NOTE: A light dinner will be served at 5:00 p.m. in Conference Room 306 in the Administration Building.

AGENDA

Board of Trustees Meeting
March 20, 2006
6:00 p.m.

Regular Meeting

I. Call to Order by Chairperson

II. Roll Call by Secretary to the Board

III. Pledge of Allegiance

IV. Additions/Deletions to the Agenda

V. Limited Public Comment Regarding Agenda Items

VI. Chairperson and Board Member Reports

   A. Chairperson Laverty

      1. Prima Civitas – Mr. David Hollister
      2. Search Process Request for Proposal
      3. Information and Announcements

   B. Board Members

      1. Trustee Rasmusson – Audit Committee Report
      2. Trustee Proctor – Workforce Development Board
      3. Trustee Smith – Foundation

VII. President’s Report

   A. Informational Items

      1. College Spotlight – Small Business Technical Development Center
      2. Oracle Update
      3. Workforce Innovation in Regional Economic Development (WIRED) Grant
4. Cesar E. Chavez Day
5. Tribute to Paula D. Cunningham

B. Action Items*

1. Approval of Minutes - February 9, 2006 Special Meeting  
   February 20, 2006 Regular Meeting
2. Voluntary Compliance Plan – State of Michigan Civil Rights Site Visit
3. Finance
   a. Approval of Bids
   b. Approval of Consulting Services

VIII. Closed Session*
IX. Public Comment
X. Adjournment

*Motion to accept.
**March 2006**

**Thurs., Mar. 16**  
Economic Club Luncheon*  
Speaker: Maura Donahue, Chair, U.S. Chamber of Commerce  
Kellogg Center – 12:00 p.m.

**Mon., Mar. 20**  
Regular Board of Trustees Meeting  
Administration Building Board Room – 6:00 p.m.

**Mar. 20-22**  
Global Perspectives Conference  
Lansing Community College Main Campus  
Opening Ceremony on March 20 – 10 a.m. – Dart Auditorium

**Mar. 24-25**  
*Vanities* (Theatre Performance)  
Fundraiser for LCC Theatre Program  
Old Central Room 232

**Fri., Mar. 31**  
Cesar E. Chavez Day Activities  
Luncheon hosted by Governor Granholm  
HHS Garden Level – 12:00 p.m.

*President’s Reception*  
Cesar Chavez Learning Center, GVT 2626 – 3:30 to 5:30 p.m.

*11th Annual Commemorative Cesar E. Chavez Dinner*  
Lansing Center – Reception at 5:00 p.m.; Dinner at 6:00 p.m.

**April 2006**

**Apr. 1-4**  
Association of Governing Boards National Conference on Trusteeship  
The Peabody Orlando  
Orlando, FL

**Fri., Apr. 7**  
*The Biz* (A musical revue of Broadway and other American musical classics)  
Dart Auditorium – 8:00 p.m.

**Apr. 7-8**  
MCCA Board of Directors Meeting  
Jackson Community College  
Jackson, Michigan

**Sun., Apr. 9**  
*The Biz* (A musical revue of Broadway and other American musical classics)  
Dart Auditorium – 3:00 p.m.

**Mon., Apr. 17**  
Regular Board of Trustees Meeting

*(As of 3/15/06)*

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


Administration Building Board Room – 6:00 p.m.

**Apr. 21-22**

*Rhapsody: A Dance Concert*
Dart Auditorium – 8:00 p.m.

**Sun., Apr. 23**

*Rhapsody: A Dance Concert*
Dart Auditorium – 2:00 p.m.

**Wed., Apr. 26**

Economic Club Luncheon*
Speaker: Ernie Harwell, Former Major League Baseball Announcer, Detroit Tigers
Kellogg Center – 12:00 p.m.

**Thurs., Apr. 27**

LCC Faculty Jazz in Concert
Dart Auditorium – 7:30 p.m.

**Fri., Apr. 28**

The LanSwingers
Dart Auditorium – 8:00 p.m.

**Sat., Apr. 29**

The LCC Jazz Ensemble & Jazz Combo
Dart Auditorium – 8:00 p.m.

**Sun., Apr. 30**

The Percussion Ensemble
Dart Auditorium – 4:00 p.m.

**May 2006**

**Fri., May 5**

Dance Open House
GVT 3900-3950 – 6:00 p.m.

**May 5-6**

1st Semester Contemporary Realism Studio Theatre
Old Central 232 – 8:00 p.m.

**Sun., May 7**

LCC Concert Choir
Plymouth Congregational Church – 4:00 p.m.

**May 9-10**

*This is the Rill Speaking* (Theatre Performance)
Dart Auditorium – 8:00 p.m.

**Thurs., May 11**

39th Annual Student Recognition Banquet
Location: TBA – 5:30 p.m.

**Fri., May 12**

Lansing Community College Graduation Ceremony
Jack Breslin Student Events Center
Time: TBA

**Sat., May 13**

Stage Combat Open House
Dart Auditorium – 11:00 a.m.

*(As of 3/15/06)*

*Please call 483-9739 for tickets or reservations no later than one week prior to event.*
May 12-13  
4th Semester Acting Styles Studio Theatre  
Old Central Room 232 – 8:00 p.m.

Mon., May 15  
Regular Board of Trustees Meeting  
Administration Building Board Room – 6:00 p.m.

**June 2006**

Mon., June 19  
Regular Board of Trustees Meeting  
Administration Building Board Room – 6:00 p.m.

June 28-June 30  
LCC’s Summer Stage Under the Stars  
LCC Outdoor Amphitheatre – 8:00 p.m.

**July 2006**

July 1-July 2  
LCC’s Summer Stage Under the Stars  
LCC Outdoor Amphitheatre – 8:00 p.m.

July 20-22  
MCCA Summer Workshop  
Traverse City, MI

*(As of 3/15/06)*

*Please call 483-9739 for tickets or reservations no later than one week prior to event.*
March 20, 2006

DRAFT RFP FOR REVIEW

You are invited to submit your proposal for Presidential & Chief Financial Officer Search Firm, in accordance with the enclosed specifications entitled: LANSING COMMUNITY COLLEGE – PRESIDENTIAL & CHIEF FINANCIAL OFFICER SEARCH FIRM – MARCH 2006, PROPOSAL #8101-238-06RB.

RETURN PROPOSAL
BY MAIL OR
IN PERSON TO: Rebecca G. Beard, C.P.M.
7130 - Purchasing Office
Lansing Community College
PO Box 40010
Lansing MI 48901-7210

IF SENT BY OVERNIGHT CARRIER:
Lansing Community College
Receiving & Inventory, Dock 1
Attn: Rebecca G. Beard, Purchasing
422 N. Grand Avenue, Room 104
Lansing, MI. 48933
Fax: (517) 483-5289

PROPOSAL MUST BE RECEIVED BY 2:00 PM, APRIL 26, 2006. NO PROPOSAL RECEIVED AFTER THIS TIME WILL BE CONSIDERED AND WILL BE RETURNED UNOPENED. LANSING COMMUNITY COLLEGE CANNOT BE HELD RESPONSIBLE FOR ANY PROPOSAL RECEIVED AFTER THE APPOINTED TIME. FAX PROPOSALS ARE ACCEPTABLE.

All questions concerning this proposal as indicated within the attached documents should be directed to:

Beckie Beard
Tel. (517) 483-1785
Preferred method via email at: beadb@lcc.edu

Sincerely,

LANSON COMMUNITY COLLEGE

Rebecca G. Beard, C.P.M.
Director, Purchasing & Materials Management Department
LANSING COMMUNITY COLLEGE

REQUEST FOR PROPOSAL
AND SPECIFICATIONS FOR

PRESIDENTIAL & CHIEF FINANCIAL OFFICER SEARCH FIRM
REQUEST FOR PROPOSAL
#8101-238-06RB

LANSING COMMUNITY COLLEGE
LANSING, MICHIGAN

PURCHASING OFFICE
MARCH 2006
ARTICLE 1  
LANSING COMMUNITY COLLEGE & REPRESENTATIVE

1.1 The word “Owner” and/or the word “College” shall be interpreted to mean Lansing Community College.

1.2 The representative for Lansing Community College shall be Rebecca G. Beard, Director, Lansing Community College Purchasing Office.

1.3 Any and all communication with Lansing Community College shall be accomplished through the Purchasing Office. Any suppliers that deviate from this requirement are subject to disqualification.

1.4 The successful Supplier will have an excellent record for providing customer service, and will be selected on the basis of their total proposal offering.

ARTICLE 2  
RIGHT TO ACCEPT AND REJECT PROPOSALS

2.1 Lansing Community College reserves the right to waive any irregularities, reject any or all proposals, and modify or negotiate any and all proposals received in conjunction with this Request for Proposal.

2.2 This Request for Proposal in no manner obligates the College to the eventual contract for any items described, implied, or which may be proposed, until confirmed by written agreement and may be terminated by the College without penalty or obligation at any time prior the signing of a contract.

ARTICLE 3  
PROPOSAL SUBMISSION PROCEDURES

3.1 Proposals are to include all information as stated in Article 3 of the General Requirements.

3.2 Expenses for developing and presenting proposals shall be the entire responsibility of the supplier and shall not be chargeable to the College.

3.3 Six (6) copies of the proposal shall be submitted to the Purchasing Office, clearly marked on the outside of the package with Suppliers name and address; and REQUEST FOR PROPOSAL #8101-238-06RB, PRESIDENTIAL & CHIEF FINANCIAL OFFICER SEARCH FIRM.

3.4 PROPOSALS WILL BE RECEIVED UNTIL 2:00 P.M., APRIL 26, 2006 IN THE PURCHASING OFFICE, ADMINISTRATION BUILDING, 610 N. CAPITOL AVENUE, ROOM 106, LANSING, MI. At this time and place only the names of those submitting proposals will be read aloud. FAX proposals are not acceptable.
3.5 Proposals received after the time and date for receipt of proposals will be returned unopened. The supplier shall assume full responsibility for timely delivery of the Proposal at the designated location for receipt of Proposals.

3.6 The College will clarify or correct any questions by the issuance of an Addendum to all suppliers recorded in the Lansing Community College Purchasing Office as having in their possession a set of Proposal Documents.

ARTICLE 4 ADDENDA

4.1 Any explanations of proposals shall be issued in the form of an addendum.

4.2 All addenda issued during the proposal time shall become part of the Specifications. A copy of the addendum shall be sent to all suppliers. No verbal statements by the owner or the supplier shall be considered authoritative.

4.3 Each Bidder shall ascertain, prior to submitting a Proposal, that he/she has received all Addenda issued and shall acknowledge their receipt on the Proposal Form.

ARTICLE 5 WITHDRAWAL OF PROPOSALS

5.1 A proposal may not be modified, withdrawn or canceled by the supplier for a period of ninety- (90) days following the time and date designated for the receipt of Proposals, and supplier so agrees in submitting his/her Proposal.

5.2 Prior to the time and date designated for Receipt of Proposals, Proposals submitted early may be modified or withdrawn only by notice to the party receiving the Proposals at the place and prior to the time designated for Receipt of Proposals. Such notice shall be in writing or by telegram, over the signature of the supplier and must be received prior to date and time set for Receipt of Proposals.

ARTICLE 6 EQUAL OPPORTUNITY AND NONDISCRIMINATION POLICY

6.1 All suppliers shall execute their work in accordance with the Equal Opportunity and Nondiscrimination practices of the College. It is the policy of the College to afford equal opportunity and nondiscrimination regardless of race, color, sex, age, religion, national origin, creed, ancestry, familial status, marital status, height, weight, sexual orientation, disability or veteran's status or other status as protected by law.
ARTICLE 7  

MICHIGAN CLEAN INDOOR ACT  
P.A. 198 OF 1986  

7.1 Supplier shall comply with Lansing Community College regulations, dated June 16, 1990, that prohibits smoking throughout all college facilities.

ARTICLE 8  

PROTECTION OF WORK AND PROPERTY  

8.1 The Supplier shall be responsible to the Owner for the acts and omissions of all his/her employees and all sub contractors, their agents and employees, and all other persons performing any of the work under a contract with the supplier.

8.2 The Supplier shall continuously maintain adequate protection of all of his/her work from damage and shall protect the Owner’s property from damage or loss arising in connection with this Contract, and make good any such damage, injury or loss from whatever cause.

8.3 The Supplier shall be responsible to ensure that vehicles of its employees and sub contractors are not on the Washington Mall area without the expressed permission of the College. Unauthorized vehicles will be ticketed, and towed if necessary.
ARTICLE 1

1.1 This Request for Proposal (RFP) contains requests for specific information. Suppliers however, in responding to this RFP, are encouraged to provide any additional information they believe relevant.

1.2 Suppliers are encouraged to examine all sections of this RFP carefully. Clause headings appearing in the RFP have been inserted for convenience and ready reference. They do not purport to define, limit or extend the scope of intent of the respective clauses.

ARTICLE 2

2.1 In those cases where mandatory requirements are stated, material failure to meet those requirements could result in disqualification of the supplier’s response. Any deviation or exception from RFP specifications must be clearly identified by the supplier in its proposal, specifically under the category, “Alternate Proposals”.

ARTICLE 3

3.1 Six (6) copies of proposals are to be submitted in booklet or notebook form with appropriate indexes.

ARTICLE 4

4.1 The final contract documents will consist of the Request for Proposal, Supplier Proposal, Supplier Contract Agreement (if needed), and a Lansing Community College Purchase Order.

ARTICLE 5

5.1 Proposals will be evaluated on the basis of the supplier’s ability to meet the needs and desires of the College as outlined in this RFP, as well as price, delivery date, and services provided.

5.2 The College will determine the successful supplier. Representatives from Purchasing and other Lansing Community College personnel as assigned will conduct the evaluation process, following the College’s policies and procedures.

5.3 The College reserves the right to reject any and all proposals, wholly or in part, waive any irregularities in bidding, and to make awards, which, in the opinion of the College, are in its best interest. The College does not herein limit the methods or factors to be used for evaluation.
5.4 The College reserves the right to enter into private negotiations with the selected supplier(s), for further scrutiny, even though these negotiations may result in changes to the College’s specifications and/or to the supplier(s) equipment, price quotations, service agreement, etc.

ARTICLE 6 MISC. REQUIREMENTS

6.1 Unless otherwise directed, all non-college personnel working on the campus of Lansing Community College will use available on-street parking or nearby parking ramps or lots. All parking will be at the supplier’s expense.

6.2 All supplier personnel must have a pictured company ID while on Lansing Community College property.

6.3 All on-campus supplier work must be completed Monday through Friday 7:00 a.m. to 5:00 p.m., excluding college holidays.

6.4 The College will provide access to the necessary servers via the Internet to facilitate off-site support.

ARTICLE 7 TERMINATION

7.1 The College shall have the right to terminate the contract with the supplier without penalty pursuant to thirty- (30) days written notice of termination to the supplier under the following circumstances:

7.2 Default of Supplier - It shall be considered a default whenever the supplier shall:
   1. Disregard or violate material provisions of the contract documents or college instructions, or fail to execute the work according to the agreed schedule of completion and/or time of completion specified, including extensions thereof or fail to reach agreed upon performance results.
   2. Declare bankruptcy, become insolvent, or assign company assets for the benefit of credits.

7.3 Lack of Fund of the College - Lack of funds shall be construed to mean when the College in the judgment of its Chief Financial Officer determines that it cannot continue the funding of its contract services, without undue hardship to the College.

7.4 Termination of contract services will be rendered if it is construed by the College to be in its best interests for serving the community and its students, faculty, and staff.

7.5 Repeated delivery delays/problems shall result in a 30-day cancellation notice from Lansing Community College.
7.6 Timely and quality work is of the essence in this agreement.

ARTICLE 8

SEVERABILITY

8.1 Supplier agrees that, in the event of a dispute, Laws of the State of Michigan will prevail.

8.2 It is understood and agreed that if any part, term, or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

8.3 The supplier agrees to indemnify, defend and save harmless the College, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all Suppliers, sub contractors, material men, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Supplier in the performance of this agreement.

8.4 The supplier, and the agents and employees of the supplier, in the performance of this agreement, shall act in an independent capacity and not as officers, employees, or agents of the College.

8.5 This agreement is not assignable by supplier either in whole or in part.
PROPOSAL CERTIFICATION FORM

The undersigned, duty authorized to represent the person, firms and corporations joining and participating in the submission of this Proposal, states that the Proposal contained herein is complete and is in strict compliance with the requirements of the subject Request for Proposal except as noted in the “Alternate Proposal” section of the Proposal.

