



Lansing Community College Board of Trustees

(Part 1 of 2)

**Regular Meeting
September 21, 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

September 21, 2026

6:00 p.m.

Regular Meeting

- I. Call to Order by Chair
- II. Roll Call by Executive Assistant/Liaison to the Board
- III. Pledge of Allegiance
 - A. Trustee Robert Proctor
- IV. Approval of Minutes
 - A. June 15, 2026, Regular Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. President's Report
- VIII. Consent Agenda – Action Items
 - A. Approval of Bank Resolutions
 1. Resolution Authorizing Electronic Funds Transfer
 2. Resolution Designating Authorized Representatives
 - B. Board of Trustees Employees
 1. Expenses – June, July, August 2026
 2. Time Reporting – September 2026
 - C. Cooperative Purchase
 1. Accounting Textbooks and Connect Access
 2. Network Access Switches
 - D. Emergency Facility Use Agreement and Release of Liability between Davenport University, Lansing Campus and Lansing Community College
 - E. FY2026 Year-End Transfers to Provide for the College's 50% Match Requirement for the Energy and Utility Training Center Capital Project
 - F. Local Strategic Value Resolution

- G. Request for Proposal
 - 1. Employee Medical Insurance
 - 2. Window Cleaning Services
- H. Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health Insurance Pool (WMHIP) Board
- I. Sole Source Purchase
 - 1. Student Forms with Campus Metrics
- IX. Monthly Monitoring Report
 - A. 2026 Five-Year Capital Outlay Plan and Capital Project Outlay Request
 - B. Food Pantry Update
 - C. Monthly Financial Statements
 - D. Monthly Police Department Report
- X. Chair's Report
 - 1. Appointment of a Voting Delegate for the ACCT Leadership Congress
 - 2. Reminder of the October 26, 2026, Board Meeting and Receiving the Board Packet on October 14.
- XI. Committee Report
 - A. Audit Committee Update – *Robert Proctor*
 - 1. Status Update on the FY26 Annual Financial Audit
 - B. Policy Committee Update – *Robert Proctor*
 - 1. 1.6 Board Governance/Board Policies and Procedures (*REVISED*)
- XII. Board Members Report
 - 1. Foundation Board Report – *Terrance Frazier & Noel Garcia, Jr.*
 - 2. Local Finance Development Authority Board Update
 - a. Grand Ledge Local Development Authority – *Angela Mathews*
 - b. Mason Local Development Authority – *Hope Lovell*
- XIII. Unfinished Business
- XIV. Public Comment
- XV. Board Comment
- XVI. Closed Session
- XVII. Adjournment

Approval of Minutes



LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
ADM Building Boardroom

June 15, 2026

Regular Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 6:02 p.m.

Roll Call

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

Pledge of Allegiance

Trustee Thomas led the Pledge of Allegiance.

Public Hearing on the Fiscal Year 2027 Budget Proposal

Chair Mathews made the following statement:

We are here tonight to open a Public Hearing on the Fiscal Year 2027 Proposed Budget. As required by law, the Board of Trustees published a formal notice in the Lansing State Journal, on-site, and on the Lansing Community College website of this public hearing on the budget for the 2026-2027 fiscal year, for which the College proposes to levy 3.7550 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2027 budget, and approval of the budget by the Board of Trustees will meet the truth in budgeting statute for the levy of the proposed mills. The Board may not adopt its proposed 2026-2027 budget until after the public hearing. Thank you for your interest. At this time, the Board will receive any public comments. Please limit your comments to three minutes.

Public Comments

There were no Public Comments on the budget for the 2026-2027 fiscal year.

Public Hearing Adjournment

IT WAS MOVED BY Trustee Garcia and seconded by Trustee Frazier that the Public Hearing on the Budget for the 2026-2027 Fiscal Year be closed and adjourned.

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

The motion carried.

The public hearing adjourned at 6:04 p.m.

Call to Order

The regular Board of Trustees meeting was called to order at 6:05 p.m.

Roll Call

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

Approval of Minutes

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the minutes of the May 18, 2026, Regular Board of Trustees meeting be approved.

Roll call vote:

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

The motion carried.

Additions/Deletions to the Agenda

There were no Additions/Deletions to the Agenda

Limited Public Comment Regarding Agenda Items

There was no Limited Public Comment Regarding Agenda Items.

Linkage Planning/Implementation

Community Linkage – President's Report

President Robinson presented the June 2026 President's report to the Board.

Consent Agenda – Action Items

The following items were presented under the consent agenda:

- A. Board of Trustees Employees'
 - 1. Expenses – May 2026
 - 2. Time Reporting – June 2026
- B. Cooperative Purchases
 - 1. ~~Digital Signage Players~~ REMOVED
 - 2. Microsoft Enterprise Licenses
 - 3. Multi-Factor Authentication
 - 4. ~~Virtual Desktop Server Replacement~~ REMOVED
 - 5. West Campus Wireless Access
- C. Request for Proposals
 - 1. Electrician Services Contractor Pool
 - 2. Employee Vision Benefits

Trustee Taylor requested removal of the Cooperative Purchase of the Virtual Desktop Server Replacement.

Trustee Thomas requested removal of the Cooperative Purchase of Digital Signage Players.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Garcia that the Consent Agenda, removing the Cooperative Purchase of Digital Signage Players and the Cooperative Purchase of Virtual Desktop Server Replacement, be approved.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Action Item – Cooperative Purchases for Digital Signage Players

IT WAS MOVED BY Trustee Taylor and seconded by Trustee Frazier that the Cooperative Purchase for Digital Signage Players be approved.

Trustee Thomas requested additional information regarding the lifespan of the players.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Action item – Cooperative Purchase for Virtual Desktop Server Replacement

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Taylor that the Cooperative Purchase for Virtual Desktop Server Replacement be approved.

Trustee Taylor asked what the software was, what it looked like, and how it aligns with AI.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Action Item

Fiscal Year 2027 Budget Proposal

CFO Don Wilske presented the FY 2027 Budget Proposal. There was a brief discussion.

IT WAS MOVED BY Trustee Thomas and seconded by Trustee Frazier that the Fiscal Year 2027 Budget Proposal be approved.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Monthly Monitoring Report

The following Monitoring Reports were presented:

1. Monthly Financial Statements
2. Monthly Public Safety Report

The board discussed the monthly monitoring reports.

Linkage Planning/Implementation

Community Linkage – Chair’s Report

Chair Mathews thanked Dr. Samuel and her team for the opportunity to be a part of the Michigan ACE conference panel.

Committee Report – Audit Committee

Trustee Proctor stated that Michelle Fowler, CPA, Engagement Principal at Rehmann, provided a review of the scope of services for the upcoming professional services plan for the year ending June 30, 2026. Her review covered due dates, service timing, key audit and accounting matters of interest, significant risks of material misstatement, and new accounting and auditing pronouncements. Ms. Fowler will update the Audit Committee in September on the status of the Annual Financial Audit Report and the Single Audit Act Compliance for the year ended June 30, 2026. Ms. Fowler will present the final draft to the Audit Committee on October 5, 2026, and the final report to the Board of Trustees on October 26.

Committee Report – Policy Committee

Policy Management Modernization

Ms. Bentrelle Carroll and Benita Duncan provided 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.

Board Bylaw 1.6 Revision

Trustee Proctor and Taylor presented the following policy revision as a first read.

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 ~~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,~~ **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.

Board Member Report – Foundation Board Update

Trustee Frazier gave the following Foundation Board Update:

- The college received a \$15,000 donation for Alton and Jan Granger Scholarship and Stars Operating Endowment.
- The college received a \$5,000 contribution for LCC Cares
- Board of Water and Light will support LCC's utility program by funding OSHA, First Aid, and CPR training for students for the next three years, totaling a commitment of more than \$10,000.

Unfinished Business

There was no Unfinished Business.

New Business

There was no New Business.

Public Comment

Melissa Parling: Melissa Parling addressed the Board regarding the OCR investigation.

Board Comment

Trustee Taylor and Proctor made comments.

Closed Session

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Garcia that the Board enter into a Closed Session for the purpose of discussing the Executive Assistant/Liaison's yearly performance review, per her request to be undertaken in a closed session in accordance with Section 8 (1)(a) and 8(h) of the MI OMA and Section 13(1)(g) of the MI FOIA, to review and discuss the attorney's written legal opinion concerning employee compensation. It was also moved and seconded to enter a Closed Session for the purpose of consulting with an attorney regarding trial or settlement strategy in connection with the pending litigation of "*Crocker and Duffy v Lansing Community College*" under Section 8(e) of the MI OMA.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

The Board entered into a closed session at 7:09 p.m.

The Board returned to an open session at 8:58 p.m.

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

Absent: Lovell

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Lovell that Ms. Duncan's performance evaluation be approved.

Roll call vote:

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

Nays: None

Absent: Garcia

The motion carried.

IT WAS MOVED BY Trustee Frazier and seconded by Trustee Proctor to approve Ms. Duncan's performance review and approve a 6% increase in salary, effective July 4, 2026.

Roll call vote:

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

Nays: None

Absent: Lovell

The motion carried.

Adjournment

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

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

Nays: None

Absent: Lovell

The motion carried.

The meeting adjourned at 9:00 p.m.

Submitted,



Executive Assistant/Liaison to the Board
Benita Duncan

Consent Agenda Action Items

**Lansing Community College - Board of Trustees
September 21, 2026**

Agenda Item: Approval of Bank Resolutions

Presented for Action

PURPOSE

To approve a resolution adding Melissa Zilka as an authorized representative of the College, due to her new position as Associate Controller.

BACKGROUND

Prior to 2014, the College named only two authorized representatives to conduct its banking business: the Chief Financial Officer and Controller. Since 2014, the College has named three authorized representatives, adding the Associate Controller, ensuring that College banking would not be disrupted in case of resignation and/or illness.

IMPLICATIONS

Financial:

N/A

Strategic Plan:

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

Human Resources:

N/A

RISKS

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

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

The Administration respectfully requests the Board of Trustees add Melissa Zilka as an authorized representative of the College.

ATTACHMENTS:

1. Resolution Authorizing Electronic Funds Transfer
2. Standard Operation Procedures for ACH Transactions
3. Designating Authorized Representatives

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

Resolution Authorizing Electronic Funds Transfer

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on September 21, 2026, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

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

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

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

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

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

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

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

Ayes: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on September 21, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

Secretary, Board of Trustees
Lansing Community College

Standard Operating Procedures ACH Transactions

1. Purpose

As stated in Act 738 of 2002, Electronic Transactions of Public Funds, the Board of Trustees shall provide a policy and approved resolution to authorize electronic transactions.

2. Scope

This policy applies to the Board of Trustees and all College employees.

3. General

The Board of Trustees shall designate an electronic transactions officer (ETO) who is responsible for the College's ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with this policy.

The ETO is responsible for maintaining documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment and the departments serviced by payment. This report may be contained in the electronic general ledger software system.

The ETO is responsible for a system of internal accounting controls to monitor the use of ACH transactions made by Lansing Community College and is also responsible for the approval of ACH transactions before payment.

4. Responsibility

The Director of Accounting & Payroll is responsible for ensuring implementation of this policy.

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

Resolution Designating Authorized Representatives

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on September 21, 2026, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

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

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

Ayes: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on September 21, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

Secretary, Board of Trustees
Lansing Community College

**Lansing Community College – Board of Trustees
September 21, 2026**

Agenda Item: Board of Trustees Employee Expenses

Presented for Action

PURPOSE

To ratify Board employee expenses for June, July, and August 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 that the Board of Trustees ratify the monthly expenses of the employees who report to the Board.

ATTACHMENTS:

1. Attachment A – Monthly Expenses - Executive Assistant/Liaison to Board
2. Attachment B – Monthly Expenses - President

Lansing Community College
Board of Trustees - Detail Expenses
June - August 2026

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
1-Jun-26	General - Operations	\$ 60	Phone_2026_May	Lansing Community College
30-Jun-26	General - Operations	\$ 60	Phone_2026_June	Lansing Community College
1-Aug-26	General - Operations	\$ 60	Phone_2026_July	Lansing Community College
Total		\$ 180		
Chargeback Print & Copy				
1-Jun-26	General - Operations	\$ 6	Print Copy_2026_May	Lansing Community College
30-Jun-26	General - Operations	\$ 15	Print Copy_2026_June	Lansing Community College
Total		\$ 21		
Grand Total		\$ 201	Institutional Expenses	
Audit Services				
9-Jun-26	General - Operations	\$ 6,841	Internal Audit Services	Baker Tilly Advisory Group, LP
11-Aug-26	General - Operations	\$ 2,625	Internal Audit Services	Baker Tilly Advisory Group, LP
Total		\$ 9,466		
Grand Total		\$ 9,466	Professional Fees	
Advertising				
6-Aug-26	General - Operations	\$ 1,345	LSJ Ad Public Hearing on Budget	USA Today Network
Total		\$ 1,345		
Commercial Printing/Publication				
22-Jun-26	General - Operations	\$ 979	April Board Meeting Materials	Allegra Print Mail Lansing
22-Jun-26	General - Operations	\$ 791	May Board Meeting Materials	Allegra Print Mail Lansing
14-Jul-26	General - Operations	\$ 888	June Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 2,658		
Grand Total		\$ 4,003	Purchased Services	
Supplies				
7-Aug-26	General - Operations	\$ 39	Office Supplies	Amazon
7-Aug-26	General - Operations	\$ 210	Office Supplies	Amazon
Total		\$ 249		
Grand Total		\$ 249	Supplies & Non-Capital Equipment	
Travel Lodging				
14-Aug-26	N Garcia	\$ 864	MCCA Summer Conference	Mission Point Resort
14-Aug-26	L Thomas	\$ 864	MCCA Summer Conference	Mission Point Resort
18-Aug-26	T Frazier	\$ 730	MCCA Summer Conference	Mission Point Resort
18-Aug-26	A Mathews	\$ 730	MCCA Summer Conference	Mission Point Resort
18-Aug-26	R Proctor	\$ 730	MCCA Summer Conference	Mission Point Resort
18-Aug-26	C Taylor	\$ 730	MCCA Summer Conference	Mission Point Resort
18-Aug-26	H Lovell	\$ 1,233	MCCA Summer Conference	Mission Point Resort
Total		\$ 5,882		
Travel Meal Allowance				
11-Aug-26	T Frazier	\$ 81	MCCA Summer Conference	T Frazier
11-Aug-26	N Garcia	\$ 81	MCCA Summer Conference	N Garcia
11-Aug-26	C Taylor	\$ 81	MCCA Summer Conference	C Taylor
19-Aug-26	H Lovell	\$ 81	MCCA Summer Conference	H Lovell
19-Aug-26	A Mathews	\$ 117	MCCA Summer Conference	A Mathews
19-Aug-26	R Proctor	\$ 117	MCCA Summer Conference	R Proctor
19-Aug-26	L Thomas	\$ 9	MCCA Summer Conference	L Thomas
Total		\$ 567		

Lansing Community College
Board of Trustees - Detail Expenses
June - August 2026

Date	Board Member	Amount	Description	Payee
Travel Miscellaneous				
11-Aug-26	T Frazier	\$ 75	MCCA Summer Conference	T Frazier
11-Aug-26	N Garcia	\$ 175	MCCA Summer Conference	N Garcia
19-Aug-26	R Proctor	\$ 75	MCCA Summer Conference	R Proctor
Total		\$ 325		
Travel Registration Fees				
4-Jun-26	A Mathews	\$ 460	MI-ACE Conference	Lansing Community College
4-Jun-26	C Taylor	\$ 460	MI-ACE Conference	Lansing Community College
4-Jun-26	H Lovell	\$ 460	MI-ACE Conference	Lansing Community College
Total		\$ 1,380		
Travel Mileage Expense				
11-Aug-26	N Garcia	\$ 350	MCCA Summer Conference	N Garcia
11-Aug-26	C Taylor	\$ 360	MCCA Summer Conference	C Taylor
19-Aug-26	H Lovell	\$ 344	MCCA Summer Conference	H Lovell
19-Aug-26	R Proctor	\$ 359	MCCA Summer Conference	R Proctor
19-Aug-26	L Thomas	\$ 354	MCCA Summer Conference	L Thomas
Total		\$ 1,766		
Meeting Expense				
22-Jun-26	General - Operations	\$ 450	Board Reception for Juneteenth	T's Flavor & Flair
24-Aug-26	General - Operations	\$ 500	October 2025 Board Meeting	A Catered Affaire Inc
24-Aug-26	General - Operations	\$ 485	November 2025 Board Meeting	A Catered Affaire Inc
24-Aug-26	General - Operations	\$ 600	February Board Meeting	A Catered Affaire Inc
24-Aug-26	General - Operations	\$ 665	May Board Meeting	A Catered Affaire Inc
Total		\$ 2,700		
	Grand Total	\$ 12,620	Travel, Training & Conferences	
		\$ 26,539	Total Expenses	

Lansing Community College
President - Detail Expenses
June - August 2026

Date	Board Employee	Amount	Description	Payee
Memberships				
4-Jun-26	Robinson	\$ 325	Quarterly Membership Fees	Rotary Club of Lansing
9-Jun-26	Robinson	\$ 50	Monthly Membership	University Club of MSU
21-Jul-26	Robinson	\$ 2,700	Annual Membership Fee	University Club of MSU
13-Aug-26	Robinson	\$ 48	Monthly Membership	University Club of MSU
Total		\$ 3,123		
	Grand Total	\$ 3,123	Supplies & Non-Capital Equipment	
Travel Lodging				
2-Jun-26	Robinson	\$ 1,025	GCCLN Spring Conference	Roslin Beach Hotel
23-Jun-26	Robinson	\$ 347	MCCA Board of Directors/President's Committee	Delta Hotels
11-Aug-26	Robinson	\$ 1,130	MCCA Summer Conference	Mission Point Resort
Total		\$ 2,501		
Travel Meal Allowance				
2-Jun-26	Robinson	\$ 282	GCCLN Spring Conference	S Robinson
23-Jun-26	Robinson	\$ 44	MCCA Board of Directors/President's Committee	S Robinson
11-Aug-26	Robinson	\$ 81	MCCA Summer Conference	S Robinson
Total		\$ 407		
Travel Miscellaneous				
2-Jun-26	Robinson	\$ 192	GCCLN Spring Conference	Detroit Airport Parking
23-Jun-26	Robinson	\$ 22	Grand Rapids Economic Club Annual Dinner	Devos Place Parking
11-Aug-26	Robinson	\$ 75	MCCA Summer Conference	Shepler's Inc
Total		\$ 289		
Travel Registration Fees				
22-Jun-26	Robinson	\$ 154	40th Anniversary Gala	The Chronicle News
14-Aug-26	Robinson	\$ 1,379	ACCT Leadership Congress	Assn Of Comm College Trustees
Total		\$ 1,533		
Meeting Expense				
3-Jun-26	General - Operations	\$ 49	Lunch Meeting with Trustee	P.F. Chang's
11-Aug-26	General - Operations	\$ 623	MCCA Summer Conference	Mission Point Resort
11-Aug-26	General - Operations	\$ 1,413	MCCA Summer Conference	1852 Grill Room
Total		\$ 2,086		
Event Expense				
23-Jun-26	General - Operations	\$ 108	Pedal with the Prez	Arctic Corner
Total		\$ 108		
	Grand Total	\$ 6,924	Travel, Training & Conferences	
		\$ 10,047	Total Expenses	

**Lansing Community College - Board of Trustees
September 21, 2026**

Agenda Item: Board of Trustees Employee Time Reporting

Presented for Action

PURPOSE

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

BACKGROUND

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

IMPLICATIONS

Financial:

None

Strategic Plan:

None

Human Resources:

None

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

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

ATTACHMENTS:

1. September 2026 Time Reporting

**Lansing Community College
Time Reporting for September 2026**

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

President

	Vacation Leave	Personal Leave	Sick Leave
May 24 – June 6, 2026			
June 7 – June 20, 2026		28.0	
June 21 – July 4, 2026	8.0	12.0	4.0
July 5 – July 18, 2026			
July 19 – August 1, 2026			
August 2 – August 15, 2026			
August 16 – August 29, 2026			
Total Hours	8.0	40.0	4.0

Executive Assistant/Liaison to the Board

	Vacation Leave	Personal Leave	Sick Leave
May 24 – June 6, 2026	32.0		
June 7 – June 20, 2026	8.0		8.0
June 21 – July 4, 2026	24.0		
July 5 – July 18, 2026			
July 19 – August 1, 2026			80.0
August 2 – August 15, 2026			
August 16 – August 29, 2026			8.0
Total Hours	64.0	0.0	96.0

**Lansing Community College – Board of Trustees
September 21, 2026**

Agenda Item: Cooperative Purchase – Accounting Textbooks and Connect Access

Presented for Action

PURPOSE

To seek Board of Trustees approval to create a Blanket Purchase Order (BPO) for accounting course materials with McGraw Hill Global Education, LLC (McGraw Hill).

BACKGROUND

Lansing Community College (LCC) currently uses McGraw Hill to purchase customized accounting textbooks and access to Connect, a learning management system, for Accounting Courses 210 and 211. The customization of accounting materials and Connect access is a proprietary product of McGraw Hill and has been selected by Faculty for use in the accounting curriculum. By creating this BPO, LCC will be able to continue utilizing the course materials. The requested BPO was submitted by Jeremy Davis, Director of Business and Economics, and approved by Andrea Hoagland, Dean of Arts and Science. The BPO will cover the period of October 1, 2026, through December 31, 2031.

As a local unit of government, the College has access to several cooperative agreements. These are agreements that have already been competitively bid by an established public agency. By utilizing a cooperative agreement, the College will benefit from nationally leveraged volume pricing and reduce the administrative burden of soliciting bids for this commodity and service. The Administration recommends the utilization of a cooperative agreement awarded by The Interlocal Purchasing System (TIPS), to McGraw Hill to procure the required accounting textbooks and Connect access. The cooperative agreement grants 25% off list prices.

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 estimated annual spend is \$150,000, therefore the requested five-year Blanket Purchase Order aggregate amount is \$750,000. It will be funded by the General Fund and supported by student course fees.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to approve the BPO with McGraw Hill will limit LCC's ability to provide students the resources needed to be successful in the accounting program.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the College could allow the current agreement to expire and pursue other solutions. However, the course materials have been carefully vetted and selected by Faculty and are deeply integrated into the existing course content and curriculum. While the College could alternatively solicit competitive bids, utilizing a cooperative agreement provides the College with the benefit of nationally leveraged volume pricing. This approach offers both continuity with the faculty-selected course materials and more favorable pricing resulting from aggregated purchasing volume.

