

AGENDA

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 5, 2006

Policy Working Session

3:00 p.m.
ADM Boardroom

- I. Call to Order by Chairperson
- II. Roll Call by Secretary to the Board
- III. Limited Public Comment Regarding Agenda Items
- IV. College Policy Discussion
 - a. Financial Oversight and Monitoring Policy
 - b. Purchasing Policy
 - c. Travel and Business Related Expense Policy
 - d. Hiring and Contract Approval Policy
 - e. Staffing Policy
 - f. Severance Policy
- V. Public Comment
- VI. Adjournment

AGENDA

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
June 5, 2006

Special Meeting

5:00 p.m.
Administration Board Room

- I. Call to Order by Chairperson
- II. Roll Call by Secretary to the Board
- III. Limited Public Comment Regarding Agenda Items
- IV. Executive Search Status
- V. College Policy Discussion
 - a. Financial Oversight and Monitoring Policy
 - b. Purchasing Policy
 - c. Travel and Business Related Expense Policy
 - d. Hiring and Contract Approval Policy
 - e. Staffing Policy
 - f. Severance Policy
- VI. Audit Committee
- VII. ESP Contract
- VIII. Closed Session*
- IX. Public Comment
- X. Adjournment

** Motion to accept.*

FINANCIAL OVERSIGHT AND MONITORING

1) Purpose

The purpose of financial oversight and monitoring is to exercise due diligence over College financial activities through planning and reporting based upon criteria established by the Board as well as other legal requirements and restrictions. This includes budget development, on-going financial monitoring, and compliance with budget and other relevant parameters.

In order to provide better defined policy guidance to the administration and to establish expenditure parameters and define reporting requirements, the College's Board of Trustees annually reviews and approves a budget for all operations and approved capital projects for the ensuing fiscal year. The Board also has the responsibility for selection of an external auditor who will perform an annual audit of the financial records of the college and to render an opinion to the Board as to the financial records conformance with all applicable financial recording and reporting standards.

2) Scope

The adopted budget serves as a financial plan for the administration as well as a reporting and monitoring mechanism to allow the Board of Trustees, on behalf of the students and public, to exercise appropriate due diligence over the financial affairs of the College.

To conform with relevant professional guidance for higher education arising from the adoption of Sarbanes-Oxley in 2002, the Board of Trustees must exercise clear and transparent due diligence in its oversight of college financial activities and establish reporting and monitoring requirements necessary to fulfill its fiduciary duties.

3) General

A. Required budget elements

1. Breakdown of anticipated revenues by source with comparative actual revenues for the preceding two fiscal years, and an original budget, amended budget and actual for each.
2. Proposed expenditures for each major category with comparative actual expenditures for the preceding fiscal years, and an original budget, amended budget and actual for the preceding and current fiscal year.

B. Categorical Reporting Requirements

To provide for meaningful budget comparisons and ease of audit comparison, the budget shall subdivide each organizational division, including the number of authorized positions for each category for each division, of the college by providing the proposed budget for each of the following categories.

1. Full time faculty salaries
2. Part Time Faculty Salaries
3. Full time Administrative salaries

4. Part Time Administrative salaries and wages
5. Full Time Support Staff
6. Part Time Support Staff
7. Temporary Full time salaries*
8. Student staff
9. Fringe benefits by major categories
10. Contractual Services
 - a. Purchased Services including service contracts and independent contractors
 - b. Professional Services including legal, audit and management consulting
11. Facilities Repair a& Maintenance
12. Institutional Expenses- including utilities, insurance
13. Materials and supplies
14. Insurance
15. Utilities
16. Equipment
17. Travel, training and conferences
18. Budgeted Reserves/Contingency Funds
19. Capital projects budget

C. The proposed budget will include presentation arranged by the following Activity Classification Structure (ACS) categories, 1. Instruction;

2. Information Technology;
 3. Public Services;
 4. Instructional Support;
 5. Student Services;
 6. Institutional Administration
 7. Operations & Maintenance of plant;
 8. Foundation operations and fund raising;
- 4) No funds shall be transferred out of reserves/contingency funds without prior approval of the Board of Trustees
 - 5) The Board of Trustees shall annually set a vacancy factor for overall salaries and benefits to be utilized in budgetary planning. The vacancy factor will serve to limit over budgeting and help keep tuition and fee costs as low as possible.