Any notice required under the Agreement shall be personally delivered or mailed by first class or certified mail, with proper postage, prepaid, to the subject supplier at the following address:

Company
Name:_______________________________________________________________________

Address:_____________________________________________________________________
____________________________________________________________________________

Attention:____________________________________________________________________

Telephone:   ______________________________________________

Fax:    ______________________________________________

Email:   ______________________________________________

Submitted by:

Name of
Company:____________________________________________________________________

Signature:____________________________________________________________________

Typed
Name:_______________________________________________________________________

Title:_______________________________________________________________________

Date:_______________________________________________________________________

PLEASE COMPLETE THE FOLLOWING:

_____ Firm is located within the LCC Tax District.

_____ Firm is not located within the LCC Tax District.

Non-Collusion Affidavit
(Authorized Officer) Please Print
saying that he/she is

______________________________________________ (Owner, Partner, President, etc.)

of

______________________________________________ (Company Name)

making the foregoing proposal or bid; that such bid is genuine and not collusive or sham; that
said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any
bidder or person, to put in a sham bid, or that such other person shall refrain from bidding, and
has not in any manner, directly or indirectly sought by agreement or collusion, communication or
conference, with any person, to fix the bid price of this proposal, or another bidder, or to fix any
overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any
advantage against Lansing Community College or any person or persons interested in the
proposed contract; and that all statements contained in said proposal or bid are true, further, that
such bidder has not, directly or indirectly submitted this bid, or the contents thereof, or divulged
information or data relative thereto to any association or to any member of agent thereof.

______________________________________________

Authorized Officer’s Signature

Sworn and subscribed this _____________________ day of ____________________________

Supplier Name

______________________________________________

Signature (Witness)

*This does not need to be signed by a Notary.
GENERAL PROJECT INFORMATION

A. Overview
Lansing Community College is a major urban community college, situated on a 32 acre, nine-city block area in downtown Lansing, Michigan. Founded in 1957, Lansing Community College is now the third largest community college in the State of Michigan. The College currently enrolls 17,000 students per semester, and has 600 full-time faculty and staff and 1,500 part-time. The College offers classes year-round. The College offers more than 150 degree and certificate programs and nearly 2,500 courses, to match career and workforce development pursuits, transfer curriculums, developmental, or special interest needs. Courses are offered in one of five academic divisions; Liberal Studies; Business and Media Careers; Human Health and Public Services; Construction, Manufacturing & Transportation; and Student and Academic Support. A sixth division, the College's Business & Community Institute (BCI) provides customized training directly to regional businesses and manufacturers.

In addition to the main campus, the College operates a West Campus that is home to the M-TEC, an Aviation Center at Capital City Airport in Lansing, and LCC East located in East Lansing, and the Livingston County Center in Howell. The college has learning centers in more than 20 communities within the College's 30-mile service district. Lansing Community College was the first Michigan community college to offer a complete associates degree online. The Virtual College now offers 170 sections per semester, or approximately 8% of all course offerings.

LCC is accredited by the North Central Association of Colleges and Schools and serves nearly 40,000 people annually.

B. Scope
Lansing Community College is seeking a qualified consultant or consulting firm to provide professional services to identify prospective candidates to fill two positions – President and Chief Financial Officer.

LANSING COMMUNITY COLLEGE
PRESIDENT

The President, as the chief executive officer of the College, is responsible to the Lansing Community College Board of Trustees for advancing the College’s vision and mission to provide an affordable, high-quality education for an ethnically and culturally diverse student population, equipping them with the capability to become productive citizens who continuously contribute to a global and rapidly changing society. The college envisions three critical components to success in its mission: enhancing student success by proving high quality academic instruction and support to ensure an improved graduation rate; developing an efficient management structure to increase organizational efficiency and improve performance across all areas; and increasing total funding by identifying multiple funding sources and new initiatives to form a solid fiscal foundation in order to compete effectively in an environment where students and faculty enjoy several options.

Lansing Community College seeks a president with exceptional leadership and communication skills who evinces a keen understanding of the role of a comprehensive community college in an economy fueled by technological change. The successful candidate will possess an earned doctorate, a track record of successful leadership in an accredited institution, strong interpersonal skills, solid fiscal management experience, demonstrated evidence of successful fund-raising, the ability to cultivate internal and external publics, a respect for the college’s history and traditions, a commitment to diversity, and the ability to take the institution to the
next level. As well, the next President must have the ability to implement the College’s strategic plan which holds enormous promise for its future.

Nominations and expressions of interest, which will be treated in full confidence, should be sent to __________________ or sent electronically to __________________. Applications should include a curriculum vitae, a cover letter addressing the criteria outlined in the position profile and a list of five professional references with phone numbers and e-mail addresses. Please visit the Lansing Community College website at www.lcc.edu for more information about the College or contact the search committee administrator at the above e-mail address or at telephone number ___________ or FAX _______________.

LANSING COMMUNITY COLLEGE
CHIEF FINANCIAL OFFICER

The Vice President for Administrative Services and Finance is the chief financial officer of the College. Leads strategic planning and policy making related to the College’s finances and facilities. Oversees planning and implementation of systems to improve College service in the areas of accounting & payroll, cash operations, purchasing, facility and liability insurance, physical plant, police and public safety, receiving & inventory, mail services, print services, and auxiliary services. The Vice President plays a key leadership role as a member of the Executive Leadership Team in advising the President, Chief Academic Officer and Board of Trustees on financial issues, and in communicating with the College campus on operational and financial matters.

Nominations and expressions of interest, which will be treated in full confidence, should be sent to __________________ or sent electronically to __________________. Applications should include curriculum vitae, a cover letter addressing the criteria outlined in the position profile and a list of five professional references with phone numbers and e-mail addresses. Please visit the Lansing Community College website at www.lcc.edu for more information about the College or contact the search committee administrator at the above e-mail address or at telephone number ___________ or FAX _______________.

EXECUTIVE SEARCH CONSULTANT

The following is a list of the minimum responsibilities of the Consultant.

The Search Committee desires assistance in selecting the appropriate process in the search for Lansing Community College President and a Chief Financial Officer. A complete job description for each position will be developed and presented to the successful offeror upon signing of a contract for services.

1. The Consultant’s staff shall meet with the College search committee and others to ascertain various concerns regarding the desirable preparation, experience and professional characteristics of candidate.

2. The Consultant’s staff shall identify and actively solicit applications from professionals who meet the identified search criteria using the Consultant’s proprietary files, nationwide consultant networks, original research institution, and such other resources. Advertising shall be the responsibility of the College. The Consultant shall also perform a rigorous evaluation of potential candidates to include, but not limited to: research of background to ensure that validity of information provided by the individuals.
3. The Consultant shall work closely with the Committee and its staff to develop and evaluate the pool of candidates for the Committee’s consideration in filling the positions required. The Consultant shall review with the Committee a “long list” of candidates, including each candidate’s background and qualifications, and assist the Committee in developing a group of candidates to be interviewed. From the group interviewed the Consultant will assist the Committee in developing a “short list” of candidates to be recommended. The Consultant shall be responsible for communications with candidates and nominees.

4. For each recommended finalist, the Consultant shall certify education credentials and may be asked to conduct an in-depth personal interview, and obtain two or more initial professional references. The College may provide background material, including annual reports, catalogues, organizational charts and staff biographies which the consultant may request, for transmittal to the prospects.

5. The Consultant shall present detailed summaries on each candidate it recommends to be interviewed by the Committee. The Consultant will be required to schedule the interviews, book and coordinate flights and other travel arrangements, debrief the candidates about their reactions to the interview, and screen and reimburse candidates’ out-of-pocket expenses. The Consultant may be expected to travel to meet with candidates, College representatives and the Search Committee. It should be noted that reimbursements and expenses may be subject to the College’s Travel Policy and approved rate schedule.

6. The Consultant shall work closely with the Committee and its staff, to evaluate the short-listed candidates and assist the Committee in the development of the list of finalist candidates.

7. For finalist candidates, the Consultant will be asked to conduct additional in-depth personal and professional reference checks, verifying facts, figures, and performance data provided by the candidate and assessing the candidate’s overall management ability. The results of these reference checks will be reported to the Committee and discussed thoroughly. Members of the Committee or other College representatives may also make reference checks.

8. The Consultant may assist in the negotiations with any finalist as requested by the respective member of the College. The respective member of the College reserves the exclusive right to announce the hiring of the new employee. The Consultant will be required to keep this information confidential until further notification by the respective member of the College.

9. The Consultant shall keep complete records of its search activities under a contract, and shall share those records with the Committee as requested. The Consultant shall retain records relating to this Contract for three (3) years after final payment by the College hereunder and shall make them available for inspection and audit by authorized representatives of the College. The Consultant
shall at all times maintain a high level of confidentiality of search information/materials especially concerning the identity of individual nominees and candidates.

10. The Consultant shall maintain contact with designated representatives of the College and the Committee throughout the terms of this contract to report progress and to assure work is progressing in a satisfactory manner and direction. Such contact shall be by telephone, fax, e-mail, or upon reasonable notice to the Consultant, in person at places and times determined by the College and the Search Committee.

11. The Consultant shall assist in notifying all candidates involved as to the outcome of the search.

12. The Consultant shall reopen and perform a supplemental search at no additional cost on the event the candidate placed should leave the College or be terminated by the College within the first year of placement.

13. The Consultant shall not solicit the placed candidate for a period of two (2) years for other positions the consultant may be aware of.

C. Qualifying Information

1. EXPERIENCE, RELIABILITY AND EXPERTISE

The experience and reliability of the offeror’s organization, as well as the expertise of proposed personnel, will be considered in the evaluation process. Therefore, the offeror is advised to submit any information which documents successful and reliable experience in past performances which are considered identical or similar to the requirements of this Request for Proposal. The offeror is advised that failure to provide adequate evaluation information may result in a lower evaluation score for the offeror’s experience and reliability.

   a. The offeror should provide evidence of recent experience in successful searches for candidates in the academic sector. Such experience should specifically identify experience in successfully searching for community college presidents and chief financial officers within the past three (3) years.

   b. The offeror should provide evidence of emphasis on diversity in recruiting candidates and should identify the percentage of recruits who are women and minorities.

   c. The offeror should describe the proposed project staffing/organization and internal controls to be used during the course of the project.
d. The offeror should provide a resume of the project lead, to include, but not limited to, name, title, position, telephone number and experience or primary responsibilities for this and other similar projects. Disclose who within the firm will have prime responsibility and final authority for the work under the proposed contract. Name any other individual proposed to provide service under the contract. If an oral presentation is given, the individual having primary responsibility should be present and participate in the presentation. Any staff substitutes must have prior approval of LCC.

e. The offeror should provide an organizational chart of the firm indicating line of authority for personnel involved in the performance of this potential contract and relationships of this staff to other programs or functions of the firm. This chart should also show lines of authority to the next senior level of management.

f. If applicable, the firm’s branch office addresses, telephone numbers, fax numbers and contact persons, noting the branch office that would be used to provide the services outlined in this RFP.

g. The offeror must provide three (3) references of current clients, including company name, address, telephone number, fax number, primary contact and type of services the firm is or did perform for these clients. NOTE: The offeror certifies that it is empowered to use the names of references it provides services to and agrees that LCC may contact these references.

The offeror should provide three (3) references for contacts that were not renewed or were cancelled, if applicable. Include company name, address, telephone number, fax number, primary contact, and type of services the company was performing at the time of non-renewal or cancellation. NOTE: The offeror certifies that it is empowered to use the names of references it provides and agrees that LCC may contact these references.

h. The offeror may provide its most recent Annual Report and its financial statements for the past three (3) fiscal years, including Balance Sheets and Statements of Revenue and Expenses, or other documentation that demonstrates financial solvency.

i. The offeror should provide the firms background, including years in business, volume of clients, number of employees, areas of expertise and a list of relevant services the firm provides.

2. OPERATING APPROACH/METHOD OF PERFORMANCE
Proposals will be evaluated based on the offeror’s distinctive plan for performing the requirements of the Scope of Work. Therefore, it is extremely important that the offeror present a detailed written narrative which demonstrates the method or manner in which the offeror proposes to satisfy the requirements of the Scope of Work. The offeror is advised that failure to provide adequate evaluation information may result in a lower evaluation score for the offeror’s operating approach/method of performance.

a. The offeror should describe how the potential pool of candidates will be contacted to assure identification of all possible qualified candidates.

b. The offeror should identify the extent to which the research manager or project lead will maintain contact with LCC search committee during the search process.

c. The offeror should indicate the time frame required for successful completion of the search following award of a contract. The offeror is advised that LCC desires successful completion of services to ensure that the candidate’s official start date of employment at LCC will be no later than _______________.

d. The offeror should detail the extent to which Internet technology will be used in the search process.

e. The offeror should describe the plan for conducting preliminary interviews of potential candidates, reference checks, and other search related responsibilities.

f. The offeror should detail any guarantees and/or refunds which will be provided to LCC if the selected candidate leaves LCC employment within one (1) year following the candidate’s official start date of employment with LCC.

g. The offeror should provide any other information deemed relevant by the offeror which should be considered in evaluating the offeror’s operating approach/method of performance.

h. The offeror should list any information and support that would be required from LCC to help offeror successfully perform an executive search.

D. Evaluation Criteria

Following is a listing of criteria used for evaluation of proposals under this RFP. Firms who will be competitive in the selection process will specifically address each of the following criteria in the proposal. The areas include, but are not limited to:
General quality and ability of responding firm including:
1. Ability to meet all terms and conditions (10%)
2. Completeness and thoroughness of submittal (20%)
3. Grasp of scope of work to be performed (20%)
4. Description of approach to be taken (15%)
5. Evidence of good organizational and management practices (10%)
6. Qualifications of personnel (10%)
7. Experience and past performance (within past five years) (15%)

Proposals will be evaluated using the following three-step process:

1. A selection committee will evaluate and score the proposals. Proposals will be rated according to the point system previously noted.
2. One or more top ranked firms may be invited to make a presentation. Specific criteria or questions will be supplied with the invitation.
3. After a top firm is identified, the fee proposal submitted in a separate sealed envelope will be reviewed. Further discussion and/or negotiation may be initiated prior to contract award. If an agreement cannot be made with the top firm, negotiations with the 2nd place firm may be initiated.

E. Cost Breakdown

Project cost/price breakdown should be supplied in a separate sealed envelope and will only be considered after respondents have been ranked and a top firm identified.

F. Submittals

Responses to Proposal must be submitted in accordance with the following guidelines:

Preparation and Submission of Proposal

1. The proposal submitted should not exceed 30 pages. Other attachments may be included with no guarantee of review.
2. All proposals shall be typed in a font no smaller than 10 points on 8 1/2” x 11” paper.
3. The Proposer shall submit one (1) clearly labeled original and five (5) copies of their proposal. The name of the Proposers’ firm shall be indicated on the spine and/or cover of each binder submitted.
4. All proposals must be submitted in a sealed envelope plainly marked with the name and address of the Proposer, the RFP No. 8101-238-06RB and the RFP title Presidential & Chief Financial Officer Search Firm. No responsibility
will be attached to LCC or any official or employee thereof, for the pre-
opening of, post–opening of, or failure to open a proposal not properly
addressed and identified.

5. Any clarification of instructions, terms and conditions, insurance or offer
preparation shall be made only by the Director of Purchasing & Materials
Management listed on page one of this Request for Proposal. Verbal
clarifications will not be binding. Written clarifications will be by addenda
and/or faxed to all prospective Proposers who received a copy of the RFP and
have notified the Purchasing Office of their desire to participate. Proposers
are to contact the Purchasing Office at (517) 483-1785 to be added to the
notification list.

Any irregularities or lack of clarity in the RFP should be brought to the
attention of the Director of Purchasing & Materials Management as soon as
possible so an addendum may be furnished to all proposers.

All addenda must be acknowledged on the Proposal Response Form.
Proposal may be considered non-responsive in the event Addenda is not
acknowledged.

6. Persons or firms submitting an offer for this Request are certifying that they
have had no contact with an employee or member of Lansing Community
College (LCC), in any manner which would give that company or person
submitting such an offer, any advantage over any other company or person
submitting an offer. Employees and members of Lansing Community College
(LCC), shall not receive any compensation, in any manner or form, nor have
any vested interest, directly or indirectly, of any kind or nature inconsistent
with loyal service to the public.

A violation of the above shall be just cause for rejection of that particular
offer without further consideration.

7. All proposers, by signing the Proposal Response Form, certify that they
agree to the terms and conditions set forth in this RFP and attached sample
contract unless otherwise stated.

8. All proposers, by signing the Proposal Response Form, certify that they are
an Equal Opportunity/Affirmative Action Employer, unless otherwise stated.

9. Proposals, attachments and Proposal Response Form shall be enclosed in
sealed envelopes and delivered to the Purchasing Office. FAXED
PROPOSALS ARE NOT ALLOWED AND WILL NOT BE
CONSIDERED.
The name and address of the proposer and the RFP No. #8101-238-06RB shall be clearly marked on the face of the envelope. If Proposer has already submitted the initial Request for Proposal response prior to receiving the addendum, addenda must be submitted in a sealed envelope and marked in the same manner as the original Request for Proposal.

10. LCC accepts no responsibility or liability for any costs incurred by a responding firm prior to the execution of the contract.

G. Financial Proposal

1. Describe the fees that will be charged for the Services. Please include the firm’s best price for the search, if applicable, include the (1) percent of total first year’s cash compensation for professional fee, (2) professional fee or administrative fee, if any, and (3) maximum dollars to be paid if the firm has a cap on the total fee, if any.

2. Advise if the firm is willing to accept 1/3 of the fee at start-up, 1/3 after initial pass of candidates are presented to the college and 1/3 after the finalist is selected. If not, what is the firm’s best offer?

3. If employment for a hired candidate should be terminated within one year from the start date of the hired candidate, will your firm guarantee to conduct a new search for no further professional fee? Include restrictions to this guarantee, if any.

