



## BOARD OF TRUSTEES PLANNING CALENDAR

*New items are in BOLD*

### June 2006

- Mon., June 19      Regular Board of Trustees Meeting  
Administration Building Board Room – 6:00 p.m.
- June 22 – 23**      Alternative Energy Conference  
West Campus
- Thurs. Jun 22**      Greater Lansing Area Sports Hall of Fame Induction Ceremony  
GVT – Gymnasium  
Reception at 5:30 p.m./Dinner at 6:30 p.m.  
Induction Ceremony at 7:00 p.m.
- Sun., June 25      Annual Alumni Day at the Zoo  
Potter Park Zoo – 12:00 p.m. – 5:00 p.m.
- June 28-June 30      LCC's Summer Stage Under the Stars  
LCC Outdoor Amphitheatre – 8:00 p.m.

### July 2006

- July 1-July 2      LCC's Summer Stage Under the Stars  
LCC Outdoor Amphitheatre – 8:00 p.m.
- July 20-22      MCCA Summer Workshop  
Traverse City, MI

### August 2006

- Fri., Aug. 4      LCC Alumni Night at Lugnuts Stadium  
Lugnuts Stadium – 7 p.m.
- Aug 22 – 25**      Fall Kickoff

(As of 4/12/06)

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



# The Mercer Group, Inc.

*Consultants to Management*

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2313 Northampton Way  
Suite 203  
Lansing, MI  
(517) 487-4575  
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Emailed

June 14, 2006

Chris Lavery, Chair  
Board of Trustees  
Lansing Community College  
Board of Trustees  
Lansing, MI

Re: Policies & Procedures Review and Recommendations

Dear: Trustee Lavery and Board of Trustees:

The policies and procedures which we have reviewed and the recommendations we have made to you will, we believe, assist you and the College in clarifying roles and moving forward in this period of transition and through the up-coming years. We have reviewed the material provided by the staff and met with staff and trustees to help us to understand the goals and concerns of stakeholders. As we have previously stated, some of these policies are typical in other public institutions and some are designed to address specific concerns at the college.

We recently were informed that the LCC Purchasing Card (credit card) procedure is not one which was adopted by the Board. We recommend that you adopt policy governing the Purchasing Card. There are other administrative procedures which may perhaps rise to the level of policy and which should be reviewed and adopted by the Board. Again, a consolidated site for all such procedures would facilitate awareness and review.

We have reported to you that we are aware that some policies and governance as now adopted are inconsistent with the current By-Laws and will require amendments to the By-Laws. As agreed at the onset, that was not done simultaneously with the policy and governance in order to avoid back and forth changes. Those changes now need to be made. Caution should be taken to avoid negating your newly adopted policies by what appear to be minor or immaterial changes to wording when enacting By-Law amendments. Since it is our understanding that By-Laws take precedence over policies, such changes could reduce the effectiveness or even reverse your policy guidance.

Policy formulation is an evolutionary process. Our recommendations reflect the requirements and parameters that have evolved from the achievements and the problems that have occurred both at LCC, and in the whole area of board governance and policy.

Sarbanes-Oxley has changed board roles permanently. Your policy changes reflect those new and higher standards. You have adopted virtually all of our recommendations to address your requirements and vision as well as to address the standards of due diligence for best practices under the changing environment created by Sarbanes- Oxley. Change is a constant factor in all governance. As we recommended in our report, policies should be reviewed and updated on a regular basis, but at least every three years. If a certain number of policies are reviewed annually, they should be grouped by those which are inter-related

We have indicated throughout this project that policies will not resolve issues if they are not understood by all those who need to implement or follow them nor will they achieve your goals in adopting them if they are not followed with a meaningful effort to meet their purpose rather than to simply meet “the letter of the law”. Legalism and looking for loopholes can undermine policies because there are typically grey areas and no policy can address every conceivable situation. No policy or procedure can assure an outcome; they can simply define required and prohibited actions, violation of which can result in adverse consequences to the college and to individuals. We strongly recommend that the administration and the Board work through the new committee structure to arrive at mutual understood definitions when grey areas arise; it will go a long way to avoiding future miscommunication and problems.

We would like to thank the staff for their time and efforts during this project.

If you have any questions, please contact me at 517-487-4575.

Sincerely,

**THE MERCER GROUP, INC.**

*Jan Lazar*

Jan Lazar,  
Senior Vice-President

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# PURCHASING

## **I. Purpose**

The purpose of this policy is to delineate (1) the authority and responsibility of the Purchasing Department; (2) the procedures and processes to be utilized by the Purchasing Department to ensure a continuous supply of goods and services necessary to support student learning, instructional support, and college administration, (3) the scope of the policy.

The responsibility of the Purchasing Department includes:

1. Ensuring that prime consideration is given to the College's interest while seeking to maintain and further long term, mutually beneficial and ethical supplier relationships.
2. Securing supplies and services from a responsible and responsive supplier offering the lowest possible cost and provides the overall best value to the College.
3. Maintaining public confidence in the procedures and processes used by the College in obtaining (purchasing) goods and services.
4. Ensuring fair and equitable treatment of all persons who seek to provide goods, supplies and services to the College.
5. Promoting, in a manner consistent with applicable law, minority-owned and women-owned business enterprises' participation as suppliers of goods and services to the College.
6. Increasing efficiencies in the College's purchasing activities and maximizing to the fullest extent practicable, the value of the College's expenditure of public funds.
7. Establishing and maintaining safeguards to ensure a purchasing system of high 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 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**

A purchase over \$5,000 may be awarded without competition upon written request and certification from a requesting official of at least the level of dean that no other responsible source is available, 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.

Notice of intended sole source purchase shall be posted on the LCC purchasing and department website for three business days prior to execution.

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.

### **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. .
3. Purchasing may delegate authority through the issuance of a LCC Card. Users of an LCC Card shall be responsible for complying with the requirements of this policy.
4. Pyramiding of purchases which would result in avoiding the requirements for competitive bidding is prohibited.

### **D. Purchases exceeding \$100,000**

1. 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 order 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 order to the full Board within 15 days shall constitute concurrence with the proposed change order.
2. Board approval shall be required when the \$100,000 threshold will be reached for either a given project and/or service, or a given vendor.
3. Purchasing will provide a report in January (for the previous calendar year) and September (for the prior fiscal year) by supplier name, amount, and listing of items(s) purchased, and purchase order number(s) for all suppliers who received awards totaling \$100,000 or more in the aggregate.

### **E. Emergency Purchases**

In cases where delaying a purchase of \$25,000 or more 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 notify them of the emergency requirement and that approval is 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" shall be defined as an occurrence or need that presents a physical hazard to students, faculty, staff or the general public, 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. Contract, Blanket, Standing, &/or Open Orders**

Contract, blanket, standing, and/or open orders shall comply with the provision of this policy. A list of all such orders will be provided to the Audit Committee twice a year, in January (for the previous calendar year) and September (for the prior fiscal year), by supplier name, amount, and listing of items(s) purchased, and purchase order number(s) for all suppliers who received awards.

#### **G. No-bid contracts**

The policy requiring solicitation of bids or proposals may be waived by the Purchasing Director, upon written justification from a requesting official of at least the level of a Dean, when it is necessary to obtain supplies or services essential for the efficient operation of the college but which do not constitute an emergency under the definition above. In all such cases, such no-bid contracts shall be reported to the Audit Committee within 3 business days, which shall have the authority to require all future supplies or services for which this exception was made to be competitively bid.

#### **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. Manufacture 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.**

1. When sealed bids are received under III.A.1. for purchases in the amount of \$25,000 or higher, the following policies shall also be considered in the awarding of the contract:
2. 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.
3. 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.
4. 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.
5. 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.

6. 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.
7. 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.

This provision shall apply when overall college purchase of goods and services from local vendors are less than 20% of expenditures on an annualized basis.