- 6) Any material variances from the adopted revenues or expenditures shall be reported to the Board of Trustees at the next scheduled meeting. Material variances shall be defined as a 5% or greater increase in expected expenditures in a category, or a 2% decline in anticipated revenues in a revenue category. Such report shall identify the reason for such variances, if identifiable, and what actions the administration is taking to address the variances within the adopted budget. The President shall notify the Board if s/he is requesting any amendments to the budget as a result of the expected variances.
- 7) The President shall be required annually to certify as to the accuracy and completeness of the financial statements as prepared by the college's Chief Finance Officer, who shall be required to certify to the President as to the same.
- 8) The financial statements and management letter from the independent external auditor shall be submitted directly to the Board of Trustees with copies to the President and Chief Financial Officer (see recommended guidance from regarding this requirement.)

III. Responsibility

The President and the Chief Financial Officer are responsible for implementation of this policy.

Failure to follow this policy may result in disciplinary action up to and including termination of any administrative personnel not complying fully, and in sanctions of any Board trustee who does not comply or circumvents the policy.

PURCHASING

1. Purpose

Responsibility and authority to make commitments for purchase are assigned to the Purchasing Department. The Purchasing Department is responsible for ensuring a continuous supply of goods and services necessary to support student learning, instructional support, and college administration. Purchasing gives prime consideration to the College's interests while seeking to maintain and further long-term, mutually beneficial and ethical supplier relationships. This responsibility includes:

1. Securing supplies and services from a responsible and responsive supplier offering the lowest possible cost and provides the overall best value to the College.
2. Providing increased public confidence in the procedures followed in the College's purchasing system.
3. Ensuring fair and equitable treatment of all persons who deal with the College's purchasing system.
4. Promoting minority-owned and women-owned business enterprise participation in college procurement in a manner consistent with the applicable law.
5. Providing increased economy in the College purchasing activities and to maximize to the fullest extent practicable, the purchasing value of public funds to the College.
6. Providing safeguards for the maintenance of a purchasing system of quality and integrity.

2. Scope

This policy applies to all purchases and leases.

3. General

A. Competitive Sealed Bidding

1. A competitive sealed bidding process shall be used for all acquisitions that exceed \$25,000 and will be advertised in the appropriate media.
2. The acquisition process will permit sufficient time to prepare the solicitation, advertise, determine the qualifications of bidders, availability of plans and specifications, obtain deposits of bidders, receive and open sealed bids, and withdrawal of bids.
3. When competitive sealed bids are used, the College may specify that bids are for the entire project or for specified parts of the project, and it may request bids, optional

alternates or additional construction. Compliance with applicable Federal, State and local laws and regulations will be required. The College reserves the right to reject all bids.

4. Maintenance Contracts purchased from the manufacturer or supplier of the specific equipment to be serviced may be made with or without competitive bidding.

5. Sealed bids are not required for purchases under contracts established by the College, a public agency or cooperative agreements. Purchases in case of emergency involving safety of persons, protection of property or the prompt restoration of service to minimize interruption of College activities are also exempt.

6. The Purchasing Director, along with a representative from the requesting department, shall conduct negotiations as appropriate. Written documentation shall be included in the purchase order file.

7. All contracts for goods and services are subject to a periodic cycle of review for quality and cost, including an assessment of the market through a formalized bid process.

B. Sole Source Purchases

1. Sole source purchases are allowable only when obtaining competitive bids would be impractical because alternative providers have been determined not to be available or when substitutes have been ascertained to be unacceptable, and after conducting a good faith review of applicable sources. Sole Source purchases will require written certification from the department requesting such sole source that there is no other responsible source available. Notice of intended sole source purchase shall be posted on the LCC purchasing and department website for three business days prior to execution

2. Sole source purchases over \$5,000 must include proper justification detailing why competitive bids would not be appropriate and that there is only one source for supplying the requested supply, service or construction item. The sole source justification does not relieve Purchasing of the responsibility to obtain a fair and reasonable price.

C. Simplified Purchases

1. A Request For Quotation will be used for acquisitions that are greater than \$5,000 and less than \$25,000. The buyer will seek a minimum of three written quotations and award will be made to the Supplier whose quotation is most advantageous to the College, where price, quality and other factors are considered.

