded by the Regional Educational Media Center (REMC) Association of Michigan to CDW-G (an authorized and preferred reseller of the software being purchased), allowing the College to continue accessing our current endpoint detection and response solution.

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

**IMPLICATIONS**

**Financial:**

The requested three-year Blanket Purchase Order amount is \$357,225 for the period of May 19, 2026, through May 18, 2029. This will be funded by the General Fund.

**Strategic Plan:**

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

**Human Resources:**

There are no known human resources implications.

**RISKS**

Failure to establish a new BPO for this software will expose the College to significant risk, including ransomware and other malicious activity.

**OTHER OPTIONS/ALTERNATIVES**

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

**RECOMMENDATIONS**

The Administration respectfully recommends approving the proposed Blanket Purchase Order to CDW-G in the amount of \$357,225 for the continued access to endpoint detection and response software solution for a three-year period of May 19, 2026, through May 18, 2029. If approved, then the purchase will be funded by the General Fund.

**ATTACHMENTS:**

1. Pre-Award Transmittal Document for the Cooperative Purchase of Endpoint Detection and Response

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Document:** Cooperative Purchase **Opening Date:** N/A  
**Project Title:** Endpoint Detection and Response **Buyer:** Timothy Eubanks

**1. Statement of Need:**

Lansing Community College (LCC) needs to issue a new Blanket Purchase Order (BPO) to CDW-Government (CDW-G) for continued access to endpoint detection and response (EDR) software. The BPO will be for the period of May 19, 2026, through May 18, 2029.

**2. Description of supply or service:**

The EDR solution continuously monitors end-user devices to detect, investigate, and mitigate advanced threats like ransomware in real time. The solution acts as an advanced, proactive successor to traditional signature-based antivirus software by analyzing behavioral data to identify suspicious activity and providing tools for rapid, automated response, such as isolating infected machines. It provides visibility into threats and allows for rapid, automated, or one-click rollback and remediation of malicious changes, without relying on human intervention or constant internet connectivity.

**3. Award Recommendation:**

The Administration recommends that the College utilize the competitively bid Regional Education Media Center (REMC) Association of Michigan cooperative agreement awarded to CDW-G to continue access to our current endpoint detection and response solution. The requested Blanket Purchase Order amount is \$357,225 and will be funded by the General Fund.

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

**4. Reviewed By:**

\_\_\_\_\_  
Samantha Gallimore, NIGP-CPP, CPPB  
Purchasing Director

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**5. Board of Trustees Review:**

Approve \_\_\_\_\_ | Disapprove \_\_\_\_\_

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LaShunda Thomas, Secretary  
Board of Trustees

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Date

**Lansing Community College – Board of Trustees  
March 18, 2026**

**Agenda Item: FY2027 Tuition Rates**

**Presented for Action**

**PURPOSE**

To establish the tuition rates for FY2027.

**BACKGROUND**

There are many factors that lead to student success and completion. Financial planning is one of those factors. Adoption of tuition rates prior to the Fall semester registration provides students with accurate cost information at the time of registration. At the January Board of Trustees meeting, the Board approved course fee changes for the next academic year. Combining the approval of course fees and tuition rates gives students a complete financial picture.

In November 2018, the Board of Trustees approved the updated Student Tuition and Fees policy (5.070), which states that the “...change in tuition and fees that applies to all students will be established no later than March 31<sup>st</sup> prior to the next Fall semester...”. The revised policy also specifies that the In-State tuition rate will be two times the In-District rate, Out-of-State tuition will be three times the In-District rate, and International tuition will be three and one-half times the In-District rate.

At the February Board of Trustees meeting, the Board was presented with a two-year financial forecast. The FY2027 forecast included a \$2 increase in the In-District tuition rate (1.67%). The FY2027 forecast projected a balanced budget based upon this \$2 increase and other revenue, expense, and transfer assumptions. It is estimated that each \$1 increase in the tuition rate is approximately \$298,000.

The table below shows that over the last four fiscal years, the college has remained below the In-District statewide average tuition rate and percentage rate increase for all four years. Currently, the college’s In-District tuition rate is the 6th-lowest among Michigan community college tuition rates.

Academic Year	LCC Increase	LCC In-District Tuition	LCC % Increase	State Average Increase	State Average In-District Tuition	State Average % Increase
2023	\$0	\$114	0.0%	\$4	\$128	3.2%
2024	\$3	\$117	2.6%	\$5	\$133	3.9%
2025	\$3	\$120	2.6%	\$3	\$136	2.9%
2026	\$0	\$120	0.0%	\$3	\$140	2.2%
2027	\$2	\$122	1.67%	unknown	unknown	unknown

Note: State averages may vary from year to year due to rounding and updated information.

Based upon the above information, the Administration is recommending the adoption of Academic Year 2027 tuition rates as shown below:

Residency	Current Tuition Rates	Proposed Tuition Rates	Percentage Increase
In-District	\$120	\$122	1.67%
In-State	\$240	\$244	1.67%
Out-of-State	\$360	\$366	1.67%
International	\$420	\$427	1.67%

## **IMPLICATIONS**

### **Financial:**

Approval of the Academic Year 2027 tuition rates at this time will provide for better financial planning for both students and the College.

### **Strategic Plan:**

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

### **Human Resources:**

Approval of the tuition rates at this time will provide improved financial information to recommend staffing levels and other expenses in the FY2027 budget.

## **RISKS**

Failure to adopt the Academic Year 2027 tuition rates by March 31<sup>st</sup> will violate the Student Tuition and Fees policy (5.070) adopted by the Board of Trustees in November 2018.

## **OTHER OPTIONS/ALTERNATIVES**

The Administration does not recommend any alternatives to this tuition rate proposal as presented, as it is not consistent with the College's financial planning strategy.

## **RECOMMENDATIONS**

The Administration respectfully requests adoption of the Academic Year 2027 tuition rates as proposed in the table above.

## **ATTACHMENTS:**

None.

# **Trustee Generated Idea**

**Lansing Community College - Board of Trustees  
March 16, 2026**

**Agenda Item: Food Pantry Update**

**Presented for Information**

**PURPOSE**

To provide an update on the Board of Trustees approved food pantry expansion.

**BACKGROUND**

During the January 26, 2026, Board of Trustees meeting, the board approved \$500,000 to expand the Food Pantry operations. The attached document provides an update on the following aspects of the expansion:

1. Purpose
2. Use of Funds
3. Implementation Timeline
4. Progress
5. Impact

**IMPLICATIONS**

**Financial**

Expenses associated with the Food Pantry expansion will be funded through a designated Board of Trustees fund.

**Strategic Plan:**

The Food Pantry expansion aligns with the college's goal to foster student enrollment, retention, and completion.

**Human Resources:**

A portion of the designated funds is expected to support one part-time staff member.

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

N/A

**ATTACHMENTS:**

1. Food Pantry Expansion Brief

## **Food Pantry Expansion**

**Board Investment:** \$500,000

*Expanding food access to support student persistence and success.*

### **Purpose**

Increase student access to food by expanding inventory, dedicating pantry space, and extending hours of operation.

### **Use of Funds**

- Expanded food selections, including shelf-stable and microwavable ready-to-eat items.
- Additional shelving to support increased inventory.
- Part-time staff position to support expanded pantry hours.

### **Implementation Timeline**

- **March 2026:** Phase I expansion of food selections.
- **July 2026:** Shelving purchased and installed.
- **August 2026:** Dedicated pantry space opens in the Gannon Building and expanded hours begin.

### **Progress**

- Dedicated pantry space identified; no architectural modifications required.
- February 2026: Submitted a MiLEAP *Hunger-Free Campus* grant application to secure funding for food purchases and smart lockers that will expand food availability and provide access for students unable to visit pantry hours.
- Part-time job description created and submitted to Human Resources to support expanded operations.
- Following the hiring of the part-time staff member and relocation to the dedicated pantry space, pantry hours will expand to include an additional service day.
- An application has been submitted to the Greater Lansing Food Bank to strengthen food supply and community partnerships.
- With this additional funding, the downtown campus food pantry will remain open during the summer semester.

### **Impact**

*Removing food insecurity as a barrier to student persistence and completion.*

**Lansing Community College - Board of Trustees**  
**March 16, 2026**

**Agenda Item:    Visitor Access Update**

**Presented for Information**

**PURPOSE**

To provide a progress update regarding the access improvement recommendations approved by the Board of Trustees during the December 15, 2025, meeting.

**BACKGROUND**

At the October 27, 2025, Board of Trustees meeting, Trustee Taylor proposed a Trustee-Generated Idea to install visitor management kiosks. In response, Administrative Services identified six opportunities to improve access for visitors and prospective new students:

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.
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.

**IMPLICATIONS**

**Financial**

The hardware and installation costs of the Video Intercoms will be covered by the Maintenance and Renovation Plant Fund.

**Strategic Plan:**

These improvements align with Progress Goal 4: Establishing LCC as a premier workplace through empowerment, engagement, and inclusion, Strategy 1: Cultivating a Culture of Empowerment through Diversity, Equity, Inclusion, and Belonging -Enhance Accessibility and Accommodation.

