

**PROCEEDINGS**  
**OF**  
**GRAND RAPIDS COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**OFFICIAL**  
**REGULAR MEETING**  
**BOARD CHAMBERS**  
**MONDAY, FEBRUARY 18, 2008**

**I. CALL TO ORDER**

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

Present: Anderson, Handlin, James, Stearns, Verburg – 5

Absent: Maggini, Schenk – 2

**II. INTRODUCTION OF GUESTS**

President Olivarez acknowledged Trustee James' birthday.

07:157

### III. APPROVAL OF AGENDA

#### A. Approval of Agenda

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

Motion by Trustee Verburg to call for a closed session immediately following the regular meeting for personnel evaluations and/or appointments of staff members in accordance with the Open Meetings Act, Section 8, Articles A. Roll call vote taken at 4:19 p.m. Motion unanimously carries. Board entered into closed session at 5:30 p.m.

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

### IV. COMMUNITY-COLLEGE LINKAGES

#### A. Community Linkages

1. Communications to the Board – None at this time.
2. Board Reports – None at this time.

#### B. Comments from the Floor

- ▲ Professor Mike Devivo announced that Gamma Theta Upsilon (GTU) has awarded Grand Rapids Community College (GRCC) a charter for a chapter of The International Geographical Honor Society. More than 200 chapters are active, and the new chapter at GRCC, Lambda Upsilon, is distinguished as the first to be organized at a community college.

#### C. Resolutions

1. Women's History Month
  - i. The following resolution will be read by student, Tara Yax:

### WOMEN'S HISTORY MONTH MARCH 2008

**WHEREAS**, women of every race, economic and ethnic background have made historic contributions to the growth and strength of our nation, state and city, and College; and

**WHEREAS**, women play a critical economic, cultural and social role in every aspect of life by constituting a significant portion of the labor force working inside and outside the home; and

**WHEREAS**, women have played a unique role throughout the history of our nation by providing the majority of the volunteer labor force; and

**WHEREAS**, women from every background served as early leaders for peace and every major progressive social change movement; and

**WHEREAS**, women have made a significant impact on historic legislation regarding emancipation and equal opportunity as exemplified by the suffrage, labor and civil rights movements; and

**WHEREAS**, despite these contributions, the role of women in history has been consistently overlooked and undervalued in literature, teaching and study of history; and

**WHEREAS**, the Senate and House of Representatives of the United States of America have instituted Public Law 101-6 designating the month of March as “**WOMEN’S HISTORY MONTH;**”

**WHEREAS**, GRCC initiated the “**Salute to Women**” Awards program in 1999 to be presented annually to four outstanding GRCC women in the following categories: Alumna, Student, Employee, and Former Employee;

**NOW, THEREFORE BE IT RESOLVED**, that this Board of Trustees recognizes March, 2008 as “**WOMEN’S HISTORY MONTH**” at Grand Rapids Community College and commends staff for initiating and implementing programs and activities appropriate to this occasion.

**BE IT FURTHER RESOLVED**, that this Resolution be printed in the official proceedings of the Board of Trustees, a copy be placed on file, and a copy be posted in each College Building.

BOARD OF TRUSTEES  
GRAND RAPIDS COMMUNITY COLLEGE

February 18, 2008

\_\_\_\_\_  
Chairperson

Motion by Trustee Handlin to approve the resolution as presented. Motion unanimously carries.

D. Student Reports

Student Congress President, Eric Williams, reported on the following items:

- Spirit Week was successful and it looks like it will become an annual GRCC tradition.
- Student Congress distributed over 200 carnations on Valentine’s Day.
- The Black Student Union is hosting an event this evening featuring Dr. Nobles.
- “Family Matters” event will be hosted at the Ford Fieldhouse on Saturday, February 23.
- Student Congress is holding a 50/50 raffle drawing – “Dollars for Scholars.”
- Members of Student Congress plan to attend the upcoming Student Government Conference in Washington D.C.
- Student Congress has been discussing the newly revised Student Handbook.
- Student Congress continues to participate in the Winchester Alley Space Planning Meetings.
- There will be a GRCC Choir Concert on Sunday, February 24.