"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**

1. Professional services agreements for legal, auditing, architectural, and engineering services, technology consultants, management consultants, and all other typical professional services shall be solicited through Requests for Proposals rather than competitive bid. Requests for Proposal shall be considered on the ability to perform the work and experience of the assigned professional(s) as well as of the firm, price and time frames for completion.
2. If the total expected cost of such services for a fiscal year is anticipated to be less than \$25,000, the RFP requirement may be waived by the Purchasing Director upon written request and justification from the requesting Dean or above. 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.
3. Should expected costs during the fiscal year subsequently be expected to be \$25,000 or more, service being provided under the waiver provision will be reported to the Finance Committee for determination if the exemption from RFP shall continue and referred to the Board for approval.

4. Requests for Proposal shall be posting on the website and sent to all providers who have requested in writing to receive a posted RFP.

**L. Waiver of this policy**

Waiver of the provisions of this policy, other than those delineated above, may only be approved by the Board of Trustees.

**M. Violations**

All violations of this policy shall be reported to the Audit Committee monthly.

**IV. 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 purchase order.

*REVISED 4/21/03, 11/17/03, DRAFT 6/14/2006*

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

## PURCHASING CARD

### **I. Purpose**

The purpose of this policy is to delineate (1) the authority and responsibility of LCC Purchasing Cardholders; including requirements for overall compliance with the Purchasing Policy; (2) the procedures and processes to be utilized by LCC Cardholders, and (3) the scope of the policy.

### **II. Scope**

This policy applies to all LCC Purchasing Cardholders and their supervisors.

### **III. General**

#### **A. LCC Purchasing Card**

1. Purchasing may delegate authority through the 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 a 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 review and approve all employee expenses.
  - c. Cardholders are assigned the appropriate delegation of authority to make purchases for Lansing Community College business purposes only.
2. All equipment with a dollar value of \$1,000 or more must be approved by Divisional Budget Administrator. All purchases of \$4,999 or more must be executed by the Purchasing Department unless authority has been delegated to make such purchases on the LCC Card.

**B. LCC Card Abuse**

Cardholders abusing card privileges may also be subject to disciplinary action up to and including termination. The employee will be liable for all personal purchases. Violations include, but are not limited to:

- a. Purchasing items for personal use
- b. Utilizing the LCC Card for unauthorized purchases
- c. Failure to return the LCC Card when reassigned, terminated, or upon request
- d. Failure to retain proper documentation
- e. Failure to process LCC Card charges thru iExpense by each Pay Day Friday
- f. Use of the LCC card to avoid or regate the other requirements of the Purchasing Policy.

**C. Violations**

All violations of this policy shall be reported to the Audit Committee monthly. Violations shall be subject to disciplinary action up to and including termination.

**IV. Responsibility**

The College's Director of Purchasing is responsible for preparing procedures to implement this policy. Each employee authorized an LCC Card is responsible for the accuracy and completeness of the information supporting expenses.

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

## 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 July 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 6/13/2006

## Audit Policy

### **I. Purpose**

The purpose of this policy is to delineate (1) the requirements for on-going internal and annual independent audit of any and all college records and activities to ensure appropriate oversight and compliance with all legal and regulatory requirements and Board policies.

The responsibility for selection of both the independent auditor and the internal auditor shall rest with the Board of Trustees who shall have responsibility for the following:

1. Developing and adopting the scope of services and for both the internal auditor and for the external independent audit;
2. Maintaining public confidence in the procedures and processes used by the College in all of its financial transactions and reporting;
3. Establishing sufficient scheduled and unscheduled testing of transactions to provide a reasonable and professionally prudent person a basis for determination that college financial transactions are fully and accurately reported and reflected in all financial statements and reports to the Board and other monitoring and oversight agencies;.

### **II. Scope**

This policy applies to internal and independent audit of all college records.

### **III. General**

This policy shall apply to all financial transactions including but not limited to:

1. investment of funds;
2. cash receipting and disbursement;
3. tax reporting;
4. general ledger accounting;
5. grant accounting;
6. purchasing transactions
7. employee expense reporting; and
8. all other financial transactions executed by the college.

*REVISED 4/21/03, 11/17/03, DRAFT 6/13/2006*

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

## ❖ Key Features of Supplemental Instruction

- ❖ Supplemental Instruction (SI) is a program in which instructors, administrators, and student leaders collaborate and work as a team to increase student success in historically difficult classes. It is a non-remedial, institution-wide approach to retention.
- ❖ SI targets classes that are historically difficult for students.
- ❖ A successful student (3.0 or higher in the course) is identified by the class instructor and is interviewed by Tutoring Services.
- ❖ Tutoring Services trains the student leaders in group facilitation and study strategies and mentors the leaders.
- ❖ The location of the study groups is in close proximity to the class, near the class times.
- ❖ The student leader facilitates group discovery of the content and the skills needed to succeed without re-teaching or providing answers. An emphasis is placed on critical thinking and transferability of skills.
- ❖ The student leader meets regularly with the class instructor.
- ❖ Students' attendance of study groups is voluntary, (not rewarded or penalized) and confidential, (no instructor knowledge of attendees).
- ❖ Students' participation in SI is monitored and reported in group summary form to the instructor after the end of the semester. Comparative grade points achieved by participating and non-participating students may also be reported.



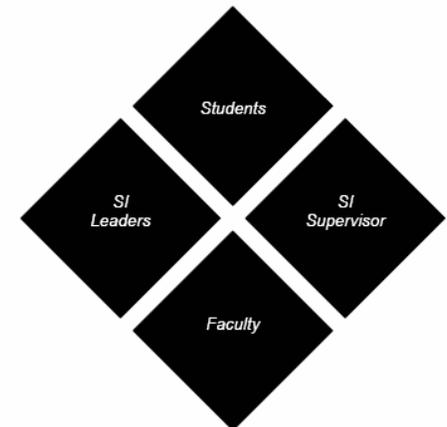
### ❖ Contacts

- Renée Mickelson  
Tutoring Services Coordinator
- Ruth Heckman  
Lead Tutor Supplemental Instruction
- Phone: (517) 483-1206
- Fax: (517) 483-1222
- E-mail: [tutoring@lcc.edu](mailto:tutoring@lcc.edu)  
<http://www.lcc.edu/tutorial>

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# SUPPLEMENTAL INSTRUCTION at LANSING COMMUNITY COLLEGE

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## ❖ Tutoring Services

Arts & Sciences Room 103  
(517) 483-1206  
[tutoring@lcc.edu](mailto:tutoring@lcc.edu)

## ❖What is Supplemental Instruction?

- Supplemental Instruction (SI) is an academic assistance program that utilizes peer-assisted study sessions.
  - SI sessions are regularly-scheduled, informal, optional review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items.
  - Students learn how to integrate course content and study skills while working together.
3. Maintain the confidentiality of students choosing to attend Supplemental Instruction sessions by not attending sessions personally or examining attendance or evaluation reports (except in summary form)
  4. Identify leaders from successful class participants; discuss issues or concerns with Tutoring Services Coordinator; complete an evaluation of the program each semester
- 

## ❖SI – Why?

1. To **reduce** rates of **attrition** within targeted historically difficult courses
  2. To **improve** student **grades** in targeted historically difficult courses
  3. To **increase** the **graduation rates** of students
- 

## ❖Role of Faculty

1. Introduce the program to students then encourage students on an on-going basis to attend Supplemental Instruction sessions
2. Meet weekly with the student leader to provide resources for the group, and, possibly assess class progress (15-30 minutes weekly)

## ❖Role of SI Leader

1. Prepare for each group session using a format agreed upon by the faculty member and Tutoring Services
2. Attend all scheduled class sessions (with some exceptions)
3. Meet students at each session, on time, in the advertised location and time (usually twice per week)
4. Record and report attendance of Supplemental Instruction sessions to Tutoring Services Coordinator, maintaining confidentiality of student attendance
5. Facilitate the group's study, not re-teach or provide answers
6. Model critical thinking and study strategies that will help students in that class and others
7. Promote attendance of Supplemental Instruction sessions to students
8. Meet weekly with instructor to share plans, group progress and difficulties, (½ hour)
9. Meet weekly with Tutoring Services staff for further training, debriefing, and problem-solving

## ❖Role of Tutoring Services Liaison

1. Interview, hire, train and monitor student leader identified by faculty
  2. Set up session times, days and location; publicize them through flyers, leaders, and instructors
  3. Provide leaders with ongoing inservice sessions on group leadership, study skills and critical thinking
  4. Provide resource support for student leaders and participating faculty
  5. Collect and report evaluative data on participating student groups, targeted classes and overall program function
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# *Lansing Community College* **TUTORING SERVICES PROGRAM**



**Learning Assistance Department  
Student Academic Support Division**

**(517) 483-1206**

**Arts & Sciences Room 103**

**<http://www.lcc.edu/tutorial>**

*" Tutoring has improved  
my grades immensely, and  
I truly don't think I  
would have done as well  
without it."*

*- Student comment on Tutoring Services*

Tutoring is available to LCC students **free of charge** on a **first-come, first-served** basis for most introductory courses, and may be available in other levels of courses. To receive tutoring, students must be enrolled in the course for which they request tutoring. The Tutoring Services **web site** offers information on scheduling, links to on and off-campus sites, and materials about effective study strategies.

