

**PROCEEDINGS**  
**OF**  
**GRAND RAPIDS COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**OFFICIAL**  
**REGULAR MEETING**  
**BOARD CHAMBERS**  
**MONDAY, JANUARY 25, 2010**

**I. CALL TO ORDER**

Meeting called to order at 4:15 p.m., Vice Chairperson, Michael Stearns in the chair.

Present: James, Maggini, Ryskamp, Handlin, Stearns, Verburg – 6

Absent: Anderson - 1

**II. INTRODUCTION OF GUESTS**

None at this time.

09:131

### III. APPROVAL OF AGENDA

#### A. Approval of Agenda

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

#### B. Special Order of Business – None at this time.

### IV. COMMUNITY-CONNECTIONS

#### A. Comments

- Professor Mike Light from the Social Sciences Department invited the Board to attend the Race & Ethnicity Events Conference.
- Trustee Ryskamp complimented the staff on the day and evening events for the MLK Celebration.

#### B. Communications to the Board – None at this time.

#### C. Student Report

- Student Congress President, Jeremy Christiansen reported on student activities and announced that Student Congress had passed a resolution to support the implementation of a campus activities fee.

#### D. Board Report – None at this time.

### V. CONSENT AGENDA

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

- Minutes from the December 21, 2009 Meeting

#### 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 1-13-10)

#### Temporary Appointments

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
Ennis Young	MI Works!	Meet & Confer	Employment Services Specialist	1/11/2010	New to College

#### Temporary Appointments

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
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Karen Niemchick	Academic Tutors	Faculty	Lab Coordinator	1/4/2010 – 4/9/2010	Former Adjunct Employee
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### Leaves of Absences

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
Nancy Vanstrien	Custodians	CEBA	Custodian II	11/23/2009	Intermittent FMLA
Ricky Vasquez	Custodians	CEBA	Head Custodian II	12/21/2009	FMLA
Jennifer Smith	Diversity Learning Center	ESP	Support Professional	1/4/2010	FMLA
Malinda Powers	Communications	ESP	Support Professional	1/7/2010	Intermittent FMLA
Sandra Lancaster	MI Works!	Meet & Confer	Associate Director Employment Services	12/11/2009	FMLA

### Return from Leaves of Absences

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
John Hunt	Custodians	CEBA	Custodian II	12/17/2009	Return from FMLA
Robert Atterberry	Custodians	CEBA	Custodian II	12/17/2009	Return from FMLA
JoAnn Atwood	Student Records	ESP	Support Professional	12/28/2009	Return from FMLA
Sandra Lancaster	MI Works!	Meet & Confer	Associate Director Employment Services	1/4/2010	Return from FMLA
Elizabeth Timmer	Learning Academy for Faculty and Staff	Meet and Confer	Coordinator of Learning Academy for Faculty and Staff	1/6/2010	Return from Intermittent FMLA

**Separations**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
Gabrielle (Nicole) Luster	Job Training	ESP	Support Professional	1/5/2010	Terminated
Cynthia Springer	Organizational Development	Executive	Executive VP, Organizational Development	12/14/2009	Resigned

**Retirements**

<b>NAME</b>	<b>DEPARTMENT</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES As of 12/15/2009</b>
Joseph Waldo	Tassell MTEC	CEBA	Head Custodian	6/30/2010	31 years of service
Kathleen Tolhurst	Learning Resource Ctr	CEBA	Custodian	6/30/2010	20 years of service
Ricky W Vasquez	Main Building/Custodian	CEBA	Head Custodian II	6/30/2010	16 years of service
William Willyard	Maintenance	CEBA	HVAC Technician	6/30/2010	23 years of service
Carolyn Spaulding	Main Building/Custodian	CEBA	Custodian	12/31/2010	13 years of service
David Tolhurst	Applied Technology	CEBA	Custodian	12/31/2010	29 years of service
Michael Morris	Printing & Graphics	CEBA	Printing Services Tech II	12/31/2010	29 years of service
Leonard Kosiorowski	Maintenance	CEBA	Carp, HVAC, Welder, Electrician	6/30/2011	35 years of service
Janet Chesla	Student Records Office-VA Benefits	ESP	Support Professional	6/30/2010	10 years of service
JoAnn Atwood	Student Records Office	ESP	Support Professional	6/30/2010	20 years of service

