



Lansing Community College Board of Trustees

**Regular Meeting
March 15, 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

March 15, 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. Resolution Presentations
 - A. Resolution Honoring the Lansing School District and Board of Education
 - B. Resolution in Support of the United States 2010 Census
- V. Approval of Minutes
 - A. February 16, 2010 Regular Board of Trustees Meeting
- VI. Additions/Deletions to the Agenda
- VII. Limited Public Comment Regarding Agenda Items
- VIII. President's Report
 - A. Informational
 - 1. FY 2011 Budget Update
 - 2. Course Fee Analysis
 - 3. Monthly Financial Statements
 - B. Action Items – (Consent Agenda)
 - 1. FY 2010 Budget Reconciliation

2. Voluntary Retirement/Separation Incentive Program II
3. Partnerships with Arialink on a Federal Broadband Technology Opportunities Grant
4. Finance
 - a. Invitation for Bids
 - (1) HP Servers and Blades
 - b. Request for Proposals
 - (1) Dental Hygiene Clinic Chair, Lights & Stools
 - (2) Student Online Tuition Payment Plan
 - (3) Telephone Service Provider

IX. Chairperson, Committee and Board Member Report

A. Chairperson's Report

1. New Board Governing Policies
2. Moving the October 18, 2010 Regular Board of Trustees Meeting
3. Information and Announcements
4. Other

B. Committee Reports

1. ACCT Legislative Summit Report – Trustee Woods
2. Career Connections Board Report – Trustee Meyer
3. Foundation Board Report – Trustee Smith
4. Workforce Development Board Report – Trustee Proctor

C. Board Member Reports

1. Trustee Woods
 - a. Revisit the Revised Workplace Consensual Policy

X. Closed Session

XI. Public Comment

XII. Board Evaluation

XIII. Adjournment

Resolutions



Lansing Community College Board of Trustees

A Resolution

HONORING

The Lansing School District and Board of Education

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

WHEREAS, the Lansing School District and its Board of Education are focused on the provision of a quality and relevant educational experience for students in a safe and nurturing environment; and

WHEREAS, the Lansing School District and its Board of Education seek to endow students with outstanding academic and social competencies in pursuit of student success; and

WHEREAS, by teaching those skills, the Lansing School District and its Board of Education strive to prepare students for post-secondary education and the workplace; and

WHEREAS, the Lansing School District and its Board of Education endeavor to provide an educational foundation for the workers and leaders of the next generation; and

WHEREAS, the Lansing School District and its Board of Education continue to work tirelessly with the community to provide incentives and a safety net for students in their efforts to succeed; and

WHEREAS, as a result of these efforts, the Lansing School District and its Board of Education have forged numerous successful partnerships to accomplish their Vision; so

NOW, THEREFORE, BE IT RESOLVED that the members of the Lansing Community College Board of Trustees express gratitude to the Lansing School District and our colleagues on the Lansing School District Board of Education for their dedication and commitment and pledge support of their efforts to provide students with a foundation for rewarding and productive lives and a commitment to work together with them in partnership to raise the educational level of our community and bring new hope and opportunity to all.

AND BE IT THUS RECORDED THIS 15th day of March 2010.



Lansing Community College Board of Trustees

A Resolution

IN SUPPORT OF

THE UNITED STATES 2010 CENSUS

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

WHEREAS, the United States Constitution requires a Census of the population every 10 years; and

WHEREAS, every person living in the United States has the right and obligation to be counted; and

WHEREAS, the U.S. Census Bureau recommends that local governments work together to form Complete Count Committees, which are teams of community leaders to develop and implement a locally based outreach and awareness campaign for the 2010 Census to ensure every person in this jurisdiction is counted; and

WHEREAS, Lansing Community College recognizes the vital importance of an accurate 2010 Census as affecting our community's political representation on a state, federal and local level and its impact on the percentage of more than \$400 billion in Federal and State funds returned to communities annually; and

WHEREAS, we recognize the need for an intensive public education campaign to inform our community about the importance of being counted in the Census, stressing confidentiality of the Census information that is collected; and

WHEREAS, we recognize the need for all faculty, students and staff to support and participate in the U.S. 2010 Census effort to ensure a complete Census count; and

WHEREAS, we also recognize the need for our students to understand the importance of being counted in the Census as part of their civic responsibility; and

WHEREAS, we believe our students can inform their families and communities about the importance of completing the Census form;

NOW, THEREFORE BE IT RESOLVED, that Lansing Community College supports the City of Lansing Complete Count Committee charged with the responsibility communicating the efforts of the Census Bureau by attempting to reach all segments of the population, and especially LCC students, faculty and staff.

AND BE IT THUS RECORDED THIS 15th day of March, 2010.

Approval of Minutes

LANSING COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 16, 2010

Regular Meeting
Unadopted Meeting Minutes

Call to Order

The meeting was called to order at 6:09 p.m.

Roll Call

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

Trustee Smith arrived at 6:18 p.m.

Pledge of Allegiance

Trustee Woods led the Pledge of Allegiance.

Update from Representative Joan Bauer

Representative Bauer provided the following update:

- As a State Representative she is the Chair of the Higher Education Appropriations Subcommittee, Vice Chair of the Community College Appropriations Subcommittee that oversees the budget of our 28 community colleges and serves on the Economic Development Subcommittee.
- The Governor submits to the House and Senate a recommended budget. The annual budget should be approved by October 1st. State Representatives are hopeful this work will be completed by July 1st.
- The general fund portion of the budget is \$7.9 billion dollars and school aid budget is \$10.5 billion dollars. Three years ago the general fund budget was around \$9.3 billion, which today is a 20% loss of general fund dollars.
- Funding for Community Colleges (\$300 million), Higher Education (\$1.5 billion), Corrections (\$2 billion), Community Health, Human Services and revenue sharing comes out of the general fund.
- We are currently looking at a \$1.3 to \$1.5 billion dollars deficit. Some of that deficit will be filled with stimulus money the State still has. The school aid fund for the coming year is starting out with an anticipated deficit of \$424 million.

- The Governor's recommendations involve some significant cuts. \$39 million in cuts to Community Health, \$39 million in cuts to Human Services, \$39 million in cuts to Higher Education, and \$60 million across other State Departments.
- There is a list of 29 proposed reforms.
- The Governor's recommendation is to lower the sales tax to 5.5% and spread it to services to generate enough money for next year to fill the deficit in school aid.
- The Governor has recommended Community College funding at \$299 million. From that, LCC would get \$29,762,500 million.
- The Legislature is concerned about the amount of resources it takes Community Colleges to get students up to speed so they can be successful at getting a degree. The need for remedial assistance seems to be increasing. Currently LCC only receives \$147,000 for LCC at-risk students.
- There has been a lot of discussion about whether Community Colleges should be allowed to grant 4-year degrees. Currently there are a few colleges that want to grant 4-year degrees. The degrees being looked at are Cement Technology, Culinary Arts, Maritime Technology and Nursing.

Trustee Meyer stated it is important to have the sales tax expanded on services and asked if it would be helpful if the Board did something in support of that.

Trustee Canja suggested this be discussed under Board member reports.

Approval of Minutes

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson that the minutes of the January 19, 2010 Organizational meeting be adopted.

Trustee Canja stated that she submitted edits to the Administrative Assistant.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Additions/Deletions to the Agenda

The following additions were made to the agenda:

- Chair Canja requested that an update on the Washington, D.C. visit be provided under the President's report.

- Trustee Woods asked to make comments on his visit to the cafeteria under Board member reports.

Limited Public Comment Regarding Agenda Items

Michael Williams: Good evening, my name is Michael Williams. I come to thank the Trustees for the recent addition to the community college. Chair Canja and Dr. Knight have supported so hardily and put the Lansing Chess Club into space at LCC. I just want to thank you for that. Our Chess Club meetings are working out fine. Our first full Chess Tournament will be held this Sunday and I invite everyone to come by and take a look to see what's going on. The Lansing Chess Club is an adult chess club where anyone can come, including children. We have pick-up games and casual chess playing. We sponsor a tournament once a month. I teach 3rd graders in the Lansing School District and March 27th will be the 9th Annual Lansing School District Chess Tournament. We have a saying that if you think it is just a game you are probably not doing it right. Chess and music are the only things that can raise IQ's in the elementary school kids. The Chess Club is a club that has been looking for a home a lot of years. Thank you, we are doing well, please come by to see us. We are in TLC room 127, Wednesdays from 6 – 10 p.m.

PRESIDENT'S REPORT

Informational

President Knight gave the following update:

- He stated that Get a Skill, Get a Job or Your Money Back is a good ideal. There are many people who are discouraged and not confident about finding a job. They are discouraged from seeking training because there may not be a job at the other end. Dr. Knight believes in responding to the needs of business and where the jobs are. The students in this program will have to sign a contract which stipulates that they will attend class, complete assignments, study, be successful on examinations, learn about letter writing, interviewing and getting a job. LCC will sign the contract and also make a commitment. The student will have to pay in some money to show commitment and LCC will have to be successful in delivering quality instruction and providing supervision and adequate supplies. There will be a selective admission process, where candidates will be interviewed and chosen based on the highest probability of success. The goal is an on-going effort for the community to perceive LCC as the place to go to get an education and a job. The program will roll out in a month with the specific skills listed.

Social Networks Presentation

Lucian Leone spoke on the four social media's that LCC focuses on:

- 1) Facebook
- 2) Twitter
- 3) You Tube
- 4) Flickr

YouthBuild Partnership

George Berghorn, Department Chair, Environmental, Design & Building Technologies provided a Power Point presentation on the YouthBuild Partnership which is on file with the official Board meeting materials.

- Program Background
 1. Begun in 1988 in Harlem, NY
 2. Comprehensive approach – individuals and communities
 3. Currently 273 YouthBuild programs in 45 states, Washington, DC, and the Virgin Islands
- Lansing YouthBuild
 1. \$1.1 million Department of Labor grant – 2009
 2. Multi-faceted community partnership
 3. Two-year pilot project
 4. Thirty participants per year
- Lansing YouthBuild Student Profile
 1. 28 participants selected for 2009-10
 2. Several ex-offenders
 3. Vast majority dropped out of high school
 4. Racially diverse, mostly male students
- Program Details
 1. Alternative Education
 2. Leadership Development and Civic Engagement
 3. Community Service and Development
 4. Youth Development
- Job Training and Pre-Apprenticeship

Budget Update FY 2010-11

Lisa Webb-Sharpe presented the following FY 2010-2011 budget update:

Guiding Principles

- The budget will be developed within the parameters of Board policy.
- We must continue to purchase instructional materials, supplies, and equipment to support a healthy learning environment. We must keep technology current.
- We must continue to maintain and repair facilities, emphasizing preventive maintenance over costly repairs.
- We must compensate faculty and staff at competitive levels to recruit and retain the most qualified people.

Development of our Current Services Baseline

Prior to building the College's budget for FY 2010-11, our current services baseline must be determined through a reconciliation process. That process is underway as Divisions are reviewing their FY2009-10 expenditures to date, and using that information to project funding needs for the balance of this fiscal year. Those projections create the foundation for our FY 2010-11 baselines. Assumptions used to determine the FY 2010-11 baselines are:

1. For enrollment planning purposes, we assume that the number of sections from FY 2010-11 remain constant.
2. No increase in authorized FTEs.
3. All temporary positions that are not grant funded will be removed from the budget.
4. No inflationary growth in supplies & services, as well as General Fund Capital Budget Transfers.

Development of Budget Recommendations for Board consideration

1. Begin with the FY 2010-11 baseline.
2. All Divisions must present, for review, a plan to cut 10%.
3. New initiatives, as defined below, should be submitted when Divisions submit their budget requests. All costs and program service impacts associated with new initiatives must be included in the submission.
4. Three-year plans will be developed for:
 - Information Technology Replacement
 - Media Technology Replacement
 - Maintenance & Replacement
 - Division Renovations
 - Major Equipment
5. Per Board policy, Contingency Funds will equal 1 percent.

6. If a determination is made that additional sections need to be added, a fund source will be available within Academic Affairs.
7. Decisions resulting from the Academic Program Analysis will be incorporated into the FY 2010-11 Budget Recommendation to the Board.

Initiatives include the following:

- Funding for innovation to keep pace with new technology
- Funding for new revenue sources
- Financial Improvement initiatives that require investment to increase revenue or decrease expenses in the future
- Non discretionary cost increases in services and supplies

FY2011 Budget Planning Timeline

3/15/2010	Present FY2010 reconciliation for approval and FY2011 preliminary budget overview at Board meeting
4/19/2010	Present FY2011 budget proposal at Board workshop prior to Board meeting
5/17/2010	FY2011 budget proposal presented at Board hearing and for approval at Board meeting

Chair Canja stated she's heard the President say that across the board cuts are not the way to go and has said many times that he would not support them because it does not help in selecting priorities and in deciding which areas are most important. She stated that based on his comments she was not clear why LCC was requiring 10% across the board budget cut proposals and how those suggestions will be used.

Ms. Webb Sharpe responded that because of the college's expectations on how the revenue will come in, some changes have to be made and a budget has to be built that prepares LCC if state appropriation dollars comes in at a lower amount. She stated that the 10% cut plan does not mean that every program has to be cut by 10% and that they are looking for areas of revenue growth and efficiencies. Ms. Webb Sharpe clarified that this process does not mean that all cuts offered will be accepted and that this process will give the Board and President options to select from the cuts that have been proposed.

Dr. Knight stated that he does not like across the board cuts because in some programs there is nothing to cut. He stated that his staff has made it clear that this not an expectation for every unit.

Course Fee Adjustment Framework

Dr. Shanblatt presented a Power Point presentation on the proposed new process to develop course fees. This presentation is on file with the official Board meeting material.

Trustee Proctor asked when implemented what affect the process would have on the budget and asked if it was revenue neutral.

Dr. Shanblatt responded that they were not prepared tonight to say what affect it would have on the budget but would be next month.

Trustees Woods stated that in making his decision it would be helpful to know if the college has lost people when there was an increase in fees.

Chair Canja stated that she understood the process but did not agree that where additional instructors are a necessary part of the course – for example, where science labs are an integral part of the science class - that the costs for the lab instructor should be build into the fees rather than tuition.

Trustee Smith asked to see different options of what other colleges were doing for comparison and wanted the Board to be clear on the philosophy that will be implemented for the college.

Trustee Meyer stated that the college should follow the template as outlined to be consistent across the board. He stated that they should follow the template, go through the process, and then look at the outcomes and make judgments based on having followed a consistent methodology.

Trustee Hollister stated that it is the job of the Administration to come before the Board with recommendations and did not want the Board to be given a huge report to review.

Monthly Financial Statements

Lisa Webb Sharpe presented the following monthly financial statements:

1. Statement & Summary as of January 31, 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 January 31, 2010
 - b. LCC Card Vendor Payments > \$10,000 for January 2010
3. Fifth Third Bank Investment Accounts Schedule as of January 31, 2010

Update on the 2010 ACCT Legislative Summit

Dr. Knight stated that the ACCT Legislative Summit was cancelled due to the weather. He said that 2,000 people were expected to attend and only 200 were there. Dr. Knight stated that Dr. Chase was able to attend and that the Legislative Summit was rescheduled for March 10 – 12, 2010.

Dr. Chase provided the Board with legislative priorities and other handouts he had received from the summit.

Action Items – Consent Agenda

The following items were presented under the consent agenda:

1. Course Fees
2. Student Services Renovations
3. Get a Skill, Get a Job Program
4. Revised Workplace Consensual Relationships Policy
5. Capital Project Budget
 - a. Washington Court Place Mechanical System and Roofing System Replacement; and Foundation Repairs.
6. Finance
 - a. Change Order Transmittal
 - (1) The College Board/College Entrance Examination

Trustee Woods requested that the revised Workplace Consensual Relationships Policy be removed and stated that he questioned whether from a legal standpoint given the role a teacher has over a student, this policy is valid compared to the law.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister to approve the President's consent agenda items with the removal of the revised Workplace Consensual Relationship Policy.

Roll call vote:

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

The motion carried.

Action Items – Revised Workplace Consensual Relationships Policy

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Hollister to approve the revised Workplace Consensual Relationships Policy.

Trustee Woods stated that he had a question regarding the criminal sexual misconduct and that the proposed policy seemed to be in direct violation with the statute and he does not see how this policy follows the statute.

David Fernstrum said that this policy cannot supersede criminal law.

Trustee Woods stated that he did not see how this policy would prevent risk of sexual harassment allegations.

Trustee Rasmusson stated that if the college did not have a policy the college would have difficulty disciplining people who violate or treat someone badly.

