## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaged Learning and Student Success</td>
<td>4</td>
</tr>
<tr>
<td>Leadership, Culture and Communications</td>
<td>5</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>15</td>
</tr>
<tr>
<td>Competitiveness and Innovation</td>
<td>21</td>
</tr>
<tr>
<td>A Star is Hired</td>
<td>24</td>
</tr>
<tr>
<td>Links</td>
<td>25</td>
</tr>
</tbody>
</table>
Featured Professional Activity Days session: ‘How Instructors Can Help Facilitate Career Development and Readiness in Simple Ways’

Sandra L. Leong of the Career and Employment Services (CES) Department, conducted a Professional Activities Day session on Jan. 5 entitled “How Instructors Can Help Facilitate Career Development and Readiness in Simple Ways.” Research suggests career readiness needs to be interwoven into the fabric of U.S. colleges and universities, inside and out of classrooms, and not remain the sole responsibility of career services offices, which are often understaffed and underfunded. Faculty, in particular, play a key role since students spend a good deal of time in classes and want advice and networking help from them.

Research reflects that a main reason many students attend college is to be able to get a good job. Successful career services can contribute significantly to retention, with the added bonus that happy alums might become devoted donors.

Leong presented introductory and contextual information to attendees, and described CES and external resources and services to help students become career ready. Anyone interested in the resources and services handout or the complete presentation can request a copy from Leong.

LCC partners with Michigan Rehabilitation Services

Last semester, LCC’s Center for Student Access and Career and Employment Services started hosting Michigan Rehabilitation Services (MRS), a state agency that provides training and employment assistance for people with disabilities. Vocational Rehabilitation Counselor Dominique Prince visited LCC every other Thursday throughout the fall 2022 semester. She held “office hours” in the Career Corner in the Gannon Building StarZone, where she answered student questions about MRS and the support they can provide. Prince also developed materials and forms to share with LCC staff, to help them refer students interested in working with MRS.

MRS can provide a number of supports to students with disabilities as they work their way through their education, but many people are not aware of this resource. Some students may have had experience working with MRS staff if they had accommodations in high school (they are frequently invited to Individualized Education Plan meetings), but there are many people with disabilities who do not have this opportunity to connect with this organization. We hope this partnership will help connect students with disabilities to the various resources MRS can provide.
Jessica Villarreal promoted to coordinator for recruitment and onboarding

After a competitive search, Human Resources’ Jessica Villarreal was promoted to the position of coordinator for recruitment and onboarding. In this newly created position, Villarreal will serve as a leader for collegewide hiring by developing, implementing and maintaining a comprehensive plan for recruitment and outreach efforts, designed to meet the current and future staffing needs for the college.

Villarreal brings nearly five years of progressive HR experience here at LCC, as well as prior experience as a career services externship coordinator at Career Quest. Additionally, she holds a Bachelor of Science, and is on track to obtain her Professional in Human Resources (PHR) certification. Congratulations, Jessica, and thank you for the work you do to empower the students and employees at LCC!

LaTonya Terry earns CWCP designation

LaTonya Terry has earned the designation of Certified Workers’ Compensation Professional (CWCP). She now has the specialized knowledge and skillset to manage workers’ compensation claims and to develop a more solid workers’ compensation program at the college.

This designation was earned by passing an examination through Michigan State University’s School of Human Resources and Labor Relations, which is the premier provider of professional education and certification in the area of workers’ compensation.

Terry works in the Office of Compliance, Risk Management and Legal Services, and provides a wide range of support for work related to regulatory affairs, workers’ compensation and much more. The certification is good for two years.

Congratulations, LaTonya! Thank you for your work on behalf of LCC and our students.
Students with a cumulative GPA of a 3.5 or higher will be recognized by the College via the Dean’s List and the President’s List.

Dean’s List
1116 students

GPA of 3.50 to 3.80 and completion of at least 6 credits for the calculated term.

+ Students with “I” (Incomplete) or “w” (Withdrawal) grades for the calculated term are not eligible for the list.

+ Calculations are based on LCC classes only (no transfer credits).

President’s List
1909 students

GPA of 3.81 or above and completion of at least 6 credits for the calculated term.