Linda Wyskochil	Library	ESP	Support Professional	6/30/2010	29 years of service
Marianne Pierson	Student Affairs	ESP	Support Professional	6/30/2010	32 years of service
Marie Byl	Cashiers	ESP	Support Professional	6/30/2010	22 years of service
Alyce Stark	ATC	ESP	Support Professional	6/30/2011	17 years of service
Eva Chilton	Music	ESP	Support Professional	6/30/2011	17 years of service
Judi Hinton	Accounts Payable	ESP	Support Professional	6/30/2011	17 years of service
Margaret Koron	Preschool	ESP	Support Professional	6/30/2011	24 years of service
Bette Doezema	Biology	Faculty	Professor	4/30/2010	11 years of service
David Folkert	Manufacturing	Faculty	Professor	4/30/2010	30 years of service
Janet Paasche	English	Faculty	Professor	4/30/2010	29 years of service
Mark Saur	Manufacturing	Faculty	Professor	4/30/2010	24 years of service
Marvin Tyler	Applied Technology	Faculty	Faculty	4/30/2010	31 years of service
Nickie Alexander	Mathematics	Faculty	Professor	4/30/2010	20 years of service
Ross Kladder	Drafting & Design	Faculty	Professor	4/30/2010	37 years of service
Thomas Hofmann	Wellness	Faculty	Professor	4/30/2010	44 years of service
Brian Keelean	Manufacturing	Faculty	Faculty	6/30/2010	31 years of service

Ronald Stein	Visual Arts	Faculty	Professor	6/30/2010	37 years of service
Donna Adams	Nursing	Faculty	Professor	8/31/2010	33 years of service
Patricia Gessler	Preschool	Faculty	Professor	8/31/2010	24 years of service
Robert Van Eyck	Applied Technology	Faculty	Professor	8/31/2010	19 years of service
Kathleen Miller	Nursing	Faculty	Professor	5/31/2011	19 years of service
Malcolm Brannen	Music	Faculty	Professor	5/31/2011	35 years of service
Patricia Mumaw	Disability & Occ Supp Svs	Faculty	Professor	5/31/2011	24 years of service
Scott McNabb	English	Faculty	Professor	5/31/2011	27 years of service
Barbara Saunier	English	Faculty	Professor	6/30/2011	25 years of service
Bruce Bjornseth	Mechanical & Architectual Design	Faculty	Professor	6/30/2011	26 years of service
Christine Foster	General Business	Faculty	Professor	6/30/2011	28 years of service
Gary Burbridge	Social Sciences	Faculty	Professor	6/30/2011	34 years of service
Mary Bayer	English	Faculty	Professor	6/30/2011	17 years of service
Richard Foster	Applied Technology	Faculty	Professor	6/30/2011	48 years of service
Ellen Stuart	Nursing	Faculty	Professor	8/31/2011	19 years of service
Linda Burden	Nursing	Faculty	Professor	8/31/2011	18 years of service

Marco Trimble	Counseling & Career Ctr	Faculty	Associate Professor/Counselor	8/31/2011	10 years of service
Randy Sahajdack	Culinary Education	Faculty	Professor	8/31/2011	24 years of service
Robert Garlough	Culinary Education	Faculty	Professor	8/31/2011	29 years of service
Terry Simmons	Computer Applications	Faculty	Professor	8/31/2011	14 years of service
Arturo Armijo	Regional Centers	Meet & Confer	Executive Director of Regional Centers	6/30/2010	33 years of service
Chief Cindy Kennell	Campus Police	Meet & Confer	Chief	6/30/2010	14 years of service
Bertha Chivis	College Advancement	Meet & Confer	Coord Donor & Scholarship Info	6/30/2011	6 years of service
Dan Scribner	Maintenance	Meet & Confer	Building Manager	6/30/2011	31 years of service
Elizabeth Timmer	Learning Academy	Meet & Confer	Coordinator for Faculty & Staff	6/30/2011	31 years of service
Janet Miller	Student Records	Meet & Confer	Registrar Technical Specialist	6/30/2011	9 years of service
Laura Alsgaard	Payroll & Benefits	Meet & Confer	Senior Benefits Coord	6/30/2011	16 years of service
Richard Olsen	Arts & Sciences	Meet & Confer	Dean, School of Arts & Sciences	6/30/2011	7 years of service
Robert Lacy	Maintenance	Meet & Confer	Building Manager	6/30/2011	17 years of service
Sharon Gates	Payroll & Benefits	Meet & Confer	Exec Dir of Payroll & Benefits	6/30/2011	17 years of service
William Grey	Operations	Meet & Confer	Technical Operations Technician	6/30/2011	12 years of service

D. Financial transactions  
(December 1 - 31, 2009)

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

a. General Fund

- 1) Purchase order issued to provide football team temporary bus transportation to Belknap Park and Northview Field as needed.

**Requestor:** Rick Vanderveen – Ford Fieldhouse

**Expenditure:** \$10,117.60

**Disposition:** New Purchase

**Supplier:** Dean Transportation  
Lansing, MI

**Bid:** No, emergency (urgent) purchase.

- 2) Blanket purchase order change notice issued to provide dual fiber internet connections to the GRCCnet. Order increased \$15,000; from \$25,000 to \$40,000.