Trustee Smith stated that another college has a policy very similar to this policy and that this policy is for the protection of the institution.

Trustee Proctor requested the following language changes throughout the policy:

- From: *"between a faculty member and their student"*
- To: *"between a faculty member and **his or her** student"*

Chair Canja stated that she was in support of the policy.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

Chairperson, Committee and Board Member Reports

Chairperson's Report – Board Governing Policies

Trustee Canja stated that in order to effectively evaluate the President the Board came up with new Governance Policies. She stated that back in 2005 the Board adopted the Carver Model of Board Governance and under this model it keeps the Board members from focusing on the details of operations and instead focuses their attention on

direction and policy. Trustee Canja stated that the administration reviewed the policies and some of their suggestions were incorporated.

Listed below are the new Governance Policies that the Board agreed upon to use as a tool to evaluate the President on the progress he makes.

E104 – Community Impact Highly Educated Community

To fulfill its mission, Lansing Community College will:

Raise the educational level of the community by:

E-104.1 – Preparing prospective and incoming students for college level work by:

1. Providing free or low cost, community wide distribution of selected developmental courses and assessment testing;
2. Partnering with K-12 districts and ISD's to reduce the number of high school graduates who must take developmental English and math in college;
3. Partnering with K-12 districts and ISD's to substantially increase the number of dual enrollment students and the opportunity to earn an associate's degree by high school graduation.

E-104.2 – Emphasizing foundational skill development to give learners maximum employment flexibility by:

1. Developing employability skills such as:
 - a. Timeliness, grooming, productivity, reliability and loyalty;
 - b. Teamwork & collaborative skills, horizontal and vertical skills and basic ethics;
 - c. Entrepreneurship;
 - d. How to learn and how to continue to teach oneself.
2. Developing "Mechatronics"-type skills program(s);
3. Partnering with local economic development entities to identify skills currently needed and those that will be needed in the next 1, 3, and 5 years.
Developing timely delivery of skills training.

E-104.3 – Increasing Outreach to Underrepresented and Underserved Segments of Community by:

1. Partnering with community stakeholders to effectively reach and engage:
 - a. High school dropouts and those at risk of dropping out;

- b. Young mothers and pregnant teens;
 - c. Minorities;
 - d. Persons with disabilities.
- through initiatives such as:
- a. Expanding the HSDCI program to triple enrollment;
 - b. Assigning a recruiter to every high school and considering incentives for recruiters;
 - c. Creative development of gateway classes that will appeal to disenfranchised and/or at-risk students and for which credit may be earned and/or which embody core competencies or employability skills;
 - d. Aligning LCC high school offerings with core requirements for high school graduation and/or employability skills;
 - e. Creating a co-op day care offering credit in daycare/childcare;
 - f. Developing a program to teach entrepreneurial skills and opportunities tailored to women with young children.
- 2. Partnering with faith-based and other community entities to expand information dissemination, enrollment outreach and support, and educational offerings off campus.
 - 3. Keeping tuition affordable and preserving the role of LCC as “the people’s college.”

E-105 Student Success

To fulfill its mission, Lansing Community College will:

E-105 1 - Focus on, invest in and implement programs and initiatives that will substantially and positively impact student retention and completion including:

- 1. Developing alternative delivery systems that allow for greatest accessibility such as cable TV, online courses, onsite short courses, podcasts and role-playing;
- 2. Creating mechanisms to track progress of at-risk students and increasing on-campus support to underserved, underrepresented and at-risk members of the student body;
- 3. Promoting an optimal transfer experience for students.

E-106 Marketing and Communication

To fulfill its mission, Lansing Community College will:

E-106 1 - Increase the effectiveness of internal marketing and communication throughout the College and external marketing and communication throughout the communities LCC serves by:

1. Increasing the effectiveness of internal communication by implementing a methodology embracing democratic input, dialog and problem solving through identification of root causes and effective solutions.
2. Increasing the effectiveness of external marketing and communication in order to educate the community, increase community familiarity with the college, increase enrollment and promote educational opportunities and programs by:
 - a. Improving and utilizing LCC TV, LCC radio and online and print media;
 - b. Utilizing neighborhood organizations and newsletters;
 - c. Utilizing Trustees and Executive Leadership personnel to represent the college at community meetings and events;
 - d. Utilizing the LCC sports teams as family-friendly entertainment and community outreach vehicles;
 - e. Improving the marketing of K-12 programs and initiatives.

E-107 Academic and Workforce Development Excellence

To fulfill its mission, Lansing Community College will:

E-107 1 - Promote a spirit of excellence by:

1. Expanding honors courses and programs and expanding high level science and math offerings;
2. Developing "centers of excellence" to distinguish LCC from other entities;
3. Periodically reviewing and evaluating workforce development and academic programs to include student assessments, student success, employer assessments and objective measures of performance.

Trustee Proctor stated that under Governance Policy E-104.1 the term prospective student is broad and asked what this encompassed in terms of the reach. Trustee Proctor said that he does not want LCC to replicate what K-12 does and that LCC started out as an expansion of the K-12 system under the Lansing School District but later became a separate entity. He further stated that \$5 million taxpayer dollars is already being spent on remedial education. He asked how LCC plan to incorporate the notion of preparing prospective students and what it would cost LCC to do that.

Trustee Woods stated that he already submitted his suggestion to the Board and asked that they be part of the revisions. He read the following suggestions:

1. Review the language and look at the University of Michigan as a best practice.

2. LCC needs to do a better job of purchasing from businesses that pay property taxes to LCC.
3. Request an attorney to review the Board's language to ensure the Board is not in violation of Proposal 2. It will not change the Board's focus but ensures the proper language. The Board should look at University of Michigan as a best practice.
4. A better connection between the Foundation and Grant offices is needed in their role to secure funds to make college affordable for economically challenged students.
5. A stronger emphasis for BCI in this process is needed.
6. The development of an evaluation process on an annual basis is needed. The college can have an awards program sponsored by the Board to highlight and recognize employees who go above and beyond.
7. Internal communications needs to be improved with the Board. Some of the administration feel that their role is to inform the Board instead of sometimes having the Board in on the decision making process.
8. LCC should consider using alumni from local high schools to recruit from their respective high school and provide an incentive for them to attend LCC.
9. Need to do a better job of identifying how we will review our finances and resources to ensure optimal efficiency.
10. Critical thinking should be part of the core curriculum.
11. Do a better job of engaging the community to come on our campus for various programs.
12. There needs to be a comprehensive diversity program for LCC that goes beyond race. This should include supplier, diversity training and how diversity should be seen as a positive in terms of growth and development.

Trustee Hollister stated the ideas that he has are just suggestions and that the Board was elected to give different perspectives. He stated that the Board did a lot of work and that these policies accurately reflect the discussions that the Board has had and that keeping the right perspective on what the Board is trying to do is important.

Trustee Smith stated that the Board needs to look at how it wants diversity to play out throughout the entire college. She stated that there are best practices out there the college can look at. She also stated that the Board doesn't want to find out about decisions afterwards, but would like the college to look at how the Board can be involved in the discussion before something comes to them.

Trustee Proctor stated that the discussions have been healthy. He asked what this would cost, given that the college has limited resources. He asked, "What is the college going to give up if the Board moves in this direction?"

Trustee Canja stated that because the Board is holding someone accountable for meeting these goals, this could mean some decisions could be made to go in certain

directions that otherwise might not have been made if these new policies weren't embodied. She stated that the Board's role is to speak with one voice as a Board and when the Board speaks with one voice, it wants to put that into policy. She said she expects that whatever the Board adopts, the administration will come before the Board to communicate what they are able to take on this year and what the college is going to have to give up to do it. It would then be up to the Board to support that.

Trustee Meyer stated that during his campaign many of these principles were talked about in the community by individual people. He stated that pieces can be taken out of these new policies that are very timely. He said employability skills were talked about at a number of community forms. He further stated that these policies provide goals and objectives that are laudable and they would have to find out if they are executable. Trustee Meyer stated that a road map or strategy is needed going forward and he has a comfort level with these policies in the broad sense.

Trustee Woods asked what the process was in involving the President. He asked if these policies would be shared with the President before adoption or will the Board adopt and then tell the President.

Trustee Canja stated that the first draft was shared with the President and the Board received significant input from the administration. She said that the input from the administration was integrated in the policies and there is nothing currently new that has not been previously shared with the administration. She stated that there were two new things added that the administration suggested and the Board supported.

Trustee Woods stated that because the Board is going to use these policies as an evaluation tool for the President, the Board or the Chair should meet with the President to make sure there is clarity and understanding before being voted on. He commended Trustee Canja for the outstanding work she had done in the process and moving the Board forward and asked that an opportunity be given to meet with the President.

Trustee Hollister agreed that the Board should have a discussion with the President.

Committee Reports – Audit Committee Report

3-Year Internal Audit Plan

Trustee Meyer provided the following Audit Committee update:

- A 3-year internal audit plan was adopted.

IT WAS MOVED by Trustee Meyer and supported by Trustee Woods to accept the 3-year internal audit plan.

Roll call vote:

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

The motion carried.

2010 Audit Committee Meeting Calendar

The Audit Committee adopted the following meeting calendar below:

March 1, 2010
April 5, 2010
May 3, 2010
June 7, 2010
September 7, 2010
(*Tuesday due to Labor Day*)
October 4, 2010
November 1, 2010
December 6, 2010

Committee Reports – Foundation Board Report

Trustee Meyer presented the following report:

- At his first meeting he was impressed with the number of attendee representing a diverse and wide section of the community.
- He was able to get an understanding of the financial discipline in seeking donations as well as the discipline in evaluating requests and moving and making investments in the things that are strategically important to the community and the college.

Committee Report – Workforce Development Board Report

Trustee Proctor submitted a written reported which is on file with the official Board meeting materials.

Board Member Reports

Trustee Rasmusson stated that sometimes when a student or a parent is dissatisfied with a decision made by the administration he sometimes questions if the decisions being made were done with minimum due process. He stated that one decision in particular did not appear to be in line with what is required by ADA and FERPA but thinks this has been corrected and there is nothing left for discussion.

Trustee Woods stated that he attended the Soul Food lunch today in the cafeteria and in talking with the students he found out that their number one issue was parking. He

said that students informed him that they have to arrive one hour early before a class starts to find adequate parking. Trustee Woods stated that in talking with one student he was told that in one of their classes the teacher compared them to being a thug. He said the student stated that this is the normal conversation of how this teacher talks with their students. Trustee Woods stated that he wanted to ask the President if LCC has an annual evaluation schedule and if so he would like a report next month on what that evaluation schedule consists of. He asked if students are involved in the process, if LCC provides professional development training on how to deal with different types of students from all ages and how LCC deals with teaching difficult students or teaching students that had a challenging time coming from high school or re-entering the classroom. Trustee Woods asked what the diversity plan for the entire college is and how LCC teaches diversity and trains people in diversity.

Trustee Woods stressed that the comments from the student were just allegations and not something that was a proven fact, but that he was interested in how LCC really evaluates its faculty, what role the Union plays and whether the Union provides training. He asked how the Union encourages that their members are the best of the best. Trustee Woods stated that he was interested in a report by the next Board meeting. He stated that he would like to ensure LCC's reputation of being the People's College and ensure that LCC has a good check and balance system of making sure LCC faculty are talking with its students with respect.

Trustee Woods stated that because of what has happened at the University of Alabama in Huntsville, he would like a report on LCC's workplace safety and would like to know what LCC is doing to ensure that the students and employees are safe at LCC. He also asked what LCC's emergency plan is.

Closed Session

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister that the Board go into closed session for the purpose of considering strategies in connection with collective bargaining and to consider the purchase, sale or lease of real property.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 9:00 pm

The Board returned to open session at 10:27 p.m.

Roll call:

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

Absent: Smith

Trustee Smith arrived at 10:28 p.m.

IT WAS MOVED by Trustee Hollister and supported by Trustee Woods to authorize the President to proceed with the real estate transaction as discussed in closed session.

Roll call vote:

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

Nays: Proctor

Absent: None

The motion carried.

Public Comment

There were no public comments.

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 10:29 p.m.

President's Report

Informational Items

Lansing Community College – Board of Trustees
March 15, 2010

Agenda Item: FY 2011 Budget Update

Presented for Information

PURPOSE

Per Lansing Community College Board of Trustees Policy, Executive Limitations: Budgeting and Forecasting, the President ..."shall present a proposed budget which:

- Contains sufficient information, in accordance with policy direction established by the Board of Trustees, to enable credible projection of revenue and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.
- Plans the expenditure in any fiscal year of no more funds than are to be conservatively received.
- Presents a budget for the general operating fund which will project fund balance to fall below a reasonable level, with a goal of ten percent of the college's operating budget.
- Presents a reasonable and prudent plan to assure the **fiscal soundness of future years** and provides for the building of organizational capacity sufficient to achieve ends in future years.
- Includes consideration of multiple, long-range administrative plans.
- Presents sufficient comparative financial and enrollment data to allow the Board and others to make accurate and ready comparisons of budget to actual data for prior fiscal years and to assess the reasonableness of projections for the proposed budget."

The administration has analyzed the current fiscal environment and will provide a draft of Budget Options for Fiscal Year 2010/11 based on current forecasts for loss of revenue and increased expenses.

BACKGROUND

There are several external factors which significantly impact the financial planning of Lansing Community College and its overall strategic planning. These factors range from changes in the economic environment within which the College is located and operates (local, state and national), to rising labor and healthcare costs, to changes in student demographics and occupational choices and trends. Given the College's location, the first factor – the economic environment – has taken a far greater significance in recent years. This environment provides a very challenging context for the College's budget and overall strategic planning, affecting the revenues from public sources and the ability to increase tax revenues and tuition.

IMPLICATIONS

Financial:

The college continues to assess and plan for the financial challenges of fiscal year 2010-11.

Strategic Plan:

LCC has a strategic goal of fiscal responsibility.

Human Resources:

There are potential impacts.

RISKS

There are significant financial, operational and reputational risks associated with the current economic environment if not properly and timely addressed.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS:

1. Power Point Presentation (will be delivered later in the week).

Lansing Community College – Board of Trustees
March 15, 2010

Agenda Item: Course Fee Analysis

Presented for Information

PURPOSE

The purpose of this item is to present the data analysis behind the request to adopt an institutional mechanism for adjusting course fees periodically based on changes in (direct) instructional expenses.

BACKGROUND

Finance and Academic Affairs have worked collaboratively to develop a methodology for determining direct course and program costs that should appropriately be covered by course fees. This methodology takes the existing process for developing course fees (revenue) using the worksheet and closes the loop to compare actual cost (expense) with revenue.

IMPLICATIONS

Financial:

Adoption of this fee mechanism will help offset the direct incidental costs associated with specific courses and programs at LCC.

Strategic Plan:

The purpose of periodic course fee adjustment is to appropriately align revenue collected with the additional expenses incurred above and beyond primary instructional cost. Course fees are based solely upon the real costs of offering courses and/or programs. LCC remains committed to affordability and responsible stewardship of public resources; incorporating an institutional practice that consistently links course fees to actual course and program costs reflects such a commitment.

Human Resources:

There are no human resources implications.

RISKS

N/A

OTHER OPTION/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS:

1. Attachment A – Comparison of Course Fees at Similar Michigan Community Colleges.
2. Attachment B – Comparison of Course Fee Revenue and Expenses for a Typical LCC Program.

Attachment A- Comparison of Course Fees at Selected Michigan Community Colleges

Course	Cell Biology		LAN Switching and Wireless		Gourmet Italian Cookery		Basic EMT I and II		Gas Metal ARC Welding	
Lansing	BIOL 127	\$26	CITN 240	\$125	HFMS 261	\$80	EMTA 101/102	\$196	WELD 110	\$175
Macomb	BIOL 1000	\$100	ITNC 2000	\$33	CULH 1050	\$150	EMSA 2611	\$100	ATWD 1140	\$33
Oakland	BIO 1530	\$40	CIS 1320	\$40	CUL 1111	\$100	EMS 1010/1100	\$50	ATW 1120	\$80
Schoolcraft	BIOL 101	\$180	CIS 271	\$40	CAP 227	\$125	EMT 115	\$280	WELD 115	\$118
Kellogg	BIOL 109	\$92	CET 236	\$220	Not offered	---	EMT 120/121	\$212	INWE 8	\$160

Attachment B - Comparison of Course Fee Revenue and Expenses for the Chemistry Program 2008-09

[illegible]

**Lansing Community College – Board of Trustees
March 15, 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 February 28, 2010 compared to budget as amended on January 31, 2010.

