Dear BCI Trainers, Coaches, and Consultants,

I would like to take this opportunity to share my appreciation for each of you. What you do as a trainer, coach, and/or consultant is so crucial to the heartbeat of our industry and economy. The expertise you provide as a subject matter expert helps the workforce to gain the skills and knowledge necessary to make a positive impact on area businesses and organizations, as well as better the lives of the individuals we serve.

If you’re reading this letter, you know that excellence in training, coaching, and consulting comes through many components. The right preparation, knowledge, hard work, and delivery each have their place in excellence, and our genuine commitment to each of these is imperative. This is why we are excited to work with you.

The Business & Community Institute at Lansing Community College continues its mission of excellence. With 97.5% participation satisfaction and 100% customer satisfaction, we take training, coaching, and consulting very seriously at every opportunity, helping our region's companies and organizations succeed.

If you’re new to BCI, the Corporate Training and Continuing Education area of Lansing Community College, I welcome you to a family of excellence. I look forward to a long, purposeful, impactful, and beneficial relationship. Welcome to this wonderful opportunity to work together as a team and create the best environments, platforms, inspiration, and motivation that drives the success of our clients. For those of you who have been a part of the BCI, I extend a sincere thank you. You are a primary reason for our success as a team. Thank you for your expertise, collaboration, and dedication in achieving excellence.

We are here to help businesses and organizations strive to be their best. Your expertise and commitment play a vital role in growing the economy and ultimately making our region a better place to work and live through the power of learning. As I look to the future, I am excited for what is to come and the great strides we will make when we come together collectively.

Sincerely,

Chad Borodychuk

Chad Borodychuk
Director of Corporate Training
The Business & Community Institute at Lansing Community College
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We create pathways for enhanced performance in diverse areas that include but are not limited to:

- Organizational Consulting, Coaching & Assessment
- Human Resource Development
- Information Technology & Computer Systems Mastery
- Health Care
- Quality Management Systems
- Technical & Skilled Trades
BCI Values and Principles

We value:

» Quality in all of our work, products, and services
» Customer focus in our day-to-day operations
» Positive attitude as a critical element for success
» Ethics and integrity to withstand public and legal scrutiny

In our interactions with each other and with our customers, we behave according to the Basic Principles* we teach.

We will:

» Focus on the situation, issue, or behavior, not on the person
» Maintain the self-confidence and self-esteem of others
» Maintain constructive relationships
» Take initiative to make things better
» Lead by example

*Copyright: achieveglobal
SUPPORT & RESPONSIBILITIES
Training Projects - BCI Staff Support

At BCI, we offer customized training solutions to our customers. These are usually called training projects. BCI staff strive to provide you with the training tools, support services, and business systems you need to be successful in meeting and exceeding our customers’ expectations. Our goal is to help you get acquainted with the business procedures of BCI so that your work with us is enjoyable and mutually productive.

1. You will be working with members of a Project Management Group, consisting of a Business Development Manager (BDM), Project Manager (PM) and a Project Management Technician (PMT) as your contacts to assist you in your interaction with a company or organization.

2. BCI staff initiates a Project Agreement form (PA), outlining your role in an individual training, coaching, or consulting project, including: pay, training hours, preparation time, and any other activities for which additional pay is to be provided.

3. BCI staff explain approximate time involved in the non-training administrative support activities, assist with the online delivery process, detail timelines to be observed, (advance time required reserving equipment, lead time for duplicating materials, ordering supplies, etc.), and provide a map or directions to off-campus sites when required.

4. BCI Staff identify operational procedures you must follow in order to do business with the BCI.

5. We will provide all forms needed for classes, such as: BCI Enrollment forms, Attendance Sheets/Grade Sheets, Participant Feedback forms, Trainer Feedback forms (Trainer evaluation of BCI service), class lists (for pre-registered participants only), etc. Sample forms are provided in the Appendix of this manual, and are for reference only. Use only the forms provided by your PMT in your trainer packet.

6. BCI staff will provide the name and phone number of the contact person at the company where you will be working.

7. Your Business Development Manager will visit the training locations in advance to assess the appropriateness for the planned location; staff will orient you to this location.

8. BCI staff will submit all payroll paperwork promptly. Date of training, pay rate, deliverables expected, and mileage (if applicable) will be detailed on the Project Agreement form (PA). A BCI representative and trainer must sign this form to initiate payment. If a problem should arise regarding the PA, please inform the PMT immediately.

9. Your PMT will explain how to handle “extra” or “non-registered” participants.

10. Your PMT will notify you when your leader guide and participant materials are available for pick up for your training.

11. BCI staff will inform you in advance about potential future training opportunities.
BCI Trainer Responsibilities

As our representative working with the customer, you have a critical role in the completion of the BCI instructional process. Preparation for training, managing the instructional delivery process, and follow up are all important aspects of being a trainer for the BCI.

Utilizing your expertise, a Business Development Manager may ask you to meet with customers in order to assess customer needs and to identify the best action to be taken in order to meet or exceed their expectations. If you are assisting the Business Development Manager before the sale, you will need to provide the necessary information for the training proposal.

Before your training session, please familiarize yourself with the materials and equipment that are being used, including that which is prepared by BCI. Trainers are expected to pick up all materials, including Leader Guides, from the BCI. Only under special circumstances, arranged well in advance, will BCI deliver materials to the customer.

Training materials used in BCI trainings must adhere to the highest quality standards in both content and presentation. As a BCI trainer, you must be able to provide copies of your training materials to BCI staff. BCI maintains strict adherence to copyright law and will never use training materials in an unauthorized manner or without the permission of the intellectual property rights owner.

During training it is important for you to monitor the class progress and to complete the necessary tracking and evaluation documentation.

At the end of the training, your diligence in completing the necessary forms is critical because this enables the BCI to:

- Satisfy the State of Michigan granting agencies.
- Provide evidence of participation (from Attendance Sheets) and successful class completion (from Grade Sheets).
- Show participant satisfaction with the learning experience (Participant Feedback forms).
- Provide better customer service to our trainers based on comments from your Trainer Feedback form.

TRAINER KNOWLEDGE OF HANDBOOK AND POLICIES

This handbook contains detailed information and written instructions for your work with the Business & Community Institute. It is important that you read through the entire handbook, and become knowledgeable of LCC BCI procedures and policies, explained and contained in greater detail throughout.
BEFORE, DURING, AND AFTER TRAINING
Collaboration, Consultation, and Preparation

1. Determine Customer Needs and Proposal Development *(visits, unbilled hours, etc.)*

There are specific tasks that need to be done in order to provide customers with the best solutions to meet their needs. This involves an accurate assessment of customer needs, providing customers with a proposal for training, and identifying specific materials needed to deliver the proposed training program. Your involvement is critical to the successful sale and delivery of the training or other intervention.

- **Customer Visit:** The first step in gathering information and preparing materials is to visit the customer to determine their needs. The Business Development Manager will coordinate this activity and may ask you to be part of a meeting to perform an informal or formal needs assessment.

- **Proposal Development:** The Business Development Manager and Project Manager will develop a training, coaching, or consulting program proposal based on customer needs and your input. In doing so, you might be asked to support this effort by providing a summary of the proposed program, preparing a program description, objectives, training outline, and identifying books and supplies to be included with our proposal.

- **Materials Request - Vendors:** After meeting with the customer and as the proposal is being developed, you might be asked to identify books and other materials that will be needed for training. You will need to talk with a Project Manager as early as possible to make book requests, media requirements, and order specialized supplies. All purchases must be made through the BCI. *Trainers will not be reimbursed, per College Purchasing Policy, for purchases made on their own.*

- **Unbilled Time for Vendors:** At BCI, we are dedicated to providing customer-specific training, assessment, and consulting services in a wide variety of leadership, management, supervisory, and technical areas. We expect our vendor-trainers to spend a reasonable amount of “unbilled” time on tasks that may be necessary to complete the sale of services to our customers. On any given project, these tasks may include communication with BCI staff and possibly an introductory meeting with the customer—up to 2 hours. Hours beyond this initial time spent will be incorporated in the project's proposal and paid if the project sells.

2. From Proposal to Project

Once a customer agrees to a proposal, thereby becoming a BCI project, there are certain tasks that must be completed for the project to take place. At this point, you need to complete a BCI Project Agreement, a contract with the BCI that identifies your deliverables, pay rates, hours, etc.

- **The Project Agreement:** To ensure a mutual understanding of project parameters, deliverables, and compensation, *the Project Agreement form must be completed and signed by a BCI representative and trainer before work on a project begins.*
Collaboration, Consultation, and Preparation

The Project Agreement form provides specific information regarding the:
- Nature of services provided by the trainer.
- Amount of time to be spent on each task.
- Deliverables expected as a result of the work, including any design and development of customized training content (see below).

This form should be completed as early as possible in the sales/development/training process. All trainers will sign Project Agreements for each project, and we will follow the pay procedure established for the BCI. Refer to Appendix: Sample Forms.

Note: Payment for service will be delayed if Project Agreement is not signed before training begins.

- Time Log: You will need to use the BCI Time Log to record your time spent on non-instructional activities and submit it to your Delivery Specialist for payment. Refer to Appendix: Time Log.

3. Training Materials Development

For most BCI trainings, materials are already created and available for immediate use. However, sometimes existing training programs need to be slightly modified to meet customer-specific needs. In other circumstances, you may be required to develop an entirely new training program and corresponding materials. All course development work must be included in the BCI Project Agreement and tracked with a time log in order for you to be paid. Refer to Design and Development of Customized Training Content Policy.

