

**Note: Dinner will be served at 5:00 p.m. in the HCC Dining Room.**

**AGENDA**

LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING

April 19, 2004

6:00 p.m.

Regular Meeting

- I. Call to Order by Chairperson
- II. Roll Call by Secretary to the Board
- III. Additions/Deletions to the Agenda
- IV. Limited Public Comment Regarding Agenda Items
- V. Chairperson and Board Member Reports
  - A. Chairperson Laverty
    1. National Community College Month Scholarship Recipient
    2. Patriot Act Resolution
    3. Anti-Civil Rights Resolution
    4. RED Team
    5. Other
  - B. Board Member Reports
    1. Trustee Robert Proctor – Workforce Development Board
    2. Trustee Thomas Rasmusson – Audit Committee Rules
- VI. President's Report
  - A. Informational
    1. College Spotlight – Business, Media and Information Technologies
    2. Human Resources
    3. 2003-2004 Budget Reconciliation
    4. 2004-2005 Proposed Budget
  - B. Action Items
    1. Approval of Minutes - March 15, 2004 Regular Meeting
    2. Annual Results Inventory Report - Access
    3. Finance
      - a. Approval of Bids

- VII. Closed Session\*
- VIII. Public Comment
- IX. Adjournment

*\*Motion to accept.*



## BOARD OF TRUSTEES PLANNING CALENDAR

New items are in **BOLD**

### **April 2004**

- April 16-17 Performing Arts Event: "The Vicki Cushions Project"  
Dart Auditorium – 8:00 p.m.  
Admission: Free
- Sun., April 18 Baseball Game  
LCC vs. Olivet College  
Lansing, MI – 1:00 p.m.  
Location: West Side Park (corner of Stanley St. and Oakland Ave.)
- Mon., April 19 Budget Workshop**  
**HCC Board Room – 3:30 p.m.**
- Mon., April 19 Regular Board of Trustees Meeting  
HCC Board Room – 6:00 p.m.
- Wed., April 21 Economic Club Luncheon\*  
Speaker: Bill Nielsen, Director, Microsoft XBOX Marketing  
Kellogg Center – 12:00 p.m.
- Thurs., April 22 Softball Game  
LCC vs. Kalamazoo Valley CC  
Lansing, MI – 1:00 p.m.  
Location: Ranney Park (Behind Frandor Shopping Center. Adjacent to the Sears water tower.)
- Thurs., April 22 Baseball Game  
LCC vs. St. Clair CCC  
Lansing, MI – 2:00 p.m.  
Location: West Side Park (corner of Stanley St. and Oakland Ave.)
- Fri., April 23 LCC Jazz Ensemble  
Dart Auditorium – 8:00 p.m.  
Admission: Free
- Sat., April 24 Baseball Game  
LCC vs. Grand Rapids CC  
Lansing, MI – 1:00 p.m.  
Location: West Side Park (corner of Stanley St. and Oakland Ave.)
- Sun., April 25 LCC Concert Choir and Women's Chorus  
Dart Auditorium – 3:00 p.m.

(As of 02/11/04)

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

Admission: Free

- Thurs., April 29      Baseball Game  
LCC vs. Macomb CC  
Lansing, MI – 2:00 p.m.  
Location: West Side Park (corner of Stanley St. and Oakland Ave.)
- Thurs., April 29      Softball Game  
LCC vs. Lake Michigan College  
Lansing, MI – 3:00 p.m.  
Location: Ranney Park (Behind Frandor Shopping Center. Adjacent to the  
Sears water tower.)
- Fri., April 30      “The Odd Couple” by Neil Simon (1<sup>st</sup> Semester Studio Theatre)  
Old Central 232 – 8:00 p.m.  
Admission: Free
- Fri., April 30      Dance Open House (Dance demonstrations & refreshments)  
GVT 3900 & GVT 3950 – 6:30 p.m.
- Fri., April 30      LanSwingers and Satin Blues  
Dart Auditorium – 8:00 p.m.  
Admission: Free

**May 2004**

- Sat., May 1      *Save a Life Day*  
LCC Campus  
11:00 a.m. to 4:00 p.m.
- Sat., May 1      “The Odd Couple” by Neil Simon (1<sup>st</sup> Semester Studio Theatre)  
Old Central 232 – 8:00 p.m.  
Admission: Free
- Sat., May 1      LCC Percussion and Guitar Ensemble  
Dart Auditorium – 8:00 p.m.  
Admission: Free
- Sun., May 2      Lansing Concert Band  
Dart Auditorium – 3:00 p.m.  
Admission: \$
- Tues., May 4      Performing Arts Event: “Spring Sing”  
Outdoor Amphitheatre – 12:00 to 4:00 p.m.  
Admission: Free
- Tues., May 4      Baseball Game  
LCC vs. Kellogg CC

(As of 02/11/04)

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

Lansing, MI – 2:00 p.m.  
Location: West Side Park (corner of Stanley St. and Oakland Ave.)

Tues., May 4 Softball Game  
LCC vs. Grand Rapids CC  
Lansing, MI – 3:00 p.m.  
Location: Ranney Park (Behind Frandor Shopping Center. Adjacent to the Sears water tower.)

May 4-5 “The Epic of Gilgamesh” Translated by Herbert Mason  
(2<sup>nd</sup> Semester Studio Theatre)  
Dart Auditorium – 8:00 p.m.  
Admission: Free

Thurs., May 6 Softball Game  
LCC vs. Muskegon CC  
Lansing, MI – 3:00 p.m.  
Location: Ranney Park (Behind Frandor Shopping Center. Adjacent to the Sears water tower.)

May 7-8 “Political Animals from Sophocles to Kushner”  
(4<sup>th</sup> Semester Studio Theatre)  
Old Central 232 – 8:00 p.m.  
Admission: Free

Sat., May 8 Baseball Game  
LCC vs. Ancilla CC  
Lansing, MI – 1:00 p.m.  
Location: West Side Park (corner of Stanley St. and Oakland Ave.)

Tues., May 11 Softball Game  
LCC vs. Oakland CC  
Lansing, MI – 1:00 p.m.  
Location: Ranney Park (Behind Frandor Shopping Center. Adjacent to the Sears water tower.)

Wed., May 12 Foundation Scholarship Breakfast  
Arts & Sciences Kennedy Cafeteria  
8:00 a.m. to 10:00 a.m.

Wed., May 12 Economic Club Luncheon\*  
Speaker: Barry Melancon, President/CEO, American Institute of CPAs  
Kellogg Center – 12:00 p.m.

Fri., May 14 LCC Graduation  
Breslin Center  
7:00 p.m.

*(As of 02/11/04)*

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

Sun., May 16            An Evening of Song – A farewell choral concert to honor Debbie Byrne  
Dart Auditorium – Time: 3:00 p.m.  
Admission: \$10

Mon., May 17            Regular Board of Trustees Meeting  
HCC Board Room – 6:00 p.m.

April 14, 2004

The **Patriot Act Resolution** will be forwarded to you prior to Monday's Board meeting under separate cover.

**LANSING COMMUNITY COLLEGE  
STATE OF MICHIGAN  
ANTI-CIVIL RIGHTS AMENDMENT RESOLUTION**

A regular meeting of the Board of Trustees of Lansing Community College was held in the Herrmann Conference Center Complex, 520 North Capitol Avenue, Lansing, Michigan 48933, in the Community College district, on April 19, 2004 at 6:00 o'clock p.m., prevailing Eastern Time.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Trustee \_\_\_\_\_ and supported by Trustee \_\_\_\_\_.

Lansing Community College exists to serve the community and all its members. Therefore, it values the uniqueness of each person and is committed to creating an environment the supports equal opportunity for all students and employees. The U.S. Supreme Court's recent decision on diversity recognized the reality of the world today and the value of ensuring that every person in Michigan has an opportunity to better themselves in today's world.

WHEREAS, civil rights is a core value of our institution and community;

WHEREAS, discrimination still exists and diverse work and education environments benefit all citizens, regardless of race;

WHEREAS, the Anti-Civil Rights amendment harms recruitment of minorities and women for community services, such as police and fire departments and immediately ends programs that have helped women and people of color get better jobs and education; hurts women-owned and minority owned businesses, cuts programs that encourage women to enter non-traditional professions;

WHEREAS, the anti-civil rights amendment eliminates diversity-based scholarships and will potentially divide people along racial lines diminishing years of positive cultural awareness and relationship building among ethnic and racial communities;

WHEREAS, businesses and labor organizations, religious groups, civic and community organizations and Republicans and Democrats have come together in opposition to this proposed amendment;



WHEREAS, a lengthy constitutional amendment will be divisive and have a number of unintended consequences;

THEREFORE, WE RESOLVE that we will continue to support equal opportunity and efforts to enhance cultural diversity at Lansing Community College and do not support any effort to amend the Michigan Constitution with an anti-civil rights amendment.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary, Board of Trustees  
Lansing Community College

I hereby certify that the attached is a true and complete copy of a resolution adopted by the Board of Trustees of Lansing Community College, State of Michigan, at a regular meeting on April 19, 2004, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

\_\_\_\_\_  
Secretary, Board of Trustees  
Lansing Community College

**AUDIT COMMITTEE RULES**

1. The fiduciary responsibilities of all Trustees continues in Audit Committee members, including the duty of care and loyalty. The Audit Committee shall promote faithfulness to the law, sound practices, transparency and public access to financial data and the budget.
  
2. The Audit Committee shall seek to have applied generally accepted accounting principles applicable to governmental organizations and non-profit educational organizations and the practices required or encouraged by the State Auditor General. Members of the Audit Committee shall receive ~~information~~ from the auditor, and exercise an appropriate degree of professional skepticism ~~when considering this information~~. The primary responsibility of the Committee should be to oversee the independent audit of the financial statements, ~~from planning the audit to reviewing~~ the recommendations of the independent auditor to the resolution ~~and implementation~~ of the audit ~~recommendations~~. The Audit Committee should have access to ~~all~~ internal auditor reports, as well as access to any annual internal audit work plans. The Committee should present annually to the governing board and management a written report of how it has discharged its duties and met its responsibilities.
  
3. Members of the Audit Committee shall not be employees or compensated consultants of the College.
  
4. Members of the Audit Committee shall not be persons who within the last 6 months have been employees of the College.
  
5. The Audit Committee ~~will~~ evaluate itself ~~on a regular basis~~.
  
6. All members of the Audit Committee shall be, to the extent feasible, familiar with financial reports.
  
7. The Committee shall recommend the outside auditor to the Board, ~~and through the Chairperson~~, have authority to secure its own legal, accounting and other experts. ~~The Committee shall~~ meet with auditors before ~~and~~ during ~~the~~ audit. ~~The Committee shall~~ be vested with authority to recommend an audit and refer it to the Board for review and acceptance, ~~or~~ for other disposition.
  
8. The outside auditor shall not perform other compensated work for the College or members of the College senior executive staff exceeding 25% of the payment

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## AUDIT COMMITTEE RULES – Dunn and Lavery Changes v.2

received for the audit without approval of the Audit Committee. Such work that does not exceed 25% should be disclosed to the committee.

9. The Audit Committee shall establish procedures to receive complaints, anonymous employee and public concerns about accounting and auditing practices. Until changed that procedure shall be by writing addressed to the Audit Committee Chair at the College and delivered to the Chair unopened.
10. The Audit Committee shall consider quality control.
11. The Audit Committee shall consider legal compliance.

12. The Audit Committee may discuss specific risk assessment and management policies.

**Deleted:** <#>The Audit Committee may annually assist in Board members' self evaluation of that member and that member's evaluation of the Board.¶

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## **ADMINISTRATIVE APPOINTMENTS**

- Name:** **Mary Stroebel**

**Position:** Director, Employee Relations

**Dept/Div:** Human Resources  
Executive Office

**Education:** J.D., Thomas M. Cooley Law School, 1993  
B.B.A., Saginaw Valley State University, 1982

**Experience:** Human Resources Director (2003-present)  
Grand View Health System

Human Resources Director (1998-2003)  
Mid Michigan Visiting Nurse Association

Attorney (1993-present)  
General Practitioner

**Effect. Date:** April 19, 2004

## **FACULTY APPOINTMENTS**

- Name:** **David Schwinn**

**Position:** Faculty, Management

**Dept/Div:** Marketing and Management  
Business & Media Information Technology

**Education:** Ph.D. Michigan State University, in process  
M.B.A., Wright State University, 1971  
B.M.E., Kettering University, 1967

**Experience:** Certified Small Business Consultant (SBTD), BCI (2002-2004)  
Lansing Community College

Plant Manager, (2000)  
Brooklyn Products

Senior Consultant (1995-1999)  
Jackson Community College Center for Design &  
Continuous Improvement

**Effect. Date:** April 19, 2004

2. Name: **Ruji Qi**

Position: Faculty, Chemistry

Dept/Div: Science  
Liberal Studies

Education: Ph.D. Iowa State University  
M.S., Nankai University (China)  
B.S., Nankai University (China)

Experience: Adjunct Faculty (2002-present)  
Lansing Community College

Teaching Assistant (1988-1989)  
Iowa State University

Lecturer (1987-1988)  
Nankai University

Effect. Date: August 23, 2004

3. Name: **Mark Guerrieri**

Position: Faculty, Political Science

Dept/Div: Political Science  
Liberal Studies

Education: Ph.D. Wayne State University, 1997  
M.A., Wayne State University, 1992  
B.A., Michigan State University, 1987

Experience: Assistant Professor (1997-present)  
University of Michigan - Dearborn

Political Science Internship Director (1996-2003)  
University of Michigan - Dearborn

Lecturer (1996)  
University of Michigan - Dearborn

Effect. Date: August 23, 2004

4. Name: **Homa Ghaussi-Majtaba**
- Position: Faculty, Math and Computer Science
- Dept/Div: Math and Computer Science  
Liberal Studies
- Education: Ph.D. Wayne State University, 2000  
M.S., Oakland University, 1991  
B.S., Oakland University, 1989
- Experience: Lecturer (2000-present)  
Oakland University
- Adjunct Faculty (1992-present)  
Wayne State University
- Teaching Assistant (1993-1998)  
Wayne State University
- Effect. Date: August 23, 2004
5. Name: **Michael Masterson**
- Position: Faculty, Math and Computer Science
- Dept/Div: Math and Computer Science  
Liberal Studies
- Education: M.S., The University of Chicago, 1989  
B.A., Michigan State University, 1987  
A.S., Lansing Community College 1982
- Experience: Interim Chairperson, Math & Computer Science Dept (2001-2004)  
Lansing Community College
- Technology Administrator (2000-2001)  
Michigan State University
- Owner and Manager (1991-1998)  
Michael Masterson Computer Services
- Effect. Date: August 23, 2004

## **SABBATICAL LEAVES**

### A. Faculty

1. Name: Kay Barks

Position: Professor

Dept/Div: Math & Computer Science  
Liberal Studies

Requested: Fall Semester 2004

Purpose: The purpose of Ms. Bark's request is to update her skills and learn new skills necessary to understand and write macros for the mathematics department test bank.
  
2. Name: Kathleen Bonnelle

Position: Professor

Dept/Div: Social Science  
Liberal Studies

Requested: Spring Semester 2005

Purpose: The purpose of Ms. Bonnelle's request is to research, compare and contrast lifespan development in two diverse yet similar societies with the intention to incorporate the findings into lectures and coursework for Psychology 205, Human Growth and Development.
  
3. Name: Brenda Brown

Position: Professor

Dept/Div: Health & Human Services  
Human, Health and Public Services

Requested: Fall Semester 2004 and Spring Semester 2005

Purpose: The purpose of Ms. Brown's request is to complete a minimum of 24 graduate level course hours towards completion of a 36-credit-hour Master's Degree in Public Administration at CMU.

4. Name: Janis Elmore  
Position: Professor  
Dept/Div: Social Science  
Liberal Studies  
Requested: Fall Semester 2004  
Purpose: The purpose of Ms. Elmore's request is to create a proposal and instrument to document and analyze content and assessment measures used in two-year and four-year colleges and universities to assess achievement in Introduction to Psychology courses. The study will address the question: What is taught in Introduction to Psychology courses and how are the learning outcomes assessed?
5. Name: David Haggadone  
Position: Professor  
Dept/Div: Visual Arts and Media  
BMIT  
Requested: 1/2 Fall Semester 2004 & 1/2 Spring Semester 2005  
Purpose: The purpose of Mr. Haggadone's request is to get professional training in the continually developing field of desktop video production and two-dimensional video graphics and animation.
6. Name: Art Hanson  
Position: Professor  
Dept/Div: Visual Arts and Media  
BMIT  
Requested: Spring Semester 2005  
Purpose: The purpose of Mr. Hanson's request is to prepare to better teach digital photography skills in the revised Photographic Imaging Technology Program curricula in Fall 2005.



7. Name: Sharon Park
- Position: Professor
- Dept/Div: Humanities & Performing Arts  
Liberal Studies
- Requested: Spring Semester 2005
- Purpose: The purpose of Ms. Park's request is to create eight informative presentations on important museums around the world, using MS PowerPoint, for use in Humanities classes, specifically HUMS 211 and 212, History of Art I and II. Other Humanities courses as well as Art and Travel & Tourism may also borrow the presentations.
8. Name: John Rocco
- Position: Professor
- Dept/Div: Visual Arts and Media  
BMIT
- Requested: Fall Semester 2004
- Purpose: The purpose of Mr. Rocco's request is to utilize the time for professional development and to receive current business practice training in the area of digital imaging and digital printing. This will provide specific training with new technologies such as digital capture systems and pre-press considerations with regard to digital imaging issues.
9. Name: Teresa Schulz
- Position: Professor
- Dept/Div: Science  
Liberal Studies
- Requested: Fall Semester 2004
- Purpose: The purpose of Ms. Schulz request is to conduct an independent study of the current research about the

planet Mars and apply this towards the development of a new general education core science course.

10. Name: Beverly Smith
- Position: Professor
- Dept/Div: Communication  
Liberal Studies
- Requested: Spring Semester 2005
- Purpose: The purpose of Ms. Smith's request is to expand her communication and educational competence for working with the Lansing Latino/a community by studying the language and culture of Mexico intensively for four months.

April 14, 2004

Lansing Community College  
FY 2004 Revised Budget

Based on current projections, Lansing Community College will finish the 2003-04 fiscal year within budget. This is despite an Executive Order in December 2003 which reduced the College's State appropriations by more than \$1.2 million dollars.

### **Projected Revenues**

The college projects 2003-04 operating revenues of \$93,738,070. A transfer from a \$3,000,000 reserve for technology is also recommended.

- Property Taxes— With a slow down in the economy continuing through much of this year, property taxes are not projected to meet the budgeted level of \$34,378,600.
- Tuition and Fees—The adopted 2003-04 budget included a projected 2% increase in enrollment. Credit hour generation has run between 5 and 6% higher than last year for Fall and Spring semesters. An increase of \$776,760 is projected for tuition revenues.
- State Support—The College had anticipated the potential of a mid-year reduction in State appropriations and had not budgeted the full amount of State revenue enacted within Public Act 146 last August. Therefore, the mid-year State reduction did not lead to further mid-year cuts at the College.
- Other revenues include interest income, and sales of training and education through contracts such as the Eaton Intermediate School District contract and the work of BCI. The most significant change in recent years has been in interest income. In 2001, the College booked general fund interest income of \$1,988,985. Last year this figure fell to \$847,264.

### **Transfers from Fund Balance**

- Transfer from Technology Reserve—The College first established a fund balance reserve for technology in 1994. The reserve has remained untouched at \$3,000,000, since 1998. Now, with the expansion to the West Campus, \$2 million of this funding is needed for infrastructure costs, such as Waypoint fiber connecting both campuses, new phone systems for both campuses, wireless capability at the West Campus, as well as 250 additional computers for West Campus labs and classrooms.

### **Projected Expenditures**

- Salaries and Wages— Salary and wage costs are anticipated to be down by just 0.5%. This is due to some staff vacancies.
- Employee Benefits— Health care cost premiums rose by 18.9% for the current year. Also, the cost of tuition waivers for employees and eligible dependents has risen in recent years, from \$425,000 in 2000-01 to \$523,000 last year. With

- tuition rate increases, this number is expected to approach \$600,000 this fiscal year.
- Supply and Material costs are expected to end the year slightly below the adopted budget of \$17,982,149.
  - Except for the Technology Infrastructure, all transfer amounts are anticipated to remain at current adopted levels. The \$2,000,000 transfer from fund balance will provide the infusion of funds to provide state-of-the-art technology to the new West Campus.

It is recommended that the revised budget as presented be adopted at the May 2004 Board of Trustees meeting. Although it is difficult to project year-end expenditures and revenues precisely, the revised budget reflects a modest surplus of \$62,409. Because the College's unallocated fund balances are currently below recommended, it is advised that any surplus go toward rebuilding College fund balances.

**LANSING COMMUNITY COLLEGE  
FY 2004 GENERAL FUND REVISED BUDGET**

	2003-04 ADOPTED BUDGET	2003-04 REVISED BUDGET	DIFFERENCE FROM ADOPTED	% CHANGE
<b><u>RESOURCES</u></b>				
Property Taxes	\$ 34,378,600	\$ 33,992,310	\$ (386,290)	-1.1%
Tuition and Fees	27,591,100	28,367,860	776,760	2.8%
State Support <sup>(1)</sup>	27,674,700	27,729,500	54,800	0.2%
Other Revenues	3,927,200	3,648,400	(278,800)	-7.1%
Transfer from Technology Reserve	-	2,000,000	2,000,000	
<b>TOTAL RESOURCES</b>	<b>\$ 93,571,600</b>	<b>\$ 95,738,070</b>	<b>\$ 166,470</b>	<b>0.2%</b>
<b><u>ALLOCATIONS</u></b>				
<b>SALARIES:</b>				
Staff	\$ 20,656,018	\$ 20,808,283	\$ 152,265	0.7%
Faculty	25,643,685	25,150,815	\$ (492,870)	-1.9%
Student Support	1,358,303	1,476,266	117,963	8.7%
<b>TOTAL SALARIES</b>	<b>\$ 47,658,006</b>	<b>\$ 47,435,364</b>	<b>\$ (222,642)</b>	<b>-0.5%</b>
<b>EMPLOYEE BENEFITS</b>	14,273,160	14,749,772	476,612	3.3%
<b>TOTAL COMPENSATION</b>	<b>\$ 61,931,166</b>	<b>\$ 62,185,137</b>	<b>\$ 253,971</b>	<b>0.4%</b>
<b>SUPPLIES/EXPENSES &amp; GRANT MATCH</b>	17,982,149	17,832,240	(149,910)	-0.8%
<b>TOTAL COMPENSATION &amp; EXPENSES</b>	<b>\$ 79,913,315</b>	<b>\$ 80,017,376</b>	<b>\$ 104,061</b>	<b>0.1%</b>
<b>STRATEGIC INITIATIVES and Transfers</b>				
Transfer for Equipment	\$ 1,014,000	\$ 1,014,000	\$ -	0.0%
Transfer for Debt Service	5,775,285	5,775,285	-	0.0%
Transfer for Plant Improvement	3,000,000	3,000,000	-	0.0%
Transfer for Technology Infrastructure	2,500,000	4,500,000	2,000,000	120.0%
Transfer for Child Care	266,200	266,200	-	0.0%
Institutional Scholarships	1,102,800	1,102,800	-	0.0%
<b>SUB-TOTAL, ALL TRANSFERS</b>	<b>\$ 13,658,285</b>	<b>\$ 15,658,285</b>	<b>\$ 2,000,000</b>	<b>22.0%</b>
<b>TOTAL ALLOCATIONS</b>	<b>\$ 93,571,600</b>	<b>\$ 95,675,661</b>	<b>\$ 2,104,061</b>	
<b>PROJECTED BALANCE</b>		<b>\$ 62,409</b>		

<sup>(1)</sup> If contact hour pricing is not considered a tuition increase beyond the rate of inflation (2.3%), 3% of the College's 5% cut in State funding imposed in December 2003 may be restored, resulting in a refund of \$869,982.

The original State appropriation for FY 2004 was \$2.1 million less than 2002-03 State funding.

April 14, 2004

## **Lansing Community College Proposed FY 2005 Budget**

The proposed FY 2005 budget continues the implementation of the Board adopted Strategic Plan, a plan that included preparation for declining State resources. The impact of State reductions has created an opportunity gap of at least \$15 million since 2000-01. The College's State appropriations this year, FY 2004, is \$3.3 million less, a drop of nearly 11%, than actual funding received in FY 2003. Despite such dramatic funding cuts, the College has kept pace with increased student demand and is poised to open a 272,000 sq. feet MTEC and Technical Training Facility as its new West Campus. This is possible due to streamlined administrative operations through improved technology applications and staff reductions. The College's FY 2005 budget process has involved more than 500 people across the campus. Each Division was asked to identify budget reductions, with college-wide reductions totaling more than \$2 million.

We enter the 2005 fiscal year with many unknowns. The State of Michigan's economy has still not recovered from the recession and despite the College's commitment to hold tuition rates down, it is not certain that the State can fund community colleges at levels first proposed. Other factors impacting next year's planning include:

- Opening the new West Campus. We have planned for start-up and operations at the new facility, but it is possible that there will be circumstances requiring additional funding beyond the \$1.7 million proposed.
- Continued increases in fixed costs, such as retirement system contributions, health care benefits, and energy costs.
- Impact of contact hour pricing— Our research showed that other community colleges did not experience enrollment declines with the conversion from credit to contact hour pricing, but it is possible that some program enrollments are more price sensitive.
- In an uncertain economy, the importance of having an adequate fund balance gives the College the opportunity to be proactive rather than reactive.

### **Projected Revenues**

Attachments A and B present the total proposed FY 2005 budget. Attachment B shows the percentage of total that each revenue and expenditure line item represents.

State Appropriations— Senate Bill 1035 recommends total appropriations of \$28,599,500 for Lansing Community College. This includes a \$1,740,000 "tuition restraint incentive" for those colleges that do not raise tuition above the rate of inflation between December 1, 2003 and the 2004-05 academic year.

Property Taxes— The proposed budget includes a 5.7% increase in property tax values, but a continued drop in the actual mills levied due to Headley rollback legislation. For the current fiscal year, the College levied 3.854 of its 4.0 approved mills.

Tuition and Fees--The proposed budget includes a modest tuition increase for 2004-05. It is further recommended that the Board adopt a tuition adjustment plan for subsequent years of \$1 and \$2 increases for in-district and out-of-district students for 2005-06 and 2006-07. This action would improve planning and communication to students. It is

projected that this rate increase for subsequent years would continue to be below the Consumer Price Index.

	<b>Current Rates</b>	<b>Proposed 2004-05</b>	<b>% Change</b>	<b>Proposed 2005-06</b>	<b>Proposed 2006-07</b>
In-District	\$54.00	\$55.00	1.9%	\$56.00	\$57.00
Out-of-District	\$86.00	\$88.00	2.3%	\$90.00	\$92.00
Out-of-State	\$118.00	\$120.00	1.7%	\$122.00	\$124.00

LCC's tuition rates remain below the average of Michigan's community colleges. (See Attachment C for all Michigan community college tuition rates).

<b>Spring 2004</b>	<b>Tuition (In-district)</b>	<b>Annualized Fees</b>
Average of all 28 Community Colleges	\$61.26	\$207.91
Average of Peer Institutions*	\$59.54	\$169.03
LCC	\$54.00	\$82.50

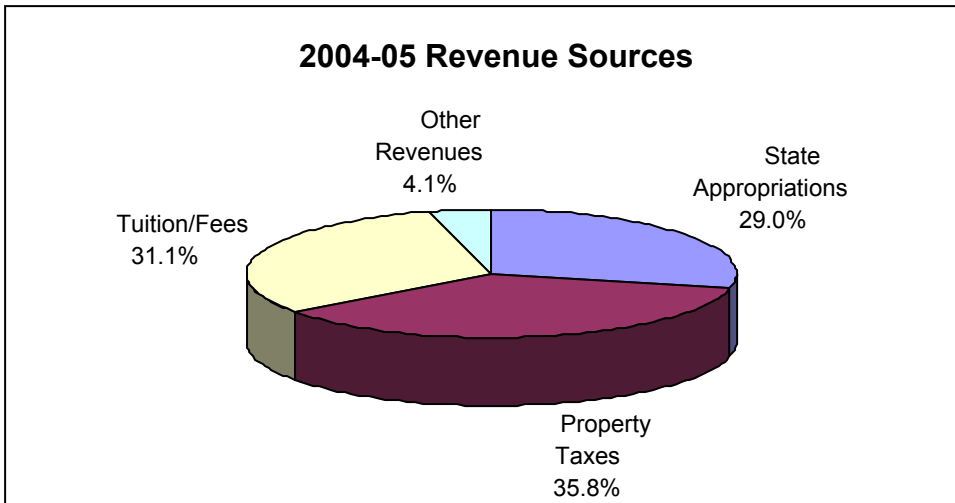
\*Eleven largest Michigan community colleges

At its February 2004 meeting, the Board of Trustees approved a plan to change course pricing from credit to contact hours. This would tie tuition costs more closely to the hours of instruction a student receives. The plan would raise an additional \$2.2 million in revenue, assuming enrollments remain constant. However, the approved plan also included a reduction in some course fees, those that included a component of instructional time as part of the course fee. The net impact of the change is projected to be an additional \$2,000,000 in tuition and fee revenues which will help offset reductions in State appropriations and in other revenue sources. Lastly, the Board has a list of additional course fee adjustments for consideration as part of this budget proposal. (see Attachment D). These course fees would be effective beginning Spring 2005, and would raise \$69,000 next fiscal year. All of these factors; contact hour pricing, inflationary increases in tuition rates, and revenue from additional course fees, are included in the \$30,644,864 tuition and fee projection. For budgeting purposes, enrollments are expected to remain flat.