**Human Resources:**

No additional personnel will be required to execute this course of action.

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

N/A

**ATTACHMENTS:**

1. Visitor Access Improvement Updates

**Lansing Community College Administrative Services  
Visitor Access Improvement Updates  
March 16, 2026**

Item	Action	Update
1	Add a specific section on LCC's website for Visitors that can easily be found via a web search.	Completed
2	Update the College's parking website with updated maps and instructions for West Campus, including directions to guarded entrances and the Police Department offices.	Completed
3	Add instructional signage to building-mounted Call Boxes and Video Intercoms.	Signage will be installed with each new Video Intercom. Administrative Services and ITS expect to have the Video Intercom installations completed by April 30.
4	Upgrade existing building Call Boxes to Video Intercoms.	Administrative Services and ITS expect to have the Video Intercom installations completed by April 30.
5	Add Video Intercoms to each Gannon Ramp lobby at elevator and stair locations.	Signage will be installed with each new Video Intercom. Administrative Services and ITS expect to have the Video Intercom installations completed by April 30.
6	Update "Starcard Required for Entry" building signage so QR codes direct users to building-specific department/program contact information.	Completed

# Monthly Monitoring Report

**Lansing Community College –Board of Trustees  
March 16, 2026**

**Agenda Item: FY2027 Estimate of Taxes and Appropriation Necessary**

**Presented for Information**

**PURPOSE**

The Administration has prepared an estimate of the amount of taxes and appropriations necessary for the next fiscal year in order for the Board of Trustees to comply with Section 141 of the Community College Act of 1966.

**BACKGROUND**

Section 141 of the Community College Act of 1966 states that the Board of Trustees shall prepare annually an estimate of the amount of taxes or appropriation deemed necessary for the ensuing fiscal year for the purposes of expenditures authorized by law as within the powers of the board.

Based on the most recent available information, LCC estimates that in FY2027, it will be necessary to have the following tax and appropriation revenue:

<b>Revenue Type</b>	<b>Amount</b>
<b>Property Taxes</b>	\$59,988,000
<b>State Appropriation</b>	\$40,316,000
<b>Total</b>	\$100,304,000

**IMPLICATIONS**

**Financial:**

Statutory requirement.

**Strategic Plan:**

Statutory requirement.

**Human Resources**

None

**RISKS**

Failure to comply could create potential legal exposure.

**OTHER OPTIONS/ALTERNATIVES**

None

**RECOMMENDATIONS**

The Administration respectfully requests that the Board of Trustees accept its estimate of taxes and appropriation necessary for the next fiscal year to comply with Section 141 of the Community College Act of 1966, as stated above.

**ATTACHMENTS: N/A**

**Lansing Community College – Board of Trustees  
March 16, 2026**

**Agenda Item: Monthly Financial Statements**

**Presented for Information**

**PURPOSE**

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

**BACKGROUND**

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

The attached financial statements reflect the College's financial position as of and for the month ending February 28, 2026 compared to the Board Approved FY2026 Budget.

**General Fund 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 6.8 percentage points ahead of the pace of the prior year. This is due to higher than budgeted enrollment and billable hours since the Summer 2025 semester. Revenue reflects remaining tuition earned during FY2026 for the Summer 2025 semester, tuition and fees earned for the Fall 2025 semester, and tuition and fees earned to date for the Spring 2026 semester.

**Exhibit A, Line 4 – Other Revenues:** Other Revenues are 3.8 percentage points ahead of the prior year's pace, as last year's figure reflects full-year actual results, while this year's amount represents year-to-date performance against 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 2 – Administrative Services** is 5.0 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased expenses in *Full-Time Professional Technical* and *Full-Time Support* and related *Employee Benefits* due to position reclassification and filling budgeted positions, along with increased

expenses in *Utilities, Repair & Maintenance, and Supplies & Non-Capital Equipment* for replacement of obsolete furniture. These increases are partially offset by decreased expenses in *Part-Time Support* and related *Employee Benefits* and reduced *Rental Expense* due to no longer having operations in Howell.

- **Exhibit B, Line 3** – *Advancement & External Affairs* is 6.4 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Professional Services*, as grant writing services utilized in the prior year have not yet been required this year, and decreased expenses in *Supplies & Non-Capital Equipment* as a result of a change in K-12 Operations impacting supplies. This is offset by increased expenses in *Travel, Training, & Conferences*.
- **Exhibit B, Line 5** – *Board of Trustees* is 9.6 percentage points behind the prior year's pace of expenses. This is primarily due to current year budget changes to better align expenses with prior year actual spending.
- **Exhibit B, Line 7** – *Community Education & Workforce Development* is 6.9 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator* and *Full-Time Faculty*, along with related *Employee Benefits*, and decreased expenses in *Supplies & Non-Capital Equipment* for training supplies in the Business & Community Institute.
- **Exhibit B, Line 8** – *Executive Office* is 9.3 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Purchased Services* for temporary agency services.
- **Exhibit B, Line 10** – *Health & Human Services* is 6.0 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Full-Time Faculty* and related *Employee Benefits* due to vacancies in Nursing, and decreased expenses in *Purchased Services*, and a budget adjustment in *Travel, Training & Conferences* to better align with actual spending. This is partially offset by increased expenses in *Full-Time Administrator*, along with related *Employee Benefits*, due to filling budgeted positions.
- **Exhibit B, Line 11** – *Human Resources* is 9.3 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 13** – *Office of Empowerment* is 17.3 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 *Student* and 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 1.2 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 17.5 percentage points behind the prior year's pace of expenses. This is primarily due to a decrease in temporary specialized service employee expenses in *Health & Human Services*, decreased expenses in *Human Resources* due to a vacancy, and a decrease in *Student Affairs* due to the retirement of a long-term employee.
- **Exhibit B, Line 23** – *Part-Time Support* is 16.1 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, in *Information Technology Services* for technical support, and in *Student Affairs* for testing services.
- **Exhibit B, Line 24** – *Student* is 23.4 percentage points ahead the prior year's pace of expenses. This is primarily due to increased expenses in *Academic Affairs* for the Learning Commons and in the *Office of Empowerment*. Total student employment has increased over FY2025 by \$121,700.

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

- **Exhibit B, Line 27** – *Institutional Expenses* are 16.6 percentage points behind the prior year's pace of expenses. This is primarily due to decreased internet service expenses in *Information Technology Services* and decreased phone expenses across all divisions. This is partially offset by increased property and liability insurance expenses in *Business Operations*.
- **Exhibit B, Line 28** – *Utilities* are 14.1 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 32.4 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 *Information Technology Services* for management consulting. These are slightly offset by increased expenses in *Arts & Sciences* for interpreting services.
- **Exhibit B, Line 31** – *Rental Expense* is 6.3 percentage points behind the prior year's pace of expenses. This is primarily due to decreased building rental expenses, as the College no longer operates at Howell and Lansing Capital Regional Airport.
- **Exhibit B, Line 32** – *Repair & Maintenance* is 13.2 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased building repairs in *Administrative Services*.
- **Exhibit B, Line 33** – *Supplies & Non-Capital Equipment* are 5.1 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased expenses in *Administrative Services* for the replacement of obsolete furniture, in *Health & Human Services*, and *Technical Careers* due to increased enrollment.

- **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 timing differences and budget adjustments to better align spending needs.

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

This statement provides the collegewide financial position as of February 28, 2026, compared to February 28, 2025.

**Current Assets:**

- **Exhibit C, Line 1** – *Cash & Cash Equivalents* decreased by \$3.7 million due to the timing of State financial aid payments received compared to the prior year.
- **Exhibit C, Line 2** – *Short-Term Investments* decreased by \$6.4 million due to moving funds into long-term investments.
- **Exhibit C, Line 5** – *Federal & State Grants Receivable* increased by \$3.0 million due to the timing of receiving State financial aid payments compared to the prior year.
- **Exhibit C, Line 6** – *Accounts Receivable, Net of Est Uncollectible*, increased by \$1.4 million due to increased enrollment and billable hours.
- **Exhibit C, Line 7** – *Prepaid Expenses* increased by \$0.1 million due to the timing of invoices received compared to 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. This is only recorded at year-end.
- **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. This is only recorded at year-end.

**Current Liabilities:**

- **Exhibit C, Line 14** – *Accounts Payable* decreased \$0.4 million due to the timing of month-end payments compared to the prior year.
- **Exhibit C, Line 15** – *Accrued Payroll & Other Compensation* decreased \$0.3 million due to the timing of payments compared to the prior year.

**Non-Current Liabilities:**

- **Exhibit C, Line 21** – *Compensated Absences Liability* increased \$0.6 million. This is a reporting requirement by the Governmental Accounting Standards Board (GASB). The 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. This is only recorded at year-end.
- **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. This is only recorded at year-end.
- **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. This is only recorded at year-end.

**Schedule of Investments****Exhibit D**

This statement summarizes the College's current investment accounts, including the current yield rate and interest income earned through February 28, 2026. The interest income for FY2026 will be less than FY2025 as a result of the Federal Reserve's recent interest rate reductions.