In preparing your own training handouts or materials that have not originated within BCI, all intellectual property/copyright law guidelines must be followed. The LCC Intellectual Property and Copyright Policies are contained in this handbook. See Appendices in back.

Intellectual Property/Copyright Policies: You will be asked to complete a copyright release form for materials that have not originated within the BCI. Copyright and Intellectual Property policies of the College must be followed when preparing your training materials.

Please refer to https://www.lcc.edu/library/services/reserves/copyright.aspx for more information on copyright guidelines.
Collaboration, Consultation, and Preparation

• **Curriculum Modification:** All trainers are expected to use their professional expertise to make content relevant to each customer as they deliver training. Sometimes the BCI relies on trainers for assistance in modifying existing curricula when we create training, coaching, or consulting proposals in order to meet specific customer needs.

  **Reminder:** Instructional Coordination payments will not be made unless a Project Agreement form is created and approved with the appropriate Project Manager before work on the project begins. A detailed time log is also needed for payment.

• **Custom Program Design:** The BCI consistently provides recognized world-class materials for training applications. In special cases, new classes may need to be developed in order to meet the needs of some customers. If you are involved in a project that includes program design, you must work with BCI staff to ensure that the Design and Development of Customized Training Content Policy is followed. Custom design training materials:

  - Must be original, entirely authored by you, for the training program.
  - Must not duplicate any material that exists in the public domain, or that which is already owned by any other entity, public or private, including BCI.
  - Must not violate any copyright.
  - Must be created according to current BCI standards.
  - Must be agreed upon in advance and described in detail on a Project Agreement, signed by you and the PMT.
  - Will be considered “work(s) made for hire” within the meaning of applicable Federal law, and therefore become the sole property of BCI/Lansing Community College who will hold the copyright.

• **Customized Design Services Provided by BCI:** If you need BCI to provide customization of or assistance in preparing course materials such as presentation slides, online course content, printed materials, or the arrangement for procurement of certain course materials, BCI staff will consult with you and assist in this process.

Custom program design work should be outlined on a project plan and yield tangible deliverables to BCI including the scope of the course and/or materials to be developed.

  - You must inform BCI at least **three weeks or more for custom design services.**
  - Be prepared for alternative methods of instruction in case the technology fails you.
Collaboration, Consultation, and Preparation

**Reminder:** Custom Design payments will not be made unless a Project Agreement form is created and approved with the appropriate BCI staff member before work on the project begins. A time log is also required for time spent on custom design.

Note: You must inform your Project Manager before final product costing if you anticipate a need for support.

- **Equipment and Supply Request:** Books and supplies will be ordered by BCI staff within two (2) weeks before your training begins. Your requests for audiovisual equipment should be made at least two (2) weeks in advance to allow for delivery and set up if necessary. Your PMT will order any necessary supplies and audiovisual equipment, including videotapes. Please ask your PMT for instructions on how to use equipment and for proper packing and storage directions before you begin your training. Supplies typically needed to conduct most BCI trainings will be provided for most BCI programs unless you tell us otherwise.

**Reminder:** Requests for additional supplies must be made directly to your PMT two weeks in advance of the class. Supplies purchased by trainers will not be reimbursed per College Purchasing Policy.

- **Room Configurations:** For classes held at LCC/BCI, the furniture can be set up in one of three different configurations. You will need to work with the PMT to make your room set-up request. It is the trainer responsibility to reconfigure the classroom back to the original set up after class is completed. *Refer to Appendix: BCI/LCC Room Configurations.*

- **Standard LCC Classroom Signage:** Before the start of each class, please review the LCC smoking and evacuation policies which are posted in all LCC classrooms. For all classroom emergencies you are reminded to call LCC Public Safety at 1800 on the LCC classroom phone. *Refer to Appendix: LCC Tobacco Free Policy.*
Collaboration, Consultation, and Preparation

• **Media Equipment:** Directions for the operation of the media equipment are included in this document. You should plan to practice using the equipment before your class begins. Refer to Appendix: BCI/LCC Room Media Equipment Directions or Teaching Station Instruction – LCC East Campus.

4. Materials Pick-Up

Course Materials Pick-Up: Course materials such as handouts, specialized supplies, and media are ordered and assembled by BCI staff and stored until picked up by the trainer. Your PMT will contact you (via phone or email) when your course materials are ready for pick up. Course materials can be picked up Monday through Friday between 8:00 am-5:00 pm at LCC West Campus. If you need special consideration when picking up your supplies, arrangements need to be made in advance with your PMT.

All specialized products will be checked out for you by a BCI staff member and provided for your pick up. You will need to check your material packages to ensure they are in acceptable condition. Please consult with a Project Management representative when requesting additional specialized materials and/or supplies.

5. Providing Copies of Training Materials

As a BCI trainer, you must be able to provide copies of your training materials to BCI staff. BCI maintains strict adherence to copyright law and will never use training materials in an unauthorized manner or without the permission of the intellectual property rights owner.

6. Using Desire2Learn, LCC’s Online Course Management System

Trainers who teach online will do so utilizing LCC’s Desire2Learn Course Management System. Information on this system, including training requirements, is explained on the next page.

Carts are available to help you in transporting your materials. These carts need to be signed out with your Project Management Technician before taking them from the Materials Prep area.
Desire2Learn (D2L) Course Management System Training

Desire2Learn, usually just referred to as D2L, is the online course management system used at LCC. BCI trainers teaching online or hybrid trainings are expected to use D2L. Online Trainings in D2L are available and are designed as a general orientation and introduction to online learning and using D2L.

Topics covered include but are not limited to:

- Creating an online presence
- Using the system to upload a syllabus
- Online pedagogy with a focus on an asynchronous learning environment
- Student expectations
- Trainer expectations
- Discussions and their role in online learning
- Small-group interaction
- Grade book
- Assessment tools, rubrics and timely feedback
- Content organization and familiarization with the D2L interfaces and functions

Responsibilities Regarding Training Online

**BCI Staff Responsibilities**
- Ensure the client/participants are aware of and can access the required class technologies.
- Provide D2L course sites when needed. In the case of a new online offering, when available, provide a resource library site for creating content.
- Process enrollments and get the D2L site populated with up-to-date participant information.
- Provide directions to the course trainer on how to get students logged into D2L for the first time.

**BCI Trainer Responsibilities**
- Provide proof of an accredited online teaching certificate or equivalent previous online teaching experience.
- Early in the process inform appropriate BCI staff of specific course technology needs. BCI staff will incorporate the technical specifications into the training proposal, so the client is aware of what is required.
- If applicable, build the required content into a D2L master course
- Work with an instructional designer as required.
- Copy content from the master course into the client D2L site.
- Check the D2L site prior to the class start date for participant names.
- Send a Welcome email with login instructions prior to the class start date.
- Maintain ongoing communication with participants throughout the duration of the course.
- Make sure participants complete the electronic end-of-course evaluation.
- Record and submit final “grades” (P/Z or numerical grade) via paper document to your PMT.
1. Arrival and Set Up to Ensure a Timely Start to your Class

Arrival Time: In order to ensure customer satisfaction, it is essential for you to arrive at your training site at least 30 minutes before your class start time. This allows for your training session to begin on time. Depending on set-up responsibilities, availability of parking and client-specific required site-orientation procedures, you may need to arrive at the site an hour in advance - plan accordingly!

It is your responsibility to notify the company contact and PMT if your arrival time will be delayed due to circumstances you may encounter en route. The phone numbers for the company contact and PMT are listed on your trainer packet for easy referral. Please contact your PMT if you have an emergency that would prevent you from fulfilling your training commitment.

Keep the following in mind:

- **Class Preparation:** Use the time before the class begins to set up the room, distribute course materials, ensure media support equipment works, and other tasks to ensure training starts on time.
- **Room Configurations:** Please return BCI/LCC classrooms to their normal configuration after your training session. If no room layout is posted on the wall, the room should be reset to the configuration found upon arrival.
- **Parking on Main Campus:** Some companies prefer to have their employees go to LCC’s downtown Lansing campus for training. In these instances, you may be asked to distribute parking passes at the first class session if held at the downtown campus. Return all unused cards to BCI staff when the session has been completed.
- **Parking at West or East Campus:** Parking is available and free.
- **Parking Availability at a non-LCC Site, Orientation, Site-Specific Requirements:** At some sites, parking is a substantial distance from the building you will be teaching in. Some customers require a building orientation for instructors or have other site-specific limitations or requirements. Plan accordingly; your PMT will inform you of these or other circumstances unique to a specific training location.
- **Food:** Some companies will want food and/or beverages available during the training. If food/beverage arrangements have been made, your PMT will inform you about this.

2. Credit/Non Credit Classes

Most training programs are offered on a non-credit basis, although a few are offered for LCC academic credit. You will know in advance if you are assigned to a credit or non-credit class.

3. Enrollment/Registration Forms

- You will be given BCI enrollment forms in your training packet prepared by the PMT. It is vital that participants fill these forms out correctly and that you check them for completeness and
readability before returning them to BCI. Each form must contain the participant’s legal name, date of birth, and home address to be valid.

• Participants who attend after the first day of class must also complete the enrollment/registration forms for tracking purposes. If you find during your review of the enrollment and attendance forms that a participant did not submit the proper paperwork, please contact the PMT assigned to the project.

