



**Lansing Community College
Board of Trustees**

**Regular Meeting
May 18, 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

May 18, 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 Chatum Taylor
- IV. Approval of Minutes
 - A. April 20, 2026 Regular Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. President's Report
 - A. LCC Counseling Services
- VIII. Consent Agenda – Action Items
 - A. Board Bylaws
 1. 1.4 Meetings of the Board (*REVISED*)
 2. 1.5 Meeting Procedure (*REVISED*)
 - B. Board of Trustees Employees
 1. Expenses – April 2026
 2. Time Reporting – May 2026
 - C. Cooperative Purchase
 1. Virtual Desktop Infrastructure
 - D. No Bid Purchase
 1. Midwest Collaborative for Library Services
 2. Temporary Instructor Services

- E. Sole Source Purchase
 - 1. Catalog, Curriculum, and Pathways System
- F. Transfer Funds to Execute the HHS Simulation Center Capital Project
- IX. Trustee-Generated Idea and Initiative
 - A. Visitor Access Update
- X. Monthly Monitoring Report
 - A. Monthly Financial Statements
 - B. Monthly Police Department Report
- XI. Policy Development
 - A. Board of Trustees Policy Structure
- XII. Linkage Planning/Implementation
 - A. Chair's Report
 - B. Board Members Report
 - 1. Foundation Board Report – *Terrence Frazier & Noel Garcia, Jr.*
- XIII. Unfinished Business
- XIV. New Business
- XV. Public Comment
- XVI. Board Comments
- XVII. Closed Session
- XVIII. Adjournment

Approval of Minutes



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
ADM Building Boardroom

April 20, 2026

Regular Meeting
Unadopted Meeting Minutes

Call to Order

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

Roll Call

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

Pledge of Allegiance

Trustee Terrence Frazier led the Pledge of Allegiance.

Special Presentation

A student spoke in celebration of Community College Month.

Approval of Minutes

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Frazier that the minutes of the March 16, 2026, Board of Trustees meeting be adopted.

Roll call vote:

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

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 April 2026 to the Board.

President's Report - Special Presentation

Jessica Hester highlighted the LCC archaeology initiative.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Board Bylaws
 - 1. 1.2 Officers and Duties of Officers (*REVISED*)
 - 2. ~~1.3 Board Committees~~ (*REVISED*) **REMOVED**
- B. Board of Trustees Employees
 - 1. Expenses – March 2026
 - 2. Time Reporting – April 2026
- C. Cooperative Purchase
 - 1. ~~Aviation Hand Tools System~~ **REMOVED**
- D. Michigan New Job Training Program
 - 1. ~~LG Energy Solution Michigan, Inc.~~ **REMOVED**

Trustee Lovell requested the removal of the Cooperative Purchase for Aviation Hand Tools Systems and the Michigan New Job Training Program for LG Energy Solution Michigan, Inc from the consent agenda.

Trustee Frazier requested the removal of Board Bylaw 1.3 Board Committees from the consent agenda.

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor to approve the Consent Agenda, removing Board Bylaw 1.3 Board Committees, the Cooperative Purchase for Aviation Hand Tools System, and the Michigan New Job Training Program for LG Energy Solution Michigan, Inc.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Consent Agenda – Bylaw 1.3 Board Committees

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Taylor that Board Bylaw 1.3 Board Committees be approved.

Trustee Frazier asked for clarity on the distinction between the committee that reviews the Board's College Policies and the committee that reviews the Board's Bylaws and Governance Policies. He stated that someone from the administration should sit on the committee reviewing the Bylaws and Governance policies.

Trustee Proctor stated that all policies are approved by the Board and can be characterized by those that govern the college and those that govern the Board itself. He explained that the current process of reviewing the Board's College Policies, Bylaws, and Governance Policies has been conducted informally for years. The proposed language aims to formalize this process. Trustee Proctor also clarified that Senior VPs are not involved in the review of the Board's Bylaws and Governance Policies because these policies relate specifically to how the Board governs itself. He further stated that if any Bylaw or Governance Policy impacts the President's contract or evaluation, the committee will seek his input, as has been done in the past.

Roll call vote:

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

Nays: Frazier

Absent: None

The motion carried.

Consent Agenda – Cooperative Purchase for Aviation Hand Tools System

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Frazier that the Cooperative Purchase for Aviation Hand Tools System be approved.

Trustee Lovell asked about the various tools and equipment students utilize in aviation, and, with Aviation Day approaching, believed it would be an excellent opportunity to discuss the program.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Consent Agenda – MI New Job Training Program for LG Energy Solution Michigan, Inc.

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

Trustee Lovell inquired about the type of training that would be provided.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Trustee-Generated Idea and Initiative

The Administration provided updates on the Laptop Lending Program Expansion and Visitor Access. There were discussions by the Board.

Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Monthly Financial Statements
2. Monthly Police Department Report

There were questions and discussions by the Board.

Policy Development

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

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, **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.

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.

1.4.80 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

MEETING PROCEDURES

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 (12th ed.) 12:91.]

Trustee Proctor made the following corrections to 1.4.40 Special Meetings/Notice and 1.4.60 Attendance by Video Conference:

1.4.40

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~~ Such posting shall be made** at least eighteen (18) hours before the meeting.

1.4.60

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.

Linkage Planning/Implementation

Chair's Report

Chair Mathews acknowledged the Equal Pay Day event held on March 26 and expressed her gratitude to Dr. Samuel and her team for organizing a wonderful event. She stated that she had the honor of introducing Paula Cunningham, the president of AARP and the first African American female president of LCC.

Additionally, Chair Mathews mentioned that she had the privilege of delivering the welcome address at the Corrections Academy graduation, which was a notable milestone in her decade-long tenure on the board. She thanked Dean Dwyer for extending the invitation for her to do the welcome.

Chair Mathews also shared that the MCCA Capitol Day was a great success, highlighting that the new mascot, Lance, was the true star of the event. She noted that the Grand Ledge Development Authority did not meet due to a lack of quorum and that April 27 is Administrative Professional Day, recognizing the professionals who keep the college running smoothly.

Chair's Report - Resolution Honoring Turning Point of Lansing

Chair Mathews announced that Turning Point of Lansing is celebrating its 20th anniversary and has requested the college's support with a tribute. She submitted the following resolution for the Board's approval.

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.

IT WAS MOVED by Trustee Proctor and seconded by Trustee Frazier that the Resolution Honoring the Turning Point of Lansing be approved.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Committee Reports – Audit Committee

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

Board Members Report – Foundation Board Update

Trustee Frazier gave the following update:

- LCC received two generous matching gifts this month: \$10,000 from Ernst and Young and \$8,100 from Jackson National Life.
- Jackson National Life is once again sponsoring the Fall Kick-off event and the Party with the Prez. CASE CU was the presenting sponsor for the Party with the Prez.
- Star Day of Giving was celebrated last week, and the college raised almost \$9,000 from 88 donors. If you would still like to contribute, it is not too late. Just search for LCC Star Day of Giving on Google.

Unfinished Business

There was no Unfinished Business.

Public Comment

Melissa Kaplan: Melissa Kaplan addressed the Board regarding upcoming performing arts events.

Melissa Parlay: Melissa Parlay addressed the Board regarding the college's failure to award her nursing degree and stated that the testing site is non-ADA compliant.

Board Comments

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

Closed Session

There was no Closed Session.

Adjournment

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

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

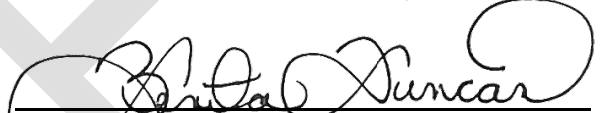
Nays: None

Absent: None

The motion carried.

The meeting adjourned at 7:59 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan

President's Report

Informational Items

LCC Counseling Services

Student Mental Health Support



BOARD OF TRUSTEES AND
OFFICE OF THE PRESIDENT

Who We Are

1. Curlada Eure-Harris, LPC
2. Island Ewert, LLMSW
3. James Rogers, LPC
4. Jim Owens, LPC
5. Louise Rabidoux, LPC
6. Sarah Cruz, (MSU Intern)
7. UWILL (Telehealth Service to Students)

UWILL

- Immediate Licensed Crisis Counseling 24/7/365
- After Hours Counseling
- Non-English Options

The screenshot shows the Uwill website homepage. At the top left is the Uwill logo with the tagline "Mental Health & Wellness". To the right of the logo is a navigation menu with links for "About Us", "Solution", "Who We Serve", and "News". Further right are two buttons: "Contact Us" and "Login". The main content area features a large heading "Mental health support now." with the subtext "Immediate teletherapy appointments and crisis conversations complemented by wellness programming – all tailored to your preferences." Below this is a "Learn More" button. On the right side of the page is a photograph of a smiling woman with curly hair, wearing a black shirt with the Uwill logo. A large yellow graphic element is visible behind her.

