



# **Lansing Community College Board of Trustees**

**Regular Meeting  
November 16, 2009  
6:00 p.m.  
Paula D. Cunningham Administration Building  
Board Room**

# Lansing Community College

## BOARD OF TRUSTEES



Deborah Canja  
*Chairperson*  
2009



Brent Knight, Ed.D.  
*President of the College*



Robin M. Smith  
*Vice Chairperson*  
2011



Edward Woods III  
*Secretary*  
2013



Thomas Rasmusson  
*Treasurer*  
2011



Jerry L. Hollister  
*Trustee*  
2013



Chris A. Lavery  
*Trustee*  
2009



Robert E. Proctor  
*Trustee*  
2009

*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  
November 16, 2009  
6:00 p.m.

### **Regular Meeting**

- I. Call to Order by Chairperson
- II. Roll Call by Administrative Assistant to the Board
- III. Pledge of Allegiance
- IV. Approval of Minutes
  - A. October 19, 2009 Regular Board of Trustees Meeting
- V. Additions/Deletions to the Agenda
- VI. Limited Public Comment Regarding Agenda Items
- VII. Closed Session
- VIII. President's Report
  - A. Informational
    1. Landscaping for University Center Lot
    2. City Right of Way
      - a. Signage, Lighting and Safety Features
    3. Budget Options FY 2010-11
    4. Boars Head Theater
    5. Developmental Math Student Success Initiative
    6. Revised Employment of Relatives – Nepotism Policy
    7. Revised Workplace Consensual Relationship Policy
    8. Monthly Financial Statements

B. Consent Agenda (Items are on the consent agenda to be voted on as a single item by the Board. Board members may remove an item from the consent agenda prior to the vote. Items removed from the consent agenda will be discusses individually.)

1. Senior Vice President
2. Alcohol Permit Request for Foundation Silent Auction Event
3. Capital Projects
  - a. Update for Child Care Training Center
4. Fiscal Year 2010 Budget Amendment
5. Union Contract Amendments to Cover Increased Cost of Choices II
6. Voluntary Retirement/Separation Incentive Program II
7. Finance
  - a. Request for Proposals
    - (1) Consulting Services - Federal Lobbyist
    - (2) Consulting Services - Local Lobbyist
  - b. Change Order
    - (1) Foster, Swift, Collins & Smith, P.C.
    - (2) Mika Meyers, Beckett and Jones

C. Action Items

1. Michigan Promise Funds

IX. Chairperson, Committee and Board Member Report

A. Chairperson's Report

1. Information and Announcements
2. Other

B. Committee Reports

1. Foundation Board Report – Trustee Canja
2. Workforce Development Board Report – Trustee Proctor

X. Public Comment

XI. Board Evaluation

XII. Adjournment

# **Approval of Minutes**

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
October 19, 2009

**Regular Meeting**  
Unadopted Meeting Minutes

## **Call to Order**

The meeting was called to order at 6:07 p.m.

## **Roll Call**

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

Trustee Woods attended by phone at 6:10 p.m.  
Trustee Hollister arrived at 6:16 p.m.

## **Pledge of Allegiance**

Trustee Rasmusson led the Pledge of Allegiance.

## **Approval of Minutes**

Trustee Lavery stated that he will not be voting in favor of the minutes. He stated that they did not accurately or specifically reflect what he brought up at the last meeting under Trust and Communications. Trustee Lavery stated that he wanted the audience to know why he was not voting in favor of them.

Trustee Lavery further stated that the minutes did not accurately or specifically reflect what he said regarding a severance or regarding the hiring of a particular consultant.

Chairperson Canja asked Trustee Lavery if he had suggestions to make them more accurate. Trustee Lavery stated that the minutes are recorded and the Board can reflect back on them at some point in time if needed.

IT WAS MOVED by Trustee Smith and supported by Trustee Canja that the minutes of the September 21, 2009 Regular Board of Trustees meeting be adopted.

Roll call vote:

Ayes: Proctor, Rasmusson, Smith, Woods, Canja

Nays: Lavery

Absent: Hollister

The motion carried.

## **Additions/Deletions to the Agenda**

The following additions were made to the agenda:

- Chairperson Canja requested that the Closed Session be moved up under Resolution Presentation and President Report.

## **Limited Public Comment Regarding Agenda Items**

Cindy Storie: Good evening Board. I appreciate the opportunity to speak. There are three important college issues that I wanted to bring to the Board's attention that will be brought to them for direction and decision tonight. First, is a letter of agreement to address the recall of three Counselor layoffs. The Counseling team, along with MAHE and the Administration, have been working together since June to address the student needs related to LCC Counseling and Advising Services. The time was well spent in identifying the professional purpose and scope of counseling and advising for our students at LCC. As such, it was determined that reorganization, structurally and procedurally, will be required. To this end, the letter of agreement addresses key functions needed to ensure the efficient and effective implementation of the "new" Counseling and Advising Center, which includes essential new positions that the three counselors (Curlada, Gill and Craig) are well qualified to be placed in to. Thus, creation of these counseling positions warrants the recall of their layoff notices. The benefits gained by the college are cost saving through enhanced services, increased efficiencies and effectiveness, increased student retention, persistence and successful completion of their educational plan. A second issue before you tonight would be healthcare insurance. Steve Vossler, Chair of Labor Coalition, has sent a proposal to the Board members on behalf of the LCC Labor Coalition and Healthcare Taskforce, with previous communications and information on the healthcare insurance. Basically the unforeseen change by Blue Cross Blue Shield to eliminate Tri-Med, and have the ability to move to the comparable product and coverage levels for employees through the end of this contract with Choices II has a cost of \$70,000. To be fair, Labor believes a 50/50 split of this unforeseen cost between the College and the employees will address this. Currently employees are paying approximately 10% of healthcare insurance premium. This is in line with comparable institutions. This shared cost to the college of \$35,000 is minimal. Thirdly, the Board's consideration to support the continuation of two full-time faculty in the automotive technology program by



letter of agreement, which will settle the grievance that was at arbitration this last Friday 10/16/2009. Thank you for your consideration.

## Resolution Presentation

Chairperson Canja presented the following resolution honoring Bob Anderson.

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

WHEREAS, Robert Eric Anderson was elected to the Lansing Community College Foundation Board of Trustees in 2003; and

WHEREAS, Robert Anderson has served faithfully and diligently as Chairperson and member of the LCC Foundation Board; and has selflessly contributed his time, talents, and energy toward fulfilling the Mission of the Foundation; and

WHEREAS, during his tenure as President, he brought stability and professionalism to a Foundation in transition; and

WHEREAS, during his tenure as President, he spearheaded the Foundation's first capital campaign resulting in \$3.6 million in contributions and led the Foundation's successful 50<sup>th</sup> Anniversary Gala; and

WHEREAS, during his tenure on the LCC Foundation Board, the Foundation has grown in assets from \$3.4 million to \$9.8 million, due in large part through his leadership and guidance; and

WHEREAS, during his tenure as President, he represented Lansing Community College with dignity, professionalism and foresight, consistently supporting the values of the community college education; and

WHEREAS, through his goal-oriented common sense approach he has helped the Foundation grow to the next level while inspiring and enabling the pursuit of education for the betterment of our students, residents; and community; and

WHEREAS, he has never hesitated to serve when asked, to give when requested or to labor when required; and

WHEREAS, he has shared those qualities with the American Legion, Beaver Island Historical Society, Nature Conservancy; Michigan Land Use Institute; and the American Association of Retired Persons, as well as his own alma mater; and

WHEREAS, he has served as a role model, a mentor and a friend, demonstrating his deep commitment to a cause that inspired many to follow; and

WHEREAS, his contribution to the future viability of the Lansing Community College Foundation is immeasurable, profound and deeply appreciated; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, in recognition of his service, his dedication, and his sincere commitment to Lansing

Community College as Foundation President and Member, on behalf of students, faculty, staff and community, recognize Robert E. Anderson as he continues his life of teaching, consulting and service to his community in other arenas.

AND BE IT THUS RECORDED THIS day of October 19, 2009.

## **Closed Session**

IT WAS MOVED by Trustee Smith and supported by Trustee Rasmusson that the Board go into closed session for the purpose of considering strategies in connection with collective bargaining.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Rasmusson, Smith, Wood, Canja

Nays: None

Absent: None

The motion carried.

The Board entered into closed session at 6:26 p.m.

The Board returned to open session at 7:58 p.m.

Roll call:

Present: Hollister, Lavery, Proctor, Smith, Woods, Canja

Absent: Rasmusson

Trustee Rasmusson arrived at 8:01 p.m.

IT WAS MOVED by Trustee Smith and supported by Trustee Hollister to approve a letter of agreement between Lansing Community College and the Lansing Community College Michigan Association of Higher Education, Michael Wightman and Graham Woollard.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Rasmusson, Smith, Wood, Canja

Nays: None

Absent: None

The motion carried.

## **PRESIDENT'S REPORT**

### **Informational - President's Update**

President Knight gave the following updates:

- Dean Berry and the IT Apprenticeship Team received the Best of Michigan Excellence in Technology Award, from the National Association of State Achieved Information Officers. This award represents the best practices in collaboration in industries and education.
- Dean Berry and the IT Apprenticeship Team also received the Best of Industry Educational Award, from the Computing Technology Industry Association for long term achievement in IT certification. This award represents LCC's program selling the most IT certifications in the U.S.
- Dr. Evan Montague was selected for the position of Dean of Student and Academic Services. Dr. Montague most recently served as Assistant Vice President at Alma College. Prior to that, he served LCC for nine years as Director of Financial Aid and Veteran Services and then as Director of Enrollment Management and Academic Support Systems. Evan began his career in student services at Michigan State University and then Albion College as a Financial Aid Officer. He earned a BA in Social Science/Psychology from Michigan State University, a MPA from Western Michigan University and a PhD in Educational Administration from Michigan State University. Dr. Montague will assume his new position on November 9th. Dr. Knight thanked Elenka Raschkow for serving as Interim Dean for the past few months.
- Dr. Michael Nealon was selected for the position of Dean of Liberal Studies. Dr. Nealon served at the college as Chair of Humanities and Performing Arts. Prior to being named Chair, Michael served as Lead Faculty of LCC's Music Program for 8 years. Michael has served the college as a faculty representative on LCC's AQIP Team and has been actively engaged in the college's accreditation process through the Higher Learning Commission. He earned a BA in Humanities in Music History from Saint Michael's College, a MA in Musicology from the University of Tennessee and a PhD in Musicology from Northwestern University.
- Moody's Investors Service has affirmed the Aa3 credit rating for Lansing Community College, indicating strong confidence in the college's financial position. Affirmation of this high rating reflects LCC's broad, diverse economic base benefiting from the stabilizing base of MSU as well as the state's capital; well-maintained financial operations with satisfactory reserve levels; and a manageable debt position that is expected to continue despite near-term borrowing plans. Moody's Investors Service reviewed the college and found that it was credit worthy.

- At last week's ACCT conference, Trustee Edward Woods was elected to the Central Region Nomination Committee.
- Last week, the Lansing Board of Water and Light successfully launched round two of the "1st STEP," in partnership with LCC, CAMW!, Lansing School District, Ingham and Eaton ISDs, Clinton RESA, and the IBEW to provide high school students meaningful workplace experiences and pathways to high demand utility industry careers. The September 30th orientation at Dart Auditorium hosted more than 70 interested students who will be vying for 10 co-op positions available this year at the BWL.
- LCC's Director of Nursing, Margie Clark, has received the Carol Franck Nursing Leadership Award.

### **Informational - Monthly Financial Statements**

David Hilquist presented the following information which is detailed in the Board packet:

1. Statement & Summary as of September 30, 2009 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 quarter ended September 30, 2009
3. Fifth Third Bank report of LCC Holdings as of September 30, 2009
4. Report on Board of Trustees expenditures for the quarter ended September 30, 2009.

### **Action Items – Consent Agenda**

The following items were presented under the consent agenda:

1. 2009 Campus Master Plan & Capital Outlay Project Request
2. Request for Proposal for Internal Audit Services in the amount of \$150,000 (\$50,000 per year with and aggregate contract amount over three fiscal years). The recommendation was to award the RFP to BKD, LLP.

Trustee Hollister requested to remove the RFP for the Internal Audit Services for separate discussion.

IT WAS MOVED by Trustee Laverty and supported by Trustee Hollister to approve the President's consent agenda with the removal of the RFP.

Roll call vote:

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

Nays: None

Absent: None

The motion carried.

There was discussion on the request for proposal.

Trustee Laverty stated that Beckie Beard put the RFP together and that she and others from the administration pared the number of applicants down to four. He stated that he was involved in the interview process along with Senior VP David Hilquist, Beckie Beard of Purchasing and the CFO Catherine Fisher.

Dr. Beard stated that the evaluation committee evaluated the proposals on four criteria. This was for a 3-year audit plan to replace our internal auditor. Four firms met the basis criteria. Interviews were to determine who would meet LCC's specific internal audit needs.

Hilquist stated that BKD presented a much better plan of assessment risk and they had already built a model that LCC could use.

Trustee Laverty stated that they had put a priority on risk management and that was one of the things that he was looking closely for. Trustee Laverty stated that he is always sensitive to look at firms within the LCC District. He stated that when the committee looked at all the factors and what was advantageous to the college the firm selected was the best based on their experience, knowledge and risk management plan. He further stated that if it doesn't work out LCC can cancel after one year. Trustee Laverty stated that all the firms interviewed were excellent but BKD far exceeded their expectations.

Trustee Rasmusson asked what their plan for residual risk evaluation was.

Trustee Smith expressed concerns with the firm selected not being a Michigan based firm or local firm and that the pool didn't have many Michigan firms.

Discussion followed.

IT WAS MOVED by Trustee Smith and supported by Trustee Lavery to approve the RFP for the Internal Auditing Services.

Roll call vote:

Ayes: Hollister, Lavery, Proctor, Canja

Nays: Rasmusson, Smith

Absent: None

Trustee Edward Woods abstained from voting.

The motion carried.

## **Chairman, Committee and Board Member Reports**

### **Committee Reports – Audit Committee Report**

#### **Annual Budget for Fiscal Year 2009 -2010 and Comprehensive Annual Financial Report**

David Hilquist gave the following update:

1. LCC submitted its first Comprehensive Annual Financial report. This report is eligible for a GFAO (Government Finance Officer Association) Certificate of Excellence. There are 99 certificates in Michigan; the State has one, Ingham County has one and the City of Lansing has one. There are no community colleges in MI that have this certificate. After approval for the Comprehensive Annual Financial report the administration will submit this report to GFA for their review and evaluation.
2. The A133, Federal Awards Audit Report has no material weakness or significant deficiencies for the first time in 4 or 5 years.
3. The first strategic budget was presented which shows the integration of strategic planning and budget. This report was prepared to be eligible for GFOA distinguished budget recognition and has been submitted to them for review.

Mr. Hilquist thanked the staff that helped to prepare these reports.

#### **Annual Audit Report**

Michelle Fowler of Redman Roberson gave a brief review of the Annual Audit Report and the Federal Awards Audit. A full report was presented to the Audit Committee earlier that day. The full report is on file with the official Board meeting materials.

Discussion followed.

### **Audit Committee Update**

Trustee Lavery gave the following update to the Board:

- The Audit Committee approved expenses for Trustee Smith and Woods for their most recent ACCT Conference attendance.
- Two policies, the Employment of Relatives and Nepotism policy, and the Workplace Consensual Relations policy have been brought to the committee for review. Trustee Lavery stated that he has recommended that these policies be brought forward to the full Board at a future date for review and approval.
- The Contribution for Charitable and Non Profits policy was brought before the committee and will be brought back to the committee before coming to the full Board as a first reading.

### **Committee Updates – Workforce Development Board Report**

Trustee Proctor gave the following report:

- Former Mayor David Hollister made a report on the Wired grant and the impact it has had on our 13 county region. This grant is expiring and the Workforce Development Board will be looking at how to sustain that activity.
- The CAMW Youth Bill has received 105 applications for 36 positions to engage in training to involve themselves in building construction. 36 individuals were invited to attend a 2 week mental toughness and training orientation. The selectees then went through some MIOSHA (Michigan Occupational Safety and Health Act) training and Lead Safe Work Practice Training. Final selections were made 10 days ago of the 36 that were originally selected. They began classes at LCC last week and will begin actual assisting construction at the Greenstone Mortgage Building.

### **Committee Updates – Career Connections Board**

Chairperson Canja gave the following update:

- CAMW received grant to produce a complimentary training to what is known as Work Keys. This complementary component would include soft skills that would make someone successful in the work place.

## **Committee Updates – Lansing Promise Zone Authority Board**

Chairperson Canja gave the following update:

- Lansing Promise Zone Authority Board is a 11 member Board to develop a Promise Zone in Lansing. Trustee Canja is the LCC Representative for that Board.
- The hopes are that the Promise Zone will be as successful and have the same outcomes as the Kalamazoo Promise Zone. The Lansing Promise Zone is trying to replicate the model in Kalamazoo but will have to raise the money to be successful.
- Dr. Knight has provided the Promise Zone with assistance in the form of office space at Washington Court.
- The Promise Zone Board has not made a decision on what would be offered at LCC.

## **Board Member Reports – Update on ACCT Leadership Congress**

Trustee Woods gave the following highlights:

- The theme for the conference was “Achieving Success in a Global Economy: Navigating the Educational Landscape During Turbulent Times.”
- There were 3 keynote Speakers:
  1. Governor Arnold Schwarzenegger shared the difference community colleges made for him and can make for others as “institutions of hope.” He attended Santa Monica City College.
  2. Judith S. Eaton, President of the Council for Higher Education, shared how to engage in the accreditation process.
  3. Maria Kanter, Undersecretary of Education for the U.S. Department of Education, shared President Obama’s challenge to community colleges.
- Attended a workshop about developmental education.
- Witnessed a panel discussion focusing on African-American males and higher education.
- Trustees should continue to seek out board development opportunities and network with other community college trustees to identify best practices.
- LCC needs to assess, evaluate and develop student success opportunities.
- Commended Trustee Robin Smith for her leadership and active involvement with the ACCT Diversity Committee and the difference she is making on the national level.