**Operating and Capital Budgets
and
Operating Detail Budgets**

A budget adjustment will be presented to reflect the College forecast at this Board meeting as a separate agenda item.

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 February 28, 2010 compared to February 28, 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 over \$1,637,336 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

Please see November Budget revision.

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

N/A

ATTACHMENTS

1. Statement & Summary as of February 28, 2010 includes:
 - a. Operating and Capital Budgets (page 1)
 - b. Operating Detail Budgets (page 2)
 - c. Statement of Revenue, Expenses and Changes in Net Assets (page 3)
 - d. Balance Sheet (page 4)
 - e. Plant Funds Statement of Resources and Allocations (page 5)
 - f. Capital Projects Monthly Reporting (pages 6 and 7)

2. Miscellaneous
 - a. Vendor Payments > \$10,000 for the month ended February 28, 2010 (page 8)
 - b. LCC Card Vendor Payments > \$10,000 for February 2010 (page 9)
3. Fifth Third Bank Investment Accounts Schedule as of February 28, 2010 (page 10)

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

	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010 Period Ending February 2010 (66.67% 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	\$19,841,667	\$9,920,833	66.7%
Property Taxes	\$41,722,075	\$42,147,127	\$40,825,000	\$40,825,000	\$28,814,746	\$12,010,254	70.6%
Tuition & Fees	\$44,867,839	\$49,568,717	\$50,144,681	\$52,887,681	\$38,117,695	\$14,769,986	72.1%
Other Revenues	\$3,919,554	\$2,986,480	\$3,516,489	\$3,516,489	\$1,306,105	\$2,210,384	37.1%
Use of Fund Balance							
Total Revenues	\$122,319,671	\$124,464,824	\$124,248,670	\$126,991,670	\$88,080,213	\$38,911,457	69.4%
<u>Operating Budgets</u>							
Salaries & Wages	\$57,047,240	\$61,805,934	\$62,675,401	\$63,761,066	\$40,958,198	\$22,802,868	64.2%
Employee Benefits	\$19,767,699	\$22,327,951	\$22,888,849	\$23,102,222	\$13,809,997	\$9,292,225	59.8%
Total Salaries + Benefits	\$76,814,939	\$84,133,885	\$85,564,250	\$86,863,288	\$54,768,195	\$32,095,093	63.1%
Services & Supplies	\$18,130,668	\$20,587,201	\$19,283,392	\$20,056,476	\$11,735,651	\$8,320,825	58.5%
General Institutional Scholarships	\$1,076,672	\$1,406,245	\$1,271,958	\$1,271,958	\$960,656	\$311,302	75.5%
Child Care Scholarship	\$150,313	\$246,592	\$254,142	\$254,142	\$163,657	\$90,485	64.4%
Total Sal + Ben, Serv & Supplies	\$96,172,592	\$106,373,923	\$106,373,742	\$108,445,864	\$67,628,159	\$40,817,705	62.4%
Contingency	\$0	\$0	\$1,243,000	\$1,637,336	\$0	\$1,637,336	0.0%
Promise Scholarship				\$952,233	\$952,233	\$0	100.0%
Capital Projects							
Severance-VRSIP		\$2,119,440					
<u>Banner Costs</u>							
Backfill	\$248,458	\$280,763					
Banner Phase II Contingency	\$0	\$296,803					
Capitalized Internal Costs	(\$915,088)						
Banner	(\$666,630)	\$577,566	\$0	\$0	\$0	\$0	
<u>Capital Budgets</u>							
Grant Match	\$1,048,312	\$1,045,620	\$1,045,620	\$1,045,620	\$556,194	\$489,426	53.2%
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			
Capitol Projects-2009-10		\$1,950,000		\$276,541		\$276,541	0.0%
Plant Fund - Banner Capitalized Internal	\$915,088			\$0			
Capital Projects Outlay - Bioprocessing							
Total Capital Budgets	\$16,958,302	\$19,094,700	\$16,631,929	\$16,908,470	\$16,142,503	\$765,967	95.5%
Total Revenues	\$122,319,671	\$124,464,824	\$124,248,670	\$126,991,670	\$88,080,213	\$38,911,457	69.4%
Total Allocation/Expenditures	\$112,464,264	\$128,165,629	\$124,248,671	\$127,943,903	\$84,722,895	\$43,221,008	66.2%
Change in Net Assets	\$9,855,407	(\$3,700,805)	(\$1)	(\$952,233)	\$3,357,318	\$4,309,551	
Use of Desig Funds - Univ Center							
Use of Desig Funds - Contract Implem.							
Desig Funds - Tuition Stabilization	(\$3,154,654)	\$3,154,654			\$0	\$0	
Use of Desig Funds - Change in encumbrance	(534,197)						
Total change in unrestricted net assets	\$6,166,556	(\$546,151)	(\$1)	(\$952,233)	\$3,357,318	\$4,309,551	
Unrestricted General Fund Beg of Year	\$12,569,458	\$18,545,461	\$18,189,863	\$17,999,310	\$17,999,310		
Unrestricted General Fund End of Year	\$18,736,014	\$17,999,310	\$18,189,862	\$17,047,077	\$21,356,628		

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

Fiscal Year 2010
 Period Ending FEB 2010
 (66.67% of fiscal year)

	Adopted Budget	Revised Budget	Actual	Balance	Percent Posted
<u>Operating Budgets - Divisions</u>					
Academic Affairs	\$2,883,934	\$2,119,479	\$1,275,765	\$843,714	60.2%
Administrative Services	\$10,876,024	\$10,929,953	\$6,884,706	\$4,045,247	63.0%
Advancement & External Affairs	\$3,469,061	\$3,358,917	\$2,068,319	\$1,290,598	61.6%
BCI/Corporate College	\$1,908,188	\$2,138,794	\$1,147,291	\$991,503	53.6%
Board of Trustees/Internal Audit	\$411,876	\$411,876	\$248,424	\$163,452	60.3%
Business Media and Information Technologies	\$9,369,220	\$8,753,866	\$5,745,811	\$3,008,055	65.6%
Financial Services	\$2,925,716	\$2,876,565	\$2,116,850	\$759,715	73.6%
Human Resources	\$1,590,203	\$1,834,764	\$1,216,842	\$617,922	66.3%
Human, Health and Public Services	\$10,743,848	\$10,933,879	\$6,022,800	\$4,911,079	55.1%
Information Technology Services	\$8,760,728	\$9,283,866	\$5,363,654	\$3,920,212	57.8%
Liberal Studies	\$28,126,727	\$28,204,377	\$17,419,504	\$10,784,873	61.8%
President's Office	\$1,639,290	\$2,237,330	\$1,347,002	\$890,328	60.2%
Quality, Planning & Economic Development	-\$2,066	\$0		\$0	
Strategic Planning & Partnerships	\$3,460,726	\$4,282,479	\$2,796,107	\$1,486,372	65.3%
Student Services & SEM	\$10,407,316	\$11,309,501	\$7,237,980	\$4,071,521	64.0%
Technical Careers	\$8,276,848	\$8,244,116	\$5,612,791	\$2,631,325	68.1%
Total all Divisions	\$104,847,639	\$106,919,762	\$66,503,846	\$40,415,916	62.2%
<u>Operating Budgets - Account</u>					
Administrator Full Time	\$11,135,602	\$11,202,404	\$7,156,320	\$4,046,084	63.9%
Administrator Part Time	\$1,408,390	\$1,630,254	\$1,024,977	\$605,277	62.9%
Faculty Full Time	\$16,665,430	\$16,747,173	\$10,904,816	\$5,842,357	65.1%
Faculty Part Time	\$19,283,151	\$19,263,799	\$12,658,485	\$6,605,314	65.7%
Support Full Time	\$9,397,939	\$9,505,372	\$6,103,738	\$3,401,634	64.2%
Support Part Time	\$3,284,889	\$3,791,282	\$2,082,844	\$1,708,438	54.9%
Student	\$1,500,000	\$1,620,782	\$1,027,018	\$593,764	63.4%
Total Salaries and Wages	\$62,675,401	\$63,761,066	\$40,958,198	\$22,802,868	64.2%
Employee Benefits	\$22,888,849	\$23,102,222	\$13,809,997	\$9,292,225	59.8%
Non Capital Equipment	\$295,772	\$177,729	\$119,264	\$58,465	67.1%
Institutional Expenses	\$2,225,184	\$2,208,305	\$1,238,151	\$970,154	56.1%
Utilities	\$2,508,688	\$2,708,688	\$1,591,098	\$1,117,590	58.7%
Liability Insurance	\$465,629	\$425,940	\$425,940	\$0	100.0%
Professional Services	\$1,315,860	\$1,866,943	\$1,199,461	\$667,482	64.2%
Purchased Services	\$4,097,452	\$4,319,087	\$2,306,406	\$2,012,681	53.4%
Rental Expense	\$641,928	\$631,807	\$477,387	\$154,420	75.6%
Repair and Maintenance	\$1,956,848	\$1,736,607	\$940,542	\$796,065	54.2%
Supplies	\$5,077,979	\$5,287,816	\$3,070,195	\$2,217,621	58.1%
Travel, Training and Conferences	\$698,052	\$693,554	\$367,207	\$326,347	52.9%
Total Services and Supplies	\$19,283,392	\$20,056,476	\$11,735,651	\$8,320,825	58.5%
Total Division Operating	\$104,847,642	\$106,919,764	\$66,503,846	\$40,415,918	62.2%
General Institutional Scholarships	\$1,271,958	\$1,271,958	\$960,656	\$311,302	75.5%
Childcare Scholarships	\$254,142	\$254,142	\$163,657	\$90,485	64.4%
Total College Operating	\$106,373,742	\$108,445,864	\$67,628,159	\$40,817,705	62.4%

February, 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	\$38,136,640	\$38,117,695	\$0		\$18,945		
Federal grants and contracts	\$3,552,818				\$3,552,818		
State grants and contracts	\$566,971				\$566,971		
Local grants and contracts	\$1,645,878	\$512,421			\$1,133,457		
Sales and services of educational activities and contributions	\$1,191,893	\$71,430	\$1,116,700				\$3,763
Sales and services of auxiliary activities	\$1,813,225		\$0	\$1,787,375		\$25,850	
Miscellaneous	\$935,906	\$674,899	\$0		\$261,007		
Total Operating Revenue	\$47,843,331	\$39,376,445	\$1,116,700	\$1,787,375	\$5,533,198	\$25,850	\$3,763
Expenses:							
Operating Expenses:							
Instruction	\$29,293,091	\$28,626,928	\$3,001	\$106,274	\$556,887		
Information technology	\$5,567,026	\$4,712,456	\$3,212	\$10,101	\$6,113		\$835,144
Public services	\$1,785,232	\$1,163,068	\$108,948	\$335	\$494,373	\$18,508	
Instructional support	\$15,964,759	\$12,899,650	\$25,895	\$232,768	\$2,806,446		
Student services	\$38,616,195	\$8,390,680	\$633,991	\$11,289	\$29,580,235		
Institutional Administration	\$8,110,812	\$7,536,490	\$144,641	\$283,344	\$146,337		
Operation and maintenance of plant	\$9,756,963	\$21,393,623	\$197,012	\$669,957	\$194,170		(\$12,697,799)
Depreciation	\$5,881,945			\$0			\$5,881,945
Total Operating Expenditures	\$114,976,023	\$84,722,895	\$1,116,700	\$1,314,068	\$33,784,562	\$18,508	(\$5,980,710)
Operating Income	(\$67,132,692)	(\$45,346,450)	\$0	\$473,307	(\$28,251,364)	\$7,342	\$5,984,473
Non-operating revenue (expenses):							
State appropriations	\$19,841,667	\$19,841,667					
Property tax levy	\$28,814,746	\$28,814,746					
Investment income	\$81,401	\$47,355		\$3,795			\$30,251
Interest on capital asset - related debt	\$0						
PELL	\$28,251,364				\$28,251,364		
Net non-operating revenue (expenses)	\$76,989,178	\$48,703,768	\$0	\$3,795	\$28,251,364	\$0	\$30,251
Income (loss) before other revenue	\$9,856,486	\$3,357,318	\$0	\$477,102	\$0	\$7,342	\$6,014,724
Other revenues							
Capital grants and contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net increase in net assets	\$9,856,486	\$3,357,318	\$0	\$477,102	\$0	\$7,342	\$6,014,724
Net assets:							
Beginning of year	\$126,276,165	\$19,941,718	(\$17,611)	\$3,150,110	\$171,618		\$103,030,330
End of Year	\$136,132,651	\$23,299,036	(\$17,611)	\$3,627,212	\$171,618	\$7,342	\$109,045,054

February, 2010

	Current Year	Prior Year
Current Assets:		
Cash and Cash Equivalents	\$8,898,061	\$4,584,765
Short-term investments	\$36,613,036	\$37,161,036
Property Taxes receivable	\$7,832,029	\$6,780,781
State appropriations receivable	\$16,234,094	\$16,234,092
Federal and state grants receivable	\$5,966,279	\$6,494,814
Accounts Receivable	\$7,704,539	\$7,569,398
Inventories	\$175,106	\$130,086
Prepaid expenditures and deposits	\$37,275	\$12,684
Total Current Assets	\$83,460,419	\$78,967,656
Long-Term Investments	\$1,017,598	\$1,355,123
Student Loans Receivable		
Bond Issuance Costs	\$747,750	\$793,147
Property and Equipment (net of accumulated depreciation)	\$162,516,926	\$165,820,863
Total Assets	\$247,742,693	\$246,936,789
Current Liabilities:		
Accounts payable	\$1,593,194	\$1,379,779
Accrued interest payable	\$481,309	\$511,671
Accrued payroll and other compensation	\$3,201,371	\$2,724,101
Unearned revenue	\$38,665,064	\$36,142,063
Current portion of debt obligations	\$4,463,668	\$3,130,459
Accrued vacation	\$1,681,517	\$1,458,306
Total Current Liabilities	\$50,086,123	\$45,346,379
Long-Term Debt Obligations	\$61,523,919	\$67,404,479
Total Liabilities	\$111,610,042	\$112,750,858
Net Assets:		
Invested in capital assets (net of related debt)	\$109,045,054	\$104,486,153
Restricted for:		
Restricted fund activities	\$171,618	\$174,002
Loan programs	\$7,342	\$5,654
Unrestricted	\$26,908,637	\$29,520,122
Total Net Assets	\$136,132,651	\$134,185,931
Total Liabilities and Net Assets	\$247,742,693	\$246,936,789

February 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	\$137,166	\$1,414,500	10%	\$744,044	\$1,614,500	46%
Debt Service, all Issues	\$1,473,762	\$7,609,684	19%	\$1,555,388	\$7,602,455	20%
Plant Improvements	\$1,862,733	\$3,075,000	61%	\$905,884	\$3,075,000	29%
Division Renovations	\$21,051	\$87,125	24%	\$0	\$87,125	0%
Technology Infrastructure	\$745,827	\$3,000,000	25%	\$1,685,348	\$3,320,000	51%
Total Allocations	\$4,240,539	\$15,186,309	28%	\$4,890,664	\$15,699,080	31%

February, 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	\$0	\$81,000
Totals	\$645,000	\$425,051	\$219,949

February, 2010

Child Care Center

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$135,000	\$139,991	(\$4,991)
Construction	\$1,515,592	\$379,927	\$1,135,665
Capital Equipment	\$94,975	\$0	\$94,975
Contingency	\$154,433	\$0	\$154,433
Totals	\$1,900,000	\$519,918	\$1,380,082

February, 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	\$0	\$72,000
Totals	\$823,000	\$813,170	\$9,830

February, 2010

Oracle Database Diagnostics

	Project Approved Budget	Project to Date	Available Balance
Software	\$584,397	\$584,397	\$0
Totals	\$584,397	\$584,397	\$0

February, 2010

West Campus Welding Lab Fume Ventilation System

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$22,500	\$22,500	\$0
Construction Costs	\$478,541	\$396,631	\$81,910
Contingency	\$48,000		\$48,000
Totals	\$549,041	\$419,131	\$129,910