**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 February 28, 2026.

- *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 Safety (ITEMS). Construction began in May 2025, with an estimated completion date of April 2026.

- *West Campus Cyber Security Center* – The Board approved this capital project in October 2023. This project is underway, and the expected completion date is the end of March 2026.
- *Police Department Office* – The Board approved this capital project in October 2023. Construction is expected to begin in March 2026.
- *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. The equipment has been ordered, and the project is expected to be completed by August 2026.
- *Health & Human Services Simulation Center* – The Board approved this capital project in October 2025. The project is going out to bid in March 2026.

### **Statement of Revenue, Expenses, and Changes in Net Position** **Exhibit F**

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

The Designated Funds had an increase in net position due to the transfer of \$700 thousand of approved Board designated funds, which is offset by increased instructional and student technology purchases.

The Auxiliary Funds had a slight increase in net position due to an increase in conference services events.

The Restricted Funds had a 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 February 28, 2026, there were approximately \$3.7 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 February 28, 2026 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 February 28, 2026 Financial Review**  
**(67% of Fiscal Year)**

LINE REF #	Operating Statement Line Item	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 02/28/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 02/28/25	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
	<b><u>Revenues</u></b>								
1	State Appropriations	\$ 40,609,000	\$ 27,488,153	\$ 13,120,847	67.7%	\$ 40,359,928	\$ 26,535,734	65.7%	1.9
2	Property Taxes, Net of Estimated Uncollectible	\$ 58,347,000	\$ 38,155,601	\$ 20,191,399	65.4%	\$ 54,633,090	\$ 36,960,085	67.7%	(2.3)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 40,828,000	\$ 31,712,833	\$ 9,115,167	77.7%	\$ 41,285,342	\$ 29,246,139	70.8%	6.8
4	Other Revenues	\$ 5,614,000	\$ 3,449,752	\$ 2,164,248	61.4%	\$ 6,966,063	\$ 4,017,344	57.7%	3.8
	<b>Total Revenues</b>	<b>\$ 145,398,000</b>	<b>\$ 100,806,338</b>	<b>\$ 44,591,662</b>	<b>69.3%</b>	<b>\$ 143,244,423</b>	<b>\$ 96,759,302</b>	<b>67.5%</b>	<b>1.8</b>
	<b><u>Salary &amp; Benefit Expenses</u></b>								
5	Salaries & Wages	\$ 66,808,600	\$ 43,632,461	\$ 23,176,139	65.3%	\$ 65,890,989	\$ 42,265,106	64.1%	1.2
6	Employee Benefits	\$ 31,728,300	\$ 19,636,095	\$ 12,092,205	61.9%	\$ 30,421,885	\$ 20,149,779	66.2%	(4.3)
7	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
	<b>Total Salary &amp; Benefit Expenses</b>	<b>\$ 98,536,900</b>	<b>\$ 63,268,556</b>	<b>\$ 35,268,344</b>	<b>64.2%</b>	<b>\$ 96,978,403</b>	<b>\$ 62,414,884</b>	<b>64.4%</b>	<b>(0.2)</b>
	<b><u>Other Operating Expenses</u></b>								
8	Services & Supplies	\$ 26,135,100	\$ 18,829,161	\$ 7,305,939	72.0%	\$ 26,212,898	\$ 18,697,667	71.3%	0.7
	<b>Total Operating Expenses</b>	<b>\$ 124,672,000</b>	<b>\$ 82,097,717</b>	<b>\$ 42,574,283</b>	<b>65.9%</b>	<b>\$ 123,191,301</b>	<b>\$ 81,112,551</b>	<b>65.8%</b>	<b>0.0</b>
	<b><u>Student Financial Support Expenses</u></b>								
9	Institutional Scholarships	\$ 2,790,000	\$ 2,398,063	\$ 391,937	86.0%	\$ 2,412,348	\$ 1,870,280	77.5%	8.4
	<b>Total Expenses</b>	<b>\$ 127,462,000</b>	<b>\$ 84,495,780</b>	<b>\$ 42,966,220</b>	<b>66.3%</b>	<b>\$ 125,603,649</b>	<b>\$ 82,982,831</b>	<b>66.1%</b>	<b>0.2</b>
	<b><u>Transfers (In)/Out</u></b>								
10	Grant Match & Other, Net	\$ 925,000	\$ 184,549	\$ 740,451	20.0%	\$ 915,960	\$ 310,267	33.9%	(13.9)
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	\$ 195,231	\$ 11,769	94.3%	\$ 210,817	\$ 181,607	86.1%	8.2
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	Board Designated Funds	\$ -	\$ 700,000	\$ (700,000)	0.0%	\$ -	\$ -	0.0%	-
19	Michigan New Jobs Training Program	\$ (75,000)	\$ -	\$ (75,000)	0.0%	\$ (254,318)	\$ (155,769)	61.2%	(61.2)
	<b>Total Transfers</b>	<b>\$ 16,482,000</b>	<b>\$ 16,504,780</b>	<b>\$ (22,780)</b>	<b>100.1%</b>	<b>\$ 15,872,459</b>	<b>\$ 15,336,105</b>	<b>96.6%</b>	<b>3.5</b>
20	<b>Contingency</b>	<b>\$ 1,454,000</b>	<b>\$ -</b>	<b>\$ 1,454,000</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>-</b>
	<b>Total Revenues</b>	<b>\$ 145,398,000</b>	<b>\$ 100,806,338</b>	<b>\$ 44,591,662</b>	<b>69.3%</b>	<b>\$ 143,244,423</b>	<b>\$ 96,759,302</b>	<b>67.5%</b>	<b>1.8</b>
	<b>Total Expenses and Transfers</b>	<b>\$ 145,398,000</b>	<b>\$ 101,000,560</b>	<b>\$ 44,397,440</b>	<b>69.5%</b>	<b>\$ 141,476,108</b>	<b>\$ 98,318,936</b>	<b>69.5%</b>	<b>(0.0)</b>
	<b>Net Change in Unrestricted Fund Balance</b>	<b>\$ -</b>	<b>\$ (194,222)</b>	<b>\$ 194,222</b>		<b>\$ 1,768,315</b>	<b>\$ (1,559,634)</b>		
	Unrestricted General Fund Balance Beginning of Period	\$ 34,035,725	\$ 34,035,725	\$ -		\$ 32,267,410	\$ 32,267,410		
	<b>Unrestricted General Fund Balance End of Period</b>	<b>\$ 34,035,725</b>	<b>\$ 33,841,503</b>	<b>\$ (194,222)</b>		<b>\$ 34,035,725</b>	<b>\$ 30,707,776</b>		

**Lansing Community College**  
**General Fund**  
**Operating Expenses: Adopted Budget and Actual Expenses**  
**Month Ending February 28, 2026 Financial Review**  
**(67% of Fiscal Year)**