Trustee Woods complete written report is on file with the official Board meeting materials.

Trustee Smith provided the following update on Diversity Committee:

- Trustee Smith narrowly lost her bid to become the ACCT Diversity Chairperson and obtain a seat on the ACCT Board of Directors.
- The Diversity Committee looked at the best practices and the ACCT Board adopted policy for best practices.
- The committee brainstormed on new technology being used like Twitter and Facebook.
- ACCT has adopted a format for a diversity policy for those colleges that do not have one.
- The equity award can now be awarded to a program within an institution as well as a President or Trustee.

## **Public Comment**

There was no public comment.

## **Board Comments**

Trustee Laverty attended the LCC Foundation fundraiser in the Dart Auditorium, to see Hank Williams the Lost Highway. He stated that he really enjoyed it and that they did a great job. Trustee Laverty stated that he and Dr. Rebecca Beard have been working on a Veteran's Day event, based on conversations they have had with Dr. Knight. He stated that they have been working with different Veteran's Associations to identify significant heroic metal of honor winners to possibly do a mural of some sort or special event to honor the veterans of the community college area. They will finalize and meet with Dr. Knight to roll out something on November 11, 2009.

Trustee Smith stated that she liked the new layout and look of the Lookout. She is excited about the growth of the paper and congratulated the staff on having a new fresh look.

## **Adjournment**

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

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

The motion carried.

The meeting adjourned at 9:08 p.m.

# **President's Report**

## **Informational Items**

**Lansing Community College – Board of Trustees**  
**November 16, 2009**

**Agenda Item: Budget Options FY 2010-11**

**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 is providing a draft of Budget Options for Fiscal Year 2010/11 based on 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 must begin planning to address 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**

## **RECOMMENDATIONS**

### **ATTACHMENTS:**

1. Budget Options Draft 2010-11



# **Lansing Community College**

**Budget Options**

**FY2010-11**

# Overview

- Economic Assumptions for FY2011 Budget
  - Revenue Loss – State Funding
  - Revenue Loss – Property Taxes
  - Expense Increase – Health Care
  - Expense Increase – MPSERS
  - Other Assumptions
  - Total Impact
  - Next Steps

# Range of Potential Budget Impact State Funding

FY2010 base of \$29,762,500

(per Governor's notice of 11/4/09)

Revenue Loss	Change %	Budget Impact
Low	(10%)	\$(2,976,250)
Medium	(15%)	\$(4,464,375)
High	(20%)	\$(5,952,500)



# Range of Potential Budget Impact Property Taxes Base of \$40,825,000

Revenue Loss	Change %	Budget Impact
Low	(2.5%)	\$(1,020,625)
Medium	(5%)	\$(2,041,250)
High	(7.5%)	\$(3,061,875)

# Range of Potential Budget Impact Health Care Base of \$8,000,000

Expense Increase	Change %	Budget Impact
Low	10%	\$(800,000)
Medium	12%	\$(960,000)
High	14%	\$(1,120,000)

# Range of Potential Budget Impact MPSERS Base of \$9,700,000

Expense Increase	Change %	Budget Impact
<b>Low</b> (Rate increase of 0.5%)	3.02%	\$(293,229)
<b>Medium</b> (Rate increase of 1.0%)	6.05%	\$(586,457)
<b>High</b> (Rate increase of 1.5%)	9.07%	\$(879,686)

# Other Assumptions

## Assume Zero Changes for FY 2011

Budget Item	Budget Impact
Salaries	-0-
Services and Supplies	-0-

# Total Impact on FY2011 Budget

Revenue Loss / Expense Increase	Budget Impact
Low	\$(5,090,104)
Medium	\$(8,502,082)
High	\$(11,047,061)

# Total Impact on FY2011 Budget (Detail)

Budget Item	Low	Medium	High
State Appropriations	(2,976,250)	(4,464,375)	(5,985,500)
Property Taxes	(1,020,265)	(2,041,250)	(3,061,875)
Health Care	(800,000)	(960,000)	(1,120,000)
MPSERS	(293,229)	(586,457)	(879,686)
TOTAL	(5,090,104)	(8,052,082)	(11,047,061)

# Next Steps

**Lansing Community College - Board of Trustees**  
**November 16, 2009**

**Agenda Item: Developmental Math Student Success Initiative**

**Presented for Information Only**

**PURPOSE**

The purpose of this item is to inform the Lansing Community College Board of Trustees of a new pilot initiative in the Mathematical Skills Department. Currently, success rates in developmental math hover around 60%. Many students do not even make it through the first two weeks, often because they do not have a textbook and fall behind quickly. This initiative is intended to increase completion and success rates in developmental math courses by ensuring that all students are ready to learn on Day 1.

This item will be presented for action at the December 2009 board meeting.

**BACKGROUND**

Many students in developmental math courses either do not understand the importance of or do not have the resources to purchase their textbook prior to the start of the semester. As a result, they fall behind very quickly and are not successful.

This pilot project will bundle, in one low cost, the existing \$7 course fee, access to online homework and tutorials and an e-textbook. The cost to students will be \$52 for MATH 107 and 112 and \$68 for MATH 050. Course fees are covered in financial aid calculations. It is important to note that these new fees will not contribute to the college's general fund. The current price for the comparable paper textbook is approximately \$120. Students wishing to purchase one could do so.

**IMPLICATIONS**

**Financial:**

There are no financial implications for the college. For students, course fees are covered in financial aid cost of attendance. Students are eligible for up to 30 credits of financial aid for developmental courses.

**Strategic Plan:**

Student Success is the foundation of the College's strategic plan.



**Human Resources:**

There are no human resources implications.

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

Maintain the current course fee and hardcover textbook.

**RECOMMENDATIONS**

N/A

**ATTACHMENTS**

1. Rationale from Mathematical Skills Department.

**Student Success/Course Fee Approval Request**  
**Department of Mathematical Skills**

*Submitted 10-1-09 by:*  
Louise Randall, Math 050 Course Lead  
Michelle Whitmer, Math107/112 Course Lead  
Todd Troutman, Chair, Department of Mathematical Skills

Student opportunity and success are integral elements of our developmental mathematics department. We constantly seek and evaluate methodologies and practices that will provide access to all students and enhance the learning process. We believe that offering a course fee that will allow every student access to all learning opportunities, beginning the first day of the semester, will give students the incentive to engage that first day and recognize the value of completing tasks within a schedule that will allow success.

The change in the course fee structure that would include the electronic-textbook (e-text) and online assignments would be beneficial to all. Historically, students on financial aid rarely have full access to their monies at the start of the semester and therefore cannot start working on assignments with the rest of the class. Not having access to learning materials often causes unnecessary anxiety for students who may already be reluctant about taking a math class and this can be a contributing factor to withdrawals.

Many faculty currently use online homework (e.g. Pearson's **MyMathLab** in Math 050) in both online classes and face to face. We are pleased at how well received this format is by students, and how much they benefit from these resources and other tools provided. It is difficult to justify the purchase of a hard copy textbook when the text material that is covered is also available online.

Most of our instructors, if not all, prepare lecture notes and/or worksheets to be covered during class and do not require students to bring a text to class. All of our classrooms have a projection unit and internet access. So, if there ever is a time that the text is needed in class, it can be displayed for the entire class. In class, it is a simple task to display homework questions that often include detailed drawings and other graphics. The students

do not have to bring their book for us to be able to work collaboratively as a group. We would never expect that our students have a laptop and bring it to class.

Homework from the text is done outside of class. Students could use computers on campus, in our Math Lab, or their own laptop or home computer. If a student does not have a computer at home and does not want to come to campus for internet access, that would be the student who would choose to purchase a text or make copies of needed pages from the texts on reserve in the library.

We are confident this change in course fees, to include the e-text and other course materials, will be a positive move to enhance the opportunity for increased student success and retention.

**Lansing Community College – Board of Trustees**  
**November 16, 2009**

**Agenda Item: Revised Employment of Relatives-Nepotism Policy**

**Presented for Information Only**

**PURPOSE**

The purpose of the revised policy is to minimize situations which create potential for favoritism and bias. It also insures the fair and equal treatment of employees and applicants at the College.

**BACKGROUND**

The current policy allows for the employment of relatives in the same department so long as neither relative directly supervises the other or is able to make employment decisions affecting the relative.

**IMPLICATIONS**

**Financial:**

There are no financial implications.

**Strategic Plan:**

There are no strategic plan implications.

**Human Resources:**

Current employment application for faculty and staff positions requests information on relatives working at LCC; student employment application needs to be updated to ask same question.

**RISKS**

Perceived issues of family members having influence upon or making decisions that affect compensation, employment and/or assignments of other family members.

**OTHER OPTIONS/ALTERNATIVES**

N/A

**RECOMMENDATIONS**

It is recommended that the revised policy be adopted in order to avoid apparent or actual conflict of interest, favoritism or bias.

**ATTACHMENTS:**

1. Revised Employment of Relatives-Nepotism Policy

First Read Changes in RED  
Second Read Changes in BLUE

## POLICY TITLE: EMPLOYMENT OF RELATIVES - NEPOTISM ~~AND~~ ~~WORKPLACE CONSENSUAL RELATIONSHIPS~~

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### I. Purpose

The purpose of this policy is to **avoid actual or perceived conflicts of interest when relatives are employed at the College.** ~~address concerns where relatives are employed in the same department and where a consensual relationship exists between College employees or with a student, which impacts the workplace.~~

### II. Scope

This policy applies to all College employees, **temporary, and interim employees,** ~~and contract employees~~ as well as Board members. **This policy also applies to independent contractors who have a direct supervisory relationship with College employees. This policy does not apply to students.**

### III. Definitions

- A. **Relatives:** The term relatives and related are hereby defined as: current spouse, current domestic partner, mother, father, son, daughter, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepchild and/or any other relative living in the immediate household.
- B. **Direct supervision:** The term direct supervision is hereby defined as a direct line of authority, no matter how far removed. For example, the child of a Vice President reporting to a Manager, who reports to a Director, who reports to the Vice President, is a direct line of authority to the Vice President.
- C. **Senior Leadership:** The term Senior Leadership is hereby defined as the Executive Leadership Team, which currently includes the President, Senior VP's, Provost, CIO, CFO, Executive Director, Deans or comparable positions.

### IV. General

#### Nepotism

~~Lansing Community College will allow employment of relatives in the same department or administrative unit provided that neither relative directly determines or may effectively recommend the appointment, retention, work~~

~~assignment, promotion, demotion, compensation, discipline, or working conditions of the person, or immediately supervises the person to whom he/she is related.~~

~~The term relatives and related are hereby defined as: current spouse, current domestic partner, mother, father, son, daughter, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepchild or any other relative living in the immediate household.~~

#### ~~Consensual Workplace Relationships~~

~~Faculty, staff, and supervisors are expected to be fully aware of their professional responsibilities in consensual workplace relationships, and avoid apparent or actual conflict of interest, favoritism, or bias. When a sexual or romantic relationship exists between employees, effective steps should be taken by the supervising employee to ensure unbiased evaluation or supervision. When a sexual or romantic relationship exists between an employee and a student, effective steps should be taken by the employee to ensure unbiased evaluation or treatment.~~

~~Consenting romantic and sexual relationships between faculty or staff and their students or between supervisors and their subordinates are full of the potential for exploitation. The respect and trust accorded a faculty or staff member by a student or a supervisor by a subordinate, as well as the power exercised in an academic or evaluative role, make voluntary consent by the student or subordinate suspect, even when both parties initially have given consent. The development of a sexual relationship renders the faculty or staff member or supervisor and the College vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty or staff members and students, and between supervisors and subordinates; and vulnerable to charges of sex discrimination if the faculty or staff member or supervisor affords unwarranted favorable treatment to the student or subordinate. As such, romantic and sexual relationships between faculty or staff and students (i.e. there is some academic nexus between the faculty or staff member and student), and between supervisors and subordinates are ill-advised.~~

Standards for hiring, promotion, reappointment, assignments, evaluation, working conditions, responsibilities, wages/salaries and retention for all employees at Lansing Community College are based upon ability, qualifications for the position and performance. Relatives must not participate in roles which have the authority to influence employment decisions, including but not limited to search committees, reclassification reviews, peer reviews/evaluations or corrective actions. Further, relatives cannot approve expenditures or reimbursements.

Relationship to another individual employed by the College shall not constitute a bar to hiring, promotion or reappointment, provided, that no employee shall be under the direct supervision of a relative.

Those within Human Resources, Senior Leadership and the Board of Trustees have access ~~and control of~~ to confidential budgetary and compensation ~~compensatory~~ information, and may materially affect employment decisions covering all employees and positions across the College. Therefore employment of relatives of Human Resources, Senior Leadership and the Board of Trustees at the College will not be authorized. Students who are enrolled and actively pursuing their courses and are relatives of employees (including excluded employee groups) may be employed as long they are not employed in jobs under direct supervision of a relative.

The Board may waive this policy by resolution of the Board through a recommendation of the President.

General requirements:

1. No employee shall be assigned to a division/department under the direct supervision or control of a relative.
2. Employees who witness or perceive a conflict of interest in employment because of a relationship of relatives may contact their supervisor or Human Resources without fear of retaliation.
3. Related employees, employed prior to the effective date of this policy, will continue their employment in their current position ~~as a result of~~ without regard to the policy change. The college will, however, make a concerted effort to move the employee laterally into a vacant position consistent with current collective bargaining agreements to a department where there is no supervising relative, if possible.

Relationships to fellow employees as defined by this policy should be disclosed within 30 calendar days to the Human Resources Department, in writing.

#### **IV. Responsibility**

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

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

Adopted: January 21, 2003

**Lansing Community College – Board of Trustees**  
**November 16, 2009**

**Agenda Item: Revised Workplace Consensual Relationship Policy**

**Presented for Information Only**

**PURPOSE**

The purpose of the revised policy is to implement a more strict policy at Lansing Community College in order to mitigate future risk to the College.

**BACKGROUND**

The current policy leaves the faculty or staff member, or supervisor and the College vulnerable to allegations of sexual harassment given that the current language indicates the relationships are ill-advised. In addition, the current policy addresses nepotism and consensual relationships in one policy and it is recommended that they are addressed in separate policies.

**IMPLICATIONS**

**Financial:**

There are no financial implications.

**Strategic Plan:**

There are no strategic plan implications.

**Human Resources:**

Supervisors/managers will have more information, decision-making and recordkeeping.

**RISKS:**

If revision not passed, leaves faculty or staff open to allegations of sexual harassment. If revision is passed, romantic relationships are prohibited and faculty and staff are informed of disciplinary consequences.

**OTHER OPTIONS/ALTERNATIVES**

An alternative to the proposed revision is to strongly discourages such relationships but include a disclosure provision which would allow for a resolution to be sought to the conflict of interest.

**RECOMMENDATIONS**

It is recommended that the College adopt the proposed policy that separates consensual relationships from nepotism and prohibits consensual relationships and mitigates the risk to the College.

**ATTACHMENTS:**

1. Revised Workplace Consensual Relationship Policy



First Read Changes in RED  
Second Read Changes in BLUE

**POLICY TITLE: ~~EMPLOYMENT OF RELATIVES – NEPOTISM AND~~  
WORKPLACE CONSENSUAL RELATIONSHIPS**

---

## **I. Purpose**

The purpose of this policy is to address concerns ~~where relatives are employed in the same department and~~ where a consensual relationship exists between ~~a Faculty member and their student or a supervisor and their subordinate College employees or with a student, which impacts the workplace.~~ The type of consensual relationship addressed by this policy is one of a romantic or sexual nature.

## **II. Scope**

This policy applies to all College employees, including temporary and interim employees, volunteers, as well as Board members. This policy also applies to independent contractors who have a direct supervisory relationship to any College employees.

## **III. Definitions**

Consensual relationship: One entered into willingly by both parties, free of any coercion.

Romantic relationship: One characterized by displaying or expressing erotic love or strong affection.

Sexual relationship: One involving sexual conduct of any degree.

Direct Supervision: Is defined as a direct line of authority no matter how far removed (an employee who reports to a Manager who reports to a Director who reports to the Vice President is in a direct line of authority to the Vice President).

Line of authority: As indicated on the chart of organization

## IV. General

### ~~Nepotism~~

~~Lansing Community College will allow employment of relatives in the same department or administrative unit provided that neither relative directly determines or may effectively recommend the appointment, retention, work assignment, promotion, demotion, compensation, discipline, or working conditions of the person, or immediately supervises the person to whom he/she is related.~~

~~The term relatives and related are hereby defined as: current spouse, current domestic partner, mother, father, son, daughter, brother, sister, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepmother, stepfather, stepchild or any other relative living in the immediate household.~~

### Consensual Workplace Relationships:

Faculty, staff, and supervisors are expected to be fully aware of their professional responsibilities in consensual workplace relationships, and avoid apparent or actual conflict of interest, favoritism, or bias. ~~When a sexual or romantic relationship exists between employees, effective steps should be taken by the supervising employee to ensure unbiased evaluation or supervision. When a sexual or romantic relationship exists between an employee and a student, effective steps should be taken by the employee to ensure unbiased evaluation or treatment.~~ **Consenting** Romantic and sexual relationships between **a** faculty member ~~or staff~~ and their student or between supervisors and their subordinates are full of the potential for exploitation. The respect and trust accorded a faculty ~~or staff~~ member by **a** **their** student or a supervisor by **a** **their** subordinate, as well as the power exercised in an academic or evaluative role, make voluntary consent by the student or subordinate suspect, even when both parties initially have **given expressed** consent. The development of a **romantic or** sexual relationship renders the faculty ~~or staff~~ member or supervisor and the College vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty ~~or staff~~ members and students, and between supervisors and subordinates; and vulnerable to charges of sex discrimination if the faculty ~~or staff~~ member or supervisor affords unwarranted favorable treatment to the student or subordinate. As such, romantic and sexual relationships between faculty ~~or staff~~ and **their** student (i.e. there is some **current** academic nexus between the faculty ~~or staff~~ member and student, **or such a nexus has existed within the preceding six months**), and between **a** supervisor and **their** subordinate ~~are ill-advised~~ **is prohibited and must be avoided. Violation of this policy is considered professional misconduct and may be grounds for discipline, up to and including termination.**

**If a romantic and/or sexual relationship ~~already~~ exists or develops between faculty member ~~or staff~~ and their students; or between supervisors and their subordinates, there must be prompt disclosure of the relationship. The faculty ~~or~~**

staff member or supervisor should provide written notification to Human Resources. For relationships in existence as of the effective date of this policy, disclosure must occur within thirty (30) days of this effective date. Relationships that develop after the effective date of this policy must be disclosed **immediately** ~~within thirty days of initiation, or prior to the relationship being brought to the attention of the College via complaint or any other means, whichever is earlier.~~ Failure to comply with these disclosure requirements constitutes a **serious** violation of policy and may be grounds for discipline, up to and including termination.