4. Describe how the College will benefit from any cost savings by accepting the firm's proposal.

H. Oral Presentations

Proposers may or may not, after proposal review and prior to contract award, be required to make oral and visual presentations at the request of LCC. LCC will schedule the time and location for presentations.

I. Disclosure Restrictions

1. The College acknowledges that the content of your proposal or other information submitted to the College is subject to public release, upon request, after the Contract award.
2. The proposer shall mark as "proprietary" those parts of its proposal that it deems confidential and proprietary. However, the proposer is alerted that this marking is advisory only and not binding on the College. If there is a request from the public to inspect any part of the proposal so marked, the College will advise the proposer and request further justification in support of the "proprietary" marking. If the College determines, after receipt of the justification, that the material is releasable, the proposer will be notified immediately.

J. Project Timeline

Release Request for Proposal March 20, 2006
Responses Due Back to LCC April 26, 2006
Notify 3 Finalists May 30, 2006
Finalist Interviews June 5-9, 2006
Board of Trustee Approval June 19, 2006
Notify Selected Supplier(s) June 20, 2006
Begin Work June 20, 2006

PLEASE COMPLETE:

Minority Owned: _____ American Indian (no less than ¼) _____ Asian-Pacific American
_____ African American _____ Hispanic American
_____ Asian-Indian American

Women Owned: _____ White _____ American Indian (no less than ¼)
_____ Asian-Pacific American _____ African American
_____ Hispanic American _____ Asian-Indian American

Handicapper Owned: _____
Small Business: _______
Business located within LCC District: _____ Yes _____ No
I hereby affirm that I have read and understand all the Terms and Conditions of this Request for Proposal.

Company __________________________________________________________

Authorized Agent _____________________________________________________

Title ___________________________ Telephone __________________________

Invoice Terms ___________________________ FOB: LCC

This proposal is firm for _______ days.

_______________________________________   __________________________
Signature of Authorized Agent      Date

NOTE: THE COMPLETE REQUEST MUST BE SIGNED AND RETURNED TO BE A VALID PROPOSAL.

END OF REQUEST FOR PROPOSAL DOCUMENTS
APPENDIX ‘A”

REQUEST FOR PROPOSAL RESPONSE FORM
RESPONSE FORM MUST BE SUBMITTED WITH PROPOSAL TO BE CONSIDERED RESPONSIVE

For

PRESIDENTIAL & CHIEF FINANCIAL OFFICER SEARCH FIRM

ACKNOWLEDGMENT OF ADDENDA:

The Proposer is responsible to ascertain the number of Addendum issued and hereby acknowledges receipt of the following addenda:

Addenda No._________ Dated_________   Addenda No._________ Dated_________
Addenda No._________ Dated_________   Addenda No._________ Dated_________

NOTE: Addenda not acknowledged above shall be cause for rejection of Proposal.

The undersigned, as an authorized representative for the Company named below, acknowledges that he/she has examined RFP No. 8101-238-06RB with its related documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment and/or services necessary to comply with the specifications, terms and conditions set forth herein and at the prices stated.

LEGAL NAME OF FIRM

ADDRESS OF FIRM

CITY   STATE   ZIP CODE

SIGNATURE OF PROPOSER

TITLE   DATE

TELEPHONE NUMBER   FAX NUMBER   FEDERAL TAX ID NUMBER
LIST OF SUBCONTRACTOR(S) (if none, so state)

1. Sub contractor Name: __________________________________________________
   Contact Person___________________________ Telephone No. ________________
   Description of Work___________________________________________________
   Business Type: □ MBE □ WBE □ LCC TAX DISTRICT
APPENDIX ‘B’

***NOTICE***

SUPPLIER WILL BE REQUIRED TO ENTER INTO A CONTRACT WITH THE BOARD OF TRUSTEES ON BEHALF OF LANSING COMMUNITY COLLEGE. BELOW ARE SAMPLE TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN THE FINAL CONTRACT.

SAMPLE CONTRACT

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

TERM

The contract shall be effective from _______ through _______ with the option to renew the contract for an additional two, one-year period by mutual agreement and negotiated terms, unless sooner revoked by either party as set forth by the Termination clause.

AMOUNT OF CONTRACT

Compensation: Supplier shall be compensated as listed in RFP #8101-238-06RB. In the event LCC shall request additional services from Supplier during the term of this Contract or during any allowable renewals, payments shall be made as agreed to between Supplier and LCC but in no case will payments for such additional services be made until such services are performed, received and accepted by LCC. Any such payments and any such payment schedules shall be as negotiated between LCC and Supplier prior to the commencement of any additional services.

All payments shall be made within thirty days of acceptance of the related invoice. Should the acceptance of such invoices be in doubt, Supplier shall not be due any interest or penalty on any unpaid amounts.

DEFAULT

In case of default by the Supplier, the College reserves the right to hold the Supplier responsible for any actual, consequential or incidental damages.
INSURANCE, LIABILITY & INDEMNIFICATION

INSURANCE

The consultant shall procure and maintain:

1) Commercial General liability insurance including coverage for premises/operations, products/completed operations and personal injury in the amount of $1,000,000 per occurrence and $1,000,000 annual aggregate.
2) Automobile liability insurance in the amount of $500,000 Combined Single Limit.
3) Workers Compensation insurance as required by Michigan Statute.
4) Professional Liability in the amount of $1,000,000 per claim and $3,000,000 aggregate.

Lansing Community College shall be named as additional insured on the Commercial General Liability policy by Insurance Services Office (ISO) standard endorsement.

The consultant shall provide certificates of insurance evidencing the required insurance prior to the effective date of this contract.

OFFICIAL, AGENT AND EMPLOYEES OF OWNER NOT PERSONALLY LIABLE

It is agreed by and between LCC and Supplier that in no event shall any official, officer, employee, or agent of LCC in any way be personally liable or responsible for any covenant or agreement therein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this Contract.

INDEMNIFY AND HOLD HARMLESS

Supplier agrees to the Indemnification Language indicated below and shall also require all subcontractors retained on its behalf to execute this same agreement as part of the subcontractor agreement.

The Supplier hereby agrees to defend, indemnify and hold harmless Lansing Community College, its agents, officers and employees from all liability, claims actions, causes of action, lawsuits and demands including attorneys fees and costs, fines and/or penalties arising out of the performance of this Agreement. The foregoing agreement shall apply to all such liabilities, claims, actions, causes of action, law suits and demands where it is charged, alleged or proven that the Supplier (or its agents or employees) was/were in any way at fault in causing or contributing to such injury, death or property damage (including but not limited to personal injury or death of the Supplier’s own employees). The Supplier’s liability insurance policies shall contain contractual liability insurance coverage for the obligations in this section.
MISCELLANEOUS PROVISIONS

A. APPROPRIATIONS

The terms of this Contract are contingent upon sufficient appropriations and authorizations being made by LCC for the performance of this Contract. If sufficient appropriations and authorizations are not made by LCC, this Contract shall terminate, without penalty, upon written notice being given by LCC to the Supplier. LCC’s decision as to whether sufficient appropriations are available shall be accepted by Contract and shall be final.

B. ASSIGNS AND SUCCESSORS

LCC and Supplier each binds itself and its partners, successors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Contract. Except as noted above, neither LCC nor Supplier shall assign, sublet or transfer its interest in this Contract without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of LCC.

C. COMPLIANCE

Suppliers are required to comply with all OSHA, EPA, ADA, HIPPA, and other relevant state and federal standards, codes and regulations that may apply.

In order that the College may determine whether the Supplier has complied with the requirements of the Contract Documents, the Supplier shall, at any time when requested, submit to the College, properly authenticated documents or other satisfactory proofs as to compliance with such requirements.

D. CONFIDENTIALITY

By signing this Agreement, Supplier acknowledges that any materials and/or data that may result from its efforts, as related to this Agreement, are the property of the Lansing Community College (LCC), and, as such, may not be disseminated in any form whatsoever to any person, group or organization without the prior written authorization of LCC. Supplier further acknowledges that it is acting as the Custodian of Record for all materials and/or data that may result from the Agreement and that all such materials and/or data must be transmitted, in its/their original and copied form, to LCC within 72 hours of LCC request to do so, and that its role as Custodian of Record shall remain as long as it has in its possession any such referenced materials and/or data. Supplier further acknowledges that it is not to retain any such referenced materials and/or data in any form, whether originals or copies, upon termination of this Agreement. Supplier acknowledges that LCC would be materially harmed if such confidentiality is not maintained and any referenced material and/or data was disseminated in any form without LCC prior written approval.
E. EQUAL EMPLOYMENT OPPORTUNITY

By signing this Contract, Contactor certifies that it and/or its Subcontractors does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, gender, sexual orientation, age, national origin, or disability, and that it complies with all applicable Federal, State and local laws and executive orders regarding employment.

In the event Supplier or their Subcontractors are found guilty by an appropriate authority to be in violation of any Federal, State, or local law, LCC may declare the Supplier in breach of the contract and immediately terminate said contract.

F. GOVERNING LAW

The parties agree that the laws of the State of Michigan shall govern the validity, construction, interpretation, and effect of this contract. Any and all disputes arising out of or in connection with the contract shall be litigated only in Michigan and Supplier hereby expressly consents to the jurisdiction.

G. HEADINGS

The headings in this Contract are for purposes of convenience and reference only and shall not in any way define, limit, extend or otherwise affect the meaning or interpretation of any of the terms hereof.

H. INDEPENDENT SUPPLIER

The Supplier shall be subject to and operate under all applicable Federal, State, City and Municipal Enactment's Codes, and Ordinances and those of the State of Michigan regarding Industrial Insurance and expressly covenants and agrees that the Supplier’s employees engaged on the work hereunder are not, and shall not be treated or considered as the servants and employees of the College, it being the intention of the parties hereto that the Supplier shall be and remain an Independent Supplier, and that nothing herein contained shall be construed inconsistent with that status. Supplier hereby covenants and agrees to save and hold harmless the College from and against any and all damages, claims, costs or expenses whatsoever, due to the existence of such enactment's codes, ordinances, and of any and all claims, costs and expenses in connection therewith under any claim or subrogation provided by said enactment's codes, ordinances or otherwise.

I. MODIFICATION
No alteration, modification, amendment, or supplement to this Contract or any of its provisions shall be effective, enforceable or binding unless made in writing and duly signed by the parties.

J. NOTICES

Written notices required under this Contract shall be sent certified mail, return receipt requested, to:

LANSING COMMUNITY COLLEGE  
Attn: Rebecca G. Beard, MC 7130  
PO Box 40010  
Lansing, MI 48901-7210

Supplier as follows:

(Name and Address of Supplier)

K. OWNERSHIP OF MATERIALS

Supplier acknowledges that all materials it produces under this Contract and/or any renewals will become the property of LCC immediately upon receiving any payment for the services performed in developing such materials. Supplier is to provide such materials to LCC immediately upon receiving LCC request for same.

L. TAXES, LICENSES AND PERMITS

It is the Supplier’s responsibility for securing all required licenses, permits, franchises, lawful authority and insurance necessary for the proper execution and completion of the work involved.

The College is exempt from paying state, local and federal excise taxes.

M. TERMINATION

LCC shall have the right at any time to terminate further performance of this contract, in whole or in part, for any reason. Such termination shall be effected by written notice from LCC to the Supplier, specifying the extent and effective date of the termination. On the effective date of the termination, the Supplier shall terminate all work and take all reasonable actions to mitigate expenses. The Supplier shall submit a written request for incurred costs performed through the date of termination, and shall provide any substantiating documentation requested by LCC. In the event of such termination, LCC agrees to pay the Supplier within thirty (30) calendar days after acceptance of invoice.
N. SEVERABILITY

In the event any one or more of the provisions of this Contract shall for any reason be held to be invalid, illegal, or unenforceable, such provision(s) shall be treated as severable, leaving the remaining provisions of this Contract unimpaired, and the Contract shall be construed as if such invalid, illegal or unenforceable provision(s) were not present.

O. USE OF COLLEGE NAME AND/OR LOGO IN ADVERTISING

Supplier acknowledges that it cannot use the name of the Board of Trustees, or the LCC logo or any other related name in the performance of its services, in its advertising, or in the production of any materials related to this Contract, without the prior written approval of LCC.

P. WAIVER

A failure or delay of either party to enforce at any time any of the provisions of this contract shall not be construed to be a waiver of a party's right to enforce strict compliance of such provisions(s) of this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed the day and year first above written.

(TYPE IN NAME OF SUPPLIER)

APPROVED:

BY:

_____________________________________ Date: _________________________

MARCH 2006  PRESIDENTIAL & CHIEF FINANCIAL OFFICER SEARCH FIRM  29
Lansing Community College is part of the Mid-Michigan Innovation Alliance that was awarded one of 13 national WIRED grants from the U.S. Department of Labor in January. The complete Mid-Michigan WIRED grant will bring $15 million in new resources over the next three years to enhance workforce development programs. LCC’s share is $2.4 million to support innovative health care and entrepreneurial programs. The following provides some background on this opportunity.

Q. **What is a WIRED Grant?**

A. The WIRED (Workforce Innovation in Regional Economic Development) initiative is a federal program designed to encourage regional collaboration among public and private entities to develop a more highly skilled workforce in order to attract of economic development and jobs in the region. More information on the WIRED grants is available on the US Department of Labor’s website ([http://www.doleta.gov/usworkforce/whatsnew/eta_default.cfm?id=1347](http://www.doleta.gov/usworkforce/whatsnew/eta_default.cfm?id=1347))

Q. **What is the purpose of these grants?**

A. Governors of each state were asked to submit up to three proposals with the requirement that the proposals include strong regional support and participation from public and private partners, and that they demonstrate how the region would undergo significant economic transformation as a result of the efforts to be undertaken.

Q. **What does it mean to Michigan?**

A. Michigan was the only state in the nation to have two of its proposals included in the 13 WIRED grants approved by the US Department of Labor. The Mid-Michigan Innovation Alliance and the West Michigan Workforce Innovation Lab will each be awarded a total of $15 million over a three year period ($5 million/year).

Q. **Is my community included?**

A. The Mid-Michigan region includes Genesee, Shiawassee, Livingston, Saginaw, Bay, Midland, Tuscola, Huron, Sanilac, Lapeer, Eaton, Ingham, and Clinton counties.

The West Michigan region includes Kent, Allegan, Ottawa, Muskegon, Newaygo, Barry and Ionia counties.
Q. **What will the WIRED grants do?**

A. Each region’s proposal contained specific objectives related to workforce and economic development.


Recent News coverage of the Michigan WIRED Grants:

Q. **Is funding available to individuals or local communities through this grant?**

A. The partners in each region developed a very specific plan which included budgeting for the initiatives in their proposal. Funding will be allocated for those projects as they are undertaken. Although there might be opportunities available to subcontract the planned activities, no direct funding of projects outside the USDOL-approved proposals will be awarded.

The purpose of this funding was to encourage regional collaboration. Communities located within the WIRED regions are encouraged to work with the conveners of each region in order to benefit from the WIRED activities.

Q. **Who will lead activities in each of the regions?**

A. Although WIRED activities will be a collaborative effort among many regional stakeholders, each WIRED proposal is overseen by a “convener.” In Mid-Michigan, the CS Mott Foundation will coordinate the regional efforts. In West Michigan, the West Michigan Strategic Alliance will serve as the convener.

Q. **What is LCC’s participation?**

A. Lansing Community College was awarded $802,294 for three years for a total of $2,406,882 over three years to advance an entrepreneurial program and allied health care workforce development programs. $626,534 was awarded annually for health care and $175,760 annually for an entrepreneurial program.
Human, Health & Public Service Careers Division

March 1, 2006

**WIRED Grant**

Total Year 1
Healthcare Funding for LCC: $626,534

**Year 1 Proposed Outcomes**

**Increased Training for “Rapid Entry” Healthcare Workforce:**
- 30 Phlebotomy Technicians
- 60 Nurse Aids
- 30 Pharmacy Technicians
- 12 Central Service Technicians
- 12 Health Unit Coordinators

**K-12 / LCC Coordination:**
- Develop 60 Service Learning Sites
- Align K-12 EMT course offerings with LCC programs for certification and college credit

**Registered Nurse Programs:**
- Develop “Respiratory Therapist to RN” Fast Track Program
- Develop “Accelerated Bachelors to RN” Program
- Develop “Preceptor ADN/RN to BSN” partial tuition reimbursement program
- Develop “Mastery Learning” and Healthcare ESL competency modules – includes purchase of SIM-Man computerized manikins.

**Curricula Developed:**
- PCT/CENA—HS Curriculum
- EMT HS Curriculum
- CENA to LPN Transition
- Nursing Competency Modules
- ESL Modules
- Respiratory Therapy Transition Course
CALL TO ORDER

The meeting was called to order at 4:06 p.m.

ROLL CALL

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

Trustee Canady arrived at 4:19 p.m.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

There were no comments from the public.

