



Lansing Community College Board of Trustees

**Regular Meeting
June 21, 2010
6:00 p.m.
Paula D. Cunningham Administration Building
Board Room**

Lansing Community College

BOARD OF TRUSTEES



Deborah Canja
Chairperson
2015



Brent Knight, Ed.D.
President of the College



Edward Woods III
Vice Chairperson
2013



Robin M. Smith
Secretary
2011



Larry Meyer
Treasurer
2015



Jerry L. Hollister
Trustee
2013



Robert E. Proctor
Trustee
2015



Thomas Rasmusson
Trustee
2011

*Minutes of meetings and all proceedings of the Board may be obtained in the office of the Board of Trustees
3rd Floor, Room 307.4, Paula D. Cunningham Administration Building
610 N. Capitol Avenue; Lansing, MI 48933; Phone (517) 483-5252*



Mutual Commitments *LCC Board OF Trustees*

We, the LCC Board of Trustees, will

Uphold the public's trust

Understand, then to be understood

Attend meetings & be prepared to fully engage

Keep confidential matters confidential

Avoid conflicts of interest & act in an ethical manner

Refrain from personal comments & respect others' views

Present views positively & constructively

Vote our conscience & honor final Board decisions

Build strong relationships with Trustees and President

Seek views of other Trustees

Seek & accept constructive comment

Trust each other & be worthy of that trust

Honor the roles of Trustees, the Chair and President

Respect the role of Chair as Board spokesperson

Support the role of President as College spokesperson

Continually learn through professional development

Reflect as a means to grow and improve

Be role models for students

Adopted June 18, 2007

Note: Please turn off all Cell Phones or place on vibrate.



NOTE: Dinner will be served at 5:00 p.m. in the Administration Building Room 306.

AGENDA

BOARD OF TRUSTEES MEETING
June 21, 2010
6:00 p.m.

Regular Meeting

- I. Call to Order by Chairperson
- II. Roll Call by Administrative Assistant to the Board
- III. Pledge of Allegiance
- IV. Approval of Minutes
 - A. May 17, 2010 Regular Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. President's Report
 - A. Informational
 - 1. Presentations
 - a. Authorization of New Jobs Training and Revenue Bond
 - b. Purchasing Department Briefing
 - c. AQIP Strategy Forum Report
 - d. Fall 2010 Registration Schedule Changes
 - 2. Monthly Financial Statements
 - B. Consent Agenda
 - 1. Authorization of New Jobs Training and Revenue Bond – General Motors Delta Training
 - 2. Ratification of Health Care Agreement
 - 3. Additional Eligible Adult - HR Policy Revision
 - 4. Leasing Parking Lot 2 and up to 50 Spaces in the North Capitol Ramp from the City of Lansing

5. Designation of FY 2009 -10 Contingency
6. Change Order Transmittals
 - a. Grigg Media L.L.C.
 - b. Advance Employment Services, Inc.
7. Invitation for Bids
 - a. Gannon Parking Ramp Exit Lane Widening & Toll Booth Replacement Installation
 - b. College Wide Office Supplies
8. Request for Proposals
 - a. Cellular Telephone Service & Equipment
 - b. Temporary Staffing Services
 - c. BCI Qualified Supplier – Instructor Pool
 - d. Merchant Processing Services
 - e. Employee Health Insurance Benefits
9. Sole Source
 - a. Development Dimensions International
 - b. Degree Works and Flexible Registration Bundle

VIII. Chairperson, Committee and Board Member Report

A. Chairperson's Report

1. Information and Announcements
2. Other

B. Committee Reports

1. Audit Committee Report – Trustee Meyer
2. Career Connections Education Advisory Board – Trustee Meyer
3. Foundation Board Report – Trustee Smith
4. Mason Local Development Finance Authority – Trustee Smith
5. Workforce Development Board Report – Trustee Proctor

IX. Closed Session

X. Public Comment

XI. Board Evaluation

XII. Adjournment

Approval of Minutes

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 17, 2010

Regular Meeting
Unadopted Meeting Minutes

Public Hearing

The public hearing was called to order at 6:00 p.m. There were no public comments.

Trustee Canja stated that in 2001 our tax district approved an on-going 4.0 mill levy and that this hearing is regarding the FY2011 budget and is required by law to allow for public input.

She stated that the Board of Trustees published a notice on, Friday, May 7, 2010 of this public hearing on the budget for the 2010-2011 fiscal year, for which the College proposes to levy 3.8072 mills. The millage may be reduced by any required Headlee Rollback. This millage amount is referenced in the FY 2011 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.

There were no public comments.

The public hearing was closed at 6:02 p.m.

Call to Order

The meeting was called to order at 6:03 p.m.

Roll Call

Present: Hollister, Meyer, Woods, Canja

Absent: Proctor, Rasmusson, Smith

Trustee Rasmusson arrived at 6:16 p.m.

Trustee Smith attended by telephone at 6:16 p.m.

Trustee Proctor arrived at 6:28 p.m.

Pledge of Allegiance

Trustee Hollister led the Pledge of Allegiance.

Approval of Minutes

IT WAS MOVED by Trustee Meyer and supported by Trustee Hollister that the minutes of the April 15, 2010 Special meeting and the April 19, 2010 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Hollister, Meyer, Woods, Canja

Nays: None

Absent: Proctor, Rasmusson, Smith

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Closed Session was moved before the President's Report.

Limited Public Comment Regarding Agenda Items

George Orban: Interim Director of the Boarshead Theater. I only have a few comments. I am going to read from the piece that was in the State Journal this morning. As volunteer Interim Director, I am acutely and personally aware that mistakes were made in the past, but we have learned from them and are ready to move on to a new era. The proposed partnership with LCC would provide an unprecedented new force that would be deeply rooted in serving the community and its educational needs, yet maintain the standards of a professional Equity theater. We would present classics and favorites, as a socially conscious theater working with LCC's Liberal Studies Division and other community resources to develop public programming highlighting relevant social issues. Further, LCC students would have a unique opportunity to work with a professional theater. I hope the arts and cultural community of Lansing would embrace a blaze of boldness that would spearhead a new era in our community. If Lansing wants to be a world-class Capital City, it needs world class arts and culture. Can we not look forward to build a dynamic, powerful new model that will make Lansing a cultural destination? We know the old model of "build a theater, put on great plays, and people will come" no longer works. What the Boarshead/LCC partnership could bring is a new model that does work because it brings value to the community. I would only add that this is not a time to be timid but to be bold and lay the foundation for the future to develop and extraordinary partnership with this

community college and the theater. Important footnote; remember the Boarshead theater as we know will cease to exist and there will be a new entity that will actually be the partner to the theater and respectfully request that the Board act on this tonight. We need to move forward if we are to put on a program in 2011. We appreciate your attention to this matter and hopefully your support. Thank you.

Toni Glasscoe: Good evening, my name is Toni Glasscoe and I am here this evening in my role as H.O.P.E Liaison for Lansing Community College. I'd like to introduce Mia Jefferson. We just completed our first two years of H.O.P.E Scholars and for continued support we thought that it was important for the Board to hear from one of our H.O.P.E Scholars and what she plans on doing now that she has completed her semesters at LCC.

Mia Jefferson: Hello everyone, I am a recipient of the H.O.P.E Scholarship which stands for Help Other People Excel. I am a proud graduate of J.W. Sexton. I graduated with a 3.78 and I just graduated from LCC this past Friday getting my General Associates Degree. I plan to attend Tennessee State to major in Mass Communication getting a Bachelors and minor in Commercial Music. I would like to thank the H.O.P.E Scholarship Foundation for helping me to excel in school and helping other people to excel in school. I am proud to be a graduate here at LCC and I thank everyone for inviting me, Dr. Chase and Toni Glasscoe and thank you for giving me the opportunity to talk today.

Closed Session

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the Board go into closed session for the purpose of discussing collective bargaining.

Roll call vote:

Ayes: Hollister, Meyer, Woods, Canja

Nays: None

Absent: Proctor, Rasmusson, Smith

The motion carried.

The Board entered into closed session at 6:16 p.m.

The Board returned to open session at 7:00 p.m.

Roll call:

Present: Hollister, Meyer, Proctor, Rasmusson, Smith, Woods, Canja

Absent: None

IT WAS MOVED by Trustee Hollister and supported by Trustee Rasmusson to approve the severance agreement for William Turowski as described in closed session.

Roll call vote

Ayes: Hollister, Meyer, Proctor Rasmusson, Smith, Woods, Canja

Nays: None

Absent: None

The motion carried.

PRESIDENT'S REPORT

Informational

President Knight gave the following Strategic Updates:

- Get a Skill, Get a Job started today at the West Campus and LCC has completed the prototype. Dr. Knight stated that he had not anticipated the number of participants with college degrees in this program.
- LCC and Cleary University have entered into an articulation agreement which will allow LCC students to transfer credits to Cleary toward a Bachelor of Business Administration in Health Care Management or a Bachelor of Business Administration in Business Management with additional degree programs under future consideration. Students may also concurrently enroll in LCC and Cleary University, enabling them to obtain their Cleary degree sooner.
- Mott Foundation has awarded LCC for \$150,000 grant for the High School Diploma Completion Initiative.
- A 16-member team of LCC students from five different academic programs has won the BuildUP! home design among the historic homes on the west side of Mackinac Island, earning themselves \$10,000 in scholarship money. The team, called Mac Zero, competed against teams from Central Michigan University, Eastern Michigan University, Michigan State University, Oakland Community College, and the University of Michigan in designing a home meant to display the powerful combination of energy efficiency and the best in home design.
- The Federal Department of Labor has awarded Apprenticeship Certificates to 11 Information Technology (IT) students. While apprenticeship/journeyman cards are common in manufacturing and the automotive industries, it is the first time that IT students have received them. These students are among a cohort of more than 50 apprenticeship students. The program was made possible through

funding by the National Science Foundation. Deloise McIntosh is the IT Apprenticeship Mentoring Coach.

Informational – Boarshead Theater Presentation

Dr. Michael presented a PowerPoint presentation that is on file with the official board meeting materials.

Discussion as followed:

- LCC already has many community partners where LCC provides the Dart rent free as an in-kind service. (Canja)
- At this point because of the financial difficulty the Boarshead is in. (Woods)
- There are some inadequacies in the Dart that need to be addressed with or without the Boarshead. A relationship with the Boarshead would probably provoke renovations sooner than later. (Knight)
- It would best benefit LCC students if LCC had partnerships with all of the community theaters and broaden LCC's base. (Woods)
- There would be 80 majors with 25 newly declared majors coming in each year. (Michael Nealon)
- Rent on some of the off site storage units where props and costuming would need to be paid. (George Orban)
- There are risks involved in obtaining \$112,000 in ticket sales and \$150,000 in grants. If neither materializes, who would bare the responsibility for making up the shortfall? (Proctor)
- Boarshead would be its own 501C3 and be responsible for operating expenses. The risk would still be the burden of Boarshead as a 501C3. The college is collaborating and would provide in-kind, but the responsibility of profit and loss would remain with the Boarshead. If the Boarshead is unable to come up with the funds, then the collaboration would not occur. (Knight)
- The college is already trying to address a revenue shortfall. What will the college give up if it ventures down this road? (Proctor)
- Before LCC would incur any cost, the Boarshead would have to uphold their part of the agreement. (Canja)

- LCC is lacking the expertise of an accountant looking at the numbers to tell the Board if this is feasible. LCC would probably incur 80% of these costs anyway if it ran a theater program. It is unsure if these costs are new costs that would not be incurred otherwise. (Rasmusson)
- Other than the emergency of \$15,000, why does the Board need to take action today? Is there something that having this collaboration in place that keeps the Boarshead out of bankruptcy? (Hollister)
- The Boarshead is already currently bankrupt. The Boarshead has been working hard at reconstituting themselves and being a viable theater company in Lansing. The Boarshead sees LCC as their best method to achieve viability. Without LCC they may have to go back to the drawing board. (Knight)
- The importance of asking the Board to help with this decision has more to do with the direction that performing arts should be taking at Lansing Community College. If LCC needs to be transforming and envisioning ourselves with an equity theater, LCC needs to have direction as to what the college would want from these programs. (Michael Nealon)
- If everything worked out, the college would still spend \$86,000 that it had not anticipated spending and the college is already facing a deficit. If LCC pays \$86,000 for this partnership, what will LCC give up that it might have thought about paying for? (Proctor)
- The \$86,000 would be part of the general mix of expenses and revenues beyond LCC's control. This amount would just add to the degree of difficulty in making all the numbers work. (Knight)
- This Board has been focusing on doing structural changes to write saving to the college over the long term. No students have stated that they see this as a benefit. It appears that the reason this opportunity is presented to LCC is because of the condition of the Boarshead and it is aligning itself as an opportunity for our students. If the Boarshead Theater were viable, would this same type of gusto and opportunity have been presented to our students? LCC needs to continue to look at putting more money into marketing and make sure we have our students coming to Lansing Community College. Our core mission is the education of students and providing them with opportunities in the workforce. Although the Boarshead is an outstanding community treasure, this is being presented as the best interest for our students, only because of Boarshead condition, not because it is a viable opportunity for our students in terms of advancing their careers. If the Boarshead went away there are still other partnerships that our students can engage in and there are still

opportunities for them to advance right here at Lansing Community College.
(Woods)

- If the Boarshead does not get the partnership, it will have nowhere to go.
(George Orban)
- LCC would not be out of anything except \$15,000. The Boarshead would have to meet all of their obligations and mount their entire operation first before they can put on any type of show and before LCC would have to come forward with any money in terms of in-kind contribution. If the Boarshead is able to do four shows, then it would be seen as a successful equity program and partnership with LCC's theater department. The question is if this is one of our priorities that we focus on? Sees the theater as a draw and an outreach for a variety of things. Sees this as a tool to engage certain members of our community and certain members of our student body who might not otherwise be engaged through theater. (Canja)
- Theater will continue at Lansing Community College whether it enters into a partnership with Boarshead or not. LCC currently has its own budgeting challenge and needs to stay with the core mission of the college, which is for our students. May create some opportunity for LCC students and help LCC's community, but it feels as though LCC is being asked to bail out the mismanagement of the Boarshead. Somewhat misleading to say that LCC will not be out of any monetary dollars in entering into this partnership. LCC may be doing in-kind gifts to Boarshead, but there is a financial component to this new partnership. (Smith)

Informational – Monthly Financial Statements

Lisa Webb Sharpe presented the following monthly financial statements:

1. Statement & Summary as of April 30, 2010 includes:
 - a. Operating and Capital Budgets
 - b. Operating Detail Budgets
 - c. Statement of Revenue, Expenses and Changes in Net Assets
 - d. Balance Sheet
 - e. Plant Funds Statement of Resources and Allocations
 - f. Capital Projects Monthly Reporting
2. Miscellaneous
 - a. Vendor Payments > \$10,000 for the month ended April 30, 2010
 - b. LCC Card Vendor Payments > \$10,000 for April 2010
3. Fifth Third Bank Investment Accounts Schedule as of April 30, 2010

Action Items – Fiscal Year 2011 Budget Proposal

IT WAS MOVED by Trustee Hollister and supported by Trustee Rasmusson to approve the FY 2011 Budget as proposed.

IT WAS MOVED by Trustee Woods and supported by Trustee Proctor to amend the motion to raise tuition by \$3 for the entire year.

Discussion as followed:

- Will this put LCC behind by looking ahead in 2012? (Hollister)
- With so many unknowns it is hard to say where things are going to be a year from now. Thinks that \$3 is a good idea and wants to stay below the state average. (Knight)
- The Board asked to look at all the options before going to a tuition increase. Some cost saving items listed from Marble Consultants have been incorporated but not all of them. Would to know the alternatives before LCC has tuition increase. (Canja)
- Would prefer to do the increase up front so that student's financial aid allocation is not affected. (Smith)
- Financial aid would not be affected and tuition specific scholarships would have to adjust. (Evan Montague)

Trustee Woods clarified that this would be \$6 for out-of-district, \$9 for out-of-state and \$15 for international.

Trustee Canja asked for roll call on the amendment.

Roll call vote

Ayes: Meyer, Proctor, Rasmusson, Woods

Nays: Hollister, Smith, Canja

Absent: None

The motion carried.

Discussion on the main motion with the amendment of having a \$3 tuition increase for the entire year:

- The Board is looking for options and alternatives and what the college is doing in terms of structural prioritizing. At times it seems like the budget is not driven by strategic prioritizing but by what has to be cut. The Board has asked for a couple years for a more strategic planning in the budget process. (Canja)
- Stated in the proposal is a list of initiatives that were based specifically on the governing policies that the Board approved in March. It contains the reconstitution of the math lab in order to make sure those students are more successful and a consolidation of truck driver training. The budget proposal has initiatives that are geared toward helping our students in the area of academic advising and mandatory student orientation. This year's budget contemplates \$1.1 million dollars worth of Marble Consultant recommendations. Some of the other options and alternatives provided for the FY2011 are deferring strategic initiatives, involuntary staff reduction in force or using College unrestricted reserves. The Administration does not recommend any of these alternatives. (Lisa Webb Sharpe)
- Satisfied with the budget process and satisfied that as much that can be cut has been cut. These are intelligent cuts that will have a minimum impact on programs. Will be voting in favor of the motion. (Rasmusson)
- There have been a lot of deliberations about the alternatives and the options. Comfortable that the options that the Board has asked for have been considered. Thinks it is a well thought out budget and will be supporting. (Hollister)
- Concerned that the Board is not looking outward 5 or 10 years to envision where LCC would be, which students we are going to serve and will they be able to afford an ever increasing tuition level. Continues to be concerned about the economically and the disadvantage. Foresees that in 5 or 10 years it will be possible to access college credit from anywhere and those that can afford to do so will do so. A budget increase will not be significant for them. There are a significant number of people in our community who do not have college degrees and who have not been able to access college educations that are economically challenged and for them the ever increasing tuition is going to be a barrier. Will we create a new kind of a college to serve those students? Saying that LCC is below the state average may make it easy to raise tuition, but LCC will still be too high for a number of people who need to access LCC. (Canja)
- The Board has had discussions on variable tuition for different types of people. This has not been discussed for this particular budget, but feels this kind of thinking is a very reasonable approach to address the issue Trustee Canja is talking about. Doesn't want to have to raise tuition, but LCC can't ignore the economic realities that it faces. LCC has scholarships for people who are unable

to pay and the Board can look at variable tuition. The concern is heard, but thinks this is the right way to progress. (Hollister)

- Voiced concerns about some of the initiatives that are included in the current proposal. The initiatives are still in the proposal and can accept that. Will be supportive of the proposed budget. (Proctor)
- Going to support the budget but thinks LCC needs to do a better job at marketing the college. This is not something LCC can address today in this budget, but knows the Board can amend the budget to look for some additional marketing opportunities. Likes the Get a Skill Get a Job concept that LCC is doing. Although this might not be everything that the Board wants all at one time, it is a step in the right direction. Will be supporting the motion. (Woods)
- For the past 3 years LCC has not had a tuition increase. Thinks the Board will not be fiscally responsible if it does not address some of the changes in terms of our market, the declining student enrollment. The Board has to look at what is happening with the college's state funding; the portion that LCC gets keeps decreasing. Know this is not something that the college looks forward to but will be in favor of voting for the increase. The college has to make sure that it puts itself in a position for students to continue to want to come to Lansing Community College, because LCC has the best programming and give students the best overall education. It is very clear when driving up and down the highway that many other colleges are right in LCC's backyard. The college has to do a much better job of positioning itself as the community college of choice. (Smith)
- Having gone through this process for the first time, thinks the process has been good. Thinks the college needs to look at performance evaluations of all the work it does. Doesn't know where LCC stands with customer satisfaction and retention rate. Comfortable with the process, but would like to see an emphasis on performance and evaluation and effectiveness. (Meyer)
- If the Board goes forward with this budget, would like to see an aggressive initiative to engage in strategic discussions about where LCC is going to be, what LCC needs to do to get there and what LCC is going to pursue. When going through LCC's presidential search and surveying the college, one of the greatest needs that was expressed across the college was better marketing. LCC is not as aggressive and effective in its marketing as other places are. LCC has to do a better job at some of the things it is currently doing. Evaluation is another good area and performance. Really believes that LCC's vision and where it wants it to go has to drive the budget and would like to see LCC improve in that area. (Canja)

Trustee Canja asked for roll call on main motion adopting the proposed budget as presented with the \$3 tuition increase for the entire year.

Roll call vote:

Ayes: Hollister, Meyer, Proctor, Rasmusson, Smith, Woods, Canja

Nays: None

Absent: None

The motioned carried.

Action Items – Boarshead Theater Partnership

IT WAS MOVED by Trustee Canja and supported by Trustee Rasmusson that the President is authorized to negotiate the specific terms of an agreement with Boarshead Theater pursuant to which LCC performance of any material obligations under the agreement must be contingent upon; (1) Boarshead Theater raising sufficient cash through their ticket sales, donor gifts, to pay its own staff, equity actors, contractors and operating cost for their full season prior to LCC becoming obligating to providing material support; (2) availability of sufficient qualified LCC staff to perform LCC's obligation under the agreement, availability of adequate physical space to perform LCC's obligations under the agreement and the budget to make any required physical improvements; (3) LCC student staff and volunteers will be given priority over others in filling roles as non-equity actors, designers, craft people and stage and production personal, accept to the extent limited by applicable collective bargaining agreements or to the extent such position are filled by Boarshead employees or contractors for which LCC would incur no cost. LCC and the Boarshead would cooperate in developing and conducting joint outreach programs that are intended to educate and improve public awareness and appreciation of literacy, theater arts and volunteer and employment opportunities associated with theater arts. Boarshead would we granted the use of appropriate LCC facilities and the same basis as other entities are allowed. Up to four productions per year, plus other productions as the parties may agree. The agreement would contain other terms necessary to protect LCC against liability for debts and obligations of Boarshead Theater. The agreement must not contain any prohibition against LCC entering into other such agreements with other community organizations as deemed appropriate by the Board of Trustees. The President will be directed to present such an agreement for final review and approval by the Board at a future meeting.

Trustee Meyer stated that due to having prior relationship with the Boarshead prior to coming on this Board, he took part in no discussion as to this agreement that is here with any member of Boarshead or member of the college and will be recused from the vote.

Roll call vote:

Ayes: Rasmusson, Canja

Nays: Hollister, Proctor, Smith, Woods

Absent: None

Trustee Meyer abstained from voting.

The motion failed.

Action Items - Consent Agenda

The following items were presented under the consent agenda:

1. Invitation for Bids
 - a. Gannon Parking Ramp Mechanical Room & Door Replacements in the amount of \$174,800. The recommendation was to award the bid to Irish Construction.
 - b. Gannon Parking Ramp Security Cameras & Lighting Improvements in the amount of \$266,450. The recommendation is to award the bid to R.M. Electric Inc.
2. Sole Source
 - a. Microsoft Licenses sole source with CDW-Government, Inc. in the amount of \$146,532.84.

IT WAS MOVED by Trustee Proctor and supported by Trustee Meyer to approve the consent agenda items.

Trustee Woods stated that he and Trustee Hollister mentioned on more than one occasion about their concerns on the bids. He expressed concerns on the Gannon Parking Ramp Mechanical Room and Door Replacements bid and asked if LCC gives any preference to contractors in the district? Trustee Woods asked if any outreach had been done since the Board brought this concern about getting more local contractors and trying to get them more competitive within the last two years. He stated that he is having a hard time with all of the bids coming from out of district. Trustee Woods stated that businesses that pay taxes in this district are saying they have a hard time getting work from LCC. He questioned, regarding the policy, rather or not LCC should give a preference to bidders who pay taxes.

Lisa Webb Sharpe stated that they will go back and look at LCC's process, what the outreach efforts look like and come back to the Board with a presentation. She stated that giving some kind of preference to local companies does not preclude LCC from having a competitive environment.

IT WAS MOVED by Trustee Hollister and supported by Trustee Smith to remove the Gannon Parking Ramp Mechanical Room and Door Replacements bid from the consent agenda to vote as a separate item.

Roll call vote:

Ayes: Hollister, Meyer, Rasmusson, Smith, Woods, Canja

Nays: Proctor

Absent: None

The motion carried.

Roll call vote on the consent agenda removing the Gannon Parking Ramp Mechanical Room and Door Replacements bid.

Roll call vote:

Ayes: Hollister, Meyer, Proctor, Rasmusson, Smith, Woods, Canja

Nays: None

Absent: None

The motion carried.

IT WAS MOVED by Trustee Proctor and supported by Trustee Meyer to approve the Gannon Parking Ramp Mechanical Room and Door Replacements bid.

Roll call vote:

Ayes: Hollister, Meyer, Proctor, Rasmusson, Smith, Canja

Nays: None

Absent: None

Trustee Woods abstained from voting.

The motion carried.

Chairperson, Committee and Board Member Reports

Chairperson's Report – MCCA Summer Workshop

Trustee Canja made the following announcements:

- The MCCA Summer Workshops are July 22nd and July 23rd. She asked that the Trustees make an effort to attend.

Committee Reports – Audit Committee Report

Trustee Meyer gave the following Audit Committee Update:

- Rehmann Robson presented the scope of the FY 2010 Audit.

Committee Reports – Foundation Board Report

Trustee Smith asked if she could submit a report next month.

The next Foundation Board meeting is Thursday, June 3, 2010.

Public Comment

Ed Bryant: I would like to commend the Board for questioning the bid process and perhaps reopening that. I think sometimes we discover that a low bid is not necessarily the best way to invest in our future. A number of times companies can offer low bids by not paying prevailing wages or working within project labor agreements. I think that what we discover in the future when we have to repair all of these things that were done poorly because of a low bid, which we end up paying more than we would have if we invested in the better technique in the first place. Again, I'd like to commend you for looking at this low bid process and trying to examine how we structure these bids and what we are looking for in the future as we accept contracts for work done with our resources.

Linda Chevaz: Good evening President Knight, Chairwomen Canja, Board Members and meeting attendees. My name is Linda Chevaz and I am here tonight representing the Alumni Association. I serve on the Foundation Board, as well as on the committee for the Alumni Association. The purpose of our committee is to promote the association in many ways. One of the ways we do that is to annually prepare a distinguished award. This year was a landmark year because we awarded our twentieth distinguished alumni award last Friday, May 7th. The 2010 recipient was Mary Roszel, the co-founder of Biggby Coffee. I want to give you a special reminder save-the-date for an annual event, June 27, 2010, Sunday afternoon Zoo Days. This is a way for the Alumni Association to promote the association, to attract and obtain new members, and to get good public exposure in the community. It is great PR. Last year we had over 1,000 attendees of alumni and their families. It gives the families and people a chance to reconnect, not only with their alumni community but with their Alumni Association. Many graduating seniors and people who have attended classes here at LCC are not aware there is an Alumni Association. The full purpose of the Alumni Association is to help fund revenue into the Foundation as a whole and to support, sustain, and establish new scholarships. Thank you.

