



NOTE: A light dinner will be served at 5:00 p.m. in the HCC Solarium.

AGENDA

Board of Trustees Meeting
March 21, 2005
6:00 p.m.

Regular Meeting

Policy

- I. Call to Order by Chairperson
- II. Roll Call by Secretary to the Board
- III. Pledge of Allegiance
- IV. Additions/Deletions to the Agenda
- V. Limited Public Comment Regarding Agenda Items
 - A. MAHE Budget Presentation
- VI. Chairperson and Board Member Reports
 - A. Chairperson Laverty
 - 1. Information and Announcements
 - B. Board Member Reports
 - 1. Trustee Proctor – Workforce Development Board
- VII. President's Report
 - A. Informational Items
 - 1. College Spotlight – Teacher Education EL-206
 - 2. Human Resources – New Hires, Leaves and Sabbaticals EL-201
 - 3. Budget Update EL-202
 - 4. Same-Sex Domestic Partner Benefits EL-206
 - 5. Learning Center – Cesar E. Chavez EL-206
 - 6. Community College Futures Assembly
 - B. Action Items*
 - 1. Approval of Minutes – February 21, 2005 Budget Workshop
February 21, 2005 Regular Meeting
 - 2. Carolyn Kronenberg Resolution
 - 3. West Campus Property EL-204
 - 4. Fee Consolidation EL-202
 - 5. Finance EL-204
 - a. Approval of Bids

- VIII. Closed Session*
- IX. Public Comment
- X. Adjournment



BOARD OF TRUSTEES PLANNING CALENDAR

*New items are in **BOLD***

March 2005

- Sun., Mar. 20 Baseball Game
Lansing Community College vs. Ferris State University
Westside Park – 1:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Mon., Mar. 21 Strategic Plan Renewal Update
HCC Board Room – 3:00 p.m.
- Mon., Mar. 21 Regular Board of Trustees Meeting
HCC Board Room – 6:00 p.m.
- Mon., Mar. 21** Global Perspectives Conference 2005
“Kindred Souls—Bonding Across Borders”
Opening Ceremony & Keynote Address – Dr. Nanette Lee Reynolds
Dart Auditorium – 10:00 a.m. – 12:00 p.m.
- Tue., Mar. 22** Global Perspectives Conference 2005
“Full Steam Ahead: Managing Diversity at LCC”
Dart Auditorium – 2:30 p.m. – 4:00 p.m.
- Wed., Mar. 23** Global Perspectives Conference 2005
Cultural Extravaganza
Dart Auditorium – 11:30 a.m. – 3:30 p.m.
- Thurs., Mar. 24 Baseball Game
Lansing Community College vs. MSU Club
Westside Park – 2:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Sat., Mar. 26 Softball Game
Lansing Community College vs. Kalamazoo Valley Community College
Ranney Park – 1:00 p.m.
(Behind Frandor Shopping Center. Adjacent to Sears Water Tower)

April 2005

- Sat., Apr. 2 Softball Game
Lansing Community College vs. Ancilla College
Ranney Park – 1:00 p.m.
(Behind Frandor Shopping Center. Adjacent to Sears Water Tower)
- Apr. 2-5 Association of Governing Boards (AGB) National Conference on
Trusteeship*
Sheraton San Diego Hotel and Marina
San Diego, CA

(As of 02/16/05)

*Please call 483-9739 for tickets or reservations no later than one week prior to event.

- Thurs., Apr. 7 Softball Game
Lansing Community College vs. Kellogg Community College
Ranney Park – 3:00 p.m.
(Behind Frandor Shopping Center. Adjacent to Sears Water Tower)
- Thurs., Apr. 7 Baseball Game
Lansing Community College vs. MSU Club
Municipal Field – 2:00 p.m.
- Sat., Apr. 9 Baseball Game
Lansing Community College vs. St. Clair Community College
Westside Park – 1:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Wed., Apr. 13 Economic Club Speaker Series*
David P. Dutch, President, Networkcar Inc.
Kellogg Center – 12:00 p.m.
- Wed., Apr. 13** 10th Annual Cesar E. Chavez Commemorative Dinner*
Lansing Center
- Thurs., Apr. 14 Baseball Game
Lansing Community College vs. Macomb Community College
Westside Park – 2:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Sat., Apr. 16 Softball Game
Lansing Community College vs. Glen Oaks Community College
Ranney Park – 1:00 p.m.
(Behind Frandor Shopping Center. Adjacent to Sears Water Tower)
- Sat., Apr. 16 Baseball Game
Lansing Community College vs. Kellogg Community College
Westside Park – 1:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Sun., Apr. 17 Baseball Game
Lansing Community College vs. Adrian College JV
Westside Park – 1:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Mon., Apr. 18 Board Budget Workshop
HCC Board room – 3:00 p.m.
- Mon., Apr. 18 Regular Board of Trustees Meeting
HCC Board Room – 6:00 p.m.

(As of 02/16/05)

*Please call 483-9739 for tickets or reservations no later than one week prior to event.

- Tues., Apr. 19 Baseball Game
Lansing Community College vs. Henry Ford Community College
Westside Park – 2:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Apr. 22-23 MCCA Board of Directors Meeting
Lake Michigan College
Benton Harbor, Michigan
- Tues., Apr. 26 Baseball Game
Lansing Community College vs. Mott Community College
Westside Park – 2:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Thurs., Apr. 28 Softball Game
Lansing Community College vs. Lake Michigan College
Ranney Park – 3:00 p.m.
(Behind Frandor Shopping Center. Adjacent to Sears Water Tower)
- Sat., Apr. 30 Baseball Game
Lansing Community College vs. Muskegon Community College
Westside Park – 1:00 p.m.
(corner of Stanley Street and Oakland Avenue)
- Sat., Apr. 30 Softball Game
Lansing Community College vs. Grand Rapids Community College
Ranney Park – 1:00 p.m.
(Behind Frandor Shopping Center. Adjacent to Sears Water Tower)
- May 2005**
- Thurs., May 5 Softball Game
Lansing Community College vs. Muskegon Community College
Ranney Park – 3:00 p.m.
(Behind Frandor Shopping Center. Adjacent to Sears Water Tower)
- Wed., May 11 Economic Club Speaker Series*
Kenneth Paulson, Editor, USA Today
Kellogg Center – 12:00 p.m.
- Fri., May 13 LCC Graduation
Jack Breslin Student Events Center
7:00 p.m.
Keynote Speaker: MSU President Lou Anna K. Simon
- Mon., May 16 Regular Board of Trustees Meeting
HCC Board Room – 6:00 p.m.
- Thurs., May 19 STAR Institute Graduation

(As of 02/16/05)

*Please call 483-9739 for tickets or reservations no later than one week prior to event.

