

**PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, OCTOBER 20, 2008**

I. CALL TO ORDER

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

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

Absent: None

II. INTRODUCTION OF GUESTS

Dr. Mulder recognized Trustee Verburg and Kathy Mullins' birthdays.

08:77

III. APPROVAL OF AGENDA

A. Approval of Agenda

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

Motion by Trustee Maggini to call for a closed session immediately to consider personnel evaluations and/or appointments of staff members. This meeting is called in accordance with the Open Meetings Act, Section 8, Article A. Roll call vote taken at 4:18 p.m. Motion unanimously carries. Board entered into closed session at 4:19 p.m.

B. Special Order of Business

i. 2007/08 Audit Report

Representatives from Andrews, Hooper & Pavlik, P.L.C. presented the Board with the results of the 2007-08 Audit. The College received a “clean, unqualified opinion,” which is the highest ranking the college could receive from the auditing firm.

ii. Motion by Trustee Stearns, supported by Trustee James to increase Interim President Mulder’s contract amount to \$675/day. Motion unanimously carries.

IV. COMMUNITY-COLLEGE LINKAGES

A. Community Linkages

1. Communications to the Board

- Trustee Anderson sent a thank you card to the Board of Trustees for her birthday gift.

2. Board Reports

- Trustee Handlin provided the Board with an MCCA Legislative.
- Chairperson Schenk provided an update on the presidential search process.
 - Motion by Trustee James, supported by Trustee Stearns to change the presidential search process and conduct finalist interviews in open forum. Motion unanimously carries.
- Trustee Stearns presented a first draft of Monitoring Reports Requirements for the Board’s approval. This item will come back to the table at the November meeting for final approval along with a proposed revision of the Board Agenda from Chairperson Schenk.

B. Comments from the Floor – None at this time.

C. Resolutions – None at this time.

D. Student Reports

- ▲ Student Congress President, Sarah Wiltenburg updated the Board on Student Congress activities for the month:
 - The Student Congress Executive Board will travel to Chicago on October 24, to attend the American Student Government Congress meeting.
 - The USA Today Readership Program is a success with 90% of papers being read.
 - Student Congress will be hosting a Tobacco Free Campus Forum on Thursday, November 6, in the ATC. Everyone is welcome and encouraged to attend.

V. CONSENT AGENDA

- A. Minutes of September 10, 2008, Regular Meeting & September 15, 2008, Regular Meeting
- B. Grant Awards/Requests
- C. Personnel Transactions – Through 10/08/08

PERSONNEL REPORT
(Includes in-process transactions through 10-08-08)

Appointments

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
Maria Herrera-Belmares	Payroll & Benefits	ESP	Educational Support Professional	09-26-08	New to College
Antonio Aguillan-Huerta	Personal Technologies	Meet & Confer	Personal Technologies Technician-Lakeshore Campus	10-13-08	New to College
Lydia Ventura	Human Resources/Labor Relations	Meet & Confer	HR/LR Administrative Assistant	10-13-08	New to College
Penni Weninger	IDLT	ESP	Educational Support Professional	10-13-08	Returning Employee
Erica Brown	Cashiers/Student Financials	ESP	Educational Support Professional	10-13-08	New to College
Kristine Maze	Financial Aid	ESP	Educational Support Professional	10-13-08	Current temp in that position
Carol Kramer	Facilities	ESP	Educational Support Professional	10-20-08	Transfer from other department

Temporary Appointments

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
Robert Burdick	Visual Arts	Faculty	Graphic Design Asst Professor	08-27-08	One semester temp contract
Susan Wallsteadt	Biological	Faculty	Biology Asst	08-27-08	One

	Sciences		Professor		semester temp contract
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Leaves of Absences