Adjournment

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods that the meeting adjourn.

Ayes: Hollister, Meyer, Proctor, Rasmusson, Smith, Woods, Canja
Nays: None
Absent: None

The motion carried.

The meeting adjourned at 9:00 p.m.

President's Report

Informational Items

Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Authorization of New Jobs Training and Revenue Bond
General Motors Delta Training

Presented for Information Only

PURPOSE

The "RESOLUTION AUTHORIZING NEW JOBS TRAINING AND REVENUE BOND – General Motors Delta Training" will be prepared by the law firm of Miller, Canfield, Paddock and Stone, PLC for presentation to the Board.

BACKGROUND

In June, 2009 the Administration presented the Board of Trustees with an overview of the proposed Michigan New Jobs Training Program, championed by the State of Michigan and the MCCA (Michigan Community College Association).

The Michigan New Jobs Training Program is designed as an economic development incentive, which provides flexible funding to meet a variety of training and development needs for employers creating new jobs or expanding operations in Michigan

The New Jobs Training Program, codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (the "Act"), authorizes the College to enter into certain training agreements with employers engaged in business in this state.

A Michigan New Jobs Training Agreement between Lansing Community College and General Motors, Delta Plant will be prepared and placed on file with the Secretary of the Board of Trustees.

The Administration requests the approval of the Agreement and authorization to issue a new jobs training revenue bond and to authorize officials of the College to execute and deliver the Agreement, and attend to other matters pertinent thereto.

The "RESOLUTION AUTHORIZING NEW JOBS TRAINING AND REVENUE BOND – General Motors Delta Training" will be prepared by the law firm of Miller, Canfield, Paddock and Stone, PLC for presentation to the Board.

IMPLICATIONS

Financial:

The program generates revenue for the College via training delivered to corporate clients, as part of the Michigan New Jobs Training Program. The College will administer training funds for the program. The training is paid for by diverting state withholding taxes generated from wages earned through new jobs, back to the College.

The College will issue a Revenue Bond to General Motors for the amount of the training. The bond will be repaid to General Motors from the withholding generated.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

None

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

None

ATTACHMENTS:

Additional information will be provided before the Board meeting.



Lansing Community College Purchasing Department Briefing

What we do

LCC Purchasing Department provides:

- Purchase of goods and services for college instructional and operational needs, construction and renovation;
- Purchase order expedite and follow-up,
- Assist with acquisition planning,
- LCC Card for small dollar purchases and travel, and
- Ensures compliance with purchasing policies.

"Recipients of the Achievement of Excellence in Procurement Award for 2003, 2004, 2005, 2006, 2007, 2008 and 2009".



The Achievement of Excellence in Procurement award is designed to recognize organizational excellence in procurement. The program measures innovation, professionalism, e-procurement, productivity and leadership attributes of the procurement function. For more information on the National Purchasing Institute please visit www.nationalpurchasinginstitute.org

Meet the LCC Purchasing Staff

- ▶ Rebecca G. Beard, Ph.D., C.P.M., Director of Purchasing
- ▶ Andrew Chambliss, Buyer/Asst LCC Card Administrator
- ▶ Doloras Eiseler, Purchasing Customer Advocate
- ▶ Evelyn Lynn, Services Buyer
- ▶ Stephanie House, Student Staff
- ▶ Diane Miles, Department Support Staff

Purchasing Department Values Statement

Our guiding principles ensure that we focus on the things that matter to our customers. They are:

- Integrity is never compromised
- Continuous improvement is essential to our success
- Quality comes first
- Staff involvement as a way of life
- Those we serve are the focus of everything we do
- We have many partners

Our goal is simple — it's to help you reach yours.



Purchasing Location Criteria

- ▶ **In-District:** Any vendor who has a physical location in the following school districts:

Bath Community Schools

Dansville Schools

DeWitt Public Schools

East Lansing School District

Grand Ledge Public Schools

Haslett Public Schools

Holt Public Schools

Lansing School District

Leslie Public Schools*

Mason Public Schools

Okemos Public Schools

Stockbridge Community Schools*

Waverly Community Schools

Webberville Community Schools

Williamston Community Schools

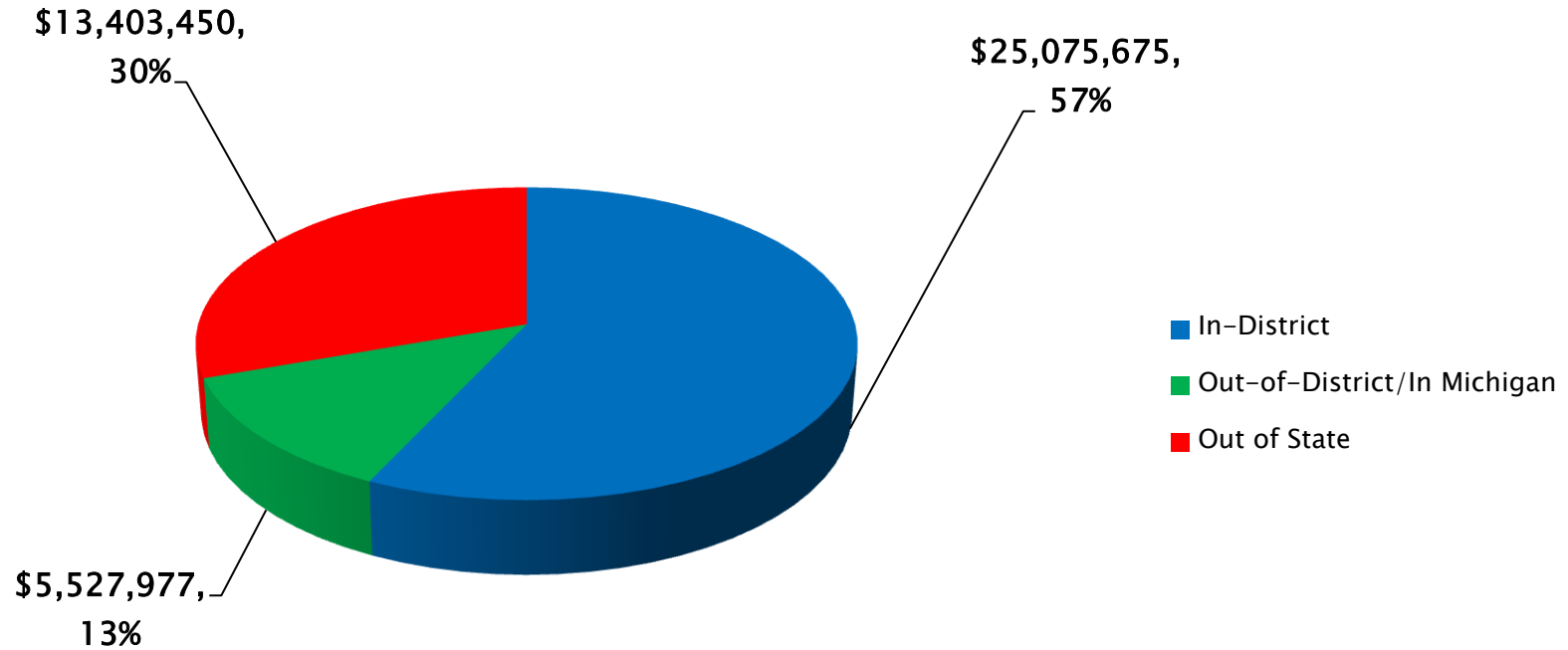
*Only the portions of the Leslie Public Schools and the Stockbridge Community Schools located in Ingham or Livingston County are part of the Lansing Community College district.

- ▶ **Out-of-District / In-State:** Any vendor who has a physical location in Michigan, but outside of the LCC District
- ▶ **Out-of-State:** No Michigan presence

Purchasing Facts

- ▶ Contract Portfolio Value – \$44,007,102
Consisting of single and multi-year contracts.
- ▶ FY 10 Purchase Orders through May 2010 – \$27,410,882
- ▶ Types of Purchasing Instruments
 - LCC Purchasing Card
 - Purchase Orders
 - Blanket Purchase Orders
- ▶ Solicitations
 - Request for Proposal (RFP)
 - Invitation for Bid (IFB)

Purchasing Contract Portfolio Value



Purchasing Contract Portfolio Breakdown

- ▶ Health Care – \$8,909,942 (20.2%)
- ▶ Supplies, IT – \$2,133,142 (4.9%)
- ▶ Supplies / Commodities – \$3,259,174 (7.4%)
- ▶ Services, IT – \$6,993,489 (15.9%)
- ▶ Services, All other – \$22,661,605 (51.5%)
- ▶ Construction Testing Services – \$49,750 (0.1%)

Total: \$44,007,102

How to Become an LCC Vendor

The screenshot shows a Windows Internet Explorer browser window displaying the Lansing Community College Purchasing website. The address bar shows the URL: http://www.lcc.edu/purchasing/supplier_information/guide_to_doing_business.aspx. The page features the Lansing Community College logo and navigation links. The main content area is titled "Vendor Guide to Doing Business with Lansing Community College" and includes a "Brochure" link. The page also contains an "INTRODUCTION" section explaining the purpose of the page and the college's purchasing policies. A sidebar on the right lists various links related to the purchasing process.

Lansing Community College
Where Success Begins

LCC Home | Star Port | A-Z Index | Contact Us

Purchasing

- Financial Services Division
- Calendars
- Maps
- Strategic Plan
- Work Requests
- Contact Purchasing

LCC > Purchasing >

Vendor Guide to Doing Business with Lansing Community College

[Brochure](#)

How to do Business with LCC

INTRODUCTION

The purpose of this page is to explain and promote understanding of how vendors can do business with Lansing Community College.

Lansing Community College Purchasing Department provides the means of obtaining quality goods and services in the desired amounts, at the proper times, from responsible vendors and at reasonable prices. Additionally, it is also a responsibility of the department to ensure that the policies and procedures of the college are followed to comply with Federal, State and Local guidelines.

The Purchasing Department is located in the Washington Court Place Building at 309 N. Washington Square, in Room 214. Our business hours are 8 a.m. to 5 p.m., except during the summer when hours are 7:30 a.m. to 4 p.m. Visitors are welcome. Please contact our office at (517) 483-1785 for appointments to speak with buyers.

We hope that you find the enclosed information useful in your endeavors to fulfill the purchasing needs of the College.

Rebecca G Beard
Director of Purchasing

PURCHASING DEPARTMENT MISSION STATEMENT

Lansing Community College Purchasing Department is a professional service organization providing:

- > Contract Services & Commodities

Navigation Links:

- Bids/Proposals Board
- LCC Card Purchasing Program
- Office Max
- Preferred Online Ordering
- Purchasing Links
- Campus Customer
- Tax Exempt Form - A waiting current Tax Exempt Form - See previous form
- Vendor Information

Purchasing Opportunities

Bids / Proposals Awarded Current Year - Purchasing - Lansing Community College - Windows Internet Explorer

http://www.lcc.edu/purchasing/supplier_information/awarded_bids_currentyr_09.aspx

File Edit View Favorites Tools Help

Bids / Proposals Awarded Current Year - Pur...

LCC Home Star Port A-Z Index Contact Us

Search

Purchasing

Financial Services Division

Calendars

Maps

Strategic Plan

Work Requests

Contact Purchasing

LCC > Purchasing >

Bids/Proposals Current Year

Bids and Proposals for the current year from July 1, 2009 to June 30, 2010.

Please see the Status column for bids and proposals. Definitions are shown below:

Open - Vendors may submit a bid or proposal
Evaluating - Bid or proposal closed. Evaluating bids and proposals received.
Awarded - Vendors in "bold" received award.

Open bids/proposals are available on State of Michigan - Bid 4 Michigan. Please go to [Bid 4 Michigan](#) to preview bid/proposals and download at your convenience. New companies will need to complete the online registration process before accessing bid/proposal specifications.

[Bids Received](#)
[Proposals Received](#)

Bids Received

Bid Number/Description	Status	Due Date/Time	Bids Received From Vendors	Dollar Amount
7231-589-09EL - UniversityCenter Partners Office Expansion	Awarded	6/5/09 2:00 PM	Laux Const. Mavcon Moore-Trosper Perrin Const. CMA Const.	\$53,219.00 \$47,410.00 \$59,600.00 \$50,250.00 \$49,900.00
7231-590-09EL - Arts and Sciences Landscaping East Side	Awarded	6/11/09 1:00 PM	Anderson-Fischer ET MacKenzie Instant Shade Lawn Sprinklers Luke Landscape Smith Tree Quality Land. Thielen Turf	\$13,147.00 \$16,900.00 \$14,832.00 \$3,512.00 \$18,715.80 \$14,676.00 \$23,120.00 \$2,000.00
7231-591-09EL- Grand Avenue Irrigation from Shiawassee to Schoolcraft	Awarded	6/11/09 2:30 PM	ET MacKenzie Thielen Turf Lawn Sprinklers	\$23,241.00 \$20,900.00 \$17,571.00

Start Unread Mail - M... Microsoft Power... Bids / Propos...

Trusted sites 100% 12:07 PM

Vendor Outreach Efforts

- ▶ Speaker at local business group meetings:
 - Lansing Area Hispanic Business Association
 - East Lansing Business Association
 - West Lansing Business Group
- ▶ Business Networking Event – Every October for 9 years
- ▶ Chair of the Lansing Area Public Purchasing Group
- ▶ State of Michigan Bid System – LCC Bid opportunities posted online since July 2009, first Michigan Community College
- ▶ State of Michigan Purchasing Conference and host vendor information table
- ▶ Michigan Public Purchasing Officers Association, and speaker at the fall 2010 event in East Lansing
- ▶ National Association of Educational Buyers
- ▶ Michigan Minority Supplier Development Council, Lansing Project One Committee through the Accident Fund
- ▶ Advertisements placed in: Michigan Bulletin, Diversity Business Resource Directory, New Citizens Press
- ▶ LCC Radio Interviews

Purchasing Recommendations:

- Review Purchasing policy and make recommendations for September 2010 Audit Committee to ensure maximum in-district vendor participation in a competitive environment
- Include major departments in vendor out reach efforts (e.g., Physical Plant and IT)
- Host annual campus-wide vendor trade fair LCC

Questions

Lansing Community College - Board of Trustees
June 21, 2010

Agenda Item: AQIP Strategy Forum Report

Presented for Information

PURPOSE

The Administration presents to the Board a brief synopsis of its participation in the AQIP Strategy Forum *Creating the Climate for Continuous Learning* (May 12-14, 2010; Lisle, IL), required of the college in partial fulfillment of its ongoing accreditation process.

BACKGROUND

Creating the Climate for Continuous Learning is a distinct Strategy Forum intended specifically for institutions already experienced with AQIP. This Strategy Forum requires an institution to have submitted a Systems Portfolio to AQIP, undergone a Systems Appraisal, and received and analyzed its Systems Appraisal Feedback Report. The appraisal of LCC's 2008 Systems Portfolio was received from AQIP in Fall 2009. Building upon the lessons learned from this feedback, the strategy forum focused on developing and fine-tuning processes for continuous organizational learning, and then using that learning to craft practical and important improvement strategies. Ultimately, this work will serve to shape and direct LCC's Action Plans for the next AQIP cycle.

Three potential Action Plans emerged, stemming not only from the Systems Appraisal Feedback, but also from the "Envisioning One LCC" conversations that were conducted college-wide last Fall.

- Addressing the needs of adult and transitional learners (the LCC New DEAL program)
- Closing the Loop: Measuring effectiveness with regard to institutional data, program review and decision-making (identifying and establishing internal and external benchmarks)
- Implementing a system where all degree/certificate seeking students complete an Educational Development Plan (EDPs) in support of retention and goal achievement

Members of the LCC AQIP Planning Committee include:

Jack Bergeron, Associate Vice President of Academic Affairs

Olga Hernandez-Patino, Chair of Allied Health and Human Services

Jim Luke, Professor of Economics

Jason Mayland, Executive Director of Institutional Effectiveness, Research and Planning

Evan Montague, Dean of Student Services

Michael Nealon, Dean of Liberal Studies
Rashid Robinson, Director of Institutional and Academic Policy Studies
Stephanie Shanblatt, Provost
Lisa Webb Sharpe, Senior Vice President for Finance and Administration

The LCC 2008 Systems Portfolio is available online at:
<http://www.lcc.edu/quality/pdf/2008-Systems-Portfolio-July2008.pdf>

IMPLICATIONS

Financial: None

Strategic Plan:

As stated by the college's "Strategic Goals": *Strategic planning at Lansing Community College is centered upon continuous quality improvement. The culture of continuous quality improvement at LCC is derived from the categories established by the Academic Quality Improvement Program (AQIP), through which LCC maintains its accreditation.*

Human Resources: None

RISKS

None

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

None

ATTACHMENT:

1. PowerPoint Presentation

Accreditation and AQIP: Academic Quality Improvement Process

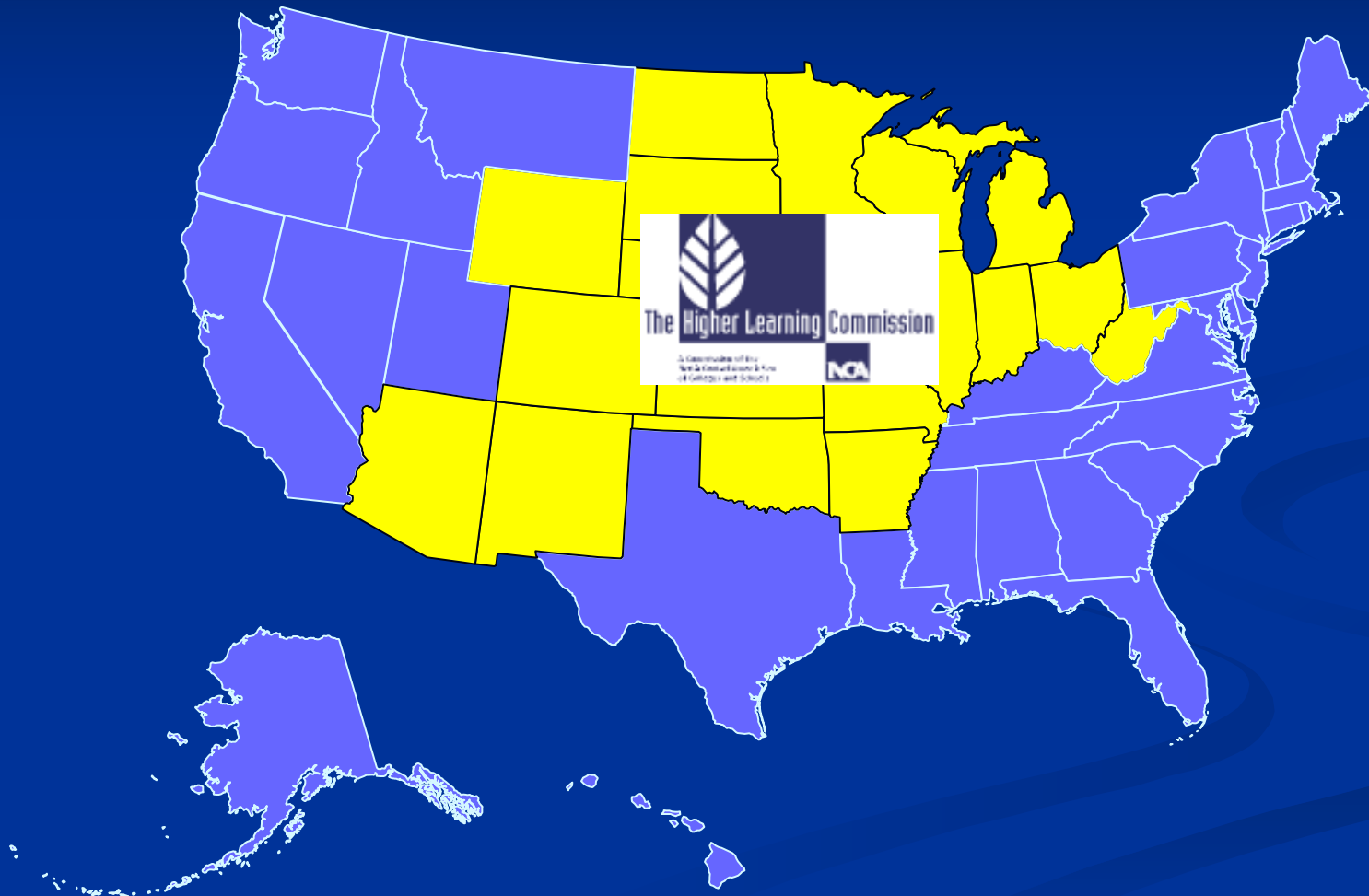
Presentation to LCC Board of
Trustees

June 21, 2010

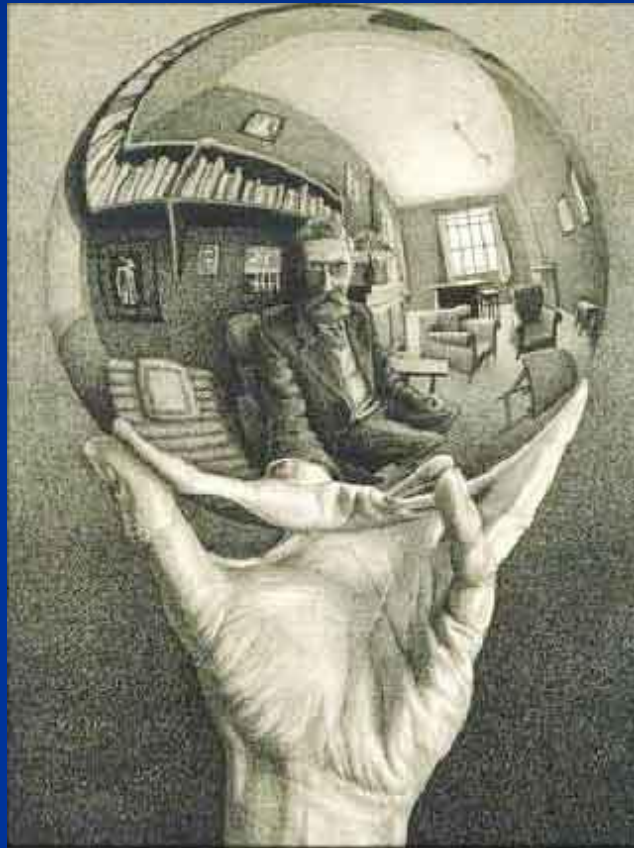
Dean Michael Nealon

Professor Jim Luke

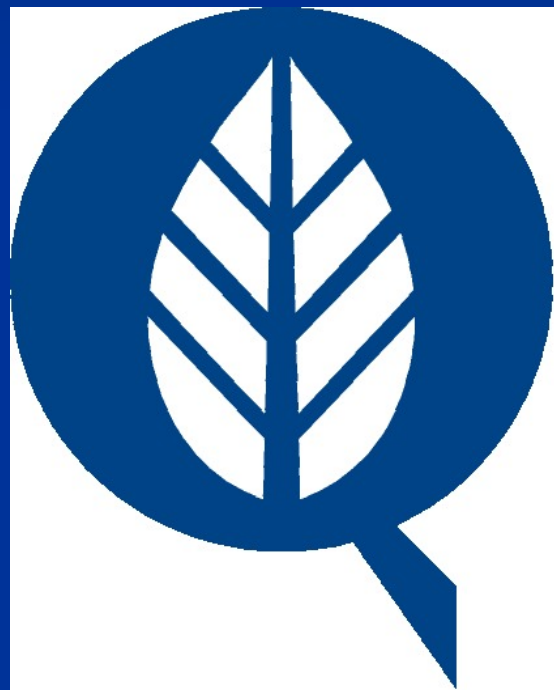
LCC is accredited by
HLC (North Central Assoc).



Two processes: PEAQ
(*traditional self-study/visit every 10
years*) and.....



AQIP, a continuous quality improvement process focusing on systems.



Academic Quality Improvement Program

The Higher Learning Commission **NCA**

LCC team engaged in planning process at AQIP May Strategy Forum.

- Jack Bergeron
- Jim Luke
- Olga Martinez-Patino
- Jason Mayland
- Evan Montague
- Michael Nealon
- Rashid Robinson
- Stephanie Shanblatt
- Lisa Webb Sharpe



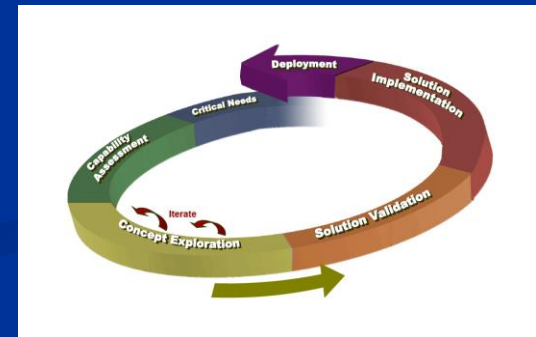
Current LCC AQIP project plans:

- Address Needs of Adult and Transitional Learners (LCC New Deal)



Current LCC AQIP project plans:

- Address Needs of Adult and Transitional Learners (LCC New Deal)
- Closing the Loop: Institutional Data, Program Review, and Decision-Making



Current LCC AQIP project plans:

- Address Needs of Adult and Transitional Learners (LCC New Deal)
- Closing the Loop: Institutional Data, Program Review, and Decision-Making
- Implement a system where all degree/ certificate seeking students complete, update, and use an EDP in support of retention, goal achievement, and strategic benefits to LCC.



Lansing Community College - Board of Trustees
June 21, 2010

Agenda Item: Fall 2010 Registration Schedule Changes

Presented for Information

PURPOSE:

To provide information on new registration and related deadlines focused on student success.

BACKGROUND

Historically there have been recommended dates for completing the steps required to start classes at Lansing Community College. For example we suggest that student complete their admission application at least one semester prior to their desired start date. In financial aid we suggest that a student complete their aid application six weeks prior to the semester they plan to start. It is always recommended that a student register for classes prior to their start. The lack of clear requirements leads to student and staff concerns as we enter an enrollment period. Results often include students starting classes late without the books and other resources needed for success.

The new registration schedule will be clearly communicated and consistently applied throughout the campus. The focus is on student success by encouraging early registration activity to increase the number of students who successfully complete the courses they take, register from one semester to the next, and earn degrees, certificates or transfer. This trend is fast becoming a best practice in community colleges throughout the country to support enrollment management and student success goals. Students who approach LCC after the required dates will be presented with clear alternatives for late start and future semester enrollment options.