Hill Center - Russ Maples Conference Room, 2nd floor
6:00 p.m.

June 2005

Mon., June 20

Regular Board of Trustees Meeting
HCC Board Room – 6:00 p.m.

July 2005

Fri., July 1

Organizational Meeting
HCC Board Room
7:30 a.m.

July 21-23

Michigan Community College Association Summer Workshop
Traverse City, MI

FACULTY APPOINTMENTS

- Name:** Kevin Brown

Position: Faculty, History

Dept/Div: Humanities and Performing Arts
Liberal Studies

Education: Ph.D. Michigan State University, 2001
M.A., Michigan State University, 1994
B.A., Beloit College, 1990

Experience: Visiting Assistant Professor (2004)
Lansing Community College

Visiting Assistant Professor (2001-2004)
Michigan State University

Adjunct Faculty (2002)
Lansing Community College

Effect. Date: August 22, 2005

Effect. Date: August 23, 2004

SABBATICAL LEAVES

A. Faculty

- Name:** Susan Anderson

Position: Professor

Dept: Science Department

Requested: Spring Semester 2006

Purpose: The purpose of Ms. Anderson's request is to develop and assemble materials for modules using the digital imaging format for teaching the sectional anatomy of the abdominal and pelvic regions of the human body.

2. **Name:** Alex Azima

Position: Professor

Dept: Science Department

Requested: Spring Semester 2006

Purpose: The purpose of Mr. Azima's request is to research the current thinking regarding project-based approach to teaching. This will subsequently develop several instructional modules for use in current and future physics courses. It would engage students in the learning process by providing them an opportunity to design and implement simulated real world engineering projects.

3. **Name:** Andy Callis

Position: Professor

Dept: Humanities and Performing Arts Department

Requested: Spring Semester 2006

Purpose: The purpose of Mr. Callis' request is to increase his knowledge of contemporary actor training and techniques by attending a series of workshops either taught by the leading artists/theorists/practitioners in performance today or in schools/philosophies of actor training which have become prominent in the time since Graduate studies.

4. **Name:** Monica Del Castillo

Position: Professor

Dept: Counseling Services Department

Requested: Spring Semester 2006

Purpose: The purpose of Ms. Del Castillo's request is to identify issues between the Office of Disability Support Services and Department of Language Skills more clearly, review the literature, research other community colleges to identify best practices, explore strategies being utilized and provide recommendations to the College.

5. **Name:** Jo Ellen Downey-Greer
- Position:** Professor
- Dept:** Language Skills Department
- Requested:** Fall Semester 2005
- Purpose:** The purpose of Ms. Downey-Greer's request is to continue the training begun at a workshop in June by completing a series of practice and final interview tapes, culminating in American Council of Teachers of Foreign Languages certification as an Oral Proficiency Interview tester. The certification process is nine months and involves four distinct stages beyond the initial workshop.
6. **Name:** Pay Hays
- Position:** Professor
- Dept:** Nursing Careers Department
- Requested:** Fall Semester 2005
- Purpose:** The purpose of Ms. Hays' request is to blend available computer and audiovisual technology, medical simulation manikins and materials, medical monitoring equipment, and thirty-eight years of her own nursing experience to create "real life" patient situations in a controlled laboratory setting.
7. **Name:** Sharon Hughes
- Position:** Professor
- Dept:** Social Science Department
- Requested:** Spring Semester 2006
- Purpose:** The purpose of Ms. Hughes' request is to develop a multicultural literary compendium which can be used in a variety of psychology courses, but primarily Psychology 200: Introduction to Psychology.

8. **Name:** Sandra Kidder
Position: Professor
Dept: Counseling Services Department
Requested: Spring Semester 2006
Purpose: The purpose of Ms. Kidder's request is to examine the value of international students' participation in out-of-classroom activities on their adjustment to college in the United States.
9. **Name:** Addie Morrow
Position: Professor
Dept: Counseling Services Department
Requested: Fall Semester 2005
Purpose: The purpose of Ms. Morrow's request is to research, write and submit a grant request to sustain and support the expansion of the Historically Black College Program and goals of the National Articulation Transfer Network.
10. **Name:** Michael Nealon
Position: Professor
Dept: Humanities and Performing Arts Department
Requested: Spring Semester 2006
Purpose: The purpose of Mr. Nealon's request is to investigate the multiple, complex and interdisciplinary dimensions of comparing masterpieces of art and music.

11. **Name:** Doug Sjoquist
- Position:** Professor
- Dept:** Humanities and Performing Arts Department
- Requested:** Fall Semester 2005
- Purpose:** The purpose of Mr. Sjoquist's request is to investigate and write about the historical and cultural significance of Mii-dera and Ishiyama-dera in Otsu Japan to Japanese religion, literature, and the arts.
12. **Name:** Geoff Quick
- Position:** Professor
- Dept:** Social Science Department
- Requested:** Spring Semester 2006
- Purpose:** The purpose of Mr. Quick's request is to work at the University of Cape Town. Three projects would be undertaken: 1) conduct a series of lectures and student seminars on "Teacher Education in America," 2) supervise University of Cape Town student teaching in local schools, and 3) undertake the start of the development of a student teaching handbook for the University of Cape Town.

March 16, 2005

FY 2006 Budget Update

At the Board of Trustees workshop on February 21, 2005, staff presented financial projections for FY 2006 based on anticipated revenue and expenditures. Projected expenditures include wage and salary increases to be negotiated, a 10% increase in the College's contribution to the Michigan Public Schools Retirement System (MPSERS), or more than \$600,000, full-year operating expenditures for the West Campus, and operating expenditures for the new Health and Administration buildings. Holding tuition rates constant, and taking these other factors into consideration, the College faces a projected budget shortfall of nearly \$4.8 million for FY 2006.

College departments and divisions have been directed to identify potential budget reductions to address this financial challenge. All options are being evaluated, with priority given to those which have the least impact on direct instruction. A proposed, balanced budget will be presented to the Board at its April meeting. Some of the service and program reductions identified by departments thus far include:

- Further service reductions in the College's housekeeping services.
- Reductions in hours of contracted services in Physical Plant (plumbing and carpentry services)
- Based on a review of usage, closing the computer lab in the Technology and Learning Center from 2 a.m. to 6 a.m. each night.
- Adjustments to building temperature "set-points" to reduce utility costs.
- Program review and "leaning out" processes within support areas to create efficiencies are also being thoroughly reviewed.

