

**PROCEEDINGS**  
**OF**  
**GRAND RAPIDS COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**OFFICIAL**  
**REGULAR MEETING**  
**BOARD CHAMBERS**  
**MONDAY, DECEMBER 14, 2009**

**I. CALL TO ORDER**

Meeting called to order at 4:15 p.m., Chairperson, Margo Anderson in the chair.

Present: Anderson, James, Maggini, Ryskamp, Handlin, Stearns, Verburg – 7

Absent: None

**II. INTRODUCTION OF GUESTS**

Chairperson Anderson recognized Trustee Handlin's birthday.

09:111

### **III. APPROVAL OF AGENDA**

#### **A. Approval of Agenda**

The agenda was approved as presented. Motion by Trustee Stearns. Supported by Trustee James. Motion carried.

#### **B. Special Order of Business**

##### **i. Public Hearing on Summer Property Tax Collection**

- Public Hearing Opened at 4:15 p.m. – No public comment
- Public Hearing Closed at 4:16 p.m.

##### **ii. Summer Property Tax Collection Resolution**

### **RESOLUTION OF THE GRAND RAPIDS COMMUNITY COLLEGE**

A public meeting of the Board of Trustees of the Grand Rapids Community College was held in the Board Room, Fifth floor, Main Building, on Monday, December 14, 2009 at 4:15 p.m.

#### **WHEREAS:**

1. Section 144 of the Community College Act of 1966, as amended (MCLA 389.144) authorizes the Grand Rapids Community College to levy and collect property taxes "in the same manner and at the same time" as "school district or intermediate school district taxes are being collected by the city or township pursuant to (Part 26 of the School Code of 1976...)".
2. The Grand Rapids Community College has determined that it would be in the best interest of the College to impose a summer property tax levy in the summer of 2010 to collect 100% of the GRCC's property taxes upon the property located within the college district for fiscal year 2010-2011 in the summer of 2010.
3. Part 26 of the School Code of 1976, as amended (MCLA 380.1611, et seq), provides that a school district or intermediate school district may determine by resolution to impose a summer property tax levy of one-half or all of its annual school property taxes.
4. Part 26 of the School Code of 1976, as amended, provides for certain procedural steps to be taken by this Board of Trustees in connection with the imposition of a summer property tax levy and also provides for the manner in which said summer property tax levy shall be collected.

NOW, THEREFORE, be it resolved that:

1. The Board of Trustees of the Grand Rapids Community College, pursuant to the authority conferred by section 144 of the Grand Rapids Community College Act of 1966, as amended, and by Part 26 of the School Code of 1976, as amended, hereby imposes a summer property tax levy of 100% of school property taxes upon property located within the community college district, for 2010.

Resolution declared adopted.

Janice Maggini, Secretary  
Board of Trustees  
Grand Rapids Community College

The undersigned, duly qualified and acting Secretary of the Board of Trustees of the Grand Rapids Community College, hereby certifies that the foregoing constitutes a true and complete copy of a Resolution adopted by the Board at a public meeting held on December 14, 2009, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" and in accordance with the requirements of both Section 144 of the Community College Act of 1966, as amended, and Part 26 of the School Code of 1976, as amended.

Janice Maggini, Secretary  
Board of Trustees  
Grand Rapids Community College

Motion by Trustee Stearns to approve the resolution as presented. Motion carries.

#### **IV. COMMUNITY-CONNECTIONS**

- A. Comments
  - There were no comments.
- B. Communications to the Board
  - Thank you note from Nancy O'Brien.
- C. Student Report – None at this time.
- D. Board Report
  - Trustee Ryskamp provided a report regarding the work of the AQIP team.

#### **V. CONSENT AGENDA**

Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions,  
& Financial Transactions

- Minutes from the November 16, 2009 Meeting

- Area Agency on Aging Health Education Grant - \$10,735
- B. Requests for Removal and Separate Consideration
- C. Motion for Approval
- D. Special Resolution Recognition – None at this time.

**PERSONNEL REPORT**  
(Includes in-process transactions through 12-2-09)

**Appointments**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
Levi Guppy	Campus Police	Campus Police	Police Officer	11/30/2009	New Hire
Benjamin Hecksel	Campus Police	Campus Police	Police Officer	11/30/2009	New Hire
Mary Gunderson	Business	ESP	Support Professional	11/30/2009	Former Contingent Employee

**Leaves of Absences**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
JoAnn Atwood	Student Records	ESP	Support Professional	11/17/2009	FMLA
James Muth	Culinary Education	Faculty	Professor	10/27/2009	FMLA
Tricia Siegel	Child Development	Faculty	Assistant Professor	11/30/2009	FMLA
William Grey	Job Training	Meet and Confer	Operations Tech	10/28/2009	FMLA
Elizabeth Timmer	Learning Academy for Faculty and Staff	Meet and Confer	Coordinator of Learning Academy for Faculty and Staff	11/10/2009	Intermittent FMLA
Nancy O'Brien	Communications Department	Meet and Confer	Executive Director of Communications	11/30/2009	Intermittent FMLA