February, 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
External Costs					
Purchase and Installation					
Consulting	\$6,644,460	\$6,213,943	\$380,517	\$6,594,460	\$50,000
Hardware	\$560,411	\$560,411	\$0	\$560,411	\$0
Software	\$2,108,814	\$2,033,728	\$75,086	\$2,108,814	\$0
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	\$0
Backfill (New funding)**	\$838,606	\$428,279	\$410,327	\$838,606	\$0
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
Existing Funding					
Use of Internal College Personnel***					
Setup, Training, Conversion	\$3,500,000	\$2,215,394	\$1,284,606	\$3,500,000	\$0
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
February, 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	16-Feb-10	!0001372	National City Bank Corp	382,014.46	National City Bank Corp - Feb 2010
110102	4-Feb-10	!0001348	ANGEL Learning, Inc.	204,500.00	ANGEL LMS HE - Year 2 - 07/01/09 to 06/30/10
110102	16-Feb-10	7022305	Moore Trosper Construction Company	183,662.68	MTCC - West Campus Ventilation Project
110102	18-Feb-10	7022356	Moore Trosper Construction Company	136,906.16	MTCC - Gnrl Trades Campus-Wide #7231-596-09EL
110102	9-Feb-10	!0001359	WFF Facility Services	103,480.46	WFF - Housekeeping Services FY 09/10
110102	9-Feb-10	7022197	Laerdal Medical Corporation	65,962.59	SimMan 3G Item 212-01001
110102	16-Feb-10	7022280	DLZ Michigan Inc	62,552.00	Design Services M & R Projects '09
110102	2-Feb-10	7022077	Educated Business Resource Corp	36,000.00	Trg Cap Area IT 094C-68W 4208 12/7-30/09 Linux Trg
110102	16-Feb-10	7022296	Lansing Economic Area Partnership	35,000.00	LEAP Membership Dues 3/29/10 - 3/28/11
110102	9-Feb-10	7022181	Elliott Food Equipment LLC	29,900.00	Jenn Air Pro Style Duel Fuel Down Draft Range
110102	2-Feb-10	7022072	CDW Government	28,425.00	HP 8000 USDT (Ultra Slim)
110102	2-Feb-10	7022072	CDW Government	28,425.00	HP 8000 USDT (Ultra Slim)
110102	2-Feb-10	7022072	CDW Government	28,425.00	HP 8000 USDT (Ultra Slim)
110102	2-Feb-10	7022072	CDW Government	28,425.00	HP 8000 USDT (Ultra Slim)
110102	2-Feb-10	7022072	CDW Government	28,425.00	HP 8000 USDT (Ultra Slim)
110102	4-Feb-10	7022125	CDW Government	28,425.00	HP 8000 USDT (Ultra Slim)
110102	25-Feb-10	7022441	Louis J Eyde Limited Family	28,413.84	Lease-LCC-East-2827 Eyde Parkway -Sept '09-Aug '10
110102	9-Feb-10	!0001358	Stiles Lawn, Landscape & Snow Remov	25,589.74	Ground Maintenance-RFP # 7231-371-09EL-DTC
110102	16-Feb-10	7022266	ARAMARK Educational Services, Inc.	17,343.49	Catering
110102	2-Feb-10	7022110	Sony Pro Services	17,182.08	Model: DNW9WS Serial NO. 10171 renewal for 1 year
110102	23-Feb-10	7022398	Middle Cities Risk Management Trust	15,906.22	E&O Claim Payment dated 1/19/10, Inv#23060
110102	16-Feb-10	7022260	Advanced Companies	14,973.00	MFR. Globe Mixer - model # SP 8
110102	23-Feb-10	7022394	Mavcon	14,268.85	CW Painting FY 09/10
110102	23-Feb-10	7022405	Press Association Inc	14,027.52	AP Radio Network and AP Newpower for WLNZ for 1yr
110102	9-Feb-10	!0001354	Capital Area Transportation Authori	13,463.40	CATA Bus Passes for Parking Services
110102	16-Feb-10	!0001364	Clinton County Regional Education S	11,610.00	Feb Tech Prep
110102	22-Feb-10	J0004921	National City Bank Corp	25,152.47	Siemens Note-February 10 lease payment

**LCC Card Purchases over \$10,000
February, 2010
LANSING COMMUNITY COLLEGE**

VENDOR	AMOUNT
Office Max CT	\$14,436.37

Fifth Third Investment Accounts Schedule
as of February 28, 2010

Account	Market Value	Market Yield	Estimated Annual Income
General Fund	\$29,441,069	0.05%	\$14,720
Plant Fund	\$2,301,678	0.05%	\$1,151
Auxiliary Fund	\$2,394,975	0.05%	\$1,197
2005 Capital Improvement Fund	\$1,090,850	0.05%	\$545
2006 Capital Improvement Fund	\$1,384,464	0.05%	\$692
Total	\$36,613,036		\$18,305

Market Value equals cost

President's Report

**Action Items
(Consent Agenda)**

Lansing Community College – Board of Trustees
March 15, 2010

Agenda Item: Fiscal Year 2010 Budget Reconciliation
(Proposed Budget Amendment #2)

Presented for Action

Proposed Budget Amendment #2 General Fund Change in Net Assets

In thousands

Budget as previously presented	Change in Net assets	(\$952)
	Beginning Balance	\$17,999
	Ending Balance	\$17,047
Per Reconciliation	Tuition & Fees	\$300
	Property Taxes	\$600
	Other Revenue	(\$150)
	Revenue Change	\$750
	Salaries & Benefits	\$864
	Supplies & Services	\$73
	Scholarships	\$0
	Sub Total	\$937
	VRSIP II	(\$735)
	Expense Change	\$202
	Change in Encumbrance	\$0
	Change in Net assets	\$0
	Beginning Balance	\$17,999
	Ending Balance	\$17,999
	Difference	(\$952)
	Percentage of Budget	-0.75%
	BASE	\$127,747

PURPOSE

Per Lansing Community College Board of Trustees Policy, Executive Limitations: Budgeting and Forecasting, the President ..."shall present a proposed budget which:

- Contains sufficient information, in accordance with policy direction established by the Board of Trustees, to enable credible projection of revenue and expenses, separation of capital and operational items, cash flow and disclosure of planning assumptions.
- Plans the expenditure in any fiscal year of no more funds than are to be conservatively received.
- Presents a budget for the general operating fund which will project fund balance to fall below a reasonable level, with a goal of ten percent of the college's operating budget.
- Presents a reasonable and prudent plan to assure the fiscal soundness of future years and provides for the building of organizational capacity sufficient to achieve ends in future years.
- Includes consideration of multiple, long-range administrative plans.
- Presents sufficient comparative financial and enrollment data to allow the Board and others to make accurate and ready comparisons of budget to actual data for prior fiscal years and to assess the reasonableness of projections for the proposed budget."

The administration has analyzed the current fiscal environment and completed a forecast/reconciliation for the current fiscal year and is recommending adjustments to the Fiscal Year 2009- 2010 budget in accordance with the above policy.

BACKGROUND

A final forecast of Fiscal Year 2009 - 2010 (FY2010) has been completed and there are several issues that will impact our budget projection for June 30, 2010. These include the following items:

REVENUE

Property Tax Revenue projections have been increased by \$600,000 to reflect actual taxable values and projected collections.

Tuition Revenue projections have been increased by \$300,000 to reflect increased enrollments.

Miscellaneous Revenue projections have been decreased \$149,442 to reflect lower interest rates and various adjustments.

EXPENSE

Salaries and Wages

Administrative Full Time labor is increased as a result of the addition of a Television Station Manager, the increase in hours of a part time High School Recruiter and the Public Relations Coordinator to full time and the change in duties of the Resource Development Coordinator.

Administrative Part Time labor is decreased to reflect the reclassification of the part time High School Recruiter and the Public Relations Coordinator to full time.

Faculty Full Time labor is decreased as a result of faculty vacancies.

Faculty Part Time labor has been reallocated from the pool in Academic Affairs to the proper division resulting in a minimal overall change. This pool was established based upon estimated increases in sections for the year with an understanding that adjunct faculty costs would be allocated after the start of the semester based upon actual schedules. Adjustments for spring are included in this budget amendment. In addition, BCI has reduced the projected use of part time faculty as it is projecting higher use of outside instructors for certain contracts.

Support Full Time labor is increased to reflect the temporary increase in hours for certain part time positions to full time.

Support Part Time labor is decreased to reflect the reclassification of certain positions to temporary full time during the year.

Student labor is increased as a result of a reduction in work study support from the State of Michigan.

Services and Supplies

Non – Capital Equipment has been increased to reflect additional equipment replacement consistent with prior years.

Institutional expenses are increased by \$358,440 to reflect various increases necessary for printing and telephone costs. The total remains lower than previous years however anticipated cost saving measures continue to be implemented.

Utilities have been reduced to reflect current year usage.

Professional Fees are increased, in general, as a result of increased lobbying, legal and management and consulting fees.

Purchased Services have increased to reflect higher projected use of contracts for BCI instruction.

Rental Expense is increased to reflect a reclassification from Repairs and Maintenance.

Repairs and Maintenance are decreased to reflect cost savings in Information Technology maintenance contracts.

Supplies are decreased to reflect a reduction in Memberships and software license fees.

Travel, Training & Conferences are increased slightly but costs saving measures have decreased costs significantly from the prior year.

Other Expenditures

Severance VRSIP has been added to the current year to cover the commitments for the Voluntary Retirement Severance Incentive Plan (VRSIP) II.

Contingency has not changed from the Amendment #1 amount.

IMPLICATIONS

Financial:

The College has \$1,637,336 available in contingency for unanticipated expenses for the remainder of FY2010.

Strategic Plan:

LCC has a strategic goal of fiscal responsibility.

Human Resources:

The college is currently reviewing staffing levels, including vacancies, temporaries and VRSIP II participation to establish a plan for presentation in the FY2011 budget.

RISKS

State Funding continues to be a risk as the economic forecast for the state worsens. The College has contingency to adjust future financial plans, if necessary.

OTHER OPTIONS/ALTERNATIVES

Other options and alternatives are being analyzed for FY 2011.

RECOMMENDATIONS

Adoption of the Fiscal Year 2009 - 2010 Budget Amendment #2 as presented.

ATTACHMENTS:

1. ATTACHMENT A – Operating and Capital Budgets, Proposed Budget for Fiscal Year 2010
2. ATTACHMENT B – Operating Detail Budgets - Proposed Budget for Fiscal Year 2010
3. ATTACHMENT C – Operating and Capital Budgets - Historical Budget Information – FY 2009
4. ATTACHMENT D – Operating Detail Budgets – Historical Budget Information – FY 2009
5. ATTACHMENT E – Operating and Capital Budgets - Historical Budget Information – FY 2007 and FY2008
6. ATTACHMENT F – Operating Detail Budgets – Historical Budget Information – FY 2007 and FY 2008
7. ATTACHMENT G – Debt Service
8. ATTACHMENT H - Full Time Position Full Time Equivalents (FTEs)

LANSING COMMUNITY COLLEGE
Operating and Capital Budgets
Proposed Budget Fiscal Year 2010

	Fiscal Year 2009	Fiscal Year 2010				
	Audited Actual	Adopted Budget	Adopted Amendment #1 (Incl. Promise Scholarship)	Proposed Amendment #2 (Reconciliation)	Proposed Budget with Amendment #2	Percent change from Amendment #1 Budget
<u>Revenues</u>						
State Appropriations	29,762,500	29,762,500	29,762,500	0	29,762,500	0.0%
Property Taxes	42,147,127	40,825,000	40,825,000	600,000	41,425,000	1.5%
Tuition & Fees	49,568,717	50,144,681	52,887,681	300,000	53,187,681	0.6%
Other Revenues	2,986,480	3,516,489	3,516,489	(149,442)	3,367,047	-4.2%
Use of Fund Balance		0	0		0	
Total Revenues	\$124,464,824	\$124,248,670	\$126,991,670	\$750,558	\$127,742,228	0.6%
<u>Operating Budgets</u>						
Salaries & Wages	61,805,934	62,675,401	63,761,067	(844,281)	62,916,786	-1.3%
Employee Benefits	22,327,951	22,888,849	23,102,222	(19,151)	23,083,071	-0.1%
Total Salaries + Benefits	\$84,133,885	\$85,564,250	\$86,863,289	(\$863,432)	\$85,999,857	-1.0%
Services & Supplies	20,587,201	19,283,392	20,056,475	(72,766)	19,983,709	-0.4%
General Institutional Scholarships	1,406,245	1,271,958	1,271,958	0	1,271,958	0.0%
Child Care Scholarship	246,592	254,142	254,142	0	254,142	0.0%
Total Operating Budgets	\$106,373,923	\$106,373,742	\$108,445,864	(\$936,199)	\$107,509,666	-0.9%
Contingency	0	1,243,000	1,637,336	0	1,637,336	0.0%
Promise Scholarship	0	0	952,233	0	952,233	N/A
Severance-VRSIP	2,119,440	0	0	734,524	734,524	N/A
<u>Banner Costs</u>						
Banner backfill	280,763	0	0	0	0	0.0%
Banner Phase II	296,803	0	0	0	0	0.0%
Capitalized internal costs	0	0	0	0	0	0.0%
Banner	\$577,566	\$0	\$0	\$0	\$0	0.0%
<u>Capital Budgets</u>						
Grant Match	1,045,620	1,045,620	1,045,620	0	1,045,620	0.0%
Major Equipment	1,614,500	1,414,500	1,414,500	0	1,414,500	0.0%
Debt Service, all Issues	7,602,455	7,609,684	7,609,684	0	7,609,684	0.0%
Plant Improvement	3,075,000	3,075,000	3,075,000	0	3,075,000	0.0%
Technology Infrastructure	3,320,000	3,000,000	3,000,000	0	3,000,000	0.0%
Division Renovations	87,125	87,125	87,125	0	87,125	0.0%
Facilities-Auxiliary Fund	400,000	400,000	400,000	0	400,000	0.0%
Facilities - Auxiliary 2007	0	0	0	0	0	0.0%
Capital Projects - 2009 and 2010	1,950,000	0	276,541	0	276,541	0.0%
Plant fund - Banner Capitalized Internal	0	0	0	0	0	0.0%
Capital Project Outlay - Bioprocessing	0	0	0	0	0	0.0%
Total Capital Budgets	\$19,094,700	\$16,631,929	\$16,908,470	\$0	\$16,908,470	0.0%
Total Revenues	124,464,824	124,248,670	126,991,670	750,558	127,742,228	0.6%
Total Allocation/Expenditures	128,165,629	124,248,671	127,943,903	(201,675)	127,742,228	-0.2%
Change in Net Assets	(\$3,700,805)	(\$1)	(\$952,233)	\$952,233	(\$0)	-100.0%
Use of Desig Funds - change in encumbrance	(190,553)	0.00	0		0	
Use of Desig Funds - Tuition Stabilization	3,154,654	0.00	0		0	
Total change in unrestricted net assets	(\$736,704)	(\$1)	(\$952,233)	\$952,233	(\$0)	-100.0%
Unrestricted General Fund Beg of Year	18,736,014	18,605,129	17,999,310		17,999,310	
Unrestricted General Fund End of Year	\$17,999,310	\$18,605,128	\$17,047,077	\$952,233	\$17,999,310	5.6%
Unrestricted Gen. Fund Target (10% Exp)	\$12,816,563	\$12,424,867	12,794,390	(\$20,167)	12,774,223	