SUNGARD COLLEGIS REPORT

Chairperson Laverty stated that the Ad Hoc Committee conducted an intensive inquiry into the student system. He thanked Trustees Brannan, Rasmusson, and Pelleran for their work. The inquiry began when students suffered from problems with the Oracle student system and many were denied financial aid last fall. Students’ lives were disrupted and computer problems continued. The only answer the Board continuously received is that the computer problems have been fixed as mentioned in a newspaper article on Monday. He felt that many people at the College are in denial about the facts and the truth about this system. The Board of Trustees has a fiduciary responsibility to the community and the students and its most important responsibility is student success. The inquiry from the Ad Hoc Committee and the full report completed by hi-tech experts is the truth. Collegis supplies computer services to 66 campuses across America. The report today will document that the College still has serious computer issues yet to be resolved that have cost the College millions of dollars. A solution is needed now, and today is about the truth and complete disclosure. We will also focus on the future and moving forward and fixing problems that face us in the future. He introduced Mr. Steve Lasher from Foster, Swift, Collins and Smith who will introduce the expert guests for the presentation.

Mr. Lasher shared that they were retained in November 2005 by the Board of Trustees to review the February 2002 Oracle contracts and respond to the following questions: Did a valid contract exist with Oracle? If one exists, what are Oracle’s obligations under the contract? What are the College’s remedies if Oracle fails to perform? After an extensive review of approximately two boxes of documents, they concluded that they
have not been provided one single, executed, enforceable Oracle contract. Numerous purchase orders issued by the College reference an Oracle agreement with the State of Michigan; however, they have not received a copy of said agreement. He further stated that the position has been taken that the State of Michigan contract with Oracle is the controlling document. He knows that it’s been amended more than 20 times and they have yet to receive the amendments. Mr. Lasher said whether there is a contract or not, they are concerned that the documents they have seen do not hold Oracle accountable in anyway to the College. The request for proposal issued by the College in February 2002 provided that the final contract documents would be the request for proposal, the proposal from the vendor, and the purchase order. No mention was made of the State of Michigan contract with Oracle at any time in the process. However, the request for proposal provided minimal contractual language and provided no substantial protection to the College. More importantly, Oracle’s response to the request for proposal said the following: whatever attempt was made by the College in its request for proposal to impose contract terms or conditions on Oracle did not apply; Oracle stated that it expects that only the terms and conditions set forth in a final agreement negotiated between the customer and Oracle would be applicable. Mr. Lasher was concerned with a disclaimer that Oracle included in its request for proposal response and read it aloud: “The information presented in this proposal is based upon current information available regarding the development direction of the Oracle Student System. Oracle reserves the right to determine in its sole discretion whether or not to develop or market the functionality identified in the next release of the Oracle Student System program. Oracle hereby disclaims any warranty and does not warrant that the functionality presented in this proposal will be available in its next release of the Oracle Student System program…Oracle can make no assurances that the functionality identified in this proposal will meet any business requirement or need of the customer.”

Typical items in a contract such as timelines, a scope of work, or detailed milestones were not found. With the approval of the Board, they retained the services of Collegis, which was asked to perform an assessment of the information technology functions at the College with a particular focus on Oracle. He introduced Mr. Bill Parsons from Collegis.

Mr. Parsons thanked the Board of Trustees for the opportunity of having spent time on campus and with College staff. He stated staff were very cooperative and helpful and expressed appreciation for their efforts. Mr. Parsons shared that the process began on December 13 and has continued in terms of information flow and analysis up until last week. The Collegis team came on site with 14 higher education specialists that represented over 200 years of higher education expertise in areas of Oracle, financial administrative areas, financial aid, networking, help desk, infrastructure design, operation security, desktop technology management, and user support. He stated that the team conducted 59 interviews with 63 different people that included trustees, administrators, technology staff, faculty, and students. An on-line survey was also provided and 289 responses were received. He further stated that an analysis was conducted of the documentation provided by college staff both before and after the on-site assessment visit and Collegis received most of the information requested in its
standard pre-assessment questionnaire. Mr. Parsons introduced Dr. Kenneth Wittig who will provide a more detailed analysis of their findings.

Dr. Wittig stated that Collegis is part of a larger group called SunGard Higher Education and that includes the people that make and sell the software called Banner. It includes the separate group called Collegis which offers only services and does not sell software or hardware. Collegis is the largest higher education technology services provider in the world. They support every major software product in higher education whether it’s Oracle, Banner, PeopleSoft, etc., and are vendor neutral. He further stated that they are experts in their field and they are a vendor neutral services organization. Dr. Wittig provided a PowerPoint presentation on the findings of the technology assessment. (The presentation is on file with the official Board materials.)

There was a question and answer period throughout the presentation.

Trustee Canady expressed concern with the way the Ad Hoc Committee operated. They never had an open meeting. They hired someone without going through an open bid process particularly by something that is not covered by the exceptions of the Open Meetings Act.

Trustee Pelleran responded that College was hired by the Board’s attorney and not by the Ad Hoc Committee.

Chairperson Laverty stated that the approval for the attorneys and all consultants were approved by the Board by a resolution.

Trustee Canady responded that he was never told that the College was hiring a company that is a subsidiary of a company that owned a competitor.

Trustee Pelleran stated that if Trustee Canady had been at the meeting in 2005, he may have been better informed on this issue.

Trustee Canady responded that he was at that meeting where Collegis was hired; he voted for it.

Trustee Smith expressed concern that no comparisons were provided in terms of other industries regarding startup challenges and costs. She also expressed concern that the report attacked the leadership and the vision. The College has stated that it wanted to be the state-of-the-art institution and that states vision and if you’re trying to carry the institution to that point that takes time. Trustee Smith did not feel that this was the appropriate way of presenting their findings. She felt the report should have been given to the department and not in this setting. She was troubled that College staff were not given a chance to respond prior to today. The Board has talked about the leadership of the institution, but the Board should also look at the leadership they are offering.
Chairperson Laverty felt that whether we like what we’re doing here or not is not the point. The public demanded full and complete disclosure and this is the result.

There was discussion regarding the Board and the administration not having received a copy of the report. The Board did receive information in Closed Session at its January 13 special meeting, but no hard copies were ever given to the Trustees.

Trustee Canady felt that this was a one-sided presentation because the administration did not receive this prior to today and were not given the opportunity to respond.

There was discussion regarding the contract with the State of Michigan and Oracle. It was stated again that no signed contract between the College and Oracle has been furnished.

BOARD AD HOC COMMITTEE SUMMARY REPORT

Trustee Rasmusson introduced Ms. Beverly Baligad and Mr. Thomas Hirsbrunner who assisted the Ad Hoc Committee.

Ms. Baligad presented the Ad Hoc Committee report (it is on file with the official Board materials.)

Mr. Thomas Hirsbrunner read aloud a statement from a concerned student, Ms. April Kenney, who gave permission to read her statement. (The statement is on file with the official Board materials.)

There was a question and answer period after the presentation.

Chairperson Laverty thanked everyone for their participation. He requested that both reports be placed on the web page immediately.

Trustee Smith requested that staff be given an opportunity at the February 20 Board meeting to respond to these reports.

DISCUSSION ON INTERIM PRESIDENT

IT WAS MOVED by Trustee Pelleran and supported by Trustee Proctor to appoint Dr. Judith Cardenas as interim president of Lansing Community College until the Board appoints a new president. Since 2003 Dr. Cardenas has served as Dean of Student and Academic Support and Quality at Lansing Community College. She earned a Doctorate in Education Administration from Baylor University and is currently completing a second doctorate in Training and Performance Improvement. Dr. Cardenas holds two Masters degrees and earned her undergraduate degree from St. Mary’s University. She completed certificate training in leadership management from Harvard University and earned a certificate in E-Learning Management from the University of Phoenix. She has served as Vice President of Teaching and Learning at Mountain View College in Dallas,
Texas. She served as an Executive to the President and later as the Director of Corporate and Community Development at Northwest Vista College in San Antonio, Texas. Dr. Cardenas was a tenured Assistant Professor of Biology and served as the Chair of the Science and Engineering Department at Palo Alto College in San Antonio, Texas.

Trustee Canady stated that he has nothing against Dr. Cardenas, but he is opposed to the process. He would have preferred to have had an application process.

Trustee Pelleran recommended having a national search for the next president.

Trustee Smith also would have preferred a search for the interim president; however, she respects Dr. Cardenas and feels she is qualified. She shared that the Association of Community College Trustees provides assistance with interim searches as well as presidential searches.

Chairperson Laverty stated that in the past an interim president has been selected quite rapidly. He assured the Board and the public that a national search for the permanent presidency will be conducted and it will be an open process.

Roll call vote:
Ayes: Brannan, Laverty, Pelleran, Proctor, Rasmusson
Nays: None
Absent: None

Trustee Canady abstained from voting.

Trustee Smith abstained from voting.

Motion carried.

IT WAS MOVED by Trustee Proctor and supported by Trustee Brannan for President Cardenas to bring a proposal to the Board to recognize and celebrate the many contributions of President Paula Diane Cunningham during her tenure at Lansing Community College, up to and including the naming of an appropriate building in her honor.

Trustee Pelleran felt that the motion is fitting and proper. She would be delighted for the Interim President to make that one of her first priorities.

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

Motion carried.
There was brief discussion regarding the presidential search process. The process will include trustees, students, staff, and community members.

PUBLIC COMMENT

Rich Howard – Good Evening. Rich Howard, Vice President for Strategic Initiatives at Lansing Community College. Been a couple of times this evening that an article in the Lansing State Journal was referenced by Chairperson Laverty then Ms. Baligad on behalf of the Ad hoc Committee. I want to clarify a couple of things. It was not stated...Matt Miller is in the front row, he can verify this I believe...it was not stated by myself or by Vice President Borger that the system is fixed. It has not been stated that way at all. What we have attempted to communicate is that the process by which students receive their financial aid in a timely manner is working. I want to clarify that because that's a very important point. Nobody is saying it's fixed because when you have folks on the front line dealing with students that are having issues it's disrespectful to them. Nobody has indicated that the system is fixed. We'll continue to make advances. It was the process that we were referring to. I wanted to clarify that. Also it was stated by Trustee Rasmusson yesterday to me as well as Ms. Baligad on behalf of the Ad hoc committee that some of those statements in the article were untrue. And that it is not in the College's best interest to continue to mislead the public. I take exception to the word “untrue” and to “continue to mislead the public”. You are welcome to question the accuracy of statements that I've made or that Vice President Borger has made. You are not welcome to question the integrity of this administration. Thank you.

Ava Mills – My name is Ava Mills and I have been at the institution since we did it with paper and pencil. This has been a difficult implementation there's no doubt about it. I think that for some reason the institution in attempting to ride the middle of the road and not point fingers in any direction as stated has inadvertently dropped the ball on top of those that sit on the front line and deal with students on a day to day basis. When we talk about inaccuracies that students are told. Being accurate with information with a system that is constantly evolving and growing and changing, it's very tough to hit a moving target. One day we say something is going to happen because we've been told it will happen. The next day it isn't happening because there's difficulties with the implementation. That isn't necessarily anyone's fault. It's implementation, but I think by not saying those things publicly it puts a bad light on our IT staff, on our financial aid staff, on all staff at this campus. The IT staff here has always been wonderful. I've worked with them for years. I helped implement several systems at this institution and they are very good at what they do, but I think there are many staff pushed into situations that were not appropriate, were not at a level that they were able to handle and what do you do? Do you walk away from your job? No. You do what you can. And do our financial aid staff walk away from their jobs at the end of the day because they haven't you know been able to do it? No. They have sacrificed their families, their heart and soul goes into serving students at this institution. As well as the accounting staff, the Cashiers staff, our Registrars staff, our Admissions staff. And to continually
walk the middle of the road with a system that is making it difficult for us to serve our
students and to serve other staff has not done us justice. And I don’t think it’s fair to
those of us who have worked here for years and have done nothing but support this
institution. I haven’t said anything and that’s unusual for me because I have done this
institution apt and to be quiet but I don’t think that you have done a justice to this
institution, to the staff and to the students by staying quiet.

Barbara Larson – Good evening I’m Barbara Larson, Vice President for Administrative
Services. Those who work with me know how much I love data, so I’m concerned when
data in the reports, some of which I provided has been, I think presented in a way that
could lead to false perceptions. So, I want to just clarify some information in the
Collegis report. One is that the report acknowledges that Information Services and
College Development at this campus is much broader than that we normally see in a
central IT shop. It has included functions such as institutional research, organizational
development. And so then when it goes on to compare FTE’s to the 40-60 FTE’s that
you see in a central IT shop at an institution this size to 110 FTE’s. I think that that
leads to a false impression. We also provided information to Collegis from the State of
Michigan compiled community college data that shows that our operational
expenditures on IT at 7.8% of the budget were very much in line with the other 28
community colleges. Second, the $20 million transfer that is on page 8 is the transfer
for all technology replacement expenditures as well as major software expenditures. I
provided that information to Mr. Moser from Collegis and he asked for details on what
was in that 20 million of Board approved budget and so in that he, I’m sure saw that that
included many expenditures that were outside of Oracle. It includes the replacement of
all PC’s in the computer lab; it includes the additional PC’s as we create new computer
classrooms in new construction. And finally I was just asked that the enrollment data be
checked in terms of the 2% drop at the main campus. That refers to spring of 2005 and
that was the first semester when we were fully operational with the West Campus. So
we would expect a drop in enrollment at the downtown campus as 3,000 students
moved to the West Campus so I might ask that that be clarified for the report. Thank
you.

Evelyn Green – My name is Evelyn Green. I don’t want to minimize the effect that the
implementation of this Oracle system has had on the students and on the staff, but it
appears to me that the Board is attempting to politicize the search for the questions and
the answers to the problem. Or the solutions to the Oracle system. I’m very
uncomfortable with this report. Now it may not be fair, but the perception out there is
that this company that you hired was not totally independent. I have a ton of questions,
but the first one that I would like to address is the one that relates to finances. And it’s
in the report, page 11. Oracle implementation has cost LCC between $10 million and
$37 million over the past 5 years. Now, if my arithmetic is correct that’s a $27 million
difference. I know LCC can find out how much money they paid for Oracle in five years.
So, I think they could have done a better job giving us more exact and precise figures.
We are tax payers, I’m a tax payer I taught here, but I’m a tax payer. And $27 million is
not chump change to me. So, how much did LCC pay over the last five years for
Oracle? How much money was actually paid?
Laverty – The Board would like to know the answer to that question also. That’s something we’ve been asking for for months. There was no budget…

Evelyn Green – This should not have been issued until that question was answered. Also, when I read on page 12, “these and very likely a number of other issues we did not uncover.” You did not uncover the issues, will likely cost LCC an excess of $1 million. Well, since you did not uncover the issues, since you don’t know exactly how much they’re going to cost, since you didn’t give me a breakdown, why just $1 million? They might cost $2 million. Where is the data to support this? We are tax payers. A million dollars is not chump change. So, a company that was hired to talk about the financial…maybe it would have been better to leave this out altogether, since you didn’t have the answers. But to put this in here and then to give people the perception that all they’re swarmed with money here at LCC – it’s $40 million, $10 million – we deserve better data. The survey, just lots of things about the survey and I’m going through it with a fine tooth comb, so I’ll have lots of questions. Survey population. The survey design accepts only anonymous responses. Why? If I have a problem with Oracle, if I have a problem with a staff, if I have a problem with the management, I can say it. I can talk to them. I can say it publicly. Maybe that’s a nice way to hide behind some other exterior motive by being anonymous. Also, the organizational structure. I didn’t see anything about the prior organizational structure in terms of Banner and in terms of Oracle. I think we would be able to better interpret if we had that information. Maybe some people think they can do this without having that information, but I need to know, I want to know what happened, why it happened, and how much it cost. And this report that I heard from the representative I still haven’t found the answers. And you just told me that the Board couldn’t find out how much it cost. There was no budget. We got to have better answers than that. One last question I want to know, are we going to get a copy of the report from Oracle? This is Oracle system. We paid them almost $40 million according to this. Somewhere between $10 million and $37 million I’m going to round it off and say we paid them $40 million. If it didn’t work…did they give a report? Do we have a report from Oracle telling us why it didn’t work? What they needed to do? A company I paid $40 million to, almost. Did we? Did we talk to Oracle? Am I going to get a copy of Oracle’s report?

Chairperson Laverty – We’ve only got what the College provided us with.

Evelyn Green – Do we have that? I’ll take the College’s. But I think Oracle…you should have given Oracle a chance to respond. I’ll take the College’s Oracle report.

Lyle Laylin – Hi, my name is Lyle Laylin, I’m an employee here at the College. I would agree with what Evelyn just said. You guys went out and hired another firm; you managed to get information from somebody else. Did anybody call Oracle? No. Nobody called Oracle. Why haven’t we heard from them what went wrong? That’s all I got to say. It’s the only question you need.
Linda Uhler – My name is Linda Uhler. I don’t even know where to begin. I just am so appalled at the report, but it goes far beyond this report. It has started a long time ago. There’s obviously something very deeper going on than a financial aid problem that happened in the fall. I’m not minimalizing the financial aid. I’ve worked with students for 21 years before I switched over to IT and I’ve been there for four years. And I want to tell you all start asking questions of this Board. What goes beyond the financial aid of fall? What is the axe that somebody on…who's already left so I can't even look at him and ask him. What’s the axe he’s has to grind? What is your goal? It's far beyond this. And I am so terribly disappointed in you.