**V. CONSENT AGENDA**

- A. Minutes of January 28, 2008, Regular Meeting
- B. Grant Awards/Requests
- C. Personnel Transactions – Through February 6, 2008

**PERSONNEL REPORT**  
**(Includes in-process transactions through 2-6-08)**

**Appointments**

<b>NAME</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
Christina Teijeiro	POLC	Dispatcher	01-14-08	New to College
Brent Spittler	Faculty	Assistant Professor-Business	Fall, 2008	New to College

**Temporary Appointments**

<b>NAME</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
Amanda Brand	Faculty	Assistant Professor-Radiologic Tech	01-08-08	1 semester FT temp

**Leaves of Absences**

<b>NAME</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
Glenes Hamersma	Faculty	Assistant Professor-Nursing	01-08-08	FMLA
Dan Scribner	CEBA	Building Manager	12-11-07	FMLA
Cindy Kennell	Meet & Confer	Chief of Police	02-21-08	FMLA
Sharon Gates	Meet & Confer	Executive Director of Payroll & Benefits	01-24-08	FMLA
Jan Boynton	ESP	Support Professional	02-11-08	FMLA
Michelle Smith	Meet & Confer	Training Coordinator	12-28-07	FMLA
Sue Griskait	ESP	Support Professional	01-10-08	FMLA

**Return from Leaves of Absences**

<b>NAME</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
Dan Scribner	CEBA	Building Manager	12-23-07	Return from FMLA

**Retirements**

<b>NAME</b>	<b>EMPLOYEE GROUP</b>	<b>POSITION</b>	<b>EFFECTIVE DATE</b>	<b>NOTES</b>
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Sharon Pinckney	ESP	Support Professional	04-30-08	15.8 Years of Service
Susan Merizon	Meet & Confer	Systems Analyst	10-03-08	21.9 Years of Service
James Palmeri	Meet & Confer	Director of Job Placement	02-20-09	23.9 Years of Service
Marvin Tyler	Faculty	Professor – Applied Tech.	05-30-08	30 Years of Service

D. Financial transactions  
(January 1 – 31, 2008)

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

a. General Fund

- 1) Blanket purchase order issued to provide consulting services for Organizational Improvement Initiative, Process Based Management, Baldrige Quality Award, etc.

**Requestor:** Donna Kragt – Institutional Research and Planning

**Expenditure:** \$11,550.00

**Disposition:** N/A

**Supplier:** The Avalon Group (John Politi)  
Fair Oaks Ranch, TX

**Bid:** No, professional services.

- 2) Purchase order issued to provide a twelve station Roland Piano Lab with teacher station and classroom controller.

**Requestor:** Kevin Dobreff - Music

**Expenditure:** \$22,897.00

**Disposition:** Replacement Purchase

**Supplier:** Keyboard World  
Grand Rapids, MI

**Bid:** Yes, RFQ 0708-12011B

**Bidder Solicited:**

Christian Bros.	-	declined
<b>Keyboard World</b>	-	<b>\$22,897.00</b>
Marshall Music#	-	18,215.00
West Mich Piano	-	declined

- 3) Blanket purchase order revision issued to provide miscellaneous computer hardware, software and supplies. Order increased \$15,000; from \$9,000 to \$24,000.

**Requestor:** Robert Engmark – Learner Resources and Technology Solutions

**Expenditure:** \$24,000.00

**Disposition:** New Purchase (ongoing)

**Supplier:** GovConnection  
Merrimack, NH  
**Bid:** Yes, RFQ 0708-11041, previously reported.

b. Other Special Funds

- 1) Purchase order issued to provide ammunition (plastic shot shells, buckshot, rifle slugs, etc) for the Criminal Justice Police Academy program.

**Requestor:** Jodi Richart – Police Academy  
**Expenditure:** \$11,884.40 (15-2559)  
**Disposition:** N/A  
**Supplier:** CMP Distributors  
Lansing, MI  
**Source of Funds:** Designated Funds  
**Bid:** No, sole source.

- 2) Purchase order issued to provide a Buffering Wide Belt Sander for the construction trades program.

**Requestor:** Jeff Danner – Workforce Development  
**Expenditure:** \$13,900.00 (51-2821)  
**Disposition:** Replacement Purchase  
**Supplier:** Stiles Machinery  
Grand Rapids, MI  
**Source of Funds:** Tassell Foundation Grant  
**Bid:** Yes, RFQ #0708-12011A  
**Bidders Solicited:** Eagle Machinery - \$15,995.00  
Ditto - declined  
Stiles Machinery - \$13,900.00  
Woodwerks - declined

- 3) Purchase order issued to provide funds for the development, concept definition and creation of the WIRED Regional Tri-Sector Workforce Development Initiative with Delta Strategies.