Other Revenues—This revenue category includes the sale of educational training and consulting contracts carried out through the Business & Community Institute. This activity is expected to grow next year upon opening of the College's new Michigan Technical Education Center (MTEC) and continued entrepreneurial efforts. The MTEC will provide faculty and state-of-the-art facilities to offer modularized training for employers and individual clients. The Conference Services arm of the Business & Community Institute will offer conference space, convenient kitchen facilities, and ample parking to area businesses and meeting planners.

The College is also exploring opportunities to consult with other colleges and with non-profit organizations to provide consultation on information technology initiatives, such as Enterprise Resource Planning (ERP), Oracle Collaboration Suite and Oracle Portal consulting, training and hosting.

Tuition and Fee and Property Taxes both exceed the percentage of general fund revenues now coming from the State of Michigan.



### Projected Expenditures

Salaries and wages – The modest increase of 1.1% in salaries and wages is due to several factors. First, FY 2005 is the first year that the College will experience the full financial benefits from the early retirement incentive program (ERIP). Thirty-six individuals opted for the ERIP. Of those, 13 were faculty, and 13 faculty positions have been or will be replaced. The remaining positions were administrators or support staff, and approximately half of these positions were replaced. (Positions were not necessarily replaced in the same areas from which the ERIP participant left). For the 2004-05 position count (see Attachment E), proposed position numbers include added staff for West Campus operations, such as an additional full-time custodian and police officer, and a temporary administrative position to direct West Campus activities. Even with these West Campus positions, there is a net reduction in administrative and support positions proposed for FY 2005, with 2 fewer administrators and 3 fewer support staff in total. The budget reductions accomplished by divisions also included eliminating some vacant part-time positions and limiting overtime.

Benefit costs are projected to increase by 18.6%. This is due to a 1.88% increase in the College's contribution to the Michigan Public School Employees Retirement System (MPSERS). Each 1% increase equates to \$481,000 in the proposed budget. We project a 20% increase in the cost of health insurance premiums, also roughly a \$1 million increase. Workers' compensation, unemployment costs, and employee tuition waivers are also budgeted here.

West Campus Operations— The Business & Community Institute and the Technology Careers Division will move to the new West Campus between June and November 2004. Divisions submitted additional staffing and operational needs to successfully manage and operate the new facility. Major components of the \$1,714,955 projection for West Campus operations include:

Utility Costs	\$340,000
Housekeeping/Cleaning Service	\$300,000
Continued Curriculum Development (Course Modularization)	\$300,000
Assessment Center Staffing	\$23,525
Conference Center Start-up and Staffing	\$25,752
Fitness Center Start-up and Operational Staffing	\$134,376
Police and Public Safety Staffing	\$97,885



Supplies and Services costs were cut by almost \$850,000 during budget development. Working with division staff, Deans and Executive Leadership Team members scrutinized operating budgets. Compared to 2003-04 adopted budgets, reductions were made to professional fees (includes administrative and management consultants, legal consultants, engineering and architectural services), to repairs and maintenance budgets, to purchased services, such as service contracts, design and print services, and temporary/agency help contracts, and to training and travel budgets.

### **Transfers and Capital Budgets**

**Scholarships**—The College has traditionally provided general fund dollars for students seeking financial assistance for child care costs. It is proposed that this amount be increased by 2.4%, the rate of inflation. The general institutional scholarships budget funds departmental and Board of Trustee scholarships, Honors and athletic scholarships, and funds the Michigan Indian Tuition Waiver program. With the change to contact hour pricing, it is proposed that this budget be increased by 10% or \$110,000.

**Major equipment**—No change in the major equipment budget is recommended. Divisions submitted more than \$2 million in equipment needs with their budget requests. A committee of faculty, staff and a student representative will prioritize and make final recommendations to stay within the budgeted amount of \$1,014,000.

**Debt Service**— The College sold more than \$58,000,000 in bonds in 2002 and 2003 to fund the majority of master plan construction costs, and refinanced outstanding bonds first issued in 1994. All bonds will be repaid by 2022 years. By law, debt service payments are the first obligation of the institution. The detailed schedule of current bonded debt appears in Attachment F.

**Plant Improvement**— In 2000, the College identified more than \$30 million in major infrastructure projects to maintain and improve its facilities. This was and is not for new buildings, but to sustain physical plant assets. Beginning in 2001-02, the Board of Trustees has approved a long-term plan to transfer \$3 million each year from the general fund to the plant fund to address large scale projects such as roof replacements, building structural repairs, and campus-wide carpet and floor replacement projects. We are recommending the transfer of \$2,750,000 in FY 2005 (see Attachment G), with the remaining \$250,000 used to increase College reserves, due to the uncertainties we face.

**Technology Infrastructure**—The College currently supports approximately 3,000 computers, and will add an additional 250 at the West Campus. A recommended transfer of \$2,500,000 for technology infrastructure supports an ongoing program to replace program computers, printers, routers, servers, copiers, faxes and telephone equipment.

### **Fund Balance Transfers**

Finally, the campus will complete a substantial portion of its approved master plan building projects in FY 2005. Therefore, the use of College reserves toward construction must be formalized as part of this budget cycle. The plan as submitted to the State of Michigan identified the use of \$8,843,217 in College reserves, as well as \$5,357,085 from State Capital Outlay funds toward GVT and Arts & Sciences renovations. The Governor's FY 2005 proposal did not include funds for any community college capital

outlay project, therefore, we must plan on covering the \$5,357,085 from College reserves.

### Status of Master Plan Building Projects

The Health Building was projected to cost \$19,338,000. In the Spring of 2002, the Board of Trustees approved a modification to the Master Plan that identified the need for an additional 10 to 12 classrooms as part of the Health Building. Instead of a 102,000 square ft. facility, the building as designed will be closer to 140,000 square feet. With bids received, we anticipate that building costs will be \$23,900,000. This figure includes the construction of a warm shell for the fourth floor, not completion of the classrooms.

The Administrative Services building was originally projected to be 26,000 square feet. During programming for the building, when all occupants were accommodated, it was necessary to increase the footprint of the building if departments were not to be split between floors, eliminating opportunities to share staff and improve efficiency. In addition, the lobby was enlarged to accommodate an adequate spill out area for the Board room. Finally, the circulation space that was first projected was not adequate to meet all codes.

To address these budget issues, it is recommended that plant fund balances be reallocated. Over the years, the College has completed many building projects, and unexpended project balances have accumulated to \$817,755. It is recommended that these balances be "cleaned up," and funding be transferred to the Master Plan building projects budget. A classroom renovation project was established in FY 1999 when it became apparent that many classrooms on campus were not adequate for optimal teaching and learning. This budget was not tapped, once the Board of Trustees approved the larger vision for classroom replacement and renovations within the Facilities Master Plan. The Maintenance and Replacement Fund has a current unexpended balance that allows for the transfer of \$3,000,000 for Master Plan completion. Finally, the reserve for future capital projects represents the fund balance within the Plant fund that is currently unallocated. It is recommended that \$17,311,507 be appropriated to the Master Plan projects. This transfer includes the \$14,200,000 previously planned to complete construction projects, and an additional \$3.1 million necessary to complete the fourth floor "shell" of the Human Health and Public Services Building and some additional square footage in the Administrative Services Building.

Second, the Auxiliary Services fund balance represents accumulated fund balances, primarily from parking operations. The cost of surface parking improvements at the West Campus and at the north end of the main campus, once the Health and Administrative Services buildings are completed, will approach \$2,250,000. It is recommended that fund balance reserves within the parking fund be transferred to the Master Plan budget to complete parking construction.

Finally, with benefit costs increasing, it is proposed that \$500,000 in non-recurring plant fund balances be transferred to establish a contingency fund for personnel costs.

The table on the following page presents the net result of these fund balance transfer recommendations.

<b>Plant Fund Budget Allocations</b>	<i>Cumulative Budget</i>	<i>Budget Balances</i>
Projects Completed (Various)	\$72,370,964	\$817,755
Classroom Renovation	\$2,500,000	\$2,500,000
Maintenance & Replacement Budget Balance	\$11,223,017	\$5,248,146
Reserve for Future Capital Projects	\$11,493,752	\$11,493,752
	\$97,587,733	\$20,059,653
<b>Proposed Transfer for Master Plan Construction</b>		<b>(\$17,311,507)</b>
<b>Proposed Contingency for Personnel Costs</b>		<b>(\$500,000)</b>
<b>Remaining Balances</b>		\$2,248,146
<b>Auxiliary Fund Balance</b>	\$4,544,371	\$4,544,371
<b>Proposed Transfer for Parking Improvements</b>		<b>(\$2,250,000)</b>
<b>Remaining Fund Balance, Auxiliary Fund</b>		\$2,294,371
<b>Total of All Transfers</b>		<b>(\$20,061,507)</b>

### Projected Balance

The 7.6% of general fund revenues available as unallocated fund balance is not adequate. As budgets become more uncertain, it is imperative that the College's unallocated reserves increase to at least the 8.3% range (1/12th of operating revenues) and preferably to the 10 to 12% range, or \$9.8 to \$11.2 million in unallocated reserves. Attachments H and I provide both a history and the current status of the College's fund balances. Attachment J presents the results of a survey of other community colleges on their preferred fund balance percentages. The proposed budget summary (Attachment A) shows a projected balance of \$870,431. If this contingency funding is not needed, this amount would increase the unallocated fund balance at the end of FY 2005.

### Other Attachments

The final attachments in this packet contain a projection of the College's grant activity for FY 2005 (Attachment K) and a three year analysis of Return on Investment by Program (Attachment L)

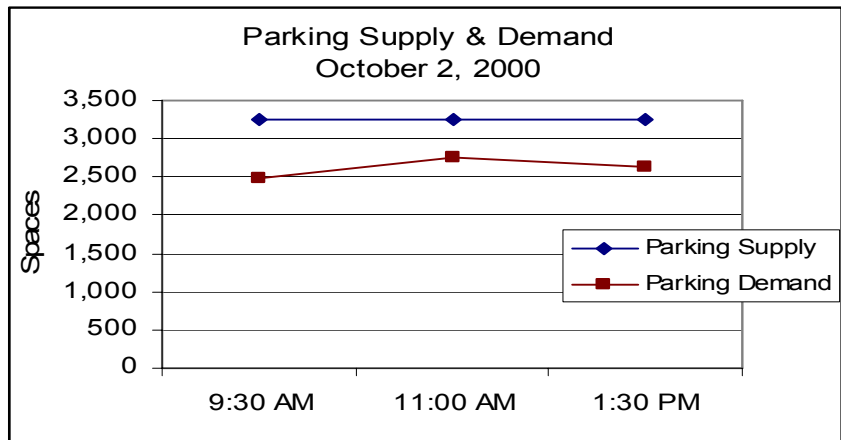
### Proposed Parking Rate Increase

Parking rates for students parking in College-owned parking areas have remained constant at \$0.40 per hour since 1994. StarCard rates for students are now less than half of rates charged for card holders using City of Lansing parking areas.

Fiscal Year	LCC Quick Card – StarCard Rate (Per Hour)	City of Lansing Quick Card – StarCard Rate (Per Hour)	City of Lansing Cash rate (Per Hour)	Michigan State University (Per hour cash rate-no card used)
FY 05-06	\$0.80 (Proposed)	TBD	TBD	
FY 04-05	\$0.60 (Proposed)	\$1.10 (Proposed)	\$1.60 (Proposed)	\$1.00-\$1.60*
FY 03-04	\$0.40	\$1.00	\$1.50	\$1.00-\$1.60
FY 02-03	\$0.40	\$0.90	\$1.40	
FY 01-02	\$0.40	\$0.80	\$1.30	
FY00-01	\$0.40	\$0.70	\$1.20	
FY 99-00	\$0.40	\$0.60	\$1.10	
FY 98-99	\$0.40	\$0.50		
FY 97-98	\$0.40	\$0.40		
FY 96-97	\$0.40	\$0.40		
FY 95-96	\$0.40	\$0.40		
FY 94-95	\$0.40			
FY 93-94	\$0.35			
FY 92-93	\$0.35			
FY 91-92	\$0.30			

Over the past 10 years, the College has improved service and convenience to students and staff through improved technology (the StarCard), more and better trained staff in Parking and ID Services, and expanded service hours. For staff, Parking Services has continued to pursue options for additional parking. In FY 2003-04, Parking Services' payments to the City of Lansing and the Board of Water and Light to lease additional parking for faculty and staff will approach \$160,000.

A 2000 study of parking supply and demand conducted by Walker Parking Consultants confirmed that there is sufficient parking supply at the College and within a reasonable walking distance to campus for student parking. The study defined the total parking supply as those spaces on campus and available in the thirty block area bounded by Ottawa, Chestnut, Oakland and Grand. On a busy Monday in early October, the 3,241 parking spaces available in this area were never fully occupied. Parking demand tends to drop off after mid-afternoon.



Since 2000, the College's enrollment has increased, but with the most significant growth occurring in online courses. Also, the College has increased its Friday and weekend offerings, times when its facilities had been underutilized.

In 2002, Walker Parking conducted a functional review of the College's parking structure. During this study, they noted that due to the parking rate differential between LCC and the City of Lansing, the demand for the LCC parking ramp was significantly higher and contributed to the traffic and queuing problems on Grand Avenue, thus reinforcing the perception parking is not adequate.

Parking services costs have risen over the past 10 years. Each StarCard, with its "smart card" technology costs \$4.25, and is given free to all customers. The annual cost of StarCards is \$90,000. Total year-end expenditures for Parking Services now approach \$800,000, with annual revenues of approximately \$1,000,000. This does not provide the resources necessary to prepare for significant parking improvements or expansion in the future. On average, surface parking costs \$3,000 per space to construct, and structured parking costs between \$15,000 and \$18,000 per space. The College will need to grow its parking reserves to replace or expand its current parking structure and to continue to provide the best service possible to students and staff.

It is recommended that StarCard rates be increased by \$0.20 per hour, Monday through Thursday, effective Fall 2004, and that an additional \$0.20 per hour increase for Monday through Thursday rates be implemented for Fall 2005. The \$0.40 per hour rate should remain in place on Fridays to further incentivize the use of LCC facilities on Fridays. Weekend parking will remain free for all students. It is further recommended that the current cash rate of \$1.00 be increased by \$0.20 per year each year as well, from \$1.00 to \$1.20 to \$1.40. The cash rate differential encourages students and staff to obtain a StarCard, and discourages non-College individual(s) from using LCC parking facilities.

The anticipated first year revenue for this proposal is \$265,000.

Revised 4/13/2004

**Lansing Community College  
2004-05 Budget Projection**

	<i>Board Adopted 2003-04</i>	<i>Projected 2004-05</i>	<i>% Change</i>
<b><u>Revenues</u></b>			
State Appropriations <sup>(1)</sup>	\$27,674,700	\$28,599,500	3.3%
Property Taxes <sup>(2)</sup>	\$34,378,600	\$35,262,094	2.6%
Tuition/Fees <sup>(3)</sup>	\$27,591,100	\$30,644,864	11.1%
Other Revenues <sup>(4)</sup>	\$3,927,200	\$4,021,500	2.4%
<b>Total Revenues</b>	<b>\$93,571,600</b>	<b>\$98,527,958</b>	<b>5.3%</b>
<b><u>Operating Budget</u></b>			
Salaries & Wages	\$47,658,006	\$48,185,218	1.1%
Employee Benefits	\$14,273,160	\$16,932,217	18.6%
<b>Total Salaries + Benefits</b>	<b>\$61,931,166</b>	<b>\$65,117,435</b>	<b>5.1%</b>
<b>West Campus Operations</b>		<b>\$1,714,955</b>	
<b>Total Overhead, Supplies, Services</b>	<b>\$17,982,149</b>	<b>\$17,132,776</b>	<b>-4.7%</b>
<b><u>Transfers</u></b>			
Child Care Scholarship	\$266,200	\$272,600	2.4%
General Institutional Scholarships	\$1,102,800	\$1,213,080	10.0%
<b>Total Transfers</b>	<b>\$1,369,000</b>	<b>\$1,485,680</b>	<b>8.5%</b>
<b><u>Capital Budgets</u></b>			
Major Equipment	\$1,014,000	\$1,014,000	0.0%
Debt Service, all Issues	\$5,775,285	\$5,942,681	2.9%
Plant Improvement	\$3,000,000	\$2,750,000	-8.3%
Technology Infrastructure	\$2,500,000	\$2,500,000	0.0%
<b>Total Capital Budgets</b>	<b>\$12,289,285</b>	<b>\$12,206,681</b>	<b>-0.7%</b>
<b>Total Revenues</b>	\$93,571,600	\$98,527,958	5.3%
<b>Projected Allocation</b>	\$93,571,600	\$97,657,527	4.4%
<b>Projected Balance</b>		<b>\$870,431</b>	

<sup>(1)</sup> Because of Executive Order 2003-23 issued on Dec 10th, 2003, the current year 2003-04 State funding reflects a 5.0% reduction from the original State appropriation. In 2004-05, the Governor's recommendation is assumed to restore 3% of the 5% cut because there is no tuition restraint penalty. If not, the 2004-05 appropriation could be reduced by 3%, to \$26,859,500.

<sup>(2)</sup> Assumes 5.7% increase in taxable values which would yield 2.6% increase in revenue collection.

<sup>(3)</sup> Assumes contact hour pricing in place, flat enrollment, and increases in tuition rates of 1.9%, 2.3%, and 1.7% for in-district, out-district, and out-of-state rates respectively.

<sup>(4)</sup> Assumes 2.4% increase at the rate of inflation

Revised 4/13/2004

**Lansing Community College  
2005 Budget Projection**

	<i>Board Adopted 2003-04</i>	<i>Projected 2004-05</i>	<i>% of Total</i>
<b><u>Revenues</u></b>			
State Appropriations	\$27,674,700	\$28,599,500	29.0%
Property Taxes	\$34,378,600	\$35,262,094	35.8%
Tuition/Fees	\$27,591,100	\$30,644,864	31.1%
Other Revenues	\$3,927,200	\$4,021,500	4.1%
<b>Total Revenues</b>	<b>\$93,571,600</b>	<b>\$98,527,958</b>	<b>100.0%</b>
<b><u>Operating Budget</u></b>			
Salaries & Wages	\$47,658,006	\$48,185,218	48.9%
Employee Benefits	\$14,273,160	\$16,932,217	17.2%
<b>Total Salaries + Benefits</b>	<b>\$61,931,166</b>	<b>\$65,117,435</b>	<b>66.1%</b>
<b>West Campus Operations</b>		<b>\$1,714,955</b>	<b>1.7%</b>
<b>Total Overhead, Supplies, Services</b>	<b>\$17,982,149</b>	<b>\$17,132,776</b>	<b>17.4%</b>
<b><u>Transfers</u></b>			
Child Care Scholarship	\$266,200	\$272,600	0.3%
General Institutional Scholarships	\$1,102,800	\$1,213,080	1.2%
<b>Total Transfers</b>	<b>\$1,369,000</b>	<b>\$1,485,680</b>	<b>8.5%</b>
<b><u>Capital Budgets</u></b>			
Major Equipment	\$1,014,000	\$1,014,000	1.0%
Debt Service, all Issues	\$5,775,285	\$5,942,681	6.0%
Plant Improvement	\$3,000,000	\$2,750,000	2.8%
Technology Infrastructure	\$2,500,000	\$2,500,000	2.5%
<b>Total Capital Budgets</b>	<b>\$12,289,285</b>	<b>\$12,206,681</b>	<b>12.4%</b>
<b>Total Revenues</b>	\$93,571,600	\$98,527,958	100.0%
<b>Projected Allocation</b>	\$93,571,600	\$97,657,527	99.1%
<b>Projected Balance</b>		\$870,431	0.9%

Tuition Rates for 2004/2005 of Michigan Community Colleges

ATTACHMENT C

College	2002-2003 Tuition Rates			2003-2004 Tuition Rates (as of Spring 04)			Proposed or Adopted Tuition Rates 2004-2005		
	InDist	OutDist	Out State/Intl	InDist	OutDist	Out State/Intl	InDist	OutDist	Out State/Intl
Alpena Community College	\$ 55.00	\$ 82.00	\$ 110.00	66.00	99.00	132.00	\$ 67.00	\$ 101.00	\$ 134.00
Bay De Noc Community College	\$ 58.00	\$ 81.25	\$ 127.75	59.75	83.50	131.50			
Delta College	\$ 63.70	\$ 88.00	\$ 126.00	67.50	93.50	133.50	\$69.00	\$95.60	\$136.50
Glen Oaks Community College	\$ 56.00	\$ 68.00	\$ 85.00	59.00	75.00	95.00			
Gogebic Community College	\$ 54.00	\$ 72.00		64.00	82.00	107.00			
Grand Rapids Community College	\$ 61.50	\$ 90.00		65.00	100.00	130.00			
Henry Ford Community College	\$ 57.00	\$ 98.00	\$ 112.00	57.00	112.00	120.00			
Jackson Community College	\$ 64.00	\$ 82.00	\$ 101.00	69.00	88.50	109.00			
Kalamazoo Valley Community College	\$ 47.50	\$ 82.75	\$ 117.25	51.00	87.00	121.00			
Kellogg Community College	\$ 54.75	\$ 88.75	\$ 136.75	62.75	98.60	149.25			
Kirtland Community College	\$ 58.40	\$ 87.25	\$ 113.20	61.35	96.25	118.90	\$ 62.75	\$ 98.45	\$ 121.60
Lansing Community College	\$ 51.00	\$ 81.00	\$ 111.00	54.00	86.00	118.00			
Macomb Community College	\$ 57.00	\$ 85.00	\$ 100.00	60.00	88.00	103.00	\$ 61.00	\$ 89.00	\$ 104.00
Mid Michigan Community College	\$ 56.75	\$ 93.00	\$ 136.00	59.50	99.00	146.00	\$ 60.86	\$ 104.45	\$ 175.00
Monroe County Community College	\$ 55.00	\$ 88.00	\$ 96.00	57.00	91.00	99.00			
Montcalm Community College	\$ 57.00	\$ 87.00	\$ 111.00	60.00	91.00	117.00	\$ 61.00	\$ 93.00	\$ 120.00
Mott Community College	\$ 62.85	\$ 90.70	\$ 121.00	69.00	103.20	137.70			
Muskegon Community College	\$ 52.00	\$ 76.00	\$ 93.00	56.00	82.00	100.00			
North Central Michigan College	\$ 54.00	\$ 83.00	\$ 103.00	58.00	90.00	112.00			
Northwestern Michigan College	\$ 52.00	\$ 79.00	\$ 97.00	72.10	110.10	137.35	\$ 74.10	\$ 122.10	\$ 150.00
Oakland Community College	\$ 50.30	\$ 85.20	\$ 119.50	52.50	87.50	122.80	\$53.70	\$90.90	\$127.50
Schoolcraft Community College	\$ 57.00	\$ 85.00	\$ 126.00	61.00	91.00	134.00	\$62.50	\$93.00	\$137.00
Southwestern Michigan College	\$ 55.25	\$ 63.75	\$ 85.50	60.25	69.50	97.00			
St. Clair Community College	\$ 66.50	\$ 97.50	\$ 129.50	66.50	101.50	135.50			
Washtenaw Community College	\$ 58.00	\$ 85.00	\$ 108.00	64.00	105.00	138.00	\$ 64.00	\$ 105.00	\$ 138.00
Wayne County Community College	\$ 54.00	\$ 70.00	\$ 89.00	54.00	70.00	89.00			
West Shore Community College	\$ 58.25	\$ 91.00	\$ 114.00	61.00	97.00	125.00			
<b>AVERAGE</b>	<b>\$ 56.55</b>	<b>\$ 83.71</b>	<b>\$ 102.54</b>	<b>\$ 61.01</b>	<b>\$ 91.75</b>	<b>\$ 120.69</b>			
<b>HIGH</b>	<b>\$ 66.50</b>	<b>\$ 98.00</b>	<b>\$ 136.75</b>	<b>\$ 72.10</b>	<b>\$ 112.00</b>	<b>\$ 149.25</b>			
<b>LOW</b>	<b>\$ 47.50</b>	<b>\$ 63.75</b>	<b>\$ 85.00</b>	<b>\$ 51.00</b>	<b>\$ 69.50</b>	<b>\$ 89.00</b>			

Nothing is official as of yet, but ACC is leaning toward \$67 in-district, \$101 out-of-district, and \$134 out-of-state for Fall 04. This is a \$1, \$2, \$2 increase.

Glen Oaks tuition numbers may now change. The tuition set at the February board meeting is being re-visited.

Unknown until state aid bill is firmer.

We have not set our 2004-2005 Tuition rates at this time. We are trying to see if the tuition restraint will be "lifted" before we need to establish it to assess our tuition/fees for Fall 2004.

These rates represent a 2.3% increase over 2003-04. However, I'm guessing we'll be taking an additional tuition increase proposal to our board later this month for out-district and out-state rates. Proposed increases in the 15 - 25% range (i.e. \$15 to \$25 per credit increase).

At Macomb we have raised each of the rates by \$1 per credit hour effective with the summer semester 2004.

not determined yet-plan to recommend in May

Includes a \$9.50 per contact hour "general fee"  
OCC's \*proposed\* rates effective Fall Semester, 2004. Our Board of Trustees hasn't approved them yet. Generally, the rates are set when the budget is approved at their May meeting, so at this time these rates are subject to change.