**Return from Leaves of Absences**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
Nora Michael	Custodians	CEBA	Custodian II	10/08/2009	Return from FMLA
Sara Rose	Student Affairs	Faculty	Counselor	11/13/2009	Return from FMLA
James Muth	Culinary Education	Faculty	Professor	11/23/2009	Return from FMLA
Audrey Heckwolf	Culinary Education	Faculty	Professor	11/24/2009	Return from FMLA
Erin Cisler	Foundations	Meet and Confer	Donor & Alumni Relations Manager	11/13/2009	Return from FMLA
William Grey	Job Training	Meet and Confer	Operations Tech	11/24/2009	Return from FMLA

**Separations**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
Amy Hekman	Preschool - Early Reading First Grant	Faculty	Literacy Coach	11/10/2009	Return to Adjunct position

D. Financial transactions  
(November 1 - 30, 2009)

1. Purchases \$10,000-\$50,000

a. General Fund

- 1) Purchase order issued to provide licensing for Blackboard learning system utility.

**Requestor:** Donovan Wallace - Information Technology

**Expenditure:** \$10,875.00

**Disposition:** Recurring Purchase

**Supplier:** Wimba

New York, NY

Bid: No, proprietary purchase.

- 2) Purchase order issued to provide server update, maintenance and licensing for campus work order system.

**Requestor:** Thomas Smith - Facilities

**Expenditure:** \$18,406.50

**Disposition:** Recurring Purchase

**Supplier:** **School Dude**  
Cary, NC  
**Bid:** Yes, previously reported.

b. Other Special Funds

- 1) Blanket purchase order issued to provide funds for New York Seminar Fashion/Interior Design Study Tour. *(Funded by Fashion & Design Club account and student fee of \$1200/each)*

**Requestor:** **Eric Mullen – Student Life**  
**Expenditure:** **\$11,200.00 (91-2359)**  
**Disposition:** **N/A**  
**Supplier:** **Cover New York**

New York, NY

Source of Funds: Restricted

Bid: No, exempt.

- 2) Purchase order issued to provide dining services for 2010 Upward Bound Summer program.

**Requestor:** **Raynard Ross – Upward Bound**  
**Expenditure:** **\$12,793.20 (51-2216)**  
**Disposition:** **Recurring Purchase**  
**Supplier:** **Aquinas College**

Grand Rapids, MI

Source of Funds: Trio Grant

Bid: No, sole source.

- 3) Purchase order issued to provide training for United Solar Ulvonic employees in Applied Vacuum Technology.

**Requestor:** **Julie Parks – Training Solutions**  
**Expenditure:** **\$13,050.00 (15-2271)**  
**Disposition:** **N/A**  
**Supplier:** **American Vacuum Society**

New York, NY

Source of Funds: MEDC (Michigan Economic Development Corp.) Grant

Bid: No, sole source.

- 4) Purchase order issued to provide payment for 2008/2009 snow plowing. (snowfalls beyond 08/09 estimate)

**Requestor:** **Thomas Smith - Facilities**  
**Expenditure:** **\$14,560.00 (14-2271)**  
**Disposition:** **Recurring Purchase**  
**Supplier:** **Grandville Tractor**

Grandville, MI

Source of Funds: Auxiliary Fund

Bid: Yes, RFQ # 0607-9271, previously reported.

- 5) Payment issued for book, supplies and fee payments for students certified under the Trade Adjustment Assistance (TAA) program authorized through the Federal Trade Act of 1974 and the TAA Reform Act of 2002. Employment Services contracts with ACSET (Area Community Services Employment & Training) to administer the program. *(All expenditures are fully reimbursed by federal funds.)*

**Requestor:** George Waite – Tassell MTEC  
**Expenditure:** \$14,813.90 (51-2584)  
**Disposition:** N/A  
**Supplier:** Follett Higher Education Group  
 Chicago, IL

Source of Funds: ACSET (Area Community Services Employment & Training) Grant

Bid: No, sole source.

- 6) Purchase order issued to provide (4) hospital beds for the nursing program.

**Requestor:** Fiona Hert – Workforce Development  
**Expenditure:** \$15,446.20 (51-2821)  
**Disposition:** Replacement Purchase  
**Supplier:** Stryker Medical  
 Rockford, MI

Source of Funds: Perkins Grant

Bid: Yes, RFQ #0809-2329, previously reported.

- 7) Purchase order change notice issued to provide various forms of printing paper to the Printing Services Department. Order increased \$15,000; from \$20,000 to \$35,000.

**Requestor:** Danelle Sedore – Printing Services  
**Expenditure:** \$15,000.00/\$35,000.00 (14-2364)  
**Disposition:** Recurring Purchase  
**Supplier:** Quimby Walstrom  
 Grand Rapids, MI

Source of Funds: Auxiliary Funds

Bid: Yes, RFQ #0809-5226A, previously reported.