**Requestor:** Donovan Wallace – Information Technology

**Expenditure:** \$15,000.00/\$40,000.00

**Disposition:** Recurring Purchase

**Supplier:** Merit  
Ann Arbor, MI

**Bid:** No, sole source.

b. Other Special Funds

- 1) Purchase order issued to provide speaker fee (Morris Dees) for the Diversity Lecture Series XV. (Lecture rescheduled for 4/1/10)

**Requestor:** Chris Arnold – Woodrick Diversity Learning Center

**Expenditure:** \$12,500.00 (15-2359)

**Disposition:** N/A

**Supplier:** Keppler Speakers  
Arlington, VA

**Source of Funds:** Designated Funds

**Bid:** No, exempt.

- 2) Purchase order 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:** \$13,457.50 (51-2585)

**Disposition:** N/A

**Supplier:** Superior Technical Training  
Grand Rapids, MI  
**Source of Funds:** ACSET (Area Community Services Employment & Training) Grant  
**Bid:** No, sole source.

- 3) Purchase order issued to provide a Ercolina Top Tube Bender for the MTEC Metal Manufacturing Lab.

**Requestor:** Fiona Hert – Workforce Development  
**Expenditure:** \$15,395.00 (51-2821)  
**Disposition:** Replacement Purchase  
**Supplier:** Praxair Distribution  
Grand Rapids, MI  
**Source of Funds:** Perkins Grant  
**Bid:** Yes, RFQ #0910-11056  
**Bidders Solicited:**

Andrews Supply	-	\$19,494.65
Miller Welding	-	\$15,885.56
<b>Praxair Dist.</b>	<b>-</b>	<b>\$15,395.00</b>

- 4) Purchase order issued to provide food service equipment (mixers) for the Secchia Institute for Culinary Education (Spectrum Bakery Lab).

**Requestor:** Fiona Hert – Workforce Development  
**Expenditure:** \$16,249.00 (51-2821)  
**Disposition:** Replacement Purchase  
**Supplier:** Pasco Brokerage  
Plano, TX  
**Source of Funds:** Perkins Grant  
**Bid:** Yes, RFQ # 0910-12030B.  
**Bidders Solicited:**

ABC Restaurant Supp-		declined
American Energy	-	\$17,322.20
Cook Direct	-	\$17,822.40
Great Lakes Hotel	-	\$18,514.00
Great Lakes West	-	\$18,201.72
Gwek-Wahd-Zihm*	-	\$18,106.90
Katom	-	declined
Merchandise Equip.#	-	\$ 8,467.98
Next Day Gourmet	-	\$17,717.86
<b>Pasco Brokerage</b>	<b>-</b>	<b>\$16,249.00</b>
Sam Tell	-	\$19,954.14
Stafford Smith	-	\$17,475.20

- 5) Purchase order issued to provide reimbursement to the Allegan Area Educational Service Agency for their portion of the Tech Prep Grant. (GRCC acting as fiscal agent)

**Requestor:** Cathy Green – Tech Prep

**Expenditure:** \$26,099.00 (51-2271)  
**Disposition:** N/A  
**Supplier:** Allegan Area Educational Service Agency  
 Allegan, MI  
 Source of Funds: Tech Prep Grant  
 Bid: No, exempt.

- 6) Purchase order issued to provide furniture for the Midtown Center (Lakeshore Campus).

**Requestor:** Dan Clark – Lakeshore Campus  
**Expenditure:** \$25,425.71 (15-2822)  
**Disposition:** Replacement Purchase  
**Supplier:** Interphase  
 Grand Rapids, MI  
 Source of Funds: Designated Funds  
 Bid: No, MiDEAL consortium purchase.

- 7) Purchase order issued to provide food service equipment (ranges) for the Secchia Institute for Culinary Education (ATC kitchens). *(1 set of accessories bid, 3 sets required, resulting in an addition of \$1669.82 to the purchase).*

**Requestor:** Fiona Hert – Workforce Development  
**Expenditure:** \$28,861.73 (51-2821)  
**Disposition:** Replacement Purchase  
**Supplier:** Stafford Smith

Grand Rapids, MI

Source of Funds: Perkins Grant

Bid: Yes, RFQ # 0910-12030B.

Bidders Solicited:	ABC Restaurant Supp-	\$29,546.34
	American Energy -	\$34,460.00
	Cook Direct -	\$28,845.00
	Great Lakes Hotel -	\$29,180.00
	Great Lakes West -	\$29,324.79
	Gwek-Wahd-Zihm* -	\$28,903.73
	Katom -	\$31,352.90
	Merchandise Equip. -	\$29,792.43
	Next Day Gourmet -	\$28,055.66
	Pasco Brokerage -	\$27,605.00
	Sam Tell -	\$28,820.16
	<b>Stafford Smith -</b>	<b>\$27,191.91</b>

- 8) Purchase order issued to provide (22) Apple Mac Book Pro Laptops for a GRCC pilot program.