LANSING COMMUNITY COLLEGE**Operating Detail Budgets**

	Fiscal Year 2009		Fiscal Year 2010			
	Actual Audited	Adopted Budget	Approved Amendment #1	Proposed Amendment #2 (Reconciliation)	Proposed Budget with Amendment #2	Percent change from Amendment #1
<u>Operating Budgets - Divisions</u>						
Academic Affairs	1,705,494	2,883,934	2,119,479	(683,187)	1,436,292	-32.2%
Administrative Services	12,543,166	10,876,024	10,929,953	(344,323)	10,585,630	-3.2%
Advancement & External Affairs	3,502,114	3,469,061	3,358,917	194,174	3,553,091	5.8%
BCI	1,600,553	1,908,188	2,138,794	157,682	2,296,476	7.4%
Board of Trustees	465,965	411,876	411,876	(67,242)	344,634	-16.3%
Business Media and Information Tech	8,913,222	9,369,220	8,753,866	54,503	8,808,369	0.6%
Financial Services	3,642,740	2,925,716	2,876,565	1,006,518	3,883,083	35.0%
Human Resources	1,966,953	1,590,203	1,834,764	(30,159)	1,804,605	-1.6%
Human, Health and Public Services	9,939,187	10,743,848	10,933,879	(1,916,671)	9,017,208	-17.5%
Information Technology Services	8,358,572	8,760,728	9,283,866	(375,726)	8,908,140	-4.0%
Liberal Studies	26,169,337	28,126,727	28,204,377	(578,189)	27,626,188	-2.0%
President's Office	2,239,040	1,639,290	2,237,330	(48,468)	2,188,862	-2.2%
Quality, Planning & Economic Devel	0	(2,066)	0	0	0	0.0%
Strategic Planning & Partnerships	3,588,738	3,460,726	4,282,479	140,025	4,422,504	3.3%
Student Services & SEM	11,565,831	10,407,316	11,309,501	(44,169)	11,265,332	-0.4%
Technical Careers	8,520,174	8,276,848	8,244,116	1,599,035	9,843,151	19.4%
Total all Divisions	\$104,721,086	\$104,847,640	\$106,919,763	(\$936,199)	\$105,983,565	-0.9%
<u>Operating Budgets - Account</u>						
Administrator Full Time	11,997,367	11,135,602	11,202,404	86,634	11,289,038	0.8%
Administrator Part Time	1,490,835	1,408,390	1,630,254	(82,922)	1,547,332	-5.1%
Faculty Full Time	18,202,984	16,665,430	16,747,173	(789,285)	15,957,888	-4.7%
Faculty Part Time	15,886,918	19,283,151	19,263,799	33,220	19,297,019	0.2%
Support Full Time	9,449,515	9,397,939	9,505,372	185,214	9,690,586	1.9%
Support Part Time	3,205,106	3,284,889	3,791,282	(294,882)	3,496,400	-7.8%
Student	1,573,209	1,500,000	1,620,782	17,740	1,638,522	1.1%
Total Salaries and Wages	\$61,805,934	\$62,675,400	\$63,761,066	(\$844,281)	\$62,916,785	-1.3%
Employee Benefits	\$22,327,951	\$22,888,849	\$23,102,222	(\$19,151)	\$23,083,071	-0.1%
Non Capital Equipment	331,970	295,772	177,729	140,975	318,704	79.3%
Institutional Expenses	2,653,351	2,225,184	2,208,305	358,440	2,566,745	16.2%
Utilities	2,708,906	2,508,688	2,708,688	(226,760)	2,481,928	-8.4%
Liability Insurance	417,420	465,629	425,940	0	425,940	0.0%
Professional Services	1,667,865	1,315,860	1,866,943	65,901	1,932,844	3.5%
Purchased Services	4,512,765	4,097,451	4,319,086	68,992	4,388,078	1.6%
Rental Expense	634,667	641,928	631,807	79,023	710,830	12.5%
Repair and Maintenance	1,266,303	1,956,848	1,736,607	(428,876)	1,307,731	-24.7%
Supplies	5,557,150	5,077,979	5,287,816	(138,039)	5,149,777	-2.6%
Travel, Training and Conferences	836,804	698,052	693,554	7,578	701,132	1.1%
Total Services and Supplies	\$20,587,201	\$19,283,391	\$20,056,475	(\$72,766)	\$19,983,709	-0.4%
Total Division Operating	\$ 104,721,086	\$104,847,640	\$106,919,763	(\$936,199)	\$105,983,565	-0.9%
General Institutional Scholarships	1,406,245	1,271,958	1,271,958		1,271,958	0.0%
Childcare Scholarships	246,592	254,142	254,142		254,142	0.0%
Total College Operating	\$ 106,373,923	\$106,373,740	\$108,445,863	(\$936,199)	\$107,509,665	-0.9%

LANSING COMMUNITY COLLEGE
Operating and Capital Budgets
 Historical Budget Fiscal Year 2010

	Fiscal Year 2009		
	Adopted Budget	Realigned (Reconciled) Budget	Audited Actual
<u>Revenues</u>			
State Appropriations	30,084,865	29,762,500	29,762,500
Property Taxes	40,586,110	42,086,110	42,147,127
Tuition & Fees	46,575,209	48,375,209	49,568,717
Other Revenues	3,358,000	3,358,000	2,986,480
Use of Fund Balance	0		
Total Revenues	\$120,604,184	\$123,581,819	\$124,464,824
<u>Operating Budgets</u>			
Salaries & Wages	61,722,995	61,462,374	61,805,934
Employee Benefits	22,641,996	22,361,491	22,327,951
Total Salaries + Benefits	\$84,364,991	\$83,823,865	\$84,133,885
Services & Supplies	21,160,458	20,377,584	20,587,201
General Institutional Scholarships	1,271,958	1,271,958	1,406,245
Child Care Scholarship	254,142	254,142	246,592
Total Operating Budgets	\$107,051,549	\$105,727,549	\$106,373,923
Contingency	1,237,589	1,269,000	0
Promise Scholarship			
Severance-VRSIP			2,119,440
<u>Banner Costs</u>			
Banner backfill		322,136	280,763
Banner Phase II		453,973	296,803
Capitalized internal costs		0	0
Banner	\$0	\$776,109	\$577,566
<u>Capital Budgets</u>			
Grant Match	1,045,620	1,045,620	1,045,620
Major Equipment	1,414,500	1,614,500	1,614,500
Debt Service, all Issues	7,602,455	7,602,455	7,602,455
Plant Improvement	3,075,000	3,075,000	3,075,000
Technology Infrastructure	1,845,000	3,320,000	3,320,000
Division Renovations	87,125	87,125	87,125
Facilities-Auxiliary Fund	400,000	400,000	400,000
Facilities - Auxiliary 2007	0	0	0
Capital Projects - 2009 and 2010	0	1,950,000	1,950,000
Plant fund - Banner Capitalized Internal	0	0	0
Capital Project Outlay - Bioprocessing	0	0	0
Total Capital Budgets	\$15,469,700	\$19,094,700	\$19,094,700
Total Revenues	120,604,184	123,581,819	124,464,824
Total Allocation/Expenditures	123,758,838	126,867,358	128,165,629
Change in Net Assets	(\$3,154,654)	(\$3,285,539)	(\$3,700,805)
Use of Desig Funds - change in encumbrance	0	0	(190,553)
Use of Desig Funds - Tuition Stabilization	3,154,654	3,154,654	3,154,654
Total change in unrestricted net assets	\$0	(\$130,885)	(\$736,704)
Unrestricted General Fund Beg of Year	11,910,367	18,736,014	18,736,014
Unrestricted General Fund End of Year	\$11,910,367	\$18,605,129	\$17,999,310
Unrestricted Gen. Fund Target (10% Exp)	\$12,375,884	\$12,686,736	\$12,816,563

LANSING COMMUNITY COLLEGE <u>Operating Detail Budgets</u> Historical Budget for Fiscal Year 2009			
	Fiscal Year 2009		
	Adopted Budget	Amended Budget	Actual Audited
<u>Operating Budgets - Divisions</u>			
Academic Affairs	1,990,213	1,890,069	1,705,494
Administrative Services	12,577,197	12,044,620	12,543,166
Advancement & External Affairs	282,346	3,506,640	3,502,114
BCI	1,651,423	1,566,452	1,600,553
Board of Trustees	728,912	479,807	465,965
Business Media and Information Technologies	9,300,345	8,887,648	8,913,222
Financial Services	3,376,857	3,754,826	3,642,740
Human Resources	2,359,730	2,040,816	1,966,953
Human, Health and Public Services	10,388,785	10,070,968	9,939,187
Information Technology Services	6,909,540	8,295,877	8,358,572
Liberal Studies	19,937,926	26,271,539	26,169,337
President's Office	2,263,765	1,834,540	2,239,040
Quality, Planning & Economic Development	1,118,947	0	0
Strategic Planning & Partnerships	3,287,208	3,587,472	3,588,738
Student Services & SEM	20,271,148	11,450,812	11,565,831
Technical Careers	9,081,107	8,519,365	8,520,174
Total all Divisions	\$105,525,449	\$104,201,450	\$104,721,086
<u>Operating Budgets - Account</u>			
Administrator Full Time	11,860,025	11,940,880	11,997,367
Administrator Part Time	1,432,387	1,505,968	1,490,835
Faculty Full Time	16,702,805	17,881,086	18,202,984
Faculty Part Time	16,682,242	15,881,951	15,886,918
Support Full Time	9,552,559	9,526,600	9,449,515
Support Part Time	3,551,888	3,145,311	3,205,106
Student	1,941,089	1,580,579	1,573,209
Total Salaries and Wages	\$61,722,995	\$61,462,374	\$61,805,934
Employee Benefits	\$22,641,996	\$22,361,491	\$22,327,951
Non Capital Equipment	290,418	297,977	331,970
Institutional Expenses	2,385,663	2,590,360	2,653,351
Utilities	2,484,874	2,434,148	2,708,906
Liability Insurance	466,200	419,629	417,420
Professional Services	1,288,288	1,340,451	1,667,865
Purchased Services	4,595,922	4,461,884	4,512,765
Rental Expense	755,222	641,928	634,667
Repair and Maintenance	2,931,493	2,050,432	1,266,303
Supplies	4,658,350	4,936,772	5,557,150
Travel, Training and Conferences	1,304,028	1,204,004	836,804
Total Services and Supplies	\$21,160,458	\$20,377,585	\$20,587,201
Total Division Operating	\$105,525,449	\$104,201,450	\$104,721,086
General Institutional Scholarships	1,271,958	1,271,958	1,406,245
Childcare Scholarships	254,142	254,142	246,592
Total College Operating	\$ 107,051,549	\$ 105,727,550	\$ 106,373,923

LANSING COMMUNITY COLLEGE
Operating and Capital Budgets
Historical Budget Information for Fiscal Years 2007 and 2008

ATTACHMENT E

	Fiscal Year 2007			Fiscal Year 2008		
	Adopted Budget	Amended Budget	Actual (Audited)	Adopted Budget	Amended Budget	Actual (Audited)
<u>Revenues</u>						
State Appropriations	\$28,737,897	\$26,264,897	\$25,019,900	\$27,908,607	\$31,808,607	\$31,810,203
Property Taxes	\$39,702,000	\$39,602,000	\$39,394,072	\$40,790,060	\$40,790,060	\$41,722,075
Tuition & Fees	\$39,776,336	\$41,476,336	\$39,948,701	\$47,361,209	\$45,491,209	\$44,867,839
Other Revenues	\$3,025,938	\$3,025,938	\$2,881,582	\$3,719,350	\$3,509,350	\$3,919,554
Use of Fund Balance	\$500,000				\$0	\$0
Total Revenues	\$111,742,171	\$110,369,171	\$107,244,255	\$119,779,226	\$121,599,226	\$122,319,671
<u>Operating Budgets</u>						
Salaries & Wages	\$54,469,179	\$53,342,146	\$53,238,325	\$58,562,297	\$57,581,592	\$57,047,240
Employee Benefits	\$20,514,935	\$20,277,963	\$18,327,774	\$21,762,282	\$21,277,799	\$19,767,699
Total Salaries + Benefits	\$74,984,114	\$73,620,109	\$71,566,099	\$80,324,579	\$78,859,391	\$76,814,939
Services & Supplies	\$18,062,420	\$19,830,949	\$17,353,682	\$20,257,232	\$20,286,264	\$18,130,668
General Institutional Scholarships	\$1,155,500	\$2,241,331	\$1,468,200	\$1,271,958	\$1,271,958	\$1,076,672
Child Care Scholarship	\$279,142	\$279,142	\$171,610	\$279,142	\$279,142	\$150,313
Total Sal + Ben, Serv & Supplies	\$94,481,176	\$95,971,531	\$90,559,591	\$102,132,911	\$100,696,755	\$96,172,592
Contingency	\$1,404,345	\$105,421	\$0	\$1,197,792	\$1,795,792	\$0
<u>Banner Costs</u>						
Banner backfill		\$957,606	\$387,012		\$570,594	\$248,458
Banner Phase II			\$0		\$0	\$0
Capitalized internal costs			(\$351,300)		\$0	(\$915,088)
Banner		\$957,606	\$35,712		\$570,594	(\$666,630)
<u>Capital Budgets</u>						
Grant Match		\$1,013,132	\$935,954	\$1,045,620	\$1,045,620	\$1,048,312
Major Equipment	\$1,380,000	\$1,380,000	\$1,380,000	\$1,380,000	\$1,380,000	\$1,380,000
Debt Service, all Issues	\$6,704,504	\$7,054,481	\$7,054,481	\$7,509,902	\$7,509,902	\$7,509,902
Plant Improvement	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000
Technology Infrastructure	\$1,800,000	\$1,800,000	\$1,800,000	\$1,800,000	\$2,220,000	\$2,220,000
Division Renovations					\$85,000	\$85,000
Facilities-Auxiliary Fund		\$400,000	\$0	\$400,000	\$400,000	\$400,000
Facilities - Auxiliary 2007					\$400,000	\$400,000
Capital Projects - 2009						
Plant fund - Banner Capitalized Internal			\$351,300		\$0	\$915,088
Capital Project Outlay - Bioprocessing					\$0	\$0
Total Capital Budgets	\$12,884,504	\$14,647,613	\$17,021,735	\$15,135,522	\$16,040,522	\$16,958,302
Total Revenues	\$111,742,171	\$110,369,171	\$107,244,255	\$119,779,226	\$121,599,226	\$122,319,671
Total Allocation/Expenditures	\$108,770,025	\$111,682,171	\$107,617,038	\$118,466,225	\$119,103,663	\$112,464,264
Change in Net Assets	\$2,972,146	(\$1,313,000)	(\$372,783)	\$1,313,001	\$2,495,563	\$9,855,407
Use of Desig Funds - change in encumbrance		\$0	\$187,679		\$0	(\$534,197)
Designated Funds for Tuition Stabilization					(\$3,154,654)	(\$3,154,654)
Use of Desig Funds - Tuition Stabilization					\$0	\$0
Total change in unrestricted net assets		(\$813,000)	\$2,814,896	\$1,313,001	(\$659,091)	\$6,166,556
Unrestricted General Fund Beg of Year		\$9,754,562	\$9,754,562	\$8,941,562	\$12,569,458	\$12,569,458
Unrestricted General Fund End of Year		\$8,941,562	\$12,569,458	\$10,254,563	\$11,910,367	\$18,736,014
Unrestricted Gen. Fund Target (10% Exp)					\$11,910,366	\$11,246,426

LANSGING COMMUNITY COLLEGE

Operating Detail Budgets

Historical Budget Information for Fiscal Years 2007 and 2008

	Fiscal Year 2007			Fiscal Year 2008		
	Adopted Budget	Budget as Amended	Actual (Audited)	Adopted Budget	Budget as Amended	Actual (Audited)
<u>Operating Budgets - Divisions</u>						
Academic Affairs	17,303,780	1,759,893	1,511,231	1,782,954	1,938,954	1,852,163
Administrative Services	14,462,129	9,582,430	8,296,409	11,899,852	11,524,192	11,093,233
Advancement & External Affairs	7,019,634	1,754,018	1,611,101	2,152,730	276,958	242,043
BCI	7,943,013	2,373,342	1,984,297	2,425,382	1,618,545	1,617,104
Board of Trustees		862,479	801,340	903,846	881,846	819,449
Business Media and Information Technologies	7,486,812	8,457,020	8,191,684	8,920,513	8,845,063	8,753,669
Financial Services		3,765,814	3,452,751	3,445,087	3,458,258	3,111,257
Human Resources		1,054,062	1,029,590	1,244,160	1,883,053	1,912,011
Human, Health and Public Services	7,658,879	8,924,665	8,592,542	9,689,250	9,592,328	9,184,211
Information Technology Services		6,487,891	6,397,231	6,198,663	5,968,594	5,728,338
Liberal Studies	15,452,368	17,763,731	17,566,407	18,840,422	18,853,098	18,589,406
President's Office		1,297,277	1,176,712	1,494,768	2,021,888	1,904,650
Quality, Planning & Economic Development		836,280	707,663	1,259,495	895,468	826,478
Strategic Planning & Partnerships		2,374,137	2,371,302	2,994,430	2,975,666	2,760,143
Student Services & SEM	5,561,930	17,633,704	17,127,614	18,296,001	19,600,031	18,541,807
Technical Careers	3,014,982	8,524,314	8,101,905	9,034,257	8,811,712	8,009,645
Total all Divisions	\$85,903,527	\$93,451,057	\$88,919,779	\$100,581,810	\$99,145,653	\$94,945,607
<u>Operating Budgets - Account</u>						
Administrator Full Time	9,117,881	10,117,170	10,246,053	11,057,220	10,834,482	10,345,233
Administrator Part Time	1,020,444	1,158,529	1,178,041	1,342,000	1,334,638	1,206,378
Faculty Full Time	13,823,005	15,384,742	16,124,995	15,824,904	15,616,611	16,505,924
Faculty Part Time	12,992,548	14,229,935	13,554,150	15,988,187	15,892,614	15,825,070
Support Full Time	7,723,823	7,929,110	7,895,826	8,994,310	8,716,768	8,562,234
Support Part Time	3,299,540	3,029,485	2,761,950	3,541,728	3,437,899	3,087,281
Student	1,634,683	1,487,105	1,477,311	1,813,948	1,748,580	1,515,120
Total Salaries and Wages	\$49,611,923	\$53,336,076	\$53,238,326	\$58,562,297	\$57,581,592	\$57,047,240
Employee Benefits	\$16,849,038	\$20,272,601	\$18,327,774	\$21,762,282	\$21,277,799	\$19,767,699
Non Capital Equipment	645,226	221,082	251,366	252,033	306,879	401,810
Institutional Expenses	4,098,105	2,372,007	1,531,958	2,921,104	2,646,867	1,638,548
Utilities		2,135,013	1,951,705	2,272,205	2,219,205	2,006,760
Liability Insurance		545,139	473,686	330,000	465,553	378,793
Professional Services	1,232,661	1,323,880	1,088,795	1,086,155	1,376,731	1,401,250
Purchased Services	3,881,905	5,068,505	4,911,354	4,680,828	4,548,860	4,408,316
Rental Expense	574,473	712,594	708,971	675,295	710,985	608,599
Repair and Maintenance	870,446	1,866,225	1,310,035	1,741,227	1,750,155	1,351,260
Supplies	3,924,611	4,389,305	4,008,955	5,091,644	4,977,567	4,760,211
Travel, Training and Conferences	1,503,507	1,197,199	1,116,857	1,206,741	1,283,462	1,175,121
Total Services and Supplies	\$16,730,934	\$19,830,949	\$17,353,682	\$20,257,232	\$20,286,264	\$18,130,668