Remember, it is your responsibility to make sure that everyone attending the training has completed an enrollment form. The funding of many programs at LCC depends on accurate enrollment reporting. Please ask if you have any questions about these forms!

4. Complete Attendance Forms, Grades, and Certificates

Attendance tracking forms are required for all training programs delivered through the BCI.

• Attendance/Grade Sheet Forms: You must track attendance for each day of training. To do so, distribute attendance sheets at each class session and then submit those attendance sheets to the PMT within 24 hours following the end of each session. Use the yellow attendance form for a one-day class or last day of a multiple-day class. Record participant grades on this form. Please remind participants to clearly print their legal name and sign the attendance sheet. Make sure that you compare the “head count” in the room with the signature record on the attendance sheets each day.

Grades for Non-Credit Classes are based on attendance and any other evaluation criteria you have developed and included in your class information.

BCI has implemented a minimum standard of 75% attendance for a participant to receive a passing grade. Participants will not receive a certificate unless they have attended at least 75% of the class and received a passing grade. Under unique circumstances, exceptions may be made to this policy if:

• Instructor assigns additional work in lieu of absence.
• Instructor determines work in lieu of absence is sufficient to warrant a passing grade.
• Instructor provides clear, written justification, and includes the justification in the trainer packet upon return.
• Exceptions to the 75% requirement are not excessive or regular.

Credit Classes will receive either a numeric grade or Pass/Fail as indicated on the specific syllabus.

• Certificates: Some customers may request that participants receive certificates upon completion of the training program. In addition, we are required to issue certificates for all grant-funded classes. BCI will prepare these certificates based upon the attendance/
grade sheet forms you submit. Each participant's legal name must appear on each of the attendance/grade sheet forms. The trainer's signature on these forms is used to verify whether a certificate should be issued based on the grades indicated. **Remember, signed attendance/grade sheet forms must be returned to your Project Management Technician within 24 hours of your final class meeting.**

Your PMT cannot process your paperwork if you do not sign the Attendance/Grade Sheet forms. Please make sure that all forms are accurate and complete before submitting to your PMT. Your cooperation in this record keeping task is needed in order for BCI to fulfill contractual responsibilities with our companies, process certificates and issue grades, report to grant agencies, satisfy state requirements and college administrative reporting.

**Reminder:** Attendance/Grade Sheet Forms must be verified and signed by the trainer, then returned to the PMT within 24 hours of your final class meeting.

- **Classes for Continuing Education Units:** Some classes may qualify for Continuing Education Units, Continuing Education Contact Hours, or Continuing Medical Education Credits. Please work with your PMT to submit any documentation necessary to track these continuing education units and credits.

5. **Complete Evaluation Forms**

There are two types of evaluation forms that need to be completed. The Participant Evaluation form is for the participants to complete, and the Trainer Feedback form is the document you complete to provide us with your thoughts regarding your training and other continuous improvement ideas you may have.

- **Participant Feedback Form:** Every trainer knows that evaluations, certificates, and grades are all a part of finishing a training assignment. Training for the BCI is no different. At BCI, we believe in providing the highest quality performance improvement and professional development programs tailored to meet the needs of the customers we serve; therefore, it is important to hear from the participants in the class. We require that you distribute feedback forms on the last day of the training class to all participants. Completed feedback forms need to be submitted within 24 hours to the PMT in order to be processed in a timely manner. **Please make every effort to collect a feedback form from each participant.**

Project Managers and the Business Development Managers review the results of participant feedback as part of our continuous improvement efforts to provide the highest quality training to our customers. These results also become part of our trainer/class evaluation process.
Independent contractors who do not consistently maintain evaluation totals of at least 95% satisfaction on participant evaluation forms will be dropped from the BCI trainer pool. LCC/BCI part-time faculty who do not consistently maintain 95% satisfaction on participant evaluations will have an opportunity for coaching or professional development before being dropped from the BCI trainer pool.

Trainer satisfaction percentages are calculated by using frequency of responses and not the averaging of responses on the Participant Feedback form. Using this method, each response for each question will be tallied. This falls in line with College Annual Quality Improvement Program (AQIP) accreditation requirements. With this method, the feedback provided will include the number of times the participants opted for a response. For example, the feedback report will include the total number of “Strongly Agree” and “Agree” responses, divided by the total number of questions used for each evaluation submitted, minus the number of “No Opinion” responses. The BCI Management Team reviews this percent of satisfaction rating on a quarterly basis as part of our Customer Satisfaction measurement.

- **Trainer Feedback Form:** The BCI staff needs your feedback regarding the training event. Every Trainer Packet will contain a Trainer Feedback form. Your input helps us make our processes work better for you, keeps us appraised of the accuracy of our needs assessment for the training you have delivered, and helps identify opportunities for additional business with that customer. We require that you complete and return this form each time you finish a training class. Your feedback helps us to provide the best support you need in serving our customers.

Refer to the Appendix: Sample Forms.

6. **Student Complaints and Rights of Due Process**

Lansing Community College recognizes and is committed to upholding academic due process, which includes the complaint and appeal procedures regarding disciplinary action and/or academic and administrative decisions. Due process is that process which prevents rights from being taken away from an individual without notice and an opportunity to respond.

LCC students may initiate due process through established appeal, dispute, and complaint procedures to appeal or dispute disciplinary action and/or academic and administrative decisions. Please refer to the **LCC Due Process Policy** on page 41.

7. **Expecting the Unexpected**

From time-to-time, you may encounter something during your training that you did not count on. This might include you being held up in traffic or falling sick, technology failure, or a classroom emergency involving you or a student. If you cannot make it to your scheduled training, contact your PMT as soon as possible. For emergencies at an LCC facility, call campus police at 483-1800 (dial 1800 from any classroom phone). Make yourself aware of emergency procedures at on-site training locations.
After Training is Complete

1. Return Training Packet and Course Materials

You are required to turn in the Trainer Packet and other materials to your PMT within 24 hours after the final class session (or the next business day for trainings that conclude after 4:00pm on Fridays).

• Return all leader guides, unused supplies, transparencies, blue instructor packets, and media to the PMT within 24 hours after your training.
• Leave extra participant materials with the company, unless otherwise directed.
• Return all equipment and unused supplies to the PMT immediately after training. Trainers will be accountable for materials not returned or for equipment that is returned damaged.
• Make certain all enrollment forms contain student names, addresses and birthdays and are accurate.
• Make sure attendance sheets are complete and filled out for each instructional session.

2. Submit Travel Expense Payments

Mileage calculation is indicated on the Project Agreement form for all contracted training. In general, BCI will reimburse for mileage between the trainer’s college work location and the assignment location OR between your home and the assignment location, whichever is less.

The rate for mileage will be in conjunction with the current IRS rate. The Project Agreement should reflect the current IRS rate. Trainers will be reimbursed per the rate that is on the signed project agreement.

• College Employees: Mileage is reimbursed according to College policy. To be reimbursed for mileage and any other travel expenses, you will need to be assigned a Concur delegate. Concur delegates will submit a mileage report on your behalf. Please see your PMT with questions regarding this. Employees are expected to apply for mileage reimbursement by each pay date. If you are working on a long assignment and your project agreement includes mileage, you should be reporting your mileage to your Concur delegate every two weeks in order to receive your reimbursement.

• Independent Contractors: To be reimbursed for mileage, a mileage allowance must be included in your Project Agreement and you must invoice BCI for mileage/travel expense. The BCI prefers the reimbursement form or invoice be submitted within 30 days after the completion of the training.
After Training is Complete

3. Complete Time Logs

All trainers must submit a time log for time spent on instructional coordination, assessment, transfer training, program custom design, and material development. The time log needs to include the dates and hours spent on the project. A short description of the task should also be included on the time log.

Reminder: For vendor trainers, please include your Blanket PO number on your invoices. A sample invoice appears in the Appendix of this document.

WE ARE GLAD YOU ARE HERE!

4. Invoice for Payment (Independent Contractors only)

All independent contractors must submit invoices to the PMT within 24 hours after the completion of the training. Once BCI receives an invoice, it is compared to the Project Agreement. If the invoice matches the Project Agreement, and enrollment/attendance paperwork is complete and accurate, the invoice is forwarded to the LCC Accounting Office for payment. All invoices MUST contain the following address:

Lansing Community College
309 N Washington Square, Suite 203
Lansing, MI 48933

If the invoice does not match the Project Agreement or if enrollment/attendance requirements are not met, the invoice is held until differences are reconciled. Approved invoices are normally paid within 4-6 weeks after receipt.

Remember, you are the face of the BCI to our customers and we rely on your suggestions as to how we can better serve each business or organization we work with. Continue to communicate with your BCI Business Development Manager or PMT for any needs that you may have. Thanks for partnering with us to provide performance improvement solutions to our customers.
POLICIES
The Business and Community Institute at Lansing Community College has a policy covering the design and development of customized trainings.

I. Purpose

The Business & Community Institute is committed to providing the highest quality and most effective training, coaching, and consulting to its client base. The purpose of this policy is to ensure custom course training content developed by and/or for BCI adheres to BCI’s quality standards.

II. Scope

This policy applies to all trainings developed by and/or for BCI.

III. General

In the event custom training content must be developed, it shall be done so based on identified learning needs, contain well-defined learning outcomes that address the learning needs, relate content and instructional methods to learning outcomes, and appropriately measure learning outcomes through meaningful assessment. Parameters and constraints affecting the training must be taken into consideration when designing training content.