+ Students with “I” (Incomplete) or “w” (Withdrawal) grades for the calculated term are not eligible for the list.

+ Calculations are based on LCC classes only (no transfer credits).
Youth programs summer camp booklet, gift certificates, and holiday summer camp wishlist

Marketing created a youth summer camps booklet, along with a printable, fillable pdf gift certificates for the Serious Fun summer camps held each summer. The department also created a “Holiday Summer Camp Wishlist” to promote LCC Youth Summer Camps. The wish lists highlighted LCC Youth Summer Camps as a great gift-giving option this holiday season.
LAND 2023 Writing Contest

Marketing promoted LAND 2023 writing contest. As part of Marketing’s efforts, the flyer, website and graphics were updated. A fillable form was also created on the website to facilitate registration.

Elf on the Shelf

This social media holiday campaign allowed students to win prizes by locating LCC’s own Elf on the Shelf. The event was executed by the Public Relations Office.

Marketing celebrates LCC
Connect’s one-year anniversary

A campaign to highlight the one-year anniversary of LCC Connect was built in December 2022 to launch in January 2023. It includes a landing webpage, social graphics, print ads, digital ads, billboards, digital signage and internal communications. In addition, LCC Connect swag will be given away every Friday in January. Information is available online.
Marketing rebrands the LCC Police Department with striking new iconography

The LCC Police Department rebrand focuses on simplifying the current design and emphasizing elements unique to LCC. The badge is the identity, and a brand is formed by public perception. The applications of branding elements like typography, color and graphics help to shape perception.

Finals Frenzy Fall 2022

The end of the fall semester was celebrated with events across campus, including free cookies, snack and study sessions, and therapy dogs. Events were promoted by Marketing on LCC’s webpage, social media channels, digital signage and more.

Marketing launches Student Ambassador Initiative

Current and past LCC Stars are “Lighting the Way for Others” by stepping up to share their stories and faces for recruitment efforts and responsible brand building. The program will be ongoing, and the content will be cataloged in LCC’s permanent archive.
Public Relations Department

Media Report:
December

Earned media viewership:
398,589, up 169,831 viewers from November report

Earned media value:
$38,787, up $18,567 in value from November report

Total media press clips:
42, down 20 from November report

Selected media highlights:

Fire Academy students graduate
WILX NBC News 10
The 75th Fire Academy celebrated their new fire recruits.

Help Portrait at LCC
WILX NBC News 10 Weekend
Help Portrait returned to LCC for second straight year.

Enrollment at LCC discussed
Lansing State Journal
Dean Cathy Wilhm talks Tech Careers enrollment numbers.

LCC softball participates in Silver Bells
WSYM FOX 47
LCC softball were banner carriers in this year’s Silver Bells in the City Parade.

LCC women’s basketball season is off and running
WSYM FOX 47 News – clip aired twice
Coach Layne Ingram discusses team and expectations.

LCC Concert Choir and LCC Rock Band take the stage
City Pulse
LCC Concert Choir and the LCC Rock Band perform this weekend.

LCC students graduate from Police Academy
WILX NBC News 10 Weekend – clip aired twice
New recruits graduate from Mid-Michigan Police Academy.

West Campus on PBS
WSKA PBS Elmira, NY - Curious Crew
LCC’s Sid Mosley details robotics and automation at West Campus.

LCC women’s basketball turning the corner after big win
WSYM FOX 47 (web)
Coach Layne Ingram talks strategy for his team.
Social Media Analytics

The following is a breakdown of how LCC performed on our social media channels in December.
LEADERSHIP, CULTURE AND COMMUNICATIONS

**Total Engagements**
Public Relations: Social Media Analytics

<table>
<thead>
<tr>
<th>Platform</th>
<th>Engagements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>38.25</td>
</tr>
<tr>
<td>Instagram</td>
<td>45.00</td>
</tr>
<tr>
<td>Twitter</td>
<td>12.00</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>101.40</td>
</tr>
</tbody>
</table>

**Average Engagements**
Public Relations: Social Media Analytics

<table>
<thead>
<tr>
<th>Platform</th>
<th>Engagement Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>3.01%</td>
</tr>
<tr>
<td>Instagram</td>
<td>7.89%</td>
</tr>
<tr>
<td>Twitter</td>
<td>3.46%</td>
</tr>
<tr>
<td>LinkedIn</td>
<td>1.70%</td>
</tr>
</tbody>
</table>

**Engagement Rates**
Public Relations: Social Media Analytics
The following are the top posts for LCC Social Media during the month of December.