## **TUTORING Modes**

Tutoring sessions are weekly, 50 minute, **one-on-one appointments**, which LCC students request by completing a form in the Tutoring Services office or online. Signing up early, as soon as enrolled in the class for which they are seeking assistance, is highly recommended, as slots fill up quickly.

Tutoring Services also offers **study groups, walk-in sessions, online tutoring** and **web conferencing**. Schedules for these options are available in the Tutoring Services office.

**Supplemental Instruction (SI)** sessions are offered to increase student success in courses that are historically difficult. Tutoring Services offers SI sessions for approximately 40 courses during the fall and spring semesters. Trained SI Leaders work collaboratively with the course faculty, mentor by attending class sessions, and facilitate one or more weekly study sessions for students.

**English as a Second Language and bi-lingual tutoring** are available on a scheduled and walk-in basis. An audio lab is available for additional language practice.

## **WORKSHOPS for LCC Students**

Tutoring Services offers **study skills workshops** for any LCC student. Tutors lead interactive sessions on a range of topics that include, yet are not limited to:

- TI-83 Calculator Skills
- Writing Portfolios
- Time Management
- Goal Setting
- Active Learning
- Problem Solving Strategies
- Test Anxiety Reduction
- Test-Taking Preparation

## ***TUTORING MAKES A DIFFERENCE***

### ***LCC Tutoring Services Quantitative Data***

- 70% of students receiving tutoring had a cumulative GPA of 2.0 or better at the end of the semester
- 60% of the students served receive a 2.0 or better in their courses in which they received tutoring

### ***LCC Tutoring Services Student Satisfaction Surveys***

- 95% of the students surveyed reported that their understanding of the course improved as a result of tutoring
- 96% would recommend the service to others

## ***The FACULTY of LCC TUTORING SERVICES***

### ***Part-time Tutors & One Full-time*** include\*:

- 23 Professional Tutors: Degreed professionals with tutoring and teaching experience
- 41 Supplemental Instruction Leaders: Individuals with training and experience in group facilitation skills, as well as documented success in content areas.

\* Tutoring Services staff also includes 5 peer tutors (LCC student employees), 1 temporary full-time scheduler (support staff), 1 part-time clerical staff, 2 office student employees, 1 temporary full-time Supplemental Instruction supervisor, and 1 full-time program coordinator

### ***International Tutor Certification***

Tutors have the opportunity to become certified through the ***International Tutor Certification Program***, which is administered by the College Reading and Learning Association (CRLA). Criteria for each level of certification include a minimum number of tutoring hours per semester, ongoing training, and professional development projects. Since 1998, 155 tutors have received CRLA certification.

### ***Professional Accomplishments*** of Tutoring Services employees include:

- Designing and refining approaches to best practices in face to face and online tutoring
- Developing student resources in relation to course content and study skills
- Presenters at regional, statewide, and national conferences
- State level award winning professionals

## **ADMINISTRATIVE APPOINTMENTS**

1. Name: **Nancy Hayward**

Position: Clinical Coordinator, Nursing Program

Dept./Div.: Human Health and Public Services

Education: MPH, University of Michigan  
BSN, University of Michigan

Experience: Nursing Continuing Education Coordinator  
(2002-present)  
Lansing Community College

Adjunct Faculty (1997-present)  
Lansing Community College

Clinical Nurse Manager (1991-1993)  
St. Joseph Mercy Hospital

Effect. Date: June 26, 2006
  
2. Name: **Richard Scott**

Position: Apprenticeship Coordinator

Dept./Div.: Technical Careers Division

Education: BA, Spring Arbor University

Experience: Precision Machining Instructor (2002-present)  
Jackson Area Career Center

Journeyman Mold Maker (2000-2002)  
J.J. Tool Co.

Mold Maker (2000)  
Mechanical Products, Inc.

Effect. Date: June 26, 2006

## **FACULTY APPOINTMENTS**

1. Name: **Wanda Adams**  
Position: Nursing Faculty  
Dept./Div.: Human Health and Public Services  
Education: BSN, Eastern Michigan University  
Experience: Staff RN (2004-present)  
CareLink of Jackson  
  
Nursing Clinical Instructor (2004-present)  
Jackson Community College  
  
Adjunct Faculty (2003-present)  
Lansing Community College  
  
Effect. Date: August 21, 2006
2. Name: **Mary Martin**  
Position: Biology Faculty  
Dept./Div.: Liberal Studies Division  
Education: MS, Northern Michigan University  
BS, Northern Michigan University  
Experience: Adjunct Faculty (2005-present)  
Lansing Community College  
  
Graduate Teaching & Research Assistant  
(1997-present)  
Michigan State University  
  
Graduate Research Assistant (2003-2004)  
Michigan State University  
  
Effect. Date: August 21, 2006

3. Name: **Thomas Nicholas**

Position: Developmental Writing Faculty

Dept./Div.: Liberal Studies Division

Education: MA, Ohio State University  
BA, Northern Michigan University

Experience: Adjunct Faculty (2004-2005)  
Columbus State Community College

Adjunct Faculty (2004-2005)  
Central Ohio Technical College

Graduate Teaching Assistant (2002-2004)  
Ohio State University

Effect. Date: August 21, 2006

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 15, 2006  
**Policy Working Session**  
3:00 p.m.  
Unadopted Meeting Minutes

**Call to Order by Chairperson**

The meeting was called to order at 3:10 p.m.

**Roll Call by Secretary to the Board**

Present: Smith, Proctor, Pelleran, Brannan, Laverty  
Absent: Canady

Trustee Rasmusson arrived at 3:12 p.m

**Limited Public Comment Regarding Agenda Items**

There were no public comments.

**Board College Policy**

The Mercer Group presented the revised policy recommendations. This document, revised on May 14, 2006, is on file with the official Board Materials.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith to forward final policy revisions for approval at the Special Board meeting, following this work session.

Ayes: Smith, Rasmusson, Proctor, Pelleran, Brannan, Laverty  
Nays: None  
Absent: Canady

Motion carried.

The following policies were finalized and forwarded for Board approval:

E100

E102

E103

EL 200 w/amendments

*The President shall (1) not allow or cause any contractual obligation longer than the current fiscal year, or create the probability for financial liability for the college (2) including employing an administrator under a contract for longer than 1 year duration.*

EL 201

EL 202 w/amendments

Present(s)

EL 204

EL 205

EL 206 w/amendments

*7. Fail to report in a timely manner an actual or anticipated noncompliance with any policy of the Board, federal law, state law, or local ordinance.*

EL 207 (remove the word handicap in #7)

EL 208 w/amendments (under 3 change human to legal) (remove handicap #4)

GP 301 w/amendments (Capitalize the "b" in board under #2)

GP 302 w/amendments (place comma after Board under #2B)

GP 303 w/amendments (replace representation with represent) *...on occasion to represent the Board to outside parties.*

GP 305

GP 306

GP 308 w/amendments (change title to Board Members Business Expense and Traveling)

BPR ~~402~~ delete and combined into BPR 403. Renumber the remaining sections.