Course and curriculum development phases include:

A) Analysis of needs

B) Design and Development of content, which may include but is not necessarily limited to: course description, course outcomes, prerequisites, and course content (inclusive of content sequencing, assessment methods, target audience, and safety and regulatory information).

C) Delivery of course during training

D) Evaluation of training content (post-delivery)

IV. Responsibility

The Dean of Community Education and Workforce Development is responsible for the oversight of these procedures and the development and implementation of corresponding procedures.
BCI Disclosure of Proprietary Interest Policy

Business & Community Institute has a Disclosure of Proprietary Interest Policy that all BCI administrators, staff and trainers are required to uphold.

I. Purpose

The Business & Community Institute at Lansing Community College must avoid any conflicts of interest that might arise between our administrators, staff, and trainers and third parties. It is the policy of BCI that any existing proprietary interest of trainers and consultants should be disclosed during contractual arrangements.

II. Scope

This policy applies to all BCI administrators, staff, and trainers.

III. General

Any trainer/consultant existing proprietary interest(s) must be listed in the Project Agreement form prior to contract execution. Proprietary content belonging to a trainer/consultant/coalch may be used to produce contracted deliverables provided to BCI and BCI will make no claim to proprietary interested disclosed in the contract. Trainer/consultant proprietary interest(s) will be appropriately referenced in instructional materials published by BCI.

Trainers/consultants/coaches cannot promote the exclusive use of any commercial product in published instructional materials or during training/consulting. Discussion of proprietary interest during instruction must be limited to relevant contexts and must include considerations of alternative product(s) or companies that are comparable to the BCI.

BCI retains the right to review and approve the branding of any proprietary interests included in the contracted deliverables. Trainers/consultants/coaching branding is limited.
BCI Trainers must follow established policies and guidelines when visiting college facilities other than those they are assigned to for their scheduled training or common spaces (such as hallways, restrooms or food vendor locations).

I. Purpose

Lansing Community College must maintain the safety and security of its facilities as well as adhere to the intended and appropriate use of such facilities. The Business & Community Institute (BCI) has a policy upholding these requirements.

II. Scope

This policy applies to all BCI Trainers

III. General

No BCI Trainer is allowed to enter any college facility other than that which he or she is assigned for instruction, or common spaces (such as hallways, restrooms or locations of food vendors), without written authorization.

These include, but are not limited to: classrooms, service and administrative areas, computer labs, all Center for Manufacturing Excellence classrooms, labs, demonstration areas, and all other facilities located in or on any Lansing Community College property. A BCI Trainer not complying with policies and guidelines after being informed will be considered an unauthorized visitor of these facilities and may be: 1) asked to leave, 2) held liable for damage to college property incurred during an unauthorized visit, and 3) subject to disciplinary action up to and including termination.

Lansing Community College staff will have discretion relative to permitting BCI trainers/consultants/coaches into a classroom or laboratory as a visitor, consistent with departmental and institutional general rules and guidelines. Appropriate consideration should be given to issues of safety, resources, fairness, disruption, etc., before allowing such visits. Prior to allowing BCI Trainers to visit college facilities, BCI staff should notify and obtain the approval of the appropriate dean or designee at least 24 hours prior to the requested visit. If prior notice is not possible, authorization shall not be granted.

Authorization to visit any college facility will only be granted after completing the Authorization for a BCI Trainer to Visit a College Facility form (located in this handbook on page 65).

Refusal of any BCI Trainer to adhere to this policy may result in disciplinary action up to and including termination.
LCC Equal Opportunity and Non-Discrimination Policy

I. Purpose

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of 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 that is unrelated to the person’s ability to participate in educational programs, courses services or activities offered by the college.

II. Scope

This policy applies to employees, applicants for employment, students, and persons applying for admission to the college, vendors, visitors, volunteers, or any person or entity engaged in business or seeking to engage in business with the college.

III. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Equal Opportunity Officer and the Executive Director Human Resources.
LCC Acceptable Use of Computer Resources and College-Wide Data Policy

I. Purpose

This policy describes guidelines for the use of the College’s technology resources and use of College wide data. Use of College-owned technology resources is a privilege extended by Lansing Community College to students, employees, and other authorized users as a tool to promote the mission of the College and to enhance technological/computer literacy.

II. Scope

This policy applies to all users (employees, students, trustees, alumni, contractors, and guests) of Lansing Community College technology resources and data, including those using the College’s network via a personally owned device.

III. General

A. Applicable Statutes

Lansing Community College and all users will comply with all federal state and local governing laws. These laws include, but are not limited to:
FERPA – Family Educational Rights and Privacy Act of 1974
FTC Red Flag Rule – Federal Trade Commission Identity Theft Prevention
GLBA – Gramm-Leach-Bliley Act of 1999
HIPAA – Health Insurance Portability and Accountability Act of 1996
ADA – Americans with Disabilities Act of 1990
PCI DSS – Payment Card Industry Data Security Standard
Digital Millennium Copyright ACT (DMCA) of 1998

B. General Usage

The use of Lansing Community College’s technology resources, including, but not limited to, computers, fax machines, email, cell phones, printers/copies, audio/visual equipment, software applications and all forms of Internet/intranet access, is for College business and for authorized purposes only.

Employees are permitted brief and occasional personal use of College technology resources if it does not result in expense or harm to the College, interfere with their job responsibilities, or otherwise violate this policy. Appropriate care must be given for technology resources issued to or used by students and employees and returned in the same condition with minimal wear.

No protected data, (SSN, credit card, FERPA, HIPPA), or other confidential information should be stored on non-College systems or any mobile device, and secure communication channels must be used whenever such data is accessed.
LCC Acceptable Use of Computer Resources and College-Wide Data Policy

Use of the College’s resources is a privilege granted by the College and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in the creation or transmission of unsolicited commercial email (“spam”) that is unrelated to legitimate College purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging or chat rooms, except as allowed by this policy;
- Accessing networks, servers, drives, folders, or files to which the individual has not been granted access or authorization from someone with the right to make such a grant. It violates College policy for any user, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy personal curiosity about the affairs of others, unless such access is directly related to that employee’s job duties;
- Making unauthorized copies of, or changes to, College files or other College records or data;
- Making unauthorized copies of software or third party files, or otherwise violating software licensing agreements or copyright laws;
- Destroying, deleting, erasing, corrupting or concealing College files or other College data, or otherwise making such files or data unavailable or inaccessible to the College or to other authorized users of College systems, except as provided by the Data Retention and Disposal Schedules;
- Misrepresenting oneself or the College;
- Engaging in unlawful or malicious activities. (e.g., deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the College’s networks or systems or those of any other individual or entity, etc.)
- Except as protected by applicable law, using abusive or threatening language or comments in communications; spreading knowingly false and/or malicious information about any other person, the College or any other entity; transmitting sexist, racist or similarly discriminatory remarks or images; or unlawfully harassing, intimidating, or stalking anyone.
- Sending, accessing, viewing, uploading, or downloading pornographic materials;
- Using peer-to-peer applications that violate content copyright;
- Causing congestion, disruption, disablement, alteration, or impairment of College networks or systems;
- Circumventing, attempting to circumvent, defeating, or attempting to defeat any security system, application, and/or procedures, including unauthorized activities or attempts aimed at compromising system or network security, such as hacking, probing, or scanning; attempting to break into another user’s accounts or to obtain another user’s passwords; sharing Usernames or passwords with another person or utilizing of another person’s Username or password;
- Failing to log off any secure, controlled-access computer or other form of data system to which you are assigned, if you leave such computer or system unattended;
- Threatening any person(s) or property.
- Employees must not use College computer or network resources to solicit or provide products or services that are unrelated to the College, or to distract, intimidate, or harass coworkers or third parties, or to disrupt the workplace;
- Except as otherwise permitted by law, employees and others acting for the College are
LCC Acceptable Use of Computer Resources and College-Wide Data Policy

prohibited from using College computers or network resources to support or oppose a political party, candidate or ballot proposal;
• Employees are prohibited from accessing and/or utilizing any pay-to-play Internet gambling site;
• Employees are prohibited from accessing reviewing or transmitting protected or confidential College information for purposes other than completing job duties;

Violations of this policy may result in loss of computer privileges and/or disciplinary action under the Student Code of Conduct and/or employee disciplinary action up to and including discharge of employment. In addition, the user may face both civil and criminal liability from the College, from law enforcement officials or from individuals whose rights are harmed by the violation.

C. Authorized Monitoring and Access to Technology Resources

The College scans and monitors the content of traffic transmitted over the College’s network and data stored on College systems using electronic tools. The sole purpose of monitoring and scanning activity is to reduce risk to the College, to protect the College’s technology resources and data, and to enforce this and other College polices and applicable laws.

When responding to Freedom of Information Act requests, internal investigations, or court-ordered documentation requests, the College will search email messaging systems and other electronic storage devices as needed. Therefore, there should be no presumption of privacy or confidentiality when using College technology resources. The College will provide complete or redacted versions of records of business transactions and communications as required. College staff participating in investigations as part of their job duties will endeavor to safeguard the privacy of all parties and will themselves follow the guidelines provided in this policy.

D. Personal Electronic Equipment

Email is provided to students, employees and Trustees of LCC to support the mission and work of the College. Alumni, retirees and former Trustees are generally allowed to retain their LCC email accounts. Users are responsible for all email sent from their accounts.

Employee and Trustee emails will be archived to comply with applicable policies and laws. The College is not liable for lost or deleted email on College-managed resources.