*(GVSU acting as fiscal agent for WIRED Grant)*

**Requestor:** Julie Parks – Training Solutions  
**Expenditure:** \$15,000.00 (51-2271)  
**Disposition:** N/A  
**Supplier:** The Source  
Grand Rapids, MI

**Source of Funds:** WIRED (Workforce Innovation for Regional Economic Development) Grant

**Bid:** No, supplier determined by WIRED (Workforce Innovation for Regional Economic Development).

- 4) Purchase order issued for tuition, book 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:** Sandra Lancaster – Employment Services/  
MichWorks!  
**Expenditure:** \$22,042.50 (51-2584)  
**Disposition:** N/A  
**Supplier:** West Michigan CDL  
Grandville, MI  
Source of Funds: ACSET (Area Community Services Employment &  
Training) Grant  
Bid: No, sole source.

- 5) Purchase order issued to provide new carpeting for 5<sup>th</sup> Floor/Cook – Rooms 510, 516, 517, 520, 526, 527, 528, and 529 .

**Requestor:** Thomas Smith - Facilities  
**Expenditure:** \$22,215.50 (42-2331)  
**Disposition:** Replacement Purchase  
**Supplier:** Tri State Carpeting  
Grand Rapids, MI

Source of Funds: Plant Fund  
Bid: Yes, RFQ #0506-5236B, previously reported.

- 7) Purchase order issued to provide project development for West Michigan Career Readiness Certificate program, including fundraising, proposal; template, ACT Issues, sales processing, etc. *(GVSU acting as fiscal agent for WIRED grant – 10% administration fess assessed)*

**Requestor:** Julie Parks – Training Solutions  
**Expenditure:** \$23,714.96 (51-2271)  
**Disposition:** N/A  
**Supplier:** Council for Adult and Experiential  
Chicago, IL

Source of Funds: WIRED (Workforce Innovation for Regional  
Economic Development) Grant  
Bid: No, supplier determined by WIRED (Workforce  
Innovation for Regional Economic Development).

- 8) Purchase order issued for tuition, book 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:** Sandra Lancaster – Employment Services/  
MichWorks!  
**Expenditure:** \$26,377.35 (51-2584)  
**Disposition:** N/A  
**Supplier:** Grand Valley State University  
Allendale, MI  
**Source of Funds:** ACSET (Area Community Services Employment &  
Training) Grant  
**Bid:** No, sole source.

- 9) Purchase order issued for tuition, book 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:** Sandra Lancaster – Employment Services/  
MichWorks!  
**Expenditure:** \$37,670.86 (51-2584)  
**Disposition:** N/A  
**Supplier:** Baker College  
Muskegon, MI  
**Source of Funds:** ACSET (Area Community Services Employment &  
Training) Grant  
**Bid:** No, sole source.

- 10) Purchase order issued to provide an Automatic Perfect Binder for the Print Services Department.

**Requestor:** Doug Miller – Learner Resources and  
Technology Solutions  
**Expenditure:** \$38,000.00 (14-2822)  
**Disposition:** Replacement Purchase  
**Supplier:** Mid State Litho\*\*  
Flint, MI  
**Source of Funds:** Auxiliary Funds  
**Bid:** Yes, RFQ #0708-12013.  
**Bidders Solicited:** Dakan Graphix - \$54,800.00  
International Graphic - \$41,950.00  
Mid State Litho\*\* - \$38,000.00

- 11) Purchase order issued to provide a floor mounted radiographic system for the Rad Tech program.

**Requestor:** Judy Stark – Workforce Development  
**Expenditure:** \$40,606.00 (51-2821)  
**Disposition:** Replacement Purchase  
**Supplier:** Grand X-Ray

	Grand Rapids, MI		
Source of Funds:	Perkins Grant		
Bid:	Yes, RFQ #0708-1357		
Bidders Solicited:	Centura	-	declined
	Clearview	-	declined
	Evan Sherratt	-	\$45,300.00
	Fuji	-	declined
	<b>Grand X-Ray</b>	-	<b>\$39,886.00</b>
	Kalamazoo X-Ray	-	\$44,490.00
	Kodak	-	declined
	Radiology Imaging	-	declined
	Source One	-	declined

12) Purchase order issued to provide a computed radiography system for the Rad Tech program.

