



**Lansing Community College  
Board of Trustees**

**Regular Meeting  
April 20, 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

April 20, 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 Terrance Frazier
- IV. Special Presentation
  - A. Student Presentation
- V. Approval of Minutes
  - A. March 16, 2026 Regular Board of Trustees Meeting
- VI. Additions/Deletions to the Agenda
- VII. Limited Public Comment Regarding Agenda Items
- VIII. President's Report
  - A. Archaeology Initiative at LCC
- IX. Consent Agenda – Action Items
  - A. Board Bylaws
    1. 1.2 Officers and Duties of Officers (*REVISED*)
    2. 1.3 Board Committees (*REVISED*)
  - B. Board of Trustees Employees
    1. Expenses – March 2026
    2. Time Reporting – April 2026
  - C. Cooperative Purchase
    1. Aviation Hand Tools System
  - D. Michigan New Job Training Program

1. LG Energy Solution Michigan, Inc.

- X. Trustee-Generated Idea and Initiative
  - A. Laptop Lending Program Expansion Update
  - B. Visitor Access Update
- XI. Monthly Monitoring Report
  - A. Monthly Financial Statements
  - B. Monthly Police Department Report
- XII. Policy Development
  - A. Board Bylaw Review – *Robert Proctor & Chatum Taylor*
    - 1. Board Bylaw – 1.4 Meetings of the Board (*REVISED*)
    - 2. Board Bylaw – 1.5 Meeting Procedure (*REVISED*)
- XIII. Linkage Planning/Implementation
  - A. Chair’s Report
    - 1. Resolution Honoring the Turning Point of Lansing
  - B. Board Members Report
    - 1. Foundation Board Report – *Terrence Frazier & Noel Garcia, Jr.*
- XIV. Unfinished Business
- XV. New Business
- XVI. Public Comment
- XVII. Board Comments
- XVIII. Closed Session
- XIX. Adjournment

# **Approval of Minutes**



LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ADM Building Boardroom

March 16, 2026

**Regular Meeting**  
Adopted 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 Noel Garcia led the Pledge of Allegiance.

Chair Mathews recognized all the women who serve at LCC in honor of Women's History Month.

## **Approval of Minutes**

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Lovell that the minutes of the February 16, 2026, Regular Board of Trustees meeting and the minutes of the February 23, 2026, Special Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: None

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 March 2026 to the Board.

### President's Report - Special Presentation

Matt Fall did a presentation on the Foundations of Effective Surveying. Discussion from the Board followed.

## Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Approval of Bank Resolutions
  - 1. ~~Resolution Authorizing Electronic Funds Transfer (REMOVED)~~
  - 2. ~~Resolution Designating Authorized Representatives (REMOVED)~~
- 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 (REMOVED)~~
  - 2. ~~Data Loss Prevention (REMOVED)~~
  - 3. ~~Elevator Door Replacement (REMOVED)~~
  - 4. ~~Endpoint Detection and Response (REMOVED)~~
- E. FY2027 Tuition Rates

Trustee Thomas asked that the Approval of the Bank Resolutions be removed from the Consent Agenda.

Trustee Lovell asked that the Cooperative Purchases for Data Loss Prevention and Endpoint Detection and Response be removed from the Consent Agenda.

Trustee Taylor asked that the Cooperative Purchases be removed from the Consent Agenda.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Thomas that the Consent Agenda, excluding the Bank Resolutions for Authorizing Electronic Funds Transfer, and the Designating of Authorized Representatives, as well as the Cooperative Purchases for Cylinder

Replacement for Fire Suppression System, Data Loss Prevention, Elevator Door Replacement, and Endpoint Detection and Response, be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Resolution Authorizing Electronic Funds Transfer**

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Proctor that the Resolution Authorizing Electronic Funds Transfer be approved.

Trustee Thomas asked that a background of the bank resolutions be provided.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Resolution Designating Authorized Representatives**

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Proctor that the Resolution Designation Authorized Representatives be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

### **Consent Agenda – Cooperative Purchase for Cylinder Replacement for Fire Suppression System**

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell that the Cooperative Purchase for Cylinder Replacement for Fire Suppression System be approved.

Trustee Taylor inquired why Cooperative Purchases were chosen instead of using a Bid for Proposal, and how the college can ensure that the need is met and that the purchase is more advantageous.

Roll call vote:

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

The motion carried.

### **Consent Agenda – Cooperative Purchase for Data Loss Prevention**

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the Cooperative Purchase for Data Loss Prevention be approved.

Trustee Lovell inquired whether the college provided employees with training to help them avoid possible threats. She also asked how privileged emails are being protected.

Roll call vote:

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

The motion carried.

### **Consent Agenda – Cooperative Purchase for Elevator Door Replacement**

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Frazier that the Cooperative Purchase for an Elevator Door Replacement be approved.

Roll call vote:

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

The motion carried.

### **Consent Agenda – Cooperative Purchase for Endpoint Detection and Response**

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Garcia that the Cooperative Purchase for Endpoint Detection and Response be approved.

Trustee Lovell inquired about the hours the college monitors end-users' devices to detect, investigate, and mitigate advanced threats.

Roll call vote:

Aye: Garcia, Frazier, Proctor, Lovell, Taylor, Mathews  
Nays: None  
Absent: Thomas (left at 7:08 pm and returned at 7:10 p.m.)

The motion carried.

## **Trustee-Generated Idea and Initiative**

The Administration provided updates on the Food Pantry and Visitor Access. There were questions and discussions by the Board.

## **Monthly Monitoring Report**

The following Monitoring Reports were presented:

1. FY2027 Estimate of Taxes and Appropriation Necessary
2. Monthly Financial Statements
3. Monthly Police Department Report
4. Report Regarding the Diversity of Employees

There were questions and discussions by the Board.

## **Linkage Planning/Implementation**

### **Chair's Report**

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

Trustee Proctor reported that the Audit Committee did not meet this month.

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

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

### **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.

**MCL 389.114**

#### **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 needed by these bylaws, consistent with the Board Governance Policies, the Community College Act, and current state and federal statutes.~~

*(Adopted 3/19/07)*

## **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.

**Board Members Report – Foundation Board Update**

Trustee Frazier stated that the Employee Development Fund Committee awarded eight grants totaling over \$10,000 to support staff participation in spring professional development.

He stated additionally that the Alumni Committee has named Brigadier General Scott L. Meyers as the 2026 Distinguished Alumni. Mr. Meyers credits Lansing Community College with providing a strong foundation for his education and career, highlighting the impact of its supportive learning environment and the lasting value of the skills he gained.

**Board Members Report – Mason Local Development Authority**

Trustee Lovell gave an update on her meeting at the local Mason Local Development Authority.

**Unfinished Business**

There was no Unfinished Business.

**Public Comment**

Melissa Kaplan: Melissa Kaplan addressed the Board regarding Arts and Humanities.

**Closed Session**

There was no Closed Session.

## Adjournment


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

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

The motion carried.

The meeting adjourned at 7:54 p.m.

Submitted,

  
Executive Assistant/Liaison to the Board  
Benita Duncan

DRAFT

# **President's Report**

## **Special Presentation**

**Lansing Community College - Board of Trustees**  
**April 20, 2026**

**Agenda Item:        President's Report - Archaeology Initiative at LCC**

**Presented for Information**

**PURPOSE**

To promote and highlight LCC programs, initiatives, and people through a comprehensive set of special presentations as part of the President's Report during Board of Trustees Meetings throughout the year.

**BACKGROUND**

In January 2026, Dr. Robinson presented his 3 goals for the year to the college. The top goal was to highlight LCC programs. This month's presentation provides an opportunity to highlight the archaeology initiative at LCC.

**IMPLICATIONS**

**Financial:**

None

**Strategic Plan:**

These purchases align with Goal 1: Achieving Academic Excellence with Purpose and Equity

**Human Resources:**

None

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

N/A

**ATTACHMENTS:**

1. Archaeology presentation

# LCC's Community Archaeology Initiative

Dr. Jessica Hester, Director

Social Sciences & Humanities Department



BOARD OF TRUSTEES AND  
OFFICE OF THE PRESIDENT

## Identifying a Need

- **Ground-disturbing projects receiving State and/or Federal funding require an archaeological review to make sure that historic properties are protected (The National Historic Preservation Act, Section 106)**
  - Archaeological surveys look for artifacts (i.e., stone tools, pot fragments), ecofacts (i.e, food remains, pollen, charcoal), and features (i.e., foundations, fire pits, trash pits).
  - A range of projects require review, most often roads, cell-phone towers, energy projects, and buildings.
  - An increase in infrastructure projects has increased the need for these reviews.
- **Entry-level field jobs in archeology require successful completion of specific courses, but employees do not need an AA or BA.**
  - Most students finish this training in the last two years of a BA program.
  - There is currently a shortage of qualified workers for these jobs, which delays infrastructure project completion.

# The LCC Community Archaeology Initiative

- **The Social Sciences & Humanities Department developed the LCC Community Archaeology Initiative, which includes:**
  - Two certificate pathways, both stackable to the Anthropology AA
  - The hands-on field training course required for entry-level archaeology jobs
    - Our field training is at sites in the Lansing area
- **We partner with the State Historic Preservation Office, the USDA's Natural Resource Conservation Service, the Michigan Department of Natural Resources, and private Cultural Resource Management firms.**
- **Many students are still finishing classes at LCC, or have transferred to BA programs. Of the students that have pursued employment, 100% have immediately start working at, on average, \$27.00 per hour.**

## USDA Rose Lake Plant Materials Center

- The site is identified as a transitory hunting location for Michigan's Native American tribes.
- Artifacts date the site as active from 800 to 12,500 years ago.
- LCC students surveyed two fields, finding stone tools that tell us:
  - Where indigenous activities were concentrated on the landscape.
  - Where archaeologists need to expand investigations.



LCC students at the Rose Lake archaeology site

## Adado Park

- **We received permission to survey from the City of Lansing, but could not use traditional archeological digging methods.**
- **Students were trained to use geophysical equipment, identifying historic features below ground level.**
  - This is now the most in-demand skill in professional archaeology.
  - Undergraduate archaeology students rarely get geophysical training.
- **Students identified features believed to be associated with a lumber mill, a rail yard, and a wagon company, which occupied the landscape at different points in the late 19<sup>th</sup>-early 20<sup>th</sup> centuries.**



LCC students learn to use Ground Penetrating Radar

## FBI Collaboration

- The FBI believed clandestine graves might be present at a site in the UP.
- A USDA archaeologist specializing in geophysical data was asked to assist the FBI, and he happened to be one of our archaeology program partners.
- Two LCC students were invited to assist in conducting the geophysical survey of the area.
- The students worked with members of the FBI, the Michigan State Police, and the City of Detroit Police Department.



LCC student using a Magnetic Susceptibility Meter

## What's Next?

Archaeology studies the material remains of human history, often the history of people and places that fall outside of grand historical narratives. In other words, people who were not privileged. The LCC Community Archaeology Initiative wants to find that history in Lansing.

We plan to identify additional sites in Lansing for field survey training, with a specific focus on historically significant locations and communities that have been lost to urban development. This will expand our relationships with outside partners, particularly the State Historic Preservation Office and City of Lansing.

Interested in learning more? Contact me at [hesterj7@star.lcc.edu](mailto:hesterj7@star.lcc.edu)

# **Consent Agenda Action Items**

**Lansing Community College - Board of Trustees**  
**April 20, 2026**

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

**Presented for Action**

**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**  
**April 20, 2026**

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

**Presented for Action**

**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 and the other members 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 college policies and recommending to the Board the elimination or modification of existing policies, or the development of new ones.

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 Board's Bylaws and Governance Policies, the Policy Committee shall consist of the same Policy Committee Chair, a member of the Board appointed by the Board Chair, and the Board Executive Assistant/Liaison.

The responsibility of this committee includes reviewing the Board's Bylaws and Governance policies and recommending to the Board the elimination or modification of existing policies or the development of new ones.

**<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:**

**Lansing Community College – Board of Trustees  
April 20, 2026**

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

**Presented for Action**

**PURPOSE**

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

**BACKGROUND**

This information is provided to the Board of Trustees for ratification of expenses incurred by 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  
March 2026

Date	Board Member	Amount	Description	Payee
<b>Chargeback Telephone Phone</b>				
1-Mar-26	General - Operations	\$ 60	Phone_2026_Feb	Lansing Community College
<b>Total</b>		<b>\$ 60</b>		
<b>Chargeback Print &amp; Copy</b>				
1-Mar-26	General - Operations	\$ 16	Print Copy_2026_Feb	Lansing Community College
<b>Total</b>		<b>\$ 16</b>		
<b>Grand Total</b>		<b>\$ 76</b>	<b>Institutional Expenses</b>	
<b>Commercial Printing/Publication</b>				
27-Mar-26	General - Operations	\$ 1,298	February 2026 Board Meeting Materials	Allegra Print Mail Lansing
<b>Total</b>		<b>\$ 1,298</b>		
<b>Grand Total</b>		<b>\$ 1,298</b>	<b>Purchased Services</b>	
<b>Supplies</b>				
4-Mar-26	General - Operations	\$ 26	Office Supplies	B Duncan
20-Mar-26	General - Operations	\$ 28	Office Supplies	Amazon
<b>Total</b>		<b>\$ 54</b>		
<b>Grand Total</b>		<b>\$ 54</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Lodging</b>				
13-Mar-26	A Mathews	\$ 1,931	ACCT National Legislative Summit	Marriott Marquis Washington DC
13-Mar-26	L Thomas	\$ 1,931	ACCT National Legislative Summit	Marriott Marquis Washington DC
27-Mar-26	T Frazier	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	A Mathews	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	R Proctor	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	C Taylor	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	N Garcia	\$ 479	MCCA Summer Conference	Mission Point Resort
27-Mar-26	L Thomas	\$ 479	MCCA Summer Conference	Mission Point Resort
27-Mar-26	H Lovell	\$ 725	MCCA Summer Conference	Mission Point Resort
27-Mar-26	B Duncan	\$ 731	MCCA Summer Conference	Mission Point Resort
<b>Total</b>		<b>\$ 7,902</b>		
<b>Travel Meal Allowance</b>				
3-Mar-26	L Thomas	\$ 275	ACCT National Legislative Summit	L Thomas
4-Mar-26	C Taylor	\$ 133	ACCT National Legislative Summit	C Taylor
13-Mar-26	A Mathews	\$ 44	ACCT National Legislative Summit	Marriott Marquis Washington DC
13-Mar-26	L Thomas	\$ 42	ACCT National Legislative Summit	Marriott Marquis Washington DC
<b>Total</b>		<b>\$ 494</b>		
<b>Travel Miscellaneous</b>				
4-Mar-26	C Taylor	\$ 120	ACCT National Legislative Summit	C Taylor
<b>Total</b>		<b>\$ 120</b>		
<b>Travel Transportation</b>				
3-Mar-26	L Thomas	\$ 14	ACCT National Legislative Summit	L Thomas
<b>Total</b>		<b>\$ 14</b>		

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

Date	Board Member	Amount	Description	Payee
<b>Travel Registration Fees</b>				
27-Mar-26	H Lovell	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	R Proctor	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	B Duncan	\$ 1,059	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	T Frazier	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	N Garcia	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	A Mathews	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	C Taylor	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	L Thomas	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
<b>Total</b>		<b>\$ 9,872</b>		
<b>Travel Mileage Expense</b>				
4-Mar-26	C Taylor	\$ 10	ACCT National Legislative Summit	C Taylor
<b>Total</b>		<b>\$ 10</b>		
<b>Meeting Expense</b>				
19-Mar-26	General - Operations	\$ 475	March 2026 Board Meeting	A Catered Affaire Inc
20-Mar-26	General - Operations	\$ 97	February 2026 Board Meeting	Domino's Pizza
<b>Total</b>		<b>\$ 572</b>		
	<b>Grand Total</b>	<b>\$ 18,983</b>	<b>Travel, Training &amp; Conferences</b>	
		<b>\$ 20,412</b>	<b>Total Expenses</b>	

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

Date	Board Employee	Amount	Description	Payee
<b>Memberships</b>				
17-Mar-26	Robinson	\$ 50	Monthly Membership	University Club of MSU
<b>Total</b>		<b>\$ 50</b>		
<b>Supplies</b>				
24-Mar-26	Robinson	\$ 73	ACCT National Legislative Summit	FedEx
<b>Total</b>		<b>\$ 73</b>		
<b>Grand Total</b>		<b>\$ 123</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Lodging</b>				
24-Mar-26	Robinson	\$ 1,544	ACCT National Legislative Summit	Marriot Marquis Washington DC
27-Mar-26	Robinson	\$ 623	MCCA Summer Conference	Mission Point Resort
<b>Total</b>		<b>\$ 2,167</b>		
<b>Travel Meal Allowance</b>				
24-Mar-26	Robinson	\$ 173	ACCT National Legislative Summit	S Robinson
<b>Total</b>		<b>\$ 173</b>		
<b>Travel Miscellaneous</b>				
24-Mar-26	Robinson	\$ 40	ACCT National Legislative Summit	American Airlines
24-Mar-26	Robinson	\$ 40	ACCT National Legislative Summit	American Airlines
24-Mar-26	Robinson	\$ 115	ACCT National Legislative Summit	Metro Airport Parking
<b>Total</b>		<b>\$ 195</b>		
<b>Travel Transportation</b>				
24-Mar-26	Robinson	\$ 41	ACCT National Legislative Summit	Uber
24-Mar-26	Robinson	\$ 41	ACCT National Legislative Summit	Uber
24-Mar-26	Robinson	\$ 52	ACCT National Legislative Summit	Uber
24-Mar-26	Robinson	\$ 59	ACCT National Legislative Summit	Uber
24-Mar-26	Robinson	\$ 89	ACCT National Legislative Summit	Uber
24-Mar-26	Robinson	\$ 46	ACCT National Legislative Summit	Uber
24-Mar-26	Robinson	\$ 56	ACCT National Legislative Summit	Uber
24-Mar-26	Robinson	\$ 56	ACCT National Legislative Summit	Uber
<b>Total</b>		<b>\$ 440</b>		
<b>Meeting Expense</b>				
24-Mar-26	General-Operations	\$ 127	ACCT National Legislative Summit	Longworth Cafeteria
24-Mar-26	General-Operations	\$ 29	ACCT National Legislative Summit	Culvers
24-Mar-26	General-Operations	\$ 30	ACCT National Legislative Summit	National Coney Island
24-Mar-26	General-Operations	\$ 107	ACCT National Legislative Summit	Marriott Marquis Washington DC
<b>Total</b>		<b>\$ 293</b>		
<b>Grand Total</b>		<b>\$ 3,269</b>	<b>Travel, Training &amp; Conferences</b>	
		<b>\$ 3,392</b>	<b>Total Expenses</b>	

**Lansing Community College - Board of Trustees  
April 20, 2026**

**Agenda Item: Approval of Board Employee Time Reporting – April, 2026**

**Presented for Action**

**PURPOSE**

To secure Board approval of the time reporting for April 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 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 April 2026 for the President and the Executive Assistant/Liaison to the Board.