- 8) Purchase order issued to provide (2) three day “street crime” seminars.

**Requestor:** Jodi Richardt – Criminal Justice  
**Expenditure:** \$45,000.00 (51-2271)  
**Disposition:** N/A  
**Supplier:** John E. Reid & Associates, Inc.  
 Chicago, IL

Source of Funds: Michigan Commission Law Enforcement Grant

Bid: No, sole source

- 9) Payment issued to provide architectural services for an update to GRCC Campus Master Plan.

**Requestor:** Bob Partridge – Financial Services  
**Expenditure:** \$47,000.00 (42-2822)  
**Disposition:** N/A  
**Supplier:** Progressive AE  
 Grand Rapids, MI  
 Source of Funds: Plant Fund  
 Bid: Yes, RFQ #0304-3267, previously reported.

- 10) Purchase order change notice issued to provide installation of network cable for the Fulton St/East Campus. Order increased \$49,634.00; from \$50,000.00 to \$99,634.00.

**Requestor:** Donovan Wallace – Information Technology  
**Expenditure:** \$49,634.00/\$99,634.00 (42-2822)  
**Disposition:** Recurring Purchase  
**Supplier:** Town & Country Tel Com  
 Zeeland, MI  
 Source of Funds: Plant Fund  
 Bid: Yes, RFQ # 0809-7155, previously reported.

2. Purchases between \$50,000 - \$100,000

a. General Fund

No purchases to report for November 2009.

b. Other Special Funds

- 1) Purchase order issued to provide facility, equipment, etc. for the Trends in Occupational Studies Conference. (GRCC acting as fiscal agent)

**Requestor:** Fiona Hert – Workforce Development  
**Expenditure:** \$55,388.98 (51-2411)  
**Disposition:** N/A  
**Supplier:** Amway Grand Plaza  
 Grand Rapids, MI  
 Source of Funds: MDEC Grant  
 Bid: No, sole source.

- 2) Request permission to issue purchase order for the renovation of the student center cafeteria conference room.

**Requestor:** Thomas Smith – Facilities  
**Expenditure:** \$63,750.00 (42-2822)  
**Disposition:** N/A  
**Supplier:** MoHawk Construction\*  
 Grand Rapids, MI  
 Source of Funds: Plant Fund  
 Bid: Yes, RFQ #0910-12030.

Bidders Solicited:	Bayshore***	-	\$68,780.00
	BCI Construction	-	\$66,025.00
	Beckering	-	\$70,680.00
	Cole, Inc.	-	\$80,804.00
	Draper Group*	-	\$73,654.00
	Dykhouse	-	\$69,320.00
	McGraw Const	-	\$74,612.00
	<b>MoHawk Const.*</b>	-	<b>\$63,750.00</b>
	Nugent Bldrs.	-	\$77,460.00
	Pride Bldrs.*	-	\$71,080.00
	Rivertown	-	\$74,195.00
	TerHorst	-	\$81,000.00

ACCOUNTS: 11 – General Fund  
 14 – Auxiliary Fund  
 15 – Designated Fund  
 42 – Bonds, Plant Fund  
 51 – Grants  
 91 – Agency Funds

KEY: \* MBE  
 \*\* WBE  
 \*\*\* M/WBE  
 # Disqualified  
 % Incomplete Bid  
 NTE - Not to exceed

Financial Reports

GRAND RAPIDS COMMUNITY COLLEGE  
 2009 - 2010 GENERAL OPERATING FUND BUDGET REPORT  
 FOR THE PERIOD ENDED NOVEMBER 30, 2009

GENERAL OPERATING	ADOPTED BUDGET	2009-2010 ACTUAL 11/30/2009	PERCENTAGE
REVENUE:			
TUITION	41,853,644	40,580,017	96.96%
FEES	4,313,130	3,802,182	88.15%
PROPERTY TAX	31,342,519	28,483,030	90.88%
STATE AID	17,219,800	3,130,872	18.18%
INTEREST	800,000	111,016	13.88%
MISCELLANEOUS	1,853,000	549,528	29.62%
<b>TOTAL REVENUE</b>	<b>97,384,093</b>	<b>76,656,645</b>	<b>78.72%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	34,420,808	10,757,637	31.25%
COUNSELING	1,380,000	473,508	34.31%
LIBRARIAN	554,000	158,819	28.67%
ADMINISTRATION	5,559,000	2,135,220	38.41%
ADMINISTRATIVE SUPPORT	1,603,500	524,595	32.72%
TECHNICAL SUPPORT	5,475,500	2,084,596	38.07%
SECRETARIAL	3,364,500	1,354,086	40.25%
BLDG OPERATIONS	4,031,000	1,525,212	37.84%
STUDENT ASSISTANT	1,011,536	452,980	44.78%
<b>TOTAL SALARIES</b>	<b>57,399,844</b>	<b>19,466,652</b>	<b>33.91%</b>
NON-SALARY:			
FRINGE BENEFITS	22,390,427	8,149,587	36.40%
CONTRACTED SERVICE	4,028,336	1,368,674	33.98%
SUPPLIES & REPAIRS	4,541,954	1,448,888	31.90%
UTILITIES & RENT	3,509,273	1,113,308	31.72%
TRANSFERS	2,413,895	546,755	22.65%
CLUBS/ORGANIZATIONS	184,000	76,665	41.67%
OTHER COSTS	2,172,904	633,307	29.15%
EQUIPMENT	500,000	66,750	13.35%
CONTINGENCY	243,460		0.00%
<b>TOTAL NON-SALARY</b>	<b>39,984,249</b>	<b>13,403,933</b>	<b>33.52%</b>
<b>TOTAL EXPENSE</b>	<b>97,384,093</b>	<b>32,870,585</b>	<b>33.75%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>0</b>	<b>43,786,061</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
2009 - 2010 GENERAL OPERATING FUND ACTUAL REPORT  
FOR THE PERIOD ENDED NOVEMBER 30, 2009