In developing the proposed budget, and based on discussion at the Board workshop in February, we are proposing increases in tuition as follows:

	<i>2004-05 Approx. Billing Hours</i>	<i>Dollar Increases</i>	<i>New Rate</i>	<i>% Increase</i>	<i>Additional Revenues*</i>
In-district	225,000	\$5.00	\$60.00	9.09%	\$1,125,000
Out-of-district	140,000	\$15.00	\$103.00	17.05%	\$2,100,000
Out-of-State (US)	4,500	\$20.00	\$140.00	16.67%	\$90,000
International	9,600	\$20.00	\$140.00	16.67%	\$192,000
Total	379,100				\$3,507,000

* Assumes flat enrollments

- \$60 per contact hour is still below the current year average for in-district tuition at Michigan's 28 community colleges. We currently have information about tuition proposals at just four other Michigan community colleges, all with plans to raise tuition by more than the rate of inflation. If the other 23 community colleges raised their rates by just 2%, LCC's in-district rate would remain in the bottom quartile of in-district tuition.
- LCC students pay fewer across-the-board fees than students at other Michigan community colleges. A student taking 30 credits pays, on average, \$187 in mandatory fees over two semesters. At LCC, a student taking 30 credit hours would currently pay \$55 in fees. Under the proposal to consolidate the Student Activity and Registration fees, a full-time LCC student would pay \$50 in fees over two semesters.
- LCC graduates overwhelmingly agree that LCC costs are reasonable. As reported in the Annual Results Inventory - Access report to the Board of Trustees in April 2004, over the past three years, 97% of LCC's graduates have agreed that costs were reasonable, compared with 92% in 1998. The percentage of graduates who strongly agree with the statement "Costs at LCC are reasonable," has increased each year since 1998. See the report at http://www.lcc.edu/~plan/docs/april2004_access_report.pdf
- Any increase in tuition would be effective for the Fall 2005 semester.
- Enrollment has not been adversely impacted in prior years when larger than inflationary increases were implemented. For the 1992-93 academic year, all tuition rates were increased between 8 and 10%, yet enrollment increased by 0.5%. For the last four years, tuition has been increased, including a 6% increase for the FY 2003-04 year, yet the College's enrollment increase has outpaced the aggregate State enrollment increase over the same period.
- Total tuition and fee revenue projected for the current fiscal year is \$28.7 million. This figure includes tuition revenue, as well as fees paid by all students, and course fees. Course fees are applied to courses when there are exceptional costs in instructional delivery, such as high supply costs or additional instructional support staff. Last year, course fees totaled \$2.5 million. The Board of Trustees recently approved \$107,000 in course fee changes to take effect Summer 2005. Additional course fees to take effect starting Spring 2006 are proposed as part of the FY 2006 budget.
- If in-district tuition is raised by more than the rate of inflation, Lansing Community College tuition could not be claimed for the Michigan Tuition Tax Credit. The last year for which students were eligible, tax year 2002 (tax year 2004 data not yet available), 8,700 LCC students applying for the

credit claimed an average credit of \$93. To be eligible for the tax credit, the College could raise tuition by no more than approximately \$1.50 this year.

Raising the Non-sufficient Funds (NSF) Fee

For many years, the College's charge for processing a dishonored check or credit card has been \$15. Based on five years of history, College staff applies this fee between 180 and 275 times per year. An internal review indicates that it costs the College between \$18 and \$39 per check based on bank charges and estimated staff time to process a bad check.

We surveyed other Michigan community colleges. While some smaller schools do not charge for bad checks, we received responses from 18 other schools that do charge a fee. The most frequent charge for NSF checks is \$25.

Community Colleges charging \$25	10
Community Colleges charging \$20	4
Community Colleges charging \$15	4 (including LCC)
Community Colleges charging \$10	1

It is recommended that the College's charge for dishonored check or credit card payments be raised from \$15 to \$25.

**LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 21, 2005
Budget Workshop
3:00 p.m.
Unadopted Meeting Minutes**

CALL TO ORDER

The budget workshop was called to order at 3:08 p.m.

ROLL CALL

Present: Lavery, Murray, Pelleran, Proctor

Absent: Brannan, Canady, Rasmusson

Trustee Rasmusson arrived at 3:09 p.m.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

There were no comments from the public.

BUDGET WORKSHOP

Vice President Barbara Larson provided a PowerPoint presentation on the budget process and the future decisions the Board will be making for the 2005-06 proposed budget (the presentation is on file with the official Board materials.) Some of those decisions include closing the deficit gap by raising tuition, further expenditure reductions, or a combination of both.

There was a question and answer period throughout the presentation.

President Cunningham asked for the Board to discuss and provide feedback on the possibility of raising tuition and referred to the tuition scenarios in the presentation. Their feedback will assist the staff in developing a proposal for the April budget workshop.

Chairperson Lavery responded that he would prefer keeping the in-district tuition as low as possible. He realizes that the projected deficit cannot be resolved only by raising tuition and other things will have to happen. He would need more time to review the possibility of raising the out-of-district and international tuition rates.

Trustee Pelleran responded that she does not agree with any of the tuition scenarios. These scenarios would balance the budget on the backs of students and it's important to look at other areas to help balance the budget. She would

be supportive of a blend of scenarios that take into consideration program review, reducing staffing in areas that have acquired more staff, and look at fee increases that accurately reflect the cost of programs.

Trustee Rasmusson prefers raising out-of-district tuition.

Trustee Proctor understood that a large component to balance the budget will be raising tuition, but he would prefer reviewing more options.

Trustee Murray understands we are all concerned about keeping in-district tuition as low as possible, but she was concerned with raising out-of-district tuition and how that would affect enrollment.

President Cunningham responded that keeping tuition below the CPI index would mean an increase by approximately \$1.50. Anytime the College has significantly increased tuition there has not been an impact on enrollment. However, the College has never been in this situation where the State has continued to cut appropriations every year. President Cunningham encouraged the Trustees to review the document that contains tuition and fee costs from other community colleges and 4-year institutions.

There were additional questions from the Board.

PUBLIC COMMENT

There were no comments from the public.

ADJOURNMENT

IT WAS MOVED by Trustee Pelleran and supported by Trustee Proctor for the meeting to adjourn.

Ayes: Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Brannan, Canady

Motion carried.

The meeting adjourned at 4:18 p.m.

**LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 21, 2005
Regular Meeting
Unadopted Minutes**

CALL TO ORDER

The meeting was called to order at 6:04 p.m.