Lansing Community College					ATTACHMENT G	
Debt Amortization Schedule						
	Bonds		Siemens Contract			
Year	Principal	Interest	Principal	Interest	Totals	
FY08	3,990,000	3,218,078	234,947	66,882	7,509,907	
FY09	4,220,000	3,080,625	243,668	58,162	7,602,455	
FY10	4,420,000	2,887,854	252,712	49,118	7,609,684	
FY11	4,650,000	2,686,128	262,092	39,738	7,637,958	
FY12	4,840,000	2,500,616	271,820	30,010	7,642,446	
FY13	5,055,000	2,277,324	281,909	19,921	7,634,154	
FY14	5,285,000	2,040,528	292,373	9,457	7,627,358	
FY15	5,520,000	1,793,424	99,849	761	7,414,034	
FY16	5,800,000	1,525,808	0	0	7,325,808	
FY17	6,065,000	1,244,808	0	0	7,309,808	
FY18	2,830,000	952,534	0	0	3,782,534	
FY19	2,955,000	828,722	0	0	3,783,722	
FY20	3,080,000	698,696	0	0	3,778,696	
FY21	3,205,000	562,230	0	0	3,767,230	
FY22	3,320,000	419,498	0	0	3,739,498	
FY23	1,600,000	276,018	0	0	1,876,018	
FY24	1,650,000	210,926	0	0	1,860,926	
FY25	1,725,000	143,602	0	0	1,868,602	
FY26	1,775,000	72,826	0	0	1,847,826	
Totals	71,985,000	27,420,245	1,939,370	274,049	101,618,664	

Lansing Community College
FY10 General Fund Full-Time Position Budgeted Position FTEs

ATTACHMENT H

Division	Job type	FY09 Realigned	FY10 Adopted	FY10 Adopted Amendment #1	Change from Adopted Amendment #1	FY10 Proposed Amendment #2
Academic Affairs	Administrative	4.00	3.00	3.00	0.83	3.83
	Faculty	3.94	2.94	2.50	0.00	2.50
	Support	3.00	2.00	3.00	0.00	3.00
Academic Affairs Total		10.94	7.94	8.50	0.83	9.33
Administrative Services	Administrative	11.00	6.00	5.00	0.00	5.00
	Support	41.00	38.00	38.00	0.00	38.00
Administrative Services Total		52.00	44.00	43.00	0.00	43.00
Advancement & External Affairs	Administrative	11.61	10.10	8.10	3.25	11.35
Formerly College Advancement	Faculty		0.00	1.00	(1.00)	0.00
	Support	12.65	9.15	9.15	1.50	10.65
Advancement & External Affairs Total		24.26	19.25	18.25	3.75	22.00
BCI/Corporate College	Administrative	8.00	8.00	8.00	0.00	8.00
	Faculty	0.00	0.00	0.00	0.00	0.00
	Support	7.00	7.00	6.00	(0.15)	5.85
BCI/Corporate College Total		15.00	15.00	14.00	(0.15)	13.85
Board of Trustees	Administrative	3.00	1.00	1.00	0.00	1.00
	Support	1.00	0.00	0.00	0.00	0.00
Board of Trustees Total		4.00	1.00	1.00	0.00	1.00
Business Media & Information Technology	Administrative	5.00	4.00	4.00	0.00	4.00
	Faculty	46.00	45.00	37.00	0.00	37.00
	Support	5.00	5.00	5.00	0.00	5.00
Business Media & Information Technologies Total		56.00	54.00	46.00	0.00	46.00
Financial Services	Administrative	13.00	12.00	11.00	0.00	11.00
	Support	18.00	16.75	16.75	0.00	16.75
Financial Services Total		31.00	28.75	27.75	0.00	27.75
Human Health Services	Administrative	16.33	14.50	15.50	(1.00)	14.50
	Faculty	27.99	27.99	32.99	(6.80)	26.19
	Support	7.00	8.00	8.00	(2.00)	6.00
Human Health & Public Services Total		51.32	50.49	56.49	-9.80	46.69
Human Resources	Administrative	7.00	9.00	9.00	0.00	9.00
	Faculty		0.50	0.50	0.00	0.50
	Support	5.00	1.25	1.25	4.00	5.25
Human Resources Total		12.00	10.75	10.75	4.00	14.75
Information Technology Services	Administrative	18.00	18.00	18.00	0.00	18.00
	Faculty		1.00	1.00	0.00	1.00
	Support	19.00	24.00	23.00	1.00	24.00
Information Technology Services Total		37.00	43.00	42.00	1.00	43.00
Liberal Studies	Administrative	17.75	17.75	17.75	0.00	17.75
	Faculty	102.50	101.75	104.69	1.00	105.69
	Support	16.23	15.23	16.23	(1.00)	15.23
Liberal Studies Total		136.48	134.73	138.67	0.00	138.67
Office of the President	Administrative	3.00	3.00	5.00	0.00	5.00
	Faculty		0.25	0.25	0.00	0.25
	Support	3.00	3.00	3.00	(1.00)	2.00
Office of the President Total		6.00	6.25	8.25	-1.00	7.25
Student Services	Administrative	18.74	18.56	20.56	1.90	22.46
	Faculty	17.60	10.27	12.27	3.00	15.27
	Support	38.00	37.69	37.69	(1.00)	36.69
SAS/Strategic Enrollment Management Total		74.34	66.52	70.52	3.90	74.42
Strategic Planning & Partnerships	Administrative	9.00	10.00	12.00	0.00	12.00
	Faculty	3.00	1.00	1.00	0.00	1.00
	Support	8.00	8.00	11.00	0.00	11.00
Strategic Learning Partnerships Total		20.00	19.00	24.00	0.00	24.00
Technical Careers	Administrative	6.00	6.00	6.00	(1.00)	5.00
	Faculty	31.00	27.00	31.00	8.00	39.00
	Support	7.00	5.00	5.00	3.00	8.00
Technical Careers Total		44.00	38.00	42.00	10.00	52.00
Grand Total		574.34	538.68	551.18	12.53	563.71
Administrative		151.43	140.91	143.91	3.98	147.89
Faculty		232.03	217.70	224.20	4.20	228.40
Support		190.88	180.07	183.07	4.35	187.42
Total		574.34	538.68	551.18	12.53	563.71

Lansing Community College - Board of Trustees
March 15, 2010

Agenda Item: Voluntary Retirement/Separation Incentive Program II

Presented for Action

PURPOSE

That the Board of Trustees accepts applications for staff occupying twenty positions as participants in this program, which may result in the retirement/separation of twenty (20) individuals from the College starting June 30, 2010 and extending through June 30, 2011. The Board of Trustees also acknowledges the cost of this Program is expected to be \$734,523.77

BACKGROUND

LCC adopted the Lansing Community College Voluntary Retirement/Separation Incentive Program II (the Program) effective November 17, 2009, and recognizes that a number of employees have been offered the opportunity to terminate their employment through this Voluntary Retirement/Separation Incentive Program II.

IMPLICATIONS

Financial: The cost of the Program is expected to be \$734,523.77

Strategic Plan:

Human Resources:

RISKS

N/A

OTHER OPTIONS/ALTERNATIVES

N/A

RECOMMENDATIONS

Board approval

ATTACHMENTS

1. Voluntary Retirement Incentive Program II Resolution

**LANSING COMMUNITY COLLEGE
STATE OF MICHIGAN**

Voluntary Retirement/Separation Incentive Program II

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 March 15, 2010 at 6:00 p.m., prevailing Eastern Standard Time.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

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

WHEREAS, Lansing Community College (LCC), in reviewing its operational structure and activities and in consideration of revising staffing in light of current and developing economic challenges; and

WHEREAS, LCC adopted the Lansing Community College Voluntary Retirement/Separation Incentive Program II (the Program) effective November 17, 2009, and recognizes that a number of employees have been offered the opportunity to terminate their employment through this Voluntary Retirement/Separation Incentive Program II with the; and

WHEREAS, LCC acknowledges that the following twenty employees wish to retire from the College and terminate their employment with the College through this Program which provides a financial incentive.

1.	FT Faculty	Criminal Justice
2.	FT Faculty	Accounting
3.	FT Faculty	Developmental Math Courses
4.	FT Police	Police / Public Safety Office
5.	FT Support Staff- Union	PA Production
6.	Counselors	Counseling
7.	FT Faculty	Writing Developmental
8.	FT Admin- Union	Academic Affairs Admin
9.	Counselors	Counseling
10.	FT Faculty	Nursing

11.	FT Support Staff- Union	Physical Plant Office Services
12.	FT Faculty	Electrical Technology
13.	FT Support Staff- Union	Institutional Effectiveness / Res
14.	FT Executive	Tech Careers Division Admin
15.	FT Faculty	Legal Assistant
16.	FT Faculty	Developmental Math Courses
17.	FT Faculty	Truck Driver Training
18.	FT Support Staff- Union	BCI
19.	FT Admin- Union	Fleet Management
20.	FT Faculty	Computer Information Technology

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts applications for staff occupying the following positions as participants in this program, which may result in the retirement/separation of twenty (20) individuals from the College starting June 30, 2010 and extending through June 30, 2011. The Board of Trustees also acknowledges the cost of this Program is expected to be \$734,523.77 this 15th day of March 2010.

Ayes: _____

Nays: _____

Absent: _____

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 March 15, 2010 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
March 15, 2010

Agenda Item: Partnership with Arialink on a Federal Broadband Technology Opportunities Grant

Presented for Action

PURPOSE

The Administration presents for approval a partnership with Lansing based Arialink on a Federal Broadband Technology Opportunities Grant for the purpose of upgrading and expanding the region's and College's network infrastructure. The project will support the College's teaching and learning mission by enabling the increased use of rich media digital course content for instruction and increased online section offerings.

BACKGROUND

The U.S. Department of Commerce National Telecommunications and Information Administration (NTIA) established the Broadband Technology Opportunities Program (BTOP) pursuant to the American Recovery and Reinvestment Act (ARRA) of 2009. BTOP provides grants for deploying broadband infrastructure in unserved and underserved areas of the United States, enhancing broadband capacity at public computer centers, and promoting sustainable broadband adoption projects to spur job creation and stimulate long-term economic growth and opportunity. The Comprehensive Community Infrastructure category of projects focuses on new or substantially upgraded connections to community anchor institutions, especially community colleges.

This proposal requests approval for Lansing Community College to join a consortium of regional government and educational organizations with Lansing based Arialink for the expansion and improvement of the core College network infrastructure to increase capacity by ten-fold. Arialink is preparing a grant proposal for submission to the Commerce Department NTIA by March 26, 2010. The request is presented at this time to demonstrate the College's commitment and support for the grant which is a prerequisite for consideration of grant funding. The proposed partnership is contingent upon Arialink's receipt of the BTOP grant. Grant awards are expected to be announced by September 30, 2010.

Arialink is seeking a BTOP grant for approximately \$30 million and is planning a \$6-9 million investment in the project. In support of this endeavor, Arialink is seeking commitments from partner organizations to utilize the upgraded and expanded broadband infrastructure for a period of five years. Lansing Community College already has a relationship with Arialink as outlined below:

- LCC is in the fourth year of a five-year contract with Arialink as its Internet Service Provider (ISP). Arialink is seeking an extension of this contract for an additional five years.
- LCC is in the eighth year of a twenty-year fiber ring maintenance agreement with Arialink.
- A separate Action Item being presented to the Board today for approval is for a five-year agreement with Arialink to provide telephone services. This contract was competitively bid and awarded to Arialink.

LCC anticipates needing to expand its network bandwidth within the next 3-5 years to support the increasing use of rich media content in online course offerings. Partnering with Arialink on their grant request is advantageous to the College in the following way:

- It will increase broadband bandwidth by ten-fold, more rapidly than LCC can do alone.
- It improves the network connection to our Livingston Center.
- Enables growth of distance learning opportunities for students.
- Supports the increasing use of video and audio course content.
- Improves connectivity to regional network infrastructure.
- Potential 70% grant funding of the \$1.4 million of equipment needed to upgrade the College's internal network infrastructure. The balance would be covered by the ITS Technology Replacement Fund. It is currently unclear if this would be an allowable use of grant money. The College may be able to upgrade its internal network infrastructure, with 70% of the cost funded by the ARRA grant.

IMPLICATIONS

Financial:

An investment of approximately \$1.4 million will be needed over the next 3-5 years to upgrade LCC's network infrastructure to support the growing bandwidth demands of the institution. This upgrade is currently planned to be phased in by the ITS Technology Replacement Fund as the replacement of existing equipment occurs.

LCC requested Arialink explore the feasibility of including in the grant application a request for funds to cover a portion of the upgrade to the College's internal network infrastructure. If this is an allowable use of grant money and it is approved, up to 70% of the cost would be covered by the grant. The balance would come from the ITS Technology Replacement Fund.

Attached is a letter from Arialink that addresses what they are offering in exchange for LCC's commitment, if the grant application is successful, to extend our ISP contract for an additional five years and to write a letter supporting their grant application. Arialink is offering to upgrade LCC's equipment to connect to the upgraded regional fiber network and to provide an upgraded connection to the Livingston Center at no cost,

saving LCC approximately \$200,000. Additionally, Arialink is offering to provide LCC with ISP services during the 5-year contract extension for a fixed \$220,800 per year plus a guaranteed rate for optional increases in our internet capacity. The College current pays \$217,200 per year for lesser services.

Approval of this Action Item will not result in any additional unplanned expenditure by the College. This partnership has the potential to result in significant savings to the College and improvement in the College's network infrastructure.

Strategic Plan:

This supports the College's strategic plan by positively impacting student success.

Human Resources:

There are no human resources implications.

RISKS

There is a risk that Arialink's BTOP grant application will not be accepted. Should this occur, LCC will proceed as previously planned with the gradual upgrading of the network infrastructure using ITS Technology Replacement funds.

OTHER OPTIONS/ALTERNATIVES

If Lansing Community College does not join the consortium with Arialink or if Arialink is not awarded a BTOP grant, LCC will proceed with the gradual upgrading of the College's network infrastructure as planned and funded by the ITS Technology Replacement Fund.

RECOMMENDATIONS

The Administration recommends approval of LCC joining the Arialink consortium and the extension of the College's ISP agreement with Arialink for an additional five years.

ATTACHMENTS:

1. Arialink Commitment Letter



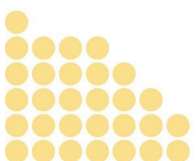
Lansing Community College Board of Trustees
8100A-President's Office
Lansing Community College
P.O. Box 40010
Lansing, MI 48901-7210

Dear Board Member,

As part of the American Recovery and Reinvestment Act of 2009, the National Telecommunications & Information Administration has created the Broadband Technology Opportunities Program (BTOP), a \$4.7 billion dollar grant program to stimulate investment in America's broadband infrastructure. Arialink is part of a public/private consortium of community anchor institutions that plans to submit a grant application to build middle-mile fiber-optic infrastructure in the region.