**ATTACHMENTS:**

1. April, 2026 Time Reporting

**Lansing Community College  
Time Reporting for April, 2026**

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

**President**

	Vacation Leave	Personal Leave	Sick Leave
February 15 – February 28, 2026	8.0		
March 1 – March 14, 2026	12.0		
March 15 – March 28, 2026	32.0		
<b>Total Hours</b>	<b>52.0</b>	<b>0.0</b>	<b>0.0</b>

**Executive Assistant/Liaison to the Board**

	Vacation Leave	Personal Leave	Sick Leave
February 15 – February 28, 2026			16.0
March 1 – March 14, 2026			
March 15 – March 28, 2026	40.0		
<b>Total Hours</b>	<b>40.0</b>	<b>0.0</b>	<b>16.0</b>

**Lansing Community College – Board of Trustees**  
**April 20, 2026**

**Agenda Item: Cooperative Purchase for Aviation Hand Tools 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 acquire an aviation-focused hand tools system.

**BACKGROUND**

Lansing Community College's (LCC) Aviation Maintenance Technology program must maintain aviation-specific tool systems to support Federal Aviation Administration (FAA) maintenance and training compliance and Airframe and Powerplant (A&P) instructional laboratories. The proposed hand tools system must consist of approximately 140-150 hand tools designed for routine aircraft maintenance, inspection, and servicing tasks. Each system must include essential items such as wrenches, socket sets, precision screwdrivers, pliers, hex and Torx drivers, and specialty measuring tools, all meeting industry standards for durability, accuracy, and safety.

To support students, aviation safety protocols, and instructional effectiveness, each tool set will be housed in a portable, lockable case with custom-fitted organization to ensure tool accountability and prevent Foreign Object Damage (FOD). Standardizing these tool systems across lab stations will improve student training, instructional consistency, enhance operational efficiency, and reduce tool loss.

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 Interlocal Purchasing System (TIPS), which will allow the College to purchase the required aviation-focused hand tools system from Sonic Tools. The TIPS cooperative agreement provides a 45% discount off the list price.

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 \$100,770. 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 acquire the necessary hand tool system for aviation students will greatly impact their training and success in the program.

**OTHER OPTIONS/ALTERNATIVES**

The alternative to using a cooperative agreement would be to solicit bids; however, by using this cooperative agreement, the College will benefit from a 45% discount off the list unit price.

**RECOMMENDATIONS**

The Administration respectfully recommends approving the proposed purchase in the amount of \$100,770 for the aviation-focused hand tools system. If approved, then the one-time purchase will be funded by the General Fund.

**ATTACHMENTS:**

1. Pre-Award Transmittal Document – Cooperative Purchase – Aviation Hand Tools System

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Document:** Cooperative Purchase **Opening Date:** N/A  
**Project Title:** Aviation Hand Tools System **Buyer:** Evelyn Lynn

**1. Statement of Need:**

Lansing Community College (LCC) needs to issue a one-time Purchase Order (PO) for the goods and services required to procure the necessary aviation-focused hand tools system for students enrolled in the Aviation Maintenance Technology Program.

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

Fee Description	Quantity	List Price	Net Price	Extended Price
Basic Aviation Toolset w/ Serialization in GT Case, 145 pieces	55	\$3,275	\$1,801	\$99,055
Shipping and Handling	1	N/A	\$1,715	\$1,715
Purchase Order Total:				\$100,770

**3. Award Recommendation:**

The Administration recommends that the College utilize the competitively bid The Interlocal Purchasing System (TIPS) cooperative agreement awarded to Sonic Tools for the purchase of the hand tools system for the Aviation Maintenance Technology Program. The requested Purchase Order amount is \$100,770. If approved, then the one-time purchase will be funded by the General Fund.

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

**4. Reviewed By:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**5. Board of Trustees Review:**

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

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

\_\_\_\_\_  
Date

**Lansing Community College – Board of Trustees**  
**April 20, 2026**

**Agenda Item: Michigan New Job Training Program - Authorization of a New Job Training Agreement with LG Energy Solution Michigan, Inc.**

**Presented for Action**

**PURPOSE**

To approve a Resolution Authorizing a New Jobs Training Agreement with LG Energy Solution Michigan, Inc.”

**BACKGROUND**

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

The MI New Jobs Training Program is a State legislative program that assists companies in expanding their workforce by offsetting training costs through State withholding diversions.

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

This program is designed as an economic development incentive, which provides flexible funding to meet a variety of training and development needs for employers creating new jobs or expanding operations in Michigan. This agreement with LG Energy Solution Michigan, Inc, not to exceed \$500,000, meets the goal of the MNJTP program.

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

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

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

Amendment No. 3, the Ultium Cell, LLC partnership with LG Energy ended, and the college amended the agreement to change the employer from Ultium Cells, LLC to LG Energy Solution Michigan, Inc. On September 15, 2025, this amendment was brought to the board for approval.

The State of Michigan has now requested that, in its place, a new agreement with LG Energy Solution Michigan, Inc. be authorized and the old Ultium Cells agreement terminated. This new agreement with LG Energy Solution Michigan, Inc, not to exceed \$500,000. A Michigan New Jobs Training Agreement between Lansing Community College and LG Energy Solution Michigan, Inc., will be prepared and filed with the Board Executive Assistant/Liaison to the Board.

## **IMPLICATIONS**

### **Financial:**

The program generates revenue for the College via training delivered to corporate clients, as part of the Michigan New Jobs Training Program. The College will administer training funds for the program. The training is paid for by diverting state withholding taxes generated from wages earned through new jobs back to the College.

### **Strategic Plan:**

This item supports the following areas of strategic focus from the LCC Strategic Plan: Achieve Academic Excellence with Purpose and Equity, Strengthening Community Engagement and Partnerships, and Foster Student Enrollment, Retention, and Completion.

### **Human Resources:**

None

## **RISKS**

None

## **OTHER OPTIONS/ALTERNATIVES**

None

## **RECOMMENDATIONS**

The Administration respectfully requests the approval of the Agreement and authorization to authorize officials of the College to execute and deliver the Agreement, and attend to other matters pertinent thereto.

## **ATTACHMENTS:**

1. Michigan New Jobs Training Agreement – LG Energy Solution Michigan, Inc.
2. Resolution Authorizing New Jobs Training Agreement– LG Energy Solution Michigan, Inc.

## MICHIGAN NEW JOBS TRAINING AGREEMENT

### PART I

1. “College” means Lansing Community College, Ingham County, Michigan. Notices, requests, or other communications directed to the College under this Agreement shall be addressed as follows:

Mr. Lee Gardner  
Dean of Community Education & Workforce Development  
Lansing Community College  
5708 Cornerstone Drive  
Lansing, MI 48917  
[gardnel3@lcc.edu](mailto:gardnel3@lcc.edu)

2. “Employer” means LG Energy Solution Michigan, Inc. The Employer is duly organized as a corporation, and recognized as such under Michigan Law. Notices, requests, or other communications directed to the Employer under this Agreement shall be addressed as follows:

LG Energy Solution Michigan, Inc.  
Amanda Perales, Specialist II, Talent Acquisition  
7111 Davis Highway  
Lansing, MI 48911  
C: (616)594-8804  
E: [amandaa@lgensol.com](mailto:amandaa@lgensol.com)

3. The Employer certifies that the number of jobs on its payroll in Michigan as of the date of the Agreement of Intent, 2/22/2023, was 3, and that the highest number of jobs on its payroll in Michigan in the last 12 months was 810.
4. The Employer agrees that the New Jobs Credit from Withholding paid by the Employer to the College for Program Costs will begin as employees are hired and that no training expenses will be incurred until employees are hired.
5. The effective date of this Agreement shall be May 1, 2026 (the “Effective Date”).
6. The term of this Agreement shall be ten (10) years, expiring on April 30, 2036; provided, that this Agreement shall not terminate and the obligations, representations, warranties, covenants and agreements of the Employer hereunder shall continue until the Program Costs have been paid in full as provided herein.

The provisions of Part II and Part III of this Agreement are hereby approved and incorporated in full by reference.

**NEW JOBS TRAINING AGREEMENT**

**PART II**

**EXHIBIT A**

**Estimated Budget**

1.	Training	\$ 429,782.61
3.	Legal, Contingency, Other	\$ 5,000.00
4.	SUBTOTAL	\$ 434,782.61
5.	Administrative Fee	\$ 65,217.39
	TOTAL	\$ 500,000.00

**Final Costs**

*(To be determined at the conclusion of the agreement)*

1.	Training	\$
2.	Training Equipment	\$
3.	Legal, Contingency, Other	\$
4.	SUBTOTAL	\$
5.	Administrative Fee	\$
	TOTAL	\$

TO BE SIGNED AT THE CONCLUSION OF THE AGREEMENT:

Acknowledged this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Lansing Community College

\_\_\_\_\_  
LG Energy Solution Michigan, Inc.

**EXHIBIT B**

**Tentative Training Program**

- A. Estimated Number of New Jobs **2,172**
- B. Expected date by which new jobs will be filled **May 1, 2029**
- C. Estimated Costs of Training **\$429,782.61**
- D. Expected Beginning Date of Training **June 1, 2026**
- E. Expected Ending Date of Training **April 30, 2036**

**TENTATIVE TRAINING PLAN**

Training Application	Number of trainees	Number of Hours	Number of Sections	Estimated Total Training Cost
Company-wide training	1338	1344	82	429,782.61
<b>TOTAL</b>	<b>1338**</b>	<b>1344***</b>	<b>82</b>	<b>\$429,782.61</b>

\*Exclusive of equipment, legal and administrative fee.

\*\* Represents duplicated head count.

\*\*\*Total estimated hours of training

## EXHIBIT C

### Employer Projections of Sources of Payments of Program Costs

- I. Employer's estimated projections of Gross Wages for employees in New Jobs, New Jobs Credit from Withholding and fees to be paid for Program Costs:

(3 Years Projection\*)

#### LG Lansing Projected Payback Timeline

Year of Project	Projected Cumulative Employees	Average Weekly Pay	Cumulative Annual Pay**	Projected New Jobs Credit from Withheld****
2026-2027	1,227	\$1,105.84	\$70,557,032.00	\$2,764,010.11
2027-2028	2,147	\$1,058.41	\$118,164,924.80	\$4,611,395.55
2028-2029	2,172	\$1,056.08	\$119,277,412.80	\$4,653,895.04
<b>TOTAL</b>	<b>2,172</b>	<b>\$1,056.08</b>	<b>\$307,999,369.60</b>	<b>\$12,029,300.71</b>

\*This chart estimates taxable payroll for three (3) years. According to these projections, funds for the total training costs and administrative fees under the current Agreement will be collected from New Jobs Credit from Withholding within one (1) year. This Agreement may be amended in the future to include additional training programs for new employees.

\*\*The anticipated revenue generated which is listed under "*Cumulative Annual Pay*" is based on a 12-month taxable payroll. Thus, it does not reflect a progressive hiring pattern over the course of the year but rather indicates the accumulated payroll tax revenue based on a full year of employment which will not be the case during year one of this contract agreement. LCC and LG Energy Solution Michigan, Inc. can anticipate a significantly lower accumulation of funds during this period.

\*\*\*\* Tax rate will calculate to less than the State income tax rate of 4.25% because of the number of deductions taken by some employees.

## **NEW JOBS TRAINING AGREEMENT**

### **PART III**

An agreement to provide for:

- The creation of a New Jobs Training Program between the College and the Employer.
- The creation of a Project Fund to be used to pay the costs of the training Program.
- The capture of New Jobs Credit from Withholding from employees in New Jobs.
- The use of New Jobs Credit from Withholding to pay Project Costs.

This New Jobs Training Agreement (the “Agreement”) made and entered into as of the Effective Date, between the College and the Employer, under the following circumstances:

A. Pursuant to the New Jobs Training Programs codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (“Act 331”), the College and the Employer have determined to enter into this Agreement for purposes of establishing a project to educate and train certain persons employed by the Employer in new jobs.

B. The College and the Employer each have full power and authority to authorize, execute and deliver this Agreement.

C. When duly executed and delivered, this Agreement will be a legal, valid and binding obligation of the College and of the Employer enforceable in accordance with its terms.

NOW, THEREFORE, in consideration of the mutual covenants and benefits set forth below, it is agreed by the parties hereto as follows:

### **ARTICLE I**

#### **DEFINITIONS**

Section 1.1 “Act” means the New Jobs Training Programs codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended.

Section 1.2 “New Job” means a full-time job in this state that meets all of the following:

(i) Except as provided in subparagraph (ii) or (iii), is a new, existing, or expanding business of an employer.

(ii) Is not a job of a recalled worker, a replacement job, or any other job that existed in the employer's business within the 1-year period preceding the date of an agreement.

(iii) Is not a job that is part of an employer's business operation located in a municipality in this state, if that job existed in a business operation or a substantially similar business

operation of the employer formerly located in another municipality in this state, the employer moved that business operation or substantially similar business operation to its current location, and the employer closed or substantially reduced that former business operation or substantially similar business operation.

(iv) Results in a net increase in employment in this state for that employer.

(v) The wage paid for the job at the time this Agreement is entered into is at least the county ALICE rate. The "county ALICE rate" means an amount equal to the minimum hourly wage rate necessary to pay the minimal estimate of the total household essentials for a household of 1 adult and 1 child in the county in which a job is primarily performed, based on the most recent household survival budget data provided by United for ALICE at [unitedforalice.org](http://unitedforalice.org).

Section 1.3 "New Jobs Credit from Withholding" means the New Jobs Credit from Withholding, as defined in Section 389.161 of the Act, paid to the College by the Employer pursuant to Article IV.

Section 1.4 "Person" shall include, but not be limited to, individual, corporation, government or governmental subdivision or agency, business trust, estate, trust, limited liability company, partnership or association, or any other legal entity.

Section 1.5 "Program Costs" means all necessary and incidental costs of providing Program Services for the Project and shall include an administrative fee of 15% of the aggregate amount paid under this Agreement. Attached hereto as Part II Exhibit A and incorporated herein by reference is an estimated budget relating to the Project.

Section 1.6 "Program Services" for the Project are as tentatively set forth on Part II Exhibit B attached hereto and incorporated herein by reference.

Section 1.7 "Project" shall consist of this training arrangement to provide Program Services pursuant to this Agreement with respect to employees to be employed by the Employer in New Jobs at the Project Site.

Section 1.8 "Project Fund" means a special fund of the College established for the payment of Program Costs as provided in Section 3.1 and for no other purpose.

Section 1.9 "Project Site" means the Employer's business(es) described in Part II Exhibit E attached hereto and incorporated herein by reference, where the New Jobs will be created.

