

**PROCEEDINGS**  
**OF**  
**GRAND RAPIDS COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**OFFICIAL**  
**REGULAR MEETING**  
**BOARD CHAMBERS**  
**MONDAY, NOVEMBER 19, 2018**

**I. ORDER OF BUSINESS**

A. Meeting called to order at 4:15 p.m., Dave Koetje in the chair.

Present: Bailey, Brame, Bristol, Brunisma, Sanchez, Stewart, and Koteje – 7

Absent:

B. Introduction of Guests

- Trustee Brame introduced Sandra Baca, Nuestios Pequenos Hermanos. Tegucigalpa Honduras.
- Trustee Sanchez introduced Marisol Blanco and Sonya Hernandez and recognized them for being named by Hispanic/Latino Commission of Michigan to the Top 50 Latinas in Michigan.

C. Review and Approval of Agenda to include additions, deletions, or corrections.

- Motion to approve agenda was made by Trustee Bailey and seconded by Trustee Brunisma.  
Motion carries. 7-0

D. Open Comments – None at this time

E. Special Order of Business (New Business)

- Property Tax Resolution – presented by Lisa Freiburger.  
Motion to approve Property Tax resolution as presented was made by Trustee Bruinsma and seconded by Trustee Sanchez. Motion carries 7-0.
- Amendment to Michigan New Job Training Agreement with JR Automation – presented by Lisa Freiburger. Motion to approve amendment to MNJTA with JR Automation as presented was made by Bruinsma, seconded

**II. MONITORING REPORTS**

F. Report (s)

- Completion & Transfer – presented by Jennifer Knauf and Chris Johnston.
- Finance Update – presented by Lisa Freiburger.

### **III. UPDATES**

- G. Student Report – Elizabeth Nuygen updated the board in regards to Student Alliance activities, including their trip to Washington DC.
- H. Foundation Update – None at this time.
- I. Board Chair Report – None at this time.
- J. President’s Update
  - Supplier Inclusion Purchasing Report – Mansfield Matthewson presented.
- K. Faculty Association Update – None at this time.

### **IV. COMMUNITY CONNECTIONS**

- L. Communications to the Board – None at this time.

### **V. CONSENT ITEMS**

- M. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
  - Minutes from October 15, 2018 Regular Board Meeting
  - Grants received from October 1 – October 31, 2018
    - A continuation award of \$106,089 was awarded to the Early Childhood Learning Lab for the Child Care Access Means Parents in School program. The CCAMPIS program supports the participation of low-income student parents in postsecondary education through provision of campus-based child care services.
    - An award of \$357,544 was received from the U.S. Department of Education for the first year of the GEAR UP Wyoming project. This six-year grant encourages eligible entities to provide support, and maintain a commitment, to eligible low-income students, including students with disabilities, to assist the students in obtaining a secondary school diploma (or its recognized equivalent) and to prepare for and succeed in postsecondary education. Partners for this project include all Wyoming school districts.
    - The JPMorgan Chase Foundation awarded the Workforce Training Department a grant of \$100,000 for the expansion of its Towards a Diverse Healthcare Workforce: Advancing Minority Participation in Healthcare Occupations project.

**PERSONNEL REPORT**  
**(Includes in-process transactions through 11-12-18)**

**Appointments**

<b>Name</b>	<b>Department</b>	<b>Employee Group</b>	<b>Position</b>	<b>Effective Date</b>	<b>Notes</b>
B. Afeni McNeely Cobham	Woodrick Center for Equity & Inclusion	M&C	Chief Equity & Inclusion Officer	12/3/2018	New to College
Paul Parks	Enrollment Center	APSS	Admissions and Enrollment Testing Proctor	11/5/2018	Transfer from: Contingency
<b>Separations</b>					
<b>Name</b>	<b>Department</b>	<b>Employee Group</b>	<b>Position</b>	<b>Effective Date</b>	<b>Notes</b>
Mike Boerman	Ford Fieldhouse	M&C	Ford Fieldhouse Director	10/10/2018	Separation
Teddie Buchner	Occupational Therapy	Faculty	Assistant Professor, Occupational Therapy	12/15/2018	Separation
Krystle Duthil	School of Workforce Development	APSS	Administrative Assistant to the Dean of School of Workforce Development	11/2/2018	Separation
Jody Graves	Information Technology	M&C	Information Technology Enterprise Analyst	7/13/2019	Retirement
Janice Chapman	English Department	Faculty	Assistant Professor	12/19/2018	Retirement
Michael Rydman	Language & Thought	Faculty	Professor	1/1/2019	Retirement