IMPLICATIONS

Financial:

The initial change to these requirements will require an additional investment in student communication, marketing and outreach.

Strategic Plan:

The efforts focus directly on student success and related outcomes in support of the strategic plan.

Human Resources:

There will be additional training and communication required with LCC staff.

RISKS

Stakeholders who approach the institution after the required dates may have concerns about the process. This risk will be mitigated by providing clear alternatives and options.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

None

ATTACHMENT

1. PowerPoint Presentation

Registration Schedule

Student Success – Goal Direction, Goal
Support & Goal Achievement

June 21, 2010





Important Fall Semester 2010 Information!

Registration for fall classes starts **June 24**. You may begin assigned registration any time **AFTER 9 a.m.**

- Check out assigned registration periods and other important fall deadlines and dates at **lcc.edu/schedule**.
- If you need help resetting your Banner PIN (student system), contact the LCC Help Desk at **(517) 483-5221** or **lcc1@lcc.edu**.
- Have you filed your 2010–2011 FAFSA? If not, the fall semester financial aid deadline is **August 1, 2010**. You should complete your application at **fafsa.gov** now as processing can take up to six weeks.
- Be sure to check your LCC e-mail account for more information on fall registration.
- Verify your current address and phone number during registration.

Sign up for the FACTS payment plan by **July 22**
with no tuition payment due until August.

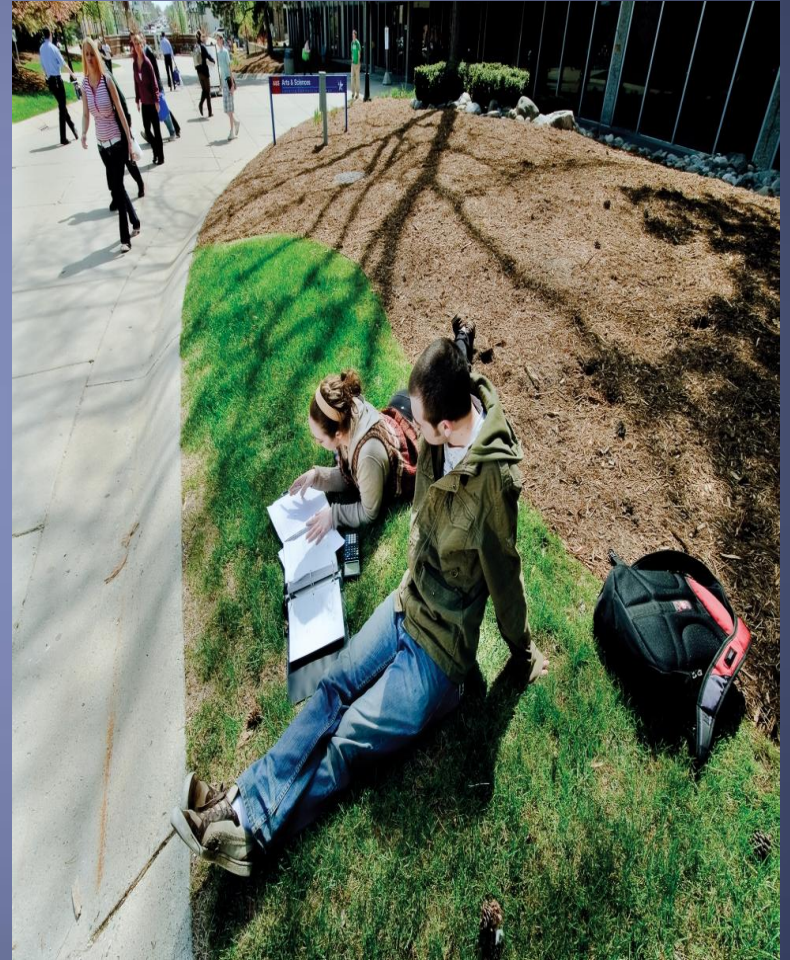


lcc.edu

F2010-D

Registration Deadlines

- Financial Aid -August 1
- Admissions – August 18
- Registration – August 23
- Fall Full Semester Classes Begin - August 26
- Registration Resumes - September 1 for late start classes
- Focus on student success
- Improve consistency & student experience
- Clear direction on alternatives



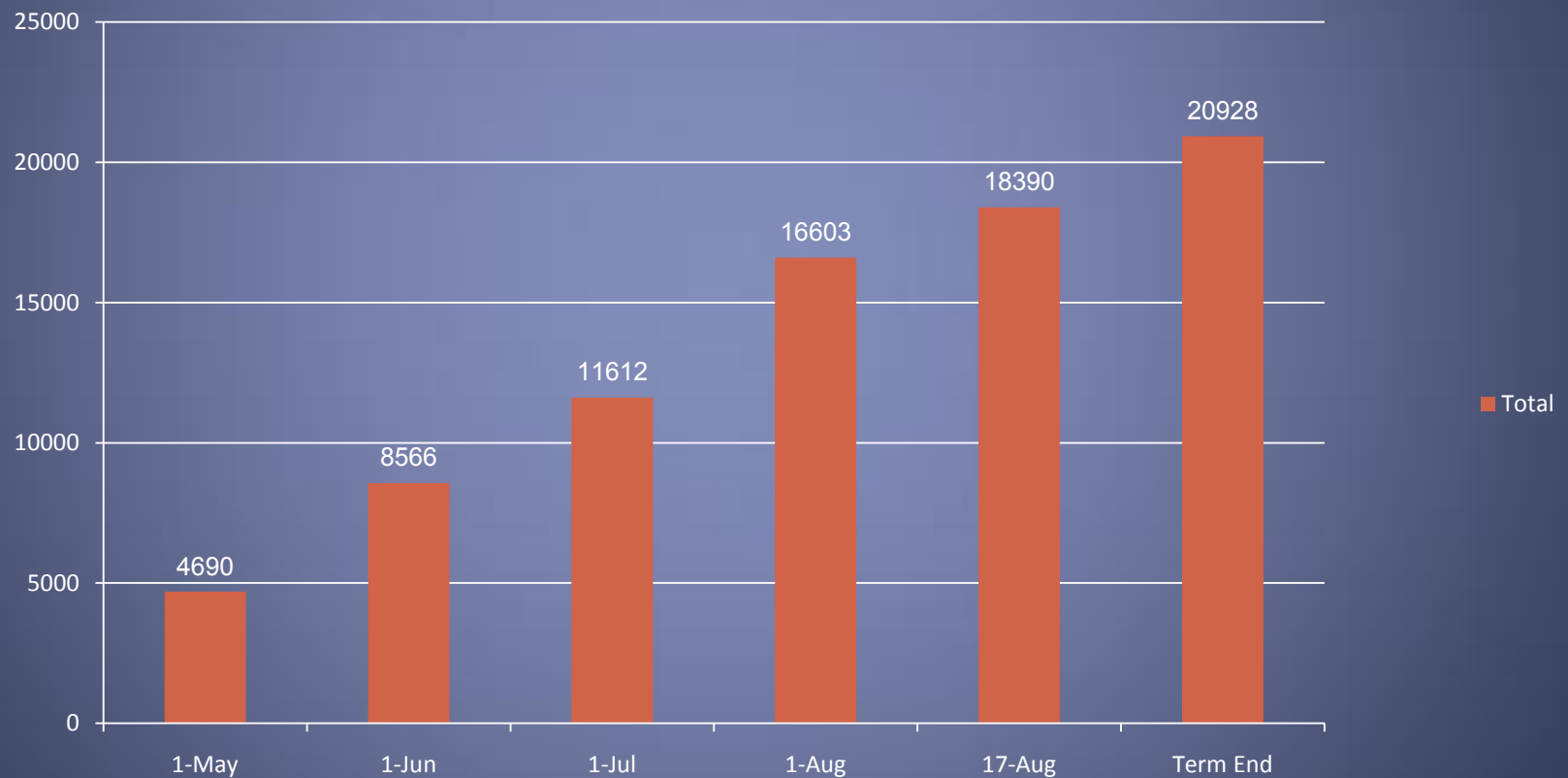
Student Success - Best Practice

- Enrollment management
- Increase course completion & success
- Increase persistence & retention
- Discussions with leaders across the country
- Washtenaw Community College
- Sinclair Community College



Fall 2009 Registration Flow

Fall 2009 Registration Flow



Success Factors

- Relationships matter
- Disconnect between aspirations & actions
- Students don't know what they don't know
- Students don't do optional
- Success starts with building a culture of evidence

McClenny, K. (2010). Center for Community College Student Engagement.



Communication Plan

- Direct mail
- LCC web pages
- Adjust current outreach
- E-mail
- Schedule Book
- Banner Self-Service
- Angel
- Media Outreach - Tie in with ATD
- LCC Radio & TV



Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Monthly Financial Statements

Presented for Information

PURPOSE

Lansing Community College presents for information, monthly financial statements and reports as required by Board policy.

BACKGROUND

This information provides the Board of Trustees with financial information on a regular and on-going basis throughout the fiscal year.

The attached financial statements reflect Lansing Community College's financial position as of May 31, 2010 compared to budget as amended on May 31, 2010.

Operating and Capital Budgets
and
Operating Detail Budgets

Unless noted, line items are currently anticipated to end the year at budget.

REVENUE

State Appropriations have been recognized for eleven months as the current state budget document reflects Annual Appropriations consistent with the prior year. The college has received eight of the eleven payments due for this year from the state.

Tuition and Fee Revenue is recorded for the summer semester and all of fall semester. All of spring fees and 80% of spring tuition have been recognized. The remaining spring tuition has been deferred. All summer tuition and fees have been deferred.

Miscellaneous Revenue: Eaton County Intermediate School District revenue is billed per semester. Fall semester is reflected in this report. This represents a large portion of the Miscellaneous Revenue. Billings for Spring semester have not yet occurred.

EXPENSE

Salaries and Wages for faculty are slightly ahead of budget however due to the timing of semesters the majority of expenses have already occurred. This is consistent with the trend in prior years.

Services and Supplies include liability insurance premiums that have all been paid at the beginning of the year.

General Institutional Scholarships for summer will be finalized in June. It is anticipated that this budget will be spent.

Childcare Scholarship currently includes approximately \$30,000 that will be reclassified to grants in the restricted fund in June. It is anticipated that this line item may be approximately 2% over budget.

Promise Scholarship has been added as a budget line with expenditures also recorded.

Capital Budget transfers have been made for the year, with the exception of additional transfers approved by the Board in April.

VR SIP Funding was added in the March 2010 budget amendment #2 and will be recorded as commitments are made.

Statement of Revenue, Expenses and Changes in Net Assets

This statement provides a College-wide summary of all funds. We have provided the detail of the General Fund above. The other funds are anticipated to operate close to a break even with a slight increase in net assets anticipated for Auxiliary Services for the year and a slight decrease in the net assets in the plant fund as buildings are depreciating.

All board approved transfers from the General Fund to other funds have been recognized in the enclosed statements.

Balance Sheet

This statement provides the College-wide Balance sheet as of May 31, 2010 compared to May 31, 2009.

Plant Fund
Statement of Resources and Allocations

This statement provides a summary of the uses of the Plant Fund resources.

Capital Projects Monthly Reporting

This statement provides a summary of open capital projects including approved budget and project expenditures to date.

IMPLICATIONS

Financial:

The College has a strong fund balance and has \$1,332,356 available in contingency for unanticipated expenses for the remainder of FY2010.

Strategic Plan:

The reporting of financial information addresses the strategic goal of fiscal responsibility.

Human Resources:

There are no human resources implications.

RISKS

Declining appropriations and property tax revenue will be risks in future years.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS

1. Statement & Summary as of May 31, 2010 includes:
 - a. Operating and Capital Budgets (pg 1)
 - b. Operating Detail Budgets (pg 2)
 - c. Statement of Revenue, Expenses and Changes in Net Assets (pg 3)
 - d. Balance Sheet (pg 4)
 - e. Plant Funds Statement of Resources and Allocations (pg 5)
 - f. Capital Projects Monthly Reporting (pg 6 and 7)

2. Miscellaneous
 - a. Vendor Payments > \$10,000 for the month ended May 31, 2010 (pg 8 and 9)
 - b. LCC Card Vendor Payments > \$10,000 for May 2010 (pg 10)
3. Fifth Third Bank Investment Accounts Schedule as of May 31, 2010 (pg 11)

LANSING COMMUNITY COLLEGE
Operating and Capital Budgets: Adopted, Revised, and Actual
May 2010 Financial Review

	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010 Period Ending May1 2010 (91.67% of fiscal year)				
	Actual	Actual	Adopted Budget	Revised Budget	Actual	Balance	Percent Posted
<u>Revenues</u>							
State Appropriations	\$ 31,810,203	\$ 29,762,500	\$ 29,762,500	\$ 29,762,500	\$ 27,282,292	\$ 2,480,208	91.7%
Property Taxes	\$ 41,722,075	\$ 42,147,127	\$ 40,825,000	\$ 41,425,000	\$ 39,769,537	\$ 1,655,463	96.0%
Tuition & Fees	\$ 44,867,839	\$ 49,568,717	\$ 50,144,681	\$ 53,187,681	\$ 48,508,245	\$ 4,679,436	91.2%
Other Revenues	\$ 3,919,554	\$ 2,986,480	\$ 3,516,489	\$ 3,367,047	\$ 2,054,198	\$ 1,312,849	61.0%
Use of Fund Balance	\$ -	\$ -	\$ -		\$ -	\$ -	0.0%
Total Revenues	\$ 122,319,671	\$ 124,464,824	\$ 124,248,670	\$ 127,742,228	\$ 117,614,272	\$ 10,127,956	92.1%
<u>Operating Budgets</u>							
Salaries & Wages	\$ 57,047,240	\$ 61,805,934	\$ 62,675,401	\$ 62,916,786	\$ 58,405,400	\$ 4,511,386	92.8%
Employee Benefits	\$ 19,767,699	\$ 22,327,951	\$ 22,888,849	\$ 23,083,071	\$ 19,880,066	\$ 3,203,005	86.1%
Total Salaries + Benefits	\$ 76,814,939	\$ 84,133,885	\$ 85,564,250	\$ 85,999,857	\$ 78,285,466	\$ 7,714,391	91.0%
Services & Supplies	\$ 18,130,668	\$ 20,587,201	\$ 19,283,392	\$ 19,983,709	\$ 15,970,323	\$ 4,013,386	79.9%
General Institutional Scholarships	\$ 1,076,672	\$ 1,406,245	\$ 1,271,958	\$ 1,271,958	\$ 1,157,858	\$ 114,100	91.0%
Child Care Scholarship	\$ 150,313	\$ 246,592	\$ 254,142	\$ 254,142	\$ 290,602	\$ (36,460)	114.3%
Total Sal + Ben, Serv & Supplies	\$ 96,172,592	\$ 106,373,923	\$ 106,373,742	\$ 107,509,666	\$ 95,704,249	\$ 11,805,417	89.0%
Contingency	\$ -	\$ -	\$ 1,243,000	\$ 1,332,356	\$ -	\$ 1,332,356	0.0%
Promise Scholarship	\$ -	\$ -	\$ -	\$ 952,233	\$ 952,233	\$ -	100.0%
Capital Projects	\$ -	\$ -	\$ -		\$ -	\$ -	0.0%
Severance-VRSIP	\$ -	\$ 2,119,440	\$ -	\$ 734,523	\$ -	\$ 734,523	0.0%
Banner Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Backfill	\$ 248,458	\$ 280,763	\$ -	\$ -	\$ -	\$ -	0.0%
Banner Phase II Contingency	\$ -	\$ 296,803	\$ -	\$ -	\$ -	\$ -	0.0%
Capitalized Internal Costs	\$ (915,088)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Banner	\$ (666,630)	\$ 577,566	\$ -	\$ -	\$ -	\$ -	0.0%
<u>Capital Budgets</u>							
Grant Match	\$ 1,048,312	\$ 1,045,620	\$ 1,045,620	\$ 1,045,620	\$ 835,517	\$ 210,103	79.9%
Major Equipment	\$ 1,380,000	\$ 1,614,500	\$ 1,414,500	\$ 1,414,500	\$ 1,414,500	\$ -	100.0%
Debt Service, all Issues	\$ 7,509,902	\$ 7,602,455	\$ 7,609,684	\$ 7,609,684	\$ 7,609,684	\$ -	100.0%
Plant Improvement	\$ 3,000,000	\$ 3,075,000	\$ 3,075,000	\$ 3,075,000	\$ 3,075,000	\$ -	100.0%
Technology Infrastructure	\$ 2,220,000	\$ 3,320,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ -	100.0%
Division Renovations	\$ 85,000	\$ 87,125	\$ 87,125	\$ 87,125	\$ 87,125	\$ -	100.0%
Facilities-Auxiliary Fund	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ -	100.0%
Facilities-Auxiliary 2007	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Capitol Projects-2009-10	\$ -	\$ 1,950,000	\$ -	\$ 581,521	\$ 276,541	\$ 304,980	47.6%
Plant Fund - Banner Capitalized Internal	\$ 915,088	\$ -	\$ -		\$ -	\$ -	0.0%
Capital Projects Outlay - Bioprocessing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Budgets	\$ 16,958,302	\$ 19,094,700	\$ 16,631,929	\$ 17,213,450	\$ 16,698,367	\$ 515,083	97.0%
Total Revenues	\$ 122,319,671	\$ 124,464,824	\$ 124,248,670	\$ 127,742,228	\$ 117,614,272	\$ 10,127,956	92.1%
Total Allocation/Expenditures	\$ 112,464,264	\$ 128,165,629	\$ 124,248,671	\$ 127,742,228	\$ 113,354,849	\$ 14,387,379	88.7%
Change in Net Assets	\$ 9,855,407	\$ (3,700,805)	\$ (1)	\$ -	\$ 4,259,423	\$ 4,259,423	0.0%
Use of Desig Funds - Washington Court Improvements		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Use of Desig Funds - Contract Implem.		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Desig Funds - Tuition Stabilization	\$ (3,154,654)	\$ 3,154,654	\$ -	\$ -	\$ -	\$ -	0.0%
Use of Desig Funds - Change in encumbrance	\$ (534,197)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total change in unrestricted net assets	\$ 6,166,556	\$ (546,151)	\$ (1)	\$ -	\$ 4,259,423	\$ -	0.0%
Unrestricted General Fund Beg of Year	\$ 12,569,458	\$ 18,545,461	\$ 18,189,863	\$ 17,999,310	\$ 17,999,310	\$ -	100.0%
Unrestricted General Fund End of Year	\$ 18,736,014	\$ 17,999,310	\$ 18,189,862	\$ 17,999,310	\$ 22,258,733	\$ -	123.7%

Operating Detail Budgets: Adopted, Revised, and Actual
May 2010 Financial Review

Fiscal Year 2010
 Period Ending MAY 2010
 (91.67% of fiscal year)

	Adopted Budget	Revised Budget	Actual	Balance	Percent Posted
<i>Operating Budgets - Divisions</i>					
Academic Affairs	\$2,883,934	\$1,436,292	\$1,336,326	\$99,966	93.0%
Administrative Services	\$10,876,024	\$10,585,630	\$9,007,895	\$1,577,735	85.1%
Advancement & External Affairs	\$3,469,061	\$3,553,091	\$2,927,254	\$625,837	82.4%
BCI/Corporate College	\$1,908,188	\$2,296,476	\$1,668,078	\$628,398	72.6%
Board of Trustees/Internal Audit	\$411,876	\$344,634	\$316,119	\$28,515	91.7%
Business Media and Information Technologies	\$9,369,220	\$8,808,369	\$8,449,594	\$358,775	95.9%
Financial Services	\$2,925,716	\$3,883,083	\$3,695,256	\$187,827	95.2%
Human Resources	\$1,590,203	\$1,804,605	\$1,587,030	\$217,575	87.9%
Human, Health and Public Services	\$10,743,848	\$9,017,208	\$7,940,202	\$1,077,006	88.1%
Information Technology Services	\$8,760,728	\$8,908,140	\$6,873,885	\$2,034,255	77.2%
Liberal Studies	\$28,126,727	\$27,626,188	\$25,140,893	\$2,485,295	91.0%
President's Office	\$1,639,290	\$2,188,862	\$1,731,119	\$457,743	79.1%
Quality, Planning & Economic Development	-\$2,066	\$0		\$0	
Strategic Planning & Partnerships	\$3,460,726	\$4,422,504	\$3,893,460	\$529,044	88.0%
Student Services & SEM	\$10,407,316	\$11,265,332	\$10,864,858	\$400,474	96.4%
Technical Careers	\$8,276,848	\$9,843,152	\$8,823,820	\$1,019,332	89.6%
Total all Divisions	\$104,847,639	\$105,983,566	\$94,255,789	\$11,727,777	88.9%
<i>Operating Budgets - Account</i>					
Administrator Full Time	\$ 11,135,602	\$ 11,289,038	\$ 9,304,160	\$ 1,984,878	82.4%
Administrator Part Time	\$ 1,408,390	\$ 1,547,332	\$ 1,412,982	\$ 134,350	91.3%
Faculty Full Time	\$ 16,665,430	\$ 15,957,888	\$ 15,860,793	\$ 97,095	99.4%
Faculty Part Time	\$ 19,283,151	\$ 19,297,019	\$ 18,611,399	\$ 685,620	96.4%
Support Full Time	\$ 9,397,939	\$ 9,690,586	\$ 8,548,888	\$ 1,141,698	88.2%
Support Part Time	\$ 3,284,889	\$ 3,496,400	\$ 3,118,535	\$ 377,865	89.2%
Student	\$ 1,500,000	\$ 1,638,523	\$ 1,548,643	\$ 89,880	94.5%
Total Salaries and Wages	\$ 62,675,401	\$ 62,916,786	\$ 58,405,400	\$ 4,511,386	92.8%
Employee Benefits	\$ 22,888,849	\$ 23,083,071	\$ 19,880,066	\$ 3,203,005	86.1%
Non Capital Equipment	\$ 295,772	\$ 318,704	\$ 230,071	\$ 88,633	72.2%
Institutional Expenses	\$ 2,225,184	\$ 2,566,745	\$ 1,891,464	\$ 675,281	73.7%
Utilities	\$ 2,508,688	\$ 2,481,928	\$ 2,065,590	\$ 416,338	83.2%
Liability Insurance	\$ 465,629	\$ 425,940	\$ 425,940	\$ -	100.0%
Professional Services	\$ 1,315,860	\$ 1,932,844	\$ 1,661,895	\$ 270,949	86.0%
Purchased Services	\$ 4,097,452	\$ 4,388,078	\$ 3,167,213	\$ 1,220,865	72.2%
Rental Expense	\$ 641,928	\$ 710,830	\$ 596,483	\$ 114,347	83.9%
Repair and Maintenance	\$ 1,956,848	\$ 1,307,731	\$ 1,248,485	\$ 59,246	95.5%
Supplies	\$ 5,077,979	\$ 5,149,777	\$ 4,162,680	\$ 987,097	80.8%
Travel, Training and Conferences	\$ 698,052	\$ 701,132	\$ 520,502	\$ 180,630	74.2%
Total Services and Supplies	\$ 19,283,392	\$ 19,983,709	\$ 15,970,323	\$ 4,013,386	79.9%
Total Division Operating	\$ 104,847,642	\$ 105,983,566	\$ 94,255,789	\$ 11,727,777	88.9%
General Institutional Scholarships	\$ 1,271,958	\$ 1,271,958	\$ 1,157,858	\$ 114,100	91.0%
Childcare Scholarships	\$ 254,142	\$ 254,142	\$ 290,602	\$ (36,460)	114.3%
Total College Operating	\$ 106,373,742	\$ 107,509,666	\$ 95,704,249	\$ 11,805,417	89.0%

LANSING COMMUNITY COLLEGE
Statement of Revenue, Expenses and Changes in Net Assets

May, 2010							
	Current Year-to-Date Actual (Pre - audit)	General Fund	Designated Fund	Auxiliary Services	Restricted Funds	Agency Fund	Plant Fund
Revenue:							
Operating revenue:							
Tuition and fees	\$ 48,553,990	\$ 48,508,245	\$ -	\$ -	\$ 45,745	\$ -	\$ -
Federal grants and contracts	\$ 4,310,965	\$ -	\$ -	\$ -	\$ 4,310,965	\$ -	\$ -
State grants and contracts	\$ 1,613,582	\$ -	\$ -	\$ -	\$ 1,613,582	\$ -	\$ -
Local grants and contracts	\$ 2,305,025	\$ 1,362,500	\$ -	\$ -	\$ 942,525	\$ -	\$ -
Sales and services of educational activities and contributions	\$ 1,655,333	\$ 146,176	\$ 1,475,232	\$ -	\$ -	\$ -	\$ 33,925
Sales and services of auxiliary activities	\$ 2,644,846	\$ -	\$ -	\$ 2,616,196	\$ -	\$ 28,650	\$ -
Miscellaneous	\$ 595,329	\$ 487,011	\$ -	\$ -	\$ 108,318	\$ -	\$ -
Total Operating Revenue	\$ 61,679,070	\$ 50,503,932	\$ 1,475,232	\$ 2,616,196	\$ 7,021,135	\$ 28,650	\$ 33,925
Expenses:							
Operating Expenses:							
Instruction	\$ 43,283,847	\$ 42,455,665	\$ 3,245	\$ 171,361	\$ 653,576	\$ -	\$ -
Information technology	\$ 8,091,520	\$ 6,645,298	\$ 4,634	\$ 14,375	\$ 8,533	\$ -	\$ 1,418,679
Public services	\$ 2,377,587	\$ 1,475,456	\$ 180,441	\$ 952	\$ 697,097	\$ 23,642	\$ -
Instructional support	\$ 21,828,506	\$ 17,176,797	\$ 36,115	\$ 239,003	\$ 4,376,591	\$ -	\$ -
Student services	\$ 41,231,648	\$ 11,245,407	\$ 646,074	\$ 16,188	\$ 29,323,979	\$ -	\$ -
Institutional Administration	\$ 12,183,221	\$ 11,278,204	\$ 271,400	\$ 459,125	\$ 174,492	\$ -	\$ -
Operation and maintenance of plant	\$ 13,809,483	\$ 23,078,022	\$ 315,712	\$ 639,768	\$ 227,767	\$ -	\$ (10,451,786)
Depreciation	\$ 9,177,713		\$ -	\$ -			\$ 9,177,713
Total Operating Expenditures	\$ 151,983,524	\$ 113,354,849	\$ 1,457,621	\$ 1,540,773	\$ 35,462,034	\$ 23,642	\$ 144,606
Operating Income	\$ (90,304,454)	\$ (62,850,917)	\$ 17,611	\$ 1,075,424	\$ (28,440,899)	\$ 5,008	\$ (110,681)
Non-operating revenue (expenses):							
State appropriations	\$ 27,282,292	\$ 27,282,292	\$ -	\$ -	\$ -	\$ -	\$ -
Property tax levy	\$ 39,769,537	\$ 39,769,537	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income	\$ 78,575	\$ 58,511	\$ -	\$ 4,589	\$ -	\$ -	\$ 15,475
Interest on capital asset - related debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PELL	\$ 28,440,899	\$ -	\$ -	\$ -	\$ 28,440,899	\$ -	\$ -
Net non-operating revenue (expenses)	\$ 95,571,303	\$ 67,110,340	\$ -	\$ 4,589	\$ 28,440,899	\$ -	\$ 15,475
Income (loss) before other revenue	\$ 5,266,849	\$ 4,259,423	\$ 17,611	\$ 1,080,013	\$ (0)	\$ 5,008	\$ (95,206)
Other revenues							
Capital grants and contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net increase in net assets	\$ 5,266,849	\$ 4,259,423	\$ 17,611	\$ 1,080,013	\$ (0)	\$ 5,008	\$ (95,206)
Net assets:							
Beginning of year	\$ 126,276,165	\$ 19,941,718	\$ (17,611)	\$ 3,150,110	\$ 171,618	\$ -	\$ 103,030,330
End of Year	\$ 131,543,014	\$ 24,201,141	\$ (0)	\$ 4,230,123	\$ 171,618	\$ 5,008	\$ 102,935,124