**Requestor:** Judy Stark – Workforce Development  
**Expenditure:** \$46,800.00 (51-2821)  
**Disposition:** New Purchase  
**Supplier:** Radiology Imaging  
Grand Rapids, MI

Source of Funds:	Perkins Grant		
Bid:	Yes, RFQ #0708-1355		
Bidders Solicited:	Centura	-	declined
	Clearview	-	declined
	Evan Sherratt	-	\$65,950.00
	Evan Sherratt (alt)	-	\$63,289.90
	Fuji	-	declined
	Grand X-Ray	-	declined
	Kalamazoo X-Ray	-	\$60,880.00
	Kodak	-	declined
	Merry X Ray	-	60,488.00
	<b>Radiology Imaging</b>	-	<b>\$46,800.00</b>
	Source One	-	declined

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

a. General Fund

No purchases to report for January 2008.

b. Other Special Funds

No purchases to report for January 2008.

3. Purchases over \$100,000

a. General Fund

No purchases to report for January 2008.

b. Other Special Funds

No purchases to report for January 2008.

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

KEY: \* MBE  
\*\* WBE  
\*\*\* M/WBE  
# Disqualified  
% Incomplete Bid

4. Financial Reports

GRAND RAPIDS COMMUNITY COLLEGE									
INVESTMENT DETAIL REPORT									
FOR THE MONTH ENDING JANUARY 31, 2008									
Issuing Organization	Certificate Number	Purchase Date	Maturity Date	Interest Rate	Beginning Balance	Deposits & Maturities	Interest	Ending Balance	
Federal Farm Credit Bank	31331X6C1	10/03/07	01/03/08	4.75%	500,000.00	(500,000.00)	5,938.00	-	
Huntington Bank	7154071438	08/31/07	01/10/08	5.48%	1,900,000.00	(1,900,000.00)	38,038.00	-	
Federal Farm Credit Bank	31331YAE0	10/23/07	01/16/08	4.75%	499,995.00	(499,995.00)	5,942.50	-	
National City Bank	4675549798	01/31/07	02/04/08	5.35%	1,000,000.00			1,000,000.00	
Commercial Paper -Morgan Stanley	61745AB73	09/10/07	02/07/08	5.52%	1,857,250.00			1,857,250.00	
Flagstar Bank	423912755	01/22/08	02/20/08	4.13%	-	1,300,000.00		1,300,000.00	
Commercial Paper -JPMorgan Chase	4862J0C34	10/04/07	03/03/08	5.02%	1,224,204.17			1,224,204.17	
Commercial Paper -General Electric	36989HC62	09/28/07	03/06/08	4.80%	1,860,311.11			1,860,311.11	
Commercial Paper -JPMorgan Chase	4662J0D25	10/04/07	04/02/08	4.97%	1,219,519.10			1,219,519.10	
Commercial Paper -Morgan Stanley	61745AD48	09/10/07	04/04/08	5.36%	1,843,190.00			1,843,190.00	
Federal Home Loan Bank	3133XBEX9	04/18/05	04/18/08	5.00%	500,000.00			500,000.00	
Citizens Republic Bank	4530225645	09/28/07	04/25/08	5.00%	1,395,000.00			1,395,000.00	
Flagstar Bank	428892986	08/31/07	04/25/08	5.43%	1,395,000.00			1,395,000.00	
PFM Asset Management	201390	09/20/07	04/25/08	4.90%	1,395,000.00			1,395,000.00	
Lake Michigan Credit Union	84299342	09/20/07	05/02/08	5.54%	1,900,000.00			1,900,000.00	
Federal Home Loan Bank	3133X3M59	08/17/07	05/21/08	5.08%	246,483.25			246,483.25	
Huntington Bank	7154084331	09/28/07	05/29/08	5.00%	1,900,000.00			1,900,000.00	
Huntington Bank	7154125986	12/14/07	06/13/08	5.16%	1,395,000.00			1,395,000.00	
Mercantile Bank	321072593	09/28/07	06/13/08	5.00%	1,900,000.00			1,900,000.00	
Huntington Bank	7154084344	09/28/07	07/11/08	5.00%	1,900,000.00			1,900,000.00	
Commercial Paper -Toyota	89233GJ9	10/23/07	07/18/08	4.80%	1,266,773.19			1,266,773.19	
Lake Michigan Credit Union	84299343	10/09/07	08/08/08	5.22%	1,900,000.00			1,900,000.00	
Huntington Bank	7154125999	12/17/07	08/11/08	5.05%	1,395,000.00			1,395,000.00	
Huntington Bank	7154087972	10/05/07	08/28/08	5.02%	1,900,000.00			1,900,000.00	
Mercantile Bank	321074201	10/23/07	09/04/08	5.00%	1,900,000.00			1,900,000.00	
Flagstar Bank	428891889	12/14/07	09/05/08	4.85%	1,900,000.00			1,900,000.00	
Huntington Bank	321074209	10/23/07	10/22/08	5.00%	750,000.00			750,000.00	
Federal Home Loan Bank	3133MYUW5	05/27/03	11/28/08	4.00%	500,000.00			500,000.00	
Huntington Bank	7154149991	01/28/08	01/27/09	3.66%	-	1,900,000.00		1,900,000.00	
Federal Home Loan Bank	3133X3T08	05/18/05	02/26/09	5.00%	75,916.67			75,916.67	
Federal Home Loan Mortgage Co.	3128X6U66	12/11/07	12/17/09	4.50%	250,000.00			250,000.00	
Federal Farm Credit Bank	31331YNT3	01/15/08	07/15/10	4.13%	500,000.00	500,000.00		500,000.00	
Federal Home Loan Bank	3133XNPE2	12/17/07	09/17/10	4.38%	500,000.00			500,000.00	
Federal Home Loan Bank	3133XMHN4C	10/15/07	10/15/10	5.00%	500,000.00			500,000.00	
Federal Home Loan Bank	31339X6B5	01/08/04	06/12/13	4.50%	144,892.50			144,892.50	
Standard Federal (Multi Bank)	85339P059	02/11/03	02/11/18	4.75%	1,000,000.00			1,000,000.00	
<b>TOTAL INVESTMENTS</b>					<b>39,803,534.99</b>	<b>800,005.00</b>	<b>49,918.50</b>	<b>40,603,539.99</b>	
Weighted Average Investment Rate				4.94%					