Section 1.10 "Resolution" means the Resolution or Resolutions authorizing the issuance of New Jobs Training Bonds adopted by the College in connection with the Project.

Section 1.11 "Training" means the Program Services exclusive of administrative fees for the new jobs training program, the College's legal fees.

Other terms used in this Agreement shall have the meanings set forth in the Act.

## ARTICLE II

### PROJECT; PROGRAM SERVICES

Section 2.1. The College agrees to provide the Program Services to the extent of funds available for that purpose in the Project Fund. It is understood and agreed that the Employer and the College will cooperate in the coordination and programming of the specific expenditures and of the Project within the guidelines set out in this Agreement and Part II Exhibits B and C. The College may, in its discretion and in collaboration with the employer, subcontract with other entities or persons to provide all or part of the Training. It is understood and agreed that the Training set forth on Part II Exhibit B is tentative and is subject to change and further development, within the budget for the Project, upon the mutual written agreement of the College, acting through its authorized officer, and the Employer.

Section 2.2 The College and Employer agree that all necessary and incidental costs, including but not limited to Program Costs, Debt Service and related costs, may be paid from proceeds of the Bonds to be issued pursuant to this Agreement or New Jobs Credit from Withholding, to be received or derived from new employment resulting from the Project.

If any equipment is to be procured as part of the Program Services under this Agreement (“Training Equipment”), all of the following apply:

(a) Training Equipment may be procured by either purchase or pursuant to a lease which does not result in or end with the ownership of the property by the leasing party.

Training Equipment acquired by purchase may only be acquired by the College and title to such Training Equipment shall immediately vest with the College. Training Equipment procured by the College, whether by lease or purchase, shall comply with the College’s approved procurement policy and state law.

Training Equipment acquired by lease may be acquired by either the College or the Employer with prior written approval of the College. The term of any such lease shall not be longer than the term of this Agreement.

(b) During the term of this Agreement, Training Equipment shall be used exclusively to provide the Program Services and may not be used by the Employer for any other purpose.

(c) Upon expiration or termination of this Agreement, the College may use or dispose of the Training Equipment acquired by purchase in compliance with the same policies, procedures and practices in effect for similar property of the College.

(d) Any costs for the delivery of the Training Equipment shall be paid as part of Program Costs. Any installation accommodations, such as compressed air, or routine maintenance necessary to keep the Training Equipment in good and working condition, such as fluid refills or changes, replacement of worn tools, parts, or consumables, etc. during the term of this Agreement, shall be the sole responsibility of the Employer.

(e) Only fully qualified, competent, trained and certified (if applicable) personnel providing the Training (“Training Personnel”) may use the Training Equipment to provide Program Services.

(f) Each of the College or the Employer, as applicable, shall contractually or otherwise require Training Personnel to keep a record of each day and time the Training Equipment is used to provide Training and the name of every employee who participated in Training on such day and time. The Employer shall provide these records to the College upon request.

(g) Training Personnel shall manage the Training Equipment in a professional manner and properly instruct any employees in the use of the Training Equipment.

(h) The Employer shall ensure that the Training Equipment is properly operated and maintained in accordance with the manufacturer’s recommendations and that all scheduled maintenance or necessary repairs are carried out promptly by a qualified person so as to keep the Training Equipment in good working order and to maintain all applicable manufacturer’s warranties.

(i) During the term of this Agreement, the Employer shall indemnify, defend and hold College its officials, administrators, employees, agents, contractors, successors and assignees, harmless from and against any and all claims, suits, debts, demands, actions, judgments, liens, costs, expenses, damages, injuries and liabilities, including reasonable attorney’s fees, arising from the ownership or lease, use, storage, procurement, delivery, maintenance, repair, movement or relocation of the Training Equipment, including, without limitation, all claims relating to injury or death of any person or damage to any property.

(j) If Training Equipment will be physically located on the property of the College, then all of the following apply:

- (i) The College shall be responsible for any damage to the Training Equipment other than normal wear and tear.
- (ii) The College shall ensure the Training Equipment is housed in a safe location on its property and shall protect the Training Equipment from all risks, including but not limited to risk of damage or theft.
- (iii) The College and the Employer shall mutually agree on a Training schedule to ensure the Employer has access to the Training Equipment.

(k) If Training Equipment will be physically located on the property of the Employer, then all of the following apply:

- (i) The Employer shall be responsible for any damage to the Training Equipment other than normal wear and tear.
- (ii) The Employer shall ensure the Training Equipment is housed in a safe location on its property and shall protect the Training Equipment from all risks, including but not limited to risk of damage or theft.

- (iii) To the extent the Training Equipment requires internet access, the Employer shall provide a secure internet connection (wired or wireless) for the Training Equipment and the Employer shall be solely responsible for the selection, implementation and maintenance of security procedures, policies and protocols sufficient to protect electronic records and data against improper access, use, loss, alteration or destruction.
- (iv) The Employer shall procure Commercial General Liability Insurance, and maintain such insurance at all times the Training Equipment is on the property of the Employer, that meets all of the following requirements:
  - (1) Limits of liability shall not be less than the commercially reasonable value of the Training Equipment.
  - (2) Commercial General Liability shall include an endorsement stating the following shall be Additional Insureds: the College, its officials, administrators, employees, agents, contractors, successors and assignees. It is understood and agreed by naming the College as additional insured, coverage afforded is considered to be primary and any other insurance the College may have in effect shall be considered secondary and/or excess
  - (3) The policy shall include an endorsement providing that the College shall be provided thirty (30) days' advance written notice of Non-Renewal, Reduction, and/or Material Change of the policy and ten (10) days' advance written notice of cancellation of the policy for non-payment of premium.
  - (4) The Employer shall provide the College a Certificate of Insurance as well as the required endorsements prior to the location of any Training Equipment on the property of the Employer. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished to the College upon request.
- (v) The Employer shall provide the College access to the Training Equipment upon request to allow the College to inspect the Training Equipment and ensure the Employer's compliance with the provisions of this Section 2.2.
- (vi) The Employer shall, at its sole cost, deliver or cause to be delivered the Training Equipment to the College, or to the owner of the Training Equipment if leased, in compliance with any delivery instructions provided by the College's Program Manager upon the earlier of (A) the completion of Training for all eligible and identified positions, (B) ten (10) business days of the expiration or termination of this Agreement, or (C) the day of expiration of the lease of the Training Equipment.

Section 2.3 The College may revise or expand the Training from time to time with the consent of Employer; which shall not be unreasonably withheld, provided that no revision shall be made which would change the Project to purposes other than purposes permitted by the Act.

Section 2.4 Employer certifies that the number of jobs, including formerly existing jobs, on its payroll in Michigan is as set forth in Part I of this Agreement.

Section 2.5 As part of the Program Services, the Employer shall pay to the College an administrative fee of 15% of the aggregate amount paid under this Agreement. The College shall retain that portion of the administrative fee representing 14% of the aggregate amount paid under this Agreement for its administrative expenses and the remaining sum representing 1.0% of the aggregate amount paid under this Agreement shall be paid by the College to the Michigan Community College Association (the "MCCA") to cover certain costs of the MCCA with respect to administration, coordination and reporting requirements for new jobs training agreements, including this Agreement.

### **ARTICLE III**

#### **PROJECT FUND**

Section 3.1 The College shall open a separate depository account or create a separate Project Fund on the books of the College to facilitate the funding of this Agreement. The College shall deposit into the Project Fund: all funds received from the company from the New Jobs Credit withholding; other funds received by the College from the Employer intended as direct payment for the Project. All sums held in the Project Fund shall be used solely and only for payment of costs of the Project.

### **ARTICLE IV**

#### **NEW JOBS CREDIT FROM WITHHOLDING**

Section 4.1 The Employer and the College hereby acknowledge and agree that the costs of the Project are to be paid from New Jobs Credit from Withholding which shall be based on salary and wages paid to employees of the Employer in the New Jobs.

Section 4.2 This Agreement is entered into upon the expectation that, as set forth in Part II Exhibit C, sufficient funds from New Jobs Credit from Withholding will be generated to pay the Program Costs. Part II Exhibit C sets forth the estimated minimum annual amount of New Jobs Credit from Withholding or tuition and fee payments to be paid for Program Costs. Employer's projections of gross wages to be paid to employees in New Jobs covered by this Agreement are set forth in Part II Exhibit C attached hereto.

Section 4.3 Part II Exhibit B sets forth the number of New Jobs to be trained, the expected beginning and ending date of the training to be provided, the length of time each New Job category will be provided training, the estimated costs, the training that will be provided and the expected date by which the number of New Jobs will be filled.

Section 4.4 The Employer shall each month for each employee in a New Job pay the amount required to be deducted and withheld by the Employer under section 703 of the income tax act of 1967, 281 PA 1967, MCL 206.703, to the College in the same manner as the Employer returns and pays withholding payments to the revenue division of the Department of Treasury.

Section 4.5 The Employer agrees to certify to the department of treasury all New Jobs Credit from Withholding paid to the College pursuant to this Agreement and shall provide any other information reasonably requested by the department of treasury.

Section 4.6 The employer agrees to follow the pre-pay/pay-as-you-go model implemented by the college. Any program costs will be pre-approved to ensure eligible funding available through New Jobs Credit from Withholding. The training/equipment will be provided only as withholding funds are available or when the company pre-pays.

There are two ways employers can provision training under this format.

1. If adequate funds are available through diverted funds through the college, the employer may invoice the college for pre-approved completed training under the program. All required documentation must be provided with the request for payment.
2. If adequate funds to cover the cost of training have not yet been diverted to the college, the employer may directly pay for the cost of the training upfront and submit an invoice to the college for reimbursement of the pre-approved completed training. All required documentation must be provided with the request for payment. The employer will receive payment once adequate funds are available.

The Employer agrees that the minimum amount of New Jobs Credit from Withholding paid to the College for Program Costs in any calendar quarter during the term of this Agreement shall not be less than \$1,500. If the amount received by the College from New Jobs Credit from Withholding is insufficient to pay Program Costs pre-paid by the employer, the Employer is then responsible for any outstanding training costs, including, but not limited to, expenses and attorneys' fees incurred pursuant to and in connection with the enforcement of this Agreement.

After payment of the Obligations in full, the College shall account to the Employer for any surplus. The Employer shall remain liable to the College for any deficiency.

Section 4.7 Upon receipt of New Jobs Credit from Withholding and other funds received pursuant to this Article, if any, the College shall deposit said funds into a special fund designated as the Project Receipt Fund and used exclusively for the purposes of reimbursing the College for Program Costs.

Section 4.8 The College agrees to certify to the department of treasury, at the end of each calendar quarter, the amount of New Jobs Credit from Withholding that the Employer has remitted to the College in said quarter. In addition, the College agrees to satisfy all reporting requirements to the department of treasury as set forth in the Act.

## **ARTICLE V**

### **COVENANTS, REPRESENTATIONS AND WARRANTIES**

Section 5.1 Representations of the College. The College represents that (i) it is a community college duly organized and validly existing under the Act, (ii) it has full power and authority pursuant to the Act to enter into this Agreement, and to execute, deliver and perform its obligations under this

Agreement, and (iii) it has full power and authority pursuant to the Act to carry out and consummate all actions required to be taken by it in connection with the activities contemplated in this Agreement.

Section 5.2 Representations, Warranties and Covenants of Employer. Employer represents, warrants and covenants that:

(a) The Employer is duly organized and validly existing under the laws of the State of Michigan and is duly qualified, authorized and licensed to do business in the State of Michigan.

(b) The Employer it has full power and authority to enter into the Agreement.

(c) The Employer has duly authorized, by all necessary action, the execution, delivery and due performance of the Agreement

(d) There is no action, suit, proceeding, inquiry or investigation, before any court or before or by any public board or body pending, to the knowledge and information of the Employer which is threatened against or affecting the Employer and to the best of the knowledge and information of the undersigned any basis therefor wherein an unfavorable decision, ruling, or finding would adversely affect the activities contemplated by or the validity of the Agreement.

(e) There is no litigation or proceeding pending, or to the knowledge of Employer threatened, against the Employer or any other person affecting in any manner whatsoever the right of the Employer to execute the Agreement or to otherwise comply with its obligations under the Agreement.

(f) Each of the jobs covered by this Agreement is a New Job as that term is defined in the Act and each of the employees to be trained under this Agreement will be employed directly by the Employer.

(g) The Employer's projections of the annual gross wages to be paid by the Employer to employees in the New Jobs covered by this Agreement are accurately depicted on Part II Exhibit C.

(h) The Project Site and the Employer's operations at the Project Site will be in compliance with all applicable federal, state and local environmental statutes, laws and regulations. The Employer will not conduct its operations at the Project Site, or elsewhere, in such a manner as to allow any federal, state or other governmental liens or encumbrances, to enforce the payment or contribution for environmental damage, injury or cleanup, to be placed on the Project Site.

(i) Employer knowingly assumes the obligation under this Agreement in the event the sources of payment described in Section 4.6 are not sufficient to satisfy the Program Costs in full.

(j) Employer will provide equal opportunity for all persons and will prohibit 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, pregnancy, pregnancy-related conditions, 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 Employer.

(k) Employer is currently in compliance with all applicable provisions of the Americans with Disabilities Act and agrees to remain in compliance with said act for the duration of this Agreement.

## **ARTICLE VI**

### **EVENTS OF DEFAULT**

Section 6.1 Events of Default. Each of the following shall be an "event of default":

(a) The Employer shall fail to pay, advance or deposit any amount required to be made by the Employer on or prior to the date on which such payment, advancement or deposit is due and payable and continuing for more than five (5) business days thereafter.

(b) The Employer shall fail to observe and perform any representation, term or condition contained in this Agreement, if such failure continues for a period of twenty (20) days after notice of such failure is given to the Employer by the College, or for such longer period as the College may agree to in writing; provided, that if the failure is other than the payment of money and is of such nature that it cannot be corrected within the applicable period, such failure shall not constitute an event of default so long as the Employer institutes a curative action plan approved by the College within the applicable period and diligently pursues such action plan to completion and cures such default within 60 days thereafter.

(c) The Employer, any guarantor of the obligations of the Employer to the College pursuant to this Agreement, a Person controlled by the Employer or Person in control of the Employer shall: (i) admit in writing its inability to pay its debts generally as they become due; (ii) have an order for relief entered in any case commenced by or against it under the federal bankruptcy laws, as now or hereafter in effect; (iii) commence a proceeding under any other federal or state bankruptcy, insolvency, reorganization or other similar law, or have such a proceeding commenced against it and either have an order of insolvency or reorganization entered against it or have the proceeding remain undismissed and unstayed for ninety (90) days; (iv) make an assignment for the benefit of creditors; or (v) have a receiver or trustee appointed for it or for the whole or any substantial part of its property.

(d) The Employer shall close or announce that it is closing its operations at the Project Site (unless such operations will be transferred to another facility in the State of Michigan and as a result the College will be entitled to receive the revenue from the sources set forth in Section 4.6 or receives assurance satisfactory to the College of the receipt by the College of payments to satisfy the obligations of the Employer).

(e) The College determines from time to time that, for any reason, including but not limited to a work force reduction at the Project Site, sufficient realized or projected revenue from New Jobs Credit from Withholding will not be generated by the Project to enable the College to satisfy the Obligations.

(f) Any representation or warranty made by the Employer herein or any statement in any report, certificate, financial statement or other instrument furnished in connection with this Agreement shall at any time prove to have been false or misleading in any material respect when made or given.

(g) The Employer acts in a manner contrary to any, provision of this Agreement or fails to act in a manner required by any provision of this Agreement and the College determines as a result of such act or failure to act that (1) there are not or will not be sufficient funds generated by the Project to enable the College to satisfy the costs of the Project and/or (2) that the security interest granted to the College pursuant to this Agreement is not perfected or that the College's relative priority as a secured party has changed to the detriment of the College without its written consent.

(h) Any guarantor of the obligations of the Employer under this Agreement shall no longer own or control the Employer, such guarantor shall be dissolved, merged or consolidated or such guarantor shall notify the College that it rejects or disavows the guarantor's obligations to the College.

(i) If for any reason Training for employees in New Jobs lapses, pauses, ceases or is not provided for a period of ninety (90) consecutive days.

The exercise of remedies upon the occurrence of any event of default under subsection (c) above shall be subject to any applicable limitations of federal bankruptcy law affecting or precluding such exercise during the pendency of or immediately following any bankruptcy, liquidation or reorganization.

Section 6.2 In the event of default by the Employer, the College may, without notice to Employer, withhold, suspend, or terminate the Training and the Program Services, and apply all or a part of any remaining funds budgeted for Training to the satisfaction of the Obligations. In addition, the College may take whatever other action at law or in equity may appear necessary or desirable to collect the payments and other amounts then due and thereafter to become due, or to enforce performance and observance of any other obligation or agreement of the Employer under this Agreement. Notwithstanding the foregoing, the College shall not be obligated to take any step which in its opinion will or might cause it to expend time or money or otherwise incur liability unless and until a satisfactory indemnity bond has been furnished to the College at no cost or expense to the College.