LINE REF #	Operating Division/Account	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 02/28/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 02/28/25	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
<b><u>Operating Expenses - Divisions</u></b>									
1	Academic Affairs	\$ 9,156,200	\$ 6,388,558	\$ 2,767,642	69.8%	\$ 9,143,217	\$ 6,204,100	67.9%	1.9
2	Administrative Services	\$ 15,406,300	\$ 11,085,705	\$ 4,320,595	72.0%	\$ 15,041,368	\$ 10,073,031	67.0%	5.0
3	Advancement & External Affairs	\$ 1,589,900	\$ 921,016	\$ 668,884	57.9%	\$ 1,349,594	\$ 867,999	64.3%	(6.4)
4	Arts & Sciences	\$ 24,772,600	\$ 16,058,711	\$ 8,713,889	64.8%	\$ 25,623,858	\$ 15,957,247	62.3%	2.5
5	Board of Trustees	\$ 395,300	\$ 241,313	\$ 153,987	61.0%	\$ 300,975	\$ 212,726	70.7%	(9.6)
6	Business Operations	\$ 5,368,700	\$ 3,856,675	\$ 1,512,025	71.8%	\$ 4,816,382	\$ 3,278,334	68.1%	3.8
7	Community Education & Workforce Dvlpmt	\$ 4,265,600	\$ 2,439,806	\$ 1,825,794	57.2%	\$ 4,076,470	\$ 2,613,180	64.1%	(6.9)
8	Executive Office	\$ 2,083,600	\$ 1,199,359	\$ 884,241	57.6%	\$ 1,908,741	\$ 1,276,443	66.9%	(9.3)
9	Financial Services	\$ 6,605,600	\$ 4,445,199	\$ 2,160,401	67.3%	\$ 6,494,764	\$ 4,456,326	68.6%	(1.3)
10	Health & Human Services	\$ 11,316,400	\$ 6,552,005	\$ 4,764,395	57.9%	\$ 10,444,009	\$ 6,677,672	63.9%	(6.0)
11	Human Resources	\$ 2,390,200	\$ 1,410,355	\$ 979,845	59.0%	\$ 2,133,235	\$ 1,456,564	68.3%	(9.3)
12	Information Technology Services	\$ 15,566,700	\$ 11,090,132	\$ 4,476,568	71.2%	\$ 15,232,122	\$ 11,378,240	74.7%	(3.5)
13	Office of Empowerment	\$ 1,400,200	\$ 600,324	\$ 799,876	42.9%	\$ 1,187,127	\$ 714,416	60.2%	(17.3)
14	Student Affairs	\$ 12,213,600	\$ 8,136,208	\$ 4,077,392	66.6%	\$ 12,903,532	\$ 8,404,989	65.1%	1.5
15	Technical Careers	\$ 12,141,100	\$ 7,672,351	\$ 4,468,749	63.2%	\$ 11,870,378	\$ 7,541,283	63.5%	(0.3)
16	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	100.0%	-
<b>Total all Divisions</b>		<b>\$ 124,672,000</b>	<b>\$ 82,097,717</b>	<b>\$ 42,574,283</b>	<b>65.9%</b>	<b>\$ 123,191,301</b>	<b>\$ 81,112,551</b>	<b>65.8%</b>	<b>0.0</b>
<b><u>Operating Expenses - Account</u></b>									
17	Full-Time Administrator	\$ 12,274,200	\$ 8,415,338	\$ 3,858,862	68.6%	\$ 12,470,839	\$ 8,266,052	66.3%	2.3
18	Full-Time Professional Technical	\$ 14,075,600	\$ 9,408,826	\$ 4,666,774	66.8%	\$ 13,352,776	\$ 8,650,623	64.8%	2.1
19	Part-Time Professional Technical	\$ 784,800	\$ 405,016	\$ 379,784	51.6%	\$ 679,745	\$ 469,495	69.1%	(17.5)
20	Full-Time Faculty	\$ 17,449,300	\$ 11,102,023	\$ 6,347,277	63.6%	\$ 18,090,857	\$ 11,220,230	62.0%	1.6
21	Part-Time Faculty	\$ 9,499,500	\$ 6,086,162	\$ 3,413,338	64.1%	\$ 9,567,023	\$ 5,858,119	61.2%	2.8
22	Full-Time Support	\$ 10,224,100	\$ 6,759,462	\$ 3,464,638	66.1%	\$ 9,553,749	\$ 6,438,791	67.4%	(1.3)
23	Part-Time Support	\$ 1,813,600	\$ 918,564	\$ 895,036	50.6%	\$ 1,417,608	\$ 946,463	66.8%	(16.1)
24	Student	\$ 687,500	\$ 537,069	\$ 150,431	78.1%	\$ 758,391	\$ 415,333	54.8%	23.4
Total Salaries & Wages		\$ 66,808,600	\$ 43,632,461	\$ 23,176,139	65.3%	\$ 65,890,989	\$ 42,265,106	64.1%	1.2
25	Employee Benefits	\$ 31,728,300	\$ 19,636,095	\$ 12,092,205	61.9%	\$ 30,421,885	\$ 20,149,779	66.2%	(4.3)
26	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
27	Institutional Expenses	\$ 2,070,300	\$ 1,456,453	\$ 613,847	70.3%	\$ 1,796,245	\$ 1,561,963	87.0%	(16.6)
28	Utilities	\$ 3,479,200	\$ 2,906,548	\$ 572,652	83.5%	\$ 3,902,722	\$ 2,708,520	69.4%	14.1
29	Professional Services	\$ 1,256,800	\$ 410,141	\$ 846,659	32.6%	\$ 865,413	\$ 563,191	65.1%	(32.4)
30	Purchased Services	\$ 4,941,800	\$ 3,042,737	\$ 1,899,063	61.6%	\$ 5,026,556	\$ 3,249,335	64.6%	(3.1)
31	Rental Expense	\$ 666,100	\$ 376,951	\$ 289,149	56.6%	\$ 909,503	\$ 571,805	62.9%	(6.3)
32	Repair & Maintenance	\$ 2,077,400	\$ 1,587,520	\$ 489,880	76.4%	\$ 2,033,070	\$ 1,285,876	63.2%	13.2
33	Supplies & Non-Capital Equipment	\$ 9,728,200	\$ 8,104,054	\$ 1,624,146	83.3%	\$ 10,073,014	\$ 7,879,142	78.2%	5.1
34	Travel, Training & Conferences	\$ 1,915,300	\$ 944,757	\$ 970,543	49.3%	\$ 1,606,375	\$ 877,834	54.6%	(5.3)
Total Services & Supplies		\$ 26,135,100	\$ 18,829,161	\$ 7,305,939	72.0%	\$ 26,212,898	\$ 18,697,667	71.3%	0.7
<b>Total All Accounts</b>		<b>\$ 124,672,000</b>	<b>\$ 82,097,717</b>	<b>\$ 42,574,283</b>	<b>65.9%</b>	<b>\$ 123,191,301</b>	<b>\$ 81,112,551</b>	<b>65.8%</b>	<b>0.0</b>

**Lansing Community College**  
**Statement of Net Position**  
**Month Ending February 28, 2026**

Line Ref #	Statement Line Item	Current Fiscal Year 2026	Prior Fiscal Year 2025
	<b>Current Assets:</b>		
1	Cash & Cash Equivalents	\$ 23,304,940	\$ 27,006,905
2	Short-Term Investments	\$ 66,568,030	\$ 72,984,444
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 8,732,867	\$ 8,691,151
4	State Appropriations Receivable	\$ 20,258,808	\$ 19,915,836
5	Federal & State Grants Receivable	\$ 4,620,650	\$ 1,617,059
6	Accounts Receivable, Net of Est Uncollectible	\$ 5,143,428	\$ 3,713,240
7	Prepaid Expenses	\$ 2,084,320	\$ 1,940,518
8	Due from Component Unit - LCC Foundation	\$ 252,354	\$ 151,651
	<b>Total Current Assets</b>	<b>\$ 130,965,397</b>	<b>\$ 136,020,805</b>
	<b>Non-Current Assets:</b>		
9	Long-Term Investments	\$ 5,021,680	\$ -
10	Capital Assets, Net of Accumulated Depreciation	\$ 223,004,339	\$ 223,731,776
11	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	<b>Total Noncurrent Assets</b>	<b>\$ 246,977,284</b>	<b>\$ 226,281,249</b>
	<b>Total Assets</b>	<b>\$ 377,942,681</b>	<b>\$ 362,302,054</b>
	<b>Deferred Outflow of Resources:</b>		
12	Deferred Charge on Refunding	\$ 1,273,184	\$ 1,455,068
13	Deferred Pension Amounts	\$ 36,402,806	\$ 49,257,467
	<b>Total Deferred Outflows of Resources</b>	<b>\$ 37,675,990</b>	<b>\$ 50,712,535</b>
	<b>Current Liabilities:</b>		
14	Accounts Payable	\$ 1,451,061	\$ 1,808,397
15	Accrued Interest Payable	\$ 938,262	\$ 1,000,310
16	Accrued Payroll & Other Compensation	\$ 5,027,859	\$ 5,281,701
17	Current Compensated Absences Obligations	\$ 3,852,762	\$ 3,842,292
18	Unearned Revenue	\$ 42,188,508	\$ 41,205,563
19	Current Portion of Long-Term Lease/Subscript Obligations	\$ 2,175,395	\$ 2,188,907
20	Current Portion of Long-Term Debt Obligations	\$ 5,255,000	\$ 5,060,000
	<b>Total Current Liabilities</b>	<b>\$ 60,888,847</b>	<b>\$ 60,387,170</b>
	<b>Non-Current Liabilities:</b>		
21	Compensated Absences Liability	\$ 4,470,639	\$ 3,815,562
22	Bonds Payable	\$ 76,318,228	\$ 81,978,054
23	Lease & Subscription Liability	\$ 2,611,389	\$ 2,455,643
24	Net Pension Liability	\$ 107,116,780	\$ 143,514,579
	<b>Total Noncurrent Liabilities</b>	<b>\$ 190,517,036</b>	<b>\$ 231,763,838</b>
	<b>Total Liabilities</b>	<b>\$ 251,405,883</b>	<b>\$ 292,151,008</b>
25	<b>Deferred Inflow of Resources - Pension Amounts</b>	<b>\$ 69,697,640</b>	<b>\$ 57,664,686</b>
26	<b>Net Position:</b>		
	Invested in Capital Assets, Net of Related Debt	\$ 137,917,511	\$ 133,504,240
	Restricted:		
	Restricted Fund Activities	\$ 2,232,887	\$ 3,000,313
	Capital Projects	\$ 2,065,449	\$ 3,593,200
	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Unrestricted	\$ (66,651,964)	\$ (79,448,331)
	<b>Total Net Position</b>	<b>\$ 94,515,148</b>	<b>\$ 63,198,895</b>

**Lansing Community College**  
 Schedule of Investments  
 Month Ending February 28, 2026

Short Term (< one year)