Upon receipt of the written disclosure College leadership will determine the best course of action to eliminate the conflict of interest. This will most often consist of making alternative arrangements for supervision of the subordinate or education of the **student**. **Employees who disclose relationships in conformance with this policy will not be subject to discipline based on the existence of a consensual relationship.**

## **V. Responsibility**

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

## **VI. Waiver**

The Board may waive this policy by resolution of the Board through a recommendation of the President.

Adopted: January 21, 2003

**Lansing Community College – Board of Trustees  
November 16, 2009**

**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 October 31, 2009 compared to budget as amended on October 31, 2009.

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

Unless noted, line items are currently anticipated to end the year at budget. The Administration will be providing a thorough analysis under a separate action item- FY09/10 Budget Amendment.

**REVENUE**

**State Appropriations** have been recognized for 4 months as the current state budget document reflects Annual Appropriations consistent with the prior year.

**Tuition and Fee Revenue** is recorded for the summer semester and sixty percent of fall semester only. Enrollment is higher than projected for Fall Semester.

**EXPENSE**

**Salaries and Wages** for faculty continue to be slightly under budget. This is consistent with the trend in prior years.

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

**Contingency** does not yet reflect the budget adjustment of \$276,541 for completion of the West Campus Welding Lab Fume Ventilation System. This budget adjustment is reflected in the November budget proposal.

**Capital Budget** transfers have been made for the year.

### **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 October 31, 2009 compared to October 31, 2008.

### **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 \$966,459 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 October 31, 2009 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 October 31, 2009
3. Fifth Third Bank report of LCC Holdings as of October 31, 2009

*Note: Due to bank transitioning, the monthly report of LCC Card charges that exceed \$10,000 is not available. Next month's report will include this information for October and November.*

**LANSING COMMUNITY COLLEGE**  
Operating and Capital Budgets: Adopted, Revised, and Actual  
 October 2009 Financial Review

	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010 Period Ending October 2009 (33% of fiscal year)			Percent Posted
	Actual	Actual	Adopted Budget	Actual	Balance	
<b>Revenues</b>						
State Appropriations	\$31,810,203	\$29,762,500	\$29,762,500	\$9,920,833	\$19,841,667	33.3%
Property Taxes	\$41,722,075	\$42,147,127	\$40,825,000	\$14,435,389	\$26,389,611	35.4%
Tuition & Fees	\$44,867,839	\$49,568,717	\$50,144,681	\$18,839,496	\$31,305,185	37.6%
Other Revenues	\$3,919,554	\$2,986,480	\$3,516,489	\$383,649	\$3,132,840	10.9%
Use of Fund Balance						
<b>Total Revenues</b>	<b>\$122,319,671</b>	<b>\$124,464,824</b>	<b>\$124,248,670</b>	<b>\$43,579,367</b>	<b>\$80,669,303</b>	<b>35.1%</b>
<b>Operating Budgets</b>						
Salaries & Wages	\$57,047,240	\$61,805,934	\$62,675,401	\$20,292,486	\$42,382,915	32.4%
Employee Benefits	\$19,767,699	\$22,327,951	\$22,888,849	\$7,112,429	\$15,776,420	31.1%
<b>Total Salaries + Benefits</b>	<b>\$76,814,939</b>	<b>\$84,133,885</b>	<b>\$85,564,250</b>	<b>\$27,404,915</b>	<b>\$58,159,335</b>	<b>32.0%</b>
Services & Supplies	\$18,130,668	\$20,587,201	\$19,283,392	\$6,428,474	\$12,854,918	33.3%
General Institutional Scholarships	\$1,076,672	\$1,406,245	\$1,271,958	\$542,583	\$729,375	42.7%
Child Care Scholarship	\$150,313	\$246,592	\$254,142	\$111,435	\$142,707	43.8%
<b>Total Sal + Ben, Serv &amp; Supplies</b>	<b>\$96,172,592</b>	<b>\$106,373,923</b>	<b>\$106,373,742</b>	<b>\$34,487,407</b>	<b>\$71,886,335</b>	<b>32.4%</b>
Contingency	\$0	\$0	\$1,243,000	\$0	\$1,243,000	0.0%
<b>Capital Projects</b>						
<b>Severance-VSRP</b>		\$2,119,440				
<b>Banner Costs</b>						
Banner Backfill	\$248,458	\$280,763			\$0	
Banner Phase II Contingency	\$0	\$296,803			\$0	
Capitalized Internal Costs	(\$915,088)					
<b>Banner</b>	<b>(\$666,630)</b>	<b>\$577,566</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Capital Budgets</b>						
Grant Match	\$1,048,312	\$1,045,620	\$1,045,620		\$1,045,620	0.0%
Major Equipment	\$1,380,000	\$1,614,500	\$1,414,500	\$1,414,500	\$0	100.0%
Debt Service, all Issues	\$7,509,902	\$7,602,455	\$7,609,684	\$7,609,684	\$0	100.0%
Plant Improvement	\$3,000,000	\$3,075,000	\$3,075,000	\$3,075,000	\$0	100.0%
Technology Infrastructure	\$2,220,000	\$3,320,000	\$3,000,000	\$3,000,000	\$0	100.0%
Division Renovations	\$85,000	\$87,125	\$87,125	\$87,125	\$0	100.0%
Facilities-Auxiliary Fund	\$400,000	\$400,000	\$400,000	\$400,000	\$0	100.0%
Facilities-Auxiliary 2007	\$400,000					
Capitol Projects-2009		\$1,950,000			\$0	
Capitol Projects-2010						
Plant Fund - Banner Capitalized Internal	\$915,088					
Capital Projects Outlay - Bioprocessing						
<b>Total Capital Budgets</b>	<b>\$16,958,302</b>	<b>\$19,094,700</b>	<b>\$16,631,929</b>	<b>\$15,586,309</b>	<b>\$1,045,620</b>	<b>93.7%</b>
<b>Total Revenues</b>	<b>\$122,319,671</b>	<b>\$124,464,824</b>	<b>\$124,248,670</b>	<b>\$43,579,367</b>	<b>\$80,669,303</b>	<b>35.1%</b>
<b>Total Allocation/Expenditures</b>	<b>\$112,464,264</b>	<b>\$128,165,629</b>	<b>\$124,248,671</b>	<b>\$50,073,716</b>	<b>\$74,174,955</b>	<b>40.3%</b>
<b>Change in Net Assets</b>	<b>\$9,855,407</b>	<b>(\$3,700,805)</b>	<b>(\$1)</b>	<b>(\$6,494,349)</b>	<b>\$6,494,348</b>	
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)					
<b>Total change in unrestricted net assets</b>	<b>\$6,166,556</b>	<b>(\$546,151)</b>	<b>(\$1)</b>	<b>(\$6,494,349)</b>	<b>\$6,494,348</b>	
Unrestricted General Fund Beg of Year	\$12,569,458	\$18,736,014	\$18,189,863	\$18,189,863		
Unrestricted General Fund End of Year	\$18,736,014	\$18,189,863	\$18,189,862	\$11,695,514		

**Operating Detail Budgets: Adopted, Revised, and Actual**  
**October 2009 Financial Review**

Fiscal Year 2010  
 Period Ending OCT 2009  
 (33.33% of fiscal year)

	Adopted Budget	Actual	Balance	Percent Posted
<b><i>Operating Budgets - Divisions</i></b>				
Academic Affairs	\$2,883,934	\$1,027,202	\$1,856,732	35.6%
Administrative Services	\$10,876,024	\$3,723,497	\$7,152,527	34.2%
Advancement & External Affairs	\$3,469,061	\$1,288,934	\$2,180,127	37.2%
BCI/Corporate College	\$1,908,188	\$540,163	\$1,368,025	28.3%
Board of Trustees/Internal Audit	\$411,876	\$58,335	\$353,541	14.2%
Business Media and Information Technologies	\$9,369,220	\$2,744,513	\$6,624,707	29.3%
Financial Services	\$2,925,716	\$1,315,880	\$1,609,836	45.0%
Human Resources	\$1,590,203	\$637,292	\$952,911	40.1%
Human, Health and Public Services	\$10,743,848	\$3,216,737	\$7,527,111	29.9%
Information Technology Services	\$8,760,728	\$2,941,752	\$5,818,976	33.6%
Liberal Studies	\$28,126,727	\$8,469,657	\$19,657,070	30.1%
President's Office	\$1,639,290	\$556,775	\$1,082,515	34.0%
Quality, Planning & Economic Development	-\$2,066		-\$2,066	
Strategic Planning & Partnerships	\$3,460,726	\$897,774	\$2,562,952	25.9%
Student Services & SEM	\$10,407,316	\$3,869,566	\$6,537,750	37.2%
Technical Careers	\$8,276,848	\$2,545,312	\$5,731,536	30.8%
<b>Total all Divisions</b>	<b>\$104,847,639</b>	<b>\$33,833,389</b>	<b>\$71,014,250</b>	<b>32.3%</b>
<b><i>Operating Budgets - Account</i></b>				
Administrator Full Time	\$11,135,602	\$4,085,604	\$7,049,998	36.7%
Administrator Part Time	\$1,408,390	\$532,077	\$876,313	37.8%
Faculty Full Time	\$16,665,430	\$4,540,372	\$12,125,058	27.2%
Faculty Part Time	\$19,283,151	\$6,464,886	\$12,818,265	33.5%
Support Full Time	\$9,397,939	\$3,012,327	\$6,385,612	32.1%
Support Part Time	\$3,284,889	\$1,085,673	\$2,199,216	33.1%
Student	\$1,500,000	\$571,547	\$928,453	38.1%
<b>Total Salaries and Wages</b>	<b>\$62,675,401</b>	<b>\$20,292,486</b>	<b>\$42,382,915</b>	<b>32.4%</b>
<b>Employee Benefits</b>	<b>\$22,888,849</b>	<b>\$7,112,429</b>	<b>\$15,776,420</b>	<b>31.1%</b>
Non Capital Equipment	\$295,772	\$57,975	\$237,797	19.6%
Institutional Expenses	\$2,225,184	\$777,305	\$1,447,879	34.9%
Utilities	\$2,508,688	\$657,400	\$1,851,288	26.2%
Liability Insurance	\$465,629	\$421,124	\$44,505	90.4%
Professional Services	\$1,315,860	\$470,004	\$845,856	35.7%
Purchased Services	\$4,097,452	\$1,108,164	\$2,989,288	27.0%
Rental Expense	\$641,928	\$304,871	\$337,057	47.5%
Repair and Maintenance	\$1,956,848	\$680,966	\$1,275,882	34.8%
Supplies	\$5,077,979	\$1,769,016	\$3,308,963	34.8%
Travel, Training and Conferences	\$698,052	\$181,649	\$516,403	26.0%
<b>Total Services and Supplies</b>	<b>\$19,283,392</b>	<b>\$6,428,474</b>	<b>\$12,854,918</b>	<b>33.3%</b>
<b>Total Division Operating</b>	<b>\$104,847,642</b>	<b>\$33,833,389</b>	<b>\$71,014,253</b>	<b>32.3%</b>
General Institutional Scholarships	\$1,271,958	\$542,583	\$729,375	42.7%
Childcare Scholarships	\$254,142	\$111,435	\$142,707	43.8%
<b>Total College Operating</b>	<b>\$106,373,742</b>	<b>\$34,487,407</b>	<b>\$71,886,335</b>	<b>32.4%</b>



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

October, 2009

	Current Year-to-Date Actual (Pre - audit)	General Fund	Designated Fund	Auxiliary Services	Restricted Funds	Agency Fund	Plant Fund
<b>Revenue:</b>							
<b>Operating revenue:</b>							
Tuition and fees	\$18,841,971	\$18,839,496	\$0		\$2,475		
Federal grants and contracts	\$1,438,454				\$1,438,454		
State grants and contracts	\$1,778,743				\$1,778,743		
Local grants and contracts	\$596,938	\$253,272			\$343,666		
Sales and services of educational activities and contributions	\$20,377	\$20,377	\$0				
Sales and services of auxiliary activities	\$457,852		\$1,596	\$578,008		\$7,050	(\$128,802)
Miscellaneous	\$836,700	\$98,692	\$481,096		\$256,912		
<b>Total Operating Revenue</b>	<b>\$23,971,035</b>	<b>\$19,211,837</b>	<b>\$482,692</b>	<b>\$578,008</b>	<b>\$3,820,250</b>	<b>\$7,050</b>	<b>(\$128,802)</b>
<b>Expenses:</b>							
<b>Operating Expenses:</b>							
Instruction	\$14,343,705	\$14,151,547	\$2,249	\$31,876	\$158,033		
Information technology	\$2,695,239	\$2,478,144	\$866	\$2,838	\$1,743		\$211,648
Public services	\$511,635	\$215,500	\$42,357	\$178	\$244,165	\$9,435	
Instructional support	\$5,696,176	\$4,866,464	\$10,583	\$159,001	\$660,127		
Student services	\$18,884,302	\$2,919,160	\$370,968	\$5,342	\$15,588,833		
Institutional Administration	\$7,135,263	\$6,850,598	\$55,674	\$146,966	\$82,025		
Operation and maintenance of plant	\$4,980,020	\$18,592,303	\$25,053	\$246,179	\$98,384		(\$13,981,899)
Depreciation	\$2,940,450			\$0			\$2,940,450
<b>Total Operating Expenditures</b>	<b>\$57,186,790</b>	<b>\$50,073,716</b>	<b>\$507,751</b>	<b>\$592,379</b>	<b>\$16,833,311</b>	<b>\$9,435</b>	<b>(\$10,829,801)</b>
<b>Operating Income</b>	<b>(\$33,215,755)</b>	<b>(\$30,861,879)</b>	<b>(\$25,059)</b>	<b>(\$14,371)</b>	<b>(\$13,013,061)</b>	<b>(\$2,385)</b>	<b>\$10,700,999</b>
<b>Non-operating revenue (expenses):</b>							
State appropriations	\$9,920,833	\$9,920,833					
Property tax levy	\$14,435,389	\$14,435,389					
Investment income	\$24,125	\$11,308		\$1,926			\$10,891
Interest on capital asset - related debt	\$0						
PELL	\$12,923,313				\$12,923,313		
<b>Net non-operating revenue (expenses)</b>	<b>\$37,303,660</b>	<b>\$24,367,530</b>	<b>\$0</b>	<b>\$1,926</b>	<b>\$12,923,313</b>	<b>\$0</b>	<b>\$10,891</b>
<b>Income (loss) before other revenue</b>	<b>\$4,087,905</b>	<b>(\$6,494,349)</b>	<b>(\$25,059)</b>	<b>(\$12,445)</b>	<b>(\$89,748)</b>	<b>(\$2,385)</b>	<b>\$10,711,890</b>
<b>Other revenues</b>							
Capital grants and contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net increase in net assets</b>	<b>\$4,087,905</b>	<b>(\$6,494,349)</b>	<b>(\$25,059)</b>	<b>(\$12,445)</b>	<b>(\$89,748)</b>	<b>(\$2,385)</b>	<b>\$10,711,890</b>
<b>Net assets:</b>							
Beginning of year	\$126,276,165	\$19,941,718	(\$17,611)	\$3,150,110	\$171,618		\$103,030,330
<b>End of Year</b>	<b>\$130,364,070</b>	<b>\$13,447,369</b>	<b>(\$42,670)</b>	<b>\$3,137,665</b>	<b>\$81,870</b>	<b>(\$2,385)</b>	<b>\$113,742,220</b>

**LANSING COMMUNITY COLLEGE**  
**Balance Sheet**

**October, 2009**

	Current Year	Prior Year
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$3,830,124	\$4,557,198
Short-term investments	\$27,216,532	\$27,740,864
Property Taxes receivable	\$20,459,855	\$21,986,705
State appropriations receivable	\$27,059,091	\$24,351,136
Federal and state grants receivable	\$10,700,248	\$8,338,791
Accounts Receivable	\$5,670,426	\$7,402,081
Inventories	\$175,106	\$130,085
Prepaid expenditures and deposits	\$37,275	\$12,684
<b>Total Current Assets</b>	<b>\$95,148,657</b>	<b>\$94,519,544</b>
Long-Term Investments	\$1,000,000	\$4,808,987
Student Loans Receivable		
Bond Issuance Costs	\$747,750	\$783,752
Property and Equipment (net of accumulated depreciation)	\$164,410,822	\$167,932,312
<b>Total Assets</b>	<b>\$261,307,229</b>	<b>\$268,044,595</b>
<b>Current Liabilities:</b>		
Accounts payable	\$733,055	\$1,836,100
Accrued interest payable	\$481,309	\$511,671
Accrued payroll and other compensation	\$4,122,543	\$3,084,383
Unearned revenue	\$57,848,981	\$54,399,980
Current portion of debt obligations	\$4,463,668	\$4,410,778
Accrued vacation	\$1,681,517	\$1,458,306
<b>Total Current Liabilities</b>	<b>\$69,331,073</b>	<b>\$65,701,218</b>
Long-Term Debt Obligations	\$61,612,086	\$66,152,489
<b>Total Liabilities</b>	<b>\$130,943,159</b>	<b>\$131,853,707</b>
Net Assets:		
Invested in capital assets (net of related debt)	\$113,742,220	\$112,301,411
Restricted for:		
Restricted fund activities	\$81,870	(\$1,499,930)
Loan programs	(\$2,385)	(\$1,793)
Unrestricted	\$16,542,365	\$25,391,200
<b>Total Net Assets</b>	<b>\$130,364,070</b>	<b>\$136,190,888</b>
<b>Total Liabilities and Net Assets</b>	<b>\$261,307,229</b>	<b>\$268,044,595</b>