RECOMMENDATIONS

The Administration respectfully recommends that the Board of Trustees approve the requested BPO with McGraw Hill Global Education, LLC in the amount of \$750,000 for the period of October 1, 2026, through December 31, 2031. If approved, it will be funded by the General Fund and supported by student course fees.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase – Accounting Textbooks and Connect Access

PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: Cooperative Purchase **Opening Date:** N/A
Project Title: Accounting Textbooks and Connect Access **Buyer:** Scott Placeway

1. Statement of Need:

Lansing Community College (LCC) is currently in need of creating a Blanket Purchase Order (BPO) for customized accounting textbooks and access to Connect, a learning management system from McGraw Hill Global Education, LLC, for Accounting courses 210 and 211. The course materials have been vetted and chosen by Faculty. McGraw Hill Global Education is the supplier for the customized course materials and access to Connect Learning Management System.

2. Description of supply or service:

Accounting Textbooks and Connect	10/01/2026 – 12/31/2027	\$150,000
Accounting Textbooks and Connect	01/01/2028 – 12/31/2028	\$150,000
Accounting Textbooks and Connect	01/01/2029 – 12/31/2029	\$150,000
Accounting Textbooks and Connect	01/01/2030 – 12/31/2030	\$150,000
Accounting Textbooks and Connect	01/01/2031 – 12/31/2031	\$150,000
Five-year period (October 1, 2026 – December 31, 2031) Total:		\$750,000

Funding Source: General Fund

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid, The Interlocal Purchasing System (TIPS) cooperative agreement for the continued procurement of the requested accounting textbooks and Connect access awarded to McGraw Hill Global Education, LLC. The requested Blanket Purchase Order amount is for the aggregate amount of \$750,000 for the period of October 1, 2026, through December 31, 2031. Annual amount is an estimate – LCC will pay based on actual enrollment numbers.

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

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College – Board of Trustees
September 21, 2026**

Agenda Item: Cooperative Purchase – Network Access Switches

Presented for Action

PURPOSE

To seek Board of Trustees approval to create a one-time Purchase Order (PO) for the purchase of sixty-one (61) additional network switches and related hardware to replace all access switches within the Gannon Building.

BACKGROUND

Information Technology Services (ITS) supports the College's highly available network infrastructure. Lansing Community College's (LCC) current infrastructure consists of roughly 325 wired access switches. This purchase will continue a multi-year ITS project to replace aging wired network infrastructure across the College. The requested Cooperative Purchase Order was submitted by Justin Barnaby, Director of Infrastructure Support Services, and approved by Dr. Chris MacKersie, Interim Chief Information Officer and Executive Director of Administrative Services.

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 Telecommunications Association (MiCTA) Technology Solutions, allowing the College to procure Juniper network access switches through People Driven Technology (an authorized and preferred reseller for Juniper network equipment). The cooperative agreement grants 45% off market price of products and 15% off services.

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 one-time purchase amount of the requested equipment and hardware is \$557,795 and will be funded by the Technology Replacement Fund.

Strategic Plan:

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

Human Resources:

There are no known human resources implications.

RISKS

Failure to upgrade the current network infrastructure will impact student and employee services due to hardware failures, causing network outages.

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 that the Board of Trustees approve the requested purchase order in the amount of \$557,795 for the upgrade of network access switches within the College's Gannon Building. If this request is approved, it will be funded by the Technology Replacement Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Cooperative Purchase – Network Access Switches

PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: Cooperative Purchase **Opening Date:** N/A
Project Title: Network Access Switches **Buyer:** Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) is seeking to procure sixty-one (61) network switches through People Driven Technology, a Juniper approved reseller, to replace the existing access switches in the Gannon Building. The current network switches are scheduled for planned upgrades. After review and analysis of Cisco, Meraki, and Juniper network systems and support, Information Technology Services (ITS) has determined Juniper as the leader in both cost and feature set.

2. Description of supply or service:

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

Description	QTY	Extended Price
Juniper Network Switches Hardware and Support	61	\$556,728
25GB LR Transceivers	4	\$1,067
Purchase Order Total:		\$557,795

3. Award Recommendation:

The Administration recommends that the College participate in the competitively bid Michigan Collegiate Telecommunications Association (MiCTA) cooperative agreement for procuring Juniper network switches and support awarded to People Driven Technology. The requested Purchase Order amount is \$557,795 and will be funded by the Technology Replacement 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

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

Date

5. Board of Trustees Review:

Approve_____ | Disapprove_____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College -Board of Trustees
September 21, 2026**

**Agenda Item: Emergency Facility Use Agreement and Release of Liability
 between Davenport University, Lansing Campus and Lansing
 Community College**

Presented for Approval

PURPOSE

To establish a mutual emergency-use framework that allows either party, on a limited, temporary, and non-exclusive basis, to use the other party's designated facilities during an emergency incident. Such authorized uses include, but are not limited to, emergency evacuations, shelter-in-place overflows, or establishing family assistance centers.

BACKGROUND

This framework provides an administrative mechanism for rapid coordination while ensuring that any emergency facility use remains contingent upon real-time availability, safety, and operational feasibility. Furthermore, this cooperative arrangement is strictly temporary and does not grant, imply, or create any ongoing possessory interest, tenancy, or permanent property rights for either party.

These frameworks are common among collaborative public entities and like parties for emergency purposes and promote resilience in hazardous or threatening situations.

IMPLICATIONS

Financial

Both parties waive Emergency Facility Use Fees, and the Release of Liability terms are also part of this agreement. This agreement is considered mutually beneficial to both parties.

Strategic Plan:

This agreement supports the strategic goals of Strengthening Community Engagement and Partnerships.

Human Resources:

No additional resources were identified.

RISKS

Because this agreement includes a Release of Liability authored by LCC's Office of Risk Management and Legal Services, the risk associated with executing this agreement is low.

RECOMMENDATION:

The Administration respectfully requests the Board of Trustees approve the execution of this Emergency Facility Use Agreement and Release of Liability between Davenport University, Lansing Campus, and Lansing Community College.

ATTACHMENTS:

1. Emergency Facility Use Agreement and Release of Liability with Davenport University

**EMERGENCY FACILITY USE AGREEMENT
AND
RELEASE OF LIABILITY**

This Emergency Facility Use Agreement and Release of Liability (“Agreement”) is entered into by and between **Lansing Community College**, a Michigan community college with administrative offices located at 411 N. Grand Avenue, Lansing, Michigan 48933 (“LCC” or “College”), and **Davenport University – Lansing Campus**, with administrative offices located at 200 S. Grand Avenue, Lansing, Michigan 48933 (“DU”). LCC and DU may be referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, LCC owns, operates, and controls certain facilities commonly known as LCC Downtown Campus, located at 411 N. Grand Avenue, Lansing, Michigan 48933 (“LCC Facilities”);

WHEREAS, DU owns, operates, and controls certain facilities commonly known as Davenport University – Lansing Campus, located at 200 S. Grand Avenue, Lansing, Michigan 48933 (“DU Facilities”);

WHEREAS, the Parties desire to establish a mutual emergency-use framework under which each Party may, on a limited, temporary, and non-exclusive basis, permit the other Party to use designated facilities solely during an emergency incident, including but not limited to evacuation, shelter-in-place overflow, or establishment of a family assistance center;

WHEREAS, the Parties acknowledge that such emergency use is contingent upon availability, safety, and operational feasibility at the time of the incident and does not create any ongoing possessory interest or tenancy;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. Permitted Emergency Use.
 - 1.1. Authorized Use Only. Each Party may permit the other Party to use its facilities solely for emergency response purposes arising from an incident affecting the requesting Party. No other use is permitted without prior written authorization.
 - 1.2. No Guaranteed Access. Nothing in this Agreement guarantees access to either Party’s facilities. Each Party retains sole discretion to determine whether its facilities are safe and available for use at the time of an emergency.

- 1.3. No Lease or Property Interest. This Agreement does not create a lease, license, easement, or tenancy. Use of Facilities is temporary, revocable, non-exclusive, and incident-specific.
2. Emergency Access Request Procedures.
- 2.1. Requests by DU to Use LCC Facilities. DU must request emergency access by contacting LCC Dispatch Operations (24/7/365) at 517-483-1800. LCC retains sole authority to approve access and control facility operations, including remote access activation.
- 2.2. Requests by LCC to Use DU Facilities. LCC must request emergency access by contacting DU Public Safety using the designated contact numbers provided by DU and updated as needed.
- 2.3. Operational Control. When LCC Facilities are in use, LCC retains primary operational control, including authority over security, facilities management, and emergency response coordination.
3. Fees. Both Parties waive Emergency Facility Use Fees. This waiver is limited to emergencies and does not establish precedent for future or non-emergency use.
4. Responsibilities and Conditions of Use.
- 4.1. DU Obligations. DU shall:
- i. Be solely responsible for the conduct of its personnel, students, invitees, and guests;
 - ii. Exercise reasonable care in the use of LCC Facilities;
 - iii. Reimburse LCC for the full replacement cost of any LCC property damaged, destroyed, or lost;
 - iv. Restore LCC Facilities to their pre-use condition immediately following use, subject to LCC's inspection and approval;
 - v. Pay all cleanup, repair, or restoration costs incurred by LCC if restoration is unsatisfactory.
- 4.2. LCC Obligations. LCC shall:
- i. Be solely responsible for the conduct of its personnel, students, invitees, and guests;
 - ii. Exercise reasonable care in the use of DU Facilities;
 - iii. Reimburse DU for the full replacement cost of any DU property damaged, destroyed, or lost;
 - iv. Restore DU Facilities to their pre-use condition immediately following use, subject to DU's inspection and approval;
 - v. Pay all cleanup, repair, or restoration costs incurred by DU if restoration is unsatisfactory.

5. Inspection and Condition of Premises. Each Party accepts the other's Facility "AS IS" and "WITH ALL FAULTS." No warranties, express or implied, are made regarding suitability, safety, or fitness for any purpose.
6. Security and Access Control.
 - 6.1. DU Use of LCC Facilities. DU is solely responsible for the security of its property and personnel while on LCC Facilities. LCC Police and facilities staff retain authority to intervene where necessary to protect life, safety, or College operations.
 - 6.2. LCC Use of DU Facilities. LCC is solely responsible for the security of its property and personnel while on DU Facilities. LCC Police and facilities staff retain authority to intervene where necessary to protect life, safety, or College operations.
 - 6.3. Emergency Access Credentials. DU shall provide LCC Police with emergency access credentials (key card or master key) solely for purposes of this Agreement. LCC shall maintain such credentials securely and use them only during qualifying emergencies.
7. Assumption of Risk. Each Party assumes all risks associated with its own emergency use and the actions of its personnel, students, invitees, and guests while on the other Party's property.
8. Insurance. Each Party shall maintain, at its own expense:
 - i. Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate; and
 - ii. Property insurance covering its own property and equipment.
9. Indemnification and Liability Allocation.
 - 9.1. DU Indemnification of LCC. To the fullest extent permitted by law, DU shall defend, indemnify, and hold harmless LCC, its trustees, officers, employees, agents, and volunteers from and against all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to DU's use of LCC Facilities, except to the extent caused by LCC's gross negligence or willful misconduct.
 - 9.2. LCC Indemnification of DU. To the fullest extent permitted by law, LCC shall defend, indemnify, and hold harmless DU, its trustees, officers, employees, agents, and volunteers from and against all claims, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or related to LCC's use of DU Facilities, except to the extent caused by DU's gross negligence or willful misconduct.
 - 9.3. Preservation of Governmental Immunity. Nothing in this Agreement shall be construed as a waiver of any governmental immunity, limitation of liability, or statutory defense available to LCC under Michigan law.

10. Non-discrimination. The Parties agree to comply with all applicable federal and state non-discrimination statutes, including, but not limited to, the Elliott-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act, Title VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act. The Parties agree not to discriminate against an employee or applicant for employment with respect to 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. Breach of this covenant is a material breach of this Agreement.
11. Term and Termination.
- 11.1. Term. This Agreement shall have an initial term of five (5) years from the effective Date.
- 11.2. Termination. Either Party may terminate this Agreement with thirty (30) days' written notice; provided, termination shall not occur during an active emergency use.
- 11.3. Renewal. Any extension of this Agreement must be approved in writing and shall not exceed five (5) years.
12. Miscellaneous.
- 12.1. Independent Contractors. The Parties are independent entities, and nothing in this Agreement shall be deemed to create any partnership, joint venture, agency, or employment relationship between the Parties. Neither Party has authority to bind the other.
- 12.2. Assignment. DU shall not assign, transfer, delegate, or subcontract any rights or obligations under this agreement without the prior written consent of LCC, which may be withheld in LCC's sole discretion. Any attempted assignment in violation of this provision is void.
- 12.3. Authority to Execute. Each Party represents and warrants that the individual executing this Agreement on its behalf is duly authorized to do so and that execution of this Agreement does not violate any governing documents, policies, or applicable law.
- 12.4. Compliance with Laws. Each Party shall comply with all applicable federal, state, and local laws, regulations, ordinances, and executive orders in connection with its performance under this Agreement.

- 12.5. No Third-Party. This Agreement is for the sole benefit of the Parties and does not create any rights in any third party, including employees, students, invitees, or members of the public.
- 12.6. Notices. All notices required or permitted under this Agreement shall be in writing and deemed given when delivered personally, sent by a nationally recognized overnight courier, or mailed by certified mail, return receipt requested, to the addresses below (or such other address as a Party may designate in writing):

For LCC:

Lansing Community College c/o Dr. Seleana Samuel
Lansing Community College
411 N. Grand Avenue
Lansing, MI 48933

With copies to:

Lansing Community College c/o Risk Management and Legal Services
Lansing Community College
411 N. Grand Avenue
Lansing, MI 48933

For DU:

Davenport University c/o Damon Gonzales, Vice President for Facilities & Risk Management
Davenport University
200 S. Grand Avenue
Lansing, MI 48933

- 12.7. Headings. Section headings are for convenience only and shall not affect the interpretation of this Agreement.
- 12.8. Counterparts; Electronic Signature. This Agreement may be executed in counterparts, each of which shall be deemed an original. Signatures transmitted electronically or via PDF shall be deemed valid and binding.
- 12.9. Survival. Sections 7, 9, and 12.4 shall survive the termination or expiration of this Agreement.
- 12.10. No Waiver of Public Funds or Authority. Nothing in this Agreement shall be construed as obligating LCC to expend funds beyond those appropriated by its governing board or as limited by LCC's statutory authority, police powers, or institutional discretion.

12.11. Non-Exclusivity. This Agreement is non-exclusive. Both Parties reserve the right to enter into similar emergency or mutual aid agreements with other entities at their own discretion.

12.12. Time Is Not of the Essence. Time shall not be deemed of the essence in the performance of this Agreement, recognizing the unpredictable nature of emergencies.

12.13. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto.

12.14. Governing Law/Venue. The laws of the State of Michigan govern this Agreement. Exclusive jurisdiction and venue of any actions arising out of this Agreement shall be in Ingham County, Michigan.

12.15. Waiver. No waiver of any breach or default shall be deemed a waiver of any subsequent breach or default. Any waiver must be in writing and signed by the Party against whom the waiver is asserted.

12.16. Severability. If any provision of this Agreement is held invalid, illegal, or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect and shall be construed as if the invalid, illegal, or unenforceable provision had never been included.

12.17. Force Majeure. Neither Party shall be liable for failure or delay in performance under this Agreement to the extent such failure or delay is caused by events beyond the reasonable control of the affected Party, including but not limited to fire, flood, act of God, pandemic, labor disputes, or governmental action, provided the affected Party exercises reasonable diligence to resume performance as soon as practicable.

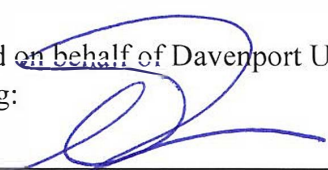
12.18. Entire Agreement/Amendments. This Agreement constitutes the Entire Agreement between the Parties with respect to the subject matter hereof and supersedes all prior or contemporaneous agreements, negotiations, or understandings, whether written or oral. This Agreement may be amended only by a written instrument executed by authorized representatives of both Parties.

12.19. Records and FOIA Protection. This Agreement does not require LCC to create or maintain records beyond those required by law and is subject to the Michigan Freedom of Information Act as may be applicable.

IN WITNESS WHEREOF, the Parties execute this Agreement as of the date first written above.

[signature page to follow]

For and on behalf of Davenport University,
Lansing:



Anthony Anderson,
Exec. Vice President – Finance/Chief
Financial Officer, Treasurer
Davenport University
6191 Kraft Ave SE,
Grand Rapids, MI 49512
(616) 554-5695
Anthony.Anderson@davenport.edu
For and on behalf of Lansing Community
College:

Dr. Seleana Samuel
Sr Vice President of Business Operations
Lansing Community College
610 N. Capitol Ave., Suite 300
Lansing, MI 48933
(517) 483-1106
samuels@lcc.edu

**Lansing Community College – Board of Trustees
September 21, 2026**

**Agenda Item: FY 2026 Year-End Transfers to Provide for the College's 50%
Match Requirement for the Energy and Utility Training Center
Capital Project**

Presented for Approval

PURPOSE

To inform the Board of Trustees of FY 2026 year-end fund transfers necessary to comply with the college's 50% match requirement for the Energy and Utility Training Center Capital Project.

BACKGROUND

Each year, as part of the fiscal year-end closing process, an analysis is made by the Chief Financial Officer, in consultation with the President, to determine any strategic financial actions that should be taken to strengthen the College's financial position and support short- and/or long-term College goals. Due to the State's approval of the Energy and Utility Training Center Capital Project, it is necessary to identify existing financial resources to provide for the \$4,425,000 capital project match.

Three sources of existing financial resources have been identified:

- General Fund
- Designated Fund - FY2026 Prefund Tuition Freeze
- Designated Fund - Reduction in State Appropriations

General Fund

Current Board of Trustees Governance Policy EL-202 states that the college should have an operating fund balance of no lower than 15%. However, for many years the college has operationally used 25% as the minimum percentage. There has been discussion of revising EL-202 from 15% to 25%, but no formal action has been approved. An adequate fund balance is necessary for the future financial stability of the college. Using 25% as the minimum fund balance, \$1,000,000 can be transferred from the General Fund for use as part of the college match for the capital project. Below is the calculation for making this recommendation.

\$ 150,201,000	FY2027 Budget
25.00%	Fund Balance Minimum %
\$ 37,550,250	Fund Balance Target for 6/30/2026
\$ 34,035,725	Fund Balance 6/30/2025
\$ 3,514,525	FY2026 Increase Needed to reach 25%
\$4,552,855	FY2026 Actual Net Results
\$ 1,038,330	Amount Available for Transfer above 25%
\$1,000,000	Recommended Transfer

Designated Fund - FY2026 Prefund Tuition Freeze

The FY2025 college budget provided \$800,000 to offset any potential revenue loss due to not increasing tuition rates for FY2026. Due to increases in enrollment over and above the FY2026 budgeted amounts, the \$800,000 was not needed, as FY2026 tuition revenue exceeded the amount budgeted. Therefore, it is recommended that the \$800,000 be transferred to be used as part of the college match for the capital project.

Designated Fund - Reduction in State Appropriations

At the September 21, 2021 Board of Trustees meeting, \$4,700,000 was designated as a “cushion” if the college’s state appropriation was significantly reduced due to a change in the community college funding formula. At that time, the Michigan House of Representatives was proposing a drastic change in how the community college appropriation would be allocated to each college. There was a potential revenue loss of over \$7,000,000 for the college if this change was adopted. Since that time, that drastic change has not received support from the Senate or the Governor, and the House of Representatives has not pursued the change. Based upon the current situation, it is recommended that \$2,625,000 be transferred for use as part of the college match for the capital project. After that transfer, \$2,075,000 would still remain in this designated fund.

If the three recommended transfers are approved by the Board of Trustees, the total required match of \$4,425,000 for the Energy and Utility Training Center Capital Project would be in place.

IMPLICATIONS

Financial:

The College will provide adequate financial resources to maintain the long-term financial viability of the College.

Strategic Plan:

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

Human Resources:

N/A

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

The Administration respectfully requests the Board of Trustees approve the following strategic financial actions effective as of June 30, 2026:

- (1) Transfer from the General Fund to the Energy and Utility Training Center Capital Project Plant Fund - \$1,000,000
- (2) Transfer from the Designated Fund - FY2026 Prefund Tuition Freeze to the Energy and Utility Training Center Capital Project Plant Fund - \$800,000
- (3) Transfer from the Designated Fund - Reduction in State Appropriations to the Energy and Utility Training Center Capital Project Plant Fund - \$2,625,000

ATTACHMENTS: None

**Lansing Community College –Board of Trustees
September 21, 2026**

Agenda Item: Local Strategic Value Resolution

Presented for Action

PURPOSE

To certify to the State of Michigan Budget Office that LCC is in compliance with the requirement to meet at least four of the five best practices in each category of Michigan Public Act 120 of 2024, Section 230.

BACKGROUND

As per Section 230(2) of the State School Aid Act (MCL.388.1830), a community college must demonstrate that it meets the Local Strategic Value qualifications to receive the portion of each college's performance funding appropriation earmarked for local strategic value. The statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy 4 of 5 best practices in each of 3 different categories.

IMPLICATIONS

Financial:

See Risks section below.

Strategic Plan:

This supports the College's strategic goal of Achieving Academic Excellence with Purpose and Equity.

Human Resources:

None

RISKS

The College will not receive state appropriation funding for local strategic value in FY2027.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives.

RECOMMENDATIONS

The Administration respectfully requests the Board of Trustees certify the Local Strategic Value Resolution.

ATTACHMENTS:

1. FY27 Local Strategic Value Resolution

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

Local Strategic Value Resolution

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on September 21, 2026, at 6:00 p.m., prevailing Eastern Daylight Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

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

Section 230 of PA 120 of 2026, the Fiscal Year 2027 community colleges appropriations bill, contains the qualifications that must be met to receive the portion of each college's performance funding appropriation earmarked for local strategic value. The statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy 4 of 5 best practices in each of 3 different categories.

Lansing Community College not only meets but also exceeds the best practice standards required by the appropriations law, as the following table demonstrates.