## **WELCOME TO GRCC**

B. Afeni McNeely Cobham  
Chief Equity & Inclusion Officer, Woodrick Center for Equity & Inclusion  
Effective 12/3/2018

## **CONGRATULATIONS ON YOUR NEW POSITION**

Paul Parks  
Transfer from: Contingency  
Transfer to: APSS, Admissions and Enrollment Testing Proctor  
Effective: 11/5/2018

## **THANK YOU FOR YOUR SERVICE**

Mike Boerman  
Ford Fieldhouse Director, Ford Fieldhouse  
Effective: 10/10/2018

Krystle Duthil  
APSS, School of Workforce Development  
Effective: 11/2/2018

Teddie Buchner  
Assistant Professor, Occupational Therapy Assistant  
Effective: 12/15/2018

Janice Chapman  
Assistant Professor, English Department  
Effective: 12/19/2018

Michael Rydman  
Faculty, Language & Thought  
Effective: 1/1/2019

Jody Graves  
Information Technology Enterprise Analyst, Information Technology  
Effective: 7/13/2019

## Financial Transactions

(October 1 - 31, 2018)

### Purchases \$25,000-\$100,000

#### a. General Fund

- 1) Blanket purchase order change notice issued to provide carpet materials and installation.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$30,000.00  
**Disposition:** Recurring Purchase  
**Supplier:** Century Floorspace  
Grand Rapids, MI  
Bid: Yes, RFP 1819-8137C.

- 2) Blanket purchase order issued to provide elevator service and maintenance.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$70,759.58  
**Disposition:** Recurring Purchase  
**Supplier:** Elevator Service \*\*\*\*\*  
Grand Rapids, MI  
Bid: Yes, RFP 1819-8137E.

- 3) Purchase order issued to provide ALEKS (Assessment and LEarning in Knowledge Spaces) math assessment testing units for the Enrollment Center and Math department.

**Requestor:** Lori Cook – Enrollment Center  
**Expenditure:** \$75,140.00  
**Disposition:** Recurring Purchase  
**Supplier:** McGraw-Hill Global Education Holdings  
Chicago, IL  
Bid: No, single source.

- 4) Purchase order issued to provide elevator door sill replacement on the 6<sup>th</sup> floor of the Bostwick ramp.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$34,890.00  
**Disposition:** Repair Purchase  
**Supplier:** Elevator Service \*\*\*\*\*  
Grand Rapids, MI  
Bid: Yes, RFP 1819-8137E.

**b. Other Special Funds**

- 1) Purchase order issued to provide emergency power installation at all door controller locations campus wide.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$32,000.00 (42-2330)  
**Disposition:** Replacement Purchase  
**Supplier:** Town and Country Tel Com

Zeeland, MI

Source of Funds: Plant Fund  
Bid: Yes, RFP #1617-6207.

- 2) Purchase order issued to provide Pre-Apprentice job training from 7/1/18 to 9/30/18.

**Requestor:** Amy Mansfield – Workforce Development  
**Expenditure:** \$32,981.57 (51-2271)  
**Disposition:** Recurring Purchase  
**Supplier:** Kent Intermediate School District

Grand Rapids, MI

Source of Funds: MAP+ (Michigan Apprentice Program) Grant  
Bid: No, single source.

- 3) Purchase order issued to provide cleaning equipment for the Facilities staff use.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$37,204.48 (42-2822)  
**Disposition:** Replacement Purchase  
**Supplier:** Nichols

Muskegon, MI

Source of Funds: Plant Fund  
Bid: National IPA consortium purchase.

- 4) Blanket purchase order issued to provide architectural and engineering services for the Lettinga House renovation.

(for informational purposes only – previously approved)

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$60,000.00 (42-2810)  
**Disposition:** Construction Purchase  
**Supplier:** TowerPinkster

Grand Rapids, MI

Source of Funds: Plant Fund  
Bid: Yes, RFP 1415-3282, previously reported.