**LANSING COMMUNITY COLLEGE**  
**Plant Funds**  
**Statement of Resources and Allocations**

**October 2009**

	Current Year-to-Date Actual	Current Adopted Budget	Current Variance	Prior Year-to- Date Actual	Prior Adopted Budget	Prior Variance
<b>Resources</b>						
From General Fund -Major Equipment	\$1,414,500	\$1,414,500	100%	\$1,414,500	\$1,414,500	0%
From General Fund - Debt Service, all Issues	\$7,609,684	\$7,609,684	100%	\$7,602,455	\$7,602,455	0%
From General Fund - Division Renovation	\$87,125	\$87,125	100%			
From General Fund - Plant Improvement	\$3,075,000	\$3,075,000	100%	\$3,075,000	\$3,075,000	0%
From General Fund - Technology Infrastructure	\$3,000,000	\$3,000,000	100%	\$1,845,000	\$1,845,000	0%
<b>Total Resources</b>	\$15,186,309	\$15,186,309	100%	\$13,936,955	\$13,936,955	0%
<b>Allocations</b>						
Major Equipment	\$28,640	\$1,414,500	2%	\$478,534	\$1,414,500	34%
Debt Service, all Issues	\$548,319	\$7,609,684	7%	\$1,555,388	\$7,602,455	20%
Plant Improvement	\$627,192	\$3,075,000	20%	\$1,245,115	\$3,075,000	40%
Division Renovations	\$0	\$87,125	0%	0	\$0	
Technology Infrastructure	\$234,255	\$3,000,000	8%	\$434,338	\$1,845,000	24%
<b>Total Allocations</b>	\$1,438,406	\$15,186,309	9%	\$3,713,375	\$13,936,955	27%

**LANSING COMMUNITY COLLEGE  
Capital Projects Monthly Reporting**

**October, 2009**

**U Ctr Parking lot**

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$24,000	\$11,914	\$12,086
Construction Costs	\$540,000	\$360,390	\$179,610
Contingency	\$81,000	\$0	\$81,000
<b>Totals</b>	<b>\$645,000</b>	<b>\$372,304</b>	<b>\$272,696</b>

**October, 2009**

**Child Care Center**

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$85,000	\$95,495	(\$10,495)
Design Fees	\$1,465,502		
Capital Equipment	\$211,975		
Contingency	\$137,523		\$137,523
<b>Totals</b>	<b>\$1,900,000</b>	<b>\$95,495</b>	<b>\$127,028</b>

**October, 2009**

**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	\$762,934	(\$41,934)
Contingency	\$72,000	\$0	\$72,000
<b>Totals</b>	<b>\$823,000</b>	<b>\$813,169</b>	<b>\$9,831</b>

**October, 2009**

**Oracle Database Diagnostics**

	Project Approved Budget	Project to Date	Available Balance
Software	\$584,397	\$584,397	\$0
<b>Totals</b>	<b>\$584,397</b>	<b>\$584,397</b>	<b>\$0</b>

**October, 2009**

**West Campus Welding Lab fume ventilation system**

	Project Approved Budget	Project to Date	Available Balance
Design Fees	\$22,500	\$3,638	\$18,862
Construction Costs	\$478,541	\$60,076	\$418,465
Contingency	\$48,000		\$48,000
<b>Totals</b>	<b>\$549,041</b>	<b>\$63,714</b>	<b>\$485,327</b>

**Lansing Community College  
Capital Projects Monthly Reporting**

**October, 2009**

**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
<b>External Costs</b>					
<b>Purchase and Installation</b>					
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
<b>Subtotal Purchase and Installation</b>	<b>\$9,313,685</b>	<b>\$8,808,082</b>	<b>\$455,603</b>	<b>\$9,263,685</b>	<b>\$50,000</b>
<b>Oracle Remediation</b>					
Consulting	\$853,626	\$803,620	\$50,006	\$853,626	\$0
<b>Backfill (New funding)**</b>	<b>\$838,606</b>	<b>\$428,279</b>	<b>\$410,327</b>	<b>\$838,606</b>	<b>\$0</b>
<b>Oracle Applications Decommission</b>	<b>\$253,973</b>	<b>\$237,334</b>	<b>\$16,639</b>	<b>\$253,973</b>	<b>\$0</b>
<b>Total External Costs</b>	<b>\$11,259,890</b>	<b>\$10,277,315</b>	<b>\$932,575</b>	<b>\$11,209,890</b>	<b>\$50,000</b>
<b>Existing Funding</b>					
<b>Use of Internal College Personnel***</b>					
Setup, Training, Conversion	\$3,500,000	\$2,215,394	\$1,284,606	\$3,500,000	\$0
<b>Grand Totals</b>	<b>\$14,759,890</b>	<b>\$12,492,709</b>	<b>\$2,217,181</b>	<b>\$14,709,890</b>	<b>\$50,000</b>

\* 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  
October, 2009**

**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.

Account	Date	Doc	Vendor	Amount	Description
110102	1-Oct-09	7019380	Advance Employment Services Inc.	11,039.82	Temps-HHPS-CNA Hours/Student Finance
110102	1-Oct-09	7019380	Advance Employment Services Inc.	13,562.02	Temps-HHPS-CNA Hours/Student Finance
110102	1-Oct-09	7019393	En Pointe Technologies Sales Inc	86,119.83	Bid #9000-569-09CD Microsoft Campus License
110102	1-Oct-09	7019406	Netarx Inc	19,710.00	Software
110102	1-Oct-09	7019410	Schindler Elevator Corporation	11,725.39	Maintenance
110102	1-Oct-09	7019415	SunGard Higher Education Managed Se	12,518.15	Banner
110102	1-Oct-09	7019416	SunGard Higher Education Managed Se	51,502.00	Banner
110102	1-Oct-09	7019416	SunGard Higher Education Managed Se	52,500.00	Banner
110102	6-Oct-09	7019425	ARAMARK Educational Services, Inc.	15,610.05	Catering
110102	6-Oct-09	7019430	Beacon Aviation of Michigan Inc	11,085.00	Aircraft Radios for LCC Piper Plane #N3025K
110102	6-Oct-09	7019486	SunGard Higher Education Managed Se	207,867.00	Maintenance renewal for SunGard Software
110102	8-Oct-09	I0001168	Granger Construction Co	49,318.10	A&S primary switchgear installation
110102	13-Oct-09	7019567	Capital Building Services	12,685.00	Campus-Wide Window Cleaning Services
110102	13-Oct-09	7019593	Lansing Fiber Communications LLC	30,322.10	Waypoint IRU Maintenance Contract -FY 09/10
110102	13-Oct-09	I0001182	National City Bank Corp *	351,948.75	Ccards
110102	13-Oct-09	I0001183	Siemens Building Technologies Inc	31,287.00	Fire Alarm-Life Safety Systems annual maint. 09/10
110102	15-Oct-09	7019629	ARAMARK Educational Services, Inc.	20,061.98	Catering
110102	15-Oct-09	7019729	Service Express Inc	11,300.00	Hardware
110102	20-Oct-09	I0001190	Post Master	75,000.00	Postage
110102	21-Oct-09	J0004437	Oct 09 NCB lease payment	25,152.47	Siemens note
110102	22-Oct-09	7019832	ARAMARK Educational Services, Inc.	11,829.12	Catering
110102	22-Oct-09	7019863	Moore Trosper Construction Company	16,050.98	#7231-583-09EL GB 134 3-D Classroom Renovation
110102	22-Oct-09	7019863	Moore Trosper Construction Company	60,075.81	#7231-583-09EL GB 134 3-D Classroom Renovation
110102	22-Oct-09	7019879	State of Michigan	13,692.03	FY09 unclaimed property
110102	22-Oct-09	I0001193	Stiles Lawn, Landscape & Snow Remov	25,589.74	U Ctr Parking Lot
110102	22-Oct-09	I0001195	WFF Facility Services	103,480.46	Landscaping
110102	27-Oct-09	7019895	American Association of Community Colleges	14,325.00	2010 AACC Annual Dues
110102	27-Oct-09	7019897	ARAMARK Educational Services, Inc.	10,821.81	Catering
110102	27-Oct-09	7019907	Computer Comforts Inc	40,381.00	Hardware
110102	27-Oct-09	7019934	Louis J Eyde Limited Family	28,413.84	Lease
110102	29-Oct-09	I0001209	Granger Construction Co	12,938.00	A&S primary switchgear installation

\* Detail of vendors over \$10,000 paid by LCC credit card attached

## LCC General Fund

**As of October 31, 2009**

Asset Description	Ticker	Price	Units Committed	Market Value Committed	Tax Cost Committed	Percent of Account Committe	Percent of Class Committe	Market Yield Committed	Est. Annual Income Proposed
<b>All Categories</b>				<b>24,044,338.23</b>	<b>24,044,338.23</b>	<b>100.00</b>		<b>0.10</b>	<b>24,044.18</b>
<b>CASH EQUIVALENTS</b>				<b>24,044,338.23</b>	<b>24,044,338.23</b>	<b>100.00</b>		<b>0.10</b>	<b>24,044.18</b>
<b>CASH EQUIVALENTS</b>				<b>24,044,338.23</b>	<b>24,044,338.23</b>	<b>100.00</b>	<b>100.00</b>	<b>0.10</b>	<b>24,044.18</b>
UNINVESTED CASH		1.0000	0.1500	0.15	0.15	0.00	0.00	0.00	0.00
UNINVESTED CASH		1.0000	0.0800	0.08	0.08	0.00	0.00	0.00	0.00
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	74,378.0000	74,378.00	74,378.00	0.31	0.31	0.10	74.38
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	23,969,960.0000	23,969,960.00	23,969,960.00	99.69	99.69	0.10	23,969.80

## LCC Plant Fund

**As of October 31, 2009**

Asset Description	Ticker	Price	Units Committed	Market Value Committed	Tax Cost Committed	Percent of Account Committe	Percent of Class Committe	Market Yield Committed	Est. Annual Income Proposed
<b>All Categories</b>				<b>2,301,819.03</b>	<b>2,301,819.03</b>	<b>100.00</b>		<b>0.10</b>	<b>2,301.58</b>
<b>CASH EQUIVALENTS</b>				<b>2,301,819.03</b>	<b>2,301,819.03</b>	<b>100.00</b>		<b>0.10</b>	<b>2,301.58</b>
<b>CASH EQUIVALENTS</b>				<b>2,301,819.03</b>	<b>2,301,819.03</b>	<b>100.00</b>	<b>100.00</b>	<b>0.10</b>	<b>2,301.58</b>
UNINVESTED CASH		1.0000	0.6300	0.63	0.63	0.00	0.00	0.00	0.00
UNINVESTED CASH		1.0000	0.4000	0.40	0.40	0.00	0.00	0.00	0.00
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	307,726.0000	307,726.00	307,726.00	13.37	13.37	0.10	307.52
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	1,994,092.0000	1,994,092.00	1,994,092.00	86.63	86.63	0.10	1,994.06



## LCC Auxiliary Fund

**As of October 31, 2009**

Asset Description	Ticker	Price	Units Committed	Market Value Committed	Tax Cost Committed	Percent of Account Committe	Percent of Class Committe	Market Yield Committed	Est. Annual Income Proposed
<b>All Categories</b>				<b>2,395,121.92</b>	<b>2,395,121.92</b>	<b>100.00</b>		<b>0.10</b>	<b>2,394.87</b>
<b>CASH EQUIVALENTS</b>				<b>2,395,121.92</b>	<b>2,395,121.92</b>	<b>100.00</b>		<b>0.10</b>	<b>2,394.87</b>
<b>CASH EQUIVALENTS</b>				<b>2,395,121.92</b>	<b>2,395,121.92</b>	<b>100.00</b>	<b>100.00</b>	<b>0.10</b>	<b>2,394.87</b>
UNINVESTED CASH		1.0000	0.7600	0.76	0.76	0.00	0.00	0.00	0.00
UNINVESTED CASH		1.0000	0.1600	0.16	0.16	0.00	0.00	0.00	0.00
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	217,863.0000	217,863.00	217,863.00	9.10	9.10	0.10	217.71
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	2,177,258.0000	2,177,258.00	2,177,258.00	90.90	90.90	0.10	2,177.16

## LCC 2005 Capital Improvement Fund

**As of October 31, 2009**

Asset Description	Ticker	Price	Units Committed	Market Value Committed	Tax Cost Committed	Percent of Account Committe	Percent of Class Committe	Market Yield Committed	Est. Annual Income Proposed
<b>All Categories</b>				<b>1,090,917.29</b>	<b>1,090,917.29</b>	<b>100.00</b>		<b>0.10</b>	<b>1,090.80</b>
<b>CASH EQUIVALENTS</b>				<b>1,090,917.29</b>	<b>1,090,917.29</b>	<b>100.00</b>		<b>0.10</b>	<b>1,090.80</b>
<b>CASH EQUIVALENTS</b>				<b>1,090,917.29</b>	<b>1,090,917.29</b>	<b>100.00</b>	<b>100.00</b>	<b>0.10</b>	<b>1,090.80</b>
UNINVESTED CASH		1.0000	0.7000	0.70	0.70	0.00	0.00	0.00	0.00
UNINVESTED CASH		1.0000	0.5900	0.59	0.59	0.00	0.00	0.00	0.00
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	159,527.0000	159,527.00	159,527.00	14.62	14.62	0.10	159.49
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	931,389.0000	931,389.00	931,389.00	85.38	85.38	0.10	931.31

## LCC 2006 Capital Improvement Fund

**As of October 31, 2009**

Asset Description	Ticker	Price	Units Committed	Market Value Committed	Tax Cost Committed	Percent of Account Committe	Percent of Class Committe	Market Yield Committed	Est. Annual Income Proposed
<b>All Categories</b>				<b>1,384,548.69</b>	<b>1,384,548.69</b>	<b>100.00</b>		<b>0.10</b>	<b>1,384.40</b>
<b>CASH EQUIVALENTS</b>				<b>1,384,548.69</b>	<b>1,384,548.69</b>	<b>100.00</b>		<b>0.10</b>	<b>1,384.40</b>
<b>CASH EQUIVALENTS</b>				<b>1,384,548.69</b>	<b>1,384,548.69</b>	<b>100.00</b>	<b>100.00</b>	<b>0.10</b>	<b>1,384.40</b>
UNINVESTED CASH		1.0000	0.5300	0.53	0.53	0.00	0.00	0.00	0.00
UNINVESTED CASH		1.0000	0.1600	0.16	0.16	0.00	0.00	0.00	0.00
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	179,750.0000	179,750.00	179,750.00	12.98	12.98	0.10	179.71
FIFTH THIRD INSTITUTIONAL 0.10%		1.0000	1,204,798.0000	1,204,798.00	1,204,798.00	87.02	87.02	0.10	1,204.69

# **President's Report**

## **Consent Agenda**

**Lansing Community College - Board of Trustees  
November 16, 2009**

**Agenda Item: Approval of Senior Vice President**

**Presented for Action**

**PURPOSE**

Recommend the approval of Appointment of Senior Vice President for Finance and Administration.

**BACKGROUND**

**1.6 BOARD GOVERNANCE / BOARD POLICIES AND PROCEDURES**

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

"...the duties of the Board of Trustees shall include, but are not limited to, the following: 1) appoint, evaluate, and/or remove the President and Vice-President level administrators..."

**IMPLICATIONS**

**Financial:**

Salary and Benefits

**Strategic Plan:**

N/A

**Human Resources:**

N/A

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

N/A

**ADMINISTRATION RECOMMENDATION**

Approve Appointment of Senior Vice President for Finance and Administration.

**ATTACHMENTS:**

None

**Lansing Community College – Board of Trustees  
November 16, 2009**

**Agenda Item: Alcohol Permit Request**

**Presented for Action**

**PURPOSE**

This is a request for obtaining an alcohol permit (wine and beer only) for an LCC Foundation fundraiser event.

**What:** Holiday Open House/Silent Auction Event

**Cost:** Free to guests, Cash Bar available

**Where:** LCC West Campus upstairs veranda

**When:** Wednesday, December 2, 2009

**BACKGROUND**

The LCC Foundation will host its annual Holiday Open House for donors, friends, alumni, retirees and LCC employees. This is a standard event with the message of "Thank You" for their support of our mission during the year. This year we will host a Silent Auction for guests to be able to support the Foundation mission while making bids on items throughout the evening. Proceeds will benefit equally the Foundation General Scholarship Fund and the Operations Budget. It is a social event and thus the guests will expect alcohol at the event. Wine and beer will be available by cash bar service only. This year BCI will be inviting their client base also.

It is important to the success of this fundraiser event to obtain a liquor license. We respectfully request the permission from the Lansing Community College Board of Trustees to obtain this license for the December 2, 2009 event.

**IMPLICATIONS**

**Financial:**

\$25.00 application fee, covered by Foundation event budget

Michigan Liquor Control Commission, Special License Application:

A one day Special License would be required by the Michigan Liquor Control Commission for the Fundraiser event. The Special License would have to be

applied for within 10 days of the event and requires a \$25.00 application fee. The following issues will be addressed prior to applying for a Special License.