Account	Market Value	Yield	FY2026 YTD Income
CDARs First National Bank of Michigan	\$ 18,505,429	3.69%	\$ 449,618
ICS First National Bank of Michigan	\$ 6,306,064	2.25%	\$ 110,916
PNC Money Market Account	\$ 15,450,349	3.67%	\$ 429,326
Michigan Liquid Asset Fund Investments	\$ 26,306,188	3.78%	\$ 581,695
<b>Total Short Term Investments</b>	<b>\$ 66,568,030</b>		<b>\$ 1,571,555</b>

Long Term (> one year)

Account	Market Value	Yield	FY2026 YTD Income
Treasury Note JPMorgan Securities	\$ 5,021,680	3.87%	\$ 110,742
<b>Total Long Term Investments</b>	<b>\$ 5,021,680</b>		<b>\$ 110,742</b>

**Lansing Community College**  
 Capital Projects  
 Month Ending February 28, 2026

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Outstanding Commitments	Uncommitted Balance
CY2023 Gannon Transfer Center	\$ 3,600,000	\$ 1,527,751	\$ 1,345,654	\$ 726,595
CY2023 WC Cyber Security Center	\$ 3,200,000	\$ 2,852,354	\$ 280,455	\$ 67,192
CY2023 Police Department Office	\$ 500,000	\$ 646	\$ 15,033	\$ 484,321
CY2024 CRAA Lease Termination	\$ 1,500,000	\$ 377,457	\$ -	\$ 1,122,543
CY2025 A&S Building Fume Hood Replacement	\$ 1,300,000	\$ -	\$ 436,710	\$ 863,290
CY2025 HHS Simulation Center	\$ 6,250,000	\$ -	\$ -	\$ 6,250,000
<b>Total Capital Projects</b>	<b>\$ 16,350,000</b>	<b>\$ 4,758,207</b>	<b>\$ 2,077,852</b>	<b>\$ 9,513,941</b>

**Lansing Community College**  
Statement of Revenues, Expenses and Changes in Net Position  
Month Ending February 28, 2026

Operating Statement Line item	All Funds Current Year-to-Date Actual	General Fund	Pension Liability Fund	Designated Funds	Auxiliary Service Funds	Restricted Funds	Plant Funds
<b>Operating Revenues:</b>							
Tuition & Fees, Net of Estimated Uncollectible	\$ 33,502,110	\$ 31,712,833	\$ -	\$ -	\$ 976,153	\$ -	\$ 813,125
Federal Grants & Contracts	\$ 2,859,436	\$ -	\$ -	\$ -	\$ -	\$ 2,859,436	\$ -
State Grants & Contracts	\$ 634,331	\$ -	\$ -	\$ -	\$ -	\$ 634,331	\$ -
Local Grants & Contracts	\$ 3,760,660	\$ 1,438,043	\$ -	\$ -	\$ -	\$ 2,322,617	\$ -
Sales & Services of Auxiliary Activities	\$ 411,757	\$ 778	\$ -	\$ -	\$ 404,048	\$ -	\$ 6,931
Michigan New Jobs Training Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 559,418	\$ 314,009	\$ -	\$ 17,800	\$ 108,109	\$ -	\$ 119,500
<b>Total Operating Revenue</b>	<b>\$ 41,727,712</b>	<b>\$ 33,465,662</b>	<b>\$ -</b>	<b>\$ 17,800</b>	<b>\$ 1,488,310</b>	<b>\$ 5,816,385</b>	<b>\$ 939,556</b>
<b>Operating Expenses:</b>							
Instruction	\$ 23,911,450	\$ 23,443,597	\$ -	\$ 469	\$ -	\$ 467,384	\$ -
Instructional Support	\$ 15,330,695	\$ 14,521,158	\$ -	\$ 73,812	\$ -	\$ 735,726	\$ -
Student Services	\$ 32,683,945	\$ 12,209,052	\$ -	\$ 47,378	\$ -	\$ 20,427,515	\$ -
Public Services	\$ 1,841,189	\$ 950,787	\$ -	\$ 16,625	\$ 353,247	\$ 520,530	\$ -
Operation & Maintenance of Plant	\$ 13,491,152	\$ 10,082,899	\$ -	\$ 41,047	\$ 615,412	\$ 594,945	\$ 2,156,850
Information Technology	\$ 13,372,411	\$ 11,090,132	\$ -	\$ 370,835	\$ 99,772	\$ 68,908	\$ 1,742,764
Institutional Administration	\$ 15,669,979	\$ 12,198,156	\$ -	\$ -	\$ (14,878)	\$ 3,486,701	\$ -
Depreciation & Amortization	\$ 6,399,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,399,918
<b>Total Operating Expenses</b>	<b>\$ 122,700,740</b>	<b>\$ 84,495,780</b>	<b>\$ -</b>	<b>\$ 550,166</b>	<b>\$ 1,053,553</b>	<b>\$ 26,301,709</b>	<b>\$ 10,299,532</b>
<b>Operating Income (Loss)</b>	<b>\$ (80,973,027)</b>	<b>\$ (51,030,118)</b>	<b>\$ -</b>	<b>\$ (532,366)</b>	<b>\$ 434,757</b>	<b>\$ (20,485,324)</b>	<b>\$ (9,359,976)</b>
<b>Non Operating Revenues (Expenses):</b>							
State Appropriations	\$ 31,014,776	\$ 27,488,153	\$ -	\$ -	\$ -	\$ 3,526,623	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 38,155,601	\$ 38,155,601	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 1,682,555	\$ 1,682,555	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (1,876,524)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,876,524)
PELL	\$ 16,903,310	\$ -	\$ -	\$ -	\$ -	\$ 16,903,310	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 20,674	\$ 14,367	\$ -	\$ -	\$ -	\$ -	\$ 6,307
<b>Net Non-operating Revenue (Expenses)</b>	<b>\$ 85,900,392</b>	<b>\$ 67,340,676</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,429,933</b>	<b>\$ (1,870,217)</b>
<b>Income (Loss) Before Transfers</b>	<b>\$ 4,927,365</b>	<b>\$ 16,310,558</b>	<b>\$ -</b>	<b>\$ (532,366)</b>	<b>\$ 434,757</b>	<b>\$ (55,391)</b>	<b>\$ (11,230,193)</b>
<b>Transfers:</b>							
Transfers In/(Out), Net	\$ -	\$ (16,504,780)	\$ -	\$ 895,231	\$ (400,000)	\$ 184,549	\$ 15,825,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (102,289)	\$ -	\$ (908,732)	\$ 1,011,021
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 4,927,365</b>	<b>\$ (194,222)</b>	<b>\$ -</b>	<b>\$ 260,576</b>	<b>\$ 34,757</b>	<b>\$ (779,574)</b>	<b>\$ 5,605,828</b>
<b>Net Position:</b>							
Beginning of Year	\$ 89,587,783	\$ 34,035,725	\$ (121,460,349)	\$ 7,161,543	\$ 2,208,262	\$ 3,012,461	\$ 164,630,141
<b>Net Position End of Period</b>	<b>\$ 94,515,148</b>	<b>\$ 33,841,503</b>	<b>\$ (121,460,349)</b>	<b>\$ 7,422,119</b>	<b>\$ 2,243,019</b>	<b>\$ 2,232,887</b>	<b>\$ 170,235,969</b>

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

Exhibit	Line	Account Title	Exhibit	Line	Account Title
<b>REVENUES</b>			B	30	<b>Purchased Services</b>
A	1	<b>State Appropriations</b>			Advertising
A	2	<b>Property Taxes, Net of Estimated Uncollectible</b>			Commercial Printing/Publication
A	3	<b>Tuition &amp; Fees, Net of Estimated Uncollectible</b>			Curriculum Development/Contracted
A	4	<b>Other Revenues</b>			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	<b>Rental Expense</b>
					Building Rentals
					Equipment Rentals
					Other Rentals
			B	32	<b>Repair &amp; Maintenance</b>
					Building Maintenance Contracts
					Building Repairs
					Equipment Repairs
					Equipment Service Contracts
					Repair & Maintenance
					Vehicle Repair & Maintenance
					Grounds Maintenance
			B	33	<b>Supplies &amp; Non-Capital Equipment</b>
					Fuel College Vehicles
					Memberships
					Reference Books
					Software & Site Licenses
					Subscriptions
					Supplies
					Course Textbooks & E-Books
					Building Improvements <\$5,000
					Furniture < \$5,000
					Equipment < \$5,000
					Instructional Equipment <\$5,000
					Operational Equipment <\$5,000
					Tech Equipment/Computers <\$5,000
			B	34	<b>Travel, Training &amp; Conferences</b>
					Travel Lodging
					Travel Meal Allowance
					Travel Miscellaneous
					Travel Transportation
					Registration Fees
					Meeting Expense
					Travel Mileage
					Fleet Vehicle Chargeback
					Event Expense
<b>EXPENSES</b>					
B	27	<b>Institutional Expenses</b>			
		Bond Administrative Expenses			
		Chargebacks			
		Indirect Cost Expense			
		Liability Insurance			
		Mailing Expense			
		Property Taxes			
		Internet Services			
		Bank Service Charges			
		Cost Share Expense			
		Contributions & Sponsorships			
B	28	<b>Utilities</b>			
		Electricity			
		Gas			
		Steam			
		Water			
		Cable Television			
B	29	<b>Professional Services</b>			
		Administrative/Management Consulting			
		Architect/Engineering Services			
		Audit Services			
		Election Costs			
		Government Relations Consulting			
		Legal Consultant			
		Collection Fees			
		Miscellaneous Professional Fees			