Chairperson Laverty – Lansing Community College must move forward. Our students deserve the best possible service from the administration of the College and the best possible education from our faculty. Lansing Community College and the Board have a lot of work to do. No more excuses. No more denial. No more blaming others. Let's get the job of education done together.

ADJOURNMENT

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

Ayes: Laverty, Pelleran, Proctor, Rasmusson
Nays: None
Absent: None

Motion carried.

Trustee Brannan left at 5:51 p.m.

Trustee Smith left at 5:52 p.m.

Trustee Canady left at 5:55 p.m.

The meeting adjourned at 6:08 p.m.
CALL TO ORDER

The meeting was called to order at 6:11 p.m.

ROLL CALL

Present: Brannan, Canady, Laverty, Pelleran, Proctor, Rasmusson, Smith
Absent: None

Trustee Proctor was present telephonically.

PLEDGE OF ALLEGIANCE

Trustee Brannan led the pledge of allegiance.

ADDITIONS/DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

LIMITED PUBLIC COMMENT REGARDING AGENDA ITEMS

Lynn Savage – Good evening, my name is Lynn Savage and I’m speaking to you once again tonight as Chair of the LCC Labor Coalition. As you know the Labor Coalition represents all labor unions on campus as we negotiate healthcare including LCC MAHE, which is the faculty association; LCCAA, which is the administration association; LCC ESP for full-time support; the Part-time Clerical Technical Union; AFSCME; FOP; and HERE, the hotel and restaurant employees. Once again we are asking for your help. As I stated in December, we’ve worked long and hard to reach an agreement. It is now February and we’ve been negotiating without success for a year. This evening we have submitted a proposal to the management team which we believe is fair and equitable. One which addresses the commitment to making benefits at LCC comparable to other community colleges in the state while remaining of reasonable costs to the College and to the community. It addresses, for example, dental and vision benefits that have not been changed for at least 20 years. We have included a spreadsheet with that proposal that we believe will assist in cost comparisons across the various recent proposals. There are larger issues here. We remain concerned and somewhat frustrated about the actual direction of the College with respect to long-term equitable human resources planning versus the direction we seem to see at the table. The Coalition is committed to supporting long range planning for Human Resources for the College in the same vain that the Strategic Plan and the Facilities Master Plan
address those particular areas. We encourage the idea of taking stock of our current practices and policies; looking at comparable institutions in direction of higher education; and following through with the commitment to making LCC comparable with our fellow institutions with respect to human resources issues. We urge you as Board members to support a fair and equitable agreement in healthcare that reflects this value of a commitment to long-term human resources planning for the College. We hope that you will have an opportunity to review our entire proposal with your management team and we remain willing to meet with you to discuss our position, if that would be helpful. Thank you for your attention.

Sally Pierce – Hi, I’m Sally Pierce. President of LCC MAHE, the faculty association and a Lansing tax payer. The Board members have a hard copy of this; I think. Except Bob. Good evening, Board members. MAHE knows you set parameters for our negotiations and last Thursday we worked with numbers supplied by management to fit all the faculty we represent into those parameters. Thursday afternoon we were told that the costs of the raises we’re proposing slightly exceed your parameters, but Tim Zeller told us he would ask you to expand your parameters slightly so that we can achieve those raises. Today in our MAHE caucus, we worked with this spreadsheet data some more and though we support the process we engaged in Thursday, we suspect that the numbers and the data we are working with are fuzzy and don’t give either side an accurate picture of the cost. If the spreadsheet and your parameters are correct, then LCC MAHE will remain at the bottom of our comparable community colleges, even though LCC is in the top tier of Michigan community colleges. We ask that you support the process we engaged in Thursday and we bring some good news this evening. We think the actual cost may be lower than the spreadsheet indicates for the percentage raises we are discussing and that are needed to approach both internal and external salary equity for all classifications of faculty. We want to continue working with HR representatives and the available data to accurately refine our proposals in light of the financial facts. Please let your bargainers know if you can support the costs they bring tonight and understand that we stand ready to continue to negotiate. I don’t know if the dates have been sent, but we’ve identified a series of dates when we’re available to negotiate. Thank you.

CHAIRPERSON AND BOARD MEMBER REPORTS

Chairperson Laverty

Presidential Search Process

Chairperson Laverty reported that he’s asked Vice President Larson and Ms. Beckie Beard to assist in creating a request for proposal to hire an executive search firm. Once the search firm is selected a presidential profile will be created to assist in identifying potential candidates. The college community will be involved in creating the profile. Chairperson Laverty pledged that no decisions will be made during the summer months in consideration of faculty. It is anticipated that a timeline and a list of activities will be created and posted on the College’s web page by mid-April. The Board would need to
determine how the search committee will be structured and selected. Chairperson Laverty stated once the request for proposal is developed the Board will work on reviewing the proposals and select the search firm. He explained that with the assistance of the search firm the process would include developing and approving the profile, interviewing the candidates, and selecting the president.

Trustee Pelleran was supportive of the request for proposal process.

Trustee Smith also was supportive of using the request for proposal process. She stated the Board work closely on deciding the composition of the search committee to ensure an inclusive process.

Trustee Canady shared that he prefers having the Board as a whole be involved in the selection process rather than a committee. He felt that it is their responsibility as Board members to select the president and should be involved every step of the way.

Chairperson Laverty invited those trustees interested in participating in the request for proposal process. The process will be conducted in an open setting. Considering he’s never been through a presidential search process, he’s looking for all the guidance he can get. He agreed that full Board participation is important.

Workforce Development Board

Chairperson Laverty reported that construction is continuing on the roof of the Capital Area Michigan Works! building. He asked Trustee Brannan for an update on the Healthcare Regional Skill Alliance.

Trustee Brannan reported that the kickoff event will be held on March 2nd at Ingham Regional Medical Center. The Alliance is looking at the tri-county needs for healthcare concentrating on workforce development and a closer connection with the K-12 arena. There’s been discussion with the Human, Health and Public Service Careers division about other innovative events to ensure the College’s involvement.

Chairperson Laverty also reported that Capital Area Career Connections, which is a subcommittee of the Capital Area Michigan Works! Agency has lost its funding, but they are working towards resurrecting the program again.

Foundation Board of Directors

The Foundation Board of Directors met on January 17 and the main topic of discussion was what’s going on at the College and how it may affect the capital campaign. Trustees Laverty, Proctor, and Pelleran met with the Executive Committee of the Foundation regarding how to work together and move forward. Chairperson Laverty felt there are many things the Board needs to focus on.

Information and Announcements
Chairperson Laverty had no additional information or announcements to give.

**Board Members**

*Trustee Rasmusson –*

**Audit Committee Report**

Trustee Rasmusson reported that Ms. Michelle Gallagher is looking at a number of requirements from the Government Accounting Standards Board related to the 2004-2005 Financial Audit. He doesn’t expect anything will come out of that except that we’re doing our due diligence.

**Policy Review and Analysis Preliminary Report – Jan Lazar**

Trustee Rasmusson introduced Ms. Jan Lazar. He shared that Ms. Lazar is reviewing the budgeting and financial rules.

Ms. Lazar presented a preliminary report. (The report is on file with the official Board materials.)

*Trustee Smith – ACCT*

Trustee Smith reported that she attended the ACCT Legislative Summit. She serves on the ACCT Diversity Committee and they had an executive board meeting. A lot of information was shared regarding tribal governance, which she felt was beneficial to Michigan considering there are many tribal colleges. Trustee Smith shared that she met with the Executive Secretary for Education regarding the minority issues that the country is facing and what other countries are doing in terms of higher education. All of the Michigan Trustees in attendance met with Senators Debbie Stabenow and Carl Levin and Mr. John Engler regarding workforce development.

**PRESIDENT’S REPORT**

**Informational Items**

*College Spotlight – Alternative Energy/Grant Program Update*

Vice President Borger, Ms. JaNice Marshall, Ms. Annette Parker, and Mr. Howard Dillman provided a PowerPoint presentation regarding the Alternative Energy/Grant Program. (The presentation is on file with the official Board materials.)

There was a question and answer period after the presentation.
The Trustees expressed their appreciation for the hard work that faculty and staff have done in this area.

**Budget Update**

Vice President Barbara Larson provided a PowerPoint presentation regarding the fiscal year 2007 preliminary budget projections. She referenced the material provided in the Board packet (it is on file with the official Board materials.)

There was a question and answer period after the presentation.

**Financial Aid Update**

President Cardenas reported that the financial aid staff, under the leadership of Dr. Rebekah Woods, have developed short-term and long-term staffing proposals that will be put in place immediately. Everyone is working diligently in addressing all student needs as they arise considering financial aid issues are complicated and not one solution fits every student. Work is in progress to complete a compliance review to identify additional areas needing attention. Staff are working in conjunction with ISCD staff to identify a list of issues needing to be addressed prior to September 2006.

Trustee Proctor asked when all of the systems dealing with financial aid may be fixed.

President Cardenas responded that we are working on a timeline of September 2006 to identify the critical areas needing to be addressed directly related to registration and financial aid. Those issues will be address first.

**Tribute to Paula D. Cunningham**

President Cardenas reported that a committee has been formed to develop a proposal to pay tribute to Paula Diane Cunningham. Mr. Bill Motz has accepted to chair the committee, and volunteers will be solicited to offer ideas. A proposal will be brought before the Board at the March 20 meeting.

**Oracle Student System**

President Cardenas stated that staff in the Student and Academic Support (SAS) and Information Services and College Development (ISCD) divisions are reviewing all the reports and audits. They are identifying the critical areas needing to be addressed focusing on registering students and providing financial aid in a successful manner. She further stated that a project management system is being implemented and Ms. Nancy Lombardi is providing leadership to this group which will identify milestones, create key areas of focus, and create backup plans. President Cardenas introduced Dr. Rebekah Woods and Dr. Stephanie Shanblatt to further address this item.
Dr. Woods pledged her support and commitment in working with President Cardenas as well as the Board of Trustees. A collective collaboration from everyone is imperative as we move this institution forward to provide solutions to the challenges that the College faces. She acknowledged both the ISCD and SAS staff for their dedication. No matter what the issues are no one can deny the absolute commitment that all parties involved have in resolving this issue. Everyone strives to provide a superior level of customer service to all students in every facet, and will continue to work toward eliminating all potential barriers to the success of all students at Lansing Community College.

Dr. Shanblatt stated that her remarks were on behalf of the entire ISCD leadership team. The last several months have been challenging for the staff in ISCD and they acknowledge that there are always challenges with a new implementation. They recognize that there is much yet to be done. The ISCD division is committed to doing their best to meet the needs of students, faculty, and staff. They are committed to open dialogue and communication across campus and to building trust in their abilities. They are also committed to moving forward using best practices, project planning and management, and IT governance. Dr. Shanblatt shared that they look forward to working collaboratively with President Cardenas and with the Board of Trustees so collectively we can serve the needs of the students.

**Action Items**

*Approval of Minutes – January 13, 2006 Special Meeting; January 17, 2006 Regular Meeting; February 1, 2006 Special Meeting*

President Cardenas presented the January 13, 2006; January 17, 2006; and the February 1, 2006 meeting minutes for the Board’s review.

There were no changes.

*Human Resources – Administrative Appointments and Terminations*

**Administrative Appointments—**

- Catherine Fisher, CPA, Director of Accounting and Payroll, Accounting and Payroll Department, Administrative Services Division
- H. Thomas Klever, Chairperson, Language Skills, Language Skills, Student and Academic Support
- Jan Danford, Dean, Technical Careers, Technical Careers

**Terminations—**

- Firmesk Silevany, Dispatch Police Officer (Part-Time), Police and Public Safety Department
Trustee Canady asked for Ms. Danford’s appointment to be voted on separately. He stated that he has nothing against Ms. Danford; however, there has been a growing trend at the College where qualified Black applicants for positions have ultimately resulted in failed searches after their names were announced. He further stated that it happened to Ms. Addie Morrow, Mr. Stan Chase, and Ms. Delores Eiseler. He also shared that Ms. Annette Parker was recommended for this position three times by the search committee and when her name came up, it resulted in a failed search. Trustee Canady felt that this creates an atmosphere for people to not trust the process and it reflects poorly on the goals of increasing diversity at the College. This makes it difficult to recruit qualified Black applicants. He shared that he would not be voting for Ms. Danford’s appointment.

Trustee Pelleran supported Trustee Canady’s recommendation to vote on the appointment separately.

There was brief discussion regarding what a failed search meant.

Course Fees

Vice President Howard presented the course fees for the Board’s approval, which were included in the Board materials.

There was no discussion.

Tentative Agreement – Education Support Personnel

President Cardenas thanked the negotiation teams and Ms. Terry Wellman for her leadership on the Education Support Personnel bargaining unit. The tentative agreement was ratified by the union on February 14, which was included in the Board packet.

There was brief discussion regarding the tentative agreement.

Joint Capital Outlay Subcommittee Resolution

Vice President Larson presented the Joint Capital Outlay Subcommittee Resolution, which was part of the Board packet. The Subcommittee will be meeting on Wednesday, February 22 and is eager to receive all resolutions from the community colleges.

Trustee Pelleran stated that she will be voting in support of this resolution and will be making a motion that Chairperson Laverty sign the resolution in Trustee Proctor’s absence.

There were no objections from the Board to have Chairperson Laverty sign the resolution in order to ensure the resolution is delivered as soon as possible.
Finance – Approval of Bids

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

1. Upgrade to AAFS and Delivery Tracking System. The recommendation was to award the bid to BAM 1, Inc., from Adrian, Michigan.

2. Apple Training Services. The recommendation was to award the bid to Apple Computer from Austin, Texas.

3. Flash Over Chamber Units. The recommendation was to award the bid to Youngstrom Contracting, Inc., from Ionia, Michigan.

4. Arts & Sciences Building First Floor-Vacated Spaces Renovation; Travel & Tourism and Mixology Labs. The recommendation was to award the bid to Moore Trosper Construction from Holt, Michigan

5. Math Lab Consulting Services. The recommendation was to award the bid to Ms. Denise Griffey of Shawnee Mission, Kansas.

There was discussion regarding the bids.

IT WAS MOVED by Trustee Pelleran and supported Trustee Smith to approve the President’s Report except for Ms. Jan Danford’s administrative appointment.

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

Motion carried.

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan to approve Ms. Jan Danford’s administrative appointment.

Trustee Smith referred to Trustee Canady’s concerns. She asked if any grievances have been filed.

Staff responded that none have been filed.

Trustee Canady believes that grievances may not have been filed because of fear of retaliation.

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

Motion carried.  

CLOSED SESSION  

IT WAS MOVED by Trustee Pelleran and supported by Trustee Brannan that the Board go into closed session for the purpose of discussing strategy connected with the negotiations of a collective bargaining agreement.  

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

Motion carried.  

The Board entered into closed session at 7:50 p.m.  

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

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

Motion carried.  

The Board returned to open session at 8:14 p.m.  

PUBLIC COMMENT  

There were no comments from the public.  