- The Special License applicant would have to be determined. The Foundation or the College would qualify to be an applicant. However, the Commission requires the applicant to both purchase the alcoholic beverages and to be the recipient of the sale proceeds. The Foundation should be the applicant if the Foundation purchases the alcoholic beverages, handles the sales and receipt of funds from the sale of the alcoholic beverages.
- Special Licensed locations that are within 500' of a church require approval from an authorized representative of the church as part of the application process. South Church may be within the 500' distance. Even if the Church is not within 500', we recommend notifying the Church of the Special License as a good will gesture.
- A \$1,000 60-Day Acceptable Bond is required by the Liquor Control Commission to be submitted as part of the application. There is a portion of the application that must be completed by the bonding or insurance agent issuing the bond.
- All Liquor Control Commission rules must be complied with regarding the sale, furnishing and consumption of alcoholic beverages. The rules address the physical boundaries in which alcoholic beverages can be sold and consumed, as well as other limitations on activities that take place within those boundaries. A diagram of the area where alcoholic beverages would be allowed must accompany the application. The applicant is required to monitor the area to ensure all Liquor Control Commission rules are followed. All wait staff involved in the service of alcoholic beverages to attendees will be trained to Liquor Control Commission standards.
- Law Enforcement approval of the application is required. The College's Police Department could legally sign the application as an approving law enforcement entity. It is recommended, however, that the Eaton County Sheriff's Department fulfill this function to avoid any appearance of impropriety.

**Strategic Plan:**

The event serves as an opportunity to unite donors, LCC employees, the community and alumni in a celebration of Lansing Community College. This fits with the strategic plan # 3: Community

**Human Resources:**

The Foundation staff will handle all responsibility of planning and hosting the event. LCC Police & Public Safety will be necessary on the event day but will be paid for out of the event budget, if any additional charges are necessary.

Event Management:

The following steps will be taken by the College to manage the event.

- Aramark will be providing wait staff from their other contract locations that are trained and experienced in serving alcoholic beverages at events similar to the Fundraiser.
- LCC police officers will be on duty at West Campus during the event.
- The local Fire Marshal will be consulted prior to the event to ensure compliance is maintained with safety regulations.
- The area in which alcoholic beverages will be served and consumed will be limited to the upstairs veranda portion of the West Campus building and clearly marked as such. Aramark staff will be charged with monitoring this area.
- The bar service will be a cash bar as opposed to an open bar, which reduces overall alcoholic beverage consumption.

### **RISK:**

#### **Insurances:**

There are a number of risk management and insurance issues that will need to be addressed. There are premises liability and "dram shop" liability exposures for which all three entities could be named in a legal action. All three entities involved in the event (Aramark, the LCC Foundation, and the College) need to ensure that proper liability insurance coverage is obtained.

**OTHER OPTIONS/ALTERNATIVES:** N/A

**RECOMMENDATIONS:** N/A

#### **ATTACHMENTS:**

None



**Lansing Community College - Board of Trustees**  
**November 16, 2009**

**Agenda Item:       Update for Child Care Training Center**  
**(Motion to Reaffirm Capital Project Budget for Childcare**  
**Facility)**

**Presented for Action**

**PURPOSE**

The purpose of this request is to reaffirm the commitment for the repurpose and remodel of the former Photography Building to house the College's Early Learning Children's Community (Early LCC) based upon the bids received for the construction phase of the project.

Construction was scheduled to begin no later than August 2009 and bids were received on August 25. Construction must begin immediately in order to meet the fall 2010 opening date.

The building will house six children's classrooms; one infant (8 per room), one toddler (12 per room), three preschool rooms (16 per room) and in partnership with the Lansing School District, one kindergarten classroom not to exceed 25 children. This year-round facility can accommodate no more than 93 children during its minimum hours of operation, 7:30 am. to 5:30 p.m. Afterschool care, evening hours, flexible care, weekend programming, and summer programs will be offered if demand warrants.

The program is scheduled to open in Fall 2010 for LCC student parents, LCC faculty and staff, and community members as space allows. The fees have been designed to assure affordable childcare for LCC students without institutional subsidy. This is possible through the use of both State Grade School Readiness Program (GSRP) and Federal Head Start funds.

To maximize the experience of the hundreds of LCC students who will use this facility as part of their education, and to ensure affordability to those students who need child care to improve access to education, the College has partnered with Gretchen's House to provide managerial and operational services. The Child Development program, in concert with its academic partners, will oversee curriculum, student placement, and programmatic decisions.

**BACKGROUND**

In May 2009, the Board of Trustees approved a capital project budget of \$1.9 million dollars to create the physical space required for Early LCC.

That project budget assumed a soft construction pricing environment based upon pricing for several projects, including the Arts and Science Substation and the Gannon Gym Renovation, that were at least 20% below the RS Means Building Construction Data estimate. This assumption was confirmed in the bid response for the University Center Parking lot also. When construction bids for the Childcare Center were opened they came in very close to the means construction estimate or approximately 20% higher than originally budgeted.

The administration has worked closely with the Child Development program, Gretchen's House, and Hobbs & Black to design an educational facility which will simultaneously improve student access through high-quality, affordable, full-day, on-site childcare. When the construction bids were received this team reviewed all opportunities for cost savings and value engineering. The custom nature of the classroom design for infants is different than for toddlers and both are different than the needs in a kindergarten classroom making economies of scale difficult. The value engineering review revalidated that the design was necessary to meet the program needs. This review found that there was an opportunity for cost savings that would not impact the quality of the program by reducing the scope of work planned for the basement level of the center. Costs were also reduced through value engineering of the exterior wall system and certain interior and exterior architectural enhancements.

LCC's current child laboratory classrooms, in partnership with two community agencies, are in two off-campus locations hindering both access and educational opportunity,

Early LCC seeks to become a national center of excellence through its partnership with the Lansing School District, its integrated Reggio inspired curriculum and its commitment to access as illustrated through its sliding scale fee.

## **IMPLICATIONS**

### **Financial:**

The renovation and fit out of the former Photography Building was approved for \$1,900,000. The Administration has worked with the program staff and the architects to provide a quality facility within this budget.

The Operating Budget and Business Plan were presented in May 2009. The Center will have capacity for 85 children. The operating budget assumes that approximately 40 children will be Great Start Readiness (GSRP) and/or Headstart program participants. In addition over one half of the remaining capacity has been reserved for the children of LCC students at discounts of thirty-three to forty percent of market prices.

There would be opportunities for qualifying LCC students to attain high quality and convenient childcare at no cost. The maximum amount a full-time LCC student would

pay per week of high quality, convenient, full-time childcare for a preschooler would be approximately \$75 (after use of the LCC Women's Resource Center Childcare Scholarship).

### **Strategic Plan:**

Providing on-site child care removes the barriers that often hamper the success of students with young children.

In addition, this facility will be a center of excellence for community college child development programs.

### **Human Resources:**

The staffing levels and funding for same will not change from the current program and Early LCC commitments.

### **RISKS**

Construction must begin immediately in order to meet the fall 2010 opening date.  
Because the project will be starting 3 months later than originally planned, there is a possibility the center will not open until January 2011.

### **OTHER OPTIONS/ALTERNATIVES**

This funding is necessary to meet the program needs as defined for the Early LCC center of excellence. The alternative is to continue to operate Early LCC and provide clinical experience for Child Development students off Campus.

### **RECOMMENDATIONS**

The Administration requests reaffirmation of the commitment to the project so that construction can begin immediately.

### **ATTACHMENTS:**

1. Capital Projects Budget — Childcare Facility (as approved at the May 18, 2009 Board meeting)

**ATTACHMENT A**

**LANSING COMMUNITY COLLEGE  
PROPOSED CAPITAL PROJECT BUDGET  
November 2009**

**CHILDCARE FACILITY  
(Repurpose and Remodel of Photography Building)**

	<b>Adopted in May</b>	<b>Proposed Change</b>	<b>Proposed Budget November</b>
Purchase	\$ -	\$ -	\$ -
Design Fees	\$ 85,000	\$ 50,000.00	\$ 135,000
Renovation and Remodel Construction Costs	\$ 1,465,502	\$ 50,090.05	\$ 1,515,592
Capital Equipment	\$ 211,975	\$ (117,000.00)	\$ 94,975
Contingency	\$ 137,523	\$ 16,909.55	\$ 154,433
<b>Total Capital Project</b>	<b>\$ 1,900,000</b>	<b>\$ (0)</b>	<b>\$ 1,900,000</b>

**Funding:**

General Fund Transfer to Plant Fund - 2009	\$ 1,700,000	\$ -	\$ 1,700,000
Maintenance and Replacement Fund (Mechanical and Back up wall system)**	\$ 200,000	\$ -	\$ 200,000
<b>Total Funding</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>

**Projected Annual Operating Budget**

Childcare Fees	\$ 359,307	\$ -	\$ 359,307
Grade School Readiness Program (GSRP)	\$ 105,400	\$ -	\$ 105,400
Headstart Funding	\$ 68,000	\$ -	\$ 68,000
Child Care Access Means Parents In School (CCAMPIS)	\$ 50,000	\$ -	\$ 50,000
Course fees (anticipated)	\$ 12,305	\$ -	\$ 12,305
Repurpose Ingham County Childcare Referral	\$ 20,000	\$ -	\$ 20,000
Lansing School District Partnership	\$ 68,400	\$ -	\$ 68,400
USDA food subsidy	\$ 12,000	\$ -	\$ 12,000

**Projected Annual Net Resources Available for Operation**

Salaries and Benefits (LCC staff Grant Funded)	\$ 47,684	\$ -	\$ 47,684
Supplies (LCC Grant Funded)	\$ 6,000	\$ -	\$ 6,000
Gretchen's House Expenses	\$ 549,888	\$ -	\$ 549,888
Gretchen's House Management Fees	\$ 85,000	\$ -	\$ 85,000

**Projected Annual Operating Expenses**

	<b>\$ 688,572</b>	<b>\$ -</b>	<b>\$ 688,572</b>
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**Net Projected Operating Revenue Less Expense**

	<b>\$ 6,840</b>	<b>\$ -</b>	<b>\$ 6,840</b>
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\*\* See Financial Implications Regarding Mechanical and Backup Wall System

**Lansing Community College – Board of Trustees**  
**November 16, 2009**

**Agenda Item: Fiscal Year 2010 Budget Amendment #1**

**Presented For Action**

**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 2010 budget in accordance with the above policy.

**BACKGROUND**

A revised forecast of Fiscal Year 2010 (FY10) has been completed and there are several issues that will impact our budget projection for June 30, 2010, included increases in enrollment, corrections to forecasts of part time resources, reallocation of adjunct

faculty from the pool in Academic Affairs, and adjustments based upon actual staffing levels following the strategic realignment.

These adjustments are reflected in the following line items:

### **REVENUE**

**Tuition Revenue** projections have been increased to reflect additional anticipated in billable hours for the year and corresponding tuition and fee revenue of \$2,743,000.

### **EXPENSE**

#### **Salaries and Wages**

**Administrative Full Time labor** is increased to reflect salary adjustments.

**Administrative Part Time labor** is increased due to corrections in the forecast for resources and the addition of a position in Broadcast TV.

**Faculty Full Time labor** is increased by three positions from EISD (previously budgeted as part time), however other positions are decreased as a result of the reforecast.

**Faculty Part Time labor** was 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 summer and fall are included in this budget amendment. Spring adjustments will be made after the start of that semester.

**Support Full Time labor** increased due to a position added in Broadcast TV.

**Support Part Time labor** is increased due to corrections in the forecast for these resources; extension of transition period for positions in Human Resources; and additional part time hours in Marketing.

**Student labor** is increased to replace student labor that directly supports instructional and classroom activity that was unintentionally cut with an across the board cut in student labor.

#### **Services and Supplies**

**Non Capital Equipment** is reduced by \$118,000 as a result of the reclassification of charge backs from supplies.

**Utilities** increased by \$200,000 based on prior year expenses.

**Liability insurance** has been reduced by \$39,689 as the premiums have all been paid for the year .

**Professional Services** are increased, as a result of increased legal expenses, reclassification of collection fees that were previously netted against tuition revenue and the reclassification of election expenses.

**Purchased Services** are increased as a result of additional services needed for PCI (credit card security) compliance, sign language interpreters for students, and the reclassification of repairs and maintenance to the proper account.

**Rental Expense** is decreased based upon prior year expenses.

**Repairs and Maintenance** are decreased as a result of reclassification to Purchased Services.

**Supplies** are increased due to the across the board cut that unintentionally cut Library subscriptions and caps and gowns. There is also an increase due to the reclassification of charge backs to Non Capital Equipment.

**Contingency** is increased by \$670,877 from the above adjustments, however this is offset by \$276,541 for the West Campus Welding Lab ventilation project that was approved in August.

**Capital Projects FY 09/10** is increased as a result of the West Campus Welding Lab ventilation project approved by the Board in August.

## **IMPLICATIONS**

### **Financial:**

The College has \$1,637,366 available in contingency for unanticipated financial activities for the remainder of FY10.

### **Strategic Plan:**

LCC has a strategic goal of fiscal responsibility.

### **Human Resources:**

The Provost and Deans have reallocated vacant full time faculty positions to programs with the highest need and these changes are reflected between divisions.

## **RISKS**

**State Funding** for the current fiscal year continues to be a risk as the economic forecast for the state worsens. The College has ongoing planning 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 2010 Budget Amendment #1 as presented.

## **ATTACHMENTS:**

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



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

	Fiscal Year 2009				Fiscal Year 2010			
	Adopted Budget	Realigned Budget	Actual	Percent change from Realigned Budget	Adopted Budget	Proposed Amendmends #1	Proposed Amended Budget	Percent change from Adopted Budget
<b>Revenues</b>								
State Appropriations	\$30,084,865	\$29,762,500	\$29,762,500	0.0%	\$29,762,500		\$29,762,500	
Property Taxes	\$40,586,110	\$42,086,110	\$42,147,127	0.1%	\$40,825,000		\$40,825,000	
Tuition & Fees	\$46,575,209	\$48,375,209	\$49,568,717	2.5%	\$50,144,681	\$ 2,743,000	\$52,887,681	5.5%
Other Revenues	\$3,358,000	\$3,358,000	\$2,986,480	-11.1%	\$3,516,489		\$3,516,489	
Use of Fund Balance	\$0				\$0		\$0	
<b>Total Revenues</b>	<b>\$120,604,184</b>	<b>\$123,581,819</b>	<b>\$124,464,824</b>	<b>0.7%</b>	<b>\$124,248,670</b>	<b>\$2,743,000</b>	<b>\$126,991,670</b>	<b>2.2%</b>
<b>Operating Budgets</b>								
Salaries & Wages	\$61,722,995	\$61,462,374	\$61,805,934	0.6%	\$62,675,401	\$1,085,666	\$63,761,067	1.7%
Employee Benefits	\$22,641,996	\$22,361,491	\$22,327,951	-0.1%	\$22,888,849	\$213,373	\$23,102,222	0.9%
<b>Total Salaries + Benefits</b>	<b>\$84,364,991</b>	<b>\$83,823,865</b>	<b>\$84,133,885</b>	<b>0.4%</b>	<b>\$85,564,250</b>	<b>\$1,299,039</b>	<b>\$86,863,289</b>	<b>1.5%</b>
Services & Supplies	\$21,160,458	\$20,377,584	\$20,587,201	1.0%	\$19,283,392	\$773,084	\$20,056,476	4.0%
General Institutional Scholarships	\$1,271,958	\$1,271,958	\$1,406,245	10.6%	\$1,271,958		\$1,271,958	
Child Care Scholarship	\$254,142	\$254,142	\$246,592	-3.0%	\$254,142		\$254,142	
<b>Total Operating Budgets</b>	<b>\$107,051,549</b>	<b>\$105,727,549</b>	<b>\$106,373,923</b>	<b>0.6%</b>	<b>\$106,373,742</b>	<b>\$2,072,123</b>	<b>\$108,445,865</b>	<b>1.9%</b>
<b>Contingency</b>	<b>\$1,237,589</b>	<b>\$1,269,000</b>	<b>\$0</b>	<b>-100.0%</b>	<b>\$1,243,000</b>	<b>\$394,336</b>	<b>\$1,637,336</b>	<b>31.7%</b>
<b>Severance-VRSIP</b>			<b>\$2,119,440</b>	<b>n/a</b>	<b>\$0</b>		<b>\$0</b>	
<b>Banner Costs</b>								
Banner backfill		\$322,136	\$280,763	-12.8%	\$0		\$0	
Banner Phase II		\$453,973	\$296,803	-34.6%	\$0		\$0	
Capitalized internal costs		\$0	\$0		\$0		\$0	
<b>Banner</b>	<b>\$0</b>	<b>\$776,109</b>	<b>\$577,566</b>	<b>-25.6%</b>	<b>\$0</b>		<b>0.0%</b>	
<b>Capital Budgets</b>								
Grant Match	\$1,045,620	\$1,045,620	\$1,045,620	0.0%	\$1,045,620		\$1,045,620	
Major Equipment	\$1,414,500	\$1,614,500	\$1,614,500	0.0%	\$1,414,500		\$1,414,500	
Debt Service, all Issues	\$7,602,455	\$7,602,455	\$7,602,455	0.0%	\$7,609,684		\$7,609,684	
Plant Improvement	\$3,075,000	\$3,075,000	\$3,075,000	0.0%	\$3,075,000		\$3,075,000	
Technology Infrastructure	\$1,845,000	\$3,320,000	\$3,320,000	0.0%	\$3,000,000		\$3,000,000	
Division Renovations	\$87,125	\$87,125	\$87,125	0.0%	\$87,125		\$87,125	
Facilities-Auxiliary Fund	\$400,000	\$400,000	\$400,000	0.0%	\$400,000		\$400,000	
Facilities - Auxiliary 2007	\$0	\$0	\$0		\$0		\$0	
Capital Projects - 2009 and 2010	\$0	\$1,950,000	\$1,950,000	n/a	\$0	\$276,541	\$276,541	
Plant fund - Banner Capitalized Internal	\$0	\$0	\$0		\$0		\$0	
Capital Project Outlay - Bioprocessing	\$0	\$0	\$0		\$0		\$0	
<b>Total Capital Budgets</b>	<b>\$15,469,700</b>	<b>\$19,094,700</b>	<b>\$19,094,700</b>	<b>0.0%</b>	<b>\$16,631,929</b>	<b>\$276,541</b>	<b>\$16,908,470</b>	<b>1.7%</b>
<b>Total Revenues</b>	<b>\$120,604,184</b>	<b>\$123,581,819</b>	<b>\$124,464,824</b>	<b>0.7%</b>	<b>\$124,248,670</b>	<b>\$2,743,000</b>	<b>\$126,991,670</b>	
<b>Total Allocation/Expenditures</b>	<b>\$123,758,838</b>	<b>\$126,867,358</b>	<b>\$128,165,629</b>	<b>1.0%</b>	<b>\$124,248,671</b>	<b>\$2,743,000</b>	<b>\$126,991,671</b>	
<b>Change in Net Assets</b>	<b>(\$3,154,654)</b>	<b>(\$3,285,539)</b>	<b>(\$3,700,805)</b>	<b>12.6%</b>	<b>(\$1)</b>	<b>(\$0)</b>	<b>(\$1)</b>	<b>0.0%</b>
Use of Desig Funds - change in encumbrance	\$0	\$0	(\$190,553)		\$0		\$0	
Use of Desig Funds - Tuition Stabilization	\$3,154,654	\$3,154,654	\$3,154,654	0.0%	\$0		\$0	
<b>Total change in unrestricted net assets</b>	<b>\$0</b>	<b>(\$130,885)</b>	<b>(\$736,704)</b>		<b>(\$1)</b>	<b>(\$0)</b>	<b>(\$1)</b>	<b>0.0%</b>
Unrestricted General Fund Beg of Year	\$11,910,367	\$18,736,014	\$18,736,014	0.0%	\$18,605,129	(\$605,819)	\$17,999,310	
<b>Unrestricted General Fund End of Year</b>	<b>\$11,910,367</b>	<b>\$18,605,129</b>	<b>\$17,999,310</b>	<b>-3.3%</b>	<b>\$18,605,128</b>	<b>(\$605,819)</b>	<b>\$17,999,309</b>	
<b>Unrestricted Gen. Fund Target (10% Exp)</b>	<b>\$12,375,884</b>	<b>\$12,686,736</b>	<b>\$12,816,563</b>	<b>1.0%</b>	<b>\$12,424,867</b>	<b>\$274,300</b>	<b>\$12,699,167</b>	