GRAND RAPIDS COMMUNITY COLLEGE  
 2018-2019 GENERAL OPERATING FUND BUDGET REPORT  
 FOR THE PERIOD ENDED OCTOBER 31, 2018

GENERAL OPERATING	ADOPTED BUDGET	2018/2019 ACTUAL 10/31/2018	PERCENTAGE
REVENUE:			
TUITION	44,359,564	33,698,740	75.97%
FEES	6,779,940	4,527,233	66.77%
PROPERTY TAX	32,328,068	29,762,270	92.06%
STATE AID	26,533,972	2,549,379	9.61%
INTEREST	400,000	231,955	57.99%
MISCELLANEOUS	1,864,891	128,524	6.89%
<b>TOTAL REVENUE</b>	<b>112,266,435</b>	<b>70,898,101</b>	<b>63.15%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	32,126,449	6,085,121	18.94%
COUNSELING	1,569,548	281,843	17.96%
LIBRARIAN	555,880	118,329	21.29%
ADMINISTRATION	5,006,979	1,452,802	29.02%
ADMINISTRATIVE SUPPORT	1,249,868	270,865	21.67%
TECHNICAL SUPPORT	8,223,331	2,195,685	26.70%
SECRETARIAL	4,702,227	1,109,748	23.60%
BLDG OPERATIONS	4,177,246	1,077,520	25.79%
STUDENT ASSISTANT	1,293,964	304,693	23.55%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
<b>TOTAL SALARIES</b>	<b>58,405,492</b>	<b>12,896,606</b>	<b>22.08%</b>
NON-SALARY:			
FRINGE BENEFITS	33,246,800	6,701,330	20.16%
CONTRACTED SERVICE	4,709,296	1,544,254	32.79%
SUPPLIES & REPAIRS	4,975,218	1,218,600	24.49%
UTILITIES & RENT	3,945,000	892,196	22.62%
TRANSFERS	2,306,966	59,636	2.59%
OTHER COSTS	3,045,304	479,753	15.75%
EQUIPMENT	275,063	26,605	9.67%
CONTINGENCY	280,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
<b>TOTAL NON-SALARY</b>	<b>52,283,647</b>	<b>10,922,374</b>	<b>20.89%</b>
<b>TOTAL EXPENSE</b>	<b>110,689,139</b>	<b>23,818,980</b>	<b>21.52%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>1,577,295</b>	<b>47,079,121</b>	

**GRAND RAPIDS COMMUNITY COLLEGE  
2018-2019 GENERAL OPERATING FUND BUDGET REPORT  
FOR THE PERIOD ENDED OCTOBER 31, 2018**

	MONTHLY ACTIVITY 10/31/2018	MONTHLY ACTIVITY 10/31/2017	YEAR-TO- DATE 10/31/2018	YEAR-TO- DATE 10/31/2017
<b>REVENUE:</b>				
TUITION	11,350,548	11,243,618	33,698,740	34,441,462
FEES	1,346,519	1,536,704	4,527,233	4,887,377
PROPERTY TAX	10,264,300	6,377,286	29,762,270	27,828,095
STATE AID	2,494,569	3,131,507	2,549,379	3,056,234
INTEREST	159,875	30,755	231,955	30,755
MISCELLANEOUS	29,409	43,228	128,524	165,775
<b>TOTAL REVENUE</b>	<b>25,645,219</b>	<b>22,363,098</b>	<b>70,898,101</b>	<b>70,409,698</b>
<b>EXPENSE:</b>				
<b>SALARIES:</b>				
INSTRUCTION	2,792,682	2,849,783	6,085,121	6,261,461
COUNSELING	129,256	115,289	281,843	252,106
LIBRARIAN	46,727	46,259	118,329	102,458
ADMINISTRATION	385,079	382,944	1,452,802	1,436,027
ADMINISTRATIVE SUPPORT	71,765	83,517	270,865	315,874
TECHNICAL SUPPORT	636,505	594,642	2,195,685	2,231,557
SECRETARIAL	317,891	334,362	1,109,748	1,169,720
BLDG OPERATIONS	305,939	304,781	1,077,520	1,061,431
STUDENT ASSISTANT	84,409	103,870	304,693	355,624
<b>TOTAL SALARIES</b>	<b>4,770,253</b>	<b>4,815,447</b>	<b>12,896,606</b>	<b>13,186,258</b>
<b>NON-SALARY:</b>				
FRINGE BENEFITS	2,170,172	3,261,342	6,701,330	7,840,364
CONTRACTED SERVICES	410,316	363,141	1,544,254	1,433,810
SUPPLIES & REPAIRS	451,786	430,098	1,218,600	1,075,889
UTILITIES & RENT	276,224	281,370	892,196	943,368
TRANSFERS	23,770	23,564	59,636	71,008
OTHER COSTS	123,588	202,024	479,753	561,512
EQUIPMENT	15,882	15,531	26,605	170,832
CONTINGENCY	-	-	-	-
<b>TOTAL NON-SALARY</b>	<b>3,471,738</b>	<b>4,577,070</b>	<b>10,922,374</b>	<b>12,096,783</b>
<b>TOTAL EXPENSE</b>	<b>8,241,991</b>	<b>9,392,517</b>	<b>23,818,980</b>	<b>25,283,041</b>
<b>NET REVENUE (EXPENSE)</b>	<b>17,403,228</b>	<b>12,970,581</b>	<b>47,079,121</b>	<b>45,126,657</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 2018 - 2019 DESIGNATED FUND BUDGET REPORT  
 FOR PERIOD ENDED OCTOBER 31, 2018