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
Erin Cisler	College Advancement	Meet & Confer	Donor Relations Coordinator	09-05-08	FMLA
Nickie Alexander	Mathematics	Faculty	Mathematics Professor	09-14-08	FMLA
Barbara Saunier	English	Faculty	English Professor	08-10-08	Sabbatical
Hillery Haney	Language & Thought	Faculty	French Assoc Professor	08-27-08	FMLA
Faye Davis	Human Resources/Labor Relations	Meet & Confer	HR Generalist	10-01-08	FMLA
Bethany Tuffelmire	Public Relations	ESP	Educational Support Professional	09-24-08	FMLA
Vern VanDeVooren	Facilities	CEBA	Custodian III	09-23-08	FMLA
Kathy Kolehouse	Associate Dean's	ESP	Educational Support Professional	10-13-08	Intermittent FMLA
Jodie Wagner	Enrollment Center	ESP	Educational Support Professional	09-23-08	FMLA
Scott Conner-Wellman	Facilities	CEBA	Head Custodian II	09-09-08	FMLA
Katie Budden	Visual Arts	Faculty	Visual Arts Assoc Professor	08-27-08	FMLA

Return from Leaves of Absences

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
Erin Cisler	College Advancement	Meet & Confer	Donor Relations Coordinator	10-01-08	Return from FMLA

Retirements

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
Duane Davis	Performing Arts	Faculty	Music Professor	08-31-09	39 years of service
Jim Schulte	Wellness	Faculty	Wellness Professor	05-01-09	6 years of service
Robert Harvey	Applied Technology	Faculty	Allied Technology Professor	12-31-08 Revised	26 years of service

D. Financial transactions
(September 1 - 31, 2008)

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

a. General Fund

- 1) Purchase order issued to provide replacement heat exchanger and control unit at the Thompson MTEC.

Requestor: Thomas Smith – Facilities

Expenditure: \$10,566.11

Disposition: Replacement Purchase

Supplier: Pleune Service Company
Grand Rapids, MI

Bid: Yes, informally, emergency purchase.

Bidders Solicited: Dean Bolier - \$11,278.00

Pleune - \$10,566.11

Quality Air - \$11,963.00

- 2) Purchase order issued to provide annual license renewal Symantec Express Antivirus.

Requestor: Robert Engmark – Learner Resources and Technology Solutions

Expenditure: \$11,620.00

Disposition: New Purchase (recurring)

Supplier: GovConnection
Merrimack, NH

Bid: Yes, RFQ #0708-11041, previously reported.

- 3) Purchase order issued to provide annual Adobe CLP academic license renewal.

Requestor: Robert Engmark – Learner Resources and Technology Solutions

Expenditure: \$13,796.50

Disposition: New purchase (recurring)

Supplier: GovConnection

Merrimack, NH
 Bid: Yes, RFQ #0708-11041, previously reported.

- 4) Purchase order issued to provide 2008/2009 Michigan Community College Association membership dues and Virtual Learning Collaborative membership dues.

Requestor: Kathryn Mullins – Presidents/Trustee
Expenditure: \$33,013.00
Disposition: N/A
Supplier: Michigan Community College Association
 Lansing, MI

Bid: No, sole source.

- 5) Blanket purchase order revision issued to provide electronic content and service vendors. Order increased \$15,000; from \$34,000 to \$49,000.

Requestor: Patti Trepkowski - LRC
Expenditure: \$49,000.00
Disposition: N/A
Supplier: Michigan Library Consortium
 Lansing, MI

Bid: No, sole source.

b. Other Special Funds

- 1) Purchase order issued to provide exterior painting of the McCabe Marlow House.

Requestor: Thomas Smith – Facilities
Expenditure: \$11,250.00 (42-2331)
Disposition: New purchase
Supplier: VHI Painting
 Muskegon, MI

Source of Funds: Plant Fund

Bid: Yes, informally, time sensitive purchase.

Bidders Solicited: Home Helpers 4 U - \$13,350.00
 Painting by Jeff* - \$16,000.00
VHI - \$11,250.00

- 2) 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: \$11,680.00 (51-2584)

Disposition: N/A

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

- 3) Purchase order issued to provide instructor podiums for the LET (Learning Environment Team) West Side Learning Corner classrooms.

Requestor: **Thomas Smith – Facilities**
Expenditure: **\$18,300.90 (51-2822)**
Disposition: **New purchase**
Supplier: **Custer Workplace Interiors**
Grand Rapids, MI
Source of Funds: Lake Michigan Credit Union Partnership
Bid: No, E&I consortium agreement.