LCC Adherence to Best Practices Grid (PA 120 of 2024)

Best Practices by Category	Examples of LCC Adherence
Category A: Economic Development and Business or Industry Partnerships	
(i) The community college has active partnerships with local employers including hospitals and health care providers.	The Technical Careers Division maintains advisory boards of local employers for each program area, including Automotive, Aviation Maintenance, Computer Information Technology, Criminal Justice, Construction Management and Building Trades, Fire Science and Academy, Manufacturing Engineering Technologies, Police Academy, Utility and Energy Systems, and Welding. The Boards meet twice a year to review curriculum, equipment and technology needs, and program growth. For example, employer feedback through these Boards led to the creation of the Center for Cybersecurity Education. The Community Education and Workforce Development (CEWD) division links the expertise of the College's employees to regional healthcare employers. In addition, academic programs in the Health and Human Services (HHS) division require clinical experience in local hospitals and other healthcare providers. The HHS division has more than 215 clinical and practicum facility agreements to provide more than

Best Practices by Category	Examples of LCC Adherence
	700 students with educational experiences. The partnership between the Capital Area Healthcare Alliance (CAHA), the College's Business and Community Institute (BCI), and the HHS division created a Medical Assistance apprenticeship in collaboration with the local healthcare industry. This program, initially offered through the BCI as a non-credit offering, is in its eighth year as an apprenticeship to the health care industry. In the past five years, the program has been offered by HHS as a credit-based apprenticeship with the local healthcare industry. The BCI is now offering a Medication Aide Certification course for Certified Nurse Assistants (CNA) in the long-term care industry. This certification allows CNAs to distribute medication in a nursing home/long-term care setting. BCI has partnered with Medilodge and Trilogy Health to bring medication aides to long-term care facilities in the Lansing region. In FY 2026, BCI certified 49 CNAs in medication aide for a total of 101 certified since the program launch in 2026. The College has partnered with the University of Michigan Health-Sparrow Mobile Health Clinic to offer free healthcare services to students, staff, and the community at the Downtown Campus. The mobile health unit visits once a month and provides services for minor acute care and health screenings. In addition, they offer free wellness exams, physicals, flu shots, and physician referrals to community resources. The mobile health clinics are operational from January through December. The College acts as a resource by providing talented employees to local businesses through career and employment services. Career and Employment Services (CES) hosts an annual Job and Internship Fair for Tri-County employers. The fair connects LCC's students, alumni, and community members to industry partners for part-time, full-time, and internship opportunities in the greater Lansing region. The fair promotes professional networking and career exploration for the College's students and creates an awareness of the work-based learning and career opportunities available to LCC's students and graduates. In addition, CES holds Employer Spotlights sessions. To help students prepare for employers' visits, CES posts questions and answers on the College's website in advance of the employer's campus visits. The following week, the employer visits campus to allow individuals to speak with the employer. This opportunity allows direct employer contact for those currently seeking employment and those who are looking to build professional networks and explore career options. In addition to LCC's active partnerships in the healthcare field, LCC has developed a strong partnership with LG Energy Solutions (LG). In April 2026, LCC and LG signed a new contract as part of the Michigan New Job Training program for pre-employment training. Opening LG's new facility in Delta Township

Best Practices by Category	Examples of LCC Adherence
	involved hiring 1,700 employees in 2025 and 2026 to support their new facility in Delta Township, and LG hires select re-cruits who have graduated from the Job Training Center (JTC) Electrical Control Technician program.
(ii) The community college provides customized on-site training for area companies, employees, or both.	The Technical Careers Division supports employer-based apprenticeship training. In 2026, the division has 251 ongoing apprenticeships in skilled trades across 64 employers, including 211 trades apprentices and 40 electrical apprentices. The two largest programs are with General Motors at 52 apprentices and the Lansing Board of Water & Light with 42. The division also partners with Consumers Energy on a school-to-work model in the Utility Lineworker program. Students complete pre-apprentice climbing school courses at the Consumers Energy Training Facility, earn the College's certificate of achievement, and may be hired as Consumers Energy apprentices. The Fire Academy partners with the Delta Township Fire Department, which provides live fire training scenarios used for both Fire Academy students and recurrent firefighter training. Outside of apprenticeships, the division's industry partnerships support student instruction rather than employer specific workforce training. The CEWD division delivers hundreds of short-term training programs annually through the BCI, ranging from on-site customized corporate training to multi-company forums for regional companies across a broad range of areas. Lines of business include health care, transportation, information technology, leadership, technical skills, quality control, business management, human resource development, manufacturing, and consulting/executive coaching. Each year, the BCI provides thousands of individuals in our region with workforce development training to prepare them for a career and/or enhance their existing skill sets. The BCI also partners with regional organizations to identify their training needs as well as funding sources. The BCI provides organizations with training plans that help them secure funding to upskill their workforce. Last year, the BCI delivered 624 training programs to 3,707 individuals. The HHS and Technical Careers (TC) divisions offer continuing education and certification for health professionals such as nurses, dental hygienists, social workers, police, firefighters, correction officers, and other first responders. In January 2018, the first Medical Assistant (MA) apprenticeship began. The current 20-week MA apprenticeship model between HHS and University of Michigan Health-Sparrow will start its ninth cohort in January 2027.

Best Practices by Category	Examples of LCC Adherence
	The Human Services program in HHS has four practicum sites for student placement in the mid-Michigan area. The College's Mental Health and Aging grant funds education and training for allied health professionals in social work, nursing, and mental health, covering geriatric and mental health topics. For over 40 years, the College has partnered with the State of Michigan on this grant. United States Department of Labor (USDOL) healthcare apprenticeships were also offered in several EMS areas, including Paramedic, EMT, and First Responder. First Responder Apprenticeships were offered through the Lansing Fire Department along with a Fire Medic apprenticeship that cross trained Firefighter Emergency Medical Technicians as Paramedics. Additionally, a Medical Equipment Repair apprenticeship is currently in development and is expected to launch in academic year 2026. In addition, the HHS division has more than 215 clinical and practicum facility agreements to provide more than 700 students with educational experiences.
(iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.	CEWD delivers regional entrepreneurship through its Small Business Development Center (SBDC). The SBDC provides training and consulting to small business owners to start up, expand, or help them navigate their way through crisis management situations. Last year, the SBDC provided training and consulting to 2,092 clients. The SBDC helped 32 new businesses open, creating 122 jobs in the greater Lansing area and generating \$10,300,000 in economic impact.
(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.	The College's West Campus facility houses the Technical Careers Division, which offers technical education across 30 programs and program tracks. Industry partners including Lincoln Electric, Siemens Building Technologies, Consumers Energy, Carter Lumber, and Flooring America of Okemos provide in-kind support. The Center for Manufacturing Excellence at West Campus provides training in robotics, automation, machining, welding, and industrial design, with Industry 4.0 technology built into the curriculum in direct support of local employers who need workers with these skills. The division also partners with the National Coalition of Certification Centers (NC3), the American Welding Society (AWS), and Snap on Tools to offer industry recognized credentials beyond degree and certificate programs. The division's partnership with Lincoln Electric replaces roughly 50 welding stations every two years, most recently in summer 2026. The rotation keeps students training on current welding equipment rather than aging lab inventory, and it means the

Best Practices by Category	Examples of LCC Adherence
	graduates enter the workforce familiar with what employers are running now. The Center for Cybersecurity Education prepares students for industry certifications in cybersecurity, information technology, artificial intelligence, cloud computing, and Cisco networking. The Computer Information Technology Department also operates a drone program that trains students for careers in agriculture, natural resource conservation, construction, public service, and first response. The Aviation Maintenance Technology program partners with Delta TechOps and Envoy Air, keeping curriculum and lab work aligned with current commercial maintenance practice. Delta TechOps donates aircraft parts and components for instruction and provides employment opportunities for qualified graduates in the Detroit area. Envoy Air offers opportunities in Marquette and other locations. Duncan Aviation maintains a scholarship program for LCC students and employs more than 35 program graduates. The program operates under Federal Aviation Administration requirements, preparing eligible students for Federal Aviation Administration (FAA) mechanic certification. The Heavy Equipment Repair Technician program delivers instruction inside AIS Construction Equipment, which is an active heavy equipment sales and service facility. Students work on current model year machines using the diagnostic systems, tools, and service practices the industry currently uses, equipment a campus lab could not maintain.
(v) The community college has active partnerships with local or regional workforce and economic development agencies.	The Technical Careers Division works with Capital Area Michigan Works (CAMW!) to connect unemployed, underemployed, and at-risk youth with scholarships and support services. This includes receiving funds for training in Advanced Manufacturing, Robotics and Automation, Computer Information Technology, Cybersecurity, Aviation Maintenance, Construction Management, Welding, Electrical Technology, Automotive Technology, HVAC, Heavy Equipment Repair, and Electrical Lineworker. The division also participates in the Capital Area Tech Hub, attending planning sessions twice a month and helping set topics for monthly meetings. This keeps program content aligned with what local employers need. The CEWD division works directly with Capital Area Michigan Works! (CAMW!) and Michigan Rehabilitation Services through its JTC which provides services to unemployed, dislocated, and disabled workers. JTC is actively involved with the CAMW! Business Services Team to provide CAMW! clients with short-term training opportunities. In June 2026, JTC's Talent Action Team grant funding from the Michigan Economic Development

Best Practices by Category	Examples of LCC Adherence
	Corporation (MEDC) concluded. This funding was used to provide free-of-charge pre-employment training to community members looking to enter the manufacturing field, including individuals currently incarcerated at the Ingham County jail. JTC works closely with the MEDC to define employer partners to help create a talent pipeline for these in-demand entry-level positions. BCI and HHS partner with CAMW! through the Going PRO Talent Fund. This program provides employers with funding to help companies train, develop, and retain current and newly hired employees and helps regional employers create and implement strategic training plans to provide transferable skill sets to workforce employees. In addition, the BCI provides expertise in the Michigan New Jobs Training program, which offers local area employers tax incentives for creating new jobs. The BCI offers creative training solutions to help companies maximize the impact for their workforce. BCI is also actively involved with the Lansing Economic Area Partnership and the Michigan Economic Development Corporation to help recruit new companies and create economic development opportunities for our region. The BCI and TC division work closely with the Capital Area Manufacturing Council as a partner and connector with manufacturing related employers. The HHS division partners with CAMW! to provide student grant opportunities for healthcare programs that are considered high-demand occupations such as Long-Term- Care Nurse Aide, LPN or RN Nurse, Sonographer, Emergency Medical Technician, Paramedic, Radiologic Technician, Medical Insurance Billing and Coding, Phlebotomy Technician, Pharmacy Technician, Sterile Processing Technician, and Surgical Technologist. Additionally, HHS partners with CAMW! Business Services to design innovative healthcare apprenticeships that meet the needs of local employers, while working with Michigan's Department of Labor and Economic Opportunity - Workforce Development Institute to provide funding for HHS paramedic and first responder apprentices. These registered apprenticeships are approved by USDOL. The HHS division also provides ongoing support for healthcare apprenticeships at CAMW!, along with assigning an HHS administrator to conduct office hours at their facility in downtown Lansing. Additionally, the HHS Director of Apprenticeships and External Partnerships meets with USDOL representatives to discuss our ongoing healthcare apprenticeship efforts.
Category B: Educational Partnerships	
(i) The community college has active partnerships with regional high schools, intermediate school districts	The College partners with school districts in Ingham, Eaton, Clinton, and Livingston counties to offer career and technical education courses to high school students, who earn direct

Best Practices by Category	Examples of LCC Adherence
and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs.	college credit. The College hosts these programs at LCC's Downtown and West Campuses in partnership with the Eaton Regional Education Service Agency (ERESA) and other districts. Enrollment for 2026-27 is 422 students, compared to 493 in 2025-26. The HHS division continues to have multiple health and wellness programs with ERESA, Clinton County Regional Education Service Agency (CCRESA), and Livingston Education Service Agency (LESA) that enroll approximately 300 high school students across these counties' school districts. Offerings include Automotive Technology I and II, Construction Technologies, Electrical Technology, Electrical Lineworker, Criminal Justice and Public Services, Digital Media and Design, Health Occupations I, Health Technology II, Mechanical Engineering and Manufacturing, Sports Medicine Foundations, and Welding Technology I and II. Students work with industry standard equipment and service practices, building a pathway into continued postsecondary study and employment. Additionally, the High School Advantage initiative allows high school students to earn transferable college credit on a high school campus during the school day. These courses are taught by faculty in the Social Sciences & Humanities, English, Science & Math, Communication, Media & the Arts, and the School of Business. Lansing, Dewitt, Fowler, Holt, Portland, Ovid-Elsie, Pewamo-Westphalia, and Potterville school districts, as well as Shiawassee and Livingston counties, are the current partners for this initiative. The Admissions department employs a full-time Dual Enrollment Strategist who administers secondary-to-postsecondary transition initiatives that support student enrollment and promote matriculation into credential-seeking programs. The position establishes and maintains a consistent presence within high schools by collaborating with high school counselors to deliver information sessions, workshops, and in school office hours to increase enrollment numbers and satisfaction. The College supports postsecondary access and readiness through the Lansing and Mason Promise programs, the Capital Area College Access Network (CapCAN), and the Coalition for College and Career Readiness (C3R). These initiatives work with community partners to identify gaps and develop strategies to improve academic and career readiness.
(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days,	To build the regional talent pipeline, the Technical Careers Division leads and supports several K-12 programs. The division plays a key role in Greater Lansing Manufacturing Day, which introduces more than 1,000 students annually to local industry facilities and career opportunities. The division also

Best Practices by Category	Examples of LCC Adherence
summer or after-school programming, or Science Olympiad.	leads Tech Forward, supports robotics and technology clubs at area high schools, and hosts CyberPatriot cybersecurity training for younger students. TC divisional faculty and staff also represent the College at regional career events. The Transportation Maintenance Technology Department faculty attends the annual CCRESA Career Expo at Dewitt High School. Every November, this event offers public and community students from Bath, DeWitt, Fowler, Ovid-Elsie, Pewamo-Westphalia, and St. Johns a chance at purposeful exploration of an engineering, manufacturing, or industrial technology career. The Transportation Maintenance Technology Department also attended the 2026 Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) Kickoff at Ford Field. This event helped more than 1,000 high school students without a postsecondary plan to better connect their interests, strengths, and ambitions to clear next steps after high school. The Arts & Sciences (A&S) division sponsors the Science, Technology, Engineering, Arts, and Math (STEAM) Fest, which targets elementary children, and BIG STEAM, which targets middle and high school students in the Lansing area, to encourage hands-on participation and foster interest in those five areas. The Admissions Department annually hosts College Night, an event designed to connect high school students, parents, and community members with colleges, universities, and career training opportunities. Admissions representatives from a wide range of institutions—public, private, in-state, and out-of-state—are on hand so attendees can explore options, ask questions, and gather information all in one place. Students gain insight into academic programs, admission requirements, campus life, financial aid, scholarships, and more. Families can compare schools side by side, begin meaningful conversations about future plans, and access resources to support the transition from high school to higher education. Each year, approximately 600 students and guests attend, with access to more than 60 postsecondary colleges, trade schools, and service opportunities. The CEWD division offers programs for K-12 students throughout the year through its Youth Program. In 2026, the Summer Youth program offered 34 classes in STEAM subjects including robotics, digital filmmaking, painting, and veterinary science. The summer program had 553 enrollments. The Youth program's partnership with Mason Public Schools to offer afterschool STEAM classes ended in 2026. The Athletic department hosts summer volleyball and basketball camps for area youth.

Best Practices by Category	Examples of LCC Adherence
	The Office of Empowerment (OE) offers <i>Summer Impact</i>, a program that invites the community, including K–12 students and their families, to campus for cultural enrichment and engagement. Through interactive activities, hands-on projects, and educational workshops, participants explore diverse traditions and perspectives while connecting with college staff and students. The OE also hosts cultural events throughout the year that engage both area youth and the wider community, providing ongoing exposure to diverse perspectives and reinforcing pathways toward higher education. In addition, the OE participates in campus tours that introduce K–12 students to the wide range of support services available, ensuring they see the college not only as an academic destination but also as a place where they will be welcomed and supported. Together, these efforts foster belonging, expand cultural awareness, and encourage young people to envision themselves as future college students. The Dental Hygiene program participates in local health and community wellness events in order to provide patient education or volunteer at local county dental clinics. The HHS Division also partners with school districts in Shiawassee, Livingston, Ingham, Ionia, Clinton, and Eaton (SLIICE) counties to share information about LCC health and human services programs through career and college fairs, classroom visits, program explorations, and group tours. HHS will also expand on our Men in Healthcare event to further introduce healthcare and human services careers to traditionally underrepresented groups. Furthermore, A&S, HHS, and TC divisions participate in the annual CCRESA Expo. This event provides 8th and 10th grade students in Clinton County schools the opportunity to explore diverse career fields.
(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.	The Technical Careers Division runs Tech Forward, which includes Women in Trades and Men of Color programming for students underrepresented in skilled trades, technology, and energy careers. The program provides mentorship, scholarships, workshops, and networking with people working in these fields. The TC division also hosted a Sensory-Friendly Open House at West Campus to provide a more welcoming, accessible introduction to career and technical programs for students who consider themselves neurodiverse or experience sensory sensitivities. The event gives students an opportunity to explore technical labs and learning environments in a lower-pressure setting while becoming familiar with the sounds, lighting, equipment, movement, and activity levels they may encounter in these spaces. By allowing students to experience the environment in advance, ask questions, and better understand what to expect, the division sought to reduce uncertainty and

Best Practices by Category	Examples of LCC Adherence
	remove potential barriers that could discourage students from considering technical education. The College is a partner in the Lansing Promise Zone Authority, which promotes college readiness and provides scholarships. The LCC Foundation established a fund for Lansing Promise students called the Lansing Gap Scholarship. In addition, scholarships for CEWD's Lifelong Learning Youth Camps are provided through the Foundation. The Admissions Department partners with local high schools to bring registration opportunities directly to students in their school buildings each spring while seniors are still in session. During the 2025/26 academic year, 20 high schools participated, and 385 students enrolled. In addition, Admissions staff are present in high schools throughout the academic year to promote LCC and guide students through the admissions steps. Admissions also collaborates with the Financial Aid Department to support Free Application for Federal Student Aid (FAFSA) nights and deliver in-school presentations that help students and families prepare for the transition to college. To recruit and serve adult learners, the Admissions Department employs a full-time admissions counselor dedicated to adult students, providing personalized support to help them begin their educational journey at LCC. The College is strengthening connections with local community organizations that serve adults, positioning LCC as a trusted educational partner. Admissions staff also participate in workplace events to promote LCC and engage with prospective adult learners. The Admissions Department offers an in-school orientation program on-site at local high schools in the SLIICE region for graduating seniors, helping them prepare and enroll for the upcoming Fall before they leave their high school for the summer. This has helped students start LCC more successfully. The Center for Student Access (CSA) staff collaborates with the admissions team by joining them on high school visits. This partnership aims to provide the opportunity for our CSA team to share valuable information with high school counselors, principals, members of student support teams, as well as students and families on how to transition from high school 504 plans and Individual Educational Plans to post-secondary accommodations. The goal is to provide information on how to request accommodations before the beginning of the first semester in college and to build relationships with the CSA team.
(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as	The Technical Careers Division operates an apprenticeship program that serves working adults completing education and licensure requirements through their employers. In 2026, the division has 251 ongoing apprenticeships across 64 employers, including 211 trades apprentices and 40 electrical apprentices.

Best Practices by Category	Examples of LCC Adherence
adult basic education, GED preparation and testing, or recruiting, advising, or orientation activities specific to adults.	The two largest programs are General Motors with 52 apprentices and the Lansing Board of Water and Light with 42. The division supports apprentices through enrollment, course registration, industry credentialing, and degree completion, and assists with USDOL documentation requirements. Through the A&S division, the Foundations for Success program offers adults the opportunity to prepare for and complete their GED. To help returning adults and new students prepare for their first semester, the Student Affairs division hosts an annual Resource Fair open to community members, as well as prospective and current students, to showcase the resources the college has to offer. Representatives from The Learning Commons, Office of Empowerment, the Library, Financial Aid, and Student Finance participated in the event. The College participates in the State of Michigan's Reconnect Tuition Assistance program. Prospective and current students receive information about the grant, the College's programs of study, assistance with admissions, and financial aid. Additional support is provided to assist enrollment and introduce "Reconnectors" to college resources and services. The College has an Adult Resource Center where students can learn about funding opportunities to support childcare, Perkins Special Populations Grants, loaner calculators, and help identify additional campus and community resources. The Center for Veteran and Family Support (CVFS) helps coordinate fast-track programs and military credit transfer initiatives tailored to military veterans, active-duty service members, and current National Guard Reservists. These programs and initiatives provide education, experiential credit, and training in nursing, emergency medical services, radiologic and surgical technologies, information technology, and cybersecurity. To support military-connected students and to ensure they are successful during their academic career, the CVFS has a team of skilled professionals, which includes a director, coordinator, and dedicated admissions, academic advising, and counseling staff. Military connected students have access to a representative from the VA Veterans Integration to Academic Leadership program to assist with VA healthcare registration. The CVFS currently offers a respite for veterans while they are on campus. Veterans, active military students and dependents can relax, study, or meet with other military connected students in the Military Connected Resource Center (MCRC). The MCRC includes multiple study areas, a full computer lab, drinks/snacks, television, an Xbox game console, along with games, toys, and books for children who accompany their parents to meetings with CVFS staff. Through the MCRC,

Best Practices by Category	Examples of LCC Adherence
	the CVFS provides information on healthcare, disability claim information, and other VA benefits outside of education. The MCRC also offers a private tutoring room specifically for military connected students. Tutoring appointments can be made and requested to be held in the CVFS. The CVFS maintains VA work-study student employees who provide a sense of comfort and ease and speak the "lingo." These employees know what the veterans have been through during their military careers and transitioning back to civilian life and college. The CVFS staff work hard to ensure our veterans and dependents are taken care of and thrive, providing a comfortable atmosphere on campus. July 2026, we held a Veteran Benefits Bootcamp for veterans in the community. This is a statewide program that is sponsored by the Michigan National Guard State Education Office, and LCC was one of four schools selected to host a bootcamp. We also continue to participate in monthly National Guard events at the Lansing JFHQ where we have direct access to new Guard members who are interested in college. The English for Speakers of Other Languages (ESOL) program provides English instruction to immigrant/refugee students who, without the opportunity to build their English skills, could not begin a college program. The CEWD division offers Combined Skills Level 3 courses that are designed to assist students in further developing fluency and accuracy in speaking and reading skills for college and workplace. Over the past five years, 47% of non-credit ESOL students enrolled for credit at some point. Additionally, of those non-credit ESOL students who had not taken credit courses prior, 76% went on to take credit courses at LCC, proving the program is a strong bridge to credit programming. The Global Student Services program has a dedicated advisor to assist English as a Second Language (ESL) students in coordinating programming and related activities with academic programs, student services, and transfer institutions. ESL students are referred to wrap-around support services such as tutoring, counseling, success coaching, and financial aid. Within the CEWD division, a full-time Experiential Learning Coordinator provides adult students with a single point of contact for potentially receiving academic credit for their work experiences. This expands the previous part-time Experiential Learning position. In FY 2026, 601.5 credits were awarded to 49 students via this process. The HHS division has partnered with the military's Medical Education Training Center to provide a degree bridge for military personnel with the Radiologic Technologist Military Occupational Specialist to achieve a civilian workforce credential.