LinkedIn
2,222 Reach · 80 Engagements

Facebook
9,191 Reach · 298 Engagements

Twitter
403 Reach · 31 Engagement

Instagram
1,046 Reach · 34 Engagements

---

Lansing Community College
2,222 Reach · 80 Engagements

Give an LCC Youth Summer Camp as a gift to your favorite student! Why give toys when you can give an experience?!?

Complete the online form and receive:
- A printable, fillable PDF to give to your student
- A printable holiday wishlist
- The 2023 LCC Youth Summer Camp Booklet

The LCC Youth Program provides Science, Technology, Engineering, Arts and Mathematics (STEAM) education with a focus on hands-on learning, taught by college instructors. Summer camps are available for students in grades 2 - 12.

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Lansing Community College
9,191 Reach · 298 Engagements

Congratulations to the 210 students of the 110th Mid-Michigan Police Academy graduating today!

See Insights and ads

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Lansing Community College
403 Reach · 31 Engagement

On Wednesday night, LCC’s Jazz Band performed a free concert at Everett High School.

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Lansing Community College
1,046 Reach · 34 Engagements

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Case study - Elf on the Shelf social media contest

The challenge
Connecting with LCC students via social media.

The plan
Conduct an end-of-the-semester social media giveaway contest. Having conducted some demographic research, Public Relations determined Instagram would be the most effective channel to reach current students through a contest. The contest entailed students guessing which part of LCC’s campus the Elf on the Shelf was visiting. The incentive for student participation was a prize pack with a gift card to Chick-fil-A, a gift card to Cravings Popcorn, a gas card and LCC merchandise.

Execution
The digital media strategist traveled around the Downtown and West campuses and captured five photos of the elf at various locations around LCC: the StarZone, Cesar Chavez Learning Center, Health and Human Services Building, West Campus and the Guitar Plaza.

A total of 11 social media posts were created Nov. 28 through Dec. 14. These included promotional posts announcing the contest, the actual Instagram contest posts, and wrap-up/congratulatory posts for our student winners.

The digital media strategist then monitored Instagram each day that week to select winners. Once winners were selected, they were verified as currently enrolled students and met with the digital media strategist at the Administration Building to collect their prize and get their photo taken.

Results
Forty-six new followers on LCC Instagram during the two-week period.

Reach of 1,784 during the two-week period. For context, LCC Instagram’s reach during this period in 2021 was 1,491.

Engagement of 89 engagements per post during the two-week period. For context, LCC Instagram’s engagement during this period in 2021 was 28 engagements per post.

Insights
+ Instagram proves to be one of the best platforms for interacting with students.
+ Future social media contests offer tremendous opportunities to connect with students and create influencers/brand advocates in their circles.
+ In addition, future contests provide an opportunity to highlight different areas, calls to action or other content focuses around LCC.
+ After talking with each of the winners, the digital media strategist confirmed this contest was a fun way for students to destress during a busy time of year, with finals and the end of the semester.
+ December traditionally tapers off in terms of content and social media engagement, and this contest provided a great spark during an otherwise slow month.
Help Portrait returns to LCC

On Dec. 3, the college hosted its second annual Help Portrait event. Help Portrait is a global movement of photographers and volunteers using their time, equipment and expertise to give back during the holiday season. The event was held from 10 a.m.-2 p.m. in the Gannon Commons. Participants left the event with a hard copy print and a usb drive of their photos, for free, and were able to enjoy a hot chocolate bar, snacks, activities for the kids, a holiday movie, and a visit from Jake the therapy dog while they waited.

This year, 38 families (141 people) had their photos taken, and 27 individuals volunteered to work the event. Thank you to all who participated!
A program spotlight

On Nov. 15 and Dec. 6, classes of juniors and seniors from Eaton County Regional Educational Services Agency (RESA) Health Tech program engaged in a “program spotlight” for imaging programs in the Health and Human Services Division.