Wcc added \$3 to the Tech fee and renamed it Tech/enrollment fee and eliminated the \$23 per head Registration fee. (tuition unchanged)



## ATTACHMENT D

## Proposed Course Fee Changes for April/May Board, Effective Spring 2005

Course Code	Title	Credit	Current Fee	New Fee	Change	Annual Average Head Count	Computed Spring Revenue	Computed Annual Revenue
ARTS 151	Computer Graphics/Illustration	3	90.00	105.00	15.00	60	\$450.00	\$900.00
ARTS 162	Typography	3	85.00	103.00	18.00	98	\$756.00	\$1,764.00
ARTS 171	Computer Graphics/Digital Imag	3	90.00	105.00	15.00	199	\$1,455.00	\$2,985.00
ARTS 173	Computer Graphics/Web Design	3	100.00	115.00	15.00	69	\$495.00	\$1,035.00
ARTS 175	Electronic Design	3	90.00	105.00	15.00	33	\$255.00	\$495.00
ARTS 228	Advanced Digital Imaging	3	100.00	120.00	20.00	103	\$1,080.00	\$2,060.00
ARTS 229	Comp Graphics/Adv Web Design	4	110.00	125.00	15.00	18	\$90.00	\$270.00
ARTS 231	Comp Graphics/Advanced Illustr	3	110.00	125.00	15.00	23	\$180.00	\$345.00
ARTS 232	Comp Graphics/2-D Animation	4	110.00	125.00	15.00	23	\$165.00	\$345.00
ARTS 235	Comp Graphics/3-D Animation II	4	120.00	135.00	15.00	22	\$180.00	\$330.00
ARTS 236	Computer Graphics/Production	3	120.00	135.00	15.00	17	\$90.00	\$255.00
ARTS 237	Comp Graphic/Flash Game Design	3	100.00	115.00	15.00	6	\$90.00	\$90.00
ARTS 238	Comps and Animatics	3	100.00	115.00	15.00	6	\$90.00	\$90.00
ARTS 251	Graphic Design I	4	110.00	130.00	20.00	30	\$340.00	\$600.00
ARTS 252	Graphic Design II	4	120.00	140.00	20.00	22	\$160.00	\$440.00
ARTS 253	Graphic Design III	4	120.00	135.00	15.00	13	\$90.00	\$195.00
ARTS 257	Computer Prepress Prod Tech	4	120.00	135.00	15.00	16	\$150.00	\$240.00
ARTS 261	Topics in Design & Multimedia	1 TO 3	0-90.00	0-105.00	105.00	26	\$1,365.00	\$2,730.00
ARTS 270	Comp Graphics Independ Study	3	90.00	105.00	15.00	2	\$15.00	\$30.00
CADD 101	Mechanical CAD Drafting I	4	125.00	150.00	25.00	65	\$850.00	\$1,625.00
CADD 290	Mechanical Drafting Lab	1 TO 4	50.00	50-175.00	50.00	24	\$600.00	\$1,200.00
CHDV 111	Child Guidance/Communication	4	32.00	145.00	113.00	118	\$5,763.00	\$13,334.00
CHDV 123	Curriculum:Early Chld Literacy	1	0.00	6.00	6.00	28	\$114.00	\$168.00
CHDV 197	Child Developmnt Special Topics	1	0.00	6.00	6.00	14	\$42.00	\$84.00
CHDV 198	Child Developmnt Special Topics	2	0.00	6.00	6.00	18	\$54.00	\$108.00
CHDV 220	Preschool Curric/Learning Env	4	32.00	145.00	113.00	44	\$2,712.00	\$4,972.00
CHDV 221	Infant-Toddler Program Dev	4	32.00	145.00	113.00	41	\$0.00	\$4,633.00
CHDV 251	CDA Credentialing Preparation	3	32.00	175.00	143.00	21	\$715.00	\$3,003.00
CHDV 251C	CDA Practicum	1	32.00	175.00	143.00	10	\$1,430.00	\$1,430.00
CHDV 284	Child Development Practicum	5	32.00	175.00	143.00	17	\$1,716.00	\$2,431.00
DENT 280	Dental Auxiliary Special Topic	.25 TO 8	0.00	0-500.00		0	\$0.00	\$0.00
EMSA 100	First Aid and CPR	2	25.00	40.00	15.00	103	\$690.00	\$1,545.00
EMTA 100	Medical First Responder	4	98.00	140.00	42.00	60	\$924.00	\$2,520.00
EMTA 102	Basic EMT II	2	137.00	197.00	60.00	115	\$1,980.00	\$6,900.00
EMTA 104	Basic EMT IV	2	53.00	103.00	50.00	99	\$2,500.00	\$4,950.00
EMTA 112	Basic EMT Clinical	2	45.00	95.00	50.00	100	\$2,500.00	\$5,000.00
EMTA 114	Rescue/Extrication/Danger Situ	3	75.00	125.00	50.00	24	\$400.00	\$1,200.00
FIRE 101	MI F.F.T.C. Basic Fire Lev I	9	210.00	230.00	20.00	51	\$500.00	\$1,020.00
GERO 100	Introduction to Human Aging	4	0.00	10.00	10.00	28	\$110.00	\$280.00
GERO 203	Physical/Mental Health Aging	3	0.00	10.00	10.00	9	\$90.00	\$90.00
HUSE 282	Human Services Practicum I	4	5.00	55.00	50.00	9	\$0.00	\$450.00
HUSE 284	Human Services Practicum II	4	5.00	55.00	50.00	8	\$400.00	\$400.00
IDMS 200	Sonographic Introduction	2	0.00	100.00	100.00	20	\$0.00	\$2,000.00
IMAG 113	Lighting Concepts/Applications	3	62.00	72.00	10.00	84	\$330.00	\$840.00
IMAG 114	Intro Photographic Color Tech	3	25.00	46.00	21.00	52	\$693.00	\$1,092.00
IMAG 119	Intermediate Lighting	4	70.00	80.00	10.00	50	\$230.00	\$500.00
IMAG 212	Large Format Photography	2	65.00	86.00	21.00	25	\$0.00	\$525.00
IMAG 213	Portrait Photography	2	65.00	86.00	21.00	24	\$0.00	\$504.00
IMAG 214	Photojournalism	2	65.00	73.00	8.00	24	\$0.00	\$192.00
IMAG 234	Portfolio Assembly/Degree Comp	3	118.00	138.00	20.00	17	\$340.00	\$340.00
IMAG 238	Project Lab Independent Study	3	113.00	133.00	20.00	25	\$260.00	\$500.00
MASG 270	Massage Therapy-Beginning	2	26.00	40.00	14.00	187	\$1,022.00	\$2,618.00
MASG 271	Massage Therapy-Intermediate	2	26.00	40.00	14.00	108	\$686.00	\$1,512.00
MASG 277	Polarity Therapy I	2	26.00	40.00	14.00	104	\$588.00	\$1,456.00
MASG 278	Polarity Therapy II	2	26.00	40.00	14.00	21	\$294.00	\$294.00
MASG 282	Clinical Massage I	4	31.00	55.00	24.00	67	\$696.00	\$1,608.00
MASG 283	Clinical Massage II	4	31.00	55.00	24.00	55	\$792.00	\$1,320.00
MFGM 110	Power Transmissions	4	45.00	75.00	30.00	2	\$0.00	\$60.00
MTEC 120	Audio Production I	4	35.00	50.00	15.00	129	\$840.00	\$1,935.00
MTEC 121	Audio Recording I	4	32.00	57.00	25.00	26	\$300.00	\$650.00
MTEC 122	Sound Reinforcement	4	33.00	58.00	25.00	14	\$350.00	\$350.00

**ATTACHMENT D**

Proposed Course Fee Changes for April/May Board, Effective Spring 2005

Course Code	Title	Credit	Current Fee	New Fee	Change	Annual Average Head Count	Computed Spring Revenue	Computed Annual Revenue
MTEC 130	Radio Production I	4	35.00	50.00	15.00	58	\$405.00	\$870.00
MTEC 150	TV Production I	4	37.00	50.00	13.00	46	\$312.00	\$598.00
MTEC 152	Video Production Techniques	4	35.00	60.00	25.00	24	\$300.00	\$600.00
MTEC 153	Video Post-Production Technqs	4	35.00	60.00	25.00	17	\$125.00	\$425.00
MTEC 220	Audio Production II	4	35.00	60.00	25.00	25	\$275.00	\$625.00
MTEC 221	Audio Recording II	4	35.00	60.00	25.00	13	\$325.00	\$325.00
MTEC 230	Radio Production II	4	35.00	60.00	25.00	6	\$150.00	\$150.00
MTEC 250	Adv Video/TV/Production	4	35.00	60.00	25.00	13	\$325.00	\$325.00
MTEC 252	Lighting for Television/Video	3	37.00	62.00	25.00	13	\$0.00	\$325.00
MTEC 254	Television/Video Graphics	3	38.00	62.00	24.00	13	\$312.00	\$312.00
MTEC 255	Video Workshop	2	35.00	60.00	25.00	5	\$75.00	\$125.00
MTEC 285	Media Portfolio	2	5.00	45.00	40.00	4	\$120.00	\$160.00
MUSC 106	Private Music Lesson	2	300.00	400.00	100.00	29	\$1,500.00	\$2,900.00
MUSC 157	Applied Lesson I	2	300.00	400.00	100.00	51	\$2,100.00	\$5,100.00
MUSC 158	Applied Lesson II	2	300.00	400.00	100.00	33	\$2,300.00	\$3,300.00
MUSC 257	Applied Lesson III	2	300.00	400.00	100.00	19	\$600.00	\$1,900.00
MUSC 258	Applied Lesson IV	2	300.00	400.00	100.00	21	\$1,600.00	\$2,100.00
NURS 260	Mental Health Ldrshp Nursing	6	163.00	349.00	186.00	92	\$8,556.00	\$17,112.00
OADM 195	Human Relations in Work Place	2	0.00	15.00	15.00	27	\$195.00	\$405.00
PARA 251	Paramedic Skills I	2	156.00	202.00	46.00	23	\$0.00	\$1,058.00
PARA 252	Paramedic Skills II	2	61.00	111.00	50.00	17	\$850.00	\$850.00
PARA 261	Paramedic Clinical I	3	100.00	150.00	50.00	23	\$0.00	\$1,150.00
PARA 262	Paramedic Clinical II	4	50.00	100.00	50.00	17	\$850.00	\$850.00
PFSP 109	Golf: Beginning	1	0.00	75.00	75.00	129	\$3,375.00	\$9,675.00
PFSP 110	Golf: Intermediate	1	0.00	75.00	75.00	105	\$3,150.00	\$7,875.00
PHYS 120	The Art of Physics	4	20.00	30.00	10.00	27	\$170.00	\$270.00
PHYS 200	Applied Physics	4	20.00	30.00	10.00	46	\$240.00	\$460.00
SOWK 101	Introduction to Social Work	3	0.00	10.00	10.00	63	\$240.00	\$630.00
SURG 121	Applied Surg Techniques I	2	150.00	255.00	105.00	19	\$0.00	\$1,995.00
SURG 122	Applied Surg Techniques II	4	160.00	375.00	215.00	17	\$0.00	\$3,655.00
SURG 123	Applied Surg Techniques III	8	210.00	310.00	100.00	17	\$1,700.00	\$1,700.00
							\$69,157.00	\$158,663.00

Lansing Community College  
 FY 2004/2005 Count of Positions (as of 4/8/04)

ATTACHMENT E

Summary of Direct Instruction

Data	Division									Grand Total	FY03/04
	1	2	3	4	5	6	7	8	9		
FT Faculty	42.00	46.00	24.00	25.00	72.00	1.00	0.00	3.00	1.00	214.00	212.00
PT Faculty	113.00	264.00	267.00	158.00	505.00	36.00	0.00	47.00	0.00	1,390.00	1,386.00

Summary of Instructional Support

Data	Division									Grand Total	FY03/04
	1	2	3	4	5	6	7	8	9		
FT Lab Faculty	5.00	2.00	1.00	2.00					2.00	12.00	14.00
PT Lab Faculty & Advisors	96.00	10.00	29.00	37.00	43.00	1.00			26.00	242.00	237.00

Summary of Administrators

Data	Division									Grand Total	FY03/04
	1	2	3	4	5	6	7	8	9		
FT Administrators	32.00	7.00	14.00	5.00	15.00	14.00	14.00	16.00	22.00	139.00	141.00
PT Administrators	8.00	3.00	12.00	0.00	7.00	1.00		17.00	3.00	51.00	64.00

Summary of Support

Data	Division									Grand Total	FY03/04
	1	2	3	4	5	6	7	8	9		
FT Support Staff	46.00	5.00	7.00	11.00	15.00	11.00	48.00	22.00	20.00	185.00	188.00
PT Support Staff	130.00	14.00	13.00	7.00	40.00	5.00	36.00	17.00	15.00	277.00	274.00

DIVISION	
1 Student and Academic Support	6 Business and Community Institute
2 Business, Media and Information Technology	7 Administrative Services
3 Human, Health and Public Services	8 Executive Office
4 Technical Careers	9 Information Services and College Development
5 Liberal Studies	

**LANSING COMMUNITY COLLEGE  
DETAIL SCHEDULE OF CURRENT BONDED DEBT**

Fiscal Year Ending June 30,	Principal	Interest	Total
2002/2003	5,086,571	0	5,086,571
2003/2004	5,775,285	0	5,775,285
2004/2005	5,238,531	704,150	5,942,681
2005/2006	5,430,731	698,350	6,129,081
2006/2007	5,610,306	689,126	6,299,432
2007/2008	5,691,506	673,676	6,365,182
2008/2009	5,790,706	655,312	6,446,018
2009/2010	4,982,531	631,712	5,614,243
2010/2011	5,012,531	605,838	5,618,369
2011/2012	5,037,750	578,088	5,615,838
2012/2013	5,060,250	547,488	5,607,738
2013/2014	5,085,125	514,688	5,599,813
2014/2015	5,123,125	478,688	5,601,813
2015/2016	5,154,250	428,688	5,582,938
2016/2017	5,053,500	373,688	5,427,188
2017/2018	1,200,000	316,188	1,516,188
2018/2019	1,250,000	256,188	1,506,188
2019/2020	1,300,000	193,688	1,493,688
2020/2021	1,325,000	128,688	1,453,688
2021/2022	1,350,000	62,438	1,412,438
<b>TOTAL</b>	<b>\$85,557,698</b>	<b>\$8,536,682</b>	<b>\$94,094,380</b>

**LANSING COMMUNITY COLLEGE  
MAINTENANCE AND REPLACEMENT FUND  
FY 2005**

**ATTACHMENT G**

	GENERAL FUND	PARKING FUND	TOTAL
<b><u>RESOURCES</u></b>	<b>\$2,910,000</b>	<b>\$90,000</b>	<b>\$3,000,000</b>

PROJECT ALLOCATIONS	GENERAL FUND	PARKING FUND	GENERAL FUND
<b>PARKING RAMP</b> Annual Maintenance		\$90,000	\$90,000
<b>CAMPUS-WIDE CARPET/FLOOR REPLACEMENT</b>			
A&S & GVT -Replace Cove Base	\$35,000		\$35,000
STLC-100 Computer Lab Carpet	\$28,000		\$28,000
Miscellaneous Flooring Requests	\$37,000		\$37,000
<b>ROOF REPAIRS/REPLACEMENTS</b>			
Old Central Area and Office Unit B	\$10,000		\$10,000
<b>CAMPUS-WIDE EXTERIOR MASONRY</b>			
Office Unit F -Full Exterior and Windows	\$234,000		\$234,000
<b>CAMPUS-WIDE SITE IMPROVEMENTS</b>	\$100,000		\$100,000
<b>INSTRUCTIONAL BUILDING RENOVATIONS</b>			
Media - Projector/TS1000 Installations	\$20,000		\$20,000
A&S Science Labs -4th Floor	\$300,000		\$300,000
STLC-Library Desk Renovations	\$100,000		\$100,000
Truck Driver Training Structures	\$200,000		\$200,000
<b>ARCHITECTURAL</b>			
A&S-Replace/Refinish Damaged Wood Doors	\$25,000		\$25,000
A&S-Interior Renovations (classrooms, corridors)	\$100,000		\$100,000
Campus-Wide Projects and Signage	\$76,000		\$76,000
<b>LIGHTING</b>			
Pool Lighting	\$50,000		\$50,000
Warehouse Upgrade Lights and Roof Repairs	\$25,000		\$25,000
<b>CAMPUS-WIDE</b>			
ADA -Automatic Door Openers	\$50,000		\$50,000
ADA -Barrier Free Hardware	\$25,000		\$25,000
ADA -SPS Auto/Sliding Doors	\$10,000		\$10,000
Ceiling Tile Replacement -\$1/sq. ft. and Painting	\$30,000		\$30,000
Chair Rails	\$20,000		\$20,000
Energy Savings Projects -Siemens	\$100,000		\$100,000
Ergonomic	\$20,000		\$20,000
Pre-Planning/Engineering	\$20,000		\$20,000
Upcoming Additional Projects (not currently planned)	\$50,000		\$50,000

<b>PROJECT ALLOCATIONS</b>	<b>GENERAL FUND</b>	<b>PARKING FUND</b>	<b>GENERAL FUND</b>
<b>HVAC</b>			
A&S -Domestic Water Heater	\$30,000		\$30,000
A&S & GVT Absorbers	\$50,000		\$50,000
A&S & GVT Chillers -Replacement	\$500,000		\$500,000
GVT -Spare Shafts for LCAC's	\$10,000		\$10,000
SPS -Exhausting	\$30,000		\$30,000
<b>SAFETY &amp; CODE</b>			
Aviation Fire Alarms	\$25,000		\$25,000
<b>Divisional Request for Minor Renovations</b>	\$250,000		\$250,000
<b>Classroom Furniture</b>	\$100,000		\$100,000
<b>MAINTENANCE AND REPLACEMENT FUND BUDGET</b>	<b>\$2,660,000</b>	<b>\$90,000</b>	<b>\$2,750,000</b>

LANSING COMMUNITY COLLEGE

ATTACHMENT H

HISTORY OF YEAR-END FUND BALANCES

<b>Fund Balances</b>	<b>30-Jun-97</b>	<b>30-Jun-98</b>	<b>30-Jun-99</b>	<b>30-Jun-00</b>	<b>30-Jun-01</b>	<b>30-Jun-02</b>	<b>30-Jun-03</b>
<b>General Fund</b>							
Allocated for Year-end Outstanding Encumbrances	\$893,200	\$1,157,827	\$1,003,598	\$1,677,525	\$2,962,531	\$1,154,944	\$1,226,580
Reserved for Internal Service Fund Working Capital	\$271,304	\$359,193	\$350,000	\$350,000	\$350,000	\$350,000	
Designated for Project Matching Funds	\$1,244,533	\$244,533	\$700,000	\$700,000	\$700,000	\$700,000	
Designated for Technology	\$1,600,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000
Reserved for Contract Implementation			\$500,000	\$1,000,000			
Reserved for M-TEC Start-up					\$950,000	\$0	\$0
Reserved for Employee Training/Professional Dev.					\$500,000	\$250,000	
Reserved for Financial Aid Needs					\$400,000	\$50,000	
<b>Unallocated</b>	<b>\$6,457,226</b>	<b>\$5,166,366</b>	<b>\$5,557,280</b>	<b>\$5,950,367</b>	<b>\$5,747,726</b>	<b>\$6,141,899</b>	<b>\$6,698,719</b>
<b>As % of General Fund Revenues</b>							
<b>TOTAL GENERAL FUND BALANCES</b>	<b>\$10,466,263</b>	<b>\$9,927,919</b>	<b>\$11,110,878</b>	<b>\$12,677,892</b>	<b>\$14,610,257</b>	<b>\$11,646,843</b>	<b>\$10,925,299</b>
<b>Designated Fund</b>							
Allocated	\$10,914						
Reserved for Working Capital							
Unallocated	\$212,679	\$264,576	\$416,209	\$441,283	\$412,862	\$447,921	\$453,322
<b>Auxiliary Activities Fund</b>							
Reserved for Working Capital	\$3,023,246	\$3,432,372	\$4,123,740	\$3,472,017	\$4,079,656	\$4,169,174	\$4,544,371
<b>Maintenance and Replacement Fund</b>							
Designated for Project Matching Funds							
Allocated	\$344,818						
Unallocated, Reserved for Future Capital Outlay	\$4,314,441	\$6,202,512	\$5,770,196	\$6,655,927	\$6,144,330	\$6,905,241	\$17,676,412
<b>Grand Total</b>	<b>\$18,016,629</b>	<b>\$19,827,379</b>	<b>\$21,421,023</b>	<b>\$23,247,119</b>	<b>\$25,247,105</b>	<b>\$23,169,179</b>	<b>\$33,599,404</b>
<b>Portion which is Unallocated*</b>	<b>\$6,669,905</b>	<b>\$5,430,942</b>	<b>\$5,973,489</b>	<b>\$6,391,650</b>	<b>\$6,160,588</b>	<b>\$6,589,820</b>	<b>\$7,152,041</b>
<b>Total GF Revenues</b>	<b>\$64,671,392</b>	<b>\$67,749,077</b>	<b>\$71,068,625</b>	<b>\$73,918,357</b>	<b>\$78,129,177</b>	<b>\$89,808,022</b>	<b>\$93,534,934</b>
<b>Unallocated FB as a percentage of GF Revenues</b>	<b>10.3%</b>	<b>8.0%</b>	<b>8.4%</b>	<b>8.6%</b>	<b>7.9%</b>	<b>7.3%</b>	<b>7.6%</b>

\* This represents the fund balance which is not earmarked for a specific purpose or future contingency

Year-end Fund Balances as of June 30, 2003

Fund Balances	30-Jun-03	
<b>General Fund</b>		
Allocated for Year-end Outstanding Encumbrances	\$1,226,580	Technology reserve needed for infrastructure and new computers at West campus, Waypoint fiber connecting both campuses, new phone system.
Designated for Technology	\$3,000,000	
Unallocated	\$6,698,719	
<b>TOTAL GENERAL FUND BALANCES</b>	<b>\$10,925,299</b>	
<b>Designated Fund</b>		
Reserved for Working Capital	\$453,322	<i>Parking construction costs related to the West Campus and north parking area on campus will approximate \$2,250,000.</i>
<b>Auxiliary Activities Fund (includes Parking and Food Operations)</b>		
Reserved for Working Capital	\$4,544,371	
<b>Plant Fund</b>		
Reserved for Capital Projects	\$17,676,412	Approved Master Plan includes the use of \$8,843,217 from these reserves, plus \$5,357,085 from State Capital Outlay, now an unlikely source of funds. Total needs for reserve funds will be <b>\$14,200,302.</b>
<b>Grand Total</b>	<b>\$33,599,404</b>	
<b>Portion which is Unallocated*</b>	<b>\$7,152,041</b>	
Percentage of 2003 General Fund Revenues	7.6%	
* This represents the fund balance which is not earmarked for a specific purpose or future contingency		
FY 2003 General Fund Revenues (Operating and non-operating)	93,534,837	



FUND BALANCE GOAL (as % of Operating Funds)

ATTACHMENT J

COLLEGE	RESPONSE	1-5%	6-9%	10-12%	13-15%	16%+	
ALPENA COMMUNITY COLLEGE,	ACC would like to maintain a reserve of 15%.				X		
BAY DE NOC COMMUNITY COLLEGE	Our Board of Trustees established a target of 10% of general fund expenditures.			X			
DELTA COLLEGE	8% for Delta.		X				
GLEN OAKS COMMUNITY COLLEGE							
GOGEBIC COMMUNITY COLLEGE							
GRAND RAPIDS COMMUNITY COLLEGE							
HENRY FORD COMMUNITY COLLEGE	HFCC would like to maintain a reserve of 10%.			X			
JACKSON COMMUNITY COLLEGE	Would like to maintain equal to one month operating, thus 12-15% of general fund budget.				X		
KALAMAZOO VALLEY COMMUNITY COLLEGE	We have a board policy that stipulates that fund balances will be maintained at 10% of budgeted operating expenses.			X			
KELLOGG COMMUNITY COLLEGE							
KIRTLAND COMMUNITY COLLEGE	If you look at our general fund net assets as a percent of operating expenses, we have 8% net assets. While we have no institutional goal, my goal would be to increase this to 15% - unlikely though with declining state aid and rising enrollment. If you consider all funds that are controlled by our Board (general, auxiliary, M/R and a quasi-endowment), net assets are 31% of operating expenses.		X				
LAKE MICHIGAN COLLEGE							
LANSING COMMUNITY COLLEGE							
MACOMB COMMUNITY COLLEGE	About 15% would be good.				X		
MID MICHIGAN COMMUNITY COLLEGE	At Mid Michigan we would like to see 50%.					X	
MONROE COUNTY COMMUNITY COLLEGE							
MONTCALM COMMUNITY COLLEGE	We try to keep reserves at 20 - 30% of annual expenditures.					X	
MOTT COMMUNITY COLLEGE	We have a Board policy at Mott targeting 5%-10% of operations for our general fund balance.		X				
MUSKEGON COMMUNITY COLLEGE	At Muskegon, we have a target of 15%. We are currently at just under 13%.			X			
NORTH CENTRAL MICHIGAN COLLEGE							
NORTHWESTERN MICHIGAN COLLEGE	Our Board has a policy that stipulates that the GF reserve should be 10-15% of the GF operating expense budget. I notice that your categories split our range in the middle. I would count us in the 13-15%, because our goal is certainly the higher end of the range.				X		
OAKLAND COMMUNITY COLLEGE	We would like to maintain 25%.					X	
SCHOOLCRAFT COLLEGE	We have a GOF fund balance goal of 25% of the operating budget. We have never reached that goal but have been able to maintain a balance equal to 17 or 18% of the operating budget.					X	
SOUTHWESTERN MICHIGAN COLLEGE	SMC adjusts our reserve (for working capital) to 12% of GF Revenues- John.			X			
ST. CLAIR COUNTY COMMUNITY COLLEGE							
WASHTENAW COMMUNITY COLLEGE	Washtenaw CC's policy is to maintain a ten per cent fund balance in the operating fund.			X			
WAYNE COUNTY COMMUNITY COLLEGE							
WEST SHORE COMMUNITY COLLEGE	West Shore - goal is 15%, actual is about 17.6%.					X	
	<b>total responses</b>	<b>18</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>4</b>	<b>5</b>
		<b>0%</b>	<b>17%</b>	<b>33%</b>	<b>22%</b>	<b>28%</b>	
		<b>% of total</b>					

**LANSING COMMUNITY COLLEGE  
RESTRICTED FUND BUDGET  
2004-2005**

	<b>Federal and State Grants</b>	<b>College General Fund Match</b>	<b>Total</b>
<b><u>PROJECTED GRANT FUNDING</u></b>			
Alternative Energy Center	\$981,077	\$245,269	\$1,226,346
Alternative Fuels	\$30,100	\$0	\$30,100
All Student Achieve Program-Parent Involvement and Education (ASAP-Pie)	\$56,775	\$0	\$56,775
At Risk Student Success	\$147,600	\$0	\$147,600
City of Lansing Cablecasting	\$14,200	\$0	\$14,200
Community Oriented Policing Services (COPS)	\$53,230	\$56,076	\$109,306
Child Care Access Means Parents in School (CCAMPIS)	\$49,551	\$0	\$49,551
Economic Development Job Training (EDJT)	\$893,620	\$320,870	\$1,214,490
Mental Health and Aging Project	\$198,345	\$0	\$198,345
Michigan School Readiness Preschool	\$26,400	\$0	\$26,400
Michigan Technical Education Center (MTEC)	\$1,020,000	\$0	\$1,020,000
NextEnergy	\$250,000	\$0	\$250,000
Oral Health Care Access	\$31,263	\$0	\$31,263
Perkins	\$1,130,389	\$785,728	\$1,916,117
Perkins Local Leadership	\$20,000	\$20,000	\$20,000
Personalized Professional Development Projects (Fast Tracks)	\$20,000	\$20,000	\$40,000
Professional Development Workshop (MDCD)	\$16,000	\$0	\$16,000
Small Business Development Center	\$158,000	\$85,892	\$243,892
Student Support Services - TRIO	\$255,079	\$30,000	\$285,079
Tech Prep	\$46,836	\$0	\$46,836
Work First	\$456,152	\$0	\$456,152
Work Study, Michigan	\$209,442	\$41,888	\$251,330
Work Study, Federal	\$345,000	\$0	\$345,000
<b>TOTAL</b>	<b>\$6,409,059</b>	<b>\$1,605,723</b>	<b>\$7,994,782</b>

