



**Lansing Community College
Board of Trustees**

**Regular Meeting
June 15, 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
June 15, 2026
6:00 p.m.

Public Hearing on the Fiscal Year 2027 Budget Proposal

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant/Liaison to the Board
- III. Pledge of Allegiance
 - A. LaShunda Thomas
- IV. Public Hearing on the Fiscal Year 2027 Budget Proposal
- V. Close of Public Hearing

Regular Meeting

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant/Liaison to the Board
- III. Approval of Minutes
 - A. May 18, 2026, Regular Board of Trustees Meeting
- IV. Additions /Deletions to the Agenda
- V. Limited Public Comment Regarding Agenda Items
- VI. President's Report
 - A. Improving GPAs and Adopting Essential Learning Outcomes

- VII. Consent Agenda – Action Items
 - A. Board of Trustees Employees’
 - 1. Expenses – May 2026
 - 2. Time Reporting – June 2026
 - B. Cooperative Purchases
 - 1. Digital Signage Players
 - 2. Microsoft Enterprise Licenses
 - 3. Multi-Factor Authentication
 - 4. Virtual Desktop Server Replacement
 - 5. West Campus Wireless Access
 - C. Request for Proposals
 - 1. Electrician Services Contractor Pool
 - 2. Employee Vision Benefits
- VIII. Action Item
 - A. Fiscal Year 2027 Budget Proposal
- IX. Monthly Monitoring Reports
 - A. Monthly Financial Statements
 - B. Monthly Public Safety Report
- X. Chair’s Report
- XI. Committee Report
 - A. Audit Committee – *Robert Proctor*
 - 1. Professional Services Plan for the Year Ending June 30, 2026
 - B. Policy Committee – *Robert Proctor*
 - 1. Policy Management Modernization
 - 2. Board Bylaws
 - a. 1.6 Board Governance/Board Policies and Procedures (*REVISED*)
 - C. Board Members Report
 - 1. Foundation Board Report – Frazier/Garcia
 - 2. Local Finance Development Authority Board Update
 - a. Grand Ledge Local Development Authority – *Angela Mathews*
 - b. Mason Local Development Authority – *Hope Lovell*
- XII. Unfinished Business
- XIII. Public Comment

XIV. Board Comment

XV. Closed Session

XVI. Adjournment

Approval of Minutes



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
ADM Building Boardroom

May 18, 2026

Regular Meeting
Unadopted Meeting Minutes

Call to Order

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

Roll Call

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

Trustee Frazier Chaired the meeting.

Pledge of Allegiance

Trustee Terrence Taylor led the Pledge of Allegiance.

There was a moment of silence in remembrance of LCC's former employee, Margo Sue Whalen.

Approval of Minutes

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Taylor that the minutes of the April 20, 2026, Board of Trustees meeting be adopted.

Roll call vote:

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

Nays: None

Absent: Mathews

The motion carried.

Additions/Deletions to the Agenda

There were no additions or deletions to the meeting agenda.

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Lovell to accept that agenda.

Roll call vote:

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

The motion carried.

Limited Public Comment Regarding Agenda Items

There were no Limited Public Comments Regarding Agenda Items.

President Report

In Dr. Robinson's absence, Dr. Seleana Samuel highlighted the President's report for May 2026 to the Board.

President's Report - Special Presentation

Jim Owens highlighted the LCC Counseling Services.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

- A. Board Bylaws
 - 1. ~~1.4 Meetings of the Board (REVISED)~~ *REMOVED*
 - 2. ~~1.5 Meeting Procedure (REVISED)~~ *REMOVED*
- B. Board of Trustees Employees
 - 1. Expenses – April 2026
 - 2. Time Reporting – May 2026
- C. Cooperative Purchase
 - 1. ~~Virtual Desktop Infrastructure~~ *REMOVED*
- D. No Bid Purchase
 - 1. ~~Midwest Collaborative for Library Services~~ *REMOVED*
 - 2. ~~Temporary Instructor Services~~ *REMOVED*
- E. Sole Source Purchase
 - 1. Catalog, Curriculum, and Pathways System
- F. Transfer Funds to Execute the HHS Simulation Center Capital Project

Trustee Proctor asked to remove the Board Bylaws 1.4 and 1.5 from the consent agenda.

Trustee Thomas asked to remove the Cooperative Purchase for Virtual Desktop Infrastructure.

Trustee Taylor asked to remove the No Bid for the Midwest Collaborative for Library Services.

Trustee Garcia asked to remove the No Bid for Temporary Instructor Services.

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Garcia to approve the Consent Agenda, removing Board Bylaw 1.4 Meetings of the Board, 1.5 Meeting Procedure, Cooperative Purchase for Virtual Desktop Infrastructure, and the No Bid Purchase for Temporary Instructor Services.

Roll call vote:

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

Nays: None

Absent: Mathews

The motion carried.

Consent Agenda – Board Bylaw 1.4 Meeting of the Board

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Taylor that Board Bylaw 1.4 Meeting of the Board be approved.

Trustee Proctor made the following additional revision to Bylaw 1.4.70

A motion to enter into a Closed Session requires an affirmative vote of ~~at least (5)~~ 2/3 of the 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.

Roll call vote:

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

Nays: None

Absent: Mathews

The motion carried.

Consent Agenda – Board Bylaw 1.5 Meeting Procedure

IT WAS MOVED BY Trustee Proctor and seconded by Trustee Garcia that Board Bylaw 1.5 Meeting Procedure be approved.

Trustee Proctor indicated that the strikethroughs in 1.5.20 Order of Business necessitate renumbering the Order of Business.

Roll call vote:

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

Nays: None
Absent: Mathews

The motion carried.

Consent Agenda – Cooperative Purchase for Virtual Desktop Infrastructure

IT WAS MOVED BY Trustee Lovell and seconded by Trustee Thomas that the Cooperative Purchase for Virtual Desktop Infrastructure be approved.

Trustee Thomas asked why this wasn't for a longer contract.

Roll call vote:

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

The motion carried.

Consent Agenda – No Bid Purchase for the Midwest Collaborative for Library Services

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the No Bid Purchase for the Midwest Collaborative for Library Services be approved.

Trustee Taylor wanted more information due to the dollar amount and asked why this is just being presented.

The Administration stated that the subscription renewal is due next month.

Roll call vote:

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

The motion carried.

Consent Agenda – No Bid Purchase for the Temporary Instructor Services

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Lovell that the No Bid Purchase for Temporary Instructor Services be approved.

Trustee Garcia asked for a better understanding of the temporary instructor services.

Dean Dwyer stated that they are having difficulty finding instructors for the Journeyman program and therefore need to utilize temporary instructor services.

Roll call vote:

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

Nays: None

Absent: Mathews

The motion carried.

Trustee-Generated Idea and Initiative

The Administration provided updates on the 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

Trustee Proctor presented an organizational matrix of the Board's Policy Structure. This chart clearly illustrates an organized framework for the Board of Trustees' policies by distinguishing between College Policies, Board Bylaws, and Policy Governance standards. It also identifies the corresponding review responsibilities and oversight processes.

Linkage Planning/Implementation

Chair's Report

Trustee Frazier stated that he would allow the Chair to provide her update at the next meeting.

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 is a 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 Parlay: Melissa Parlay addressed the Board regarding the college's failure to award her nursing degree, testing irregularities, and the Board's failure to act by not responding.

Board Comments

There was a Board comment from Trustee Lovell.

Closed Session

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Proctor to enter a Closed Session to discuss material exempt from discussion or disclosure under state or federal law, specifically Section 8(h) of the Michigan Open Meetings Act (OMA) and Section 13(1)(g) of the Michigan Freedom of Information Act. Additionally, I move to enter a Closed Session under Section 8(e) of the MI OMA to consult with an attorney regarding the data breach litigation case and an unfair labor practice charge filed by MEA, specifically Section 13(y)(z) of the Michigan Freedom of Information Act.

Roll call vote:

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

Nays: None

Absent: Mathews

The motion carried.

The Board entered Closed Session at 7:43 p.m.

The Board returned to Open Session at 8:53 p.m.

Roll Call:

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

Absent: Mathews

Adjournment

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

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

The motion carried.

The meeting adjourned at 8:55 p.m.

Submitted,


Executive Assistant/Liaison to the Board
Benita Duncan

DRAFT

President's Report

Informational Items

Improving GPAs and Adopting ELOs

Mari Croze

HHS Associate Dean

Health & Human Services

Lansing Community College, MI

Dr. Karen Hicks

Director of Assessment

Center for Data Science

Lansing Community College, MI





What is Lansing Community College doing...

- Studying the effect cardio exercise has on their academic performance (IRB approved study)!
- Cardio for 30 minutes before a test, EXAM or Presentation!
- Take a short survey.



About the Research

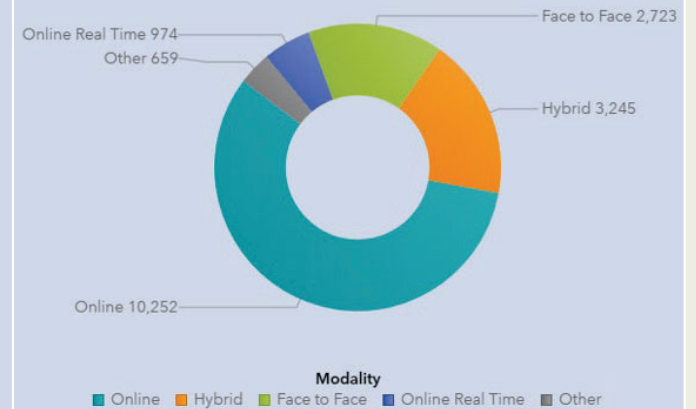
How many students have tried cardio exercise before taking a test?

17,853
Summer 2017 – Spring 2026

What subjects did students apply the intervention?

Program of Study	Survey Response Count	Frequency Percent
Health & Wellness/Kinesiology	9,793	54.85%
Science	1,505	8.43%
Math	1,289	7.22%
Nursing	910	5.10%
Psychology	708	3.97%
Social Sciences	607	3.40%
Biology/Chemistry	566	3.17%
Unknown	460	2.58%
Communication	443	2.48%
Business	408	2.29%
History	270	1.51%
English	205	1.15%
Education	178	1.00%
Political Science	100	0.56%
Criminal Justice	90	0.50%
Building Construction	61	0.34%
Computer Information Technologies	52	0.29%
Nutrition	41	0.23%

What learning modalities did students apply the intervention?

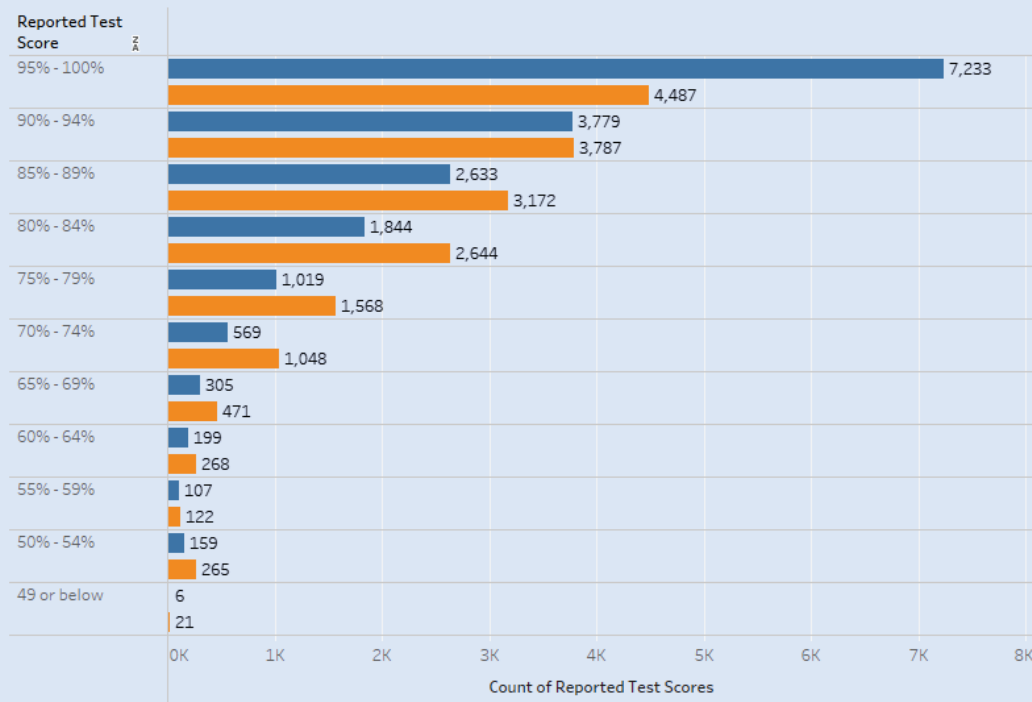


Findings from the Research

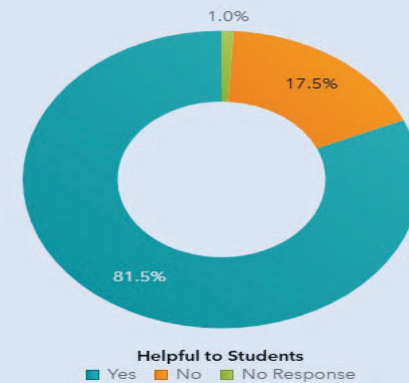
Students Reported Change in Grades

Reported Test Scores Before Cardio and After Cardio

Summer 2017 to Spring 2026



Students Found Doing Cardio Before an Exam, Test, or Presentation Helpful



How Cardio Was Helpful to Students

I think it was helpful because it helped relieve some of the stress from exams and gave me a bit of clarity.

This was helpful, usually I get anxious before testing therefore this was nice to get my head in the right space.

It was helpful because it got the blood flowing and opened up my mind a little more than usual

The cardio increased my energy level and cleared my mind, which made it easier to concentrate and recall information during the test.

What Students are Saying

COGNITIVE		AFFECTIVE	
Focus	23%	Feelings	19%
Clarity	13%	Relaxed	9%
Alert	10%	Stress	9%
Concentration	2%	Anxiety	5%
Productivity	1%	Calm	4%
		Confidence	3%
		Mood	1%

Half of all respondents note some form of cognitive boost!

Half of all respondents note some form of affective boost!

LCC's Essential Learning Outcomes (ELOs)

Integrative and Applied Learning, Including

•Wellness and Fitness – 4.14.25

- Synthesis and advanced accomplishment across general and specialized studies

Demonstrated through the application of knowledge, skills, and responsibilities to new settings and complex problems

1. Recognize and examine the importance of wellness and the positive lifelong impact the dimensions of wellness have including: physical, mental, environmental, occupational, social, financial and emotional health.
2. Explain the effect cardiovascular exercise has on psychological health, test anxiety, cognition and improved academic success.
3. Identify and evaluate credible sources for researching topics on health, wellness, and physical activities
4. Identify attributes that contribute to health and well-being, nutritious food, sleep, hydration, relaxation practices, strength training, movement throughout the day, etc. Evaluate and incorporate healthy practices.
5. Implement plan for consistent health and wellness practices.

<https://www.lcc.edu/provost/essential-learning-outcomes.html>

From the student perspective



Exercise + Students

= Success!

https://mediaspace.lcc.edu/media/Exercise+%2B+Students+D+Success%21/1_16w49lzy



From the Employee's perspective

Know-How-in-90 - Administrator Training

- 8 Dimensions of Wellness Booklet
- "Favorite presentation so far"
- "Best training yet"
- "Thank You for motivating me to be healthier"
- "I've shared your information when meeting with students"



THE 8 DIMENSIONS OF WELLNESS

Complete list of wellness ideas from Know-How in 90 in February 2026





PHYSICAL

Ideas you can adapt, combine, or discuss with your team.

Movement – 150min/wk – OR – 30min/day, 5days/wk.

“Un-Desk” break - <https://www.acefitness.org/education-and-resources/lifestyle/blog/6554/5-stretches-to-un-desk-your-body/>

- Walk at lunch/Take a lunch
- Walking meetings
- Standing desk
- Take exercise/stretching break (building stroll)
- Stand up meetings
- Squat break
- LCC Fitness Class (PFFT/PFWT)
- Webex groups for physical activity
- Lunch time games (ex – pickleball)
- Set an alarm reminder to move
- More in-person meetings
- Activity/accountability buddy
- Make it a consistent practice
- Park further away
- Annual check ups

- Take medication
- Time Outside/Nature – Vit D helps fight disease and reduces anxiety/depression
- Hydration – Body weight/2 (ex – 200lb person = 100oz of water)
- Sleep – 8hrs for adults

Hobby – Snow Shoeing, Cross-Country Skiing, Visit a park

<http://parks.ingham.org/parks/index.php>

<https://www.eatoncounty.org/222/Explore-Eaton-County-Parks>

Home Equipment

- Ybell (Kettle bell, dumbbell, push up stand, med ball)
- Yoga/stretching mat (Amazon, Walmart, Target)
- Foam roller (Amazon, Walmart, Target)
- Yak Trax (Amazon, L.L. Bean, REI)
- Reflective clothing, LED lighting (Amazon, Athleta, Nike)





NUTRITION

Ideas you can adapt, combine, or discuss with your team.

NEW GUIDELINES <https://cdn.realfood.gov/DGA.pdf>

- Eat real food and the right amount for you
- Prioritize Protein at every meal (animal sources - eggs, poultry, sea food, red meat; plant sources – beans, peas, lentils, legumes, nuts, seeds, and soy.)
- Consume dairy
- Eat fruits(2) and vegetables(3) throughout the day
- Healthy Fats – omega-3-rich seafood, nuts, seeds, full-fat dairy, olives, avocados.
- Whole Grains (2-4)
- Reduce high processed, refined carbs like white bread, packaged breakfast options, flour tortillas, crackers, chips, cookies, candy, added sugars, artificial flavors, sodas, energy drinks, alcoholic beverages.





MENTAL / EMOTIONAL

Ideas you can adapt, combine, or discuss with your team.