Best Practices by Category	Examples of LCC Adherence
	The TC division operates a comprehensive apprenticeship program that partners with industry to support employee educational training and licensure completion. The program offers extensive support services covering enrollment, course registration, industry credentialing, certification, and degree attainment. Apprentices also receive assistance with USDOL documentation and success strategies. This approach has resulted in high GPAs and strong program completion rates. The Center for Academic and Career Pathways (CACP) at LCC is dedicated to supporting students throughout their educational journey by offering a comprehensive range of services designed to enhance academic success and career readiness. The areas within CACP include New Student Orientation, Academic Advising, Career and Employment Services, and Academic Success Coaching. Paramedic Apprentices in HHS attend a mandatory orientation program and are required to meet with our EMS Director prior to starting the program. New Student Orientation is a mandatory two-step process for all first-time college students. LCC has transitioned to an online orientation, which all new students must complete to register for the in-person event, a separate on-campus registration and resource session. During these sessions, students can meet with representatives from various campus resources to learn about the resources and how to access them. Students will also meet with academic advisors, financial aid, and other StarZone staff to complete course registration. Academic Advising plays a crucial role in guiding students toward achieving their educational and career objectives. Advisors assist students in selecting programs of study that align with their long-term career goals and provide guidance on program prerequisites and course sequencing. They help students navigate their academic pathways efficiently, explore transfer options to four-year institutions, and create comprehensive course maps tailored to certificate or associate degree completion goals. Additional services include conducting graduation audits, assisting with program changes, and performing Michigan Transfer Agreement audits to ensure a seamless educational experience. CES empowers students and alumni by offering resources and support for career exploration and job preparedness. Through personalized appointments, engaging class presentations, and interactive events such as job fairs, CES helps individuals make informed career choices, develop effective resumes and cover letters, and hone interview skills. The service also facilitates connections with potential employers, assists in securing valuable internships, and provides strategic guidance for successful job searches and long-term employment success. CES hosts professional clothing drives each semester. In the

Best Practices by Category	Examples of LCC Adherence
	2025–2026 academic year, more than 600 professional clothing items were donated by LCC faculty and staff and community members. These donations were made available to students through scheduled professional clothing pop-up shops held in the Career Center. Over 250 students participated in the pop-up shops this year. In addition, CES provided professional attire to students outside of the scheduled pop-up shops for job interviews, scholarship interviews, and other career-related needs. Academic Success Coaching is committed to providing students with personalized mentoring and academic support throughout their time at LCC. Success Coaches work proactively to address individual student needs, fostering skills and strategies that promote academic excellence and personal development. This service ensures students have access to ongoing encouragement and resources, helping them overcome challenges and reach their full potential. Testing Services support prospective and current students by administering essential assessments that facilitate academic placement and course completion. New students establish their placement levels through the testing center before enrollment, while continuing students use the center for proctored exams associated with online and hybrid courses. Additionally, Testing Services offers the WorkKeys job skills assessment to community members preparing to enter the workforce, providing a valuable credential that enhances employability. The OE offers Women Inspiring Scholarship through Empowerment, Men About Progress, and Latinos Unidos con Energia Respeto y Orgullo events, along with group mentoring sessions and cultural enrichment activities, which provide adult learners with access to guidance, peer connection, and strategies for navigating college successfully. The OE also participates in campus and community resource fairs, connecting reentering adults with information on academic programs, support services, and community resources that ease the transition into higher education. Together, these efforts help adult learners strengthen their sense of belonging, build confidence, and access the tools needed to persist and thrive.
v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.	The College has articulation agreements that include 2+2 and enhanced 3+1 degrees with many colleges and universities, and can be found at the College's transfer agreement webpage. The College has reverse transfer agreements with Davenport University, Ferris State University, Grand Valley State University, Michigan State University (MSU), Oakland

Best Practices by Category	Examples of LCC Adherence
	University, Saginaw Valley State and Western Michigan University. In July 2023, the College opened a Transfer Center to help students seeking to transfer to a four-year institution. Envision Green is an MSU-specific program that builds relationships with LCC students through academic advising and workshops that provide the resources and information they need for a successful transfer of credits and transition to MSU. Envision Green places priority on the completion of LCC credits before matriculating to MSU. Part of the Envision Green program includes an MSU Academic Advisor available at LCC's Downtown Campus and virtually, who focuses specifically on LCC students who plan to transfer to MSU. Central Bound is a degree partnership program between Lansing Community College and Central Michigan University. Through this program, students can be admitted and enrolled at both LCC and CMU at the same time. The College has established a concurrent enrollment program between LCC's Career Ladder Nursing program and MSU's College of Nursing. HHS partnered with UM-Flint's School of Nursing to run the ADN-BSN transition program within the constraints of the ADN to BSN grant. As part of this agreement, HHS will continue to work closely with our healthcare partners and CAMWI!. Both initiatives allow current College nursing students to work toward their BSN while in the College's Nursing program. Interprofessional educational opportunities with the MSU College of Osteopathic Medicine medical students and the HHS division's Massage Therapy students are ongoing.
Category C: Community Services	
(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.	Through the CEWD division, the College offers a wide variety of courses that provide lifelong learning opportunities to the community in continuing education and personal enrichment. Continuing Education offerings include courses like CPR for Health Care Professionals, multiple Michigan Occupational Safety and Health Administration (MIOSHA) programs, and several courses approved for State Continuing Education Clock Hours. In addition, the BCI continues an exclusive agreement with the State of Michigan and State Court Administrative Office as the exclusive provider of all certification examinations for Court Electronic Reporter, Court Electronic Operator, Certified Stenotype Reporter, and Certified Steno Mask Reporter certifications. The CEWD division offers non-credit classes for adults through its Adult Enrichment program. These classes are offered at an affordable flat fee. The Motorcycle Safety program is funded through the Michigan Department of State to train new and experienced motorcycle riders in how to operate safely.

Best Practices by Category	Examples of LCC Adherence
	Motorcycle Safety Foundation courses are offered at three skill levels, from beginner to experienced. Other personal interest courses include Retirement Planning, Massage for Beginners, Conversational Spanish, and Creative Welding. Additionally, an Unmanned Aircraft Systems (UAS) drone course has recently been developed. This course has been offered to college students through integration into several courses in the TC and A&S divisions, as well as through the CEWD division as a non-credit offering to train participants for certification. Employer demand for licensed UAS operators is increasing at a high level, and this provides the College an opportunity to meet that demand. LCC's JTC offered 51 free workshops with our local Michigan Works! These workshops cover various topics from basic computer functions, Word, PowerPoint, Excel, career readiness, and job search support.
(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.	In addition to credit and non-credit courses in a variety of leisure, wellness, cultural, and personal enrichment subjects, the College sponsors numerous events that invite public participation, including the annual Silver Bells in the City and Lansing Juneteenth celebrations, theater performances, Choir, Jazz, Jazz and Pop, and Rock Band music concerts. LCC sponsors the following organizations: Turning Point of Lansing, CapCAN, Lansing Promise, Lansing Regional Chamber of Commerce, Martin Luther King Jr. Commission, Catholic Charities of Ingham, Eaton, and Clinton Counties, and others. In addition, the College has adopted the Choosing Health! ® wellness initiative for staff and students modeled after the CAHA community health and wellness program. The OE creates opportunities for community members to engage in cultural and personal enrichment activities that strengthen connection and belonging. Signature programs such as <i>Summer Impact</i> invite the wider community onto campus for interactive projects, workshops, and cultural exploration. Throughout the year, the OE also hosts cultural events, <i>Love Tables</i>, and <i>Equity Talks</i> that are open to students, employees, and community members alike. These initiatives foster dialogue, celebrate diversity, and promote wellness and enrichment through shared learning experiences.
(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations	The College's Communication, Media, and the Arts department offers music and theater productions throughout the year which are free to attend. LCC Connect is the voice, vibe, and vision of the College. Offering hours of exciting original programming hosted by employees and community members, LCC Connect explores the College's work in the community, important topics in higher education, and vision for the future. LCC Connect is proud to partner with Michigan Radio, Michigan's NPR news leader,

Best Practices by Category	Examples of LCC Adherence
	bringing news and conversations relevant to all aspects of life in the Great Lakes State. Several podcast-style programs hosted by LCC employees provide cultural education, program awareness, and community engagement during the weekly shows. The Adult Enrichment Program offers certain for-credit music courses on a flat fee non-credit basis to expand choral and instrumental ensembles with community members.
(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.	The College recognizes the benefits of health and wellness and offers access to the fitness centers and the weight room to all students and employees. In addition, the fitness center at the west campus is open to LCC alumni and retirees for an affordable fee. At the Downtown Campus, LCC has a gymnasium which offers open gym time and youth programming.
(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.	The Technical Careers Division hosts events for K-12 students, community members, and industry partners, including Manufacturing Day, Tech Forward, and open house events. In spring 2026, the TC division partnered with Jack and Jill of America on a Black History Month event featuring games, a campus tour, and a presentation on Black history in manufacturing. The division also organized Community Drone Days in Spring 2026, where participants could take the Recreational UAS Safety Test, the FAA certificate required for recreational flyers. The first Sensory Friendly West Campus Open House was held in spring 2026 and is planned again for Fall 2026. The event helps students with sensory sensitivities, and their families experience the sights, sounds, and activity of the technical labs before the semester begins. Guided experiences cover the Precision Machining, Welding, Mechatronics, Automotive, Building Construction, Electrical, and HVAC labs. The ERESA Automotive Technologies and ERESA Building and Construction Management programs participate in SkillsUSA, a career and technical student organization focused on technical proficiency, leadership, and community involvement. Students competed at the state level in 2026 and take part in service activities and outreach with area schools and community partners to promote skilled trades education. LCC regularly sponsors, hosts, and/or supports a wide range of community service activities involving local neighborhood associations, faith-based organizations, social service nonprofits, and K-12 schools. The TC division offers many opportunities for K-12, community, and industry partners to

Best Practices by Category	Examples of LCC Adherence
	participate in activities and events such as Manufacturing Day, Tech Forward, and Open House events. TC hosted a Black History Month event, Black Voices, Bold Narratives-A Read Aloud Experience. TC organized two Community Drone Days in Fall 2024 and in Spring 2025. Eligible individuals had the opportunity to take the Recreational UAS Safety Test, an FAA certificate required for recreational flyers. TC also held its annual Apprentice Recognition Event to honor apprentices who have successfully completed the classroom component of their apprenticeship program. The event brings together apprentices, their families, instructors, and employers to celebrate the completion of Related Technical Instruction. TC hosted its first Labs Open House in August 2025, an event designed to help students, including those with sensory sensitivities, and their families become more familiar with our technical lab environments before the start of the semester. This unique initiative allowed participants to experience the sights, sounds, and sensations of our state-of-the-art labs while learning about the equipment, technology, and features that support student success. The open house featured guided experiences in the Precision Machining, Welding, Mechatronics, Automotive, Building Construction, Electrical, and HVAC labs, providing attendees with a well-rounded introduction to the diverse technical career opportunities available at LCC. The CEWD division participates in community-building projects ranging from community education to business development to free workshops at CAMW!. The College also sponsors well-attended commemoration events, many involving community service, in honor of Martin Luther King Jr., Black History Month, Women's History Month, Asian and Pacific Islander History Month, Hispanic Heritage Month, Chinese New Year, Veterans Day, Pride Celebrations, and Juneteenth; additionally, the OE's Men About Progress provides monthly volunteer opportunities for students at local soup kitchens, faith-based organizations, and nonprofit agencies. The College publishes an internal newsletter, The Star, to build and sustain a high degree of camaraderie among the College's employees, and recruits employees to speak to community organizations through its Speaker's Bureau. The HHS division also has a Dental Clinic and Massage Clinic at no or low cost to the community. Offering these clinical services allows for large cost savings for members of the community. The Athletic Department supports community organizations by volunteering to support youth community members. The baseball team provides weekly visits to the Gier Community

Best Practices by Category	Examples of LCC Adherence
	Center to work with the KCS Angels organization, which supports adults with disabilities. The team volunteers annually at the Salvation Army, bell ringing for donations, and also sorting and gift wrapping. The College promotes community service activities for employees through its Community Service Leave Procedure implemented in July 2022. Under this procedure, employees are granted paid leave from regularly scheduled work to provide active voluntary service as part of an organized program at a non-profit organization, a public agency, and/or clients of these organizations.

NOW THEREFORE, BE IT RESOLVED, that the Lansing Community College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Public Act 120 of 2024.

Ayes: _____

Nays: _____

Absent: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on September 21, 2026, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

Secretary, Board of Trustees
Lansing Community College

Lansing Community College – Board of Trustees
September 21, 2026

Agenda Item: Request for Proposal – Employee Medical Insurance

Presented for Action

PURPOSE

To seek Board of Trustees approval of the selected medical insurance provider to provide medical insurance coverage for eligible College employees.

BACKGROUND

In accordance with the requirements of the Public Employees Health Benefit Act, 2007 PA 106, MCL 124.75, and based upon the request of the College's Health Care Task Force, the College conducted a public competitive Request for Proposal (RFP) process to solicit qualified medical insurance providers to provide health care coverage for eligible College employees.

The RFP was designed to evaluate comprehensive medical insurance proposals based on factors including the quality and breadth of coverage, plan design, provider network, cost and overall value to the College and its employees. The cost of medical insurance has risen significantly throughout the last decade and is recognized as a national issue. The RFP was intended to not only gather information regarding cost for plans similar to what we currently offer, but to also solicit alternative plan options that could reduce the cost of insurance for both the College and its employees.

An evaluation team consisting of representatives from Human Resources, Union, and Administration members of the College Health Care Task Force and Purchasing reviewed and evaluated the proposals received. The evaluation team was facilitated by independent third-party advisors from Set-Seg, which is a local non-profit company focused on offering comprehensive and affordable employee benefit solutions to Michigan public schools, community colleges, and their employees. The evaluation process considered both the financial and qualitative aspects of each proposal, including the proposed coverage, plan benefits, cost, network accessibility, service capabilities, and overall value to the College and its eligible employees.

Following the evaluation process, the evaluation team unanimously identified Western Michigan Health Insurance Pool (WMHIP) as the provider offering the most advantageous proposal to the College. The coverage period will be from January 1, 2027, through December 31, 2027, with two (2) one-year options to extend. The College has offered medical insurance through WMHIP since 2017.

Upon approval by the Board of Trustees, Human Resources will be creating and implementing a series of live, virtual meetings to provide education to all employees about the features and covered benefits of all of the plan offerings.

IMPLICATIONS

Financial:

Funding for this purchase will be provided through the overall employee benefit percentage incorporated into the budgeting process. The year 1 cost to the College will be approximately \$8,000,000 (depending on which plans employees choose). The cost for optional years 2 and 3 will be dependent upon the increase in the Hard Cap, as established by Michigan Public Act 152, the Publicly Funded Health Insurance Act. The Hard Cap rates are determined and publicized in March of each preceding year, for implementation beginning January 1 of the following year.

Strategic Plan:

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

Human Resources:

Providing these benefits is an obligation specified in the LCC – Labor Coalition Health Care Agreement.

RISKS

Failure to approve a medical insurance provider in a timely manner could result in disruption to medical insurance coverage for eligible College employees and negatively impact the College's ability to meet established plan renewal timelines.

OTHER OPTIONS/ALTERNATIVES

There are no other options or alternatives.

RECOMMENDATIONS

The Administration respectfully recommends that the Board of Trustees approve the selection of WMHIP to provide medical insurance coverage for eligible College employees. The coverage period will be from January 1, 2027, through December 31, 2027, with two (2) one-year options to extend. If this request is approved, it will be funded through the overall employee benefit percentage used in the budgeting process.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Request for Proposal – Employee Medical Insurance

PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 12301-876-26BV

Project Title: Employee Medical Insurance

Opening Date: 05/20/2026

Buyer: Samantha Gallimore

1. Statement of Need:

In accordance with the requirements of the Public Employees Health Benefit Act, 2007 PA 106, MCL 124.75, and based upon the request of the College's Health Care Task Force, the College conducted a public competitive Request for Proposal (RFP) process to solicit qualified medical insurance providers to provide health care coverage for eligible College employees.

Plan Enrollment Breakdown

Plan Name (deductible – coinsurance)	Single	Two Person	Family	Total
BCBSM Enhanced \$250 – 10%	54	16	20	90
BCBSM Enhanced \$500 – 0%	66	28	16	110
BCBSM Enhanced \$1000 – 20%	66	28	57	151
BCBSM Enhanced \$1700 – 0%	65	23	48	136
BCBSM Value HSA \$3000 – 20%	20	7	16	43
Priority Health HSA \$3500 – 20%	12	8	13	33
Totals:	283	110	170	563

2. Proposals Received:

The Request for Proposal notification was posted on BidNet Direct as well as sent directly to six (6) provider contacts; <https://www.bidnetdirect.com/mitn/lansingcommunitycollege>
Proposals were received from 3 providers. *Uncompetitive; declined to submit proposal.

Provider	Location
Aetna*	Hartford, CT
Blue Cross Blue Shield of Michigan Direct (BCBSM)	Detroit, MI
Health Alliance Plan* (HAP)	Troy, MI
Michigan Education Special Services Association (MESSA)	East Lansing, MI
Priority Health Direct* (PH)	Grand Rapids, MI
Western Michigan Health Insurance Pool (WMHIP)	Grand Rapids, MI

3. Award Recommendation:

The evaluation committee consisted of staff from Human Resources, 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 Administration respectfully recommends that the Board of Trustees approve the selection of WMHIP to provide medical insurance coverage for eligible College employees. The requested period is January 1, 2027, through December 31, 2027, with two (2) one-year options to extend. Funding for this purchase will be provided through the overall employee benefit percentage used in the budgeting process.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

**Lansing Community College – Board of Trustees
September 21, 2026**

Agenda Item: Request for Proposal – Window Cleaning Services

Presented For Action

PURPOSE

To seek Board of Trustees approval to issue a Blanket Purchase Order (BPO) for campus-wide window cleaning services.

BACKGROUND

Lansing Community College (LCC) Facilities Department is responsible for maintaining professional window cleaning services at the Downtown Campus, LCC East, Mason Jewett Airport, and West Campus. These services are necessary to maintain the cleanliness, appearance, functionality, and overall condition of the College's facilities. The scope of services includes all labor, materials, equipment, and related services necessary to perform window cleaning twice annually at all four campus locations. Services include, but are not limited to, cleaning windows and glass block; cleaning solar screens, storm windows, and screens; cleaning smoke detectors and replacing batteries; cleaning mobile units; cleaning lights and lamps in high-bay areas and stairwells; and replacing lamps as needed. All services are required to be performed in accordance with applicable industry standards and in a manner that supports the safe, clean, and well-maintained condition of LCC facilities.

Through a public competitive bidding process, the College identified Global Building Maintenance as the contractor best positioned to meet the College's needs. The recommended award is based on the services offered, the contractor's experience and qualifications, and its demonstrated success in completing projects of similar size and scope for other organizations. The requested Blanket BPO term is February 1, 2027, through January 31, 2028, with four (4) one-year options to extend. The option years are not guaranteed and will be exercised annually at the discretion of the Administration, contingent upon satisfactory performance and the absence of any significant or unresolved performance concerns.

IMPLICATIONS

Financial:

The aggregate amount requested for the proposed BPO is \$255,000. The annual cost is \$51,000, which includes two cleanings at \$25,500 per cleaning. It 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, and Inclusion.

Human Resources:

There are no human resources implications.

RISKS

Failure to approve the requested BPO may result in an interruption or lapse in window cleaning and related maintenance services at the College's four campus locations. Without regularly scheduled services, windows, glass surfaces, screens, smoke detectors, lighting fixtures, and other identified areas may not be adequately maintained, potentially affecting the cleanliness, appearance, functionality, and safety of college facilities.

OTHER OPTIONS/ALTERNATIVES

As an alternative, the college could forego this service, potentially impacting the appearance and cleanliness of college buildings.

RECOMMENDATIONS

The Administration respectfully recommends that the Board of Trustees approve the award of a BPO to Global Building Maintenance in the amount of \$255,000 for the period of February 1, 2027, through January 31, 2032. The requested amount represents the proposed five-year aggregate cost, subject to the annual exercise of the available one-year renewal options. If this request is approved, it will be funded by the General Fund.

ATTACHMENTS:

1. Pre-award Transmittal Document – Window Cleaning Services

PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 50201-874-26EL

Opening Date: May 7, 2026

Project Title: Window Cleaning Services

Buyer: Evelyn Lynn

1. Statement of Need:

Lansing Community College (LCC) Facilities Department is responsible for maintaining professional window cleaning services at the Downtown Campus, LCC East, Mason Jewett Airport, and West Campus. These services are necessary to maintain the cleanliness, appearance, functionality, and overall condition of the College's facilities. The scope of services includes all labor, materials, equipment, and related services necessary to perform window cleaning twice each year at all four campus locations.

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 6 proposals.

Vendors	Location	Annually	Five (5) Year Total
All Window Cleaning Services*	Hinsdale, IL	\$47,990	\$239,950
Global Building Maintenance	Redford, MI	\$51,000	\$255,000
Soap Slingers	Grand Ledge, MI	\$57,500	\$287,500
Squeegee Squad**	Columbus, MN	\$57,680	\$288,400
Total Window Cleaning	Whitmore Lake, MI	\$76,052	\$380,260
Valentine Cleaning Services LLC (increased costs each year)	Warren, MI	\$79,044 - \$86,374	\$395,220 - \$431,870

*Proposal didn't meet all requirements of RFP.

**Incomplete proposal.

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing and Facilities. The proposals were evaluated based upon expertise, qualifications, rates, and availability. Two vendor proposals were deemed unresponsive.

The Evaluation Committee recommends awarding a Blanket Purchase Order to Global Building Maintenance in the amount of \$51,000 annually, for a five-year aggregate amount of \$255,000. The initial contract term will be February 1, 2027, through January 31, 2028, with four (4) one-year options to extend. This will be funded by the General Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Director, Purchasing Department

Date

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Lansing Community College - Board of Trustees
September 21, 2026

Agenda Item: Resolution Naming a Trustee and Alternate Trustee to the West Michigan Health Insurance Pool (WMHIP) Board

Presented for Action

PURPOSE

To secure Board approval of the Resolution Naming Trustee and Alternate Trustee to the West Michigan Health Insurance Pool (WMHIP) Board of Trustees. The Resolution appoints Stephanie Dodge, HR Director of Total Compensation & Employment, as Trustee, and Kristi Dawley, Executive Director of Human Resources, as Alternate Trustee.

BACKGROUND

The College is a member entity in WMHIP, a collaborative insurance pool, for purposes of providing health insurance offerings. The WMHIP Bylaws require that each member entity name a Trustee and Alternate Trustee to serve on the WMHIP Board. The prior named Alternate Trustee representative, Chelsea Ditz, is no longer employed by the College. Stephanie Dodge, HR Director of Total Compensation, and Kristi Dawley, Executive Director of Human Resources, are the appropriate College personnel involved with the development and administration of benefit offerings at the College to fill these appointments.