GRAND RAPIDS COMMUNITY COLLEGE  
2007 - 2008 GENERAL OPERATING FUND BUDGET REPORT  
FOR THE PERIOD ENDED JANUARY 31, 2007

GENERAL OPERATING	ADOPTED BUDGET	2007-2008 ACTUAL 1/31/2008	PERCENTAGE
REVENUE:			
TUITION	35,493,843	33,543,547	94.51%
FEES	2,731,823	2,281,026	83.50%
PROPERTY TAX	29,847,750	28,355,217	95.00%
STATE AID	17,054,427	6,918,130	40.57%
INTEREST	1,200,000	527,642	43.97%
MISCELLANEOUS	1,515,000	719,182	47.47%
<b>TOTAL REVENUE</b>	<b>87,842,843</b>	<b>72,344,744</b>	<b>82.36%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	30,735,025	13,516,243	43.98%
COUNSELING	1,108,500	520,210	46.93%
LIBRARIAN	575,600	242,163	42.07%
ADMINISTRATION	4,907,300	2,684,577	54.71%
ADMINISTRATIVE SUPPORT	1,496,000	669,273	44.74%
TECHNICAL SUPPORT	4,376,000	2,370,324	54.17%
SECRETARIAL	3,069,500	1,671,417	54.45%
BLDG OPERATIONS	4,043,100	2,128,627	52.65%
STUDENT ASSISTANT	835,000	463,609	55.52%
<b>TOTAL SALARIES</b>	<b>51,146,025</b>	<b>24,266,442</b>	<b>47.45%</b>
NON-SALARY:			
FRINGE BENEFITS	20,673,868	9,796,313	47.39%
CONTRACTED SERVICE	3,651,112	2,099,043	57.49%
SUPPLIES & REPAIRS	4,182,741	1,928,529	46.11%
UTILITIES & RENT	3,143,537	1,511,706	48.09%
TRANSFERS	2,119,793	1,133,689	53.48%
CLUBS/ORGANIZATIONS	184,000	0	0.00%
OTHER COSTS	2,022,160	757,695	37.47%
EQUIPMENT	500,000	150,142	30.03%
CONTINGENCY	219,607	3,966	1.81%
<b>TOTAL NON-SALARY</b>	<b>36,696,818</b>	<b>17,381,084</b>	<b>47.36%</b>
<b>TOTAL EXPENSE</b>	<b>87,842,843</b>	<b>41,647,526</b>	<b>47.41%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>0</b>	<b>30,697,218</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
 2007 - 2008 GENERAL OPERATING FUND ACTUAL REPORT  
 FOR THE PERIOD ENDED JANUARY 31, 2007