Section 6.3 Immediately upon the occurrence of an event of default, there shall be due from the Employer to the College such amount as will enable the College to presently satisfy the unpaid amount of the Obligations. No demand or notice of the amount due immediately upon the occurrence of an event of default is or shall be required to fix the liability of Employer or the amount due from Employer. The amount due hereunder from the Employer shall be a debt of Employer to the College and the College may set off against the amount due from the Employer any debt or debts of the College to Employer.

Section 6.4 No remedy conferred upon or reserved to the College by this Agreement is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any default

shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the College to exercise any remedy reserved to it in this Article, it shall not be necessary to give any notice, other than such notice as may be expressly required herein, nor shall it be necessary to make any declaration of an event of default other than such declaration as may be expressly required herein.

Section 6.5 In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to be a waiver of any other breach hereunder.

## **ARTICLE VII**

### **MISCELLANEOUS**

Section 7.1 This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument

Section 7.2 If any Section or provision of this Agreement shall be found invalid, that Section or provision shall be severable and the balance of the Agreement shall remain in full force and effect.

Section 7.3 This Agreement shall be governed under the laws of the State of Michigan.

Section 7.4 Amendments to this Agreement shall not be effective unless approved in writing by both parties.

Section 7.5 All notices, requests, or other communications under this Agreement shall be in writing and deemed given when delivered personally, upon the next business day if deposited with a nationally recognized overnight delivery service, or upon the third following business day, if deposited in the United States Mail with postage prepaid and sent by certified mail, return receipt requested, addressed as set forth in Part I of this Agreement.

Employer and the College may, by notice given hereunder, designate any further or different addresses or persons to which subsequent notices, requests or other communications shall be sent.

Section 7.6 This Agreement shall inure to the benefit of and shall be binding in accordance with its terms upon the College, the Employer and their respective permitted successors and assigns provided that this Agreement may not be assigned by Employer without the prior written consent of the College.

Section 7.7 This Agreement, including Part II Exhibits, constitutes the entire agreement between the College and the Employer with respect to the subject matter hereof and as such supersedes all previous negotiations, commitments and understandings. Captions and the alignment of the Agreement are for convenience only and shall not be construed to modify the rights or obligations of the parties.

Section 7.8. This Agreement consists of Part I, Part II and Part III and includes all attachments, appendices and exhibits thereto all of which are hereby approved and incorporated in full by reference.

Section 7.9. The Employer and the College consent to the representation of the College by Miller, Canfield, Paddock and Stone, P.L.C., as counsel with respect to the Agreement, notwithstanding Miller Canfield's periodic representation of the Employer in unrelated matters.

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

**LANSING COMMUNITY COLLEGE**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**LG ENERGY SOLUTION MICHIGAN, INC.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**LANSING COMMUNITY COLLEGE  
STATE OF MICHIGAN**

**RESOLUTION AUTHORIZING NEW JOBS TRAINING AGREEMENT  
(LG ENERGY SOLUTION MICHIGAN, INC.)**

A regular meeting of the Board of Trustees of the Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College District, the 20th day of April, 2026, at 6:00 o'clock p.m., Eastern Standard Time.

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

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

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

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

WHEREAS, a Michigan New Jobs Training Agreement in the amount of \$500,000 between the College and LG Energy Solution Michigan, Inc. (the "Employer"), has been prepared and is on file with the Secretary of the Board of Trustees (the "Agreement"); and

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

NOW, THEREFORE BE IT RESOLVED THAT:

1. Approval of New Jobs Training Agreement. The Agreement is hereby approved in substantially the form on file with the College and the Chief Financial Officer is hereby authorized to execute and deliver the Agreement to the Employer, with such changes as may be necessary or convenient to finalize the Agreement, provided such changes are not detrimental to the College. The Agreement is hereby incorporated in full by reference and made a part of this resolution.
2. Filing. The Chief Financial Officer and other administrators of the College are hereby authorized and directed to file a copy of the Agreement with the Department of Treasury promptly after its execution.

3. Repealer. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are hereby rescinded.

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

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

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

RESOLUTION DECLARED ADOPTED.

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

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Lansing Community College, State of Michigan at a regular meeting held on April 20, 2026, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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

# **Trustee Generated Idea**

**Lansing Community College - Board of Trustees**  
**April 20, 2026**

**Agenda Item: Laptop Lending Program Expansion Update**

**Presented for Information**

**PURPOSE**

To provide a progress update regarding the Board of Trustees approved expansion of the Laptop Lending program for West Campus and the TRIO program.

**BACKGROUND**

During the January 26, 2026, Board of Trustees meeting, the board approved \$200,000 to expand the Laptop Lending program at West Campus from 100 laptops to 200 laptops and to purchase 25 laptops for the new TRIO program. The following document provides an update on the cost and timeline for the expansion.

**IMPLICATIONS**

**Financial:**

The laptops and supplies will be purchased through the \$200,000 Board of Trustees designated fund.

**Strategic Plan:**

These purchases align with Goal 1: Achieving Academic Excellence with Purpose and Equity and Strategy 3: Proactive Barrier Removal.

**Human Resources:**

Staffing for the program will be addressed in FY 27 prior to the start of the fall semester.

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

N/A

**ATTACHMENTS:**

1. Laptop Lending program expansion update

**TGI-Lending Laptop Project Update**

**April 20, 2026**

<b>Item</b>	<b>Action</b>	<b>Proposed Completion Date</b>	<b>Status</b>
1.	Purchase of 25 laptops for TRiO program	March 2026	Complete
2.	Purchase of 100 laptops for West Campus	July 2026	Not started yet
3.	Hire staff for West Campus	August 2026	Not started yet

**Lansing Community College - Board of Trustees**  
**April 20, 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  
 April 20, 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 Video Intercoms.	Signage is installed with each Video Intercom. As of April 8, 11 of 17 Video Intercoms (VI) have been installed.
4	Upgrade existing building Call Boxes to Video Intercoms.	As of April 8, 11 of 17 Video Intercoms (VI) have been installed. Final 7 VI's to be installed by April 30.
5	Add Video Intercoms to each Gannon Ramp lobby at elevator and stair locations.	Completed
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**  
**April 20, 2026**

**Agenda Item: Monthly Financial Statements**

**Presented for Information**

**PURPOSE**

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

**BACKGROUND**

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

The attached financial statements reflect the College's year-to-date financial position as of the month ending March 31, 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 7.3 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 the remaining tuition earned during FY2026 for the Summer 2025 semester, tuition and fees earned for the Fall 2025 semester, tuition and fees earned to date for the Spring 2026 semester, and fees earned to date for the Summer 2026 semester.

**Exhibit A, Line 4 – Other Revenues:** Other Revenues are 7.0 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 5.8 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 7.6 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* due a timing difference in K-12 Operations. This is partially offset by increased expenses in *Travel, Training, & Conferences*.
- **Exhibit B, Line 4** – *Arts & Sciences* is 5.4 percentage points ahead of the prior year's pace of expenses. This is primarily due to fewer vacancies in *Full-Time Faculty* along with the related *Employee Benefits*, and increased expenses in *Part-Time Faculty* and related *Employee Benefits* due to increased enrollment.
- **Exhibit B, Line 5** – *Board of Trustees* is 16.1 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. This is partially offset by decreased expenses in *Supplies & Non-Capital Equipment*.
- **Exhibit B, Line 7** – *Community Education & Workforce Development* is 9.0 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Administrator* and reduced usage of *Part-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 10.1 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 7.4 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, decreased expenses in *Part-Time Professional Technical* due to a reduction in temporary specialized service employees, 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, and increased expenses in *Supplies & Non-Capital Equipment* related to increased enrollment.
- **Exhibit B, Line 11** – *Human Resources* is 9.7 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Support* and *Part-Time Professional Technical* and related *Employee Benefits*, decreased expenses in *Purchased Services* in the areas of temporary agency services and advertising, and the timing of events in *Travel, Training & Conferences*. This is

partially offset by fewer vacancies in *Full-Time Administrator* and related *Employee Benefits*.

- **Exhibit B, Line 13** – *Office of Empowerment* is 20.6 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*, *Purchased Services* for temporary agency services used to supplement a vacancy in *Full-Time Support*, and *Travel, Training & Conferences*.

**Exhibit A, Line 5 – Salaries & Wages:** Overall the *Salaries & Wages* are 1.8 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 19.2 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Community Education & Workforce Development*, 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 21**—*Part-Time Faculty* is 6.3 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased expenses in *Arts & Sciences* due to increased enrollment and in *Student Affairs* for testing services.
- **Exhibit B, Line 23** – *Part-Time Support* is 18.4 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 *Arts & Sciences* for office support, in *Information Technology Services* for technical support, and in *Student Affairs* for testing services.
- **Exhibit B, Line 24** – *Student* is 29.7 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased expenses in *Academic Affairs* for the Learning Commons, in the *Office of Empowerment*, in *Student Affairs* for Advising and Special Populations, and in *Technical Careers* for Aviation, Manufacturing Engineering Technology and Electrical Technology. Total student employment has increased over FY2025 by \$175,000.

**Exhibit A, Line 8 – Services and Supplies:** Overall the *Services & Supplies* are 2.6 percentage points ahead of the prior year's pace of expenses. The individual account variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 27** – *Institutional Expenses* are 14.0 percentage points behind the prior year's pace of expenses. This is primarily due to decreased phone and print/copy expenses across most divisions. This is partially offset by increased expenses for property and liability insurance in *Business Operations*.
- **Exhibit B, Line 28** – *Utilities* are 16.4 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 33.4 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 6.5 percentage points behind the prior year’s pace of expenses. This is primarily due to decreased building rental expenses with the College no longer operating at Howell and Lansing Capital Regional Airport.
- **Exhibit B, Line 32** – *Repair & Maintenance* is 14.4 percentage points ahead of the prior year’s pace of expenses. This is primarily due to increased building repairs in *Administrative Services*, which is slightly offset by decreased equipment service contracts in *Information Technology Services*.
- **Exhibit B, Line 33** – *Supplies & Non-Capital Equipment* are 8.4 percentage points ahead of the prior year’s pace of expenses. This is primarily due to increased expenses in *Administrative Services* for replacement of obsolete furniture, *Information Technology Services* for replacement of technology-related equipment, and *Health & Human Services* and *Technical Careers* due to increased enrollment. These are offset by reduced spending on software licenses in *Information Technology Services*.
- **Exhibit B, Line 34** – *Travel, Training & Conferences* are 5.9 percentage points behind the prior year’s pace of expenses. This is primarily due to budget adjustments made in FY2026 to better align spending trends.

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

This statement provides the collegewide financial position as of March 31, 2026, compared to March 31, 2025.

**Current Assets:**

- **Exhibit C, Line 1** – *Cash & Cash Equivalents* increased by \$4.1 million due to the timing of month-end payroll and payables payments compared to the prior year.
- **Exhibit C, Line 2** – *Short-Term Investments* decreased by \$11.5 million due to moving funds into long-term investments and the timing of funding operations compared to the prior year.
- **Exhibit C, Line 3** – *Property Taxes Receivable, Net of Est Uncollectible* decreased \$0.7 million due to timing of payments received from the taxing entities compared to the prior year.
- **Exhibit C, Line 5** – *Federal & State Grants Receivable* increased by \$2.4 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 \$1.9 million due to increased enrollment and billable hours.
- **Exhibit C, Line 7** – *Prepaid Expenses* increased by \$0.2 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 Employee's 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 Employee's Retirement System (MPERS). The amounts recorded are based on the required payments to the plan for pension and other post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board. This is only recorded at year-end.

#### **Current Liabilities:**

- **Exhibit C, Line 15** – *Accrued Payroll & Other Compensation* increased \$0.7 million due to the timing of payments compared to the prior year.
- **Exhibit C, Line 18** – *Unearned Revenue* increased \$1.4 million due to higher enrollment in Spring and Summer semesters and higher property tax levies 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 Employee’s 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 Employee’s Retirement System (MPERS). The amounts recorded are based on the required payments to the plan for pension and other post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board. This is only recorded at year-end.

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

This statement provides a summary of the College’s current investment accounts including the current yield rate and interest income earned through March 31, 2026. The interest income for FY2026 will be less than FY2025 as a result of the Federal Reserve’s interest rate reductions during FY2026.

**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 March 31, 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, and the estimated completion date is May 2026.
- *West Campus Cyber Security Center* – The Board approved this capital project in October 2023. The project has been completed.
- *Police Department Office* – The Board approved this capital project in October 2023. Construction is underway and the project is expected to be completed by October 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 currently out for bid.

## **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 increased enrollment generating higher Student Support Fee revenue.

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 March 31, 2026, there were approximately \$3.5 million in outstanding commitments.

### **IMPLICATIONS**

#### **Financial:**

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

#### **Strategic Plan:**

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

#### **Human Resources:**

There are no human resources implications.

### **RISKS**

Due to the current economic environment, including inflation, 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 March 31, 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. External Community Sponsorships (Exhibit G)
  - h. Board of Trustees Expenses (Exhibit H)
  - i. Revenue and Expense Account Information (Attachment 1)
  - j. Asset, Liability and Net Position Account Information (Attachment 2)
  - k. Organization to Division Crosswalk (Attachment 3)
  - l. Glossary (Attachment 4)

**Lansing Community College**  
**General Fund**  
**Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual**  
**Month Ending March 31, 2026 Financial Review**  
**(75% of Fiscal Year)**

LINE REF #	Operating Statement Line Item	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 03/31/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 03/31/25	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	\$ 30,773,539	\$ 9,835,461	75.8%	\$ 40,359,928	\$ 29,601,127	73.3%	2.4
2	Property Taxes, Net of Estimated Uncollectible	\$ 58,347,000	\$ 42,865,642	\$ 15,481,358	73.5%	\$ 54,633,090	\$ 41,554,890	76.1%	(2.6)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 40,828,000	\$ 35,935,185	\$ 4,892,815	88.0%	\$ 41,285,342	\$ 33,323,843	80.7%	7.3
4	Other Revenues	\$ 5,614,000	\$ 3,983,916	\$ 1,630,084	71.0%	\$ 6,966,063	\$ 4,453,204	63.9%	7.0
	<b>Total Revenues</b>	<b>\$ 145,398,000</b>	<b>\$ 113,558,283</b>	<b>\$ 31,839,717</b>	<b>78.1%</b>	<b>\$ 143,244,423</b>	<b>\$ 108,933,064</b>	<b>76.0%</b>	<b>2.1</b>
	<b><u>Salary &amp; Benefit Expenses</u></b>								
5	Salaries & Wages	\$ 66,808,600	\$ 50,152,945	\$ 16,655,655	75.1%	\$ 65,890,989	\$ 48,281,772	73.3%	1.8
6	Employee Benefits	\$ 31,728,300	\$ 22,581,731	\$ 9,146,569	71.2%	\$ 30,421,885	\$ 22,782,838	74.9%	(3.7)
7	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
	<b>Total Salary &amp; Benefit Expenses</b>	<b>\$ 98,536,900</b>	<b>\$ 72,734,676</b>	<b>\$ 25,802,224</b>	<b>73.8%</b>	<b>\$ 96,978,403</b>	<b>\$ 71,064,610</b>	<b>73.3%</b>	<b>0.5</b>
	<b><u>Other Operating Expenses</u></b>								
8	Services & Supplies	\$ 26,135,100	\$ 20,915,998	\$ 5,219,102	80.0%	\$ 26,212,898	\$ 20,293,221	77.4%	2.6
	<b>Total Operating Expenses</b>	<b>\$ 124,672,000</b>	<b>\$ 93,650,674</b>	<b>\$ 31,021,326</b>	<b>75.1%</b>	<b>\$ 123,191,301</b>	<b>\$ 91,357,831</b>	<b>74.2%</b>	<b>1.0</b>
	<b><u>Student Financial Support Expenses</u></b>								
9	Institutional Scholarships	\$ 2,790,000	\$ 2,439,146	\$ 350,854	87.4%	\$ 2,412,348	\$ 2,043,106	84.7%	2.7
	<b>Total Expenses</b>	<b>\$ 127,462,000</b>	<b>\$ 96,089,821</b>	<b>\$ 31,372,179</b>	<b>75.4%</b>	<b>\$ 125,603,649</b>	<b>\$ 93,400,937</b>	<b>74.4%</b>	<b>1.0</b>
	<b><u>Transfers (In)/Out</u></b>								
10	Grant Match & Other, Net	\$ 925,000	\$ 478,407	\$ 446,593	51.7%	\$ 915,960	\$ 536,646	58.6%	(6.9)
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	\$ 208,144	\$ (1,144)	100.6%	\$ 210,817	\$ 188,839	89.6%	11.0
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)	\$ (198,342)	78.0%	(78.0)
	<b>Total Transfers</b>	<b>\$ 16,482,000</b>	<b>\$ 16,811,552</b>	<b>\$ (329,552)</b>	<b>102.0%</b>	<b>\$ 15,872,459</b>	<b>\$ 15,527,143</b>	<b>97.8%</b>	<b>4.2</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>\$ 113,558,283</b>	<b>\$ 31,839,717</b>	<b>78.1%</b>	<b>\$ 143,244,423</b>	<b>\$ 108,933,064</b>	<b>76.0%</b>	<b>2.1</b>
	<b>Total Expenses and Transfers</b>	<b>\$ 145,398,000</b>	<b>\$ 112,901,372</b>	<b>\$ 32,496,628</b>	<b>77.6%</b>	<b>\$ 141,476,108</b>	<b>\$ 108,928,080</b>	<b>77.0%</b>	<b>0.7</b>
	<b>Net Change in Unrestricted Fund Balance</b>	<b>\$ -</b>	<b>\$ 656,911</b>	<b>\$ (656,911)</b>		<b>\$ 1,768,315</b>	<b>\$ 4,984</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>\$ 34,692,636</b>	<b>\$ 656,911</b>		<b>\$ 34,035,725</b>	<b>\$ 32,272,394</b>		