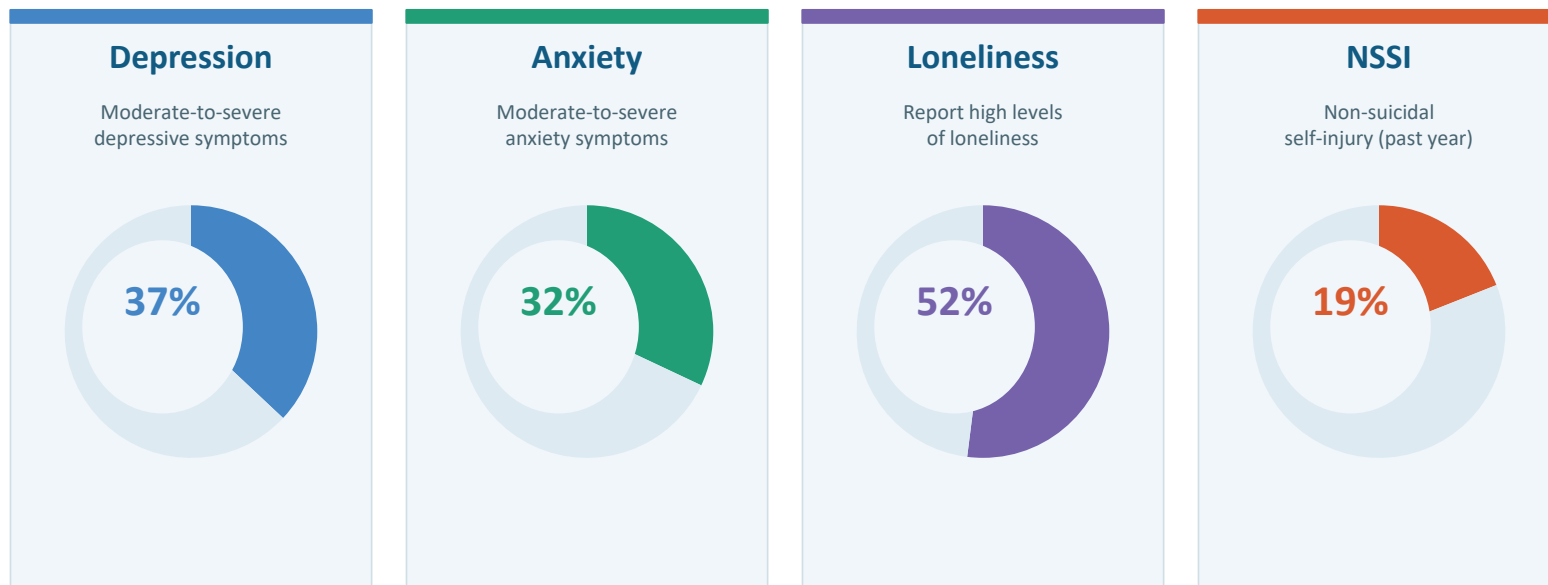
What We Do

1. Individual Counseling
2. Classroom & Faculty Presentations
3. Campus Wellness Events
4. Crisis Counseling
5. CARES Team
6. Community Referral

What We See

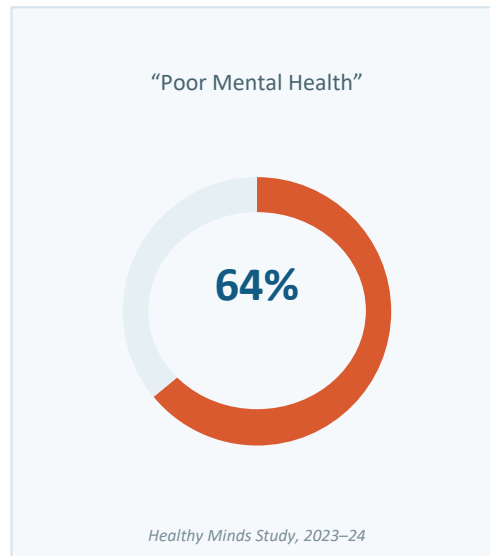
1. Anxiety & Panic
2. Depression and Mood Disorders
3. Academic Stress & Burnout
4. Trauma & PTSD
5. Relationship and Family Conflict
6. Substance Use Concerns
7. Grief & Loss
8. Crisis & Suicidal Ideation

National College Student Mental Health Data



Source: Healthy Minds Study, 2024–2025 · 84,000+ students, 135 U.S. colleges

Mental Health Support Impact



Source: Healthy Minds Study, 2024-2025 · 84,000+ students, 135 U.S. colleges

LCC Timeframe and Counts (Jan 1, 2024 – Dec 31, 2024)

- 1,528 Completed Counseling Sessions
- > 50 Immediate Need/Crisis Counseling Sessions
- 39% Virtual Sessions
- 61% In Person Sessions

Consent Agenda Action Items

Lansing Community College - Board of Trustees
May 18, 2026

Agenda Item: Board Bylaw – 1.4 Meeting of the Board (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 grammatical changes were made. 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

Language was deleted and moved to Board Bylaw 1.1 Administration.

1.4.70 – Closed Session Permissible Purposes

- New section added to clarify permissible reasons for closed session, aligned directly with statutory language (MCL 15.268)
- 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 the month, excluding July and August 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~~ **or** 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. **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. Such posting shall be made at least eighteen (18) hours before the meeting, and shall include the date, time, place, and purpose of the meeting.** No business shall be conducted at a special meeting other than that which is designated in the written notice of 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 posting and service of the notice to the Trustees.

- 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, **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.

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 Accommodations for Reasons of Military Duty

~~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 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

1.4.7 Legal Counsel

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

1.4.70 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 motion to enter into a Closed Session requires an affirmative vote of at least (5) members elected or appointed and serving if the purpose of the closed session is to consider items identified under section (d), (e), (h), and (k) above.

MCL 15.267 (1), 15.268

¹Last Reviewed: 9/18/2006

¹ Adopted: 12/04/2001

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

Reviewed:

Lansing Community College - Board of Trustees
May 18, 2026

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

Presented for Action

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 Chairperson and President shall be jointly responsible for establishing the agenda for both regular and special board meetings. The agenda, along with supporting materials, must 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 published agenda may be modified by the Chairperson at a Board 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 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 1.5.50 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 (12th ed.) 12:91.]

¹Last Reviewed: 2/18/2019

¹ **Adopted:** 12/04/2001

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

Reviewed:

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

Agenda Item: Board of Trustees Employee Expenses

Presented for Action

PURPOSE

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

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
1-Apr-26	General - Operations	\$ 60	Phone_2026_March	Lansing Community College
Total		\$ 60		
Chargeback Print & Copy				
1-Apr-26	General - Operations	\$ 18	Print Copy_2026_March	Lansing Community College
Total		\$ 18		
Grand Total		\$ 78	Institutional Expenses	
Audit Services				
28-Apr-26	General - Operations	\$ 12,385	Internal Audit Services	Baker Tilly Advisory Group, LP
Total		\$ 12,385		
Grand Total		\$ 12,385	Professional Fees	
Commercial Printing/Publication				
17-Apr-26	General - Operations	\$ 876	January 2026 Board Meeting Materials	Allegra Print Mail Lansing
17-Apr-26	General - Operations	\$ 775	March 2026 Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 1,651		
Grand Total		\$ 1,651	Purchased Services	
Travel Meal Allowance				
8-Apr-26	R Proctor	\$ 215	ACCT National Legislative Summit	R Proctor
Total		\$ 215		
Travel Miscellaneous				
8-Apr-26	R Proctor	\$ 72	ACCT National Legislative Summit	R Proctor
Total		\$ 72		
Travel Mileage Expense				
8-Apr-26	R Proctor	\$ 6	ACCT National Legislative Summit	R Proctor
Total		\$ 6		
Meeting Expense				
17-Apr-26	General - Operations	\$ 900	Board Reception - Community College Month	T's Flavor & Flair
Total		\$ 900		
Grand Total		\$ 1,193	Travel, Training & Conferences	
Grand Total		\$ 15,307	Total Expenses	

Lansing Community College
 President - Detail Expenses
 April 2026

Date	Board Employee	Amount	Description	Payee
Memberships				
6-Apr-26	Robinson	\$ 71	Monthly Membership	University Club of MSU
Total		\$ 71		
Grand Total		\$ 71	Supplies & Non-Capital Equipment	
Travel Miscellaneous				
30-Apr-26	Robinson	\$ 15	Fostering Futures Dinner - Parking	JW Marriott
30-Apr-26	Robinson	\$ 5	MCCA Capitol Day - Parking	City of Lansing
30-Apr-26	Robinson	\$ 18	MCCA Capitol Day - Parking	City of Lansing
Total		\$ 38		
Travel Transportation				
30-Apr-26	Robinson	\$ 1,227	GCCLN Spring Conference	S Robinson
Total		\$ 1,227		
Travel Registration Fees				
1-Apr-26	Robinson	\$ 100	Fostering Futures Dinner	MET Fostering Futures
Total		\$ 100		
Meeting Expense				
30-Apr-26	General-Operations	\$ 18	Monthly Meeting with Board Chair	Olympic Broil
Total		\$ 18		
Grand Total		\$ 1,384	Travel, Training & Conferences	
		\$ 1,454	Total Expenses	

**Lansing Community College - Board of Trustees
May 2026**

Agenda Item: Board of Trustees Employee Time Reporting

Presented for Action

PURPOSE

To secure Board approval of the time reporting for May 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 time entry is approved in the system by the Executive Director of Human Resources. Final approval requires Board approval.

IMPLICATIONS

Financial:

None

Strategic Plan:

None

Human Resources:

None

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

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

ATTACHMENTS:

1. May, 2026 Time Reporting

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

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

President

	Vacation Leave	Personal Leave	Sick Leave
March 29 – April 11, 2026			
April 12 – April 25, 2026	8.0		
Total Hours	8.0	0.0	0.0

Executive Assistant/Liaison to the Board

	Vacation Leave	Personal Leave	Sick Leave
March 29 – April 11, 2026			
April 12 – April 25, 2026			
Total Hours	0.0	0.0	0.0

Lansing Community College – Board of Trustees
May 18, 2026

Agenda Item: Cooperative Purchase – Virtual Desktop Infrastructure

Presented for Action

PURPOSE

To obtain Board of Trustees approval to issue a one-time Purchase Order for the College's virtual desktop infrastructure (VDI) from CDW Government LLC (CDW-G).