	MONTHLY ACTIVITY 01/31/08	MONTHLY ACTIVITY 01/31/07	YEAR-TO DATE 01/31/08	YEAR-TO DATE 01/31/07
REVENUE:				
TUITION	165,478	46,294	33,543,547	30,072,955
FEES	99,474	73,741	2,281,026	2,200,253
PROPERTY TAX	455,236	595,457	28,355,217	27,122,242
STATE AID	1,534,455	1,518,846	6,918,130	6,544,611
INTEREST	64,676	102,580	527,642	271,253
MISCELLANEOUS	99,594	42,877	719,182	447,318
<b>TOTAL REVENUE</b>	<b>2,418,913</b>	<b>2,379,794</b>	<b>72,344,744</b>	<b>66,658,631</b>
EXPENSE:				
SALARIES:				
INSTRUCTION	1,902,871	1,863,548	13,516,243	13,130,991
COUNSELING	87,193	81,686	520,210	497,591
LIBRARIAN	34,311	38,754	242,163	255,320
ADMINISTRATION	361,648	380,620	2,684,577	2,717,823
ADMINISTRATIVE SUPPORT	95,779	87,753	669,273	620,735
TECHNICAL SUPPORT	341,135	333,865	2,370,324	2,332,089
SECRETARIAL	219,224	200,590	1,671,417	1,534,677
BLDG OPERATIONS	293,487	306,195	2,128,627	2,187,553
STUDENT ASSISTANT	17,716	32,313	463,609	429,944
<b>TOTAL SALARIES</b>	<b>3,353,365</b>	<b>3,325,324</b>	<b>24,266,442</b>	<b>23,706,723</b>
NON-SALARY:				
FRINGE BENEFITS	1,408,123	1,398,202	9,796,313	9,361,271
CONTRACTED SERVICES	186,023	278,432	2,099,043	1,985,596
SUPPLIES & REPAIRS	334,771	315,719	1,928,529	1,963,992
UTILITIES & RENT	216,675	263,358	1,511,706	1,486,162
TRANSFERS	118,162	131,925	1,133,689	662,544
CLUBS/ORGANIZATIONS	-	-	-	-
OTHER COSTS	79,429	153,405	757,695	861,780
EQUIPMENT	29,741	31,750	150,142	115,959
CONTINGENCY	705	-	3,966	-
<b>TOTAL NON-SALARY</b>	<b>2,373,629</b>	<b>2,572,791</b>	<b>17,381,084</b>	<b>16,437,303</b>
<b>TOTAL EXPENSE</b>	<b>5,726,994</b>	<b>5,898,115</b>	<b>41,647,526</b>	<b>40,144,026</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(3,308,081)</b>	<b>(3,518,322)</b>	<b>30,697,218</b>	<b>26,514,605</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 BUILDING & SITE FUND - GENERAL  
 FOR PERIOD ENDED JANUARY 31, 2008

	ADOPTED	2007-2008 ACTUAL	
	BUDGET	01/31/08	PERCENTAGE
REVENUE:			
PROPERTY TAXES	7,644,000	7,459,237	97.58%
INTEREST INCOME	100,000	9,607	9.61%
PASSTHROUGH DONOR FUNDS - GRCC FOUNDATION	1,000,000	1,000,000	100.00%
TECHNOLOGY AND EQUIPMENT TRANSFER	572,809	0	0.00%
TOTAL REVENUE	9,316,809	8,468,843	90.90%
EXPENSES:			
MAINTENANCE & OTHER EXPENDITURES	1,916,500	1,452,561	75.79%
COOK HALL RENOVATIONS	836,129	774,404	92.62%
TRANSFERS TO DEBT FUND	5,490,000	2,745,000	50.00%
TRANSFERS TO GENERAL - LRTS CONTRACT	382,840	0	0.00%
TOTAL EXPENSES	8,625,469	4,971,965	57.64%
NET REVENUE (EXPENSE)	691,340	3,496,878	

PLANT FUND - DEBT RETIREMENT FUND  
2007-2008 BUDGET

	2007/2008 BUDGET	2007/2008 ACTUAL @ 1/31/2008
<b>REVENUE</b>		
TRANSFER FROM PLANT/GENERAL	5,490,000	2,745,000
TOTAL REVENUE	<u>5,490,000</u>	<u>2,745,000</u>
<b>EXPENSE</b>		
1998 ISSUE		
PRINCIPAL	1,265,000	0
INTEREST	1,012,123	506,061
OTHER EXPENSE	150	0
TOTAL EXPENSE	<u>2,277,273</u>	<u>506,061</u>
1999 ISSUE		
PRINCIPAL	430,000	0
INTEREST	56,250	33,500
OTHER EXPENSE	150	138
TOTAL EXPENSE	<u>486,400</u>	<u>33,638</u>
2003 ISSUE		
PRINCIPAL	700,000	0
INTEREST	598,308	299,154
OTHER EXPENSE	150	0
TOTAL EXPENSE	<u>1,298,458</u>	<u>299,154</u>
2006 ISSUE		
PRINCIPAL	700,000	0
INTEREST	725,250	362,325
OTHER EXPENSE	150	113
TOTAL EXPENSE	<u>1,425,400</u>	<u>362,438</u>
OTHER ISSUES		
OTHER BOND EXPENSE	500	0
TOTAL EXPENSE	<u>500</u>	<u>0</u>
<b>GRAND TOTAL EXPENSE</b>	<u><u>5,488,031</u></u>	<u><u>1,201,290</u></u>