**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 & Systems	Academic Affairs
20520	Library Support	Academic Affairs
20530	Library Instruction & 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 & Recycling	Administrative Services
50220	Building Maintenance, Repair & 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 & 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 & K-12 Operations
13001	Advancement & External Affairs Administration	Advancement, External Affairs & K-12 Operations
13300	LCC Foundation	Advancement, External Affairs & K-12 Operations
13400	Educational Resource Development	Advancement, External Affairs & K-12 Operations
13601	C3R Administration	Advancement, External Affairs & K-12 Operations
407001	Arts & Sciences Administration	Arts & Sciences
407130	Honors Program	Arts & Sciences
407202	Teacher Preparation	Arts & Sciences
407212	History	Arts & Sciences
407213	Humanities	Arts & Sciences
407217	Education	Arts & Sciences
407218	Political Science	Arts & Sciences
407219	Sociology & Anthropology	Arts & Sciences
407220	Psychology	Arts & Sciences
407251	English, Humanities & Social Science Administration	Arts & Sciences
407302	Writing Center	Arts & Sciences
407320	English Department	Arts & Sciences
407411	Math & Computer Science	Arts & Sciences
407451	Science & Math Administration	Arts & Sciences
407502	Science & Math Education Center	Arts & Sciences
407511	Biology	Arts & Sciences
407512	Chemistry	Arts & Sciences
407513	Physical Sciences	Arts & Sciences
407610	Art & Design	Arts & Sciences
407615	Digital Media & Design	Arts & Sciences
407630	Music	Arts & Sciences
407635	Theatre	Arts & Sciences
407640	Performing Arts Production	Arts & Sciences
407645	World Languages	Arts & Sciences
407650	Sign Language	Arts & Sciences
407655	Communication	Arts & Sciences
407811	Student Development	Arts & Sciences
407820	Adult Basic Education	Arts & Sciences
407910	Accounting	Arts & Sciences
407920	Business	Arts & Sciences
407940	Management	Arts & Sciences
407950	Marketing	Arts & Sciences
407960	Economics	Arts & Sciences
407991	Business, Communication & the Arts Administration	Arts & Sciences
11100	Board of Trustees	Board of Trustees
12402	Risk Management & 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 & TV Broadcasting	Business Operations
13203	Organizational Development	Business Operations
70300	Purchasing Services	Business Operations
30001	Community Education & Workforce Development Administration	Community Education & Workforce Development
30201	Extension & Lifelong Learning Office	Community Education & Workforce Development
30211	East Lansing Extension Center	Community Education & Workforce Development
30214	Jobs Training Center	Community Education & Workforce Development
30215	English for Speakers of Other Languages Non-Credit	Community Education & Workforce Development
30220	Adult Enrichment	Community Education & Workforce Development
30225	Youth Programs	Community Education & Workforce Development
30240	Centralized Services	Community Education & Workforce Development
30301	Business & Community Institute Administration	Community Education & Workforce Development
30320	Business & Community Institute	Community Education & Workforce Development
30330	MI New Jobs Training Program	Community Education & Workforce Development
30400	Small Business Development Center	Community Education & Workforce Development
30501	Job Training Center Administration	Community Education & Workforce Development
12100	Office of the President	Executive Office
12401	Office of the 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 & Review	Financial Services
70400	Project Management & Business Analysis	Financial Services
80001	Institutional Accounts	Financial Services
405001	Health & Human Services Administration	Health & Human Services
405002	Medical Locked Storage	Health & Human Services
405003	HHS Recruitment/Community Outreach	Health & Human Services
405005	Mental Health & Aging	Health & Human Services
405211	Child Development	Health & Human Services
405212	Dental Hygiene	Health & Human Services
405213	Diagnostic Medical Sonography	Health & Human Services
405215	Human Services	Health & Human Services
405217	Radiologic Technology	Health & Human Services
405218	Surgical Technology	Health & Human Services
405221	Neurodiagnostic Technology	Health & Human Services
405312	Community Health Services	Health & Human Services
405313	Nursing	Health & Human Services
405314	Medical Assistant	Health & Human Services
405320	Emergency Medical Services	Health & Human Services
405510	Physical Fitness & Wellness Lab	Health & Human Services
405525	Kinesiology & Health & Wellness	Health & Human Services
405530	Fitness	Health & Human Services
405535	Massage Therapy	Health & 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
20210	Center for Employment Services	Student Affairs

**LANSING COMMUNITY COLLEGE  
Organization to Division Crosswalk**

<b>Organization Number</b>	<b>Organization Title</b>	<b>Division</b>
20220	Counseling	Student Affairs
20230	Advising	Student Affairs
20240	Testing Services	Student Affairs
20250	Non-Traditional & Special Populations	Student Affairs
20401	Academic & 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 & 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 & 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 2007.

### **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.

### **Course Fees**

Course Fees are additional fees for certain courses where there are added costs to delivering instruction. These fees are made up of the cost of classroom supplies and materials, the maintenance of laboratory equipment, and the additional personnel required to provide high-quality instruction and meet accreditation standards.

**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.

**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 closed 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 in compliance with making expenses 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 College Act 331, 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 for a period of one year following the sabbatical. 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 multiple formulas.

**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 course fees, registration 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 expense 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  
March 16, 2026**

**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:**

N/A

**Strategic Plan:**

N/A

**Human Resources:**

N/A

**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**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

1. Exhibit A – Monthly Citizen Contact Reports

## **Exhibit A – Monthly Citizen Contact Reports**

## Lansing Community College Police Department Citizen Contact Report – February 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	5:31am	Field Interview	Suspicious activity in Gannon Ramp (Drove into ramp through the exit side at an increased rate of speed.)	Officer spoke with individual who was a student	No	Yes	No	N/A	Male	White
2	11:23pm	Investigative Stop	Loitering in ramp after hours	Officer spoke with individual to investigate activities	No	Yes	No	N/A	Male	White
3	8:01pm	Investigative Stop	Suspicious bag left unattended	Officer located student who left the bag by mistake	No	No	No	N/A	Male	Other
4	7:50pm	Investigative Stop	Trespassing/Lot 29	Individual failed to comply with officer's lawful orders upon being detained and arrested for trespassing and drug violation	No	Yes	Yes	Trespass/ Drug Violation	Male	Black or African American
5	2:34pm	Dispatched	Disorderly individual	Officer investigated individual having behavioral crisis/Transported to Sparrow Hospital for evaluation	No	No	No	N/A	Female	Other
6	8:17am	Dispatched	Possible trespassing	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	Black or African American
7	6:00am	Dispatched	Individual using stairwell to warm up	Individual not affiliated with LCC/Refused services offered by officer	No	Yes	No	N/A	Male	White
8	11:30am	Dispatched	Inappropriate behavior	Officer spoke with individual to investigate his activities	No	Yes	No	N/A	Male	White
9	12:38am	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	Yes	No	N/A	Male	Black or African American

## Lansing Community College Police Department Citizen Contact Report – February 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
11	4:35pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Female	Hispanic or Latino
12	12:05pm	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Female	White
13	7:09pm	Traffic Violation	No lights on	N/A	No	Yes	No	N/A	Female	Other
14	9:55pm	Traffic Violation	Ran red light	Multiple violations	Yes	No	No	N/A	Female	White
15	1:15am	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Male	White
16	4:56am	Traffic Violation	Speeding	No insurance	Yes	No	No	N/A	Male	Black or African American
17	2:12am	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
18	1:48am	Traffic Violation	Expired tag	Multiple violations	Yes	No	No	N/A	Female	White
19	9:58am	Traffic Violation	Mutilated license plate	Expired tag/No insurance	Yes	No	No	N/A	Male	Black or African American
20	10:20pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Female	White

## Lansing Community College Police Department Citizen Contact Report – February 2026

<b>LCC PD CITIZEN CONTACTS</b>		<b>Counts</b>			
Citizen Complaints:	0				
Dispatched:	4				
Field Interviews:	1				
Investigative Stops:	3				
Officer Initiated:	0				
Traffic Violation:	12				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	20				
<b>Demographics</b>		<b>Counts</b>	<b>Citation</b>	<b>Warning</b>	<b>Arrest</b>
Males:	13	3	10	1	
Females:	7	2	4	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	6	3	4	1	
Hispanic or Latino:	2	0	2	0	
Native American/Alaskan Native	0	0	0	0	
White:	9	2	7	0	
Other:	3	0	1	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	6				
Parking Violation - Citations:	3				
Dispatch Activity - Calls for Services:	877				

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

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

**Lansing Community College - Board of Trustees**  
**March 16, 2026**

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

**Presented for Action**

**PURPOSE**

To provide data regarding the diversity of our employees.