<https://www.healthline.com/health/mental-health/top-meditation-iphone-android-apps#A-quick-look-at-the-best-meditation-apps>

- Meditation/breathing – Square breathing – 5 sec inhale/ 5 sec exhale
- Journal
- Maintain relationships with like groups (ex – Military)
- Set Boundaries
- Recognize peak time and encourage/mandate/schedule breaks
- Safe place to vent/share
- Model the behavior (vulnerability, self-care, work/life balance)
- Positive Self-talk
- Connection – call a loved one
- Digital Detox – walk away from technology
- Practice Empathy – we all have our own battles
- Hire an “Intern” - pet therapy
- EAP

- Counseling/Therapy
- Nature
- Sleep
- Massage
- Listen to music
- Leave campus at lunch
- Find “your person” – mentor
- Reflect before act/react
- Mental/emotional check-ins before meetings
- 1:1 check-ins
- Seeing your team as human and take interest
- Support of using PTO (uninterrupted)
- Encourage your team to be their authentic selves (acceptance)
- Team environment/cross training – NO Silos





OCCUPATIONAL

Ideas you can adapt, combine, or discuss with your team.

- Enrich your work life – is something missing? Does something need to come off of your plate?
- Keep “business hours”
- Protect/plan for “self-time”
- Don’t over commit (say “No”)
- LCC time – 10min transition
- Diversify – How can you share your passion?
- Attend workshops/professional development (offer but not forced)
- Find a mentor
- Paid fitness time
- Bring back recess
- Walk
- Take your lunch break (and other breaks)
- Designated “fun” or game room
- STEM toys at your desk
- Create and sustain a positive culture
- Professional relationships and networking
- Growth mindset
- Utilize resources
- Organize your work space
- “Ok” to leave work – work will always be there





ENVIRONMENTAL

Ideas you can adapt, combine, or discuss with your team.

- Sunshine
- Change your scenery
- Declutter/tidy space
- Be aware of noise levels (hearing protection)
- Fresh air
- Be aware of smells (chemicals)
- Color
- Ergonomics
- Safety
- Access to proper tools
- Accessibility

- Personalize your environment
- People
- Self-soothing objects
- Lighting levels
- Promote feedback
- Be available and accessible
- Consider a new meeting space/mix things up
- Explore alternative/show you care about wellness
- Encourage quiet spaces
- Set intentional breaks - recharge
- More plants!





SOCIAL

Ideas you can adapt, combine, or discuss with your team.

- Work on a puzzle
- Social time is “Ok” from the top-down
- Get involved in groups (ex – bowling league)
- More purposeful networking opportunities
- Team lunches
- Life outside of work
- Volunteer (community service hours)
- Healthy relationship skills (colleagues, staff, family)

- Celebrations – birthdays, milestones, personal achievements
- Personal check-ins at the start of department meetings
- Spirit week Olympics
- Potlucks
- Meet & greets for new employees and welcome back
- Professional Development – “Family Feud” style
- Words of affirmation at the start of meetings





FINANCIAL

Ideas you can adapt, combine, or discuss with your team.

- EAP
- Share knowledge of local resources/Financial literacy
- Financial tip of the day
- Not alone – reassurance
- Stick to a monthly budget
- Save for nice things
- Stay away from credit cards
- Better insurance rates

- Free Fitness Facilities on campus (Downtown and West)
- Free Parking on campus
- Employee benefits/FMLA/Dental/Massage/Insurance/Retirement
- Utilize campus space outside of your “home base”
- Consider individual financial situations when planning group activities
- Collect promotional items to give-away
- Provide information and the reason why
- Find out (survey) what people want to know/learn about



Consent Agenda Action Items

**Lansing Community College – Board of Trustees
June 15, 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 May 2026.

BACKGROUND

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

IMPLICATIONS

Financial:

The College’s procedure 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 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
May 2026

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
1-May-26	General - Operations	\$ 60	Phone_2026_April	Lansing Community College
Total		\$ 60		
Chargeback Print & Copy				
1-May-26	General - Operations	\$ 12	Print Copy_2026_April	Lansing Community College
Total		\$ 12		
	Grand Total	\$ 72	Institutional Expenses	
Audit Services				
21-May-26	General - Operations	\$ 22,450	Internal Audit Services	Baker Tilly Advisory Group, LP
Total		\$ 22,450		
	Grand Total	\$ 22,450	Professional Fees	
Meeting Expense				
7-May-26	General - Operations	\$ 440	April 2026 Board Meeting	A Catered Affaire Inc
22-May-26	General - Operations	\$ 636	April Board Dinner	Toscana Restaurant
Total		\$ 1,076		
	Grand Total	\$ 1,076	Travel, Training & Conferences	
		\$ 23,599	Total Expenses	

Lansing Community College
 President - Detail Expenses
 May 2026

EXHIBIT B

Date	Board Employee	Amount	Description	Payee
Memberships				
21-May-26	Robinson	\$ 59	Monthly Membership	University Club of MSU
Total		\$ 59		
	Grand Total	\$ 59	Supplies & Non-Capital Equipment	
Travel Registration Fees				
6-May-26	Robinson	\$ 225	MI Belonging Conference	MI Belonging Summit
Total		\$ 225		
	Grand Total	\$ 225	Travel, Training & Conferences	
		\$ 284	Total Expenses	

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

Agenda Item: Board of Trustees Employee Time Reporting

Presented for Action

PURPOSE

To secure Board approval of the time reporting for June 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 the electronic system Banner for employee time reporting and payroll. On a bi-weekly basis, employees submit their time reporting in the system and report any exception time for the payroll period to the Board Chair for provisional approval. Once the Board Chair provides provisional approval, the time entry is approved in the system by the Executive Director of Human Resources. Final approval requires Board approval.

IMPLICATIONS

Financial:

None

Strategic Plan:

None

Human Resources:

None

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

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

ATTACHMENTS:

1. June 2026 Time Reporting

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

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

President

	Vacation Leave	Personal Leave	Sick Leave
April 26 – May 9, 2026	20.0		
May 10 – May 23, 2026	56.0		
Total Hours	76.0	0.0	0.0

Executive Assistant/Liaison to the Board

	Vacation Leave	Personal Leave	Sick Leave
April 26 – May 9, 2026	24.0		
May 10 – May 23, 2026	32.0		
Total Hours	56.0	0.0	0.0

Lansing Community College – Board of Trustees
June 15, 2026

Agenda Item: Cooperative Purchase for Digital Signage Players

Presented for Action

PURPOSE

To obtain Board of Trustees approval to issue a one-time Purchase Order for the procurement of digital signage players and associated hardware from CDW Government LLC (CDW-G).

BACKGROUND

Lansing Community College (LCC) uses digital signage players to display live web feeds, digital content such as messaging and marketing campaigns, and videos to provide students, employees, and visitors with college information. The players are the needed hardware that connects to a display screen, such as a television or monitors, to render and play digital content. The current signage players have reached end-of-life, and replacement is necessary to minimize downtime and maximize reliability. The signage network is a significant component of the College's messaging and communication infrastructure.

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 the State of Michigan's MiDeal Program, to CDW-G to procure the hardware components for the College's digital signage.

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 \$121,310. This will be funded by the General Fund.

Strategic Plan:

This request supports all the College's strategic goals of Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, 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 the College's digital signage players will impact live feeds and digital content that is displayed campus-wide for employees, students, and visitors.

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approving the requested one-time Purchase Order to CDW Government LLC in the amount of \$121,310. If approved, the purchase will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase for Digital Signage Players

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
June 15, 2026

Agenda Item: Cooperative Purchase for Microsoft Enterprise Licenses

Presented for Action

PURPOSE

To seek Board of Trustees approval to issue a Blanket Purchase Order (BPO) for the College's Microsoft Enterprise Licenses from CDW-Government LLC (CDW-G).

BACKGROUND

Lansing Community College (LCC) currently uses Microsoft Enterprise licenses for all employee email, all Windows-based computers, Office 365, and Visio Pro, Office Project Pro, SQL Server, Windows Remote Desktop, Windows Server Datacenter, and Microsoft A3 licenses. The current Blanket Purchase Order is scheduled to expire on August 31, 2026. The requested renewal period is September 1, 2026 through August 31, 2029.

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

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 annual cost of the requested licenses is \$150,495. The aggregate amount for the requested three-year BPO is \$451,485 and will be funded by the General Fund.

Strategic Plan:

This request supports all the College's strategic goals of Achieving Academic Excellence with Purpose and Equity, Foster Student Enrollment, 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 create a BPO would put the College at risk of no longer having access to products under the Microsoft umbrella.

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approving the requested Blanket Purchase Order to CDW-G in the amount of \$451,485 for the period of September 1, 2026 through August 31, 2029. If approved, the purchase will be funded by the General Fund.

ATTACHMENTS:

1. Pre-award Transmittal Document – Cooperative Purchase for Microsoft Enterprise Licenses

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: Microsoft Enterprise Licenses **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) is currently in need of creating a Blanket Purchase Order (BPO) for continued access to the College’s Microsoft Enterprise Licenses. This BPO provides licenses and support for all Microsoft products.

2. Description of supply or service:

LCC currently uses Microsoft licenses for all the College’s infrastructure, including: email, Office 365, Windows based computers, Visio Pro, Office Project Pro, SQL Server, Windows Remote Desktop, Windows Server Datacenter, and A3 licenses. The annual cost of this purchase is \$150,495. The current BPO expires August 31, 2026.

3. Award Recommendation:

The Administration recommends that the College utilize the competitively bid Regional Educational Media Center Association (REMC) cooperative agreement awarded to CDW-G for Microsoft Enterprise Licenses access. The requested three-year Blanket Purchase Order amount is \$451,485 and will be funded by the General Fund. The requested time period is September 1, 2026 through August 31, 2029.

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 Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
June 15, 2026

Agenda Item: Cooperative Purchase for Multi-Factor Authentication

Presented for Action

PURPOSE

To seek Board of Trustees approval to create a new three-year Blanket Purchase Order (BPO) for continued access to the College's multi-factor authentication (MFA) software solution provided through Logicalis.

BACKGROUND

Lansing Community College's (LCC) Information Security Department within the Information Technology Services (ITS) Division manages the College's MFA environment. MFA is an essential security layer for LCC, protecting staff and student accounts from unauthorized access. It acts as a "second lock" on a digital door. After entering a password, users must verify their identity via a secondary device, such as a smartphone or security key. Even if a password is compromised, MFA ensures that data remains inaccessible to bad actors. MFA is an important component of the College's layered security framework, helping us to reduce the risk of unauthorized access and protect sensitive information even if a password is compromised. Our existing BPO is scheduled to expire on July 31, 2026.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this commodity and service. The Administration recommends the utilization of a cooperative agreement awarded by 1Government Procurement Alliance (1GPA) to Logicalis for access to the College's selected MFA software solution.

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

IMPLICATIONS

Financial:

The requested three-year Blanket Purchase Order amount is \$398,223 for the period of August 1, 2026, through July 31, 2029. This will be funded by the General Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to establish a new BPO with Logicalis for the College's MFA software solution will cause the College to face significant risk, including threats of malicious activity and compromised college accounts.

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approving the proposed purchase in the amount of \$398,223 for the continued access to the College's current multi-factor authentication software solution for a three-year period of August 1, 2026, through July 31, 2029. If approved, the purchase will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase for Multi-Factor Authentication

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: Multi-Factor Authentication **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) needs to issue a new Blanket Purchase Order (BPO) to Logicalis for continued access to the College’s multi-factor authentication (MFA) software solution. The BPO will be for a three-year period of August 1, 2026, through July 31, 2029.

2. Description of supply or service:

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

Fee Description	Quantity (Years)	Extended Price
MFA Subscription for Educational Institutions – Student	3	\$341,199
MFA Subscription for Educational Institutions – Staff	3	\$57,024
Three-Year Blanket Purchase Order Total:		\$398,223

3. Award Recommendation:

The Administration recommends that the College utilize the competitively bid 1Government Procurement Alliance (1GPA) cooperative agreement awarded to Logicalis for the continued access of the College’s MFA software solution. The requested Blanket Purchase Order amount is \$398,223 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 Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
June 15, 2026

Agenda Item: Cooperative Purchase for Virtual Desktop Server Replacement

Presented for Action

PURPOSE

To obtain Board of Trustees approval to issue a one-time Purchase Order for the procurement of server replacement equipment to support 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. The College's Information Technology Services (ITS) Division deploys and manages the virtual desktop environment, which also includes maintaining the servers that support the software. The server equipment requires replacement every six (6) to eight (8) years, and the current equipment servicing LCC has reached end-of-life. The cost for the replacement equipment continues to see an increased spike industry-wide due to the acceleration of artificial intelligence and data centers.

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

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 \$5,543,992. This will be funded by the Technology Replacement Fund.

Strategic Plan:

This request supports all the College's strategic goals: 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 the College's virtual desktop infrastructure by replacing the end-of-life server equipment would result in the inability for students and staff to access LCC's online services off-campus. Remote learning would become difficult to impossible.

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approving the requested one-time Purchase Order to CDW Government LLC in the amount of \$5,543,992. If approved, the purchase will be funded by the Technology Replacement Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase for Virtual Desktop Server Replacement

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
June 15, 2026

Agenda Item: Cooperative Purchase for West Campus Wireless Access

Presented for Action

PURPOSE

To obtain Board of Trustees approval to issue a one-time Purchase Order for the procurement of new Juniper wireless networking equipment for West Campus from People Driven Technology.

BACKGROUND

Lansing Community College's (LCC) Information Technology Services (ITS) Division supports the College's aging Meraki wireless networking equipment. Recently, a wireless survey was completed at West Campus to identify gaps and other issues in the current wireless networking coverage. Over the past few years, we have upgraded to Juniper wired networking equipment across campuses and plan on unifying our wired and wireless networking.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this commodity and service. The Administration recommends the utilization of a cooperative agreement awarded by Michigan Collegiate Telecommunication Association (MiCTA) to People Driven Technology to procure Juniper wireless networking equipment. People Driven Technology is the preferred vendor for Juniper equipment.

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 \$150,411. This will be funded by the General Fund.

Strategic Plan:

This request supports all the College's strategic goals: 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 update the College's wireless networking equipment could severely impact the wireless performance, speed, and function. Replacing aging Meraki wireless with new Juniper wireless networking equipment will put the College in a stronger unified architecture position.

OTHER OPTIONS/ALTERNATIVES

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

RECOMMENDATIONS

The Administration respectfully recommends approving the requested one-time Purchase Order to People Driven Technology in the amount of \$150,411. If approved, then the purchase will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase for West Campus Wireless Access

PRE-AWARD TRANSMITTAL DOCUMENT

Document: Cooperative Purchase **Opening Date:** N/A
Project Title: West Campus Wireless Access **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) needs to issue a one-time Purchase Order (PO) to People Driven Technology for the purchase of Juniper wireless access equipment. The Information Technology Services (ITS) Division supports the College’s aging Meraki wireless networking equipment and the upgrade to Juniper wireless networking equipment.

2. Description of supply or service:

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

Fee Description	Quantity	Extended Price
AP47 – Indoor Enterprise Antenna with 5-year cloud subscription	35	\$51,023
AP47D – Directional Antenna with 5-year cloud subscription	62	\$99,388
Purchase Order Total:		\$150,411

3. Award Recommendation:

The Administration recommends that the College utilize the competitively bid Michigan Collegiate Telecommunication Association (MiCTA) cooperative agreement awarded to People Driven Technology for the purchase of Juniper wireless networking equipment. The requested Purchase Order amount is \$150,411 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 Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College – Board of Trustees
June 15, 2026

Agenda Item: Request for Proposal – Electrician Services Contractor Pool

Presented for Action

PURPOSE

To obtain Board of Trustees approval to issue Blanket Purchase Orders for licensed and qualified contractors to provide as needed electrician services.

BACKGROUND

In 2020 and 2024, a public solicitation for electrician services was completed, and Blanket Purchase Orders (BPO's) were established with various contractors to perform as-needed electrician services at all Lansing Community College (LCC) campuses. Electrician services may include but are not limited to: installation and repair of wiring and electrical systems for remodeling and new construction projects, the reading of blueprints and electrical riser diagrams to ensure code compliance, inspection of wiring, circuit breakers, and transformers, installation, repair, and troubleshooting of electrical systems, fixtures, lighting systems, security systems, building controls, and fire detection systems. The current BPO's are set to expire on June 30, 2026.

A new competitive solicitation process has taken place, and the following contractors have been recommended for award: Centennial Electric, F.D. Hayes, H&R Electric, Mid-Michigan Electrical Solutions, and R.M. Electric.

Participation in the Electrician Services Contractor Pool does not guarantee a minimum or maximum amount of work, as assignments are dependent upon the College's needs; therefore, as the College has planned projects, emergency needs, and upgrades, the College has a pool of qualified electricians with various levels of expertise and availability to meet the College's needs and requirements.

The requested BPO period is July 1, 2026 through June 30, 2027, with two (2) one-year options to extend for an overall BPO total of three (3) years.

IMPLICATIONS

Financial:

The annual estimated spend is \$500,000, therefore, the aggregate three-year BPO amount is \$1,500,000. The purchase will be funded by the General Fund and Capital Equipment Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to establish new BPO's for Electrician Services may inhibit the College's ability to manage projects that require electrical work in a timely manner, may delay new equipment installations, and may result in an increased price for emergency needs.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could solicit proposals for electrical services as needs arise; however, it would be a less efficient process and delay Administrative Services' ability to maintain campus facilities in a timely manner.

RECOMMENDATIONS

The Administration respectfully recommends approval to award Blanket Purchase Order's to: Centennial Electric, F.D. Hayes, H&R Electric, Mid-Michigan Electrical Solutions, and R.M. Electric. Monies will be designated as needed to support electrician services during the time period of July 1, 2026 through June 30, 2027 with two (2) one-year options to extend for an overall BPO total of three (3) years. The requested aggregate amount is \$1,500,000. If this request is approved, then it will be funded by the General Fund and Capital Equipment Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – Electrician Services Contractor Pool

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

Bid/Proposal No.: 50220-834-26SG **Opening Date:** May 12, 2026
Project Title: Electrician Services Contractor Pool **Buyer:** Samantha Gallimore

1. Statement of Need:

Lansing Community College (LCC) Facilities Department is responsible for maintaining campus buildings, exterior electrical fixtures, charging stations, and installing machinery and equipment for educational needs. In order to fulfill LCC’s electrical services needs and to maintain compliance with code regulations, certified electricians are needed.

2. Proposals Received:

The Request for Proposal (RFP) was publicly posted on Bid Net Direct: <https://www.bidnetdirect.com/mitn/lansingcommunitycollege>. 82 contractors were notified. The College received 5 proposals.