One of the key objectives of BTOP is a commitment to serve community colleges in the grant areas. Lansing Community College has an opportunity to take part and to reap the benefits afforded by the proposed grant application. LCC has identified a number of objectives it would like to see fulfilled, and Arialink's mission is to fulfill these to the greatest extent possible. Specifically, Arialink will:

1. Upgrade LCC's metro-ring bandwidth capacity from 1 Gb/s to 10 Gb/s by upgrading edge network and ring devices, saving the College and estimated \$100,000 in infrastructure upgrades.
2. Provide a 2 Gb/s fiber-optic connection to the Livingston County Center at Parker Campus in Howell at a rate of \$18,000 per year and free of installation costs, saving the College another \$100,000.
3. Provide additional internet bandwidth in excess of the current 150 Mb/s connection at a discounted monthly rate of \$40 per megabit, saving the College as much as \$360,000 over 5 years.
4. Include a request for an estimated \$1,000,000 in upgrades to the College's internal systems to increase capacity to 10 Gb/s, saving the college an estimated \$700,000 in infrastructure improvements.





In consideration, the College agrees to the following:

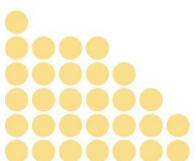
1. Extend the current Internet Service Provider contract with Arialink for an additional 5 year term at a rate of \$220,800.00 per year, with the College's option to increase Internet capacity at a monthly rate of \$40 per Mb/s.
2. Provide a letter of support for Arialink's BTOP application, outlining the financial commitments of the College and the impact the network upgrades proposed will have on the College's mission.
3. If awarded a grant for internal systems upgrades, provide the BTOP required 30% applicant match for internal infrastructure upgrades.

Arialink and Lansing Community College have a long-standing relationship of success. We are excited by the opportunities presented to us by BTOP and the potential to strengthen this relationship.

If you have any questions, please call me at 517-492-1336 or email me at tlebel@arialink.com

Sincerely,

Tim Lebel
Vice President of Sales
Arialink



Lansing Community College – Board of Trustees
March 15, 2010

Agenda Item: Invitation for Bids
HP Servers and Blades

Presented for Action

PURPOSE

LCC will purchase Hewlett Packard (HP) servers and blades (server on a circuit board) to upgrade some existing IT applications. In addition, we will be looking for pricing information on future purchases over the next three years with an option to extend for an additional two years, in one year increments. Future purchases will include blade enclosures, blade servers, rack mounted servers, and fibre channel switches to connect the servers to the network disk storage system. LCC is seeking bids from qualified vendors to meet this need.

BACKGROUND

Lansing Community College is committed to strengthening its server and blade infrastructure to support the College's applications.

IMPLICATIONS

Financial:

The evaluation committee consisted of staff and administrators from Information and Technology Services and Purchasing. Vendors bids were evaluated based upon meeting technical specifications and pricing for the entire project. The evaluation committee recommends award to Hewlett Packard for a bid of \$185,007.21. HP offered the lowest bid, met all required specifications, and was deemed the most advantageous to the College. After the initial purchase, LCC will spend \$570,000 over the next five years.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

Failure to maintain IT servers and infrastructure could cause system failures or negatively impact services.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives.

RECOMMENDATIONS

The evaluation committee recommends award to Hewlett Packard as the lowest, most responsive bidder.

ATTACHMENTS:

1. Pre Award Transmittal – HP Servers and Blades.

PRE-AWARD TRANSMITTAL DOCUMENT INVITATION FOR BID

Proposal No.: 60001-620-10AC
Project Title: HP Servers and Blades

Opening Date: February 16, 2010
Buyer: Andrew R. Chambliss

1. Description of Supply or Service:

Lansing Community College is committed to strengthening its server and blade (server on the circuit board) infrastructure to support the College's applications. LCC is looking to purchase Hewlett Packard (HP) servers and blades in the immediate future for the purpose of upgrading some existing applications. In addition, we will be looking for pricing information on future purchases over the next three years with an option to extend for an additional two years, in one year increments. Future purchases will include blade enclosures, blade servers, rack mounted servers, and fibre channel switches to connect the servers to the network disk storage system. LCC is seeking bids from qualified vendors to meet this need.

- The vendor will provide pricing information to fill the immediate need of x86 rack mount servers and blade servers based on the configurations listed under the Technical Requirements section.
- The vendor will provide pricing information, including percentage discounts for future purchases of x86 rack mount servers, blade servers, and related hardware.
- The vendor will provide pricing information to fill the immediate need of blade enclosures and related hardware, power supplies and racks based on the configurations listed under the Technical Requirements section.
- The vendor will provide pricing information, including percentage discounts for future purchases of blade enclosures and related hardware, power supplies and racks.
- The vendor will provide pricing information to fill the immediate need of fibre channel switches and licensing based on the configurations listed under the Technical Requirements section.
- The vendor will provide pricing information, including percentage discounts for future purchases of fibre channel switches and licensing.

2. Bids Received:

The Invitation for Bid was posted at <http://www.michiganbuyers.us> and at the State of Michigan website www.bid4michigan.com - on-line bidding websites. 332 vendors were notified. The College received 3 proposals.

Vendor	Location	Bid Response
Advizex Technologies	Plymouth, MI	\$208,376.00
Hewlett-Packard	Lansing, MI	\$185,007.21
Netarx	Auburn Hills, MI	\$272,809.28

Funding Source: Technology Replacement Fund

3. Award Recommendation:

The evaluation committee consisted of staff and administrators from Information and Technology Services and Purchasing. Vendor's bids were evaluated based upon meeting technical specifications and pricing for the entire project. The evaluation committee recommends award to Hewlett Packard for a bid of \$185,007.21, which was the lowest bid, meeting all required

specifications, and was deemed the most advantageous to the College. After the initial purchase LCC will spend \$570,000 over the next five 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
March 15, 2010**

**Agenda Item: Request for Proposals
Dental Hygiene Clinic Chairs, Lights & Stools**

Presented for Action

PURPOSE

To provide 17 sets of Pelton & Crane (or equal) dental lights, dental units, dental chairs, and operator stools for the delivery of patient care beginning in May, 2010. We will purchase six sets in 2010, six sets in 2011, and five sets in 2012.

Term: One (1) year contract with an option to extend for two (2) years, in one (1) year increments, for a total of three (3) years; with a 3 year price guarantee.

BACKGROUND

Existing dental chairs are over 20 years old, obsolete and no longer accommodate current technology and needs within our Dental Hygiene Program.

IMPLICATIONS

Financial:

The evaluation committee consisted of faculty and administrators from the Dental Hygiene Clinic and Purchasing. Vendors proposals were evaluated based upon their ability to meet the needs of the College as outlined in the RFP, as well as price, quality, and services provided. The evaluation committee recommends award to Henry Schein as their proposal was deemed the most advantageous to the College. The aggregate contract award over three fiscal years is \$271,779.

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

Delay the purchase of this equipment; however, it is difficult to utilize the latest technology with the existing chairs.

RECOMMENDATIONS

The evaluation committee recommends award to Henry Schein Dental.

ATTACHMENTS:

1. Pre Award Transmittal – Dental Hygiene Clinic Chairs, Lights & Stools.
2. Dental Chairs Evaluation Sheet

PRE-AWARD TRANSMITTAL DOCUMENT

REQUEST FOR PROPOSAL

Proposal No.: 405200-349-10AC
Project Title: Dental Hygiene Clinic Chairs, Lights & Stools

Opening Date: January 19, 2010
Buyer: Andrew R. Chambliss

1. Description of Supply or Service:

The purpose of this Request for Proposal is to select a vendor to provide 17 sets of Pelton & Crane (or equal) dental lights, dental units, dental chairs, and operator stools for the delivery of patient care beginning in May, 2010. This equipment is to be purchased in sets of 6 in 2010, 6 sets in 2011; and 5 sets in 2012. Products must meet the following minimum design requirements:

- All equipment must fit comfortably within a cubicle of minimum space of 6'10" wide (at the narrowest point) by approximately 8' in length.
- Equipment must be capable of being installed using existing mechanical plumbing, electrical and computer networking.
- The dental units must be capable of integrating LCC's existing camera system.
- The dental units must be capable of supporting the LCC Dental Hygiene Program's existing ELCA intraoral cameras, preferably utilizing a foot switch control, and must utilize existing control modules.
- Dental units must have a rear mounted assistant's arm that is equipped with an accessory Stainless Steel Tray, HV and SE connected to central vacuum and 1 A/W syringe.
- Quick connects (Quick Disc and Dual Recepta) for power scaler units should be mounted on the underside of the chair, and near or on the accessory tray mounted on the rear assistant's arm. Acceptable alternative placement may be considered.
- All cords, cable and wiring, including that of LCC Dental Hygiene Program owned accessory power scaler units, should be concealed within the chair, unit, and mechanical box or have an equally acceptable cord management system.
- Chair backs must be narrow enough in nature to allow close working access by the dental hygiene/dental clinician.

Contract Period: One (1) year contract with an option to extend for two (2) years, in one (1) year increments, for a total of three (3) years.

2. Proposals Received:

The Request for Proposal was posted at <http://www.michiganbuyers.us> and at the State of Michigan website www.bid4michigan.com - on-line bidding websites. 165 vendors were notified. The College received 4 proposals.

Vendor	Location	Proposal Response
Benco Dental	Caledonia, MI	Responded
Dental Health Products Inc	Lansing, MI	Responded
Henry Schein Dental	Haslett, MI	Responded
Patterson Dental Supply Inc.	Lansing, MI	Responded

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee consisted of faculty and administrators from the Dental Hygiene Clinic and Purchasing. 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, quality, and services provided. The evaluation committee recommends award to Henry Schein as their proposal was deemed the most advantageous to the College. The aggregate contract award over three fiscal years is \$271,779.

FY10 \$95,922

FY11 \$95,922

FY12 \$79,935

Total: \$271,779

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

RFP#405200-394-10AC, Dental Chairs

Questions	Q. 1 Longevity of Product Market	Q2. Lifespan of Chair	Q3. Replacement Part Support	Q4. Warranty Service	Q5. Location of Service Center	Q6. Service Provider	Q7. Service: Distance from LCC	Q8. Hours of Service Center	Q9. Turnkey Service	Q10. Higher Education Inst.
Vendors										
Benco Dental	Uncertain	15 years	Yes	5 years parts/1 year service	Caledonia MI	Benco service reps	60 miles	7:00 a.m. - 7:00p.m.	Yes	No response
Dental Health Products	Did not provide answers									
Henry Schein	No known plans to discontinue	10 to 12 years	Yes	5 years parts/1 year service	Haslett MI	Henry Schein service reps	less then 8 miles	8:00 a.m. - 5:00 p.m.	Yes	60
Patterson	20 years	15 to 20 years	Yes	3 years parts/2 years labor	Lansing MI	Service Technicians	4 miles	8:00 a.m. - 5:00 p.m.	Yes	32

Price

Princing for Specified Products

Vendors	Dental Chair	Dental Unit	Operator Stool	Dental Lights	Installation	Shipping	Additional	Total
Benco Dental	Vendor provided a lump sum proposal.							\$368,465.50
Dental Health Products	Vendor did not provide pricing for specified products							
Henry Schein	\$130,985.00	\$96,577.00	\$12,190.00	\$62,169.00	\$0.00	\$0.00	\$0.00	\$367,494.00
Patterson	Vendor did not provide pricing for specified products							

NOTE: Quantity reduced from 20 to 17 to meet budget limitations.

Alternate Products (Evaluation Committee determined alternate products were not equal to specifications)

Vendors	Dental Chair	Dental Unit	Operator Stool	Dental Lights	Installation	Shipping	Additional	Total
Dental Health Products	\$85,100.00	\$104,282.00	\$10,051.00	\$36,202.00	\$24,058	\$5,807.00	\$40,300.00	\$305,800.00
Patterson	\$141,726.00	\$143,474	\$11,500.00	\$45,333.00	\$12,197.00	\$0.00	Trade-in (\$67,615)	\$286,615.00

Lansing Community College – Board of Trustees
March 15, 2010

Agenda Item: Request for Proposals
Student Online Tuition Payment

Presented for Action

PURPOSE

To continue our ability to accept and process tuition payments online, Lansing Community College has posted an RFP to secure Student On-Line Tuition Payment services for the SunGard Banner application in a hosted environment. The successful vendor must be a Banner Partner for the proposed application. The solution must be hosted in a Payment Card Industry (PCI) compliant Data Center.

Term: 3 year contract with two 1-year options for a total of five years.

BACKGROUND

In the spring of 2009, SunGard announced that Banner would no longer support the processing of student credit card payments within the Banner application.

IMPLICATIONS

Financial:

TouchNet Information Systems is the recommended vendor to provide our online tuition payment system. An evaluation committee comprised of staff from Information Technology Services, Student Finance, Financial Services and Purchasing evaluated submissions and made a recommendation based on the vendor's ability to meet the needs of the College as outlined in the RFP, as well as price, delivery, and services provided. The total contract award is \$190,000 over five years.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

A PCI complaint solution is critical for processing online tuition payments, as SunGard will no longer support this function.

OTHER OPTIONS/ALTERNATIVES

There are no other alternatives.

RECOMMENDATIONS

The evaluation committee recommends award to TouchNet.

ATTACHMENTS:

1. Pre Award Transmittal Student Online Tuition Payment.
2. Student Online Tuition Payment Bid Tabulation Sheet.

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

Proposal No.: 600001-396-10RB
Project Title: Student Online Tuition Payment Plan

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

1. Description of Supply or Service:

Lansing Community College is accepting proposals for the processing of Student On-line Tuition Payments for the SunGard Banner application in a hosted environment. SunGard announced in the spring of 2009 that Banner would no longer be supporting the processing of student credit card payments within the Banner application. The vendor must be listed as a Banner Partner for the proposed application. The College is looking for a solution that is hosted in a Payment Card Industry (PCI) compliant Data Center.

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

2. Proposals Received:

The Request for Proposal was posted at <http://www.michiganbuyers.us> and at the State of Michigan website www.bid4michigan.com - on-line bidding websites. 120 vendors were notified. The college received 5 proposals.

Vendor	Location	Proposal Response
CASHNet, a Higher One Company	New Haven, CT	Responded
CORE Business Technologies	East Providence, RI	Responded
Nelnet Business Solutions	Lincolnshire, IL	Responded
Official Payments Corporation	Reston, VA	Responded
TouchNet Information Systems Inc	Lenexa, KS	Responded

Funding Source: General Fund

3. Award Recommendation:

The evaluation committee consisted of staff members 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 TouchNet Information Systems as their proposal was deemed the most advantageous to the College. The aggregate five year contract award is \$190,000.

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

Student Online Tuition Payment Plan Bid Tabulation Sheet

600001-396-10RB, Student Online Tuition Payment

B. Scope of Work

	1. Application Functionality (Y/N)					2. Banner Interfaces (Y/N)						3. Hosting (y/n)		
Vendor	a.	b.	c.	d.	e. (1-4)	a.	b.	c.	d.	e.	f. (1-4)	a.	b.	c.
Touchnet	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Nelnet	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Core	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	Y
Official Payments	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CashNet/HigherOne	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Comments:

Official Payments No experience with colleges of size of LCC. The largest college they have serviced was 8,000 students with 300 financial aid students. Their system is not PADSS and PCI compliant.

Nelnet Their system is not PADSS compliant.

CORE Highest price proposal and their system is not PADSS compliant.

Rationale:

The evaluation committee recommends award to TouchNet over CashNet/Higher One due to the following reasons:

1. On August 10, 2009 LCC signed two separate license agreements with TouchNet to add the TouchNet Payment Gateway to address the upcoming changes in Banner. These documents were signed based upon the understanding that the Board of Trustees had approved TouchNet in the capital project when Banner was reimplemented in 2006. Sr. VP Hilquist acknowledged that while there was no competition for these services previously, now there were other competitors in the market and he requested we go out for the RFP. The agreements LCC signed are binding and we would need to pay \$35,700 for the perpetual license of Bill + Payment Client and Student Account Center, and pay a one-time implementation of \$8,800 and the annual maintenance for the next 3 years of \$7,200. Under the hosting contract, LCC agreed to pay TouchNet \$20,000 annually for hosting and a one-time implementation fee of \$9,500 to move the systems into their Data Center. These contracts need to be fulfilled regardless of the outcome of the RFP.
2. Based upon the work completed since August 2009, we are already partially implemented. An additional consideration is that our bank, PNC, accepts the TouchNet Gateway Payment, and this would need to be established for a new vendor.
3. There is a \$250 difference between TouchNet and CashNet. The costs to change providers would exceed this amount. The evaluation committee therefore recommends award to TouchNet for the Student Online Tuition Payment System.