**BACKGROUND**

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

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

**Exhibit A – Employee Demographics**

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

**Exhibit B – Hiring & Attrition Activity**

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

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

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

## **IMPLICATIONS**

### **Financial:**

N/A

### **Strategic Plan:**

These initiatives support the strategic goal of establishing LCC as a Premier Workplace through Empowerment, Engagement, and Inclusion.

### **Human Resources:**

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

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

## **RISKS**

N/A

## **OTHER OPTIONS/ALTERNATIVES**

N/A

## **RECOMMENDATIONS**

N/A

## **ATTACHMENTS:**

1. Exhibits A, B, C

# Employee Demographics Dashboard

March 2026

## Exhibit A

### Demographics

Demographic counts reflect all employees active in all positions during semester

Employee Demographics- Fall, 2025			
	FT	PT	Tax District*
American Indian/Alaskan	1%	1%	0.2%
Asian or Pacific Islander	4%	3%	5.4%
Black/African American	11%	7%	10.3%
Hispanic/Latino	6%	4%	8.1%
Native Hawaiian	0%	0%	0.0%
Other (including two or more)	5%	6%	5.8%
White	74%	79%	70.2%
Total Count	733	1157	N/A

Employee Demographics- Fall, 2024		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	3%	3%
Black/African American	11%	7%
Hispanic/Latino	6%	5%
Native Hawaiian	0%	0%
Other (including two or more)	4%	5%
White	74%	78%
Total Count	725	1224

Employee Demographics- Fall, 2023		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	3%	3%
Black/African American	11%	8%
Hispanic/Latino	6%	4%
Native Hawaiian	0%	0%
Other (including two or more)	3%	5%
White	75%	79%
Total Count	723	1333

\*Tax district data comes from the 2023 census data

\*Note: College employee demographics are rounded to the nearest whole number and percentages may not equal 100%

**Exhibit B**

**Hiring & Attrition Activity**

Hiring numbers reflect external new hires

<b>2025 July – December Hiring Process Selections Percentages</b>		
	FT	PT
American Indian/Alaskan	1%	1%
Asian or Pacific Islander	6%	7%
Black/African American	8%	5%
Hispanic/Latino	4%	1%
Native Hawaiian	0%	0%
Other (including Two or more)	9%	8%
White	72%	78%
Total Count	79	99

<b>2025 July - December Hiring Process Selections</b>						
	FT Faculty	FT Admin	FT Support	PT Admin	PT Faculty	PT Staff
American Indian/Alaskan	0%	4%	0%	0%	1%	0%
Asian or Pacific Islander	0%	11%	6%	0%	4%	33%
Black/African American	0%	4%	16%	0%	6%	0%
Hispanic/Latino	5%	0%	6%	0%	1%	0%
Native Hawaiian	0%	0%	0%	0%	0%	0%
Other (including Two or more)	15%	11%	3%	0%	8%	11%
White	80%	70%	69%	0%	80%	56%
Total Count	20	27	32	0	90	9

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

<b>2025 July - December Attrition</b>		
	FT	PT
American Indian/Alaskan	5%	2%
Asian or Pacific Islander	11%	5%
Black/African American	11%	5%
Hispanic/Latino	11%	4%
Native Hawaiian	0%	0%
White	63%	81%
Other (incl Two or more)	0%	3%
Total Count	19	132

## Exhibit C

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

- LCC offers employee benefits such as an Employee Assistance Program through Health Management Systems of America (HMSA), and stress management resources as a commitment to our employees' well-being.
- HR and the Director of Learning and Business Operational Excellence implemented the Leadership Bootcamp to provide diverse leadership training and help grow the talent of our current leadership groups. The inaugural boot camps were held in the Fall of 2025.
- HR and the Director of Learning and Business Operational Excellence are working on designing and implementing an aspiring leaders boot camp, which will also provide diverse leadership training to those LCC employees who aspire to transition into leadership roles.
- Successful completion of a Lansing Community College Job Fair and Career Expo that allowed various departments and divisions from the College to discuss job and career opportunities directly with interested attendees. The LCC Job Fair will be held every other year, with the next one scheduled in 2026.
- The HR Recruitment and Onboarding Manager continues to reach out to applicants that receive an ineligible status during application process to help with any issues experienced by the potential candidate.
- LCC continues to partner with the Michigan Department of Health, Capital Area Michigan Works and City of Lansing to bring in job seekers that are new Americans who are legally eligible to work in the United States.
- HR is always working to increase connections with organizers of local recruitment/job fair events, particularly those local events serving underrepresented populations, to ensure LCC presence when appropriate and provide a LCC HR contact for those in the greater Lansing area.
  - Attended the following job fairs: Michigan Department of Health & Human Services (MDHHS) Fall Job Fair, Capital Area Community Services and Capital Area Michigan Works!, Technical Careers Hiring Fair. Planning to attend two upcoming job fairs in March & May.
- HR regularly meets to review job descriptions with Hiring Managers to improve inclusive language prior to job posting.
- HR Recruitment & Onboarding Manager worked with Public Relations to post several hard to fill positions on LCC's social media pages (Facebook and LinkedIn) to attract a broader and more diverse applicant pool.
- Implemented HireRight, a third-party vendor that integrates with LCC's applicant tracking system, PageUp, to streamline the background check process for candidates and ensure more thorough background checks.
- HR has implemented the following standards in the hiring process to ensure diversity and inclusion:
  - Neutral & inclusive language in the job posting and job description. A review is completed by the HR Employment team prior to the job posting of a position. HR is completing this through our continuous reviews of the job descriptions.
  - Pay Transparency. LCC's job postings include the starting pay range for each position.
  - Being clear on minimum vs. preferred qualifications. HR encourages departments to be more inclusive on their degree requirements and include "or equivalent combination" language on each job description.
  - Completion of the hiring documents and screening tools that will be reviewed and approved by the HR Employment team prior to the job posting and interview process.
  - Diverse search committees. LCC implemented the Inclusion Advocate program and require Inclusion Advocate be part of the hiring committee on all full-time searches.
  - Launched the Employment & Recruitment website specifically for Supervisors and Hiring Managers to aid them in the hiring process to ensure consistency in all searches. Website also includes transparency for potential hires on the Criminal Background Check process.

# **Committee Reports**

## **Policy Committee**

**Lansing Community College - Board of Trustees**  
**February 16, 2026**

**Agenda Item: Board Bylaw – 1.2 Officers and Duties of Officers (REVISED)**

**Presented for Information**

**PURPOSE**

To conduct the review of the Board's Bylaws and present suggested revisions to the Board for consideration and approval.

**BACKGROUND**

This policy was updated to the new numbering system, grammatical changes were made, and the following revision recommendations were made.

**A. 1.2.30 Chairperson**

Provided clearer definitions of leadership authority and administrative oversight responsibilities, enhancing readability and governance clarity.

Clarified the Chairperson's authority to appoint and establish committees, unless specified otherwise by motion or resolution.

Confirmed the Chairperson's role as a non-voting ex-officio member of all committees.

Added a specific responsibility for coordinating the approval of the President's and the Board Executive Assistant/Liaison's timecards, leave usage, and reimbursements.

**B. 1.2.50 Secretary**

Clarified that the Secretary may be required to sign Board-approved documents when necessary.

**C. 1.2.60 Treasurer**

Language was added stating that the Treasurer is the Chair of the Audit Committee to ensure the Treasurer fulfills their duties as outlined in the bylaws. The Finance Committee has been removed, as it is no longer a standing committee.

**D. 1.2.70 Executive Committee**

In the past, the Executive Committee met and made a decision as a quorum. The committee proposed eliminating this committee, allowing the Board to always act as a whole with one voice.

**ATTACHMENTS:**

1. Board Bylaw – 1.2 Officers and Duties of Officers of the Board of Trustees  
*(REVISED)*



# OFFICERS AND DUTIES OF OFFICERS OF THE BOARD OF TRUSTEES

## Board Bylaw - 1.2

### 1.2.10 Officers

The officers of the Board of Trustees shall be a Chairperson, Vice Chairperson, Secretary, and Treasurer, all of whom shall be members of the Board. The positions of Secretary and Treasurer may be combined if the Board so decides by majority vote.

The officers shall perform those duties as ~~need be~~ provided by these bylaws **which are** not inconsistent with the Community College Act and current statutes.

MCL 389.111(3); MCL 389.113(2).

### 1.2.20 Election of Officers/Term of Office/Vacancy

All officers of the Board shall be nominated from the floor and elected by roll call vote at the organizational meeting of the Board provided for in 1.4.2.

Each officer of the Board shall be elected for a term of two (2) years or such shorter time as the Board shall determine, shall assume office immediately upon election, and shall hold office until a qualified successor shall be elected. In the case of a vacancy in any office, such vacancy shall be filled as soon as practicable by electing a successor to the unexpired term of office. This provision does not preclude the re-election of an officer.

MCL 389.111(3).