Instructor Dr. Teresa Seigle and Nurse Cindi McKenney wanted Health Tech I and II students to explore careers and programs offered by LCC but it became complicated with the ERESA schedules so the division developed spotlights which focus on a few of the programs each time. On these two mornings and afternoons, students met with Program Director Jamia Dunckel, and faculty members Tami DePottey and Kaitlyn Curtis to learn about Radiologic Technology and Sonography. In addition, students were able to tour the Dental Hygiene Clinic and talk with Dr. Heather Bunce, program director, and current students who answered questions about their experiences, community outreach and why they chose dental hygiene as a profession. The Dental Hygiene students were Paige Pilbeam, Kate Piloski, Luke Lasky, Madyson Decker, Shannon Hobson, Danielle Ingalls, Elise and Olivia Bliss. The abbreviated exploration days were a hit, and we plan to implement them for other high school programs in 2023.

75th Fire Academy Graduation

The Lansing Community College Fire Academy held a graduation ceremony for the 75th academy class.

16 new fire recruits were honored during the ceremony, including three women and three veterans. There were more than 150 people celebrating graduates’ accomplishments as they embark on their careers in lifesaving.

Fire departments from across mid-Michigan attended to show support, as the firefighting field has been experiencing a shortage of young people joining departments.

WILX News 10 spoke with one of the graduates about their accomplishments.

“I want to provide for my community,” Joseph Santangelo, a fire academy graduate, said. “I am looking to do the EMT program. That will be in January, and then I’ll have that completed and I’ll start looking for employment.”

Santangelo went on to say that through the course, he and his classmates became a family.

LCC Fire Academy students graduate

LCC Fire Academy students graduate
Aviation

On Dec. 9 the Mason airport chapter of the Experimental Aircraft Association (EAA) awarded scholarships to two LCC Aviation Maintenance students. Second-year students Kaylee Spencer and Chara Walters were presented competitively-awarded scholarships by Joe Madziar, the EAA scholarship chair. Each year, the Mason EAA chapter offers LCC students substantial scholarships based on academic performance, leadership, community engagement and strong interest in an aviation maintenance career. The Mason EAA is chapter is a community of aviation enthusiasts that promotes and supports recreational flying and related activities.

Technical Careers welcomes Wilson Talent Center for a hands on tour

On Dec. 9, a group of 45 students visited Lansing Community College for a hands on tour of West Campus. During the visit students had the opportunity for hands on experiences with the following programs: Automotive, Mechatronics, Welding, Machining, Drones, and Cyber Security. Instruction on how to apply, program-specific Information and LCC souvenirs were handed out to all who attended.

Media

Police Academy Graduation:

LCC students graduate from Police Academy (WILX)

Professor Mosley on PBS – Robotics:

West Campus on PBS (WSKA PBS Elmira, NY - Curious Crew)

Technical Careers Division Donates to Homeless Angels

Each year, the Technical Careers Division chooses a student or organization to sponsor for the holidays. Due to the increase in homelessness in our region, the division selected the organization Homeless Angels. On Dec. 19, staff from the Technical Careers Division dropped off donated items to the Homeless Angels organization. Items collected by the division included, food, clothing, household products, blankets and personal care items.
Conference Services report of December events

Downtown Campus

Dec. 2
Rotary
Rotary held their weekly meeting in the Michigan room for 75 people.

Dec. 3
American Motorcycle Association (AMA) District 14
AMA District 14 held their annual meeting in the HHS Garden rooms for 100 people.

Help Portrait
About 50 families enjoyed free family photos, a holiday movie, crafts and sugar cookie decorating in the Gannon Building on this second annual LCC event. Help Portrait is part of a world-wide accessibility initiative.

Dec. 7
Foundation Holiday Open House
More than 200 people gathered in the Gannon conference center to attend the first holiday open house, post-COVID restrictions.

Dec. 8
CMU Admissions Counselor Breakfast
CMU hosted a breakfast for 20 people in the University Center.

CMU Lunch
CMU hosted a lunch for 23 people in the University Center.

Dec. 9
Rotary
Rotary held its holiday program in the Gannon Commons for 144 people.

Dec. 13
Nurse Pinning
Nursing held their December pinning in the HHS garden rooms for 230 attendees. This event was also livestreamed.