Contractors	Expertise	Location
Centennial Electric	Master Electrician	Lansing, MI
F.D. Hayes	ECITP, SYSTIMAX, Hubbel, Legrand, Atalas, Milstone, AudioTechnica	Lansing, MI
H&R Electric	Master Electrician	Dewitt, MI
Mid-Michigan Electrical Solutions	Master, Journeyman, Apprentice Electrician	Perry, MI
R.M. Electrical	Master, Journeyman, Apprentice Electrician	Lansing, MI

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Facilities. The proposals were evaluated based upon expertise, qualifications, rates and availability. All contractors participating in the bid process were found to be responsible and responsive. Therefore, they are all recommended for entry in the Electrician Services Contractor Pool.

Participation in the Electrician Services Contractor Pool does not guarantee a minimum or maximum amount of work as it is dependent on the needs of the College. The Administrative Services Division spends approximately \$500,000 per year on electrician services. The requested Blanket Purchase Order’s time period is July 1, 2026 through June 30, 2027, with two (2) one-year options to extend. Therefore, the aggregate three-year estimated BPO amounts for electrician services is \$1,500,000. The request will be funded by the General Fund and Capital Equipment Fund.

4. Reviewed By:

 Samantha Gallimore, NIGP-CPP, CPPB
 Purchasing Director

 Date

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

Date

5. Board of Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College – Board of Trustees
June 15, 2026**

Agenda Item: Request for Proposal - Employee Vision Benefits

Presented for Action

PURPOSE

To seek Board of Trustees approval to issue a Blanket Purchase Order (BPO) to procure employee vision benefits for college employees.

BACKGROUND

The purchasing agreement for vision insurance is scheduled to expire December 31, 2026. Through a competitive bidding process, the evaluation team, which consisted of Financial Services, Union and Administration members of the College Health Care Task Force, and Purchasing, identified Superior Vision Services, Inc. as the vendor offering the most advantageous proposal to the College.

The Administration is recommending to award a BPO to Superior Vision Services, Inc. for the period of January 1, 2027 through December 31, 2028 with two (2) one-year options to extend.

IMPLICATIONS

Financial:

The estimated annual premium is \$65,000, for a three-year aggregate amount of \$195,000. The College premiums are unchanged and will be funded by the General Fund.

Strategic Plan:

This request supports the College's strategic goal of Establishing LCC as a Premier Workplace through Empowerment, Engagement, and Inclusion.

Human Resources:

Failure to award the Blanket Purchase Order may result in a loss of vision insurance for eligible Lansing Community College employees.

RISKS

Delayed approval of the proposed BPO would negatively impact the ability of the College to provide critical benefits to employees.

OTHER OPTIONS/ALTERNATIVES

There are no other options or alternatives.

RECOMMENDATIONS

The Administration respectfully requests approval to award a Blanket Purchase Order to Superior Vision Services, Inc. for eligible employee vision benefits. The estimated annual premium is \$65,000 for a three-year aggregate amount of \$195,000. The requested agreement period is January 1, 2027 through December 31, 2028 with two (2) one-year options to renew. If this request is approved, then the agreement will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal for Employee Vision Benefits

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

Bid/Proposal No.: 12301-867-26BV **Opening Date:** April 13, 2026
Project Title: Employee Vision Benefits **Buyer:** Brittney Villarreal

1. Statement of Need:

Lansing Community College (LCC) needs to procure vision benefits for eligible LCC employees. All respondents were required to offer benefit plans that matched or exceeded the benefits that LCC employees currently receive.

2. Proposals Received:

The Request for Proposal was posted on BidNet Direct:
<https://www.bidnetdirect.com/mitn/lansingcommunitycollege>. 26 vendors were notified.
Proposals were received from 5 vendors.

Vendor	Complete Bid Submitted	Single Employee Rate
Aetna	Yes	\$4.65
EyeMed	Yes	\$3.82
MESSA	No	\$8.60
Superior Vision	Yes	\$4.30
National Vision Administrators	No	\$4.08

3. Award Recommendation:

The evaluation committee consisted of staff from Financial Services, Union and Administration members of the College Health Care Task Force, and Purchasing. The proposals were evaluated based upon qualifications, service offerings and price.

The evaluation committee recommends awarding a Blanket Purchase Order to Superior Vision. The vendor met all required specifications and offered the most advantageous proposal to the College. The requested period is January 1, 2027 through December 31, 2028 with two (2) one-year options to extend. The annual premium amount is \$65,000, for an aggregate three-year amount of \$195,000. 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 Trustee Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Action Item

Lansing Community College – Board of Trustees
June 15, 2026

Agenda Item: Fiscal Year 2027 Budget Proposal

Presented for Action

PURPOSE

To approve the adoption of the FY 2027 Proposed Budget per the Board of Trustees Governance Policy EL-202, Executive Limitations: Budgeting and Forecasting, the President shall not present a proposed budget which:

- Contains insufficient information, in accordance with policy direction established by the Board of Trustees, to enable the board and others to make accurate and ready comparisons of prior years' financial and enrollment data, including credible projections of revenue and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions, to assess the reasonableness of projections for the proposed budget.
- Plans the expenditure in any fiscal year of more funds than are to be conservatively projected to be received.
- Would project the general fund balance to fall below fifteen percent of the College's operating budget.
- Fails to present a reasonable and prudent plan to assure the fiscal soundness of future years and provides for the building of organizational capacity sufficient to achieve ends in future years.
- Fails to include consideration of multiple-year, long-range administrative plans."

The Administration recommends adopting the FY 2027 Proposed Budget, attached, in accordance with the above policy.

BACKGROUND

Please see Proposed Budget Narrative and Budget Detail.

IMPLICATIONS

Financial:

The College has 1% of the FY 2027 General Fund budget available in contingency for unanticipated expenses for FY 2027.

Strategic Plan:

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

Human Resources:

The College has reviewed and determined the appropriate staffing levels including classification and the number of positions.

RISKS

Primary financial risks for FY 2027 are (1) attainment of enrollment projections and (2) the adoption of the State of Michigan budget as it pertains to the community college operating appropriation.

OTHER OPTIONS/ALTERNATIVES

The Administration does not recommend any alternatives to the budget as presented. Other options and alternatives are routinely being studied and analyzed for the future.

RECOMMENDATIONS

The Administration respectfully recommends adoption of the Fiscal Year 2027 Budget as proposed.

ATTACHMENTS:

1. Proposed Budget Narrative
2. FY 2027 Tuition Comparison
3. FY 2027 LCC Tuition History
4. Proposed Budget
 - EXHIBIT A – General Fund Operating Revenues, Expenses & Transfers (FY 2027 Proposal)
 - EXHIBIT B – General Fund Operating Expenses (FY 2027 Proposal)
 - EXHIBIT C – Summary of General Fund Budgeted Non-Student Positions Fiscal Years 2024-2027
 - EXHIBIT D – Historical Budgets – General Fund Operating Revenues, Expenses & Transfers for FY 2024 and FY 2025
 - EXHIBIT E – Historical Budgets – General Fund Operating Expenses for FY 2024 and FY 2025
 - EXHIBIT F – Bonded Debt Amortization Schedule
 - EXHIBIT G - Organization to Division Crosswalk
 - EXHIBIT H – Revenue and Expense Accounts

June 15, 2026

Lansing Community College Fiscal Year 2027 Proposed Budget Narrative

Introduction

The FY 2027 budget development process began in late January 2026 when the Financial Services division invited all college employees to attend the "*LCC Financial Briefing*" and "*FY 2027 Budget Launch*" session offered both in person and via Webex. Over 100 employees attended the session, reflecting the College's commitment to a transparent and inclusive budget process. The session included two components: the "*LCC Financial Briefing*" which provided an overview of the College's revenue sources and types of expenses to increase awareness of the College's finances and the "*FY 2027 Budget Launch*" which outlined the process, timelines, and requirements for developing the FY 2027 budget. Copies of both presentations were made available at the session, the budget development SharePoint site, and upon request.

Employees were encouraged to actively engage in the budget process within their respective divisions. The Chief Financial Officer and Office of Budget and Financial Analysis (OBFA – formerly the Financial Planning, Analysis, and Review) team also met with individual members of the Executive Leadership Team (ELT) and others to provide additional support during the budget development process. Following the "*FY 2027 Budget Launch*" meeting, ELT members, in collaboration with their teams, submitted budget requests in late February, including Labor Changes, Services and Supplies Changes, Additional Financial Resources, and Capital Equipment.

On February 17, 2026, the Chief Financial Officer presented a high-level two-year financial forecast to the Board which projected a balanced budget for FY 2027 and included a \$2 increase in the College's in-district tuition rate. The Board also approved changes to course fees for the AY 2027 at the January meeting and the tuition rate increase at the March meeting. Based upon currently available information, the College will remain as the sixth lowest in-district tuition rate for Michigan community colleges (See Attachment 2 – Tuition Comparison with Michigan Community Colleges).

A budget workshop for the Board of Trustees was held on May 27, 2026, led by the President and Chief Financial Officer. Also present at the workshop were ELT members and additional members of the Financial Services Division. The workshop provided an update on the proposed FY 2027 budget, including key changes from the February financial forecast. The budget presented reflects information available as of the third week of May.

Significant new information became available during the last week of May. State appropriations continue to use the Governor's recommendations for community college appropriation, however, the estimated appropriations for Replacement Tax and MPERS

revenues were increased by \$450 thousand based upon more current information. Property tax levy information was also received in late May. Although the levy amount was slightly lower than used for the workshop, the estimated uncollectible property taxes are lower than the estimates used for the workshop. This resulted in a net increase of \$171 thousand. Tuition and fees were adjusted based upon an updated review of current tuition and fee revenue and an adjustment was made to decrease the revenue by \$341 thousand. Lastly, Other Revenues were reviewed and resulted in a \$37 thousand increase. The net change in total General Fund revenues resulted in a net increase of \$317 thousand.

Based upon discussion between the President and the Chief Financial Officer the following adjustments were made to expenses and transfers:

- Scholarships were increase by \$14 thousand
- Campus Master Plan Funding was increased by \$300 thousand
- Contingency was increased by \$3 thousand to match the increase in revenue

Summary of General Fund Budget

Lansing Community College's FY 2027 proposed budget is presented to the Board of Trustees in summary form with supporting documentation. The Administration respectfully requests adoption as proposed.

Revenues

Total revenues are projected to be approximately \$150.2 million (see Attachment 4 - Exhibit A - General Fund Operating Revenues, Expenses & Transfers: Proposed Budget FY 2027).

Summary of Fiscal Year 2027 General Fund Revenues

General Fund Revenues					
Total Revenues	2024 Actual	2025 Actual	2026 Adopted Budget	2027 Proposed	Percent change 2025 to 2026
State Appropriations	\$ 39,478,637	\$ 40,359,928	\$ 40,609,000	\$ 40,766,000	0.4%
Property Taxes	\$ 51,553,499	\$ 54,633,090	\$ 58,557,000	\$ 60,159,000	2.7%
Tuition and Fees	\$ 38,005,268	\$ 41,285,342	\$ 40,618,000	\$ 43,653,000	7.5%
Other Revenue	\$ 6,851,499	\$ 6,966,063	\$ 5,614,000	\$ 5,623,000	0.2%
Total	\$135,888,903	\$143,244,423	\$145,398,000	\$150,201,000	3.3%

State Appropriations – State appropriations for FY 2027 remain uncertain due to ongoing development of the state budget. Accordingly, the proposed budget is based on currently available information (as described above) and incorporates conservative

assumptions based on the May 2026 Consensus Revenue Estimating Conference and the current fiscal and political environment. The State's FY 2027 total appropriations to Lansing Community College are budgeted to increase by 0.4% consistent with the budget recommended by the Governor. Budget negotiations are underway between the Governor, House and Senate. Current information indicates that the State of Michigan budget may not be adopted until after June 30th.

Property Taxes – Net property tax revenue for FY 2027 is projected to increase by 2.7%, driven by a 4.7% increase in total taxable values across the College's district. This growth is partially offset by an estimated 5.0% reduction for uncollectible taxes and tax refunds, reflecting recent trends in tax tribunal activity. In addition, the College's millage rate decreased slightly from 3.7611 to 3.7550 mills.

Tuition and Fees – The budget of \$43.7 million in tuition and fees includes a \$2 increase in in-district tuition rate with no changes in mandatory student fees as approved by the Board at the March 2026 meeting. Course fee adjustments were approved by the Board at the January 2026 meeting. For FY 2027, billable hours are assumed to remain consistent with FY 2026, although enrollment levels continue to present an ongoing area of uncertainty.

Other Revenues – Other revenues include the College's contracts with the Eaton Regional Educational Services Agency, High School Advantage contracts, interest income, rental income, and other miscellaneous revenues. The College projects a 0.2% increase in Other Revenue for FY 2027. This increase is based upon a review of current revenue trends.

Operating Budgets

Salaries, Wages, and Benefits – Salaries and benefits are projected to comprise 67.8% of total General Fund expenses and transfers in FY 2027, consistent with the FY 2026 Adopted Budget.

Services and Supplies – Services and Supplies are projected to increase 5% over the FY 2026 Adopted Budget, reflecting ongoing inflationary pressures, which continue to impact operating costs. However, a thorough review of all Services and Supplies budgets was done with an emphasis on reducing Institutional Expenses and reallocating resources to support the College's strategic plan. (See Attachment 4 - Exhibit B – General Fund Operating Expenses).

Student Financial Support – The FY 2027 budget for institutional student scholarships totals \$2.9 million, representing a 3.0% increase to support enrollment growth. These funds support a range of programs, including Board of Trustees, Honors, divisional, athletic, childcare, and other institutionally funded scholarships.

Transfer Budgets

Grant Match – The FY 2027 budget is \$925 thousand, consistent with FY 2026.

Capital Equipment – The FY 2027 budget is \$900 thousand, consistent with FY 2026.

Debt Service – In the FY 2027 budget, \$6.6 million is budgeted for principal and interest payments on debt, based upon the College's current debt service obligations (see Attachment 4 - Exhibit F – Bonded Debt Amortization Schedule).

Physical Plant Improvement – The FY 2027 budget is proposed at \$3.5 million to support the ongoing maintenance and upkeep of the College's facilities and minimize deferred maintenance. This investment reflects the needs of approximately 2.1 million square feet of space owned and maintained by the College.

Technology Infrastructure – The FY 2027 budget is proposed at \$2.8 million to support the continued need for up-to-date technology for students and employees.

Technology Fee – The FY 2027 budget is proposed at \$224 thousand reflecting anticipated levels of enrollment.

Campus Master Plan - \$1.9 million will be transferred to the Plant Fund to continue implementation of recommendations from the campus master planning process developed with an independent third-party consultant. This a \$300 thousand increase from FY 2026.

Michigan New Jobs Training Program – The FY 2027 budget of \$75 thousand is based on the anticipated volume for these training agreements.

Contingency

Contingency – The Contingency budget for FY 2027 is \$1.5 million, and is equal to 1% of budgeted revenues. This Contingency is necessary to provide resources for significant unanticipated expenses.

Tuition Comparison with Michigan Community Colleges FY 2027 as of 6/2/2026

COLLEGE	FY2026 In-Dist	FY2026 In-State	FY2026 Out-State	FY2027 Source	FY2027 In-Dist	FY2027 In-Dist % Increase	FY2027 In-State	FY2027 In-State % Increase	FY2027 Out-State	FY2027 Out-State % Increase
Washtenaw Community College	\$99	\$186	\$264	Phone Call	\$99	0.00%	\$192	3.23%	\$272	3.03%
Wayne County Comm College	\$112	\$121	\$152	Phone Call	\$112	0.00%	\$121	0.00%	\$152	0.00%
Macomb Community College	\$113	\$212	\$270	Website	\$113	0.00%	\$212	0.00%	\$270	0.00%
Oakland Community College	\$115	\$217	\$217	Website	\$119	3.48%	\$224	3.23%	\$224	3.23%
Henry Ford College	\$119	\$208	\$301	DNA	\$119	0.00%	\$208	0.00%	\$301	0.00%
Lansing Community College	\$120	\$240	\$360	Board Approved	\$122	1.67%	\$244	1.67%	\$366	1.67%
Montcalm Community College	\$123	\$236	\$386	Website	\$123	0.00%	\$236	0.00%	\$386	0.00%
Grand Rapids Comm College	\$127	\$267	\$402	Website	\$130	2.36%	\$270	1.12%	\$411	2.24%
Northwestern Michigan College	\$131	\$280	\$364	Website	\$131	0.00%	\$280	0.00%	\$364	0.00%
Kalamazoo Valley Comm College	\$127	\$219	\$292	Website	\$134	5.51%	\$231	5.48%	\$308	5.48%
West Shore Community College	\$131	\$196	\$276	Website	\$135	3.05%	\$200	2.04%	\$280	1.45%
Glen Oaks Community College	\$139	\$207	\$244	Website	\$139	0.00%	\$207	0.00%	\$244	0.00%
Monroe County Comm College	\$134	\$229	\$256	Website	\$140	4.25%	\$239	4.21%	\$266	3.85%
Delta College	\$136	\$229	\$240	Website	\$140	2.94%	\$236	3.06%	\$247	2.92%
Kellogg Community College	\$137	\$221	\$314	Website	\$142	3.28%	\$229	3.39%	\$324	3.18%
Schoolcraft College	\$139	\$200	\$270	Phone Call	\$143	2.88%	\$206	3.00%	\$270	0.00%
Muskegon Community College	\$141	\$264	\$369	Phone Call	\$146	3.55%	\$275	4.17%	\$384	4.07%
Kirtland Community College	\$149	\$225	\$310	Website	\$155	4.03%	\$236	4.89%	\$325	4.84%
Gogebic Community College	\$149	\$213	\$244	Website	\$155	4.03%	\$221	3.76%	\$254	4.10%
North Central Michigan College	\$152	\$260	\$330	Website	\$157	3.29%	\$270	3.85%	\$340	3.03%
Southwestern Michigan College	\$151	\$200	\$218	Website	\$157	4.14%	\$208	4.00%	\$226	3.78%
Bay de Noc Community College	\$160	\$275	\$337	DNA	\$160	0.00%	\$275	0.00%	\$337	0.00%
St. Clair County Comm College	\$158	\$291	\$420	Website	\$163	3.16%	\$300	3.09%	\$433	3.10%
Mott Community College	\$160	\$210	\$299	Website	\$164	2.50%	\$220	4.76%	\$306	2.34%
Alpena Community College	\$159	\$253	\$253	Phone Call	\$165	3.77%	\$262	3.56%	\$262	3.56%
Mid Michigan Comm College	\$155	\$258	\$347	Website	\$168	8.39%	\$279	8.14%	\$375	8.07%
Lake Michigan College	\$187	\$187	\$187	Website	\$192	2.67%	\$192	2.67%	\$377	101.34%
Jackson College	\$201	\$234	\$300	Website	\$209	3.98%	\$244	4.27%	\$418	39.33%
AVERAGE	\$140	\$226	\$294		\$144	2.74%	\$233	2.81%	\$311	6.08%

DNA=Data Not Available - FY26 tuition rate used in calculation of FY27 average rates

In FY27, LCC will remain the 6th lowest in-district tuition rate of Michigan Community Colleges.