ROLL CALL

Present: Brannan, Lavery, Murray, Pelleran, Proctor, Rasmusson
Absent: Canady

ADDITIONS/DELETIONS TO THE AGENDA

Chairperson Lavery reminded the Board of the tragedy on campus that occurred since the last board meeting. On behalf of the Board, he offered his condolences and sympathy to the family of Professor Carolyn Kronenberg. He stated that the way the College handled the ordeal was commendable. Community leaders have also shared the same sentiment with him. The entire community was terribly upset about the tragedy. Chairperson Lavery thanked President Cunningham and staff for everything they did in dealing with this tragedy.

Trustee Murray expressed appreciation toward Mr. Rich Howard and the staff that did such a good job at keeping the Board informed. She shared that a close friend of hers was a dear friend of Professor Kronenberg's. This person talked about how much she appreciated the way President Cunningham handled the situation. People felt that President Cunningham's presence and words were comforting. Trustee Murray thanked President Cunningham.

Trustee Pelleran thanked Mr. Howard, President Cunningham, Officer John Imeson and the staff from Police and Public Safety for their good work. She apologized for not being at the memorial service; she was in New Mexico. Trustee Pelleran offered her condolences to everyone and to Professor Kronenberg's family.

Chairperson Lavery asked for a moment of silence.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

There were no comments from the public.

CHAIRPERSON AND BOARD MEMBER REPORTS

Chairperson Lavery

Policy Governance Process

Chairperson Lavery presented the Policy Governance process documents, which included the policies and handbook materials (the documents are on file with the official Board materials.)

IT WAS MOVED by Trustee Murray and supported by Trustee Brannan to approve the Policy Governance documents.

There was no discussion.

Roll call vote:

Ayes: Brannan, Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Canady

Motion carried.

The Board will begin following Policy Governance at the next meeting.

Election Resolution

Chairperson Lavery presented the election resolution to notify the County Clerk to hold the Board of Trustees election on May 3, 2005 (the resolution is on file with the official Board materials.) He shared that notices have been in the Lansing State Journal regarding the election where two seats will be up for election.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to support the election resolution.

There was no discussion.

Roll call vote:

Ayes: Brannan, Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Canady

Motion carried.

Calendar of Meetings 2005-2006

Chairperson Laverty presented the calendar of meetings for 2005-2006 (it is on file with the official Board materials.) He suggested changing the July organizational meeting from July 11 to July 1 at 7:30 a.m. due to scheduling conflicts.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Murray to approve the 2005-2006 proposed meeting schedule to include the amendment to the organizational meeting, which will now be held on July 1 at 7:30 a.m.

There was no discussion.

Roll call vote:

Ayes: Brannan, Laverty, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Canady

Motion carried.

Information and Announcements

- Chairperson Laverty distributed contribution envelopes and pledge forms for the Foundation Capital Campaign.
- He announced that there will be phone bank at the Michigan Education Association office from 2 to 7 p.m. regarding the St. Johns ballot proposals. He encouraged the Trustees to help if they were available.

Board Member Reports

Trustee Proctor – Workforce Development Board

The Workforce Development Board met this past month. He stated that President Cunningham had already shared in her management update about the collaboration of the Capital Area Michigan Works! and Lansing Community College with respect to an ad campaign demonstrating their working relationship.

Trustee Murray – Foundation Board

She shared that the Foundation Board met on January 27. The audit report was given, which indicated that the assets of the Foundation grew by almost \$2 million in the past year primarily due to an increase in contributions and investments. She shared that systems are in place to handle this growth and the net assets are now \$5.5 million. The Foundation selected Fifth Third Bank as their investment manager. She announced that \$12,000 is available this year for professional development grants for employees. The Foundation is working on

compiling a list of LCC alumni, which will be used to invite alumni to contribute to the Foundation.

Trustee Rasmusson stated that at one time the Foundation did not have charitable remainder trusts available and asked if that is being done now.

President Cunningham responded that a vehicle is in place thanks to Mr. Dan McCormick. She asked Mr. McCormick to elaborate more on this issue.

Mr. McCormick stated that there is an on-going process, through the Foundation Chairperson Nancy Little, where the Foundation has access to legal counsel when those opportunities occur. There is not an aggressive program of procuring them; however, the Foundation is in position to accept such gifts and making progress in this fairly complex arena.

President Cunningham requested more clarification on Trustee Rasmusson's question. She was unclear whether Trustee Rasmusson was concerned that the College is not actively pursuing such gifts or that there is no vehicle in place. President Cunningham responded there is a Finance Committee, chaired by Mr. Gary Olson from the Senate Fiscal Agency, which has made progress. She also shared that there was a meeting with Ms. Nancy Little and estate planners regarding counseling their clients to think about the College in their planning. She stated she would like to meet with Trustee Rasmusson.

Trustee Proctor recommended, if resources are available, having a planned giving officer that would deal with charitable gift annuities and encourage people to think about Lansing Community College in planning their estates.

Trustee Pelleran – Leslie Local Finance Development Authority

She reported that the Chairman, Mr. Don Vickers, was elected to the County Commission and he stepped down from being Chairman. Leslie will be having their annual Classic Car Cruise in August, which will be held at the high school. Vendors will be there and encouraged Lansing Community College to set up a booth at this event. She will be forwarding to Mr. Howard additional information.

PRESIDENT'S REPORT

Informational Items

College Spotlight – Teacher Education

President Cunningham indicated that this will be postponed until next month due to one of the presenters being ill.

ISUS/High School Dropout Initiative

President Cunningham reported that progress has been made towards establishing a high school dropout prevention program. However, this initiative has had its challenges and the group is now looking at a structure that the committee agrees upon. A subcommittee will be meeting soon to make a recommendation to the advisory committee.

Chairperson Lavery agreed that this proposal has had its challenges and there is a lot of work to do, but there are a lot of dedicated people working on this.

West Campus Property

Vice President Barbara Larson presented the additional land acquisition at West Campus to the Board (it is on file with the official Board materials.) This will be brought back for Board action in March.

There was a question and answer period.

St. Johns Update

President Cunningham thanked everyone who has helped with the St. Johns ballot proposals initiative. She thanked the unions for their support and also thanked Chairperson Lavery for all of his hard work. President Cunningham thanked Mr. Brian Jackson for his expertise on these types of campaigns and shared how well respected he is in the community. She also thanked Vice President Ruth Borger for doing a tremendous job and shared that she has worked on 10 different millages from other institutions. President Cunningham stated that between Mr. Jackson and Vice President Borger we have the best team working on the millage initiative.