	MONTHLY ACTIVITY 11/30/09	MONTHLY ACTIVITY 11/30/08	YEAR-TO DATE 11/30/09	YEAR-TO DATE 11/30/08
<b>REVENUE:</b>				
TUITION	12,131,298	4,877,737	40,580,017	35,404,297
FEES	1,079,315	307,637	3,802,182	2,123,173
PROPERTY TAX	823,862	330,834	28,483,030	27,944,656
STATE AID	1,565,436	1,565,437	3,130,872	3,130,872
INTEREST	39,698	84,659	111,016	221,967
MISCELLANEOUS	301,629	43,717	549,528	533,061
<b>TOTAL REVENUE</b>	<b>15,941,238</b>	<b>7,210,021</b>	<b>76,656,645</b>	<b>69,358,026</b>
<b>EXPENSE:</b>				
<b>SALARIES:</b>				
INSTRUCTION	3,181,944	2,852,334	10,757,637	9,624,921
COUNSELING	105,921	87,180	473,508	391,402
LIBRARIAN	43,757	32,892	158,819	189,539
ADMINISTRATION	418,245	400,876	2,135,220	1,990,428
ADMINISTRATIVE SUPPORT	102,045	104,907	524,595	525,154
TECHNICAL SUPPORT	421,560	385,049	2,084,596	1,888,060
SECRETARIAL	279,417	241,192	1,354,086	1,209,784
BLDG OPERATIONS	358,381	304,709	1,525,212	1,508,624
STUDENT ASSISTANT	85,726	76,698	452,980	432,379
<b>TOTAL SALARIES</b>	<b>4,996,996</b>	<b>4,485,836</b>	<b>19,466,652</b>	<b>17,760,291</b>
<b>NON-SALARY:</b>				
FRINGE BENEFITS	1,825,779	1,689,163	8,149,587	7,132,175
CONTRACTED SERVICES	201,874	196,989	1,368,674	1,526,466
SUPPLIES & REPAIRS	232,216	413,065	1,448,888	1,607,401
UTILITIES & RENT	348,602	113,302	1,113,308	960,202
TRANSFERS	95,211	174,062	346,753	586,666
CLUBS/ORGANIZATIONS	15,333	30,666	76,665	76,665
OTHER COSTS	84,779	97,082	633,307	692,546
EQUIPMENT	8,503	(20,990)	66,750	32,176
CONTINGENCY	-	-	-	-
<b>TOTAL NON-SALARY</b>	<b>2,812,297</b>	<b>2,693,339</b>	<b>13,403,933</b>	<b>12,614,298</b>
<b>TOTAL EXPENSE</b>	<b>7,809,293</b>	<b>7,179,176</b>	<b>32,870,585</b>	<b>30,374,589</b>
<b>NET REVENUE (EXPENSE)</b>	<b>8,131,945</b>	<b>30,845</b>	<b>43,786,061</b>	<b>38,983,436</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 BUILDING & SITE FUND - GENERAL  
 FOR PERIOD ENDED NOVEMBER 30, 2009

	ADOPTED	2009-2010 ACTUAL	
	BUDGET	11/30/09	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,070,000	7,388,373	91.55%
INTEREST INCOME	25,000	0	0.00%
TECHNOLOGY AND EQUIPMENT TRANSFER	572,809	0	0.00%
TOTAL REVENUE	8,667,809	7,388,373	85.24%
EXPENSES:			
MAINTENANCE & OTHER EXPENDITURES	4,250,000	3,969,189	93.39%
TRANSFERS TO DEBT FUND	6,317,000	3,158,500	50.00%
TRANSFERS TO GENERAL - LRTS CONTRACT	528,600	0	0.00%
TOTAL EXPENSES	11,095,600	7,127,689	64.24%
NET REVENUE (EXPENSE)	(2,427,791)	260,684	
BEGINNING YEAR NET ASSETS	5,587,685		