LANSING COMMUNITY COLLEGE
Balance Sheet

May, 2010

	Current Year	Prior Year
Current Assets:		
Cash and Cash Equivalents	\$ 367,218	\$ 398,298
Short-term investments	\$ 28,409,722	\$ 24,146,085
Property Taxes receivable	\$ 4,645,758	\$ 3,680,559
State appropriations receivable	\$ 8,117,048	\$ 8,117,046
Federal and state grants receivable	\$ 4,445,046	\$ 3,758,996
Accounts Receivable	\$ 7,737,048	\$ 7,360,261
Inventories	\$ 175,106	\$ 130,086
Prepaid expenditures and deposits	\$ 28,965	\$ 261,245
Total Current Assets	\$ 53,925,911	\$ 47,852,576
Long-Term Investments	\$ 1,017,598	\$ 1,000,000
Student Loans Receivable		
Bond Issuance Costs	\$ 682,953	
Property and Equipment (net of accumulated depreciation)	\$ 160,603,581	\$ 168,192,539
Total Assets	\$ 216,230,043	\$ 217,045,115
Current Liabilities:		
Accounts payable	\$ 391,403	\$ 1,092,099
Accrued interest payable	\$ 481,309	\$ 511,671
Accrued payroll and other compensation	\$ 3,786,684	\$ 3,591,444
Unearned revenue	\$ 16,939,278	\$ 11,914,275
Current portion of debt obligations	\$ 4,463,668	\$ 3,067,231
Accrued vacation	\$ 1,681,517	\$ 1,458,306
Total Current Liabilities	\$ 27,743,859	\$ 21,635,026
Long-Term Debt Obligations	\$ 56,943,170	\$ 67,428,836
Total Liabilities	\$ 84,687,029	\$ 89,063,862
Net Assets:		
Invested in capital assets (net of related debt)	\$ 102,935,124	\$ 101,480,991
Restricted for:		
Restricted fund activities	\$ 171,618	\$ 171,618
Loan programs	\$ 5,008	\$ (2,188)
Unrestricted	\$ 28,431,264	\$ 26,330,832
Total Net Assets	\$ 131,543,014	\$ 127,981,253
Total Liabilities and Net Assets	\$ 216,230,043	\$ 217,045,115

LANSING COMMUNITY COLLEGE
Plant Funds
Statement of Resources and Allocations

May 2010

	Current Year-to-Date Actual	Current Adopted Budget	Percent Posted	Prior Year-to- Date Actual	Prior Adopted Budget	Percent Posted
Resources						
From General Fund -Major Equipment	\$ 1,414,500	\$ 1,414,500	100%	\$ 1,614,500	\$ 1,614,500	100%
From General Fund - Debt Service, all Issues	\$ 7,609,684	\$ 7,609,684	100%	\$ 7,602,455	\$ 7,602,455	100%
From General Fund - Division Renovation	\$ 87,125	\$ 87,125	100%	\$ 87,125	\$ 87,125	100%
From General Fund - Plant Improvement	\$ 3,075,000	\$ 3,075,000	100%	\$ 3,075,000	\$ 3,075,000	100%
From General Fund - Technology Infrastructure	\$ 3,000,000	\$ 3,000,000	100%	\$ 3,320,000	\$ 3,320,000	100%
Total Resources	\$ 15,186,309	\$ 15,186,309	100%	\$ 15,699,080	\$ 15,699,080	0%
Allocations						
Major Equipment	\$ 241,951	\$ 1,414,500	17%	\$ 744,044	\$ 1,614,500	46%
Debt Service, all Issues	\$ 7,609,844	\$ 7,609,684	100%	\$ 1,555,388	\$ 7,602,455	20%
Plant Improvements	\$ 2,877,349	\$ 3,351,541	86%	\$ 905,884	\$ 3,075,000	29%
Division Renovations	\$ 21,051	\$ 87,125	24%	\$ -	\$ 87,125	0%
Technology Infrastructure	\$ 1,742,185	\$ 3,000,000	58%	\$ 1,685,348	\$ 3,320,000	51%
Total Allocations	\$ 12,492,380	\$ 15,462,850	81%	\$ 4,890,664	\$ 15,699,080	31%

**LANSING COMMUNITY COLLEGE
Capital Projects Monthly Reporting**

May, 2010

University Center Parking lot

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$ 24,000	\$ 11,914	\$ 12,086
Construction Costs	\$ 540,000	\$ 413,137	\$ 126,863
Contingency	\$ 81,000	\$ -	\$ 81,000
Totals	\$ 645,000	\$ 425,051	\$ 219,949

May, 2010

Child Care Center

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$ 135,000	\$ 139,991	\$ (4,991)
Construction	\$ 1,515,592	\$ 947,073	\$ 568,519
Capital Equipment	\$ 94,975	\$ -	\$ 94,975
Contingency	\$ 154,433	\$ -	\$ 154,433
Totals	\$ 1,900,000	\$ 1,087,064	\$ 812,936

May, 2010

Arts & Science Building Electrical Substation

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$ 30,000	\$ 50,235	\$ (20,235)
Construction Costs	\$ 721,000	\$ 762,935	\$ (41,935)
Contingency	\$ 72,000	\$ -	\$ 72,000
Totals	\$ 823,000	\$ 813,170	\$ 9,830

May, 2010

Oracle Database Diagnostics

	Project Approved Budget	Project to Date	Available Balance
Software	\$ 584,397	\$ 584,397	\$ -
Totals	\$ 584,397	\$ 584,397	\$ -

May, 2010

West Campus Welding Lab Fume Ventilation System

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$ 22,500	\$ 22,500	\$ -
Construction Costs	\$ 478,541	\$ 411,919	\$ 66,622
Contingency	\$ 48,000		\$ 48,000
Totals	\$ 549,041	\$ 434,419	\$ 114,622

May, 2010

Veterans Wall

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$ 5,000		\$ 5,000
Construction Costs	\$ 90,266		\$ 90,266
Contingency	\$ -		\$ -
Totals	\$ 95,266	\$ -	\$ 95,266

**Lansing Community College
Capital Projects Monthly Reporting**

May, 2010

Banner Implementation

	Project Approved Budget Total	Total Project Paid to Date	Total Encumbered/ Committed and Unpaid*	Total Project Paid/ Encumbered or Committed to Date	Project Budget Available to Date
<u>External Costs</u>					
Purchase and Installation					
Consulting	\$ 6,644,460	\$ 6,213,943	\$ 380,517	\$ 6,594,460	\$ 50,000
Hardware	\$ 560,411	\$ 560,411	\$ -	\$ 560,411	\$ -
Software	\$ 2,108,814	\$ 2,033,728	\$ 75,086	\$ 2,108,814	\$ -
Subtotal Purchase and Installation	\$ 9,313,685	\$ 8,808,082	\$ 455,603	\$ 9,263,685	\$ 50,000
Oracle Remediation					
Consulting	\$ 853,626	\$ 803,620	\$ 50,006	\$ 853,626	\$ -
Backfill (New funding)**	\$ 838,606	\$ 428,279	\$ 410,327	\$ 838,606	\$ -
Oracle Applications Decommission	\$ 253,973	\$ 237,334	\$ 16,639	\$ 253,973	\$ 0
Total External Costs	\$ 11,259,890	\$ 10,277,315	\$ 932,575	\$ 11,209,890	\$ 50,000
<u>Existing Funding</u>					
Use of Internal College Personnel***					
Setup, Training, Conversion	\$ 3,500,000	\$ 2,215,394	\$ 1,284,606	\$ 3,500,000	\$ -
Grand Totals	\$ 14,759,890	\$ 12,492,709	\$ 2,217,181	\$ 14,709,890	\$ 50,000

* Encumbered/Committed includes all planned expenditures as currently approved within the scope of the project. These expenditures have either not yet been incurred or have been incurred and not yet invoiced and/or processed for payment.

** Additional staffing resources (both internal and external) to backfill for internal College Personnel assigned to the Banner Project

*** At the beginning of the project, the College projected the amount of time staff would spend on the project as part of regular budgeted responsibilities. The projection was very aggressive with the amount of staff time committed including the number of staff involved. Current analysis shows that the amount of staff time was concentrated into smaller groups than anticipated and that end user training was much more efficient than originally anticipated.

Vendor Payments over \$10,000

May, 2010

LANSING COMMUNITY COLLEGE

Board Resolution: Resolved that, until further directions of the Board, the Board and Chair shall be informed monthly of all College expenditures over \$10,000 during the previous month. Excluded are payments to union-represented faculty and staff, scholarships, grants, insurance and utilities. *Statement of LCC Card Purchases over \$10,000 follows.

Account	Date	Doc	Vendor	Amount	Description
110102	18-May-10	7024067	Gretchen's House Inc	\$ 10,000	Reimburse Actual Costs for Pre-Opening Early LCC
110102	18-May-10	7024050	ARAMARK Educational Services, Inc.	\$ 10,587	Catering - West Campus 5/05/10
110102	13-May-10	7023987	Central Business Systems	\$ 10,700	StarCards, blank
110102	11-May-10	7023924	Kentwood Office Furniture LLC	\$ 11,095	Reno Club Chair
110102	18-May-10	7024050	ARAMARK Educational Services, Inc.	\$ 11,160	Catering - West Campus 4/28/10
110102	18-May-10	7024051	ARAMARK Educational Services, Inc.	\$ 11,301	Catering - Campus Dining 05/12/10
110102	18-May-10	7024082	Lansing Regional Chamber of Commerce	\$ 12,500	Business Growth Initiatives 2010 Investment
110102	4-May-10	7023802	Michigan State University	\$ 13,290	Cooperative Agreement for Copy Paper
110102	25-May-10	7024187	Hobbs & Black Associates Inc	\$ 13,435	Child Development Center-Architect & Engineering
110102	13-May-10	7023993	Delta Electrical Contractors of Lansing	\$ 15,131	Aviation Center Fire Alarm Replacement
110102	13-May-10	7023997	Efficient Computing	\$ 16,345	LCC Custom Applications - annual support
110102	13-May-10	7023980	ARAMARK Educational Services, Inc.	\$ 16,359	West Campus - Labr/Mgmt fee 05/11/10
110102	13-May-10	7024043	Vangent Inc.	\$ 17,349	1098-T 2009 Pro Year
110102	18-May-10	7024060	City of Lansing	\$ 17,825	StarCard Use
110102	18-May-10	7024074	Johnny Mac's Sporting Goods	\$ 17,981	Black Warm up suit bottoms XS
110102	11-May-10	!0001486	Accruent Inc	\$ 18,042	Maintanence Management
110102	6-May-10	7023869	SC Environmental Services LLC	\$ 18,338	Demolition of Two Houses, Bid #50200-621-10RB
110102	6-May-10	7023844	E T MacKenzie Co	\$ 20,930	Early Learning Childrens Center Site Pkg-Base Bid
110102	13-May-10	7024044	VSSI Inc	\$ 21,804	VSSI Phase 2 - ARGOS Reports Development
110102	4-May-10	7023769	BKD LLP	\$ 22,592	Internal Audit Work-09/10
110102	25-May-10	7024185	Hewlett Packard Company	\$ 22,893	C7000 Enclosure single chassis
110102	6-May-10	7023849	Head Start	\$ 24,743	CACS Hear Start-GSRP 1st qtr
110102	27-May-10	7024248	Roscor Corp	\$ 24,847	Avid 7500-20069-01, media composer
110102	20-May-10	7024114	CDW Government	\$ 24,850	BTO HP6005 B55 250GB 4GB
110102	21-May-10	J0005397	PNC Bank	\$ 25,152	May 10 Lease payment principal/intr Siemens
110102	13-May-10	7023977	AIS Construction Equipment Corp	\$ 25,173	Heavy Equipment: HERT & HEOT Course Instruction
110102	13-May-10	7023999	Foster, Swift, Collins & Smith, P.C	\$ 26,426	Legal Services - Labor 3/31/10
110102	6-May-10	7023849	Head Start	\$ 26,993	CACS Head Start-GSRP
110102	4-May-10	7023772	CDW Government	\$ 28,425	HP8000 E8500 250GB 4GB VH DVR EA
110102	13-May-10	7023996	DLZ Michigan Inc	\$ 34,174	Design Services M & R Projects '09

Vendor Payments over \$10,000

May, 2010

LANSING COMMUNITY COLLEGE

Board Resolution: Resolved that, until further directions of the Board, the Board and Chair shall be informed monthly of all College expenditures over \$10,000 during the previous month. Excluded are payments to union-represented faculty and staff, scholarships, grants, insurance and utilities. *Statement of LCC Card Purchases over \$10,000 follows.

Account	Date	Doc	Vendor	Amount	Description
110102	25-May-10	7024201	MCPc	\$ 34,255	APC Smart-UPS RT 6KVA RM 208V w/ 208V to
110102	20-May-10	7024131	MDC Inc	\$ 35,000	2010-11 Achieving the Dream Participation
110102	20-May-10	7024133	Netarx Inc	\$ 40,170	SMARTNET 8x5NBD-MCS-7845-I2-IPC2 Phone System
110102	13-May-10	7024021	Netarx Inc	\$ 47,835	CAT3560 SFP Interconnect Cable, 50CM
110102	13-May-10	7024021	Netarx Inc	\$ 47,835	CAT3560 SFP Interconnect Cable, 50CM
110102	4-May-10	7023772	CDW Government	\$ 50,800	SPG10 CHILDCARE2
110102	4-May-10	7023772	CDW Government	\$ 50,800	SPG10 CHILDCARE2
110102	27-May-10	7024245	Oracle Corporation	\$ 76,295	WebLogic Suite New - support fees
110102	13-May-10	7024021	Netarx Inc	\$ 95,521	CAT 3560 SFP Interconnect Cable, 50CM
110102	26-May-10	7024233	Centennial Aircraft Services, Inc.	\$ 100,000	Radio Up-grades
110102	6-May-10	!0001485	WFF Facility Services	\$ 103,177	Housekeeping Services FY 09/10
110102	6-May-10	7023853	Irish Construction Co Inc	\$ 105,893	Early Learning Childrens Center, Base Bid - Part 1
110102	6-May-10	7023852	Hewlett Packard Company	\$ 162,965	DL370 G6 Large Form Factor Rack Server
110102	13-May-10	!0001502	National City Bank Corp	\$ 370,309	4/1/2010 VISA Bill

LANSING COMMUNITY COLLEGE

LCC Card Purchases over \$10,000

5/31/2010

Supplier	Purchases	Credits	Net Amount
Michigan State University	\$16,555.79	0.00	\$16,555.79
Library of Michigan	\$14,920.25	0.00	\$14,920.25
Office Max CT	\$13,746.60	0.00	\$13,746.60

Fifth Third Investment Accounts Schedule
as of May 31, 2010

Account	Market Value	Market Yield	Estimated Annual Income
General Fund	\$ 21,238,736	0.04%	\$ 8,495
Plant Fund	\$ 2,301,363	0.04%	\$ 921
Auxiliary Fund	\$ 2,394,648	0.04%	\$ 958
2005 Capital Improvement Fund	\$ 1,090,701	0.04%	\$ 436
2006 Capital Improvement Fund	\$ 1,384,274	0.04%	\$ 554
Total	\$ 28,409,722		\$ 11,364

President's Report

Action Items

Lansing Community College – Board of Trustees
June 21, 2010

**Agenda Item: Resolution Authorizing New Jobs Training and Revenue Bond
General Motors Delta Training**

Presented for Action

PURPOSE

The "RESOLUTION AUTHORIZING NEW JOBS TRAINING AND REVENUE BOND – General Motors Delta Training" will be prepared by the law firm of Miller, Canfield, Paddock and Stone, PLC for presentation to the Board.

BACKGROUND

In June, 2009 the Administration presented the Board of Trustees with an overview of the proposed Michigan New Jobs Training Program, championed by the State of Michigan and the MCCA (Michigan Community College Association).

The Michigan New Jobs Training Program is designed as an economic development incentive, which provides flexible funding to meet a variety of training and development needs for employers creating new jobs or expanding operations in Michigan

The New Jobs Training Program, codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (the "Act"), authorizes the College to enter into certain training agreements with employers engaged in business in this state.

A Michigan New Jobs Training Agreement between Lansing Community College and General Motors, Delta Plant will be prepared and placed on file with the Secretary of the Board of Trustees.

The Administration requests the approval of the Agreement and authorization to issue a new jobs training revenue bond and to authorize officials of the College to execute and deliver the Agreement, and attend to other matters pertinent thereto.

The "RESOLUTION AUTHORIZING NEW JOBS TRAINING AND REVENUE BOND – General Motors Delta Training" will be prepared by the law firm of Miller, Canfield, Paddock and Stone, PLC for presentation to the Board.

IMPLICATIONS

Financial:

The program generates revenue for the College via training delivered to corporate clients, as part of the Michigan New Jobs Training Program. The College will administer training funds for the program. The training is paid for by diverting state withholding taxes generated from wages earned through new jobs, back to the College.

The College will issue a Revenue Bond to General Motors for the amount of the training. The bond will be repaid to General Motors from the withholding generated.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS:

Additional information will be provided before the Board meeting.

Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Ratification of Health Care Agreement

Presented for Action

PURPOSE

Ratification of the New Health Care Agreement as agreed upon by the Health Care Task Force on June 8, 2010, and by the President thereafter.

BACKGROUND

The Health Care Task Force (HCTF) was created in the late 1990s to foster collaboration in finding solutions to deal with rising health care costs at the College. The College has realized cost containment and significant savings through implementation of competitive bidding, plan design, and carrier changes. These efforts of the HCTF have helped enable the College to continue to provide high-quality affordable health benefits to College employees.

The HCTF is comprised of:

- LCC Labor Coalition Representatives from each union
- Human Resources Representatives
- Other appropriate College administrators

As agreed, the HCTF commenced investigation through a request for proposal (RFP) process, in which it identified cost savings and improvements through changes in plan design and/or carriers that projections show will:

- Reduce healthcare costs to the College by 5.3%
- Reduce premium costs to full-time employees by 4.1% or more
- Increase the funding for qualifying part-time employees premiums by 42.4%
- Reduce annual Dental claims expense by 10%
- Reduce annual Vision claims expense by 19%
- Realize cost savings greater than 40% to the College for Life, Accidental Death and Dismemberment (AD&D), and Long Term Disability (LTD) insurances.

The college issued an RFP on March 4, 2010, that included the following:

"Lansing Community College (LCC) is making a complete evaluation of its Employee Health Insurance Benefits. These include Medical, Dental, Vision, Life, Long Term Disability and Accidental Death and Dismemberment Benefits. This includes Medical (facility, professional and pharmacy) benefits.

LCC currently has approximately 535 employees enrolled in three medical plans. They are MESSA-Choices II, MESSA Super Care 1, and MESSA Limited. MESSA Choices II and Super Care I includes coverage for pharmacy benefits. The College moved from MESSA Tri-Med to Choices II January 1, 2010. All enrollees in the dental, vision, life, long term disability and accident and dismemberment plans are covered by a common carrier. Descriptions of the applicable benefits and employee eligibility are contained in the enclosed materials.

In order to insure that LCC is receiving the best service and program quality for the least possible cost, this Request For Proposal (RFP) is being distributed to a broad representation of health and Specialty Coverage Carriers. The proposals must match the College's current benefit plans. However, you may make proposals for alternative managed care delivery system plans, such as Preferred Provider Organizations (PPO), Point of Service (POS) or Health Maintenance Organization (HMO). These quotations are to be made on the basis of a complete replacement for all health care benefit options. In other words, each bid should apply to all LCC employees.

In order that we can make a decision that best meets our financial needs, we would like to compare the costs of alternative funding arrangements. Therefore, please complete proposals under both an Insured and Administrative Services (ASO) financing arrangement.

The bidding assessment will take into account price, provider networks, servicing and overall company standing. The weights assigned to these measures will place the greatest emphasis on price effectiveness, but a company's servicing capabilities and the accessibility of its provider networks will also be given significant importance."

RFP TIMETABLE:

Release Request for Proposal	March 4, 2010
Return Intention to Propose Form	March 19, 2010
Last day for questions	March 19, 2010 at 11a.m.
Responses DUE to LCC - Washington Court Place, Room 214, 309 N. Washington Square, Lansing, Michigan	Friday, March 31, 2010 at 2pm
Committee proposal evaluations	April 1-9, 2010
Notification of Finalists for interviews	April 9, 2010

Finalist Interviews/Presentations	April 16, 2010
Recommendation by Evaluation Committee	April 16, 2010
Ratification votes	April 19-23, 2010
LCC Board of Trustee meeting for approval	May 17, 2010
Successful bidder notification	May 18, 2010
Policies effective	July 1, 2010"

The Administration and Health Care Task Force Members have developed educational materials for presentation at the following meetings. MESSA, Davis Vision and American Dental Network (ADN) will have representatives available to answer questions at each of the sessions.

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
• June 14	1 PM – 3 PM	A&S 170 – Main Campus
• June 16	2 PM – 4 PM	WCB M124 and WCB M124A – West Campus
• June 16	6 PM – 8 PM	WCB M124 and WCB M124A – West Campus
• June 17	10 AM – 12 PM	A&S 170 – Main Campus

This tentative agreement will allow the College to contain its health care costs over the next three years and incentivize all users to reduce prescription drug costs. All members of the Health Care Task Force will work to educate employees through a variety of methods about the new plan and how to reduce out of pocket expenses.

IMPLICATIONS

Financial:

This agreement is within the budget for benefits for FY2010-11 as adopted by the Board of Trustees in May. The agreement also caps the College's share of health care cost increases to 8% in each of the next two years.

Strategic Plan:

Lansing Community College has listed as one of its strategic goals the valuing of its employees.

The following are Guiding Principles that were followed by the HCTF:

- Commitment to a collaborative process for employee insurance benefits
- To make fiscally sound decisions for employee insurance benefits
- Ensure comprehensive, high-quality, and affordable employee insurance benefits

Human Resources:

There are no human resource implications.

RISKS

None

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

None

ATTACHMENTS:

1. Tentative Agreement between Lansing Community College and LCC
Administrative Association/AFT Michigan, AFT, AFL-CIO Capital City Lodge
No.141, Fraternal Order of Police, Labor Program Inc., LCC MAHE/MEA/NEA, LCC
ESP MEA/NEA, LCC PTCTU/MEA/NEA, LCC FMA MEA/NEA
2. Health Care Task Force History
3. Health Care Task Force Tentative Agreement Costs
4. Vision and Dental Comparison
5. Life and LTD Comparison

**Tentative Agreement between
Lansing Community College
and
LCC Administrative Association/AFT Michigan, AFT, AFL-CIO
Capital City Lodge No. 141, Fraternal Order of Police, Labor Program Inc.
LCC MAHE/MEA/NEA
LCC ESP MEA/NEA
LCC PTCTU/MEA/NEA
LCC FMA MEA/NEA
June 8, 2010**

I. LCC Health Care Task Force (HCTF)

Comprised of:

- LCC Labor Coalition Representatives from each union
- Human Resources Representatives
- Other appropriate College administrators

The HCTF was created in the late 1990s to foster collaboration in finding solutions to deal with rising health care costs at the College. The College has realized cost containment and significant savings through implementation of competitive bidding, plan design, and carrier changes. These efforts of the HCTF have helped enable the College to continue to provide high-quality affordable health benefits to College employees.

Per HCTF agreement:

...effective July 1, 2008. The parties agree to investigate potential cost savings and improvements, including but not limited to the PAKing of all benefits (medical/dental/vision/life/LTD) to be effective no later than December 31, 2009. The duration of this agreement is July 1, 2008 to June 30, 2010, unless another agreement supersedes it.

As agreed, the HCTF commenced investigation through a request for proposal (RFP) process, in which it identified cost savings and improvements through change in plan designs and/or carriers that projections show will:

- Reduce healthcare costs to the College by 5.3%
- Reduce premium costs to full-time employees by 4.1% or more
- Increase the pool of dollars by 42.4% for qualifying part-time employees premiums
- Reduce annual Dental claims expense by 10%
- Reduce annual Vision claims expense by 19%
- Realize cost savings greater than 40% to the College for Life, Accidental Death and Dismemberment (AD&D), and Long Term Disability (LTD) insurances.

Guiding Principles of the HCTF:

- Commitment to a collaborative process for employee insurance benefits
- To make fiscally sound decisions for employee insurance benefits
- Ensure comprehensive, high-quality, and affordable employee insurance benefits

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II. Full-time Employee Benefits

A. Medical Healthcare Benefits - MESSA Choices II single/double/family. MESSA Supercare will no longer be available as an option for employee healthcare coverage. The HCTF has determined that MESSA Choices II network is equitable in value given the savings in premium costs to the employee, while allowing opportunity to contain future costs with homogenous health care coverage for all full-time employees.

1. Schedule of medical benefits includes:

- a. \$100/200 annual in-network deductible; \$200/\$400 out-of-network deductible
- b. \$10 office visit co-pay; \$25 urgent care co-pay; \$50 emergency room co-pay
- c. MESSA Saver Rx Prescription Drug Program with annual calendar year co-payment maximum of \$1,000 per person/\$2000 per family (maximum out-of-pocket expense for the employee)
- d. Employee premium rates may be paid by pre-tax or post-tax payroll deduction or other payment method.