ADJOURNMENT  

The meeting adjourned at 8:14 p.m.
## CIVIL RIGHTS COMPLIANCE PLAN FOR COMMUNITY COLLEGES

<table>
<thead>
<tr>
<th>Name of College - Lansing Community College</th>
<th>Date of Submission</th>
<th>Completion Date</th>
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<tbody>
<tr>
<td><strong>NONCOMPLIANCE ITEM (Finding):</strong> There are architectural barriers that deny persons with mobility-impairments access to facilities that house vocational education programs and courses</td>
<td></td>
<td><strong>RECOMMENDATION #1:</strong> The College must take steps to address the architectural barriers which deny or impede persons with mobility-impairments access to facilities that house vocational education including, but not limited to, the following list of findings</td>
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### COMPLIANCE

<table>
<thead>
<tr>
<th>Non-compliance Item</th>
<th>Person Responsible</th>
<th>Corrective Action</th>
<th>Timeline for Compliance</th>
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<tbody>
<tr>
<td><strong>ACADEMIC OFFICE FACILITY</strong> (AOF) 315 N. Grand Avenue</td>
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<tr>
<td>Signage</td>
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<tr>
<td>Appropriate signs identifying accessible doors are not present.</td>
<td>Physical Plant</td>
<td>Signage posted in appropriate areas - see attached</td>
<td>3 mths (06/04/06)</td>
</tr>
<tr>
<td><strong>ARTS &amp; SCIENCES BL</strong> 419 N. Washington Square</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Appropriate signs identifying accessible doors are not present.</td>
<td>Physical Plant</td>
<td>Signage posted in appropriate areas - see attached</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>CONTINENTAL BLDG.</strong> 333 N. Washington Square</td>
<td></td>
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<tr>
<td>Signage</td>
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<td></td>
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<td>Physical Plant</td>
<td>Signage posted in appropriate areas - see attached</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>DART AUDITORIUM</strong> 500 N. Capitol Avenue</td>
<td></td>
<td></td>
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<tr>
<td>Signage</td>
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<td></td>
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<td>Appropriate signs identifying accessible doors are not present.</td>
<td>Physical Plant</td>
<td>Signage posted in appropriate areas - see attached</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Restricted areas (such as boiler/engine or custodial room) are not marked, including for persons with visual impairments.</td>
<td>Physical Plant</td>
<td>Change door hardware (textured knobs)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>GANNON VOCATIONAL TECHNICAL FACILITY</strong> 422 N. Washington Square</td>
<td></td>
<td></td>
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<tr>
<td>Signage</td>
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<td></td>
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</tr>
<tr>
<td>Appropriate signs identifying accessible doors are not present.</td>
<td>Physical Plant</td>
<td>Signage posted in appropriate areas - see attached</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Braille signs are required for elevators on controls.</td>
<td>Physical Plant</td>
<td>Appropriate signage installed</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
<td>Timeline for Compliance</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
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<td>------------------------</td>
</tr>
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<td>Restricted areas (such as boiler/engine or custodial room) are not marked,</td>
<td>Physical Plant</td>
<td>Change door hardware (textured knobs)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>including for persons with visual impairments.</td>
<td>Physical Plant</td>
<td></td>
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</tr>
<tr>
<td><strong>PHOTOGRAPHY CENTER  601 N. Washington Square</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date Built</strong>: 1950</td>
<td>Physical Plant</td>
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<td></td>
</tr>
<tr>
<td><strong>Signage</strong></td>
<td>Physical Plant</td>
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<td></td>
</tr>
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<td>Restricted areas (such as boiler/engine or custodial room) are not marked,</td>
<td>Physical Plant</td>
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<tr>
<td>including for persons with visual impairments.</td>
<td>Physical Plant</td>
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<tr>
<td><strong>TECHNOLOGY &amp; LEARNING CENTER  400 N. Capitol Avenue</strong></td>
<td>Physical Plant</td>
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<tr>
<td><strong>Signage</strong></td>
<td>Physical Plant</td>
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<tr>
<td>including for persons with visual impairments.</td>
<td>Physical Plant</td>
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</tr>
<tr>
<td><strong>AVIATION CENTER (Lansing)  3428 W, Hangar Drive</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date Built</strong>: 1962 ** Date Modified: 2003**</td>
<td>Physical Plant</td>
<td></td>
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</tr>
<tr>
<td><strong>Signage</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
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<td>Restricted areas (such as boiler/engine or custodial room) are not marked,</td>
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<td></td>
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</tr>
<tr>
<td>including for persons with visual impairments.</td>
<td>Physical Plant</td>
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</tr>
<tr>
<td><strong>CLINTON COUNTY CENTER (St. Johns)  1013 S. US127, Suite C</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date Built</strong>: (unknown) ** Date Modified:2001**</td>
<td>Physical Plant</td>
<td></td>
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</tr>
<tr>
<td><strong>Signage</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
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<td>Restricted areas (such as boiler/engine or custodial room) are not marked,</td>
<td>Physical Plant</td>
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<td></td>
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<tr>
<td>including for persons with visual impairments.</td>
<td>Physical Plant</td>
<td></td>
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</tr>
<tr>
<td><strong>LCC EAST (East Lansing)  2827 Eydе Parkway</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date Built</strong>:2004 ** Date Modified: 2005**</td>
<td>Physical Plant</td>
<td></td>
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</tr>
<tr>
<td><strong>Signage</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
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<td>Restricted areas (such as boiler/engine or custodial room) are not marked,</td>
<td>Physical Plant</td>
<td></td>
<td></td>
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<tr>
<td>including for persons with visual impairments.</td>
<td>Physical Plant</td>
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</tr>
<tr>
<td><strong>LIVINGSTON COUNTY CENTER (Howell)  1630 Pickney Road</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Date Built</strong>: ca. 1975 ** Date Modified: 1996**</td>
<td>Physical Plant</td>
<td></td>
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</tr>
<tr>
<td><strong>Signage</strong></td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offices and meeting areas are not labeled with Braille signs.</td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms are not identified with Braille signs.</td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
<td>Timeline for Compliance</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>TECHNICAL TRAINING CENTER -- WEST CAMPUS/ M-TEC (Lansing)</td>
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<tr>
<td>5708 Corner Stone Drive</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Date Built: 2004  Date Modified: N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services Office and Information Desk are not labeled with Braille signs.</td>
<td>Physical Plant</td>
<td>Braille signs installed</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>An evacuation plan for students with disabilities is not evident.  Appropriate</td>
<td>Safety Officer</td>
<td>See attached - Item (B)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>signage/devices must be posted/installed throughout the facility.</td>
<td></td>
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</tr>
<tr>
<td>ACADEMIC OFFICE FACILIT (AOF)  315 N. Grand Avenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1924  Date Modified: 2001</td>
<td></td>
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</tr>
<tr>
<td>Drainpipes under accessible sinks are not properly insulated.</td>
<td>Physical Plant</td>
<td>Insulate pipes</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Drainpipes under accessible sinks are not properly insulated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTS &amp; SCIENCES BLDG.  419 N. Washington Square</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1968  Date Modified: 2005</td>
<td></td>
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</tr>
<tr>
<td>Drainpipes under accessible sinks are not properly insulated.</td>
<td>Physical Plant</td>
<td>Insulate pipes</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Drainpipes under accessible sinks are not properly insulated.</td>
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</tr>
<tr>
<td>CONTINENTAL BLDG.  333 N. Washington Square</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1976</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Accessible female or unisex restrooms do not exist.</td>
<td>Physical Plant</td>
<td>Update existing restrooms and post appropriate signage</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Grab bars are not installed on back and side of accessible stall (33” height at</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>mid-point). Toilet seat is lower than 17-19”.Urinal is mounted higher than maximum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>height of 17-19”.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identified Female Restroom(s)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Accessible female or unisex restrooms do not exist.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grab bars are not installed on back and side of accessible stall (33” height at</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>mid-point). Toilet seat is lower than 17-19”.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DART AUDITORIUM  500 N. Capitol Avenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1980</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identified Female Restroom(s)</td>
<td>Physical Plant</td>
<td>Insulate pipes</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Drainpipes under accessible sinks are not properly insulated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
<td>Timeline for Compliance</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>------------------------</td>
</tr>
</tbody>
</table>
| PHOTOGRAPHY CENTER  601 N. Washington Square  
Date Built:  1950  
Identified Male Restroom(s)  
Drainpipes under accessible sinks are not properly insulated.  
Identified Female Restroom(s)  
Drainpipes under accessible sinks are not properly insulated. | Physical Plant | Insulate pipes | 3 months (06/04/06) |
| HEALTH & HUMAN SERVICES BLDG.  515 N. Washington Square  
Date Built:  2005  
Identified Female Restroom(s)  
Drainpipes under accessible sinks are not properly insulated. | Physical Plant | Insulate pipes | 3 months (06/04/06) |
| AVIATION CENTER (Lansing)  3428 W. Hangar Drive  
Date Built:  1962  
Date Modified:  2003  
Identified Male Restroom(s)  
Accessible male or unisex restrooms do not exist: DAZY Flight Center.  
Drainpipes under accessible sinks are not properly insulated (Aviation Center).  
Identified Female Restroom(s)  
Accessible female or unisex restrooms do not exist: DAZY Flight Center.  
Drainpipes under accessible sink are not properly insulated (Aviation Center).  
No directional signage is available to accessible unisex restrooms (Aviation Center). Both restrooms at entry to hanger are designated Male.  
SUGGESTION: Add directional signage to accessible unisex restrooms in other part of building; designate one or both of the Male restrooms as unisex. (Note requirements for Comparable Facilities under Exhibit N.) | Physical Plant | Reassign existing restroom or post sign to redirect to accessible restroom | 3 months (06/04/06) |
| TECHNOLOGY & LEARNING CENTER  400 N. Capitol Avenue  
Identified Male Restrooms | Physical Plant | Insulate pipes | 3 months (06/04/06) |
| ACADEMIC & OFFICE FACILITY (AOF)  315 N. Grand Avenue  
Date Built:  1924  
Date Modified:  2001  
Telephones | Physical Plant | Insulate pipes | 3 months (06/04/06) |
<table>
<thead>
<tr>
<th>Non-compliance Item</th>
<th>Person Responsible</th>
<th>Corrective Action</th>
<th>Timeline for Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>No TDD/TDY phone system identified with international sign is available or students do not have access to/are not aware of an operator-assisted communication system. Telephone(s) protrude more than 4” into circulation space and are more than 27” from floor (not cane-detectable).</td>
<td>Physical Plant</td>
<td>Post sign at each pay phone with location of TDD/TTY &quot;located in GVT 2900&quot;. See attached</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>AVIATION CENTER (Lansing) 3428 W. Hangar Drive</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Date Built: 1962 Date Modified: 2003</td>
<td>Physical Plant</td>
<td>Post sign at each pay phone with location of TDD/TTY &quot;located in GVT 2800&quot;. See attached</td>
<td></td>
</tr>
<tr>
<td>Students do not have access to/are not aware of an operator-assisted communication system. Telephone(s) protrude more than 4” into circulation space and between 27-80” above floor (not cane-detectable).</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>TECHNICAL TRAINING CENTER -- WEST CAMPUS/ M-TEC (Lansing) 5708 Corner Stone Drive</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Date Built: 2004 Date Modified: N/A</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td></td>
</tr>
<tr>
<td>Telephones</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td></td>
</tr>
<tr>
<td>Telephone(s) protrude more than 4” into circulation space (above 27-80” from floor): not cane-detectable.</td>
<td>Physical Plant</td>
<td>Campus communication to inform Faculty and Staff of accessible route requirements. Safety Office to monitor</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>ARTS &amp; SCIENCES BLDG. 419 N. Washington Square</td>
<td>Physical Plant</td>
<td>Campus communication to inform Faculty and Staff of accessible route requirements. Safety Office to monitor</td>
<td></td>
</tr>
<tr>
<td>Date Built: 1968 Date Modified: 2005</td>
<td>Physical Plant</td>
<td>Provide adequate furniture</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Classrooms</td>
<td>Physical Plant</td>
<td>Provide sink at accessible height</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Accessible aisles are not maintained (36” minimum): e.g., Rooms 373, 375, 417, 477B.</td>
<td>Physical Plant</td>
<td>Relocate</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Table/desk/workstation is not accessible*: Rooms 427, 207</td>
<td>Liberal Studies Division</td>
<td>Provide adequate furniture</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Sink is not accessible: Room 427</td>
<td>Physical Plant</td>
<td>Provide sink at accessible height</td>
<td></td>
</tr>
<tr>
<td>First Aid kit is not accessible#: Culinary classroom (Room 207)</td>
<td>Physical Plant</td>
<td>Relocate</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Objects protrude 4” or more into classroom between 27” and 80” from floor: Social Science display case in hallway.</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
<td>Timeline for Compliance</td>
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<tr>
<td><strong>PHOTOGRAPHY CENTER  601 N. Washington Square</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Date Built: 1950</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms and Offices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessible aisles are not maintained (36” minimum) in Lounge (Rm. 217); Lounge does not have accessible table.*</td>
<td>Physical Plant</td>
<td>Campus communication to inform Faculty and Staff of accessible route requirements. Safety Officer to monitor</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>HEALTH &amp; HUMAN SERVICES BLDG.  515 N. Washington Square</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Date Built: 2005</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessible sink not available in Dental Lab.#</td>
<td>Physical Plant</td>
<td>Provide sink and workstation at accessible height</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Workstation is not accessible in Emergency Operating Room*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AVIATION CENTER (Lansing)  3428 W. Hangar Drive</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1962 Date Modified: 2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pencil sharpener height exceeds 48”: Room 112; Dazy Center.</td>
<td>Physical Plant</td>
<td>Relocate</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>TECHNICAL TRAINING CENTER -- WEST CAMPUS/ M-TEC (Lansing) 5708 Corner Stone Drive</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Date Built: 2004 Date Modified: N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classrooms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workstation is not accessible*: Welding Lab; Drafting Lab (U24); HVAC; Sheet Metal Lab.</td>
<td>Physical Plant and Lab Technicians</td>
<td>Adjust workstations as needed</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>(Height 28-34”; min. knee clearance 27” high, 30” wide, 19” deep)</td>
<td></td>
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<tr>
<td><strong>ARTS &amp; SCIENCES BLDG.  419 N. Washington Square</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1968 Date Modified: 2005</td>
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<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessible water fountain(s) are not operable with closed fist (2nd floor).</td>
<td>Physical Plant</td>
<td>Post sign at each non-accessible fountain with location of nearest accessible fountain</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>CONTINENTAL BLDG.  333 N. Washington Square</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1976</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50% of water fountains are not accessible.</td>
<td>Physical Plant</td>
<td>Post sign at each non-accessible fountain with location of nearest accessible fountain</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
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</tr>
<tr>
<td><strong>GANNON VOCATIONAL TECHNICAL FACILITY 422 N. Washington Square</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1975 Date Modified: 1999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50% of water fountain are not accessible.</td>
<td>Physical Plant</td>
<td>Post sign at each non-accessible fountain with location of nearest accessible</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fountain</td>
<td></td>
</tr>
<tr>
<td>Accessible water fountains are not operable with closed fist.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water fountain push controls are not located on front of fountain.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No evidence was presented of an effective building evacuation plan for students</td>
<td>Safety Officer</td>
<td>See attached - Item (B)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>with disabilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHOTOGRAPHY CENTER 601 N. Washington Square</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1950</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire alarm system does not include visual warning (lights).</td>
<td>Safety Officer</td>
<td>See attached - Item (A)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AVIATION CENTER (Lansing) 3428 W. Hangar Drive</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1962 Date Modified: 2003</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less than 50% of water fountains are accessible.</td>
<td>Physical Plant</td>
<td>Post sign at each non-accessible fountain with location of nearest accessible</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fountain</td>
<td></td>
</tr>
<tr>
<td>Accessible water fountain(s) are not operable with closed fist.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water fountain push controls are not located on front of fountain.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire alarm system does not include audible and visual warning (lights).</td>
<td>Safety Officer</td>
<td>See attached - Item (A)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>No evidence was presented of an effective building evacuation plan for students</td>
<td>Safety Officer</td>
<td>See attached - Item (B)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>with disabilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIVINGSTON COUNTY CENTER (Howell) 1630 Pickney Road</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: ca. 1975</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No evidence was presented of an effective building evacuation plan for students</td>
<td>Safety Officer</td>
<td>See attached - Item (B)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>with disabilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
<td>Timeline for Compliance</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------</td>
<td>-------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>TECHNICAL TRAINING CENTER -- WEST CAMPUS/ M-TEC (Lansing) 5708 Corner Stone Drive Date Built: 2004 Date Modified: N/A</td>
<td>Safety Officer</td>
<td>See attached - Item (B)</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No evidence was presented of an effective building evacuation plan for students with disabilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACADEMIC OFFICE FACILIT (AOF) 315 N. Grand Avenue Date Built: 1924 Date Modified: 2001 Accessible Route</td>
<td>Physical Plant</td>
<td>Campus communication to inform Faculty and Staff of accessible route requirements. Safety Officer to monitor</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Accessible aisles (36” minimum) are not maintained in some classrooms and Office 107.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DART AUDITORIUM 500 N. Capitol Avenue Date Built: 1980 Accessible Route</td>
<td>Physical Plant</td>
<td>Adjust as needed so all materials on display will be visable at setting eye level</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Hallway displays are not at sitting-eye level.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIVINGSTON COUNTY CENTER (Howell) 1630 Pickney Road Date Built: ca. 1975 Date Modified: 1996 Accessible Route</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Objects protrude more than 4” into halls and are not cane-detectable (above 27-80” from floor).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TECHNICAL TRAINING CENTER -- WEST CAMPUS/ M-TEC (Lansing) 5708 Corner Stone Drive Date Built: 2004 Date Modified: N/A Accessible Route</td>
<td>Physical Plant</td>
<td>Adjust as needed so all materials on display will be visable at setting eye level</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Materials are not readily accessible to persons in wheelchairs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objects protrude more than 4” into halls and are not cane detectable (above 27-80” from floor).</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td></td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
<td>Timeline for Compliance</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------</td>
<td>-------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td><strong>Doors – Interior</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTS &amp; SCIENCES BLDG. 419 N. Washington Square</td>
<td>Physical Plant</td>
<td>24 handle adapters to provide accommodation</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>CONTINENTAL BLDG. 333 N. Washington Square</td>
<td>Physical Plant</td>
<td>24 handle adapters to provide accommodation</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>GANNON VOCATIONAL TECHNICAL FACILITY 422 N. Washington Square</td>
<td>Physical Plant</td>
<td>24 handle adapters to provide accommodation</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>AVIATION CENTER (Lansing) 3428 W. Hangar Drive</td>
<td>Physical Plant</td>
<td>24 handle adapters to provide accommodation</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>TECHNICAL TRAINING CENTER -- WEST CAMPUS/ M-TEC (Lansing) 5708 Corner Stone Drive</td>
<td>Physical Plant</td>
<td>24 handle adapters to provide accommodation</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>DART AUDITORIUM 500 N. Capitol Avenue</td>
<td>Physical Plant</td>
<td>Test and adjust opening mechanism as required</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
<td>Timeline for Compliance</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>----------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Designated accessible lockers are not available with ADA-compliant opening mechanisms.</td>
<td>Physical Plant</td>
<td>Install new opening mechanism as needed</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>DART AUDITORIUM 500 N. Capitol Avenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1980</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entrances and Exits</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance/Exit doors do not have push-type or U-shaped handles. (70)</td>
<td>Physical Plant</td>
<td>24 handle adapters to provide accommodation</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>LCC EAST (East Lansing) 2827 Eyde Parkway</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 2004 Date Modified: 2005</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entrances and Exits</strong></td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Objects protrude more than 4” into halls and are not cane detectable (above 27” from floor).</td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIVINGSTON COUNTY CENTER (Howell) 1630 Pickney Road</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: ca. 1975 Date Modified: 1996</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entrances and Exits</strong></td>
<td>Physical Plant</td>
<td>Adjust force and timing</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Force required to open exterior doors exceeds 8.5 lbs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closing sweep period on automatic accessible door is shorter than the minimum of 3 seconds from 70 degrees. (Recommended: 8 seconds with hold delay)</td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>SUGGESTION: Improve access to building by installing an automated push-button control system at one complete set of doors, with push-button access to enter and exit the building.</td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objects protrude more than 4” into halls and are not cane-detectable (above 27-80” from floor).</td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TECHNICAL TRAINING CENTER -- WEST CAMPUS/ M-TEC (Lansing) 5708 Corner Stone Drive</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 2004 Date Modified: N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Entrances and Exits</strong></td>
<td>Physical Plant</td>
<td>Provide cane detectable object beneath protruding devices</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td>Objects protrude more than 4” into halls and are not cane-detectable (above 27-80” from floor).</td>
<td>Physical Plant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening force of some doors may exceed 8.5 lbs.</td>
<td>Physical Plant</td>
<td>Adjust force as needed</td>
<td>3 months (06/04/06)</td>
</tr>
<tr>
<td><strong>GANNON VOCATIONAL TECHNICAL FACILITY 422 N. Washington Square</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Built: 1975 Date Modified: 1999</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-compliance Item</td>
<td>Person Responsible</td>
<td>Corrective Action</td>
<td>Timeline for Compliance</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------</td>
<td>-------------------</td>
<td>-------------------------</td>
</tr>
</tbody>
</table>
| Elevator Accessibility  
Elevator call button/elevator controls are not marked with Braille characters. | Physical Plant | Install braille signage | 3 months (06/04/06) |
| AVIATION CENTER (Lansing)  
3428 W. Hangar Drive  
Date Built: 1962  
Date Modified: 2003  
Counselor/Student Services Offices  
Counter height at reception/Student Services office exceeds 36”. | Physical Plant | Lower counter to 36” above finished floor | 3 months (06/04/06) |
| Parking  
An insufficient number of spaces are designated for persons with disabilities. Additional spaces required as noted below. (Spaces may be consolidated at barrier-free entrances.)  
- Lot F (2)  
- Lot I (3)  
- Lot S (3)  
Insufficient/no van parking for persons with disabilities. Add van accessible spaces and signs to:  
- AOF lot (1)  
- Lot F (1)  
- Lot I (1)  
- Lot N (2)  
- Lot S (1)  
- Lot Z (1) | Parking Services | Three accessible parking spaces (1 van accessible) have been created | Completed August 2005 |
<p>|                     | Parking Services | *1                  |                         |
|                     | Parking Services | *2                  |                         |
|                     | Parking Services | *3                  |                         |
|                     | Parking Services | One van accessible parking space has been created | Completed August 2005 |
|                     | Parking Services | *1                  |                         |
|                     | Parking Services | *2                  |                         |
|                     | Parking Services | Assign staff/paint/sign | 3 months (06/04/2006) |
|                     | Parking Services | Assign staff/paint/sign | 3 months (06/04/2006) |
|                     | Parking Services | Assign staff/paint/sign | 3 months (06/04/2006) |
| COMPLIANCE |
|------------------|------------------|------------------|------------------|
| <strong>Non-compliance Item</strong> | <strong>Person Responsible</strong> | <strong>Corrective Action</strong> | <strong>Timeline for Compliance</strong> |
| AVIATION CENTER (Lansing)  3428 W. Hangar Drive  Date Built: 1962  Date Modified: 2003  Parking  An insufficient number of spaces are designated for persons with disabilities. Three (3) additional spaces required. (Spaces may be consolidated at barrier-free entrances.) | Parking Services | Assign staff/paint/sign | 3 months (06/04/2006) |
| Insufficient/no van parking for persons with disabilities. One (1) space required with blue lines designating van-loading area/curb and signage identifying the van parking space. | Parking Services | Assign staff/paint/sign | 3 months (06/04/2006) |
| Grade difference exceeds ½” perpendicular to travel on accessible route. | Parking Services | Reduce grade to meet required level | 3 months (06/04/2006) |
| <strong>Signage</strong>  Exterior signs, indicating location of accessible parking locations, are not present.  Accessible parking sign height (80” minimum; 3” lettering) not present at DAZY Flight Center | Parking Services | One sign is present but not at the appropriate height. Sign will be raised to meet requirements | 3 months (06/04/2006) |
| | Parking Services | There is no parking at the Dazy Building. This building is inside the Capital City Airport perimeter fence, and vehicle traffic/parking is prohibited | 3 months (06/04/2006) |
| LCC EAST (East Lansing)  2827 Eyde Parkway  Date Built:2004  Date Modified: 2005  Parking  An insufficient number of spaces are designated for persons with disabilities. Four (4) additional spaces required. One space can be designated as van parking with appropriate identification. | Parking Services | Assign staff paint/signs poles/bases | 3 months (06/04/2006) |
| LIVINGSTON COUNTY CENTER (Howell)  1630 Pickney Road  Date Built: ca. 1975 Date Modified: 1996  Parking  Designated parking is not located next to an accessible entrance on an accessible route. | Parking Services | The accessible parking spaces will be relocated to provide an accessible route to facilitate accessibility to the building. | 3 months (06/04/2006) |
| SUGGESTION: Ensure accessible route from designated parking. |  |  |  |</p>
<table>
<thead>
<tr>
<th>Non-compliance Item</th>
<th>Person Responsible</th>
<th>Corrective Action</th>
<th>Timeline for Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain 36” minimum width of path from designated parking to building entrance by erecting barriers between nonaccessible parking spaces to entrance and/or widening sidewalk/ removing blocking vegetation.</td>
<td>Physical Plant</td>
<td>Place concrete bumper curbs to prevent cars from overhanging accessible sidewalk. Trim vegetation. Parking Services and Physical Plant</td>
<td>3 months (06/04/2006)</td>
</tr>
<tr>
<td>If accessible parking is moved to spaces closest the entrance (recommended), slope from designated parking to accessible entrance will need to comply with curb cut and/ or slope requirements (slope of ramp to/from parking space 1:20 or less; slope of parking spaces 1:50 or less in any direction).</td>
<td>Parking Services</td>
<td>Assign staff paint/signs poles/bases Move spaces</td>
<td>3 months (06/04/2006)</td>
</tr>
<tr>
<td>Designated accessible van parking space is missing blue lines designating van-loading area/curb.</td>
<td>Parking Services</td>
<td>Assign staff - paint</td>
<td>3 months (06/04/2006)</td>
</tr>
<tr>
<td>Designated accessible van parking space(s) is not clearly marked “van accessible”.</td>
<td>Parking Services</td>
<td>Sign</td>
<td>3 months (06/04/2006)</td>
</tr>
<tr>
<td>Grade difference exceeds ½” perpendicular to travel on exterior accessible route.</td>
<td>Physical Plant</td>
<td>Cut concrete and re-pour to reduce grade change</td>
<td>3 months (06/04/2006)</td>
</tr>
<tr>
<td><strong>Signage</strong></td>
<td>Parking Services</td>
<td>The signs were raised to 80&quot;.</td>
<td>Completed February 2006</td>
</tr>
<tr>
<td>Accessible parking signs are not at the appropriate height (80” minimum).</td>
<td>Parking Services</td>
<td>Accessible parking signs have been raised to a minimum 80”.</td>
<td>Completed - some were raised in October 2005 the remainder in March 2006</td>
</tr>
</tbody>
</table>
## COMPLIANCE