Electronic mail messages received must not be altered without the sender’s permission. Users are also prohibited from knowingly falsifying email messages (e.g., by altering and forwarding electronic mail to another user without acknowledging the alteration, placing unauthorized or misleading attachments on another’s electronic mail message, etc.).
E. Student Computing

College computer labs and devices/equipment for checkout from the Library and Information Technology Services are available on campus for students to complete their course work. Students are expected to follow the rules for any lab or the department which houses the computer they use. Students must possess a current College Starcard to access the computer labs.

Failure to follow this policy will be considered a violation of the Student Code of Conduct and will be reported to the Office of Student Compliance.

F. Indemnification Provision

Lansing Community College makes absolutely no warranties of any kind, either express or implied, for the Internet services it provides. The College will not be responsible for any damages suffered by users, including, but not limited to, any loss of data resulting from delays, non-deliveries, user errors, or service interruptions.

The College is not responsible for the accuracy or quality of information obtained through its Internet services, including email. Users assume responsibility for any damages suffered as a result of information obtained through these sources.

The user agrees to indemnify and hold harmless Lansing Community College, the Board of Trustees, and College employees from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys’ fees, arising out of or related to the use of the College’s hardware, software, and network facilities. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Chief Information Office or his/her designee.
LCC Information Security Policy

I. Purpose

Lansing Community College regards its information assets as one of its most important assets. Information Security provides protections to ensure the availability, integrity and confidentiality of LCC’s information assets by identifying the risks of accidental and intentional disclosure of, or damage to, the assets and by implementing protective measures to manage those risks.

II. Scope

This policy applies to all LCC employees and covers all information assets, including computers and communication devices used, maintained, owned and/or operated by Lansing Community College as well as LCC owned information stored on a remote system operated by an outside entity. This policy also covers any computer or communications device that is present on Lansing Community College premises and/or use Lansing Community College communication infrastructure, but which may not be owned or operated by Lansing Community College.

III. General

A. Organization

1. The Information Security Management System will be modeled and evaluated after the National Institute of Standards and Technology Cybersecurity Framework standard and will use its process approach to understanding the College’s security requirements and to enact the needed monitoring and controls. A security strategy of Defense in Depth will be employed to manage the risk to information as required by the classification of the information. In addition, Lansing Community College will protect its information assets in a legal and ethical manner and in accordance with good business practice.

2. Every LCC user is responsible for the use and protection of information assets within their functional responsibility. The LCC categories of responsibility for Information Security Managers are:

   a. Owners – All information assets must have an identifiable owner, either a manager or a non-manager representing management, who is responsible for identifying, classifying, authorizing access to and protecting specific information assets.

   b. Users – Students, employees, Trustees, alumni, and contractors are responsible for using appropriate security to safeguard information that they are authorized to access.

   c. Contractors – Service suppliers of hosting, telecommunications, data storage or operations services have the responsibility for safekeeping and operating functions, in accordance with security measures appropriate for the information assets over which they have custody. Information that is in the custody of Lansing Community College and entrusted to an entity outside of Lansing Community College by means of a contracted service or partnership must be
afforded the same protection as similar LCC owned information. LCC management will evaluate outside entities to determine the level of protection that the outside entity is expected to provide.

d. Custodians - Information technology professionals, engineers, and technical support staff responsible for the operation and management of systems and servers which collect, manage, and provide access to college data. Custodians are responsible for the protection and maintenance of information assets.

B. Classification of Information Assets

Information assets will be identified by the Information owners to classify the asset’s value to the College. The Information Owner will identify the Information assets and will classify the information sensitivity as either public, private or confidential. The Information assets will also be classified based on availability, i.e., normal, essential, or critical. These classifications will be used by the College to determine the level of risk associated with the operation of each information resource.

1. Sensitivity classifications:

   a. Public – Information that is in the public domain or information intended to be communicated to the general public or community. This classification includes course descriptions or information about services of the College.

   b. Private - Information that should not be available to a general population. This classification includes employee procedure manuals, department financial records, salaries and date of birth.

   c. Confidential – This information needs to be safeguarded because of regulation or determination of the College that the loss of this information would cause devastating financial loss or loss of reputation. This classification includes most information about students and employees academic, financial or medical records.

2. Availability classifications:

   a. Normal – Information assets that have a limited impact to the operations of the College as a whole or information that can be unavailable for up to a week or more.

   b. Essential – Information assets that are used to support operations of the College, but alternate resources can be used or a limited outage of a day or two is acceptable.

   c. Critical – Information assets that are required for operation of the College divisional processes, both academic and administrative (for example: telephones and data network).
C. Risk Assessment and Risk Management

Risk Assessment of information assets is a formal process that will describe the risk of the occurrence of threats to LCC and the method chosen to mitigate the threat. This process will result in the creation of a document for review by management that describes the risks, the safeguards that will be employed and the remediation determined to best mitigate any threat or incident involving LCC information. The management of LCC can choose to:

1. Accept the risk – This alternative is taken if the probability of occurrence is very low or the cost of protective measures is too great. This alternative could also be used for low value or easily replaceable information, such as expendable supplies or public domain information.

2. Transfer the risk – This alternative is implemented through use of contractual obligations, such as insurance.

3. Reduce the risk – This alternative is taken by installing protective measures or by establishing continuity plans.

D. Reviewing and Testing

Lansing Community College will periodically assess through internal and external reviews, if current practices provide the desired protections to achieve the intended security objectives. Owners, users, custodians, or suppliers of services of Lansing Community College information assets must conduct reviews each year to assure compliance with Lansing Community College Information Security Policy.

E. Destruction and Declassification of Media

The LCC Information Security Policy requires destruction or declassification of information resources, including waste materials, which were used for recording confidential information when such information is no longer needed. Media that cannot be used again (e.g. paper) must be destroyed and media that can be used again (e.g. magnetic disks) must be either declassified or destroyed beyond recognition and reconstruction. Media declassification means that the critical information recorded on the media is destroyed usually by overwriting or degaussing. The quantity of critical information should be reduced to the minimum necessary.

F. Incident Response

The Lansing Community College Information Security Policy requires the reporting of:

1. Incident of suspected or actual loss or compromise of LCC information, resource or service. 2. Any violation or suspected violation of LCC Information Security Policy standards, procedures or guidelines.

The requirements for incident reporting apply to all employees, students, contractors and suppliers.
LCC Information Security Policy

of LCC at all times. Such incidents must be reported whether they are intentional or unintentional to abuse@lcc.edu. See the LCC Incident and Response procedures for further requirements regarding incident reporting and response.

G. Education and Awareness

It is the responsibility of individual management, with the assistance of Information Security department, to ensure that all employees who use LCC information resources are adequately trained in security procedures and policy. It is the responsibility of the Information Security department to ensure that all students who use LCC information resources are adequately trained in security procedures and policy.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Chief Information Officer or his/her designee.
LCC Intellectual Property Policy

As a unit of Lansing Community College, BCI follows the intellectual property policy of the College. All trainers and consultants hired by the Institute are required to review and sign off on the policy:

I. Purpose

The purpose of this policy is to establish a method to determine, recognize and respect the rights and obligations of the College, its employees, its students and its contractors regarding intellectual property.

II. Scope

This policy applies to all full-time and part-time LCC employees and student-employees, including those persons working, with or without monetary compensation, on any project under the direction and control of the College or using college facilities or conducting activities under the supervision of college LCC personnel ("Members"). This policy also applies to contracts and subcontracts between LCC and persons who are not employed by LCC ("Vendors").

This policy applies to all intellectual property (including anything that is patentable, copyrightable, or otherwise marketable and/or may be protected) that is created, authored, conceived, or invented, in whole or in part, by any Member or Vendor during the period of employment, attendance or other relationship with LCC.

III. General

A. The Vice President for Academic Affairs or his/her designee is responsible for establishing, revising, interpreting and administering procedures to determine, recognize and respect the rights and obligations of the College, its employees, its students and its vendors regarding intellectual property they develop, in whole or in part, during their relationship with LCC. Such procedures shall be developed in consultation with others in the LCC community, and shall be consistent with the College’s contractual and legal obligations, including those established by individual agreements, collective bargaining agreements, grants and vendor agreements.

B. The College’s intellectual property procedures should address issues including but not limited to the disclosure, ownership, use, exploitation, commercialization and compensation for intellectual property covered by this policy. Such procedures shall be made readily available to all College employees, student employees, vendors and other interested persons.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Vice President for Academic Affairs or his/her designee.
I. Purpose

Lansing Community College is committed to providing and maintaining a barrier-free environment so that individuals with disabilities can fully access employment, programs, services, and all activities of the College.

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of 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 that is unrelated to the person’s ability to participate in educational programs, courses services or activities offered by the college.

The college prohibits retaliation or reprisals against any individual because she/he has filed a complaint or report, participated in an investigation, or otherwise opposed unlawful discrimination.

II. Scope

This policy applies to all persons seeking reasonable accommodations under the American with Disabilities Act (ADA) and section 504 of the Rehabilitation Act, the Michigan’s Persons with Disabilities Civil Rights Act, or any other statutes addressing disabilities from the College.

The College’s Center for Student Access and the College’s Human Resources Department respectively assist students and employees as well as others by maximizing ability and opportunity for full participation at the College.

III. General

The Executive Director of Human Resources and the Office of Risk Management and Legal Services are charged with the publication of Procedures, Rules, Guidelines, and Contact Persons relative to this policy.