- 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: **\$19,372.94 (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.

- 5) Purchase order issued to provide new exterior signage for the Wisner-Botrell Applied Technology Center.

Requestor: **Thomas Smith – Facilities**
Expenditure: **\$19,622.90 (42-2810)**
Disposition: **New purchase**
Supplier: **Universal Sign**
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, informally, time sensitive purchase.
Bidders Solicited: Universal Sign - \$19,622.00
Valley Sign% - \$19,622.00

- 6) Blanket purchase order issued to provide contracting services for Innovation

workshops.

Requestor: Julie Parks – Training Solutions

Expenditure: \$20,000.00 (15-2271)

Disposition: N/A

Supplier: Metric Reporting

Byron Center, MI

Source of Funds: Designated Funds

Bid: No, supplier determined by WIRED.

- 7) 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: \$20,081.53(51-2584)

Disposition: N/A

Supplier: Davenport University

Grand Rapids, MI

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

Bid: No, sole source.

- 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: \$22,040.00 (51-2584)

Disposition: N/A

Supplier: Cornerstone University

Grand Rapids, MI

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

Bid: No, sole source.

- 9) Purchase order issued to provide basic film set training (curriculum, materials, equipment, etc.) for students (2 sessions, 40 hrs each).

Requestor: Julie Parks – Training Solutions

Expenditure: \$22,000.00 (15-2271)

Disposition: N/A

Supplier: **Tick Tock Studios**
 Holland, MI
Source of Funds: Designated Funds
Bid: No, sole source.

- 10) Purchase order issued to provide engineering services for the Applied Technology Center kitchen hood exhaust/make up air system renovation.

Requestor: **Thomas Smith - Facilities**
Expenditure: **\$23,600.00 (42-2810)**
Disposition: N/A
Supplier: **Integrated Design Solutions**
 Troy, MI
Source of Funds: Plant Fund
Bid: Yes, RFQ #0304-3267 previously reported.

- 11) Purchase order issued to provide (155) student parking spaces.

Requestor: **Bob Partridge – Financial Services**
Expenditure: **\$24,800.00 (14-2271)**
Disposition: N/A
Supplier: **Central Reformed Church**
 Grand Rapids, MI
Source of Funds: Auxiliary Funds
Bid: No, sole source.

- 12) Purchase order issued to provide Street Survival Seminar for Law Enforcement students.

Requestor: **Jodi Richart – Criminal Justice**
Expenditure: **\$27,500.00 (51-2271)**
Disposition: N/A
Supplier: **Calibre Press**
 San Francisco, CA
Source of Funds: Michigan Commission on Law Enforcement Grant
Bid: No, supplier determined by Michigan Commission on Law Enforcement.

- 13) 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: **\$28,465.00 (51-2584)**
Disposition: N/A
Supplier: **Beacon Learning Center**

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

- 14) Purchase order issued to provide learning activities for (16) curriculum modules being developed as the final phase of the WIRED/CQIN Innovation Skills Curriculum project.

Requestor: Liz McCormick – Training Solutions
Expenditure: \$30,000.00 (51-2271)
Disposition: N/A
Supplier: Fox Valley Technical College
 Appleton, WI
 Source of Funds: CQIN Grant
 Bid: No, supplier determined by WIRED.

- 15) 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: \$31,174.94 (51-2584)
Disposition: N/A
Supplier: Ferris State University
 Big Rapids, MI
 Source of Funds: ACSET (Area Community Services Employment & Training) Grant
 Bid: No, sole source.

- 16) Purchase order issued to provide consulting services for (16) curriculum modules being developed as the final phase of the WIRED/CQIN Innovation Skills Curriculum project.

Requestor: Liz McCormick – Training Solutions
Expenditure: \$36,000.00 (51-2271)
Disposition: N/A
Supplier: Michael Hart
 Cathedral City, CA
 Source of Funds: CQIN Grant
 Bid: No, supplier determined by WIRED.

- 17) Purchase order issued to provide classroom, office and lounge area furniture for the GRCC West-side Learning Corner.