<table>
<thead>
<tr>
<th>Non-compliance Item</th>
<th>Person Responsible</th>
<th>Corrective Action</th>
<th>Timeline for Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exterior signs, indicating location of accessible parking locations, are not present.</td>
<td>Parking Services</td>
<td>Accessibility signage is present at all areas that have accessible parking.</td>
<td>Completed - February 2006</td>
</tr>
</tbody>
</table>

* 1 Due to the risk of crossing Saginaw Street and the distance to College buildings, the accessible parking spaces required for Lot I will be added to the number of accessible parking spaces designated for Lot Z. Therefore, Lot I will have no accessible parking spaces, however, Lot Z will have more than those required.

* 2 Due to the distance to College buildings, the accessible parking spaces required for Lot S were added to the number of accessible parking spaces in Lot N. There are 62 parking spaces in Lot S (0 accessible spaces) and 69 parking spaces in Lot N (7 accessible spaces). Based on 62 parking spaces, Lot S should have 3 accessible parking spaces. Based on 69 parking spaces Lot N should have 3 accessible parking spaces. The total required for both lots is 6, however Lot N actually has 7 which is 1 more than required. LCC will convert 2 of the accessible parking spaces to van accessible parking spaces by June 30, 2006. After the conversion, there will be 7 accessible parking spaces, 2 of which will be van accessible spaces.

* 3 The AOF Building is no longer used for classrooms, and therefore the demand for accessible parking spaces has been reduced. There are 13 parking spaces in this parking lot. The number of accessible parking spaces will be adjusted to 2 accessible parking spaces, 1 of which will be van accessible by June 30, 2006.

* 4 There are no parking spaces at the Dazy Building, and therefore no accessible spaces are required.
The Fire Prevention program insures that campus buildings and fire protection equipment are maintained in compliance with all appropriate state and city fire codes and safety policies of the College. The Safety Services staff inspects buildings, tests and recharges fire extinguishers, investigates fires and fire alarms, checks fire alarm systems, fire pumps, standpipes and sprinkler systems are in good working order. Construction plans are reviewed for compliance with fire codes and ordinances.

An educational program on fire safety, evacuation and fire reporting is offered to all students and staff to demonstrate safe and correct procedures to avoid a fire and, if necessary, to escape in a fire situation.

Education and training programs are available to any on-campus group on request. Programs include relevant audio visual presentations and hands-on fire extinguisher training. All Faculty and staff will be trained to provide evacuation assistance. This training will be documented with sign off sheets.

**EMERGENCY EVACUATION PROCEDURES**

**WHEN ALARM SOUNDS:**

1. Audible and visual alarms are activated throughout the building. Please collect personal items and leave the building immediately. Stay at least 300 feet away from the building and do not go back into the building unless directed to by LCC Public Safety Dept.

2. At Aviation Center and Photography Building Faculty and Staff are trained to provide assistance and evacuation of persons with hearing impairments to accommodate the absence of visual fire alarms.

3. LCC Public Safety is immediately notified of fire alarm activation and responds to the building.

4. Public Safety Officers go to predetermined command post. Each officer takes a floor of the alarmed building and checks for all individuals needing assistance to exiting the building.

5. Local fire dept. arrives at building command post and assists Public Safety Officers in evacuation and occupant removal.
PERSONS NEEDING ASSISTANCE EXITING BUILDING:

All people needing assistance with exiting the building should go immediately to any stairwell of the building in alarm. Public Safety and fire dept. officers will be coming through the floors and stairwells to assist in evacuation. DO NOT use elevators under any circumstances unless fire or Public Safety officers are with you.

Instructional information for disabled persons needing assistance during an evacuation will be communicated through the Emergency Manual, Emergency Poster and will be included in the revisions of the Shelter/Evacuation maps posted in hallways, conference rooms, office areas and classrooms. The emergency manual goes into more detail. Public Safety will be working with Disability Services to make sure they know what to communicate to people.
ACCESSIBLE ENTRANCE

←
AT NORTH ENTRY
TTY / TDD
AVAILABLE
Public Safety Office
GVT 2800
ASSISTIVE LISTENING DEVICE (ALS) AVAILABLE
Public Safety Office
GVT 2800
1. Statement of Need:

Demolition of Old Central, OUB and OUC to prepare site for new construction of the University Center.

2. Description of Supply or Service:

The Contractor shall provide all labor, materials, tools, equipment and supervision necessary per plans and specifications.

3. Bids Received:

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

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Base Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; G Environmental</td>
<td>Bay City, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>ACE Wrecking Co.</td>
<td>Holt, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Bierlein Companies</td>
<td>Midland, MI</td>
<td>No</td>
<td>No</td>
<td>$757,100</td>
</tr>
<tr>
<td>Dore &amp; Associates Contracting</td>
<td>Bay City, MI</td>
<td>No</td>
<td>No</td>
<td>$785,200</td>
</tr>
<tr>
<td>Carol Excavating</td>
<td>Fowler, MI</td>
<td>WBE</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Christman Constructors</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>FD Hayes Electric</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Homrich Inc.</td>
<td>Carleton, MI</td>
<td>No</td>
<td>No</td>
<td>$977,000</td>
</tr>
<tr>
<td>K &amp; O Industries</td>
<td>Taylor, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>MacKenzie Environmental Services</td>
<td>Grand Ledge, MI</td>
<td>No</td>
<td>Yes</td>
<td>$711,579</td>
</tr>
<tr>
<td>MCS Excavating</td>
<td>Holt, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Michigan Environmental Auditors, Inc.</td>
<td>Troy, MI</td>
<td>No</td>
<td>No</td>
<td>$946,600</td>
</tr>
<tr>
<td>Moore Troper Construction</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td><strong>Pitsch Companies</strong></td>
<td><strong>Grand Rapids, MI</strong></td>
<td><strong>No</strong></td>
<td><strong>No</strong></td>
<td><strong>$467,850</strong></td>
</tr>
<tr>
<td>Rodhe Brothers Excavating</td>
<td>Saginaw, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Specialized Demolition</td>
<td>Hamilton, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Terra Contracting, LLC</td>
<td>Kalamazoo, MI</td>
<td>No</td>
<td>No</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>Trust Thermal</td>
<td>Dewitt, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>William Perry Construction</td>
<td>Grand Ledge, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Xtreme Demolition</td>
<td>Wyoming, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
</tbody>
</table>

The solicitation was posted on-line at [http://www.epaconline.com](http://www.epaconline.com) and available for review at the following plan room locations:
4. **Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing, Physical Plant, and consultation from Hobbs + Black Architects, and Fibertec Industrial Hygiene Services. Supplier’s bids were evaluated based upon expertise, qualifications, training, certifications or licenses, and pricing for the entire project. The evaluation committee recommends award to Lewis Pitsch Wrecking Company for a base bid of $467,850 with Alternate 1T in the amount of $20,000, for a total project cost of $487,850. Lewis Pitsch Wrecking Company is the lowest bid and is the most advantageous to the College.

5. **Reviewed By:**

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

   Barbara A. Larson, Vice President  
   Administrative Services/CFO  
   Date

6. **Board of Trustee Review:**

   Approve/Disapprove  
   Date
PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 7231-353-06EL  
Opening Date: March 3, 2006
Project Title: Parking Structure Restoration 2006  
Buyer: Evelyn Lynn

1. Statement of Need:

This work includes performing concrete removals and repair along tee to tee joints on the third (roof) level, recoating the traffic topping and re-striping the traffic markings on the third level, along with miscellaneous stair and masonry repairs.

2. Description of Supply or Service:

The Contractor shall provide all labor, materials, tools, equipment and supervision necessary and/or required as stated in the specifications.

3. Bids Received:

Bids were sent to twenty-one suppliers. Eight suppliers attended the Mandatory Pre-Bid meeting. Bids were received from five suppliers.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Base Bid with Contingency, Alternates &amp; Bonds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bornor Restoration</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>$262,781.00</td>
</tr>
<tr>
<td>Calculus Construction</td>
<td>Southfield, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>D. C. Byers</td>
<td>East Lansing, MI</td>
<td>WBE</td>
<td>Yes</td>
<td>$198,490.00</td>
</tr>
<tr>
<td>Cusack’s Masonry Restoration</td>
<td>Hubbardston, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Grunwell-Cashero Co.</td>
<td>Detroit, MI</td>
<td>No</td>
<td>No</td>
<td>$255,851.00</td>
</tr>
<tr>
<td>Hillard Masonry</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>J Carter Company</td>
<td>Holt, MI</td>
<td>MBE</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>J O Development</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Kares Construction</td>
<td>Potterville, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Kennedy Masonry</td>
<td>Lansing, MI</td>
<td>WBE</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Mark 1 Waterproofing &amp; Restoration</td>
<td>Howell, MI</td>
<td>WBE</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Meridian Restoration</td>
<td>Laingsburg, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Merit Construction Services</td>
<td>St. Paul, MN</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Nielsen Construction</td>
<td>Holt, MI</td>
<td>WBE</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Pressure Concrete</td>
<td>Florence, AL</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Rahm Industrial Services</td>
<td>Caledonia, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Schiffer Masonry Contractors</td>
<td>Holt, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Seal-All Waterproofing</td>
<td>Flushing, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Structural Adhesive Systems</td>
<td>Williamston, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Response</td>
</tr>
<tr>
<td>Structural Preservation Systems</td>
<td>Trenton, MI</td>
<td>No</td>
<td>No</td>
<td>$182,418.75</td>
</tr>
<tr>
<td>Western Waterproofing Co.</td>
<td>Livonia, MI</td>
<td>WBE</td>
<td>No</td>
<td>$155,620.00</td>
</tr>
</tbody>
</table>
The solicitation was posted on-line at http://www.epaconline.com and available for review at the following locations:

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

4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Physical Plant, and consultation from Walker Parking Consultants/Engineers, Inc. Supplier’s bids were evaluated based upon expertise, qualifications, training, certifications or licenses, and pricing for the entire project. The evaluation committee recommends award to Western Waterproofing Company for a base bid of $155,620.00. Western Waterproofing Company is the lowest bid and is the most advantageous to the College.