GRAND RAPIDS COMMUNITY COLLEGE  
 2007 - 2008 DESIGNATED FUND BUDGET REPORT  
 FOR PERIOD ENDED JANUARY 31, 2008

DESIGNATED	2007 - 2008		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 1/31/08	
<b>REVENUE:</b>			
TUITION & FEES	2,243,824	1,401,788	62.47%
CONTRACTED TRAINING	633,940	396,960	62.62%
OTHER MISCELLANEOUS LOCAL	1,049,369	576,665	54.95%
<b>TOTAL REVENUE</b>	<b>3,927,133</b>	<b>2,375,414</b>	<b>60.49%</b>
<b>EXPENSES:</b>			
<b>SALARIES</b>			
INSTRUCTION	1,299,395	502,610	38.68%
ADMINISTRATION	767,529	333,705	43.48%
CUSTODIANS & SECURITY	18,500	2,243	12.13%
SECRETARIAL	100,162	54,292	54.20%
STUDENT ASSISTANTS	34,440	9,950	28.89%
<b>TOTAL SALARIES</b>	<b>2,220,026</b>	<b>902,800</b>	<b>40.67%</b>
<b>NON-SALARY</b>			
FRINGE BENEFITS	1,204,366	442,883	36.77%
CONTRACTED SERVICES	385,042	203,912	52.96%
SUPPLIES & REPAIRS	1,513,553	471,557	31.16%
UTILITIES & RENTALS	21,075	22,887	108.60%
CAPITAL OUTLAY	105,619	12,288	11.63%
TRANSFERS	(1,164,595)	(679,350)	58.33%
OTHER	228,833	27,566	12.05%
<b>TOTAL NON-SALARY</b>	<b>2,293,893</b>	<b>501,743</b>	<b>21.87%</b>
<b>TOTAL EXPENSE</b>	<b>4,513,919</b>	<b>1,404,543</b>	<b>31.12%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(566,786)</b>	<b>970,871</b>	

Motion by Trustee Handlin to approve the above consent agenda as presented. Motion carried.

#### **VI. ACTION ITEMS**

- i. 2007-08 Mid Year Budget Adjustments
- Vice President, Bob Partridge presented the 2007-08 Mid Year Budget Adjustments.

Motion by Trustee Stearns to approve the 2007-08 Mid Year Budget Adjustments as presented. Motion unanimously carries.

#### **VII. POLICY REVIEW/DEVELOPMENT**

- A. Topics for Consideration at a Future Meeting
- Trustee Verburg received support to add Emergency Security Update – Compliance with Federal Guidelines to the tracking system. This item will be addressed via a Board Briefing Memo.
- B. Status of Future Agenda Items – None at this time.
- C. Today's Topics – None at this time.
- D. Policy Review/Development – None at this time.

#### **IX. PRESIDENT'S REPORT**

- A. College Activities
1. Enrollment Report – winter 08
    - President Olivarez reviewed the Executive Summary of the Enrollment Report – winter 08.
    - President Olivarez recognized the diligent work of the staff to hold enrollment steady. By holding enrollment steady we are focusing on student success by deliberate design.
    - President Olivarez addressed the Academic Standing Policy highlighted in the Grand Rapids Press.
- B. Events on Campus – Month of March 2008

#### **GRCC March 2008 Events**

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

#### **Now – March 15**

Experience "Clay Forms, Israel Davis and Chweekim Koek" at the GRCC Paul Collins Art Gallery on the 4th floor of the Main building. The gallery is open Monday through Thursday from 10 AM to 2 PM, 4 to 8 PM, and Friday Noon to 3 PM.

#### **March 1**

GRCC Players presents The Sleeper by Catherine Butterfield.

A suburban mother and wife of a slightly overbearing husband, shell-shocked by the post 9/11 reality, finds herself drawn to her son's handsome tutor who happens to have political leanings far different from her own. Her "awakening" leads to a bizarre series of events that leave her previously sheltered life in the dust. Dramatists calls THE SLEEPER a "dark and slightly zany comedy."