2. Medical Healthcare Premium Rate Cost Sharing – MESSA Choices II annual premiums will be paid by the employees and the College as follows:

a. Year One: FY 2010-11 [see Addendum I incorporated in this agreement]

- 1) The College will pay 91% of the FY 2010-11 premium rates.
- 2) The employees will pay 9% of the FY 2010-11 premium rates.

b. Year Two: FY 2011-12 [see Addendum II incorporated in this agreement]

- 1) The College's allocation will be 108% of the College's FY 2010-11 healthcare premium rates paid by the College.

a) If the premium rates in FY 2011-12 remain the same as FY 2010-11:

- i. The College will pay 91% of the premium rates paid in FY 2010-11.
- ii. The employees will pay 9% of the premium rates paid in FY 2010-11.
- iii. The College will deposit the remaining dollars from the College's allocation into a Full-time Employee Healthcare Liability Reserve account established for health care premium rates in year Three, FY 2012-13.

b) If the premium rates in FY 2011-12 decrease:

- i. The College will pay the equivalent premium rates paid in FY 2010-11.
- ii. The employees will pay the remaining balance of the FY 2011-12 premium rates.
- iii. The College will deposit the remaining dollars from the College's allocation into a Full-time Employee Healthcare Liability Reserve account established for health care premium rates in year Three, FY 2012-13.

c) If the premium rates in FY 2011-12 increase:

- i. The College's allocation will be 108% of the College's FY 2010-11 healthcare premium rates paid by the College.
- ii. If the College's premium rates increase is equal to or less than 8%, the employee premium rates will remain the same as FY 2010-11.
- iii. If the increase is less than 8% of the College's 2010-11 premium rates the difference between the College's allocation and the rates increase will be

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deposited into the Full-time Employee Healthcare Liability Reserve account established for health care premium rates in year Three, FY 2012-13.

iv. If the premium rates increase exceeds the College's 2011-12 allocation, the difference will be paid by employees.

2) As deemed appropriate by the HCTF, plan design changes may be considered.

c. Year Three: FY 2012-13 [see Addendum III incorporated in this agreement]

1) The College's allocation will be 108% of the College's FY 2011-12 allocation.

a) The difference between the College's allocation and the premium rates will be paid by employees. Any funds set aside in the Full-time Employee Healthcare Liability Reserve account will be allocated to reduce the employee's premium rate contribution.

2) As deemed appropriate by the HCTF, plan design changes may be considered.

3. Full-time Employees who opt out of the College medical insurance will receive a monthly opt out in the amount of \$200 paid through a Section 125 plan.

B. Dental Benefits – Provided at no cost to full-time employees is self-funded by the College through American Dental Network (ADN). ADN's network of providers offers an average network discount of 22% – 31%. ADN will work to expand their network of providers to negotiate preferred pricing of dental services.

1. The Schedule of Dental Benefits includes the following:

- a. Deductible – None
- b. Class I Preventative – 90%
- c. Class II Restorative – 75%
- d. Class III Prosthodontic – 55%
- e. Maximum Benefit Amount per Person per Plan Year - \$1,300.
- f. Coverage is available for the employee, their spouse, and/or other IRS dependents

2. As deemed appropriate by the HCTF, plan design and/or carrier changes may be considered.

C. Vision Care Benefits - Provided at no cost to full-time employees is self-funded by the College through Davis Vision. The Davis Vision network of providers, which is extensive, offer greatly enhanced pricing, and provides 99.9% of our eligible employees, on average, a choice of five network provider offices within 9.5 miles from their residence.

1. The Schedule of Vision Benefits includes the following:

- a. Deductible – None
- b. Eye Exam – In-Network Covered in full after \$6.50 co-pay including dilation
- c. Contact Lens Evaluation and Fitting – Covered in full after \$18 co-pay
- d. Spectacle Lenses – Covered in full after \$18 co-pay for single, bifocal, trifocal, blended segment, ultraviolet coating, plastic or glass, oversized, fashion gradient tinting, scratch-resistant coating, polarized lenses, photochromatic glass, plastic photosensitive lenses. Additional cost for polycarbonate, progressive, intermediate vision, anti-reflective (AR) coating, High-index lenses.

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- e. Frame – Up to \$100 retail allowance towards provider-supplied frame plus 20% off overage, or any fashion frame from Davis Vision exclusive Collection with retail values up to \$125 are covered in full.
 - f. Contact Lens (in lieu of eyeglasses) – Up to \$125 allowance towards provider-supplied contacts plus 15% off overage
 - g. Coverage is available for the employee, their spouse, and/or other IRS dependents
 - 2. As deemed appropriate by the HCTF, plan design and/or carrier changes may be considered.
- D. Flexible Spending Account (FSA) - Section 125 Plan Document allows full-time employees to have pre-tax dollars deducted for qualified health care or qualified dependent care expenses.
- 1. Healthcare FSA - the maximum annual contributions is increased to \$3,500 beginning November 1, 2010; subject to IRS limitations.
 - 2. Dependent care FSA - maximum contributions will remain at \$5,000; subject to IRS limitations.
 - 3. FSA contributions will be deducted from the employee's paycheck on a pre-tax basis
- E. Life, Accidental Death and Dismemberment (AD&D), and Long Term Disability (LTD) – These fully insured programs will be switched to different carriers at current coverage levels per the applicable collective bargaining agreement(s).

III. Part-time Employee Benefits

- A. Notification of Eligibility and Election of Benefits
- 1. Human Resources will notify in writing all part-time employees eligible to participate in the Fall 2010 open enrollment for healthcare benefits.
 - 2. Human Resources will provide a report to the HCTF at the quarterly meeting following Fall 2010 open enrollment with recommendations for Employee Notification of Eligibility process to be implemented on or before July 1, 2011.
 - 3. Open Enrollment - Eligible part-time employees per the applicable CBA for their position(s) will have the option to elect benefit(s) or change election of benefit(s) during the annual open enrollment period.
 - 4. Other Qualifying Events - Upon occurrence of a qualifying event (e.g. change in dependent status, marriage, divorce, death of a spouse, or other qualifying event), the employee will have the option to elect available benefits, or change their previous election(s), within thirty (30) days of written notice to the College of the qualifying event.
- B. Medical Healthcare Benefits - Eligible part-time employees per the applicable CBA for their position(s) may elect to purchase MESSA Limited single/double/family – Blue Cross Blue Shield (BCBS) Limited catastrophic medical healthcare insurance coverage.
- 1. Schedule of MESSA Limited [see Addendum IV as incorporated in this agreement]
 - 2. Effective July 1, 2010, Part-time employees who are currently purchasing medical healthcare insurance coverage through MESSA Supercare or MESSA Choices II:
 - a. Options Available – Upon implementation of this agreement, each part-time employee currently purchasing coverage through MESSA Supercare or MESSA Choices II must elect one of the following within thirty (30) days:

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- 1) MESSA Choices II coverage currently offered to full-time employees, as described above in II.A.
 - 2) MESSA Limited coverage currently offered to part-time employees as described above in III.B.
 - 3) Discontinue Healthcare coverage offered by the College
- b. College's Premium Rate Cost Sharing – For part-time employees who elect Choices II, premium rate contributions paid by the employer paid premium contributions pool described below in III.C. will be capped to the amount paid annually by the College for a part-time employee's MESSA Limited premium.
 - c. Open Enrollment – Only those part-time employees who have elected MESSA Choices II as outlined above in III.B.2.a. may elect during open enrollment to remain in MESSA Choices II (or the current medical healthcare insurance coverage offered to full-time employees) or elect to change coverage to MESSA Limited.
 - d. Limitations – Once a part-time employee elects MESSA Limited or discontinues medical healthcare coverage, they will only have the option to elect or discontinue MESSA Limited coverage during open enrollment or due to a qualifying event.

C. Employer Paid Premium Contribution Pool (Pool)

1. The College will annually provide the Pool equal to \$242,117 plus the amount remaining in the Pool from the previous fiscal year, less the required 10% reserve, for FY 2010-11, FY 2011-12, and FY 2012-13.
2. Funds from this Pool will be allocated to eligible part-time employees who meet the criteria in C.3.a. below for healthcare premium rate cost sharing.
3. Criteria for Participation in the Pool are based on the percentage FTE hours worked in the most recently completed twelve (12) month period. For employees that have not worked a full 12 month period, the employees projected FTE hours will be used. Hours for all part-time positions worked will be combined to determine FTE hours [see Addendum V incorporated in this agreement].
 - a. Eligible part-time employees who have worked 33% or more FTE hours:
 - 1) Qualify to participate in the Pool
 - 2) May elect to purchase MESSA Limited single/double/family
 - 3) Employee will pay the portion of the premium rates not covered by the Pool.
 - b. Eligible part-time employees who have worked less than 33% FTE hours:
 - 1) Do not qualify for the Pool
 - 2) May elect to purchase MESSA Limited single/double/family
 - 3) Employee will pay the full cost of the premium rate.
 - c. Prior to the beginning of each plan year, the employee's FTE hours worked are reviewed to determine whether any changes in premium contributions are appropriate.

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3. Calculation of the Premium Rate Cost Sharing – The annual premium rates paid by the College and/or the eligible part-time employees will be as follows [see Addendum VI incorporated in this agreement]:
 - a. Employees working less than 33% FTE hours may purchase healthcare coverage at full cost to the employee.
 - b. Employees working 33% FTE hours or more qualify to participate in the Pool and may purchase healthcare coverage as outlined below:
 - 1) Percentage Premium Paid by the College from the Pool will be calculated using:
 - a) Using the Total funds available in the Pool;
 - b) Minus the 10% (\$24,211.70) Annual Reserve Fund;
 - c) Divided by the Total Annual Premium Cost of MESSA Limited for qualifying part-time employee's health coverage;
 - d) Equals the percentage of the premium rates paid by the College toward MESSA Limited.
 - 2) Definitions:
 - a) Total Annual Premium Cost - Calculated using the premium rates of MESSA Limited for eligible part-time employees qualifying and electing to participate in the Pool.
 - b) Annual Reserve Fund – The College will hold 10% (\$24,211.70) of the annual Pool allocation in reserve to pay towards premiums for part-time employees that elect to purchase MESSA Limited when they become eligible for benefits and qualify for participation in the Pool during each plan year.
 - 3) For the employees who have continued MESSA Choices II per III.B.2. after implementation of this agreement the College's premium rate contribution will be the equivalent dollar amount paid by the College for a part-time employee's MESSA Limited premium rate.
 - 4) Premium contributions paid by the Pool will not exceed the amount paid annually by the College for a full-time employee's Choices II premium rates.
 - 5) Employees will be responsible for the portion of premium rates not covered by the Pool.
 - c) Employee premium rates may be paid by pre-tax or post-tax payroll deduction or other payment method.

D. Dental Benefits – Eligible part-time employees per the applicable CBA for their position(s) may participate in the self-funded dental plan provided through American Dental Network (ADN) at full cost to be paid by the employee. ADN's network of providers offer an average network discount of 22% – 31%. ADN will work to expand their network of providers to negotiate preferred pricing of dental services.

1. The Schedule of Dental Benefits includes the following:
 - a. The dental benefit is available to the employee only
 - b. Deductible – None
 - c. Class I Preventative – 90%
 - d. Class II Restorative – 75%
 - e. Class III Prosthodontic – 55%
 - d. Maximum Benefit Amount per person per Plan Year - \$1,300.
 - f. Employee premiums may be paid by pre-tax or post-tax payroll deduction or other payment method.

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2. As deemed appropriate by the HCTF, plan design and/or carrier changes may be considered.

E. Vision Care Benefits – Eligible part-time employees per the applicable CBA for their position(s) may purchase single person Davis Vision insurance coverage at full cost to be paid by the employee. The Davis Vision network of providers, which is extensive, offer greatly enhanced pricing and provides 99.9% of our eligible employees, on average, a choice of five network provider offices within 9.5 miles from their residence.

1. The Schedule of Vision Benefits includes the following:

- a. The vision benefit is available to the employee only
- b. Deductible – None
- c. Eye Exam – In-Network Covered in full after \$6.50 co-pay including dilation
- d. Contact Lens Evaluation and Fitting – Covered in full after \$18. co-pay
- e. Spectacle Lenses – Covered in full after \$18. co-pay for single, bifocal, trifocal, blended segment, ultraviolet coating, plastic or glass, oversized, fashion gradient tinting, scratch-resistant coating, polarized lenses, photochromatic glass, plastic photosensitive lenses. Additional cost for polycarbonate, progressive, intermediate vision, anti-reflective (AR) coating, High-index lenses.
- f. Frame – Up to \$100 retail allowance towards provider-supplied frame plus 20% off overage, or any fashion frame from Davis Vision exclusive Collection with retail values up to \$125 are covered in full.
- g. Contact Lens (in lieu of eyeglasses) – Up to \$125 allowance towards provider-supplied contacts plus 15% off overage
- h. Employee premiums may be paid by pre-tax or post-tax payroll deduction or other payment method.

2. As deemed appropriate by the HCTF, plan design and/or carrier changes may be considered.

IV. Tax Deferred Annuities - employees are eligible to participate in the College tax deferred annuity plan per the applicable collective bargaining agreement(s).

V. Employee Assistance Program (EAP) - The College per the applicable collective bargaining agreement shall provide confidential access to an EAP to employees.

VI. In the future the HCTF will:

- A. Continue to monitor the plans on at least a quarterly basis.
- B. Develop and implement a schedule of opportunities for employees to learn about their rights and benefits in connection with the plans.
- C. Periodically review and re-bid coverage as needed for healthcare insurances.
- D. Continue to work collaboratively to enable the College to provide high-quality affordable healthcare benefits for College employees.

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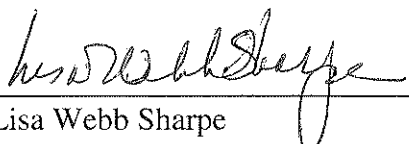
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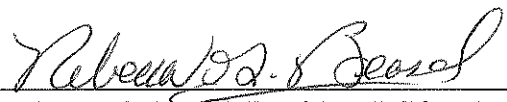
The duly authorized representatives of the College and the respective employee bargaining units sign this tentative agreement. Upon ratification, it shall be effective as of July 1, 2010 and shall continue in effect through June 30, 2013.



Lisa Webb Sharpe
Senior Vice President for Finance and Administration
Lansing Community College

6/8/10


Date



Rebecca G. Beard, President LCC Administrative Association
AFT Michigan, AFT, AFL-CIO

6/8/10


Date



Chad Beckett, President Capital City Lodge
No. 141, Fraternal Order of Police, Labor Program Inc.

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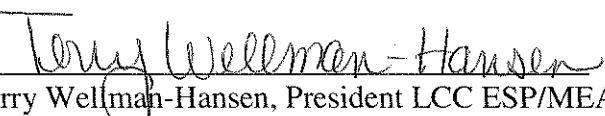
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Cindy Storie, President LCC MAHE/MEA/NEA

June 8, 2010

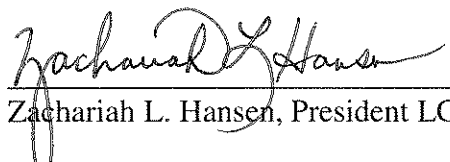
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Terry Wellman-Hansen, President LCC ESP/MEA/NEA

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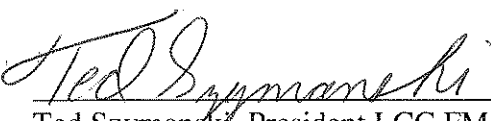
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Zachariah L. Hansen, President LCC PTCTU/MEA/NEA

09 Jun 2010

Date



Ted Szymanski, President LCC FMA/MEA/NEA

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Date

ADDENDUM I

Examples FY 2010-11 Full-time Employees Premium Cost Sharing

Coverage	Monthly Premium
Single	\$597.76

College 91% \$543.96

Employee 9% \$ 53.80

Coverage	Monthly Premium
Double	\$1,343.12

College 91% \$1,222.24

Employee 9% \$ 120.88

Coverage	Monthly Premium
Family	\$1,492.19

College 91% \$1,357.89

Employee 9% \$ 134.30

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ADDENDUM II
Examples FY 2011-12 Full-time Employees Premium Cost Sharing

Coverage Single	College FY 2010-11 Cost x 108% \$543.96	FY 2011-12 Dollars for FT Healthcare \$587.48
	x 108% =	
Coverage Double	College FY 2010-11 Cost \$1,222.24	FY 2011-12 Dollars for FT Healthcare \$1,320.02
	x 108% =	
Coverage Family	College FY 2010-11 Cost \$1,357.89	FY 2011-12 Dollars for FT Healthcare \$1,466.52
	x 108% =	

FY 2010-11 Coverage Single	Monthly Premium \$597.76	FY 2011-12 Coverage Single	Monthly Premium remains the same \$597.76
College 91%	\$543.96	College 91%	\$543.96
Employee 9%	\$53.80	Employee 9%	\$53.80
		Healthcare Escrow	\$43.52
FY 2010-11 Coverage Double	Monthly Premium \$1,343.12	FY 2011-12 Coverage Double	Monthly Premium remains the same \$1,343.12
College 91%	\$1,222.24	College 91%	\$1,222.24
Employee 9%	\$120.88	Employee 9%	\$120.88
		Healthcare Escrow	\$97.78
FY 2010-11 Coverage Family	Monthly Premium \$1,492.19	FY 2011-12 Coverage Family	Monthly Premium remains the same \$1,492.19
College 91%	\$1,357.89	College 91%	\$1,357.89
Employee 9%	\$134.30	Employee 9%	\$134.30
		Healthcare Escrow	\$108.63

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ADDENDUM II

Examples FY 2011-12 Full-time Employees Premium Cost Sharing Continued

FY 2010-11 Coverage	Monthly Premium	FY 2011-12 Coverage	Monthly Premium Decreases
Single	\$597.76	Single	1.25% \$590.29
College 91%	\$543.96	College	\$543.96
Employee 9%	\$53.80	Employee	\$46.33
		Healthcare Escrow	\$43.52
FY 2010-11 Coverage	Monthly Premium	FY 2011-12 Coverage	Monthly Premium Decreases
Double	\$1,343.12	Double	1.25% \$1,326.33
College 91%	\$1,222.24	College	\$1,222.24
Employee 9%	\$120.88	Employee	\$104.09
		Healthcare Escrow	\$97.78
FY 2010-11 Coverage	Monthly Premium	FY 2011-12 Coverage	Monthly Premium Decreases
Family	\$1,492.19	Family	1.25% \$1,473.54
College 91%	\$1,357.89	College	\$1,357.89
Employee 9%	\$134.30	Employee	\$115.65
		Healthcare Escrow	\$108.63

FY 2010-11 Coverage	Monthly Premium	FY 2011-12 Coverage	Monthly Premium Increases
Single	\$597.76	Single	6.5% \$636.61
College 91%	\$543.96	College	\$582.81
Employee 9%	\$53.80	Employee	\$53.80
		Healthcare Escrow	\$4.66
FY 2010-11 Coverage	Monthly Premium	FY 2011-12 Coverage	Monthly Premium Increases
Double	\$1,343.12	Double	6.5% \$1,430.42
College 91%	\$1,222.24	College	\$1,309.54
Employee 9%	\$120.88	Employee	\$120.88
		Healthcare Escrow	\$10.48
FY 2010-11 Coverage	Monthly Premium	FY 2011-12 Coverage	Monthly Premium Increases
Family	\$1,492.19	Family	6.5% \$1,589.18
College 91%	\$1,357.89	College	\$1,454.88
Employee 9%	\$134.30	Employee	\$134.30
		Healthcare Escrow	\$11.64

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Page 11 of 20
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ADDENDUM II
Examples FY 2011-12 Full-time Employees Premium Cost Sharing Continued


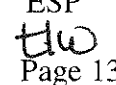

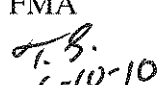
FY 2010-11 Coverage Single	Monthly Premium \$597.76	FY 2011-12 Coverage Single	Monthly Premium Increases 9.5% \$654.55
College 91%	\$543.96	College	\$587.48
Employee 9%	\$53.80	Employee	\$67.07
		Healthcare Escrow	\$0.00
FY 2010-11 Coverage Double	Monthly Premium \$1,343.12	FY 2011-12 Coverage Double	Monthly Premium Increases 9.5% \$1,470.72
College 91%	\$1,222.24	College	\$1,320.02
Employee 9%	\$120.88	Employee	\$150.70
		Healthcare Escrow	\$0.00
FY 2010-11 Coverage Family	Monthly Premium \$1,492.19	FY 2011-12 Coverage Family	Monthly Premium Increases 9.5% \$1,633.95
College 91%	\$1,357.89	College	\$1,466.52
Employee 9%	\$134.30	Employee	\$167.43
		Healthcare Escrow	\$0.00

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6/8/10 Page 12 of 20 *6/9/10* *6-10-10*

ADDENDUM III
Examples FY 2012-13 Full-time Employees Premium Cost Sharing

<p style="text-align: center;">FY 2011-12 Coverage Single</p> <p style="text-align: center;">Monthly Premium Increases 6.5%</p> <p style="text-align: center;">\$636.61</p>	<p style="text-align: center;">FY 2012-13 Coverage Single</p> <p style="text-align: center;">Monthly Premium Increases 6.5%</p> <p style="text-align: center;">\$677.99</p>	<p>FY 2012-13 Dollars for FT Healthcare 634.4768 108% plus Healthcare Escrow \$639.14</p>
<p>College \$582.81 Employee \$53.80 Healthcare Escrow \$4.66</p>	<p>College \$639.14 Employee \$38.85</p>	
<p style="text-align: center;">FY 2011-12 Coverage Double</p> <p style="text-align: center;">Monthly Premium Increases 6.5%</p> <p style="text-align: center;">\$1,430.42</p>	<p style="text-align: center;">FY 2012-13 Coverage Double</p> <p style="text-align: center;">Monthly Premium Increases 6.5%</p> <p style="text-align: center;">\$1,523.40</p>	<p>FY 2012-13 Dollars for FT Healthcare 1425.62 108% plus Healthcare Escrow \$1,436.10</p>
<p>College \$1,309.54 Employee \$120.88 Healthcare Escrow \$10.48</p>	<p>College \$1,436.10 Employee \$87.30</p>	
<p style="text-align: center;">FY 2011-12 Coverage Family</p> <p style="text-align: center;">Monthly Premium Increases 6.5%</p> <p style="text-align: center;">\$1,589.18</p>	<p style="text-align: center;">FY 2012-13 Coverage Family</p> <p style="text-align: center;">Monthly Premium Increases 6.5%</p> <p style="text-align: center;">\$1,692.48</p>	<p>FY 2012-13 Dollars for FT Healthcare 1583.846 108% plus Healthcare Escrow \$1,595.49</p>
<p>College \$1,454.88 Employee \$134.30 Healthcare Escrow \$11.64</p>	<p>College \$1,595.49 Employee \$96.99</p>	

Initial w/ date: College AFT ESP MAHE FOP PTCTU FMA

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ADDENDUM III
Examples FY 2012-13 Full-time Employees Premium Cost Sharing Continued

FY 2011-12 Coverage Single Monthly Premium Increases 9.5% \$654.55	FY 2012-13 Coverage Single Monthly Premium increases 6.5% \$697.09	FY 2012-13 Dollars for FT Healthcare 634.4768 108%
College \$587.48 Employee \$67.07 Healthcare Escrow \$0.00	College \$634.48 Employee \$62.61	plus Healthcare Escrow \$634.48
FY 2011-12 Coverage Double Monthly Premium Increases 9.5% \$1,470.72	FY 2012-13 Coverage Double Monthly Premium increases 6.5% \$1,566.31	FY 2012-13 Dollars for FT Healthcare 1425.62 108%
College \$1,320.02 Employee \$150.70 Healthcare Escrow \$0.00	College \$1,425.62 Employee \$140.69	plus Healthcare Escrow \$1,425.62
FY 2011-12 Coverage Family Monthly Premium Increases 9.5% \$1,633.95	FY 2012-13 Coverage Family Monthly Premium increases 6.5% \$1,740.16	FY 2012-13 Dollars for FT Healthcare 1583.846 108%
College \$1,466.53 Employee \$167.42 Healthcare Escrow \$0.00	College \$1,583.85 Employee \$156.31	plus Healthcare Escrow \$1,583.85

ADDENDUM III
Examples FY 2012-13 Full-time Employees Premium Cost Sharing Continued

FY 2011-12 Coverage Single	Monthly Premium Increases 6.5% \$636.61	FY 2012-13 Coverage Single	Monthly Premium Increases 9.5% \$697.09	FY 2012-13 Dollars for FT Healthcare \$634.48 108% plus Healthcare \$639.14 Escrow
College Employee Healthcare Escrow	\$582.81 \$53.80 \$4.66	College Employee	\$639.14 \$57.95	
FY 2011-12 Coverage Double	Monthly Premium Increases 6.5% \$1,430.42	FY 2012-13 Coverage Double	Monthly Premium Increases 9.5% \$1,566.31	FY 2012-13 Dollars for FT Healthcare \$1,425.62 108% plus Healthcare \$1,436.10 Escrow
College Employee Healthcare Escrow	\$1,309.54 \$120.88 \$10.48	College Employee	\$1,436.10 \$130.21	
FY 2011-12 Coverage Family	Monthly Premium Increases 6.5% \$1,589.18	FY 2012-13 Coverage Family	Monthly Premium Increases 9.5% \$1,740.16	FY 2012-13 Dollars for FT Healthcare \$1,583.85 108% plus Healthcare \$1,595.49 Escrow
College Employee Healthcare Escrow	\$1,454.88 \$134.30 \$11.64	College Employee	\$1,595.49 \$144.67	
FY 2011-12 Coverage Single	Monthly Premium Increases 9.5% \$654.55	FY 2012-13 Coverage Single	Monthly Premium Increases 9.5% \$716.73	FY 2012-13 Dollars for FT Healthcare \$634.48 108% plus Healthcare \$634.48 Escrow
College Employee Healthcare Escrow	\$587.48 \$67.07 \$0.00	College Employee	\$634.48 \$82.25	

ADDENDUM III

Examples FY 2012-13 Full-time Employees Premium Cost Sharing Continued

FY 2011-12 Monthly Premium Coverage Increases 9.5% Double \$1,470.72	FY 2012-13 Monthly Premium Coverage Increases 9.5% Double \$1,610.43	FY 2012-13 Dollars for FT Healthcare \$1,425.62 108% plus Healthcare \$1,425.62 Escrow
College \$1,320.02 Employee \$150.70 Healthcare Escrow \$0.00	College \$1,425.62 Employee \$184.81	
FY 2011-12 Monthly Premium Coverage Increases 9.5% Family \$1,633.95	FY 2012-13 Monthly Premium Coverage Increases 9.5% Family \$1,789.17	FY 2012-13 Dollars for FT Healthcare \$1,583.85 108% plus Healthcare \$1,583.85 Escrow
College \$1,466.53 Employee \$167.42 Healthcare Escrow \$0.00	College \$1,583.85 Employee \$205.32	

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ADDENDUM IV

Part-time Employees Healthcare Coverage - MESSA Limited Plan Design

MESSA Limited MEDICAL PLAN HIGHLIGHTS

BENEFITS FOR YOU

Underwritten by Connecticut General Life Insurance Company

Life Insurance	\$5,000
Accidental Death & Dismemberment Insurance (AD&D)	\$5,000

AD&D terminates at age 65 or when employment terminates, whichever happens last. Life insurance may be continued following termination of employment by direct payment to MESSA.