President Cunningham felt that the College has already won by giving it their best shot, working hard, informing the community and having everyone's collaboration and support. She announced that a victory party will take place on Tuesday, February 22 from 8 to 10 p.m. at the Ye Old Roadhouse in St. Johns.

Safety Update

President Cunningham stated this update is related to the tragic death of Professor Carolyn Kronenberg. She thanked several groups including the Board of Trustees for their support, the Counseling Department, and the Police and Public Safety Department. The Police and Public Safety Department handled the case in an aggressive, professional and ethical manner. President Cunningham shared that she received a letter from Lansing Police Chief Mark Alley complimenting the Public Safety officers for handling the case in a professional manner. She thanked Vice President Borger for handling the media so well.

President Cunningham reported that the following things have been or will be put in place to increase safety on campus:

- 80 new web cameras have been installed at entrances and exits of the buildings and stairwells
- All classrooms have phones and will have emergency numbers located in a visible place
- Consolidation of evening and weekend classes
- Increased hours of auxiliary officers and sworn officers to provide escort services
- Hiring of two new full-time sworn officers
- Self-defense classes will be offered

President Cunningham will be meeting with the Counseling Services Department to find a way to keep the spirit of Professor Kronenberg alive at Lansing Community College. The College will continue to move forward in a bold way to make a difference and continue to help students, similar to the accused, in changing their lives around. Next month she will be bringing forward for Board action a resolution for two scholarships for Professor Kronenberg's grandchildren.

Action Items

Approval of Minutes – January 18, 2005 Regular Meeting

President Cunningham presented the January 18, 2005 regular meeting minutes.

There were no changes from the Board.

Bond Resolution

Vice President Larson stated that the bond refinancing and additional borrowing resolution was briefly discussed at the Board Budget Workshop. She introduced Mr. Craig Taylor from UBS Financial Services and Mr. Bill Danhof from Miller Canfield. Since the window of opportunity to refinance is shrinking the administration was unable to present this at two different meetings prior to asking for Board action. Vice President Larson presented the bonds resolution (it is on file with the official Board materials.)

The Board decided to vote on this resolution separately.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Rasmusson to approve the bond resolution.

There was no discussion.

Roll call vote:

Ayes: Brannan, Lavery, Murray, Pelleran, Proctor, Rasmusson
Nays: None
Absent: Canady

Motion carried.

Course Fees

President Cunningham presented the course fees to the Board, which were included in the Board packet last month.

There were no questions from the Board.

Finance - Approval of Bids

Ms. Beckie Beard presented the following bids for the Board's approval.

1. Selective Demolition of vacated space in the Gannon Vocational Technical Building in the amount of \$520,000. The bid was awarded to Moore Trospen from Holt, Michigan.
2. Mechanical Demolition of vacated space in the Gannon Vocational Technical Building in the amount of \$329,539. The bid was awarded to Shaw Winkler from East Lansing, Michigan.
3. Electrical Demolition of vacated space in the Gannon Vocational Technical Building in the amount of \$242,300. The bid was awarded to Delta Electric from Lansing, Michigan.
4. LCC Investment Portfolio Manager. The proposal was awarded to Fifth Third Bank from East Lansing, Michigan.
5. East Side Center Consolidation lease of space. The proposal was awarded to the Eyde Company for the Hannah Technology Research Park – Building #7 from East Lansing, Michigan.

There was discussion about the East Side Center Consolidation bid.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Rasmusson to approve the action items of the President's Report except for the Bond Resolution.

There was no discussion.

Roll call vote:

Ayes: Brannan, Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None
Absent: Canady

Motion carried.

CLOSED SESSION

The Board did not go into closed session.

PUBLIC COMMENT

There were no comments from the public.

ADJOURNMENT

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan for the meeting to adjourn.

Roll call vote:

Ayes: Brannan, Lavery, Murray, Pelleran, Proctor, Rasmusson

Nays: None

Absent: Canady

Motion carried.

The meeting adjourned at 7:02 p.m.

**Lansing Community College
Board of Trustees**



Resolution

WHEREAS, Professor Carolyn Kronenberg, faculty member of the Student and Academic Support Division, served Lansing Community College for 25 years with integrity, dedication, and pride;

WHEREAS, for 25 years Professor Kronenberg touched the lives of hundreds of students by the Student Development courses she taught, by her compassionate, loving candor and helped these students improve and better their livelihood;

WHEREAS, Professor Kronenberg was a friend to many, a loving mother and grandmother, and will never be forgotten;

BE IT THEREFORE RESOLVED that the Board of Trustees honors Professor Carolyn Kronenberg through this resolution and by offering 2-year academic scholarships to her grandchildren, Shania Kronenberg (3 years of age) and Dylan Kronenberg (1 year of age) that shall be granted to them upon their admission to Lansing Community College.

Adopted this 21st day of March 2005.

Lansing Community College Board of Trustees

Chris A. Laverty, Chairperson

Mark H. Canady, Trustee

Kathy G. Pelleran, Vice Chairperson

Rondy L. Murray, Trustee

Robert E. Proctor, Secretary/Treasurer

Thomas Rasmusson, Trustee

Timothy A. Brannan, Ph.D., Trustee

Paula D. Cunningham, President
Lansing Community College

March 16, 2005

Additional Land Acquisition To Mt. Hope Road Intersection at West Campus

In July 2002, the College purchased 50 acres of land in Delta Township from Eaton Center, LLC, for construction of the new West campus. The total purchase price for the land was \$3,750,000. After purchase of the land, it was determined that approximately 14 acres of the land contained vegetation consistent with wetlands, some of which would be regulated by the Department of Environmental Quality (DEQ) as they exceeded 5 acres in size.

The MTEC and Technical Training Center were positioned in a way to avoid building on wetlands as much as possible. However, the College obtained a DEQ permit to fill in 0.87 acres of wetland for the construction. To compensate for this impact, the College was required to create 1.45 acres of mitigation wetland. This mitigation pond straddles the College's land and land still owned by Eaton Center, LLC. Eaton Center, LLC is represented by Mr. David Chapman. Eaton Center, LLC currently owes the College \$78,000 for its portion of the retention pond.