**Requestor:** Darcy Swope – Information Technology  
**Expenditure:** \$30,936.18 (42-2822)  
**Disposition:** Replacement Purchase  
**Supplier:** Apple, Inc.

Austin, TX  
 Source of Funds: Plant Fund  
 Bid: No, sole source

- 9) Purchase order issued to provide Hampden Commercial Multi Purpose Rack Refrigeration Trainer for the HVAC (Heating, Ventilation and Air Conditioning) Department.

**Requestor: Fiona Hert – Workforce Development**

**Expenditure: \$38,211.00 (51-2821)**

**Disposition: New Purchase**

**Supplier: Hampden Engineering**  
 East Long Meadow, MA

Source of Funds: Perkins Grant

Bid: No, sole source.

- 10) Purchase order issued for books and supplies 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: \$44,907.80 (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.

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

a. General Fund

- 1) Request permission to issue blanket purchase order for a comprehensive campus wide compensation study. (Weighted criteria award based upon cost, experience, staff credentials, understanding of scope, etc.)

**Requestor: Cathy Wilson - Organizational Development**

**Expenditure: \$68,200.00**

**Disposition: New Purchase**

**Supplier: Municipal Consulting Services, LLC**  
 Ann Arbor, MI

Bid: Yes, RFP #0910-11042

Bidders Solicited: Clear Talent - \$58,966.00

Cody & Associates - \$39,000.00

Crowe Horwath - \$60,000.00

Employers Association -	\$28,000.00
Evergreen Solutions -	\$49,000.00
Fox Lawson -	\$86,000.00
Hay Group -	\$60,000.00
Jacobson Betts -	\$59,200.00
Management Advisory Group	
	\$53,675.00
McKnight & Associates	\$59,000.00
<b>Municipal Consulting-</b>	<b>\$68,200.00</b>
Segal Sibson -	\$115,000.00
Waters Consulting -	\$44,975.00

b. Other Special Funds

No purchases to report for December 2009.

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**

2009 - 2010 GENERAL OPERATING FUND BUDGET REPORT  
FOR THE PERIOD ENDED DECEMBER 31, 2009

GENERAL OPERATING	ADOPTED BUDGET	2009-2010 ACTUAL 12/31/2009	PERCENTAGE
REVENUE:			
TUITION	41,853,644	41,263,105	98.59%
FEES	4,313,130	3,928,649	91.09%
PROPERTY TAX	31,342,519	28,725,102	91.65%
STATE AID	17,219,800	4,696,308	27.27%
INTEREST	800,000	96,413	12.05%
MISCELLANEOUS	1,855,000	601,587	32.43%
<b>TOTAL REVENUE</b>	<b>97,384,093</b>	<b>79,311,165</b>	<b>81.44%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	34,420,808	13,855,011	40.25%
COUNSELING	1,380,000	577,237	41.83%
LIBRARIAN	554,000	200,859	36.26%
ADMINISTRATION	5,559,000	2,629,592	47.30%
ADMINISTRATIVE SUPPORT	1,603,500	622,866	38.84%
TECHNICAL SUPPORT	5,475,500	2,511,724	45.87%
SECRETARIAL	3,364,500	1,689,022	50.20%
BLDG OPERATIONS	4,031,000	1,829,733	45.39%
STUDENT ASSISTANT	1,011,536	641,504	63.42%
<b>TOTAL SALARIES</b>	<b>57,399,844</b>	<b>24,557,588</b>	<b>42.78%</b>
NON-SALARY:			
FRINGE BENEFITS	22,390,427	9,962,812	44.50%
CONTRACTED SERVICE	4,028,336	1,696,765	42.12%
SUPPLIES & REPAIRS	4,541,954	1,867,498	41.12%
UTILITIES & RENT	3,509,273	1,484,430	42.30%
TRANSFERS	2,413,895	927,291	38.41%
CLUBS/ORGANIZATIONS	184,000	91,998	50.00%
OTHER COSTS	2,172,904	739,890	34.05%
EQUIPMENT	500,000	78,429	15.69%
CONTINGENCY	243,460		0.00%
<b>TOTAL NON-SALARY</b>	<b>39,984,249</b>	<b>16,849,113</b>	<b>42.14%</b>
<b>TOTAL EXPENSE</b>	<b>97,384,093</b>	<b>41,406,701</b>	<b>42.52%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>0</b>	<b>37,904,464</b>	