**Lansing Community College**  
**General Fund**  
**Operating Expenses: Adopted Budget and Actual Expenses**  
**Month Ending March 31, 2026 Financial Review**  
**(75% of Fiscal Year)**

LINE REF #	Operating Division/Account	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 03/31/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 03/31/25	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	\$ 7,209,115	\$ 1,947,085	78.7%	\$ 9,143,217	\$ 6,995,510	76.5%	2.2
2	Administrative Services	\$ 15,406,300	\$ 12,418,311	\$ 2,987,989	80.6%	\$ 15,041,368	\$ 11,250,765	74.8%	5.8
3	Advancement & External Affairs	\$ 1,589,900	\$ 1,039,157	\$ 550,743	65.4%	\$ 1,349,594	\$ 984,983	73.0%	(7.6)
4	Arts & Sciences	\$ 24,772,600	\$ 18,968,052	\$ 5,804,548	76.6%	\$ 25,623,858	\$ 18,224,752	71.1%	5.4
5	Board of Trustees	\$ 395,300	\$ 271,058	\$ 124,242	68.6%	\$ 300,975	\$ 254,826	84.7%	(16.1)
6	Business Operations	\$ 5,368,700	\$ 4,367,819	\$ 1,000,881	81.4%	\$ 4,816,382	\$ 3,703,679	76.9%	4.5
7	Community Education & Workforce Dvlpmt	\$ 4,265,600	\$ 2,752,201	\$ 1,513,399	64.5%	\$ 4,076,470	\$ 2,996,956	73.5%	(9.0)
8	Executive Office	\$ 2,083,600	\$ 1,347,067	\$ 736,533	64.7%	\$ 1,908,741	\$ 1,426,919	74.8%	(10.1)
9	Financial Services	\$ 6,605,600	\$ 5,021,280	\$ 1,584,320	76.0%	\$ 6,494,764	\$ 4,936,035	76.0%	0.0
10	Health & Human Services	\$ 11,316,400	\$ 7,529,957	\$ 3,786,443	66.5%	\$ 10,444,009	\$ 7,719,289	73.9%	(7.4)
11	Human Resources	\$ 2,390,200	\$ 1,616,179	\$ 774,021	67.6%	\$ 2,133,235	\$ 1,649,059	77.3%	(9.7)
12	Information Technology Services	\$ 15,566,700	\$ 12,222,909	\$ 3,343,791	78.5%	\$ 15,232,122	\$ 12,122,261	79.6%	(1.1)
13	Office of Empowerment	\$ 1,400,200	\$ 674,684	\$ 725,516	48.2%	\$ 1,187,127	\$ 816,481	68.8%	(20.6)
14	Student Affairs	\$ 12,213,600	\$ 9,332,225	\$ 2,881,375	76.4%	\$ 12,903,532	\$ 9,498,787	73.6%	2.8
15	Technical Careers	\$ 12,141,100	\$ 8,880,661	\$ 3,260,439	73.1%	\$ 11,870,378	\$ 8,777,529	73.9%	(0.8)
16	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	100.0%	-
<b>Total all Divisions</b>		<b>\$ 124,672,000</b>	<b>\$ 93,650,674</b>	<b>\$ 31,021,326</b>	<b>75.1%</b>	<b>\$ 123,191,301</b>	<b>\$ 91,357,831</b>	<b>74.2%</b>	<b>1.0</b>
<b><u>Operating Expenses - Account</u></b>									
17	Full-Time Administrator	\$ 12,274,200	\$ 9,499,495	\$ 2,774,705	77.4%	\$ 12,470,839	\$ 9,313,579	74.7%	2.7
18	Full-Time Professional Technical	\$ 14,075,600	\$ 10,635,039	\$ 3,440,561	75.6%	\$ 13,352,776	\$ 9,816,649	73.5%	2.0
19	Part-Time Professional Technical	\$ 784,800	\$ 461,536	\$ 323,264	58.8%	\$ 679,745	\$ 530,085	78.0%	(19.2)
20	Full-Time Faculty	\$ 17,449,300	\$ 12,841,051	\$ 4,608,249	73.6%	\$ 18,090,857	\$ 12,920,533	71.4%	2.2
21	Part-Time Faculty	\$ 9,499,500	\$ 7,412,217	\$ 2,087,283	78.0%	\$ 9,567,023	\$ 6,866,960	71.8%	6.3
22	Full-Time Support	\$ 10,224,100	\$ 7,615,686	\$ 2,608,414	74.5%	\$ 9,553,749	\$ 7,269,063	76.1%	(1.6)
23	Part-Time Support	\$ 1,813,600	\$ 1,033,354	\$ 780,246	57.0%	\$ 1,417,608	\$ 1,068,315	75.4%	(18.4)
24	Student	\$ 687,500	\$ 654,566	\$ 32,934	95.2%	\$ 758,391	\$ 496,588	65.5%	29.7
Total Salaries & Wages		\$ 66,808,600	\$ 50,152,945	\$ 16,655,655	75.1%	\$ 65,890,989	\$ 48,281,772	73.3%	1.8
25	Employee Benefits	\$ 31,728,300	\$ 22,581,731	\$ 9,146,569	71.2%	\$ 30,421,885	\$ 22,782,838	74.9%	(3.7)
26	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
27	Institutional Expenses	\$ 2,070,300	\$ 1,577,655	\$ 492,645	76.2%	\$ 1,796,245	\$ 1,619,693	90.2%	(14.0)
28	Utilities	\$ 3,479,200	\$ 3,285,379	\$ 193,821	94.4%	\$ 3,902,722	\$ 3,043,920	78.0%	16.4
29	Professional Services	\$ 1,256,800	\$ 480,898	\$ 775,902	38.3%	\$ 865,413	\$ 620,179	71.7%	(33.4)
30	Purchased Services	\$ 4,941,800	\$ 3,466,513	\$ 1,475,287	70.1%	\$ 5,026,556	\$ 3,658,467	72.8%	(2.6)
31	Rental Expense	\$ 666,100	\$ 422,341	\$ 243,759	63.4%	\$ 909,503	\$ 636,018	69.9%	(6.5)
32	Repair & Maintenance	\$ 2,077,400	\$ 1,724,392	\$ 353,008	83.0%	\$ 2,033,070	\$ 1,394,920	68.6%	14.4
33	Supplies & Non-Capital Equipment	\$ 9,728,200	\$ 8,747,575	\$ 980,625	89.9%	\$ 10,073,014	\$ 8,209,461	81.5%	8.4
34	Travel, Training & Conferences	\$ 1,915,300	\$ 1,211,244	\$ 704,056	63.2%	\$ 1,606,375	\$ 1,110,563	69.1%	(5.9)
Total Services & Supplies		\$ 26,135,100	\$ 20,915,998	\$ 5,219,102	80.0%	\$ 26,212,898	\$ 20,293,221	77.4%	2.6
<b>Total All Accounts</b>		<b>\$ 124,672,000</b>	<b>\$ 93,650,674</b>	<b>\$ 31,021,326</b>	<b>75.1%</b>	<b>\$ 123,191,301</b>	<b>\$ 91,357,831</b>	<b>74.2%</b>	<b>1.0</b>

**Lansing Community College**  
**Statement of Net Position**  
**Month Ending March 31, 2026**

Line Ref #	Statement Line Item	Current Fiscal Year 2026	Prior Fiscal Year 2025
	<b>Current Assets:</b>		
1	Cash & Cash Equivalents	\$ 22,303,219	\$ 18,234,350
2	Short-Term Investments	\$ 66,729,054	\$ 78,215,191
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 4,095,900	\$ 4,828,421
4	State Appropriations Receivable	\$ 16,882,340	\$ 16,596,530
5	Federal & State Grants Receivable	\$ 3,958,366	\$ 1,556,449
6	Accounts Receivable, Net of Est Uncollectible	\$ 5,580,277	\$ 3,701,372
7	Prepaid Expenses	\$ 2,334,017	\$ 2,176,661
8	Due from Component Unit - LCC Foundation	\$ 268,979	\$ 199,356
	<b>Total Current Assets</b>	<b>\$ 122,152,151</b>	<b>\$ 125,508,330</b>
	<b>Non-Current Assets:</b>		
9	Long-Term Investments	\$ 5,021,680	\$ -
10	Capital Assets, Net of Accumulated Depreciation	\$ 223,423,515	\$ 224,488,161
11	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	<b>Total Noncurrent Assets</b>	<b>\$ 247,396,459</b>	<b>\$ 227,037,634</b>
	<b>Total Assets</b>	<b>\$ 369,548,611</b>	<b>\$ 352,545,964</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	\$ 1,647,519	\$ 1,666,684
15	Accrued Interest Payable	\$ 1,172,828	\$ 1,250,387
16	Accrued Payroll & Other Compensation	\$ 6,726,860	\$ 6,027,520
17	Current Compensated Absences Obligations	\$ 3,852,762	\$ 3,842,292
18	Unearned Revenue	\$ 32,054,808	\$ 30,625,040
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>\$ 52,885,172</b>	<b>\$ 50,660,831</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>\$ 243,402,208</b>	<b>\$ 282,424,669</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	\$ 138,336,687	\$ 134,260,624
	Restricted:		
	Restricted Fund Activities	\$ 2,281,308	\$ 3,060,232
	Capital Projects	\$ 1,362,990	\$ 3,593,200
	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Unrestricted	\$ (66,807,498)	\$ (80,294,386)
	<b>Total Net Position</b>	<b>\$ 94,124,752</b>	<b>\$ 63,169,143</b>

**Lansing Community College**  
Schedule of Investments  
Month Ending March 31, 2026

Short Term (< one year)

Account	Market Value	Yield	FY2026 YTD Income
CDARs First National Bank of Michigan	\$ 18,563,461	3.69%	\$ 507,650
ICS First National Bank of Michigan	\$ 6,318,126	2.25%	\$ 122,977
PNC Money Market Account	\$ 15,492,813	3.63%	\$ 471,790
Michigan Liquid Asset Fund Investments	\$ 26,354,655	3.76%	\$ 665,702
<b>Total Short Term Investments</b>	<b>\$ 66,729,054</b>		<b>\$ 1,768,119</b>

Long Term (> one year)

Account	Market Value	Yield	FY2026 YTD Income
Treasury Note JPMorgan Securities	\$ 5,021,680	3.87%	\$ 207,617
<b>Total Long Term Investments</b>	<b>\$ 5,021,680</b>		<b>\$ 207,617</b>

**Lansing Community College**  
Capital Projects  
Month Ending March 31, 2026

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Outstanding Commitments	Uncommitted Balance
CY2023 Gannon Transfer Center	\$ 3,600,000	\$ 2,230,210	\$ 643,196	\$ 726,595
CY2023 WC Cyber Security Center	\$ 3,200,000	\$ 3,167,034	\$ -	\$ 32,966
CY2023 Police Department Office	\$ 500,000	\$ 5,498	\$ 10,181	\$ 484,321
CY2024 CRAA Lease Termination	\$ 1,500,000	\$ 377,457	\$ -	\$ 1,122,543
CY2025 A&S Building Fume Hood Replacement	\$ 1,300,000	\$ 10,145	\$ 426,565	\$ 863,290
CY2025 HHS Simulation Center	\$ 6,250,000	\$ -	\$ -	\$ 6,250,000
<b>Total Capital Projects</b>	<b>\$ 16,350,000</b>	<b>\$ 5,790,343</b>	<b>\$ 1,079,941</b>	<b>\$ 9,479,716</b>

**Lansing Community College**  
Statement of Revenues, Expenses and Changes in Net Position  
Month Ending March 31, 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	\$ 37,832,002	\$ 35,935,185	\$ -	\$ -	\$ 1,040,571	\$ -	\$ 856,246
Federal Grants & Contracts	\$ 2,848,180	\$ -	\$ -	\$ -	\$ -	\$ 2,848,180	\$ -
State Grants & Contracts	\$ 699,146	\$ -	\$ -	\$ -	\$ -	\$ 699,146	\$ -
Local Grants & Contracts	\$ 3,873,674	\$ 1,438,043	\$ -	\$ -	\$ -	\$ 2,435,631	\$ -
Sales & Services of Auxiliary Activities	\$ 474,697	\$ 1,488	\$ -	\$ -	\$ 465,307	\$ -	\$ 7,902
Michigan New Jobs Training Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 798,277	\$ 550,376	\$ -	\$ 17,800	\$ 110,601	\$ -	\$ 119,500
<b>Total Operating Revenue</b>	<b>\$ 46,525,975</b>	<b>\$ 37,925,092</b>	<b>\$ -</b>	<b>\$ 17,800</b>	<b>\$ 1,616,479</b>	<b>\$ 5,982,956</b>	<b>\$ 983,648</b>
<b>Operating Expenses:</b>							
Instruction	\$ 28,109,425	\$ 27,551,446	\$ -	\$ 469	\$ -	\$ 557,510	\$ -
Instructional Support	\$ 17,454,723	\$ 16,494,402	\$ -	\$ 82,298	\$ -	\$ 878,023	\$ -
Student Services	\$ 34,339,345	\$ 13,738,321	\$ -	\$ 57,039	\$ -	\$ 20,543,986	\$ -
Public Services	\$ 2,069,423	\$ 1,058,086	\$ -	\$ 24,425	\$ 415,841	\$ 571,071	\$ -
Operation & Maintenance of Plant	\$ 15,089,709	\$ 11,275,100	\$ -	\$ 41,047	\$ 679,612	\$ 575,133	\$ 2,518,817
Information Technology	\$ 14,514,929	\$ 12,222,909	\$ -	\$ 391,072	\$ 87,014	\$ 67,127	\$ 1,746,807
Institutional Administration	\$ 17,868,667	\$ 13,749,558	\$ -	\$ -	\$ (52,073)	\$ 4,171,182	\$ -
Depreciation & Amortization	\$ 7,204,732	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,204,732
<b>Total Operating Expenses</b>	<b>\$ 136,650,952</b>	<b>\$ 96,089,821</b>	<b>\$ -</b>	<b>\$ 596,349</b>	<b>\$ 1,130,394</b>	<b>\$ 27,364,032</b>	<b>\$ 11,470,356</b>
<b>Operating Income (Loss)</b>	<b>\$ (90,124,977)</b>	<b>\$ (58,164,729)</b>	<b>\$ -</b>	<b>\$ (578,549)</b>	<b>\$ 486,085</b>	<b>\$ (21,381,076)</b>	<b>\$ (10,486,708)</b>
<b>Non Operating Revenues (Expenses):</b>							
State Appropriations	\$ 34,969,524	\$ 30,773,539	\$ -	\$ -	\$ -	\$ 4,195,984	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 42,865,642	\$ 42,865,642	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 1,979,642	\$ 1,979,642	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (2,111,090)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,111,090)
PELL	\$ 16,904,014	\$ -	\$ -	\$ -	\$ -	\$ 16,904,014	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 54,213	\$ 14,367	\$ -	\$ -	\$ -	\$ -	\$ 39,846
<b>Net Non-operating Revenue (Expenses)</b>	<b>\$ 94,661,946</b>	<b>\$ 75,633,191</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,099,998</b>	<b>\$ (2,071,243)</b>
<b>Income (Loss) Before Transfers</b>	<b>\$ 4,536,969</b>	<b>\$ 17,468,462</b>	<b>\$ -</b>	<b>\$ (578,549)</b>	<b>\$ 486,085</b>	<b>\$ (281,077)</b>	<b>\$ (12,557,952)</b>
<b>Transfers:</b>							
Transfers In/(Out), Net	\$ -	\$ (16,811,552)	\$ -	\$ 908,144	\$ (400,000)	\$ 478,407	\$ 15,825,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (102,289)	\$ -	\$ (928,482)	\$ 1,030,771
<b>Net Increase (Decrease) in Net Position</b>	<b>\$ 4,536,969</b>	<b>\$ 656,911</b>	<b>\$ -</b>	<b>\$ 227,306</b>	<b>\$ 86,085</b>	<b>\$ (731,153)</b>	<b>\$ 4,297,819</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>\$ 94,124,752</b>	<b>\$ 34,692,636</b>	<b>\$ (121,460,349)</b>	<b>\$ 7,388,849</b>	<b>\$ 2,294,347</b>	<b>\$ 2,281,308</b>	<b>\$ 168,927,960</b>