Dec. 14
Tri County
Tri County held its annual breakfast in the Michigan room for 35 people.
**West Campus**

**Dec. 1**

**Fire Academy Graduation**

The fire academy celebrated its fall 2022 graduates, with about 150 friends and family in attendance.

**Dec. 2**

**Capital City Coders**

Capital City Coders hosted a training session for 30 attendees in a conference room.

**Dec. 5**

**Lansing Police Department**

LPD hosted a gun safety training seminar in the showroom for 180 officers from around the state of Michigan.

**Dec. 7**

**Integrity Financial Integrity Financial**

Hosted a retirement savings seminar for 9 community members in a classroom.

**Dec. 8**

**Michigan Department of Natural Resources (MI DNT)**

MI DNT hosted its monthly Natural Resources Commission board meeting and public hearing. This meeting in the showroom was attended by 12 board members and approximately 80 community members and officers. The group has reserved 10 dates in 2023.

**Dec. 9**

**Police Academy Graduation**

LCC’s Student Affairs department About’s Student Affairs department About 500 friends and family members gathered to celebrate the fall 2022 class police academy class in the main hallway and conference rooms at West Campus.

**Dec. 13**

**Eaton RESA**

ERESA hosted approximately 200 students from Eaton County high schools, for the annual 10th Grade Visit. The visit is an opportunity for incoming students to learn about the program offerings at ERESA. The event was hosted in all conference spaces, as well as several labs and classrooms.
Dec. 15-16

Michigan Townships Association (MTA)

MTA hosted a 2-day training for 80 new members in the showroom. The group has already reserved multiple 2023 dates.

Dec. 21

Michigan State Police (MSP)

MSP hosted a holiday breakfast for 30 guests in a conference room.

Number of Site Tours

Downtown Campus: 1
West Campus: 5

Number of Booked External Event Contracts

Downtown Campus: 2
West Campus: 14
Small Business Development Center (SBDC) impact metrics for Jan. 1 - Dec. 3, 2022:

- Delivered a total of 3,555 consulting hours
- Delivered 31 trainings to 386 training participants
- Helped those clients secure $10,317,159 of new capital to launch or grow their business
- Helped create 185 new jobs

SBDC senior business consultant keynotes Kwanzaa celebration

On Dec. 26, the first day of Kwanzaa, Senior Business Consultant Darryl Horton was the keynote speaker for St. Stephen’s Community Church’s 35th Annual Kwanzaa Celebration. He spoke to the congregation on the fourth principle of Kwanzaa – Ujamaa – which celebrates cooperative economics. Darryl tied Ujamaa into the resources SBDC provides as an economic development organization and how those resources benefit small businesses in the community. We are thrilled to note Darryl received a standing ovation!

SBDC regional director participates in Greater Lansing Hispanic Christmas Symposium

Regional Director Laurie Lonsdorf and SBDC’s Sein Benavides participated in the Greater Lansing Hispanic Christmas Symposium on Dec. 5. This event, now in its 39th year, is held to open doors to friendship and understanding and to acknowledge the countless contributions of the Hispanic community to Greater Lansing. Sein is one of the co-organizers of this annual event.

Job Training Center delivers non-credit English for Speakers of Other Languages programs

Thirteen participants successfully completed the Job Training Center’s non-credit English for Speakers of Other Languages level three programs. These programs focus on developing fluency and accuracy in speaking and reading skills for college and workplace success.

Instruction was delivered in a HyFlex setting, allowing participants to flex education to fit their lives. Cheryl Garayta
Business & Community Institute (BCI) trains Clinton Area Transit System on Effective Workplace Communication

The BCI trained Clinton Transit dispatchers in Effective Workplace Communication. Participants in this program gained an increased awareness and understanding of the four primary behavioral styles and their effect on interpersonal interactions and relationships. BCI presented the basics of how to work well together, lessen conflict and influence interactions in a positive way.

BCI trains Koppert Biological Systems on Setting Smart Goals and Reviewing Results

Koppert Biological Systems selected BCI to deliver three hours of Setting Smart Goals training to 60 employees. The training was hosted in Livingston County and delivered via three cohorts, two virtual and one in-person.