**LANSING COMMUNITY COLLEGE**  
**Operating Detail Budgets**  
Proposed Amended Budget for Fiscal Year 2010

	Fiscal Year 2009				Fiscal Year 2010			
	Adopted Budget	Amended Budget	Actual Audited	Percent change from Realigned Budget	Adopted Budget	Proposed Amendments #1	Proposed Amended Budget	Percent change from Adopted Budget
<b><i>Operating Budgets - Divisions</i></b>								
Academic Affairs	1,990,213	1,890,069	1,705,494	-9.8%	2,883,934	(764,455)	2,119,479	-26.5%
Administrative Services	12,577,197	12,044,620	12,543,166	4.1%	\$10,876,024	53,929	10,929,953	0.5%
Advancement & External Affairs	282,346	3,506,640	3,502,114	-0.1%	\$3,469,061	(110,143)	3,358,917	-3.2%
BCI	1,651,423	1,566,452	1,600,553	2.2%	\$1,908,188	230,606	2,138,794	12.1%
Board of Trustees	728,912	479,807	465,965	-2.9%	\$411,876	(0)	411,876	0.0%
Business Media and Information Te	9,300,345	8,887,648	8,913,222	0.3%	\$9,369,220	(615,354)	8,753,866	-6.6%
Financial Services	3,376,857	3,754,826	3,642,740	-3.0%	\$2,925,716	(49,151)	2,876,565	-1.7%
Human Resources	2,359,730	2,040,816	1,966,953	-3.6%	\$1,590,203	244,561	1,834,764	15.4%
Human, Health and Public Services	10,388,785	10,070,968	9,939,187	-1.3%	\$10,743,848	190,031	10,933,879	1.8%
Information Technology Services	6,909,540	8,295,877	8,358,572	0.8%	\$8,760,728	523,138	9,283,866	6.0%
Liberal Studies	19,937,926	26,271,539	26,169,337	-0.4%	\$28,126,727	77,650	28,204,377	0.3%
President's Office	2,263,765	1,834,540	2,239,040	22.0%	\$1,639,290	598,040	2,237,330	36.5%
Quality, Planning & Economic Deve	1,118,947	0	0		(\$2,066)	2,066	0	-100.0%
Strategic Planning & Partnerships	3,287,208	3,587,472	3,588,738	0.0%	\$3,460,726	821,753	4,282,479	23.7%
Student Services & SEM	20,271,148	11,450,812	11,565,831	1.0%	\$10,407,316	902,185	11,309,501	8.7%
Technical Careers	9,081,107	8,519,365	8,520,174	0.0%	\$8,276,848	(32,732)	8,244,116	-0.4%
<b>Total all Divisions</b>	<b>\$105,525,449</b>	<b>\$104,201,450</b>	<b>\$104,721,086</b>	<b>0.5%</b>	<b>\$104,847,640</b>	<b>\$2,072,122</b>	<b>\$106,919,763</b>	<b>2.0%</b>
<b><i>Operating Budgets - Account</i></b>								
Administrator Full Time	11,860,025	11,940,880	11,997,367	0.5%	\$11,135,602	66,802	11,202,404	0.6%
Administrator Part Time	1,432,387	1,505,968	1,490,835	-1.0%	\$1,408,390	221,864	1,630,254	15.8%
Faculty Full Time	16,702,805	17,881,086	18,202,984	1.8%	\$16,665,430	81,743	16,747,173	0.5%
Faculty Part Time	16,682,242	15,881,951	15,886,918	0.0%	\$19,283,151	(19,352)	19,263,799	-0.1%
Support Full Time	9,552,559	9,526,600	9,449,515	-0.8%	\$9,397,939	107,433	9,505,372	1.1%
Support Part Time	3,551,888	3,145,311	3,205,106	1.9%	\$3,284,889	506,393	3,791,282	15.4%
Student	1,941,089	1,580,579	1,573,209	-0.5%	\$1,500,000	120,782	1,620,782	8.1%
<b>Total Salaries and Wages</b>	<b>\$61,722,995</b>	<b>\$61,450,382</b>	<b>\$61,805,934</b>	<b>0.6%</b>	<b>\$62,675,400</b>	<b>\$1,085,666</b>	<b>\$63,761,066</b>	<b>1.7%</b>
Employee Benefits	\$22,641,996	\$22,361,491	\$22,327,951	-0.1%	\$22,888,849	\$213,373	\$23,102,222	0.9%
Non Capital Equipment	290,418	297,977	331,970	11.4%	\$295,772	(118,043)	177,729	-39.9%
Institutional Expenses	2,385,663	2,590,360	2,653,351	2.4%	\$2,225,184	(16,879)	2,208,305	-0.8%
Utilities	2,484,874	2,434,148	2,708,906	11.3%	\$2,508,688	200,000	2,708,688	8.0%
Liability Insurance	466,200	419,629	417,420	-0.5%	\$465,629	(39,689)	425,940	-8.5%
Professional Services	1,288,288	1,340,451	1,667,865	24.4%	\$1,315,860	551,083	1,866,943	41.9%
Purchased Services	4,595,922	4,461,883	4,512,765	1.1%	\$4,097,452	221,635	4,319,087	5.4%
Rental Expense	755,222	641,928	634,667	-1.1%	\$641,928	(10,121)	631,807	-1.6%
Repair and Maintenance	2,931,493	2,050,432	1,266,303	-38.2%	\$1,956,848	(220,241)	1,736,607	-11.3%
Supplies	4,658,350	4,936,772	5,557,150	12.6%	\$5,077,979	209,837	5,287,816	4.1%
Travel, Training and Conferences	1,304,028	1,204,004	836,804	-30.5%	\$698,052	(4,498)	693,554	-0.6%
<b>Total Services and Supplies</b>	<b>\$21,160,458</b>	<b>\$20,377,584</b>	<b>\$20,587,201</b>	<b>1.0%</b>	<b>\$19,283,392</b>	<b>\$773,084</b>	<b>\$20,056,476</b>	<b>4.0%</b>
<b>Total Division Operating</b>	<b>\$ 105,525,449</b>	<b>\$ 104,189,457</b>	<b>\$ 104,721,086</b>	<b>0.5%</b>	<b>\$104,847,641</b>	<b>\$ 2,072,123</b>	<b>\$106,919,764</b>	<b>2.0%</b>
General Institutional Scholarships	\$ 1,271,958	\$ 1,271,958	\$ 1,406,245	10.6%	\$1,271,958		1,271,958	0.0%
Childcare Scholarships	\$ 254,142	\$ 254,142	\$ 246,592	-3.0%	\$254,142		254,142	0.0%
<b>Total College Operating</b>	<b>\$ 107,051,549</b>	<b>\$ 105,715,557</b>	<b>\$ 106,373,923</b>	<b>0.6%</b>	<b>\$ 106,373,741</b>	<b>\$ 2,072,123</b>	<b>\$ 108,445,864</b>	<b>1.9%</b>

**LANSING COMMUNITY COLLEGE**

**Operating and Capital Budgets**

Historical Budget Information for Fiscal Years 2007 and 2008

ATTACHMENT C

	Fiscal Year 2007			Fiscal Year 2008		
	Adopted Budget	Amended Budget	Actual (Audited)	Adopted Budget	Amended Budget	Actual (Audited)
<b>Revenues</b>						
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
<b>Total Revenues</b>	<b>\$111,742,171</b>	<b>\$110,369,171</b>	<b>\$107,244,255</b>	<b>\$119,779,226</b>	<b>\$121,599,226</b>	<b>\$122,319,671</b>
<b>Operating Budgets</b>						
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
<b>Total Salaries + Benefits</b>	<b>\$74,984,114</b>	<b>\$73,620,109</b>	<b>\$71,566,099</b>	<b>\$80,324,579</b>	<b>\$78,859,391</b>	<b>\$76,814,939</b>
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
<b>Total Sal + Ben, Serv &amp; Supplies</b>	<b>\$94,481,176</b>	<b>\$95,971,531</b>	<b>\$90,559,591</b>	<b>\$102,132,911</b>	<b>\$100,696,755</b>	<b>\$96,172,592</b>
Contingency	\$1,404,345	\$105,421	\$0	\$1,197,792	\$1,795,792	\$0
<b>Banner Costs</b>						
Banner backfill		\$957,606	\$387,012		\$570,594	\$248,458
Banner Phase II			\$0		\$0	\$0
Capitalized internal costs			(\$351,300)		\$0	(\$915,088)
<b>Banner</b>		<b>\$957,606</b>	<b>\$35,712</b>		<b>\$570,594</b>	<b>(\$666,630)</b>
<b>Capital Budgets</b>						
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
<b>Total Capital Budgets</b>	<b>\$12,884,504</b>	<b>\$14,647,613</b>	<b>\$17,021,735</b>	<b>\$15,135,522</b>	<b>\$16,040,522</b>	<b>\$16,958,302</b>
<b>Total Revenues</b>	<b>\$111,742,171</b>	<b>\$110,369,171</b>	<b>\$107,244,255</b>	<b>\$119,779,226</b>	<b>\$121,599,226</b>	<b>\$122,319,671</b>
<b>Total Allocation/Expenditures</b>	<b>\$108,770,025</b>	<b>\$111,682,171</b>	<b>\$107,617,038</b>	<b>\$118,466,225</b>	<b>\$119,103,663</b>	<b>\$112,464,264</b>
<b>Change in Net Assets</b>	<b>\$2,972,146</b>	<b>(\$1,313,000)</b>	<b>(\$372,783)</b>	<b>\$1,313,001</b>	<b>\$2,495,563</b>	<b>\$9,855,407</b>
Use of Desiq Funds - change in encumbrance		\$0	\$187,679		\$0	(\$534,197)
Designated Funds for Tuition Stabilization					(\$3,154,654)	(\$3,154,654)
Use of Desiq Funds - Tuition Stabilization					\$0	\$0
<b>Total change in unrestricted net assets</b>		<b>(\$813,000)</b>	<b>\$2,814,896</b>	<b>\$1,313,001</b>	<b>(\$659,091)</b>	<b>\$6,166,556</b>
Unrestricted General Fund Beg of Year		\$9,754,562	\$9,754,562	\$8,941,562	\$12,569,458	\$12,569,458
<b>Unrestricted General Fund End of Year</b>		<b>\$8,941,562</b>	<b>\$12,569,458</b>	<b>\$10,254,563</b>	<b>\$11,910,367</b>	<b>\$18,736,014</b>
<b>Unrestricted Gen. Fund Target (10% Exp)</b>					<b>\$11,910,366</b>	<b>\$11,246,426</b>

**LANSING 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)
<b><u>Operating Budgets - Divisions</u></b>						
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
<b><u>Operating Budgets - Account</u></b>						
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 E
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
<b>Totals</b>	<b>71,985,000</b>	<b>27,420,245</b>	<b>1,939,370</b>	<b>274,049</b>	<b>101,618,664</b>

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

ATTACHMENT F

Division	Job type	FY09 Realigned	FY10 Adopted	FY10 Proposed Amendment #1	Change from Adopted
Academic Affairs	Administrative	4.00	3.00	3.00	0.00
	Faculty	3.94	2.94	2.50	(0.44)
	Support	3.00	2.00	3.00	1.00
<b>Academic Affairs Total</b>		<b>10.94</b>	<b>7.94</b>	<b>8.50</b>	<b>0.56</b>
Administrative Services	Administrative	11.00	6.00	5.00	(1.00)
	Support	41.00	38.00	38.00	0.00
<b>Administrative Services Total</b>		<b>52.00</b>	<b>44.00</b>	<b>43.00</b>	<b>(1.00)</b>
Advancement & External Affairs	Administrative	11.61	10.10	8.10	(2.00)
<i>Formerly College Advancement</i>	Faculty		0.00	1.00	1.00
	Support	12.65	9.15	9.15	0.00
<b>Advancement &amp; External Affairs Total</b>		<b>24.26</b>	<b>19.25</b>	<b>18.25</b>	<b>(1.00)</b>
BCI/Corporate College	Administrative	8.00	8.00	8.00	0.00
	Faculty	0.00	0.00	0.00	0.00
	Support	7.00	7.00	6.00	(1.00)
<b>BCI/Corporate College Total</b>		<b>15.00</b>	<b>15.00</b>	<b>14.00</b>	<b>(1.00)</b>
Board of Trustees	Administrative	3.00	1.00	1.00	0.00
	Support	1.00	0.00	0.00	0.00
<b>Board of Trustees Total</b>		<b>4.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>
Business Media & Information Techn	Administrative	5.00	4.00	4.00	0.00
	Faculty	46.00	45.00	37.00	(8.00)
	Support	5.00	5.00	5.00	0.00
<b>Business Media &amp; Information Technologies Tot</b>		<b>56.00</b>	<b>54.00</b>	<b>46.00</b>	<b>(8.00)</b>
Financial Services	Administrative	13.00	12.00	11.00	(1.00)
	Support	18.00	16.75	16.75	0.00
<b>Financial Services Total</b>		<b>31.00</b>	<b>28.75</b>	<b>27.75</b>	<b>(1.00)</b>
Human Health & Public Services	Administrative	16.33	14.50	15.50	1.00
	Faculty	27.99	27.99	32.99	5.00
	Support	7.00	8.00	8.00	0.00
<b>Human Health &amp; Public Services Total</b>		<b>51.32</b>	<b>50.49</b>	<b>56.49</b>	<b>6.00</b>
Human Resources	Administrative	7.00	9.00	9.00	0.00
	Faculty		0.50	0.50	0.00
	Support	5.00	1.25	1.25	0.00
<b>Human Resources Total</b>		<b>12.00</b>	<b>10.75</b>	<b>10.75</b>	<b>0.00</b>
Information Technology Services	Administrative	18.00	18.00	18.00	0.00
	Faculty		1.00	1.00	0.00
	Support	19.00	24.00	23.00	(1.00)
<b>Information Technology Services Total</b>		<b>37.00</b>	<b>43.00</b>	<b>42.00</b>	<b>-1.00</b>
Liberal Studies	Administrative	17.75	17.75	17.75	0.00
	Faculty	102.50	101.75	104.69	2.94
	Support	16.23	15.23	16.23	1.00
<b>Liberal Studies Total</b>		<b>136.48</b>	<b>134.73</b>	<b>138.67</b>	<b>3.94</b>
Office of the President	Administrative	3.00	3.00	5.00	2.00
	Faculty		0.25	0.25	0.00
	Support	3.00	3.00	3.00	0.00
<b>Office of the President Total</b>		<b>6.00</b>	<b>6.25</b>	<b>8.25</b>	<b>2.00</b>
SAS/Strategic Enrollment Managem	Administrative	18.74	18.56	20.56	2.00
	Faculty	17.60	10.27	12.27	2.00
	Support	38.00	37.69	37.69	0.00
<b>SAS/Strategic Enrollment Management Total</b>		<b>74.34</b>	<b>66.52</b>	<b>70.52</b>	<b>4.00</b>
Strategic Planning & Partnerships	Administrative	9.00	10.00	12.00	2.00
	Faculty	3.00	1.00	1.00	0.00
	Support	8.00	8.00	11.00	3.00
<b>Strategic Learning Partnerships Total</b>		<b>20.00</b>	<b>19.00</b>	<b>24.00</b>	<b>5.00</b>
Technical Careers	Administrative	6.00	6.00	6.00	0.00
	Faculty	31.00	27.00	31.00	4.00
	Support	7.00	5.00	5.00	0.00
<b>Technical Careers Total</b>		<b>44.00</b>	<b>38.00</b>	<b>42.00</b>	<b>4.00</b>
<b>Grand Total</b>		<b>574.34</b>	<b>538.68</b>	<b>551.18</b>	<b>12.50</b>
Administrative		151.43	140.91	143.91	3.00
Faculty		232.03	217.70	224.20	6.50
Support		190.88	180.07	183.07	3.00
<b>Total</b>		<b>574.34</b>	<b>538.68</b>	<b>551.18</b>	<b>12.50</b>

**Lansing Community College - Board of Trustees  
November 16, 2009**

**Agenda Item: Union Contract Amendments to cover Increased Cost of Choices II**

**Presented for Action**

**PURPOSE**

The Health Care task force has elected to go to a \$100/200 deductible plan which is less expensive than the current plan and the savings will be used to reduce the employee contribution. The employee monthly contribution will be reduced as follows:

	Current	Revised	Reduction
Individual	\$ 627.02	\$ 623.40	\$ 3.62
2 person	\$1,408.95	\$1,400.78	\$ 8.17
Family	\$1,565.35	\$1,556.25	\$ 9.10

**BACKGROUND**

The Lansing Community College's (the "College's") current employee point-of-service health insurance product, MESSA Tri-Med, will be discontinued effective January 1, 2010, because Blue Cross/Blue Shield of Michigan ("BCBS") will cease to offer underwriting for all point-of-service plans on that date.