BPR 403 w/amendments (renamed 402)

BPR 404 (renamed 403)

Just Cause Policy

Personnel and Compensation

Executive Summary (change effective date)

Capital Projects Budgeting Policy

Evaluation Policy

## **Public Comment**

There were no comments from the public.

## **Adjournment**

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

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

Nays: None

Absent: Canady

Motion carried.

The meeting adjourned at 5:08 p.m.

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
May 15, 2006  
**Regular Meeting**  
Unadopted Meeting Minutes

**CALL TO ORDER**

The meeting was called to order at 6:14 p.m.

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

Trustee Brannon led the pledge of allegiance.

**ADDITIONS/DELETIONS TO THE AGENDA**

Rasmusson: Proposed adding three agenda items (1) Consideration of an employee to work with the Board to support the search process (2) consideration of approving additional hours for Jan Lazar (3) consider restoring the authority of the President to hire and terminate employees.

These items were added to the agenda under Trustee Rasmusson's report.

Proctor: Proposed removal of Workforce Development Report under Board Member Reports. Workforce Development.

**LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS**

No public comments were made.

**PUBLIC HEARING**

***Public Hearing on Fiscal Year 2007 Proposed Budget***

Chairperson Lavery announced the following: The Board published a notice on Monday, May 8, 2006 of this public hearing on the budget for the 2006-2007 fiscal year, for which the College proposes to levy 3.8112 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2007 budget and the approval of this budget by the Board of Trustees will meet the requirements of the **truth in budgeting** statute for levy of the proposed mills.

Laverty: The Board published a notice on Monday May 8, 2006 of this public hearing on the budget the 2006, 2007 fiscal year to which the college proposes to levy 3.8112 mills. This millage may be reduced by any required heady rollback. This millage amount is reference in the fiscal year 2007 budget and the approval of this budget by the Board of trustee will meet the requirements of the Truth and Budgeting statues for levy of the proposed mills.

Chairperson Laverty opened the floor for comments and questions.

No comments were made.

Chairperson Laverty closed the public hearing.

## **CHAIRPERSON AND BOARD MEMBER REPORTS**

### **Chairperson Laverty**

#### ***Executive Search Firm Update***

Chairperson Laverty announced that he instructed the administration to produce copies of all 16 of the firms that applied to be the search firm for Lansing Community College in the selection for both President and Chief Financial Officer. Board Members were asked to review all 16 of the proposals. At a future public meeting, the Board will narrow the firms and ask finalists to present at a later date.

Laverty called another working session and special meeting before the next regular meeting in June. He also asked that the other four members go through and review the 16 firms.

The following resolution was presented by Trustee Smith:

Whereas, the Lansing Community College Board of Trustees will be recruiting candidates for the President and Chief Financial Officer; and

Whereas, the highest degree of integrity and transparency must be maintained in the search/recruitment process; and

Whereas, it is not appropriate for the College staff to administer such as search; and

Whereas, it is necessary that the Board of Trustees remains in compliance with proper procedures, laws and regulations; and

Whereas, staff will be needed to develop, coordinate, implement and assist the Board of Trustees in the recruitment process for the process for the President and Chief Financial Officer; and

Whereas, an important function of the process will be to maintain communications linkages with the Board of Trustees, the firm hired to lead the recruitment process, and the community members serving on the recruitment committee;

Therefore, Be it Resolved, that the Lansing Community College Board of Trustees retains the services of Attorney Beverly Baligad to serve the Board as Recruitment/Search Liaison; and

Be it Further Resolved, that the College Administration will assign Mr. Steve Bennett to assist the Recruitment/Search Liaison by providing support in the following areas: clerical, scheduling, web page maintenance, phone calls, travel arrangements, writing letters, and other tasks deemed necessary by the Recruitment/Search Liaison; and.

Be it Further Resolved that Ms. Baligad may be permitted to utilize and retain additional expert services as necessary to guide this effort.

The final paragraph of the resolution was offered by Trustee Pelleran as a friendly amendment and accepted by Trustee Smith.

IT WAS MOVE by Trustee Smith and supported by Trustee Rasmusson to approve the resolution.

Roll call vote:

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

Nays: None

Absent : Canady

Motion Carried.

### ***By-Law and Policy Discussion***

Ms. Baligad introduced Ms. Jan Lazar.

Lazar presented the policies that were discussed, reviewed and revised at the 3:00 pm Board Policy Working Session.

The following policies were forwarded for approval:

E100  
E102  
E103  
EL 200 as amended  
EL 201  
EL 202 as amended  
EL 204  
EL 205  
EL 206 as amended  
EL 207  
EL 208 as amended  
GP 301 as amended  
GP 302 as amended  
GP 303 as amended  
GP 305  
GP 306  
GP 308 as amended  
BPR 402-delete and combine into BPR 403. (Re-number the remaining sections.)  
BPR 403 as amended  
BPR 404  
Just Cause Policy  
Personnel and Compensation  
Executive Summary (change effective date)  
Capital Projects Budgeting Policy  
Evaluation Policy

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith to approve the above policies.

Trustee Pelleran, Trustee Smith and Trustee Rasmusson thanked Jan Lazar and Bev Baligad for their effort in the entire process.

Trustee Smith made a friendly amended and Trustee Pelleran accepted to set the effective date of the policies to May 15, 2006.

Roll call vote:

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

Nays: None

Absent : Canady

Motion Carried

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith to provide an additional 50 hours to the Mercer Group to assist the Board with the review and completion of the remaining policies and to help implement them.

Roll call vote:

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

Nays: None

Absent : Canady

Motion Carried

### ***Information and Announcements***

Chairperson Laverty reported his attendance at the ethanol fuel seminar at West Campus. Laverty encouraged College personnel to attend a seminar called Building the Capital Area's Future on Wednesday, May 17, 2006 from 11:30 – 1:00 p.m. at the Holiday South Conference Center

Conference information is on file with the official board materials.

Chairperson Laverty and Trustee Pelleran attended the 39<sup>th</sup> Annual Community College Recognition Banquet.

Trustee Pelleran commented on this event and thanked the faculty and students.

Chairperson Laverty attended the Cinco de Mayo event on campus and mentioned that the Lansing Area Hispanic Business Association recognized interim President Cardenas at the Hermann Conference Center.

Chairperson Laverty thanked Dean Danford and Dean Souden for the Lean Conference series that was at West Campus last week. Laverty announced the Women's Resource Center program coming up, the Beverly Hunt Award luncheon on May 24<sup>th</sup>. He encouraged Board members to attend the luncheon. Laverty reported on the Fire Academy Graduation on May 18<sup>th</sup> and the Annual Scholarship awards breakfast on May 18<sup>th</sup> at 8:00 a.m., and the Nursing program on May 12<sup>th</sup> where 98 nurses graduated.

Chairperson Laverty, Trustee Smith and Trustee Pelleran commented on the success of the LCC graduation ceremony and applauded everyone that helped to make this event a great success.

Evelyn Lynn was also recognized as being one of the graduates this year.

## Board Members

### *Trustee Rasmusson – Audit Committee*

Trustee Rasmusson gave the Audit Committee Report. He reported that the Committee is looking at changes in the audit process due to new rules by the Government Accounting Standards Board.

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Pelleran to rescind the amended language made to 1.6.1 item #1 and #2 on October 17, 2005.

#### 1.6.1 Authority and Powers Reserved by the Board

More specifically, the duties of the Board of Trustees shall include, but are not limited to, the following: 1) appoint, **evaluate, and/or** remove the President, Vice-presidents, **Deans, and Departmental Chair level administrators; the terms “Vice-presidents, Deans, and Departmental Chair level administrators” shall mean any person paid by LCC, whether employee or consultant or contract person, or person paid through a firm in which such paid person has a legal or equitable ownership interest, and which payment in any calendar year shall exceed that of the average full time faculty member;** 2) review and approve all terminations and/or discharges; and

#### **The revised policy will now read as:**

More specifically, the duties of the Board of Trustees shall include, but are not limited to, the following: 1) appoint or remove the President and Vice President level administrators; 2) review and approve all consultant contracts; 3) approve the issuance of College degrees and certificates; 4) adopt, develop, and define Board and College policies; 5) establish an annual College budget; 6) establish and authorize College tuition, course fees, and other fees that apply to all students; 7) authorize the sale, purchase, construction, and renovation of College land, buildings, and major equipment; 8) define and review College strategic direction and goals; 9) institute and promote major College fund-raising efforts and authorize the acceptance of gifts to the College; 10) authorize the incurring of debt by the College; 11) evaluate the President, consistent with 1.6.3.