2. For acquisitions less than \$5,000 the buyer may go to the source recommended by the requester.

D. Purchase orders exceeding \$100,000

A contract or purchase order in excess of \$100,000 shall be approved by the Board of Trustees, unless already authorized within the approval of a larger capital project. The total anticipated payment to a supplier must be considered in determining purchase order total, including anticipated expenses over and above the direct cost of the good or service. When an increase in the total purchase from under \$100,000 to over \$100,000 is expected, the change shall be reported to the Board's Finance Committee, which shall determine if Board action is required. No action by the committee to refer the proposed change to the full Board within 15 days shall constitute concurrence with the proposed change. Contracts shall be considered both by project/service and by vendor for purposes of determining whether Board approval is required.

E Emergency Purchases

In cases where delaying a purchase until the next regularly scheduled Board meeting or until a special meeting is called would result in a material undue expense, or in cases of an emergency* the President will inform the Board Chairperson or his/her alternate of the need to proceed with a purchase and request his/her approval. A special meeting of the Board will be called if reasonably possible. If a special meeting cannot be scheduled, because of the urgency of the situation, every effort will be made to contact all Board members to seek their input prior to final approval being given by the Board Chair or his/her alternate. Members of the Board shall be notified of the final disposition of the purchase and its approval immediately.

**Emergency" defined as an occurrence or need that presents a physical hazard to students, faculty or staff, a physical plant problem that would impede or shut down operation of a facility, or a systems failure that would seriously impair any critical function of the college which could not reasonably for which remedial action could not reasonably be delayed 24 hours.*

F. Blanket, Standing, &/or Open Orders.

The Board may approval, either as open orders, or for a specified period, blanket or standing purchase orders for goods and/or services that are required by the college on an on-going basis. Use of such blanket orders shall require an initial estimate of expected cost for the period in question, or for one academic fiscal year, whichever is shorter. Expenditures under blanket purchase orders shall be reported quarterly to the audit committee.

G. No-bid contracts-

The policy requiring solicitation of bids or proposals may be waived by the Purchasing Director, upon written request and justification from a requesting official of at least the level of Dean, when it is necessary to obtain materials or services essential for the efficient operation of the college or to obtain significant price discounts for previously approved projects but which do not constitute an emergency under the definitions above. Any such contract shall contain a seven business day cancellation

provision. In all such cases, such no bid contracts shall be reported to the Audit Committee within 3 business days, who shall have the authority to direct cancellation of the no-bid contract unless approved by the full Board within the seven business day period.

H. Encouraging Purchases from Minority-owned and Women-Owned Businesses

1. In all acquisitions of \$5,000 or more, Purchasing staff will solicit bids/proposals from a minimum of three Minority Business Enterprise(s) and/or Women Business Enterprise(s), in addition to the requirement for three written bids.

2. Contracts will generally be awarded to the lowest responsible bidder. Awards of bids or proposals will be evaluated, in part, based on the bidder's use of subcontractors or partners (in a joint proposal) that are Minority Business Enterprise(s) and/or Women Business Enterprise(s). On construction contracts the College reserves the right to award the contract to the lowest responsible bidder. In assessing whether a contractor is "responsible," the College will give significant weight to the following requirements with respect to Minority Business Enterprise(s) (MBE) and Women Business Enterprise(s) (WBE). Failure to achieve the goals established by this bid provision will result in a contractor being disqualified, except for good-faith cause submitted in writing by the contractor. The College shall be the sole judge as to whether the reasons submitted for failure to achieve these goals are good-faith cause. Lansing Community College has determined that the levels of MBE and participation in construction projects shall be as follows:

- (a) 1 percent of the total contract price, as awarded, shall be made available to Minority-owned Business Enterprise(s) (MBE); and
- (b) 1 percent of the total contract price, as awarded, shall be made available to Women-owned Business Enterprise(s) (WBE).
- (c) Minority-owned Business Enterprise (MBE) is defined as a business entity in which 51% or more of the voting shares and interest in the enterprise is held by minority individuals. The minority ownership of the enterprise shall have management and investment control of the company.
- (d) Women-owned Business Enterprise (WBE) is defined as a business entity in which 51% or more of the voting shares and interest in the enterprise is held by a woman or women. The female ownership of the enterprise shall have management and investment control of the company.
- (e) The MBE and WBE goals are independent. Meeting or exceeding one of the goals does not constitute achievement of the second goal. If a bidder or subcontractor is both a WBE and MBE, their percentage of the contract may be counted toward either (MBE minority percentage or (WBE) women percentage, but not both.