Requestor: Thomas Smith - Facilities

Expenditure: \$36,261.83 (51-2821)
Disposition: New Purchase
Supplier: Custer Workplace Interiors
 Grand Rapids, MI
 Source of Funds: Lake Michigan Credit Union Partnership
 Bid: No, E&I (Stelter Partners) consortium agreement.

- 18) Purchase order issued for book and supplies 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: \$38,820.83 (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.

- 19) 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: \$41,817.83 (51-2584)
Disposition: N/A
Supplier: Baker College
 Muskegon, MI
 Source of Funds: ACSET (Area Community Services Employment &
 Training) Grant
 Bid: No, sole source.

- 20) 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: \$46,519.00 (51-2584)
Disposition: N/A
Supplier: Ross Medical Education Center
Grand Rapids, MI
Source of Funds: ACSET (Area Community Services Employment &
Training) Grant
Bid: No, sole source.

- 21) 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: \$47,839.00 (51-2584)
Disposition: N/A
Supplier: New Horizons Computer Learning Center
Grand Rapids, MI
Source of Funds: ACSET (Area Community Services Employment &
Training) Grant
Bid: No, sole source.

- 22) 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: \$49,219.73 (51-2584)
Disposition: N/A
Supplier: Davenport University
Grand Rapids, MI
Source of Funds: ACSET (Area Community Services Employment &
Training) Grant
Bid: No, sole source.

- 23) 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: \$49,926.00 (51-2584)
Disposition: N/A
Supplier: New Horizons Computer Learning Center
Grand Rapids, MI
Source of Funds: ACSET (Area Community Services Employment &
Training) Grant
Bid: No, sole source.

2. Purchases between \$50,000 - \$100,000
 - a. General Fund
No purchases to report for September '08.
 - b. Other Special Funds
No purchases to report for September '08.
3. Purchases over \$100,000
 - a. General Fund
No purchases to report for September '08.
 - b. Other Special Funds
No purchases to report for September '08.

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
NTE - Not to exceed

Financial Reports

GRAND RAPIDS COMMUNITY COLLEGE
CASH AND INVESTMENT SUMMARY
AS OF SEPTEMBER 30, 2008

Bank Accounts	Ending Balance	Rate	Interest
Bank of America, Money Market - Plant	41,723.75	2.12%	72.37
JPMorgan Chase Bank, Money Market - Plant	579,440.01	2.06%	981.26
JPMorgan, Sweep Repo - Auxiliary	1,555,408.81	2.06%	2,778.72
JPMorgan, Sweep Repo - General	13,233,550.66	2.06%	23,233.06
National City Bank - General	1,501,541.10	2.50%	1,541.10
PFM Asset Mtg., MILAF+ Max Fund - General	<u>1,031,576.58</u>	2.12%	1,960.85
Total Bank Accounts	<u>\$ 17,943,240.91</u>		

Certificates of Deposit

Citizens Bank	1,900,000.00
Fifth Third Bank	1,900,000.00
Flagstar Bank	1,900,000.00
Huntington Bank	3,800,000.00
Lake Michigan Credit Union	3,800,000.00
Mercantile Bank	2,650,000.00
PFM Asset Management (MILAF+ Term)	3,295,000.00
Standard Federal (Multi Bank)	<u>1,000,000.00</u>
	20,245,000.00

Commercial Paper

Bankers Acceptance - Bank of America	1,875,616.67
Commercial Paper - AIG Funding	3,722,311.11
Commercial Paper - American General	1,893,687.78
Commercial Paper - HSBC	<u>1,366,793.88</u>
	8,858,409.44

Federal Government and Agency Issues

Federal Farm Credit Bank	1,723,860.00
Federal Home Loan Bank	2,091,207.17
Federal Home Loan Mortgage Co.	500,000.00
Federal National Mortgage Association	3,748,577.00