IMPLICATIONS

Financial:
None

Strategic Plan:
This Resolution supports the College's goal of valuing employees and striving to be an employer of choice through Leadership, Culture, and Communication. In this connection, employees have generally expressed satisfaction with the current plans and WMHIP.

Human Resources:
This Resolution appoints appropriate College representation to the WMHIP Board of Trustees in compliance with the terms of the WMHIP Bylaws, to which the College is a member entity.

RISKS
N/A

OTHER OPTIONS/ALTERNATIVES
N/A

RECOMMENDATIONS
The Administration respectfully requests the Board of Trustees to approve the appointment of Stephanie Dodge as Trustee and Kristi Dawley as the alternative Trustee to the WMHIP Board.

ATTACHMENTS:
1. Resolution Naming a Trustee and Alternative Trustee to the West Michigan Health Insurance Pool (WMHIP) Board

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

**Resolution Naming a Trustee and Alternate Trustee
to the West Michigan Health Insurance Pool (WMHIP) Board**

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on September 21, 2026, at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and seconded by _____.

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

WHEREAS, Article 6.1 of the Bylaws of the West Michigan Health Insurance Pool ("WMHIP") requires that each member entity name a Trustee and Alternate Trustee to serve on the Board of Trustees for the WMHIP; and

WHEREAS, the Governing Body of the Member has chosen individuals in accordance with Article 6.1 to serve as Trustee and Alternate Trustee; and

WHEREAS, the Governing Body of the Member believes that these individuals will represent the interests of the Member in the WMHIP; and

WHEREAS, neither of these individuals is an owner, officer, or employee of any third-party administrator or any other third-party providing services to WMHIP; and

NOW, THEREFORE, BE IT RESOLVED:

1. The Governing Body hereby confirms its appointment of Stephanie Dodge as Trustee and Kristi Dawley as Alternate Trustee to serve as Trustee when the initial Trustee is not available or in attendance to carry out the Trustee's duties;
2. The Trustee and Alternate Trustee shall serve until replaced by action of the Governing Body of the Member. Failure of the Member to designate a Trustee, or the failure of that Trustee/Alternate Trustee to participate on the Board of Trustees, shall not affect the responsibilities or duties of the Member under the

Amended Trust Agreement.

3. Once these appointments are made known to WMHIP, the above-named individuals shall remain in office until WMHIP receives evidence of the appointment of other persons.
4. Evidence of these appointments shall be communicated to WMHIP by providing a certified copy of this resolution.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same is hereby rescinded.

Ayes: _____
Nays: _____
Absent: _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Lansing Community College

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting held on September 21, 2026, and that public notice of said meeting was given pursuant to and in full compliance with the Open Meeting Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

Secretary, Board of Trustees
Lansing Community College

**Lansing Community College – Board of Trustees
September 21, 2026**

Agenda Item: Sole Source Purchase – Student Forms with Campus Metrics

Presented for Action

PURPOSE

To seek Board of Trustees approval to create a new Blanket Purchase Order (BPO) for the renewal of Ellucian's Student Forms with Campus Metrics solution.

BACKGROUND

Ellucian's Student Forms with Campus Metrics solution provides Lansing Community College (LCC) with enhanced data analytics, tracking, and reporting capabilities to support student financial aid processing. The solution improves visibility into document review activity, streamlines reporting, and provides greater access to student data for operational decision-making. Additionally, the solution supports workflow automation for financial aid processes, including verification, professional judgment reviews, and Satisfactory Academic Progress (SAP) appeals. These capabilities improve processing efficiency, strengthen compliance, and reduce administrative burden and compliance risk. The current BPO expires October 31, 2026. To continue using Ellucian's Student Forms with Campus Metrics solution, the College must establish a new BPO for services and support.

The requested Sole Source Blanket Purchase Order was submitted by Chad Lycos, Director of Enterprise Systems, and approved by Dr. Chris MacKersie, Interim Chief Information Officer and Executive Director of Administrative Services. The period for this request is November 1, 2026, through October 31, 2029. Ellucian is the sole provider for access and support services for its applications.

IMPLICATIONS

Financial:

The requested three (3)-year Blanket Purchase Order amount is \$247,197 and will be funded by the General Fund.

Strategic Plan:

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

Human Resources:

There are no human resources implications.

RISKS

Failure to establish a new BPO with Ellucian will cause the College to no longer be able to easily process financial aid for students and track student success.

OTHER OPTIONS/ALTERNATIVES

There are no other feasible alternatives. Ellucian is the sole provider of access and support for their applications.

RECOMMENDATIONS

The Administration respectfully recommends that the Board of Trustees approve the requested Blanket Purchase Order with Ellucian for continued use and support of its Student Forms with Campus Metrics solution for the period of November 1, 2026, through October 31, 2029, in the amount of \$247,197. If this request is approved, it will be funded by the General Fund.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Sole Source Purchase – Student Forms with Campus Metrics

PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: Sole Source Purchase

Opening Date: N/A

Project Title: Student Forms with Campus Metrics

Buyer: Timothy Eubanks

1. Statement of Need:

Lansing Community College (LCC) is currently in need of creating a new Blanket Purchase Order (BPO) for the College's access and support of Ellucian Student Forms with Campus Metrics. A Sole Source Blanket Purchase Order request was submitted by Chad Lycos, Director of Enterprise Solutions and approved by Dr. Chris MacKersie, Interim Chief Information Officer and Executive Director of Administrative Services, to create a new BPO with Ellucian for the renewal of their Student Forms with Campus Metrics solution. The current BPO for services expires October 31, 2026.

2. Description of Supply or Service:

For Lansing Community College (LCC) to continue using Ellucian's Student Forms with Campus Metrics, the College will need to issue a new BPO. These applications manage the College's student aid form processing and provide metrics to monitor student and college success. Ellucian is the sole provider for access and support services for its products.

Fee Description	Annual Amount
Student Forms with Campus Metrics (11/1/26-10/31/27)	\$77,647
Student Forms with Campus Metrics (11/1/27-10/31/28)	\$82,306
Student Forms with Campus Metrics (11/1/28-10/31/29)	\$87,244
Total three-year BPO amount:	\$247,197

3. Award Recommendation:

The Administration recommends approval of the requested Blanket Purchase Order with Ellucian for renewal of its Student Forms with Campus Metrics solution in the amount of \$247,197 for the period of November 1, 2026, through October 31, 2029. It will be funded by the General Fund.

4. Reviewed By:

Samantha Gallimore, NIGP-CPP, CPPB
Purchasing Director

Date

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

Date

5. Board of Trustees Review:

Approve _____ | Disapprove _____

LaShunda Thomas, Secretary
Board of Trustees

Date

Monthly Monitoring Report

**Lansing Community College – Board of Trustees
September 21, 2026**

Agenda Item: 2026 Five-Year Capital Outlay Plan and Capital Outlay Project Request

Presented for Information

PURPOSE

To inform the Lansing Community College Board of Trustees of the pending submission of the 2026 Five-Year Capital Outlay Plan and Capital Outlay Project Request (COPR) for an Energy and Utility Training Center on the West Campus, which is currently pending construction authorization. This is being presented as a first read, and a request for action will be submitted for the October 26, 2026 Board meeting.

BACKGROUND

The State Budget Office requires Michigan universities and community colleges to submit an updated Five-Year Capital Outlay Plan annually, approved by the institution's governing body. Community Colleges may also submit one COPR annually, seeking up to 50% in matching funds from the State. While a project is pending construction authorization, it must be resubmitted as the top priority request. The deadline for these submissions is October 31, 2026.

IMPLICATIONS

Financial:

The financial commitment to implement the Five-Year Capital Outlay Plan includes \$3,525,000 in annual maintenance and renovation (M&R) Funds to facilitate the ongoing maintenance and repairs of the college's facilities and infrastructure. The COPR for the new Energy and Utility Training Center is estimated at \$8.85 million, with LCC responsible for \$4,425,000 in matching funds.

Human Resources:

N/A

RISKS

Failure to submit a Five-Year Capital Outlay Plan to the State of Michigan's State Budget Office would put the college out of compliance with the Management and Budget Act, Public Act 431 of 1984, as amended.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS: (Seperate Packet- Part 2 of 2)

1. 2026 Five-Year Capital Outlay Plan
2. 2026 Capital Outlay Project Request

Lansing Community College - Board of Trustees
September 21, 2026

Agenda Item: Food Pantry Update

Presented for Information

PURPOSE

To provide a progress update regarding the Board of Trustees' allocated funding for the food pantry.

BACKGROUND

In January 2026, the Board of Trustees approved \$500,000 to expand student access to food resources. The investment supported a dedicated pantry space, smart lockers, and an online ordering system, providing students with more flexible and convenient access to food.

IMPLICATIONS

Financial:

The \$500,000 Board of Trustees-designated fund covered the purchase of smart lockers and pantry inventory software.

Smart Lockers	\$45,000
Inventory/Ordering Software	\$12,000

Strategic Plan:

These purchases align with Goal 1: Achieving Academic Excellence with Purpose and Equity and Strategy 3: Enhancing Equity and Support to Empower Student Academic Success. Barrier removal.

Human Resources:

A new position has been developed to support the implementation and ongoing operations of this initiative and is currently moving through the Human Resources review and approval process.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS:

1. Food Pantry Update

Food Pantry Update

Board Investment: \$500,000

Expanding food access to support student persistence and success.

Purpose

Increase student access to food through expanded inventory, dedicated pantry space, extended access, and a more flexible fulfillment model.

Use of Funds

- Smart locker systems for the Downtown and West campuses.
- Inventory and ordering software to track inventory and allow students to order food online for in-pantry or locker pickup.

Implementation Timeline

- **March 2026:** Phase I expansion of food selections.
- **June 2026:** Dedicated pantry space renovated in the Gannon Building.
- **July 2026:** Food fulfillment model developed, transitioning from the traditional shopping model.
- **October 2026:** New Downtown Campus pantry opens with online ordering and smart locker access.

Progress

- **July 2026:** Food fulfillment model finalized to increase efficiency, flexibility, and student access.
- **August 2026:** Full-time Basic Needs position developed and submitted to Human Resources for review. Smart lockers delivered and installed at the Gannon Building and West Campus.
- **September 2026:** Pantry staff training on the new inventory and online ordering system is underway. Fulfillment supplies have been identified and will be ordered.

Impact

Reducing food insecurity as a barrier to student persistence and completion.

**Lansing Community College – Board of Trustees
September 21, 2026**

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

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

BACKGROUND

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

The attached financial statements reflect the College's financial position for the fiscal year ending June 30, 2026 compared to the Board Approved FY2026 Budget.

General Fund Operating Detail Budgets
Exhibits A and B

REVENUE

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

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

Exhibit A, Line 3 – Tuition and Fee Revenue, Net of Estimated Uncollectible: Revenue is \$2.6 million over budget due to increased 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.

Institutional Scholarships increased 16.4% in FY2026 compared to FY2025. College-credit tuition and fee revenue increased 7.6% in FY2026 which included no increase in tuition rates.

Exhibit A, Line 4 – Other Revenues: Other Revenues are \$0.6 million over budget due to increased interest income earned.

EXPENSES

Exhibit B – Operating Budgets – Divisions: Overall the division budgets are under budget by 0.5 percentage point. The individual division variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 2 – Administrative Services** is over budget by 8.9 percentage points. This is primarily due to increased expenses for *Full-Time Administrator*, *Full-Time Support* and related *Employee Benefits* resulting from position reclassifications and filling budgeted positions. There are also increased expenses in *Utilities*, *Repair & Maintenance* for service contract increases, and *Supplies & Non-Capital Equipment* for replacement of outdated furniture. These increases are partially offset by decreased expenses in *Full-Time Professional Technical*, *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 under budget by 13.0 percentage points. This is primarily due to decreased expenses in *Full-Time Support*, *Student*, and related *Employee Benefits* due to vacant positions, *Institutional Expenses*, *Professional Services* due to the non-renewal of a contract, and *Travel*, *Training & Conferences* due to staff vacancies. This is partially offset by increased expenses in *Full-time Administrator*, *Full-Time Professional Technical*, and related *Employee Benefits* due to filling budgeted positions, as well as increased expenses in *Purchased Services* for temporary agency services used to supplement support staff vacancies.
- **Exhibit B, Line 5 – Board of Trustees** is under budget by 7.4 percentage points. This is primarily due to budget changes to better align expenses in *Professional Services*.
- **Exhibit B, Line 6 – Business Operations** is over budget by 5.1 percentage points. This is primarily due to increased expenses in *Full-Time Administrator* and related *Employee Benefits* due to position reclassifications along with an increase in *Full-Time Support* and related *Employee Benefits* due to fewer vacancies than anticipated. This is partially offset by decreased expenses in *Full-Time Professional Technical* and related *Employee Benefits* due to position reclassifications, *Full-Time Support* and related *Employee Benefits*, and *Professional Services* for legal services.
- **Exhibit B, Line 7 – Community Education & Workforce Development** is under budget by 13.8 percentage points. This is primarily due to decreased expenses in *Part-Time Professional Technical*, *Part-Time Faculty*, *Part-Time Support* and related *Employee Benefits*, as well as decreased expenses in *Institutional Expenses*, *Purchased Services* and *Supplies & Non-Capital Equipment* due to fewer classes. This is partially offset by increased expenses in *Full-Time Administrator* and related *Employee Benefits* due to filling budgeted positions.

- **Exhibit B, Line 8 – Executive Office** is under budget by 15.9 percentage points. This is primarily due to decreased expenses in *Professional Services* and *Supplies & Non-Capital Equipment*.
- **Exhibit B, Line 10 – Health & Human Services** is under budget by 11.9 percentage points. This is primarily due to decreased expenses in *Full-Time Faculty* and *Part-Time Faculty* due to vacancies, position reclassifications of *Full-Time Professional Technical*, and reductions in *Part-Time Professional Technical* positions and related *Employee Benefits*. There were decreased expenses in *Purchased Services*, *Repair & Maintenance*, *Supplies & Non-Capital Equipment* due to grant funding, and *Travel, Training & Conferences*. This is partially offset by increased expenses in *Full-Time Administrator* and related *Employee Benefits* due to position reclassifications and filling budgeted positions.
- **Exhibit B, Line 11 – Human Resources** is under budget by 10.6 percentage points. 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 *Professional Services* for administrative consulting services, and in *Supplies & Non-Capital Equipment*. This is partially offset by increased expenses in *Full-Time Administrator* and related *Employee Benefits* due to position reclassifications, and in *Purchased Services* for temporary agency services, advertising and service contracts.
- **Exhibit B, Line 13 – Office of Empowerment** is under budget by 35.3 percentage points. This is primarily due to vacancies in *Full-Time Administrator*, *Full-Time Professional Technical*, *Full-Time Support* and *Part-Time Support* along with related *Employee Benefits*, and decreased expenses in *Professional Services* and *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 over budget by 1.8 percentage points. The individual account variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 16 – Full-Time Administrator** is over budget by 7.9 percentage points. This is primarily due to fewer vacancies in *Academic Affairs*, *Business Operations*, and *Human Resources*. This is slightly offset by increased vacancies in the *Office of Empowerment* and *Student Affairs*.
- **Exhibit B, Line 18 – Part-Time Professional Technical** is under budget by 22.9 percentage points. 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 22 – *Part-Time Support*** is under budget by 23.6 percentage points. 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 23 – *Student*** is over budget by 40.3 percentage points. 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 \$211,000 compared to FY2025.

Exhibit A, Line 6 – Employee Benefits: Benefit expenses are under budget by 6.9 percentage points, primarily due to changes in staffing and budgeted benefit expense changes not occurring as anticipated.

Exhibit A, Line 7 – Services and Supplies: Overall the *Services & Supplies* are over budget by 1.7 percentage points. The individual account variances that exceed +/- 5% are detailed below.

- **Exhibit B, Line 25 – *Institutional Expenses*** are under budget by 11.1 percentage points. This is primarily due to adjustments in *Information Technology Services* for telephone chargebacks resulting in reduced expenses.
- **Exhibit B, Line 26 – *Utilities*** are over budget by 26.5 percentage points. This is due to increased rates and consumption.
- **Exhibit B, Line 27 – *Professional Services*** are under budget by 38.3 percentage points. This is primarily due to decreased expenses in *Business Operations* for legal services, and in *Information Technology Services* for management consulting.
- **Exhibit B, Line 28 – *Purchased Services*** are under budget by 6.2 percentage points. This is primarily due to decreased expenses in temporary agency services in *Information Technology Services* and *Student Affairs*.
- **Exhibit B, Line 29 – *Rental Expense*** is under budget by 10.1 percentage points. 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 30 – *Repair & Maintenance*** is over budget by 20.6 percentage points. 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 32** – *Travel, Training & Conferences* are under budget by 6.0 percentage points. This is primarily due to over-estimated inflation rates for conference related expenses when planning for FY2026.

Statement of Net Position **Exhibit C**

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

Current Assets:

- **Exhibit C, Line 1** – *Cash & Cash Equivalents* increased by \$6.4 million due to the timing of funding operations.
- **Exhibit C, Line 3** – *Property Taxes Receivable, Net of Est Uncollectible* decreased by \$0.9 million due to the timing of payments received from the taxing entities.
- **Exhibit C, Line 4** – *State Appropriations Receivable* increased by \$0.4 million due to a one-time MPERS healthcare payment to offset the employer normal cost for employees with premium subsidy.
- **Exhibit C, Line 5** – *Federal & State Grants Receivable* decreased by \$0.1 million due to the timing of Federal financial aid draws.
- **Exhibit C, Line 6** – *Accounts Receivable, Net of Est Uncollectible* increased by \$0.5 million due to increased enrollment and billable hours.
- **Exhibit C, Line 7** – *Prepaid Expenses* increased by \$0.4 million due to increases in annual software subscriptions and insurance.

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 \$6.0 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 \$4.0 million. The amount recorded in *Deferred Outflows* is a result of the differences between the

retirement plan end date of 9/30/2025, LCC's fiscal year end date of 6/30/2026, 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 at month end.

Non-Current Liabilities:

- **Exhibit C, Line 22** – *Bonds Payable* decreased \$5.8 million due to ongoing scheduled payments on outstanding bond issues.
- **Exhibit C, Line 24** – *Net Pension Liability* decreased \$15.6 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* decreased \$9.3 million. The amount recorded in *Deferred Inflows* is a result of the differences between the retirement plan end date of 9/30/2025, LCC's fiscal year end date of 6/30/2026, 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 June 30, 2026. The interest income for FY2026 was 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 June 30, 2026.

- *Gannon Transfer Center* – The Board approved this capital project in October 2023. The project is being funded by the State appropriation for Infrastructure, Technology, Equipment, Maintenance and Safety (ITEMS). Construction began in May 2025, and the estimated completion date is August 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 December 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. Construction is underway. The estimated completion date is May 2027.

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 a decrease in net position due to the transfer of \$3.4 million of approved Board designated funds to the State approved Energy & Utility Training Center capital project. This is partially offset by the transfer of \$500 thousand for the College food pantry and increased instructional and student technology purchases.

The Auxiliary Funds had a decrease in net position due to equipment and maintenance purchases.

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 June 30, 2026, there were approximately \$13.2 million in outstanding commitments.

IMPLICATIONS

Financial:

The College begins Fiscal Year 2027 with an unrestricted General Fund balance of \$37.6 million, representing 25.0% of the budgeted General Fund total revenues of \$150.2 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 June 30, 2026 includes:
 - a. General Fund Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual (Exhibit A)
 - b. General Fund Operating Expenses: Adopted Budget and Actual Expenses (Exhibit B)
 - c. Statement of Net Position (Exhibit C)
 - d. Schedule of Investments (Exhibit D)
 - e. Capital Projects (Exhibit E)
 - f. Statement of Revenue, Expenses and Changes in Net Position (Exhibit F)
 - g. External Community Sponsorships (Exhibit G)
 - h. Board of Trustees Expenses (Exhibit H)
 - i. Revenue and Expense Account Information (Attachment 1)
 - j. Asset, Liability and Net Position Account Information (Attachment 2)
 - k. Organization to Division Crosswalk (Attachment 3)
 - l. Glossary (Attachment 4)

Lansing Community College
General Fund
Operating Revenues, Expenses, and Transfers: Adopted Budget and Actual
Month Ending June 30, 2026 Financial Review
(100% of Fiscal Year)