2009 - 2010 GENERAL OPERATING FUND ACTUAL REPORT  
FOR THE PERIOD ENDED DECEMBER 31, 2009

	MONTHLY ACTIVITY 12/31/09	MONTHLY ACTIVITY 12/31/08	YEAR-TO DATE 12/31/09	YEAR-TO DATE 12/31/08
<b>REVENUE:</b>				
TUITION	683,088	314,068	41,263,105	35,718,365
FEES	126,467	103,630	3,928,649	2,226,803
PROPERTY TAX	242,072	181,934	28,725,102	28,126,590
STATE AID	1,565,436	1,565,437	4,696,308	4,696,309
INTEREST	(14,602)	62,534	96,413	284,501
MISCELLANEOUS	52,059	83,212	601,587	616,273
<b>TOTAL REVENUE</b>	<b>2,654,520</b>	<b>2,310,815</b>	<b>79,311,165</b>	<b>71,668,841</b>
<b>EXPENSE:</b>				
<b>SALARIES:</b>				
INSTRUCTION	3,097,374	2,780,411	13,855,011	12,405,332
COUNSELING	103,749	91,275	577,257	482,677
LIBRARIAN	42,040	34,943	200,859	224,482
ADMINISTRATION	494,372	394,846	2,629,592	2,385,274
ADMINISTRATIVE SUPPORT	98,271	104,661	622,866	629,815
TECHNICAL SUPPORT	427,129	380,402	2,511,724	2,268,462
SECRETARIAL	334,936	293,420	1,689,022	1,503,205
BLDG OPERATIONS	304,541	370,349	1,829,753	1,878,973
STUDENT ASSISTANT	188,524	81,562	641,504	513,940
<b>TOTAL SALARIES</b>	<b>5,090,937</b>	<b>4,531,870</b>	<b>24,357,588</b>	<b>22,292,161</b>
<b>NON-SALARY:</b>				
FRINGE BENEFITS	1,813,225	1,632,688	9,962,812	8,764,863
CONTRACTED SERVICES	328,091	168,348	1,696,765	1,694,814
SUPPLIES & REPAIRS	418,610	575,542	1,867,498	2,182,943
UTILITIES & RENT	371,123	161,055	1,484,430	1,121,258
TRANSFERS	380,536	158,038	927,291	744,704
CLUBS/ORGANIZATIONS	15,333	15,333	91,998	91,998
OTHER COSTS	106,583	82,928	739,890	775,474
EQUIPMENT	11,680	38,778	78,429	70,954
CONTINGENCY	-	-	-	-
<b>TOTAL NON-SALARY</b>	<b>3,445,180</b>	<b>2,832,709</b>	<b>16,849,113</b>	<b>15,447,007</b>
<b>TOTAL EXPENSE</b>	<b>8,536,117</b>	<b>7,364,579</b>	<b>41,406,701</b>	<b>37,739,169</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(5,881,597)</b>	<b>(5,053,764)</b>	<b>37,904,464</b>	<b>33,929,672</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 BUILDING & SITE FUND - GENERAL  
 FOR PERIOD ENDED DECEMBER 31, 2009

	ADOPTED	2009-2010 ACTUAL	PERCENTAGE
	BUDGET	12/31/09	
<b>REVENUE:</b>			
PROPERTY TAXES	8,070,000	7,451,721	92.34%
INTEREST INCOME	25,000	0	0.00%
TECHNOLOGY AND EQUIPMENT TRANSFER	572,809	0	0.00%
<b>TOTAL REVENUE</b>	<b>8,667,809</b>	<b>7,451,721</b>	<b>85.97%</b>
<b>EXPENSES:</b>			
MAINTENANCE & OTHER EXPENDITURES	4,400,000	4,332,308	98.46%
TRANSFERS TO DEBT FUND	6,317,000	3,158,500	50.00%
TRANSFERS TO GENERAL - LRTS CONTRACT	528,600	0	0.00%
<b>TOTAL EXPENSES</b>	<b>11,245,600</b>	<b>7,490,808</b>	<b>66.61%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(2,577,791)</b>	<b>(39,087)</b>	

PLANT FUND - DEBT RETIREMENT FUND  
2009-2010 BUDGET

	2009/2010 BUDGET	2009/2010 ACTUAL @ 12/31/2009
<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	113
<b>TOTAL EXPENSE</b>	<b>1,524,275</b>	<b>334,638</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>1,227,937</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 2009 - 2010 DESIGNATED FUND BUDGET REPORT  
 FOR PERIOD ENDED DECEMBER 31, 2009