5. Reviewed By:

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

________________________________________ ____________________
Barbara A Larson, Vice President    Date
Administrative Services/CFO

6. Board of Trustee Review:

Approve/Disapprove

________________________________________
Date
1. Statement of Need:

Fiber to Old Central, OUB and OUC needs to disconnected prior to demolition of the structures and reconnected back to the site for new construction of the University Center.

2. Description of Supply or Service:

The Contractor shall provide all labor, materials, tools, equipment and supervision necessary per plans and specifications.

3. Bids Received:

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

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Base Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Churchill Communications</td>
<td>Muskegon, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>F.D. Hayes Electric</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>$20,000</td>
</tr>
<tr>
<td>Gemellaro Systems Integration</td>
<td>Troy, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Moss Telecommunications Services</td>
<td>Grand Rapids, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Professional Communications</td>
<td>Jackson, MI</td>
<td>No</td>
<td>No</td>
<td>$9,810</td>
</tr>
<tr>
<td>Services, Inc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REH Associates</td>
<td>Southfield, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Town &amp; Country Tel-Com</td>
<td>Zeeland, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Western Tel-Com Inc.</td>
<td>Livonia, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Western Tel-Com Inc.</td>
<td>Holland, MI</td>
<td>No</td>
<td>No</td>
<td>No Response</td>
</tr>
</tbody>
</table>

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

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

The evaluation committee consisted of staff members from Purchasing, Physical Plant, and consultation from Hobbs + Black Architects. Supplier’s bids were evaluated based upon expertise, qualifications, training, certifications or licenses, and pricing for the entire project. The evaluation committee recommends award to Professional Communications Services, Inc. for a bid of $9,810. Professional Communications Services, Inc. is the lowest bid and is the most advantageous to the College.

5. **Reviewed By:**

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

   ___________________________________________ ____________________
   Barbara A. Larson, Vice President    Date
   Administrative Services/CFO

6. **Board of Trustee Review:**

   Approve/Disapprove

   ___________________________________________ ____________________
   Date
PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 9001-223-05RB
Opening Date: September 30, 2005
Project Title: Document Imaging System
Buyer: Beckie Beard

1. Statement of Need:

Lansing Community College is seeking a product(s) to assist in document imaging for use in our development, test and production instances of Oracle Financials (Accounting, Purchasing, and iExpense modules), Human Resources (HRMS), and Student System. The product must be able to integrate with the College’s current networked copier provider – Konica.

2. Description of Supply or Service:

Document Imaging System must include the following capabilities:
- Manage, archive and distribute application documents and scanned images;
- Documents are searchable;
- Capture, index, store, retrieve, and share information;
- Web based storage and retrieval;
- Ability to receive documents via scan, email, fax;
- Document recognition and transition to appropriate storage location;
- Document tracking;
- Product must be able to tag onto existing Oracle workflow.
- Retrieve document electronically and association of document with Oracle Forms.

3. Proposals Received:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Proposal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albin Business Centers</td>
<td>Okemos, MI</td>
<td>No</td>
<td>Yes</td>
<td>$89,699</td>
</tr>
<tr>
<td>Binary Research</td>
<td>Fort Washington, PA</td>
<td>No Response</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>GDXdata, Inc.</td>
<td>Greenwood Village, CO</td>
<td>No</td>
<td>No</td>
<td>No Bid</td>
</tr>
<tr>
<td>170 Systems</td>
<td>Ann Arbor, MI</td>
<td>No</td>
<td>No</td>
<td>Responded</td>
</tr>
<tr>
<td>Tokairo</td>
<td>Austin, TX</td>
<td>No Response</td>
<td>No</td>
<td>No Response</td>
</tr>
<tr>
<td>Top Image Systems</td>
<td>Wakefield, MA</td>
<td>No</td>
<td>No</td>
<td>Responded</td>
</tr>
</tbody>
</table>

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

4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Accounting & Payroll, Business Office, ISCD, Liberal Studies, and Technical Careers. The evaluation committee recommends award to Albin Business Centers for $89,699 which met all required specifications, and was deemed the most advantageous to the College. After the first year, annual software maintenance is $17,939.80.
5. Reviewed By:

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

Barbara A. Larson, Vice President
Administrative Services/CFO

6. Board of Trustee Review:

Approve/Disapprove

Date
PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: 9001-235-06RB  Opening Date: January 26, 2006  Project Title: Oracle Programming & Applications Support  Buyer: Beckie Beard

1. Statement of Need:

Lansing Community College’s Information Services and College Development (ISCD) Division is seeking proposals to provide the following services to the College:

- Oracle 11i Applications troubleshooting and support
- Oracle Applications Programming

2. Description of Supply or Service:

Oracle 11i Applications Troubleshooting and Support
Lansing Community College provides technology services to students, faculty and staff using Oracle 11i applications. From time to time problems occur in the applications. Therefore LCC is seeking a supplier that has the capability of proactively troubleshooting these applications, taking corrective action when needed, and providing timely status updates to the ISCD staff.

Oracle Applications Programming
Lansing Community College’s philosophy is to use the Oracle Applications without any customizations. However, LCC does provide extensions to the Oracle base code. The College is seeking a supplier who is knowledgeable in Oracle application extensions and who can provide these programming services in a timely manner.

3. Proposals Received:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Proposal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Champion Solutions Group</td>
<td>Boca Raton, FL</td>
<td>No</td>
<td>No</td>
<td>Responded</td>
</tr>
<tr>
<td>eAppTek, Inc.</td>
<td>Livonia, MI</td>
<td>WBE/MBE</td>
<td>No</td>
<td>Responded</td>
</tr>
<tr>
<td>Efficient Computing</td>
<td>San Francisco, CA</td>
<td>No</td>
<td>No</td>
<td>Responded</td>
</tr>
<tr>
<td>EIS Technologies Inc</td>
<td>Sanford, FL</td>
<td>MBE</td>
<td>No</td>
<td>Responded</td>
</tr>
<tr>
<td>INCAT Systems Inc</td>
<td>Novi, MI</td>
<td>WBE</td>
<td>No</td>
<td>Responded</td>
</tr>
<tr>
<td>PRIAM Inc.</td>
<td>Tampa, FL</td>
<td>WBE/MBE</td>
<td>No</td>
<td>Responded</td>
</tr>
<tr>
<td>Smart Solutions</td>
<td>Columbus, OH</td>
<td>MBE</td>
<td>No</td>
<td>Responded</td>
</tr>
</tbody>
</table>

The solicitation was posted on-line at http://www.epaconline.com.
4. **Award Recommendation:**

The evaluation committee consisted of staff members from Purchasing and Information Services and College Development. The evaluation committee recommends award to the following firms: eAppTek, Inc., Efficient Computing, EiS Technologies Inc., and PRIAM Inc. which meet all required specifications, and are deemed the most advantageous to the College.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>eAppTek, Inc.</td>
<td>$20,000</td>
<td></td>
<td>• New supplier, work to be determined</td>
</tr>
<tr>
<td>Efficient Computing</td>
<td>$60,000</td>
<td></td>
<td>• Redesign TUID process</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Matlab enhancements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Faculty system changes</td>
</tr>
<tr>
<td>EiS Technologies Inc</td>
<td>$60,000</td>
<td></td>
<td>• Financial Aid loan and waiver worksheets</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Expense report enhancements</td>
</tr>
<tr>
<td>PRIAM Inc.</td>
<td>$20,000</td>
<td>$60,000</td>
<td>• Database patching</td>
</tr>
</tbody>
</table>

5. **Reviewed By:**

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

________________________________________ ____________________
Barbara A. Larson, Vice President    Date
Administrative Services/CFO

6. **Board of Trustee Review:**

Approve/Disapprove

________________________________________
Date
1. Statement of Need:

Financial Aid requires the services of an Interim Financial Aid Director, and financial aid services staff to backfill support positions while staff address current financial aid system immediate concerns as specified in the audit reports provided by Maner, Costerisan and Ellis; BDO Seidman; and Plante Moran.

2. Description of Supply or Service:

Provide an Interim Director of Financial Aid and four financial aid staff members to backfill permanent staff. One additional financial aid staff provided during peak time for customer service. Financial Aid Services staff members will perform the following services:

- Assist with back office processing of loans; specialized loan advising, NSLDS issue resolution, exception loan processing, assist with FFEL set-ups
- Provide on-site customer service and triage at the front counter and phones

3. Proposal Received:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Proposal Amount</th>
</tr>
</thead>
</table>
| Financial Aid Services | Atlanta, GA | No      | No               | Interim Director $50,400  
Four financial aid staff $182,400  
One additional staff $18,000  
**Total: $250,800** |

Notes:
Interim Director of Financial Aid for the period March 2006 to May 2006 at $800 per day x 4 days per/wk x 12 weeks = $38,400, plus approved travel expenses estimated at $1,000 per week x 12 weeks = $12,000 for $50,400.

Four financial aid staff members for the period of March 27, 2006 through June, 2006 at $700 per day x 4 days per/wk x 12 weeks = $33,600 x 4 staff members = $134,400, plus approved travel expenses estimated at $1,000 per week x 12 weeks x 4 staff = $48,000 for a total of $182,400

One financial aid staff for May 22 through June 16 at $700 per day x 20 days = $14,000 plus approved travel expenses estimated at $1,000 per week x 4 weeks = $4,000 for $18,000

4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and Student & Academic Services. The evaluation committee recommends award to Financial Aid Services which is deemed the most advantageous to the College.
5. Reviewed By:

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

________________________________________ ____________________
Barbara A. Larson, Vice President  Date
Administrative Services/CFO

6. Board of Trustee Review:

__________________________
Approve/Disapprove

__________________________
Date
PRE-AWARD TRANSMITTAL DOCUMENT

Bid/Proposal No.: Sole Source Opening Date: March 13, 2006
Project Title: Consulting Services & Temporary Staffing Buyer: Beckie Beard

1. Statement of Need:

Information Services and College Development (ISCD) and Administrative Services require consulting services and temporary staff to backfill support positions while staff addresses current Oracle Student System and Financial system immediate concerns as specified in the audit reports provided by Maner, Costerisan and Ellis; BDO Seidman; and Plante Moran.

2. Description of Supply or Service:

Consulting Services to include:
  o Financial aid and student finance clean-up
  o Setups for 06-07 Fall
  o Upgrade to Student System release “M”
  o Implement Correspondence module
  o Student finance to accounting interface

Temporary staffing to include:
  o Reconcile the system General Ledger and payroll to bank accounts.

3. Proposal Received:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Proposal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millennium Technical Consultants Inc.</td>
<td>Webberville, MI</td>
<td>WBE</td>
<td>No</td>
<td>$600,000</td>
</tr>
</tbody>
</table>

4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and Information Services and College Development. The evaluation committee recommends award to Financial Aid Services which is deemed the most advantageous to the College.

5. Reviewed By:

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

________________________________________ ____________________
Barbara A. Larson, Vice President    Date
Administrative Services/CFO
6. Board of Trustee Review:

Approve/Disapprove

_________________________________________ ____________________

Date
1. **Statement of Need:**

To provide on-site asbestos and lead air monitoring, project management and reporting engineering services for the Old Central Building demolition.

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

Fibertec performed the detailed hazardous material survey and wrote the specifications for the abatement. The Old Central demolition package includes asbestos abatement. Fibertec will ensure that the abatement is completed according to plans and specifications and that air quality is maintained in acceptable standards.

3. **Proposal Received:**

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Proposal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fibertec, Inc.</td>
<td>Holt, MI</td>
<td>No</td>
<td>Yes</td>
<td>$35,494.00</td>
</tr>
</tbody>
</table>

4. **Award Recommendation:**

The award recommendation is to Fibertech, Inc. which is deemed the most advantageous to the College.

5. **Reviewed By:**

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

   Barbara A Larson, Vice President  
   Administrative Services/CFO

**4. Board of Trustee Review:**

   Approve/Disapprove

   Date
1. Statement of Need:

Information Services and College Development (ISCD) requires training and consulting services on the Mercury Interactive Load Testing Software. This service is required in order to prepare for Fall 2006 registration. LCC owns the Mercury software; however, current staff does not have the training necessary to operate.

2. Description of Supply or Service:

Compulogic is an authorized Mercury Interactive Software provider and has provided these services to LCC in past. Compulogic will train 8 personnel on the software and provide two weeks consulting prior to registration.

3. Proposal Received:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Proposal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compulogic Corporation</td>
<td>Westland, MI</td>
<td>No</td>
<td>No</td>
<td>Training $17,500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consulting $10,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Expenses $2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Total = $29,500</strong></td>
</tr>
</tbody>
</table>

4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing and Information Services and College Development. The evaluation committee recommends award to Financial Aid Services which is deemed the most advantageous to the College.
5. Reviewed By:

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

________________________________________ ____________________
Barbara A. Larson, Vice President   Date
Administrative Services/CFO

6. Board of Trustee Review:

Approve/Disapprove

__________________________________________
Date
1. Statement of Need:

The College has received a $1 million dollar appropriation from the Department of Energy to advance its alternative energy initiative. LCC’s Alternative Energy Initiative is multifaceted and includes a demonstration site with working examples of how to use energy in a variety of applications in the new LCC West Campus. The second component is to build a nationally validated alternative energy curriculum as well as integrate the alternative energy concept into existing programs like automotive, heating and cooling; electrical, and computer-aided design. This new curriculum will also provide training for elementary and high school teachers, as well as college instructors and employers, on how to most effectively teach the concepts of alternative energy technologies.

These various modes of alternative energy include such things as fuel cells, biomass, solar and water power, and hybrids. The Michigan Technical Education Center in Delta Township is more than 50 percent fueled by alternative energy, including geothermal energy to heat the building. The benefit (of M-TEC as a demonstration site) is that it will be a showcase of alternative energy applications for business and industry, K-12, and college students across the state, region, and nation.

The work in this project consists of constructing a Dynamometer Lab for the LCC Automotive program at the West Campus in Delta Township, MI.

2. Description of Supply or Service:

The Contractor shall provide all labor, materials, tools, equipment and supervision necessary to complete all selective architectural, mechanical and electrical work per plans and specifications.

3. Proposals Received:

Proposals were sent to nine suppliers. Eight suppliers attended the Mandatory Pre-Bid meeting. Proposals were received from eight suppliers.

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Location</th>
<th>MBE/WBE</th>
<th>LCC Tax District</th>
<th>Proposal Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrier Construction Company</td>
<td>Hickory Corners, MI</td>
<td>WBE</td>
<td>No</td>
<td>$213,000</td>
</tr>
<tr>
<td>Christman Constructors, Inc.</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>$213,000</td>
</tr>
<tr>
<td>Granger Construction Company</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>No Bid</td>
</tr>
<tr>
<td>HBC Contracting</td>
<td>Lansing, MI</td>
<td>No</td>
<td>Yes</td>
<td>$229,420</td>
</tr>
<tr>
<td>Irish Construction Company</td>
<td>Howell, MI</td>
<td>WBE</td>
<td>No</td>
<td>$220,000</td>
</tr>
<tr>
<td>Kares Construction</td>
<td>Charlotte, MI</td>
<td>No</td>
<td>No</td>
<td>$213,500</td>
</tr>
<tr>
<td>Moore Trosper Construction</td>
<td>Holt, MI</td>
<td>No</td>
<td>Yes</td>
<td>$224,800</td>
</tr>
<tr>
<td>Nielsen Commercial Construction Company</td>
<td>Holt, MI</td>
<td>WBE</td>
<td>Yes</td>
<td>$199,400</td>
</tr>
<tr>
<td>Wolgast Corporation</td>
<td>Saginaw, MI</td>
<td>No</td>
<td>No</td>
<td>$252,890</td>
</tr>
</tbody>
</table>
Three woman-owned business enterprises were identified.

The solicitation was posted on-line at http://www.epaconline.com and at the following locations:

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

4. Award Recommendation:

The evaluation committee consisted of staff members from Purchasing, Facilities Planning, and Matrix Consulting Engineers, Inc. Supplier’s proposals were evaluated based upon expertise, qualifications, training, certifications or licenses, and their pricing proposal for the entire project. The evaluation committee recommends award to Nielsen Commercial Construction Company, which was deemed the most advantageous to the College.

5. Reviewed By:

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

Barbara A Larson, Vice President
Administrative Services/CFO
Date

6. Board of Trustee Review:

Approve/Disapprove

Date