PLANT FUND - DEBT RETIREMENT FUND  
2009-2010 BUDGET

	2009/2010 BUDGET	2009/2010 ACTUAL @ 11/30/2009
<b>REVENUE</b>		
TRANSFER FROM PLANT/GENERAL	6,317,000	3,158,500
<b>TOTAL REVENUE</b>	<b>6,317,000</b>	<b>3,158,500</b>
<b>EXPENSE</b>		
1999 ISSUE		
PRINCIPAL	465,000	0
INTEREST	11,625	11,625
OTHER EXPENSE	300	0
<b>TOTAL EXPENSE</b>	<b>476,925</b>	<b>11,625</b>
2003 ISSUE		
PRINCIPAL	705,000	0
INTEREST	558,908	279,454
OTHER EXPENSE	750	0
<b>TOTAL EXPENSE</b>	<b>1,264,658</b>	<b>279,454</b>
2006 ISSUE		
PRINCIPAL	855,000	0
INTEREST	669,050	334,525
OTHER EXPENSE	225	0
<b>TOTAL EXPENSE</b>	<b>1,524,275</b>	<b>334,525</b>
2008 ISSUE		
PRINCIPAL	1,275,000	0
INTEREST	850,000	425,000
OTHER EXPENSE	300	0
<b>TOTAL EXPENSE</b>	<b>2,125,300</b>	<b>425,000</b>
2009 ISSUE		
PRINCIPAL	325,000	0
INTEREST	599,021	176,984
OTHER EXPENSE	1,000	138
<b>TOTAL EXPENSE</b>	<b>925,021</b>	<b>177,121</b>
OTHER ISSUES		
OTHER BOND EXPENSE	500	100
<b>TOTAL EXPENSE</b>	<b>500</b>	<b>100</b>
<b>GRAND TOTAL EXPENSE</b>	<b>6,316,679</b>	<b>1,227,825</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 2009 - 2010 DESIGNATED FUND BUDGET REPORT  
 FOR PERIOD ENDED NOVEMBER 30, 2009

DESIGNATED	2009 - 2010		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 11/30/09	
<b>REVENUE:</b>			
TUITION & FEES	1,946,150	1,225,758	62.98%
CONTRACTED TRAINING	1,052,000	326,661	31.05%
OTHER MISCELLANEOUS LOCAL	1,193,715	344,052	28.82%
<b>TOTAL REVENUE</b>	<b>4,191,865</b>	<b>1,896,471</b>	<b>45.24%</b>
<b>EXPENSES:</b>			
<b>SALARIES</b>			
INSTRUCTION	1,149,475	534,890	46.53%
ADMINISTRATION	1,205,040	391,207	32.46%
CUSTODIANS & SECURITY	18,500	2,989	16.16%
SECRETARIAL	105,929	41,903	39.56%
STUDENT ASSISTANTS	36,800	35,416	96.24%
<b>TOTAL SALARIES</b>	<b>2,515,744</b>	<b>1,006,405</b>	<b>40.00%</b>
<b>NON-SALARY</b>			
FRINGE BENEFITS	1,156,414	320,895	27.75%
CONTRACTED SERVICES	324,251	172,581	53.22%
SUPPLIES & REPAIRS	1,335,995	372,304	27.87%
UTILITIES & RENTALS	16,450	2,525	15.35%
CAPITAL OUTLAY	93,808	0	0.00%
TRANSFERS	(1,034,695)	(436,839)	42.22%
OTHER	192,906	31,816	16.49%
<b>TOTAL NON-SALARY</b>	<b>2,085,129</b>	<b>463,281</b>	<b>22.22%</b>
<b>TOTAL EXPENSE</b>	<b>4,600,873</b>	<b>1,469,686</b>	<b>31.94%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(409,008)</b>	<b>426,785</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
CASH AND INVESTMENT SUMMARY  
AS OF NOVEMBER 30, 2009

Bank Accounts	Ending Balance	Rate	Interest
JPMorgan Chase Bank, Money Market - Plant	624,201.01	0.05%	25.65
JPMorgan, Sweep Repo - Auxiliary	1,743,030.44	0.05%	68.42
JPMorgan, Sweep Repo - General	3,553,982.46	0.05%	292.46
National City Bank - General	7,006,700.23	0.50%	2,974.18
PFM Asset Mtg., MILAF+ Max Fund - General	1,042,179.96	0.17%	145.65
Total Bank Accounts	<u>\$ 13,970,094.10</u>		

**Certificates of Deposit**

Byron Bank	249,967.29
Citizens Bank	1,900,000.00
Fifth Third Bank	1,900,000.00
Flagstar Bank	1,900,000.00
Huntington Bank	1,900,000.00
Lake Michigan Credit Union	3,100,000.00
Mercantile Bank	1,900,000.00
Multi-Bank (Bank of Auburn Hills)	250,000.00
Multi-Bank (Community Central Bank)	250,000.00
Multi-Bank (Founders Bank & Trust)	250,000.00
Multi-Bank (MBank)	250,000.00
Multi-Bank (Standard Federal)	1,000,000.00
PFM Asset Management (MILAF+ Term)	3,400,000.00
	<u>18,249,967.29</u>