- (f) A bidder may meet these goal(s) by using a WBE and MBE, as applicable, in the following roles:
 - i. Prime contractor;
 - ii. Member of a joint venture (participating as a prime contractor or subcontractor);
 - iii. Subcontractor; or
 - iv. Manufacturer or supplier of materials.

- (g) The apparent Low Bidder shall, within 24 hours, after receipt of bids, provide the names of the MBE/WBE, description of work to be done by each, dollar value of work, and percentage of contract price. This information shall be included with the contract breakdown specified in Section 01309 of the specifications. Failure to provide this data may void the quotation or bid.

- (h) The Purchasing Department maintains a list of known Minority and Women Business Enterprises in the region. Bidders can obtain a copy of this list. This list is not intended to be comprehensive. Similarly, it does not constitute an endorsement or certification of acceptability of the contractors and suppliers included.

I. Prevailing Wage Requirement

Work for renovation and construction bids for projects which exceed \$30,000 shall be subject to prevailing wage unless otherwise prohibited by law.

J. Preference for Supplier's located in Lansing Community College tax district (bidders or offerors) on contracts over \$25,000

When sealed bids are received under _____. for purchases in the amount of \$25,000 or higher, the following policies shall also be considered in the awarding of the contract:

1. The person or business submitting the lowest bid shall be deemed the lowest bidder. If the lowest bidder is not located in the Lansing Community College tax district, any bidder located within the LCC tax district with a bid within 5% of the lowest bid that has been deemed responsive and responsible, shall be deemed the lowest bidder if it agrees to reduce its bid to match the bid of the lowest bidder.

2. If such a bidder located within the LCC tax district refuses to reduce its bid to match the lowest bid, then the next lowest responsive and responsible bidder located within the LCC tax district with a bid within 5% of the lowest bid shall be deemed the lowest bidder, if it agrees to reduce its bid to match the bid of the lowest bidder.

3. If no responsive and responsible bidder located within the LCC tax district within 5% of the lowest bid agrees to reduce their bids, then the contract shall be awarded to the person or business with the lowest, most responsive and responsible bid.

4. No contract awarded pursuant to this clause shall be sublet in any manner that permits 50% or more of the dollar value of the contract to be performed by a subcontractor or subcontractors who do not meet the definition of located within the LCC tax district.

5. Any bidder located within the LCC tax district awarded a contract pursuant to this clause shall agree to make available to the College the records necessary to establish such eligibility.

6. Qualifications for supplier located within Lansing Community College tax district:

- a. Pays property taxes on real property located within the Lansing Community College tax district.
- b. Preference statement to be included in all Invitation For Bids/Requests For Proposals over \$25,000.

"A supplier located with the Lansing Community College tax district that has been deemed responsive and responsible that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible supplier located within the LCC tax district, the first opportunity to match the low bid will go to the supplier with the lowest bid. If the supplier located within the LCC tax district refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder."

K. Professional Services

Professional services agreements for legal, auditing, architectural, engineering, technology, management consulting, and all other typical professional services shall be solicited through Requests for Proposals rather than competitive bid. Requests for Proposal shall be considered on ability to perform the work and experience of the assigned professional(s) as well as of the firm, price and time frames for completion.

If the total expected cost of such services for a fiscal year are anticipated to be less than \$20,000, the RFP requirement may be waived by the Purchasing Director upon written request and justification from the requesting department. Request for waiver shall be based on limited time frame and urgency of service need, follow-up on prior work, or other professionally prudent reason for such waiver as determined by the Purchasing Director.

Should expected costs during the fiscal year subsequently be expected to exceed \$20,000, service being provided under the waiver provision will be reported to the Finance Committee for determination if the exemption from RPP shall continue and reported to the Board for approval.

Requests for Proposal shall posted on the website and sent to all providers who have requested in writing to receive such RFPs.

Responsibility

The College's Director of Purchasing is responsible for preparing procedures to implement this policy. Each employee requesting approval of a purchase is responsible for the accuracy and completeness of the information supporting their request for a PO.

REVISED 4/21/03, 11/17/03, 6/2/06 draft

Failure to follow this policy may result in disciplinary action up to and including termination.