Current Situation:

Since discovery of wetlands on the College's 50 acres, College representatives and Mr. Chapman have continued to explore ways to increase the College's useable acreage at the West Campus. Mr. Chapman has made the following proposal to the College:

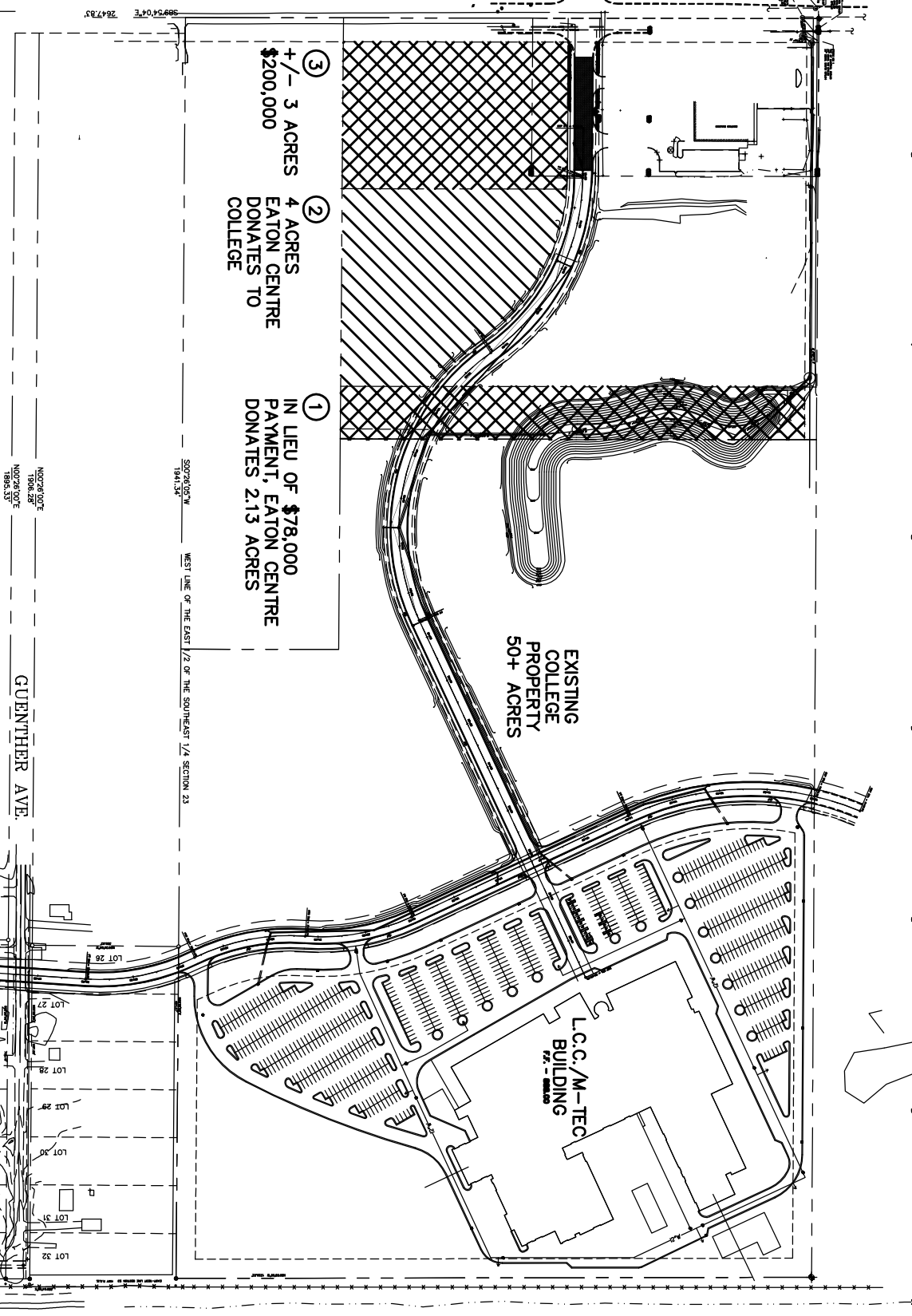
- 1) In lieu of payment of the \$78,000, Eaton Centre would donate 2.13 acres of land to LCC, which would put the entire retention pond on LCC's land.
- 2) Eaton Centre would donate approximately 4 acres of land to LCC. This land is on the east side of the entrance road, immediately to the south of the College's current property line. This donation would come in exchange for a release of all obligations and claims resulting from the original sale agreement.
- 3) Eaton Centre is willing to sell the remaining 3 acres to the south of the 4 donated acres referenced above, for the sum of \$200,000, payable over two College fiscal years. This price is less than the original per acre price, and the land is now improved with roads and utilities. These 3 acres would provide the College with land leading to the front of Mt. Hope. With this property, the College could install prominent signage at the intersection of Mt. Hope and Sanders Road (entrance to West Campus).

- 4) To summarize, the College would acquire approximately 9.13 acres for \$200,000. Based on road setbacks and the retention pond, we estimate that new buildable acreage is 6.5 to 7 acres under this proposal.
- 5) Since February, the College has engaged environmental consultants to perform a Phase I environmental review. That study has been completed, and revealed no “recognized environmental condition (REC) or historical REC.” A wetlands consultant has also been engaged, although recent snowfall has slowed the review of the land. A wetlands evaluation of the subject property will be conducted prior to close, and an attorney will review all pertinent reviews of the land and closing documents.

Recommendation:

It is recommended that the Board of Trustees approve the proposal as outlined above. This transaction would provide the College with opportunities to expand its West Campus facilities to the south if future demand warrants it. It allows the College to significantly improve signage to the West Campus along Mt. Hope Road. With payments spread over two fiscal years, the financial impact in any one year is minimized.

MT. HOPE ROAD



- ③ +/- 3 ACRES \$200,000
- ② 4 ACRES EATON CENTRE DONATES TO COLLEGE
- ① IN LIEU OF \$78,000 PAYMENT, EATON CENTRE DONATES 2.13 ACRES

EXISTING COLLEGE PROPERTY 50+ ACRES

L.C.C./M-TEC BUILDING 1 1/2 - 200000

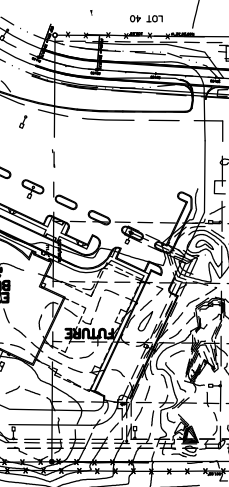
GUENTHER AVE.