**Commercial Paper**

Commercial Paper - General Electric	<u>1,897,701.00</u>
	1,897,701.00

**Federal Government and Agency Issues**

Federal Farm Credit Bank	1,000,000.00
Federal Home Loan Bank	8,843,739.55
Federal Home Loan Mortgage Co.	1,000,000.00
Federal National Mortgage Association	7,783,576.19
U.S. Treasury Bill	3,892,738.38
	<u>22,520,054.12</u>

Total Investments \$ 42,667,722.41

GRAND RAPIDS COMMUNITY COLLEGE								
INVESTMENT DETAIL REPORT								
FOR THE MONTH ENDING NOVEMBER 30, 2009								
Issuing Organization	Certificate Number	Purchase Date	Maturity Date	Interest Rate	Beginning Balance	Deposits & (Maturities)	Interest	Ending Balance
Lake Michigan Credit Union	842993-41	02/10/09	11/10/09	2.65%	1,500,000.00	(1,500,000.00)	30,027.32	-
Flagstar Bank	425829775	08/11/09	11/12/09	0.25%	1,900,000.00	(1,900,000.00)	1,227.06	-
Federal Home Loan Mortgage Co.	3128X8KR2	02/26/09	11/26/09	2.00%	250,000.00	(250,000.00)	5,467.47	-
Federal Home Loan Bank	313385QB5	03/06/09	12/04/09	0.68%	1,890,202.33			1,890,202.33
Byron Bank	20493040	07/08/09	01/08/10	1.00%	249,967.29			249,967.29
Huntington Bank	382980195	08/11/09	01/08/10	0.65%	1,900,000.00			1,900,000.00
PFM Asset Management (MILAF+ Term)	201350	09/15/09	02/05/10	0.15%	1,900,000.00			1,900,000.00
Federal National Mortgage Association	313589TU7	09/15/09	03/03/10	0.17%	1,898,483.69			1,898,483.69
Commercial Paper - General Electric	36955JD18	09/15/09	04/01/10	0.22%	1,897,701.00			1,897,701.00
Federal National Mortgage Association	313589WE9	08/07/09	04/30/10	0.35%	1,895,086.39			1,895,086.39
PFM Asset Management (MILAF+ Term)	201350	08/14/09	04/30/10	0.30%	1,500,000.00			1,500,000.00
Lake Michigan Credit Union	842993-41	09/15/09	04/30/10	1.50%	1,600,000.00			1,600,000.00
Mercantile Bank	321109185	10/02/09	04/30/10	2.16%	1,900,000.00			1,900,000.00
U.S. Treasury Bill	912795U41	09/17/09	05/08/10	0.17%	1,897,988.38			1,897,988.38
Citizens Bank	1102029	08/11/09	06/10/10	0.95%	1,900,000.00			1,900,000.00
Federal Home Loan Bank	912795U86	09/29/09	07/01/10	0.20%	1,897,097.22			1,897,097.22
Lake Michigan Credit Union	842993-47	11/11/09	07/11/10	1.50%		1,500,000.00		1,500,000.00
Federal National Mortgage Association	313589A85	10/05/09	08/06/10	0.23%	1,996,102.78			1,996,102.78
Multi-Bank (Bank of Auburn Hills)	06425N8G7	02/18/09	08/18/10	2.00%	250,000.00			250,000.00
Flagstar Bank		11/14/09	09/03/10	1.00%		1,900,000.00		1,900,000.00
Fifth Third Bank	002-0652544089	10/30/09	09/17/10	0.89%	1,900,000.00			1,900,000.00
U.S. Treasury Bill	91795U90	10/08/09	09/23/10	0.27%	1,994,750.00			1,994,750.00
Federal National Mortgage Association	313589J38	10/15/09	10/04/10	0.31%	1,993,903.33			1,993,903.33
Multi-Bank (Community Central Bank)	203645FG6	10/29/09	10/26/10	1.00%	250,000.00			250,000.00
Federal Home Loan Bank	3133XR4S6	10/29/09	12/10/10	0.45%	2,056,440.00			2,056,440.00
Federal Farm Credit Bank	31331GNW5	03/02/09	03/02/11	1.80%	1,000,000.00			1,000,000.00
Federal Home Loan Bank	3133XUHK2	08/24/09	08/24/11	1.38%	500,000.00			500,000.00
Federal Home Loan Bank	3133XUK77	08/25/09	08/25/11	1.13%	1,500,000.00			1,500,000.00
Multi-Bank (MBank)	55275FFX1	10/29/09	10/31/11	1.75%	250,000.00			250,000.00
Multi-Bank (Founders Bank & Trust)	350518BL9	10/23/09	06/23/12	1.75%	250,000.00			250,000.00
Federal Home Loan Mortgage Co.	3128X9FS4	10/01/09	10/01/12	2.00%	1,000,000.00			1,000,000.00
Federal Home Loan Bank	3133XVB83	10/29/09	10/29/12	1.00%	1,000,000.00			1,000,000.00
Multi-Bank (Standard Federal)	85339PQ59	02/12/03	02/11/18	4.75%	1,000,000.00			1,000,000.00
<b>TOTAL INVESTMENTS</b>					<b>42,917,722.41</b>	<b>(250,000.00)</b>	<b>36,721.87</b>	<b>42,667,722.41</b>
Weighted Average Investment Rate				0.84%				