PURCHASING

I. Purpose

Responsibility and authority to make commitments for purchases are assigned to the Purchasing Department. The Purchasing Department is responsible for ensuring a continuous supply of goods and services necessary to support student learning, instructional support, and college administration. Purchasing gives prime consideration to the Colleges' interests while seeking to maintain and further long-term, mutually beneficial and ethical supplier relationships. This responsibility includes:

1. Securing supplies and services from a responsible and responsive supplier offering the lowest possible cost and provides the overall best value to the College.
2. Providing increased public confidence in the procedures followed in the College's purchasing system.
3. Ensuring fair and equitable treatment of all persons who deal with the College's purchasing system.
4. Promoting minority-owned and women-owned business enterprise participation in college procurement in a manner consistent with the applicable law.
5. Providing increased economy in the College purchasing activities and to maximize to the fullest extent practicable, the purchasing value of public funds to the College.
6. Providing safeguards for the maintenance of a purchasing system of quality and integrity.

II. Scope

This policy applies to all purchases and leases.

III. General

A. Competitive Sealed Bidding

1. A competitive sealed bidding process will be used for all acquisitions that exceed \$25,000 and will be advertised in the appropriate media.
2. The acquisition process will permit sufficient time to prepare the solicitation, advertise, determine the qualifications of bidders, availability of plans and specifications, obtain deposits of bidders, receive and open sealed bids, and withdrawal of bids.
3. When competitive sealed bids are used, the College may specify that bids are for the entire project or for specified parts of the project, and it may request bids, optional alternates or additional construction. Compliance with applicable Federal, State and local laws and regulations will be required. The College reserves the right to reject all bids.
4. Maintenance Contracts purchased from the manufacturer or supplier of the specific equipment to be serviced may be made with or without competitive bidding.
5. Sealed bids are not required for purchases under contracts established by the College, a public agency or cooperative agreements
6. All contracts for goods and services are subject to a periodic cycle of review for quality and cost, including an assessment of the market through a formalized bid process.

B. Sole Source and No-Bid Purchases

1. A purchase over \$5,000 may be awarded without competition upon written request and justification from a requesting official of at least the level of dean, and when Purchasing determines in writing after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. Purchasing will conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source purchases will be maintained as a public record and will list each supplier name, the amount, a listing of item(s) purchased, the purchase order number and provided to the Board of Trustees.
2. Notwithstanding any other provisions of this policy, Purchasing may make or authorize others to make No-Bid emergency purchases of supplies, services, or construction items when there exists a threat to public health, welfare, safety, or interruption to the daily function of the College; provided that such emergency purchases will be made with such competition as is practical under the circumstance. A written determination of the basis for the emergency and for the selection of the particular supplier will be included in the purchase order file. As soon as practicable, a record of each emergency purchase will be made a public record and will list each supplier name, the amount, a listing of item(s) purchased, the purchase order number and will be provided to the Board of Trustees.

C. Simplified Purchases

1. A Request for Quotation will be used for acquisitions that are greater than \$5,000 and less than \$25,000. The buyer will seek a minimum of three quotations and award will be made to the Supplier whose quotation is most advantageous to the College, where price, quality and other factors are considered.
2. For acquisitions less than \$5,000, the buyer may go to the source recommended by the requester.
3. Delegation of purchasing authority through issuance of a LCC Card. Employees who are designated to make small dollar purchases for their department or who travel may request an LCC Card. Employees must receive approval from their immediate supervisor and attend cardholder training before receiving an LCC Card. Purchasing performs monthly audit of cardholder statements to ensure compliance with purchasing policy.
 - a. Card controls include a single transaction limit, monthly cycle limit, and merchant code classification restrictions.
 - b. Cardholders must reconcile their LCC Cardholder expense statement in a timely manner and provide receipts for all transactions. Supervisors must approve all employee expenses.
 - c. Cardholders are assigned the appropriate delegation of authority to make purchases for Lansing Community College business purposes only.
 - d. Cardholders abusing card privileges may also be subject to disciplinary action up to an including termination. The employee will be liable for all personal purchases.

D. Purchase Orders, Contract Purchase Orders, and Emergency Purchases exceeding \$100,000,

1. A contract or purchase order in excess of \$100,000 will be approved by the Board of Trustees. The total anticipated payment to a supplier must be considered in determining purchase order total, including anticipated expenses over and above the direct cost of the supplies or services. When an increase in the total purchase order (from under \$100,000 to over \$100,000) is needed, the change order will be referred to the Board's Finance Committee which will determine if Board action is required. If the Finance Committee concurs with the change order, the college may proceed. If not, the change order will be referred to the full Board at the next scheduled meeting.
2. The Board will approve contract purchase orders exceeding \$100,000 for supplies or services that are required on an on-going basis. The contract purchase order will require a total contract amount and a stated contract period including options to extend. Standard purchase orders issued against contract purchase orders will be reported to the Board on a monthly basis.