**Lansing Community College**  
Fiscal Year 2026  
Month Ending March 31, 2026 External Community Sponsorships

<b>Date</b>	<b>Organization</b>	<b>Invoice Description</b>	<b>Amount</b>	<b>Strategic Value of Investment</b>
7/17/2025	OurSpace 517	Hispanic Heritage Weekend	\$ 2,500	The College's support of OurSpace 517's Hispanic Heritage Weekend is an opportunity to grow a partnership with a social outreach organization that promotes community, culture, entrepreneurship, and youth development. This event offers space for cultural expression, storytelling, and economic opportunity, aligning with the College's strategic goals of strengthening community engagement and partnerships and purpose and equity.
8/4/2025	The Turning Point of Lansing	Student Program Activities	\$ 4,000	The partnership between the College and The Turning Point of Lansing offers students a variety of educational opportunities, including mentoring, assistance with scholarship applications, and information regarding unique learning opportunities outside of a university experience. The mission, goals, and student programming of The Turning Point of Lansing align with the College's strategic goals in the areas of purpose and equity, community engagement and partnerships, and fostering student enrollment, retention, and completion.
8/4/2025	Grit, Glam, & Guts	Black Girl Day of Play	\$ 3,000	The Black Girl Day of Play celebrates black girlhood and supports members of the Lansing community by featuring local black artists and girl-centered organizations. This event is an opportunity for the College to show its commitment to purpose and equity while also strengthening our engagement with the community. LCC staff represented the college by attending event activities and hosting an informational booth.
8/13/2025	Anishinaabe Friendship Center	2nd Annual Dance By The River Pow Wow	\$ 5,000	This event aligns strongly with the College's goals, particularly strengthening community engagement and partnerships, by creating authentic, mutually beneficial relationships that uplift underrepresented communities and promoting shared growth and understanding. The College's support fosters a meaningful partnership with the Anishinaabe Friendship Center and the Native community by demonstrating a commitment to culture, equity, supporting Indigenous-led initiatives, and building lasting relationships grounded in respect and shared values.
9/11/2025	Lansing Promise	2025-2026 Operational Funds	\$ 10,000	The College is a member of the Lansing Promise Zone Authority. The College's support allows the Lansing Promise to continue its work toward increasing student enrollment, creating awareness around post-secondary options, and creating a pipeline of scholars entering LCC. A number of Hope and Lansing Promise students enroll at LCC annually. This contribution demonstrates our commitment to achieving academic excellence with purpose and equity, and builds and enhances mutually beneficial relationships with community partners.
10/1/2025	CapCAN	2025-2026 Operational Funds	\$ 10,000	This sponsorship aligns with the College's strategic goals of achieving academic excellence with purpose and equity, as CapCAN is dedicated to making postsecondary education attainable for all capital area residents by aligning institutions and resources. Furthermore, the ongoing collaboration between CapCAN and the College remains essential for both organizations, with leaders from each contributing in various roles to benefit the entire community.
11/4/2025	Lansing Entertainment & Public Facilities Authority (LEPFA)	Silver Bells in the City	\$ 1,000	This annual event aligns with the College's strategic goal of community engagement and partnerships by strengthening the College's cooperative relationship with Downtown Lansing Inc. and exposing tri-county residents to its downtown campus. Silver Bells is accessible and open to all by offering in-person and virtual attendance options. In addition, the College holds a watch party for this event on campus.
3/13/2026	City of Lansing	Legacy of Cesar Chavez Dinner	\$ 500	Event was canceled by the City of Lansing. A refund is expected in April 2026.
3/16/2026	OurSpace 517	Juneteenth Weekend	\$ 2,500	The College's support of OurSpace 517's Juneteenth Weekend is an opportunity to grow a partnership with a social outreach organization that promotes community, culture, entrepreneurship, and youth development. Juneteenth Weekend is designed to honor and celebrate Black culture, history, and contributions. This event provides a platform for communities that have been historically marginalized, offering space for cultural expression, storytelling, and economic opportunity. Additionally, this event includes educational panels and youth engagement which aligns with the College's Strategic Goal of Achieving Academic Excellence with Purpose & Equity.
<b>Total</b>			<b>\$ 38,500</b>	

**Lansing Community College**  
**Board of Trustees Summary Expenses**  
**Month Ending March 31, 2026**

Description	Fiscal Year 2026 Budget	Fiscal Year 2026 Actuals
Salaries	\$ 129,800	\$ 97,405
Employee Benefits	\$ 59,000	\$ 37,611
Institutional Expenditures	\$ 1,500	\$ 807
Professional Fees	\$ 85,000	\$ 29,077
Purchased Services	\$ 13,000	\$ 9,672
Supplies & Non-Capital Equipment	\$ 22,000	\$ 19,283
Travel, Training & Conferences	\$ 85,000	\$ 77,203
<b>Totals - Board of Trustees</b>	<b>\$ 395,300</b>	<b>\$ 271,058</b>

**Lansing Community College**  
**Board of Trustees Non Labor Detail Expenses**  
**Month Ending March 31, 2026**

Date	Board Member	Amount	Description	Payee
<b>Chargeback Telephone Phone</b>				
1-Sep-25	General - Operations	\$ 30	Phone_2025_Jul	Lansing Community College
1-Sep-25	General - Operations	\$ 60	Phone_2025_Aug	Lansing Community College
1-Oct-25	General - Operations	\$ 30	Phone_2025_Sep	Lansing Community College
1-Nov-25	General - Operations	\$ 60	Phone_2025_Oct	Lansing Community College
1-Dec-25	General - Operations	\$ 60	Phone_2025_Nov	Lansing Community College
1-Jan-26	General - Operations	\$ 60	Phone_2025_Dec	Lansing Community College
1-Feb-26	General - Operations	\$ 60	Phone_2026_Jan	Lansing Community College
1-Mar-26	General - Operations	\$ 60	Phone_2026_Feb	Lansing Community College
31-Mar-26	General - Operations	\$ 60	Phone_2026_Mar Accrual	Lansing Community College
<b>Total</b>		<b>\$ 480</b>		
<b>Chargeback Print &amp; Copy</b>				
1-Aug-25	General - Operations	\$ 29	Print Copy_2025_July	Lansing Community College
1-Sep-25	General - Operations	\$ 3	Print Copy_2025_Aug	Lansing Community College
1-Oct-25	General - Operations	\$ 18	Print Copy_2025_Sept	Lansing Community College
1-Nov-25	General - Operations	\$ 60	Print Copy_2025_Oct	Lansing Community College
1-Dec-25	General - Operations	\$ 20	Print Copy_2025_Nov	Lansing Community College
1-Jan-26	General - Operations	\$ 28	Print Copy_2025_Dec	Lansing Community College
1-Feb-26	General - Operations	\$ 19	Print Copy_2026_Jan	Lansing Community College
1-Mar-26	General - Operations	\$ 16	Print Copy_2026_Feb	Lansing Community College
<b>Total</b>		<b>\$ 192</b>		
<b>Chargeback Postage</b>				
1-Nov-25	General - Operations	\$ 134	Mail Services_2025_Oct	Lansing Community College
<b>Total</b>		<b>\$ 134</b>		
<b>Grand Total</b>		<b>\$ 807</b>	<b>Institutional Expenses</b>	
<b>Audit Services</b>				
30-Sep-25	General - Operations	\$ 4,770	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
27-Oct-25	General - Operations	\$ 12,661	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
20-Nov-25	General - Operations	\$ 6,634	Internal Audit Services	Baker Tilly Advisory Group, LP
15-Jan-26	General - Operations	\$ 5,014	Internal Audit Services	Baker Tilly Advisory Group, LP
<b>Total</b>		<b>\$ 29,077</b>		
<b>Grand Total</b>		<b>\$ 29,077</b>	<b>Professional Fees</b>	
<b>Advertising</b>				
23-Jul-25	General - Operations	\$ 1,303	LSJ Ad Public Hearing on Budget	Gannett Michigan LocalIQ
<b>Total</b>		<b>\$ 1,303</b>		
<b>Commercial Printing/Publication</b>				
22-Aug-25	General - Operations	\$ 1,040	June 2025 Board Meeting Materials	Allegra Print Mail Lansing
24-Oct-25	General - Operations	\$ 1,512	September 2025 Board Meeting Materials	Allegra Print Mail Lansing
24-Nov-25	General - Operations	\$ 2,285	October 2025 Board Meeting Materials	Allegra Print Mail Lansing
28-Feb-26	General - Operations	\$ 1,580	November 2025 Board Meeting Materials	Allegra Print Mail Lansing
28-Feb-26	General - Operations	\$ 653	December 2025 Board Meeting Materials	Allegra Print Mail Lansing
27-Mar-26	General - Operations	\$ 1,298	February 2026 Board Meeting Materials	Allegra Print Mail Lansing
<b>Total</b>		<b>\$ 8,368</b>		
<b>Grand Total</b>		<b>\$ 9,672</b>	<b>Purchased Services</b>	
<b>Memberships</b>				
15-Jul-25	General - Operations	\$ 7,745	Annual Membership Dues	Assn of Comm College Trustees
<b>Total</b>		<b>\$ 7,745</b>		
<b>Software &amp; Site Licenses</b>				
1-Sep-25	General - Operations	\$ 6,397	Document Management Software	Doctract
24-Nov-25	General - Operations	\$ 120	Renewal of Dropbox for Board of Trustees	Dropbox
24-Nov-25	General - Operations	\$ 144	Editing Software	Grammarly
6-Feb-26	General - Operations	\$ 2,971	Document Management Software	Doctract
<b>Total</b>		<b>\$ 9,632</b>		

**Lansing Community College**  
**Board of Trustees Non Labor Detail Expenses**  
**Month Ending March 31, 2026**

Date	Board Member	Amount	Description	Payee
<b>Supplies</b>				
22-Aug-25	Garcia, Frazier, Thomas	\$ 694	Apparel for Trustees	Advance Online Shop LCC Stars
30-Oct-25	General - Operations	\$ 62	Office Supplies	B Duncan
30-Oct-25	General - Operations	\$ 39	Office Supplies	B Duncan
22-Nov-25	Lovell & Mathews	\$ 429	Apparel for Trustees	Advance Online Shop LCC Stars
26-Nov-25	General - Operations	\$ 18	Office Supplies	Amazon
26-Nov-25	General - Operations	\$ 45	Office Supplies	Amazon
26-Nov-25	General - Operations	\$ 115	Office Supplies	Amazon
10-Jan-26	Garcia & Lovell	\$ 369	Apparel for Trustees	Advance Online Shop LCC Stars
28-Feb-26	General - Operations	\$ 81	Board Meeting Supplies	Meijer
4-Mar-26	General - Operations	\$ 26	Office Supplies	B Duncan
20-Mar-26	General - Operations	\$ 28	Office Supplies	Amazon
<b>Total</b>		<b>\$ 1,906</b>		
<b>Grand Total</b>		<b>\$ 19,283</b>	<b>Supplies &amp; Non-Capital Equipment</b>	
<b>Travel Lodging</b>				
27-Aug-25	C Taylor	\$ 702	MCCA Summer Conference	Mission Point Resort
27-Aug-25	H Lovell	\$ 834	MCCA Summer Conference	Mission Point Resort
27-Aug-25	L Thomas	\$ 757	MCCA Summer Conference	Mission Point Resort
27-Aug-25	R Proctor	\$ 702	MCCA Summer Conference	Mission Point Resort
27-Aug-25	T Frazier	\$ 834	MCCA Summer Conference	Mission Point Resort
9-Sep-25	N Garcia	\$ 834	MCCA Summer Conference	Mission Point Resort
23-Oct-25	A Mathews	\$ 209	MCCA Fall Board of Directors Meeting	Doubletree Hotels
30-Oct-25	B Duncan	\$ 1,315	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	C Taylor	\$ 1,175	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	L Thomas	\$ 1,469	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	H Lovell	\$ 1,175	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	T Frazier	\$ 1,315	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	R Proctor	\$ 1,469	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	N Garcia	\$ 1,175	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	A Mathews	\$ 1,644	ACCT Leadership Congress	Marriott New Orleans
28-Feb-26	C Taylor	\$ 1,158	ACCT National Legislative Summit	Marriott Marquis Washington DC
28-Feb-26	H Lovell	\$ 1,931	ACCT National Legislative Summit	Marriott Marquis Washington DC
28-Feb-26	R Proctor	\$ 2,317	ACCT National Legislative Summit	Marriott Marquis Washington DC
28-Feb-26	T Frazier	\$ 1,158	ACCT National Legislative Summit	Marriott Marquis Washington DC
13-Mar-26	A Mathews	\$ 1,931	ACCT National Legislative Summit	Marriott Marquis Washington DC
13-Mar-26	L Thomas	\$ 1,931	ACCT National Legislative Summit	Marriott Marquis Washington DC
27-Mar-26	T Frazier	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	A Mathews	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	R Proctor	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	C Taylor	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	N Garcia	\$ 479	MCCA Summer Conference	Mission Point Resort
27-Mar-26	L Thomas	\$ 479	MCCA Summer Conference	Mission Point Resort
27-Mar-26	H Lovell	\$ 725	MCCA Summer Conference	Mission Point Resort
27-Mar-26	B Duncan	\$ 731	MCCA Summer Conference	Mission Point Resort
<b>Total</b>		<b>\$ 30,071</b>		

**Lansing Community College**  
**Board of Trustees Non Labor Detail Expenses**  
**Month Ending March 31, 2026**

Date	Board Member	Amount	Description	Payee
<b>Travel Meal Allowance</b>				
12-Aug-25	N Garcia	\$ 117	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 9	MCCA Summer Conference	T Frazier
12-Aug-25	R Proctor	\$ 191	MCCA Summer Conference	Mission Point Resort
12-Aug-25	R Proctor	\$ (74)	MCCA Summer Conference	R Proctor
17-Sep-25	H Lovell	\$ 81	MCCA Summer Conference	H Lovell
30-Sep-25	L Thomas	\$ 81	MCCA Summer Conference	L Thomas
30-Oct-25	B Duncan	\$ 217	ACCT Leadership Congress	B Duncan
5-Nov-25	T Frazier	\$ 197	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 230	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 197	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 194	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 197	ACCT Leadership Congress	C Taylor
11-Nov-25	A Mathews	\$ 277	ACCT Leadership Congress	A Mathews
12-Nov-25	L Thomas	\$ 277	ACCT Leadership Congress	L Thomas
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
3-Mar-26	L Thomas	\$ 275	ACCT National Legislative Summit	L Thomas
4-Mar-26	C Taylor	\$ 133	ACCT National Legislative Summit	C Taylor
13-Mar-26	A Mathews	\$ 44	ACCT National Legislative Summit	Marriott Marquis Washington DC
13-Mar-26	L Thomas	\$ 42	ACCT National Legislative Summit	Marriott Marquis Washington DC
<b>Total</b>		<b>\$ 3,408</b>		
<b>Travel Miscellaneous</b>				
12-Aug-25	N Garcia	\$ 75	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 75	MCCA Summer Conference	T Frazier
20-Aug-25	R Proctor	\$ 77	MCCA Summer Conference	R Proctor
17-Sep-25	C Taylor	\$ 75	MCCA Summer Conference	C Taylor
17-Sep-25	H Lovell	\$ 75	MCCA Summer Conference	H Lovell
23-Oct-25	A Mathews	\$ 14	MCCA Fall Board of Directors Meeting	Doubletree Hotel
30-Oct-25	B Duncan	\$ 160	ACCT Leadership Congress	Metro Airport Parking
5-Nov-25	T Frazier	\$ 223	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 185	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 75	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 15	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 110	ACCT Leadership Congress	C Taylor
11-Nov-25	A Mathews	\$ 35	ACCT Leadership Congress	A Mathews
12-Nov-25	L Thomas	\$ 35	ACCT Leadership Congress	L Thomas
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
4-Mar-26	C Taylor	\$ 120	ACCT National Legislative Summit	C Taylor
<b>Total</b>		<b>\$ 1,494</b>		
<b>Travel Transportation</b>				
9-Sep-25	T Frazier	\$ 483	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	A Mathews	\$ 493	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	C Taylor	\$ 582	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	H Lovell	\$ 592	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	L Thomas	\$ 493	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	N Garcia	\$ 592	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	R Proctor	\$ 503	ACCT Leadership Congress	Delta Air Lines
30-Oct-25	B Duncan	\$ 249	ACCT Leadership Congress	B Duncan
30-Oct-25	B Duncan	\$ 275	ACCT Leadership Congress	Uber
5-Nov-25	4 Trustees	\$ 123	ACCT Leadership Congress	Uber
5-Nov-25	3 Trustees	\$ 111	ACCT Leadership Congress	R Proctor
7-Jan-26	A Mathews	\$ 333	ACCT National Legislative Summit	American Airlines
7-Jan-26	C Taylor	\$ 642	ACCT National Legislative Summit	American Airlines
7-Jan-26	H Lovell	\$ 333	ACCT National Legislative Summit	American Airlines
7-Jan-26	L Thomas	\$ 333	ACCT National Legislative Summit	American Airlines
7-Jan-26	R Proctor	\$ 333	ACCT National Legislative Summit	American Airlines
7-Jan-26	T Frazier	\$ 642	ACCT National Legislative Summit	American Airlines
18-Feb-26	H Lovell	\$ 39	ACCT National Legislative Summit	H Lovell
18-Feb-26	T Frazier	\$ 73	ACCT National Legislative Summit	T Frazier
3-Mar-26	L Thomas	\$ 14	ACCT National Legislative Summit	L Thomas
<b>Total</b>		<b>\$ 7,238</b>		