BENEFITS FOR YOU AND YOUR DEPENDENTS

Underwritten by Blue Cross Blue Shield of Michigan and BCS Life Insurance Company*

MAJOR MEDICAL EXPENSE INSURANCE:

Lifetime Maximum Benefit \$2,000,000 each family member

DEDUCTIBLE: All covered expenses (except prescription drugs) are subject to a \$250/per person, limited to \$500 per family, calendar year deductible. If any part of the calendar year deductible has been satisfied by covered charges incurred during the last three months of such calendar year, the deductible for the next succeeding year will be reduced by that amount. Reimbursement begins on eligible covered charges after the deductible has been satisfied.

INPATIENT HOSPITAL CHARGES:

Room and board and necessary medical services 100%

Pre-admission review required for non-emergency admittance. Pre-admission review required within 72 hours of emergency admittance.

OUTPATIENT CHARGES:

Emergency accident or life threatening illness (initial treatment in hospital emergency room or physician's office)	100% up to R&C
Outpatient department surgery	100% up to R&C

SURGERY AND ANESTHESIA CHARGES:

Participating provider:	100%
Non-participating provider:	
Surgeon's charges	100% up to R&C
Assistant surgeon's charges	100% up to R&C
Anesthesiologist's charges	100% up to R&C

Second surgical opinion required on certain surgeries.

INHOSPITAL MEDICAL VISIT CHARGES:

Participating provider	100%
Non-participating provider	100% up to R&C
<u>For newborn child</u>	
Participating provider:	100%
Non-participating provider:	
First Visit (up to \$30 maximum)	100%
Subsequent Visits (up to \$10 maximum)	100%

DIAGNOSTIC X-RAY AND LABORATORY CHARGES (Outpatient) 100% up to R&C

CANCER SCREENING EXAMS AND TESTS 100% up to R&C

PRESCRIPTION DRUG CHARGES:

Each prescription or refill, 50% reimbursement. Total maximum copayment liability on prescription drug coverage limited to \$2,000 annually per family.

HOME HEALTH CARE CHARGES: Each Benefit Period 100% up to R&C

over →

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ADDENDUM IV

Part-time Employees Healthcare Coverage - MESSA Limited Plan Design Continued

HOSPICE CARE CHARGES:

\$5,000 maximum for the family unit

Covered charges for inpatient hospice care & in-home prior to death
Family counseling

100% up to R&C

Participating provider - 100%

Non-participating - \$25 per session

MEDICAL CASE MANAGEMENT:

Medical Case Management is an additional benefit available when a catastrophic medical problem occurs, i.e., neurological injury (brain & spinal cord, multiple sclerosis, amyotrophic lateral sclerosis), premature and high risk infants, trauma victims (burns, multiple fractures), amputations, cancer, AIDS, pancreatitis and Crohn's disease. MESSA assigns a Case Manager who functions as a personal liaison between the patient/family, health care team, community resources and MESSA, providing suggestions and coordinating the continuity of care from the onset of illness into the long term rehabilitation. Final decisions remain with the covered patient/family and doctor.

HUMAN ORGAN TRANSPLANTS:

\$1,000,000 transplant benefit maximum during a benefit period.

Not subject to deductible.

Covered charges for heart, lung, heart & lung, liver & pancreas
Anti-rejection drugs

100%

Covered in full for first year, then
up to \$10,000 per year.

Up to \$10,000 for each
transplant

Office visits, home health care, visiting nurses, surgical, storage and
transportation costs of organ procurement

Transportation, meals and lodging for the recipient and one other person
during a benefit period

Up to \$10,000

THERAPY BENEFITS:

Chemotherapy

100% up to R&C

Radiation therapy

100% up to R&C

Hemodialysis

100% up to R&C

Outpatient substance abuse (in a licensed facility)

100% up to R&C

ITEMS NOT COVERED UNDER YOUR MESSA LIMITED PLAN:

Physician office visits (except for first 90 days follow-up care following accidental injury and visits for required second surgical opinion)

Chiropractic office visits (except for initial spinal manipulation for treatment of a traumatic injury)

Outpatient Mental Health or Substance Abuse treatments

Professional ambulance

Prosthetic and orthotic appliances

Medical supplies

Durable medical equipment

Private duty nursing

Skilled nursing home

Allergy treatment or supplies

Dental treatment or supplies

Vision treatment or supplies

NOTES: "R&C" as used above means "the reasonable amount". A participating provider's charges will not exceed "R&C".

THIS IS A BRIEF SUMMARY OF MESSA LIMITED PLAN BENEFITS. FOR COSTS AND FURTHER DETAILS OF THE COVERAGE, CONTACT MESSA.

**Blue Cross Blue Shield of Michigan is an independent licensee of the Blue Cross and Blue Shield Association.*



MESSA

www.messa.org

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East Lansing, Michigan 48826-2560

517.332.2564 • 800.292.4810

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ADDENDUM V
Part-time Employee Percentage Full-time Equated Hours

Employee Type	Faculty	Lab/ILF	Support	Administrator
Full Time Load	512 teaching hours per year	1800 hours paid per year	2080 hours paid per year	2080 hours paid per year
33% FT Load	169 teaching hours per year	594 hours paid per year	687 hours paid per year	687 hours paid per year
33% FT Load based on Semester or Week	Avg 5.3 teaching hours per week for two 16 week semesters	Avg 12 hours per week for 50 weeks per year	Avg 14 hours per week for 50 weeks per year	Avg 14 hours per week for 50 weeks per year

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ADDENDUM VI

Example of Part-time Employee Insurance Pool Percentage Premium Paid by the College

Annual Allocation	\$242,117.00
Add FY 2009-10 Reserve Fund Balance	\$ 13,413.00
Minus FY 2010-11 Reserve Fund	\$ 24,211.70
Equals Total Funds Available	\$231,318.30
Divided by Total Premiums of 33% or more Part-time Employees	\$451,478.40
Equals Percentage Premium Paid by College	51.24%

FY 2010-11 Coverage	Total Monthly Premium Rates	College	Employee
Single	\$484.30	\$248.13	\$236.17
2-Person	\$1,087.80	\$557.34	\$530.46
Family	\$1,208.50	\$619.18	\$589.32

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Lansing Community College Health Care Task Force (HCTF) History

Coverage	Date of RFP	Date of Tentative Agreement	Current Provider/Plan	Change in Benefits	Provider/Plan Chosen
Medical Benefits	Nov., 1998	Nov., 1999	Blue Cross Traditional		PHP and Community Blue
Medical Benefits	Nov., 2001	Jan., 2002	PHP and Community Blue	Created VEBA for Part time employees/ Created employee cost sharing formula of annual rate increase of 50% between 8% and 12% and 25% over 12%	MESSA Tri-Med (Bargaining unit members only)
Medical, Dental and Vision	Feb., 2005	None			
Medical, Dental and Vision	June, 2005	May, 2006	MESSA Tri-Med	Dental annual Maximum increased to \$1,200/reopener if medical rate increase exceeds 12%/HCTF to negotiate dental and vision coverage for improvements/Dental and vision coverage available for part-time employees /HCTF to monitor the health care program on at least a quarterly basis	MESSA Tri-Med (Bargaining unit and non bargaining unit)
Dental and Vision	Jan., 2007	May, 2008	Self funded - Assurecare and HAN	Dental annual maximum to \$1,300/ 90% Class I, 75% Class II, 55% Class III dental/ incr. in frame and lens maximums/agreed to continue investigating cost savings including but not limited to MESSA PAK	Self funded - Assurecare and HAN
Medical Benefits	not applicable	Nov., 2009	MESSA Tri-Med	Tri-Med discontinued/\$100/\$200 deductible/employee contribution reduced/ cost neutral	MESSA Choices II
Medical, Dental and Vision	Mar. 4, 2010	June, 2010	MESSA Choices II, Self funded - Assurecare and HAN	\$10 office visit co-pay; \$25 urgent care co-pay; \$50 emergency room co-pay/MESSA Saver RX drug plan/employer share 91% and employee share 9%/employer annual increase commitment of 8%/increase part time employee pool to \$242,117	MESSA Choices II, American Dental Network (ADN) and Davis Vision

Lansing Community College
Health Care Task Force
Tentative Agreement Costs
Tuesday, June 08, 2010

Net Employer Costs				
	Current 2009-10	Tentative Agreement 2010-11	Tentative Agreement* 2011-12	Tentative Agreement* 2012-13
Total Medical Premium	\$ 8,059,883	\$ 7,728,145	\$ 8,346,397	\$ 9,014,108
Employee Contribution	\$ (725,389)	\$ (695,533)	\$ (751,176)	\$ (811,270)
Part time Pool	\$ 170,000	\$ 242,117	\$ 242,117	\$ 242,117
Dental	\$ 589,558	\$ 526,540	\$ 528,857	\$ 538,712
Vision	\$ 90,501	\$ 72,846	\$ 72,846	\$ 72,846
Life and LTD	\$ 230,220	\$ 127,416	\$ 127,416	\$ 127,416
	\$ 8,414,773	\$ 8,001,531	\$ 8,566,457	\$ 9,183,930

* At 8% cap for medical

Vision and Dental Plan Comparisons

VISION PROPOSALS		Year One	Year Two	Year Three	TOTAL
Davis Vision Current Benefit	Estimated Annual Claim Cost	\$69,635	\$69,635	\$69,635	\$208,905
	Annual Network Access Fee	Included	Included	Included	\$0
	Annual Administrative Cost	\$3,211	\$3,211	\$3,211	\$9,633
	Annual Commission	\$0	\$0	\$0	\$0
	Other Fees, Annualized	\$0	\$0	\$0	\$0
	TOTAL Estimated Cost	\$72,846	\$72,846	\$72,846	\$218,538
AssureCare Current Benefit	Estimated Annual Claim Cost	\$87,363	\$93,479	\$100,022	\$280,864
	Annual Network Access Fee	\$0	\$0	\$0	\$0
	Annual Administrative Cost	\$3,137	\$3,137	\$3,137	\$9,412
	Annual Commission	\$0	\$0	\$0	\$0
	Other Fees, Annualized	\$0	\$0	\$0	\$0
	TOTAL Estimated Cost	\$90,501	\$96,616	\$103,160	\$290,276
SAVINGS WITH DAVIS		\$17,655	\$23,770	\$30,314	\$71,738

DENTAL PROPOSALS		Year One	Year Two	Year Three	TOTAL
A D N	Estimated Annual Claim Cost	\$489,517	\$492,737	\$502,592	\$1,484,846
	Annual Network Access Fee	Included in Admin			\$0
	Annual Administrative Cost	\$26,120	\$36,120	\$36,120	\$98,360
	Annual Commission	\$0	\$0	\$0	\$0
	Other Fees, Annualized	Start up - \$903	\$0	\$0	\$0
	TOTAL Estimated Cost	\$526,540	\$528,857	\$538,712	\$1,594,109
Assure Care	Estimated Annual Claim Cost	\$568,247	\$608,024	\$650,586	\$1,826,857
	Annual Network Access Fee	\$0	\$0	\$0	\$0
	Annual Administrative Cost	\$21,311	\$21,311	\$21,311	\$63,932
	Annual Commission	\$0	\$0	\$0	\$0
	Other Fees, Annualized	\$0	\$0	\$0	\$0
	TOTAL Estimated Cost	\$589,558	\$629,335	\$671,897	\$1,890,790
SAVINGS WITH ADN		\$63,018	\$100,478	\$133,185	\$296,681

**Price Sheet for Life, AD and D, and Long-Term Disability Insurance
rates effective 7/1/2010**

		Life	AD&D	LTD	TOTAL
Hylant	Volume	\$29,000,000		\$3,200,000	
	Quote	0.116	0.014	0.38	
	Duration	3 years	3 years	3 years	
	TOTAL Estimated Cost	\$40,368	\$4,872	\$145,920	\$191,160
(Met Life)	Change from Current Cost	-\$11,832	-\$348	-\$26,880	-\$39,060
MESSA	Volume	\$29,000,000		\$3,200,000	
	Quote	0.17	0.03	0.67	
	Duration	annual	annual	annual	
	TOTAL Estimated Cost	\$59,160	\$10,440	\$257,280	\$326,880
	Change from Current Cost	\$6,960	\$5,220	\$84,480	\$96,660
Prudential	Volume	\$29,000,000		\$3,200,000	
	Quote	0.15	0.015	0.214	
	Duration	3 years	3 years	3 years	
	TOTAL Estimated Cost	\$52,200	\$5,220	\$82,176	\$139,596
	Change from Current Cost	\$0	\$0	-\$90,624	-\$90,624
Cigna	Volume	\$29,000,000		\$3,200,000	
	Quote	0.137	0.0147	0.34	
	Duration	3 years	3 years	3 years	
	TOTAL Estimated Cost	\$47,676	\$5,116	\$130,560	\$183,352
	Change from Current Cost	-\$4,524	-\$104	-\$42,240	-\$46,868
Standard Insurance Company	Volume	\$29,000,000		\$3,200,000	
	Quote	0.13	0.015	0.4	
	Duration	7/1/10-7/31/12	3 years	3 years	
	TOTAL Estimated Cost	\$45,240	\$5,220	\$153,600	\$204,060
	Change from Current Cost	-\$6,960	\$0	-\$19,200	-\$26,160
UNUM	Volume	\$29,000,000		\$3,200,000	
	Quote	0.127	0.015	0.35	
	Duration	3 years	3 years	3 years	
	TOTAL Estimated Cost	\$44,196	\$5,220	\$134,400	\$183,816
	Change from Current Cost	-\$8,004	\$0	-\$38,400	-\$46,404

Selected proposals are highlighted

Lansing Community College - Board of Trustees
June 21, 2010

Agenda Item: Additional Eligible Adult - HR Policy Revision
(Successor to the Domestic Partner Benefits - HR Policy)

Presented for Action

PURPOSE

Our current Domestic Partner health care benefits policy becomes obsolete when our current health care agreement expires on June 6, 2010. This revised policy preserves that policy's intent and conforms with current state law.

BACKGROUND

Domestic Partner benefits were originally included in our 2003 Health Care Agreement and continued in our 2006 agreement. On October 15, 2007, the Board approved a resolution to comply with a Michigan Court of Appeals Decision regarding voter approval of Proposal 2 (commonly referred to as the Marriage Amendment).

The resolution, which is attached, stipulated that the College, in conformance with the court decision would:

1. not continue to provide benefits to domestic partners of employees not covered by a collective bargaining agreement, and
2. continue to provide benefits to domestic partners of employees covered by collective bargaining agreements until the expiration of those agreements.

It is noteworthy that no employees were adversely impacted by this resolution, as all employees with domestic partners receiving benefits were covered by our Health Care Agreement.

IMPLICATIONS

Financial:

Currently, we have two (2) employees utilizing the domestic partner benefit with a total incremental cost of \$9,329 annually.

Available data from the experience of other mid- Michigan organizations that have implemented similar domestic partner successor policies, indicates that incremental cost increases will be minimal. During our research, we learned that Michigan State

University and Ingham County experienced minimal increases in the number of domestic partners during the first year of implementing the revised policy.

Strategic Plan:

If adopted as proposed, this will be a one year pilot. We will monitor the costs and have the flexibility to modify or terminate this benefit.

Human Resources:

1. This policy has been reviewed with the Union Presidents.
2. No employees would be adversely impacted by this proposed successor policy.

RISKS

None

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

None

ATTACHMENTS:

1. Additional Eligible Adult Policy and Application
2. October 15, 2007 Domestic Partner Resolution



DRAFT -Additional Eligible Adult

Contingent upon reaching a Health Care Agreement, LCC intends to implement a pilot program, effective July 1, 2010, that changes the eligibility criteria for enrollment in LCC's health care plan(s) (medical, hospitalization, prescription drug, vision and dental) for an Additional Eligible Adult to receive benefits under an employee's plan. If implemented, this temporary program will be reviewed by April 1, 2011 to determine if it will be continued for the next plan year. The pilot program is scheduled to end at the conclusion of the 2010/ 2011 plan year. The College reserves complete discretion to determine how the below listed eligibility criteria will be applied during the program, and the documentation required in connection with enforcement. The College also reserves the right to modify, suspend or terminate this program at any time.

Under the pilot program, a full time LCC employee may enroll one (1) Additional Eligible Adult (AEA) in an LCC-sponsored health care plan, but only if ALL of the following criteria are met:

- The LCC employee is eligible for and enrolled in the LCC-sponsored health care plan in which the AEA will be enrolled, and is not receiving any consideration to "opt out" of any such plan;
- The LCC employee does not have a current or former spouse who is enrolled in any LCC-sponsored health care plan on the basis of any relationship with the LCC employee seeking to designate the AEA;
- The AEA is an adult under Michigan law;
- The AEA currently resides in the same principal residence as the employee and has done so for the past twelve months;
- The AEA is not a tenant of the LCC employee and the LCC employee is not a tenant of the AEA;
- The AEA is not an IRS defined "dependent" of the LCC employee, and the LCC employee is not an IRS defined "dependent" of the AEA;
- The AEA and the LCC employee are not related by blood to a degree that would prevent legal marriage in Michigan;
- The AEA is not eligible to inherit from the LCC employee, or from the employee's current or former spouse, under the laws of intestate succession in the State of Michigan (this provision does not preclude the LCC employee from naming the AEA in his or her estate plan);
- The AEA is not eligible for coverage through LCC as an employee or retiree;
- The AEA is not covered by, or eligible for coverage by another health care plan sponsored by any other employer, or that that provides medical benefits through any federal, state or local plan such as Medicare, Veterans Administration, etc.;

- The AEA and LCC employee provide satisfactory evidence that at least three (3) of the following four (4) standards are met:
 - The LCC employee and the AEA have common or joint ownership of their primary residence;
 - OR
 - The LCC employee and the AEA have at least two (2) of the following :
 - Joint ownership or lease of a motor vehicle; or
 - Joint bank account(s); or
 - Joint credit card account(s); or
 - A lease for a residence identifying both the employee and AEA as joint tenants.
 - OR
 - The AEA has been designated as the primary beneficiary for at least two (2) of the following:
 - The LCC employee's life insurance; or
 - The LCC employee's will or living trust; or
 - The LCC employee's retirement account.
 - OR
 - The LCC employee and AEA have mutual durable powers of attorney for both health care and financial management for each other.

Eligibility to continue coverage for an AEA ceases at the end of the month in which any one or more of the eligibility criteria are not met.

The following individuals are *disqualified* from eligibility *as an AEA* under this program:

- The current or former spouse of the LCC employee¹
- The children (including adopted, step- and foster children) of the LCC employee or of the LCC employee's current or former spouse, and their descendants (e.g., children, grandchildren, etc.)
- The parents (including adopted, step- and foster parents) of the LCC employee or of the LCC employee's current or former spouse, and their descendants (e.g., the LCC employee's siblings, nieces, nephews, in-laws, etc.)
- The grandparents of the LCC employee or of the LCC employee's current or former spouse, and their descendants (e.g., aunts, uncles, cousins, etc.)
- The LCC employee's renters, boarders, tenants, landlord, etc.
- The children of the AEA.

Eligibility to continue coverage for an AEA ceases immediately upon an AEA becoming disqualified.

Employees must notify LCC Payroll Department in writing of any change in eligibility status or any disqualification, within 15 days after the relevant event.

¹ A former spouse may be eligible as an AEA if after the divorce the former spouse becomes eligible again under the eligibility requirements above. The period of continuous residence must begin again after the divorce.

The AEA enrollment form can be submitted only during the regular open enrollment period, or within 30 days after all of the eligibility criteria are first met, or within 30 days after an eligible AEA involuntarily loses health care benefits sponsored by another employer or provided by a governmental program (a special enrollment event).

I wish to enroll the following Additional Eligible Adult (AEA)

Name	Birthdate	Social Security #
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I certify that the AEA named above currently meets the AEA eligibility criteria for the program and that the AEA is not disqualified from eligibility as described above. I understand that I am responsible for immediately notifying LCC in writing if my AEA ceases to satisfy one or more of the eligibility criteria or if my AEA should be disqualified from eligibility under the program. I understand that I am responsible for any premium co-pays attributable to participation of my AEA in any LCC-sponsored health care plan, and I authorize LCC to deduct such premium co-pays from my periodic pay. I also understand that I will be responsible for paying any taxes associated with enrolling my AEA.

Any information falsified on this document may result in discipline up to and including termination from employment.

Employee Name (please print)	Birthdate	Social Security #
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Signature: _____

Date: _____

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN
DOMESTIC PARTNERS BENEFITS RESOLUTION**

A regular meeting of the Board of Trustees of Lansing Community College was held in the Board Room of the College, Administration Building, 610 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on October 15, 2007 at 6:00 p.m., local time.

PRESENT: Hollister, Pelleran, Proctor, Rasmusson, Smith, Lavery

ABSENT: Canady

The following preamble and resolution were offered by Trustee Smith and supported by Trustee Rasmusson.

The Board of Trustees of Lansing Community College resolves as follows:

WHEREAS, in November 2004, Michigan voters approved Proposal 2, amending the Michigan State Constitution to include the following language in Article I, Section 25:

To secure and preserve the benefits of marriage for our society and for future generations of children, the union of one man and one woman in marriage shall be the only agreement recognized as a marriage or similar union for any purpose;

WHEREAS, the Michigan Court of Appeals has interpreted this language to prohibit public entities from providing employment benefits to employees based on domestic partnership relationships;

WHEREAS, the Michigan Court of Appeals decision applies to all employees not covered by a collective bargaining agreement that was valid when ratified; and

WHEREAS, as a result of the Michigan Court of Appeals ruling, Lansing Community College may not continue to offer employment benefits based on domestic partnership relationships to employees not covered by a current collective bargaining agreement.

NOW, THEREFORE, BE IT RESOLVED:

1. References to Domestic Partnership benefits in all LCC policies and documents (other than current collective bargaining agreements) are no longer valid or applicable.
2. Lansing Community College shall issue a disclaimer, notifying all employees of the change in benefits and the reason for the change.

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

Nays: None

Absent: Canady

RESOLUTION DECLARED ADOPTED.


Secretary, Board of Trustees
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on October 15, 2007, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.


Secretary, Board of Trustees
Lansing Community College

Lansing Community College - Board of Trustees
June 21, 2010

Agenda Item: Leasing Parking Lot 2 and up to 50 spaces in the North Capitol Ramp from the City of Lansing.

Presented for Action

PURPOSE

The Administration is seeking approval to lease Parking Lot 2, in its entirety, and up to 50 spaces in the North Capitol Ramp from the City of Lansing.

BACKGROUND

The parking supply for Lansing Community College Downtown Campus needs to be increased to meet current demands. Attempts to purchase the North Capitol Ramp from the City of Lansing have been unsuccessful. Parking Lot U was constructed in the summer of 2009 to mitigate some of the parking supply shortage at the Downtown Campus but did not resolve the entire deficit.

The administration has negotiated an opportunity to lease Parking Lot 2 in its entirety along with up to 50 spaces in the North Capitol Ramp from the City of Lansing. On July 01, 2010, the City is increasing the monthly lease rates in their parking system to \$82 per space per month for Parking Lot 2, and to \$89 per space per month for spaces in the North Capitol Ramp. The City has offered a 20% discount off the current monthly rate of \$73 per space per month for LCC to lease these facilities if an agreement is executed before July 01, 2010. The negotiated monthly lease rate is \$58 per space per month under the proposed agreement for a term of two years beginning July 01, 2010.

IMPLICATIONS

Financial:

The annual cost to lease Parking Lot 2 will be \$174,000, and the North Capitol Ramp will cost \$34,800 for 50 spaces. Total annual lease costs are \$208,800. The leases will be paid out of the Auxiliary Fund with revenues generated from parking fees. Lansing Community College costs to operate Parking Lot 2 are estimated at \$25,000 (security, snow removal, general maintenance) annually and will also be paid out of the Auxiliary Fund.

Strategic Plan:

This addresses the following Strategic Goals:

Accessibility: Lansing Community College will be accessible to students and other stakeholders. This action will improve access to the LCC Downtown Campus for students and employees by increasing the parking supply and alleviating traffic congestion and pressure on the Grand ramp.

Fiscal Responsibility: Lansing Community College will operate a fiscally responsible institution. If this request is approved, LCC will be able to lease parking spaces at nearly 30% less than the new parking lease rates that take effect on July 01, 2010

Human Resources:

None. No additional staff is necessary to manage or operate Parking Lot 2. The maintenance operations will be performed by LCC's grounds maintenance contractor.