The Health Care Task Force has previously contemplated a College-wide health insurance program through at least June 30, 2010, and has incorporated contractual language regarding the same in various collective bargaining agreements. Due to BCBS's elimination of point-of-service plans, the parties have explored a transition from MESSA Tri-Med to MESSA Choices II, a comparable BCBS PPO plan. In reviewing quotes from MESSA, the monthly premium differential for comparable coverage between Tri-Med and Choices II is 2.11%. This premium differential covers a six month period from January 1, through June 30, 2010... Since the College already had incurred a substantial premium increase as of July 1, 2009 it did have any additional budget and requested the Health Care Task force to come back with a plan the was cost neutral. The Health Care task Force chose the \$100/200 deductible rather than revise drug co pays.

## **IMPLICATIONS**

### **Financial:**

Expense and revenue neutral.

### **Strategic Plan:**

No implications.

### **Human Resources:**

Change in coverage will require certain impact on employees, such as issuance of new ID cards.

This agreement was bargained collaboratively with the Heath Care Task Force to arise at a cost neutral solution that met their member's needs.

## **RISKS**

N/A

## **OTHER OPTIONS/ALTERNATIVES**

N/A

## **RECOMMENDATIONS**

Board Approval

## **ATTACHMENTS:**

1. Heath Care Task Force Letter of Agreement



**Letter of Agreement by and between the  
Administrative and Labor Contingents of the Lansing Community College  
Health Care Task Force**

As the parties discussed during Health Care Task Force (“HCTF”) meetings throughout the summer and fall of 2009, the Lansing Community College’s (the “College’s”) current employee point-of-service health insurance product, MESSA Tri-Med, will be discontinued effective January 1, 2010, because Blue Cross/Blue Shield of Michigan (“BCBS”) will cease to offer underwriting for all point-of-service plans on that date.

The Health Care Task Force has previously contemplated a College-wide health insurance program through at least June 30, 2010, and has incorporated contractual language regarding the same in various collective bargaining agreements. Due to BCBS’s elimination of point-of-service plans, the parties have explored a transition from MESSA Tri-Med to MESSA Choices II, a comparable BCBS PPO plan. In reviewing quotes from MESSA, the monthly premium differential for comparable coverage between Tri-Med and Choices II is 2.11%. This premium differential covers a six month period from January 1, through June 30, 2010.

The parties have explored numerous cost sharing scenarios. The administrative contingent of the HCTF has been constrained by Board of Trustee parameters dictating no increased premium costs attributed to the College through the term of the College-wide health insurance program. The parties previously explored proposals which dictated either a (1) premium increase borne partly by the College to maintain similar coverage and the same drug card programs or (2) no-premium increase but a change in drug card programs. Neither type of these proposals proved to be mutually acceptable to the parties.

Consequently, in order to bring closure to this matter and satisfy MESSA notification deadlines in advance of January 1, 2010, the parties have reached an agreement which meets both parties’ expectations and needs:

1. Employees shall switch from their current MESSA Tri-Med Coverage (\$5 Office Visit Co-pay; \$5/\$10 drug card) to MESSA Choices II Coverage with a \$100/\$200 deductible (\$5 Office Visit Co-pay; \$5/\$10 drug card). The decrease in monthly premium costs between the two plans shall be credited back to employees through a reduction of employee monthly premiums.
2. For part-time employees, the new deductible increases (\$100/\$200) shall be reimbursed to them by utilizing the College’s “part-time healthcare pool” reserve funds which were set aside for this type of purpose.

**SIGNATURES & ACKNOWLEDGEMENTS**

The parties, by affixing their signatures below agree to the provisions of this Letter of Agreement.

\_\_\_\_\_  
Brent Knight  
President  
Lansing Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rebecca Beard, President  
LCC Administrative Association/AFT Michigan,  
AFT, AFL-CIO

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cindy Storie, President  
LCC MAHE/MEA/NEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ted Szymanski, President LCC  
LCC FMA/MEA/NEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chad Beckett, President  
Capitol City Lodge Number 141, Fraternal Order  
Of Police, Labor Program, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Collins, President  
Hotel Employees And Restaurant Employees Union,  
Local 24, AFL-CIO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zach Hansen, President  
LCC PTCTU/MEA/NEA

\_\_\_\_\_  
Date

**Lansing Community College - Board of Trustees**  
**November 16, 2009**

**Agenda Item: Voluntary Retirement/Separation Incentive Program II**

**Presented for Action**

**PURPOSE**

It may be in the best interests of the College to re-implement the Voluntary Retirement/Separation Incentive Program for eligible full time employees.

**BACKGROUND**

VRSIP I was implemented on May 18, 2009. 31 employees participated. The cost of VRSIP I was \$1.2 million in fiscal year 2009. VRSIP I saved the college approximately \$600 thousand per year in reduced salary and benefits for positions that were replaced at a lower step on the salary schedules and \$485 thousand per year in permanent salary and benefit reductions for those positions that were not replaced. These savings assume the FY2010 salary and benefit schedules and could change over time.

**IMPLICATIONS**

**Financial:** We anticipate additional reductions in funding in 2010-2011.

**Strategic Plan:**

**Human Resources:** We are currently in negotiations with the labor coalition regarding a letter of agreement.

**RISKS**

N/A

**OTHER OPTIONS/ALTERNATIVES**

Additional layoffs, increase in tuition.

**RECOMMENDATIONS**

Board approval

**ATTACHMENTS**

1. Voluntary Retirement Incentive Program II Proposal

**Lansing Community College  
Voluntary Retirement/Separation Incentive Program II  
2009 - 2010**

Whereas, Lansing Community College (LCC), is reviewing its operational structure and activities and may revise staffing in light of current and developing economic challenges; and

Whereas, LCC recognizes that a number of employees may terminate their employment with the College if financially able to make such a decision; and

Whereas, LCC wishes to assist and enable employees who wish to terminate their employment with the College through retirement or resignation by providing a financial incentive which shall be available for a limited period of time.

Now, Therefore, LCC adopts the Lansing Community College Voluntary Retirement/Separation Incentive Program (the Program) effective November 17, 2009, to provide as follows:

**ARTICLE I  
DEFINITIONS**

- 1.1 **Annual Base Pay.** The Annual Base Pay rate in effect for an Eligible Employee as of December 31, 2009, which is attributable to services for LCC excluding overtime pay, overload pay, payment for extra contractual assignments, hospitalization rebates or any other additional payment not normally included in the annual base pay rate.
- 1.2 **Eligible Employee.** Full-time employees who would have completed 20 years of service (including part-time service) at LCC as of December 31, 2010, but excluding any employee who has already submitted formal written notice of resignation or retirement to the Human Resources Department as of November 1, 2009.
- 1.3 **Employee.** Any full-time employee who is currently employed and classified as performing full-time services in an approved, budgeted (including grant-funded) position for Lansing Community College, including those employees currently participating in an approved paid leave of absence and those employees on FMLA or military leave of absence.
- 1.4 **Participant.** Any Eligible Employee who fulfills the eligibility and enrollment requirements of the Program and whose Request for Participation is approved by LCC and not timely rescinded by the employee.
- 1.5 **Retirement/Separation Agreement.** A written agreement between LCC and the Participant setting forth certain provisions relative to the Program, incorporating the

terms and conditions of the Program, releasing and waiving specifically described rights the Participant might otherwise have, and establishing the Participant's entitlement to receive Retirement/Separation Incentive Pay under the Program.

- 1.6 **Retirement/Separation Incentive Pay.** An amount equal to 45% of a Participant's annual Base Pay Rate in effect as of December 31, 2009.

## **ARTICLE II PARTICIPATION IN THE PROGRAM**

- 2.1 **Request for Participation.** In order to participate in the Program, an Eligible Employee must complete and sign a Request for Participation in the Voluntary Retirement/Separation Incentive Program and effect actual delivery of the Request for Participation to any Director of the Lansing Community College (LCC) Human Resources Department. The Request for Participation must actually be received by a Director of the Human Resources Department before 4:00 p.m. on February 15, 2010.
- 2.2 **Rescission of Request for Participation.** An Eligible Employee may rescind a Request for Participation by effecting actual delivery of a written notice of rescission to any Director of the Lansing Community College (LCC) Human Resources Department. The notice of rescission must actually be received by a Director of the Human Resources Department before 4:00 p.m. on the day seven calendar days after delivery of the original Request for Participation.
- 2.3 **Approval or Rejection of Request for Participation.** The College will consider each timely, non-rescinded Request for Participation and approve or reject it on legitimate, non-discriminatory bases. The College reserves the right to cap the number of approved Requests for Participation at 75 or any larger number. The College reserves the right to approve or reject Requests for Participation and/or to fix separation dates at any date between June 30, 2010 (August 16, 2010 for employees teaching during the summer term of 2010 or whose contract ends on August 16) and June 30, 2011, based on the best interests of the College (as determined by the College in consideration of criteria such as the need to cover program operations and assure appropriate transition, the need to retain an Eligible Employee's expertise, the need for and cost of replacing an Eligible Employee, the savings to be realized by the retirement or separation, etc.). The College will exercise these rights and approve, modify or reject each Request for Participation by March 30, 2010. The College reserves the right to delay the effective date of an Eligible Employee's retirement/separation by up to one year if deemed desirable, provided the effective date shall not be set later than June 30, 2011, and provided the Eligible Employee shall be permitted to rescind the Request for Participation within seven calendar days of being advised of a delayed effective date. Only those employees whose timely Requests for Participation are approved by the College and not timely rescinded will be Participants in the Program.

- 2.4 **Future Application for Employment.** All employment (full time and part-time) of each Participant will terminate through participation in the Program. Any future application for employment may be accepted or rejected at the sole discretion of the College.

### **ARTICLE III SEPARATION PAY**

- 3.1 **Separation Date.** Each Participant shall have a separation date as set forth in the approved Request for Participation. The standard separation date will be June 30, 2010, except that Participants who are teaching during Summer term 2010 or whose contract ends August 16 will normally have a separation date of August 16, 2010. Other separation dates may be fixed by the College, but will not be earlier than June 30, 2010, or later than June 30, 2011.
- 3.2 **Death or Disability Prior to Separation.** No death benefits are payable pursuant to this Program. A Participant who dies or becomes permanently disabled due to occupational injury or illness prior to the designated separation date, or who fails for any reason to execute the LCC Retirement/Separation Agreement, will not receive any Retirement/Separation Incentive Pay pursuant to this Program.
- 3.3 **Cessation of Benefits.** Except as otherwise provided by law, employee benefits will cease as of the end of the month of the Participant's effective separation date unless earlier terminated in accordance with the terms of the applicable benefit plan. Participants may elect to continue their LCC group health coverage in effect in accordance with COBRA. If a Participant is denied health coverage through MPERS immediately following the separation date as a result of LCC's failure to timely submit necessary documentation to MPERS, and the Participant timely elects to continue LCC health coverage pursuant to COBRA, LCC will reimburse the Participant for all or part of the COBRA premiums through the end of the month in which LCC submits the necessary documentation, but in no event for more than three months. If the denial of MPERS coverage is solely due to LCC's failure to provide necessary documentation to MPERS, LCC will reimburse 100% of the premium for the specified time; if the denial is partly due to LCC's failure and partly due to the Participant's failure, LCC will reimburse 50% of the premium for the specified time. In any other case, LCC shall have no liability or obligation to provide any such reimbursement.
- 3.4 **Payment of Separation Pay.** In order to become entitled to Separation Pay, a Participant must execute a Retirement/Separation Agreement in a form approved by LCC within 30 days after the Participant's separation date. A Retirement/Separation Agreement signed prior to a Participant's separation date will not satisfy this requirement. Payment of Separation Pay to each Participants who has timely executed a Retirement/Separation Agreement without subsequently revoking it shall be made in a single lump sum payment payable within twenty-one (21) days after the

date on which the Participant executes the Retirement/Separation Agreement. Retirement/Separation Incentive Pay may be subject to withholding of local, state or federal taxes. Participants will agree not to attempt to hold LCC, its Board of Trustees or individual Board Members or other employees responsible for any tax liability or consequences as the result of payments under this Program.

- 3.5 Exclusion from Retirement Plans.** The Separation Pay shall not be considered earned compensation for purposes of calculating retirement benefits or retirement plan contributions under MPSERS or any other retirement plan, except as otherwise required by the express terms of such retirement plan.

#### **ARTICLE IV ADMINISTRATION**

- 4.1 **Program Administration.** This Program shall be administered by the LCC Human Resource Department.
- 4.2 **Authority of Program Administrator.** LCC and the Program Administrator shall have full power and authority to: adopt rules and regulations for the administration of the Program; interpret, alter, amend or revoke rules or regulations so adopted; enter into contracts on behalf of LCC with respect to this Program; make discretionary determinations under this Program; and perform any and all administrative duties under this Program.

#### **ARTICLE V MISCELLANEOUS**

- 5.1 **Older Workers Benefit Protection Act (OWBPA).** The OWBPA, a federal law, requires that employees over the age of forty (40) who enter into a Separation Agreement like this one which is part of a group incentive program must be informed as to (a) the eligibility factors for participation in the program, (b) any time limits applicable to the program, and (c) the ages and job titles of employees eligible or selected for participation the program and the ages of all individuals in the same job classification or organizational unit who are not eligible or selected for participation in the program. The College's Human Resources Department has compiled a list containing this information and will timely make it available for employee review.
- 5.2 **Governing Law.** This Program shall be construed in accordance with and governed by the laws of the State of Michigan to the extent not preempted by federal law.
- 5.3 **Entire Program.** This Program and all documents and forms contemplated herein constitute the entire Program and there are no representations, warranties, covenants, understandings or agreements, oral or otherwise, with respect to the Program except

as expressly stated herein. This Program shall not be amended except in writing and duly approved by the LCC Board of Trustees.

IN WITNESS WHEREOF, Lansing Community College's Board of Trustees has caused this Program to be executed this \_\_\_ day of \_\_\_\_\_, 2009.

LANSING COMMUNITY COLLEGE

By: \_\_\_\_\_  
Deborah Canja, Chair  
Board of Trustees

Attest:  
  
\_\_\_\_\_

\_\_\_\_\_  
Rebecca Beard, President  
LCC Administrative Association/AFT Michigan,  
AFT, AFL-CIO

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cindy Storie, President  
LCC MAHE/MEA/NEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ted Szymanski, President  
LCC FMA/MEA/NEA

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chad Beckett, President  
Capitol City Lodge Number 141, Fraternal Order  
Of Police, Labor Program, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mary Collins, President  
Hotel Employees and Restaurant Employees Union,  
Local 24, AFL-CIO

\_\_\_\_\_  
Date



**Lansing Community College – Board of Trustees**  
**November 16, 2009**

**Agenda Item: Request for Proposal**  
**Consulting Services – Federal Lobbyist**

**Presented for Action**

**PURPOSE**

The College is looking for a federal lobbyist to provide the following services at a minimum:

- Monitor legislative and regulatory activities of the United States Legislature
- Monitor the national budget and appropriations process for the purpose of better positioning LCC for grant or appropriation procurement;
- Assist LCC in securing legislator support for submitted grant proposals to federal agencies
- Represent college in the legislative process relating to budget and policy;
- Assist with specific legislative initiatives;
- Assisting LCC staff with the development of a strategic government affairs plan and the identification of potential grant funding opportunities specifically for LCC, and potential grant partnership opportunities;
- Assisting with ongoing contracts from federal agencies to support LCC initiatives;
- Enhancing LCC's name recognition and credibility as an education innovator regionally, nationally and internationally;
- Identifying and pursuing opportunities for LCC within targeted agencies, such as the Department of Defense, Department of Labor, Department of Education; department of Health Human Services; and the Department of Energy
- Monitoring and reporting on legislative and executive branch activity that impacts grant funding or contracting opportunities for LCC;
- Compliance with all laws and regulations for lobbying activities as stated in Michigan Law to include registration as a lobbyist for the college if required by state law or regulation;
- Provide all files and work products to the College in a timely manner.
- Assist LCC in connecting to and establish meetings with its federal legislators and federal agencies.

**BACKGROUND**

The current contract has expired and the college has sought competitive proposals for the new fiscal year, with two (1) year options to extend.