**Lansing Community College**  
**Return on Investment (ROI) Analysis**

Term	Learning Unit	Subunit	Total Revenue	Total Cost	Direct & Indirect Costs	ROI	Credit Hour	Seat Count	Head Count	Number of Sections	Average Section Size
2001	C & W	Accounting (ACCG, INSU, CUAJ)	1,522,973	1,543,267	600,065	0.99	5,883	1,618	1,214	96	16.9
2002	C & W	Accounting (ACCG, INSU, CUAJ)	1,795,208	1,800,740	625,257	1.00	6,909	1,891	1,411	98	19.3
2003	C & W	Accounting (ACCG, INSU, CUAJ)	1,760,568	2,086,412	670,872	0.84	7,108	1,912	1,451	102	18.8
2001	C & W	Allied Health (AHCC, HSAH)	349,073	364,018	141,540	0.96	1,372	359	238	23	15.6
2002	C & W	Allied Health (AHCC, HSAH)	161,841	163,968	56,933	0.99	686	119	63	8	14.9
2003	C & W	<i>See Allied and Community Health</i>									
2001	Gen Ed	Applied Math & Statistics (MATH, STAT)	531,704	578,790	237,402	0.92	2,283	655	593	36	18.2
2002	Gen Ed	Applied Math & Statistics (MATH, STAT)	597,848	739,066	262,080	0.81	2,514	719	662	36	20.0
2003	Gen Ed	Applied Math & Statistics (MATH, STAT)	636,991	717,758	244,969	0.89	2,817	793	735	43	18.4
2001	C & W	Apprenticeship (APPR)	453,324	473,463	184,096	0.96	1,792	503	312	48	10.5
2002	C & W	Apprenticeship (APPR)	548,731	223,040	77,444	2.46	2,164	615	304	54	11.4
2003	C & W	Apprenticeship (APPR)	402,884	182,904	58,811	2.20	1,665	486	222	48	10.1
2002	Gen Ed	Aquatics	174,329	181,080	64,213	0.96	695	694	470	47	14.8
2003	Gen Ed	Aquatics	177,395	185,304	63,244	0.96	736	742	502	49	15.1
2001	C & W	Architecture (ARCH, HSAT)	597,001	789,957	307,157	0.76	2,251	639	311	48	13.3
2002	C & W	Architecture (ARCH, HSAT)	555,841	724,914	251,706	0.77	2,054	588	306	45	13.1
2003	C & W	Architecture (ARCH, HSAT)	612,075	1,113,637	358,083	0.55	2,384	658	347	54	12.2
2001	C & W	Art (ARTS, HSCA, ARWS, FILM)	2,118,123	2,695,738	1,048,178	0.79	7,001	2,288	1,030	203	11.3
2002	C & W	Art Design & Multimedia (ARTS HSCA ARWS)	2,058,067	2,851,431	990,080	0.72	6,848	2,291	1,033	196	11.7
2003	C & W	Art Design & Multimedia (ARTS HSCA ARWS)	2,393,275	3,638,782	1,170,026	0.66	8,275	2,791	1,292	239	11.7
2002	C & W	Auto Body (AUTO)	249,627	733,577	254,714	0.34	832	162	80	13	12.5
2003	C & W	Auto Body (AUTO)	424,486	945,365	303,976	0.45	1,456	292	147	22	13.3
2001	C & W	Automotive (AUTO, HSAB, HSAM)	773,909	1,598,808	621,661	0.48	2,821	687	331	53	13.0
2002	C & W	Automotive (AUTO, HSAB, HSAM)	701,846	1,234,261	428,563	0.57	2,444	610	325	48	12.7
2003	C & W	Automotive (AUTO, HSAB, HSAM)	734,690	1,370,429	440,652	0.54	2,730	716	354	57	12.6
2001	C & W	Aviation Flight (AVFT, AVST, AVGS)	940,617	1,696,996	659,839	0.55	941	266	96	48	5.5
2002	C & W	Aviation Flight (AVFT, AVST, AVGS)	1,074,228	1,304,488	452,947	0.82	814	271	103	53	5.1
2003	C & W	Aviation Flight (AVFT, AVST, AVGS)	980,946	1,881,344	604,934	0.52	759	258	104	56	4.6
2001	C & W	Aviation Maintenance (AVAF, AVGM, AVPP, AVIR, AVEL)	717,223	1,012,508	393,691	0.71	2,237	741	108	51	14.5
2002	C & W	Aviation Maintenance (AVAF, AVGM, AVPP, AVIR, AVEL)	838,155	1,286,105	446,564	0.65	1,918	578	94	53	10.9
2003	C & W	Aviation Maintenance (AVAF, AVGM, AVPP, AVIR, AVEL)	737,731	1,494,349	480,498	0.49	1,739	512	76	35	14.6
2001	Gen Ed	Biology Program (ANAT BIOL MICR PHGY SCIS)	2,670,885	2,435,963	999,157	1.10	10,448	2,871	2,198	143	20.1
2002	Gen Ed	Biology Program (ANAT BIOL MICR PHGY SCIS)	3,084,784	2,959,695	1,049,537	1.04	11,837	3,235	2,498	154	21.0
2003	Gen Ed	Biology Program (ANAT BIOL MICR PHGY SCIS)	3,285,905	3,564,622	1,216,595	0.92	13,087	3,554	2,749	169	21.0
2001	C & W	Building Trades (BLDT, BLDR)	311,194	362,645	141,007	0.86	1,220	355	253	23	15.4
2002	C & W	Building Trades (BLDT, BLDR)	317,338	375,146	130,259	0.85	1,229	356	239	22	16.2
2003	C & W	Building Trades (BLDT, BLDR)	354,474	467,676	150,378	0.76	1,372	421	292	29	14.5
2001	C & W	Business (BUSN, CUMA)	803,481	449,108	174,626	1.79	3,232	1,127	1,005	53	21.3
2001	C & W	Real Estate/P.V.A.A. (REAL, PVAA)	128,775	80,962	31,480	1.59	525	189	154	14	13.5
2002	C & W	Business & Real Estate (BUSN AIBL CUMA REAL PVAA)	1,083,140	793,564	275,543	1.36	4,302	1,464	1,276	73	20.1
2003	C & W	Business & Real Estate (BUSN AIBL CUMA REAL PVAA)	1,108,566	779,030	250,492	1.42	4,641	1,585	1,365	73	21.7

**ATTACHMENT L**

Term	Learning Unit	Subunit	Total Revenue	Total Cost	Direct & Indirect Costs	ROI	Credit Hour	Seat Count	Head Count	Number of Sections	Average Section Size
2001	Gen Ed	Chemistry (CHEM SCIN)	1,361,180	1,317,563	540,424	1.03	5,606	1,766	1,110	107	16.5
2002	Gen Ed	Chemistry (CHEM SCIN)	1,741,857	1,549,499	549,468	1.12	5,817	2,103	1,456	123	17.1
2003	Gen Ed	Chemistry (CHEM SCIN)	1,737,770	1,784,949	609,198	0.97	7,289	2,213	1,501	123	18.0
2001	C & W	Child Development (CHDV, HSCD)	752,075	555,064	215,824	1.35	3,045	984	538	51	19.3
2002	C & W	Child Development (CHDV, HSCD)	815,221	657,125	228,168	1.24	3,205	1,033	555	53	19.5
2003	C & W	Child Development (CHDV, HSCD)	785,334	877,558	282,173	0.89	3,231	1,151	667	59	19.5
2001	C & W	Civil Technology (CIVL)	86,979	52,234	20,310	1.67	349	91	75	8	11.4
2002	C & W	Civil Technology (CIVL)	60,446	112,900	39,201	0.54	248	64	48	11	5.8
2003	C & W	Civil Technology (CIVL)	89,480	198,350	63,778	0.45	405	101	67	11	9.2
2001	C & W	Community Health Services (CHSE)	565,355	745,349	289,813	0.76	1,867	535	469	36	14.9
2002	C & W	Community Health Services (CHSE)	820,475	838,154	291,026	0.98	2,727	892	683	54	16.5
2003	C & W	Community Health Services (CHSE)	1,461,848	1,672,493	537,779	0.87	4,971	1,335	1,001	81	16.5
2001	C & W	Comp Appl for Bus (CABS, HSCS)	1,131,566	1,016,518	395,250	1.11	4,187	1,813	1,468	130	14.0
2002	C & W	Comp Appl for Bus (CABS, HSCS)	400,921	715,167	248,322	0.56	1,444	699	556	52	13.4
2003	C & W	Comp Appl for Bus (CABS, HSCS)	546,937	1,115,291	358,615	0.49	1,483	941	731	77	12.2
2001	C & W	Comp Num Conl/Mach Trade (CNCP, MACH, MFGM, HSMT)	469,137	944,642	367,303	0.50	1,720	465	324	42	11.1
2002	C & W	Comp Num Conl/Mach Trade (CNCP, MACH, MFGM, HSMT)	412,490	1,550,853	538,491	0.27	1,520	396	267	42	9.4
2003	C & W	Comp Num Conl/Mach Trade (CNCP, MACH, MFGM, HSMT)	343,926	1,010,581	324,946	0.34	1,255	351	250	35	10.0
2001	C & W	Computer Aided Drafting & Design (DTDS, HSDT, CADD)	657,733	1,616,909	628,699	0.41	2,168	560	346	57	9.8
2002	C & W	Computer Aided Drafting & Design (DTDS, HSDT, CADD)	569,007	1,224,677	425,235	0.46	1,745	463	296	38	12.2
2002	C & W	Computer Aided Drafting & Design (DTDS, HSDT, CADD)	560,374	1,422,236	457,311	0.39	1,793	490	329	45	10.9
2001	C & W	Computer Info Sys for Bus (CISB, HSCS)	3,850,970	2,818,328	1,095,844	1.37	14,633	5,463	2,614	321	17.0
2002	C & W	Computer Info Sys for Bus (CISB HSCS CABS)	4,981,863	3,596,264	1,248,703	1.39	17,700	6,698	3,219	387	17.3
2003	C & W	Computer Info Sys for Bus (CISB HSCS CABS)	5,006,081	4,609,042	1,482,007	1.09	16,438	5,708	3,016	361	15.8
2001	Gen Ed	Computer Science (CPSC)	416,378	313,301	128,506	1.33	1,604	488	438	28	17.4
2002	Gen Ed	Computer Science (CPSC)	373,433	119,296	42,304	3.13	1,429	435	414	25	17.4
2003	Gen Ed	Computer Science (CPSC)	355,873	129,363	44,151	2.75	1,428	432	400	26	16.6
2001	C & W	Co-op (COOP)	11,991	113,696	44,208	0.11	48	16	14	5	3.2
2001	C & W	Court Reporting (CACR, CTRT)	125,686	298,650	116,124	0.42	512	157	46	15	10.5
2002	C & W	Court Reporting & Captioning (CTRTR)	91,948	270,708	93,996	0.34	360	114	28	12	9.5
2003	C & W	Court Reporting & Captioning (CTRTR)	26,806	168,512	54,184	0.16	111	58	20	5	11.6
2001	C & W	Criminal Justice (CJUS, HSCJ)	1,178,276	1,005,727	391,055	1.17	4,747	1,525	655	81	18.8
2002	C & W	Criminal Justice (CJUS, HSCJ)	1,432,455	1,076,800	373,889	1.33	5,050	1,709	790	97	17.6
2003	C & W	Criminal Justice (CJUS, HSCJ)	1,448,015	1,422,766	457,481	1.02	5,958	1,870	844	122	15.3
2001	Gen Ed	Dance (DANC)	203,872	277,502	113,823	0.73	889	480	247	42	11.4
2003	Gen Ed	Dance (DANC)	245,515	279,747	99,201	0.88	969	495	226	36	13.8
2001	C & W	Dental Assistant (DAST)	202,930	537,288	208,913	0.38	413	142	27	10	14.2
2001	C & W	Dental Hygiene (DHYN, DADH)	446,839	893,407	347,382	0.50	1,044	291	47	17	17.1
2002	C & W	Dental Hygiene (DHYN, DADH)	470,804	1,224,223	425,077	0.38	984	276	36	16	17.3
2003	C & W	Dental Hygiene (DHYN, DADH)	511,539	1,593,320	512,321	0.32	1,084	330	66	17	19.4
2001	Dev Ed	Developmental Math (MATH)	3,624,484	2,549,272	1,008,331	1.42	16,541	4,515	3,579	267	16.9
2002	Dev Ed	Developmental Math (MATH)	3,853,333	3,530,829	1,180,879	1.09	19,016	4,844	3,903	216	22.4
2003	Dev Ed	Developmental Math (MATH)	4,129,671	4,183,586	1,457,696	0.99	20,713	5,207	4,185	252	20.7
2001	C & W	Diagnostic Medical Sonography (IDMS)	111,827	74,702	29,046	1.50	476	95	19	11	8.6

**ATTACHMENT L**

Term	Learning Unit	Subunit	Total Revenue	Total Cost	Direct & Indirect Costs	ROI	Credit Hour	Seat Count	Head Count	Number of Sections	Average Section Size
2002	C & W	Diagnostic Medical Sonography (IDMS)	95,859	209,357	72,693	0.46	340	67	17	10	6.7
2003	C & W	Diagnostic Medical Sonography (IDMS)	279,490	524,950	168,794	0.53	864	211	32	11	19.2
2001	Gen Ed	Economics (ECON)	1,020,951	801,356	328,691	1.27	4,281	1,392	1,163	60	23.2
2002	Gen Ed	Economics (ECON)	1,178,682	877,097	311,027	1.34	4,917	1,600	1,329	60	26.7
2003	Gen Ed	Economics (ECON)	1,130,882	928,933	317,042	1.22	4,946	1,611	1,336	65	24.8
2001	Gen Ed	Education (EDUC)	200,058	195,788	80,306	1.02	871	313	264	17	18.4
2002	Gen Ed	Education (EDUC)	264,671	269,129	95,436	0.98	1,132	418	349	19	22.0
2003	Gen Ed	Education (EDUC)	407,888	375,346	128,105	1.09	1,833	627	502	32	19.6
2001	C & W	Electrical (ELTE, INAU)	539,270	1,165,365	453,126	0.46	2,008	745	416	49	15.2
2002	C & W	Electrical (ELTE, INAU)	570,411	1,184,144	411,161	0.48	2,112	739	378	44	16.8
2003	C & W	Electrical (ELTE, INAU)	545,713	1,318,180	423,852	0.41	2,190	780	383	45	17.3
2001	C & W	Electronics (ELCT HSEC)	592,986	1,098,340	427,065	0.54	2,108	685	291	70	9.8
2002	C & W	Electronics (ELCT HSEC)	594,469	1,176,840	408,625	0.51	2,272	677	264	64	10.6
2003	C & W	Electronics (ELCT HSEC)	506,533	1,265,805	407,011	0.40	2,058	617	238	54	11.4
2001	C & W	Emergency Medical Tech. (EMTA, PARA)	552,184	710,793	276,376	0.78	2,041	720	173	33	21.8
2002	C & W	Emergency Medical Tech. (EMTA, PARA)	665,736	1,026,666	356,481	0.65	2,425	797	213	39	20.4
2003	C & W	Emergency Medical Tech. (EMTA, PARA)	646,086	1,375,482	442,277	0.47	2,514	905	323	48	18.9
2001	Dev Ed	English as a Second Language (ESLP, ESLW)	638,443	497,214	196,667	1.28	2,772	609	243	40	15.2
2002	Dev Ed	English as a Second Language (ESLP, ESLW)	822,400	688,374	230,225	1.19	3,797	858	311	53	16.2
2003	Dev Ed	English as a Second Language (ESLP, ESLW)	976,910	828,069	288,526	1.18	4,564	1,024	381	69	14.8
2001	Gen Ed	English Literature (ENGL)	547,207	492,692	202,087	1.11	2,376	594	534	32	18.6
2002	Gen Ed	English Literature (ENGL)	662,141	437,461	155,128	1.51	2,872	718	671	38	18.9
2003	Gen Ed	English Literature (ENGL)	832,630	723,710	247,000	1.15	3,760	940	846	49	19.2
2001	Dev Ed	Enrichment (EFSN, ENRI, PHON, SPEL, VCBL, VOCL)	51,290	2,881	1,140	17.80	219	116	87	8	14.5
2001	P & E	Extension and Community Education	443,090	881,965	342,932	0.50	475	1,000	657	90	11.1
2001	C & W	Fire Science (FIRE)	298,708	273,099	106,189	1.09	1,094	240	127	16	15.0
2002	C & W	Fire Science (FIRE)	138,011	170,923	59,348	0.81	553	149	91	9	16.6
2003	C & W	Fire Science (FIRE)	162,814	401,618	129,138	0.41	689	192	105	11	17.5
2002	C & W	Fire Science Academy (FIRE)	171,002	308,540	107,132	0.55	559	86	43	4	21.5
2003	C & W	Fire Science Academy (FIRE)	192,913	302,362	97,222	0.64	650	100	50	4	25.0
2002	Gen Ed	Fitness/Physical Conditioning	1,303,299	1,493,399	529,574	0.87	5,051	3,085	2,279	107	28.8
2003	Gen Ed	Fitness/Physical Conditioning	1,594,767	885,324	302,158	1.80	6,433	3,908	2,860	131	29.8
2001	Gen Ed	Foreign Languages (FREN GRMN JAPN SPAN SIGN)	1,309,487	1,224,471	502,240	1.07	5,658	1,723	1,156	118	14.6
2002	Gen Ed	Foreign Languages (FREN GRMN JAPN SPAN SIGN VIET)	1,034,776	1,120,720	397,418	0.92	6,460	1,219	948	77	15.8
2003	Gen Ed	Foreign Languages (FREN GRMN JAPN SPAN SIGN VIET)	1,042,719	1,182,927	403,729	0.88	4,573	1,249	981	81	15.4
2001	Gen Ed	Geography (GEOG)	273,022	277,889	113,982	0.98	1,168	322	300	14	23.0
2002	Gen Ed	Geography (GEOG)	232,542	223,181	79,142	1.04	993	271	264	13	20.9
2003	Gen Ed	Geography (GEOG)	324,400	263,065	89,783	1.23	1,450	398	376	17	23.4
2001	C & W	GRET/Horticulture/Landscape/ Agriculture	618,727	798,306	310,404	0.78	2,392	862	367	81	10.6
2002	C & W	GRET/Horticulture/Landscape/ Agriculture	679,583	876,559	304,361	0.78	2,545	952	376	85	11.2
2003	C & W	GRET/Horticulture/Landscape/ Agriculture	815,995	1,136,080	365,299	0.72	3,233	1,111	465	98	11.3
2001	C & W	Heating & Air Conditioning (HVAC, HSAC)	419,597	581,035	225,923	0.72	1,512	487	228	38	12.8
2002	C & W	Heating & Air Conditioning (HVAC, HSAC)	463,101	691,913	240,248	0.67	1,607	503	230	35	14.4
2003	C & W	Heating & Air Conditioning (HVAC, HSAC)	500,461	868,395	279,227	0.58	1,869	592	251	41	14.4

**ATTACHMENT L**

Term	Learning Unit	Subunit	Total Revenue	Total Cost	Direct & Indirect Costs	ROI	Credit Hour	Seat Count	Head Count	Number of Sections	Average Section Size
2003	C & W	Heavy Equipment (HEOT)	565,263	586,410	188,556	0.96	456	152	25	14	10.9
2002	C & W	HHPS Continuing Professional Education	833,330	183,768	63,808	4.53	822	1,041	978	63	16.5
2003	C & W	HHPS Continuing Professional Education	546,204	205,424	66,053	2.66	713	1,153	1,009	67	17.2
2001	Gen Ed	History (HIST)	1,623,447	843,079	345,805	1.93	7,005	1,752	1,611	59	29.7
2002	Gen Ed	History (HIST)	1,938,318	1,210,492	429,253	1.60	8,212	2,053	1,861	81	25.4
2003	Gen Ed	History (HIST)	1,981,472	1,241,287	423,647	1.60	8,749	2,188	1,966	89	24.6
2002	Gen Ed	Honors	19,082	N/A	N/A	N/A		71	44	3	23.7
2003	Gen Ed	Honors	20,116	7,669	2,617	2.62	82	82	44	4	20.5
2001	C & W	Hotel Food Ser Oper (HMFS, HSHF)	707,832	845,738	328,846	0.84	2,558	875	511	74	11.8
2001	C & W	Tourism Airln/Trvl Agency Oper (TRVL)	145,394	186,497	72,515	0.78	538	174	67	17	10.2
2002	C & W	Hospitality, Travel and Tourism (HMFS, HSHF, TRVL)	890,537	1,001,142	347,619	0.89	3,165	1,068	578	93	11.5
2003	C & W	Hospitality, Travel and Tourism (HMFS, HSHF, TRVL)	919,370	1,500,346	482,426	0.61	3,529	1,107	607	87	12.7
2001	C & W	Human Services (HUSE, SOWK, GERO)	296,711	224,616	87,337	1.32	1,168	459	306	36	12.8
2002	C & W	Human Services (HUSE, SOWK, GERO)	302,613	261,762	90,890	1.16	1,227	420	291	29	14.5
2003	C & W	Human Services (HUSE, SOWK, GERO)	312,913	327,173	105,200	0.96	1,318	447	304	29	15.4
2001	Gen Ed	Humanities (HUMS, ARTS)	1,719,902	1,242,651	509,697	1.38	7,377	1,879	1,674	90	20.9
2002	Gen Ed	Humanities (HUMS, ARTS)	1,882,196	1,519,323	538,767	1.24	7,963	2,023	1,808	96	21.1
2003	Gen Ed	Humanities (HUMS, ARTS)	1,824,594	1,543,505	526,794	1.18	7,977	2,031	1,817	96	21.2
2001	C & W	Imaging (IMAG)	985,982	1,039,077	404,022	0.95	3,127	981	499	63	15.6
2002	C & W	Imaging (IMAG)	985,598	1,251,704	434,620	0.79	3,216	1,068	555	73	14.6
2003	C & W	Imaging (IMAG)	903,645	1,687,384	542,567	0.54	3,061	1,022	532	72	14.2
2001	Gen Ed	Integrated Science (ENVR ISCI GEOL)	384,676	455,285	186,744	0.84	1,516	386	346	20	19.3
2002	Gen Ed	Integrated Science (ENVR ISCI GEOL)	409,236	536,636	190,297	0.76	1,607	407	367	21	19.4
2001	C & W	Interior Design (INTR)	218,678	349,160	135,763	0.63	817	235	147	24	9.8
2002	C & W	Interior Design (INTR)	381,962	649,739	225,604	0.59	1,422	379	221	38	10.0
2003	C & W	Interior Design (INTR)	417,001	809,586	260,317	0.52	1,574	423	269	43	9.8
2001	Gen Ed	Kinesiology	43,499	36,773	15,083	1.18	184	72	46	6	12.0
2002	Gen Ed	Kinesiology/Health & Wellness Education	661,736	513,595	182,126	1.29	2,681	1,521	1,255	76	20.0
2003	Gen Ed	Kinesiology/Health & Wellness Education	701,666	337,633	115,233	1.29	2,934	1,543	1,302	79	19.5
2001	C & W	Legal Assistant (LEGL)	627,099	702,726	273,239	0.89	2,529	836	550	60	13.9
2002	C & W	Legal Assistant (LEGL)	726,174	750,432	260,567	0.97	2,861	949	604	58	16.4
2003	C & W	Legal Assistant (LEGL)	808,887	921,259	296,225	0.88	3,378	1,120	685	65	17.2
2001	C & W	Management (MGMT LABR)	1,554,456	910,416	353,995	1.71	6,211	2,646	1,554	192	13.8
2001	C & W	Quality Control (QUAL)	84,373	295,227	114,793	0.29	338	89	54	9	9.9
2002	C & W	Management (MGMT LABR QUAL)	1,773,593	1,276,644	443,279	1.39	7,086	3,041	1,702	213	14.3
2003	C & W	Management (MGMT LABR QUAL)	1,905,063	1,446,021	464,958	1.32	7,815	3,465	1,933	213	16.3
2001	C & W	Marketing (MKTG)	555,555	674,199	262,147	0.82	2,191	751	585	41	18.3
2002	C & W	Marketing (MKTG HSMK)	631,544	488,151	169,497	1.29	2,461	859	625	46	18.7
2003	C & W	Marketing (MKTG HSMK)	692,706	817,355	262,815	0.85	2,881	990	739	52	19.0
2001	C & W	Massage Therapy (MASG)	342,006	289,970	112,748	1.18	1,387	710	300	39	18.2
2002	C & W	Massage Therapy (MASG)	491,535	291,061	101,063	1.69	1,858	1,032	340	84	12.3
2003	C & W	Massage Therapy (MASG)	526,640	389,387	125,205	1.35	1,979	1,075	395	76	14.1
2001	Gen Ed	Math-Transfer (MATH)	1,992,250	1,506,309	617,841	1.32	8,450	2,188	1,709	91	24.0
2002	Gen Ed	Math-Transfer (MATH)	1,998,961	1,727,664	612,647	1.16	8,397	2,187	1,727	95	23.0

**ATTACHMENT L**

Term	Learning Unit	Subunit	Total Revenue	Total Cost	Direct & Indirect Costs	ROI	Credit Hour	Seat Count	Head Count	Number of Sections	Average Section Size
2003	Gen Ed	Math-Transfer (MATH)	2,116,704	1,999,834	682,538	1.06	9,301	2,428	1,879	104	23.4
2001	C & W	Media (MTEC, HSTV)	385,975	825,450	320,958	0.47	1,524	383	212	34	11.3
2002	C & W	Media (MTEC, HSTV)	461,037	902,882	313,501	0.51	1,799	459	208	40	11.5
2003	C & W	Media (MTEC, HSTV)	531,121	533,512	171,547	1.00	2,085	550	255	45	12.2
2001	C & W	Medical Assistant (MEDA)	5,517	13,138	5,109	0.42	20	10	5	2	5.0
2002	C & W	Motion Picture (FILM)	261,133	161,944	56,231	1.61	822	222	173	19	11.7
2003	C & W	Motion Picture (FILM)	335,032	497,787	160,060	0.67	1,073	284	221	23	12.4
2001	Gen Ed	Music (MUSC)	604,504	769,339	315,559	0.79	2,106	1,214	661	115	10.6
2002	Gen Ed	Music (MUSC)	680,007	1,143,844	405,619	0.59	2,328	1,315	704	121	10.9
2003	Gen Ed	Music (MUSC)	856,148	1,363,788	465,457	0.63	2,954	1,579	793	127	12.4
2001	C & W	Nursing (NURS)	1,279,406	2,604,076	1,012,537	0.49	4,016	850	340	40	21.3
2002	C & W	Nursing (NURS)	1,539,470	2,950,701	1,024,549	0.52	4,576	963	432	45	21.4
2003	C & W	Nursing (NURS)	1,708,566	3,786,897	1,217,652	0.45	5,107	1,072	473	43	24.9
2001	C & W	Office Administration	673,545	691,946	269,048	0.97	2,614	1,043	766	81	12.9
2002	C & W	Office Administration (CABS OADM)	688,610	919,709	319,343	0.75	2,659	1,058	779	80	13.2
2003	C & W	Office Administration (CABS OADM)	695,289	1,112,437	357,697	0.63	2,575	1,055	778	77	13.7
2001	Gen Ed	PFW Aquatics (PFAQ)	193,130	169,795	69,645	1.14	771	744	481	51	14.6
2001	Gen Ed	PFW Cardiac Fitness & Wellness (PFHC, PFHW)	507,878	235,327	96,524	2.16	2,060	1,148	950	61	18.8
2001	Gen Ed	PFW Combat & Weight Training (PFCW)	306,471	242,259	99,367	1.27	1,205	819	665	50	16.4
2001	Gen Ed	PFW Dance (PFDA)	54,189	30,578	12,542	1.77	231	231	207	10	23.1
2001	Gen Ed	PFW Individual Sport (PFIS)	341,601	301,108	123,505	1.13	1,314	1,242	1,035	75	16.6
2001	Gen Ed	PFW Outdoor Activity (PFOA)	52,629	43,675	17,914	1.21	204	92	90	5	18.4
2001	Gen Ed	PFW Physical Fitness (PFPT)	872,273	717,384	294,249	1.22	3,345	1,974	1,421	57	34.6
2001	Gen Ed	PFW Professional Courses (PFPR)	15,095	8,697	3,567	1.74	62	53	51	4	13.3
2001	Gen Ed	PFW Team Sports (PFTS)	79,890	111,340	45,668	0.72	311	311	262	19	16.4
2002	Gen Ed	Individual & Team Sports	554,234	555,416	196,956	1.00	2,142	1,882	1,495	103	18.3
2003	Gen Ed	Individual & Team Sports	377,979	62,168	21,218	6.08	1,490	1,454	1,144	82	17.7
2001	Gen Ed	Philosophy (PHIL)	490,442	425,729	174,621	1.15	2,123	531	507	25	21.2
2002	Gen Ed	Philosophy (PHIL)	585,113	417,269	147,968	1.40	2,496	624	601	26	24.0
2003	Gen Ed	Philosophy (PHIL)	601,482	431,388	147,231	1.39	2,664	666	639	27	24.7
2001	Gen Ed	Physics & Astronomy (PHYS, ASTR)	915,563	858,587	352,166	1.07	3,606	941	801	50	18.8
2002	Gen Ed	Physics & Astronomy (PHYS, ASTR)	980,543	1,005,681	356,625	0.98	3,537	986	841	47	21.0
2003	Gen Ed	Physics & Astronomy (PHYS, ASTR)	1,028,710	1,114,099	380,239	0.92	4,130	1,081	911	52	20.8
2001	C & W	Police Academy (CJUS)	446,940	590,976	229,788	0.76	1,129	442	60	24	18.4
2002	C & W	Police Academy (CJUS)	550,201	710,686	246,766	0.77	1,380	540	60	18	30.0
2003	C & W	Police Academy (CJUS)	510,888	873,672	280,924	0.58	1,219	477	53	18	26.5
2001	Gen Ed	Political Science (POLS)	922,318	711,597	291,875	1.30	3,980	1,022	972	51	20.0
2002	Gen Ed	Political Science (POLS)	1,002,113	688,736	244,232	1.46	4,249	1,092	1,009	47	23.2
2003	Gen Ed	Political Science (POLS)	895,649	725,146	247,490	1.24	3,929	1,013	938	50	20.3
2001	Gen Ed	Psychology (PSYC)	2,347,567	1,225,152	502,520	1.92	10,137	2,796	2,383	118	23.7
2002	Gen Ed	Psychology (PSYC)	2,756,943	1,550,659	549,879	1.78	11,782	3,266	2,727	123	26.6
2003	Gen Ed	Psychology (PSYC)	2,871,939	1,843,957	629,337	1.56	12,783	3,570	2,986	149	24.0
2001	C & W	Radiologic Technology (IRXT)	227,072	414,236	161,066	0.55	338	246	44	15	16.4
2002	C & W	Radiologic Technology (IRXT)	339,310	612,042	212,515	0.55	1,096	334	60	18	18.6