LCC In-District Tuition Increase History for FY2027

Fiscal Year	LCC \$ Increase	LCC In-District Tuition	LCC % Increase	State Average Increase	State Average In-District Tuition	State Average % Increase
2023	\$0	\$114	0.0%	\$4	\$128	3.2%
2024	\$3	\$117	2.6%	\$5	\$133	3.6%
2025	\$3	\$120	2.6%	\$4	\$137	2.9%
2026	\$0	\$120	0.0%	\$3	\$140*	2.2%
2027	\$2	\$122	1.7%	\$4	\$144*	2.6%

* Data compiled through 6/2/2026, tuition rates for 26 of 28 community colleges reporting

LANSING COMMUNITY COLLEGE

General Fund

Operating Revenues, Expenses & Transfers: Proposed Budget Fiscal Year 2027
 Comparison of Fiscal Years 2024 Actual, 2025 Actual, 2026 Budget to 2027 Proposed Budget

Line Ref #	Operating Budget Line Item	FY2024 Actual	FY2025 Actual	FY2026 Adopted Budget	Increase (Decrease)	FY2027 Proposed Budget	% Change
<u>Revenues</u>							
1	State Appropriations	\$ 39,478,637	\$ 40,359,928	\$ 40,609,000	\$ 157,000	\$ 40,766,000	0.4%
2	Property Taxes, Net of Estimated Uncollectible	\$ 51,553,499	\$ 54,633,090	\$ 58,557,000	\$ 1,602,000	\$ 60,159,000	2.7%
3	Tuition and Fees, Net of Estimated Uncollectible	\$ 38,005,268	\$ 41,285,342	\$ 40,618,000	\$ 3,035,000	\$ 43,653,000	7.5%
4	Other Revenues	\$ 6,851,499	\$ 6,966,063	\$ 5,614,000	\$ 9,000	\$ 5,623,000	0.2%
	Total Revenues	\$ 135,888,903	\$ 143,244,423	\$ 145,398,000	\$ 4,803,000	\$ 150,201,000	3.3%
<u>Salary & Benefit Expenses</u>							
5	Salaries and Wages	\$ 61,391,107	\$ 65,890,989	\$ 66,808,600	\$ 3,547,300	\$ 70,355,900	5.3%
6	Employee Benefits	\$ 28,758,330	\$ 30,421,885	\$ 31,728,300	\$ (504,700)	\$ 31,223,600	(1.6)%
7	Compensated Absences	\$ 4,328,178	\$ 665,529	\$ -	\$ -	\$ -	0.0%
	Total Salaries and Benefits	\$94,477,615	\$96,978,403	\$ 98,536,900	\$ 3,042,600	\$ 101,579,500	3.1%
<u>Other Operating Expenses</u>							
8	Services and Supplies	\$ 26,134,435	\$ 26,212,898	\$ 26,135,100	\$ 1,311,400	\$ 27,446,500	5.0%
	Total Operating Expenses	\$ 120,612,050	\$ 123,191,301	\$ 124,672,000	\$ 4,354,000	\$ 129,026,000	3.5%
<u>Student Financial Support Expenses</u>							
9	Institutional Student Scholarships	\$ 2,364,522	\$ 2,412,348	\$ 2,790,000	\$ 84,000	\$ 2,874,000	3.0%
	Total Expenses	\$ 122,976,572	\$ 125,603,649	\$ 127,462,000	\$ 4,438,000	\$ 131,900,000	3.5%
<u>Transfers (In)/Out</u>							
10	Grant Match	\$ 864,841	\$ 915,960	\$ 925,000	\$ -	\$ 925,000	0.0%
11	Capital Equipment	\$ 400,000	\$ 600,000	\$ 900,000	\$ -	\$ 900,000	0.0%
12	Debt Service	\$ 6,600,000	\$ 6,600,000	\$ 6,600,000	\$ -	\$ 6,600,000	0.0%
13	Physical Plant Improvement	\$ 3,400,000	\$ 3,400,000	\$ 3,525,000	\$ -	\$ 3,525,000	0.0%
14	Technology Infrastructure	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ -	\$ 2,800,000	0.0%
15	Technology Fee	\$ 196,008	\$ 210,817	\$ 207,000	\$ 17,000	\$ 224,000	8.2%
16	Prefund FY2026 Tuition Rate Freeze	\$ -	\$ 800,000	\$ -	\$ -	\$ -	0.0%
17	Campus Master Plan	\$ -	\$ 800,000	\$ 1,600,000	\$ 300,000	\$ 1,900,000	18.8%
18	Board Designated Funds	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -	0.0%
19	Michigan New Jobs Training Program	\$ (168,176)	\$ (254,318)	\$ (75,000)	\$ -	\$ (75,000)	0.0%
	Total Transfers	\$ 16,292,673	\$ 15,872,459	\$ 16,482,000	\$ 317,000	\$ 16,799,000	1.9%
20	Contingency	\$ -	\$ -	\$ 1,454,000	\$ 48,000	\$ 1,502,000	3.3%
	Total Revenues	\$ 135,888,903	\$ 143,244,423	\$ 145,398,000	\$ 4,803,000	\$ 150,201,000	3.3%
	Total Expenses, Transfers and Contingency	\$ 139,269,245	\$ 141,476,108	\$ 145,398,000	\$ 4,803,000	\$ 150,201,000	3.3%
	Net Change in Unrestricted Fund Balance	\$ (3,380,342)	\$ 1,768,315	\$ -	\$ -	\$ -	0.0%
21	Unrestricted General Fund Balance Beginning of Period	\$ 35,647,752	\$ 32,267,410	\$ 34,035,725	N/A	\$ 34,035,725	N/A
	Unrestricted General Fund Balance End of Period	\$ 32,267,410	\$ 34,035,725	\$ 34,035,725	N/A	\$ 34,035,725	N/A

LANSING COMMUNITY COLLEGE

General Fund

Operating Expenses: Proposed Budget Fiscal Year 2027

Comparison of Fiscal Years 2024 Actual, 2025 Actual, 2026 Budget to 2027 Proposed Budget

Line Ref #	Operating Division/Account	FY2024 Actual	FY2025 Actual	FY2026 Adopted Budget	Increase (Decrease)	FY2027 Proposed Budget	% Change
<i>Operating Expenses - Divisions</i>							
1	Academic Affairs *	\$ 8,606,197	\$ 9,143,217	\$ 8,993,200	\$ 810,100	\$ 9,803,300	9.0%
2	Administrative Services	\$ 14,050,908	\$ 15,041,368	\$ 15,406,300	\$ 671,700	\$ 16,078,000	4.4%
3	Advancement and External Affairs *	\$ 1,305,297	\$ 1,349,594	\$ -	\$ -	\$ -	0.0%
4	Arts and Sciences	\$ 24,035,346	\$ 25,623,858	\$ 24,772,600	\$ 422,300	\$ 25,194,900	1.7%
5	Board of Trustees	\$ 308,162	\$ 300,975	\$ 395,300	\$ 8,800	\$ 404,100	2.2%
6	Business Operations *	\$ 5,183,787	\$ 4,816,382	\$ 5,449,500	\$ 351,800	\$ 5,801,300	6.5%
7	Community Education and Workforce Development	\$ 3,816,016	\$ 4,076,470	\$ 4,265,600	\$ (119,800)	\$ 4,145,800	(2.8)%
8	Executive Office *	\$ 1,731,264	\$ 1,908,741	\$ 2,812,500	\$ (65,700)	\$ 2,746,800	(2.3)%
9	Financial Services *	\$ 6,312,644	\$ 6,494,764	\$ 6,831,700	\$ 69,700	\$ 6,901,400	1.0%
10	Health and Human Services	\$ 10,205,684	\$ 10,444,009	\$ 11,316,400	\$ 109,200	\$ 11,425,600	1.0%
11	Human Resources *	\$ 2,454,171	\$ 2,133,235	\$ 2,390,200	\$ 113,300	\$ 2,503,500	4.7%
12	Information Technology Services *	\$ 14,336,199	\$ 15,232,122	\$ 16,283,800	\$ 1,054,400	\$ 17,338,200	6.5%
13	Office of Empowerment	\$ 758,798	\$ 1,187,127	\$ 1,400,200	\$ (62,700)	\$ 1,337,500	(4.5)%
14	Student Affairs	\$ 12,024,684	\$ 12,903,532	\$ 12,213,600	\$ 556,200	\$ 12,769,800	4.6%
15	Technical Careers	\$ 11,154,716	\$ 11,870,378	\$ 12,141,100	\$ 434,700	\$ 12,575,800	3.6%
16	Compensated Absences	\$ 4,328,178	\$ 665,529	\$ -	\$ -	\$ -	0.0%
	Total all Divisions	\$ 120,612,050	\$ 123,191,301	\$ 124,672,000	\$ 4,354,000	\$ 129,026,000	3.5%
<i>Operating Expenses - Accounts</i>							
17	Full-Time Administrator	\$ 11,740,191	\$ 12,470,839	\$ 12,274,200	\$ 1,268,200	\$ 13,542,400	10.3%
18	Full-Time Professional Technical	\$ 12,408,284	\$ 13,352,776	\$ 14,075,600	\$ 636,800	\$ 14,712,400	4.5%
19	Part-Time Professional Technical	\$ 759,529	\$ 679,745	\$ 784,800	\$ (57,500)	\$ 727,300	(7.3)%
20	Full-Time Faculty	\$ 17,130,644	\$ 18,090,857	\$ 17,449,300	\$ 375,900	\$ 17,825,200	2.2%
21	Part-Time Faculty	\$ 8,414,571	\$ 9,567,023	\$ 9,499,500	\$ 352,900	\$ 9,852,400	3.7%
22	Full-Time Support	\$ 9,148,856	\$ 9,553,749	\$ 10,224,100	\$ 965,200	\$ 11,189,300	9.4%
23	Part-Time Support	\$ 1,194,403	\$ 1,417,608	\$ 1,813,600	\$ (242,400)	\$ 1,571,200	(13.4)%
24	Student	\$ 594,628	\$ 758,391	\$ 687,500	\$ 248,200	\$ 935,700	36.1%
	Total Salaries and Wages	\$ 61,391,107	\$ 65,890,989	\$ 66,808,600	\$ 3,547,300	\$ 70,355,900	5.3%
25	Employee Benefits	\$ 28,758,330	\$ 30,421,885	\$ 31,728,300	\$ (504,700)	\$ 31,223,600	(1.6)%
26	Compensated Absences	\$ 4,328,178	\$ 665,529	\$ -	\$ -	\$ -	0.0%
27	Institutional Expenses	\$ 1,730,859	\$ 1,796,245	\$ 2,070,300	\$ (1,900)	\$ 2,068,400	(0.1)%
28	Utilities	\$ 3,650,412	\$ 3,902,722	\$ 3,479,200	\$ 102,400	\$ 3,581,600	2.9%
29	Professional Services	\$ 1,751,032	\$ 865,413	\$ 1,256,800	\$ 100,300	\$ 1,357,100	8.0%
30	Purchased Services	\$ 5,224,649	\$ 5,026,556	\$ 4,941,800	\$ 101,600	\$ 5,043,400	2.1%
31	Rental Expense	\$ 1,011,202	\$ 909,503	\$ 666,100	\$ 9,400	\$ 675,500	1.4%
32	Repair and Maintenance	\$ 1,816,412	\$ 2,033,070	\$ 2,077,400	\$ (110,000)	\$ 1,967,400	(5.3)%
33	Supplies and Non-Capital Equipment	\$ 9,421,918	\$ 10,073,014	\$ 9,728,200	\$ 966,000	\$ 10,694,200	9.9%
34	Travel, Training and Conferences	\$ 1,527,951	\$ 1,606,375	\$ 1,915,300	\$ 143,600	\$ 2,058,900	7.5%
	Total Services and Supplies	\$ 26,134,435	\$ 26,212,898	\$ 26,135,100	\$ 1,311,400	\$ 27,446,500	5.0%
	Total Division Operating Expenses	\$ 120,612,050	\$ 123,191,301	\$ 124,672,000	\$ 4,354,000	\$ 129,026,000	3.5%

* Restated FY2026 Division Adopted Budgets to conform with FY2027 Proposed Budgets

LANSING COMMUNITY COLLEGE

Four-year Trend General Fund Budgeted Non-Student Positions Fiscal Years 2024-2027

Division	Position Classification	FY2024 Adopted	FY2025 Adopted	FY2026 Adopted*	FY2027 Proposed	Change FY2027 to FY2026
Academic Affairs	Administrative FT	11.00	11.00	12.00	12.00	0.00
	Professional Technical FT	19.00	19.00	21.00	21.00	0.00
	Professional Technical PT	1.00	1.00	1.00	1.50	0.50
	Faculty FT	14.75	16.50	15.50	15.50	0.00
	Faculty PT	21.80	21.80	22.96	22.32	(0.64)
	Support FT	16.00	16.00	15.00	17.00	2.00
	Support PT	9.80	7.70	1.40	1.40	0.00
Academic Affairs Total		93.35	93.00	88.86	90.72	1.86
Administrative Services	Administrative FT	12.50	12.50	12.50	12.70	0.20
	Professional Technical FT	1.00	2.60	5.60	6.00	0.40
	Support FT	40.20	40.75	41.08	47.50	6.42
	Support PT	11.34	12.00	10.62	2.10	(8.52)
Administrative Services Total		65.04	67.85	69.80	68.30	(1.50)
Advancement and External Affairs	Administrative FT	3.00	3.00	0.00	0.00	0.00
	Professional Technical FT	2.75	2.75	0.00	0.00	0.00
	Faculty PT	0.10	0.10	0.00	0.00	0.00
	Support FT	6.00	6.00	0.00	0.00	0.00
	Support PT	0.00	0.00	0.00	0.00	0.00
Advancement and External Affairs Total		11.85	11.85	0.00	0.00	0.00
Arts and Sciences	Administrative FT	7.00	7.00	8.00	8.00	0.00
	Professional Technical FT	12.00	12.00	12.00	13.00	1.00
	Professional Technical PT	0.50	1.20	0.60	0.73	0.13
	Faculty FT	118.25	119.50	120.50	122.50	2.00
	Faculty PT	59.11	52.60	63.02	67.67	4.65
	Support FT	13.00	13.00	13.00	13.00	0.00
	Support PT	6.97	5.91	5.03	5.91	0.88
Arts and Sciences Total		216.83	211.21	222.15	230.81	8.66
Board of Trustees	Administrative FT	1.00	1.00	1.00	1.00	0.00
Board of Trustees Total		1.00	1.00	1.00	1.00	0.00
Business Operations	Administrative FT	5.00	6.00	9.00	9.00	0.00
	Professional Technical FT	14.00	15.00	13.00	13.00	0.00
	Support FT	9.00	11.00	11.00	13.00	2.00
	Support PT	2.10	2.10	2.10	1.40	(0.70)
Business Operations Total		30.10	34.10	35.10	36.40	1.30
Community Education and Workforce Development	Administrative FT	5.00	5.00	6.00	6.00	0.00
	Professional Technical FT	11.00	11.00	8.25	9.50	1.25
	Professional Technical PT	0.65	0.65	1.18	0.70	(0.48)
	Faculty FT	0.00	0.00	0.25	0.25	0.00
	Faculty PT	4.68	4.68	7.24	6.62	(0.62)
	Support FT	11.00	11.00	10.00	9.00	(1.00)
Support PT	2.96	2.96	3.13	3.20	0.07	
Community Education and Workforce Development Total		35.29	35.29	36.05	35.27	(0.78)
Executive Offices	Administrative FT	4.00	4.00	6.00	5.00	(1.00)
	Professional Technical FT	1.00	2.00	1.75	2.75	1.00
	Support FT	2.00	2.00	5.00	5.00	0.00
Executive Offices Total		7.00	8.00	12.75	12.75	0.00
Financial Services	Administrative FT	12.00	13.00	14.00	14.00	0.00
	Professional Technical FT	21.00	21.00	22.00	21.00	(1.00)
	Support FT	20.00	19.00	19.00	20.00	1.00
Financial Services Total		53.00	53.00	55.00	55.00	0.00
Health and Human Services	Administrative FT	11.00	11.00	12.00	12.00	0.00
	Professional Technical FT	10.00	10.00	9.00	9.00	0.00
	Professional Technical PT	0.93	0.93	0.93	0.67	(0.26)
	Faculty FT	31.00	31.00	30.00	30.00	0.00
	Faculty PT	32.43	26.07	36.93	36.23	(0.70)
	Support FT	12.00	12.00	12.00	12.00	0.00
Support PT	0.76	0.76	0.76	0.76	0.00	
Health and Human Services Total		98.12	91.76	101.62	100.66	(0.96)

LANSING COMMUNITY COLLEGE

Four-year Trend General Fund Budgeted Non-Student Positions Fiscal Years 2024-2027