Roll call vote:

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

Nays: None

Absent : Canady

Motion Carried

## **PRESIDENT'S REPORT**

### **Informational Items**

#### ***College Spotlight – Counseling Services***

Dean Woods introduce Louise Rabidoux and Christine DeLand from Counseling Services. Louise provided a PowerPoint presentation regarding Counseling Services (the presentation is on file with the official Board materials.)

There was a question and answer period after the presentation.

#### ***AAT Degree Update***

Dr. VanKempen: Presented an update on the AAT Degree.

There was a question and answer period.

### **Action Items**

*Approval of Minutes - April 17, 2006 Regular Meeting; May 1, 2006 Policy Workshop; May 1, 2006 Special Meeting*

President Cardenas presented April 17, 2006 regular meeting minutes; May 1, 2006 Policy Workshop minutes; and the May 1, 2006 special meeting minutes for the Board's review.

There were no changes.

#### ***Fiscal Year 2006 Revised Budget***

#### ***Fiscal Year 2007 Proposed Budget***

Denice Beckwith spoke briefly about the FY 2006 Amended Budget and the FY 2007 Proposed Budget.

Both the Fiscal Year 2006 Revised Budget and the Fiscal Year Proposed budget are on file with the official Board materials.

#### ***Facilities Fee***

The FY 2007 Proposed Budget includes a facility fee of \$5 per billable hour beginning in Fall 2006. This revenue will be cover additional costs for facility maintenance, for lease phase, parking, and parking structures.

***Course Fees***

A schedule of course fee changes was submitted for approval. A copy of the schedule is on file with the official Board materials.

***Human Resources – Administrative Appointments, Terminations, and Leaves***

There was nothing to report out in regards to Administrative appointments, terminations or leaves.

***Health Care Agreement***

The Health Care Agreement was ratified by the final three bargaining units and presented for Board approval. A copy of the agreement is on file with the official Board materials.

***Bank Resolutions***

Interim Director of Finance Beckie Beard presented a Bank Resolution for Board approval. The resolution allows Ms. Beard to purchase an Open Penalty Lost Security Bond and subsequently sell shares owned by the College.

***Finance - Approval of Bids, Approval of Consulting Services***

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

GM Team Build II – Making the Plan in the amount of \$330, 000. The recommendation was for a Sole Source to be given to Development Dimensions International.

Crosswalk Curriculum for High School Diploma Completion Initiative in the amount of \$4,000. The recommendation was for a Sole Source was given to Barb Shimnoski.

Gannon Building 2006 Exterior Masonry Restoration in the amount of \$263,136. The recommendation was to award the bid to Borner Restoration.

Architech & Engineering Consultant Services in the amount of \$194, 000. The recommendation was to award the bid to Carl Walker Inc.

Methodology for ADA Accreditation Requirements in the amount of \$4,350. The recommendation was to award the bid to DH-Meth-Ed Consultants from Tallahassee, Florida.

IT WAS MOVED Trustee Smith and supported by Trustee Pelleran to approve the action items of the President's Report.

Roll call vote:

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

Nays: None

Absent : Canady

Motion Carried

### **CLOSED SESSION**

IT WAS MOVE by Trustee Pelleran and supported by Trustee Smith to go into closed session for the purpose of discussing strategy and negotiations sessions connected with the negotiation of a collective bargaining agreement.

The Board entered into closed session at 8:28 p.m.

The Board returned to open session at 8:45 p.m.

### **PUBLIC COMMENT**

There were no public comments

The Board evaluated the meeting.

### **ADJOURNMENT**

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

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

Nays: None

Absent : Canady

Motion Carried

The meeting adjourned at 8:50 p.m.

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES

June 5, 2006

**Policy Working Session**

3:00 p.m.

Unadopted Meeting Minutes

**CALL TO ORDER**

The meeting was called to order at 3:41 p.m.

**ROLL CALL**

Present: Brannan, Proctor, Smith, Lavery

Absent: Canady, Pelleran

Trustee Rasmusson arrived at 4:45 p.m.

**LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS**

There were no public comments.

**COLLEGE POLICY DISCUSSION**

***Financial Oversight and Monitoring Policy***

Jan Lazar presented the Financial Oversight and Monitoring Policy.

Corrections were made to this policy and forwarded for approval.

***Purchasing Policy***

This policy was put on hold until the June 19, 2006 regular Board of Trustee meeting.

***Travel and Business Related Expense Policy***

Lazar stated that this was a modification to an existing policy.

Amendments and corrections were made and this policy and forwarded for approval.

***Hiring and Contract Approval Policy***

This policy was put on hold until the June 19, 2006 regular Board of Trustee meeting.

***Staffing Policy***

Amendments and corrections were made and this policy and forwarded for approval.

***Severance Policy***

Laverty indicate that this was a policy that was recommended by Foster, Swift, Collins and Smith.

This policy was forwarded for approval.

**PUBLIC COMMENT**

No public comments.

**ADJOURNMENT**

Ayes: Brannan, Proctor, Rasmusson, Smith, Laverty

Nays: None

Absent: Canady, Pelleran

Motion carried.

The meeting adjourned at 5:04 p.m.

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 5, 2006

**Special Meeting**

5:00 p.m.

Unadopted Meeting Minutes

**CALL TO ORDER**

The meeting was called to order at 5:16 p.m.

**ROLL CALL**

Present: Brannan, Proctor, Rasmusson, Smith, Lavery

Absent: Canady, Pelleran

**LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS**

There was no public comment.

**EXECUTIVE SEARCH STATUS**

Lavery gave a brief Executive Search update. Each Board member was given copies of the following books:

1. The Well-Informed Candidate: A Brief Guide for Candidates for College and University Presidencies
2. Presidential Search: A Guide to the Process of selecting and Appointing College and University Presidents
3. Presidential Compensation in Higher Education
4. Presidential Search Guidelines and Directory

**COLLEGE POLICY DISCUSSION**

***Financial Oversight and Monitoring Policy***

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson to approve the Financial Oversight and Monitoring Policy.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

***Purchasing Policy***

Hold until the June 19, 2006 regular Board of Trustee meeting.

***Travel and Business Related Expense Policy***

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson to approve the Travel and Business Related Expense Policy.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

***Hiring and Contract Approval Policy***

Hold until the June 19, 2006 regular Board of Trustee meeting.

***Staffing Policy***

IT WAS MOVED by Trustee Smith and supported by Trustee Brannan to approve the Staffing Policy.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

***Severance Policy***

IT WAS MOVED by Trustee Brannan and supported by Trustee Smith to approve the Severance Policy.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

## **AUDIT COMMITTEE**

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Brannan to approve the Hiring of Maner, Costerisan & Ellis, PC to do the FY 2006 Audit.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

Trustee Rasmusson stated that the Audit Committee is recommending that the new CFO meet the federal standard for financial expert or as least be a CPA or someone with extensive experience in governmental financial work. The Audit Committee recommends that the internal audit advisor, advise the Board whether there should be a stronger internal audit capability or hire an internal auditor. The committee recommends to the President that she develop a succession plan, to take care of short absences and long absences of key personnel. The Committee also recommends a Board self evaluation.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to accept the Audit Committee Report.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

## **ESP CONTRACT**

Tim Zeller presented the ESP contract.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Smith to accept the ESP Contract.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried

## **CLOSED SESSION**

The Board did not enter into closed session.

## **PUBLIC COMMENT**

Trustee Pelleran: As you all know the state legislator zeroed out the House budget and the House zeroed out the Senate budget. It was an unprecedented move in the history of the Michigan state government. That means that every item is negotiable in state budget and it will boiled down to six people making final decisions in conference committees. If you have priorities take a moment and call your State Senator or State Representative, it is important to weigh in right now. They are setting targets this week for every budget and they will report out the final state budget for the State of Michigan for the year 2006 – 2007 by the end of next week.