**ATTACHMENT L**

Term	Learning Unit	Subunit	Total Revenue	Total Cost	Direct & Indirect Costs	ROI	Credit Hour	Seat Count	Head Count	Number of Sections	Average Section Size
2003	C & W	Radiologic Technology (IRXT)	418,137	874,118	281,067	0.48	1,269	382	67	16	23.9
2001	Dev Ed	Reading (READ, RDGR)	897,184	1,154,168	456,516	0.78	4,048	1,035	882	113	9.2
2002	Dev Ed	Reading (READ, RDGR)	972,829	1,375,455	460,019	0.71	4,714	1,212	1,017	132	9.2
2003	Dev Ed	Reading (READ, RDGR)	1,064,354	1,472,591	513,098	0.72	5,330	1,388	1,153	127	10.9
2001	Gen Ed	Religion (RELG)	141,482	124,407	51,028	1.14	616	154	138	7	22.0
2002	Gen Ed	Religion (RELG)	175,900	164,426	58,307	1.07	748	187	169	9	20.8
2003	Gen Ed	Religion (RELG)	135,817	157,499	53,754	0.86	604	151	135	7	21.6
2002	Gen Ed	ROTC	4,457	N/A	N/A	N/A	N/A	20	14	12	1.7
2003	Gen Ed	ROTC	3,431	N/A	N/A	N/A	16	16	13	12	1.3
2002	Gen Ed	Sign Language Interpreter	484,016	418,512	148,408	1.16	N/A	764	328	47	16.3
2003	Gen Ed	Sign Language Interpreter	540,621	488,899	166,860	1.11	2,395	906	388	52	17.4
2001	Gen Ed	Sociology-Anthropology (SOCL, ANTH)	1,586,000	698,140	286,356	2.27	6,826	1,761	1,683	74	23.8
2002	Gen Ed	Sociology-Anthropology (SOCL, ANTH)	1,801,439	990,423	351,214	1.82	7,665	1,989	1,904	83	24.0
2003	Gen Ed	Sociology-Anthropology (SOCL, ANTH)	1,727,523	1,149,346	392,268	1.50	7,645	1,998	1,907	87	23.0
2001	Gen Ed	Speech (SPCH, LING)	1,338,830	608,237	249,480	2.20	5,748	1,916	1,866	96	20.0
2002	Gen Ed	Speech (SPCH, LING)	1,414,165	798,599	283,191	1.77	5,976	1,992	1,928	103	19.3
2003	Gen Ed	Speech (SPCH, LING)	1,461,990	873,110	297,990	1.67	6,461	2,154	2,088	110	19.6
2001	C & W	Stage Technology (STEC)	37,051	15,811	6,148	2.34	132	47	42	4	11.8
2002	C & W	Stage Technology (STEC)	36,924	23,575	8,186	1.57	140	50	40	4	12.5
2003	C & W	Stage Technology (STEC)	35,941	18,000	5,788	2.00	137	56	35	6	9.3
2001	Dev Ed	Student Development (SDEV)	412,835	252,672	99,941	1.63	1,873	1,033	771	73	14.2
2002	Dev Ed	Student Development (SDEV)	451,687	402,680	134,675	1.12	2,233	1,203	926	93	12.9
2003	Dev Ed	Student Development (SDEV)	507,395	489,431	170,533	1.04	2,547	1,344	981	93	14.5
2001	C & W	Surgical Technology (SURG)	91,192	195,240	75,915	0.47	334	115	17	8	14.4
2002	C & W	Surgical Technology (SURG)	126,428	305,401	106,042	0.41	398	140	27	8	17.5
2003	C & W	Surgical Technology (SURG)	245,319	334,216	107,465	0.73	645	190	45	9	21.1
2001	Gen Ed	Theater (THEA)	306,728	352,365	144,529	0.87	1,286	572	224	48	11.9
2002	Gen Ed	Theater (THEA)	578,333	482,265	171,016	1.20	1,467	1,138	420	85	13.4
2003	Gen Ed	Theater (THEA)	447,743	470,788	160,679	0.95	1,864	836	384	69	12.1
2001	C & W	Truck Driver Training (TDTP)	454,132	837,314	468,843	0.54	1,167	389	152	26	15.0
2002	C & W	Truck Driver Training (TDTP)	532,537	1,015,899	523,659	0.52	1,158	386	160	26	14.9
2003	C & W	Truck Driver Training (TDTP)	474,713	1,648,187	529,964	0.29	1,029	343	144	27	12.7
2001	C & W	Welding (WELD, HSWT)	382,476	657,599	255,693	0.58	1,338	368	315	36	10.2
2002	C & W	Welding (WELD, HSWT)	375,644	803,956	279,151	0.47	1,256	337	279	40	8.4
2003	C & W	Welding (WELD, HSWT)	514,371	980,770	315,360	0.52	1,688	444	351	46	9.7
2001	Gen Ed	Writing (WRIT, JRNL)	3,689,417	2,491,829	1,022,071	1.48	15,797	4,131	3,646	243	17.0
2002	Gen Ed	Writing (WRIT, JRNL)	3,742,746	3,331,890	1,181,521	1.12	15,875	4,154	3,718	256	16.2
2003	Gen Ed	Writing (WRIT, JRNL)	3,791,570	3,869,107	1,320,514	0.98	16,759	4,398	3,939	280	15.7
2001	Dev Ed	Writing (WRIT, WRTR)	1,341,302	1,456,784	576,212	0.92	6,092	1,604	1,427	119	13.5
2002	Dev Ed	Writing (WRIT, WRTR)	1,467,003	1,900,717	635,691	0.77	7,159	1,895	1,665	147	12.9
2003	Dev Ed	Writing (WRIT, WRTR)	1,469,569	2,003,604	698,120	0.73	7,304	1,959	1,729	166	11.8

<b>Avg ROI 2000-01</b>	<b>1.03</b>
<b>Avg ROI 2001-02</b>	<b>0.97</b>
<b>Avg ROI 2002-03</b>	<b>0.99</b>



**LANSING COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
March 15, 2004  
Regular Meeting  
Unadopted Meeting Minutes**

**CALL TO ORDER**

The meeting was called to order at 6:04 p.m.

**ROLL CALL**

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

**ADDITIONS/DELETIONS TO THE AGENDA**

Trustee Brannan requested to postpone voting on the Audit Committee rules until additional information is received regarding rules that other associations have.

There was discussion regarding Trustee Brannan's request.

The Board agreed to postpone approving the rules, but left the item on the agenda for discussion.

**LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS**

Gene Hayhoe – My name is Gene Hayhoe, a faculty member here for decades. It seems kind of odd bringing up information about the separation of church and state to a board which has several lawyers on its board, but given the College's practices it's clearly necessary. I'm going to start with the February 26, 2004 edition of the *Wall Street Journal* with some quotes from Chief Justice William Rehnquist writing for the majority said that "training someone to lead a congregation is an essentially religious endeavor in determining that it was not proper for the state (inaudible.) The state of Washington was proper in not funding the studying of Theology under state sponsored scholarships." Now I'll read to you from a LCC document called the Curriculum Tracking Proposal, which is where the church music program...this is from the proposed course description. Techniques and skills for the practice of sacred music including principles of conducting effective organization and administration of quality programs, appraisal of pertinent resources, planning worship services, and fundamentals of recruiting, marketing and budgeting. Repertoires and training methods for various vocal instrumental ensembles and soloist cantors will also be addressed. One of two...and there's a brief rationale for creating this course...one of two proposed courses to be required of students enrolling in either of the proposed associates of applied arts or certificate of achievement programs. Many LCC faculty, students, and practicing musicians in local churches and religious organizations have expressed both a desire

and need for training in these areas. Currently there is no similar program that addresses these needs in the greater Lansing area. The skills to be taught in this class are appropriate and applicable for practitioners regardless of a religious affiliation. That is if you're Christian, if you look at the syllabus. Evidence of current projected need for the curriculum: currently religious denominations across the country are lamenting the increasing difficulty in obtaining qualified musicians to lead their worship services. Professional organizations including the American Guild of Organists and the National Association of Pastoral Musicians have voiced concerns about the lack of properly trained musicians and have (inaudible) who will provide music for worship in the 21<sup>st</sup> century. Presently many religious institutions are relying upon willing but untrained volunteers to step into the breach. Because of the lack of training available not only the local institutions suffer musically, but musicians in the mid-Michigan area who are interested in the field of sacred music have fewer programs to turn to for a solid basic education in sacred music. If you cannot tell that clearly that is outside of the bounds of the U.S. law...I mean clearly it's calling for training in one religion and it's calling for people to be trained in things that clearly lead to the practicing of religious beliefs. I request that you adopt a resolution regarding the separation of church and state at Lansing Community College. Lansing Community College is a secular tax paying...

Chairperson Laverty – Mr. Hayhoe, your time is up. Please wrap it up.

Mr. Hayhoe – This is the last paragraph...it is not Lansing Christian College. It is inappropriate for religious college content to be given a higher priority than secular curriculum. It is inappropriate for one religion or group of related religions to be given a preferential treatment for resources, curriculum fragments, or other priorities. It is also inappropriate for faculty or administrators to apply their own personal religious agenda in matters of curriculum, personnel, or any other college business in a manner which is prejudicial to or unfair to those who do not share those belief systems. In all cases the (inaudible) facts shall take precedence over belief. Thank you.

Kathy Kuhn – My name is Kathy Kuhn and I am the treasurer of the student organization called People for Positive Social Change and I'm here...we have drafted a resolution against the patriot act that we're hoping to get passed to the Board of Trustees. I realize that you do have a lot on your agenda, but I do want to...I have some copies here and I'd like to read through it briefly. It was drafted by our organization. And it states, USA Patriot Act Resolution drafted and sponsored by LCC's People for Positive Social Change. "WHEREAS, Lansing Community College greatly benefits from the many contributions of its highly diverse population which includes people from around the world, and these people are vital to our college's unique character, that academia can only prosper in an open environment wherein every person is treated fairly and justly and WHEREAS, Lansing Community College recognizes its unique position in maintaining positive relationships with other nations through international educational efforts and exchange programs, and that free inquiry and free discussion, unhampered by censorship, violation of privacy or government intrusion, are the cornerstones of any institution of higher learning, and WHEREAS, the United States Constitution guarantees certain fundamental rights including: freedom of

religion, speech, association, assembly, and privacy; protection from unreasonable searches and seizures; due process and equal protection for any person; equality before the law and the presumption of innocence; access to council and judicial proceedings and a fair and speedy public trial; and WHEREAS, examples of the provisions in the USA Patriot Act (Public Law 107-56) and related Executive Orders that may undermine the constitution and the rights and civil liberties of the L.C.C. community include: Expanding significantly the government's ability to access sensitive medical, mental health, financial and educational records about individuals; lowering the burden of proof required to conduct secret searches and telephone surveillance; provide for law enforcement agents to engage in electronic surveillance and data collection for library users who are not suspected of any crime, and whose use of computers to browse the internet, access email, or research online information may be under government surveillance without their knowledge or consent; giving the Attorney General and the Secretary of State the power to designate domestic groups including student and faculty organizations as 'terrorist organizations' and permitting the FBI to conduct secret surveillance without having any evidence that a crime has been or may be committed; Authorizing the indefinite incarceration of non-citizens based on mere suspicion, and the indefinite incarceration of citizens designated by the president of the United States of America as 'enemy combatants', without access to council or meaningful recourse to the federal courts; Limiting disclosure to public documents and records as guaranteed under the Freedom of Information Act; WHEREAS, the states of Alaska and Hawaii and more than 200 cities, universities, and communities throughout the country including Meridian township, Lansing City Council, Ingham County Board of Commissioners, Ann Arbor, Detroit and Grand Rapids have enacted resolutions reaffirming support for civil rights and civil liberties in the face of government policies that seriously threaten these values, and are demanding accountability from federal agencies regarding the use of these new powers. NOW, THEREFORE BE IT RESOLVED that Lansing Community College affirms its commitment to completely avoid discrimination in all functions of the college and recognizes that an infringement of the constitutionally guaranteed rights of any person, is an abuse of power, a breach of the public trust, a misappropriation of resources, and a violation of the inalienable rights and fundamental liberties granted under the United States and Michigan Constitutions; and BE IT FURTHER RESOLVED that the L.C.C. Board of Trustees respectfully request that the L.C.C. Library to post in a notice as follows: 'WARNING: Under Section 215 of the federal USA PATRIOT Act (Public Law 107-56), records of books and other materials you borrow from this library may be obtained by federal agents. This law also prohibits librarians from informing you if records about you have been obtained by federal agents.' BE IT FURTHER RESOLVED that the campus administration urges the L.C.C. Police Department and all other applicable departments, except when required by law, to refrain from: a. utilizing race, religion, ethnicity or national origin as a factor in selecting which individuals to subject to investigative activities except when seeking to apprehend a specific subject whose (inaudible) factors must be stated. b. any practice of stopping drivers or pedestrians for the purpose of scrutinizing their identification documents without particularized suspicion..."

Chairperson Laverty – You are going to have to wrap it up.

Ms. Kuhn – O.k.

Chairperson Laverty – Can you give us copies of that?

Ms. Kuhn – I will give you copies of that and sorry for the...thank you. (Copies of the resolution were distributed to the Board and are on file with the official Board materials.)

Paul Covert – My name is Paul Covert. I'm president of Smart Office Systems and we're here tonight to thank President Cunningham, Beckie Beard, and Barbara Larson for opening up the office furniture bid. I thought the process was thorough and fair. I thought LCC took all the time necessary to bring us to the process. So, really I just wanted to stop down tonight and say thank you. I realize the recommendation tonight is to do business with Smart Office Systems and I just want to assure you that we look forward to serving you. I think you'll find our product to meet or exceed any specifications of the product you currently have here which is the Hermann Miller product. Our product is (inaudible) lifetime warranty. We are located right here in Lansing and it should be noted that about 57 of our employees are graduates or attended class at LCC. One hundred of our employees live right here in the taxing district. And on behalf of them we just wanted to stop down tonight and say thank you. We look forward to doing business with you and hopefully exceeding your expectations.

## **CHAIRPERSON AND BOARD MEMBER REPORTS**

### **Chairperson Laverty**

#### *Board Bylaw 1.7.7, Conflict of Interest*

Chairperson Laverty presented the following suggested changes to bylaw 1.7.7 Conflict of interest. (Changes are in italics)

#### 1.7.7 Conflict of Interest

*A. Defined; Obligations in event of conflict of interest:* As required by state law, if a Board member's outside activity (employment, participation or involvement in another business, corporation, institution or other entity) constitutes a conflict of interest, then the Board member will (a) disclose to the Board such conflict or the potential conflict; (b) absent herself/himself from discussion regarding any issue which involves his role as a Board member and his outside activity, and (c) refrain from voting on any such issue.

Conflict of interest includes, without limitation, (1) serving simultaneously as a member of a community college board and as an officer or director of

a corporation doing business with the college, or (2) having a financial interest in a corporation doing business with the College, or (3) having the potential in similar ways to have a direct personal benefit from a Board action, or (4) participation or involvement in any outside activity (as defined above) which would create the appearance of divided loyalties and advancing self-interest if the Board member were to engage in deliberations or votes concerning matters of interest to both the College and the outside activity or (5) any conference or discussion with any person which would create a risk of disclosing confidential or proprietary information of the College particularly when such discussions could implicate and further exacerbate conflicts as defined in (4) above.

*B. Disclosure: Members shall immediately disclose to the Board any conflict of interest or potential conflict of interest that arises, and shall also disclose in writing at the regular September Board meeting each year any existing or potential conflict of interest. Each Board member shall receive a disclosure form in advance of the September Board meeting upon which disclosures shall be made.*

*C. Solicitation: No Board member shall directly or indirectly solicit any contract between the College and:*

1. The member;
2. Any firm (meaning a co-partnership or other incorporated association) of which she/he is a partner, member or employee;
3. Any private corporation in which she/he is a stockholder owning more than one percent (1%) of the total outstanding stock of any class where such stock is not listed on a stock exchange, or stock with a present market value in excess of \$25,000.00 where such stock is listed on a stock exchange or of which he/she is a director, officer or employee; and
4. Any trust of which the Board member is a beneficiary or trustee.

*D. Vendors: Except in circumstances where the Board is selecting a consultant for its own purposes, Board members shall not normally communicate with vendors regarding the provision of products and services to the College, and shall refer any inquiries to the President. Board members shall avoid involvement in vendor-College relationship; any advocacy of individual vendors shall be regarded as a substantial conflict of interest.*

IT WAS MOVED by Trustee Rasmusson and supported by Trustee Proctor to approve the changes to bylaw 1.7.7 Conflict of Interest.

There was no discussion from the Board regarding this motion.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to delete section D, Vendors, of bylaw 1.7.7 Conflict of Interest for the reason of not being germane to the definition of conflict of interest as stated in section A and not being germane to the bylaw.

Trustee Rasmusson felt that Trustee Pelleran expressed a valid point, but did not agree in deleting the section, but rather moving it. He asked her where this section should be moved to.

Trustee Pelleran responded that she felt it should be moved to the purchasing policies, practices and procedures, however, did not know what section to move it to at this point.

Chairperson Laverty stated that he could not support removing, omitting, or deleting section D from the bylaw at this time. However, he would be willing to review this at a future meeting and have additional discussion.

Roll call vote:

Ayes: Brannan, Murray, Pelleran

Nays: Laverty, Proctor, Rasmusson

Absent: Canady

Motion failed due to a split vote.

### *Legal Services Discussion*

There was discussion regarding Mr. Tim Zeller's added responsibilities of being the College's internal legal counsel and if this would change bidding out legal services.

President Cunningham shared that Mr. Zeller would only be dealing with day-to-day legal operations but not with items such as bonds, the millage, or the downtown development authorities. She stated that this new arrangement may help in reducing legal costs for the College. However, direction is still needed from the Board on what they would like to do regarding representation.

There was discussion and some Board members felt that it would be appropriate having a list of approved legal firms and their expertise. The Board decided to table this

agenda item until September and this will give an opportunity to see how the internal legal house arrangement worked, if legal costs are decreasing, and if it is necessary to bid out legal services.

Trustee Pelleran requested that in the interim it would be prudent to look at what other Colleges are doing regarding legal services.

President Cunningham responded that staff has already contacted the community colleges regarding which institutions have an internal legal counsel. She said we can contact the colleges again, but it would be helpful to know upfront what additional questions the Board may have.

#### *Board Development Session*

Chairperson Laverty reported that last week President Cunningham, Mr. Rich Howard, and he interviewed three candidates to facilitate a Board development session. They will be interviewing a few additional candidates prior to forwarding them to the Board. Chairperson Laverty stated that the session is tentatively planned for a Friday afternoon, evening and a Saturday morning. He said it is essential that everyone attend. Prior to the session all Board members will be asked to forward their concerns and issues and the information collected will be used at the session.

President Cunningham expressed her appreciation for the time that Chairperson Laverty has taken to interview the candidates and she looks forward to the input from the Board.

#### *Lansing Township DDA*

Chairperson Laverty reported that he and Mr. Howard attended a meeting on March 9 where several consultants were brought in to study the economic impact of the developments in Lansing Township. He stated that having attended the meeting and read the material, he has not changed his mind regarding the direction the Board has taken.

President Cunningham stated that legislation will be introduced tomorrow on the House floor to try to make the 1983 downtown development authority null and void.

Chairperson Laverty said the advantage of having hired Miller Canfield to represent the College on this matter is that they have been involved in setting up downtown development authorities (DDA) across the state and are knowledgeable of the statutes related to DDA's. He said they have done a great job with this matter.

#### *RED Team*

Chairperson Laverty reported that at the last meeting there were concerns regarding the Michigan State University Medical School moving to Grand Rapids. The Team is in

the process of setting up a blue ribbon committee to retain the medical school in the Lansing area.

### *Other*

Chairperson Laverty also reported on the following items:

- Luncheon on March 3 in conjunction with Michigan State Medical State Society with the Michigan surgeon general, Dr. Kimberlydawn Wisdom which was a great opportunity to strengthen relationships with the medical community. He stated that Ms. Ruth Borger did a wonderful job.
- His attendance at the "You Can't Take It With You" performance and encouraged others to attend future performing arts events.

Chairperson Laverty distributed the following information for the Board's perusal:

- An agenda for the March 25 Grow Michigan Initiatives event which is being co-sponsored by the Michigan Community College Association.
- A letter that was sent to Governor Granholm regarding the Board's pledge to keep tuition at or below the consumer price index level.
- He distributed a legal opinion from Miller Canfield regarding the College's next election due to the State's endeavor to consolidate elections. A resolution about when the next election would be will need to be passed in the fall.

## **Board Members**

### *Trustee Thomas Rasmusson – Audit Committee Rules*

Trustee Rasmusson stated that the Audit Committee is already meeting and functioning. The rules are not critical to its functioning, but serve the purpose of having the Board meet its obligations in conducting audits. And there is no hurry to approve the rules and it is a good suggestion to review rules from larger trade organizations.

Trustee Brannan said not being familiar with governmental and higher education institution audit committee rules he would like to see what other organizations have established. And then compare them to the ones that have been provided in the Board packet to ensure everything is covered.

Trustee Pelleran would like to see what the national community college associations may have to offer, which may help focus on the purpose of an audit committee.



Chairperson Laverty distributed suggested changes to rules #5 and #7, and suggested deleting #12. He reviewed those changes with the Board (they are on file with the official Board materials.)

Trustee Pelleran recommended that minutes be taken since this is the only standing committee of the Board.

Chairperson Laverty thought that would be a good idea. He saw no problem in having the Secretary there or having someone responsible for taking minutes. Chairperson Laverty asked that any feedback be forwarded prior to the next meeting.

Trustee Proctor asked what the purpose of #12 is if we're not dealing with an Enron situation. Each Trustee stands for election and that constitutes an evaluation by the community as to whether or not the Trustees are effectively serving their constituents. He asked what is to be accomplished with that rule.

Trustee Rasmusson responded the value would come from if the Board's job is questioned with respect to audits and finance; the courts would look at what the Board was supposed to be doing. If there is something in place that meets the federal standard, then the Board could not be criticized. This may also help individual Board members. He would accept changing the rule to read, "the Audit Committee may assist the Board in evaluation."

Chairperson Laverty stated that he would not be opposed to the Audit Committee assisting the Board with that process.

*Trustee KP Pelleran – Foundation Board of Directors & Leslie Local Finance Development Authority*

Trustee Pelleran stated that the Foundation will be meeting on Thursday, March 18. She reported the following:

- The Foundation is continuing solicitations and donor cultivation and are ready for the capital campaign for the health careers facility.
- A trip to Doral, Florida was held recently and those that participated paid their own way.
- The Alaska trip has been cancelled due to low interest.
- The scholarship breakfast is May 12.
- She highlighted the donor envelopes that were available.

In regards to the Leslie Local Finance Development Authority, Mr. Warren Cook has been selected as the part-time economic development specialist. She announced that the City of Leslie is looking at its available property and other ways people might be interested in purchasing property in Leslie such as for a Truck Driver Training Program. Trustee Pelleran stated that she has given Mr. Cook Dean Darr's name to contact regarding the Truck Driving Training Program. She also informed the group that the

College is involved with the Hope Scholarship program and Leslie is at the fringe end of our district and many residents attend Jackson Community College.

She attended the "You Can't Take It With You" performance. She asked Dean Gary Knippenberg to extend her compliments. The set design, music, and performance were fabulous.

Trustee Pelleran reported that she spoke with Mr. Tom Bernthal from the Michigan Community College Association (MCCA) regarding the issue of the Board's participation on the Mackinac Island trip. Mr. Bernthal informed her that it was a fluke that the speakers were lined up at the last minute because MCCA was waiting on the keynote speaker and that held them up. He told her that the next summer workshop in Traverse City will be meaningful and will preserve the integrity of the colleges' tight budgets.

Chairperson Laverty asked the Trustees planning to attend the MCCA workshop to please contact the Board office to make arrangements.

*Trustee Robert Proctor – Workforce Development Board*

Trustee Proctor asked that Chairperson Laverty give the report as he was unable to attend the meeting.

Chairperson Laverty reported that there is great concern with the loss of manufacturing jobs in the tri-county area. Last week General Motors broke ground on the new assembly plant in Delta Township. There were concerns regarding the possible loss of the MSU medical school and the jobs that it could take with it. He reported that the Work First centers are in jeopardy of losing funding, closing, or having layoffs due to budget reductions.

## **PRESIDENT'S REPORT**

### **Informational Items**

*College Spotlight – Curriculum Validation*

President Cunningham announced that Trustee Canady's father is doing much better and he (Trustee Canady) will be back soon. She thanked Mr. Dan McCormick for his outstanding job with the cultivation in Doral, Florida. All participants said they would return next year. President Cunningham introduced Miss Stephanie Bagley who received an award last week. Ms. Bagley is an Academic All American and was one of two LCC students to receive an award. The other student was Miss Karen Brown.

President Cunningham introduced Dr. VanKempen.

Dr. VanKempen and Dr. Katherine Manley provided a PowerPoint presentation that highlighted ways that Lansing Community College is meeting the workforce development challenges. One process the College has chosen is the DACUM process which stands for Develop A Curriculum.

Dr. Manley explained the DACUM process which included some of the following steps: interviews that include asking a panel how they do their jobs; capture the tasks of those duties; and the knowledge and skills of each task. Duty and task areas are rated on a scale of importance. Then a gap analysis is conducted.

There was a question and answer period after the presentation.

President Cunningham thanked the Board for having supported Dr. Manley.

Dr. VanKempen recognized Deans Judith Berry, Roberta Peterson, and William Darr who have worked closely with Dr. Manley. A bulk of the work has been completed in the Technical Careers Division.

Dean Darr recognized Mr. Steve Goethals, Ms. Annette Parker, Mr. Ron Meloche, Ms. Kathy Bender, and Mr. Clint Jones from the Technical Careers Division that have also worked closely with Dr. Manley.

President Cunningham announced that they are now looking at performing DACUMS with four year colleges. Recently Ms. Parker and Ms. Debra Dolman made a connection with Ferris State University regarding alternative energy.

### *Human Resources*

#### Professional Development Leave Request—

Rebecca G. Beard, Administrator, Purchasing Services  
Duration of Leave: July 12, 2004 to August 12, 2004

### *Budget Update*

President Cunningham announced that the March 29<sup>th</sup> budget workshop will be rescheduled. The budgets are not due until this day and in order to provide a more accurate picture staff is recommending to reschedule the workshop.

Vice President Barbara Larson stated that staff have been given six weeks to submit their budgets. Each division has been given a reduction target and they are working diligently to meet those targets. She reviewed the budget projection information that was provided in the Board packet (it is on file with the official Board materials.)

President Cunningham stated that this information will be part of the budget workshop.

Trustee Pelleran requested that a breakdown of the reserves be provided at the workshop.

### **Action Items**

*Approval of Minutes - February 16, 2004 Regular Meeting, February 25, 2004 Special Meeting*

President Cunningham presented the February 16 and February 25 meeting minutes.

The Board had no changes to the minutes.

### *Finance*

Approval of Bids—

Vice President Larson presented the following bids for the Board's approval:

1. Glass, Glazing, Curtain Wall Systems for the HHPS building in the amount of \$1,340,900. The bid was awarded to American Glass & Metal from Plymouth, Michigan.
2. M-TEC Workstation Panels and Components in the amount of \$134,904.13. The bid was awarded to Smart Office Systems from Lansing, Michigan.

Trustee Pelleran commended the administration for taking a second look at the furniture bid.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to approve the President's Report.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

### **CLOSED SESSION**

IT WAS MOVED by Trustee Proctor and supported by Trustee Brannan that the Board go into closed session for the purpose of discussing strategies related to negotiations.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

The Board entered into closed session at 7:35 p.m.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Rasmusson that the Board return to open session.