8,063,644.17

Total Investments

\$ 37,167,053.61

GRAND RAPIDS COMMUNITY COLLEGE INVESTMENT DETAIL REPORT FOR THE MONTH ENDING SEPTEMBER 30, 2008								
Issuing Organization	Certificate Number	Purchase Date	Maturity Date	Interest Rate	Beginning Balance	Deposits & (Maturities)	Interest	Ending Balance
Mercantile Bank	321074201	10/23/07	09/04/08	5.00%	1,900,000.00	(1,900,000.00)	83,652.77	-
Flagstar Bank	428891889	12/14/07	09/05/08	4.85%	1,900,000.00	(1,900,000.00)	68,088.61	-
Federal Home Loan Mortgage Co.	3128X7A95	06/17/08	09/16/08	3.13%	250,000.00	(250,000.00)	1,953.12	-
Federal Home Loan Bank	3133XNP52	12/17/07	09/17/08	4.38%	500,000.00	(500,000.00)	5,468.75	-
Flagstar Bank	424852208	08/12/08	09/19/08	2.56%	1,900,000.00	(1,900,000.00)	5,134.22	-
Commercial Paper - American General	02635RK32	08/18/08	10/03/08	2.61%	1,893,687.78			1,893,687.78
Mercantile Bank	321074209	10/23/07	10/22/08	5.00%	750,000.00			750,000.00
Flagstar Bank	424852851	08/19/08	10/31/08	2.88%	1,900,000.00			1,900,000.00
PFM Asset Management (MILAF+ Terr	201350	08/13/08	11/13/08	2.65%	1,900,000.00			1,900,000.00
Bankers Acceptance - Bank of America	6422RM87	06/23/08	12/08/08	2.79%	1,875,616.67			1,875,616.67
Lake Michigan Credit Union	84299345	09/15/08	01/09/09	4.25%		1,900,000.00		1,900,000.00
Huntington Bank	7154149991	01/28/08	01/27/09	3.66%	1,900,000.00			1,900,000.00
Mercantile Bank	321091841	07/21/08	02/06/09	3.30%	1,900,000.00			1,900,000.00
Federal Home Loan Bank	3133X3TG8	05/18/05	02/26/09	5.00%	75,916.67			75,916.67
Commercial Paper - AIG Funding	00137EQ65	06/23/08	03/06/09	3.27%	1,856,764.44			1,856,764.44
Federal Home Loan Bank	313385DC7	09/26/08	03/16/09	3.38%		1,870,398.00		1,870,398.00
Commercial Paper - AIG Funding	00137ER31	09/11/08	04/03/09	3.26%		1,865,546.67		1,865,546.67
Commercial Paper - HSBC	4042FORTO	08/19/08	04/27/09	2.96%	1,366,793.88			1,366,793.88
Federal National Mortgage Association	313589EW9	08/19/08	04/27/09	2.73%	1,394,447.83			1,394,447.83
PFM Asset Management (MILAF+ Terr	201350	08/27/08	04/27/09	2.85%	1,395,000.00			1,395,000.00
Fifth Third Bank	20651872830	09/11/08	05/01/09	3.25%		1,900,000.00		1,900,000.00
Lake Michigan Credit Union	84299344	08/13/08	05/15/09	4.15%	1,900,000.00			1,900,000.00
Citizens Bank	1102029	08/13/08	06/12/09	3.65%	1,900,000.00			1,900,000.00
Huntington Bank	7154219915	06/23/08	07/10/09	4.00%	1,900,000.00			1,900,000.00
Federal National Mortgage Association	313589KC6	09/11/08	08/07/09	2.53%		1,857,329.17		1,857,329.17
Federal Farm Credit Bank	31331GBS7	09/17/08	09/17/10	3.10%		750,000.00		750,000.00
Federal Farm Credit Bank	3136F9FG3	04/07/08	10/15/10	3.00%	500,000.00			500,000.00
Federal Farm Credit Bank	3136F9KL6	05/09/08	10/22/10	3.00%	473,860.00			473,860.00
Federal Home Loan Mortgage Co.	3128X7NK6	05/15/08	11/15/11	3.50%	500,000.00			500,000.00
Federal National Mortgage Association	3136F3WR3	08/26/08	12/09/11	4.21%	496,800.00			496,800.00
Federal Home Loan Bank	31339X6B5	01/08/04	06/12/13	4.50%	144,892.50			144,892.50
Standard Federal (Multi Bank)	85339PQ59	02/12/03	02/11/18	4.75%	1,000,000.00			1,000,000.00
TOTAL INVESTMENTS					33,473,779.77	3,693,273.84	164,297.47	37,167,053.61
Weighted Average Investment Rate				3.34%				