## **ADJOURNMENT**

The meeting adjourned at 5:46 p.m.

## **SABBATICAL LEAVE FOR BOARD APPROVAL**

- Name: **Wanda Larrier**

Position: Professor

Dept.: Communications

Requested: Spring Semester 2007

Purpose: The purpose of Ms. Larrier's request is to expand her ability to teach creative writing and publication courses by working on short story projects and a novella.

## **PROFESSIONAL DEVELOPMENT LEAVE FOR BOARD APPROVAL**

- Name: **Jean Morciglio**

Position: Director, Extension and Community Education

Dept.: Extension and Community Education

Requested: August 5 2006 to December 5, 2006

Purpose: The purpose of Ms. Morciglio's request is to research factors that impact student decisions about attending a community college and to explore possible partnership models for supporting student enrollment.

## PRE-AWARD TRANSMITTAL DOCUMENT

**Bid/Proposal No.:** #8261-237-06RB  
**Project Title:** Life Insurance, AD&D, & Long Term Disability

**Opening Date:** April 28, 2006  
**Buyer:** Beckie Beard

### 1. Statement of Need:

Lansing Community College provides Life, Accidental Death & Dismemberment, and Long Term Disability insurance for its full-time employees. The current policies are with The Hartford. It is time to seek new proposals for Life, AD&D, and LTD insurance.

### 2. Description of Supply or Service:

LCC is seeking Life, Accidental Death & Dismemberment, and Long Term Disability insurance for full-time employees. Policies to be in effect no later than August 1, 2006.

### 3. Proposals Received:

Request for Proposals were sent to 16 suppliers. Proposals were received from 6 suppliers.

Supplier	Location	MBE/WB E	LCC Tax District	Proposal Response
AFLAC	Okemos, MI.	No	Yes	No Response
Assurecare	East Lansing, MI.	No	Yes	No Response
Insurance Products & Services	Lansing, MI.	No	Yes	No Response
Jackson National Life	Lansing, MI.	No	Yes	No Response
Kushner & Company	Portage, MI.	No	No	No Response
Lyman & Sheets Insurance Agency	Lansing, MI.	No	Yes	No Response
Marsh USA	Grand Rapids, MI.	No	No	No Response
MESSA	East Lansing, MI.	No	Yes	Responded
<b>SIG Employee Benefits, Inc.</b>	<b>Okemos, MI.</b>	<b>No</b>	<b>Yes</b>	<b>Responded</b>
SIG Employee Benefits, Inc.	Tampa, FL.	No	No	No Response
Tri-Tec Employee Benefits	Okemos, MI.	No	Yes	No Response
Unum Provident	Southfield, MI.	No	No	Responded
Minnesota Life	St. Paul, MN.	No	No	No Bid
Patterson-Bryant Inc.	Bingham Farms, MI.	No	No	Responded
National Insurance Services	Kalamazoo, MI.	No	No	Responded
HRH	Okemos, MI.	No	No	Responded

The solicitation was posted on-line at <http://www.epaonline.com>.

### 4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Human Resources, and a Labor Coalition representative. Supplier's proposals were evaluated based upon expertise, qualifications, licenses, and pricing. The evaluation committee recommends award to SIG Employee Benefits, Inc. for three years. Pricing includes a 3-Year Rate Guarantee. SIG Employee Benefits, Inc. proposal is the most advantageous to the College.

**3-Year Rate Guarantee**

Life/AD&D

Monthly Premium: \$6,228.63

Annual Premium: \$74,743.56

LTD

Monthly Premium: \$14,531.85

Annual Premium: \$174,382.23

Total: \$249,125.79

**5. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**6. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Proposal No.: 9001-243-06CD  
Project Title: Internet Service Provider

Proposal Opening Date: June 2, 2006  
Buyer: Caroline Duda

### 1. Description of supply or service:

The purpose of this request for proposal is for a Supplier to provide internet access services. Initial period: July 1, 2006 through June 30, 2008 with three one-year options to extend, for an overall contract period of up to five years.  
Monthly Internet services are \$15,900 x 12 months = \$190,800 per year  
Total for five years = \$954,000

### 2. Proposals Received:

Proposals were sent to 6 suppliers. Proposals were received from 4 suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Proposal Response
A T & T	Lansing, MI	No	Yes	No Response
<b>CRT/Arialink</b>	<b>Lansing, MI</b>	<b>No</b>	<b>Yes</b>	<b>Responded</b>
Lynx Networks	Glen Arbor, MI	No	No	Incomplete Response
Delta Networks	Detroit, MI	No	No	No Response
ACD.NET	E. Lansing, MI	No	No	Responded
Merit Network, Inc.	Ann Arbor, MI	No	No	Responded

**This solicitation was also posted on-line at EPAC (Electronic Procurement Assistance Center System)**

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and ISCD. Supplier's proposals and presentations were evaluated based upon expertise, qualifications, training, certifications or licenses, and their pricing proposal for the entire project. The evaluation committee recommends award to CRT/Arialink which was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

**Bid/Proposal No.:** 7231-356-06EL  
**Project Title:** West Campus-Parking Lot 2

**Opening Date:** June 2, 2006  
**Buyer:** Evelyn Lynn

### 1. Statement of Need:

This project is to develop approximately three hundred thirty additional parking spaces at West Campus. The scope includes all site preparation, site utilities, site lighting, concrete curbs and gutters, asphalt paving and landscaping for the project

### 2. Description of Supply or Service:

The Contractor shall provide all labor, material, and equipment to complete all work for Lansing Community College Parking Lot 2 shown or indicated in the plans and specifications.

### 3. Bids Received:

Bids were sent to sixteen suppliers. Seven suppliers attended the Mandatory Pre-Bid meeting. Bids were received from five suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Base Bid & Bonds
Angelo Iafrate Construction Co.	Warren, MI	No	No	No Response
B & V Construction, Inc.	Wixom, MI	No	No	No Response
Bailey Excavating, Inc.	Jackson, MI	No	No	No Response
C & D Hughes, Inc.	Charlotte, MI	Yes	No	No Response
Carol's L.L.C.	Fowler, MI	WBE	No	\$790,950.00 incomplete bid
Christman Constructors, Inc.	Lansing, MI	No	Yes	No Response
Genesee Bay Construction, Inc.	Haslett, MI	No	Yes	No Response
Haussman Construction Co.	Lansing, MI	No	Yes	No Response
Hoffman Brothers	Battle Creek, MI	No	No	\$963,800.00
Irish Construction Company, Inc	Howell, MI	WBE	No	No Response
Kares Construction	Charlotte, MI	No	No	No Response
L & L Construction Co., Inc.	Holt, MI	No	Yes	\$906,282.17
E.T. Mackenzie Co.	Grand Ledge, MI	No	Yes	No Response
Mid-Michigan Excavating	Jackson, MI	No	No	No Response
Parsons Construction, Inc.	Fowlerville, MI	No	No	No Response
Rakich Construction Group LLC	Mason, MI	No	Yes	No Response
Site Development, Inc.	Troy, MI	No	No	No Response
TCI Inc. of Michigan	Eaton Rapids, MI	No	No	\$980,000.00
W.P.M. Inc.	Grand Blanc, MI	No	No	No Response
<b>Youngstrom Contracting</b>	<b>Ionia, MI</b>	<b>No</b>	<b>No</b>	<b>\$875,000.00</b>

The solicitation was posted on-line at <http://www.epaconline.com> and available for review at the following locations:

- Lansing Builders Exchange
- Builders Exchange of Grand Rapids
- Builders Exchange of Kalamazoo

**4. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Parking Services, Physical Plant, and consultation from Carl Walker Engineers. Supplier's bids were evaluated based upon expertise, qualifications, training, certifications or licenses, and pricing for the entire project. The evaluation committee recommends award to Youngstrom Contracting for a Base Bid of \$875,000.00. Youngstrom Contracting is the lowest complete bid and is the most advantageous to the College.