IV. Responsibility

Responsibility for the interpretation and administration of this policy is delegated to the Equal Opportunity Officer.
LCC Non-Discrimination Statement

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of 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 that is unrelated to the person's ability to participate in educational programs, courses services or activities offered by the college.

The following individuals have been designated to handle inquiries regarding the nondiscrimination 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; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261
LCC Copyright Policy

As a unit of Lansing Community College, BCI follows the Copyright Guidelines of the College. All trainers and consultants hired by the Institute are required to review and sign off on the policy.

Policy

LCC Copyright Guidelines for Print and Media Reserves: The guidelines are based on copyright law, the American Library Association’s “Model Policy Concerning College and University Photocopying for Classroom, Research and Library Use,” and the common practices of other college and university libraries. See: https://www.ccri.edu/copyright/pdfs/CopyrightALAPolicy.pdf

Copyright permission is not needed for the following:

1. Material for which an instructor, other employee, or student holds the copyright and has given permission for use on library reserve. Note: Students own the copyright for their works. Instructors should get their permission before placing their work on reserve.
2. Material in the public domain, such as
   • federal government publications
   • works published before 1923
3. Original (not copied) audiovisual and print items, such as books, videotapes or journal issues.
4. Single photocopies to be placed on reserve for one semester only; not for recurring use. For example:
   • a journal article
   • one chapter, constituting less than 10% of a book

Copyright permission is needed for the following:

1. Single or multiple photocopies (not originals) to be placed on reserve for more than one semester.
2. Photocopies constituting more than 10% of a book.

Fair Use

Sometimes it can be difficult to decide whether a particular use is allowable under copyright law. The Copyright Act, Title 17 of the U.S. Code, provides guidelines for fair use of copyrighted materials without having to secure copyright permission. These statutory guidelines consist of four factors that can be used to judge when the use of a copyrighted work is fair use. Below is a very brief description of the four factors.

1. The purpose and character of the use
   Is the use for educational, nonprofit or commercial purposes? Use of a copyrighted work is more likely to be considered “fair use” if it is for an educational, rather than commercial, purpose.
2. The nature of the copyrighted work
   Is the work primarily factual or imaginative? Use of fiction, poetry, and other imaginative works is less likely to be considered fair use.
3. The amount of the copyrighted work being used and its substance
Is a significant portion of the work to be used? Use of a significant portion or “the heart” of the work is likely to be considered not fair use.

4. The effect of the use upon the potential market for or value of the work Would the proposed use of the work reduce the market for purchasing the work?

The four factors are considered together when analyzing whether a use of a copyrighted work is fair use. Interpreting the four factor can be complicated. For more information, see the following websites:

- Fair Use of Copyrighted Material” University of Texas
- “Copyright & Fair Use” Stanford University Libraries
- “Fair Use Questionnaire” Owens Library, Northwest Missouri State University

Procedures

How to get copyright permission:

If copyright permission is needed, LCC employees need to secure that permission before bringing materials to the library to be placed on reserve.

The Copyright Clearance Center is the best place to start for journal, magazine, newspaper and book permissions. It expedites the permissions process online for a small fee. Requests are often processed within 24-48 hours. The CCC suggests submitting requests 4-6 weeks before permission is needed, although many requests are pre-approved and granted automatically.

For information about other ways to obtain copyright permission for a variety of formats, see “Getting Permission”, from the University of Texas.

For more information, also consult the following book:

*Getting Permission: How to License & Clear Copyrighted Materials Online & Off* (2011)

Access to ProQuest Central electronic copy at: https://search-proquest-com.lcc.idm.oclc.org/central/docview/848780658/fulltext/8B9B48696E6B40BBPQ/1?accountid=1599

Public Domain Material

Material in the public domain does not require copyright permission to be placed on reserve. U.S. federal government publications and many other (but not all) government documents are in the public domain.

Library third floor: KF 3022 .Z9 F57 2004 (may be checked out)
LCC Copyright Policy

COPYRIGHT GUIDELINES FOR MATERIALS SUBMITTED TO THE BUSINESS & COMMUNITY INSTITUTE FOR REPRODUCTION

Essential elements for seeking copyright permissions

We need bibliographical documentation the first time materials are used, so some research may be required. Scholarly references, depending on the citation style chosen, may not contain all the information required for seeking copyright clearance. The following list gives the details required to clear material from each type of source. “Page range” always refers to material used. Page numbers are essential.

**Book**
Author(s)/editor(s), title, edition, publisher, year of publication, page range. Give standard number (ISBN) if available.

If citing a chapter, include: chapter authors and title, page range. If work is edited, check for acknowledgments: A chapter may originally have been published elsewhere; permission must be sought from original source.

If available, include a copy of title and copyright pages.

**Journal**
Author(s), title of article, volume, year of publication, page range. Give standard number (ISSN) if available.

**Magazine**
Author(s), title of article, month, year of publication, page range.

**Newsletter**
As magazine. Give volume/issue number if available. Provide contact information if known; standard bibliographical sources often do not catalogue newsletters.

**Newspaper/Serials (e.g., TIME, NEWSWEEK)**
Author(s), title of article, month/day/year of publication, page number or range.

**Figures, Tables, Charts**
Complete citation to the work where the material appears, including page number. Provide figure or table number and title if available. Include figure, table, or chart legend in the copy. Always check desired material for items originally published elsewhere or independently credited – figures, tables, charts, photos, art. Separate permissions must be sought for these items; check figure legends, acknowledgments, credits, footnotes, bibliographies, and both front and back matter for the information. It is frequently necessary to consult the original source to determine the page upon which the material originally appeared.
LCC Due Process Policy

I. Purpose

Lansing Community College recognizes and is committed to upholding academic due process, which includes the complaint and appeal procedures regarding disciplinary action and/or academic and administrative decisions. Due process is that process which prevents rights from being taken away from an individual without notice and an opportunity to respond.

This policy does not cover claims of prohibited discrimination.

II. Scope

This policy applies to all students.

III. General

The College will uphold the principles of due process. LCC students may initiate due process through established appeal, dispute, and complaint procedures to appeal or dispute disciplinary action and/or academic and administrative decisions.

IV. Responsibility

The responsibility for the interpretation and administration of this policy is delegated to the Procost/ Senior Vice PResident of Academic Affairs or his/her designee.

LCC Dispute Information:  https://www.lcc.edu/studentaffairs/dispute_information/
APPENDICES
APPENDIX A: BCI/LCC Room Configurations

Traditional Room Layout

The room has an inventory of 20 tables and 40 chairs.

Additional chairs will be stacked at the back of the room and tables will be placed against the wall.
Appendix A: BCI/LCC Room Configurations

Group Layout

The room has an inventory of 20 tables and 40 chairs.

Additional chairs will be stacked at the back of the room.
APPENDIX A: BCI/LCC Room Configurations

U-Shaped Layout

The room has an inventory of 20 tables and 40 chairs. Additional chairs will be stacked at the back of the room and tables will be placed against the wall.
APPENDIX B: BCI/LCC Room Media Equipment Directions

Teaching Station Room Controls - Located on the Desk

**DISPLAY**
- Turns the projector to the white board on or off

**OUTPUT BUTTONS TO PROJECTOR**
- Select which output to display

**INPUTS**
- Plug a laptop or other device into one of these ports to display on to projector

**VOLUME**
- Adjust volume here, on the presentation switcher and the computer

*STOP!
Always turn off display when teaching station is not in use or when leaving the classroom

Presentation Switcher and Computer - Located Under the Desk

**INPUT SWITCHES**
- Sets the display to selected input

**INDICATORS**
- Display signal levels for selected input

**POWER**

**HEADPHONE AND MICROPHONE INPUTS**

**DVD/CD PLAYER**

**USB PORTS**

**VOLUME**
APPENDIX C: Teaching Station Instructions for LCC East Campus

Power Sequencer - Located at the top of the Equipment Rack

1. POWER
   TURN ON MAIN POWER

Controller - Located on the Wall

2. *DISPLAY POWER
   PRESS BUTTON TO TURN ON PROJECTOR

3. SELECT
   WHAT YOU WOULD LIKE TO DISPLAY BY PRESSING THE CORRESPONDING SOURCE BUTTONS ON THE CONTROLLER AND MIXER

Mixer - Located on the bottom of the Equipment Rack

4. SHUT DOWN
   PROJECTOR - PRESS [DISPLAY POWER] BUTTON ON CONTROLLER (SEE STEP 2)
   ALL OTHER EQUIPMENT - TURN OFF SWITCH ON POWER SEQUENCER (SEE STEP 1)

*STOP!
ALWAYS TURN OFF DISPLAY WHEN TEACHING STATION IS NOT IN USE OR WHEN LEAVING THE CLASSROOM
APPENDIX D: LCC Tobacco Free Policy

POLICY TITLE: SMOKING POLICY

I. Purpose

Lansing Community College recognizes the need to address the health and safety concerns of the students, staff and visitors which result from smoking, the use of tobacco products, and the use of unregulated nicotine products (e.g., e-cigarettes).

II. Scope

This policy applies to all persons including all students, staff, and visitors.

III. General

No smoking, or use of a tobacco product, or use of unregulated nicotine products is permissible (except in the designated smoking areas only) on Lansing Community College property, including any building, facility, or structure and on real estate that is owned or leased.

For the purposes of this policy, the following definitions apply:

1. “Smoking” means the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.
2. “Use of a tobacco product” means inhaling or chewing a tobacco product or placing a tobacco product within a person’s mouth.
3. “Use of unregulated nicotine product” refers to the use of ecigarettes or related devices.