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS

1. Comparison of Proposed Lease and Permits Rates from City of Lansing

Comparison of Proposed Lease and Permit Rates from the City of Lansing

LCC Parking Rate Gannon Parking Ramp, Lot F, and Lot U			
Type of Parking Fee	Hours Charged	Parking Rate per Month	Daily Maximum
StarCard	M-TH: 7:00 AM to 6:00 PM F: 7:00 AM to 5:00 PM	\$0.40 per half hour or any portion thereof, up to eight hours \$0.80 per hour starting with the eighth hour	\$8.80
Cash	M-TH: 7:00 AM to 11:00 PM F: 7:00 AM to 5:00 PM	1.40 per hour	\$10.00

Comparable Parking Ramp Rates			
Location	Type of Parking Fee	Parking Rates per Month	Proposed Lease Rates for LCC at N. Capitol Ramp & Parking Lot 2
N. Capitol Parking Ramp	Permit Only	FY '11 Beginning July 1, 2010 All Spaces \$89	\$58 per Space
S. Capitol Parking Ramp	Permit Only	Reserved \$132 Covered \$98 Roof \$72	\$58 per Space
North Grand Parking Ramp	Permit Only	Reserved \$132 Covered \$112 Roof \$72	\$58 per Space
Townsend Parking Ramp	Permit Only	Reserved \$169 Covered \$156 Roof \$127	\$58 per Space
South Grand Ramp	Permit Only	Reserved \$150 Reserved \$130 Unreserved \$113	\$58 per Space
Tower Parking Ramp (Capitol & Allegan)	Permit Only	Unreserved \$150 Reserved \$170	\$58 per Space
South Grand Ramp	Permit Only	Reserved \$150 Reserved \$130 Unreserved \$113	\$58 per Space

Comparable Surface Lot Parking Rates			
Location	Type of Parking Fee	Parking Rate Per Month	Proposed Lease Rates for LCC at N. Capitol Ramp & Parking Lot 2
Lot 2 (Capitol & Shiawasee)	Permit Only	FY '11 Beginning July 1, 2010 \$82 per Space	\$58 per Space
Tower Parking Lot (Washtenaw & Capitol)	Permit Only	\$90 per Space	\$58 per Space
400 Blk S. Washington	Permit Only	\$100 per Space	\$58 per Space
200 Blk. S. Grand	Permit Only	\$85 per Space	\$58 per Space

Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Designation of FY 2009-10 Contingency

Presented For Action

PURPOSE

Proposal to designate the FY 2009-10 Contingency and any net general fund budget variance for FY2009-10 as follows:

1. To fund the Great Start Readiness Program (GSRP) in the event of a reduction in assumed state funding.
2. To fund potential liabilities resulting from various legal proceedings in which the college is a defendant. All legal settlements are subject to specific Board approval.
3. Remainder to fund Arts and Sciences (A&S) and Gannon renovations as approved by the Board of Trustees at the April 19, 2010, board meeting.

BACKGROUND

GSRP (Great Start Readiness Program)

The GSRP is funded through the State of Michigan School Aid Bill and administered by the Department of Education, Office of Early Childhood Education and Family Services. Its purpose is to provide a preschool program for children at risk of becoming educationally disadvantaged. It serves children who will be 4 years old by December 1, 2010. The GSRP is funded two ways, by formula - awarded to school districts based on poverty level; and by competition – awarded to community agencies/institutions via competitive grant process. As part of the State Budget Process, competitive grants were cut by 50% in FY 2009-10 to \$7.57 million. Awards will not be made until the state budget is finalized.

LCC has been awarded a competitive grant for the past 12 years. The current grant ends this year and the grant proposal for next year was submitted May 18, 2010. The new Early LCC Child Care Center budget uses GSRP funds to serve 21 children at no cost to LCC student parents. Grant funds cover staffing (23% of two teachers and an educational coordinator), children's tuition costs, professional development, and curriculum supports. The current proposal asks for \$105,400 to serve ELCC children.

Due to the state budget process, we may not know if we receive the grant until after the Early Learning Children's Community opens. We would like to ensure families that they have a funded reservation (at no cost) even if the grant is not awarded.

Legal Liabilities

The College is a defendant in several pending lawsuits. As these cases move through the pre-trial process the College will be responding to recommendations from legal counsel regarding the costs, benefits and potential risks regarding the outcome of these cases. The College will be required to pay and/or establish a liability reserve for any settlements and/or judgments that may result from these cases if they are not covered by insurance. The Board of Trustees are provided legal opinions regarding pending lawsuits in closed session.

Arts and Sciences (A&S) and Gannon Renovations

To meet the existing and growing demand for general education classroom and science laboratory space at LCC, the College proposes to renovate the existing Arts & Sciences building providing new, state-of-the-art general education and science classrooms and laboratories. The renovations will provide facilities for both emerging and traditional sciences, including molecular biotechnology, microbiology, nanotechnology, chemistry, biology, physics and geology. The renovated space will provide a level of flexibility, technology, efficiency and safety not possible in the current Arts and Science Building.

Renovated Arts & Sciences Program Spaces - 151,000 Gross Square Feet Renovated

Academic Space

Classrooms (21)

Large Lecture Hall (1)

Student Study Commons (2)

Science Labs (21)

Student Academic Support Space

LSARC

Tutoring

Math Lab

Language Skills

Support Space

Liberal Studies Division Office Space

Department Office Space

Faculty Offices

Building Support Spaces

The renovations will be facilitated by relocating the cafeteria, currently located on the second floor of A&S, to the Gannon Building. Relocation of the cafeteria will be a separate project funded entirely by LCC. The existing LSARC (Liberal Studies Academic Resource Center), Tutoring, Math Lab, and Language Skills centers will be consolidated into an area on the first floor of A&S. These moves will generate vacated space on the

second, third, and fourth floors of A&S that will be reprogrammed for adding the general education and science classrooms and laboratories, These moves and renovations will generate (9) additional classrooms and (10) additional laboratories meeting the increased demand for science and general education spaces. This approach is a more efficient use of space and improves student access to a “one stop” academic support area conveniently located on the ground floor of a major classroom building in the center of campus.

The projected expense for this project is estimated at \$19.95 million. The college’s share is approximately \$9.98 million.

The Gannon renovations will cost approximately \$8.1 million.

IMPLICATIONS

Financial:

The college has \$1,332,356 available in contingency for FY 2009-10.

Strategic Plan:

LCC has a strategic goal of fiscal responsibility.

Human Resources:

There are no human resources implications.

RISKS

There are no risk implications.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

None

ATTACHMENTS:

None

Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Change Order Transmittal/Grigg Media L.L.C.

Presented For Action

PURPOSE

To increase the blanket purchase order in the amount of \$200,000.00 for the remainder of the contract period ending June 30, 2012, for additional billboard advertising.

BACKGROUND

Per the Board of Trustee's Policy III.E.1 for Purchases exceeding \$100,000 as adopted June 15, 2009. "When an increase in the total purchase from under \$100,000 to over \$100,000 is expected, or a cumulative increment of \$100,000, over the original Board Authorization, the change order shall be reported to the Board's Audit Committee, and forwarded to the Board for approval."

IMPLICATIONS

Financial:

Requesting an increase of \$200,000.00

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no known risks.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Recommend approval to increase blanket purchase order by \$200,000.00 for advertising through June 30, 2012.

ATTACHMENTS:

1. Change Order Transmittal Documents

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustee's Audit Committee

From: Lansing Community College Purchasing Department

Date: March 29, 2010

RE: Request for Approval of Change Order

Blanket Purchase Order Number: BP080166

Vendor: Grigg Media L.L.C.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees or Audit Committee
Initial BPO Amount	\$700,000.00		06/20/2005
Change Order increase	\$2,000.00	\$702,000.00	06/01/2009
Change Order increase	\$50,000.00	\$752,000.00	08/12/2009
Change Order increase	\$25,000.00	\$777,000.00	03/16/2010
Change Order increase	\$200,000.00	\$977,000.00	Reported to Audit Committee for forwarding to the Board for approval.
Total		\$977,000.00	

*Per the Board of Trustee's Policy III.E.1 for Purchases exceeding \$100,000 as adopted June 15, 2009.
"When an increase in the total purchase from under \$100,000 to over \$100,000 is expected, or a
cumulative increment of \$100,000, over the original Board Authorization, the change order shall be
reported to the Board's Audit Committee, and forwarded to the Board for approval."*

Description of Change Order:

A Change Order request has been made by Lucian Leone, Director of Communications and Marketing, to add funds to this blanket purchase order in the amount of \$200,000.00 for the remainder of the contract period through June 30, 2012. This will cover the increase in billboard advertising for the next 18 months. The initial contract period: July 1, 2005 through June 30, 2006 with six (6) one (1) year options to extend for estimated expenditures of \$100,000.00 per year, for a total of \$700,000.00.

This purpose of this Change Order is to increase the blanket purchase order by \$200,000.00 through June 30, 2012.

This is to request your consideration and approval.

Submitted by:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing

Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Change Order Transmittal/Advance Employment Services Inc.

Presented for Action

PURPOSE

To increase the blanket purchase order in the amount of \$15,000.00 for the remainder of the contract ending June 30, 2010, the final (2) two months, May and June 2010.

BACKGROUND

Per the Board of Trustee's Policy III.E.1 for Purchases exceeding \$100,000 as adopted June 15, 2009. "When an increase in the total purchase from under \$100,000 to over \$100,000 is expected, or a cumulative increment of \$100,000, over the original Board Authorization, the change order shall be reported to the Board's Audit Committee, and forwarded to the Board for approval." This was approved at the June 8, 2010 Audit Committee meeting.

IMPLICATIONS

Financial:

Requesting an increase of \$15,000.00

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no known risks.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

Recommend approval to increase blanket purchase order by \$15,000.00 for Temporary Personnel Services to June 30, 2010.

ATTACHMENTS:

1. Change Order Transmittal – Advance Employment Services Inc.

CHANGE ORDER TRANSMITTAL DOCUMENT

To: Lansing Community College Board of Trustees

From: Lansing Community College Purchasing Department

Date: June 4, 2010

RE: Request for Approval of Change Order

Blanket Purchase Order Number: BP100035

Vendor: Advance Employment Services Inc.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees or Audit Committee
Initial PO Amount	\$100,000.00		Board Approval 6/20/2005
Increase #1	\$9,999.00	\$109,999.00	
Increase #2	\$100,000.00	\$209,999.00	
Increase #3	\$50,000.00	\$259,999.00	Board Approval 6/9/2008
Increase #4	\$50,000.00	\$309,999.00	
Increase #5	\$40,000.00	\$349,999.00	Audit Committee Approval 7/18/2008
Increase #6	\$200,000.00	\$549,999.00	Board Approval 9/15/2008
Increase #7	\$90,000.00	\$639,999.00	Amount to be added 11/13/2009
Increase #8	\$15,000.00	\$654,999.00	Requesting Board of Trustee's approval

*Per the Board of Trustee's Policy III.E.1 for Purchases exceeding \$100,000 as adopted June 15, 2009.
"When an increase in the total purchase from under \$100,000 to over \$100,000 is expected, or a
cumulative increment of \$100,000, over the original Board Authorization, the change order shall be
reported to the Board's Audit Committee, and forwarded to the Board for approval."*

Description of Change Order:

A Change Order request has been made by Anita Evans Morris, HR Consulting Manager, to add funds to this blanket purchase order for Temporary Service Personnel, in the amount of \$15,000.00 for May and June 2010, the final two (2) months of this contract.

This purpose of this Change Order is to increase the blanket purchase order by \$15,000.00 through June 30, 2010, the contract expiration.

This is to request your consideration and approval.

Submitted by:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing

Lansing Community College – Board of Trustees
June 21, 2010

**Agenda Item: Invitation for Bids/Gannon Parking Ramp Exit Lane Widening
& Toll Booth Replacement-Installation**

Presented for Action

PURPOSE

Lansing Community College is looking to select a vendor to replace the existing parking booths and widen the Grand Avenue exit lanes for the Gannon Parking Ramp. All work is indicated in the specifications and on the drawings prepared by DLZ Michigan, Inc. for this project.

BACKGROUND

This request is for approval to award the contract to the vendor with the most advantageous bid to the College, meeting all required specifications, Laux Construction LLC. The existing parking booths for the Gannon Parking Ramp are 28 years old (installed 1982) and 24 years old (installed 1986). Due to the age of the parking booths, the doors and windows, the heating and air conditioning systems, and the electrical systems are in constant need of repair. The manufacturer of the parking booths no longer has an inventory of replacement parts. In replacing the parking booths, LCC is required to have at least one ADA compliant booth.

The exit lanes are being widened to accommodate the addition of an ADA compliant booth, to reduce the number of accidents where motorists hit the parking equipment and/or the parking booths, to make it easier for larger vehicles (trucks, wreckers, etc.) to exit the parking ramp, and to prepare the exit for potential two-way traffic on Grand Avenue.

IMPLICATIONS

Financial:

The evaluation committee consisted of staff from Purchasing, Auxiliary Services, and consultation from DLZ Michigan, Inc. Vendor bids were evaluated based upon expertise, qualifications, pricing, and ability to meet the requirements of the College as outlined in the bid. The evaluation committee recommends award to Laux Construction LLC for the base bid and allowances totaling \$151,500, which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College. The funding is from the FY 2009/2010 Auxiliary Fund.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

If the college does not proceed with this work, a primary risk is that one or both parking booths would have a part or system break and the College would not be able to replace or repair it. If this were to happen, the College would not be able to adequately serve students parking in the Gannon Parking Ramp.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives.

RECOMMENDATIONS

The recommendation is to proceed in awarding this contract to Laux Construction LLC.

ATTACHMENTS:

1. Pre-Award Transmittal Document – Gannon Parking Ramp Exit Lane Widening & Toll Booth Replacement-Installation

PRE-AWARD TRANSMITTAL DOCUMENT
Invitation for Bids

Bid No.: 50201-633-10EL
Project Title: Gannon Parking Ramp Exit Lane Widening
& Toll Booth Replacement-Installation

Opening Date: May 21, 2010
Buyer: Evelyn Lynn

1. Description of Supply or Service:

The purpose of this request is to up-grade the Gannon Parking Ramp at Lansing Community College's Main Campus in downtown Lansing. As part of this project, the Grand Avenue exit to the parking ramp is being widened to accommodate a potential traffic change to Grand Avenue. Along with widening the exit, the two (2) existing booths at the exit are being replaced with new booths. The work consists of all labor, materials, tools, equipment, supervision, and incidentals necessary to complete this project as stated in the specifications. All work as indicated in the specifications and on the drawings as prepared by DLZ Michigan, Inc. for this project.

2. Bids Received:

Bids were sent to seven vendors. Bids were received from six vendors.

The request for proposal was posted at the State of Michigan Bid Systems www.bid4michigan.com

Vendors	Location	Base Bid & Allowances
J. Carter Construction Company	Holt, MI	No Response
E.T. Mackenzie Company	Grand Ledge, MI	\$180,000
Granger Construction	Lansing, MI	No Response
Irish Construction	Howell, MI	\$184,900
Kares Construction	Charlotte, MI	\$166,000
Kincaid Building Group	East Lansing, MI	No Response
Laux Construction	Dansville, MI	\$151,500
M One Limited Inc.	Detroit, MI	\$163,720
Moore-Trosper Construction Co.	Holt, MI	\$157,500
Nielsen Commercial Construction	Holt, MI	No Response

Funding Source: Auxiliary 09/10 Fund

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing, Auxiliary Services, and consultation from DLZ Michigan, Inc. Vendor bids were evaluated based upon expertise, qualifications, and pricing for the entire project. The evaluation committee recommends award to Laux Construction LLC for the base bid and allowances totaling \$151,500, which was the lowest bid, meeting all required specifications, and was deemed the most advantageous to the College.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

**Lansing Community College – Board of Trustees
June 21, 2010**

Agenda Item: Invitation for Bids/College Wide Office Supplies

Presented for Action

PURPOSE

Approval of a vendor for the purchase of college wide office supplies.

BACKGROUND

Lansing Community College is seeking bids for the purpose of selecting a single source for its office supply needs. Choosing a single source will allow the college to further facilitate cost savings on supply purchases. The vendor will provide reports on a quarterly basis to review spend and cost savings. At this review the vendor will be able to provide lower priced alternatives to consider for future purchases. The vendor will be an environmentally responsible vendor and participate in the college's Sustainability Advisory Committee's monthly meetings. The selected vendor will have an online ordering system and distribution channel that can meet the needs of the college. The vendor will have a sufficient inventory of supplies to meet the college's needs. Vendors were required to provide a bid on the 452 most frequently purchased office supply items. Award is to be made to the vendor offering the lowest offer all price for all items.

Contract Period: 1 year contract with 2 (1) year options to extend for a total of 3 years.

IMPLICATIONS

Financial:

The evaluation committee consisted of staff from the Purchasing Department. Vendors bids were evaluated based on pricing in the aggregate of 400+ items and the ability to meet the College's office supply needs. The evaluation committee recommends award to Office Depot with a bid of \$26,104.87. This bid was the most responsive and responsible, providing the lowest overall bid in compliance with all terms and conditions. It is estimated that LCC will spend \$187,000 over the next three years.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risks.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

The evaluation committee recommends award to Office Depot.

ATTACHMENTS:

1. Pre Award Transmittal – College Wide Office Supplies

**PRE-AWARD TRANSMITTAL DOCUMENT
INVITATION FOR BID**

Proposal No.: 70300-643-10AC
Project Title: College Wide Office Supplies

Opening Date: May 21, 2010
Buyer: Andrew R. Chambliss

1. Description of Supply or Service:

Lansing Community College is seeking bids for the purpose of selecting a single source for its office supply needs. Choosing a single source will allow the college to further facilitate cost savings on supply purchases. The vendor will provide reports on a quarterly basis to review spend and cost savings. At this review the vendor will be able to provide lower priced alternatives to consider for future purchases. The vendor will be an environmentally responsible vendor and participate in the college's Sustainability Advisory Committee's monthly meetings. The selected vendor will have an online ordering system and distribution channel that can meet the needs of the college. The vendor will have a sufficient inventory of supplies to meet the college's needs. Vendors were required to provide a bid on the 452 most frequently purchased office supply items. Award is to be made to the vendor offering the lowest offer all price for all items.

Contract Period: 1 year contract with 2 (1) year options to extend for a total of 3 years.

2. Bids Received:

The Invitation for Bid was posted at the State of Michigan Bid System www.bid4michigan.com. 102 vendors were notified. The College received 6 bids.

Vendor	Location	Bid Response
DBI Holding Co.	Lansing, MI	\$30,507.20
Genesee Packaging Inc.	Flint, MI	\$45,678.18
Office Depot	Northville, MI	\$26,104.87
Office Max	Lansing, MI	\$28,032.23
Quill Corporation*	Lincolnshire, IL	\$9,277.41*
Staples Contract & Commercial Inc.	Novi, MI	\$26,334.40

Note: Quill Corporation did not submit a complete bid.

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee consisted of staff from the Purchasing Department. Vendor's bids were evaluated based on pricing in the aggregate of 400+ items and the ability to meet the college's office supply needs. The evaluation committee recommends award to Office Depot for a bid of \$26,104.87, which was the most responsive and responsible bidder providing the lowest overall bid in compliance with all terms and conditions. It is estimated that LCC will spend \$187,000 over the next three years.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Request for Proposals
Cellular Telephone Service and Equipment

Presented For Action

PURPOSE

LCC is seeking a cellular telephone service and equipment provider for executive communication, Physical Plant, Computer 24/7 operations, and other needs for the College. In addition to approximately 100 cellular telephones, LCC requires approximately 20 cellular data devices to cover these areas.

BACKGROUND

LCC has identified a 5 year timeline for this project and will be evaluating the rapidly changing telecommunications technology over this 5 year period by both addressing a current specific communication need, while testing the productivity experiences related to connecting cellular telephones to LCC operations.

IMPLICATIONS

Financial:

The annual amount is estimated to be \$59,025.60, with an aggregate three year contract award of \$177,076.80.

Contract Term: 3 years beginning July 1, 2010 through June 30, 2013.

LCC currently spends \$5,905 per month under the Verizon/Alltel contract. By awarding this contract to Sprint under the State of Michigan contract, we will pay \$4,918.80 per month, for a savings of \$986.20; or \$11,834.40 per year. The aggregate three year savings is estimated at 35,503.20.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk implications.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

The evaluation committee recommends award to Sprint Solutions, Inc.

ATTACHMENTS:

1. Pre Award Transmittal – Cellular Telephone Service and Equipment
2. Evaluation Sheet

PRE-AWARD TRANSMITTAL DOCUMENT REQUEST FOR PROPOSAL

Proposal No.: 60001-401-10RB
Project Title: Cellular Telephone Service & Equipment

Opening Date: April 29, 2010
Buyer: Rebecca G. Beard

1. Description of Supply or Service:

LCC is seeking a cellular telephone service and equipment provider for executive communication, Physical Plant, Computer 24/7 operations, and other needs for the college. In addition to approximately 100 cellular telephones, LCC requires around 20 cellular data devices to cover these areas. LCC has identified a 5 year timeline for this project and will be evaluating the rapidly changing telecommunications technology over this 5 year timeline by both addressing a current specific communication need while testing the productivity experiences related to connecting cellular telephones to LCC operations.

Contract Term: 3 years beginning July 1, 2010 through June 30, 2013.

2. Proposals Received:

The Request for Proposal was posted online at the State of Michigan Bid System www.bid4michigan.com . 31 vendors were notified. 4 vendors attended the mandatory pre proposal meeting. The College received 4 proposals.

Vendor	Location	Proposal Response
AT&T Mobility National Accounts LLC dba AT&T Mobility	Hanover, MD	Responded
Sprint Solutions, Inc.	Reston, VA	Responded
T-Mobile USA, Inc.	Bellevue, WA	Responded
Cellco Partnership dba Verizon Wireless	Laurel, MD	Responded

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee consisted of staff members from Information Technology Services and Purchasing department. Vendor's proposals were evaluated based upon the vendor's ability to meet the needs and desires of the College as outlined in this RFP, as well as price, delivery, and services provided. The evaluation committee recommends award to Sprint Solutions, Inc. as their proposal was deemed the most advantageous to the College. The annual amount is estimated to be \$59,025.60, with an aggregate three year contract award of \$177,076.80.

Sprint Solutions, Inc. pricing to LCC is based on the State of Michigan contract for cellular telephone service and equipment. Since LCC is a member of MiCTA, an association of educational, governmental, and non-profit entities, Sprint is able to offer discounted cellular telephone service and equipment to students and staff. Students and staff who participate in this program will have individual contracts with Sprint.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

2010 Cell Bid Evaluation				
	AT&T	Sprint	T-Mobile	Verizon
1.4	4	5	5	5
1.5	3	5	4	4
(See Below) 1.6				
1.7	4	4	3	5
1.8	2	4	4	2
1.9	4	5	3	5
1.10.1	5	5	5	5
1.10.2	5	5	5	4
1.10.3	3	5	5	4
1.10.4	5	5	5	5
1.10.5	5	5	5	5
1.10.6	1	2	2	5
1.10.7	5	5	4	5
1.10.8	4	4	4	4
Voice Plan requirements				
Included Minutes	300	400	350	300
Pool Unused Minutes	Y	Y	Y	Y
Monthly Access Charge/Line	\$27.90	\$29.99	\$22.54	\$29.99
Cost for each additional minute	\$0.25	\$0.25	\$0.25	\$0.25
Cost per additional text message	\$0.00	\$0.00	\$0.00	\$0.00
Roaming Charges	\$0.00	\$0.00	\$0.00	\$0.00
Long Distance Charges	\$0.00	\$0.00	\$0.00	\$0.00
Rollover of unused minutes	N	N	N	N
Daily off-peak starting time	9PM	7pm	9PM	9PM
Free incoming calls	N	N	N	Y*
Voice/Data Plan requirements				
Included Minutes	300	200	350	300
Pool Unused Minutes	Y	Y	Y	Y
Monthly Access Charge	\$57.90	\$44.99	\$51.23	\$49.99
Cost for each additional minute	\$0.25	\$0.25	\$0.25	\$0.25
Cost per additional text message	\$0.00	\$0.00	\$0.00	\$0.00
Roaming Charges	\$0.00	\$0.00	\$0.00	\$0.00
Long Distance Charges	\$0.00	\$0.00	\$0.00	\$0.00
Rollover of unused minutes	N	N	N	N
Daily off-peak starting time	9PM	7PM	9PM	9PM
Free incoming calls	N	N	N	Y*
Data Plan requirements				
Monthly Access Charge	\$46.19	\$40.99	\$40.99	42.99
Unlimited Data	Y	Y	Y	Y
Cost for additional usage	N/A	N/A	N/A	N/A
When you supply coverage to all campus locations, will this be all digital service?	5	5	5	5
Is there charge for calling information/411/555-1212? If so, How much?	3	4	4	5
Is there a phone replacement schedule? Timeline/Cost?	3	5	3	5
Is there phone upgrade discount or is LCC expected to pay full price.	3	5	3	4

	AT&T	Sprint	T-Mobile	Verizon
If, as a new provider, is there a charge converting all college numbers?	4	5	4	4
When additional lines are added, are new phones for that line provided at a discount?	3	5	3	4
Do your handsets support speakerphone and vibrate modes?	5	5	5	5
Is there an additional charge to tether data device to laptop/desktop? If so, how much?	2	4	5	5
Do any of your handsets offer voice activated dialing?	5	5	5	5
What hands-free capabilities do your Telephones support?	5	5	5	5
What are the options for protective carrying cases?	5	5	5	5
How will LCC obtain repair of non-working units?	5	4	3	5
Can new units be easily programmed to replace a non-working or lost unit? Including any internal lists?	5	5	5	5
Is equipment/software available to enable LCC to transfer contacts/data between phones?	3	5	5	5
Are the units capable of over-the-air operating software updates?	5	5	0	5
Do units have provision for external microphone and earphone? Hands free operation?	5	5	5	5
Is there web access to operation and features manuals for the units?	5	5	5	5
What is a minimum call increment billed? Six seconds, One minute? Other?	4	4	4	4
What web site "plug-in's" are <u>not</u> supported on the units web browser?	4	4	4	4
Is there a replacement/insurance policy for water damage	4	5	4	4
Is any insurance available for loss or theft?	5	5	5	5
Is there an LCC employee discount plan? If so, please provide details.	4	4	4	4
Text Messaging	2	5	3	4
Wireless Web	4	5	4	5
Reports	4	5	4	5
Invoicing	5	5	4	5
Long Distance, incomplete calls	5	5	5	5
Supplier representative	5	5	5	5
Rate plan written notification	5	4	4	5
Company rep will coordinate all activations, deletions, or changes	5	5	5	5
Prompt response	5	5	5	5
Company rep will coordiante all equipment replacements/upgrades	5	5	5	5
Phone #1	4	5	3	5

	AT&T	Sprint	T-Mobile	Verizon
Phone #2	4	5	3	5
Exceptional Coverage Area	4	4	3	4
Total Shared Minutes/month Voice only	30000	28000	35000	30000
Est. actual voice pricing (40 units)	\$2,790.48	\$1,199.60	\$1,967.35	\$1,199.60
Est. actual data pricing (60 units)	\$1,800.00	\$2,699.40	\$1,721.40	\$2,999.40
Est. actual data card pricing (20 units)	\$923.80	\$819.80	\$819.80	\$859.80
Est. actual add-on pricing	\$800.00	\$200.00	\$480.00	\$400.00
Recurring Discounts (monthly)				
Discount (one-time)		-\$12,000.00		
Discount (equipment buyback)	-\$3,764.00	-\$2,574.00	-\$4,421.00	-\$1,564.00
New Equipment (est.)	\$13,799.01	\$4,817.91	\$319.96	\$3,489.00
Est. 1st month cost	\$16,349.29	-\$4,837.29	\$887.51	\$7,383.80
Total Proposal Point Score	190	217	189	216
Est. Monthly Cost	\$6,314.28	\$4,918.80	\$4,988.55	\$5,458.80
Year 1	\$75,771.36	\$59,025.60	\$59,862.60	\$65,505.60
Total three year Cost	\$227,314.08	\$177,076.80	\$179,587.80	\$196,516.80

**Lansing Community College – Board of Trustees
June 21, 2010**

Agenda Item: Request for Proposal/Temporary Staffing Services

Presented for Action

PURPOSE

Lansing Community College is looking to select a vendor who can provide non-employee payroll services of casual/temporary staffing for the College.