DESIGNATED	2009 - 2010		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 12/31/09	
<b>REVENUE:</b>			
TUITION & FEES	1,946,150	1,302,620	66.93%
CONTRACTED TRAINING	1,052,000	423,511	40.26%
OTHER MISCELLANEOUS LOCAL	1,193,715	427,519	35.81%
<b>TOTAL REVENUE</b>	<b>4,191,865</b>	<b>2,153,649</b>	<b>51.38%</b>
<b>EXPENSES:</b>			
<b>SALARIES</b>			
INSTRUCTION	1,149,475	673,435	58.59%
ADMINISTRATION	1,205,040	457,297	37.95%
CUSTODIANS & SECURITY	18,500	3,640	19.68%
SECRETARIAL	105,929	51,999	49.09%
STUDENT ASSISTANTS	36,800	24,117	65.54%
<b>TOTAL SALARIES</b>	<b>2,515,744</b>	<b>1,210,489</b>	<b>48.12%</b>
<b>NON-SALARY</b>			
FRINGE BENEFITS	1,156,414	413,159	35.73%
CONTRACTED SERVICES	324,251	190,684	58.81%
SUPPLIES & REPAIRS	1,335,995	491,291	36.77%
UTILITIES & RENTALS	16,450	2,599	15.80%
CAPITAL OUTLAY	93,808	10,515	11.21%
TRANSFERS	(1,034,695)	(783,020)	75.68%
OTHER	192,906	49,859	25.85%
<b>TOTAL NON-SALARY</b>	<b>2,085,129</b>	<b>375,087</b>	<b>17.99%</b>
<b>TOTAL EXPENSE</b>	<b>4,600,873</b>	<b>1,585,576</b>	<b>34.46%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(409,008)</b>	<b>568,074</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
CASH AND INVESTMENT SUMMARY  
AS OF DECEMBER 31, 2009

<b>Bank Accounts</b>	<b>Ending Balance</b>	<b>Rate</b>	<b>Interest</b>
JPMorgan Chase Bank, Money Market - Plant	624,227.52	0.05%	26.51
JPMorgan, Sweep Repo - Auxiliary	1,867,149.00	0.05%	76.95
JPMorgan, Sweep Repo - General	5,670,082.32	0.05%	308.07
National City Bank - General	7,009,675.68	0.50%	2,975.45
PFM Asset Mgt., MILAF+ Max Fund - General	<u>1,042,323.35</u>	0.16%	143.39
<b>Total Bank Accounts</b>	<b><u>\$ 16,213,457.87</u></b>		

**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)	<u>3,400,000.00</u>
	18,249,967.29

**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	6,953,537.22
Federal Home Loan Mortgage Co.	1,000,000.00
Federal National Mortgage Association	7,783,576.19
U.S. Treasury Bill	<u>3,892,738.38</u>
	<u>20,629,851.79</u>

**Total Investments** **\$ 40,777,520.08**

GRAND RAPIDS COMMUNITY COLLEGE INVESTMENT DETAIL REPORT FOR THE MONTH ENDING DECEMBER 31, 2009								
Issuing Organization	Certificate Number	Purchase Date	Maturity Date	Interest Rate	Beginning Balance	Deposits & (Maturities)	Interest	Ending Balance
Federal Home Loan Bank	313385QB5	03/06/09	12/04/09	0.68%	1,890,202.33	(1,890,202.33)	9,797.67	-
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 (MLAF+ 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%	1,886,483.69			1,886,483.69
Commercial Paper - General Electric	36959JD18	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 (MLAF+ 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	321133901	10/02/09	04/30/10	2.16%	1,900,000.00			1,900,000.00
U.S. Treasury Bill	912795U41	09/17/09	05/06/10	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	912795U66	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	313589A88	10/05/09	08/06/10	0.23%	1,996,102.78			1,996,102.78
Multi-Bank (Bank of Auburn Hills)	06425NBS7	02/18/09	08/18/10	2.00%	250,000.00			250,000.00
Flagstar Bank	425829775	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)	20364SFG6	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)	350519BL9	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)	85339PQ69	02/12/03	02/11/18	4.75%	1,000,000.00			1,000,000.00
<b>TOTAL INVESTMENTS</b>					<b>42,667,722.41</b>	<b>(1,890,202.33)</b>	<b>9,797.67</b>	<b>40,777,520.08</b>
Weighted Average Investment Rate				0.85%				

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

## VI. ACTION ITEMS

### 1. Purchases over \$100,000

#### a. General Fund

- 1) Purchase order issued to provide funds for 2009/2010 1<sup>st</sup> semester billing for the Thompson MTEC.

**Requestor:** Bob Partridge – Financial Services  
**Expenditure:** \$185,953.68  
**Disposition:** Recurring Purchase  
**Supplier:** Ottawa Area Intermediate School District  
Holland, MI  
**Bid:** No, sole source.

Motion by Trustee James, Supported by Trustee Handlin to approve the above action item as presented. Motion carries.