IV. Responsibility

The College’s Director of Student Judicial Affairs and the Executive Director of Human Resources are responsible for the oversight of this policy.
APPENDIX E: BCI Emergency Plan

If an emergency prevents you from fulfilling your training commitment, please follow this emergency plan.

Call your PMT directly. If you can not speak to that person, contact your BDM or PM. A BCI representative will call the company to let them know how the situation will be handled.

**Late Arrival:** If your arrival time will be delayed due to circumstances you may have encountered en route, please call the company contact first and then your PMT.

**Emergency within LCC/BCI classrooms:** If there is an emergency within an LCC classroom, please call public safety at 1800 or 911 on the classroom phone. Using the classroom phone will automatically track your location. If you use your cellphone to call 911, your location will not be automatically indicated.
APPENDIX F: Sample forms

The forms you will find in this packet are being used for reference purposes only. You will find originals in your trainer packet, which you will get from your PMT prior to each training taking place. If you should have any forms in your possession from previous trainings, please discard them. We need to maintain these forms and assure that the current revision is being distributed. **We will not process non-compliant forms. Not all forms are applicable to all projects.**
## Certificate of Completion

### COURSE TITLE: _____  TRAINER: _____

#### ** Trainer Enter Grades – Last Class **

<table>
<thead>
<tr>
<th>PRINT FULL NAME CLEARLY</th>
<th>SIGNATURE</th>
<th>GRADE **</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I certify that I have attended training.</td>
<td>MODE: Numeric □ Pass/Fail □</td>
</tr>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>20.</td>
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<td>24.</td>
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<tr>
<td>25.</td>
<td></td>
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</tr>
</tbody>
</table>

I certify that the above participants have attended class on:  
Date: __________  Class Times: __________

** PRIORITY **  Trainer Signature ____________________________

---

OFFICE USE ONLY

CAMW: ☐ YES  ☐ NO  TOTAL HOURS: ______

CERTIFICATES: ☐ YES  ☐ NO

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BCI Enrollment Form

LCC Student Number (If Applicable)

*First Name       Middle       *Last Name       Suffix

Former Last Name

*Gender

☐ Male

☐ Female

*Date of Birth (Month/Day/Year)

Company/Organization

Are you currently attending high school? Are you a Veteran?
☐ Yes ☐ No

☐ Yes ☐ No

Ethnic Background

☐ American Indian/Alaska Native

☐ Asian

☐ Two or more races

☐ Black/African American

☐ Native Hawaiian/Pacific Islander

☐ Hispanic/Latino

☐ White

*Citizenship

☐ U.S. Citizen

☐ Non U.S. Citizen

Residence

*Home Address (No PO Box)

County

*City

*State

*Zip

*Primary Phone (Include Area Code)

Alternate Phone (Include Area Code)

E-Mail Address

*Signature

Date

*DENOTES REQUIRED INFORMATION

For BCI Use Only

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Course or Event Title</th>
<th>Start Date</th>
<th>End Date</th>
<th>Hours of Training</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Total Due

Registered By

Date

Mailing Address:
6000W Business & Community Institute ● Lansing Community College ● PO Box 40010 ● Lansing MI 48901-7210
Phone: (517) 483-9853 ● Fax: (517) 483-9805 ● Web: www.lcc.edu/bci

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### Participant Feedback Form

**Client:**

**Title of Training:**

**Trainer Name:**

**Class Start/End Date:**

<table>
<thead>
<tr>
<th>Question</th>
<th>No Opinion</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) The training purpose and objectives were explained at the beginning.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2) The trainer presented the material in a clear and organized manner.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>3) The trainer interacted effectively with participants.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>4) The trainer provided ample opportunity to ask questions.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>5) Overall, the trainer was an effective teacher.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>6) The materials such as handouts, exercises, and videos supported the</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>program objectives.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7) The information presented will help me in the future.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>8) The information from this training will help me in my current job.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>9) If asked, I would recommend this training to others.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>10) I wanted to come to this training.</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>11) I was given information in advance about what would be covered in</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>this training.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12) This class was:</td>
<td>Too Long</td>
<td>O</td>
<td>Too Short</td>
<td>O</td>
<td>Just Right O</td>
</tr>
<tr>
<td>13) I can demonstrate the behaviors outlined in the objectives of this</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>training program. If no, please tell us why.</td>
<td></td>
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</tr>
<tr>
<td>14) Please comment on what was particularly helpful or valuable about</td>
<td></td>
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<tr>
<td>this training.</td>
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<tr>
<td>15) What suggestions do you have for improving this training?</td>
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</tbody>
</table>

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### PAY RATES

(Complete all that apply and specify type of units, fill in both “contracted” and “not to exceed”)  

<table>
<thead>
<tr>
<th>Activity</th>
<th>Units/Hours Contracted</th>
<th>Units/Hours not to exceed</th>
<th>X</th>
<th>Unit/Hour Rate Specified</th>
<th>=</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Rate of Pay</td>
<td>X</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Non-Instructional Work</td>
<td>X</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Instructional Coordination</td>
<td>X</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Assessment</td>
<td>X</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Custom Design</td>
<td>X</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Program/Course Development</td>
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<td>$</td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Other (additional comments)</td>
<td>X</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mileage Calculation</th>
<th>Miles</th>
<th>X</th>
<th>Rate</th>
<th>=</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>To/From</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>(Use Current IRS Mileage Rate for calculation)</td>
<td>Total Mileage</td>
<td>X</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Project Agreement Total** $0.00

**Paperwork required to be submitted:** Invoice ☐ Time Log ☐ Completed Course Packet ☐

THE FOLLOWING IS YOUR ASSIGNMENT(S) FOR THE PROJECT/SEMESTER NOTED ABOVE

<table>
<thead>
<tr>
<th>Section/CRN#</th>
<th>Title</th>
<th>Start Date/End Date</th>
<th>Day(s) of week</th>
<th>Start Time/End Time</th>
<th>Bldg</th>
<th>Room</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**ADDITIONAL COMMENTS:**

I acknowledge that I have read and agree to the terms and conditions set forth in this agreement.

**Trainer/Consultant/Faculty Signature** ☐ **Date:**

**CEWD Project Representative Signature** ☐ **Date:**

See Reverse – Acknowledgement and Initial prior to returning
Please Acknowledge and Initial the following Terms and Conditions:

1. Course packets, including grades, must be returned within 1 business day after the end of course to:
   CEWD at Mail Code 6000W, Attention:

LCC Faculty ONLY

The Faculty agrees to employment at the College under the following terms and conditions:

2. Per department and college policy, LCC e-mail will be used to communicate information regarding teaching assignments, including schedule changes and course cancellations.

3. It is the Faculty’s responsibility to monitor their own workload per MAHE guidelines and college policy. Part-time employees should not accept any teaching assignments that cause them to exceed their total contract hours allowed per semester or total annual hours. [Workload totals are tentative based on current, available information.] Please contact the Department Coordinator listed above if you have any questions regarding this matter.

4. If faculty is unable to teach a course at the established time, the Department Coordinator listed above must be notified as soon as possible. Per the MAHE contract, faculty may secure a substitute by either exchanging courses if both are qualified to teach the exchanged courses; or find a qualified faculty member willing to serve as a paid substitute. Any proposed substitute is subject to approval of the Department Coordinator. If a substitute is not assigned, the Department Coordinator may authorize cancellation of the course.

5. This form is a tool designed solely and exclusively to provide information regarding work assignments, and does not create any rights, obligations, or responsibilities beyond those arising from the current LCC-MAHE collective bargaining agreement.

Open Enrollment LCC Faculty/Vendor

6. All faculty/vendors are required to check for an updated course list/roster at the start of course for Open Enrollment courses. If a student is present who is not on the course list, they must register online prior to course and present a payment confirmation before being allowed to participate in the course. The payment confirmation must be returned with the first day attendance to the CEWD Office within 1 business day of the first day of the course. Please make sure to add the student to the roster.

7. American Heart Association (AHA) Instructors Only: The maximum enrollment is 24 students (with four instructors). Faculty must adhere to the proper instructor/student ratio per the AHA guidelines. No additional students beyond the specified limit can be admitted to the course.

Open Enrollment LCC Faculty ONLY

8. A minimum number of students, as determined by the Department, must register for each course. If a course is canceled, no reimbursement will be made. If a course does not have the minimum number of students, the department may seek approval to run the course under-enrolled.

   If approved, the faculty member assigned to the under-enrolled course will be given the option to teach the section at 75% of the pay rate.