BACKGROUND

This request is for approval to award the contract to the vendor with the most advantageous bid to the College, meeting all required specifications.

IMPLICATIONS

Financial:

The evaluation committee consisted of staff from Purchasing, Human Resources, and Health and Human Services Division. Vendor proposals were evaluated based upon expertise, qualifications, pricing, and ability to meet the requirements of the College as outlined in the Request for Proposal. The evaluation committee recommends award to Kelly Services Inc., meeting all required specifications, and was deemed the most advantageous to the College. The funding is from the General Fund.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk implications.

OTHER OPTIONS/ALTERNATIVES

Other alternatives are more costly.

RECOMMENDATIONS

The evaluation committee recommends award to Kelly Services Inc., which was the vendor meeting all required specifications, and whose proposal was deemed the most advantageous to the College.

ATTACHMENTS:

1. Pre-Award Transmittal Document –Temporary Staffing Services
2. Evaluation Spreadsheets

**PRE-AWARD TRANSMITTAL DOCUMENT
REQUEST FOR PROPOSAL**

Bid No.: 12300-404-10EL
Project Title: Temporary Staffing Services

Opening Date: May 6, 2010
Buyer: Evelyn Lynn

1. Description of Supply or Service:

The purpose of this request is to identify a vendor who can process non-employee payroll services of casual/temporary staffing for the College. Positions include, but are not limited to, set/stage designers, hairdressers, seamstress, costume designers, stage crew, sport camps coaches, registration workers, and testers for Health and Human Services. There may be other needs for technical, clerical or administrative staff for projects, assignments or leaves of absence, as requested by the College. The new contract period begins July 1, 2010.

Contract Period: One (1) year contract with two (1) year options to extend, for a total of three (3) years.

2. Proposals Received:

Proposals were sent to five vendors. Proposals were received from eleven vendors.

The request for proposal was posted at the State of Michigan Bid Systems www.bid4michigan.com

Vendors	Location	Proposal Response
Advance Employment Services	Lansing, MI	No Response
Employment Group	East Lansing, MI	No Response
Express Employment Professionals	Lansing, MI	Responded
Freedomation, Inc.	Pontiac, MI	Responded
Human Capital Professionals L.L.C.	Bloomfield Hills, MI	Responded
Kelly Services Inc.	Lansing, MI	Responded
Management Business Solutions	Grand Rapids, MI	Responded
Maxim Staffing Solutions	Grand Rapids, MI	Responded
Personnel World	Lansing, MI	No Response
P.I.E. Management, L.L.C.	Detroit, MI	Responded
Qualified Staffing Service	Howell, MI	Responded
Technical Training Inc.	Rochester Hills, MI	Responded
Ultimate Staffing Associates	Brighton, MI	Responded
US Tech Solutions Inc.	Jersey City, NJ	Responded

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee consisted of staff from Purchasing, Human Resources, and Health and Human Services Division. Vendor proposals and interviews were evaluated based upon expertise, qualifications, training, and pricing proposals. The evaluation committee recommends award to Kelly Services Inc., which was the proposal meeting all required specifications, and was deemed the most advantageous to the College. Estimated expenditures for temporary staffing services are approximately \$260,000.00 per year. The total temporary staffing request for three years would be \$780,000.00. The contract period is July 1, 2010 through June 30, 2011, with (2) 1 year options to renew.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

Temporary Staffing Services
RFP #12300-404-10EL
Evaluation of Rates

Company	Location	Payroll Services Rate - Agency Sends Person to LCC	Payroll Services Rate - LCC Sends Person to Agency	Notes
Express Employment Professionals	Lansing, MI	1.37	1.35	
Freedomation, Inc.	Pontiac, MI	\$4.50	\$1.50	
Human Capital Professionals L.L.C.	Bloomfield Hills, MI	1.35Administrative/Clerical & 1.32 Tech/Entertainment	1.35Administrative/Clerical & 1.32 Tech/Entertainment	Also, have administrative and recruiting fees
Kelly Services Inc.	Lansing, MI	1.35	1.29 benefits/1.27 no benefits	
Management Business Solutions	Grand Rapids MI	1.35	1.24	
Maxim Staffing Solutions	Grand Rapids, MI	no rate listed	no rate listed	
P.I.E. Management, L.L.C.	Detroit, MI	1.2	1.32	
Qualified Staffing Service	Howell, MI	1.38	1.32	
Technical Training Inc. (TTI)	Rochester Hills, MI	1.27	1.27	
Ultimate Staffing Associates	Brighton, MI	1.38	1.35; 125	
US Tech Solutions Inc.	Jersey City, NJ	1.275	1.275	

The recommendation for award is to Kelly Services Inc. They provided the lowest mark-up with an office in the Lansing area, meeting all required specifications of the RFP and deemed the most advantageous to the College.

The award recommendation was not to the vendor with the lowest mark-up due to the vendor not having an office in the Lansing area.

The individuals for non-employee payroll services and temporary staffing need to go to the agency to complete paperwork and pick up their paychecks so it is important that there be an office in the Lansing area.

Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Request for Proposals/BCI Qualified Supplier – Instructor Pool

Presented for Action

PURPOSE

The Purpose of this Request for Proposal is to identify experienced, talented, and highly qualified Suppliers (Independent Contractors) with documented subject matter competencies for the BCI Qualified Supplier – Instructor Pool. BCI seeks individuals with proven ability to effectively deliver outcome-based training programs and/or educational consulting services to adult learners in a business setting. Suppliers (independent contractors) selected to be included in the BCI Qualified Supplier – Instructor Pool must demonstrate subject matter expertise and process/systems knowledge, which closely aligns with one or more of the broad program categories described in this RFP.

Contract period is for one year beginning July 1, 2010 through June 30, 2011, with two (2) one year options to extend for an overall total of three years.

BACKGROUND

The current contract for BCI Qualified Supplier – Instructor Pool expires on June 30, 2010.

The evaluation committee consisted of staff members from the Business and Community Institute and Purchasing department. Vendor's proposals were evaluated based upon the vendor's ability to meet the needs and desires of the College as outlined in this RFP, as well as price, delivery, and services provided. The evaluation committee recommends award to the vendors identified above as their proposals were deemed the most advantageous to the College. This RFP allows for vendors to be added on an "open entry open exit" basis. BCI spends approximately \$537,000 per year on BCI instructors (vendors). The aggregate three year contract award to all vendors is estimated to be \$1,611,000.

IMPLICATIONS

Financial:

LCC spends approximately \$537,000 per year for BCI instructors. The aggregate five year contract award to all vendors is estimated to be \$1,611,000.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk management implications.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

The evaluation committee recommends award to the vendors identified by BCI for addition to the BCI Qualified Supplier – Instructor Pool.

ATTACHMENTS:

1. Pre Award Transmittal – BCI Qualified Supplier – Instructor Pool.

PRE-AWARD TRANSMITTAL DOCUMENT REQUEST FOR PROPOSAL

Proposal No.: 40300-402-10RB
Project Title: BCI Qualified Supplier - Instructor Pool

Opening Date: April 30, 2010
Buyer: Rebecca G. Beard

1. Description of Supply or Service:

The Purpose of this Request for Proposal is to identify experienced, talented, and highly qualified Suppliers (Independent Contractors) with documented subject matter competencies for the BCI Qualified Supplier – Instructor Pool. BCI seeks individuals with proven ability to effectively deliver outcomes- based training programs and/or educational consulting services to adult learners in a business setting.

Suppliers (independent contractors) selected to be included in the BCI Qualified Supplier – Instructor Pool must demonstrate subject matter expertise and process/systems knowledge, which closely aligns with one or more of the broad program categories described in this RFP.

After the deadline for initial proposal response the Request for Proposal will be established on an “open entry open exit” basis with an end date. Pre-qualification of a supplier for a specific work assignment will be based on initially matching BCI customer requirements for a project(s) to specific Suppliers (independent contractors) successful training experience and stated areas of substantive competency. Suppliers who regularly update their areas of experience and trainer competencies will expand their opportunities for consideration.

Contract period is for one year beginning July 1, 2010 through June 30, 2011, with two (2) one year options to extend for an overall total of three years.

2. Proposals Received:

The Request for Proposal was posted online at the State of Michigan Bid System www.bid4michigan.com . 537 vendors were notified. The College received 12 proposals.

Vendor	Location	Proposal Response	Award Amount per year
Bill Roeser	Haslett, MI	Responded	\$125,000 over 3 years.
DASI Solutions, LLC	Pontiac, MI	Responded	\$15,000
David P Eich	East Lansing, MI	Responded	\$10,000
Dolan and Associates, LLC	Ann Arbor, MI	Responded	\$50,000
Educated Business Resource Corp	White Lake, MI	Responded	\$430,000 over 3 years.
Joyce A Marx dba Leadership KEYS	Okemos, MI	Responded	\$140,000 over 3 years.
Lifesaving Training, LLC	Byron Center, MI	Responded	\$40,000
M & Associates Inc	Lansing, MI	Responded	\$10,000

Michael Gilreath CQE LLC	Lansing, MI	Responded	\$10,000
Michigan Manufacturing Technology Center	Plymouth, MI	Responded	\$10,000
RPM Consulting, Inc.	Dearborn, MI	Responded	\$90,000 over 3 years.
Vision Quest	Howell, MI	Responded	\$10,000

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee consisted of staff members from the Business and Community Institute and Purchasing department. Vendor's proposals were evaluated based upon the vendor's ability to meet the needs and desires of the College as outlined in this RFP, as well as price, delivery, and services provided. The evaluation committee recommends award to the vendors identified above as their proposals were deemed the most advantageous to the College. This RFP allows for vendors to be added on an "open entry open exit" basis. BCI spends approximately \$537,000 per year on BCI instructors (vendors). The aggregate three year contract award to all vendors is estimated to be \$1,611,000.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

**Lansing Community College – Board of Trustees
June 21, 2010**

Agenda Item: Request for Proposals/Merchant Processing Services

Presented for Action

PURPOSE

The approval of a vendor to process credit card transactions.

BACKGROUND

Lansing Community College (LCC) is interested in acquiring merchant processing services for campus. These services include:

- Backend support for existing credit card readers
- Web based credit card processing software
- Credit card transaction processing

IMPLICATIONS

Financial:

The evaluation committee recommends award to Bank of America Merchant Services, LLC, as their proposal was deemed the most advantageous to the College. Annual fees are estimated to be \$277,000, with an aggregate three year contract award estimated to be \$831,000.

Contract Term: 3 years beginning July 1, 2010 through June 30, 2013.

LCC's current processing rate is 0.15% and the new rate will be 0.12% a 0.03% savings. The incumbent, Bank of America currently charges 0.15% and has proposed 0.12% + \$0.10, a 0.03% savings. Fees for FY10 are \$346,000, and are estimated to be \$277,000 for FY11, a projected savings of \$69,000.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk management implications.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

The evaluation committee recommends award to Bank of America Merchant Services, LLC.

ATTACHMENTS:

1. Pre-Award Transmittal – Merchant Processing Services
2. Evaluation Sheet

**PRE-AWARD TRANSMITTAL DOCUMENT
REQUEST FOR PROPOSAL**

Proposal No.: 70100-407-10RB
Project Title: Merchant Processing Services

Opening Date: May 25, 2010
Buyer: Rebecca G. Beard

1. Description of Supply or Service:

Lansing Community College (LCC) is interested in acquiring merchant processing services for campus. These services include:

- Backend support for existing credit card readers
- Web based credit card processing software
- Credit card transaction processing

Contract Term: 3 years beginning July 1, 2010 through June 30, 2013.

2. Proposals Received:

The Request for Proposal was posted online at the State of Michigan Bid System www.bid4michigan.com . 40 vendors were notified. The College received 8 proposals.

Vendor	Location	Proposal Response
Bank of America Merchant Services, LLC (Bank of America Merchant Services)	Spokane, WA	Responded
Fifth Third Processing Solutions LLC	Cincinnati, OH	Responded
Huntington Merchant Services LLC	Atlanta, GA	Responded
JPMorgan Chase & Company	Lansing, MI	Responded
Nelnet Transaction Solutions	Lincolnshire, IL	Responded
PNC Merchant Services	Lansing, MI	Responded
RBS WorldPlay Inc	Atlanta, GA	Responded
Retail Payment Solutions LLC	Dearborn Heights, MI	Responded

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee consisted of staff from Information Technology Services, Student Finance, Financial Services, and Purchasing department. Vendor's proposals were evaluated based upon the vendor's ability to meet the needs and desires of the College as outlined in this RFP, as well as price, delivery, and services provided. The evaluation committee recommends award to Bank of America Merchant Services, LLC, as their proposal was deemed the most advantageous to the College. Annual fees are estimated to be \$277,000, with an aggregate three year contract award estimated to be \$831,000.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

Merchant Processing Services Evaluation

Vendor	Proposal Fees
Bank of America Merchant Services, LLC (Bank of America Merchant Services)	0.12% + \$0.10
Fifth Third Processing Solutions LLC	0.14%
Huntington Merchant Services LLC	0.15% + \$0.02
JPMorgan Chase & Company	0.20%
Nelnet Transaction Solutions	0.12% + \$0.12
PNC Merchant Services	0.15%+ \$0.10
RBS WorldPlay Inc	0.18% + \$0.05
Retail Payment Solutions LLC	Variable rate

Lansing Community College – Board of Trustees
June 21, 2010

Agenda Item: Request for Proposals
Employee Health Insurance Benefits

Presented for Action

PURPOSE

The purpose of this request is to identify vendors to provide Medical, Pharmacy, Dental, Vision, Life, Long Term Disability, and Accidental Death and Dismemberment Benefits.

BACKGROUND

This request is for approval to award the contract to the selected vendors with the most advantageous bids to the College, meeting all required specifications, and subject to the Health Care Task Force tentative collective bargaining agreement. (See agenda item Ratification of Health Care Agreement.)

IMPLICATIONS

Financial:

The evaluation committee consisted of staff from Purchasing, Financial Services, Human Resources, all seven labor unions, and consultation from Health Management Associates. Vendor proposals were evaluated based upon expertise, qualifications, pricing, and ability to meet the requirements of the College as outlined in the Request for Proposal. The evaluation committee recommends award to MESSA, ADN Administrators Inc., Davis Vision Inc. Prudential Insurance Company of America, and Hylant Group (MetLife), whose proposals met all required specifications, were deemed most advantageous to the College and subject to the Health Care Task Force tentative collective bargaining agreement. These contracts will be funded out of the LCC General Fund.

Strategic Plan:

See agenda item Ratification of Health Care Agreement.

Human Resources:

See agenda item Ratification of Health Care Agreement.

RISKS

See agenda item Ratification of Health Care Agreement.

OTHER OPTIONS/ALTERNATIVES

Other alternatives deemed not viable.

RECOMMENDATIONS

The evaluation committee recommends award to MESSA, ADN Administrators Inc., Davis Vision Inc. Prudential Insurance Company of America, and Hylant Group (MetLife), whose proposals met all required specifications, and were deemed most advantageous to the College and subject to the ratification of the Health Care Task Force tentative collective bargaining agreement.

ATTACHMENTS:

1. Pre-award Transmittal Document – Employee Health Insurance Benefits

**PRE-AWARD TRANSMITTAL DOCUMENT
REQUEST FOR PROPOSAL**

Bid No.: 12300-400-10EL
Project Title: Employee Health Insurance Benefits

Opening Date: March 31, 2010
Buyer: Evelyn Lynn

1. Statement of Need:

The purpose of this request is to identify vendors to provide Medical, Pharmacy, Dental, Vision, Life, Long Term Disability, and Accidental Death and Dismemberment Benefits.

2. Description of Supply or Service:

Selected vendors will provide all benefits as stated in the specifications.

3. Proposals Received:

Proposals were sent to twenty-one vendors. Proposals were received from seventeen vendors.

The request for proposal was posted at the State of Michigan Bid Systems www.bid4michigan.com

Medical, Dental, Vision, Life, LTD, AD&D, Pharmacy Vendors	Location	Proposal Response
Associated Insurance Plans	Libertyville, IL	Responded
Benefit Consulting Group (Blue Cross Blue Shield, Unum)	Mt Pleasant, MI	Responded
Lewis Insurance Agency LLC/Humana	Detroit, MI	Responded
MEBS	Grand Rapids, MI	No Response
MESSA	East Lansing, MI	Responded
SET SEG (PHP)	Lansing, MI	Responded
SIG Benefits MI LLC (with Blue Cross Blue Shield)	East Lansing, MI	Responded
McLaren Health Plan (Medical only)	Flint, MI	Responded

Dental Vendors	Location	Proposal Response
ADN Administrators Inc.	Bingham Farms, MI	Responded
AssureCare	East Lansing, MI	Responded
Delta Dental Plan of Michigan	Okemos, MI	No Response
United Concordia Companies	Harrisburg, PA	Responded

Vision Vendors	Location	Proposal Response
AssureCare	East Lansing, MI	Responded
Davis Vision Inc.	Plainview, NY	Responded
Heritage Vision Plans Inc.	Detroit, MI	Responded

Life, LTD, AD&D Vendors	Location	Proposal Response
AMS/BFMA LLC	Battle Creek, MI	No Response
Hylant Group (MetLife)	Ann Arbor, MI	Responded
Prudential Insurance Company of America	Newark, NJ	Responded
Standard Insurance Company	Troy, MI	Responded
The Hartford	Birmingham, MI	No Response

Pharmacy Only Vendors	Location	Proposal Response
EHIM, Inc.	Southfield, MI	Responded
Express Scripts Inc.	St. Louis, MO	Responded

Funding Source: General Fund

4. Award Recommendation:

The evaluation committee consisted of staff from Purchasing, Financial Services, Human Resources, all seven labor unions, with consulting services provided by Health Management Associates. Vendor proposals were evaluated based upon expertise, qualifications, and pricing for the proposal. The evaluation committee recommends award to MESSA, ADN Administrators Inc., Davis Vision Inc., Prudential Insurance Company of America, and Hylant Group (MetLife) whose proposals met all required specifications, were deemed the most advantageous to the College and subject to the Health Care Task Force tentative collective bargaining agreement. The contract period is from July 1, 2010 to June 30, 2013.

5. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

6. Board of Trustee Review:

Approve/Disapprove

Date

**Lansing Community College – Board of Trustees
June 21, 2010**

Agenda Item: Sole Source/Development Dimensions International, Inc.

Presented for Action

PURPOSE

To purchase training materials from Development Dimensions International, Inc. for BCI contract training.

BACKGROUND

Lansing Community College Business and Community Institute (BCI) is a designated educational partner of Development Dimensions International, Inc. and provides their training materials for BCI customers. These materials include: Targeted Management, Techniques for a High-Performance Workforce, Interaction Management: Tactics and Strategies for Effective Leadership, IM:EX, IM:ExP, and Service Plus. BCI is not obligated for any minimum purchase amount, and may terminate the agreement with sixty days written notice.

IMPLICATIONS

Financial:

Contract Period: 3 years plus 2 (1) year options to extend, beginning July 1, 2010.
Estimated contract total amount is \$1.6 million.

Estimated Purchases Include:	Option Years:
2010 \$250,000	2013 \$350,000
2011 \$300,000	<u>2014 \$350,000</u>
<u>2012 \$350,000</u>	\$700,000
\$900,000	

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk management implications.

OTHER OPTIONS/ALTERNATIVES

Development Dimensions International, Inc. is the sole provider for these materials.

RECOMMENDATIONS

The evaluation committee recommends award to Development Dimensions International, Inc.

ATTACHMENTS:

1. Pre Award Transmittal – Development Dimensions International, Inc.

**PRE-AWARD TRANSMITTAL DOCUMENT
SOLE SOURCE**

Bid/Proposal No.: Sole Source
Project Title: Development Dimensions International

Opening Date: June 4, 2010
Buyer: Rebecca G. Beard

1. Description of Supply or Service:

Lansing Community College Business and Community Institute (BCI) is a designated educational partner of Development Dimensions International, Inc. and provides their training materials for BCI customers. These materials include: Targeted Management, Techniques for a High-Performance Workforce, Interaction Management: Tactics and Strategies for Effective Leadership, IM:EX, IM:ExP, and Service Plus. BCI is not obligated for any minimum purchase amount, and may terminate the agreement with sixty days written notice.

Contract Period: 3 years plus 2 (1) year options to extend, beginning July 1, 2010. Estimated contract total amount is \$1.6 million.

Estimated Purchases Include:	Option Years:
2010 \$250K	2013 \$350K
2011 \$300K	<u>2014 \$350K</u>
<u>2012 \$350K</u>	\$700K
\$900K	

2. Pricing Received:

Vendor	Location	Not To Exceed Amount
Development Dimensions International, Inc.	Bridgeville, PA	\$1,600,000

Funding Source: General Fund

3. Award Recommendation:

Recommend award to Development Dimensions International, Inc. for training materials for a 3 year contract with 2 (1) year options to extend for an estimated contract total amount for \$1.6 million.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

**Lansing Community College – Board of Trustees
June 21, 2010**

Agenda Item: Sole Source/Degree Works and Flexible Registration Bundle

Presented for Action

PURPOSE

To purchase the Degree Works and Flexible Registration bundle from SunGard Higher Education.

BACKGROUND

Degree Works provides user-friendly, web-based academic advising, degree audit, and transfer articulation tools that can help students and their advisors negotiate curriculum requirements. Degree Works is an integrated add-on to Banner Student. Academic planning tools and real-time counseling capabilities help advisors provide consistent and meaningful direction to students, and the aggregated data that Degree Works captures provides administrators with important metrics for planning academic programs and understand emerging enrollment trends.

Flexible Registration is a new addition to the Open Digital Campus suite of solutions that will provide a rich web-based experience for LCC learners to search, register, and purchase non-credit courses.

IMPLICATIONS

Financial:

SunGard Higher Education Services has offered LCC package pricing for Degree Works and Flexible Registration which includes software license, maintenance, and professional services for \$336,373. These modules are included in the FY11 budget approved by the Board on May 17, 2010.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk management implications.

OTHER OPTIONS/ALTERNATIVES

None

RECOMMENDATIONS

The evaluation committee recommends the purchase of the Degree Works and Flexible Registration bundle from SunGard Higher Education.

ATTACHMENTS:

1. Pre Award Transmittal – Degree Works and Flexible Registration Bundle

**PRE-AWARD TRANSMITTAL DOCUMENT
SOLE SOURCE**

Bid/Proposal No.: Sole Source
Project Title: Degree Works and Flexible
Registration Bundle

Opening Date: June 7, 2010
Buyer: Rebecca G. Beard

1. Description of Supply or Service:

Degree Works provides user-friendly, web-based academic advising, degree audit, and transfer articulation tools that can help students and their advisors negotiate curriculum requirements. Degree Works is an integrated add-on to Banner Student. Academic planning tools and real-time counseling capabilities help advisors provide consistent and meaningful direction to students, and the aggregated data that Degree Works captures provides administrators with important metrics for planning academic programs and understand emerging enrollment trends.

Flexible Registration is a new addition to the Open Digital Campus suite of solutions that will provide a rich web-based experience for LCC learners to search, register, and purchase non-credit courses.

2. Pricing Received:

Description	Amount
Degree Works and Flexible Registration Software Licenses	\$188,000
Implementation and Training Services	\$100,800
Maintenance and Support – July 1 to July 31, 2010	\$2,820
SunGard Estimated Travel Expenses	\$10,800
Maintenance and Support – August 1, 2010 to July 31, 2011 (to be invoiced with other SunGard licenses)	\$33,953
Total	\$336,373
Note: HP Hardware to be purchased separately – Estimated \$45,000 from the CDW-G contract	

Vendor	Location	Amount
SunGard Higher Education	Malvern, PA	\$336,373

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee recommends the purchase of the Degree Works and Flexible Registration bundle from SunGard Higher Education.

4. Reviewed By:

Rebecca G. Beard, Ph.D., C.P.M.
Director, Purchasing Department

Date

Catherine A. Fisher, C.P.A.
Chief Financial Officer

Date

5. Board of Trustee Review:

Approve/Disapprove

Date

Committee Reports

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
May 3, 2010

Audit Committee Meeting

Adopted Meeting Minutes

Call to Order

The meeting was called to order at 6:01 p.m.

Roll Call

Present: Meyer, Canja

Absent: None

Trustee Proctor arrived at 6:03 p.m.

Additions/Deletions to the Agenda

There were no additions or deletions to the agenda.

Limited Public Comment Regarding Agenda Items

There were no limited public comments regarding agenda items.

Approval of Minutes

IT WAS MOVED by Trustee Canja and supported by Trustee Meyer to approve the April 5, 2010 Audit Committee meeting minutes.

Roll call vote:

Ayes: Canja, Meyer, Proctor

Nays: None

Absent: None

The motion carried.

President's Report

Informational – Audit Planning for the Upcoming Fiscal Year 2010

Michelle Fowler of Rehmann Robson reviewed the Audit Plan for the upcoming FY 2010. This report is on file with the official Audit Committee meeting materials.

Ms. Fowler will present at the October Board of Trustees meeting.

Informational – Purchasing Reports

Catherine Fisher presented the following reports which are detailed in the Audit Committee meeting materials:

1. Purchasing Reports
 - a. Sole Source Purchase Order Reports
 - (1) April 2010
 - b. Blanket Purchase Order Reports

Action Item – Change Order Transmittals

IT WAS MOVED by Trustee Canja and supported by Trustee Proctor to approve the Change Order Transmittal for Grigg Media L.L.C.

Committee Chair's Report

IT WAS MOVED by Trustee Canja and supported by Trustee Proctor to develop policy and travel guidelines for expenses incurred when a conference is unattended by a Trustee.

Roll call vote:

Ayes: Canja, Meyer, Proctor

Nays: None

Absent: None

The motion carried.

Public Comment

There were no public comments.

Adjournment

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

Ayes: Canja, Meyer, Proctor

Nays: None

Absent: None

The motion carried.

The meeting adjourned at 6:54 p.m.