3. In cases where delaying a purchase of \$100,000 or more until the next regularly scheduled Board meeting or until a special meeting is called would result in an undue expense or in cases of an emergency, ["emergency" defined as: an unforeseen combination of circumstances resulting in a state that calls for immediate action; a sudden crisis requiring action; an unexpected and sudden event that must be dealt with urgently], the President will inform the Board Chairperson or his/her alternate of the need to proceed with a purchase and request his/her approval. A special meeting of the Board will be called if reasonably possible. If a special meeting cannot be scheduled, because of the urgency of the situation, every effort will be made to contact all Board members to seek their input prior to final approval being given by the Board Chair or his/her alternate. Members of the Board will be notified of the final disposition of the purchase and its approval immediately.

E. After the Fact Purchases

An after the fact purchase is when a requester places an order for supplies or services without purchasing authority. While the requested supplies or services may fulfill a legitimate college need this is not in accordance with the purchasing policy. The requester will provide a requisition and written justification from a requesting official of at least the level of dean. Purchasing will complete the purchase transaction. A record of after the fact purchases will be maintained as a public record and will list each supplier name, the amount, a listing of item(s) purchased, the purchase order number and will be provided to the Board of Trustees.

Encouraging Purchases from Local, Minority-owned, and Women-Owned Businesses

1. In all acquisitions of \$5,000 or more, Purchasing staff will solicit bids/proposals from a minimum of three local, Minority Business Enterprise(s), and/or Women Business Enterprise(s) or publicly post online to all suppliers (e.g. www.epaconline.com).
2. Contract purchase orders and standard purchase orders will generally be awarded to the lowest responsible bidder. Awards of bids or proposals will be evaluated, in part, based on the bidder's use of subcontractors or partners (in a joint proposal) that are local, Minority Business Enterprise(s) and/or Women Business Enterprise(s).
3. On construction contracts the College reserves the right to award the contract to the lowest responsible bidder. In assessing whether a contractor is "responsible," the College will give significant weight to the following requirements with respect to Minority Business Enterprise(s) (MBE) and Women Business Enterprise(s) (WBE). Failure to achieve the goals established by this bid provision will result in a contractor being disqualified, except for good-faith cause submitted in writing by the contractor. The College will be the sole judge as to whether the reasons submitted for failure to achieve these goals are good-faith cause. Lansing Community College has determined that the levels of MBE and participation in construction projects will be as follows:
 - (a) One percent of the total contract price, as awarded, will be made available to Minority-owned Business Enterprise(s) (MBE); and
 - (b) One percent of the total contract price, as awarded, will be made available to Women-owned Business Enterprise(s) (WBE).
 - (c) Minority-owned Business Enterprise (MBE) is defined as a business entity in which 51% or more of the voting shares and interest in the enterprise is held by minority individuals. The minority ownership of the enterprise will have management and investment control of the company.
 - (d) Women-owned Business Enterprise (WBE) is defined as a business entity in which 51% or more of the voting shares and interest in the enterprise is held by a woman or women. The female ownership of the enterprise will have management and investment control of the company.

- (e) The MBE and WBE goals are independent. Meeting or exceeding one of the goals does not constitute achievement of the second goal. If a bidder or subcontractor is both a WBE and MBE, their percentage of the contract may be counted toward either (MBE minority percentage or (WBE) women percentage, but not both.
- (f) A bidder may meet these goal(s) by using a WBE and MBE, as applicable, in the following roles:
 - i. Prime contractor;
 - ii. Member of a joint venture (participating as a prime contractor or subcontractor);
 - iii. Subcontractor; or
 - iv. Manufacture or supplier of materials.
- (g) The apparent Low Bidder will, within 24 hours after receipt of bids, provide the names of the MBE/WBE, description of work to be done by each, dollar value of work, and percentage of contact price. This information will be included with the contract breakdown specified in Section 01309 of the specifications. Failure to provide this data may void the quotation or bid.
- (h) The Purchasing Department maintains a list of known Minority and Women Business Enterprises in the region. Bidders can obtain a copy of this list. This list is not intended to be comprehensive. Similarly, it does not constitute an endorsement or certification of acceptability of the contractors and suppliers included.

F. Prevailing Wage Requirement

Work for renovation and construction bids for projects which exceed \$30,000 will be subject to prevailing wage unless otherwise prohibited by law.