Roll call vote:

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

Nays: None

Absent: Canady

Motion carried.

The Board returned to open session at 8:20 p.m.

### **PUBLIC COMMENT**

There were no comments from the public.

### **ADJOURNMENT**

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

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

Nays: None

Absent: Canady

Motion carried.

The meeting adjourned at 8:20 p.m.

# Lansing Community College Results Inventory 2003-04

Financial Responsibility

**Access**

Student Learning Outcomes  
& Stakeholder Satisfaction

This report focuses on community **access** to LCC's programs and services, presenting measurements and trends of *cost*, *convenience*, and *utilization*.

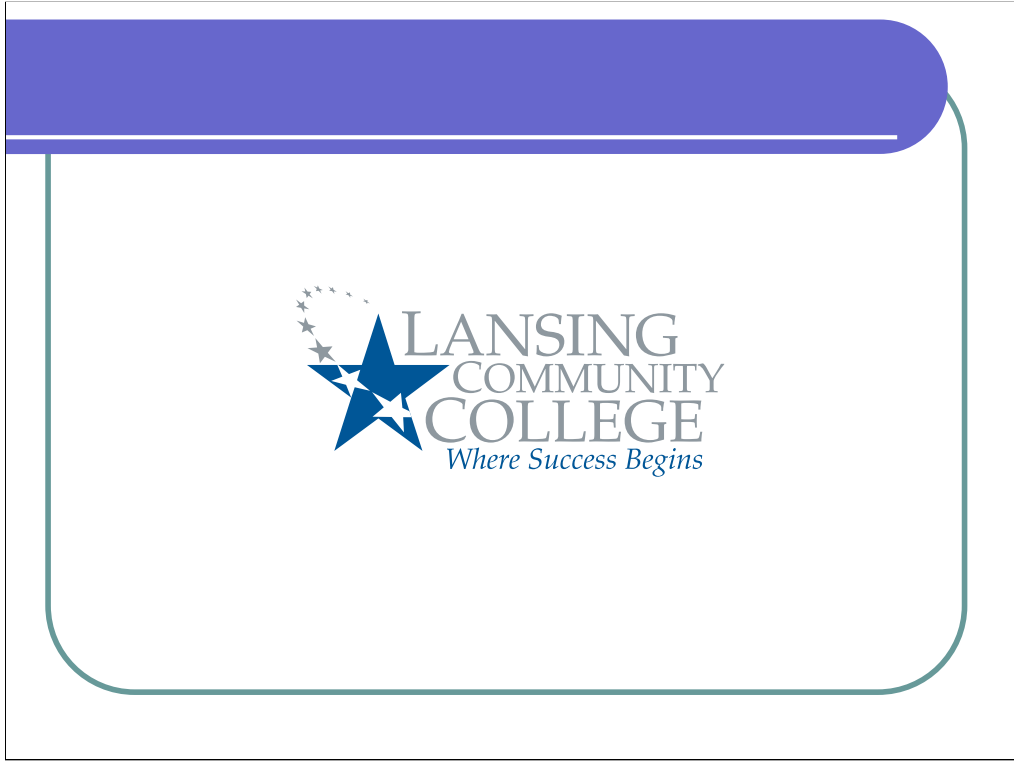
This report is Part Two of the Lansing Community College Academic Quality Improvement Project (AQIP) "Annual Results Inventory." These reports present information related to the College's continuous improvement process.



## College Results Inventory Timeline

<b>Month</b>	<b>Report</b>
<b>November</b>	1. Financial Responsibility
<b>April</b>	2. Access
<b>May</b>	3. Student Learning Outcomes & Stakeholder Satisfaction



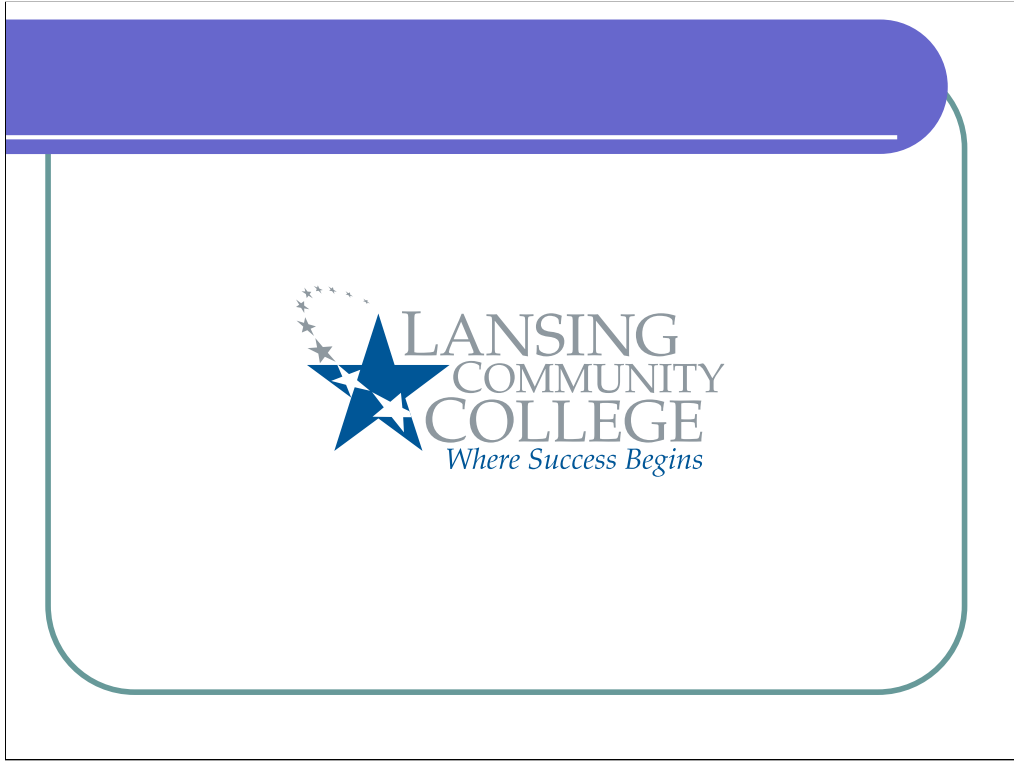


## LCC Goals/Access

**Access** is the first step in achieving LCC's goals:

1. Quality of Education
2. Community Impact

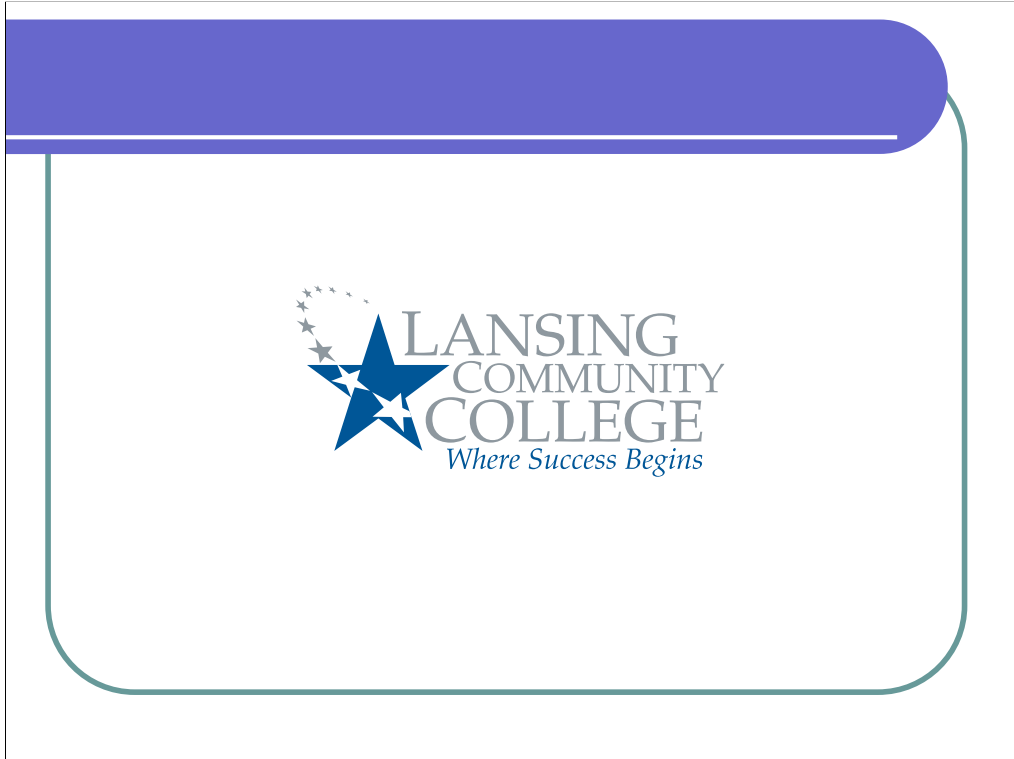
Achieving the goals of *quality of education* and *community impact* begin with **access**, LCC's open door to learning.



## Access

- I. Cost
- II. Convenience & Safety
- III. Utilization

**Access** to the College comprises three measurable variables: *cost*, *convenience & safety*, and *utilization*.



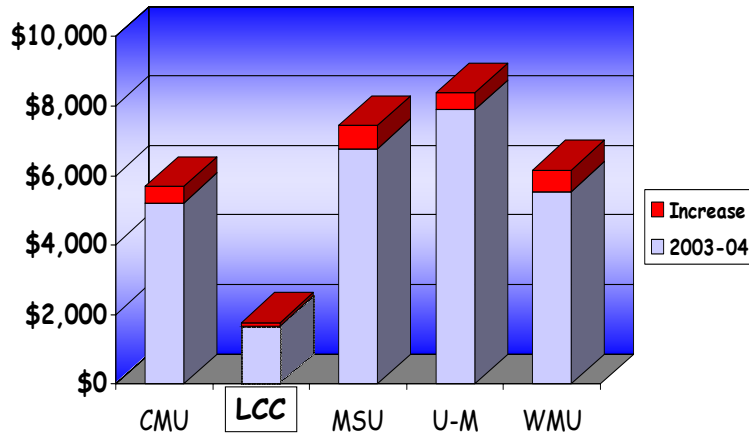
## I. Cost

- Tuition
- Fees
- Financial Aid

**Cost** is an important factor for students who are deciding whether and where to pursue postsecondary education or training. Tuition is one important component of the cost of education, with fees playing an important role in many areas of career and workforce training. The availability of financial assistance paves the way for students, who otherwise might not be able to afford higher education.

## Access - Cost

Tuition comparison with LCC competitors



Source: Chronicle of Higher Education

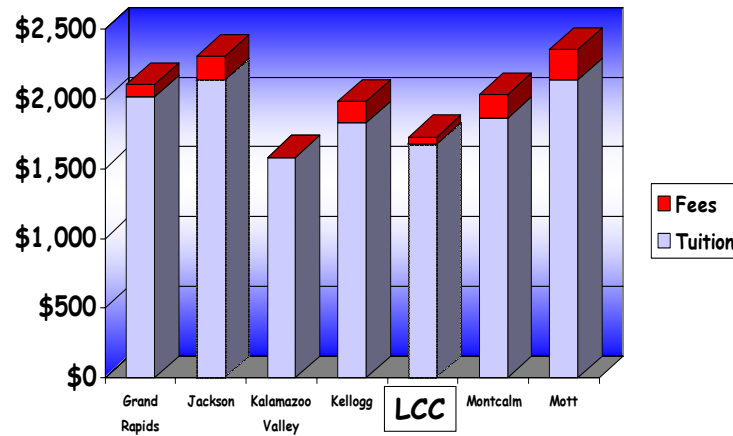
Data reported by *The Chronicle of Higher Education* show that LCC's tuition is the most affordable among the postsecondary institutions most often chosen by students in the Tri-county area. The schools included in the above chart are the top five choices among members of the Tri-county High School Class of 2003 who took the American College Test (ACT).

This chart shows that LCC's 2003-04 annual tuition continues to be the least expensive among its competitors, with an annual full-time cost of \$1,675 compared with \$1,585 a year ago (a 5.7% increase).

Other LCC competitors in the Tri-county area include Baker College and Davenport University, where the annual costs of tuition and fees currently stand at \$7,425 and \$10,270 respectively.

## Access - Cost

Comparison of tuition & fees with nearby community colleges



Source: LCC Administrative Services Division

Total tuition cost, as shown in the chart above, is based on a full-time resident student taking 31 hours of credit during an academic year, including mandatory fees. (Specific fees for labs, etc., are not included.) For the 2003-04 academic year, LCC continues to be second lowest among nearby community colleges in the combined cost of tuition and fees.

Across community colleges in Michigan, a broad range of *mandatory fees* are charged to students, including admission, registration, student activity, technology and facility charges.



## Access - Cost

Comparison of tuition & fees with Michigan community colleges

	<b>Tuition</b> per credit hour	<b>Fees</b> annualized mandatory
Average of all 28 community colleges	\$60.94	\$207.91
Average of 11 peer institutions*	\$59.54	\$169.03
Lansing Community College	\$54.00	\$82.50

\*Other CC's of  
similar size

Source: LCC Administrative Services Division

The per-hour in-district tuition rate for the 2003-04 academic year, plus mandatory fixed fees, is lower for Lansing Community College students than the average for all 28 community colleges in the state, and is also lower than the average for the 11 Michigan community colleges of a similar size. Annualized standard fixed fees at LCC are significantly lower than the average for other community colleges, independent of school size.

Only two community colleges—Kalamazoo Valley (\$0) and Muskegon (\$45)—have mandatory fees that are lower than LCC's.

## Access - Cost

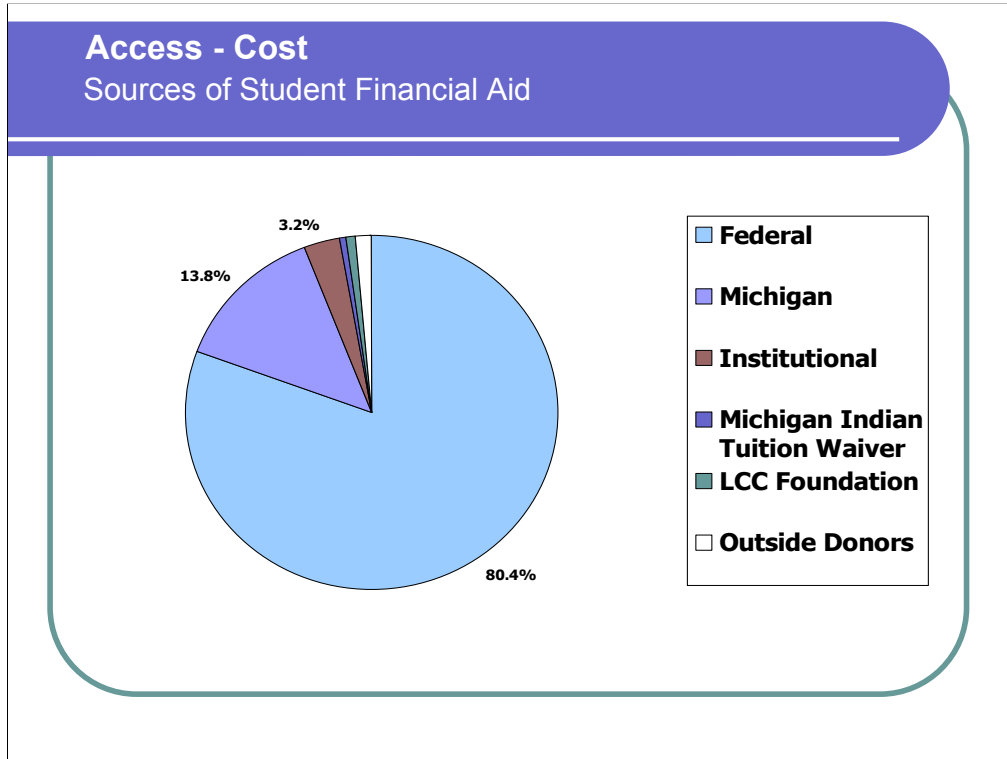
### Financial assistance award trends

Year	Total Aid	Change in Total Aid	Applications	Disbursements	Average Award	Award Rate*
2002-03	\$24.9M	23.4%	12,303	7,737	\$3,219	90.8%
2001-02	\$20.2M	30.5%	10,554	6,988	\$2,887	85.7%
2000-01	\$15.5M	12.1%	8,705	5,664	\$2,728	84.2%
1999-00	\$13.8M	5.0%	8,798	5,050	\$2,729	83.9%
1998-99	\$14.5M	12.4%	8,246	5,278	\$2,747	81.6%

\* The percentage of applicants who were offered financial aid.

Financial aid is an area of excellence in the College's strategic plan. The College has increased the total amount of financial aid awarded in each of the last five years. In 2002-03, the percentage of applicants who were offered aid (90.8%) was up significantly from the previous year. Compared with the previous four years, demand for aid was very high, with the number of students applying for aid up 17% from last year. Because of a 23% increase in the total aid awarded, the average award increased by over 11% in spite of an 11% increase in the number of awards disbursed.

Award criteria depend upon the type of award, and are established by federal, state, college, or donor guidelines. All eligible students are offered financial aid.



The LCC office of student financial aid disburses funds from a variety of sources, as indicated in the table below.

<b>Source</b>	<b>Amount</b>	<b>Percent</b>
Federal Aid	\$19,628,438	80.42%
Michigan Aid	3,356,841	13.75%
Institutional Aid	768,965	3.15%
Institutional Michigan Indian Tuition Waiver	105,849	0.43%
LCC Foundation	194,400	0.80%
Outside Donors	352,384	1.44%
<b>Total (All Sources)</b>	<b>\$21,543,415</b>	<b>100.00%</b>

**Access - Cost**  
Child care assistance

Year	Total Aid	Change in Total Aid	Applications	Disbursements	Average Award	Award Rate*
2002-03	\$267 K	+8.5%	600	430	\$620	71.7%
2001-02	\$246 K	+40.3%	578	350	\$703	60.6%
2000-01	\$175 K	-4.0%		284	\$617	
1999-00	\$182 K	3.3%		332	\$550	
1998-99	\$176 K	11.1%		310	\$570	

\* The percentage of applicants who were offered assistance.

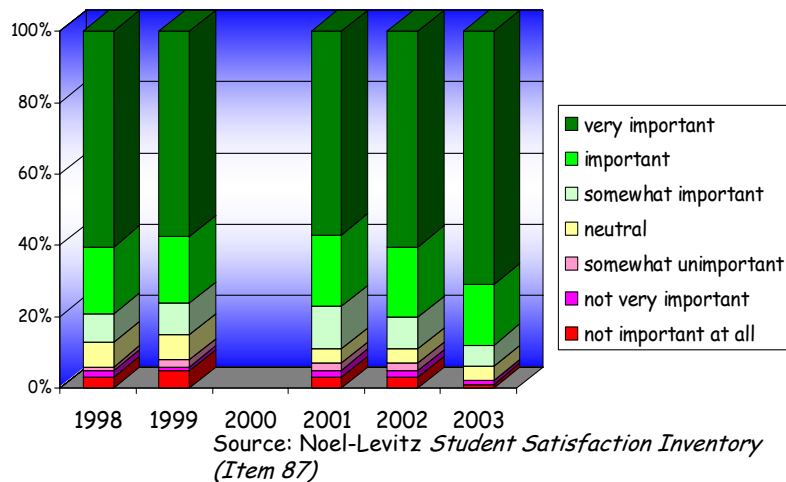
The Women's Resource Center provides varied services to encourage and assist women who traditionally might not seek higher education. The total aid for 2002-03 was higher than in any of the previous years covered by this report. For example, the number of child care individual grants was up by 34% over last year, and the total amount in child care assistance grants was up over 8%.

The Women's Resource Center gives financial assistance in the following areas, with child care awards being the major portion:

- Child care awards to all who qualify
- Federal scholarships for single parents, displaced homemakers, non-traditional career trainees and special populations (in 2002-03, \$86,841 was disbursed to 235 students for tuition and fees, textbooks, uniforms, and other education-related expenses)
- Women's Resource Center scholarships, funded by contributions from local organizations and individuals, for students whose education has been interrupted 5 or more years (in 2002-03, \$10,004 was awarded through these scholarships)

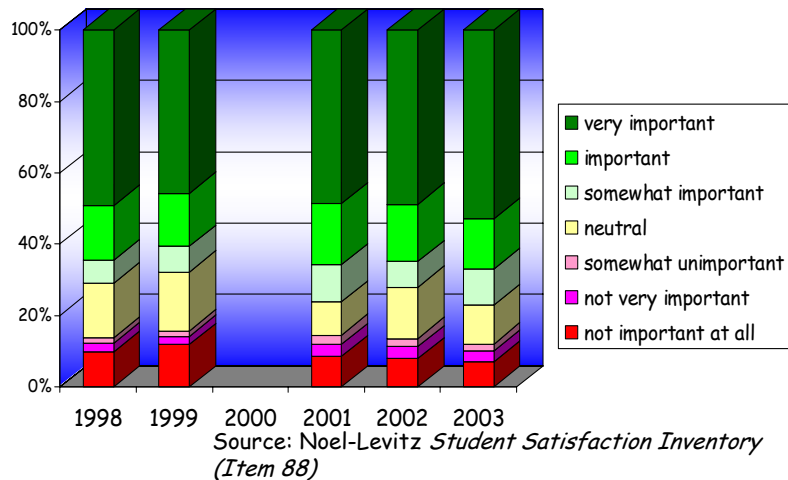
Eligible applicants who do not receive a child care award because they did not follow through in a timely manner to meet application deadlines, are referred to other programs that offer child care support. These include the Office for Young Children (for Lansing residents) and the EarlyLCC Access Project Childcare Stipend.

## Access - Cost “Cost was a factor in my decision ...”



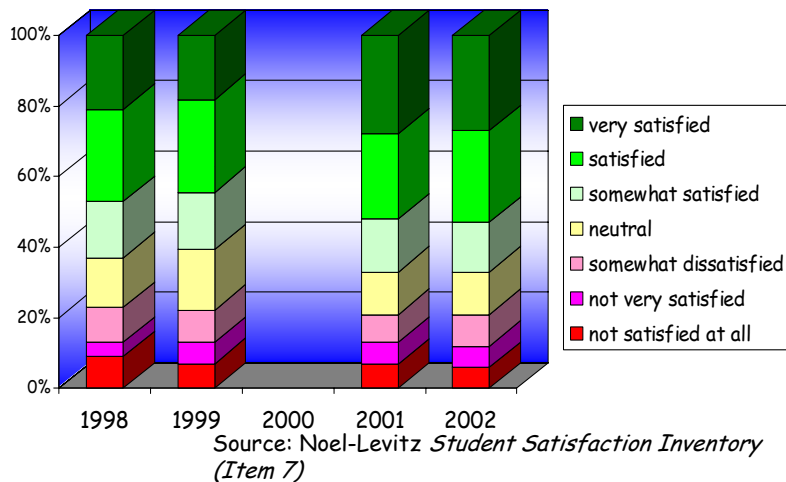
Each fall, students are asked on the Noel-Levitz Student Satisfaction Inventory to rate the importance of *cost* in their decision to enroll at LCC. On this item for each of the past two years, a 15% representative sample of LCC students gave an average rating of “Important.” The trend over the past three years has been upward, indicating that cost is increasingly important to the College’s students.

## Access - Cost “Financial aid was a factor”



In the Noel Levitz Student Satisfaction Inventory administered each fall, students are asked to rate the importance of *financial aid* in their decision to enroll at LCC. The importance of financial aid has inched up since fall 1999, indicating that this factor is a growing concern to LCC’s students.

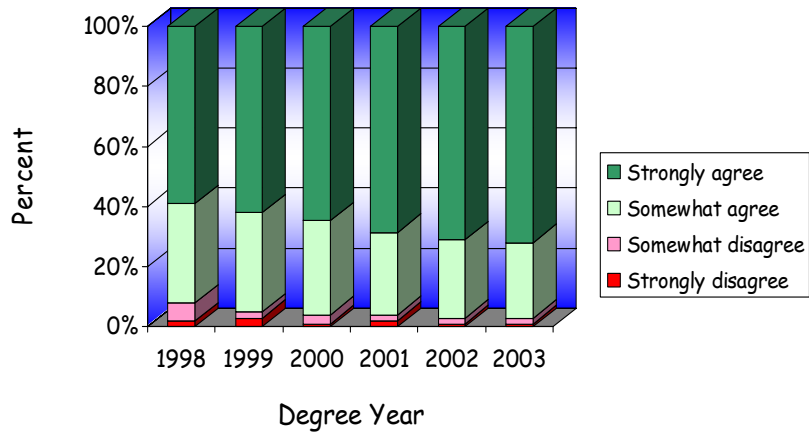
## Access - Cost “Financial aid was adequate”



In each of the last two years, among students who indicated that financial aid was important in their decision to attend LCC, 67% have said that financial aid was adequate, compared with 58% in Fall 1999 and 64% in Fall 1998. Although the satisfaction has increased from the 1998 and 1999 level, there is no apparent trend.

This item no longer appears in the Noel-Levitz survey, but a similar item (“Satisfaction with financial aid services”) does appear on the ACT Student Opinion Survey and will appear in future access reports.

## Access - Cost “Costs at LCC are reasonable”



Source: LCC Graduate Survey

Nearly all LCC graduates agree that costs at the College are reasonable. Over the past three years, 97% of LCC's graduates have agreed that costs were reasonable, compared with 92% in 1998. The percentage of graduates who strongly agree with this statement has increased each year over the period shown.

The trend of graduates who strongly agree that LCC's costs are reasonable is positive.



## Cost Summary

- Tuition
- Fees
- Financial Aid

### **Cost Summary**

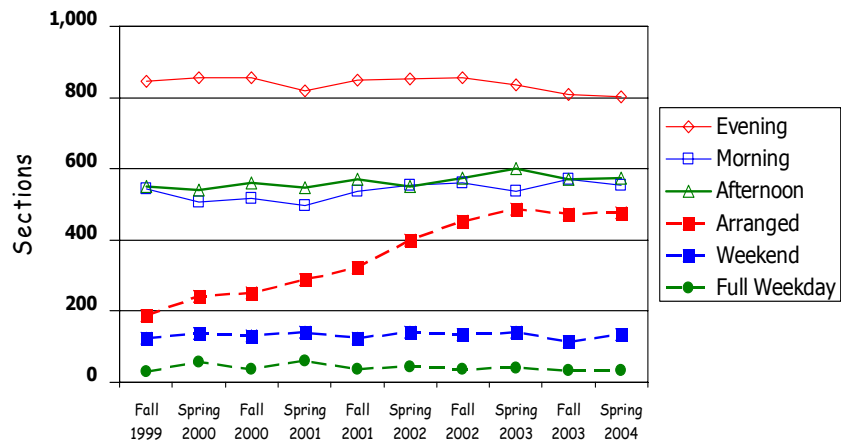
Lansing Community College continues to be an excellent value for those it serves. Cost of education at the College is low and highly competitive. Price increases, particularly in the area of fees, are continually being studied to achieve the optimum value and price balance. Financial aid has been designated to become a strategic Area of Excellence at the College. Future initiatives are being studied, including HOPE Scholarships and no-charge use of personal computers.

## II. Convenience & Safety

- Course offerings by time and day
- Course offerings by location
- Parking
- Campus safety

*Convenience & safety* are also important factors in assessing **access**.

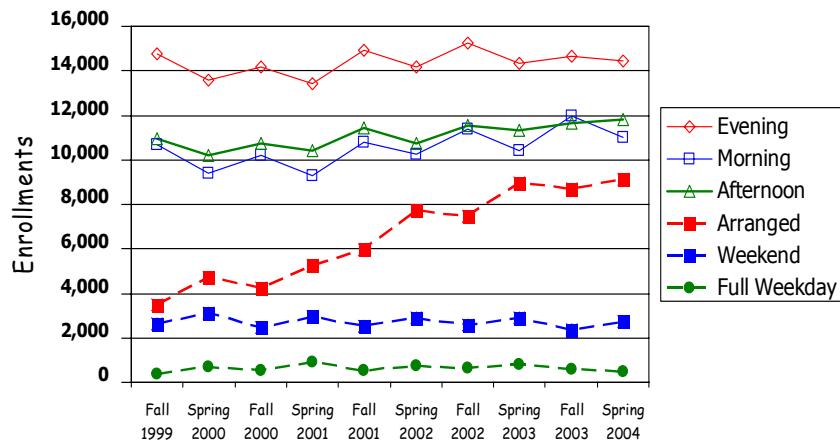
## Access – Convenience & Safety LCC sections by time and day



LCC's courses and services are offered to accommodate various schedules. Between fall 2000 and spring 2003, in an effort to reach students at their preferred times, the College more than doubled the number of arranged sections (i.e., sections that meet at times and places determined by the desires of the group, including Virtual College). The number of arranged sections leveled off over the past year.

