



Human Resources Report July 17, 2026

Agenda Item #1: Title IX Quarterly Report

☒ Information

☐ Action

☐ Discussion

Summary:

A regular Title IX report is shared with the Board of Trustees. There is one open report, and this report involves an LSSU employee.

Purpose:

The State of Michigan requires the Title IX Office to report quarterly to the Board of Trustees and the President. The purpose of this report is to share 2026-2027 1st quarter Title IX information with the Board of Trustees and the President.

Background:

Per the State of Michigan requirements, this report covers all reports made to the Title IX Office from February 2, 2026, to July 6, 2026.

Since the last board report, the Title IX Office has received one (1) report of alleged prohibited conduct.

- One (1) report received.
- One (1) case is currently open and is under assessment or investigation.
- One (1) of the reports indicated an LSSU employee as the Respondent.

Suggested Action/Motion:

N/A

President's Recommendation:

N/A



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Agenda Item #2: Campus Safety/Risk Updates

☒ Information

☐ Action

☐ Discussion

Summary:

Training: Public Safety staff are continuing OSHA and HAZWOPER training to further strengthen campus safety practices and improve emergency preparedness.

Fire Alarm Protocols: We continue to work with Johnson Controls to improve centralized building monitoring. Several recent alarms activated for Central Dispatch, but did not activate on campus. We are coordinating this effort between PSD, Risk, and Facilities. This will be one of the items reviewed during the July safety audit.

Insurance Renewals: Insurance policy renewals have been completed for the following policies:

- General Liability
- Educators Legal Liability
- Auto Liability
- Medical Malpractice
- Storage Tank Liability
- Cyber Liability
- Media Liability
- Crime Coverage
- Pollution Liability
- Vessel Hull Coverage
- Cannabis Equipment Coverage

Our property insurance renewal is currently underway, as our existing policy is set to expire on August 1.

LSSU has changed its broker relationship, moving from Gallagher to Cottingham and Butler for Cyber and Property coverage.

Campus Safety Audit. A campus safety audit is scheduled for July 21 & 22. A gap review will be conducted with Safety Management Services Company, a division of C&B. We will also get technical assistance with setting an appropriate safety committee structure, review and update our Emergency Management and business continuity plan documents.

Clery Report Begins: In addition to preparing for upcoming AY activities, our annual Clery reporting process has started. This annual report is published each year in the Fall, and we take several months to gather and compile the relevant data. Data comes from internal sources as well as from our community partners.

Suggested Action/Motion:

N/A

President's Recommendation:

N/A



Human Resources Report July 17, 2026

Agenda Item #3: Human Resources Updates

☒ Information

☐ Action

☐ Discussion

Summary:

The HR office continues to work on and make progress with several important projects. The time frame for these projects ranges from several months to over a year.

Payroll Process Review: This project began in February 2026 and will continue through Spring of 2027. The focus of this work is on the use of our ERP (Banner), automation, and other integrated systems/tools. The payroll review so far has identified a need for updated pay codes, time-entry updates, workflow documentation, account reconciliation, and data-quality improvements. Improvements are being implemented on an ongoing basis, and a number of process improvements have been implemented. This effort involves Payroll, HR, Business Operations, and IT.

Applicant Tracking System (ATS): We are changing our ATS platform from PageUp to Lever. Lever is a more modern and flexible platform. This project will begin in July 2026 and take approximately two months to implement. We will get access to the same general feature set; however, the functionality of those features will be improved.

Benefits Management System (BenAdmin): We are implementing a new BenAdmin platform called PlanSource. This project will start in July 2026 and will take three to four months to complete initial setup. In the Spring of 2025, we implemented a temporary solution for tracking employee benefits, and the planned next step is to move to a more comprehensive and robust platform. This project will complete our transition from a paper-based system to a fully online, digital one.

IPEDS Data Review: Annually, we participate with other departments, led by IT, to complete an annual IPEDS report. Beginning this year, we are starting our data review this summer, rather than waiting until the report is due. This change in timing and effort will take 30 to 60 days to set up and convert to a “new normal.”

New Hire Processing: We are in the process of drafting recruiting and hiring guidelines for hiring managers. The university uses a decentralized hiring model, with departmental hiring managers having a lead role in determining staffing needs (with approval) and with HR support being involved in the candidate sourcing and hiring process. A shared set of guidelines and expectations will improve efficiency and effectiveness. This work started in June 2026 and will take several months to complete.

Athletic Hiring: In coordination with Athletics, streamlined the employment offer process and associated documentation to be more efficient. This will be monitored and adjusted on an ongoing basis.

Workforce Data Management: We are reviewing data quality and making ongoing corrections and process updates. This work is ongoing and will continue over the next 12 to 18 months. Current efforts involve reviewing the “eclass” code, which, in the system, designates how an employee is classified and their eligibility for benefits and pay. For example, this code tells us whether a particular employee is salaried or hourly, and whether they are or are not eligible for benefits. Currently, we have approximately a dozen classifications, and in some cases one classification code may have multiple meanings. This work will continue on an ongoing basis and has implications for managing benefits, pay, positions, as well as reporting accuracy. This work is being coordinated with the Business Office and IT (Institutional Research).

Future reports will include status and progress on these projects.

Suggested Action/Motion:

N/A

President’s Recommendation:

N/A