BACKGROUND

Lansing Community College (LCC) uses VDI software to allow all staff, faculty, and students to access LCC's platforms securely at any location and time. Omnissa's Academic Horizon Universal license subscription focuses on academic features that the College's Information Technology Services (ITS) Division deploys and manages in order to provide consistent virtual desktop software for the College. This one-time request will be for the period of June 28, 2026, through June 27, 2027.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid on by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this service. The Administration recommends the utilization of a cooperative agreement awarded by Regional Education Media Center (REMC) Association of Michigan, to CDW-G to procure the Omnissa Academic Horizon software.

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 Purchase Order amount is \$371,750. This will be funded by the General Fund.

Strategic Plan:

This request supports the College's strategic goals 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 maintain a VDI software platform would result in the inability for students and staff to access LCC's online services off-campus. Remote learning would become difficult or impossible.

OTHER OPTIONS/ALTERNATIVES

The alternative to using CDW-G's unique network of cooperative agreements would be to solicit bids; however, this would significantly prolong the process of obtaining VDI software. As Omnissa's software is exclusive to their company, the sourcing and integration of VDI software with the College's existing services would also be prolonged and expensive.

RECOMMENDATIONS

The Administration respectfully recommends approving the requested Purchase Order to CDW Government LLC in the amount of \$371,750 for the period of June 28, 2026, through June 27, 2027. If approved, then the purchase will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase – Virtual Desktop Infrastructure

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase
Project Title: Virtual Desktop Infrastructure

Opening Date: N/A
Buyer: Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) needs to issue a one-time Purchase Order (PO) to CDW-Government LLC (CDW-G) for the continued access to Omnissa Academic Horizon Universal license subscription for the use of virtual desktop infrastructure (VDI) software. This software allows access for staff, faculty, and students to LCC’s platforms from a remote location. The PO will be for the period of June 28, 2026, through June 27, 2027.

2. Description of supply or service:

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

Fee Description	Quantity	Extended Price
Omnissa Horizon Universal Subscription (Add-on) 12 Month	195	\$362,456
Omnissa Horizon Universal Subscription (Core) 12 Month	1	\$9,294
Purchase Order Total:		\$371,750

3. Award Recommendation:

The Administration recommends that the College utilize the competitively bid Regional Education Media Center (REMC) Association of Michigan cooperative agreement awarded to CDW-G for the continued access to the Omnissa license subscription for virtual desktop infrastructure. The requested Purchase Order amount is \$371,750 and 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
May 18, 2026**

Agenda Item: No Bid Purchase – Midwest Collaborative for Library Services

Presented for Action

PURPOSE

To obtain Board of Trustees approval to issue a new Blanket Purchase Order (BPO) for library database resources from Midwest Collaborative for Library Services (MCLS).

BACKGROUND

Midwest Collaborative for Library Services (MCLS) is a Michigan-based nonprofit library collaborative that facilitates group purchasing and resource-sharing services for member libraries in Michigan and Indiana. Lansing Community College (LCC) utilizes the services provided by MCLS in the library to provide students access to twenty-five (25) databases offering discounted e-books, videos, and library support. By creating this BPO, LCC will be able to continue utilizing the library resources. The current Blanket Purchase Order expires on June 30, 2026.

MCLS is the regional Library Consortium for Michigan and Indiana libraries. LCC serves as a member of MCLS and benefits from a 3% to 10% discount on the databases the library uses for student use.

The requested No Bid Blanket Purchase Order was submitted by John Szilagyi, Director of the Library, and approved by Dr. Sally Welch, Provost & Senior Vice President of Academic Affairs. The time period for this request is July 1, 2026, through June 30, 2028.

IMPLICATIONS

Financial:

The requested two-year Blanket Purchase Order amount is \$407,066 and will be funded by the General Fund.

Strategic Plan:

This request supports the College's strategic goals 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 approve the Blanket Purchase Order with MCLS will limit LCC's ability to provide students with access to the library database resources.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could purchase the various databases from the individual providers at list prices. However, this would prevent the College from benefiting from the bulk discounts offered to members through MCLS.

RECOMMENDATIONS

The Administration respectfully recommends approving the requested Blanket Purchase Order with Midwest Collaborative for Library Services in the amount of \$407,066 for the period of July 1, 2026, through June 30, 2028. If approved, then the purchase will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – No Bid Purchase – Library Database Resources

PRE-AWARD TRANSMITTAL DOCUMENT

Document: No Bid Purchase **Opening Date:** N/A
Project Title: Midwest Collaborative for Library Services **Buyer:** Scott Placeway

1. Statement of Need:

Lansing Community College (LCC) is currently in need of issuing a Blanket Purchase Order for library database resources utilized by LCC students. The library provides twenty-five (25) databases offering e-books, videos, and scholarly materials for students to access. LCC is a member of MCLS, the regional Library Consortium for Michigan and Indiana libraries, which allows the College to receive price discounts on the databases.

A No Bid Blanket Purchase Order (BPO) request was submitted by John Szilagyi, Director of the Library, and approved by Dr. Sally Welch, Provost & Senior Vice President of Academic Affairs, to procure database resources from Midwest Collaborative for Library Services (MCLS).

2. Description of Supply or Service:

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

Fee Description	Term	Annual Amount
Access - 25 databases	7/1/2026 – 6/30/2027	\$198,569
Access - 25 databases	7/1/2027 – 6/30/2028	\$208,497
Total two-year BPO amount:		\$407,066

3. Award Recommendation:

The Administration recommends approval of the requested Blanket Purchase Order with Midwest Collaborative for Library Services in the amount of \$407,066 for the period of July 1, 2026, through June 30, 2028. It will be funded by the General Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

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

Agenda Item: No Bid Purchase – Temporary Instructor Services

Presented for Action

PURPOSE

To obtain Board of Trustees approval to issue a Purchase Order (PO) to Alpha Omega Utility Services for non-employee temporary instructor services.

BACKGROUND

The Technical Careers (TC) Division identified a need for specialized temporary instructor services to support Lansing Community College's (LCC) Lineworker program. TC has worked closely with the Human Resources (HR) Department to recruit qualified instructors through targeted efforts, including job fairs, expanded outreach, and focused advertising. Despite these efforts, recruitment has not yielded a sufficient number of qualified instructors to meet program needs.

In collaboration with Human Resources and the Michigan Association for Higher Education (MAHE), the College explored the use of a temporary employment agency for specific instructor needs to address this gap. Alpha Omega Utility Services was identified as an agency capable of quickly supplying qualified temporary instructors to teach Lineworker courses. Alpha Omega Utility Services will support instruction for the Summer 2026, Fall 2026, and Spring 2027 semesters, and potentially beyond, while ongoing recruitment efforts continue.

The requested No Bid Purchase Order was submitted by Shon'ta Dwyer, Dean of the Technical Careers Division, and approved by Dr. Sally Welch, Provost & Senior Vice President of Academic Affairs, to Alpha Omega Utility Services for the use of temporary instructors to support the Lineworker Program with the Technical Careers Division.

IMPLICATIONS

Financial:

The estimated Purchase Order amount for three (3) academic semesters will be \$279,450. It will be funded by the General Fund.

Strategic Plan:

This request supports the College's strategic goals of Achieving Academic Excellence with Purpose and Equity and Foster Student Enrollment, Retention, and Completion.

Human Resources:

N/A

RISKS

Failure to issue a Purchase Order to Alpha Omega Utility Services would impede TC's ability to meet staffing needs. Insufficient instructors would disrupt college operations, impacting students, programs, and service delivery.

OTHER OPTIONS/ALTERNATIVES

There are no feasible alternatives.

RECOMMENDATIONS

The Administration respectfully recommends that the Board of Trustees approve the issuance of a Purchase Order to Alpha Omega Utility Services for temporary instructor services for an aggregate amount of \$279,450. If approved, then the services will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Temporary Instructor Services

PRE-AWARD TRANSMITTAL DOCUMENT

Document: No Bid Purchase
Project Title: Temporary Instructor Services

Opening Date: N/A
Buyer: Evelyn Lynn

1. Statement of Need:

Lansing Community College (LCC) is currently in need of issuing a Purchase Order (PO) for temporary instructor services to support the Lineworker program within the Technical Careers (TC) Division. The Lineworker program does not have enough instructors to support the program, and despite targeted efforts for recruitment, the program continues to fall short of qualified instructors.

A No Bid Purchase Order (PO) request was submitted by Shon'ta Dwyer, Dean of the Technical Careers Division, and approved by Dr. Sally Welch, Provost & Senior Vice President of Academic Affairs, to procure temporary instructor services from Alpha Omega Utility Services.

2. Description of Supply or Service:

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

Course Number	Semester	Total Hours	Instructor Fee per Hour
ELTE 181: Pole Climbing I ELTE 182: Pole Climbing II ELTE 185: Pole Climbing Practice I ELTE 272: Electric Basic Line Climbing ELTE 274: Ground/Utility Worker ELTE 276: Energized Secondary Worker	Summer 2026, Fall 2026, Spring 2027	2070	\$135
Total PO amount:			\$279,450

3. Award Recommendation:

The Administration respectfully recommends approval of the requested Purchase Order with Alpha Omega Utility Services in the amount of \$279,450 for temporary instructor services to support LCC's Lineworker program. It will be funded by the General Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

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

Agenda Item: Sole Source Purchase – Catalog, Curriculum, and Pathways System

Presented for Action

PURPOSE

To obtain Board of Trustees approval to create a new Blanket Purchase Order (BPO) for the College's Catalog, Curriculum, and Pathways system from Modern Campus.