Motion by Trustee Maggini, supported by Trustee Verburg to approve the consent agenda as presented. Motion carries.

**VI. ACTION ITEMS**

**I. Purchases over \$100,000**

**a. General Fund**

No purchases to report for October 2009.

**b. Other Special Funds**

- 1) Request permission to issue purchase order for the renovation of the Ford Fieldhouse (new floor, lighting acoustical panels, etc.).

**Requestor:** Thomas Smith - Facilities  
**Expenditure:** \$916,190.00 (42-2331)  
**Disposition:** Construction Purchase  
**Supplier:** Beckering Advisor  
 Grand Rapids, MI  
 Source of Funds: Plant Fund  
 Bid: Yes, RFQ #0910-10063  
 Bidders Solicited: BCI Construction - \$966,700.00  
 Beckering Advisor - \$916,190.00

CD Barnes	-	\$960,826.00
DVK	-	\$941,000.00
Elzinga Volkers	-	\$950,670.00
Erhardt	-	\$946,767.00
GDK	-	\$949,295.00
Mohawk*	-	\$972,360.00
Nugent Bldrs	-	\$955,470.00
OAK	-	\$950,000.00
Pioneer	-	\$985,000.00
Pride Bldrs.*	-	\$931,650.00
TerHosrst & Rinzema	-	\$955,400.00
Wolverine	-	\$924,000.00
M/WBE Participation:		
Mich. Ind. Metal Pod.**		\$20,000.00
		(2.1%)

ACCOUNTS: 11 – General Fund  
 14 – Auxiliary Fund  
 15 – Designated Fund  
 42 – Bonds, Plant Fund  
 51 – Grants  
 91 – Agency Funds

KEY: \* MBE  
 \*\* WBE  
 \*\*\* M/WBE  
 # Disqualified  
 % Incomplete Bid  
 NTE - Not to exceed

Motion by Trustee Maggini, support by Trustee James to approve the purchases over \$100,000 as presented. Motion carries 4-0.

## VII. MONITORING

- A. Reports – None at this time.
- B. Discussion – None at this time.
- C. Policy Review/Development – None at this time.
- D. Discussion of Pending Policy Decision – None at this time.
- E. Consideration of Additional Policy Agenda Topics
  - Trustee Maggini received support to add “Discussion regarding College of Distinction and how that relates to being a Board of Distinction” to the tracking system.
  - Trustee Stearns received support to add “review of Consent Agenda” to the tracking system.
- F. Review Status of Agenda Items

## VIII. PRESIDENT’S REPORT

- A. President’s Report
  - President Ender provided an enrollment update.
  - President Ender announced that Vice President Cynthia Springer resigned her position and that he was thinking about a possible reorganization in that area. He is looking to flatten the organization and still offer the same level of services.

- President Ender wished everyone a happy holiday and a healthy new year.

## B. Events on Campus – January 2010

### **GRCC Events Calendar January 2010**

**All events are free and open to the public unless otherwise noted.**

**January 7, 2010** Day and Night Classes resume

#### **January 7, 2010**

##### **Diversity Learning Center Popcorn & Conversation with Employees**

Ever wish you had some place to share your thoughts “or your thoughts in progress” related to cultural or diversity interests?

The Diversity Center will host a monthly opportunity for the college community to listen or share with each other through an unstructured drop-in open chat. Come to share. Come to discover. Come for popcorn. All employees are welcome.

**Location(s):** Learning Resource Center (LRC122) Diversity Learning Center Conference Room. 12:00 PM-1:00 PM

For more information contact Jennifer Smith ([jsmith@grcc.edu](mailto:jsmith@grcc.edu))

#### **January 7 & 8, 2010**

##### **GRCC Players auditions "Art of Murder" by Joe DiPietro**

4:30 PM 6:30 PM GRCC Players is casting their winter 2010 production of Joe DiPietro's "Art of Murder."

Casting: 2 women, 2 men. You need not be a theater student to audition - ALL GRCC STUDENTS WELCOME. Spectrum Theater (SPEC)

RM. Spec 201.