GRAND RAPIDS COMMUNITY COLLEGE
2008 - 2009 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2008

GENERAL OPERATING	ADOPTED BUDGET	2008-2009 ACTUAL 9/30/2008	PERCENTAGE
REVENUE:			
TUITION	38,525,494	19,118,338	49.63%
FEES	2,764,250	1,139,858	41.24%
PROPERTY TAX	31,362,291	25,552,191	81.47%
STATE AID	17,216,580	-	0.00%
INTEREST	1,100,000	-	0.00%
MISCELLANEOUS	1,735,000	55,521	3.20%
TOTAL REVENUE	92,703,615	45,865,908	49.48%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,405,885	2,436,633	7.52%
COUNSELING	1,370,000	182,539	13.32%
LIBRARIAN	571,500	96,319	16.85%
ADMINISTRATION	5,294,500	997,585	18.84%
ADMINISTRATIVE SUPPORT	1,568,600	257,924	16.44%
TECHNICAL SUPPORT	4,973,656	891,870	17.93%
SECRETARIAL	3,278,862	593,215	18.09%
BLDG OPERATIONS	4,210,000	746,174	17.72%
STUDENT ASSISTANT	970,286	248,358	25.60%
TOTAL SALARIES	54,643,289	6,450,618	11.80%
NON-SALARY:			
FRINGE BENEFITS	21,085,862	3,345,805	15.87%
CONTRACTED SERVICE	4,006,263	910,951	22.74%
SUPPLIES & REPAIRS	4,446,082	654,070	14.71%
UTILITIES & RENT	3,370,900	571,855	16.96%
TRANSFERS	2,042,566	284,886	13.95%
CLUBS/ORGANIZATIONS	184,000	45,999	25.00%
OTHER COSTS	2,102,707	422,800	20.11%
EQUIPMENT	514,500	28,979	5.63%
CONTINGENCY	231,759	-	0.00%
TOTAL NON-SALARY	37,984,639	6,265,345	16.49%
TOTAL EXPENSE	92,627,928	12,715,963	13.73%
NET REVENUE (EXPENSE)	75,687	33,149,945	

GRAND RAPIDS COMMUNITY COLLEGE
2008 - 2009 GENERAL OPERATING FUND ACTUAL REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2008

	MONTHLY ACTIVITY 09/30/08	MONTHLY ACTIVITY 09/30/07	YEAR-TO DATE 09/30/08	YEAR-TO DATE 09/30/07
REVENUE:				
TUITION	(89,142)	(140,154)	19,118,338	17,856,407
FEES	32,395	59,061	1,139,858	1,167,318
PROPERTY TAX	16,674,849	12,319,809	25,552,191	21,658,367
STATE AID	-	-	-	-
INTEREST	-	114,979	-	114,979
MISCELLANEOUS	30,503	53,100	55,521	123,961
TOTAL REVENUE	16,648,605	12,406,795	45,865,908	40,921,032
EXPENSE:				
SALARIES:				
INSTRUCTION	1,459,910	1,374,912	2,436,633	2,191,957
COUNSELING	106,209	101,437	182,539	157,679
LIBRARIAN	50,912	46,528	96,319	72,244
ADMINISTRATION	388,821	376,121	997,585	983,652
ADMINISTRATIVE SUPPORT	103,269	96,750	257,924	235,952
TECHNICAL SUPPORT	374,612	335,920	891,870	812,393
SECRETARIAL	253,664	228,503	593,215	571,450
BLDG OPERATIONS	306,357	294,161	746,174	730,431
STUDENT ASSISTANT	82,633	64,909	248,358	224,695
TOTAL SALARIES	3,126,388	2,919,242	6,450,618	5,980,453
NON-SALARY:				
FRINGE BENEFITS	1,294,365	1,365,611	3,345,805	3,283,892
CONTRACTED SERVICES	188,834	398,890	910,951	1,134,675
SUPPLIES & REPAIRS	222,622	265,931	654,070	569,462
UTILITIES & RENT	264,908	263,310	571,855	607,057
TRANSFERS	100,377	207,356	284,886	401,456
CLUBS/ORGANIZATIONS	15,333	-	45,999	-
OTHER COSTS	291,062	78,991	422,800	418,580
EQUIPMENT	15,266	13,894	28,979	104,133
CONTINGENCY	-	-	-	759
TOTAL NON-SALARY	2,392,767	2,593,983	6,265,345	6,520,014
TOTAL EXPENSE	5,519,155	5,513,225	12,715,963	12,500,467
NET REVENUE (EXPENSE)	11,129,450	6,893,570	33,149,945	28,420,565