**5. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**6. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Bid/Proposal No.:** 7231-362-06EL  
**Project Title:** Shigematsu Memorial Garden

**Bid Opening Date:** June 1, 2006  
**Buyer:** Evelyn Lynn

**1. Statement of Need:**

Lansing Community College is seeking a contractor to construct a Japanese garden honoring Mr. Megumi Shigematsu, former president of the Biwako Kisen Steamship Co., Ltd and Biwako Hotel in Otsu, Japan.

**2. Description of supply or service:**

The Contractor shall furnish all labor, trades, equipment, and materials to complete all work for the Shigematsu Memorial Garden shown or indicated in the plans and specifications.

**3. Bids Received:**

Bids were sent to seven suppliers. Three suppliers attended the Mandatory Pre-Bid meeting. Bids were received from two suppliers.

<b>Supplier</b>	<b>Location</b>	<b>MBE/WBE</b>	<b>LCC Tax District</b>	<b>Base Bid</b>
AguaFina Gardens & Imports	Sylvan Lake, MI	No	No	No Response
Anderson-Fischer	Mason, MI	No	Yes	No Response
DeAngelis	Trenton, MI	No	No	No Response
<b>HTA Companies, Inc.</b>	<b>Lansing, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$272,000.00</b>
Katerberg-Verhage, Inc.	Grand Rapids, MI	No	No	No Response
Luke Landscape	Haslett, MI	No	Yes	\$312,400.00
Outdoor Living	Lansing, MI	No	Yes	No Response

The solicitation was posted on-line at <http://www.epaconline.com> and available for review at the following plan room locations:

- Associated Builders & Contractors of Central Michigan
- Builders Exchange of Grand Rapids
- Builders Exchange of Kalamazoo
- Construction Association of Michigan
- F W Dodge Reports
- Lansing Builders Exchange
- Michigan Minority Business Development Center
- Reed Construction Data
- Tri-City Builders & Traders Exchange

**4. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Physical Plant/Facilities Planning, and consultation from Landscape Architects & Planners, Inc. Contractor's bids were evaluated based upon expertise, qualifications, and pricing for the entire project. The evaluation committee recommends award to HTA Companies, Inc. for a base bid contract amount not to exceed \$272,000.00. The work consists of base bid work per specifications and plans. HTA Companies, Inc. is the low bidder that meets the specifications and all requirements as stated in the bid document and is the most advantageous to the College.

**5. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**6. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

**Bid/Proposal No.:** 7231-363-06EL  
**Project Title:** Academic & Office Facility Woodshop/  
Lower Level Renovations

**Bid Opening Date:** May 30, 2006  
**Buyer:** Evelyn Lynn

### 1. Statement of Need:

Lansing Community College is seeking a contractor to renovate portions of the first floor of the Academic & Office Facility (AOF) to provide instructional, storage, and office space for a new woodshop. This renovation will also facilitate relocating the performing arts scene shop from its current leased space in DeWitt Twp. and provide shop areas for Physical Plant staff operations.

### 2. Description of supply or service:

The Contractor shall furnish all labor, material, and equipment to complete all work for the AOF Woodshop Project shown or indicated in the plans and specifications.

### 3. Bids Received:

Bids were sent to eight suppliers. Six suppliers attended the Mandatory Pre-Bid meeting. Bids were received from five suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Base Bid
Carrier Construction Co.	Hickory corners, MI	WBE	No	\$504,700.00
Christman Constructors	Lansing, MI	No	Yes	No Response
Granger Construction Company	Lansing, MI	No	Yes	No Response
HBC Contracting	Lansing, MI	No	Yes	\$466,920.00
Irish Construction	Howell, MI	WBE	No	\$469,000.00
Kares Construction	Charlotte, MI	No	No	No Response
Moore-Trosper Construction	Holt, MI	No	Yes	\$467,532.00
<b>Nielsen Commercial Construction</b>	<b>Holt, MI</b>	<b>MBE</b>	<b>Yes</b>	<b>\$409,890.00</b>

The solicitation was posted on-line at <http://www.epaconline.com> and available for review at the following plan room locations:

- Associated Builders & Contractors of Central Michigan
- Builders Exchange of Grand Rapids
- Builders Exchange of Kalamazoo
- Construction Association of Michigan
- F W Dodge Reports
- Lansing Builders Exchange
- Michigan Minority Business Development Center
- Reed Construction Data
- Tri-City Builders & Traders Exchange

**4. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Physical Plant/Facilities Planning, and consultation from Mayotte Jacob Architects. Contractor's bids were evaluated based upon expertise, qualifications, and pricing for the entire project. The evaluation committee recommends award to Nielsen Commercial Construction for a base bid contract amount not to exceed \$409,890.00. Nielsen Commercial Construction is the low bidder that meets the specifications and all requirements as stated in the bid document and is the most advantageous to the College.

**5. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**6. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-365-06EL  
Project Title: Main Campus Site Lighting

Bid Opening Date: May 22, 2006  
Buyer: Evelyn Lynn

### 1. Statement of Need:

Lansing Community College is seeking a contractor to furnish and install the underground systems for the Japanese Garden lighting and replace the pedestrian light fixtures on the north end of Washington Mall extending to the area south of the amphitheater then up to Dart Auditorium. This is the first of two or three phases that will be completed over the next two or three years. They are installing a dimming system for the pedestrian lights around the amphitheater to enable the performing arts staff to lower lighting during performances. The purpose of the lighting replacement is to upgrade the fixtures so they are more energy efficient and to match the new fixtures around the Health & Human Services and Administration Buildings. It will also improve security in areas that are currently under-lit.

### 2. Description of supply or service:

The Contractor shall furnish all labor, material, and equipment to complete all work for the Main Campus Site Lighting Project shown or indicated in the plans and specifications.

### 3. Bids Received:

Bids were sent to eleven suppliers. Six suppliers attended the Mandatory Pre-Bid meeting. Bids were received from three suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Base Bid and Alternate No. 2
Allied Electric	Grand Rapids, MI	No	No	\$219,400.00
DeLaCruz Electric	Lansing, MI	MBE	Yes	No Response
Delta Electrical Contractors of Lansing, Inc.	Lansing, MI	WBE	Yes	\$264,170.00
F.D. Hayes Electric	Lansing, MI	No	Yes	No Response
Lutz Electric	Holt, MI	No	Yes	No Response
McPhee Electric	Pottersville, MI	WBE	No	No Response
Quality Electric	Holt, MI	No	Yes	No Response
Ramon Electrical	Laingsburg, MI	MBE	Yes	No Response
<b>J. Ranck Electric</b>	<b>Mount Pleasant, MI</b>	<b>No</b>	<b>No</b>	<b>\$215,000.00</b>
Ro-Lyn Electric	Lansing, MI	MBE/WBE	Yes	No Response
Summit Contractors	Haslett, MI	No	No	No Response
Superior Electric of Lansing	DeWitt, MI	No	Yes	No Response

The solicitation was posted on-line at <http://www.epaonline.com> and available for review at the following plan room locations:

- Associated Builders & Contractors of Central Michigan
- Builders Exchange of Grand Rapids
- Builders Exchange of Kalamazoo
- Construction Association of Michigan
- F W Dodge Reports
- Lansing Builders Exchange
- Michigan Minority Business Development Center
- Reed Construction Data
- Tri-City Builders & Traders Exchange

**4. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Physical Plant/Facilities Planning, and consultation from Matrix Engineering, Inc. Contractor's bids were evaluated based upon expertise, qualifications, and pricing for the entire project. The evaluation committee recommends award to J. Ranck Electric, Inc. for a Base Bid and Alternate No. 2 contract amount not to exceed \$215,000.00. J. Ranck Electric, Inc. is the low bidder that meets the specifications and all requirements as stated in the bid document and is the most advantageous to the College.

**5. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**6. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Bid/Proposal No.:** 7231-367-06EL  
**Project Title:** Arts & Sciences-1<sup>st</sup> Floor Tutoring Renovations

**Bid Opening Date:** June 2, 2006  
**Buyer:** Evelyn Lynn

**1. Statement of Need:**

Lansing Community College is seeking a contractor to renovate portions of the first floor of the Arts & Sciences Building to provide enlarged spaces for the tutoring program and offices.