   Yes, I agree to work at the 75% amount  □  No, I do not agree to work at the 75% amount □

   Check with me prior to run/cancel decisions □

FOR OFFICE USE ONLY

FOAPAL:

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# Time Log (Non-Instruction)

**Business & Community Institute**  
**Lansing Community College**

## Class or Project Name: ________________________________

**Project Number (for BCI internal use):** __________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name</th>
<th>Activity</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/10/00</td>
<td>Ogihara</td>
<td>Custom Design</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**Example:**

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Company Name</th>
<th>Activity</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/10/00</td>
<td>Ogihara</td>
<td>Custom Design</td>
<td>4.00</td>
</tr>
</tbody>
</table>
```

**Please Print Name** ____________________________ **Date** ________________

**I certify that I have completed the above work (Signed)** ____________________________

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### Trainer Feedback Form

**We need your input!**

In order to continuously improve our products to meet your needs and those of our external customers, we need information about your participants, program effectiveness, and the training supplies and materials. Please complete this feedback form and return it to us along with the required forms at the completion of training. Project Management will review each feedback form, and the information will be used to improve the quality of our products and services.

**Program Title ___________________________ Company _______________**

<table>
<thead>
<tr>
<th>Trainer Name</th>
<th>Start/End Date</th>
<th>Project #</th>
<th>Section#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Competency Evaluation Completed:**

- 0 Pre/Post Test
- 0 Other (Please explain on back of form)

1. Were the participant materials complete and in the proper order? 0 Yes 0 No
   
   If no, please describe the problem:

2. Did you have the supplies and/or equipment requested? 0 Yes 0 No
   
   If supplies/equipment were missing, please check below and/or describe the situation in detail:

   - θ Markers
   - θ Transparency Markers
   - θ Pens
   - θ Pencils
   - θ Masking Tape
   - θ Transparencies
   - θ Overhead Projector
   - θ 5x7 Cards
   - θ Easel
   - θ Flip Chart Pad
   - θ Laptop
   - θ Video(s)
   - θ VCR/TV
   - θ Signs
   - θ Multi-Media Projector
   - θ Class List
   - θ Attendance Sheet(s)
   - θ Participant Feedback Forms
   - θ Enrollment Forms
   - Other ___________________________

3. Were the facilities and equipment satisfactory at the training site? 0 Yes 0 No
   
   Please indicate if there were any non-working or damaged equipment evident upon arrival?

   - θ Yes θ No

   Did any equipment or other company owned resource get damaged during the class? 0 Yes 0 No
   
   If so, explain. (Use back of sheet if necessary)

4. How would you describe the participants’ demeanor during your training and what impact did this have on the class? (Use back of sheet if necessary).

5. What changes and/or modifications do you recommend? Why?

6. What training do you recommend that would benefit this customer?

Please check “met” or “not met” to the following: **My expectations were…**

<table>
<thead>
<tr>
<th>Overall, the service of the Business Development Manager (BDM):</th>
<th>0 Met</th>
<th>0 Not Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall, the service of the Project Management Team:</td>
<td>0 Met</td>
<td>0 Not Met</td>
</tr>
<tr>
<td>Overall, the service of the Project Management Technician (PMT):</td>
<td>0 Met</td>
<td>0 Not Met</td>
</tr>
<tr>
<td>Overall, the service of Materials Preparation Staff (TA):</td>
<td>0 Met</td>
<td>0 Not Met</td>
</tr>
</tbody>
</table>

7. Is there anything else you think we should know? (Use back of sheet if necessary)

8. Follow-up meeting with BDM/Project Management is requested. 0 Yes 0 No
   
   If yes, please explain. (Use back of sheet if necessary)

**Thank you!**
Authorization for a BCI Trainer to Visit a College Facility Form

Pursuant to the BCI Trainer Visit of College Facilities Policy, all BCI trainers must complete and sign this form before being allowed to visit any college facility other than their assigned instructional space or common spaces (such as hallways, restrooms, or food vendor locations). *Any authorized visit to college facilities must be accompanied by this signed form.*

**Program Title** ___________________________  **Company** ___________________________

**Trainer Name** ________________  **Date of Visit** ___________________________  **Section #** __________

**Number of Students** ________________

**Requested Facility to Visit** ___________________________

**Instructional Purpose of Visit (be specific, attach additional information if necessary)** ___________________________

☐ I have read, understand, and agree to abide by the BCI Trainer Visit of College Facilities Policy.

☐ I understand that authorization to visit a Lansing Community College facility is granted for observational purposes only and does not authorize me, or any of my students to use, touch, or otherwise interfere with the operation of any college equipment. This includes, but is not limited to, robotics equipment, machines, laboratory instruments, teaching demonstration models, or any other college property located within the premises I am visiting.

☐ I understand that I must be accompanied by an assigned LCC faculty member at all times during any authorized visit to a college facility, as defined in this form and in the BCI Trainer Visit of College Facilities Policy.

☐ I understand that violation of this policy, including touching or using college equipment I have not been authorized to touch or use, may hold me liable for any damage incurred to college property during my visit and may lead to disciplinary action up to and including termination.

**Trainer Signature** ___________________________  **Date** __________

*For Staff Use Only*

☐ Authorization Granted by  **Name** ___________________________  **Division**

☐ Faculty Member Assigned  **Name** ___________________________  **☐ Arts and Sciences**

☐ Authorization Denied  **Name** ___________________________  **☐ Health and Human Services**

☐ If denied, provide brief explanation ___________________________  **☐ Tech Careers**

__________________________

__________________________
<table>
<thead>
<tr>
<th>Required</th>
<th>Items needed for Class Completion</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Enrollment Forms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Attendance Sheets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• First Day Attendance Sheet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Enrollment Forms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Grades (on last day of class)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Competency Evaluation (may include)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Pre Test/Post Test Required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Verbal Assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Other Assessment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Participant Feedback Forms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Make Copies and leave with company</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Trainer Feedback Form</td>
<td>Record any damage to customer-owned property</td>
</tr>
<tr>
<td></td>
<td>• Extra Materials</td>
<td>This includes, but is not limited to, all books, binders, calculators, etc.</td>
</tr>
<tr>
<td></td>
<td>- Leave with Company Training Representative</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Special Instructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- If you change the room configuration, please return it the way you found it.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Non-Consumable Materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Laptops (if received from LCC)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Videos</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Trainer supply packet (blue)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Multi Media Projector (make sure the projector is turned off)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Return to Delivery Specialist</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Wall Charts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Trainer Leader Guides</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Videos/DVDs/Flashdrives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Customer Specific Forms</td>
<td></td>
</tr>
</tbody>
</table>
# Sample Invoice

**INVOICE**

<table>
<thead>
<tr>
<th>Billed To:</th>
<th>Invoice Number:</th>
<th>Invoice Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lansing Community College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>309 N Washington Square, Suite 203</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lansing, MI 48933</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit Cost</th>
<th>Qty/Hr Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Item Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your Item Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>$000.00</td>
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<td></td>
<td></td>
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<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>$000.00</td>
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<td></td>
</tr>
<tr>
<td>Your Item Name</td>
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<tr>
<td>$000.00</td>
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<td></td>
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<td>1</td>
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<td></td>
</tr>
<tr>
<td>$000.00</td>
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<td></td>
</tr>
<tr>
<td>Your Item Name</td>
<td></td>
<td></td>
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<tr>
<td>$000.00</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>$000.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal** $000.00

**Total** $000.00

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*BCI Institute*

69 Trainer Handbook 2019-2020
Copyright Release Form

If you are using handouts in your training that do not originate from BCI, they must be approved by our Project Management department prior to the proposal being submitted. This copyright release form must be completed for all non-BCI materials used in our training sessions.

When using this form, please check the appropriate box below and sign and date the form. This form needs to be returned to BCI via email at bci@lcc.edu or fax 517.483.9805.

If you have questions concerning this form, please call 517.483.1857.

☐ I own the copyright in the material and give permission to copy.

☐ I have been granted a license by the owner of the copyright in the material to copy the material. (Submit copyright/trademark owner response to this form).

Copyright/Trademark Owner’s Name:

__________________________________________________________________________

Copyright/Trademark Owner’s Address:

__________________________________________________________________________

__________________________________________________________________________

☐ The copies of the material have been or are intended to be filed with a public agency for the purpose of informational disclosure or are intended to be part of the public record in a court proceeding.

☐ The material is in the public domain.

Trainer/Instructor’s Name (Print): ____________________________________________

Trainer/Instructor’s Signature: ______________________________________________

BCI Customer: ____________________________________________________________

Today’s Date: ______________________________________________________________
BCI Non-Disclosure of Information Agreement

This document contains confidential information. It is intended for the sole use of the BCI at Lansing Community College and is not to be copied or distributed to any individual and/or other organization without the permission of the BCI. All concepts, ideas, and processes contained in this document are also proprietary and are not to be distributed without permission of the BCI.

I understand my obligation to uphold the confidentiality of this document, and agree not to disclose any information therein without the expressed written permission of the BCI.

Trainer/Consultant’s Name (Print): __________________________________________________________

Trainer/Consultant’s Signature: _____________________________________________________________

Today’s Date: ____________________________

Please return this form to BCI before the start of your first training session.
Policies Acknowledgment

As a Department of Lansing Community College, the Business & Community Institute subscribes and adheres to the all College Policies.

If you have questions concerning this document, please contact the BCI at 517-483-1857.

I acknowledge that I have received copies of, read, and agree to adhere to the following policies (indicate with X in a given box):

- [ ] BCI Design and Development of Customized Training Content
- [ ] BCI Disclosure of Proprietary Interest Policy
- [ ] BCI Trainer Visit of College Facilities Policy
- [ ] LCC Equal Opportunity and Non-Discrimination Policy
- [ ] LCC Acceptable Use of Computer Resources and College-Wide Data Policy
- [ ] LCC Information Security Policy
- [ ] LCC Intellectual Property Policy
- [ ] Americans with Disabilities Act, Reasonable Accommodations and Section 504 of the Rehabilitation Act/Michigan’s Persons with Disabilities Civil Rights Act Policy
- [ ] LCC Copyright Policy

I understand that I must return to LCC BCI my instructor packet complete and with accurate instructor and student information immediately upon completion of my training.

Trainer/Consultant’s Name (Print): ________________________________________________

Trainer/Consultant’s Signature: ___________________________________________________

Today’s Date: ________________

Please return this form to BCI before the start of your first training session.