BACKGROUND

Lansing Community College's (LCC) Academic Affairs Division oversees the College's course catalog, curriculum development, and career pathways system to support students. These applications provide up-to-date course information, assist faculty with curriculum development, and offer real-time job market insights to guide academic and career decisions. The current Blanket Purchase Order expires June 30, 2026.

The requested Sole Source Blanket Purchase Order was submitted by Bill Garlick, Chief Information Officer, and approved by Dr. Seleana Samuel, Senior Vice President of Business Operations. The BPO time period is July 1, 2026, through June 30, 2029. Modern Campus is the sole provider for access, support, and maintenance services.

IMPLICATIONS

Financial:

The requested three-year Blanket Purchase Order amount is \$128,193 and will be funded by the General Fund.

Strategic Plan:

This request supports the College's strategic goals of Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, Retention, and Completion.

Human Resources:

There are no human resources implications.

RISKS

Failure to establish a new BPO with Modern Campus would prevent the College from providing current course offerings and information, faculty assistance with curriculum development, and guidance to students in their academic and career planning.

OTHER OPTIONS/ALTERNATIVES

There are no other feasible alternatives. Modern Campus is the sole provider of access and support for its applications.

RECOMMENDATIONS

The Administration respectfully recommends approval of the requested Blanket Purchase Order with Modern Campus for continued access to the Catalog, Curriculum, and Pathways system, in the amount of \$128,193, for the period of July 1, 2026, through June 30, 2029. If approved, then the purchase will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Sole Source Purchase – Catalog, Curriculum, and Pathways System

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College -Board of Trustees
May 18, 2026**

Agenda Item: Transfer Funds to Execute the HHS Simulation Center Capital Project

Presented for Action

PURPOSE

To approve the transfer of \$1,100,000 in savings from the Capital Region International Airport Demolition and Restoration Project to the HHS Simulation Center Project, bringing the total project funding to \$7,350,000.

BACKGROUND

The Board of Trustees previously approved this Capital Project during its October 27, 2025, meeting. At that time, the college's design team estimated that the HHS Building's 3rd-floor Simulation Center renovation would cost \$6,250,000. Subsequently, the bids came in higher than initially estimated due to volatility in pricing for materials and specialized equipment (ongoing tariff risks), chronic technical labor shortages, and rising soft costs, including permitting and inspection fees and administrative overhead.

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

The project will renovate the currently unfinished north section of the HHS Building's third floor into an academically vibrant, technology-rich space. Flexible and adaptive classrooms will be equipped to support evolving instructional methods and healthcare training needs. The Simulation Center will feature advanced learning tools, including manikins, standardized patients, and virtual reality environments, allowing students to engage with simulated, multi-sensory, three-dimensional healthcare scenarios.

Capital projects are essential for transforming the student experience into dynamic teaching, learning, and support spaces, positioning LCC as a leader in the community college education sector. This is accomplished through strategic planning, innovative design, comprehensive preventive maintenance programs, and a focus on providing safe and healthy environments.

IMPLICATIONS

Financial – Capital Project Funding

Although the bids came in higher than initially estimated, the spread among the four bidders was tight, indicating a well-developed request for proposal by the Simulation Center Design Team and LCC's Purchasing Department. A Request for Proposal was posted on BidNet Direct (www.bidnetdirect.com). 103 contractors were notified. The college received the following 4 proposals, with DeMaria coming in as the low bidder.

Contractor	General Contractor Cost	Estimated Medical Equipment, Accessories and Contingency	Total Project Cost
Corrigan	\$5,336,509	\$2,435,650	\$7,772,159
DeMaria	\$4,914,350	\$2,435,650	\$7,350,000
Laux	\$5,112,900	\$2,435,650	\$7,548,550
WIELAND	\$5,299,853	\$2,435,650	\$7,735,503

Fortunately, LCC's previous demolition and restoration project at the Capital Region International Airport was completed well under budget, generating a \$1.1 million dollar savings.

To fully fund this project, the Administration requests transferring \$1.1 million in savings from the Capital Region International Airport Demolition and Restoration Project to the HHS Simulation Center Project, bringing the total project funding to \$7,350,000.

Strategic Plan:

Capital projects are essential for transforming the student experience into dynamic teaching, learning, and support spaces, positioning LCC as a leader in the community college education sector. This is accomplished through strategic planning, innovative design, comprehensive preventive maintenance programs, and a focus on providing safe and healthy environments. The Administration seeks approval to transfer funds to execute the HHS Simulation Center capital project described below. This project supports strategic goals 1: Achieving Academic Excellence with Purpose & Equity; 2: Foster Student Enrollment, Retention, and Completion; 3: Strengthening Community Engagement and Partnerships; and 4: Establishing LCC as a Premier Workplace through Empowerment, Engagement, and Inclusion.

Human Resources:

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

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

RISKS

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

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS:

The Administration respectfully requests that the Board of Trustees approve the transfer of \$1,100,000 in savings from the Capital Region International Airport Demolition and Restoration Project to the HHS Simulation Center Project, bringing the total project funding to \$7,350,000.

ATTACHMENTS:

None

Trustee Generated Idea

Lansing Community College - Board of Trustees
May 18, 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
 May 18, 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.	Completed
4	Upgrade existing building Call Boxes to Video Intercoms.	Completed
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



GANNON BUILDING, LEVEL 1, CIRCLE DRIVE ENTRANCE



ROW 1 - A&S EAST, WC MAIN, WC WEST
ROW 2 - GANNON RAMP LEVEL 1, 2, 3
ROW 3 - GB CIRCLE DRIVE, GB STARZONE, GB PD LOBBY





ROW 1 - ADM MAIN, ADM SOUTH, DART SOUTH
 ROW 2 - ELCC MAIN, HHS NW, HHS SOUTH
 ROW 3 - HB MAIN, TLC MAIN, WCP MAIN

**Academic Office
 Facility (AOF)**

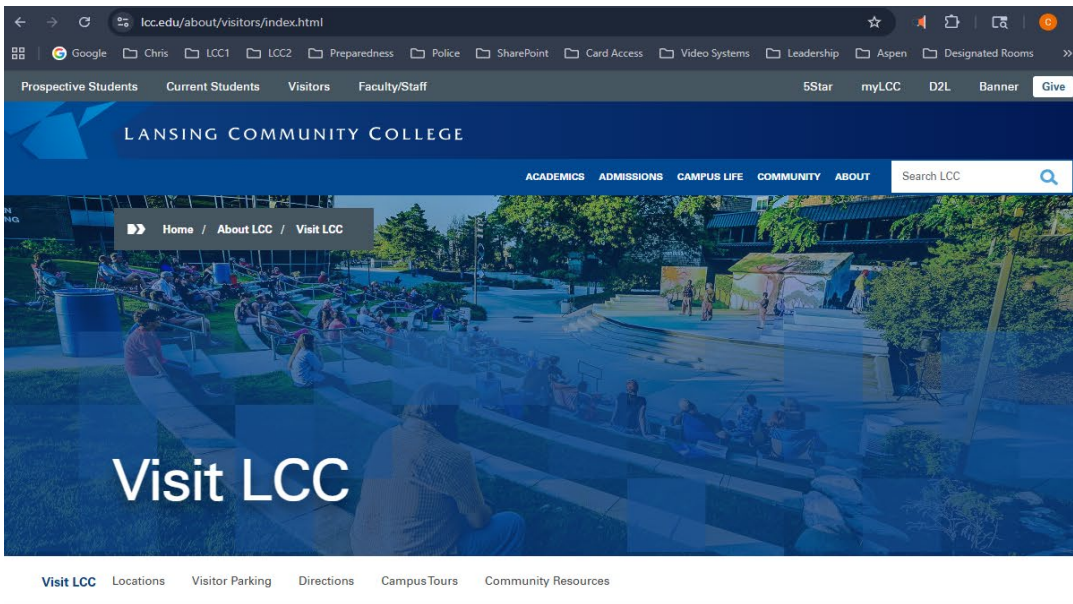
**STARCARD
 REQUIRED FOR ENTRY**

Administrative Services	517-483-1808
Performing Arts	517-483-1515
Costume Shop	
LCC PD	517-483-1800