#### b. Other Special Funds

- 1) Request permission to retain (6) Architectural & Engineering firms for a maximum of (5) years for ongoing GRCC projects. Firms will provide architectural, engineering and design services and will be utilized as projects occur based upon their experience and expertise of the given project. (29 bidders; 11 shortlisted/interviewed (in bold under responsive bidders); 6 retained (see suppliers retained))

**Requestor:** Thomas Smith - Facilities

**Expenditure:** \$ (varies)

**Disposition:** Recurring Purchases

**Suppliers Retained:** C2AE

Grand Rapids, MI

**GMB Architects**

Holland, MI

**Integrated Design Services**

Troy, MI

**Isaac V. Norris Associates\***

Grand Rapids, MI

**Progressive AE**

Grand Rapids, MI

**SHW**

Berkley, MI

Bid: Yes, RFP #0910-11042B

Responsive Bidders: Arkos Design, Become Design, Beta, **C2AE**, Century, Concept Design, **Cornerstone**, Cox, Dakin\*\*, **Design +**, Design Forum, Eckert, **FTCH**, **GMB**, Hamilton, **Hobbs & Black**, **Integrated Design Solutions**, IOC Design & Build, **Isaac V. Norris & Assoc.\***, Integrated Architecture, Lott3Metz Architecture, **Progressive AE**, **SHW Group**, SKO & Associates\*, Serve Studio, Superior, **Tower Pinkster**, TMP, URS

Motion by Trustee Ryskamp to approve the above action item as presented. Supported by Trustee James. Trustee Maggini abstained from voting. Motion Carries.

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

## 2. Purchasing Policy Change

- Executive Vice President Bob Partridge presented the proposed purchasing policy change for Purchasing Policy 11.15. - proposing a revision of sections XI-1 and XI-2 increasing the limit for prior Board approval from \$50,000 to \$100,000.

Motion by James, supported by Trustee Maggini to approve the purchasing policy change as presented. Motion Carries.

## VII. MONITORING

- Reports – None at this time.
- Discussion – None at this time.
- Policy Review/Development – None at this time.
- Discussion of Pending Policy Decision – None at this time.
- Consideration of Additional Policy Agenda Topics – None at this time
- Review Status of Agenda Items

## VIII. PRESIDENT'S REPORT

- President's Report
  - MLK day and evening celebration was great.
  - Wind Ensemble Performance at the DeVos Place was exceptional – Mike Gillean does a great job with that group.
  - President Ender recognized and thanked Judith Larsen for her work to secure the U.S. Department of Labor Pathways out of Poverty grant for \$4 million.
  - Historic Winter Enrollment – this is first winter semester in GRCC history where our winter enrollment has surpassed that of our fall enrollment.
- Events on Campus – February 2010

### Grand Rapids Community College Events-February 2010

Diversity Learning Center Popcorn & Conversation with Employees will be held February 4, 2010 from 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 employees are welcome.

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**Actors' Theatre presents Mr. Marmalade by Noah Haidle** Thursday February 4, 2010 Friday February 05, 2010 and Saturday February 06, 2010 from 8:00 PM - 9:45 PM

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 are our children absorbing in this fast-paced society..."

Caution: Graphic language and adult content.

For more information, call 616-234-3817 or visit the Actors' Theatre website.

For tickets, call 616-234-3946 beginning 1/18/10

-----February 05, 2010

The Psychology of Love: Do Opposites Attract or do Birds of a Feather Flock Together? by Frank Conner, Ph.D.

February 10, 2010 from 1:15 PM -2:15 PM. in the Applied Technology Center (ATC-RM 168-ATC Auditorium); sponsored by The Psychology Department

Dr. Conner is a professor of psychology at Grand Rapids Community College. As we approach our national holiday of Love, Valentine's Day, this presentation will consider the research and practice of love. In this session participants will be introduced to a specific definition of love as well as examples of different types of love. This session will also address what it takes to have love in your life as well as how to sustain a loving relationship. Less happy topics such as abuse and the effect of lost love will also be covered. Frank Conner ([fconner@grcc.edu](mailto:fconner@grcc.edu))

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February 10, 2010 7:00 PM Diversity Lecture Series XV - Angela Davis, "Frameworks for Social Justice"

"Frameworks for Social Justice" will be held at Fountain Street Church, 24 Fountain NE, Grand Rapids MI 49503

Human Rights Activist, Author Angela Davis is known internationally for her ongoing work to combat all forms of oppression in the U.S. and abroad. Over the years, as a student, teacher, writer, scholar, activist and organizer -- and even prisoner -- she has become a living witness to the historical struggles of two generations of American life. In 1969, Angela Davis came to national attention after being removed from her teaching position at UCLA as a result of her social activism and her membership in the Communist Party. In 1970 she was placed on the FBI's Ten Most Wanted List on false charges, and was the subject of an intense police search that drove her underground -- culminated in one of the most famous trials in recent American history. During her sixteen-month incarceration, a massive international "Free Angela Davis" campaign was organized, leading to her acquittal in 1972.