**IMPLICATIONS**

**Financial:**

Estimated aggregate contract award over three fiscal years is \$324,000.

FY10 \$9,000 per month x 10 months	= \$90,000
Reimbursable Expenses estimate	<u>\$6,000</u>
Total:	\$96,000
FY11 \$9,000 per month x 12 months	= \$108,000
Reimbursable Expenses estimate	<u>\$6,000</u>
Total:	\$114,000
FY12 \$9,000 per month x 12 months	= \$108,000
Reimbursable Expenses estimate	<u>\$6,000</u>
Total:	\$114,000

**Strategic Plan:**

There are strategic plan implications. The Ferguson Group will provide LCC assistance by monitoring the national budget and appropriations process for the purpose of better positioning LCC for grant or appropriation procurement; assisting LCC staff with the development of a strategic government affairs plan and the identification of potential grant funding opportunities specifically for LCC, and potential grant partnership opportunities; and assisting with ongoing contracts from federal agencies to support LCC initiatives.

**Human Resources:**

There are no human resources implications.

**RISKS**

There are no risk management implications.

**OTHER OPTIONS/ALTERNATIVES**

**RECOMMENDATIONS**

The evaluation committee recommends award to The Ferguson Group as their proposal was deemed the most advantageous to the College. Estimated aggregate contract award over three fiscal years is \$324,000.

**ATTACHMENTS:**

1. Pre-award Transmittal Document – Consulting Services – Federal Lobbyist

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

**Proposal No.:** 1300-385-10RB  
**Project Title:** Consulting Services – Federal Lobbyist

**Opening Date:** August 17, 2009  
**Buyer:** Rebecca G. Beard

**1. Description of Supply or Service:**

Lansing Community College is seeking Consulting Services - Federal Lobbyist. The College is looking for a federal lobbyist to provide the following services at a minimum:

- Monitor legislative and regulatory activities of the United States Legislature
- Monitor the national budget and appropriations process for the purpose of better positioning LCC for grant or appropriation procurement;
- Assist LCC in securing legislator support for submitted grant proposals to federal agencies
- Represent college in the legislative process relating to budget and policy;
- Assist with specific legislative initiatives;
- Assisting LCC staff with the development of a strategic government affairs plan and the identification of potential grant funding opportunities specifically for LCC, and potential grant partnership opportunities;
- Assisting with ongoing contracts from federal agencies to support LCC initiatives;
- Enhancing LCC's name recognition and credibility as an education innovator regionally, nationally and internationally;
- Identifying and pursuing opportunities for LCC within targeted agencies, such as the Department of Defense, Department of Labor, Department of Education; department of Health Human Services; and the Department of Energy
- Monitoring and reporting on legislative and executive branch activity that impacts grant funding or contracting opportunities for LCC;
- Compliance with all laws and regulations for lobbying activities as stated in Michigan Law to include registration as a lobbyist for the college if required by state law or regulation;
- Provide all files and work products to the College in a timely manner.
- Assist LCC in connecting to and establish meetings with its federal legislators and federal agencies.

Contract Period: October 1, 2009 to June 30, 2010, with 2 (1) year options to extend.

**2. Proposals Received:**

The Request for Proposal was posted at <http://www.michiganbuyers.us> and at the State of Michigan website [www.bid4michigan.com](http://www.bid4michigan.com) - on-line bidding websites. 103 vendors were notified. The college received 5 proposals.

<b>Vendor</b>	<b>Location</b>	<b>Proposal Response</b>
Airfoil Public Relations, Inc.	Southfield, MI	Responded
Keys To The Capitol, LLC	Washington, DC	Responded
Strategic Federal Affairs	Novi, MI	Responded
<b>The Ferguson Group LLC</b>	<b>Washington, DC</b>	<b>Responded</b>
The Franklin Partnership LLP	Washington, DC	Responded

**Funding Source: General Fund**

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Advancement & External Affairs and Academic Affairs. 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 The Ferguson Group as their proposal was deemed the most advantageous to the College. Estimated aggregate contract award over three fiscal years is \$324,000.

FY10	\$9,000 per month x 10 months	= \$90,000
	Reimbursable Expenses estimate	<u>\$6,000</u>
	Total:	\$96,000
FY11	\$9,000 per month x 12 months	= \$108,000
	Reimbursable Expenses estimate	<u>\$6,000</u>
	Total:	\$114,000
FY12	\$9,000 per month x 12 months	= \$108,000
	Reimbursable Expenses estimate	<u>\$6,000</u>
	Total:	\$114,000

**4. Reviewed By:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

**Lansing Community College – Board of Trustees  
November 16, 2009**

**Agenda Item: Request for Proposal  
Consulting Services – Local Lobbyist**

**Presented For Action**

**PURPOSE**

The College is looking for a local lobbyist to provide the following services at a minimum:

- Monitor legislative and regulatory activities of the Michigan Legislature
- Represent college in the legislative process relating to budget and policy
- Assist with specific legislative initiatives
- Compliance with all laws and regulations for lobbying activities as stated in Michigan Law to include registration as a lobbyist for the college if required by state law or regulation,
- Provide all files and work products to the College in a timely manner

**BACKGROUND**

The current contract has expired and the college has sought competitive proposals for the new fiscal year, with two (1) year options to extend.

**IMPLICATIONS**

**Financial:**

Estimated aggregate contract award over three fiscal years is \$162,000.

FY10	\$4,500 per month x 10 months	= \$45,000
	Reimbursable Expenses estimate	<u>\$3,000</u>
	Total:	\$48,000

FY11	\$4,500 per month x 12 months	= \$54,000
	Reimbursable Expenses estimate	<u>\$3,000</u>
	Total:	\$57,000

FY12	\$4,500 per month x 12 months	= \$54,000
	Reimbursable Expenses estimate	<u>\$3,000</u>
	Total:	\$57,000

**Strategic Plan:**

Muchmore Harrington Smalley & Associates will monitor legislative and regulatory activities of the Michigan Legislature; represent the college in the legislative process relating to budget and policy; and assist with specific legislative initiatives.

**Human Resources:**

There are no human resources implications.

**RISKS**

There are no risk management implications.

**OTHER OPTIONS/ALTERNATIVES****RECOMMENDATIONS**

The evaluation committee recommends award to Muchmore Harrington Smalley & Associates as their proposal was deemed the most advantageous to the College. Estimated aggregate contract award over three fiscal years is \$162,000.

**ATTACHMENTS:**

1. Pre-award Transmittal Document – Consulting Services – Local Lobbyist

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

Proposal No.: 1300-385-10RB  
Project Title: Consulting Services – Local Lobbyist

Opening Date: August 17, 2009  
Buyer: Rebecca G. Beard

**1. Description of Supply or Service:**

Lansing Community College is seeking Consulting Services – Local Lobbyist. The College is looking for a lobbyist to provide the following services at a minimum:

- Monitor legislative and regulatory activities of the Michigan Legislature
- Represent college in the legislative process relating to budget and policy
- Assist with specific legislative initiatives
- Compliance with all laws and regulations for lobbying activities as stated in Michigan Law to include registration as a lobbyist for the college if required by state law or regulation,
- Provide all files and work products to the College in a timely manner

Contract Period: October 1, 2009 to June 30, 2010, with 2 (1) year options to extend.

**2. Proposals Received:**

The Request for Proposal was posted at <http://www.michiganbuyers.us> and at the State of Michigan website [www.bid4michigan.com](http://www.bid4michigan.com) - on-line bidding websites. 229 vendors were notified. The college received 5 proposals.

Vendor	Location	Proposal Response
Best Practices Consulting Services, LLC	Romulus, MI	Responded
<b>Muchmore Harrington Smalley &amp; Associates</b>	<b>Lansing, MI</b>	<b>Responded</b>
S.J. Hunt & Associates, LLC Consulting Firm	Southfield, MI	Responded

**Funding Source: General Fund**

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Advancement & External Affairs and Academic Affairs. 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 Muchmore Harrington Smalley & Associates as their proposal was deemed the most advantageous to the College. Estimated aggregate contract award over three fiscal years is \$162,000.

FY10	\$4,500 per month x 10 months	= \$45,000
	Reimbursable Expenses estimate	\$3,000
	Total:	\$48,000

FY11	\$4,500 per month x 12 months	= \$54,000
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*Pre-Award Transmittal Document – Consulting Services/Local Lobbyist*

Reimbursable Expenses estimate      \$3,000  
Total:      \$57,000

FY12    \$4,500 per month x 12 months      = \$54,000  
Reimbursable Expenses estimate      \$3,000  
Total:      \$57,000

**4. Reviewed By:**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date



**Lansing Community College – Board of Trustees**  
**November 16, 2009**

**Agenda Item: Change Order**  
**Foster, Swift, Collins & Smith, P.C.**

**Presented for Action**

**PURPOSE**

A change order request has been made by David Hilquist, Interim Vice President, Administration, to add funds to the blanket purchase order for legal services to Foster, Swift, Collins & Smith, P.C. Foster, Swift, Collins & Smith is handling vendor and real estate contract reviews as well as ongoing litigation for the college. This purpose of this Change Order is to increase the blanket purchase order by \$100,000.00 through June 30, 2010.

**BACKGROUND**

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

**IMPLICATIONS**

**Financial:**

Please see attached Transmittal Document

**Strategic Plan:**

There are no strategic plan implications.

**Human Resources:**

There are no human resources implications.

**RISKS**

The college faces potential legal risks without the advice and counsel of Foster, Swift, Collins & Smith, P.C. This firm has assisted the college with significant ongoing legal matters. Including but not limited to, vendor relations and real estate matters.

**OTHER OPTIONS/ALTERNATIVES**

Consider other firms

**RECOMMENDATIONS**

Recommend approval to increase blanket purchase order by \$100,000 for services through June 30, 2010.

**ATTACHMENTS:**

1. Change Order Transmittal Document

## CHANGE ORDER TRANSMITTAL DOCUMENT

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

**From:** Lansing Community College Purchasing Department

**Date:** November 9, 2009

**RE:** Request for Approval of Change Order

Blanket Purchase Order Number: BP080129

Vendor: Foster, Swift, Collins & Smith, P.C.

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees or Audit Committee
Initial PO Amount	\$100,000		Approved 05/21/07
Increase #1	\$600,000	\$700,000	Approved 05/21/07 *
Increase #2	\$0	\$700,000	**
Increase #3	\$100,000	\$800,000	For approval

\* Change Order #1 - The Board of Trustees approved the first year, plus 6 (1) year options to extend. The change order processed to add option years.

\*\* Change Order #2 - Processed to change the point of contact from Beverly Baligad to Dr. Stephanie Shanblatt.

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

**Description of Change Order:**

A Change Order request has been made by David Hilquist, Interim Vice President, Administration, to add funds to the blanket purchase order for legal services to Foster, Swift, Collins & Smith. Foster, Swift, Collins & Smith is handling vendor and real estate contract reviews as well as ongoing litigation for the college.

This purpose of this Change Order is to increase the blanket purchase order by \$100,000.00 through June 30, 2010.

This is to request your consideration and approval.

Submitted by:

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

**Lansing Community College – Board of Trustees**  
**November 16, 2009**

**Agenda Item: Change Order**  
**Mika Meyers, Beckett and Jones**

**Presented for Action**

**PURPOSE**

A change order request has been made by David Hilquist, Interim Vice President, Administration, to add funds to the blanket purchase order for legal services to Mika, Meyers, Beckett & Jones. This firm provides primary legal services for the college. Mika, Meyers, Beckett & Jones is prompt, efficient and effective. The purpose of this change order is to increase the blanket purchase order by \$300,000.00 through June 30, 2010.

**BACKGROUND**

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

**IMPLICATIONS**

**Financial:**

Please see attached Transmittal Document

**Strategic Plan:**

There are no strategic plan implications.

**Human Resources:**

There are no human resources implications.

**RISKS**

The college faces potential legal risks without the advice and counsel of Mika Meyers Beckett & Jones. This firm has assisted the college with significant ongoing legal matters. Including but not limited to, labor relations and developing bargaining strategies for the collective bargaining agreements expiring this year and next.

## **OTHER OPTIONS/ALTERNATIVES**

Consider other firms

## **RECOMMENDATIONS**

Recommend approval to increase blanket purchase order by \$300,000 for services through June 30, 2010.

## **ATTACHMENTS:**

1. Change Order Transmittal Document

## CHANGE ORDER TRANSMITTAL DOCUMENT

**To:** Lansing Community College Board of Trustees

**From:** Lansing Community College Purchasing Department

**Date:** October 29, 2009

**RE:** Request for Approval of Change Order

Blanket Purchase Order Number: BP090072

Vendor: Mika, Meyers, Beckett & Jones

	BPO or Change Order Amounts	BPO Cumulative Amount	Date Approved by the Board of Trustees or Audit Committee
Initial PO Amount	\$10,000		
Increase #1	\$50,000	\$60,000	11/20/09
Increase #2	\$100,000	\$160,000	04/13/09
Increase #3	\$7,790	\$167,790	07/28/09
Increase #4	\$100,000	\$267,790	09/09/09
Increase #5	\$300,000	\$567,790	For approval

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

Description of Change Order:

A Change Order request has been made by David Hilquist, Interim Vice President, Administration, to add funds to the blanket purchase order for legal services to Mika, Meyers, Beckett & Jones. Mika, Meyers, Beckett & Jones is the primary legal firm for the college. Mika, Meyers, Beckett & Jones is prompt, efficient, and effective.

This purpose of this Change Order is to increase the blanket purchase order by \$300,000.00 through June 30, 2010.

This is to request your consideration and approval.

Submitted by:

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

# **President's Report**

## **Action Items**

**Lansing Community College – Board of Trustees**  
**November 16, 2009**

**Agenda Item: Michigan Promise Funds**  
**(Approve the Administration’s Plan for Recovery of Promise Scholarship funds paid to students)**

**Presented For: Action**

**PURPOSE**

Lansing Community College has disbursed \$952,233 in Promise Scholarship funds to students for the 2009-10 academic year. The Administration recommends recovery of these funds from students.

Promise Scholarship funds recovered from students would be added to their balance due and refunds for Spring semester would be reduced according to current college procedure. Students would have until March 31 to repay these funds before any holds would be placed on their account, providing their balance is less than the Promise Scholarship award.

There will be extensive communication to impacted students along informing them of their options and timing for repayment.

**BACKGROUND**

The Michigan Promise Scholarship (MPS) provided up to \$4,000 to high school graduates for successfully completing two years of postsecondary education. Payments were made up to \$1,000 per academic year for each of the first two years of enrollment. Lansing Community College awarded the full amount of MPS to the first semester of enrollment, generally fall semester. Funds were be pro-rated if a student was enrolled in a program that required less than 60 semester credits. To be eligible for the final payment, students must have earned an Associate's Degree or 60 credits with a cumulative GPA of 2.5 or higher. Also, the student was required to certify with the State of Michigan by November 15 of the year following completion of payment requirements.

The college disbursed the Promise Scholarship to students who were relying on these funds. These students received the following communication at that time.

“As you may have seen in news reports, numerous discussions are taking place in the Michigan Legislature regarding the future of the Michigan Promise Scholarship. Because you planned to use your Michigan Promise Scholarship at Lansing Community College (LCC) for Fall Semester 2009, we wanted to let you know what steps LCC is taking to assist you.



The Michigan Promise Scholarship provides up to \$4,000 to high school graduates for successfully completing two years of postsecondary education. All students who took the Michigan Merit Exam have the opportunity to receive up to \$4,000 if they meet all eligibility requirements.

You are scheduled to have the first or second \$1,000 installment of your scholarship applied to your LCC account for Fall Semester 2009. Even though there is uncertainty in the state's budget, LCC is not making any changes to your scholarship at this time. LCC will continue to assume the state will be providing the \$1,000 payment to your account. However, if the Legislature approves the proposed cuts to the scholarship program and the funds are no longer available, your award will be cancelled and you will be responsible for any costs not covered by other financial aid.

LCC hopes this unfortunate circumstance does not occur. The LCC Financial Aid Office is here to assist you in helping to secure additional financial resources to help offset your educational expenses. Please do not hesitate to call the Financial Aid Office at (517) 483-1200, option 2, if we can be of any further assistance.”

LCC disbursed Promise Scholarship awards as follows:

Number of students paid	961
Total Amount paid	\$ 952,233
Mean Amount paid	\$ 991
Mode Amount paid	\$ 1,000
Median Amount paid	\$ 1,000

## IMPLICATIONS

If we choose not to recover funds, but rather use reserves to fund this initiative, this may cause future tuition increases. It is important to note that less than 1000 students are impacted. Therefore, we would be asking 95% of our student population to subsidize the costs of 5%.

### Financial:

Lansing Community College has disbursed \$952,233 in Promise funds for the 2009-10 academic year. Our recommendation is that all of these funds be recovered from those who received the award, making the financial impact zero to the college.

### Strategic Plan:

N/A

### Human Resources:

N/A

## RISKS

Negative student feedback may create some backlash from the community. However, LCC communicated to students the possibility that these funds would not be available

from the state. We will communicate our plan to recover these funds to students along with their options and timing for repayment.

### **OTHER OPTIONS/ALTERNATIVES**

- 1) Recover 50% of the funds regardless of need. In this case the financial impact would be \$476,116.50
- 2) Fund the scholarship for those with a demonstrated need. If we assume that those who received a PELL grant defines need, then the financial impact would be \$201,433.
- 3) Recover none of the payments from students. In this case the financial impact would be \$952,233.

In a survey of 34 Michigan public and private colleges, 23 distributed the scholarship and 11 did not. Of the 23 that distributed, one is covering the full amount of the award, two will cover the amount of the award up to financial need, four will cover 50% of the award regardless of need, eleven will not cover any of the award, and five have not made a decision.

### **RECOMMENDATIONS**

The administration is recommending that all disbursed funds be recovered from students.

### **ATTACHMENTS:**

None