Begins at 8 PM at Spectrum Theater. Tickets cost are \$8, \$3 with a Raidercard, or \$5 for students. To purchase tickets call 234.3946.

### **March 4**

Latino Youth Conference

### **March 10 & 11**

A Grandparents Raising Grandchildren Educational Support Group meets on the 1st Monday of each month from 9:00am to 11:00am at United Methodist Community House, and a second group meets on the 2nd Tuesday of each month from 9:00am to 11:00am at the GRCC Learning Corner @ Wealthy. This free program offers care giving grandparents the opportunity to share common experiences; better understand their own needs and the needs of their grandchild (ren); locate resources; and gain valuable information from community professionals. For more information contact Mike Faber in the Older Learner Center at (616) 234-3483.

### **March 12**

Diversity Lecture Series XIII ends with Terri Jentz, Author, and Activist, who will present "Hiding in Plain Sight: Breaking the Cycle of Violence in our Society." Held in Fountain Street Church at 7 PM.

### **March 13**

A GRCC Music Department Faculty Recital will be held at 7:30pm in the GRCC Music Center Recital Hall.

### **March 14**

A KPO All Orchestra Concert will be held at 7:30 p.m. at the St Cecilia Royce Auditorium.

### **March 16**

The GRCC Wind Ensemble and Chamber Orchestra will perform an Instrumental Ensemble Concert at 3:00 p.m. in the St. Cecilia Royce Auditorium.

### **March 18**

Winter Jazz Night, an evening of jazz presented by the GRCC Shades of Blue & Jazz Orchestra will be held at 7:30 p.m. in the GRCC Music Center Recital Hall.

**March 20**

An honors recital featuring outstanding GRCC music majors will be held at 2 PM in the GRCC Music Center Recital Hall.

**March 20**

GRCC's International Guitar Series presents will present at 7:30 p.m. in GRCC Music Center, Recital Hall. Admission is \$10, or \$7 for students and seniors.

**March 20 & 27**

The Older Learner Center's Positive Images of Aging Film Series Will be held in room 138 of Calkins Science Building from Noon to 1 PM. Come watch an interesting film on aging and help us celebrate the 10th anniversary of the Older Learner Center. Bring your "brown bag" lunch and we will provide a beverage and cookies. No RSVP is required.

**March 20 – March 29**

Actor's Theater presents Rabbit Hole by David Lindsay; a story of a family's coping with the loss of a child. Winner of the 2007 Pulitzer Prize for Drama, its author is also the creator of Actors' 2006 hit, Kimberly Akimbo. Rabbit Hole has been called "startling, heartfelt and potent" (Associated Press) and "a beautifully observed new play" (New York Times).

**March 25**

A Small Instrumental Ensemble Concert featuring the GRCC Percussion Ensemble, Guitar Ensemble, Brass Choir, Mariachi Ensemble and String Quartets will be held at 7:30 PM in the GRCC Music Center Recital Hall.

**March 25**

GRCC's annual Salute to Women Reception will be held in the Applied Technology Center Banquet Rooms from 1 to 3 PM.

**March 25**

The Older Learner Center's Gerontology Club Spring Fling event will be held from 6 to 8 PM in GRCC's Applied Technology Center. Enjoy free food, entertainment and door prizes while learning about the GRCC Gerontology Certificate Program and helping us to recognize our 2007/08 graduates. RSVP by March 15, 2008 to Mike Faber at [mfaber@grcc.edu](mailto:mfaber@grcc.edu).

**March 31 – April 24**

The Annual GRCC Student Exhibition will be held in the GRCC Paul Collins Art Gallery on the 4th floor of the Main building. The gallery is open Monday through Thursday from 10 AM to 2 PM, 4 to 8 PM, and Friday Noon to 3 PM.

**X. ADDITIONAL COMMENTS FROM THE FLOOR**

President Olivarez – Our thoughts and prayers go out to Northern Illinois University.

Trustee Handlin – Sympathy for Professor David Cope; his mother, Jean Cope, passed away recently.

**XI. REQUESTS FOR INFORMATION AND FOLLOW UP**

Trustee Handlin requested that a letter of sympathy be sent to Professor Cope from the Board of Trustees.

**XII. ADJOURNMENT**

The Board adjourned at 5:24 p.m.

The Board entered into closed session at 5:30 p.m.

The Board re-entered into open session at 6:29 p.m.

The Board adjourned at 6:30 p.m.

No further business was discussed.

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Secretary