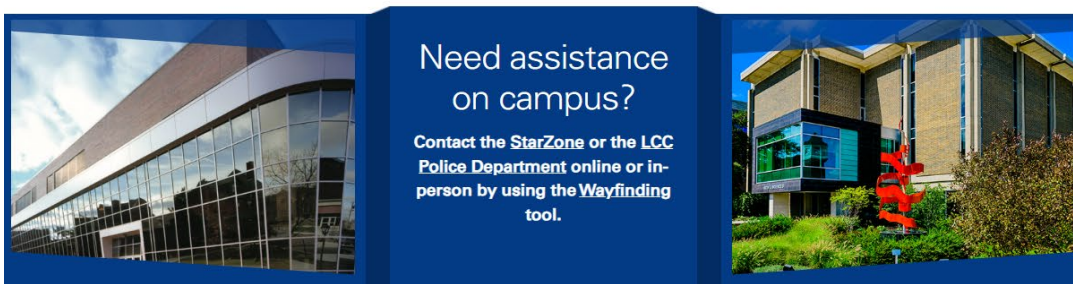
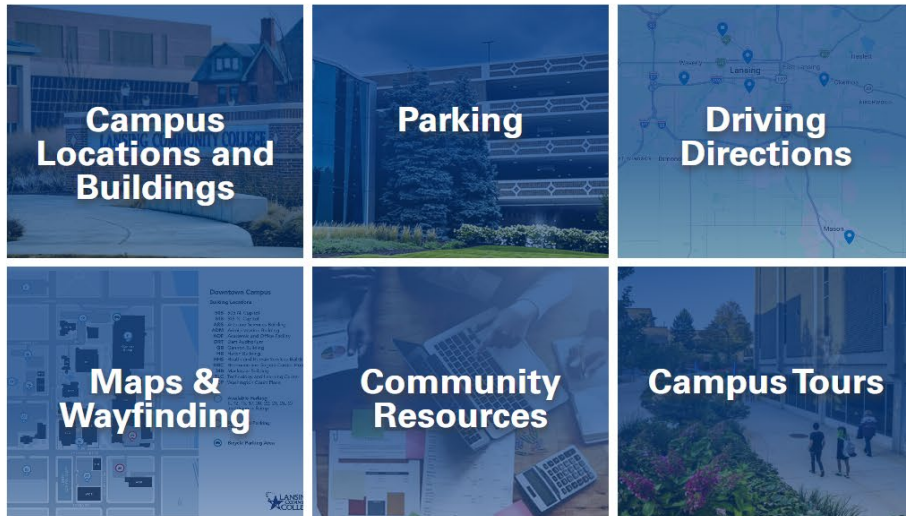
UPDATED DIRECTORY WITH QR CODE



Visitor Information

Welcome to Lansing Community College! We are proud to be one of the largest – and consistently named one of the best – community colleges in Michigan, serving more than 13,000 students across our four locations each year. LCC is known in the community for our beautiful campuses, expert instruction and comprehensive support services. Discover what the college has to offer by visiting today.

Click on the photo tiles below to learn more.



NEW VISITOR WEBPAGE: [HTTPS://WWW.LCC.EDU/ABOUT/VISITORS](https://www.lcc.edu/about/visitors)

Monthly Monitoring Report

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

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

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

BACKGROUND

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

The attached financial statements reflect the College's year-to-date financial position as of the month ending April 30, 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 7.8 percentage points ahead of the pace of the prior year. This is due to higher than budgeted enrollment and billable hours since the Summer 2025 semester. Revenue reflects 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 11.1 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 for *Full-Time Professional Technical* and *Full-Time Support* and related *Employee Benefits* due to position reclassifications and filling budgeted positions. Also, there are increased expenses in *Utilities, Purchased Services* for service contract increases, *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 10.1 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* for K-12 Operations. This is partially offset by increased expenses in *Travel, Training, & Conferences*.
- **Exhibit B, Line 5 – Board of Trustees** is 14.1 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.
- **Exhibit B, Line 7 – Community Education & Workforce Development** is 10.2 percentage points behind the prior year's pace of expenses. This is primarily due to reduced usage of *Part-Time Professional Technical, Part-Time Support*, related *Employee Benefits*, and *Student*, as well as decreased expenses in *Institutional Expenses* and *Supplies & Non-Capital Equipment*.
- **Exhibit B, Line 8 – Executive Office** is 12.2 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* and *Full-Time Professional Technical* 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 10.1 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 25.1 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 1.9 percentage points ahead of the prior year's pace of expenses. The individual account variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 18** – *Full-Time Administrator* is 6.7 percentage points ahead of the prior year's pace of expenses. This is primarily due to fewer vacancies in *Academic Affairs*, *Business Operations*, *Financial Services*, and *Human Resources*. This is slightly offset by increased vacancies in the *Office of Empowerment*.
- **Exhibit B, Line 19** – *Part-Time Professional Technical* is 19.3 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*, and decreased expenses in *Human Resources* due to a vacancy.
- **Exhibit B, Line 21**—*Part-Time Faculty* is 5.0 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased expenses in *Arts & Sciences* and *Technical Careers* due to increased enrollment, and in *Student Affairs* for testing services. This is slightly offset by decreased expenses in *Academic Affairs* in the Learning Commons and Library Instruction/Reference.
- **Exhibit B, Line 23** – *Part-Time Support* is 20.7 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, and in *Student Affairs* for testing services.
- **Exhibit B, Line 24** – *Student* is 35.6 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 *Arts & Sciences* for science lab aides, in all centers of 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 \$181,000.

Exhibit A, Line 6 – Employee Benefits: Benefit expenses are 5.4 percentage points behind the prior year’s pace of expenses, primarily due to changes in staffing and budgeted benefit expense changes not occurring as anticipated.

Exhibit A, Line 8 – Services and Supplies: Overall, the *Services & Supplies* are 3.4 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 12.3 percentage points behind the prior year’s pace of expenses. This is primarily due to budget adjustments in FY2026 to better align with expected spending.
- **Exhibit B, Line 28 – Utilities** are 17.9 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 34.4 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 sign language interpretation services.
- **Exhibit B, Line 31 – Rental Expense** is 5.0 percentage points behind the prior year’s pace of expenses. This is primarily due to decreased building rental expenses as the College is no longer operating at Howell and Lansing Capital Region Airport.
- **Exhibit B, Line 32 – Repair & Maintenance** is 15.4 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 10.2 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 6.2 percentage points behind the prior year’s pace of expenses. This is primarily due to budget adjustments in FY2026 to better align with expected spending.

Statement of Net Position
Exhibit C

This statement provides the collegewide financial position as of April 30, 2026 compared to April 30, 2025.

Current Assets:

- **Exhibit C, Line 1** – *Cash & Cash Equivalents* increased by \$1.7 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 \$3.4 million due to the timing of funding operations compared to the prior year.
- **Exhibit C, Line 3** – *Property Taxes Receivable, Net of Est Uncollectible*, decreased \$0.3 million due to the timing of payments received from the taxing entities compared to the prior year.
- **Exhibit C, Line 5** – *Federal & State Grants Receivable* increased by \$2.8 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 \$1.1 million due to increased enrollment and billable hours.

Non-Current Assets:

- **Exhibit C, Line 11** – *Net Other Post-Employment Benefits Asset* increased by \$16.4 million. The amount recognizes LCC's proportionate share of the overall net other post-employment benefits asset of the Michigan Public School Employees' Retirement System (MPERS). The amount is dependent on the actuarially determined unfunded net other post-employment benefit obligation. This is only recorded at year-end.
- **Exhibit C, Line 12** – *Deferred Charge on Refunding* decreased \$0.2 million as a result of amortization on the 2017 and 2022 bonds.
- **Exhibit C, Line 13** – *Deferred Pension Amounts* decreased \$12.9 million. The amount recorded in *Deferred Outflows* is a result of the differences between the retirement plan end date of 9/30/2024, LCC's fiscal year end date of 6/30/2025, and the actuarial changes to assumptions and valuation of the Michigan Public School Employees' Retirement System (MPERS). The amounts recorded are based on the required payments to the plan for pension and other post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board. This is only recorded at year-end.

Current Liabilities:

- **Exhibit C, Line 15** – *Accrued Payroll & Other Compensation* increased \$2.0 million due to the timing of payments compared to the prior year.

Non-Current Liabilities:

- **Exhibit C, Line 21** – *Compensated Absences Liability* increased \$0.6 million. This is a reporting requirement by the Governmental Accounting Standards Board (GASB). The pronouncement, GASB statement No. 101 Compensated Absences, requires that an estimate of accrued leave time, that is more likely than not to be used in the future, be recorded as a short-term and long-term liability. This is only recorded at year-end.
- **Exhibit C, Line 22** – *Bonds Payable* decreased \$5.9 million due to ongoing scheduled payments on outstanding bond issues.
- **Exhibit C, Line 24** – *Net Pension Liability* decreased \$36.4 million. The amount recognizes LCC's proportionate share of the overall net pension liability of the Michigan Public School Employees' Retirement System (MPERS). The amount is dependent on the actuarially determined unfunded net pension benefit obligation. This is only recorded at year-end.
- **Exhibit C, Line 25** – *Deferred Inflow of Resources – Pension Amounts* increased \$12.0 million. The amount recorded in *Deferred Inflows* is a result of the differences between the retirement plan end date of 9/30/2024, LCC's fiscal year end date of 6/30/2025, and the actuarial changes to assumptions and valuation of the Michigan Public School Employees' Retirement System (MPERS). The amounts recorded are based on the required payments to the plan for pension and other post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board. This is only recorded at year-end.

Schedule of Investments

Exhibit D

This statement provides a summary of the College's current investment accounts, including the current yield rate and interest income earned through April 30, 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 April 30, 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 June 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 bids are currently being reviewed.

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 partially 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 April 30, 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 the budgeted Fiscal Year 2026 General Fund Total Revenues of \$145.4 million.

Strategic Plan:

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

Human Resources:

There are no human resources implications.