### 1.2.30 Chairperson

The Chairperson shall provide leadership in planning the work of the Board, shall preside at all meetings of the Board, and shall decide all questions of rule and order. The Chairperson **may establish** ~~shall appoint and establish all committees~~ **not otherwise provided for in these bylaws and appoint** ~~and committee members~~ **Board appointments** unless the committee members are designated or their appointment is otherwise provided for in the motion or resolution establishing **such the committees**; shall be an **non-voting** ex-officio member of all committees; and shall perform such other duties as these bylaws and state law provide or the Board may prescribe. The Chairperson shall act for the Board when such action is required by law in signing contracts and other official documents, shall represent the Board of Trustees or designate a representative upon occasion when such representation is deemed desirable, shall act as the spokesperson for the Community College, consistent with **sections 1.7.5 and 1.7.6 of these bylaws**, and

shall perform such other duties as may be prescribed by law, consistent with Governance Policy GP-303.

The Chair of the Board shall be responsible for coordinating the approval of the President's timecard, including requests for leave usage and reimbursement of expenses incurred in the performance of assigned duties or those duties incidental to the performance of the job.

The Chair of the Board is also responsible for coordinating the performance of the duties and responsibilities of the Board Executive Assistant/Liaison, including approval of the Executive Assistant/Liaison's timecard, requests for leave usage, and requests for reimbursement of expenses incurred in the performance of assigned duties or those duties incidental to the performance of the job.

#### **1.2.40 Vice Chairperson**

The Vice Chairperson shall support the Chairperson in ~~their~~ his or her duties, shall assume the duties of the Chairperson in the event of ~~their~~ his or her absence or incapacity, and shall perform other duties as these bylaws and state law provide or the Board may prescribe.

#### **1.2.50 Secretary**

~~The Secretary shall, through the administrative assistant to the Board, cause to be kept a proper record of all meetings of the Board, shall see that proper notices required by law are published or posted, that Board members are properly notified of all meetings, that all records to the Board are available for public inspection, that minutes of previous meetings are supplied to all members as required by these bylaws and, in general, shall~~ **The Secretary may be required to sign documents approved by the Board when such a signature is necessary. The Secretary shall be required to perform all duties incident to the office of Secretary and such other duties as may be assigned to them** him or her by the Board or are required by these bylaws or state law. In the absence or inability of the Secretary to act, any officer may act in ~~their~~ his or her place.

#### **1.2.60 Treasurer**

**The Treasurer shall serve as chair of the Audit Committee.** The Treasurer, in conjunction with the **members of the Finance and the Audit Committees** of the Board of Trustees, based on financial policies and parameters adopted by the Board **and** internal and independent audits of college financial records, shall review and examine reports of the Chief Financial Officer. ~~The Finance Committee and Audit Committee shall monitor and safeguard the financial condition of the College, through the Chief Financial Officer, including but not limited to receiving, holding in custody, investing, and handling all funds of the College as directed by the Board; dispersing funds of the College as they~~ he or she may be ordered by the Board, and shall perform such other duties as these bylaws and state law or the Board may prescribe.

The Treasurer, through the Chief Financial Officer of the College, shall, each year, after the Board of Trustees has determined the tax rate to be levied and certified the amount of taxes to be raised, notify the proper assessing officers of each city and township contained in the College District.

The Treasurer and all designated assistants shall be bonded by a surety company approved by the Board in such amount as the Board may determine. The premium for said bond shall be an expense of the College.

#### **1.2.7 Executive Committee**

~~The Board of Trustees shall have an Executive Committee. The members of the committee shall be the Chairperson, Vice Chairperson, Secretary and Treasurer. The Executive Committee shall perform those duties as need be provided by these bylaws consistent with the Board Governance Policies, the Community College Act and current state and federal statutes.~~

~~(Adopted 3/19/07)~~

**<sup>1</sup>Last Reviewed:**

<sup>1</sup> Adopted: 12/04/2001

Revision History: 10/17/2005, 3/19/2007, 9/18/2006

Reviewed:

**Lansing Community College - Board of Trustees**  
**February 16, 2026**

**Agenda Item: Board Bylaw – 1.3 Board Committees (REVISED)**

**Presented for Information**

**PURPOSE**

To conduct the review of the Board's Bylaws and present suggested revisions to the Board for consideration and approval.

**BACKGROUND**

This policy was updated to the new numbering system, and the following revision recommendations were made.

**A. 1.3.10 Committees**

Clarifying language added that standing committees can be established by either the Board or the Board Chair. The permanent standing committees of the Board are the Audit Committee and the Policy Committee.

Additionally, it is specified that special committees must be created through a Board-approved motion or resolution. These committees are formed for a specific purpose and duration, in accordance with Governance Policy GP-304.

**B. 1.3.20 Audit Committee**

Clarified that the Audit Committee is comprised of three members from the Board, with the Treasurer serving as the Chair. The other two members are appointed by the Board Chair.

Language was added to better state that the committee's fiduciary oversight responsibilities include reviewing independent audit reports, participating in the development of audit specifications and the RFP process, and examining financial policies. Additionally, the Committee is responsible for accepting and reviewing complaints related to accounting and auditing matters. It also has the authority to refer issues to internal or external auditors or other appropriate agencies.

**C. 1.3.30 Policy Committee**

Language was added to establish the Policy Committee and a structured biennial review process for all College policies, and the Board's Bylaws and Governance Policies.

The policy defines committee composition for the biennial review of College policies, including Board representation and designated senior administrators, and

defines a separate composition for the review of Board Bylaws and Governance Policies.

The policy states that both committees may recommend elimination, modification, or adoption of policies.

**ATTACHMENTS:**

1. Board Bylaw – 1.3 Board Committees (*REVISED*)



# BOARD COMMITTEES

## Board Bylaw - 1.3

### 1.3.10 COMMITTEES

There shall be such standing committees of the Board as established from time to time by the Board or the Board Chair. There shall be ~~one~~ **two** permanent standing Committees: Audit Committee **and Policy Committee**, as provided for in Sections 1.3.2 **and 1.3.3** below. ~~There may be appointed~~ **Special committees may be established** to study issues and perform **specific** tasks. ~~These committees shall be appointed by the Chairperson.~~ **The Board may appoint such special committees to serve for a designated time for a specific purpose. Such a committee shall be established pursuant to a resolution or motion approved by the Board, for certain expressed purposes and periods of time, consistent with Governance Policy GP-304.**

### 1.3.20 Audit Committee

~~The Audit Committee members shall serve for a term of two years. The Audit Committee shall consist of three members of the Board, with the Treasurer serving as chair of the committee and the other members being appointed by the Chair of the Board. members of the Audit Committee shall be appointed by the chairperson of the Board of Trustees and shall serve as a standing committee to~~ **The Audit Committee shall** meet with the College's auditors in advance of and during the annual college audit, to review the College's financial policies as may be appropriate, and to address other financial and related issues the Board or committee members deem appropriate and consistent with Governance Policy GP-305.

The Committee shall **be responsible for reviewing** all reports from the independent auditors; preparation of audit specifications and audit RFP responses. **The Audit Committee may accept and review complaints and concerns, anonymous or otherwise, about accounting and auditing practices from employees or members of the public. and handling of anonymous or confidential allegations of financial or other irregularities and shall** **The Audit Committee may** make a referral to either internal or external auditors or other agencies if appropriate.

### 1.3.30 Policy Committee

**The Policy Committee members shall serve for a term of two years.**

**As part of its commitment to institutional integrity, compliance, and continuous improvement, the Board has established a structured process for the biennial review of all College policies and the Bylaws and Governance Policies of the Board of Trustees. This function ensures that governing documents remain current, relevant, and aligned**

with the College's mission, strategic priorities, and applicable legal and regulatory standards. The review process is conducted by a designated Policy Committee, which is tasked with evaluating existing policies and recommending necessary revisions, eliminations, or new policy adoptions to the Board of Trustees for consideration and approval.

#### **A. Conducting Biennial Reviews of College Policies**

When conducting the biennial reviews of the college policies, the Policy Committee shall consist of the Policy Committee Chair, a member of the Board appointed by the Chair of the Board, the Board's Executive Assistant/Liaison, the Chief Financial Officer, the Senior Vice President of Business Operations, and the Senior Vice President of Academic Affairs.

The responsibilities of this committee include reviewing the college policies and recommending to the Board the elimination or modification of existing policies, or the development of a new one.

Policies should be formatted according to the established standards, and procedures shall be created to interpret and implement these related policies.

#### **B. Conducting Biennial Reviews of Bylaws and Governance Policies of the Board.**

When conducting the biennial reviews of the Bylaws and Governance Policies of the Board, the Policy Committee shall consist of the same Policy Committee Chair, a member of the Board appointed by the Chair of the Board, and the Board Executive Assistant/Liaison.

The responsibility of this committee includes reviewing the Bylaws and Governance policies of the Board and recommending to the Board the elimination or modification of existing policies, or the development of a new one.

**<sup>1</sup>Last Reviewed:**

**<sup>1</sup> Adopted:** 12/04/2001

**Revision History:** 5/6/2003, 10/17/2005, 9/18/2006, 1/22/2008

**Reviewed:**



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.