LINE REF #	Operating Statement Line Item	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 06/30/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 06/30/25	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
	<u>Revenues</u>								
1	State Appropriations	\$ 40,609,000	\$ 41,659,862	\$ (1,050,862)	102.6%	\$ 40,359,928	\$ 40,359,928	100.0%	2.6
2	Property Taxes, Net of Estimated Uncollectible	\$ 58,347,000	\$ 57,294,129	\$ 1,052,871	98.2%	\$ 54,633,090	\$ 54,633,090	100.0%	(1.8)
3	Tuition & Fees, Net of Estimated Uncollectible	\$ 40,828,000	\$ 43,384,289	\$ (2,556,289)	106.3%	\$ 41,285,342	\$ 41,285,342	100.0%	6.3
4	Other Revenues	\$ 5,614,000	\$ 6,204,648	\$ (590,648)	110.5%	\$ 6,966,063	\$ 6,966,063	100.0%	10.5
	Total Revenues	\$ 145,398,000	\$ 148,542,928	\$ (3,144,928)	102.2%	\$ 143,244,423	\$ 143,244,423	100.0%	2.2
	<u>Salary & Benefit Expenses</u>								
5	Salaries & Wages	\$ 66,808,600	\$ 68,007,076	\$ (1,198,476)	101.8%	\$ 65,890,989	\$ 65,890,989	100.0%	1.8
6	Employee Benefits	\$ 31,728,300	\$ 29,533,025	\$ 2,195,275	93.1%	\$ 31,087,414	\$ 31,087,414	100.0%	(6.9)
	Total Salary & Benefit Expenses	\$ 98,536,900	\$ 97,540,101	\$ 996,799	99.0%	\$ 96,978,403	\$ 96,978,403	100.0%	(1.0)
	<u>Other Operating Expenses</u>								
7	Services & Supplies	\$ 26,135,100	\$ 26,568,039	\$ (432,939)	101.7%	\$ 26,212,898	\$ 26,212,898	100.0%	1.7
	Total Operating Expenses	\$ 124,672,000	\$ 124,108,140	\$ 563,860	99.5%	\$ 123,191,301	\$ 123,191,301	100.0%	(0.5)
	<u>Student Financial Support Expenses</u>								
8	Institutional Scholarships	\$ 2,790,000	\$ 2,806,964	\$ (16,964)	100.6%	\$ 2,412,348	\$ 2,412,348	100.0%	0.6
	Total Expenses	\$ 127,462,000	\$ 126,915,104	\$ 546,896	99.6%	\$ 125,603,649	\$ 125,603,649	100.0%	(0.4)
	<u>Transfers (In)/Out</u>								
9	Grant Match & Other, Net	\$ 925,000	\$ 726,393	\$ 198,607	78.5%	\$ 915,960	\$ 915,960	100.0%	(21.5)
10	Capital Equipment	\$ 900,000	\$ 900,000	\$ -	100.0%	\$ 600,000	\$ 600,000	100.0%	-
11	Debt Service	\$ 6,600,000	\$ 6,600,000	\$ -	100.0%	\$ 6,600,000	\$ 6,600,000	100.0%	-
12	Physical Plant Improvement	\$ 3,525,000	\$ 3,525,000	\$ -	100.0%	\$ 3,400,000	\$ 3,400,000	100.0%	-
13	Technology Infrastructure	\$ 2,800,000	\$ 2,800,000	\$ -	100.0%	\$ 2,800,000	\$ 2,800,000	100.0%	-
14	Technology Fee	\$ 207,000	\$ 223,576	\$ (16,576)	108.0%	\$ 210,817	\$ 210,817	100.0%	8.0
15	Prefund FY2026 Tuition Rate Freeze	\$ -	\$ -	\$ -	0.0%	\$ 800,000	\$ 800,000	0.0%	-
16	Campus Master Plan	\$ 1,600,000	\$ 1,600,000	\$ -	0.0%	\$ 800,000	\$ 800,000	0.0%	-
17	Board Designated Funds	\$ -	\$ 700,000	\$ (700,000)	0.0%	\$ -	\$ -	0.0%	-
18	State Capital Project Appropriation Match	\$ -	\$ 1,000,000	\$ (1,000,000)	0.0%	\$ -	\$ -	0.0%	-
19	Michigan New Jobs Training Program	\$ (75,000)	\$ -	\$ (75,000)	0.0%	\$ (254,318)	\$ (254,318)	100.0%	(100.0)
	Total Transfers	\$ 16,482,000	\$ 18,074,969	\$ (1,592,969)	109.7%	\$ 15,872,459	\$ 15,872,459	100.0%	9.7
20	Contingency	\$ 1,454,000	\$ -	\$ 1,454,000	0.0%	\$ -	\$ -	0.0%	-
	Total Revenues	\$ 145,398,000	\$ 148,542,928	\$ (3,144,928)	102.2%	\$ 143,244,423	\$ 143,244,423	100.0%	2.2
	Total Expenses and Transfers	\$ 145,398,000	\$ 144,990,073	\$ 407,927	99.7%	\$ 141,476,108	\$ 141,476,108	100.0%	(0.3)
	Net Change in Unrestricted Fund Balance	\$ -	\$ 3,552,855	\$ (3,552,855)		\$ 1,768,315	\$ 1,768,315		
	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	\$ 37,588,580	\$ 3,552,855		\$ 34,035,725	\$ 34,035,725		

Lansing Community College
General Fund
Operating Expenses: Adopted Budget and Actual Expenses
Month Ending June 30, 2026 Financial Review
(100% of Fiscal Year)

LINE REF #	Operating Division/Account	Current Year FY 2026 Budget	Current Year FY 2026 Actual YTD Through 06/30/26	Current Year FY 2026 Balance	Current Year FY 2026 Percent Recognized	Prior Year FY 2025 Total Actual	Prior Year YTD Through 06/30/25	Prior Year FY 2025 Percent Recognized	% Point Variance FY 2026 % of Budget Posted to FY 2025 % of Actual
	<u>Operating Expenses - Divisions</u>								
1	Academic Affairs	\$ 9,156,200	\$ 9,477,610	\$ (321,410)	103.5%	\$ 9,143,217	\$ 9,143,217	100.0%	3.5
2	Administrative Services	\$ 15,406,300	\$ 16,780,292	\$ (1,373,992)	108.9%	\$ 15,041,368	\$ 15,041,368	100.0%	8.9
3	Advancement & External Affairs	\$ 1,589,900	\$ 1,383,508	\$ 206,392	87.0%	\$ 1,349,594	\$ 1,349,594	100.0%	(13.0)
4	Arts & Sciences	\$ 24,772,600	\$ 26,002,815	\$ (1,230,215)	105.0%	\$ 25,623,858	\$ 25,623,858	100.0%	5.0
5	Board of Trustees	\$ 395,300	\$ 366,211	\$ 29,089	92.6%	\$ 300,975	\$ 300,975	100.0%	(7.4)
6	Business Operations	\$ 5,368,700	\$ 5,642,096	\$ (273,396)	105.1%	\$ 4,816,382	\$ 4,816,382	100.0%	5.1
7	Community Education & Workforce Dvlpmnt	\$ 4,265,600	\$ 3,678,093	\$ 587,507	86.2%	\$ 4,076,470	\$ 4,076,470	100.0%	(13.8)
8	Executive Office	\$ 2,083,600	\$ 1,752,434	\$ 331,166	84.1%	\$ 1,908,741	\$ 1,908,741	100.0%	(15.9)
9	Financial Services	\$ 6,605,600	\$ 6,650,232	\$ (44,632)	100.7%	\$ 7,160,293	\$ 7,160,293	100.0%	0.7
10	Health & Human Services	\$ 11,316,400	\$ 9,965,484	\$ 1,350,916	88.1%	\$ 10,444,009	\$ 10,444,009	100.0%	(11.9)
11	Human Resources	\$ 2,390,200	\$ 2,137,830	\$ 252,370	89.4%	\$ 2,133,235	\$ 2,133,235	100.0%	(10.6)
12	Information Technology Services	\$ 15,566,700	\$ 14,863,849	\$ 702,851	95.5%	\$ 15,232,122	\$ 15,232,122	100.0%	(4.5)
13	Office of Empowerment	\$ 1,400,200	\$ 906,516	\$ 493,684	64.7%	\$ 1,187,127	\$ 1,187,127	100.0%	(35.3)
14	Student Affairs	\$ 12,213,600	\$ 12,522,500	\$ (308,900)	102.5%	\$ 12,903,532	\$ 12,903,532	100.0%	2.5
15	Technical Careers	\$ 12,141,100	\$ 11,978,670	\$ 162,430	98.7%	\$ 11,870,378	\$ 11,870,378	100.0%	(1.3)
	Total all Divisions	\$ 124,672,000	\$ 124,108,140	\$ 563,860	99.5%	\$ 123,191,301	\$ 123,191,301	100.0%	(0.5)
	<u>Operating Expenses - Account</u>								
16	Full-Time Administrator	\$ 12,274,200	\$ 13,238,011	\$ (963,811)	107.9%	\$ 12,470,839	\$ 12,470,839	100.0%	7.9
17	Full-Time Professional Technical	\$ 14,075,600	\$ 13,743,523	\$ 332,077	97.6%	\$ 13,352,776	\$ 13,352,776	100.0%	(2.4)
18	Part-Time Professional Technical	\$ 784,800	\$ 605,246	\$ 179,554	77.1%	\$ 679,745	\$ 679,745	100.0%	(22.9)
19	Full-Time Faculty	\$ 17,449,300	\$ 17,933,972	\$ (484,672)	102.8%	\$ 18,090,857	\$ 18,090,857	100.0%	2.8
20	Part-Time Faculty	\$ 9,499,500	\$ 9,893,478	\$ (393,978)	104.1%	\$ 9,567,023	\$ 9,567,023	100.0%	4.1
21	Full-Time Support	\$ 10,224,100	\$ 10,242,611	\$ (18,511)	100.2%	\$ 9,553,749	\$ 9,553,749	100.0%	0.2
22	Part-Time Support	\$ 1,813,600	\$ 1,385,593	\$ 428,007	76.4%	\$ 1,417,608	\$ 1,417,608	100.0%	(23.6)
23	Student	\$ 687,500	\$ 964,642	\$ (277,142)	140.3%	\$ 758,391	\$ 758,391	100.0%	40.3
	Total Salaries & Wages	\$ 66,808,600	\$ 68,007,076	\$ (1,198,476)	101.8%	\$ 65,890,989	\$ 65,890,989	100.0%	1.8
24	Employee Benefits	\$ 31,728,300	\$ 29,533,025	\$ 2,195,275	93.1%	\$ 31,087,414	\$ 31,087,414	100.0%	(6.9)
25	Institutional Expenses	\$ 2,070,300	\$ 1,841,103	\$ 229,197	88.9%	\$ 1,796,245	\$ 1,796,245	100.0%	(11.1)
26	Utilities	\$ 3,479,200	\$ 4,402,602	\$ (923,402)	126.5%	\$ 3,902,722	\$ 3,902,722	100.0%	26.5
27	Professional Services	\$ 1,256,800	\$ 775,170	\$ 481,630	61.7%	\$ 865,413	\$ 865,413	100.0%	(38.3)
28	Purchased Services	\$ 4,941,800	\$ 4,636,674	\$ 305,126	93.8%	\$ 5,026,556	\$ 5,026,556	100.0%	(6.2)
29	Rental Expense	\$ 666,100	\$ 598,925	\$ 67,175	89.9%	\$ 909,503	\$ 909,503	100.0%	(10.1)
30	Repair & Maintenance	\$ 2,077,400	\$ 2,505,660	\$ (428,260)	120.6%	\$ 2,033,070	\$ 2,033,070	100.0%	20.6
31	Supplies & Non-Capital Equipment	\$ 9,728,200	\$ 10,007,241	\$ (279,041)	102.9%	\$ 10,073,014	\$ 10,073,014	100.0%	2.9
32	Travel, Training & Conferences	\$ 1,915,300	\$ 1,800,664	\$ 114,636	94.0%	\$ 1,606,375	\$ 1,606,375	100.0%	(6.0)
	Total Services & Supplies	\$ 26,135,100	\$ 26,568,039	\$ (432,939)	101.7%	\$ 26,212,898	\$ 26,212,898	100.0%	1.7
	Total All Accounts	\$ 124,672,000	\$ 124,108,140	\$ 563,860	99.5%	\$ 123,191,301	\$ 123,191,301	100.0%	(0.5)

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

Line Ref #	Statement Line Item	Current Fiscal Year 2026	Prior Fiscal Year 2025
	Current Assets:		
1	Cash & Cash Equivalents	\$ 12,865,462	\$ 6,511,952
2	Short-Term Investments	\$ 64,376,152	\$ 64,351,574
3	Property Taxes Receivable, Net of Est Uncollectible	\$ 535,356	\$ 1,409,028
4	State Appropriations Receivable	\$ 8,416,658	\$ 8,043,410
5	Federal & State Grants Receivable	\$ 1,891,543	\$ 1,995,377
6	Accounts Receivable, Net of Est Uncollectible	\$ 2,271,009	\$ 1,789,081
7	Prepaid Expenses	\$ 4,206,500	\$ 3,830,719
8	Due from Component Unit - LCC Foundation	\$ 14,017	\$ 30,820
	Total Current Assets	\$ 94,576,697	\$ 87,961,961
	Non-Current Assets:		
9	Long-Term Investments	\$ -	\$ 5,007,812
10	Capital Assets, Net of Accumulated Depreciation	\$ 222,432,607	\$ 225,786,778
11	Net Other Post-Employment Benefits Asset	\$ 24,985,542	\$ 18,951,265
	Total Noncurrent Assets	\$ 247,418,149	\$ 249,745,855
	Total Assets	\$ 341,994,846	\$ 337,707,816
	Deferred Outflow of Resources:		
12	Deferred Charge on Refunding	\$ 1,091,301	\$ 1,273,184
13	Deferred Pension Amounts	\$ 32,469,040	\$ 36,402,806
	Total Deferred Outflows of Resources	\$ 33,560,341	\$ 37,675,990
	Current Liabilities:		
14	Accounts Payable	\$ 4,108,851	\$ 3,817,569
15	Accrued Interest Payable	\$ 446,810	\$ 469,131
16	Accrued Payroll & Other Compensation	\$ 6,529,382	\$ 6,611,850
17	Current Compensated Absences Obligations	\$ 3,939,167	\$ 3,818,507
18	Unearned Revenue	\$ 3,318,778	\$ 3,433,895
19	Current Portion of Long-Term Lease/Subscript Obligations	\$ 1,744,352	\$ 2,175,395
20	Current Portion of Long-Term Debt Obligations	\$ 5,410,000	\$ 5,255,000
	Total Current Liabilities	\$ 25,497,340	\$ 25,581,347
	Non-Current Liabilities:		
21	Compensated Absences Liability	\$ 4,415,556	\$ 4,470,639
22	Bonds Payable	\$ 70,503,404	\$ 76,318,228
23	Lease & Subscription Liability	\$ 3,211,609	\$ 2,611,389
24	Net Pension Liability	\$ 91,468,649	\$ 107,116,780
	Total Noncurrent Liabilities	\$ 169,599,218	\$ 190,517,036
	Total Liabilities	\$ 195,096,558	\$ 216,098,383
25	Deferred Inflow of Resources - Pension Amounts	\$ 60,390,270	\$ 69,697,640
26	Net Position:		
	Invested in Capital Assets, Net of Related Debt	\$ 142,654,543	\$ 140,699,950
	Restricted:		
	Restricted Fund Activities	\$ 2,213,939	\$ 3,012,461
	Capital Projects	\$ 1,247,461	\$ 3,544,440
	Net Other Post-Employment Benefits Asset	\$ 24,985,542	\$ 18,951,265
	Unrestricted	\$ (51,033,126)	\$ (76,620,333)
	Total Net Position	\$ 120,068,359	\$ 89,587,783

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

Short Term (< one year)

Account	Market Value	Yield	FY2026 YTD Income
CDARs First National Bank of Michigan	\$ 18,733,662	3.60%	\$ 677,852
ICS First National Bank of Michigan	\$ 6,353,666	2.25%	\$ 158,517
PNC Money Market Account	\$ 15,631,398	3.56%	\$ 610,375
Michigan Liquid Asset Fund Investments	\$ 18,662,651	3.83%	\$ 875,945
Treasury Note JPMorgan Securities	\$ 4,994,775	3.87%	\$ 193,750
Total Short Term Investments	\$ 64,376,152		\$ 2,516,439

Lansing Community College
Capital Projects
Month Ending June 30, 2026

Approved Capital Projects	Project Approved Budget	Cumulative Project Expenses	Outstanding Commitments	Uncommitted Balance
CY2023 Gannon Transfer Center	\$ 3,600,000	\$ 2,345,739	\$ 526,809	\$ 727,452
CY2023 Police Department Office	\$ 500,000	\$ 217,078	\$ 216,432	\$ 66,490
CY2025 A&S Building Fume Hood Replacement	\$ 1,300,000	\$ 30,450	\$ 452,782	\$ 816,768
CY2025 HHS Simulation Center	\$ 7,350,000	\$ 427,926	\$ 4,486,424	\$ 2,435,650
Total Capital Projects	\$ 12,750,000	\$ 3,021,193	\$ 5,682,447	\$ 4,046,360

Lansing Community College
Statement of Revenues, Expenses and Changes in Net Position
Month Ending June 30, 2026

Operating Statement Line item	All Funds Current Year-to-Date Actual	General Fund	Pension Liability Fund	Designated Funds	Auxiliary Service Funds	Restricted Funds	Plant Funds
Operating Revenues:							
Tuition & Fees, Net of Estimated Uncollectible	\$ 45,490,130	\$ 43,384,289	\$ -	\$ -	\$ 1,117,881	\$ -	\$ 987,960
Federal Pell Grant	\$ 19,132,053	\$ -	\$ -	\$ -	\$ -	\$ 19,132,053	\$ -
Federal Grants & Contracts	\$ 3,725,580	\$ -	\$ -	\$ -	\$ -	\$ 3,725,580	\$ -
State Grants & Contracts	\$ 810,322	\$ -	\$ -	\$ -	\$ -	\$ 810,322	\$ -
Local Grants & Contracts	\$ 5,713,213	\$ 2,927,648	\$ -	\$ -	\$ -	\$ 2,785,565	\$ -
Sales & Services of Auxiliary Activities	\$ 637,705	\$ 1,571	\$ -	\$ -	\$ 624,791	\$ -	\$ 11,343
Michigan New Jobs Training Programs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,015,803	\$ 732,261	\$ -	\$ 17,800	\$ 143,141	\$ -	\$ 122,601
Total Operating Revenue	\$ 76,524,806	\$ 47,045,769	\$ -	\$ 17,800	\$ 1,885,813	\$ 26,453,520	\$ 1,121,904
Operating Expenses:							
Instruction	\$ 25,473,264	\$ 37,553,170	\$ (13,011,480)	\$ 469	\$ -	\$ 931,105	\$ -
Instructional Support	\$ 16,071,818	\$ 21,870,292	\$ (6,950,761)	\$ 105,605	\$ -	\$ 1,046,682	\$ -
Student Services	\$ 36,515,000	\$ 17,851,135	\$ (4,595,150)	\$ 60,637	\$ -	\$ 23,198,378	\$ -
Public Services	\$ 2,205,414	\$ 1,414,280	\$ (618,325)	\$ 31,521	\$ 581,103	\$ 796,835	\$ -
Operation & Maintenance of Plant	\$ 17,477,179	\$ 15,248,343	\$ (2,089,065)	\$ 41,046	\$ 804,631	\$ 585,178	\$ 2,887,046
Information Technology	\$ 12,638,164	\$ 14,864,315	\$ (2,841,038)	\$ 540,201	\$ 300,907	\$ 87,860	\$ (314,081)
Institutional Administration	\$ 21,412,003	\$ 18,113,569	\$ (4,313,164)	\$ -	\$ 8,848	\$ 7,602,750	\$ -
Depreciation & Amortization	\$ 13,024,005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,024,005
Total Operating Expenses	\$ 144,816,847	\$ 126,915,104	\$ (34,418,983)	\$ 779,479	\$ 1,695,489	\$ 34,248,788	\$ 15,596,970
Operating Income (Loss)	\$ (68,292,041)	\$ (79,869,335)	\$ 34,418,983	\$ (761,679)	\$ 190,324	\$ (7,795,268)	\$ (14,475,066)
Non Capital Subsidies:							
State Appropriations	\$ 41,839,680	\$ 41,659,862	\$ (7,362,971)	\$ -	\$ -	\$ 7,542,789	\$ -
Property Taxes, Net of Estimated Uncollectible	\$ 57,294,129	\$ 57,294,129	\$ -	\$ -	\$ -	\$ -	\$ -
Net Non Capital Subsidies	\$ 99,133,809	\$ 98,953,991	\$ (7,362,971)	\$ -	\$ -	\$ 7,542,789	\$ -
Operating Income (Loss) and Non Capital Subsidies	\$ 30,841,768	\$ 19,084,656	\$ 27,056,012	\$ (761,679)	\$ 190,324	\$ (252,479)	\$ (14,475,066)
Other Non Operating Revenues (Expenses):							
Investment Returns & Other Gains	\$ 2,605,930	\$ 2,543,168	\$ -	\$ -	\$ -	\$ -	\$ 62,762
Interest on Capital Asset - Related Debt	\$ (2,967,122)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,967,122)
Net Non Operating Revenue (Expenses)	\$ (361,192)	\$ 2,543,168	\$ -	\$ -	\$ -	\$ -	\$ (2,904,360)
Income (Loss) Before Transfers	\$ 30,480,576	\$ 21,627,824	\$ 27,056,012	\$ (761,679)	\$ 190,324	\$ (252,479)	\$ (17,379,426)
Transfers:							
Transfers In/(Out), Net	\$ -	\$ (18,074,969)	\$ -	\$ (2,501,424)	\$ (400,000)	\$ 726,393	\$ 20,250,000
Capitalization of Fixed Assets From Non-Plant Funds	\$ -	\$ -	\$ -	\$ (102,289)	\$ (37,421)	\$ (1,272,436)	\$ 1,412,146
Net Increase (Decrease) in Net Position	\$ 30,480,576	\$ 3,552,855	\$ 27,056,012	\$ (3,365,392)	\$ (247,097)	\$ (798,522)	\$ 4,282,720
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	\$ 120,068,359	\$ 37,588,580	\$ (94,404,337)	\$ 3,796,151	\$ 1,961,165	\$ 2,213,939	\$ 168,912,861

Lansing Community College
Fiscal Year 2026
Month Ending June 30, 2026 External Community Sponsorships

Date	Organization	Invoice Description	Amount	Strategic Value of Investment
7/17/2025	OurSpace 517	Hispanic Heritage Weekend	\$ 2,500	The College's support of OurSpace 517's Hispanic Heritage Weekend is an opportunity to grow a partnership with a social outreach organization that promotes community, culture, entrepreneurship, and youth development. This event offers space for cultural expression, storytelling, and economic opportunity, aligning with the College's strategic goals of strengthening community engagement and partnerships and purpose and equity.
8/4/2025	The Turning Point of Lansing	Student Program Activities	\$ 4,000	The partnership between the College and The Turning Point of Lansing offers students a variety of educational opportunities, including mentoring, assistance with scholarship applications, and information regarding unique learning opportunities outside of a university experience. The mission, goals, and student programming of The Turning Point of Lansing align with the College's strategic goals in the areas of purpose and equity, community engagement and partnerships, and fostering student enrollment, retention, and completion.
8/4/2025	Grit, Glam, & Guts	Black Girl Day of Play	\$ 3,000	The Black Girl Day of Play celebrates black girlhood and supports members of the Lansing community by featuring local black artists and girl-centered organizations. This event is an opportunity for the College to show its commitment to purpose and equity while also strengthening our engagement with the community. LCC staff represented the college by attending event activities and hosting an informational booth.
8/13/2025	Anishinaabe Friendship Center	2nd Annual Dance By The River Pow Wow	\$ 5,000	This event aligns strongly with the College's goals, particularly strengthening community engagement and partnerships, by creating authentic, mutually beneficial relationships that uplift underrepresented communities and promoting shared growth and understanding. The College's support fosters a meaningful partnership with the Anishinaabe Friendship Center and the Native community by demonstrating a commitment to culture, equity, supporting Indigenous-led initiatives, and building lasting relationships grounded in respect and shared values.
9/11/2025	Lansing Promise	2025-2026 Operational Funds	\$ 10,000	The College is a member of the Lansing Promise Zone Authority. The College's support allows the Lansing Promise to continue its work toward increasing student enrollment, creating awareness around post-secondary options, and creating a pipeline of scholars entering LCC. A number of Hope and Lansing Promise students enroll at LCC annually. This contribution demonstrates our commitment to achieving academic excellence with purpose and equity, and builds and enhances mutually beneficial relationships with community partners.
10/1/2025	CapCAN	2025-2026 Operational Funds	\$ 10,000	This sponsorship aligns with the College's strategic goals of achieving academic excellence with purpose and equity, as CapCAN is dedicated to making postsecondary education attainable for all capital area residents by aligning institutions and resources. Furthermore, the ongoing collaboration between CapCAN and the College remains essential for both organizations, with leaders from each contributing in various roles to benefit the entire community.
11/4/2025	Lansing Entertainment & Public Facilities Authority (LEPFA)	Silver Bells in the City	\$ 1,000	This annual event aligns with the College's strategic goal of community engagement and partnerships by strengthening the College's cooperative relationship with Downtown Lansing Inc. and exposing tri-county residents to its downtown campus. Silver Bells is accessible and open to all by offering in-person and virtual attendance options. In addition, the College holds a watch party for this event on campus.
3/16/2026	OurSpace 517	Juneteenth Weekend	\$ 2,500	The College's support of OurSpace 517's Juneteenth Weekend is an opportunity to grow a partnership with a social outreach organization that promotes community, culture, entrepreneurship, and youth development. Juneteenth Weekend is designed to honor and celebrate Black culture, history, and contributions. This event provides a platform for communities that have been historically marginalized, offering space for cultural expression, storytelling, and economic opportunity. Additionally, this event includes educational panels and youth engagement which aligns with the College's Strategic Goal of Achieving Academic Excellence with Purpose & Equity.
5/7/2026	Greater Lansing Area Holiday Commission	2026 MLK Day of Celebration	\$ 5,000	This event aligns with the College's Strategic Goals to Foster Student Enrollment, Retention, and Completion and Strengthen Community Engagement and Partnerships. The College's sponsorship supports the MLK Commissions' initiatives, such as: providing scholarships for area middle and high school students, college tours (including LCC) that provide students with exposure to higher education opportunities, community listening sessions that foster dialogue on critical issues, and events such as the March on Lansing, which commemorates the historic March on Washington. This event is attended by the President, Trustees, and other members of the LCC community.
5/11/2026	Lansing Pride	Lansing Pride	\$ 1,000	Support of Lansing Pride demonstrates the College's commitment to purpose and equity while also strengthening our engagement with the community. Staff represented the College by attending event activities and hosting an informational booth.
5/12/26	The Turning Point of Lansing	Student Program Activities	\$ 2,000	The partnership between the College and The Turning Point of Lansing offers students a variety of educational opportunities, including mentoring, assistance with scholarship applications, and information regarding unique learning opportunities outside of a university experience. The mission, goals, and student programming of The Turning Point of Lansing align with the College's Strategic Goals in the areas of purpose and equity, community engagement and partnerships, and fostering student enrollment, retention, and completion.
6/15/2026	PEERS	Lansing Juneteenth Kickoff	\$ 2,000	This festival celebrates the emancipation of African-American slaves in the United States, while highlighting local artists, business vendors, and local organizations providing resources for the Lansing community. The College has booths at the Job & Resource Fair and Celebration to recruit students and potential employees and to showcase the College's Human Resources, Health Careers, Arts & Sciences, LCC Connect, and other programs/activities.
Total			\$ 48,000	