Division	Position Classification	FY2024 Adopted	FY2025 Adopted	FY2026 Adopted*	FY2027 Proposed	Change FY2027 to FY2026
Human Resources	Administrative FT	5.00	3.00	6.00	6.00	0.00
	Professional Technical FT	7.00	8.00	5.00	6.00	1.00
	Professional Technical PT	0.30	0.30	0.30	0.30	0.00
	Support FT	6.00	6.00	7.00	6.00	(1.00)
	Support PT	0.70	0.70	0.00	0.00	0.00
Human Resources Total		19.00	18.00	18.30	18.30	0.00
Information Technology Services	Administrative FT	10.00	11.00	13.00	14.00	1.00
	Professional Technical FT	30.05	34.05	35.05	38.05	3.00
	Professional Technical PT	1.50	1.50	1.50	1.50	0.00
	Support FT	23.62	23.62	28.22	28.27	0.05
	Support PT	8.67	8.67	15.87	15.42	(0.45)
Information Technology Services Total		73.84	78.84	93.64	97.24	3.60
Office of Empowerment	Administrative FT	4.00	4.00	4.00	4.00	0.00
	Professional Technical FT	1.00	2.00	3.00	3.00	0.00
	Professional Technical PT	0.45	0.45	0.00	0.00	0.00
	Support FT	4.00	5.00	4.00	4.00	0.00
	Support PT	1.20	0.70	0.70	0.70	0.00
Office of Empowerment Total		10.65	12.15	11.70	11.70	0.00
Student Affairs	Administrative FT	18.65	16.65	17.65	16.92	(0.73)
	Professional Technical FT	38.00	34.00	35.45	36.16	0.71
	Professional Technical PT	2.20	2.90	2.85	2.75	(0.10)
	Faculty FT	17.00	17.00	17.00	17.00	0.00
	Faculty PT	4.95	4.25	4.40	4.21	(0.19)
	Support FT	28.60	28.60	27.65	27.65	0.00
	Support PT	2.50	2.50	2.50	2.80	0.30
Student Affairs Total		111.90	105.90	107.50	107.49	(0.01)
Technical Careers	Administrative FT	8.00	8.00	8.00	8.00	0.00
	Professional Technical FT	7.00	7.00	7.25	7.00	(0.25)
	Faculty FT	47.00	47.00	48.00	48.00	0.00
	Faculty PT	32.01	30.77	30.01	38.32	8.31
	Support FT	11.25	11.25	11.75	12.00	0.25
	Support PT	0.70	0.70	0.70	0.70	0.00
Technical Careers Total		105.96	104.72	105.71	114.02	8.31
General Fund Total		932.93	926.67	959.18	979.66	20.48
Administrative FT		117.15	116.15	129.15	128.62	(0.53)
Professional Technical FT		174.80	180.40	178.35	185.46	7.11
Professional Technical PT		7.53	8.93	8.36	8.15	(0.21)
Faculty FT		228.00	231.00	231.25	233.25	2.00
Faculty PT		155.08	140.27	164.56	175.37	10.81
Support FT		202.67	205.22	204.70	214.42	9.72
Support PT		47.70	44.70	42.81	34.39	(8.42)
Total		932.93	926.67	959.18	979.66	20.48

* Restated to conform with FY2027 Proposed presentation

LANSING COMMUNITY COLLEGE
 General Fund Budget
 Historical Budgets Fiscal Years 2024 and 2025

Line Ref #	Operating Budget Line Item	FY2024 Adopted Budget	FY2024 Actuals	FY2025 Adopted Budget	FY2025 Actuals
	<u>Revenues</u>				
1	State Appropriations	\$37,292,000	\$ 39,478,637	\$ 39,658,000	\$ 40,359,928
2	Property Taxes, Net of Estimated Uncollectible	\$52,187,000	\$ 51,553,499	\$ 56,115,000	\$ 54,633,090
3	Tuition and Fees, Net of Estimated Uncollectible	\$39,690,000	\$ 38,005,268	\$ 38,741,000	\$ 41,285,342
4	Other Revenues	\$4,312,000	\$ 6,851,499	\$ 5,317,000	\$ 6,966,063
	Total Revenues	\$ 133,481,000	\$ 135,888,903	\$ 139,831,000	\$ 143,244,423
	<u>Salary & Benefit Expenses</u>				
5	Salaries and Wages	\$ 61,903,700	\$ 61,391,107	\$ 64,244,800	\$ 65,890,989
6	Employee Benefits	\$ 28,644,600	\$ 28,758,330	\$ 29,838,000	\$ 30,421,885
7	Compensated Absences	\$ -	\$ 4,328,178	\$ -	\$ 665,529
	Total Salaries and Benefits	\$ 90,548,300	\$ 94,477,615	\$ 94,082,800	\$ 96,978,403
	<u>Other Operating Expenses</u>				
8	Services and Supplies	\$ 24,944,700	\$ 26,134,435	\$ 25,890,000	\$ 26,212,898
	Total Operating Expenses	\$ 115,493,000	\$ 120,612,050	\$ 119,972,800	\$ 123,191,301
	<u>Student Financial Support Expenses</u>				
9	Institutional Student Scholarships	\$ 2,361,000	\$ 2,364,522	\$ 2,415,200	\$ 2,412,348
	Total Expenses	\$ 117,854,000	\$ 122,976,572	\$ 122,388,000	\$ 125,603,649
	<u>Transfers (In)/Out</u>				
10	Grant Match	\$ 967,000	\$ 864,841	\$ 925,000	\$ 915,960
11	Capital Equipment	\$ 400,000	\$ 400,000	\$ 600,000	\$ 600,000
12	Debt Service	\$ 6,600,000	\$ 6,600,000	\$ 6,600,000	\$ 6,600,000
13	Physical Plant Improvement	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000	\$ 3,400,000
14	Technology Infrastructure	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000	\$ 2,800,000
15	Technology Fee	\$ 200,000	\$ 196,008	\$ 195,000	\$ 210,817
16	Prefund FY2026 Tuition Rate Freeze	\$ -	\$ -	\$ 800,000	\$ 800,000
17	Campus Master Plan	\$ -	\$ -	\$ 800,000	\$ 800,000
18	Board Designated Funds	\$ -	\$ 2,200,000	\$ -	\$ -
19	Michigan New Jobs Training Program	\$ (75,000)	\$ (168,176)	\$ (75,000)	\$ (254,318)
	Total Transfers	\$ 14,292,000	\$ 16,292,673	\$ 16,045,000	\$ 15,872,459
20	Contingency	\$ 1,335,000	\$ -	\$ 1,398,000	\$ -
	Total Revenues	\$ 133,481,000	\$ 135,888,903	\$ 139,831,000	\$ 143,244,423
	Total Expenses, Transfers and Contingency	\$ 133,481,000	\$ 139,269,245	\$ 139,831,000	\$ 141,476,108
	Net Change in Unrestricted Fund Balance	\$ -	\$ (3,380,342)	\$ -	\$ 1,768,315
21	Unrestricted General Fund Balance Beginning of Period	\$ 35,647,752	\$ 35,647,752	\$ 32,267,410	\$ 32,267,410
	Unrestricted General Fund Balance End of Period	\$ 35,647,752	\$ 32,267,410	\$ 32,267,410	\$ 34,035,725

LANSING COMMUNITY COLLEGE
 General Fund Budgets - Operating Expenses
 Historical Budgets Fiscal Years 2024 and 2025

Line Ref #	Operating Division/Account	FY2024 Adopted Budget	FY2024 Actuals	FY2025 Adopted Budget	FY2025 Actuals
	<u>Operating Expenses - Divisions</u>				
1	Academic Affairs	\$ 8,318,400	\$ 8,606,197	\$ 8,678,200	\$ 9,143,217
2	Administrative Services	\$ 13,895,400	\$ 14,050,908	\$ 14,542,200	\$ 15,041,368
3	Advancement and External Affairs	\$ 1,566,400	\$ 1,305,297	\$ 1,604,300	\$ 1,349,594
4	Arts and Sciences	\$ 23,843,000	\$ 24,035,346	\$ 24,194,000	\$ 25,623,858
5	Board of Trustees	\$ 343,100	\$ 308,162	\$ 333,100	\$ 300,975
6	Business Operations	\$ 4,597,700	\$ 5,183,787	\$ 5,250,100	\$ 4,816,382
7	Community Education and Workforce Development	\$ 4,078,300	\$ 3,816,016	\$ 4,378,400	\$ 4,076,470
8	Diversity, Equity & Inclusion	\$ 1,192,700	\$ 758,798	\$ 2,078,500	\$ 1,187,127
9	Executive Office	\$ 1,660,000	\$ 1,731,264	\$ 6,284,300	\$ 1,908,741
10	Financial Services	\$ 6,075,200	\$ 6,312,644	\$ 11,138,400	\$ 6,494,764
11	Health and Human Services	\$ 11,025,300	\$ 10,205,684	\$ 2,360,200	\$ 10,444,009
12	Human Resources	\$ 2,369,700	\$ 2,454,171	\$ 14,947,600	\$ 2,133,235
13	Information Technology Services	\$ 13,801,600	\$ 14,336,199	\$ 1,327,000	\$ 15,232,122
14	Student Affairs	\$ 11,510,500	\$ 12,024,684	\$ 11,369,000	\$ 12,903,532
15	Technical Careers	\$ 11,215,700	\$ 11,154,716	\$ 11,487,500	\$ 11,870,378
16	Compensated Absences	\$ -	\$ 4,328,178	\$ -	\$ 665,529
	Total all Divisions	\$ 115,493,000	\$ 120,612,050	\$ 119,972,800	\$ 123,191,301
	<u>Operating Expenses - Account</u>				
17	Full-Time Administrator	\$ 10,314,900	\$ 11,740,191	\$ 11,655,400	\$ 12,470,839
18	Full-time Professional Technical	\$ 12,630,200	\$ 12,408,284	\$ 12,907,500	\$ 13,352,776
19	Part-Time Professional Technical	\$ 680,600	\$ 759,529	\$ 797,800	\$ 679,745
20	Full-Time Faculty	\$ 16,391,600	\$ 17,130,644	\$ 17,010,300	\$ 18,090,857
21	Part-Time Faculty	\$ 9,683,100	\$ 8,414,571	\$ 9,564,200	\$ 9,567,023
22	Full-Time Support	\$ 9,443,000	\$ 9,148,856	\$ 9,701,200	\$ 9,553,749
23	Part-Time Support	\$ 1,765,000	\$ 1,194,403	\$ 1,806,600	\$ 1,417,608
24	Student	\$ 995,300	\$ 594,628	\$ 801,800	\$ 758,391
	Total Salaries and Wages	\$ 61,903,700	\$ 61,391,107	\$ 64,244,800	\$ 65,890,989
25	Employee Benefits	\$ 28,644,600	\$ 28,758,330	\$ 29,838,000	\$ 30,421,885
26	Compensated Absences	\$ -	\$ 4,328,178	\$ -	\$ 665,529
27	Institutional Expenses	\$ 2,168,000	\$ 1,730,859	\$ 2,120,300	\$ 1,796,245
28	Utilities	\$ 3,239,500	\$ 3,650,412	\$ 3,389,500	\$ 3,902,722
29	Professional Services	\$ 1,343,700	\$ 1,751,032	\$ 1,350,400	\$ 865,413
30	Purchased Services	\$ 4,603,900	\$ 5,224,649	\$ 5,017,300	\$ 5,026,556
31	Rental Expense	\$ 918,100	\$ 1,011,202	\$ 945,200	\$ 909,503
32	Repair and Maintenance	\$ 1,815,100	\$ 1,816,412	\$ 1,944,300	\$ 2,033,070
33	Supplies and Non-Capital Equipment	\$ 9,327,600	\$ 9,421,918	\$ 9,378,800	\$ 10,073,014
34	Travel, Training and Conferences	\$ 1,528,800	\$ 1,527,951	\$ 1,744,200	\$ 1,606,375
	Total Services and Supplies	\$ 24,944,700	\$ 26,134,435	\$ 25,890,000	\$ 26,212,898
	Total Division Operating Expenses	\$ 115,493,000	\$ 120,612,050	\$ 119,972,800	\$ 123,191,301

Lansing Community College
Bonded Debt Amortization Schedule

Year	Total
FY27	\$ 8,090,862
FY28	\$ 8,089,082
FY29	\$ 8,083,569
FY30	\$ 8,092,627
FY31	\$ 8,084,207
FY32	\$ 8,088,386
FY33	\$ 3,522,963
FY34	\$ 3,521,213
FY35	\$ 3,525,113
FY36	\$ 3,524,213
FY37	\$ 3,522,175
FY38	\$ 2,295,750
FY39	\$ 2,293,250
FY40	\$ 2,293,650
FY41	\$ 2,296,150
FY42	\$ 2,294,650
FY43	\$ 2,294,150
FY44	\$ 2,294,400
FY45	\$ 2,295,150
FY46	\$ 2,295,750
FY47	\$ 2,294,550
FY48	\$ 2,291,550
FY49	\$ 2,291,750
Total Debt Service	\$ 93,675,160

Lansing Community College
Organization to Division Crosswalk

Organization Number	Organization Title	Division
12512	K-12 Operations	Academic Affairs
12521	Academic Senate	Academic Affairs
13601	C3R Administration	Academic Affairs
20501	Learning Assistance Administration	Academic Affairs
20510	Library Technical Services and Systems	Academic Affairs
20520	Library Support	Academic Affairs
20530	Library Instruction and Reference	Academic Affairs
20540	Learning Commons	Academic Affairs
20550	Library Technology Resources	Academic Affairs
40001	Academic Affairs Administration	Academic Affairs
40002	Provost Professional Development	Academic Affairs
40010	e-Learning	Academic Affairs
40015	Center for Data Science	Academic Affairs
40100	Center for Teaching Excellence	Academic Affairs
40200	Achieving the Dream	Academic Affairs
13205	Special Events	Administrative Services
50001	Administrative Services Administration	Administrative Services
50003	Administrative Services Technology Support	Administrative Services
50100	Logistical Services Admin	Administrative Services
50110	Print Services	Administrative Services
50120	Asset Management	Administrative Services
50201	Facilities Office Services	Administrative Services
50210	Custodial Services and Recycling	Administrative Services
50220	Building Maintenance, Repair, and Renovation	Administrative Services
50230	Grounds Maintenance	Administrative Services
50240	Moving Services	Administrative Services
50250	Utilities Consumption	Administrative Services
50301	Police Department	Administrative Services
50320	Transportation and Fleet	Administrative Services
50330	Emergency Management	Administrative Services
50401	Conference and Food Services	Administrative Services
50402	Student Parking	Administrative Services
50502	Employee Parking	Administrative Services
50601	Occupational and Environmental Safety	Administrative Services
407001	Arts and Sciences Administration	Arts and Sciences
407130	Honors Program	Arts and Sciences
407150	Special Topics	Arts and Sciences
407202	Teacher Preparation	Arts and Sciences
407212	History	Arts and Sciences
407213	Humanities	Arts and Sciences
407217	Education	Arts and Sciences
407218	Political Science	Arts and Sciences
407219	Sociology and Anthropology	Arts and Sciences
407220	Psychology	Arts and Sciences
407251	English, Humanities, and Social Science Administration	Arts and Sciences
407302	Writing Center	Arts and Sciences
407320	English Department	Arts and Sciences
407411	Math and Computer Science	Arts and Sciences
407451	Science and Math Administration	Arts and Sciences
407502	Science and Math Education Center	Arts and Sciences
407511	Biology	Arts and Sciences
407512	Chemistry	Arts and Sciences
407513	Physical Sciences	Arts and Sciences
407610	Art and Design	Arts and Sciences
407615	Digital Media and Design	Arts and Sciences
407630	Music	Arts and Sciences
407635	Theatre	Arts and Sciences
407640	Performing Arts Production	Arts and Sciences
407645	World Languages	Arts and Sciences
407650	Sign Language	Arts and Sciences
407655	Communication	Arts and Sciences
407811	Student Development	Arts and Sciences
407820	Adult Basic Education	Arts and Sciences
407910	Accounting	Arts and Sciences
407920	Business	Arts and Sciences
407940	Management	Arts and Sciences
407950	Marketing	Arts and Sciences
407960	Economics	Arts and Sciences
407991	Business, Communication and the Arts Administration	Arts and Sciences
11100	Board of Trustees	Board of Trustees
12302	Collegewide Professional Development	Business Operations
12402	Risk Management and Legal Services	Business Operations
12403	Compliance Office	Business Operations

Lansing Community College
Organization to Division Crosswalk

Organization Number	Organization Title	Division
13100	Public Relations	Business Operations
13200	Collegewide Marketing	Business Operations
13202	Radio and TV Broadcasting	Business Operations
13203	Organizational Development	Business Operations
70300	Purchasing Services	Business Operations
30001	Community Education and Workforce Development Administration	Community Education and Workforce Development
30201	Extension and Lifelong Learning Office	Community Education and Workforce Development
30211	East Lansing Extension Center	Community Education and Workforce Development
30214	Jobs Training Center	Community Education and Workforce Development
30220	Adult Enrichment	Community Education and Workforce Development
30225	Youth Programs	Community Education and Workforce Development
30240	Centralized Services	Community Education and Workforce Development
30301	Business and Community Institute Administration	Community Education and Workforce Development
30320	Business and Community Institute	Community Education and Workforce Development
30330	MI New Jobs Training Program	Community Education and Workforce Development
30400	Small Business Development Center	Community Education and Workforce Development
30501	Job Training Center Administration	Community Education and Workforce Development
12100	Office of President	Executive Office
12101	Governmental and Community Relations	Executive Office
12401	Office of Senior Vice President - Business Operations	Executive Office
12501	Office of the Provost	Executive Office
13300	LCC Foundation	Executive Office
13400	Educational Resource Development	Financial Services
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	Office - Budget and Financial Analysis	Financial Services
70400	Project Management and Business Analysis	Financial Services
80001	Institutional Accounts	Financial Services
405001	Health and Human Services Administration	Health and Human Services
405002	Medical Locked Storage	Health and Human Services
405003	HHS Recruitment and Community Outreach	Health and Human Services
405005	Mental Health and Aging	Health and Human Services
405211	Child Development	Health and Human Services
405212	Dental Hygiene	Health and Human Services
405213	Diagnostic Medical Sonography	Health and Human Services
405215	Human Services	Health and Human Services
405217	Radiologic Technology	Health and Human Services
405218	Surgical Technology	Health and Human Services
405221	Neurodiagnostic Technology	Health and Human Services
405312	Community Health Services	Health and Human Services
405313	Nursing	Health and Human Services
405314	Medical Assistant	Health and Human Services
405320	Emergency Medical Services	Health and Human Services
405510	Physical Fitness and Wellness Lab	Health and Human Services
405525	Kinesiology and Health & Wellness	Health and Human Services
405530	Fitness	Health and Human Services
405535	Massage Therapy	Health and Human Services
12301	Human Resources Administration	Human Resources
12311	Total Compensation and Benefits	Human Resources
12321	Labor Relations	Human Resources
12331	HR Information Systems	Human Resources
12341	Employment Recruitment and Onboarding	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
20003	Commencement	Student Affairs
20101	Strategic Enrollment Management Administration	Student Affairs
20110	Registrar's Office	Student Affairs
20120	Admissions	Student Affairs
20130	Global Student Services	Student Affairs
20201	Student Support Administration	Student Affairs

Lansing Community College
Organization to Division Crosswalk

Organization Number	Organization Title	Division
20210	Career and Employment Services	Student Affairs
20220	Counseling	Student Affairs
20230	Advising	Student Affairs
20240	Testing Services	Student Affairs
20250	Non-Traditional and Special Populations	Student Affairs
20401	Academic and Career Pathways Administration	Student Affairs
20610	Athletics	Student Affairs
20615	Athletic Youth Programs	Student Affairs
20620	Student Life	Student Affairs
20710	StarZone	Student Affairs
25101	Academic Success	Student Affairs
30100	Transfer Center	Student Affairs
40401	Center for Veteran and Family Support	Student Affairs
406001	Technical Careers Administration	Technical Careers
406002	Technical Careers Recruitment and 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 and Avionics	Technical Careers
406316	Heavy Equipment Repair	Technical Careers
406401	Technical Careers Apprenticeships	Technical Careers
406402	Lansing Electrical Joint Apprenticeship and Training Committee (LEJATC) Program	Technical Careers
406501	Computer Information Technology Administration	Technical Careers
406510	Computer Information Technology	Technical Careers
406611	Lineworker Program	Technical Careers
406612	Electrical Technology	Technical Careers
406613	Heating, Ventilation, and Air Conditioning	Technical Careers
406701	Public Services Career 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

LANSING COMMUNITY COLLEGE
Revenue and Expense Account Information

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

Monthly Monitoring Report

**Lansing Community College – Board of Trustees
June 15, 2026**

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

To present the 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 May 31, 2026 compared to the Board Approved FY2026 Budget.