INTERSTATE 496

NORTH
 SITE PLAN
 SCALE - 1" = 100'

N00°28'00"E 1806.28'
 N00°29'00"E 1885.33'

S09°24'02"W 1941.23'
 WEST LINE OF THE EAST 1/2 OF THE SOUTHEAST 1/4 SECTION 23



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CONSULTANT

PROPOSED PROPERTY BOUNDARY

01-732

C-1

NO. 1	DATE ISSUED	2-24-05
NO. 2	DRAWN BY	PL
NO. 3	CHECKED BY	PL
NO. 4		
NO. 5		
NO. 6		
NO. 7		
NO. 8		
NO. 9		
NO. 10		
NO. 11		
NO. 12		
NO. 13		
NO. 14		
NO. 15		
NO. 16		
NO. 17		
NO. 18		
NO. 19		
NO. 20		

PROJECT

March 16, 2005

Consolidating Registration and Activity Fees

The College has had two fees, a registration fee and a student activity fee, for some time. The last time these fees were changed was 1994. The current charges for these fees are:

Registration Fee \$20 each semester

Activity Fee

0 through 6 credits	\$1.50
Above 6 through 11 credits	\$4.50
Above 11 or more credits	\$7.50

It is proposed that the Activity Fee be eliminated, and that the registration fee be increased to \$25 per semester.

- This change would simplify pricing for students, rather than have the activity fee adjusted as students drop or add courses during the registration process.
- The proposed change is, more or less, revenue neutral. For the last year, the activity fee raised approximately \$195,000, while a \$5 increase in the registration fee would yield \$182,000 based on current enrollments.

We recommend that the Board of Trustees consolidate the registration and activity fees at the March meeting, as registration for Summer and Fall semesters begins on April 19th. If approved, the consolidated fee would be assessed beginning summer 2005 semester.

PRE-AWARD TRANSMITTAL DOCUMENT

Proposal No.: 7231-202-05EL Proposal Opening Date: February 25, 2005
Project Title: Landscape Architect Consultant Buyer: Evelyn Lynn
Services-Campus Beautification Plan

1. Description of supply or service:

Lansing Community College is requesting proposals from registered landscape architects for design and construction inspection services to implement the College's Campus Beautification Plan approved by the Board of Trustees in November 2004.

2. Proposals Received:

Proposals were sent to nine suppliers. Proposals were received from four suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Proposal Amount
Beckett & Raeder Inc	Ann Arbor, MI	No Response	No	No Response
Design Plus Inc	Grand Rapids, MI	No Response	No	No Response
DLZ Michigan	Lansing, MI	WBE	Yes	Responded
Roger Gardner	Haslett, MI	No	Yes	Responded
Giffels-Webster Engineers	Rochester Hills, MI	No Response	No	No Response
Landscape Architects & Planners	Lansing, MI	No	Yes	Responded
Pollack Design	Ann Arbor, MI	No	No	Responded
Progressive AE	Grand Rapids, MI	No Response	No	No Response
THA Architects & Engineers	Flint, MI	No Response	No	No Response

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review on-line at <http://www.epaonline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Physical Plant and Landscape and Horticulture Program. The evaluation committee recommends award to Landscape Architects and Planners for an estimated \$100,000.00 for Professional Services, which was deemed the most advantageous to the College.

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-280-05RB
Project Title: A&S Lower Level Renovation

Bid Opening Date: March 11, 2005
Buyer: Beckie Beard, C.P.M.

1. Description of supply or service:

Project consists of renovating the indicated floor areas on the lower level of Lansing Community College's Arts & Sciences Building.

2. Bids Received:

Eight suppliers received the bid package. Bids were received from five suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Andrew-Lawrence Inc	Detroit, MI	No Response	No	No Response
Bouma Interiors	Lansing, MI	No	Yes	No Response
Granger Construction	Lansing, MI	No	Yes	No Bid
Hagar-Bestos Contracting	Lansing, MI	No	Yes	\$1,259,000.00
Irish Construction	Howell, MI	No	No	\$1,255,000.00
Kares Construction	Charlotte, MI	No	No	\$1,198,300.00
Nielsen Construction	Holt, MI	WBE	Yes	\$1,156,900.00
William Reichenbach	Lansing, MI	No	Yes	No Response

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review on-line at <http://www.epaconline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and Facilities Planning. The evaluation committee recommends award to Nielsen Construction for \$1,156,900.00 which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-293-05RB Bid Opening Date: March 10, 2005

Project Title: General Trades - GVT Release II Buyer: Beckie Beard, C.P.M.

1. Description of supply or service:

The scope of services includes, but is not limited to, general trades for vacated space in the Gannon Vocational Technical building as indicated on the drawings and described in the specifications.

2. Bids Received:

Eleven suppliers received the bid package. Bids were received from three suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Ann Arbor Roofing	Whitmore Lake, MI	WBE	No	No Response
Carrier Construction	Hickory Corners, MI	WBE	No	No Response
Christman Construction	Lansing, MI	No	Yes	No Response
F D Hayes Electric	Lansing, MI	No	Yes	No Response
Hausman Construction	Lansing, MI	No	Yes	No Response
Irish Construction	Howell, MI	No	No	\$253,500.00
Kares Construction	Charlotte, MI	No	No	\$208,200.00
Moore Trospen	Holt, MI	No	Yes	\$199,000.00
Nielsen Construction	Holt, MI	WBE	Yes	No Response
J Perez Construction	Flint, MI	MBE	No	No Response
Stephenson Roofing	Burton, MI	No	No	No Response

We were able to identify three woman owned and one minority owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaonline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Moore Trospen for \$199,000.00 which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-294-05RB

Bid Opening Date: March 10, 2005

Project Title: Carpentry - GVT Release II

Buyer: Beckie Beard, C.P.M.

1. Description of supply or service:

The scope of services includes, but is not limited to, carpentry for vacated space in the Gannon Vocational Technical building as indicated on the drawings and described in the specifications.

2. Bids Received:

Ten suppliers received the bid package. Bids were received from seven suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Carrier Construction	Hickory Corners, MI	WBE	No	\$826,000.00
Christman Construction	Lansing, MI	No	Yes	\$861,000.00
CR Equipment Sales	Lansing, MI	No Response	Yes	No Response
Haussman Construction	Lansing, MI	No	Yes	\$761,712.00
Irish Construction	Howell, MI	No	No	\$727,000.00
Kares Construction	Charlotte, MI	No	No	\$734,300.00
Klein Cabinet	Westphalia, MI	No Response	No	No Response
Moore Trosper	Holt, MI	No	Yes	\$744,440.00
Nielsen Construction	Holt, MI	WBE	Yes	\$765,900.00
Payne-Rosso	Lansing, MI	No	Yes	No Response

We were able to identify two woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Irish Construction for \$727,000.00 which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-295-05RB

Bid Opening Date: March 10, 2005

Project Title: Masonry - GVT Release II

Buyer: Beckie Beard, C.P.M.