Lansing Community College
Board of Trustees Summary Expenses
Month Ending June 30, 2026

Description	Fiscal Year 2026 Budget	Fiscal Year 2026 Actuals
Salaries	\$ 129,800	\$ 130,230
Employee Benefits	\$ 59,000	\$ 51,884
Institutional Expenditures	\$ 1,500	\$ 1,038
Professional Fees	\$ 85,000	\$ 70,754
Purchased Services	\$ 13,000	\$ 13,092
Supplies & Non-Capital Equipment	\$ 22,000	\$ 19,283
Travel, Training & Conferences	\$ 85,000	\$ 79,929
Totals - Board of Trustees	\$ 395,300	\$ 366,211

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2026

Date	Board Member	Amount	Description	Payee
Chargeback Telephone Phone				
1-Sep-25	General - Operations	\$ 30	Phone_2025_Jul	Lansing Community College
1-Sep-25	General - Operations	\$ 60	Phone_2025_Aug	Lansing Community College
1-Oct-25	General - Operations	\$ 30	Phone_2025_Sep	Lansing Community College
1-Nov-25	General - Operations	\$ 60	Phone_2025_Oct	Lansing Community College
1-Dec-25	General - Operations	\$ 60	Phone_2025_Nov	Lansing Community College
1-Jan-26	General - Operations	\$ 60	Phone_2025_Dec	Lansing Community College
1-Feb-26	General - Operations	\$ 60	Phone_2026_Jan	Lansing Community College
1-Mar-26	General - Operations	\$ 60	Phone_2026_Feb	Lansing Community College
1-Apr-26	General - Operations	\$ 60	Phone_2026_Mar	Lansing Community College
1-May-26	General - Operations	\$ 60	Phone_2026_Apr	Lansing Community College
1-Jun-26	General - Operations	\$ 60	Phone_2026_May	Lansing Community College
30-Jun-26	General - Operations	\$ 60	Phone_2026_Jun	Lansing Community College
Total		\$ 660		
Chargeback Print & Copy				
1-Aug-25	General - Operations	\$ 29	Print Copy_2025_July	Lansing Community College
1-Sep-25	General - Operations	\$ 3	Print Copy_2025_Aug	Lansing Community College
1-Oct-25	General - Operations	\$ 18	Print Copy_2025_Sept	Lansing Community College
1-Nov-25	General - Operations	\$ 60	Print Copy_2025_Oct	Lansing Community College
1-Dec-25	General - Operations	\$ 20	Print Copy_2025_Nov	Lansing Community College
1-Jan-26	General - Operations	\$ 28	Print Copy_2025_Dec	Lansing Community College
1-Feb-26	General - Operations	\$ 19	Print Copy_2026_Jan	Lansing Community College
1-Mar-26	General - Operations	\$ 16	Print Copy_2026_Feb	Lansing Community College
1-Apr-26	General - Operations	\$ 18	Print Copy_2026_Mar	Lansing Community College
1-May-26	General - Operations	\$ 12	Print Copy_2026_Apr	Lansing Community College
1-Jun-26	General - Operations	\$ 6	Print Copy_2026_May	Lansing Community College
30-Jun-26	General - Operations	\$ 15	Print Copy_2026_Jun	Lansing Community College
Total		\$ 244		
Chargeback Postage				
1-Nov-25	General - Operations	\$ 134	Mail Services_2025_Oct	Lansing Community College
Total		\$ 134		
	Grand Total	\$ 1,038	Institutional Expenses	
Audit Services				
30-Sep-25	General - Operations	\$ 4,770	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
27-Oct-25	General - Operations	\$ 12,661	Internal Audit Services	Baker Tilly Beers & Cutler, LLC
20-Nov-25	General - Operations	\$ 6,634	Internal Audit Services	Baker Tilly Advisory Group, LP
15-Jan-26	General - Operations	\$ 5,014	Internal Audit Services	Baker Tilly Advisory Group, LP
28-Apr-26	General - Operations	\$ 12,385	Internal Audit Services	Baker Tilly Advisory Group, LP
21-May-26	General - Operations	\$ 22,450	Internal Audit Services	Baker Tilly Advisory Group, LP
9-Jun-26	General - Operations	\$ 6,841	Internal Audit Services	Baker Tilly Advisory Group, LP
Total		\$ 70,754		
	Grand Total	\$ 70,754	Professional Fees	
Advertising				
23-Jul-25	General - Operations	\$ 1,303	LSJ Ad Public Hearing on Budget	Gannett Michigan LocalIQ
Total		\$ 1,303		

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2026

Date	Board Member	Amount	Description	Payee
Commercial Printing/Publication				
22-Aug-25	General - Operations	\$ 1,040	June 2025 Board Meeting Materials	Allegra Print Mail Lansing
24-Oct-25	General - Operations	\$ 1,512	September 2025 Board Meeting Materials	Allegra Print Mail Lansing
24-Nov-25	General - Operations	\$ 2,285	October 2025 Board Meeting Materials	Allegra Print Mail Lansing
28-Feb-26	General - Operations	\$ 1,580	November 2025 Board Meeting Materials	Allegra Print Mail Lansing
28-Feb-26	General - Operations	\$ 653	December 2025 Board Meeting Materials	Allegra Print Mail Lansing
27-Mar-26	General - Operations	\$ 1,298	February 2026 Board Meeting Materials	Allegra Print Mail Lansing
17-Apr-26	General - Operations	\$ 876	January 2026 Board Meeting Materials	Allegra Print Mail Lansing
17-Apr-26	General - Operations	\$ 775	March 2026 Board Meeting Materials	Allegra Print Mail Lansing
22-Jun-26	General - Operations	\$ 979	April 2026 Board Meeting Materials	Allegra Print Mail Lansing
22-Jun-26	General - Operations	\$ 791	May 2026 Board Meeting Materials	Allegra Print Mail Lansing
Total		\$ 11,789		
	Grand Total	\$ 13,092	Purchased Services	
Memberships				
15-Jul-25	General - Operations	\$ 7,745	Annual Membership Dues	Assn of Comm College Trustees
Total		\$ 7,745		
Software & Site Licenses				
1-Sep-25	General - Operations	\$ 6,397	Document Management Software	Doctract
24-Nov-25	General - Operations	\$ 120	Renewal of Dropbox for Board of Trustees	Dropbox
24-Nov-25	General - Operations	\$ 144	Editing Software	Grammarly
6-Feb-26	General - Operations	\$ 2,971	Document Management Software	Doctract
Total		\$ 9,632		
Supplies				
22-Aug-25	Garcia, Frazier, Thomas	\$ 694	Apparel for Trustees	Advance Online Shop LCC Stars
30-Oct-25	General - Operations	\$ 62	Office Supplies	B Duncan
30-Oct-25	General - Operations	\$ 39	Office Supplies	B Duncan
22-Nov-25	Lovell & Mathews	\$ 429	Apparel for Trustees	Advance Online Shop LCC Stars
26-Nov-25	General - Operations	\$ 18	Office Supplies	Amazon
26-Nov-25	General - Operations	\$ 45	Office Supplies	Amazon
26-Nov-25	General - Operations	\$ 115	Office Supplies	Amazon
10-Jan-26	Garcia & Lovell	\$ 369	Apparel for Trustees	Advance Online Shop LCC Stars
28-Feb-26	General - Operations	\$ 81	Board Meeting Supplies	Meijer
4-Mar-26	General - Operations	\$ 26	Office Supplies	B Duncan
20-Mar-26	General - Operations	\$ 28	Office Supplies	Amazon
Total		\$ 1,906		
	Grand Total	\$ 19,283	Supplies & Non-Capital Equipment	

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2026

Date	Board Member	Amount	Description	Payee
Travel Lodging				
27-Aug-25	C Taylor	\$ 702	MCCA Summer Conference	Mission Point Resort
27-Aug-25	H Lovell	\$ 834	MCCA Summer Conference	Mission Point Resort
27-Aug-25	L Thomas	\$ 757	MCCA Summer Conference	Mission Point Resort
27-Aug-25	R Proctor	\$ 702	MCCA Summer Conference	Mission Point Resort
27-Aug-25	T Frazier	\$ 834	MCCA Summer Conference	Mission Point Resort
9-Sep-25	N Garcia	\$ 834	MCCA Summer Conference	Mission Point Resort
23-Oct-25	A Mathews	\$ 209	MCCA Fall Board of Directors Meeting	Doubletree Hotels
30-Oct-25	B Duncan	\$ 1,315	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	C Taylor	\$ 1,175	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	L Thomas	\$ 1,469	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	H Lovell	\$ 1,175	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	T Frazier	\$ 1,315	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	R Proctor	\$ 1,469	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	N Garcia	\$ 1,175	ACCT Leadership Congress	Marriott New Orleans
30-Oct-25	A Mathews	\$ 1,644	ACCT Leadership Congress	Marriott New Orleans
28-Feb-26	C Taylor	\$ 1,158	ACCT National Legislative Summit	Marriott Marquis Washington DC
28-Feb-26	H Lovell	\$ 1,931	ACCT National Legislative Summit	Marriott Marquis Washington DC
28-Feb-26	R Proctor	\$ 2,317	ACCT National Legislative Summit	Marriott Marquis Washington DC
28-Feb-26	T Frazier	\$ 1,158	ACCT National Legislative Summit	Marriott Marquis Washington DC
13-Mar-26	A Mathews	\$ 1,931	ACCT National Legislative Summit	Marriott Marquis Washington DC
13-Mar-26	L Thomas	\$ 1,931	ACCT National Legislative Summit	Marriott Marquis Washington DC
27-Mar-26	T Frazier	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	A Mathews	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	R Proctor	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	C Taylor	\$ 407	MCCA Summer Conference	Mission Point Resort
27-Mar-26	N Garcia	\$ 479	MCCA Summer Conference	Mission Point Resort
27-Mar-26	L Thomas	\$ 479	MCCA Summer Conference	Mission Point Resort
27-Mar-26	H Lovell	\$ 725	MCCA Summer Conference	Mission Point Resort
27-Mar-26	B Duncan	\$ 731	MCCA Summer Conference	Mission Point Resort
7-Apr-26	R Proctor	\$ (1,158)	Reimbursement ACCT National Legislative Summit	Assn of Comm College Trustees
Total		\$ 28,913		
Travel Meal Allowance				
12-Aug-25	N Garcia	\$ 117	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 9	MCCA Summer Conference	T Frazier
12-Aug-25	R Proctor	\$ 191	MCCA Summer Conference	Mission Point Resort
12-Aug-25	R Proctor	\$ (74)	MCCA Summer Conference	R Proctor
17-Sep-25	H Lovell	\$ 81	MCCA Summer Conference	H Lovell
30-Sep-25	L Thomas	\$ 81	MCCA Summer Conference	L Thomas
30-Oct-25	B Duncan	\$ 217	ACCT Leadership Congress	B Duncan
5-Nov-25	T Frazier	\$ 197	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 230	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 197	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 194	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 197	ACCT Leadership Congress	C Taylor
11-Nov-25	A Mathews	\$ 277	ACCT Leadership Congress	A Mathews
12-Nov-25	L Thomas	\$ 277	ACCT Leadership Congress	L Thomas
18-Feb-26	A Mathews	\$ 273	ACCT National Legislative Summit	A Mathews
18-Feb-26	H Lovell	\$ 317	ACCT National Legislative Summit	H Lovell
18-Feb-26	T Frazier	\$ 133	ACCT National Legislative Summit	T Frazier
3-Mar-26	L Thomas	\$ 275	ACCT National Legislative Summit	L Thomas
4-Mar-26	C Taylor	\$ 133	ACCT National Legislative Summit	C Taylor
13-Mar-26	A Mathews	\$ 44	ACCT National Legislative Summit	Marriott Marquis Washington DC
13-Mar-26	L Thomas	\$ 42	ACCT National Legislative Summit	Marriott Marquis Washington DC
Total		\$ 3,408		

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2026

Date	Board Member	Amount	Description	Payee
Travel Miscellaneous				
12-Aug-25	N Garcia	\$ 75	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 75	MCCA Summer Conference	T Frazier
20-Aug-25	R Proctor	\$ 77	MCCA Summer Conference	R Proctor
17-Sep-25	C Taylor	\$ 75	MCCA Summer Conference	C Taylor
17-Sep-25	H Lovell	\$ 75	MCCA Summer Conference	H Lovell
23-Oct-25	A Mathews	\$ 14	MCCA Fall Board of Directors Meeting	Doubletree Hotel
30-Oct-25	B Duncan	\$ 160	ACCT Leadership Congress	Metro Airport Parking
5-Nov-25	T Frazier	\$ 223	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 185	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 75	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 15	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 110	ACCT Leadership Congress	C Taylor
11-Nov-25	A Mathews	\$ 35	ACCT Leadership Congress	A Mathews
12-Nov-25	L Thomas	\$ 35	ACCT Leadership Congress	L Thomas
18-Feb-26	A Mathews	\$ 35	ACCT National Legislative Summit	A Mathews
18-Feb-26	H Lovell	\$ 70	ACCT National Legislative Summit	H Lovell
18-Feb-26	T Frazier	\$ 40	ACCT National Legislative Summit	T Frazier
4-Mar-26	C Taylor	\$ 120	ACCT National Legislative Summit	C Taylor
8-Apr-26	R Proctor	\$ 72	ACCT National Legislative Summit	R Proctor
Total		\$ 1,566		
Travel Transportation				
9-Sep-25	T Frazier	\$ 483	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	A Mathews	\$ 493	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	C Taylor	\$ 582	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	H Lovell	\$ 592	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	L Thomas	\$ 493	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	N Garcia	\$ 592	ACCT Leadership Congress	Delta Air Lines
29-Sep-25	R Proctor	\$ 503	ACCT Leadership Congress	Delta Air Lines
30-Oct-25	B Duncan	\$ 249	ACCT Leadership Congress	B Duncan
30-Oct-25	B Duncan	\$ 275	ACCT Leadership Congress	Uber
5-Nov-25	4 Trustees	\$ 123	ACCT Leadership Congress	Uber
5-Nov-25	3 Trustees	\$ 111	ACCT Leadership Congress	R Proctor
7-Jan-26	A Mathews	\$ 333	ACCT National Legislative Summit	American Airlines
7-Jan-26	C Taylor	\$ 642	ACCT National Legislative Summit	American Airlines
7-Jan-26	H Lovell	\$ 333	ACCT National Legislative Summit	American Airlines
7-Jan-26	L Thomas	\$ 333	ACCT National Legislative Summit	American Airlines
7-Jan-26	R Proctor	\$ 333	ACCT National Legislative Summit	American Airlines
7-Jan-26	T Frazier	\$ 642	ACCT National Legislative Summit	American Airlines
18-Feb-26	H Lovell	\$ 39	ACCT National Legislative Summit	H Lovell
18-Feb-26	T Frazier	\$ 73	ACCT National Legislative Summit	T Frazier
3-Mar-26	L Thomas	\$ 14	ACCT National Legislative Summit	L Thomas
Total		\$ 7,238		
Travel Registration Fees				
4-Sep-25	7 Trustees	\$ 6,860	MCCA Summer Conference	Michigan Community College Assn
30-Oct-25	B Duncan	\$ 120	ACCT Leadership Congress	Assn of Comm College Trustees
22-Nov-25	T Frazier	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	H Lovell	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	A Mathews	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	R Proctor	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	C Taylor	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
22-Nov-25	L Thomas	\$ 800	ACCT National Legislative Summit	Assn of Comm College Trustees
27-Mar-26	H Lovell	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	R Proctor	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	B Duncan	\$ 1,059	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	T Frazier	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	N Garcia	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	A Mathews	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	C Taylor	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
27-Mar-26	L Thomas	\$ 1,259	ACCT Leadership Congress	Assn of Comm College Trustees
4-Jun-26	A Mathews	\$ 460	MI-ACE Conference	Lansing Community College
4-Jun-26	C Taylor	\$ 460	MI-ACE Conference	Lansing Community College
4-Jun-26	H Lovell	\$ 460	MI-ACE Conference	Lansing Community College
Total		\$ 23,032		

Lansing Community College
Board of Trustees Non Labor Detail Expenses
Month Ending June 30, 2026

Date	Board Member	Amount	Description	Payee
Travel Mileage Expense				
12-Aug-25	N Garcia	\$ 316	MCCA Summer Conference	N Garcia
12-Aug-25	T Frazier	\$ 316	MCCA Summer Conference	T Frazier
20-Aug-25	R Proctor	\$ 329	MCCA Summer Conference	R Proctor
17-Sep-25	C Taylor	\$ 332	MCCA Summer Conference	C Taylor
17-Sep-25	H Lovell	\$ 326	MCCA Summer Conference	H Lovell
30-Sep-25	L Thomas	\$ 323	MCCA Summer Conference	L Thomas
22-Oct-25	A Mathews	\$ 80	MCCA Fall Board of Directors Meeting	A Mathews
31-Oct-25	B Duncan	\$ 134	ACCT Leadership Congress	B Duncan
5-Nov-25	T Frazier	\$ 126	ACCT Leadership Congress	T Frazier
5-Nov-25	N Garcia	\$ 120	ACCT Leadership Congress	N Garcia
5-Nov-25	H Lovell	\$ 144	ACCT Leadership Congress	H Lovell
5-Nov-25	R Proctor	\$ 11	ACCT Leadership Congress	R Proctor
5-Nov-25	C Taylor	\$ 121	ACCT Leadership Congress	C Taylor
12-Nov-25	L Thomas	\$ 104	ACCT Leadership Congress	L Thomas
18-Feb-26	A Mathews	\$ 9	ACCT National Legislative Summit	A Mathews
18-Feb-26	T Frazier	\$ 9	ACCT National Legislative Summit	T Frazier
4-Mar-26	C Taylor	\$ 10	ACCT National Legislative Summit	C Taylor
8-Apr-26	R Proctor	\$ 6	ACCT National Legislative Summit	R Proctor
Total		\$ 2,816		
Meeting Expense				
16-Sep-25	General - Operations	\$ 605	May 2025 Board Meeting	A Catered Affaire Inc
17-Sep-25	General - Operations	\$ 395	April 2025 Board Meeting	A Catered Affaire Inc
30-Sep-25	General - Operations	\$ 281	Dinner Reservation at ACCT Leadership Congress	Morrow Steak
21-Oct-25	General - Operations	\$ 515	September 2025 Board Meeting	A Catered Affaire Inc
5-Nov-25	General - Operations	\$ 1,051	ACCT Leadership Congress	Morrow Steak
5-Nov-25	General - Operations	\$ 826	ACCT Leadership Congress	GW Fins
25-Nov-25	General - Operations	\$ 250	Deposit for December Board Retreat	Capital Prime Steak
7-Jan-26	General - Operations	\$ 836	December Board Retreat	Capital Prime Steak
5-Feb-26	General - Operations	\$ 600	January 2026 Board Meeting	A Catered Affaire Inc
19-Mar-26	General - Operations	\$ 475	March 2026 Board Meeting	A Catered Affaire Inc
20-Mar-26	General - Operations	\$ 97	February 2026 Board Meeting	Domino's Pizza
17-Apr-26	General - Operations	\$ 900	Board Reception - Community College Month	T's Flavor & Flair
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
22-Jun-26	General - Operations	\$ 450	Board Reception for Juneteenth	T's Flavor & Flair
Total		\$ 8,356		
Event Expense				
24-Jul-25	General - Operations	\$ 100	Fall Kickoff Food Truck Deposit	Udderly Delicious
5-Aug-25	General - Operations	\$ 522	Fall Kickoff Food Truck Deposit	Saddleback BBQ
13-Aug-25	General - Operations	\$ 313	Fall Kickoff Bottled Water	Amazon
23-Sep-25	General - Operations	\$ 253	Fall Kickoff Food Truck	Happy Bowl
23-Sep-25	General - Operations	\$ 1,030	Fall Kickoff Food Truck	Two Guys Nomadic Grill
26-Sep-25	General - Operations	\$ 1,064	Fall Kickoff Food Truck	Udderly Delicious
26-Sep-25	General - Operations	\$ 1,319	Fall Kickoff Food Truck	Southern Boy BBQ
Total		\$ 4,600		
Grand Total			\$ 79,929	Travel, Training & Conferences
Grand Total			\$ 184,096	Non Labor Expenses