RISKS

Due to the current economic environment, including inflation, and the uncertainty for projecting future enrollment, the College's finances will continue to have risk in future years.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS:

1. Statement & Summary as of April 30, 2026 includes:
 - a. General Fund Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual (Exhibit A)
 - b. General Fund Operating Expenses: Adopted Budget and Actual Expenses (Exhibit B)
 - c. Statement of Net Position (Exhibit C)
 - d. Schedule of Investments (Exhibit D)
 - e. Capital Projects (Exhibit E)
 - f. Statement of Revenue, Expenses and Changes in Net Position (Exhibit F)
 - g. Revenue and Expense Account Information (Attachment 1)
 - h. Asset, Liability and Net Position Account Information (Attachment 2)
 - i. Organization to Division Crosswalk (Attachment 3)
 - j. Glossary (Attachment 4)

Lansing Community College
General Fund
Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual
Month Ending April 30, 2026 Financial Review
(83% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 04/30/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 04/30/25	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
	<u>Revenues</u>								
1	State Appropriations	\$ 40,609,000	\$ 33,940,360	\$ 6,668,640	83.6%	\$ 40,359,928	\$ 32,666,520	80.9%	2.6
2	Property Taxes, Net of Estimated Uncollectible	\$ 58,347,000	\$ 47,575,093	\$ 10,771,907	81.5%	\$ 54,633,090	\$ 46,129,327	84.4%	(2.9)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 40,828,000	\$ 40,264,488	\$ 563,512	98.6%	\$ 41,285,342	\$ 37,480,857	90.8%	7.8
4	Other Revenues	\$ 5,614,000	\$ 5,702,506	\$ (88,506)	101.6%	\$ 6,966,063	\$ 6,301,995	90.5%	11.1
	Total Revenues	\$ 145,398,000	\$ 127,482,448	\$ 17,915,552	87.7%	\$ 143,244,423	\$ 122,578,700	85.6%	2.1
	<u>Salary & Benefit Expenses</u>								
5	Salaries & Wages	\$ 66,808,600	\$ 56,367,913	\$ 10,440,687	84.4%	\$ 65,890,989	\$ 54,325,199	82.4%	1.9
6	Employee Benefits	\$ 31,728,300	\$ 25,100,292	\$ 6,628,008	79.1%	\$ 30,421,885	\$ 25,719,168	84.5%	(5.4)
7	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
	Total Salary & Benefit Expenses	\$ 98,536,900	\$ 81,468,205	\$ 17,068,695	82.7%	\$ 96,978,403	\$ 80,044,368	82.5%	0.1
	<u>Other Operating Expenses</u>								
8	Services & Supplies	\$ 26,135,100	\$ 22,324,251	\$ 3,810,849	85.4%	\$ 26,212,898	\$ 21,494,927	82.0%	3.4
	Total Operating Expenses	\$ 124,672,000	\$ 103,792,456	\$ 20,879,544	83.3%	\$ 123,191,301	\$ 101,539,295	82.4%	0.8
	<u>Student Financial Support Expenses</u>								
9	Institutional Scholarships	\$ 2,790,000	\$ 2,496,451	\$ 293,549	89.5%	\$ 2,412,348	\$ 2,071,166	85.9%	3.6
	Total Expenses	\$ 127,462,000	\$ 106,288,906	\$ 21,173,094	83.4%	\$ 125,603,649	\$ 103,610,461	82.5%	0.9
	<u>Transfers (In)/Out</u>								
10	Grant Match & Other, Net	\$ 925,000	\$ 517,486	\$ 407,514	55.9%	\$ 915,960	\$ 631,677	69.0%	(13.0)
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	\$ 222,872	\$ (15,872)	107.7%	\$ 210,817	\$ 208,005	98.7%	9.0
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)	\$ (227,059)	89.3%	(89.3)
	Total Transfers	\$ 16,482,000	\$ 16,865,358	\$ (383,358)	102.3%	\$ 15,872,459	\$ 15,612,623	98.4%	4.0
20	Contingency	\$ 1,454,000	\$ -	\$ 1,454,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 145,398,000	\$ 127,482,448	\$ 17,915,552	87.7%	\$ 143,244,423	\$ 122,578,700	85.6%	2.1
	Total Expenses and Transfers	\$ 145,398,000	\$ 123,154,264	\$ 22,243,736	84.7%	\$ 141,476,108	\$ 119,223,084	84.3%	0.4
	Net Change in Unrestricted Fund Balance	\$ -	\$ 4,328,184	\$ (4,328,184)		\$ 1,768,315	\$ 3,355,616		
	Unrestricted General Fund Balance Beginning of Period	\$ 34,035,725	\$ 34,035,725	\$ -		\$ 32,267,410	\$ 32,267,410		
	Unrestricted General Fund Balance End of Period	\$ 34,035,725	\$ 38,363,909	\$ 4,328,184		\$ 34,035,725	\$ 35,623,026		

Lansing Community College
General Fund
Operating Expenses: Adopted Budget and Actual Expenses
Month Ending April 30, 2026 Financial Review
(83% of Fiscal Year)

LINE REF #	Operating Division/Account	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 04/30/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 04/30/25	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
<u>Operating Expenses - Divisions</u>									
1	Academic Affairs	\$ 9,156,200	\$ 8,016,044	\$ 1,140,156	87.5%	\$ 9,143,217	\$ 7,750,938	84.8%	2.8
2	Administrative Services	\$ 15,406,300	\$ 13,634,201	\$ 1,772,099	88.5%	\$ 15,041,368	\$ 12,437,881	82.7%	5.8
3	Advancement & External Affairs	\$ 1,589,900	\$ 1,141,650	\$ 448,250	71.8%	\$ 1,349,594	\$ 1,105,369	81.9%	(10.1)
4	Arts & Sciences	\$ 24,772,600	\$ 21,380,624	\$ 3,391,976	86.3%	\$ 25,623,858	\$ 21,045,468	82.1%	4.2
5	Board of Trustees	\$ 395,300	\$ 299,706	\$ 95,594	75.8%	\$ 300,975	\$ 270,599	89.9%	(14.1)
6	Business Operations	\$ 5,368,700	\$ 4,750,396	\$ 618,304	88.5%	\$ 4,816,382	\$ 4,024,352	83.6%	4.9
7	Community Education & Workforce Dvlpmt	\$ 4,265,600	\$ 3,055,702	\$ 1,209,898	71.6%	\$ 4,076,470	\$ 3,337,131	81.9%	(10.2)
8	Executive Office	\$ 2,083,600	\$ 1,473,757	\$ 609,843	70.7%	\$ 1,908,741	\$ 1,583,044	82.9%	(12.2)
9	Financial Services	\$ 6,605,600	\$ 5,544,132	\$ 1,061,468	83.9%	\$ 6,494,764	\$ 5,410,143	83.3%	0.6
10	Health & Human Services	\$ 11,316,400	\$ 8,572,477	\$ 2,743,923	75.8%	\$ 10,444,009	\$ 8,683,377	83.1%	(7.4)
11	Human Resources	\$ 2,390,200	\$ 1,786,772	\$ 603,428	74.8%	\$ 2,133,235	\$ 1,810,567	84.9%	(10.1)
12	Information Technology Services	\$ 15,566,700	\$ 12,986,130	\$ 2,580,570	83.4%	\$ 15,232,122	\$ 12,701,715	83.4%	0.0
13	Office of Empowerment	\$ 1,400,200	\$ 749,595	\$ 650,605	53.5%	\$ 1,187,127	\$ 933,124	78.6%	(25.1)
14	Student Affairs	\$ 12,213,600	\$ 10,361,498	\$ 1,852,102	84.8%	\$ 12,903,532	\$ 10,600,232	82.1%	2.7
15	Technical Careers	\$ 12,141,100	\$ 10,039,771	\$ 2,101,329	82.7%	\$ 11,870,378	\$ 9,845,356	82.9%	(0.2)
16	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	100.0%	-
	Total all Divisions	\$ 124,672,000	\$ 103,792,456	\$ 20,879,544	83.3%	\$ 123,191,301	\$ 101,539,295	82.4%	0.8
<u>Operating Expenses - Account</u>									
17	Full-Time Administrator	\$ 12,274,200	\$ 10,976,433	\$ 1,297,767	89.4%	\$ 12,470,839	\$ 10,311,170	82.7%	6.7
18	Full-Time Professional Technical	\$ 14,075,600	\$ 11,445,214	\$ 2,630,386	81.3%	\$ 13,352,776	\$ 10,970,174	82.2%	(0.8)
19	Part-Time Professional Technical	\$ 784,800	\$ 516,122	\$ 268,678	65.8%	\$ 679,745	\$ 578,511	85.1%	(19.3)
20	Full-Time Faculty	\$ 17,449,300	\$ 14,507,165	\$ 2,942,135	83.1%	\$ 18,090,857	\$ 14,556,531	80.5%	2.7
21	Part-Time Faculty	\$ 9,499,500	\$ 8,547,190	\$ 952,310	90.0%	\$ 9,567,023	\$ 8,129,053	85.0%	5.0
22	Full-Time Support	\$ 10,224,100	\$ 8,449,317	\$ 1,774,783	82.6%	\$ 9,553,749	\$ 7,998,219	83.7%	(1.1)
23	Part-Time Support	\$ 1,813,600	\$ 1,141,932	\$ 671,668	63.0%	\$ 1,417,608	\$ 1,185,858	83.7%	(20.7)
24	Student	\$ 687,500	\$ 784,539	\$ (97,039)	114.1%	\$ 758,391	\$ 595,684	78.5%	35.6
	Total Salaries & Wages	\$ 66,808,600	\$ 56,367,913	\$ 10,440,687	84.4%	\$ 65,890,989	\$ 54,325,199	82.4%	1.9
25	Employee Benefits	\$ 31,728,300	\$ 25,100,292	\$ 6,628,008	79.1%	\$ 30,421,885	\$ 25,719,168	84.5%	(5.4)
26	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
27	Institutional Expenses	\$ 2,070,300	\$ 1,665,160	\$ 405,140	80.4%	\$ 1,796,245	\$ 1,665,045	92.7%	(12.3)
28	Utilities	\$ 3,479,200	\$ 3,612,343	\$ (133,143)	103.8%	\$ 3,902,722	\$ 3,353,427	85.9%	17.9
29	Professional Services	\$ 1,256,800	\$ 536,023	\$ 720,777	42.6%	\$ 865,413	\$ 667,044	77.1%	(34.4)
30	Purchased Services	\$ 4,941,800	\$ 3,807,033	\$ 1,134,767	77.0%	\$ 5,026,556	\$ 4,065,555	80.9%	(3.8)
31	Rental Expense	\$ 666,100	\$ 487,135	\$ 178,965	73.1%	\$ 909,503	\$ 711,026	78.2%	(5.0)
32	Repair & Maintenance	\$ 2,077,400	\$ 1,823,325	\$ 254,075	87.8%	\$ 2,033,070	\$ 1,472,302	72.4%	15.4
33	Supplies & Non-Capital Equipment	\$ 9,728,200	\$ 9,005,973	\$ 722,227	92.6%	\$ 10,073,014	\$ 8,297,055	82.4%	10.2
34	Travel, Training & Conferences	\$ 1,915,300	\$ 1,387,259	\$ 528,041	72.4%	\$ 1,606,375	\$ 1,263,473	78.7%	(6.2)
	Total Services & Supplies	\$ 26,135,100	\$ 22,324,251	\$ 3,810,849	85.4%	\$ 26,212,898	\$ 21,494,927	82.0%	3.4
	Total All Accounts	\$ 124,672,000	\$ 103,792,456	\$ 20,879,544	83.3%	\$ 123,191,301	\$ 101,539,295	82.4%	0.8