DESIGNATED	2018 - 2019		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 10/31/2018	
<b>REVENUE:</b>			
CONTRACTED TRAINING	1,596,845	413,984	25.93%
OTHER MISCELLANEOUS LOCAL	908,075	81,033	8.92%
<b>TOTAL REVENUE</b>	<b>2,504,920</b>	<b>495,016</b>	<b>19.76%</b>
<b>EXPENSES:</b>			
SALARIES			
INSTRUCTION	229,300	127,406	55.56%
ADMINISTRATION	484,180	124,364	25.69%
CUSTODIANS & SECURITY	25,500	6,863	26.91%
SECRETARIAL	21,980	6,326	28.78%
STUDENT ASSISTANTS	21,225	2,721	12.82%
<b>TOTAL SALARIES</b>	<b>782,185</b>	<b>267,679</b>	<b>34.22%</b>
NON-SALARY			
FRINGE BENEFITS	319,226	71,819	22.50%
CONTRACTED SERVICES	530,176	117,145	22.10%
SUPPLIES & REPAIRS	1,006,278	228,656	22.72%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,200	37,308	168.05%
TRANSFERS	(143,466)	(47,822)	33.33%
OTHER	137,707	22,030	16.00%
<b>TOTAL NON-SALARY</b>	<b>1,875,271</b>	<b>429,136</b>	<b>22.88%</b>
<b>TOTAL EXPENSE</b>	<b>2,657,456</b>	<b>696,815</b>	<b>26.22%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(152,536)</b>	<b>(201,799)</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
 BUILDING & SITE FUND - GENERAL  
 FOR PERIOD ENDED Oct 31, 2018

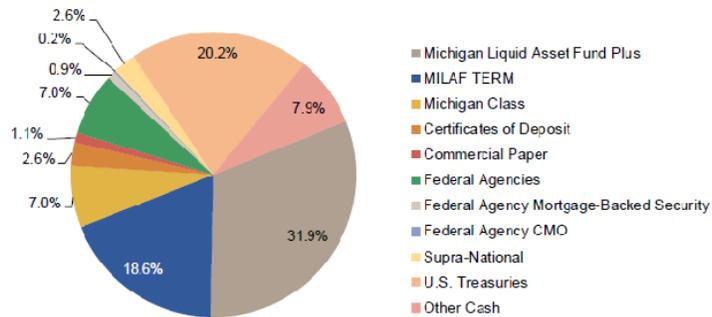
	ADOPTED BUDGET	ACTUAL 10/31/18	PERCENTAGE
<b>REVENUE:</b>			
PROPERTY TAXES	8,519,000	7,934,445	93.14%
TRANSFER FROM GENERAL FUND	1,875,000	0	0.00%
DONATIONS	3,550,000	0	0.00%
FACILITIES FEE	2,079,000	1,122,910	54.01%
<b>TOTAL REVENUE</b>	<b>16,023,000</b>	<b>9,057,355</b>	<b>56.53%</b>
<b>EXPENSES:</b>			
MAINTENANCE & OTHER	2,506,000	763,226	30.46%
FIELDHOUSE RENOVATIONS	5,100,000	1,585,606	31.09%
ATC RENOVATION	5,367,250	89,515	1.67%
DOORS/POS Project	1,593,250	71,082	4.46%
MABLE-ENGLE	2,500,000	0	0.00%
LETTINGA	1,500,000	0	0.00%
PRESCHOOL BUILDING	50,000	14,317	28.63%
TRANSFERS TO DEBT FUND	7,386,258	0	0.00%
<b>TOTAL EXPENSES</b>	<b>26,002,758</b>	<b>2,523,747</b>	<b>9.71%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(9,979,758)</b>	<b>6,533,608</b>	