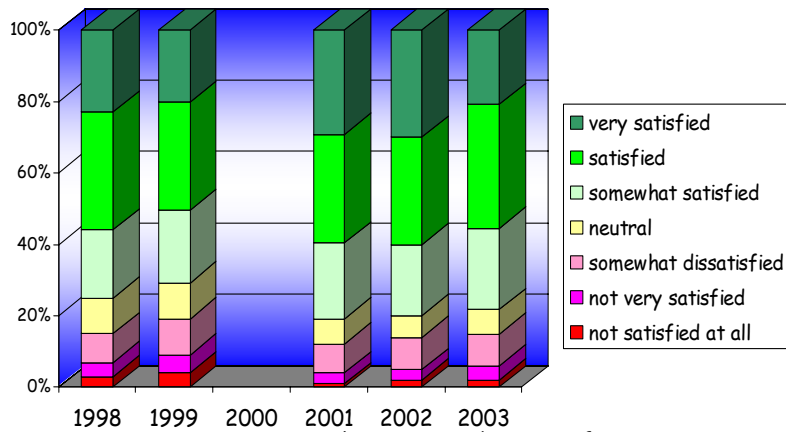
[Note: The numbers in the chart reflect only active sections—i.e., those which were not cancelled.]

## Access – Convenience & Safety LCC enrollments by time and day



Enrollments track very closely to the number of sections offered. Spring enrollments tend to be lower than fall enrollments. Enrollments in arranged classes grew rapidly from fall 2000 through spring 2003, but leveled off over the past year. At the same time, the Virtual College has continued to increase in popularity, with enrollments up 20% in 2003-04 compared with the previous year.

## Access - Cost “Classes are held at convenient times”

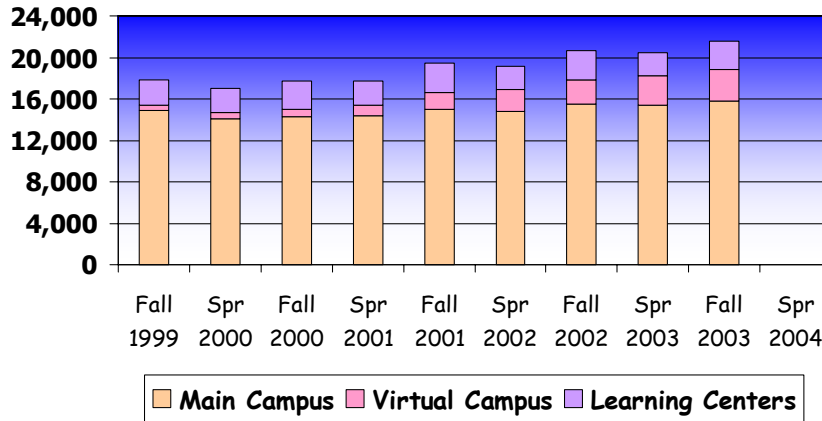


Source: Noel-Levitz *Student Satisfaction Inventory (Item 8)*

Each fall, students are asked on the Noel-Levitz Student Satisfaction Inventory to indicate whether or not they were satisfied with the times at which classes were offered. Over the past two years, the rating of this item by a representative sample of LCC students has declined slightly, although a large majority continues to agree that classes are offered at convenient times.

There is no discernable trend at this time.

## Access – Convenience & Safety LCC headcount by location

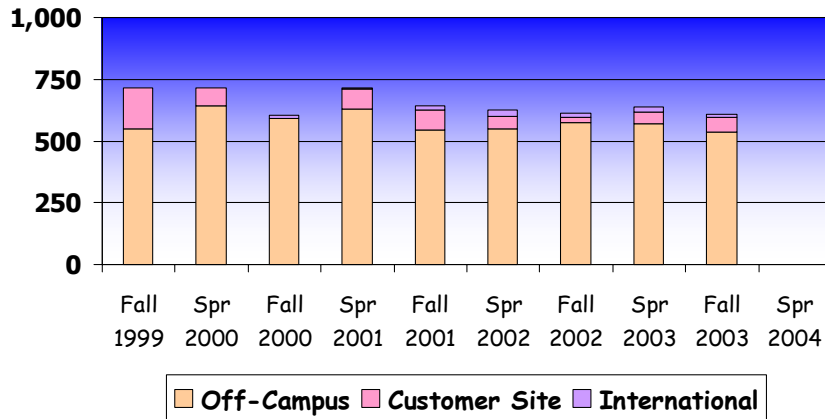


Source: Banner (Live)

Courses and services are offered in a variety of locations. Over the past two years, the College has added more off-campus sections to improve convenience for students.

The number of students taking courses through the Virtual College continues to be the strongest area of growth among the College's locations.

## Access – Convenience & Safety LCC headcount by location (cont.)



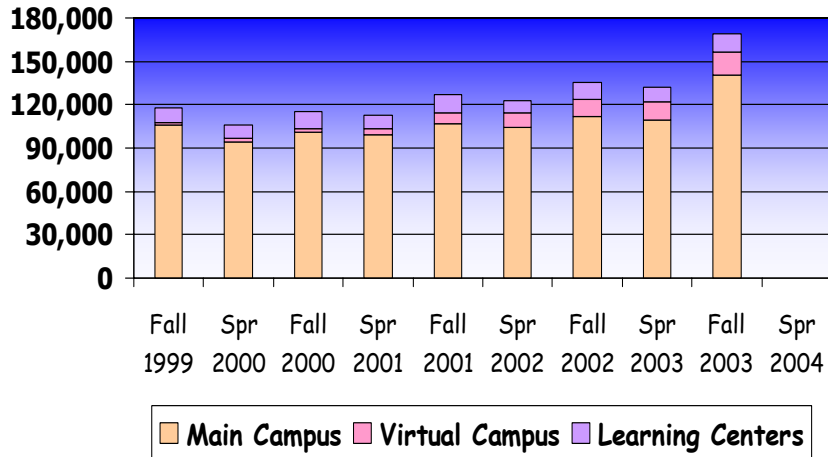
Source: Banner (Live)

Enrollments at customer sites have declined steadily over the past several years, while off-campus enrollments have been a steady but small part of the College's program offerings.

It was necessary to change the scale from the preceding graph, so that the variations would be visible. The off-campus, customer site and international enrollments accounted for just under 3% of LCC's total headcount in the fall semester of 2002.

The customer site enrollments include only those that generate credits. BCI customer training is not included in these figures.

## Access – Convenience & Safety LCC credits by location

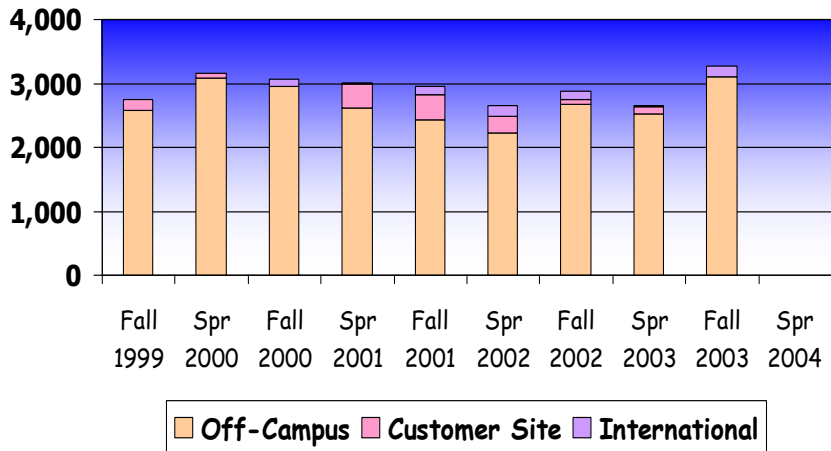


Source: Banner (Live)

Credits reflect the same growth trend as enrollments, with steady growth in the Virtual College being most prominent. On the other hand, students taking courses on the College's downtown Lansing campus are taking more credits per individual than was true a few years ago, adding to the College's steady expansion of credits taken each term.



## Access – Convenience & Safety LCC credits by location (cont.)



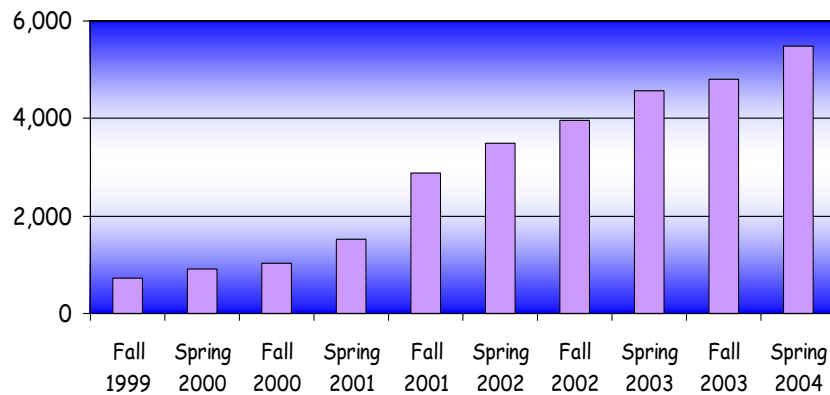
Source: Banner (Live)

Credits taken at the off-campus sites have been a relatively stable, albeit small, part of the College's credit generation.

As with headcounts, it was necessary to change the scale from the preceding graph, so that the variations would be visible. Overall, the off-campus, customer site and international credits generated accounted for just under 2% of LCC's total credits generated in the fall semester of 2003.

The customer site enrollments include only those that generate credits. BCI customer training is not included in these figures.

## Access – Convenience & Safety Enrollments in virtual classes

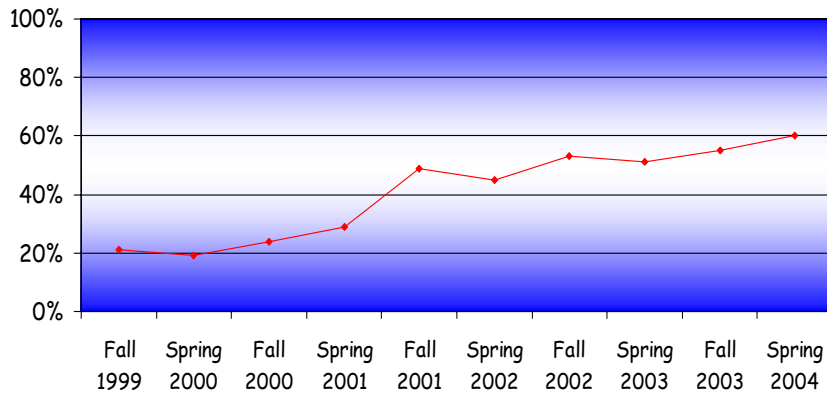


Source: Banner

The LCC Virtual College is one of the fastest growing online learning programs in the state, and was recently one of 29 higher education institutions in the nation selected to provide courses for the U.S. Army. The Army contract is financially advantageous to LCC, helping to serve local students by absorbing overhead and generating above College-normal revenue.

The number of enrollments through the Virtual College in Fall 2003 was 21% higher than the number taken in Fall 2001, and was almost seven times the number taken in Fall 1999. Virtual College enrollments in Fall 2003 represented 9% of the total, compared with 1.6% of the total in Fall 1999.

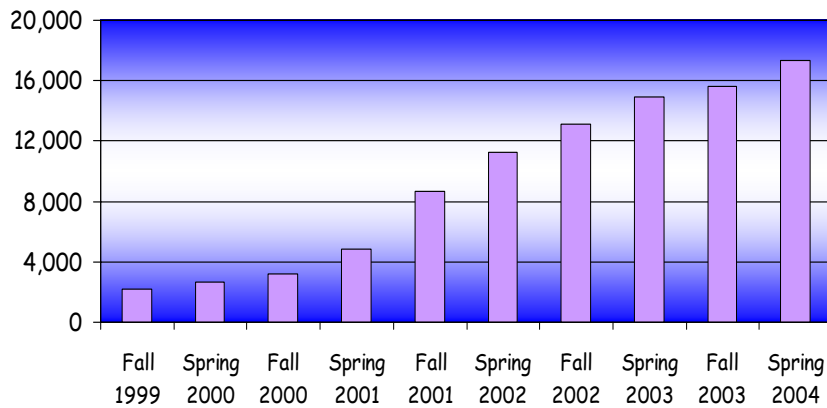
## Access – Convenience & Safety Virtual enrollments as % of all arranged



Source: Banner

Although enrollments in arranged sections have leveled off in the past year, the percentage of arranged section enrollments in Virtual College classes has increased steadily to where three out of five arranged class enrollments are in online courses.

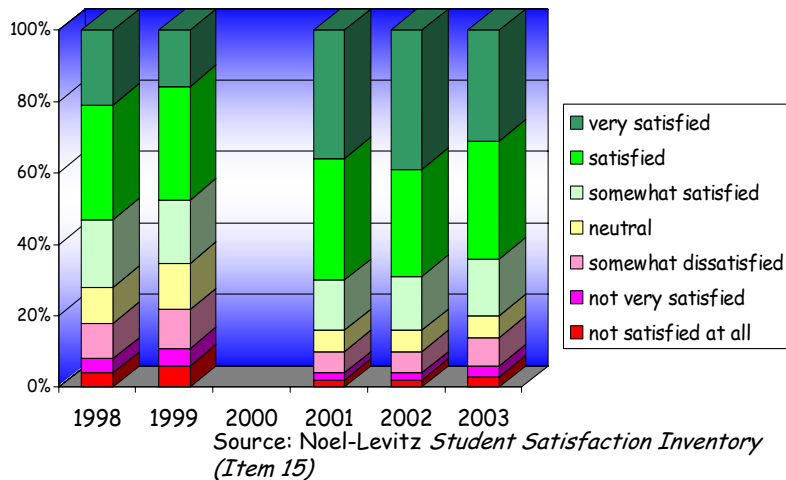
## Access – Convenience & Safety Credits generated in Virtual Classes



Source: Banner

The number of credits generated by the Virtual College in Fall 2003 was up 19% from the number from Fall 2002, and was over seven times the number generated in Fall 1999. Virtual College credits generated in Fall 2003 represented 9.8% of the total, compared with 1.6% of the total in Fall 1999.

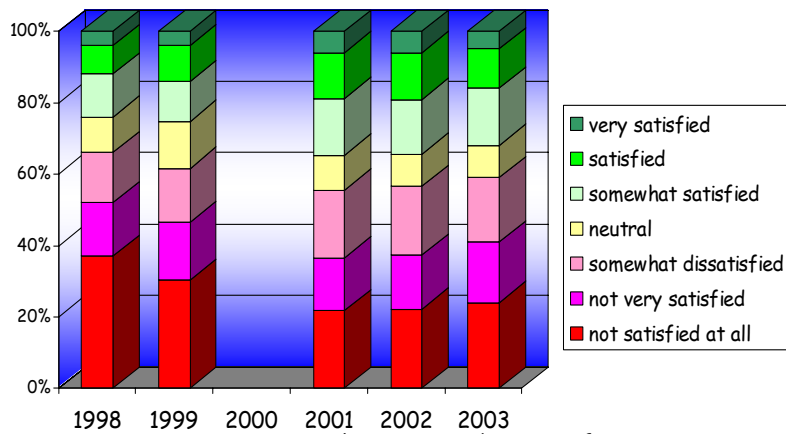
## Access - Cost “I am able to register with few conflicts”



On this item for each of the past three years the ratings by a representative sample of LCC students improved considerably over the 1998 and 1999 ratings. This may reflect the influence of administering the survey online, with an increased number of Virtual College students included in the survey sample.

Web registration and portal have enabled student access to College systems 24-hours a day, 7 days a week.

## Access - Cost “Parking space is adequate”

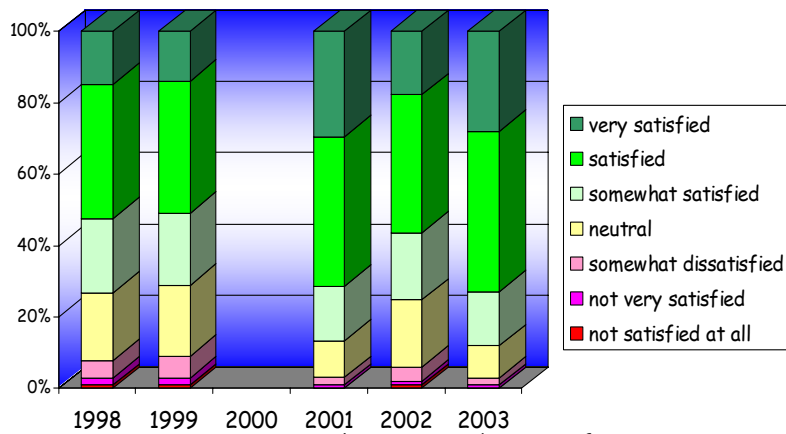


Source: Noel-Levitz *Student Satisfaction Inventory (Item 39)*

On this item for each of the past three years the ratings by a representative sample of LCC students improved considerably over the 1998 and 1999 ratings. This may reflect the influence of administering the survey online, with an increased number of Virtual College students included in the survey sample.

Increasing Virtual College enrollment and creating hybrid sections that meet online for portions of the course work hold the promise of reducing the “downtown” parking problem with which the College and other Lansing enterprises have long struggled.

## Access - Cost “Campus is safe and secure”



Source: Noel-Levitz *Student Satisfaction Inventory (Item 31)*

On this item for each of the past three years the ratings by a representative sample of LCC students improved considerably over the 1998 and 1999 ratings.

In addition to increasing the volume of courses offered online, the College has offered an escort service and increased uniformed officer presence during night hours, quick response to calls for public safety via telephones located all over campus, and “Right to Know” reports sent to all students annually.

This is a highly subjective perception, subject to many broader variables regarding personal safety. Currently, 88% of LCC students are satisfied with the safety of the campus, up from 74% in 1998 and 1999. The trend, when enough data is available, could prove to be a very significant long-term measure.

### III. Utilization



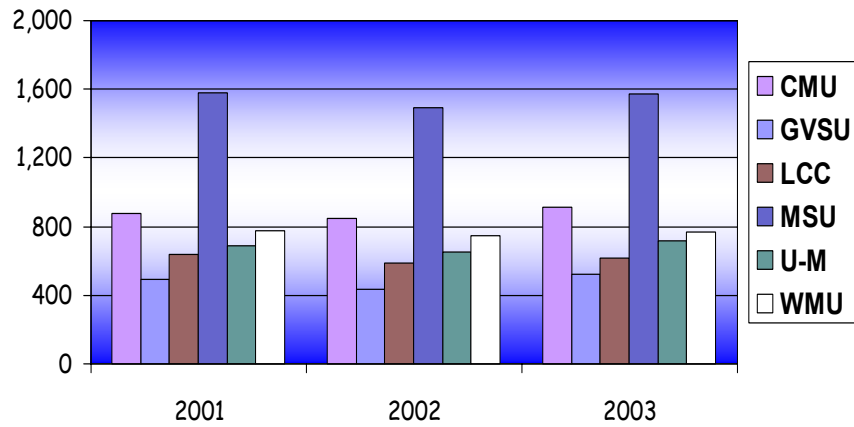
#### Tri-county students choosing LCC

- Overall Utilization
- Utilization by Ethnic Groups
- Enrollment by Students with Disabilities

**Utilization** is defined as the extent to which residents by various population segments participate in LCC learning experiences.



**Access – Utilization**  
College choices of area high school seniors who took the ACT in 2002



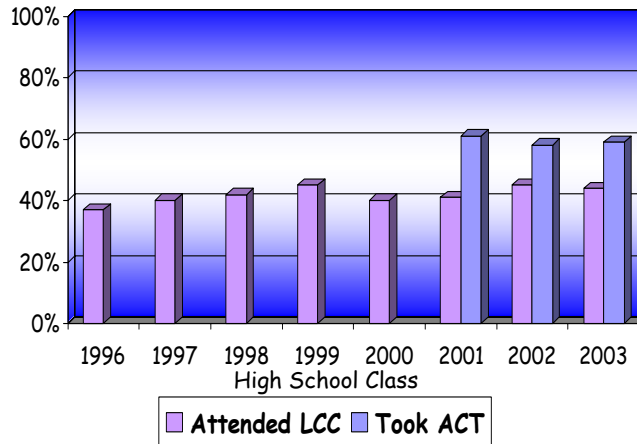
Source: ACT High School Profile Reports

Every year, thousands of Tri-county high school students take the ACT test as part of the process of qualifying for scholarships and admission into Michigan colleges and universities. In addition to tests of academic achievement in four major disciplines, the ACT includes survey questions about students' educational goals.

One of the survey questions on the ACT asks the students to choose up to six institutions of higher learning that they are considering for their postsecondary education. Among the 70% of Tri-county area students who take the ACT, nearly one in four select LCC as one of the schools they would choose to attend.

## Access – Utilization

Percentage of Tri-county high school graduates who have attended LCC



Source: Banner

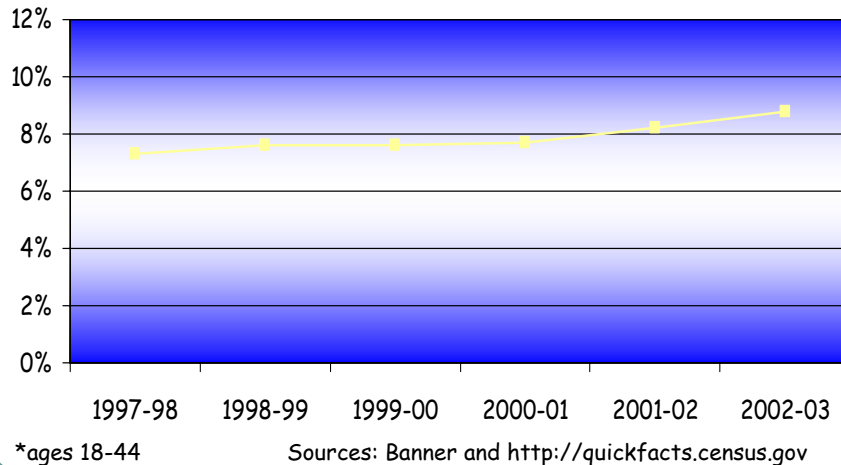
Among *all* graduates from Tri-county region high schools (in Ingham, Clinton and Eaton counties), four out of nine have taken at least one class from LCC beginning with their first year of high school through the first year of college. This percentage has increased following a drop from the Class of 1999 to the Class of 2000.

Most students who plan to go on to college will take the ACT. The percentage of students who attended LCC is about three-fourths of the percentage who took the ACT, indicating that a high percentage of college-bound students have been served by LCC at some point between their first year of high school and their first year of postsecondary education.

[Note: The ACT data are not available for Tri-county high school classes prior to 2001. The LCC enrollment for the Class of 2003 could increase slightly, since enrollment will not be complete until after the end of the spring 2003 semester.]

## Access – Utilization

Annual percentage of Tri-county residents\* who attend LCC

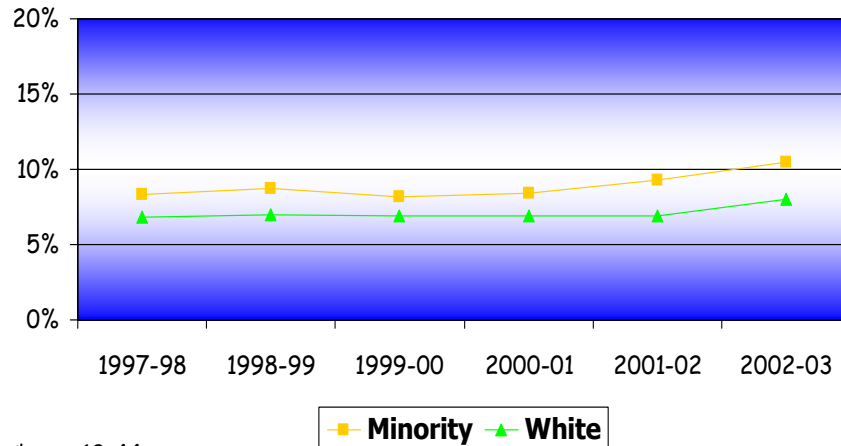


Overall, one of every eleven Tri-county residents ages 18-44 (the age group that makes up 85% of the community college market) attended LCC in 2002-03. Utilization has risen significantly over the past two years, perhaps reflecting the steep rises in tuition charged by other institutions of higher education in the area. In addition to the rise in students from the Tri-county area, there has been an increasing number of LCC students coming from outside the area, particularly through enrollments at LCC's learning centers and in online classes.

The population data for the past two years are from the Population Estimates of the US Census Bureau. The 2000 figures are based on the US Census. All enrollment statistics are actual.

## Access – Utilization

Utilization by ethnicity:  
Percent of Tri-county residents who attend LCC



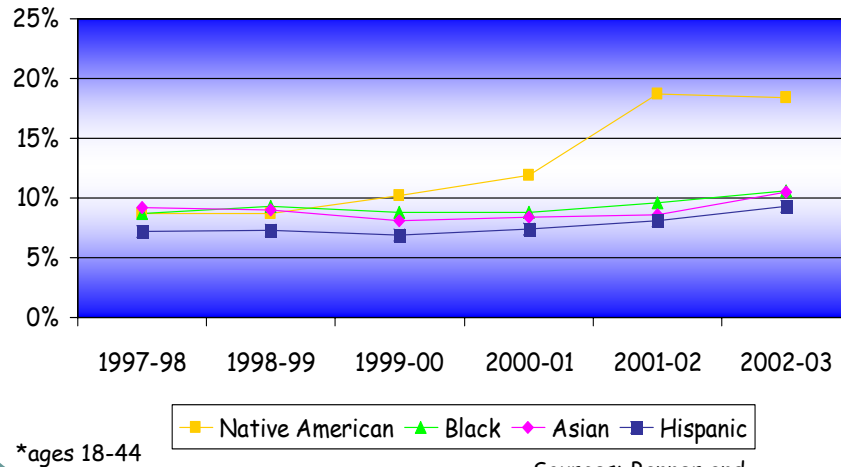
\*ages 18-44

Sources: Banner and  
<http://quickfacts.census.gov>

This chart shows the percentage of adults (ages 18-44) from the Tri-county area who attend LCC, broken down by ethnicity. About one of every fourteen white Tri-county residents attends LCC, while one in ten minority residents takes classes at the College.

## Access – Utilization

Utilization by minority populations:  
Percent of Tri-county minority residents by ethnicity who attend LCC



\*ages 18-44

Sources: Banner and  
<http://quickfacts.census.gov>

The Tri-county Native American population has the highest proportion of its adult residents attending LCC, followed by the African American and Asian populations. A concerted effort to attract Native American students to the College has led to a dramatic increase in that population on campus. The College has the highest Native American contingency of any community college in the state, with 10% of *Michigan's* Native American community college students attending LCC.

Since 1999, the number of Native American students attending LCC has increased 55%, while the 18 to 44 year old Native American population in the Tri-county region has been relatively stable (according to population estimates from the US Department of Commerce). The utilization by this population appears to have leveled off at about 18%.

## Access – Utilization

Students with disabilities served by Office of Disability Support Services

Disability	1999-00	2000-01	2001-02	2002-03	Change
Learning	157	136	135	155	+14%
ADD	67	51	57	49	-14%
Physical	51	41	27	33	+22%
Emotional	23	31	30	23	-23%
Brain Injury	22	13	18	22	+22%
Hearing	21	12	18	16	-11%
Others	26	24	28	24	-14%
<b>Total</b>	<b>367</b>	<b>308</b>	<b>313</b>	<b>322</b>	<b>+3%</b>

A broad spectrum of accommodations are provided through the Office of Disability Support Services (ODSS), including: sign language interpreters for classes, readers, books on tape, Braille materials, C-Print for students with visual impairments, assistive listening devices, assistance and/or extended time with tests and assessments, adapted computers to assist with learning, and learning station modifications. The numbers of students with documented disabilities (self-declared prior to 2000-01) are indicated in the table above.

Overall, the number of students served in 2002-03 shows a 3% increase over the previous year.