**General Fund Operating Detail Budgets
Exhibits A and B**

REVENUE

Exhibit A, Line 1 – State Appropriations: Appropriations have been recognized to date for the State-adopted Fiscal Year 2026 Annual Appropriations.

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

Exhibit A, Line 3 – Tuition and Fee Revenue, Net of Estimated Uncollectible: Revenue is 7.9 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 and Spring 2026 semesters, and tuition and fees earned to date for the Summer 2026 semester.

Exhibit A, Line 4 – Other Revenues: Other Revenues are 10.3 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 1.0 percentage point ahead of the pace of the prior year. The individual division variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 2 – Administrative Services** is 8.8 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 College operations in Howell.
- **Exhibit B, Line 3 – Advancement & External Affairs** is 9.7 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Professional Services*, as external 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 9.4 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 12.3 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 12.1 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in *Purchased Services* for temporary agency services and in *Travel, Training & Conferences*.
- **Exhibit B, Line 10 – Health & Human Services** is 9.3 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 specialized service employees, decreased expenses in *Purchased Services* and a budget adjustment in *Travel, Training & Conferences* to better align with actual spending. This is partially offset by increased expenses in *Full-Time Administrator* along with related *Employee Benefits* due to filling budgeted positions, and increased expenses in *Supplies & Non-Capital Equipment* related to increased enrollment.
- **Exhibit B, Line 11 – Human Resources** is 11.3 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Full-Time Professional Technical, Part-Time Professional Technical*, and *Full-Time Support* 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 28.9 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*, and decreased expenses in *Supplies & Non-Capital Equipment*. This is partially offset by increased expenses in *Student* and *Purchased Services* for temporary agency services used to supplement a vacancy in *Full-Time Support*.

Exhibit A, Line 5 – Salaries & Wages: Overall the *Salaries & Wages* are 2.1 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 7.7 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* and *Student Affairs*.
- **Exhibit B, Line 19** – *Part-Time Professional Technical* is 21.0 percentage points behind the prior year's pace of expenses. This is primarily due to vacancies in *Community Education & Workforce Development*, a decrease in 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 5.1 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 academic advising. 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 22.2 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 36.6 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 departments 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 \$188,200.

Exhibit A, Line 6 – Employee Benefits: Benefit expenses are 6.0 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 4.1 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 10.7 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 15.5 percentage points ahead of the prior year's pace of expenses. This is due to increased rates and consumption.
- **Exhibit B, Line 29 – Professional Services** are 32.5 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.
- **Exhibit B, Line 30 – Purchased Services** are 7.2 percentage points behind the prior year's pace of expenses. This is primarily due to decreased expenses in temporary agency services in *Information Technology Services* and *Student Affairs*.
- **Exhibit B, Line 31 – Rental Expense** is 8.6 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 37.6 percentage points ahead of the prior year's pace of expenses. This is primarily due to increased maintenance of College buildings by *Administrative Services*, which is slightly offset by decreased equipment service contracts in *Information Technology Services*.
- **Exhibit B, Line 33 – Supplies & Non-Capital Equipment** are 9.5 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 6.3 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.

Statement of Net Position
Exhibit C

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

Current Assets:

- **Exhibit C, Line 1** – *Cash & Cash Equivalents* increased by \$10.1 million due to the timing of funding operations compared to the prior year.
- **Exhibit C, Line 2** – *Short-Term Investments* decreased by \$3.9 million due to the timing of funding operations compared to the prior year, which is partially offset by the movement of a *Long-Term Investment* to short-term.
- **Exhibit C, Line 3** – *Property Taxes Receivable, Net of Est Uncollectible* decreased by \$1.3 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* decreased by \$0.8 million due to the timing of Federal financial aid draws.
- **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 9** – *Long-Term Investments* decreased by \$5.0 million as a result of moving this investment to *Short-Term Investments*.
- **Exhibit C, Line 11** – *Net Other Post-Employment Benefits Asset* increased by \$16.4 million. The amount recognizes LCC's proportionate share of the overall net other post-employment benefits asset of the Michigan Public School Employee's Retirement System (MPERS). The amount is dependent on the actuarially determined unfunded net other post-employment benefit obligation. This is only recorded at year-end.
- **Exhibit C, Line 12** – *Deferred Charge on Refunding* decreased \$0.2 million as a result of amortization on the 2017 and 2022 bonds.
- **Exhibit C, Line 13** – *Deferred Pension Amounts* decreased \$12.9 million. The amount recorded in *Deferred Outflows* is a result of the differences between the retirement plan end date of 9/30/2024, LCC's fiscal year end date of 6/30/2025, and the actuarial changes to assumptions and valuation of the Michigan Public School Employee's Retirement System (MPERS). The amounts recorded are based on the required payments to the plan for pension and other post-employment benefits set by the state legislature and the actuarial assumptions approved by the MPERS governing board. This is only recorded at year-end.

Current Liabilities:

- **Exhibit C, Line 14** – *Accounts Payable* increased \$0.3 million due to the timing of payments compared to the prior year.

Non-Current Liabilities:

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

Schedule of Investments

Exhibit D

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

Capital Projects

Exhibit E

This statement provides a summary of Board approved capital projects including the approved project budget and the cumulative project expenses through May 31, 2026.

- *Gannon Transfer Center* – The Board approved this capital project in October 2023. The project is being funded by the State appropriation for Infrastructure, Technology, Equipment, Maintenance and Safety (ITEMS). Construction began in May 2025, and the estimated completion date is Summer of 2026.
- *Police Department Office* – The Board approved this capital project in October 2023. Construction is underway and the project is expected to be completed in October 2026.
- *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 in August 2026.
- *Health & Human Services Simulation Center* – The Board approved this capital project in October 2025. The project bids were higher than anticipated, and in May 2026 the Board approved an additional \$1.1 million for this project. This transfer was made with remaining funds from the CRAA Lease Termination project.

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 decrease in net position due to equipment purchases, and a reduced number of Conference Services events in May compared to the prior year.

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 May 31, 2026, there were approximately \$2.7 million in outstanding commitments.

IMPLICATIONS

Financial:

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

Strategic Plan:

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

Human Resources:

There are no human resources implications.

RISKS

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

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS:

1. Statement & Summary as of May 31, 2026 includes:
 - a. General Fund Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual (Exhibit A)
 - b. General Fund Operating Expenses: Adopted Budget and Actual Expenses (Exhibit B)
 - c. Statement of Net Position (Exhibit C)
 - d. Schedule of Investments (Exhibit D)
 - e. Capital Projects (Exhibit E)
 - f. Statement of Revenue, Expenses and Changes in Net Position (Exhibit F)
 - g. 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 May 31, 2026 Financial Review
(92% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 05/31/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 05/31/25	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	\$ 38,215,943	\$ 2,393,057	94.1%	\$ 40,359,928	\$ 36,804,535	91.2%	2.9
2	Property Taxes, Net of Estimated Uncollectible	\$ 58,347,000	\$ 52,364,049	\$ 5,982,951	89.7%	\$ 54,633,090	\$ 50,729,034	92.9%	(3.1)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 40,828,000	\$ 42,014,952	\$ (1,186,952)	102.9%	\$ 41,285,342	\$ 39,218,005	95.0%	7.9
4	Other Revenues	\$ 5,614,000	\$ 5,917,194	\$ (303,194)	105.4%	\$ 6,966,063	\$ 6,625,023	95.1%	10.3
	Total Revenues	\$ 145,398,000	\$ 138,512,137	\$ 6,885,863	95.3%	\$ 143,244,423	\$ 133,376,597	93.1%	2.2
	<u>Salary & Benefit Expenses</u>								
5	Salaries & Wages	\$ 66,808,600	\$ 61,962,234	\$ 4,846,366	92.7%	\$ 65,890,989	\$ 59,747,202	90.7%	2.1
6	Employee Benefits	\$ 31,728,300	\$ 27,086,300	\$ 4,642,000	85.4%	\$ 30,421,885	\$ 27,781,710	91.3%	(6.0)
7	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
	Total Salary & Benefit Expenses	\$ 98,536,900	\$ 89,048,534	\$ 9,488,366	90.4%	\$ 96,978,403	\$ 87,528,912	90.3%	0.1
	<u>Other Operating Expenses</u>								
8	Services & Supplies	\$ 26,135,100	\$ 24,147,032	\$ 1,988,068	92.4%	\$ 26,212,898	\$ 23,151,458	88.3%	4.1
	Total Operating Expenses	\$ 124,672,000	\$ 113,195,565	\$ 11,476,435	90.8%	\$ 123,191,301	\$ 110,680,370	89.8%	1.0
	<u>Student Financial Support Expenses</u>								
9	Institutional Scholarships	\$ 2,790,000	\$ 2,535,453	\$ 254,547	90.9%	\$ 2,412,348	\$ 2,151,163	89.2%	1.7
	Total Expenses	\$ 127,462,000	\$ 115,731,019	\$ 11,730,981	90.8%	\$ 125,603,649	\$ 112,831,533	89.8%	1.0
	<u>Transfers (In)/Out</u>								
10	Grant Match & Other, Net	\$ 925,000	\$ 557,464	\$ 367,536	60.3%	\$ 915,960	\$ 682,848	74.5%	(14.3)
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	\$ 227,026	\$ (20,026)	109.7%	\$ 210,817	\$ 213,348	101.2%	8.5
16	Prefund FY2026 Tuition Rate Freeze	\$ -	\$ -	\$ -	0.0%	\$ 800,000	\$ 800,000	0.0%	-
17	Campus Master Plan	\$ 1,600,000	\$ 1,600,000	\$ -	0.0%	\$ 800,000	\$ 800,000	0.0%	-
18	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	\$ 16,909,490	\$ (427,490)	102.6%	\$ 15,872,459	\$ 15,669,137	98.7%	3.9
20	Contingency	\$ 1,454,000	\$ -	\$ 1,454,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 145,398,000	\$ 138,512,137	\$ 6,885,863	95.3%	\$ 143,244,423	\$ 133,376,597	93.1%	2.2
	Total Expenses and Transfers	\$ 145,398,000	\$ 132,640,509	\$ 12,757,491	91.2%	\$ 141,476,108	\$ 128,500,670	90.8%	0.4
	Net Change in Unrestricted Fund Balance	\$ -	\$ 5,871,628	\$ (5,871,628)		\$ 1,768,315	\$ 4,875,928		
	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	\$ 39,907,353	\$ 5,871,628		\$ 34,035,725	\$ 37,143,338		

Lansing Community College
General Fund
Operating Expenses: Adopted Budget and Actual Expenses
Month Ending May 31, 2026 Financial Review
(92% of Fiscal Year)

LINE REF #	Operating Division/Account	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 05/31/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 05/31/25	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	\$ 8,754,115	\$ 402,085	95.6%	\$ 9,143,217	\$ 8,393,109	91.8%	3.8
2	Administrative Services	\$ 15,406,300	\$ 15,165,081	\$ 241,219	98.4%	\$ 15,041,368	\$ 13,487,476	89.7%	8.8
3	Advancement & External Affairs	\$ 1,589,900	\$ 1,271,591	\$ 318,309	80.0%	\$ 1,349,594	\$ 1,210,166	89.7%	(9.7)
4	Arts & Sciences	\$ 24,772,600	\$ 23,356,119	\$ 1,416,481	94.3%	\$ 25,623,858	\$ 23,052,947	90.0%	4.3
5	Board of Trustees	\$ 395,300	\$ 337,450	\$ 57,850	85.4%	\$ 300,975	\$ 285,301	94.8%	(9.4)
6	Business Operations	\$ 5,368,700	\$ 5,128,065	\$ 240,635	95.5%	\$ 4,816,382	\$ 4,389,977	91.1%	4.4
7	Community Education & Workforce Dvlpmt	\$ 4,265,600	\$ 3,349,036	\$ 916,565	78.5%	\$ 4,076,470	\$ 3,699,966	90.8%	(12.3)
8	Executive Office	\$ 2,083,600	\$ 1,625,105	\$ 458,495	78.0%	\$ 1,908,741	\$ 1,718,804	90.0%	(12.1)
9	Financial Services	\$ 6,605,600	\$ 6,056,019	\$ 549,581	91.7%	\$ 6,494,764	\$ 5,924,623	91.2%	0.5
10	Health & Human Services	\$ 11,316,400	\$ 9,236,237	\$ 2,080,163	81.6%	\$ 10,444,009	\$ 9,490,822	90.9%	(9.3)
11	Human Resources	\$ 2,390,200	\$ 1,961,899	\$ 428,301	82.1%	\$ 2,133,235	\$ 1,992,386	93.4%	(11.3)
12	Information Technology Services	\$ 15,566,700	\$ 13,741,682	\$ 1,825,018	88.3%	\$ 15,232,122	\$ 13,491,579	88.6%	(0.3)
13	Office of Empowerment	\$ 1,400,200	\$ 826,035	\$ 574,165	59.0%	\$ 1,187,127	\$ 1,043,141	87.9%	(28.9)
14	Student Affairs	\$ 12,213,600	\$ 11,430,371	\$ 783,229	93.6%	\$ 12,903,532	\$ 11,675,023	90.5%	3.1
15	Technical Careers	\$ 12,141,100	\$ 10,956,760	\$ 1,184,340	90.2%	\$ 11,870,378	\$ 10,825,049	91.2%	(0.9)
16	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	100.0%	-
Total all Divisions		\$ 124,672,000	\$ 113,195,565	\$ 11,476,435	90.8%	\$ 123,191,301	\$ 110,680,370	89.8%	1.0
<u>Operating Expenses - Account</u>									
17	Full-Time Administrator	\$ 12,274,200	\$ 12,113,074	\$ 161,126	98.7%	\$ 12,470,839	\$ 11,351,897	91.0%	7.7
18	Full-Time Professional Technical	\$ 14,075,600	\$ 12,586,584	\$ 1,489,016	89.4%	\$ 13,352,776	\$ 12,133,119	90.9%	(1.4)
19	Part-Time Professional Technical	\$ 784,800	\$ 564,476	\$ 220,324	71.9%	\$ 679,745	\$ 631,346	92.9%	(21.0)
20	Full-Time Faculty	\$ 17,449,300	\$ 16,214,067	\$ 1,235,233	92.9%	\$ 18,090,857	\$ 16,263,994	89.9%	3.0
21	Part-Time Faculty	\$ 9,499,500	\$ 9,039,888	\$ 459,612	95.2%	\$ 9,567,023	\$ 8,619,441	90.1%	5.1
22	Full-Time Support	\$ 10,224,100	\$ 9,310,125	\$ 913,975	91.1%	\$ 9,553,749	\$ 8,764,116	91.7%	(0.7)
23	Part-Time Support	\$ 1,813,600	\$ 1,268,166	\$ 545,434	69.9%	\$ 1,417,608	\$ 1,305,664	92.1%	(22.2)
24	Student	\$ 687,500	\$ 865,854	\$ (178,354)	125.9%	\$ 758,391	\$ 677,625	89.4%	36.6
Total Salaries & Wages		\$ 66,808,600	\$ 61,962,234	\$ 4,846,366	92.7%	\$ 65,890,989	\$ 59,747,202	90.7%	2.1
25	Employee Benefits	\$ 31,728,300	\$ 27,086,300	\$ 4,642,000	85.4%	\$ 30,421,885	\$ 27,781,710	91.3%	(6.0)
26	Compensated Absences	\$ -	\$ -	\$ -	0.0%	\$ 665,529	\$ -	0.0%	-
27	Institutional Expenses	\$ 2,070,300	\$ 1,776,778	\$ 293,522	85.8%	\$ 1,796,245	\$ 1,733,971	96.5%	(10.7)
28	Utilities	\$ 3,479,200	\$ 3,766,462	\$ (287,262)	108.3%	\$ 3,902,722	\$ 3,618,448	92.7%	15.5
29	Professional Services	\$ 1,256,800	\$ 628,464	\$ 628,336	50.0%	\$ 865,413	\$ 714,256	82.5%	(32.5)
30	Purchased Services	\$ 4,941,800	\$ 4,126,125	\$ 815,675	83.5%	\$ 5,026,556	\$ 4,559,289	90.7%	(7.2)
31	Rental Expense	\$ 666,100	\$ 533,808	\$ 132,292	80.1%	\$ 909,503	\$ 807,260	88.8%	(8.6)
32	Repair & Maintenance	\$ 2,077,400	\$ 2,390,941	\$ (313,541)	115.1%	\$ 2,033,070	\$ 1,576,136	77.5%	37.6
33	Supplies & Non-Capital Equipment	\$ 9,728,200	\$ 9,324,851	\$ 403,349	95.9%	\$ 10,073,014	\$ 8,699,456	86.4%	9.5
34	Travel, Training & Conferences	\$ 1,915,300	\$ 1,599,603	\$ 315,697	83.5%	\$ 1,606,375	\$ 1,442,640	89.8%	(6.3)
Total Services & Supplies		\$ 26,135,100	\$ 24,147,032	\$ 1,988,068	92.4%	\$ 26,212,898	\$ 23,151,458	88.3%	4.1
Total All Accounts		\$ 124,672,000	\$ 113,195,565	\$ 11,476,435	90.8%	\$ 123,191,301	\$ 110,680,370	89.8%	1.0