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED SEPTEMBER 30, 2008

	ADOPTED	2008-2009 ACTUAL	
	BUDGET	09/30/08	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,070,000	6,724,169	83.32%
INTEREST INCOME	25,000	2,191	8.76%
TECHNOLOGY AND EQUIPMENT TRANSFER	572,809	0	0.00%
TOTAL REVENUE	8,667,809	6,726,360	77.60%
EXPENSES:			
MAINTENANCE & OTHER EXPENDITURES	3,138,515	3,014,950	96.06%
TRANSFERS TO DEBT FUND	5,404,000	0	0.00%
TRANSFERS TO GENERAL - LRTS CONTRACT	382,840	0	0.00%
TOTAL EXPENSES	8,925,355	3,014,950	33.78%
NET REVENUE (EXPENSE)	(257,546)	3,711,411	

PLANT FUND - DEBT RETIREMENT FUND
2008-2009 BUDGET

	2008/2009 BUDGET	2008/2009 ACTUAL @ 9/30/2008
REVENUE		
TRANSFER FROM PLANT/GENERAL	5,404,000	0
TOTAL REVENUE	5,404,000	0
EXPENSE		
1999 ISSUE		
PRINCIPAL	445,000	0
INTEREST	34,375	0
OTHER EXPENSE	0	0
TOTAL EXPENSE	479,375	0
2003 ISSUE		
PRINCIPAL	695,000	0
INTEREST	579,758	0
OTHER EXPENSE	250	0
TOTAL EXPENSE	1,275,008	0
2006 ISSUE		
PRINCIPAL	815,000	0
INTEREST	697,050	0
OTHER EXPENSE	250	0
TOTAL EXPENSE	1,512,300	0
2008 ISSUE		
PRINCIPAL	1,225,000	0
INTEREST	911,250	0
OTHER EXPENSE	250	0
TOTAL EXPENSE	2,136,500	0
OTHER ISSUES		
OTHER BOND EXPENSE	1,000	138
TOTAL EXPENSE	1,000	138
GRAND TOTAL EXPENSE	5,404,183	138

GRAND RAPIDS COMMUNITY COLLEGE
 2007 - 2008 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDED SEPTEMBER 30, 2008

DESIGNATED	2008 - 2009		
	ADOPTED BUDGET	ACTUAL 9/30/08	PERCENTAGE
REVENUE:			
TUITION & FEES	2,060,074	826,188	40.10%
CONTRACTED TRAINING	659,240	279,527	42.40%
OTHER MISCELLANEOUS LOCAL	1,178,822	213,034	18.07%
TOTAL REVENUE	3,898,136	1,318,748	33.83%
EXPENSES:			
SALARIES			
INSTRUCTION	1,074,184	198,872	18.51%
ADMINISTRATION	957,224	175,119	18.29%
CUSTODIANS & SECURITY	18,500	0	0.00%
SECRETARIAL	137,229	22,147	16.14%
STUDENT ASSISTANTS	36,800	6,885	18.71%
TOTAL SALARIES	2,223,937	403,023	18.12%
NON-SALARY			
FRINGE BENEFITS	1,085,269	173,671	16.00%
CONTRACTED SERVICES	401,663	102,507	25.52%
SUPPLIES & REPAIRS	1,230,896	132,733	10.78%
UTILITIES & RENTALS	21,750	736	3.38%
CAPITAL OUTLAY	93,307	0	0.00%
TRANSFERS	(1,031,695)	(261,737)	25.37%
OTHER	303,689	9,731	3.20%
TOTAL NON-SALARY	2,104,879	157,640	7.49%
TOTAL EXPENSE	4,328,816	560,663	12.95%
NET REVENUE (EXPENSE)	(430,680)	758,085	

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

VI. ACTION ITEMS

None at this time.