Lansing Community College
Revenue & Expense Account Information

Exhibit	Line	Account Title	Exhibit	Line	Account Title
REVENUES			B	28	Purchased Services
					Advertising
A	1	State Appropriations			Commercial Printing/Publication
					Curriculum Development/Contracted
A	2	Property Taxes, Net of Estimated Uncollectible			Direct Instruction/Contracted
					Equipment Moving
A	3	Tuition & Fees, Net of Estimated Uncollectible			Instructional Support/Contracted
					Service Contracts
A	4	Other Revenues			Technical Support
		County School District Programs			Temporary Help/Agency
		Gain on Sale of Fixed Assets			Miscellaneous Purchased Services
		Investment Income/Interest			
EXPENSES			B	29	Rental Expense
					Building Rentals
					Equipment Rentals
					Other Rentals
B	25	Institutional Expenses	B	30	Repair & Maintenance
		Bond Administrative Expenses			Building Maintenance Contracts
		Chargebacks			Building Repairs
		Indirect Cost Expense			Equipment Repairs
		Liability Insurance			Equipment Service Contracts
		Mailing Expense			Repair & Maintenance
		Property Taxes			Vehicle Repair & Maintenance
		Internet Services			Grounds Maintenance
		Bank Service Charges			
		Cost Share Expense	B	31	Supplies & Non-Capital Equipment
		Contributions & Sponsorships			Fuel College Vehicles
					Memberships
B	26	Utilities			Reference Books
		Electricity			Software & Site Licenses
		Gas			Subscriptions
		Steam			Supplies
		Water			Course Textbooks & E-Books
		Cable Television			Building Improvements <\$5,000
					Furniture < \$5,000
B	27	Professional Services			Equipment < \$5,000
		Administrative/Management Consulting			Instructional Equipment <\$5,000
		Architect/Engineering Services			Operational Equipment <\$5,000
		Audit Services			Tech Equipment/Computers <\$5,000
		Election Costs			
		Government Relations Consulting	B	32	Travel, Training & Conferences
		Legal Consultant			Travel Lodging
		Collection Fees			Travel Meal Allowance
		Miscellaneous Professional Fees			Travel Miscellaneous
					Travel Transportation
					Registration Fees
					Meeting Expense
					Travel Mileage
					Fleet Vehicle Chargeback
					Event Expense

LANSING COMMUNITY COLLEGE
Asset, Liability & Net Position Account Information

Exhibit	Line	Account Title	Exhibit	Line	Account Title
ASSETS			LIABILITIES		
		CURRENT ASSETS			CURRENT LIABILITIES
C	1	Cash & Cash Equivalents	C	14	Accounts Payable
		Checking Accounts			Accounts Payable
		Savings Accounts			Student Payables
					Escheat Payable
C	2	Short-Term Investments (See Also Exhibit D)			Sales/Use Tax Payable
		Investment Accounts			
		Certificates of Deposit	C	15	Accrued Interest Payable
C	3	Property Taxes Receivable, Net of Est Uncollectible	C	16	Accrued Payroll & Other Compensation
					Accrued Salaries & Wages
C	4	State Appropriations Receivable			Accrued FICA
					Income Tax Withholdings
C	5	Federal & State Grants Receivable			Employee Deductions
					Retirement Contributions
C	6	Accounts Receivable, Net of Est Uncollectible			Long Term Disability Insurance
		Tuition & Fees			Life Insurance
		Non-Student Accounts Receivable			Tuition Benefits
					Workers Compensation
C	7	Prepaid Expenses			
			C	17	Current Compensated Absences Obligations
C	8	Due from Component Unit			
			C	18	Unearned Revenue
		NON-CURRENT ASSETS			Deferred Tuition Revenue
					Other Deferred Revenue
C	9	Long-Term Investments (See Also Exhibit D)			Deposits
C	10	Capital Assets, Net of Accumulated Depreciation	C	19	Current Portion of Long-Term Lease/Subscription Obligations
		Land & Improvements			
		Buildings & Improvements	C	20	Current Portion of Long-Term Debt Obligations
		Furniture			
		Instructional Equipment			NON-CURRENT LIABILITIES
		Operational Equipment			
		Technology Equipment & Computers	C		Long-Term Debt Obligations
		Vehicles		21	Compensated Absences Liability
		Intangible Assets		22	Bonds Payable
		Lease Assets		23	Lease & Subscription Liability
		Subscription-Based Information Technology Assets		24	Net Pension Liability
C	11	Net Other Post-Employment Benefits Asset	C	25	Deferred Inflow of Resources - Pension Amounts
C		Deferred Outflow of Resources			NET POSITION
	12	Deferred Charge on Refunding Bonds			
	13	Deferred Pension Amounts	C	26	NET POSITION
					Invested in Capital Assets, Net of Related Debt
					Restricted
					Unrestricted

LANSING COMMUNITY COLLEGE
Organization to Division Crosswalk 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

LANSGING 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
September 21, 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 – June 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	12:49pm	Citizen Complaint	Threats/Weapons Violation	LPD took over call and took custody of suspect	No	No	No	N/A	Male	Black or African American
2	12:49pm	Citizen Complaint	Same as #1	Same as #1	No	No	No	N/A	Male	Black or African American
3	11:51pm	Dispatched	Loitering in ramp after hours	Officer spoke with individual to investigate activities	No	Yes	No	N/A	Male	White
4	3:00pm	Dispatched	Individual making female employees uncomfortable	Report forwarded to Student Compliance	No	Yes	No	N/A	Male	White
5	8:43am	Dispatched	Suspicious person	Officer spoke with individual to investigate activities	No	Yes	No	N/A	Female	White
6	11:58am	Dispatched	Investigate ramp activity on 5th floor	Officer spoke with individual who accessed the 5th floor	No	Yes	No	N/A	Male	White
7	6:37pm	Dispatched	Suspicious activity	Officer spoke with individual who "piggybacked" into GB from Circle Drive	No	Yes	No	N/A	Male	Black or African American
8	7:57am	Dispatched	Individual using loud profanity	Officer spoke with female outside of TLC	No	Yes	No	N/A	Female	White
9	10:20pm	Investigative Stop	Loitering in Ramp after hours	Officer spoke with individual to investigate activities	No	Yes	No	N/A	Female	Asian or Pacific Islander
10	8:54pm	Officer Initiated	Medical emergency/ Overdose	Officer administered on-scene aid Medics transported individual to hospital	No	No	No	N/A	Male	Black or African American
11	10:25pm	Traffic Violation	No lights on	N/A	No	Yes	No	N/A	Male	Black or African American
12	6:07pm	Traffic Violation	Expired registration	N/A	No	Yes	No	N/A	Female	White
13	4:24pm	Traffic Violation	Expired registration	N/A	No	Yes	No	N/A	Female	Hispanic or Latino

Lansing Community College Police Department Citizen Contact Report – June 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
14	11:07am	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	Hispanic or Latino
15	9:20am	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	White
16	9:06pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	White
17	1:10am	Traffic Violation	Disregard traffic control device	Multiple violations	Yes	Yes	No	N/A	Female	White
18	10:36pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Female	White
19	5:42pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	White
20	2:42pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
21	9:41pm	Traffic Violation	Impeding traffic	N/A	No	Yes	No	N/A	Female	Black or African American
22	12:00am	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Female	Black or African American
23	5:15pm	Traffic Violation	Improper turn	N/A	No	Yes	No	N/A	Female	White
24	1:08am	Traffic Violation	License plate not displayed	N/A	No	Yes	No	N/A	Male	White
25	9:58pm	Traffic Violation	No lights on	Multiple violations	Yes	Yes	No	N/A	Male	White
26	6:51am	Traffic Violation	Expired registration	N/A	No	Yes	No	N/A	Male	White
27	11:02pm	Traffic Violation	No working tailights	Multiple violations	Yes	No	Yes	N/A	Male	Black or African American

Lansing Community College Police Department Citizen Contact Report – June 2026

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	2				
Dispatched:	6				
Field Interviews:	0				
Investigative Stops:	1				
Officer Initiated:	1				
Traffic Violation:	17				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	27				
Demographics		Counts	Citation	Warning	Arrest
Males:	14	2	10	1	
Females:	13	1	13	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	1	0	1	0	
Black or African American:	8	1	4	0	
Hispanic or Latino:	3	0	3	0	
Native American/Alaskan Native	0	0	0	0	
White:	15	2	15	0	
Other:	0	0	0	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	0				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	0				

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

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

Lansing Community College Police Department Citizen Contact Report – July 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	1:55pm	Dispatched	Welfare check	Individual refused medical assistance	No	No	No	N/A	Male	White
2	7:49pm	Dispatched	Possible trespass	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	Black or African American
3	7:49pm	Dispatched	Same as #2	Same as #2	No	Yes	No	N/A	Female	Black or African American
4	10:31pm	Dispatched	Loitering in ramp after hours	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	White
5	4:20am	Dispatched	Entering restricted area	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	White
6	7:24am	Citizen Complaint	Inappropriate behavior in Starzone	Report forwarded to Student Compliance/ Trespass warning issued	Yes	Yes	No	N/A	Male	Black or African American
7	1:44am	Investigative Stop	Individual in weight room after hours	Officer spoke with individual to investigate	No	Yes	No	N/A	Female	Black or African American
8	6:30pm	Officer Initiated	Backed up LPD Officer conducting investigative stop near Lot 22	Same individual LCCPD officers stopped earlier near Lot 22	No	Yes	No	N/A	Male	White
9	7:45pm	Traffic Violation	No turn on red	Multiple violations	Yes	Yes	No	N/A	Male	Black or African American
10	10:00pm	Traffic Violation	No lights on after dark	N/A	No	Yes	No	N/A	Female	White
11	6:19pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	White
12	10:00pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Female	White
13	9:42pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	White
14	3:08am	Traffic Violation	Careless driving	N/A	No	Yes	No	N/A	Male	White
15	5:58pm	Traffic Violation	No license plate displayed	N/A	No	Yes	No	N/A	Female	White

Lansing Community College Police Department Citizen Contact Report – July 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
16	7:41pm	Traffic Violation	No turn on red	Multiple violations	Yes	No	No	N/A	Male	Black or African American
17	7:33pm	Traffic Violation	Using cellphone while driving	N/A	No	Yes	No	N/A	Female	White
18	3:45pm	Traffic Violation	Using cellphone while driving	N/A	No	Yes	No	N/A	Male	Black or African American
19	12:04pm	Traffic Violation	Speeding	N/A	No	Yes	No	N/A	Male	Black or African American
20	10:38pm	Traffic Violation	No working taillights	N/A	No	Yes	No	N/A	Female	White
21	9:20pm	Traffic Violation	Ran stop sign	N/A	No	Yes	No	N/A	Female	White
22	2:19am	Traffic Violation	No working taillights	N/A	No	Yes	No	N/A	Female	White
23	8:37pm	Traffic Violation	Ran red light	Multiple violations	Yes	Yes	No	N/A	Female	White
24	11:38pm	Traffic Violation	Wrong way on one way	N/A	No	Yes	No	N/A	Female	White
25	2:57am	Traffic Violation	No lights on after dark	N/A	No	Yes	No	N/A	Male	Black or African American
26	7:26pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	White
27	7:52pm	Traffic Violation	Damaged license plate (not legible)	N/A	No	Yes	No	N/A	Female	White
28	3:25pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	White
29	6:45pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	White
30	8:54pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Black or African American
31	11:05pm	Traffic Violation	No lights on after dark	N/A	No	Yes	No	N/A	Male	Black or African American

Lansing Community College Police Department Citizen Contact Report – July 2026

LCC PD CITIZEN CONTACTS		Counts			
Citizen Complaints:	1				
Dispatched:	5				
Field Interviews:	0				
Investigative Stops:	1				
Officer Initiated:	1				
Traffic Violation:	23				
Vehicle Safety Equipment Violation:	0				
Weapons Pat-down:	0				
Total:	31				
Demographics	Counts	Citation	Warning	Arrest	
Males:	18	3	16	0	
Females:	13	1	13	0	
Unknown:	0	0	0	0	
Asian or Pacific Islander:	0	0	0	0	
Black or African American:	11	3	10	0	
Hispanic or Latino:	0	0	0	0	
Native American/Alaskan Native	0	0	0	0	
White:	20	1	19	0	
Other:	0	0	0	0	
Unknown:	0	0	0	0	
Parking Violation - Warnings:	0				
Parking Violation - Citations:	0				
Dispatch Activity - Calls for Services:	0				

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

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

Lansing Community College Police Department Citizen Contact Report – August 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
1	8:53am	Citizen Complaint	Trespassing	Officer spoke with individual to investigate	No	Yes	No	N/A	Female	Black or African American
2	12:42am	Investigative Stop	Indecent Exposure	Checked by medics/Officer transported to shelter	No	Yes	No	N/A	Male	Black or African American
3	6:28pm	Dispatched	Inappropriate behavior in public view (Gannon Ramp)	Report forwarded to Student Compliance	No	Yes	No	N/A	Female	White
4	6:28pm	Dispatched	Same as # 3	Same as # 3	No	Yes	No	N/A	Male	White
5	12:23am	Dispatched	Loitering in Gannon Ramp	Officer provided courtesy transport due to bad weather conditions	No	No	No	N/A	Female	Black or African American
6	6:31pm	Dispatched	Loud entry into building	Officer spoke with individual to investigate	No	Yes	No	N/A	Male	Black or African American
7	1:59pm	Dispatched	Possible threat made to construction workers	Report forwarded to Student Compliance	No	Yes	No	N/A	Male	Black or African American
8	12:20am	Dispatched	Check vehicle	Minor in possession of alcohol	Yes	Yes	No	N/A	Male	White
9	12:20am	Dispatched	Same as # 8	Same as # 8	Yes	Yes	No	N/A	Female	Hispanic or Latino
10	9:44am	Traffic Violation	Expired tag	N/A	No	Yes	No	N/A	Male	Black or African American
11	9:57pm	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Female	Black or African American
12	10:52pm	Traffic Violation	Disregard traffic control device	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
13	10:10pm	Traffic Violation	No working taillights	N/A	No	Yes	No	N/A	Male	Black or African American
14	9:39pm	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Male	Black or African American

Lansing Community College Police Department Citizen Contact Report – August 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
15	12:00am	Traffic Violation	Careless driving	N/A	No	Yes	No	N/A	Female	White
16	9:31am	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Female	White
17	9:37am	Traffic Violation	Fail to move over for emergency vehicle	N/A	No	Yes	No	N/A	Male	White
18	10:50am	Traffic Violation	malfunctioning tailights	N/A	No	Yes	No	N/A	Male	White
19	9:20pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	White
20	8:25pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Female	White
21	11:52pm	Traffic Violation	No working tailights	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
22	9:00pm	Traffic Violation	Improper lane use	N/A	No	Yes	No	N/A	Male	White
23	9:30pm	Traffic Violation	Impeding traffic	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
24	9:48pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Female	White
25	3:10am	Traffic Violation	Careless driving	N/A	No	Yes	No	N/A	Male	White
26	1:18am	Traffic Violation	Straight from turn only lane	N/A	No	Yes	No	N/A	Female	Black or African American
27	7:55pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	Black or African American
28	12:42am	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Female	White

Lansing Community College Police Department Citizen Contact Report – August 2026

Contact Number	Time	Primary Reason for Contact	Incident or Violation	Disposition/Comment	Citation Issued	Warning Issued	Custodial Arrest	Arrest Type	Gender	Race
29	10:30pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	White
30	12:54am	Traffic Violation	No license plate	Multiple violations	Yes	No	No	N/A	Male	Black or African American
31	10:19pm	Traffic Violation	No turn on red	N/A	No	Yes	No	N/A	Male	Hispanic or Latino
32	11:06pm	Traffic Violation	No working taillights	N/A	No	Yes	No	N/A	Male	Black or African American
33	10:42pm	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Male	Black or African American
34	11:33pm	Traffic Violation	No working taillights	N/A	No	Yes	No	N/A	Male	Black or African American
35	9:42pm	Traffic Violation	Expired tag	Multiple violations	Yes	No	No	N/A	Male	White
36	8:40am	Traffic Violation	Expired tag	Multiple violations	Yes	No	No	N/A	Female	Hispanic or Latino
37	9:29pm	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Male	White
38	10:40pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	Black or African American
39	10:28pm	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Male	Black or African American
40	10:38pm	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Male	Black or African American
41	9:30pm	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Male	Black or African American
42	9:41pm	Traffic Violation	Ran red light	N/A	No	Yes	No	N/A	Male	Black or African American
43	9:26pm	Traffic Violation	No lights after dark	N/A	No	Yes	No	N/A	Male	Black or African American

Lansing Community College Police Department Citizen Contact Report – August 2026

LCC PD CITIZEN CONTACTS	Counts			
Citizen Complaints:	1			
Dispatched:	7			
Field Interviews:	0			
Investigative Stops:	1			
Officer Initiated:	0			
Traffic Violation:	34			
Vehicle Safety Equipment Violation:	0			
Weapons Pat-down:	0			
Total:	43			
Demographics	Counts	Citation	Warning	Arrest
Males:	31	3	29	0
Females:	12	2	10	0
Unknown:	0	0	0	0
Asian or Pacific Islander:	0	0	0	0
Black or African American:	21	1	19	0
Hispanic or Latino:	6	2	5	0
Native American/Alaskan Native	0	0	0	0
White:	16	2	15	0
Other:	0	0	0	0
Unknown:	0	0	0	0
Parking Violation - Warnings:	0			
Parking Violation - Citations:	0			
Dispatch Activity - Calls for Services:	0			

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

**Lansing Community College - Board of Trustees
September 21, 2026**

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

Presented for Information

PURPOSE

The Bylaws adopted by the Board of Trustees provide for periodic reviews of (1) “College Policies,” (2) Bylaws of the Board of Trustees, (3) Governance Policies of the Board of Trustees, and (4) Policies on the Board-President Relationship. The Board of Trustees has established a “Policy Committee” to conduct these reviews and recommend revisions to the Board's bylaws and policies.

BACKGROUND

This policy was updated to the new numbering system; grammatical changes were made, and the following revisions are recommended by the Policy Committee. This policy was first presented during the June Board of Trustees meeting. Subsequently, the Policy Committee met with Provost Sally Welch and Dr. Robinson to review section 1.6.10 of the bylaws. Additional changes have been made to this section of the bylaws and are being resubmitted as a first read.

1.6.10 – Authority and Powers Reserved by the Board

- Current language in bylaw 1-6.1 states: “the duties of the Board of Trustees shall include, but are not limited to the following: ... 3) approve the establishment of vice-president, dean, department chair positions, or positions equivalent by classification or pay grade to vice president, dean or department chair positions. The policy committee has been advised that the term “department chair” is no longer utilized; accordingly, that term is deleted in the proposed revision. Additionally, the terms “assistant vice-president” and “associate dean ” are used; accordingly, those terms are added in the proposed revision.
- This section has been revised to state that, while the Board retains authority to approve the issuance of College degrees and certificates, it should be noted that under section 389.121 of the Michigan Compiled Laws (MCL), the Board of Trustees' general powers provide:

... The board of trustees **may** do all of the following [emphasis added]:

- (b) Establish and carry on schools and departments or courses of study and other educational programs as may be consistent with the purposes of this act, ...

The policy committee's proposed revisions to Bylaw 1.6 would delegate to the provost the authority to establish or discontinue programs of study.

- This change establishes a clearer delineation between Board-level governance and academic/operational administration. The Board retains oversight of degrees and certificates while delegating the ongoing responsibility for establishing or discontinuing programs of study to the Provost.

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*)
2. Sample of document that will be provided to the Board.



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,~~ associate dean, or positions equivalent by classification or pay grade to vice-president, assistant vice-president, dean, or department chair positions. The Administration will submit 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 delegate the establishment or discontinuance of programs of study to the Provost. (see

- 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 **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,~~ **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:

**Lansing Community College
2026-27 Program-of-Study Changes**

New Programs-of-Study

Code	Title
1864	Public Service Careers, Enhanced A.A.S.
1865	Computer Technology and Networking, Enhanced, A.A.S.
1866	Technical Careers, Enhanced, A.A.S.
1867	Allied Health, Enhanced A.A.H.
1868	Film and Video Production A.A.S.
1869*	Film and Video Production C.A.
1870	Science and Mathematics, Enhanced A.A.S.

*Pending Department of Education approval.

Inactive

Code	Title
1819	Community Paramedicine C.C. (effective Fall 2026)

Reactivated – Effective Summer 2026

Code	Title
0235	Nursing – PN Option C.A.
1468	Electrical Utility/Lineworker C.A.

Discontinued Programs-of-Study

Code	Title	Teachout Ends	After Teachout Ends Non-Completers Move To	Rationale
0133	Child Development and Early Education C.A.	Summer 2029	N/A	Discontinued because the enrollment is consistently low. Students can still enroll in the Child Development and Early Education degree.
0135	Building Construction C.A.	Summer 2029	N/A	Discontinued because the enrollment is consistently low. Students can still enroll in the Building Construction associates degree.
1011	Surveying and Materials Technology C.C.	Summer 2029	N/A	Discontinued because the enrollment is consistently low. Student can still enroll in Civil Technologies associates degree.

Code	Title	Teachout Ends	After Teachout Ends Non-Completers Move To	Rationale
1450	Digital Media: Cinematography C.C.	Summer 2027	Film and Video Production C.A. 1869*	Title was revised to better fit with current industry jobs.
1452	Digital Media: Transfer A.A.S.	Summer 2027	Film and Video Production A.A.S. 1868	Title was revised to better fit with current industry jobs
1454	Digital Media: Video/Cinema C.A.	Summer 2027	Film and Video Production C.A. 1869*	Merged into new Film and Video Production CA 1869
1458	Digital Media Specialist A.A.S.	Summer 2027	Film and Video Production A.A.S. 1868	Merged into new Film and Video Production AAS 1868
1481	Building Maintenance C.A.	Summer 2029	N/A	Discontinued because the enrollment is consistently low. Students can still enroll in the Building Construction degree.
1635	Construction Management C.A.	Summer 2029	N/A	Discontinued because the enrollment is consistently low. Students can still enroll in the Construction Management degree.
1714	Building Construction C.C.	Summer 2029	N/A	Discontinued because the enrollment is consistently low. Students can still enroll in the Building Construction associates degree.
1812	Neurodiagnostic Technology A.A.S.	Fall 2027	Allied Health, A.A.H. 1862	Neurodiagnostic Technology degree is a consortium program. Students take the prerequisite courses at LCC then transfer to West Shore Community College
1863	Agricultural Technology/ Veterinary Nursing, Enhanced A.A.S.	Summer 2028	Science and Mathematics, Enhanced A.A.S. 1870	Agricultural Technology/Vet Nursing Enhanced degree just changed names to Science and Mathematics Enhanced so LCC can offer additional science and math options for students



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.