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

Line Ref #	Statement Line Item	Current Fiscal Year 2026	Prior Fiscal Year 2025
	Current Assets:		
1	Cash & Cash Equivalents	\$ 16,275,228	\$ 6,145,263
2	Short-Term Investments	\$ 64,251,191	\$ 68,170,378
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 2,482,679	\$ 3,752,421
4	State Appropriations Receivable	\$ 10,129,404	\$ 9,957,918
5	Federal & State Grants Receivable	\$ 1,035,226	\$ 1,787,894
6	Accounts Receivable, Net of Est Uncollectible	\$ 6,136,183	\$ 5,053,762
7	Prepaid Expenses	\$ 2,661,302	\$ 2,702,004
8	Due from Component Unit - LCC Foundation	\$ 82,687	\$ 17,270
	Total Current Assets	\$ 103,053,899	\$ 97,586,909
	Non-Current Assets:		
9	Long-Term Investments	\$ -	\$ 5,023,242
10	Capital Assets, Net of Accumulated Depreciation	\$ 222,724,980	\$ 223,775,807
11	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Total Noncurrent Assets	\$ 241,676,245	\$ 231,348,522
	Total Assets	\$ 344,730,143	\$ 328,935,430
	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	\$ 1,178,860	\$ 928,551
15	Accrued Interest Payable	\$ 223,405	\$ 234,566
16	Accrued Payroll & Other Compensation	\$ 4,612,350	\$ 4,560,851
17	Current Compensated Absences Obligations	\$ 3,852,762	\$ 3,842,292
18	Unearned Revenue	\$ 13,592,187	\$ 13,413,595
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	\$ 30,889,960	\$ 30,228,761
	Non-Current Liabilities:		
21	Compensated Absences Liability	\$ 4,470,639	\$ 3,815,562
22	Bonds Payable	\$ 70,840,287	\$ 76,695,111
23	Lease & Subscription Liability	\$ 2,611,389	\$ 2,455,643
24	Net Pension Liability	\$ 107,116,780	\$ 143,514,579
	Total Noncurrent Liabilities	\$ 185,039,095	\$ 226,480,895
	Total Liabilities	\$ 215,929,055	\$ 256,709,657
25	Deferred Inflow of Resources - Pension Amounts	\$ 69,697,640	\$ 57,664,686
26	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 143,116,092	\$ 138,831,213
	Restricted:		
	Restricted Fund Activities	\$ 2,298,931	\$ 3,212,716
	Capital Projects	\$ 1,247,461	\$ 3,593,200
	Net Other Post-Employment Benefits Asset	\$ 18,951,265	\$ 2,549,473
	Unrestricted	\$ (68,834,312)	\$ (82,912,979)
	Total Net Position	\$ 96,779,438	\$ 65,273,623

Lansing Community College
 Schedule of Investments
 Month Ending May 31, 2026

Short Term (< one year)

Account	Market Value	Yield	FY2026 YTD Income
CDARs First National Bank of Michigan	\$ 18,678,186	3.69%	\$ 622,375
ICS First National Bank of Michigan	\$ 6,341,927	2.25%	\$ 146,779
PNC Money Market Account	\$ 15,584,984	3.60%	\$ 563,961
Michigan Liquid Asset Fund Investments	\$ 18,639,493	3.82%	\$ 817,286
Treasury Note JPMorgan Securities	\$ 5,006,601	3.87%	\$ 192,539
Total Short Term Investments	\$ 64,251,191		\$ 2,342,940

Lansing Community College
 Capital Projects
 Month Ending May 31, 2026

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Outstanding Commitments	Uncommitted Balance
CY2023 Gannon Transfer Center	\$ 3,600,000	\$ 2,345,739	\$ 527,667	\$ 726,595
CY2023 Police Department Office	\$ 500,000	\$ 15,679	\$ -	\$ 484,321
CY2025 A&S Building Fume Hood Replacement	\$ 1,300,000	\$ 10,145	\$ 473,087	\$ 816,768
CY2025 HHS Simulation Center	\$ 7,350,000	\$ -	\$ -	\$ 7,350,000
Total Capital Projects	\$ 12,750,000	\$ 2,371,562	\$ 1,000,754	\$ 9,377,684

Lansing Community College
 Statement of Revenues, Expenses and Changes in Net Position
 Month Ending May 31, 2026

Operating Statement Line item	All Funds Current Year-to-Date Actual	General Fund	Pension Liability Fund	Designated Funds	Auxiliary Service Funds	Restricted Funds	Plant Funds
Operating Revenues:							
Tuition & Fees, Net of Estimated Uncollectible	\$ 44,069,102	\$ 42,014,952	\$ -	\$ -	\$ 1,135,131	\$ -	\$ 919,019
Federal Grants & Contracts	\$ 3,331,826	\$ -	\$ -	\$ -	\$ -	\$ 3,331,826	\$ -
State Grants & Contracts	\$ 778,953	\$ -	\$ -	\$ -	\$ -	\$ 778,953	\$ -
Local Grants & Contracts	\$ 5,636,380	\$ 2,863,920	\$ -	\$ -	\$ -	\$ 2,772,460	\$ -
Sales & Services of Auxiliary Activities	\$ 549,989	\$ 1,506	\$ -	\$ -	\$ 538,530	\$ -	\$ 9,952
Michigan New Jobs Training Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 966,409	\$ 684,870	\$ -	\$ 17,800	\$ 140,014	\$ -	\$ 123,724
Total Operating Revenue	\$ 55,332,658	\$ 45,565,248	\$ -	\$ 17,800	\$ 1,813,676	\$ 6,883,239	\$ 1,052,696
Operating Expenses:							
Instruction	\$ 34,617,478	\$ 33,940,692	\$ -	\$ 469	\$ -	\$ 676,317	\$ -
Instructional Support	\$ 21,214,880	\$ 20,153,935	\$ -	\$ 96,871	\$ -	\$ 964,074	\$ -
Student Services	\$ 37,549,579	\$ 16,334,277	\$ -	\$ 60,657	\$ -	\$ 21,154,645	\$ -
Public Services	\$ 2,494,628	\$ 1,282,397	\$ -	\$ 26,459	\$ 504,490	\$ 681,282	\$ -
Operation & Maintenance of Plant	\$ 17,818,824	\$ 13,749,746	\$ -	\$ 41,047	\$ 759,689	\$ 582,526	\$ 2,685,817
Information Technology	\$ 16,801,388	\$ 13,739,714	\$ -	\$ 534,908	\$ 166,170	\$ 81,362	\$ 2,279,234
Institutional Administration	\$ 22,093,300	\$ 16,530,257	\$ -	\$ -	\$ (8,882)	\$ 5,571,925	\$ -
Depreciation & Amortization	\$ 8,802,619	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,802,619
Total Operating Expenses	\$ 161,392,696	\$ 115,731,019	\$ -	\$ 760,411	\$ 1,421,467	\$ 29,712,130	\$ 13,767,670
Operating Income (Loss)	\$ (106,060,038)	\$ (70,165,771)	\$ -	\$ (742,611)	\$ 392,209	\$ (22,828,891)	\$ (12,714,974)
Non Operating Revenues (Expenses):							
State Appropriations	\$ 43,750,649	\$ 38,215,943	\$ -	\$ -	\$ -	\$ 5,534,706	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 52,364,049	\$ 52,364,049	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 2,367,609	\$ 2,367,609	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on Capital Asset - Related Debt	\$ (2,569,139)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,569,139)
PELL	\$ 17,279,472	\$ -	\$ -	\$ -	\$ -	\$ 17,279,472	\$ -
Miscellaneous Non-Operating Revenue/(Loss)	\$ 59,053	\$ (711)	\$ -	\$ -	\$ -	\$ -	\$ 59,764
Net Non-operating Revenue (Expenses)	\$ 113,251,693	\$ 92,946,889	\$ -	\$ -	\$ -	\$ 22,814,179	\$ (2,509,375)
Income (Loss) Before Transfers	\$ 7,191,655	\$ 22,781,118	\$ -	\$ (742,611)	\$ 392,209	\$ (14,712)	\$ (15,224,349)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (16,909,490)	\$ -	\$ 927,026	\$ (400,000)	\$ 557,464	\$ 15,825,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (102,289)	\$ (37,421)	\$ (1,256,281)	\$ 1,395,991
Net Increase (Decrease) in Net Position	\$ 7,191,655	\$ 5,871,628	\$ -	\$ 82,127	\$ (45,212)	\$ (713,530)	\$ 1,996,642
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	\$ 96,779,438	\$ 39,907,353	\$ (121,460,349)	\$ 7,243,670	\$ 2,163,050	\$ 2,298,931	\$ 166,626,783

**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
June 15, 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 – May 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	10:10pm	Dispatched	Suspicious activity after hours in ramp	Two students in ramp stairwell after hours; left location	No	Yes	No	N/A	Male	White
2	10:10pm	Dispatched	Same as #1	Same as #1	No	Yes	No	N/A	Female	White
3	1:09am	Dispatched	Suspicious activity after hours in ramp	Individual was arrested for open warrant	No	No	Yes	Open arrest warrant	Male	White
4	3:05pm	Citizen Complaint	Animal complaint on east lot	Officer spoke to individual about ensuring he maintained control of dogs	No	Yes	No	N/A	Male	White
5	5:11am	Citizen Complaint	Intoxicated female	Officer spoke with intoxicated female; provided her water and bus fare to get home	No	No	No	N/A	Female	Black or African American
6	7:55pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	Other
7	11:40pm	Traffic Violation	Disregarded traffic control device	N/A	No	Yes	No	N/A	Male	Black or African American
8	7:41pm	Traffic Violation	Following Fire truck that had activated lights and sirens	N/A	No	Yes	No	N/A	Female	White
9	10:11pm	Traffic Violation	No lights on	N/A	No	Yes	No	N/A	Female	Hispanic or Latino
10	12:38am	Traffic Violation	Driving wrong way on one way	Multiple violations	Yes	No	No	N/A	Male	Black or African American
11	9:42pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	Black or African American
12	12:17am	Traffic Violation	Right turn from wrong lane	N/A	No	Yes	No	N/A	Female	Black or African American
13	10:29am	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	White
14	8:34pm	Traffic Violation	Using phone while driving	Multiple violations	Yes	No	No	N/A	Female	White
15	8:25pm	Traffic Violation	Impeding traffic	N/A	No	Yes	No	N/A	Male	Black or African American
16	1:15pm	Traffic Violation	Driving wrong way on one way	N/A	No	Yes	No	N/A	Female	White
17	8:19pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Black or African American

Lansing Community College Police Department Citizen Contact Report – May 2026

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	2				
Dispatched:	3				
Field Interviews:	0				
Investigative Stops:	0				
Officer Initiated:	0				
Traffic Violation:	12				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	17				
Demographics	Counts	Citation	Warning	Arrest	
Males:	10	1	8	1	
Females:	7	1	5	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	7	1	5	0	
Hispanic or Latino:	1	0	1	0	
Native American/Alaskan Native	0	0	0	0	
White:	8	1	6	1	
Other:	1	0	1	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	11				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	230				

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 Committee Report

Lansing Community College - Board of Trustees
June 15, 2026

Agenda Item: Policy Management Modernization

Presented for Information

PURPOSE

To provide the Board of Trustees with an overview of the College's Policy Management Modernization initiative and the successful implementation of the DocTract Policy Management System. This presentation highlights the transition from a decentralized, manual policy management process to a centralized governance platform that improves transparency, accountability, efficiency, and institutional compliance.

BACKGROUND

For many years, Board policies, procedures, and Standard Operating Procedures (SOPs) were maintained across multiple locations, including the College website, private drives, and individual file storage systems. This decentralized approach created challenges related to version control, document retention, workflow management, and accessibility. To address these challenges, Lansing Community College implemented the DocTract Policy Management System. The project included the migration and configuration of 104 Board policies, preservation of historical revisions, alignment of associated SOPs, and establishment of automated review and approval workflows. The new system provides a centralized repository, complete audit trails, automated publishing, and improved governance oversight, supporting the College's commitment to effective policy administration and regulatory compliance.

ATTACHMENTS:

1. PowerPoint Presentation – Policy Management Modernization



Policy Management Modernization

Board Policy Management
Transition to DocTract Policy Management System

Executive Summary

- LCC modernized its policy management process by transitioning from a decentralized website and private-drive structure to DocTract, a centralized policy management platform.
- Key Outcomes:
 - 104 Board policies migrated and configured, including 28 retired policies.
 - Historical revisions preserved
 - Centralized policy governance
 - Improved transparency, accessibility, and accountability
 - Streamlined review and approval workflows

Previous State: Policies Published on Website

Lansing Community College
Board Policies

Board of Trustees Audit Committee Meeting Information Policies Trusteeship of LCC

As with any other professional or workplace responsibility, failure to follow any Board policy which applies to any College employee may result in disciplinary action up to and including discharge where appropriate. Before any discipline is administered, the College will follow applicable established administrative procedures with respect to non-bargained for employees, and applicable provisions of any collective bargaining agreement.

STANDARD OPERATING PROCEDURES

In addition, any policy which addresses a term or condition of employment is not intended to supersede any express provision in any collective bargaining agreement. In the event of any unintended conflict, the express provision of the collective bargaining agreement will, as a routine matter of the College's intent and established law, control.

- Section: 1.000 - Board Bylaws
BOARD BYLAWS
- Section: 2.000 - Governance Policies
GOVERNANCE POLICIES
- Section: 3.000 - Student and Instruction
- Section: 4.000 - Human Resources
- Section: 5.000 - Finance
- Section: 6.000 - Administration and Facilities
- Section: 7.000 - Miscellaneous

1-800-684-4522

Lansing Community College 800 N. Grand Avenue Lansing, MI 48923 Mailing Address 411 N. Grand Avenue Lansing, MI 48933 Campus Locations

Previous State: SOPs Maintained Separately

As with any other professional or workplace responsibility, failure to follow any Board policy which applies to any College employee may result in disciplinary action up to and including discharge where appropriate. Before any discipline is administered, the College will follow applicable established administrative procedures with respect to non-bargained for employees, and applicable provisions of any collective bargaining agreement.

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In addition, any policy which addresses a term or condition of employment is not intended to supersede any express provision in any collective bargaining agreement. In the event of any unintended conflict, the express provision of the collective bargaining agreement will, as a routine matter of the College's intent and established law, control.

[-] Section: 1.000 - Board Bylaws

BOARD BYLAWS

[-] Section: 2.000 - Governance Policies

GOVERNANCE POLICIES

[-] Section: 3.000 - Student and Instruction

- 3.010 - [Academic Amnesty](#)
- 3.020 - [Academic Due Process](#)
- 3.030 - [Academic Records](#)
- 3.040 - [Academic Standing](#)
- 3.050 - [Approval of New Courses and Programs](#)
- 3.060 - [Assessment of Student Learning Outcomes](#)
- 3.070 - [Assignment of Credit Hours](#)
- 3.080 - [Cancelling Course Sections](#)
- 3.090 - [Classroom and Laboratory Visitation](#)
- 3.100 - [Credit for Previously Acquired Knowledge and Learning Experience](#)
- 3.110 - [Dual Enrollment Program](#)
- 3.120 - [Eligibility for In-District, In-State, Out of State or International Tuition](#)
- 3.130 - [Ethics and Standards of Conduct for Students](#)
- 3.140 - [Granting of Additional Associate Degrees](#)
- 3.150 - [Partnerships](#)
- 3.160 - [Program Review](#)
- 3.170 - [Student Attendance](#)
- 3.180 - [Student Complaints](#)

Previous State: SOP's Published on Website

Lansing Community College
Standard Operating Procedures

Board of Trustees Audit Committee Meeting Information Policies Trusteeship at LCC

Procedures are listed below their respective policy.

Employees can find additional Standard Operating Procedures by navigating to the following location on the O: drive: O:\Interdivisional\LCC-APAC\APPROVED SOPs
Please note: You must be logged into your LCCVPN to access these files.