1. Description of supply or service:

The scope of services includes, but is not limited to, masonry for vacated space in the Gannon Vocational Technical building as indicated on the drawings and described in the specifications.

2. Bids Received:

Three suppliers received the bid package. Bids were received from two suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Davenport Masonry	Holt, MI	No	Yes	No Response
Schiffer Mason Contractors	Holt, MI	No	Yes	\$424,400.00
Stambaugh Masonry	Portland, MI	No	No	\$607,485.00

We were unable to identify any minority or woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Schiffer Mason Contractors for \$424,400.00 which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-297-05RB Bid Opening Date: March 10, 2005
Project Title: Drywall & Acoustical – GVT Buyer: Beckie Beard, C.P.M.
Release II

1. Description of supply or service:

The scope of services includes, but is not limited to, drywall and acoustical for vacated space in the Gannon Vocational Technical building as indicated on the drawings and described in the specifications.

2. Bids Received:

Seven suppliers received the bid package. Bids were received from two suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Bouma Interiors	Okemos, MI	No	Yes	No Response
DSI Acoustical	Lansing, MI	No	Yes	No Response
Integrity Interiors	Okemos, MI	No	Yes	\$815,300.00
Nielsen Construction	Holt, MI	WBE	Yes	No Response
William Reichenbach	Lansing, MI	No	Yes	\$1,025,000.00
Schiffer Masonry	Holt, MI	No	Yes	No Response
Shively-Bouma	Jackson, MI	No Response	No	No Response

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Integrity Interiors for \$815,300.00 which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-299-05RB Bid Opening Date: March 10, 2005
Project Title: Painting – GVT Release II Buyer: Beckie Beard, C.P.M.

1. Description of supply or service:

The scope of services includes, but is not limited to, painting for vacated space in the Gannon Vocational Technical building as indicated on the drawings and described in the specifications.

2. Bids Received:

Five suppliers received the bid package. Bids were received from two suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
B&J Painting	Lansing, MI	No	Yes	No Response
Lake State Decorating	Lansing, MI	No	Yes	\$207,500.00
The Large Company	Lansing, MI	No	Yes	No Response
Murray Painting	Freeland, MI	No Response	No	No Response
Valley Painting	Flint, MI	No	No	\$198,686.00

We were unable to identify any minority or woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Valley Painting for \$198,686.00 which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

_____ Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-303-05RB Bid Opening Date: March 10, 2005
Project Title: Mechanical - GVT Release II Buyer: Beckie Beard, C.P.M.

1. Description of supply or service:

The scope of services includes, but is not limited to, mechanical for vacated space in the Gannon Vocational Technical building as indicated on the drawings and described in the specifications.

2. Bids Received:

Nine suppliers received the bid package. Bids were received from four suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Allied Sheet Metal	Jackson, MI	No Response	No	No Response
Applegate Inc	Jackson, MI	No Response	No	No Response
Atlas Metal Products	Louisville, KY	No Response	No	No Response
Dee Cramer	Holly, MI	No	No	No Response
T H Eifert	Lansing, MI	WBE	Yes	\$3,129,000.00
John E Green	Lansing, MI	No	Yes	\$2,383,000.00
Kebler Plumbing	Grand Ledge, MI	WBE	Yes	\$2,341,000.00
Northern Boiler	Lansing, MI	No	Yes	No Response
Shaw Winkler	East Lansing, MI	No	Yes	\$2,413,900.00

We were able to identify two woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Kebler Plumbing for \$2,341,000.00 which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-304-05RB **Bid Opening Date:** March 10, 2005
Project Title: Electrical - GVT Release II **Buyer:** Beckie Beard, C.P.M.

1. Description of supply or service:

The scope of services includes, but is not limited to, electrical for vacated space in the Gannon Vocational Technical building as indicated on the drawings and described in the specifications.

2. Bids Received:

Seven suppliers received the bid package. Bids were received from two suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Delta Electric	Lansing, MI	WBE	Yes	\$2,422,000.00
F D Hayes Electric	Lansing, MI	No	Yes	No Response
Lutz Electric	Holt, MI	No	Yes	No Response
Professional Communication Service	Jackson, MI	No	No	No Response
RM Electric	Lansing, MI	WBE	Yes	No Response
Summit Contractor	Perry, MI	No	No	No Response
Superior Electric	Lansing, MI	WBE	Yes	\$2,539,000.00

We were able to identify three woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Delta Electric for \$2,422,000.00 which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

PRE-AWARD TRANSMITTAL DOCUMENT

Bid No.: 7231-307-05RB
Project Title: Air Conditioning, Mechanical,
 Plumbing and Sheet Metal Services

Bid Opening Date: March 11, 2005
Buyer: Beckie Beard, C.P.M.

1. Description of supply or service:

The scope of services includes, but is not limited to, perform general and/or air conditioning, sheet metal, mechanical services and plumbing services as required for the period April 1, 2005 through June 30, 2006, with (3) 1 year options to renew

2. Bids Received:

Ten suppliers received the bid package. Bids were received from eight suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid Amount
Anderson Air Conditioning	Lansing, MI	No	Yes	Responded
Dee Cramer Inc	Holly, MI	No	No	Responded
T H Eifert	Lansing, MI	WBE	Yes	Responded
Air Conditioning, Mechanical, Plumbing & Sheet Metal Services				
Gunthorpe Plumbing & Heating	East Lansing, MI	No	Yes	Responded
Kebler Plumbing & Heating	Grand Ledge, MI	WBE	Yes	No Response
Sheet Metal				
Madar Metal Fab	Lansing, MI	No Response	Yes	Responded
Myers Plumbing & Heating	Lansing, MI	WBE	Yes	Responded
Air Conditioning, Mechanical, Plumbing				
National Piping	Haslett, MI	No	Yes	Responded
Shaw-Winkler Inc	East Lansing, MI	No	Yes	Responded
William E Walter	Flint, MI	No Response	No	No Response

We were able to identify three woman owned business enterprise for this solicitation. This solicitation was also available for review on-line at <http://www.epaconline.com>.

3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and Facilities Planning. The evaluation committee recommends award to Gunthorpe Plumbing & Heating, Madar Metal Fab and National Piping, which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College

4. Reviewed By:

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management

Date

Barbara A Larson, Vice President
Administrative Services/CFO

Date

5. Board of Trustee Review:

Approve/Disapprove

Date