Lansing Community College
Statement of Net Position
Month Ending April 30, 2026

Line Ref #	Statement Line Item	Current Fiscal Year 2026	Prior Fiscal Year 2025
	Current Assets:		
1	Cash & Cash Equivalents	\$ 9,895,035	\$ 8,170,239
2	Short-Term Investments	\$ 67,096,250	\$ 70,453,857
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 3,149,737	\$ 3,488,893
4	State Appropriations Receivable	\$ 13,505,872	\$ 13,277,224
5	Federal & State Grants Receivable	\$ 3,656,886	\$ 876,542
6	Accounts Receivable, Net of Est Uncollectible	\$ 8,587,801	\$ 7,442,472
7	Prepaid Expenses	\$ 2,395,716	\$ 2,341,116
8	Due from Component Unit - LCC Foundation	\$ 48,346	\$ 18,907
	Total Current Assets	\$ 108,335,642	\$ 106,069,251
	Non-Current Assets:		
9	Long-Term Investments	\$ 5,006,601	\$ 5,002,369
10	Capital Assets, Net of Accumulated Depreciation	\$ 223,064,976	\$ 224,163,407
11	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Total Noncurrent Assets	\$ 247,022,842	\$ 231,715,250
	Total Assets	\$ 355,358,485	\$ 337,784,500
	Deferred Outflow of Resources:		
12	Deferred Charge on Refunding	\$ 1,273,184	\$ 1,455,068
13	Deferred Pension Amounts	\$ 36,402,806	\$ 49,257,467
	Total Deferred Outflows of Resources	\$ 37,675,990	\$ 50,712,535
	Current Liabilities:		
14	Accounts Payable	\$ 636,051	\$ 579,841
15	Accrued Interest Payable	\$ -	\$ -
16	Accrued Payroll & Other Compensation	\$ 7,273,873	\$ 5,289,636
17	Current Compensated Absences Obligations	\$ 3,852,762	\$ 3,842,292
18	Unearned Revenue	\$ 22,527,517	\$ 21,975,490
19	Current Portion of Long-Term Lease/Subscript Obligations	\$ 2,175,395	\$ 2,188,907
20	Current Portion of Long-Term Debt Obligations	\$ 5,255,000	\$ 5,060,000
	Total Current Liabilities	\$ 41,720,598	\$ 38,936,167
	Non-Current Liabilities:		
21	Compensated Absences Liability	\$ 4,470,639	\$ 3,815,562
22	Bonds Payable	\$ 71,063,227	\$ 76,918,054
23	Lease & Subscription Liability	\$ 2,611,389	\$ 2,455,643
24	Net Pension Liability	\$ 107,116,780	\$ 143,514,579
	Total Noncurrent Liabilities	\$ 185,262,035	\$ 226,703,838
	Total Liabilities	\$ 226,982,634	\$ 265,640,005
25	Deferred Inflow of Resources - Pension Amounts	\$ 69,697,640	\$ 57,664,686
26	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 143,233,149	\$ 138,995,871
	Restricted:		
	Restricted Fund Activities	\$ 2,397,330	\$ 3,032,824
	Capital Projects	\$ 1,362,990	\$ 3,593,200
	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Unrestricted	\$ (69,590,534)	\$ (82,979,024)
	Total Net Position	\$ 96,354,201	\$ 65,192,344

Lansing Community College
Schedule of Investments
Month Ending April 30, 2026

Short Term (< one year)

Account	Market Value	Yield	FY2026 YTD Income
CDARs First National Bank of Michigan	\$ 18,619,795	3.69%	\$ 563,984
ICS First National Bank of Michigan	\$ 6,329,820	2.25%	\$ 134,672
PNC Money Market Account	\$ 15,539,673	3.62%	\$ 518,651
Michigan Liquid Asset Fund Investments	\$ 26,606,961	3.78%	\$ 748,069
Total Short Term Investments	\$ 67,096,250		\$ 1,965,376

Long Term (> one year)

Account	Market Value	Yield	FY2026 YTD Income
Treasury Note JPMorgan Securities	\$ 5,006,601	3.87%	\$ 192,539
Total Long Term Investments	\$ 5,006,601		\$ 192,539

Lansing Community College
Capital Projects
Month Ending April 30, 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	\$ 6,719	\$ 8,960	\$ 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	\$ 473,087	\$ 816,768
CY2025 HHS Simulation Center	\$ 6,250,000	\$ -	\$ -	\$ 6,250,000
Total Capital Projects	\$ 16,350,000	\$ 5,791,564	\$ 1,125,243	\$ 9,433,194

Lansing Community College
Statement of Revenues, Expenses and Changes in Net Position
Month Ending April 30, 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
Operating Revenues:							
Tuition & Fees, Net of Estimated Uncollectible	\$ 42,286,250	\$ 40,264,488	\$ -	\$ -	\$ 1,114,358	\$ -	\$ 907,405
Federal Grants & Contracts	\$ 3,036,250	\$ -	\$ -	\$ -	\$ -	\$ 3,036,250	\$ -
State Grants & Contracts	\$ 738,596	\$ -	\$ -	\$ -	\$ -	\$ 738,596	\$ -
Local Grants & Contracts	\$ 5,395,051	\$ 2,863,920	\$ -	\$ -	\$ -	\$ 2,531,131	\$ -
Sales & Services of Auxiliary Activities	\$ 527,529	\$ 1,497	\$ -	\$ -	\$ 517,050	\$ -	\$ 8,982
Michigan New Jobs Training Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 914,090	\$ 659,921	\$ -	\$ 17,800	\$ 113,342	\$ -	\$ 123,027
Total Operating Revenue	\$ 52,897,767	\$ 43,789,826	\$ -	\$ 17,800	\$ 1,744,749	\$ 6,305,977	\$ 1,039,414
Operating Expenses:							
Instruction	\$ 31,817,355	\$ 31,193,033	\$ -	\$ 469	\$ -	\$ 623,853	\$ -
Instructional Support	\$ 19,361,124	\$ 18,371,424	\$ -	\$ 89,835	\$ -	\$ 899,865	\$ -
Student Services	\$ 35,676,286	\$ 15,028,650	\$ -	\$ 60,667	\$ -	\$ 20,586,969	\$ -
Public Services	\$ 2,271,678	\$ 1,226,120	\$ -	\$ 25,523	\$ 473,473	\$ 546,562	\$ -
Operation & Maintenance of Plant	\$ 16,618,779	\$ 12,347,371	\$ -	\$ 41,047	\$ 725,391	\$ 581,676	\$ 2,923,294
Information Technology	\$ 15,503,353	\$ 12,986,130	\$ -	\$ 531,371	\$ 112,584	\$ 67,085	\$ 1,806,183
Institutional Administration	\$ 19,998,351	\$ 15,136,178	\$ -	\$ -	\$ (7,647)	\$ 4,869,821	\$ -
Depreciation & Amortization	\$ 8,012,465	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,012,465
Total Operating Expenses	\$ 149,259,391	\$ 106,288,906	\$ -	\$ 748,911	\$ 1,303,800	\$ 28,175,831	\$ 12,741,942
Operating Income (Loss)	\$ (96,361,625)	\$ (62,499,081)	\$ -	\$ (731,111)	\$ 440,949	\$ (21,869,854)	\$ (11,702,528)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 38,805,706	\$ 33,940,360	\$ -	\$ -	\$ -	\$ 4,865,345	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 47,575,093	\$ 47,575,093	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 2,177,880	\$ 2,177,880	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (2,345,734)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,345,734)
PELL	\$ 16,861,045	\$ -	\$ -	\$ -	\$ -	\$ 16,861,045	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 54,053	\$ (711)	\$ -	\$ -	\$ -	\$ -	\$ 54,764
Net Non-operating Revenue (Expenses)	\$ 103,128,043	\$ 83,692,622	\$ -	\$ -	\$ -	\$ 21,726,391	\$ (2,290,970)
Income (Loss) Before Transfers	\$ 6,766,418	\$ 21,193,542	\$ -	\$ (731,111)	\$ 440,949	\$ (143,463)	\$ (13,993,498)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (16,865,358)	\$ -	\$ 922,872	\$ (400,000)	\$ 517,486	\$ 15,825,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (102,289)	\$ -	\$ (989,154)	\$ 1,091,442
Net Increase (Decrease) in Net Position	\$ 6,766,418	\$ 4,328,184	\$ -	\$ 89,472	\$ 40,949	\$ (615,131)	\$ 2,922,945
Net Position:							
Beginning of Year	\$ 89,587,783	\$ 34,035,725	\$ (121,460,349)	\$ 7,161,543	\$ 2,208,262	\$ 3,012,461	\$ 164,630,141
Net Position End of Period	\$ 96,354,201	\$ 38,363,909	\$ (121,460,349)	\$ 7,251,015	\$ 2,249,211	\$ 2,397,330	\$ 167,553,086