The College is in compliance with the Americans with Disabilities Act (ADA) and Michigan Handicappers' Civil Rights Act. In 2003, two complaints were filed with the LCC Office of Equal Opportunity and Diversity Programs, alleging discrimination on the basis of disability status. Neither complaint resulted in a finding against the College. There have been no sanctions or citations by any regulatory body. All complaints, whether formal or informal, are investigated.

## Access – Utilization

### Full-time LCC workforce by ethnicity

Job Group	Caucasian	African American	Asian American	Native American	Hispanic	Total
<b>Administrators</b>	<b>122</b> (83%)	<b>16</b> (11%)	<b>1</b> (1%)	<b>1</b> (1%)	<b>7</b> (8%)	<b>147</b>
<b>FT Faculty</b>	<b>198</b> (84%)	<b>21</b> (9%)	<b>6</b> (3%)	<b>4</b> (2%)	<b>7</b> (3%)	<b>236</b>
<b>Support</b>	<b>169</b> (84%)	<b>9</b> (4%)	<b>2</b> (1%)	<b>4</b> (2%)	<b>17</b> (8%)	<b>201</b>
<b>Total</b>	<b>489</b> (84%)	<b>46</b> (8%)	<b>9</b> (2%)	<b>9</b> (2%)	<b>31</b> (5%)	<b>584</b>

Source: ISCD (Oracle Discoverer), Mar. 2004

LCC encourages access by employing a workforce that reflects the diversity of the world for which it is preparing its students. This table shows that, in the 2003-04 academic year, one-sixth (16%) of our full-time staff positions were held by minorities.

Minorities made up 16% of the faculty, and 17% of the administrators.

This year, the College has 10 fewer full-time employees than it had last year. Compared with the 2002-03 academic year, there are 19 more administrators, 9 more full-time faculty, and 38 fewer support staff. Overall, there are 9 fewer Caucasians, 3 fewer African Americans, 2 fewer Asian Americans, 1 more Native American and 3 more Hispanics employed full-time at the College compared with a year ago.

In 2003, two complaints were filed by employees with the LCC Office of Equal Opportunity and Diversity Programs, alleging discrimination on the basis of race and/or gender. Neither complaint resulted in a finding against the College. There have been no sanctions or citations by any regulatory body. All complaints, whether formal or informal, are investigated.

## Utilization Summary



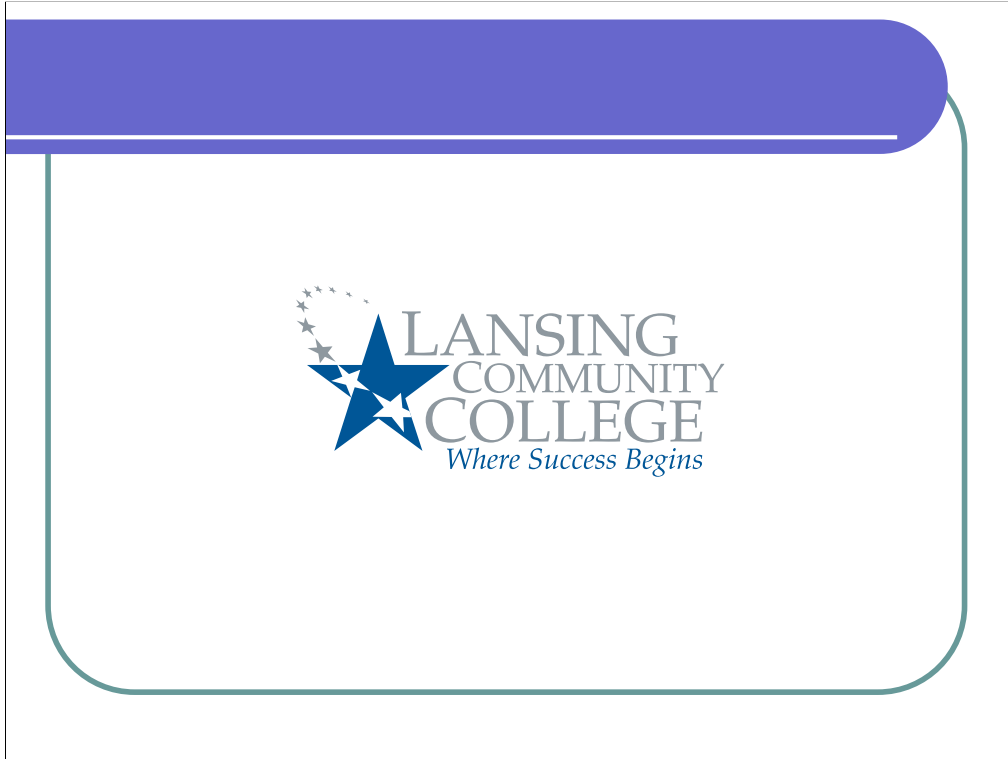
### Tri-county students choosing LCC

- Overall Utilization
- Utilization by Ethnic Groups
- Enrollment by Students with Disabilities
- Full-time LCC Workforce by Ethnicity

### **Utilization Summary**

Lansing Community College is a college of choice for a large percentage of area youth. The College is also well utilized by the broad range of traditional community college students, ages 18 – 44.





## Access Summary

- I. Cost
- II. Convenience & Safety
- III. Utilization

### **Access Summary:**

This report utilizes currently available data configured to present the most accurate and comprehensive view of **access** at Lansing Community College that is possible at this time. Academic Quality Improvement Project (AQIP) participation will result in continuous improvement in measurement and an increasingly comprehensive view.

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Bid/Proposal No.:** 7231-185-03RB                      **Bids/Proposal Opening Date:** April 12, 2004  
**Project Title:** Carpentry/General Trades for                      **Buyer:** Beckie Beard, C.P.M.  
HHPSC

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

Furnish and install all architectural woodwork, wood blocking, including blocking for specialties, roofing, and plywood sheathing as shown or specified.

**2. Bids Received:**

Ten suppliers received the bid package. Bids were received from six suppliers.

<b>Supplier</b>	<b>Location</b>	<b>MBE/WBE</b>	<b>LCC Tax District</b>	<b>Bid/Proposal Amount</b>
Baseline Constructors	Chelsea, MI	No	No	\$2,470,000.00
<b>Carrier Construction</b>	<b>Hickory Corners, MI</b>	<b>WBE</b>	<b>No</b>	<b>\$2,024,000.00</b>
Christman Constructors	Lansing, MI	No	Yes	\$2,104,000.00
Granger Construction	Lansing, MI	No	Yes	No Response
Hausman Const.	Lansing, MI	No	Yes	No Response
Irish Construction	Howell, MI	No	No	\$2,097,000.00
Kares Construction	Charlotte, MI	No	No	\$2,098,000.00
Moore Trosper	Holt, MI	No	Yes	\$2,269,000.00
J Perez Construction	Flint, MI	MBE	No	No Response
Work Squared	Lansing, MI	No	Yes	No Response

We were able to identify one minority and one woman owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Carrier Construction. The committee accepted alternates for a total deduct of (\$72,400.00) for a total contract of \$1,951,600.00 which was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-194-03RB Bids/Proposal Opening Date: April 9, 2004  
Project Title: Electrical (Incl Tech) for HHPSC Bldg Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install electrical components including power, communication, technology, fire alarm, and security systems per the plans and specifications.

### 2. Bids Received:

Eight suppliers received the bid package. Bids were received from four suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Delta Electrical	Lansing, MI	WBE	Yes	\$3,920,000.00
F.D. Hayes Electric	Lansing, MI	No	Yes	No Response
Lutz Electric	Holt, MI	No	Yes	No Response
<b>Quality Electric</b>	<b>Holt, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$3,742,000.00</b>
Sponseller Electric Inc	Mt Pleasant, MI	No	No	\$4,234,713.00
Summit Contractors	Perry, MI	No	No	No Response
Superior Electric of Lansing	Lansing, MI	No	Yes	\$4,486,000.00
Thalner Electronics	Ann Arbor, MI	No	No	No Response

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Quality Electric. The committee accepted alternates that reflect a total deduct of (\$413,750.00) for a total contract award of \$3,328,250.00 which was deemed the most advantageous to the College.

**4. Reviewed By:**

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Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

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Date

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Barbara A Larson, Vice President  
Administrative Services/Finance

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Date

**5. Board of Trustee Review:**

Approve/Disapprove

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Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-192-03RB Bids/Proposal Opening Date: April 9, 2004  
Project Title: Fire Protection for HHPSC Bldg Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install a complete fire protection system per the plans and specifications.

### 2. Bids Received:

Nine suppliers received the bid package. Bids were received from two suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Advanced Fire Protection	Lansing, MI	No	Yes	No Response
American Fire Protection	Lansing, MI	No	Yes	No Response
Ann Arbor Fire Protection	Ann Arbor, MI	No	No	No Response
Bay Fire Protection	Pinconning, MI	No	No	No Response
Dynamic Piping	Hemlock, MI	No	No	No Response
John E Green	Lansing, MI	No	Yes	\$388,500.00
Grinnell	Troy, MI	No	No	No Response
Jackson Automatic Sprinkler	Spring Arbor, MI	No	No	No Response
<b>Wolverine Fire Protection</b>	<b>Mount Morris, MI</b>	<b>No</b>	<b>No</b>	<b>\$289,925.00</b>

We were unable to identify any minority or woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Wolverine Fire Protection for a base bid of \$289,925.00, which was the lowest, and was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date



## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-189-03RB

Bids/Proposal Opening Date: April 9, 2004

Project Title: Flooring for HHPSC Bldg

Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install all hard tile on the floors and walls, resilient tile, carpet, rubber flooring, pre-cast concrete flooring, and associated base including elevator flooring as indicated in the plans and specifications.

### 2. Bids Received:

Eight suppliers received the bid package. Bids were received from two suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Audio Visual Innovation	Walled Lake, MI	No	No	No Response
<b>Bouma Interiors</b>	<b>Okemos, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$894,000.00</b>
Christman Constructors	Lansing, MI	No	Yes	No Response
Granger Construction	Lansing, MI	No	Yes	No Response
Pro Tile	Lansing, MI	No	Yes	No Response
Quality Flooring	Oak Park, MI	No	No	No Response
Turner-Brooks	Madison Heights, MI	No	No	No Response
Work Squared	Lansing, MI	No	Yes	\$1,250,000.00

We were unable to identify any minority or woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Bouma Interiors for a base bid of \$894,000.00, which was the lowest, and was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-183-03RB Bids/Proposal Opening Date: April 9, 2004  
Project Title: Masonry for HHPSC Bldg Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install all unit masonry, reinforced unit masonry, cast stone, and limestone/pre-cast concrete and cast stone. Include grouting and cavity insulation as indicated on the plans.

### 2. Bids Received:

Seven suppliers received the bid package. Bids were received from five suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Abbey Stoneworks	Lansing, MI	No	Yes	No Response
Boettcher Mason Contractor	Bay City, MI	No	No	\$1,312,000.00
<b>Brazen &amp; Greer</b>	<b>Livonia, MI</b>	<b>No</b>	<b>No</b>	<b>\$1,146,400.00</b>
Davenport Masonry	Holt, MI	No	No	\$1,189,500.00
Kennedy Masonry	Lansing, MI	WBE	Yes	\$1,550,000.00
Leidal & Hart Mason	Livonia, MI	No	No	No Response
Schiffer Mason Contractors	Holt, MI	No	Yes	\$1,499,980.00

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Brazen & Greer Masonry for a base bid of \$1,146,400.00, which was the lowest, and was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

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Date

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Bid/Proposal No.:** 7231-193-03RB                      **Bids/Proposal Opening Date:** April 9, 2004  
**Project Title:** Mechanical for HHPSC Bldg                      **Buyer:** Beckie Beard, C.P.M.

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

Furnish and install mechanical systems per the plans and specifications.

**2. Bids Received:**

Nine suppliers received the bid package. Bids were received from two suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
T H Eifert Plumbing & Heating	Lansing, MI	No	Yes	No Response
Goyette Mechanical	Flint, MI	No	No	No Response
John E Green	Lansing, MI	No	Yes	\$4,185,000.00
Gunthorpe Plumbing & Heating	East Lansing, MI	No	Yes	No Response
<b>Kebler Plumbing &amp; Heating</b>	<b>Grand Ledge, MI</b>	<b>WBE</b>	<b>Yes</b>	<b>\$4,067,000.00</b>
Myers Plumbing & Heating	Lansing, MI	No	Yes	No Response
Northern Boiler	Lansing, MI	No	Yes	No Response
Shaw-Winkler	East Lansing, MI	No	Yes	No Response
Smith Hammond Piping	Battle Creek, MI	No	No	No Response

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Kebler Plumbing & Heating. The committee accepted Voluntary Alternate from Siemens for the building management system for a deduct of (\$36,921.00) and Alternate 15 – Delete steam to steam humidifiers for a deduct of (\$34,500.00). The total contract award is \$3,995,579.00, which was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

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Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-187-03RB Bids/Proposal Opening Date: April 9, 2004  
Project Title: Metal Studs, Drywall, Acoustical Buyer: Beckie Beard, C.P.M.  
for HHPSC

### 1. Description of supply or service:

Furnish and install all required wall framing systems, drywall, sheathing and acoustical ceilings as shown on the drawings

### 2. Bids Received:

Seven suppliers received the bid package. Bids were received from four suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Bouma Interiors	Okemos, MI	No	Yes	\$1,333,000.00
Cook-Jackson	Battle Creek, MI	No	No	No Response
Diversified Construction Specialist	Rochester Hills, MI	No	No	No Response
DSI Acoustical	Lansing, MI	No	Yes	\$1,367,700.00
Integrity Interiors	Okemos, MI	No	Yes	No Response
Tri-City Acoustical	Saginaw, MI	No	No	\$1,272,700.00
<b>William Reichenbach Company</b>	<b>Lansing, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$1,168,000.00</b>

We were unable to identify any minority or woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to William Reichenbach Company. The committee accepted Voluntary Alternate to utilize 20 ga. Studs in lieu of 18 ga. for interior walls for a deduct of (\$36,000.00). The total contract award is \$1,132,000.00, which was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date



**PRE-AWARD TRANSMITTAL DOCUMENT**

**Bid/Proposal No.:** 7231-184-03RB                      **Bids/Proposal Opening Date:** April 9, 2004  
**Project Title:** Roofing for HHPSC Bldg                      **Buyer:** Beckie Beard, C.P.M.

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

Furnish and install all roofing, including all flashing and roofing accessories as specified and/or shown on the drawings.

**2. Bids Received:**

Eleven suppliers received the bid package. Bids were received from three suppliers.

<b>Supplier</b>	<b>Location</b>	<b>MBE/WBE</b>	<b>LCC Tax District</b>	<b>Bid/Proposal Amount</b>
Ann Arbor Roofing	Whitmore Lake, MI	No	No	\$270,500.00
Bloom Roofing	Whitmore Lake, MI	No	No	\$244,430.00
Bornor Restoration	Lansing, MI	No	Yes	No Response
CEI Roofing	Howell, MI	No	No	No Response
A.C. Dellovade, Inc	Cononsburg, PA	No	No	No Response
Great Lakes Roofing & Sheet Metal	Grand Ledge, MI	No	Yes	No Response
McElroy Metal	Clinton, IL	No	No	No Response
Modern Roofing Inc	Dorr, MI	No	No	No Response
Port Huron Roofing & Sheet Metal	Clyde Township, MI	No	No	No Response
<b>Roofcon</b>	<b>Brighton, MI</b>	<b>No</b>	<b>No</b>	<b>\$239,000.00</b>
Royal West Roofing & Sheet Metal	Whitmore Lake, MI	No	No	No Response

We were unable to identify any minority or woman owned businesses enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Roofcon Inc. The committee accepted Voluntary Alternate to utilize shop fabricated metal in lieu of factory fabricated for a deduct of (\$6,000.00). The total contract amount is \$233,000.00, which was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

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Date

## PRE-AWARD TRANSMITTAL DOCUMENT

**Bid/Proposal No.:** 7231-204-03RB  
**Project Title:** Carpentry for Admin Bldg

**Bids/Proposal Opening Date:** March 26, 2004  
**Buyer:** Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install all architectural woodwork, wood blocking, including blocking for specialties, roofing and plywood sheathing as shown or specified. Coordinate blocking installation with equipment suppliers. Install all vision panel frames, door frames, doors and hardware. Furnish and install all millwork items specified and shown on the drawings, including standing and running trim. Install all finish carpentry.

### 2. Bids Received:

Nine suppliers received the bid package. Bids were received from five suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Baseline Constructors	Chelsea, MI	No	No	\$447,000.00
Carrier Construction	Hickory Corners, MI	WBE	No	\$462,700.00
<b>Christman Constructors</b>	<b>Lansing, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$406,000.00</b>
Granger Construction	Lansing, MI	No	Yes	No Response
Hausman Construction	Lansing, MI	No	Yes	No Response
Irish Construction	Howell, MI	No	No	\$411,800.00
Kares Construction	Charlotte, MI	No	No	\$457,500.00
Moore-Trosper Construction	Holt, MI	No	Yes	No Response
WorkSquared	Lansing, MI	No	Yes	No Response

We were able to identify one woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Christman Constructors for a base bid of \$406,000.00, which was the lowest, and was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

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Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Bid/Proposal No.:** 7231-215-03RB                      **Bids/Proposal Opening Date:** March 26, 2004  
**Project Title:** Electrical for Admin Bldg                      **Buyer:** Beckie Beard, C.P.M.

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

Furnish and install electrical components including power, communication, technology, fire alarm, and security systems per the plans and specifications.

**2. Bids Received:**

Thirteen suppliers received the bid package. Bids were received from four suppliers.

<b>Supplier</b>	<b>Location</b>	<b>MBE/WBE</b>	<b>LCC Tax District</b>	<b>Bid/Proposal Amount</b>
Amp Contracting	Not Available	Not Available	Not Available	No Response
<b>Delta Electrical</b>	<b>Lansing, MI</b>	<b>WBE</b>	<b>Yes</b>	<b>\$1,079,000.00</b>
Future Audio Tech.	Lansing, MI	No Response	Yes	No Response
F D Hayes Electric	Lansing, MI	No	Yes	No Response
Lutz Electric	Holt, MI	No	Yes	No Response
Professional Comm Services	Jackson, MI	No	No	No Response
Pro-Tech Cabling	Clare, MI	No	No	No Response
Quality Electric	Holt, MI	No	Yes	No Response
J Ranck Electric	Mt Pleasant, MI	No	No	\$1,296,550.00
Sponseller Electric	Mt Pleasant, MI	No	No	No Response
Summit Contractors	Haslett, MI	No	Yes	\$1,085,373.00
Superior Electric	Lansing, MI	No	Yes	\$1,194,000.00
Thalner Electric	Ann Arbor, MI	No	No	No Response

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Delta Electric. The committee accepted the following: Install only parking gates. Gates to be provided by LCC for a deduct of (\$5,985.00); Use EMT with SS Steel fitting in lieu of GRC for all overhead conduit runs 2” – 4” and schedule 40 PVC with GRC conduit elbow for all underground conduit for a deduct of (\$3,400.00) and Delete the AV system in conference rooms 107, 111, 211, 212, 306, 319. All Rough in to remain for a deduct of (\$231,150.00). The total contract award is \$838,465.00, which was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

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Date

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Barbara A Larson, Vice President  
Administrative Services/Finance

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Date

**5. Board of Trustee Review:**

Approve/Disapprove

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Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-208-03RB

Bids/Proposal Opening Date: March 26, 2004

Project Title: Flooring for Admin Bldg

Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install all hard tile on the floors and walls, resilient tile, carpet, rubber flooring, pre-cast concrete, and associated base including elevator flooring as indicated in the plans and specifications.

### 2. Bids Received:

Six suppliers received the bid package. Bids were received from three suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Bouma Interiors	Okemos, MI	No	Yes	\$217,000.00
Protile Inc	Lansing, MI	WBE	Yes	\$218,313.00
Quality Flooring	Oak Park, MI	No	No	No Response
Turner-Brooks	Madison Heights, MI	No	No	No Response
Trust Thermal Flooring	DeWitt, MI	No	Yes	No Response
<b>Work Squared</b>	<b>Lansing, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$134,900.00*</b>

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. Work Squared did not include the ceramic tile in their base bid. LCC wants ceramic tile in the areas specified. The evaluation committee recommends award to Work Squared for a revised bid of \$160,000.00, which is deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

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Barbara A Larson, Vice President  
Administrative Services/Finance

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Date

**5. Board of Trustee Review:**

Approve/Disapprove

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Date



## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-206-03RB

Bids/Proposal Opening Date: March 26, 2004

Project Title: Glass & Glazing for Admin Bldg

Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install all aluminum door framing systems including any related trim.

### 2. Bids Received:

Eleven suppliers received the bid package. Bids were received from five suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Aaron Glass	Lansing, MI	No	Yes	\$166,650.00
Accuform Industries	Grand Rapids, MI	No	No	No Response
American Glass	Plymouth, MI	No	No	\$176,000.00
Architectural Glass & Metal	Byron Center, MI	No	No	No Response
Battle Creek Glass	Battle Creek, MI	No	No	No Response
Calvin & Co.	Flint, MI	No	No	\$164,500.00
Curtis Glass	Oak Park, MI	No	No	\$188,000.00
Huron Valley Glass	Ypsilanti, MI	No	No	No Response
Koerts Glass & Painting	Bloomfield Hills, MI	No	No	No Response
<b>Lansing Glass</b>	<b>Lansing, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$156,400.00</b>
Peterson Glass	Ferndale, MI	No	No	No Response

We were unable to identify any minority or women owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Lansing Glass for a base bid of \$156,400.00, which was the lowest, and was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

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Barbara A Larson, Vice President  
Administrative Services/Finance

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Date

**5. Board of Trustee Review:**

Approve/Disapprove

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Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-203-03RB  
Project Title: Masonry for Admin Bldg

Bids/Proposal Opening Date: March 26, 2004  
Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install all unit masonry, reinforced unit masonry, limestone and granite include grouting and cavity insulation as indicated on the plans.

### 2. Bids Received:

Six suppliers received the bid package. Bids were received from three suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Boettcher Masonry	Traverse City, MI	No	No	No Response
Brazen & Greer Masonry	Livonia, MI	No	No	No Response
<b>Davenport Masonry</b>	<b>Holt, MI</b>	<b>No</b>	<b>No</b>	<b>\$912,300.00</b>
Kares Construction	Charlotte, MI	No	No	No Response
Kennedy Masonry	Lansing, MI	WBE	Yes	\$1,442,500.00
Schiffer Masonry Cont.	Holt, MI	No	Yes	\$926,121.00

We were able to identify one woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Davenport Masonry for a base bid of \$912,300.00, which was the lowest, and was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

**PRE-AWARD TRANSMITTAL DOCUMENT**

**Bid/Proposal No.:** 7231-212-03RB                      **Bids/Proposal Opening Date:** March 26, 2004  
**Project Title:** Mechanical for Admin Bldg                      **Buyer:** Beckie Beard, C.P.M.

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

Furnish and install mechanical systems per the plans and specifications.

**2. Bids Received:**

Thirteen suppliers received the bid package. Bids were received from three suppliers.

<b>Supplier</b>	<b>Location</b>	<b>MBE/WBE</b>	<b>LCC Tax District</b>	<b>Bid/Proposal Amount</b>
Allied Sheet Metal	Jackson, MI	No Response	No	No Response
Dee Cramer	Lansing, MI	No	Yes	No Response
Dynamic Piping	Hemlock, MI	No	No	No Response
T. H. Eifert Plumbing & Heating	Lansing, MI	No	Yes	No Response
Goyette Mechanical	Flint, MI	No	No	No Response
John E Green	Lansing, MI	No	Yes	\$1,422,000.00
Gunthorpe Plumbing & Heating	East Lansing, MI	No	Yes	No Response
<b>Kebler Plumbing</b>	<b>Grand Ledge, MI</b>	<b>WBE</b>	<b>Yes</b>	<b>\$1,293.00.00</b>
Myers Plumbing & Heating	Lansing, MI	No	Yes	No Response
Northern Boiler	Lansing, MI	No	Yes	No Response
Remer Plumbing	Saginaw, MI	No Response	No	No Response
Shaw Winkler	East Lansing, MI	No	Yes	\$1,437,000.00
Smith Hammond	Battle Creek, MI	No	No	No Response

We were able to identify one woman owned business enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Kebler Plumbing & Heating Co. The committee accepted the following: Fire Protection (American Fire Protection) for \$66,500.00; Utility relocation per the BWL request. Price includes all water, steam, fire protection and underground piping as noted on sheets P400, P700, P900, & M700 dated 3/29/04 for \$8,388.00 and Voluntary alternate from Siemens for the building management system for a deduct of (\$45,250.00). The total contract award is \$1,322,638.00, which was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

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Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_  
Date

## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-209-03RB

Bids/Proposal Opening Date: March 26, 2004

Project Title: Metal Studs, Drywall Acoustical  
Ceilings for Admin Bldg

Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install all required wall framing systems, drywall, sheathing and acoustical ceilings as shown on the drawings.

### 2. Bids Received:

Seven suppliers received the bid package. Bids were received from four suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
Bouma Interiors	Okemos, MI	No	Yes	\$447,000.00
Cook-Jackson	Battle Creek, MI	No	No	No Response
Diversified Construction Specialist	Rochester Hills, MI	No	No	No Response
<b>DSI Acoustical</b>	<b>Lansing, MI</b>	<b>No</b>	<b>Yes</b>	<b>\$398,500.00</b>
Integrity Interiors	Okemos, MI	No	Yes	\$427,274.00
William Reichenbach	Lansing, MI	No	Yes	\$512,000.00
Troy Metal Concepts	Novi, MI	No	No	No Response

We were unable to identify any minority or woman owned businesses enterprise for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

### 3. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to DSI Acoustical Company for a base bid of \$398,500.00, which was the lowest, and was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

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Date

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Barbara A Larson, Vice President  
Administrative Services/Finance

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Date

**5. Board of Trustee Review:**

Approve/Disapprove

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Date



## PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-205-03RB  
Project Title: Roofing for Admin Bldg

Bids/Proposal Opening Date: March 26, 2004  
Buyer: Beckie Beard, C.P.M.

### 1. Description of supply or service:

Furnish and install all roofing, including all flashing and roofing accessories as specified and/or shown on the drawings.

### 2. Bids Received:

Twelve suppliers received the bid package. Bids were received from two suppliers.

Supplier	Location	MBE/WBE	LCC Tax District	Bid/Proposal Amount
A.C. Dellovade Inc	Cononsburg, PA	No	No	No Response
<b>Ann Arbor Roofing</b>	<b>Whitmore Lake, MI</b>	<b>WBE</b>	<b>No</b>	<b>\$259,000.00</b>
Architectural Metals	Portland, MI	No	No	\$315,500.00
Bloom Roofing Systems	Whitmore Lake, MI	No	No	No Response
Bornor Restoration	Lansing, MI	No	Yes	No Response
CEI Roofing	Howell, MI	No	No	No Response
Great Lakes Roofing & Sheet Metal	Grand Ledge, MI	No	No	No Response
McElroy Metal	Clinton, IL	No	No	No Response
Port Huron Roofing & Sheet Metal	Clyde Township, MI	No	No	No Response
Roofcon Inc	Brighton, MI	No	No	No Response
Royal West Roofing & Sheet Metal	Whitmore Lake, MI	No	No	No Response
Wright-Brown Roofing	Detroit, MI	No	No	No Response

We were able to identify one woman owned business enterprises for this solicitation. This solicitation was also available for review at the office of Clark Construction Company, Lansing Builders Exchange, Tri-City Builders and Traders Exchange, Dodge Reports, Detroit Minority Business Development Center, Builders Exchange of Grand Rapids, Associated Builders and Contractors of Central Michigan, Construction Market Data Group, Construction Association of Michigan, and on-line at <http://www.epaconline.com>.

**3. Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and consultation from Clark Construction Company, the construction manager. The evaluation committee recommends award to Ann Arbor Roofing. The committee accepted the following: Install Barriage in lieu of specified for standing seam, Siding, and facia materials for a deduct of (\$18,000.00) and Change snow guards to a mechanical fastened type for \$17,500.00. The total contract award is \$258,500.00, which was deemed the most advantageous to the College.

**4. Reviewed By:**

\_\_\_\_\_  
Rebecca G. Beard, C.P.M.  
Director, Purchasing & Materials Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Barbara A Larson, Vice President  
Administrative Services/Finance

\_\_\_\_\_  
Date

**5. Board of Trustee Review:**

Approve/Disapprove

\_\_\_\_\_

\_\_\_\_\_  
Date