IV. Responsibility

The College's Director of Purchasing is responsible for preparing procedures to implement this policy.

REVISED 4/21/03, 11/17/03, 5/9/06

Failure to follow this policy may result in disciplinary action up to and including termination.

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TRAVEL AND BUSINESS RELATED EXPENSE POLICY

I. Purpose

Lansing Community College recognizes the need for its employees to travel for professional development, training purposes, and to conduct College business. This policy outlines acceptable expenses for which an employee may be reimbursed when traveling on College business.

II. Scope

This policy applies to all employees.

III. General

A. Elements of Travel Procedures

The College's travel procedures will contain the basic elements of an accountable plan and include the following requirements:

1. Expenses incurred by an employee in connection with the performance of services for the employer must be business related;
2. The employee must account for expenses within ten (10) business days for domestic travel, and within thirty (30) calendar days for international travel a reasonable time (30 day time frame);
3. The College shall not advance cash for travel unless approved by the President, or the Board Chair in cases of travel by the President.
4. Employees may be temporarily or permanently assigned an LCC credit card for use on college related travel. Such card shall be issues and utilized pursuant to the LCC credit card usage policies and regulations;
5. Employees may make air and other reservations for approved travel through the college established account to minimize out-of-pocket costs to the employee.
6. Exceptions to this policy must be approved in advance by the President and reported to the Audit Committee prior to any authorization of such expenses
7. The College shall process reimbursements for business related travel within 15 days if submission of expenses reports and requisite receipts.

The College will pay faculty, staff and elected trustees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the College when reimbursement is not received from any other source.

Authority and responsibility for approval and control of travel by employees and guests of the College rests with the budget supervisor responsible for the account to which the expense is to be charged.

When travel is funded by a grant or contract, the use of travel funds will be governed by the more restrictive, either the grant, contract or College travel requirements.

The expenses of an employee's spouse, family or others accompanying the business traveler will not be paid by the College. Exceptions to this policy must be approved in advance by the President and reported to the Audit Committee prior to any authorization of such expenses. Exceptions for the President shall be approved by the Board Chair or his/her designee and reported to the Audit Committee.

B. Acceptable Business Related Expenses

The standards listed in IRS Publication 463 Travel, Entertainment, Gift and Car business expenses may be paid by the College, providing the following conditions are met:

1. It is appropriate to the conduct of official college business;

2. If such expenses are approved by the vice president, dean, or budget supervisor;
3. The group or individual is identified;
4. The business reason or benefit gained or expected to be gained is identified.
5. Adequate documentation to support expenses is provided.

The cost of alcoholic beverages is not an allowable expense. While it is recognized that employees may choose to consume alcohol, it is expected that employees will drink responsibly when representing the College.

IV. Responsibility

The College's Vice President of Administrative Services and Finance is responsible for developing an overall administrative procedure to implement the College's travel expenses policy.

Failure to follow this policy may result in disciplinary action up to and including termination.

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REVISED DRAFT 5/10/2006

Proposed

Hiring and Contract Approval Policy

I. Purpose

This policy is intended to define the appropriate hiring authority for personnel and profession service providers utilized by the college and to clearly delineate those which are under the policy/ Board responsibility and those under the responsibility and authority of the president and administration.

II Scope

This policy shall commence effective May 1, 2006.

III General

- A. The Board of Trustees shall select, hire, negotiate terms and scope of service, and directly receive the reports and information from the following, whether hired as employees, contractors, or consultants:
1. Board Secretary
 2. President
 3. Board Liaison
 4. Legal Counsel, regular, or special counsel
 5. External Auditor
 6. Internal Auditor
 7. Special consultants retained on a project basis.
- B. The President shall have the authority and responsibility to hire or retain all others employees, contractors, and service providers within the Board established policy parameters
- C. The Chief Financial Officer shall be confirmed by the Board and have the responsibility to report directly to the Board and/or the Audit Committee, as well as to the external auditors, any suspected financial irregularities, or other matters which present a significant financial jeopardy to the college. Such matters should simultaneously be reported by CFO to the President. Suspected criminal matters must, of course, be reported to the State and appropriate law enforcement agencies for investigation.

IV. Responsibility

The College's President, and Chief Financial Officer shall have responsibility for implementation of, and conformance to, this policy.

Failure to follow this policy may result in disciplinary action up to and including termination.