Scripts available to sign out (\$5 deposit) in the theater offices, 2nd floor Spectrum Theater, 160 Fountain NE. Call 616-234-3998 for add'l information. **Website:** <http://www.grcc.edu/theater>

For more information contact Michelle Urbane ([murbane@grcc.edu](mailto:murbane@grcc.edu))

#### **January 14 & 15, 2010 Institute for Healing Racism**

Time: 7:45 AM - 5:00 PM (1st day)

7:45 AM - 4:00 PM (2nd day)

The Institute for Healing Racism is a powerful and thought provoking experience that brings together diverse groups of people to explore and address issues of race and racism. Participants have the opportunity to examine how the “disease” of racism affects ALL people and develop skills to detect and help eliminate institutional racism in their daily environments from home to the workplace, in the community or in business.

Over the course of two days, interactive exercises, dialogue, videos and story telling allow participants and facilitators to create a safe place where diverse views and experiences are validated. The Institute for Healing Racism can be a transforming experience that challenges all of us to become positive agents of change and intentional allies in the work of building inclusive and anti-racist communities.

Institute participants are eligible for CEUs. This two day workshop is free to GRCC students and employees. This workshop will be held in the Applied Technology Center (ATC)

For more information please contact: Jennifer Smith ([jsmith@grcc.edu](mailto:jsmith@grcc.edu))

#### **January 18, 2010 24th Annual Dr. Martin Luther King, Jr. Celebration**

Presented by Woodrick Diversity Learning Center  
6:30 p.m. to 9:00 p.m.  
Ford Fieldhouse  
For more information please contact Jennifer Smith 616-234-3056

**January 21, 2010. Diversity Learning Center Popcorn & Conversation with Students**

12:00 PM 1:00 PM

Ever wish you had some place to share your thoughts "or your thoughts in progress" related to cultural or diversity interests? The Diversity Center will host a monthly opportunity for the college community to listen or share with each other through an unstructured drop-in open chat.

Come to share. Come to discover. Come for popcorn.

All students are welcome.

For more information contact: Jennifer Smith ([jsmith@grcc.edu](mailto:jsmith@grcc.edu))

**January 28-30 & February 4-6, 2010**

**Actors' Theatre presents "Mr. Marmalade" by Noah Haidle**

Ticket cost: \$22 (with student and senior discounts available)

Mr. Marmalade, by EGR native Noah Haidle, introduces us to Lucy and her very active imagination. We meet many of Lucy's friends, including her imaginary friend "Mr. Marmalade," who unfortunately doesn't have much time for Lucy. This hilarious, sometimes frightening, dark comedy will leave the audience asking themselves: "What does it take to grow up in these difficult times, and what do our children absorb from this fast-paced society..." Caution: graphic language, adult content.

**Website: [www.actorstheatregrandrapids.com](http://www.actorstheatregrandrapids.com)**

**For more information contact: [kdutkiew@grcc.edu](mailto:kdutkiew@grcc.edu)**

**GRCC International Guitar Series 1/28/2010 7:30 PM 9:30 PM**

Acoustic Fingerstyle Guitarist, Chris Proctor

Windham Hill Recording Artist

General Admission - \$10

Student/Senior Admission - \$7 Music Building, Rm 200.

For more information contact:

**Website: <http://www.grcc.edu/guitar>**

Eva Johnson ([ejohnson@grcc.edu](mailto:ejohnson@grcc.edu))

**1/29/2010 Diversity Team Meeting**

**9:00 a.m. -10:00 a.m.**

The Grand Rapids Community College Diversity Team was appointed by then-President Richard Calkins in 1994. In 1995, the Board of Trustees adopted a college-wide goal "to create an environment at Grand Rapids Community College where individual and cultural diversities are respected." Since that time, Grand Rapids Community College students and employees have planned, supported and implemented numerous multicultural activities and projects. Diversity helps define GRCC. We promote an understanding of diversity for all people in a quality, respectful, motivating environment.

Learning Resource Center (LRC 122)

Diversity Learning Center Conference Room

Jennifer Smith ([Jsmith@grcc.edu](mailto:Jsmith@grcc.edu))

**Website: <http://www.grcc.edu/dlc>**

**28th Annual Giants Awards & Banquet**

**January 30, 2010**

**6:00 PM**

This banquet salutes 13 African American individuals and organizations for their contributions to our community. Contributions received from the Giants Banquet continue to support the GRCC Foundation's Milo Brown Memorial Scholarship Fund. Everyone is welcome to attend. Tickets are \$45.00 per person. For more information call Jennifer Smith at 234-3056 ([jsmith@grcc.edu](mailto:jsmith@grcc.edu)).

**Website: <http://www.grcc.edu/giants>**

**IX. OPEN COMMENT**

Trustee James thanked Cynthia Springer for her many years of service and wished her well in her future endeavors.

Trustee Stearns commented how proud he is of our Fulton Street presence and thanked Dr. Mulder, Dr. Ender and staff for their commitment and hard work.

**X. ADJOURNMENT**

The Board adjourned at 4:46 p.m.

No further business was discussed.

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Secretary