During the last twenty-five years, Prof. Davis has lectured in all of the fifty United States, as well as in Africa, Europe, the Caribbean, and the former Soviet Union. She is the author of five books, including the campus classics *Angela Davis: An Autobiography* and *Women, Race & Class*; her other books include *Blues Legacies and Black Feminism* and *The Angela Y. Davis Reader*. Currently, Davis is a tenured professor at the University of California, Santa Cruz. Her long-standing commitment to prisoners' rights dates back to her involvement in the campaign to free the Soledad Brothers, which led to her own arrest and imprisonment. Today, she remains an advocate of prison abolition and has developed a powerful critique of racism in the criminal justice system. She is a member of the Advisory Board of the Prison Activist Resource Center, and is working on a comparative study of women's imprisonment in the US, the Netherlands, and Cuba.

Grand Rapids Community College integrates its commitment to diversity repetitively in words and

actions. The Diversity Lectures Series offered through the Bob and Aleicia Woodrick Diversity Learning Center (WDLC) is intended to give insight and understanding of multicultural issues to the Grand Rapids Community.

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

Website: <http://www.grcc.edu/lecture>

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February 15, 2010 at 4:15 PM; the GRCC Board of Trustees Meeting will be held in the Board Chambers, Fifth Floor Main Building, 143 Bostwick Ave., Grand Rapids, MI 49503. A closed session will follow the regular meeting.

This schedule is subject to change and will be posted in accordance with the Open Meetings Act, PA #267 of 1976 as amended.

Minutes of all proceedings of the Board of Trustees may be obtained from:

Kathryn Mullins, Executive Assistant to the Board of Trustees  
Office of the Board of Trustees  
College Park Plaza Building, Room 419  
180 North Division  
Grand Rapids, MI 49503

For information Phone: 616-234-3908 Kathy Mullins ([kmullins@grcc.edu](mailto:kmullins@grcc.edu))

Website: <http://www.grcc.edu/board>

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Encore Careers in Healthcare Class will be held in the Main Building on February 19, 2010 from 8:00 AM- 5:00 PM. The Grand Rapids Community College Encore Careers Project, with funding from the MetLife Foundation and Civic Ventures, is a program designed to prepare persons 50 and older for entry level careers in the growing health care field.

By developing basic computer skills, resume writing, interview skills, and the ability to search the internet, participants will be well on their way to developing the 21st century skills needed for a rewarding Encore Career. An Encore Career is a one that makes a difference in your community, is filled with personal meaning, provides you with continued income, and takes into account your talents and experience.

#### ARE YOU UNEMPLOYED OR BETWEEN CAREERS?

If you are 50 or older, free of a criminal record, and hold a GED or high school diploma, consider the following questions to help you determine if this program is for you:

- Are you a people person?
- Are you considering a career in the health care field?
- Are you willing to accept an entry level position?

If you answered “yes” to these questions, you are ready to take the next step and fill out an application. Applicants will be screened for potential entry into the program.

Upon acceptance, participants will join other classmates in a 40-hour preparatory program, and will receive direct support and encouragement from program staff.

Classes will be held for five consecutive Fridays in the Main Building from 8:00 am – 5:00 pm beginning February 19, 2010 through March 19, 2010 in the Applied Technology Center (ATC.)

Programming will include:

1. Preparing for 21st century health care workplace.
2. A brief look at what to expect in the health care environment:
  - a. Control of infectious disease
  - b. Airborne Pathogens
  - c. HIPPA Privacy Act
  - d. An overview of medical terminology
3. Career Development
4. Basic Computer Skills.

For more information: please contact Jeanette Smith, Project Coordinator, (616) 234-4412 or email [jesmith1@grcc.edu](mailto:jesmith1@grcc.edu)

Website: <http://www.grcc.edu/encorecareers>

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Grand River Winds Concert will be held on February 19, 2010 from 7:30 PM- 9:30 PM. The concert is presented by the Community Wind Ensemble will be held at the St. Cecilia Music Center.

Admission is FREE.

For more information please contact Eva Johnson ([ejohnson@grcc.edu](mailto:ejohnson@grcc.edu))

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GRCC Vocal Music Concert, a concert presentation by the GRCC Choral Ensembles, will be held in the Music Building; RM 200 February 21, 2010 from 3:00 PM- 4:00 PM. Admission is free.

For more information contact: Eva Johnson ([ejohnson@grcc.edu](mailto:ejohnson@grcc.edu))

Website: <http://www.grcc.edu/music>

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GRCC Applied Faculty Recital will be held in the President's Room at St. Cecilia Music Center February 28, 2010 from 3:00-4:00 PM. Diane Penning-Koperski - Soprano & Dr. Sheri Iott - Piano in concert. Admission FREE.

Contact Eva Johnson ([ejohnson@grcc.edu](mailto:ejohnson@grcc.edu)) for more information.

## **IX. OPEN COMMENT**

None at this time.

## **X. ADJOURNMENT**

The Board adjourned at 5:16 p.m.

No further business was discussed.

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Secretary