VII. POLICY REVIEW/DEVELOPMENT

- A. Topics for Consideration at a Future Meeting – None at this time.
- B. Status of Future Agenda Items
- C. Today's Topics – None at this time.

D. Policy Review/Development – None at this time.

IX. PRESIDENT'S REPORT

A. College Activities

i. Enrollment Report – Dr. Mulder & Donna Kragt, of Institutional Research & Planning presented the Fall, 2008 Enrollment Report.

B. Events on Campus – November 2008

GRCC NOVEMBER 2008 EVENTS

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

November 3 - December 5

GRCC Collins Art Gallery Exhibition
Artist Ed Wong – Ligda

November 12

6 – 8 p.m.
GRCC Collins Art Gallery
Ed Wong-Ligda Exhibition Reception

November 7, 14 & 21

10 - 11 a.m.
Health Club Sampler
Four different class formats all in one! You will receive a variety of class offerings in this class including aerobics, yoga, strength training, and water aerobics. The variety of offerings will be sure to keep you on track with your fitness goals!
Ford Fieldhouse room 304
A donation of \$12 is strongly encouraged

November 7, 14 & 21

1 – 4 p.m.
GRCC Computer Club
Provides an opportunity for individual and peer learning, information sharing and/or private computer and Internet use for individuals 45 and over. Club membership is \$50 per year (with scholarship support available to those in need). For more information contact Mike Faber at (616) 234-3483 or mfaber@grcc.edu
Lab 219, ATC

November 8

8 a.m. to 5 p.m.
Healthy Aging & Chronic Disease Management

It is important for professionals working with older adults to understand the role of health promotion and chronic disease management in healthy aging. This course will explore common chronic health conditions and their management; the role of key elements of health promotion in successful aging; and the importance of educating older persons regarding healthy lifestyle choices and practices.

Payment and registration is available at (616) 234-3400 or www.grcclearn.com

November 12

7 p.m.

Diversity Lecture Series XIII in partnership with the Older Learner Center to celebrate their 10th anniversary presents Amy Dickinson Author, Syndicated Columnist, NPR Commentator "Aging in the 21st Century"

Amy Dickinson's voice and narratives are heard and seen in numerous mediums. As a columnist her Ask Amy column for the Chicago Tribune is syndicated in over 200 newspapers nationwide. She is a regular panelist on Wait, Wait Don't Tell Me, carried on 400 NPR stations, and has been featured on NPR's All Things Considered. Her work focuses on family life and parenting, often drawing from her experiences as a single parent and member of a large extended family. Dickinson is a distant relative of Emily Dickinson; her family has lived in her hometown of Finger Lakes, New York continuously since the revolutionary war.

Fountain Street

A book signing will follow each lecture.

For information, please call (616) 234-3390.

November 12

6 – 8 p.m.

GRCC Collins Art Gallery Reception

Artist Ed Wong – Ligda

November 13

2 p.m.

Student Honors Recital

Music Students Performances

GRCC Recital Hall

November 20

7:30 p.m.

GRCC International Guitar Series Marcin Dylla 2007 Guitar Foundation of America Solo Competition Winner

GRCC Recital Hall

\$10 Adults, \$7 Students/Seniors

X. ADDITIONAL COMMENTS FROM THE FLOOR

None at this time.

XI. REQUESTS FOR INFORMATION AND FOLLOW UP

None at this time.

XII. ADJOURNMENT

The Board adjourned at 4:18 p.m.

The Board entered into closed session at 4:19 p.m.

The Board re-entered into open session at 4:42 p.m.

The Board adjourned at 6:13 p.m.

No further business was discussed.

Secretary