**Lansing Community College**  
**Board of Trustees Non Labor Detail Expenses**  
**Month Ending March 31, 2026**

Date	Board Member	Amount	Description	Payee
<b>Travel Registration Fees</b>				
4-Sep-25	7 Trustees	\$ 6,860	MCCA Summer Conference	Michigan Community College Assn
30-Oct-25	B Duncan	\$ 120	ACCT Leadership Congress	Assn of Comm College Trustees
22-Nov-25	T Frazier	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	H Lovell	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	A Mathews	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	R Proctor	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	C Taylor	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	L Thomas	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
27-Mar-26	H Lovell	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	R Proctor	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	B Duncan	\$ 1,059	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	T Frazier	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	N Garcia	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	A Mathews	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	C Taylor	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	L Thomas	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
<b>Total</b>		<b>\$ 21,652</b>		
<b>Travel Mileage Expense</b>				
12-Aug-25	N Garcia	\$ 316	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 316	MCCA Summer Conference	T Frazier
20-Aug-25	R Proctor	\$ 329	MCCA Summer Conference	R Proctor
17-Sep-25	C Taylor	\$ 332	MCCA Summer Conference	C Taylor
17-Sep-25	H Lovell	\$ 326	MCCA Summer Conference	H Lovell
30-Sep-25	L Thomas	\$ 323	MCCA Summer Conference	L Thomas
22-Oct-25	A Mathews	\$ 80	MCCA Fall Board of Directors Meeting	A Mathews
31-Oct-25	B Duncan	\$ 134	ACCT Leadership Congress	B Duncan
5-Nov-25	T Frazier	\$ 126	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 120	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 144	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 11	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 121	ACCT Leadership Congress	C Taylor
12-Nov-25	L Thomas	\$ 104	ACCT Leadership Congress	L Thomas
18-Feb-26	A Mathews	\$ 9	ACCT National Legislative Summit	A Mathews
18-Feb-26	T Frazier	\$ 9	ACCT National Legislative Summit	T Frazier
4-Mar-26	C Taylor	\$ 10	ACCT National Legislative Summit	C Taylor
<b>Total</b>		<b>\$ 2,810</b>		
<b>Meeting Expense</b>				
16-Sep-25	General - Operations	\$ 605	May 2025 Board Meeting	A Catered Affaire Inc
17-Sep-25	General - Operations	\$ 395	April 2025 Board Meeting	A Catered Affaire Inc
30-Sep-25	General - Operations	\$ 281	Dinner Reservation at ACCT Leadership Congress	Morrow Steak
21-Oct-25	General - Operations	\$ 515	September 2025 Board Meeting	A Catered Affaire Inc
5-Nov-25	General - Operations	\$ 1,051	ACCT Leadership Congress	Morrow Steak
5-Nov-25	General - Operations	\$ 826	ACCT Leadership Congress	GW Fins
25-Nov-25	General - Operations	\$ 250	Deposit for December Board Retreat	Capital Prime Steak
7-Jan-26	General - Operations	\$ 836	December Board Retreat	Capital Prime Steak
5-Feb-26	General - Operations	\$ 600	January 2026 Board Meeting	A Catered Affaire Inc
19-Mar-26	General - Operations	\$ 475	March 2026 Board Meeting	A Catered Affaire Inc
20-Mar-26	General - Operations	\$ 97	February 2026 Board Meeting	Domino's Pizza
<b>Total</b>		<b>\$ 5,930</b>		
<b>Event Expense</b>				
24-Jul-25	General - Operations	\$ 100	Fall Kickoff Food Truck Deposit	Udderly Delicious
5-Aug-25	General - Operations	\$ 522	Fall Kickoff Food Truck Deposit	Saddleback BBQ
13-Aug-25	General - Operations	\$ 313	Fall Kickoff Bottled Water	Amazon
23-Sep-25	General - Operations	\$ 253	Fall Kickoff Food Truck	Happy Bowl
23-Sep-25	General - Operations	\$ 1,030	Fall Kickoff Food Truck	Two Guys Nomadic Grill
26-Sep-25	General - Operations	\$ 1,064	Fall Kickoff Food Truck	Udderly Delicious
26-Sep-25	General - Operations	\$ 1,319	Fall Kickoff Food Truck	Southern Boy BBQ
<b>Total</b>		<b>\$ 4,600</b>		
<b>Grand Total</b>		<b>\$ 77,203</b>	<b>Travel, Training &amp; Conferences</b>	
<b>Grand Total</b>		<b>\$ 136,042</b>	<b>Non Labor Expenses</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 for FY26 Financial Reports**

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 for FY26 Financial Reports**

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 for FY26 Financial Reports**

<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**  
**April 20, 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 – March 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	11:59am	Investigative Stop	Possible retail fraud	Officer spoke with individual to verify identity	No	No	No	N/A	Female	Other
2	1:45am	Dispatched	Parking complaint	Officer spoke with owner of vehicle	No	Yes	No	N/A	Male	White
3	7:55pm	Dispatched	loitering in ramp	Officer spoke with individual to investigate	No	No	No	N/A	Male	White
4	6:45am	Dispatched	Call for wanted person	Individual had 2 open arrest warrants	No	No	Yes	Open arrest warrants	Male	Black or African American
5	8:29pm	Dispatched	Possible retail fraud	Individual had only taken ketchup packets	No	No	No	N/A	Male	Other
6	9:42pm	Dispatched	Inappropriate behavior in the commons	Escorted off campus by officers/report forwarded to student compliance	No	Yes	No	N/A	Male	Black or African American
7	10:43pm	Investigative Stop	Abandoned vehicle in ramp	Vehicle received abandoned sticker after previous warning notice and citation was issued/owner contacted but failed to retrieve vehicle after extended period of time	No	Yes	No	N/A	Male	Other
8	11:45pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Female	Other
9	2:00am	Traffic Violation	Wrong way on one way	N/A	No	Yes	No	N/A	Male	Asian or Pacific Islander
10	11:45pm	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Male	White
11	9:28pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	White
12	3:18am	Traffic Violation	Littering from vehicle	N/A	No	Yes	No	N/A	Female	Black or African American
13	7:36pm	Traffic Violation	Careless driving	Multiple violations	Yes	No	No	N/A	Female	White

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

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
14	11:23am	Traffic Violation	Obstructed license	N/A	No	Yes	No	N/A	Male	White
15	1:57am	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Female	White
16	1:40am	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	No	No	N/A	Male	White
17	7:30pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	White
18	12:55am	Traffic Violation	Wrong way on one way	N/A	No	Yes	No	N/A	Female	White
19	1:39am	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	Black or African American
20	1:40am	Traffic Violation	Ran red light	Multiple violations	Yes	No	No	N/A	Male	White
21	1:20am	Traffic Violation	Ran red light	Multiple violations	Yes	No	No	N/A	Male	Black or African American
22	2:55am	Traffic Violation	Improper turn	N/A	No	Yes	No	N/A	Male	Black or African American
23	4:37am	Traffic Violation	Wrong way on one way	N/A	No	Yes	No	N/A	Male	Black or African American
24	7:56pm	Traffic Violation	No turn on red	Multiple violations (No valid license)	Yes	No	No	N/A	Male	Hispanic or Latino
25	7:56pm	Traffic Violation	Same as #24	Licensed driver arrived on scene to drive vehicle	No	No	No	N/A	Male	Hispanic or Latino

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

<b>LCC PD CITIZEN CONTACTS</b>		<b>Counts</b>			
Citizen Complaints:	0				
Dispatched:	5				
Field Interviews:	0				
Investigative Stops:	2				
Officer Initiated:	0				
Traffic Violation:	18				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	25				
<b>Demographics</b>		<b>Counts</b>	<b>Citation</b>	<b>Warning</b>	<b>Arrest</b>
Males:	18	5	9	1	
Females:	7	2	4	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	1	0	1	0	
Black or African American:	7	1	5	1	
Hispanic or Latino:	2	1	0	0	
Native American/Alaskan Native	0	0	0	0	
White:	11	5	5	0	
Other:	4	0	2	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	4				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	798				

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

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

# **Policy Development**

**Lansing Community College - Board of Trustees**  
**April 20, 2026**

**Agenda Item: Board Bylaw – 1.4 Meeting of the Board (*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 revisions are recommended by the policy committee.

**1.4.10 – General Conduct and Notice of Meeting**

Clarified compliance language with the Michigan Open Meetings Act (OMA) and refined statutory references for accuracy and readability.

**1.4.20 – Organizational Meeting**

Clarified succession for who presides over the meeting if prior officers are no longer on the Board, ensuring continuity and order.

**1.4.30 – Regular Meetings**

Introduced a new subsection on modification or cancellation of meetings, including:

- Procedures for lack of quorum
- Requirements for public notice when schedules change
- Authority under declared states of emergency

Added guidance on meeting recesses, including procedural requirements and compliance with public notice rules if exceeding 36 hours.

**1.4.40 – Special Meetings/Notice**

- Clarified and streamlined notice requirements, including timing and delivery methods.
- Strengthened language around electronic notice and follow-up communication expectations.
- Improved structure and readability of service procedures.

#### **1.4.50 – Quorum, Voting, and Roll Call Voting**

Reinforced the requirement that quorum determinations must occur in person at the meeting, and clarified voting validity standards.

#### **1.4.60 – Attendance by Telephonic or Video Conference**

- Expanded provisions now clearly define the conditions under which Board members may participate via telephonic or video conferencing, with particular consideration for military duty or accommodation cited under the Americans with Disabilities Act and the Rehabilitation Act. These updates ensure accessibility while maintaining compliance with legal standards.
- Added clearer criteria for participation (hearing, being heard, and available technology)

#### **1.4.70 – Legal Counsel**

A newly structured and significantly expanded section establishes clear authority, protocols, and accountability for engaging legal counsel. This includes defined coordination through the President, delineation of exceptions for sensitive matters, and the introduction of a financial threshold requiring Board approval for certain legal expenditures. Significantly improved governance clarity, accountability, and procedural consistency

#### **1.4.80 – Closed Session Permissible Purposes**

- Expanded and clarified permissible reasons for closed session, aligned directly with statutory language (MCL 15.268)
- Added clearer descriptions of scenarios (personnel, student matters, litigation, real estate, security, etc.)
- Reinforced roll call vote requirement for certain closed session purposes

#### **ATTACHMENTS:**

1. Board Bylaw – 1.4 Meeting of the Board (*REVISED*)



# MEETINGS OF THE BOARD

## Board Bylaw - 1.4

### **1.4.10 General Conduct and Notice of Meetings**

The business that in which the Board engages may perform shall be conducted in compliance with the Michigan Open Meetings Act, ~~1976 PA 276~~ Act 276 of 1976, as amended, MCL 15.261 et seq. ~~PA 276, MCL 15.261 et seq.~~ Generally, unless the Open Meetings Act provides otherwise, meetings of the Board and Board committees shall be open to the public and shall be held in a place available to the public. The Board, in accordance with the Open Meetings Act, may go into closed session.

MCL 15.263, section 3(2); MCL 389.111(4,5) of the Community College Act.

### **1.4.20 Organizational Meeting**

The organizational meeting of the Board of Trustees shall be held at the first meeting of the Board in January following the date of the regular College District election. The Board shall elect officers at the organizational meeting. The officers shall be elected for a term of two (2) years, subject to change of officers by resolution of the board.

- A. The organizational meeting shall be called to order by the most recent Chair of the Board, who shall preside until a new Chair is elected.
- B. In the event the most recent Chair of the Board is no longer a member of the Board, the meeting shall be called to order by the most recent Vice Chair, who shall preside until a new Chair is elected.
- C. In the event the most recent Chair or Vice Chair is no longer a member of the Board, the meeting shall be called to order by the most recent Secretary, who shall preside until a new Chair is elected.
- D. In the event the most recent Secretary is no longer a member of the Board, the meeting shall be called to order by the most recent Treasurer, who shall preside until a new Chair is elected.
- E. The final item of business at the organization meeting shall be the election of Board officers.

MCL 389.111(2) and (3).

### **1.4.30 Regular Meetings**

The Board shall meet on the third Monday of every month, on a regular basis at 6:00 p.m. or other times as determined by the Board. Meetings will ordinarily be held in the Board

Room of the Administration Building, 610 N. Capitol Avenue, Lansing Community College, Lansing, Michigan, but may be held at other times and in places in accordance with the Open Meetings Act, as the Chairperson may set, and circumstances may require.

A public notice of the regular meetings of the Board of Trustees shall be posted in accordance with the provisions of the Open Meetings Act within ten days after the first meeting of the Board in each fiscal calendar year. The public notice shall state the dates, times, and places of each regular meeting.

~~Any regular meeting may, however, under necessary circumstances, be set at another time or place, or be waived by a majority vote of the Board at a preceding meeting or cancelled altogether at the discretion of the Board Chairperson, unless four (4) or more Trustees object in writing. Any change in the schedule of regular meetings of the Board of Trustees shall be posted in a public notice within three (3) days after the meeting at which the change is made and state the new dates, times, and places of such meeting(s). In the event of any rescheduled regular meeting of the Board of Trustees, a public notice stating the date, time, and place of the meeting shall be posted at least eighteen (18) hours before the meeting.~~  
MCL 15.265(2), (3), (4), (5).

#### **1.4.40 Special Meetings/Notice**

Special meetings of the Board of Trustees may be called by the Chairperson of the Board, or any four (4) members of the Board, by serving on the other members a written notice of the date, time, place, and purpose of such special meeting. No business shall be conducted at a special meeting other than that which is designated in the written notice of the meeting. ~~A public notice~~ **A public notice of the special meeting of the Board of Trustees shall be posted in accordance with the provisions of the Open Meetings Act, stating the date, time, and place of any special meeting shall be posted at least eighteen (18) hours before the meeting.**

Service of the notice for a special meeting ~~to a Board Member~~ shall be ~~made by any one or more of the following:~~ **electronic mail sent to the Board member at least eighteen (18) hours before the special meeting, using the email address provided by the Board member for this purpose. This email notice is immediately followed by a telephone call to the Board member at the provided phone number.**

**The Board's Executive Assistant/Liaison shall be responsible for the service of the notice.**

- ~~A. Delivering the notice to the Board member personally at least eighteen (18) hours before the special meeting is to take place.~~
- ~~B. Leaving the notice in a conspicuous place at the Board member's residence or with some person of suitable age and maturity of the household at least eighteen (18) hours before such meeting is to take place, or~~
- ~~C. Depositing the same in the U.S. Post Office mail receptacle, enclosed in a sealed envelope plainly addressed to each such member at his or her last known residence address, at least forty-eight hours (48) before such meeting is to take~~

place, or

- D. ~~Electronic mail or facsimile to the Board member at least eighteen (18) hours before the special meeting, to an address or facsimile number provided by the Board member for such purpose provided such notice is accompanied by a telephone call to the Board member's residence or business at least eighteen (18) hours before the special meeting, whichever the Board member provides for such purpose, notifying the Board member of the electronic mail or facsimile notice of the special meeting.~~

~~Service as above prescribed may be made by any adult person including a member of the Board, the Secretary to the Board, or any employee of the College.~~

#### **1.4.50 Quorum, Voting, and Roll Call Voting**

At all meetings of the Board of Trustees, whether regular or special, a majority of the entire membership of the Board, **electd or appointed and serving**, shall constitute a quorum to do business. If a quorum is not present for a meeting, a majority of those present may adjourn the meeting to a future date. **The determination of whether a quorum is present must be made in person by the presiding officer at the regular or special meeting.**

No act of the Board is valid unless voted at a legal meeting by a majority of the Board, consistent with **section 1.5.5 of these bylaws**, and a proper record **is** made of the vote. A roll call vote is required for approval of any expenditure of college proceeds or for any other vote if requested by any Board member.