REVISED DRAFT 5/10/2006

REVISED DRAFT 5/14/2006

STAFFING POLICY

I. Purpose

This policy is intended to define how full-time faculty and staff are categorized in and selected for regular and temporary positions and job assignments. It does not apply to changes in job duties of a given position. This policy continues to reaffirm the College's commitment and adherence to equal opportunity and affirmative action in the appointment to positions and/or hiring of our internal staff. It also enhances the College's flexibility to utilize the knowledge, skills and abilities of our current staff.

II. Scope

This policy applies to all full-time positions created and job assignments made after July 1, 2000.

III. General

A. Definitions:

1. A **Regular** position or job assignment is one that is expected, although not guaranteed, to continue indefinitely.
2. A **Temporary** position or job assignment is one that has a definite end date. A temporary position may be converted to a regular position if the function becomes institutionalized after three years.
3. An **Interim** job assignment is a temporary assignment to a regular position.
4. **Reassignment/Transfer:** Assignment of a current employee to a different position based on qualifications, performance and institutional need.
5. **Promotion:** Assignment is to a higher-salary position.

B. Selection Process

1. A regular job assignment will be made through a competitive search process or through a reassignment/transfer. Transfers to regular positions will be limited to individuals in regular job assignments. A reassignment/transfer will occur only after giving consideration to all employees currently in regular job assignments that have relevant qualifications for the position. This language will not limit the right of the College to make unilateral transfers that are in the best interest of the College.
2. Temporary job assignments can be made through appointment, although competitive searches must be initiated within one year of the appointment.

3. If a temporary job assignment is being converted to a regular job assignment, a competitive search will be conducted, with the following exceptions:
 - a. If an individual with a regular job assignment moves to a temporary position that eventually becomes a regular position, that individual may, at the discretion of College management, be assigned to the regular position.
 - b. An individual is placed into a temporary position through a competitive search and remains in the position for three years or more. If the position is converted to a regular position, that individual may, at the discretion of College management, be assigned to the regular position.
 - c. An individual was appointed (without a competitive search) to a temporary position and has been in it for more than ten years. If the position is converted to a regular position, that individual may, at the discretion of College management, be assigned to the regular position.

IV Exclusions

This policy shall not apply to grant funded positions for which grant restrictions apply. Persons moving from a regular position to a grant funded position may transfer back to his/her regular position when the grant ends, or upon his her request.

Examples:

1. A department chair is appointed "Director of the Mason Center", a new temporary position. After 10 months the College decides to make it a regular position. That individual may, at the discretion of College management, be assigned to the position without a competitive search. (See III.B.3.A.)
2. In 1985, a part-time counselor was assigned to a temporary, grant-funded full-time counselor position and is still in the position. At the end of the fiscal year, the position will be converted to a regular position. The incumbent may, at the discretion of College management, be assigned to the regular position without a competitive search. (See III.B.3.C.)
3. An individual has been working in a full-time regular administrative position. The College decides that this position should be a faculty position. The incumbent may, at the discretion of College management, be transferred to the faculty position after giving consideration to all employees currently in regular job assignments who express interest in the position. (See III.B.1.)

Notes

As with competitive searches, the Office of Equal Opportunity and Diversity Programs, to assure that the College adheres to our policy of nondiscrimination and that the institution continues to make progress toward its goal of a diverse work force, will monitor all assignments and transfers.

IV. Responsibility

The College's Executive Director of Human Resources is responsible for the oversight of this policy.

Failure to follow this policy may result in disciplinary action up to and including termination.

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SEVERANCE

I. Purpose

To provide specific circumstances under which severance may be offered, recognizing that severance is not an entitlement.

II. Parameters and Limitations

Acknowledging that it is sometimes desirable for both parties to end an employment relationship and facilitate an orderly termination process, the College may provide for severance payment, contingent upon a release of claims. No severance agreement will be valid or authorized unless approved by the Board of Trustees.

The Board of Trustees typically will not approve severance if the employment relationship is terminated by the College under the following circumstances:

- A. Dishonesty in connection with job performance that results in personal benefit to the employee.
- B. Material breach of duties that has not been cured by the employee within 14 calendar days after the College notifies the employee of the breach; or
- C. Conviction of or plea of nolo contendere to a felony criminal offense or any misdemeanor criminal offense related to substance abuse, performance of the employee's job or the reputation or operation of the College.

III. Responsibility

Responsibility for compliance with this policy shall rest with the President, Human Resources Director and General Counsel.