PROCEDURES

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

Student and Instruction Procedures

3.010 - Academic Amnesty

- [Academic Amnesty](#)

3.020 - Academic Due Process

- [Administrative Appeals](#)
- [Course Substitutions and Waivers, and Student Academic Appeals - Institution-Level](#)

3.030 - Academic Records

- [Academic and Program Advising of Students](#)
- [Academic Transcripts](#)
- [Converting Sections to Online Format in an Emergency](#)
- [Course Requisition](#)
- [Deceased Student - Record Management](#)
- [Email Communication with Students](#)
- [Educational Record Verification](#)
- [Final Grade Appeals](#)
- [Incomplete Grade](#)
- [Nationally Normed Exam Review](#)
- [Repeating a Course](#)
- [Syllabi Completion](#)

3.040 - Academic Standing

- [Academic Standing](#)
- [Not Recorded \(NR\) Grade Correction](#)

3.050 - Approval of New Courses and Programs

- [Academic Senate Participation in Governance](#)
- [Associate of Arts and Associate of Science Electives Course Review](#)
- [Major Codes](#)
- [Michigan Transfer Agreement Course Review](#)
- [New Courses and Programs of Study Approval](#)
- [Revised Course Approval](#)
- [State Authorization Professional Licensure and Certification Disclosures](#)





















3.060 - Assessment of Student Learning Outcomes

- [Academic Senate Participation in Governance](#)

Previous State: Private Drive Folder Structure

ACADEMIC AMNESTY	9/9/2025 1:15 PM	File folder
ACADEMIC DISHONESTY-eliminated_10.15.2018	10/22/2018 12:13 PM	File folder
ACADEMIC DUE PROCESS	5/22/2025 7:52 PM	File folder
ACADEMIC PROGRESS-eliminated_9.24.2018	10/22/2018 12:10 PM	File folder
ACADEMIC RECORDS	7/24/2025 3:39 PM	File folder
ACADEMIC STANDING	4/23/2025 1:54 PM	File folder
ACCEPTABLE USE	2/12/2026 3:01 PM	File folder
ACCEPTANCE AND EVALUATION OF TRANSFER CREDITS - eliminate-9.24.2018	10/22/2018 12:29 PM	File folder
ADA REASONABLE ACCOMODATIONS	1/15/2025 5:58 PM	File folder
ADVERTISING_UNDERWRITING	4/2/2026 3:46 PM	File folder
ADVOCACY-FREEDOM OF SPEECH	9/30/2025 11:42 AM	File folder
ANTI-HAZING	9/30/2025 2:36 PM	File folder
APPROVAL OF NEW COURSES AND PROGRAMS	7/24/2025 3:41 PM	File folder
ASSESSMENT OF STUDENT LEARNING OUTCOMES	4/23/2025 2:00 PM	File folder
ASSIGNMENT OF CREDIT HOURS	5/6/2025 2:39 PM	File folder
ATTENDANCE-Renamed_Student Attendance	10/22/2018 12:53 PM	File folder
AUDIT	1/7/2022 10:40 AM	File folder
AUDITING COURSES-eliminate-10.15.2018	10/22/2018 1:05 PM	File folder
CANCELED CLASSES-renamed-Canceling Course Sections-9.24.2018	10/22/2018 1:23 PM	File folder
CANCELING COURSE SECTIONS	7/25/2025 5:34 PM	File folder
CAPITAL PROJECT BUDGETING-renamed-Capital Projects-12.17.2018	10/9/2020 6:23 PM	File folder

Previous State: Multiple Document Versions

 DocTrac	2/12/2026 2:16 PM	File folder	
 01_ACCEPTABLE USE POLICY_org_3.18.2002	7/23/2018 3:59 PM	Microsoft Word Docum...	24 KB
 02_Acceptable Use Policy_edits12.12.2011	8/22/2012 2:12 PM	Microsoft Word Docum...	36 KB
 02a_Acceptable Use Policy_rev-Dec12_2011	8/22/2012 2:13 PM	Microsoft Word Docum...	34 KB
 02a_Acceptable Use Policy_rev-Dec12_2011	8/22/2012 2:12 PM	Adobe Acrobat Docume...	190 KB
 03_Acceptable Use Policy_edits_Dec17.2012	12/18/2012 2:17 PM	Microsoft Word Docum...	55 KB
 03a_Acceptable Use Policy_Revised_Dec17_2012	12/18/2012 2:38 PM	Microsoft Word Docum...	41 KB
 03b_Acceptable Use Policy_Revised_Dec17_2012	12/18/2012 2:39 PM	Adobe Acrobat Docume...	201 KB
 ACCEPTABLE USE POLICY	3/20/2008 2:01 PM	Microsoft Word 97 - 200...	63 KB
 ACCEPTABLE USE POLICY	8/22/2012 2:12 PM	Adobe Acrobat Docume...	46 KB
 Acceptable Use Policy_edits_Dec_2014	12/17/2014 4:33 PM	Microsoft Word Docum...	44 KB
 Acceptable Use Policy_Revised_Dec17_2014	10/10/2018 3:53 PM	Microsoft Word Docum...	39 KB
 Acceptable Use Policy_Revised_Dec17_2014	12/17/2014 9:21 PM	Adobe Acrobat Docume...	51 KB
 ACCEPTABLE USE_edits_11.15.2021	1/7/2022 1:47 PM	Microsoft Word Docum...	22 KB
 ACCEPTABLE USE_edits-12.16.2019	4/2/2026 2:29 PM	Microsoft Word Docum...	38 KB
 ACCEPTABLE USE_edits-12.17.2018	2/10/2019 9:38 PM	Microsoft Word Docum...	55 KB
 ACCEPTABLE USE_rev-12.16.2019	2/18/2020 3:16 PM	Microsoft Word Docum...	46 KB
 ACCEPTABLE USE_rev-12.16.2019	2/18/2020 3:16 PM	Adobe Acrobat Docume...	193 KB
 ACCEPTABLE USE_rev-12.17.2018	2/10/2019 9:58 PM	Microsoft Word Docum...	45 KB
 ACCEPTABLE USE_rev-12.17.2018	2/10/2019 10:27 PM	Adobe Acrobat Docume...	192 KB

Challenges with the Previous Process

- Policies and procedures maintained in multiple locations
- Reliance on an individual folder structure
- Manual version control and document retention
- No workflow automation
- Difficulty identifying the previous version of a policy
- Time-intensive policy review and update process

Project Metrics

BEFORE

- Policies published on website
- SOPs maintained separately
- Shared-drive folders and personal file storage
- Manual version control
- Decentralized records
- Work requests had to be submitted to publish new or revised policies.

AFTER

- Centralized DocTract repository established
- Integrated policies and procedures; associated SOPs aligned within the policy structure.
- Automated workflows and approval process implemented
- Complete audit trail and version history
- Instantly published once the policy or SOP is approved.

- DocTract transforms policy management from a decentralized, manual process to a modern governance platform that supports accountability, transparency, efficiency, and institutional compliance.

Thanks to the Board for approving
the new Policy Management
Software!

Lansing Community College - Board of Trustees
June 15, 2026

Agenda Item: Board Bylaw – 1.6 Board Governance/Board Policies and Procedures (REVISED)

Presented for Information

PURPOSE

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

BACKGROUND

This policy was updated to the new numbering system, grammatical changes were made, and the following revisions are recommended by the policy committee.

1.6.10 – Authority and Powers Reserved by the Board

- Expanded and clarified the Board's governance authority and responsibilities.
- Added explicit references to:
 - Annual evaluation and oversight of the Executive Assistant/Board Liaison
 - Approval authority for senior administrative positions and organizational structure
 - Approve the establishment or discontinuance of education programs and courses.
- Added references to Governance Policies and applicable bylaws for alignment and consistency.

1.6.20 – Strategic Plan

- Clarified that the Board is responsible for providing strategic direction through the College strategic plan.

1.6.30 – President as Chief Executive Officer of College

- Updated the annual evaluation timeline to December.”

1.6.40 – Delegation to the President

1.6.50 – Formulation of College-Wide Policies and Procedures

- Added language allowing policy recommendations from either the President or a Trustee.

1.6.55 – Procedure for Trustee-Generated Ideas and Initiatives

(Entirely New Section)

- Established a formalized process for Trustee-sponsored initiatives and proposals.
- Added structured requirements including:
 - Written proposal development
 - Submission to the Board Chair
 - Agenda placement procedures
 - Formal presentation process
 - Board review and referral procedures
 - Administrative analysis requirements
- Added expectations for reports addressing:
 - Stakeholders
 - Financial implications
 - Comparable models
 - Administrative recommendations

1.6.60 – College Policy Formation/Advice/Changes

- Expanded the policy review process through the Policy Committee.
- Added involvement of:
 - Chief Financial Officer
 - Senior Vice President of Academic Affairs
 - Senior Vice President of Business Operations
 - Legal counsel, when appropriate

1.6.70 – Distribution of Bylaws, Governance Policies, and Board College Policies

- Clarified that bylaws, governance policies, and Board policies shall:
 - Be maintained by the Executive Assistant/Liaison
 - Be available in the President's office
 - Be posted on the College website
 - Be maintained in other appropriate locations
- Updated terminology from “Policy Manual” to “College Policies” for consistency.

Overall Summary

The revisions to Bylaw 1.6 significantly strengthen governance clarity, strategic oversight, and policy development procedures. Key themes throughout the revisions include:

- Greater Board accountability and role definition
- Enhanced strategic planning oversight
- Improved transparency and procedural consistency
- Formalization of Trustee-driven initiatives
- Stronger policy development and review processes
- Clearer delegation of presidential authority
- Modernization and alignment with governance policies and Michigan law

ATTACHMENTS:

1. Board Bylaw – 1.6 (*REVISED*)



BOARD GOVERNANCE/BOARD POLICIES AND PROCEDURES

Board Bylaw - 1.6

1.6.10 Authority and Powers Reserved by the Board

All business conducted by the Board of Trustees shall be in conformance with the Community College Act and current Michigan statutes, including the Open Meetings Act, Act 267 of 1976, as amended, MCL 15.261 et seq, ~~consistent with~~ **and the Board's** Governance Policy GP-301.

The College shall be ~~managed~~ **directed and governed** by the Board of Trustees, in accordance with the Community College Act and in keeping with these Board bylaws and the Statements of Purpose and Goals contained within the College's strategic plan. The general powers granted to the Board are those expressly provided for in the Community College Act and any powers implied or incident thereto, including the exercise of any power incidental or appropriate to the performance of any function related to the operation of the College in the interests of educational and other programs and services offered by the College.

More specifically, the duties of the Board of Trustees shall include, but are not limited to, the following:

- 1) Appoint/hire, **annually** evaluate, **consistent with Bylaw 1.6.3 and Governance Policy BPR 402**, and/or remove the President;
- 2) Appoint/hire, **annually** evaluate, and/or remove the Executive Assistant/Board Liaison per the Board's Just Cause Policy (~~activities coordinated through the Chair.~~);
- 3) Approve the establishment of vice-president, **assistant vice-president**, dean, department chair positions, or positions equivalent by classification or pay grade to vice-president, **assistant vice-president**, dean, or department chair positions, **by submitting an organizational chart to the Board at the budget workshop. (See Governance Policy GP 306)**
- 4) Appoint, evaluate, and remove other positions designated within the Board policies; **(See Hiring Policy)**
- 5) Review and approve all consultant contracts, consistent with 1.10.5, not otherwise authorized by Board policy or specified within the capital budget approval;
- 6) Adopt, develop, and define Board and College policies;
- 7) Establish an annual College budget;
- 8) Approve the issuance of College degrees and certificates; **and approve the establishment or discontinuance of education programs and courses.**

- 9) Establish and authorize College tuition, course fees, and other fees that apply to all students;
- 10) Authorize the sale, purchase, construction, and renovation of College land, buildings, and major equipment;
- 11) Define and review College strategic direction and goals;
- 12) Institute and promote major College fund-raising efforts and authorize the acceptance of gifts to the College;
- 13) Authorize the incurring of debt by the College;
- ~~14) Evaluate the President, consistent with 1.6.3 and BPR 402;~~
- ~~15) Annually evaluate the performance of the Executive Assistant/Liaison.~~

MCL 389.104(2); MCL 389.121-123; MCL 389.127.

1.6.20 Strategic Plan

~~The focus of the Board will be proactive rather than reactive and shall be on broad strategic issues and policies, not on the administrative or programmatic means in attaining these goals.~~

The Board of Trustees shall **provide strategic direction** ~~be responsible~~ for the development of the College's strategic plan, which is intended to provide ~~broad direction~~ the College and a framework for evaluating the College's operational effectiveness. **The Board provides strategic direction by engaging in retreats, workshops, and focus group discussions that allow trustees to examine emerging trends, assess institutional priorities, and identify opportunities for future growth and innovation.** ~~The strategic plan shall contain performance measures through which the continuous improvement of the College can be evaluated.~~

The College's strategic plan shall be **reviewed and may be** modified and extended on an ongoing basis through changes or additions recommended by ~~the~~ **a Board Member or the President** and approved by the Board. Modifications and extensions shall be accompanied by additional performance measures if suitable measures are not already contained within the strategic plan. The President shall confer with the Board regarding extensions and modifications of the strategic plan on a regular basis. **The strategic plan shall contain performance measures by which the continuous improvement of the College can be evaluated. The administration shall provide quarterly reports on the progress of the strategic plan.**

1.6.30 President as Chief Executive Officer of College

The President shall serve as the chief executive officer of the College, and the general administration and operation of the College is delegated by the Board to the President, in accordance with these bylaws, consistent with Governance Policy EL-200

The President's administration shall conform to the adopted policies of the Board and the direction defined in the College's strategic plan, in Board policies and budget parameters, and, in particular, the performance measures contained within the strategic plan or budget policies. These performance measures will be defined in **the Board's Governance Policies (Ends 100 -104, Executive Limitations 200 - 208, and the Board-President Relationship 400 – 404.** ~~the four (4) broad categories and reviewed by the Board: Stakeholder Satisfaction, Financial Responsibility, Communication with the Board, and Access.~~

A formal evaluation of the President will occur in ~~October or November~~ **December** of each year. This evaluation shall consider the performance measures as defined herein and within the President's employment agreement, **and the Board's Governance policies.** ~~or as annually adopted by the Board as budget policies, and as it has appeared over the intervening year.~~

Only decisions of the Board acting as a body are binding upon the President. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

1.6.40 Delegation to the President

The President is hereby delegated the following authority, consistent with the President's status as the College's chief executive officer. In exercising the authority granted herein, the President shall be governed by and comply with all written bylaws, policies, and contracts adopted and approved by the Board of Trustees, and any applicable state law. **The President is authorized to:**

- A. Select and employ personnel of the community college, subject to 1.6.1.
- B. Pay claims and demands against the community college, up to the amount of \$50,000.
- C. ~~Unless otherwise subject to a specific college policy or specifically approved by the Board,~~ Purchase, lease, or otherwise acquire personal property for the College **for use on the College's** premises, provided that all transactions, whether in aggregate, by project, or by vendor, of \$100,000 or more shall first be approved by the Board.
- D. Invest funds of the College, subject to limitations imposed by law and adopted investment policy of the Board of Trustees.
- E. ~~Subject to terms and conditions as the Board may establish,~~ **A**accept any and all contributions, capital grants, gifts, donations, services, or other financial assistance from any public or private entity, **subject to terms and conditions as the Board may establish,** provided that the President shall report to the Board, at the first meeting following receipt, any item with a value of \$10,000 or more. All real property may only be accepted by action of the Board.

These powers delegated to the President shall be effective immediately and shall continue until specifically revoked by the Board.

MCL 389.124(b).

1.6.50 Formulation of College Wide Policies and Procedures

The Board of Trustees, as provided by statute, shall adopt policies for the governance of the College.

Formulation of new policies, or amendments to existing policies for the overall operation of the College, may be recommended to the Board Policy Committee by the President or a Trustee.

Procedures, when developed by the administration in order to implement policies, will be presented to the Board for information. Substantive changes to procedures will be presented to the Board for information.

1.6.60 College Policy Formation/Advice/Changes

New policies or amendments to existing policies are brought forth to the policy committee (consisting of the Policy Committee Chair and a trustee appointed by the Chair of the board, the Board's Executive Assistant/Liaison, the Chief Financial Officer, the Senior Vice President of Academic Affairs, the Senior Vice President of Business Operations), where the purpose is then introduced, and there is discussion, advice when appropriate regarding the formation of a new policy or amendment.

- (1) The Policy Committee Chair will then introduce the new proposed policy or amendment with supporting documents, as a first read to the Board.

~~The first meeting at which a policy topic is discussed shall require three (3) members for the purpose of introduction and discussion. The Chairperson, after consultation with other Board members, will seek pertinent facts and advice from the President and advice from legal counsel when appropriate regarding all policy formation or changes. Reports and information in response to such requests, as is the case with other Board information, will be made available to all members of the Board.~~

- (2) At the second meeting, at which a policy is discussed, a formal policy proposal may be put forth. The Board may at this time vote upon the proposal or request language changes, further research, or additional information, thereby postponing a vote.

Policies may be altered, amended, or repealed by the Board at any Regular or Special Board meeting, provided the change has been presented at a previous meeting of the Board. This rule may be waived by a majority vote of the Board at the meeting at which a policy change is presented. *(suspension of bylaws to approve policy)*

1.6.70 Distribution of Bylaws, Governance Policies, and Board College Policies

Copies of the Bylaws, Governance Policies, and the Policy Manual College Policies of the Board of Trustees of Lansing Community College shall be provided to every Board member, filed and maintained with the Executive Assistant/Liaison, Secretary of the Board, maintained in the office of the President of the College, on the College website, and at such other places as are deemed appropriate.

1.6.80 Procedure for Trustee-Generated Ideas and Initiatives

When a Trustee develops an idea intended to benefit or strengthen the College and seeks Board support, the following process shall be followed:

1. Written Proposal Development

The sponsoring Trustee shall prepare a written document outlining the proposed idea. This document is intended to inform and persuade fellow Board members to support further investigation and consideration of the idea. The proposal should include:

- A clear name for the idea, project, or policy;
- A comprehensive description of the proposal;
- Supporting rationale and arguments in favor;
- Anticipated concerns or arguments in opposition;
- Identification of known stakeholders and stakeholder groups who should be considered and included in a further review and discussion of the idea.

2. Submission to Board Chair

The Sponsoring Trustee shall submit the written proposal to the Board Chair, along with a request to include the item on the agenda of the next regularly scheduled Board meeting.

3. Agenda Placement

The Board Chair shall place the proposal on the agenda of the next regularly scheduled Board meeting, following the Consent Agenda. The Sponsoring Trustee's written document shall be included in the Board packet.

4. Presentation to the Board

At the scheduled meeting, the Sponsoring Trustee shall formally present the proposal to the Board for discussion and initial consideration.

5. Board Consideration and Action

After discussion, the Board decides by motion whether to forward the idea to the President for further investigation. If approved, the President shall prepare a comprehensive report to the Board within sixty (60) days and place it on the agenda

of the next regularly scheduled Board meeting as a discussion item. The report shall include:

- Identification of any existing College programs or initiatives that address the issue presented by the Trustee
- Review of comparable models at the local, state, and national levels
- Analysis of advantages and disadvantages
- Expanded identification of stakeholders and stakeholder groups
- Financial implications
- Potential funding sources
- Personnel consideration
- Administration recommendation

After discussion, the Board may vote to approve the proposal or place it on the agenda for approval at the next regular scheduled Board meeting.

¹Last Reviewed:

¹ **Adopted:** 12/04/2001

Revision History: 10/17/2005, 9/18/2006, 3/19/07, 9/20/10, 11/16/202, 4/17/2023

Reviewed:



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

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