**2. Description of supply or service:**

The Contractor shall furnish all labor, material, and equipment to complete all work for the Arts & Sciences-1<sup>st</sup> Floor-Tutoring Renovations Project shown or indicated in the plans and specifications.

**3. Bids Received:**

Bids were sent to eight suppliers. Six suppliers attended the Mandatory Pre-Bid meeting. Bids were received from four suppliers.

<b>Supplier</b>	<b>Location</b>	<b>MBE/WBE</b>	<b>LCC Tax District</b>	<b>Base Bid</b>
Carrier Construction Co.	Hickory corners, MI	WBE	No	\$118,000.00
Christman Constructors	Lansing, MI	No	Yes	No Response
Granger Construction Company	Lansing, MI	No	Yes	No Response
HBC Contracting	Lansing, MI	No	Yes	\$157,720.00
Irish Construction	Howell, MI	WBE	No	\$118,900.00
Kares Construction	Charlotte, MI	No	No	No Response
<b>Moore-Trosper Construction</b>	<b>Holt, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$105,900.00</b>
Nielsen Commercial Construction Co.	Holt, MI	MBE	Yes	No Response

The solicitation was posted on-line at <http://www.epaconline.com> and available for review at the following plan room locations:

- Associated Builders & Contractors of Central Michigan
- Builders Exchange of Grand Rapids
- Builders Exchange of Kalamazoo
- Construction Association of Michigan
- F W Dodge Reports
- Lansing Builders Exchange
- Michigan Minority Business Development Center
- Reed Construction Data
- Tri-City Builders & Traders Exchange

**4. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Physical Plant/Facilities Planning, and consultation from DSA Architects. Contractor's bids were evaluated based upon expertise, qualifications, and pricing for the entire project. The evaluation committee recommends award to Moore Trospen Construction Company for a Base Bid contract amount of \$105,900.00. Moore Trospen Construction Company is the low bidder that meets the specifications and all requirements as stated in the bid document and is the most advantageous to the College.

**5. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**6. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

**Bid/Proposal No.:** 7231-375-06EL  
**Project Title:** Electrical Services

**Bid Opening Date:** June 7, 2006  
**Buyer:** Evelyn Lynn

### 1. Statement of Need:

The scope of services includes, but is not limited to perform miscellaneous electrical and related services (time and materials) as required for the period July 1, 2006 through June 30, 2007, with (2) 1 year options to renew.

### 2. Description of supply or service:

The Contractor shall furnish all labor to perform miscellaneous electrical projects as requested by the Physical Plant Department over the duration of this contract. The Contractor shall furnish materials and equipment if required by the Physical Plant Department.

### 3. Bids Received:

Bids were sent to nine suppliers. Bids were received from six suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal
B&D Electric	Lansing, MI	No	Yes	No Response
DeLaCruz Electric	Lansing, MI	MBE	Yes	No Response
<b>Delta Electrical Contractors of Lansing, Inc.</b>	<b>Lansing, MI</b>	<b>WBE</b>	<b>Yes</b>	<b>Responded</b>
F.D. Hayes Electric	Lansing, MI	No	Yes	Responded
<b>Lutz Electric</b>	<b>Holt, MI</b>	<b>No</b>	<b>Yes</b>	<b>Responded</b>
Quality Electric	Holt, MI	No	Yes	No Response
RM Electric	Lansing, MI	WBE	Yes	Responded
<b>Ro-Lyn Electric</b>	<b>Lansing, MI</b>	<b>MBE/WBE</b>	<b>Yes</b>	<b>Responded</b>
Superior Electric of Lansing	DeWitt, MI	No	Yes	Responded

The solicitation was posted on-line at <http://www.epaconline.com>

### 4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and Physical Plant/Facilities Planning. Contractor's bids were evaluated based upon expertise, qualifications, and labor rates. The evaluation committee recommends award to Delta Electrical Contractors of Lansing, Inc., Lutz Electric and Ro-Lyn Electric. These three contractors were the low bidders that meet the specifications and all requirements as stated in the bid document and are the most advantageous to the College. Estimated expenditures for electrical services are approximately \$60,000.00 per year on a Time & Materials Basis. This is a multi-year contract for the period July 1, 2006 through June 30, 2007, with (2) 1 year options to renew. Contractors are required to pay Prevailing Wage Rates under this agreement.

**5. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**6. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Proposal No.: Sole Source  
Project Title: Consulting Services & Temporary Staffing

Proposal Opening Date: March 13, 2006  
Buyer: Caroline Duda

### 1. Statement of Need:

This is to request an extension to the Financial Aid Services contract against the Pre-Award Transmittal Document that was approved by the Board of Trustees on March 20, 2006.

Financial Aid Services professionals have played an essential role in assisting Lansing Community College serve our students, in making decisions about system and compliance considerations, in ensuring a successful setup for the 06-07 school year as well as in the ongoing cleanup efforts of the 05-06 financial aid awards. FAS staff were not able to arrive on the dates originally specified and requested. While progress has been made, many processes have continued to require intensive manual intervention that was not originally anticipated. Additionally, the search for a full-time regular director is still ongoing. SAS is estimating the need for additional services from FAS.

Services needs: Assist with back office processing of loans; specialized loan advising, NSLDS issue resolution, exception loan processing. Provide on-site customer service and triage at the front counter and phones. Assist in clean up of compliance issues through Fall and Spring. Current estimates include the need for an additional \$30,400 for services as follows: 4 staff members x \$700 day each = \$2,800 x 4 days a week = \$11,200 x 2 weeks = \$22,400 + \$8,000 (\$1000 per week per person for estimated expenses) = \$30,400.

Interim Director: to continue the services of a contracted Interim Director of Financial Aid for a longer period of time, estimated to end Sept 30<sup>th</sup>, while the employment search for the regular Director completes and a brief transition period is allowed for.

Labor and expenses for this 13 week period are expected to be \$54,600 (Labor for 13 weeks @ \$800 per day X 4 days per week = \$41,600 + estimated \$13,000 for expenses).

The account associated with this expense is at an adequate level to fund the additional requested services. Total requested increase = \$85,000.

### 2. Proposals Received:

Supplier	Location	MBE/WBE	LCC Tax District	Proposal Response
Financial Aid Services	Atlanta, GA	No	No	Four Financial aid staff \$30,400 Interim Director \$54,600 <b>Total: \$85,000</b>

### 3. Award Recommendation:

The recommendation team, consisting of staff members from Purchasing and Student & Academic Services recommends extending the contract to Financial Aid Services for an additional 2 week period for staff and an additional 13 week period for the Interim Director.

**4. Reviewed By:**

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Proposal No.: 9001-244-06CD  
Project Title: HP Hardware & Software Service & Support

Proposal Opening Date: June 2, 2006  
Buyer: Caroline Duda

### 1. Statement of Need:

To supply hardware maintenance support and software technical support for the colleges HP 9000 servers and SAN environments and support services to accomplish tasks such as Patch Analysis, Upgrade Planning, Training and Storage support. The maintenance contract will be a 3-year contract effective: July 1, 2006.

Cost for year one: \$188,340.45

Cost for year two: \$189,540.34

Cost for year three: \$218,636.70

**Total three year cost: \$596,517.49**

### 2. Proposals Received:

Proposals were sent to 4 suppliers. Proposals were received from 2 suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Proposal Response
<b>Hewlett-Packard Company</b>	<b>Downers Grove, IL</b>	<b>No</b>	<b>No</b>	<b>Responded</b>
Service Express	Grand Rapids, MI	No	No	Incomplete response

**This solicitation was also posted on-line at EPAC (Electronic Procurement Assistance Center System)**

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and ISCD. Supplier's proposals were evaluated based upon expertise, qualifications, training, certifications or licenses, and their pricing proposal for the entire project. The evaluation committee recommends award to the Hewlett-Packard Company, which was deemed the most advantageous to the College.

### 4. Reviewed By:

\_\_\_\_\_  
Caroline M. Duda  
Purchasing Coordinator, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca G. Beard, Interim Director  
Financial Services/CFO

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date