The program illustrated the positive effect of shifting the role of planning and evaluating from the leader to a shared responsibility between leader and employee. This shift allows the leader to focus on coaching and developing throughout the performance cycle. Leaders experienced how to use effective “SMART” goals to help them and their employees track progress and fairly evaluate outcomes. Participants learned that a well-written performance plan is also a powerful tool for leaders to use when determining where to focus their development and coaching discussions with their employees.

BCI trains General Motors LGR on MIG Weld Repair

General Motors selected BCI to deliver 24 hours of Gas Metal Arc Welding (MIG). The program included welding safety, and focused on flat and horizontal MIG welding and inspection. The training also helped develop production welding skills for quality and speed.
**BCI trains MC Molds on Intermediate TIG Welding**

MC Molds selected BCI to deliver 40 hours of Intermediate TIG Welding training. The class familiarized participants with the basic principles of inert gas welding using a TIG welder. The training provided intermediate skills using a TIG welder on mild steel and in a variety of positions.

**BCI trains IMPCO Microfinishing on Internal Audit for ISO9001:2015**

IMPCO Microfinishing selected BCI to deliver 24 hours of ISO9001:2015 Training at their location in Lansing. Internal Auditing for ISO 9001:2015 is a three-day, activity-based workshop intended to develop the skills required to conduct effective quality management system audits. This training is recommended for new or current internal auditors who need to perform internal quality audits. This training provided hands-on learning, applying and auditing to the requirements of ISO 9001:2015.

In addition to a case study, this three-day format included an actual audit at the host location.

**Community Education and Workforce Development spring kickoff includes session on lean processes**

The Community Education and Workforce Development Division (CEWD) included a professional development session on lean processes at its spring kickoff. Participants learned the eight different types of wastes, how to solve problems using the DMAIC structured approach, lean tools, and techniques including standard work, 5S and A3 problem-solving.

This training represents one of the ways CEWD has incorporated relevant and timely professional development to the division. It also acts as an excellent tool to focus on continuous improvement in finding ways to cut waste and create efficiencies.

**BCI provides training to LCC departments**

- Trained the Technical Careers Division on the DiSC Catalyst workplace behavior assessment tool. The DiSC tool gave participants insight into important interpersonal communication styles and skills and, in doing so, fostered a greater sense of cooperation and team unity within their workplace.

- Provided training to the Business Operations Division on Continual Process Improvement, where participants learned the eight types of waste found in any organization, how to work together to eliminate waste, as well as an approach to continual process improvement with Plan-Do-Check-Act.

- Provided a facilitator to the LCC Library for strategic planning as well as mission, vision and core values development.
Check out this monthly section highlighting our newest employees, who were hired last month. Welcome, new LCC Stars – you belong here.

Carma Bryant  
Nursing

Amanda B. Estacio  
Academic Affairs

Samantha M. Giuffre  
Building Construction

Quintyn S. Harrison  
Library

Kelsey G. Lorichon  
Trades Tech

Joslyn A. Mara  
Writing Center

Nicole C. Ross  
Tech Careers

Brian L. Smith  
Manufacturing Engineering

Melba C. Stetz  
Psychology

Jamey L. Winchel  
BCI
Page 8:
LCC Connect one-year anniversary
http://www.lcc.edu/connect/year-one.html

Page 10:
Fire Academy students graduate
http://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=6c3fa0cd-6f72-4ca6-ac0b-2e6ef857adab

Help Portrait at LCC
http://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=6fcb6620-c23d-4458-ae8a-4a5def4de94c

Enrollment at LCC discussed
http://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=8e2b374a-58f1-4e49-a9bc-3eb458d9f42e

LCC softball participates in Silver Bells
https://www.acct.org/page/trustee-quarterly-fall-2022

LCC women’s basketball season is off and running
http://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=3a3ee4e6-8427-40e8-80be-2d1777c5178c

LCC Concert Choir and LCC Rock Band take the stage

LCC students graduate from Police Academy

Page 16:
LCC students graduate from Police Academy

Page 17:
LCC students graduate from Police Academy
http://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=cc59d910-82e5-423e-8fb4-dbc6f015c02

West Campus on PBS
http://mms.tveyes.com/PlaybackPortal.aspx?SavedEditID=cc59d910-82e5-423e-8fb4-dbc6f015c02
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; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.