MCL 389.113(1).

#### **1.4.55 Modification or Cancellation of Board Meetings**

**A meeting of the Board of Trustees may be rescheduled or canceled under the following circumstances.**

- A. If a quorum is not present for a meeting, a majority of those present may adjourn the meeting to a future date. The determination of whether a quorum is present must be made in person by the presiding officer at the regular or special meeting.**
- B. By a majority vote of the Board at a prior meeting. If the schedule of regular Board meetings is changed, a public notice must be posted within three (3) days after the meeting at which the change was made. This notice must include the new date, time, and location of the meeting(s).**
- C. If a state of emergency is declared by the Federal Government, the Governor of the State of Michigan, the Mayor of the City of Lansing, or the President of the College.**

When any meeting is rescheduled, a public notice must be posted at least eighteen (18) hours before the new meeting time, stating the updated date, time, and location of the meeting.

## **Recess of Public Body**

Recess refers to a short break during a meeting, after which the meeting resumes from the point where it left off. It is important to specify the time at which the meeting will reconvene. According to Robert's Rules of Order Newly Revised, a motion to recess cannot be made while another person has the floor. A motion to recess requires both a second and a majority vote to pass. Once the motion is adopted, it takes immediate effect. If a public body is recessed for more than 36 hours, it must reconvene only after publicly announcing the time and details in a manner similar to that required for other notices under subsection (5).

MCL 15.265(2), (3), (4), (5).

### **1.4.60 Attendance by Telephonic or Video Conference**

~~Unless otherwise prohibited by law, it is permissible for a member to participate in a regular or special meeting by telephone or video conference so long as a quorum otherwise exists, the member participating by telephonic or video conference can hear all comments of the Board and audience members and can be heard by all Board members and audience members, and the College reasonably has facilities and equipment to accommodate such participation. Assuming a quorum otherwise exists, a member participating in a regular or special meeting by telephone or video conference may vote on action items and his or her vote shall count.~~

Unless otherwise prohibited by law, a member of the Lansing Community College Board of Trustees who cannot attend in person a regular or special meeting of the Board may participate by video conference if such member's absence is due to military duty or by accommodation pursuant to under the Americans with Disabilities Act and the Rehabilitation Act, as long as a quorum is present.

The participating member must be able to (1) hear all comments from the Board and audience members, and must also (2) be heard by all Board members and audience members. Additionally, the (3) College must have reasonable facilities and equipment to support such participation. If a quorum is present, a member participating by video conference may vote on action items, and their vote will be counted.

MCL 15.263

### **1.4.70 Legal Counsel**

#### **A. Definition of Legal Counsel**

Legal counsel refers to a qualified lawyer, attorney, or team of legal professionals who provide expert advice, presentation, and guidance on legal matters in the State of Michigan and have been retained by Lansing Community College to

provide legal services to the College and/or the Board of Trustees.

## **B. Authority to Engage Legal Counsel for Regular and Special Meetings**

The Board of Trustees is authorized to engage legal counsel to attend ~~may be present at~~ regular and special meetings ~~when the~~ of the Board ~~when~~ determines legal advice is needed and counsel has been notified by the Chairperson of the Board of Trustees or the President of the College.

## **C. Consultation with Legal Counsel in General**

1. The Chairperson or Committee Chair is authorized to engage the services of a qualified attorney to represent the College or the Board of Trustees when exigent circumstances require legal advice, representation, or action. Such engagement may include, but is not limited to, legal matters involving litigation, regulatory compliance, contractual issues, or other situations requiring immediate legal response. The Chairperson or Committee Chair shall notify the full Board and the President of any such engagement at their earliest opportunity unless the matter involves contemplated disciplinary action or complaints against the President or a member of the Board of Trustees.
2. Any quote for legal services pursuant to subsection 1 above that exceeds \$1,000 must be approved by the Board.

### **1.4.8.0 Closed Session Permissible Purposes**

A public body may hold a closed session only for the specific purposes outlined in MCL 15.268. The complete list of these purposes can be found in the Michigan Compiled Laws. The LCC Board of Trustees typically goes into closed session for the following reasons, as listed in MCL 15.268 Section 8:

- a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing. An individual requesting a closed hearing may rescind the request at any time, in which case the matter at issue must be considered only in open sessions after the rescission.
- b) To consider the dismissal, suspension, or disciplining of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.
- c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, if either negotiating party requests a closed hearing.
- d) To consider the purchase or lease of real property up to the time an option to

purchase or lease that real property is obtained.

- e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
- h) To consider material exempt from discussion or disclosure by state or federal statute.
- k) For a school board to consider security planning to address existing threats or prevent potential threats to the safety of the students and staff. As used in this subdivision, "school board" means any of the following:
  - (i) That term as defined in section 3 of the revised school code, 1976 PA 451, MCL 380.3.
  - (ii) An intermediate school board as that term is defined in section 4 of the revised school code, 1976 PA 451, MCL 380.4.
  - (iii) A board of directors of a public-school academy as described in section 502 of the revised school code, 1976 PA 451, MCL 380.502.
  - (iv) The local governing board of a public community or junior college as described in section 7 of article VIII of the state constitution of 1963.

A roll call vote of five (5) members elected or appointed and serving is required to call a closed session for sections (d), (e), (h), and (k) above.

MCL 15.267 (1), 15.268

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

---

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

Revision History: 10/17/2005, 9/18/2006

Reviewed:

**Lansing Community College - Board of Trustees**  
**April 20, 2026**

**Agenda Item: Board Bylaw – 1.5 Meeting Procedure (REVISED)**

**Presented for Information**

**PURPOSE**

To conduct the review of the Board's Bylaws and present proposed revisions highlighting key changes, governance impact, and areas of significance for 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.

**1.5.10 – Agenda for Regular Meeting**

- Clarifies the joint responsibility of the President and Chairperson in agenda development.
- Establishes a structured timeline for submission and distribution of agenda materials.
- Adds requirement for Committee Chairs to submit agenda items and supporting materials at least 10 days in advance.
- Revises agenda modification process to require:
  - No objection from Trustees, or
  - Approval by a majority vote.

Revisions enhance coordination, transparency, and shared governance in agenda-setting while ensuring adequate preparation time for Trustees.

**1.5.20 – Order of Business**

Expands and reorganizes the standard meeting agenda to include:

- Trustee-Generated Ideas and Initiatives
- Committee Report and Board Member Report Expansion
- Additional multiple Local Development Authority Updates

Revisions align meeting structure with governance best practices, emphasizing strategic oversight, accountability, and community connection.

**1.5.25 – Agenda for Special Meeting**

- Provides a clearer and more standardized order of business for special meetings.
- Reinforces that only noticed business may be conducted.

Revisions improve procedural consistency and reinforce compliance with open meeting requirements.

#### **1.5.30 – Public Participation in Public Meetings**

- Minor editorial and grammatical corrections.
- Maintains existing guidelines for public comment, including time limits and standards of conduct.

Revisions improve clarity and readability.

#### **1.5.40 – Minutes**

- Clarifies compliance with the **Open Meetings Act (MCL 15.269)**.
- Refines requirements for:
  - Timely availability of proposed and approved minutes
  - Public access and inspection procedures

Revisions strengthen legal compliance, transparency, and public accessibility of Board records.

#### **1.5.50 – Parliamentary Procedure and Authority**

- Adds comprehensive clarification regarding “**Friendly Amendments**”:
  - Establishes that such amendments are not formally recognized under *Robert’s Rules of Order*.
  - Requires all amendments to be formally presented, debated (if applicable), and voted upon or adopted by unanimous consent.

Revisions promote procedural integrity, consistency, and fairness in Board deliberations by eliminating informal practices.

#### **ATTACHMENTS:**

1. Board Bylaw – 1.5 Meeting Procedure (*REVISED*)



# MEETING PROCEDURE

## Board Bylaw - 1.5

### **1.5.10 Agenda for Regular Meeting**

The President and the Chairperson shall be jointly responsible for establishing the agenda for board meetings, whether regular or special. The agenda established by the President and the Chairperson and supporting materials shall be provided to the Board's Executive Assistant/Liaison at least (10) days prior to the Board's meeting, so that the agenda and supporting materials are made available to each Board member no later than three (3) business days prior to the day of the meeting.

~~The President and Chairperson shall prepare an agenda with necessary supporting reports and documents for each regular meeting. The agenda, with supporting materials, shall be available for each member of the Board no later than three (3) calendar days prior to the day of a meeting. The published agenda may be modified by the Chairperson, if without objection, or upon a majority vote of the Trustees in attendance at a Board meeting.~~

Prior to a Board meeting, each Committee Chair must communicate agenda items for discussion and supporting materials to the Chair and the Board's Executive Assistant/Liaison at least ten (10) days before the upcoming agenda.

### **1.5.20 Order of Business**

The Chairperson, upon taking the chair, shall call the members to order on the appearance of a quorum. The order of business for Regular Meetings shall be as follows:

- I. Call to Order;
- II. Roll Call;
- III. Pledge of Allegiance;
- IV. Resolution and Special Recognitions;
- V. Approval of Minutes;
- VI. Additions/Deletions to the Agenda;
- VII. Limited Public Comment Regarding Agenda Items;
- VIII. **President's Report**
- IX. Consent Agenda – Action Items
- X. **Trustee Generated Idea and Initiative**
- XI. Monthly Monitoring Reports;
- XII. ~~Policy Development;~~
  - A. ~~Concerns~~
- XIII. ~~Linkage Planning/Implementation;~~

~~A. Community Linkage~~

- XIV. Chair's Report
- XV. Committee Reports
  - 1. Audit Committee
  - 2. Policy Committee
  - 3. Special Committee
- XVI. Board Member Report
  - 1. Foundation Board Update
  - 2. Local Finance Development Authority Board Update
    - a) Grand Ledge Local Development Authority
    - b) Leslie Local Development Authority
    - c) Mason Local Development Authority
- ~~XVII. Unfinished Business;~~
- XVIII. New Business;
- XIX. Public Comment;
- XX. Board Comment;
- XXI. Closed Session;
- XXII. Adjournment.

**1.5.25 Agenda for Special Meeting**

No business shall be conducted at a special meeting other than that which is designated in the written notice of the meeting. The order of business for Special Meetings shall be as follows:

- I. Call to Order;
- II. Roll Call;
- III. Pledge of Allegiance;
- IV. Limited Public Comment Regarding Agenda Items;
- V. Agenda Items;
- VI. Public Comment;
- VII. Closed Session;
- VIII. Adjournment.

**1.5.30 Public Participation in Public Meetings**

Individuals and delegations are welcome to attend meetings of the Board of Trustees and may address the Board during that the section of the agenda designated for **limited public comments regarding agenda items and general** public comments. No person shall speak for more than three (3) minutes unless the time limit is waived by the Chairperson, if without objection, or by a majority vote of the Board members present. When a large number of speakers are to be heard, the Chairperson, if without objection, or the Board

by a majority vote of the Board members present, may shorten the time for each speaker and/or set a limit on the time and number of persons to be heard on a given subject.

**Disruptive behavior**, defamatory or abusive personal remarks are always out of order. The Chairperson of the Board may terminate the speaker's privilege of address if, after being warned, the speaker persists in improper conduct or remarks. The Chairperson may order the removal of any person, by Police and Public Safety Officers or any lawful means, who persists in improper conduct during a meeting of the Board of Trustees.

#### **1.5.40 Minutes**

In accordance with Section 9 of the Open Meetings Act, MCL.15.269 the Trustees Board shall keep a written or printed record of each regular or special meeting of the Board, in accordance with Section of the Open Meetings Act. **Minutes shall show the date, time, place, members present, members absent, and any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held, and all roll call votes taken at the meeting.** Copies of **Approved** minutes of Board meetings, except closed sessions, shall be available to the public at the reasonable estimated cost of copying, consistent with the Michigan Freedom of Information Act, Act 442 of 1976, as amended, MCL 15.231 et seq. Proposed minutes of a Board meeting shall be available for inspection (but not copying) by the public at the College's administrative offices no later than eight (8) business days after said meeting, and delivered to members of the Board with the Board agenda prior to the next Board meeting. Approved minutes shall be made available to the public at a time no later than five (5) business days after the minutes have been approved by the Board.

MCL 389.113(1); MCL 15.269

#### **1.5.50 Parliamentary Procedure and Authority**

**At all meetings of the Board of Trustees, whether regular or special, a majority of the entire membership of the Board, elected or appointed and serving, shall constitute a quorum to do business. If a quorum is not present for a meeting, a majority of those present may adjourn the meeting to a future date. The determination of whether a quorum is present must be made in person by the presiding officer at the regular or special meeting.**

**No act of the Board is valid unless voted at a legal meeting by a majority of the Board, consistent with section 1.5.5 of these bylaws, and a proper record is made of the vote. A roll call vote is required for approval of any expenditure of college proceeds or for any other vote if requested by any Board member.**

In general, and unless otherwise required by state law or these bylaws, the Board shall act by resolution or motion brought by a board member, seconded by another board member, and approved by a majority of the Board. A motion to call the question, if seconded and approved by a majority, shall end debate and require a vote on the main motion or resolution. A motion to table may be made at any time and is non-debatable. A motion to adjourn may be made at any time and takes priority over any other motion. When there shall be any question regarding procedure not addressed by these bylaws or

state law, the current edition of Robert's Rules of Order Newly Revised for deliberative bodies (not the more limited Procedures in Small Boards) shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws or state statute.

### **A. Friendly Amendment**

A “friendly amendment” is an informal term for a proposed change that is intended to improve the main motion. In Robert’s Rules of Order Newly Revised, there is no official category called a “friendly amendment”.

Regardless of whether the maker of the main motion “accepts” the amendment, it must be opened to debate and formally voted on, and is handled through proper procedure.

1. It is formally stated by the chair. Once a motion has been stated by the chair, it is no longer the property of the mover, but of the assembly. Any amendment, “friendly” or otherwise, must be adopted by the full body, either by a vote or by unanimous consent.
2. It is open to debate (if the motion is debatable)
3. It must be voted on by the assembly

[RONR (12<sup>th</sup> ed.) 12:91.]

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

---

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

Revision History: 10/17/2005, 9/18/2006, 2/19/07, 9/21/15, 2/18/19

Reviewed:

# **Chairperson's Report**



# Lansing Community College Board of Trustees

## *A Resolution*

HONORING

### The Turning Point of Lansing

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

**WHEREAS**, The Turning Point of Lansing is celebrating twenty (20) years of dedicated service to the greater Lansing community, during which it has provided consistent mentorship, leadership development, and life skills programming to African American young men; and

**WHEREAS**, for two decades, The Turning Point of Lansing has made a meaningful and lasting impact on the lives of countless young men, many of whom are students within the local school district, by equipping them with the tools, guidance, and support necessary to navigate life's challenges and pursue success; and

**WHEREAS**, the mission of The Turning Point of Lansing is to transform boys into men by providing an Afro-centric, group mentoring experience that empowers young African American males to confront life's challenges while developing strategies for success in their personal lives, education, and communities; and

**WHEREAS**, the vision of The Turning Point of Lansing is to meet the cultural and social needs of young African American males throughout Ingham, Clinton, and Eaton Counties by establishing a strong support network of committed role models who are dedicated to helping participants realize their fullest potential in society; and

**WHEREAS**, The Turning Point of Lansing has remained steadfast in its goals to instill pride in African American males, motivate academic and personal achievement, provide direction on complex and challenging issues, foster open and meaningful dialogue, and cultivate lasting relationships through group mentoring; and

**WHEREAS**, through its unwavering commitment, The Turning Point of Lansing has strengthened families, enriched communities, and contributed to the development of future leaders who will positively influence society for generations to come;

**NOW, THEREFORE, BE IT RESOLVED** that we do hereby recognize and commend The Turning Point of Lansing for its outstanding service and transformative impact over the past twenty (20) years; and

**BE IT FURTHER RESOLVED** that we extend our sincere congratulations and appreciation to the leadership, mentors, supporters, and participants of The Turning Point of Lansing for their dedication, vision, and commitment to excellence; and

**BE IT FURTHER RESOLVED** that we celebrate this significant milestone and express our best wishes for continued success and growth in the years ahead as The Turning Point of Lansing continues its vital work in shaping strong, capable, and empowered young men.

Adopted this 20th day of April, 2026.

\_\_\_\_\_  
Angela Mathews, Chair

\_\_\_\_\_  
Terrence Frazier, Vice Chair

\_\_\_\_\_  
LaShunda Thomas, Secretary

\_\_\_\_\_  
Robert Proctor, Treasurer

\_\_\_\_\_  
Noel Garcia, Trustee

\_\_\_\_\_  
Hope Lovell, Trustee

\_\_\_\_\_  
Chatum Taylor, Trustee

\_\_\_\_\_  
Dr. Steve Robinson, President  
Lansing Community College



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.