Student Online Tuition Payment Plan Bid Tabulation Sheet

C. Information Security Requirements

	4. Reporting (y/n)						5. Customer Service		6. Timeline			1. Security Standards	2. Incident Response (Y/N)		
Vendor	a.	b.	c.	d.	e.	f. (1-4)	a.	b. (1-4)	a.	b.	c. (1-4)	a. (1-4)	a.	b.	c.
Touchnet	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N (Okay answer)
Nelnet	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Core	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y and N
Official Payments	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CashNet/HigherOne	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Student Online Tuition Payment Plan Bid Tabulation Sheet

	3. Protected Information			4. Access		5. Hosting Environment (y/n)				6. References (y/n)
Vendor	a.	b.	c.	a.	b.	a.	i.	ii. (1-4)	iii. (y/n)	
Touchnet	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Nelnet	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Core	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Official Payments	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CashNet/HigherOne	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Student Online Tuition Payment Plan Bid Tabulation Sheet

Price Proposal (Annual Totals)

	<i>One-Time</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Year 4</i>	<i>Year 5</i>	<i>5-year Total</i>
Vendor							
Touchnet	54,000	27,200	27,200	27,200	27,200	27,200	190,000 *
Nelnet	0	36,000	36,000	36,000	36,000	36,000	180,000
Core	22,720	45,453	45,453	45,453	45,453	45,453	249,985
Official Payment	\$0	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	90,000
CashNet/Higher	15,250	34,900	34,900	34,900	34,900	34,900	189,750 *

Lansing Community College – Board of Trustees
March 15, 2010

Agenda Item: Request for Proposals
Telephone Service Provider

Presented for Action

PURPOSE

Lansing Community College is seeking proposals for the college wide incoming and outgoing local and long distance telephony trunk service.

Term: 5 years with an additional 2 year option.

BACKGROUND

Vendors were invited to provide solutions for either traditional ISDN PRI trunking or SIP trunking as long as the College's bid specifications were met. AT&T currently provides LCC's local telephone service, while Sprint is our long distance service provider.

IMPLICATIONS

Financial:

Information Technology Services and the Purchasing Department staffed the evaluation committee. Vendors' proposals and interviews were evaluated based upon the vendors 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 Arialink as their proposal was deemed the most advantageous to the College. The contract award is for five fiscal years with two (2) one (1) year options to extend at \$30,298.32 per year, for a five year total of \$151,491.60. If LCC exercises the two additional option years the total cost will be \$212,088.24.

Strategic Plan:

There are no strategic plan implications.

Human Resources:

There are no human resources implications.

RISKS

There are no risk management implications. These issues were resolved through the pilot phase of the evaluation process.

OTHER OPTIONS/ALTERNATIVES

There are other alternatives; however those alternatives may cause a decrease in service to the College.

RECOMMENDATIONS

The evaluation committee recommends award to Arialink.

ATTACHMENTS:

1. Pre Award Transmittal Telephone Service Provider
2. Telephone Service Provider Bid Tabulation Sheet.

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

Proposal No.: 9001-378-09RB

Project Title: Telephone Service Provider

Opening Date: June 19, 2009

Buyer: Rebecca G. Beard

1. Description of Supply or Service:

Lansing Community College is seeking proposals for the college wide incoming and outgoing local and long distance telephony trunk service for the next 5 years with an additional 2 years optional. The college's current local service is provided through AT&T and consists of 3388 DID lines across 2 prefixes, with long distance being provided by Sprint. Vendors were invited to provide solutions for either traditional ISDN PRI trunking or SIP trunking as long as they met the specifications provided. Telephone service is a critical service for LCC, and therefore ITS proceeded deliberately in the upgrade to new technology. ITS conducted a pilot consisting of two phases to validate the proposed solution. The pilot began last summer and was recently completed in February at the conclusion of the second number port over to the SIP trunk. This allowed ITS to ensure that the solution would operate properly under load. The pilot was a success.

2. Proposals Received:

The Request for Proposal was posted at <http://www.michiganbuyers.us> and at the State of Michigan website www.bid4michigan.com - on-line bidding websites. 442 vendors were notified. The college received 6 proposals.

Vendor	Location	Proposal Response
ACD.net	Lansing, MI	Responded
Arialink	Lansing, MI	Responded
AT&T Global Services	Lansing, MI	Responded
Metronet Telecom Inc.	Holt, MI	Responded
PAETEC	Chicago, IL	Responded
Qwest Communications Corp LLC	Southfield, MI	Responded

Funding Source: Charge-back Fund

3. Award Recommendation:

The evaluation committee consisted of staff members from Information Technology Services division and Purchasing department. Vendor's proposals and interviews 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 Arialink as their proposal was deemed the most advantageous to the College. The contract award is for five fiscal years with two (2) one (1) year options to extend at \$30,298.32 per year, for a five year total of \$151,491.60. If LCC exercises the two additional option years it would be \$212,088.24.

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

Telephone Service Provider Evaluation Sheet

CRITERIA	ATT-1	ATT-2	ATT-3	Arialink-1	Arialink-2	MetroNet	Qwest	Paetec	ACD.net
Proposals will be evaluated on the basis of the vendor's ability to meet the needs and desires of the College as outlined in this RFP, as well as price, delivery date, and services provided.	10	10	10	10	10			5	5
General Requirements (Any deviations from the following specifications must be stated in the bid response. The College reserves the right to negotiate and select the vendor that best meets its needs.)									
1. The College requires a solution that can provide full telephony trunk service including full DID and DOD of all numbers to both its Main Campus TLC building at 400 N. Capitol in downtown Lansing and its West Campus on 5708 Cornerstone Drive, Lansing, MI.	1	1	1	1	1	Can not route calls to both campuses	Does not provide DID Service	1	1
2. In the event of site failure provider must be able to route both DID and DOD calls to all numbers at both sites	1	1	1	1	1	0		1	1
3. Provider must guarantee Quality of Service for toll quality voice service and illustrate that service is delivered to the College without using the public Internet. Provider must demonstrate interoperability with the College's Cisco Call Manager.	1	1	1	1	1	1		1	1
4. LCC seeks a non-managed router solution and will provide adequate routing facilities for given circuit system.	1	1	1	1	1	1		1	1
5. Provider must have capability for local number portability, E911, CNAM, assignment of DIDs and DODs across stated sites, support for Cisco T.38 fax interoperability, support G.711U, G.722, H.323, and G.729a CODECs.	1	1	1	1	1	1		1	1
	ATT-1	ATT-2	ATT-3	Arialink-1	Arialink-2	MetroNet	Qwest	Paetec	ACD.net
6. Provider must provide cutover timeline and plan for seamless service and number portability. This transition must be performed in a timely manner with the end user experiencing no loss of service.	1	1	1	1	1	1		1	1

Telephone Service Provider Evaluation Sheet

7. The provider must have a Lansing, MI Support Center that is Staffed 24 hours a day, 7 days a week. The Support Center should be able to receive alerts/alarms from all equipment that makes up the network and be able to respond to any outage and maintain an industry standard uptime of 99.999%

1 1 1 1 1 0 0 1

8. The provider should respond to a service down situations 24 hours a day (1 hour to respond, 2 hours if on-site is necessary).

1 1 1 1 1 0 1 1

Sip Requirements: In addition to the stated general requirements if a provider chooses SIP trunking the following specifications must be met.

1. Session Initiated Protocol (SIP) trunking service is preferred via separate connections from existing internet connection to its Main Campus TLC Building in downtown Lansing and its West Campus on Cornerstone drive in Delta Township

1 0 1 1 1 0 1 1

2. Provider must be able to set up and demonstrate full SIP functionality and compatibility with the all stated requirements prior to full installation of solution. This pilot will consist of a 2 month trial after award, at which time LCC will test functionality, quality, and document uptime. Afterwards it will be determined whether LCC will proceed with full implementation.

1 0 1 1 1 0 1 1

3. Provider must use signaling that has been tested and certified compatible with Cisco Call Manager version 6.x.x.

1 0 1 1 1 0 1 1

ATT-1 ATT-2 ATT-3 Arialink-1 Arialink-2 MetroNet Qwest Paetec ACD.net

Pricing Requirements

Pricing is to be filled out on the form provided. Vendor shall base pricing on the call volume estimates included and number of trunks at each location is to be determined by this volume as well. Additional equipment and considerations needed should be priced as well on attached form. **(See Below)**

Telephone Service Provider Evaluation Sheet

Note: LCC entitled to preferred pricing under several collaborative and consortiums such as: State of Michigan Extended Contract program MI DEAL, US Communities, E&I, and General Services Administration (GSA), MiCTA, and others. Vendors are encouraged to contact the college if preferred pricing is available and there is a need to confirm eligibility. Vendors are to provide LCC with pricing they offer their most preferred customer.

Technical Proposal (Part I)

Section 1.0 - Company Description

1. Name of firm	1	1	1	1	1	1	1	1
2. Location of principal (contact) and branch offices	1	1	1	1	1	0	1	1
3. Type of Proprietorship: Individual, Partnership, Corporation, LLCs and other types of entities (If Partnership, list names of all partners. If Corporation, give name of state in which corporation is registered and provide names of President, Secretary, Treasurer.)	1	1	1	1	1	0	1	1
4. Length of time in business	1	1	1	1	1	1	1	1
5. Other available services	1	1	1	1	1	1	0	1

ATT-1 ATT-2 ATT-3 Arialink-1 Arialink-2 MetroNet Qwest Paetec ACD.net

Section 2.0 - Proposed Project Team

1. List specific personnel proposed for the project team. Indicate the project assignment, role or area of responsibility of each individual. Also state the current assignments for personnel proposed for the project, and the average percentage of each person's time available for this project during the duration of the project.	1	1	1	1	1	0	1	1
2. Provide an organization chart graphically indicating how the firm would staff and structure the proposed team for this project. Include delegation of responsibility and assignment of authority, and interaction points with the Owner.	1	1	1	1	1	0	1	1

Telephone Service Provider Evaluation Sheet

3. Provide a resume of each proposed team member, specifically stating experience and qualifications. Include at least three client references for the managing commercial Telephone Service Provider/agent.	1	1	1	1	1	0	0	1
Section 3.0 - Approach								
1. Provide a brief narrative of the approach to the following issues:	1	1	1	1	1	1	0	1
-Communication during Pilot -Cost control measures - Scheduling/Project Management (proposed timeline)	1	1	1	1	1	1	1	1
Section 4.0 - Experience								
1. Provide a list of references that have a similar size telephone service. Describe your firm's responsibility or role in the projects. Telephone service provider must have been in business for at least 3 years, 5 years preferred, and have at least 3 other higher education institutions as clients.	1	1	1	1	1	1	1	1
2. Disclose any current or pending litigation or arbitration with other public agencies.	1	1	1	1	1	1	1	1
	ATT-1	ATT-2	ATT-3	Arialink-1	Arialink-2	MetroNet	Qwest	Paetec ACD.net
Section 5.0 – Service Level Agreement								
1. Provide the Service Level Agreement and explain any penalties that exist in the contract for failure for your company to meet the stated network performance.	1	1	1	1	1	0	1	1
2. State any penalties the customer is subject to.	1	1	1	1	1	0	1	1
3. Lansing Community College rejects any Service Level Agreement or contracts with automatic renewal provisions. Please identify if your Service Level Agreement contains any automatic renewal provision.	1	1	1	1	1	0	1	1
Understanding of the Requirement – The Vendor exhibits empathy for the College's mission, purpose, or objective in acquiring the services of a supplier. All required forms completed and returned with proposal.	10	10	10	10	10	3	5	10
Technical Approach – The Vendor proposes procedures and methods that will achieve the required service.	10	10	10	10	10	0	10	10

Telephone Service Provider Evaluation Sheet

Project Management – The proposal describes (a) how the project will be organized and managed, and (b) the resources necessary to accomplish the purposes of the contract. Include project measurement and reporting process	10	10	10	10	10	0	0	10
Personnel – The Vendor identifies the individuals who will be the project team and presents their qualifications for the contract work. -Describe any potential conflicts of interest. -Project team profiles and qualifications - Percent of time devoted to LCC and other accounts assigned.	10	10	10	10	10	0	0	10
Organizational Qualifications – The proposal describes the Vendor’s experience, capabilities, and other qualifications as a responsible performer on the contract.	1	1	1	1	1	1	1	1
Length of time firm has in business.								
○ Number of employees								
○ Sales profile over the last three years								
	ATT-1	ATT-2	ATT-3	Arialink-1	Arialink-2	MetroNet	Qwest	Paetec ACD.net
○ Size of client list								
○ Company philosophy								
○ Types of services offered to include specialties.								
Experience with institutions of higher education of similar or larger size (including community colleges).								
○ Minimum of Six (6) references. References are to be from organizations that have utilized the firm’s services, preferably higher education. Please include the name, address of the organization, the name(s), titles and telephone numbers of the persons to be contacted.								
○ Identify if firm has provided services to LCC in the past or is a current provider, and the scope of services provided.								
* Note: Proposals length requirement – Proposals provided in response to this RFP must be no more than 30 pages plus attachments.								
Is Business in the LCC Tax District								
Is Business in the State of Michigan								

Telephone Service Provider Evaluation Sheet

Additional Comments:	ISDN Prime	MBL	IP Flex	ISDN	SIP	ISDN		ISDN	SIP
Scoring Total SIP		74	77		77	15	0	43	72
Scoring Total ISDN	77			77					
Incoming Trunk Plan and Service Rate per month	\$2,047.56	\$32,321.52	\$8,259.00	\$2,280.00	\$1,575.00	\$3,118.40		\$2,703.00	\$745.50
Per Local Call	\$0.0450	\$0.0450	\$0.0000	\$0.0450	\$0.0000	\$0.0400		\$0.0000	\$0.0000
Per local Minute	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0080	\$0.0290		\$0.0000	\$0.0000
Per local call intra-lata	\$0.0245	\$0.0245	\$0.0000	\$0.0000	\$0.0000	\$0.0290		\$0.0000	\$0.0000
Per local minute intra-lata	\$0.0245	\$0.0245	\$0.0000	\$0.0180	\$0.0180	\$0.0290		\$0.0350	\$0.0000
Per Call Long Distance	\$0.0245	\$0.0245	\$0.0000	\$0.0000	\$0.0000	\$0.0290		\$0.0000	\$0.0000
Per Minute Long Distance	\$0.0245	\$0.0245	\$0.0450	\$0.0180	\$0.0180	\$0.0290		\$0.0250	\$0.0145
Equipment (Please list by item)	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000		\$0.0000	\$0.0000
								Long Distance charges only (105540*. 0145=\$15	
Pilot Costs (Please list by item)	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000	\$0.0000		\$0.0000	30.33)
Total Number of calls									
-Incoming:									
-708158 (TLC)									
- 486 (GB)									
- 708644 (Total)									
-Outgoing:									
- 501176 (TLC)									
- 113644 (GB)									
- 614790 (Total)									
-392565 (local Total)	\$17,665.43	\$17,665.43	\$0.00	\$0.00					
Total Local minutes 829407 (annual)	\$20,320.47	\$20,320.47	\$0.00	\$0.00	\$0.00			\$29,029.25	
Total LD minutes: 633240 (annual)	\$15,514.38	\$15,514.38	\$225.00	\$11,398.32	\$11,398.32			\$15,831.00	\$9,181.98
Trunk cost per year	\$24,570.72	\$387,858.24	\$99,108.00	\$27,360.00	\$18,900.00			\$32,436.00	\$8,946.00
Total Cost annually	\$78,071.00	\$441,358.52	\$99,333.00	\$38,758.32	\$30,298.32	\$0.00	\$0.00	\$77,296.25	#####
Point Total for Pricing	12	2	10	16	18	0	0	14	18
Total Price total for Bid	89	76	87	93	95	15	0	57	90

Comments:

Telephone Service Provider Evaluation Sheet

1. LCC used a scoring method which highlighted various needs and capabilities required of a phone service provider. Using this scoring Arialink scored 95/100 on their SIP trunk proposal.
2. Arialink's SIP trunk proposal contained zero pilot costs.
3. LCC has a very strong existing relationship with Arialink (Control Room Technologies, CRT) has been our internet service provider for the past 7 years. They are the primary partner in LCC's fiber communication ring that connects Main Campus, West Campus, Aviation Center and includes spurs to East Campus, and Clinton County Center.
4. During the evaluation process questions were raised about who actually owns and maintains large chunks of the fiber optic network running throughout the greater Lansing area and into the campuses of LCC. Arialink was able to provide documents detailing their ownership of the fiber network. In the event of a service outage or degradation of the fiber network, the ownership can play a role in how quickly the issue is resolved. When multiple vendors come into play it can lead to finger pointing which increases the resolution time. The ownership documents are contained in the RFP file.