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

Exhibit	Line	Account Title	Exhibit	Line	Account Title
REVENUES			B	30	Purchased Services
A	1	State Appropriations			Advertising
A	2	Property Taxes, Net of Estimated Uncollectible			Commercial Printing/Publication
A	3	Tuition & Fees, Net of Estimated Uncollectible			Curriculum Development/Contracted
A	4	Other Revenues			Direct Instruction/Contracted
		County School District Programs			Equipment Moving
		Gain on Sale of Fixed Assets			Instructional Support/Contracted
		Investment Income/Interest			Service Contracts
					Technical Support
					Temporary Help/Agency
					Miscellaneous Purchased Services
			B	31	Rental Expense
					Building Rentals
					Equipment Rentals
					Other Rentals
			B	32	Repair & Maintenance
					Building Maintenance Contracts
					Building Repairs
					Equipment Repairs
					Equipment Service Contracts
					Repair & Maintenance
					Vehicle Repair & Maintenance
					Grounds Maintenance
			B	33	Supplies & Non-Capital Equipment
					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	Travel, Training & Conferences
					Travel Lodging
					Travel Meal Allowance
					Travel Miscellaneous
					Travel Transportation
					Registration Fees
					Meeting Expense
					Travel Mileage
					Fleet Vehicle Chargeback
					Event Expense
EXPENSES					
B	27	Institutional Expenses			
		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	Utilities			
		Electricity			
		Gas			
		Steam			
		Water			
		Cable Television			
B	29	Professional Services			
		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

Organization Number	Organization Title	Division
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
May 18, 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 – April 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	11:37PM	Investigative Stop	Loitering in parking lot	Officer spoke w/person waiting for (HES) employee to get off work. They moved along	No	No	No	N/A	Female	Black or African American
2	9:58am	Field Interview	Larceny from Building	Officer spoke w/female suspect in larcenies from women's locker room. Seeking charges	No	No	No	Seeking charges	Female	White
3	12:20pm	Field Interview	Arguing	Spoke with two people arguing loudly in the mall. Everything was ok. They moved along	No	No	No	N/A	Female	Other
4	12:20pm	Field Interview	Same as #3	Same as #3	No	No	No	N/A	Male	Other
5	12:15pm	Dispatched	Agitated subject	Spoke to a person. Ultimately, they did not want assistance.	No	No	No	N/A	Male	Black or African American
6	3:02pm	Dispatched	Lewd & Lascivious behavior	Spoke w/person regarding their conduct. Dad called to pick him up. Report forwarded to Student Compliance	No	No	No	Seeking charges	Male	White
7	12:30am	Traffic Violation	Failed to stop	Failed to yield the right-of-way to oncoming traffic	No	Yes	No	N/A	Male	Black or African American
8	7:39pm	Traffic Violation	Obstructed plate	Stopped car w/no plate. Upon approach, noticed plate in back window	No	Yes	No	N/A	Female	Black or African American
9	7:51pm	Traffic Violation	Disregard traffic control device	Stopped car for disregarding stop sign	No	Yes	No	N/A	Female	White
10	4:09pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	White
11	8:07am	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	White

Lansing Community College Police Department Citizen Contact Report – April 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
12	12:42pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	Asian or Pacific Islander
13	10:32pm	Traffic Violation	Impeding traffic/welfare check	Car at light w/hazards on. After not moving 11 seconds after light turned green, car was stopped. Person said brakes were bad.	No	Yes	No	N/A	Female	Black or African American
14	10:10pm	Traffic Violation	No displayed plate	Car stopped for no visible plate. Temporary plate covered by heavy tint	No	Yes	No	N/A	Male	White
15	12:42am	Traffic Violation	Failed to move over	Failed to move over during traffic stop, causing safety issue. Car stopped upon contact. Noticed open containers. Person was intoxicated.	Yes	No	Yes	Opporating While Intoxicated (OWI)	Male	Hispanic or Latino
16	11:37pm	Traffic Violation	No lights (after dark)	Car had no lights on at location. Car stopped	Yes	No	No	N/A	Male	Black or African American
17	6:40pm	Traffic Violation	Drove in bike lane	N/A	No	Yes	No	N/A	Female	White
18	7:15pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	Asian or Pacific Islander
19	6:39pm	Traffic Violation	On phone during vehicle operation	Driver on phone said they were looking up directions. Advised it was a safety issue.	No	Yes	No	N/A	Male	White
20	9:30pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	Black or African American
21	9:50pm	Traffic Violation	No lights (after dark)	Car had no lights on at location. Car stopped	No	Yes	No	N/A	Male	Hispanic or Latino
22	8:25pm	Traffic Violation	Impeding traffic	Car was blocking crosswalk while light was green. Vehicles behind honking. Car was stopped. Driver advised.	No	Yes	No	N/A	Male	Black or African American

Lansing Community College Police Department Citizen Contact Report – April 2026

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	0				
Dispatched:	2				
Field Interviews:	3				
Investigative Stops:	1				
Officer Initiated:	0				
Traffic Violation:	15				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	21				
Demographics	Counts	Citation	Warning	Arrest	
Males:	11	2	6	1	
Females:	10	0	7	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	2	0	2	0	
Black or African American:	7	1	4	0	
Hispanic or Latino:	2	1	1	1	
Native American/Alaskan Native	0	0	0	0	
White:	8	0	6	0	
Other:	2	0	0	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	14				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	304				

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
May 18, 2026

Agenda Item: Board of Trustees Policy Structure

Presented for Information

PURPOSE

To illustrate a clear and organized governance structure for Board of Trustees policies by distinguishing among College Policies, Board Bylaws, and Policy Governance standards, while identifying corresponding review responsibilities and oversight processes.

BACKGROUND

The Board of Trustees maintains multiple categories of governing documents that collectively support institutional accountability, operational effectiveness, and strategic leadership.

The current framework organizes policies into three primary areas:

- **College Policies** — Policies governing students, faculty, and staff.
- **Board Bylaws** — Policies governing the Board.
- **Policy Governance** — The board focuses on “what” and “why” (mission, vision, outcomes, and boundaries), and the CEO or president focuses on “how” (operations and implementation). The board monitors performance through established policies rather than getting involved in daily decisions..

The chart also identifies review committee participation and administrative support roles to ensure consistency, accountability, and appropriate policy oversight.

The structure provides a clear organizational model for College Policies, Board Bylaws, and Policy Governance standards while supporting effective oversight, accountability, and institutional alignment.

IMPLICATIONS

Financial:

N/A

Strategic Plan:

The governance structure aligns with institutional priorities related to transparency, accountability, operational excellence, and effective Board governance. Clear policy organization strengthens institutional decision-making and supports long-term strategic planning initiatives.

Human Resources:

N/A

RISKS

These risks are mitigated through clearly defined committee structures, designated review participants, and ongoing governance oversight.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS: None

Board of Trustees POLICIES



COLLEGE POLICIES

(Policies that govern students, faculty, and staff)

Key Areas:

- Student & Instruction
- Human Resources
- Finance
- Administration and Facilities



Review Committee

- Policy Committee Chair (Trustee)
- Trustee
- Board Executive Ass't/Liaison
- Provost
- Chief Financial Officer
- Senior VP of Business Operations



BOARD BYLAWS

(Policies that govern the Board)

Key Areas:

- 1.0 Authority to Adopt, Suspend, and Revise Bylaws
- 1.1 Membership
- 1.2 Officers and Duties of Officers of the Board of Trustees
- 1.3 Board Committees
- 1.4 Meetings of the Board
- 1.5 Meeting Procedures
- 1.6 Board Governance, Board Policies and Procedures
- 1.7 Board and Board Member Conduct, Interaction with Public and with College Personnel
- 1.8 Compensation and Reimbursement of Expenses
- 1.9 Indemnification
- 1.10 Administration



POLICY GOVERNANCE

(A system in which the board sets clear policies defining the organization's purpose, desired outcomes, and limits of authority, while delegating the responsibility for day-to-day operations to a chief executive, and holding that executive accountable for results.)

Key Areas:

- Ends
- Executive Limitation
- Governance Process
- Board – President Relationship



Review Committee

- Policy Committee Chair (Trustee)
- Trustee
- Board Executive Ass't/Liaison



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.