PLANT FUND - DEBT RETIREMENT FUND  
2018-2019 BUDGET

	2018/19 BUDGET	2018/19 ACTUAL 10/31/2018
<b>REVENUE</b>		
TRANSFER FROM PLANT - FACILITIES FEE	1,986,568	0
TRANSFER FROM PLANT - GENERAL	5,399,690	0
<b>TOTAL REVENUE</b>	<b>7,386,258</b>	<b>0</b>
<b>EXPENSE</b>		
2009 ISSUE		
PRINCIPAL	600,000	0
INTEREST	517,263	258,631
OTHER EXPENSE	750	0
<b>TOTAL EXPENSE</b>	<b>1,118,013</b>	<b>258,631</b>
2012 ISSUE - REFUNDING		
PRINCIPAL	505,000	0
INTEREST	73,006	36,503
OTHER EXPENSE	100	0
<b>TOTAL EXPENSE</b>	<b>578,106</b>	<b>36,503</b>
2012 ISSUE - FACILITIES		
PRINCIPAL	1,100,000	0
INTEREST	886,468	443,234
OTHER EXPENSE	0	0
<b>TOTAL EXPENSE</b>	<b>1,986,468</b>	<b>443,234</b>
2013 ISSUE		
PRINCIPAL	535,000	0
INTEREST	53,600	26,800
OTHER EXPENSE	450	0
<b>TOTAL EXPENSE</b>	<b>589,050</b>	<b>26,800</b>
2016 ISSUE - 2006 REFUNDING		
PRINCIPAL	1,615,000	0
INTEREST	16,958	8,479
OTHER EXPENSE	0	0
<b>TOTAL EXPENSE</b>	<b>1,631,958</b>	<b>8,479</b>
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,370,000	0
INTEREST	132,322	74,791
OTHER EXPENSE	500	0
<b>TOTAL EXPENSE</b>	<b>1,502,822</b>	<b>74,791</b>
<b>GRAND TOTAL EXPENSE</b>	<b>7,406,416</b>	<b>848,438</b>

**Grand Rapids Community College  
Aggregate Cash and Investments  
As of October 31, 2018**

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$30,969,753	31.9%
MILAF TERM	\$18,000,000	18.6%
Michigan Class	\$6,747,819	7.0%
Certificates of Deposit	\$2,540,603	2.6%
Commercial Paper	\$1,094,249	1.1%
Federal Agencies	\$6,833,398	7.0%
Federal Agency Mortgage-Backed Security	\$898,746	0.9%
Federal Agency CMO	\$178,218	0.2%
Supra-National	\$2,482,729	2.6%
U.S. Treasuries	\$19,630,372	20.2%
Other Cash	\$7,654,480	7.9%
<b>Total</b>	<b>\$97,030,367</b>	<b>100.0%</b>



\* The above information includes all of the College's cash and investments.

PFM Asset Management LLC

**Trustee Bristol made a motion to approve the consent items as presented, Trustee Bailey seconded the motion. Motion carries 7-0.**

## ACTION ITEMS

N. Purchasing Items over \$100,000

**a. General Fund**

No purchases for October 2018.

**b. Other Special Funds**

No purchases for October 2018.

**ACCOUNT:**

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

**KEY:**

\* MBE  
\*\* WBE  
\*\*\* M/WBE  
\*\*\*\*MLBE  
# - Non Responsive Bid  
NTE - Not to exceed

Sole Source: A single supplier that controls the supply of products or services in a defined market. Typically the product of market conditions such as: technology leadership, patent protection, limited or exclusive distributorship, etc.

Single Source: Supplier selection is determined by objective business decisions such as: leveraged volume purchase contracts, standardization programs, OEM (original equipment manufacturer) parts/service, just in time delivery requirements, etc.

Motion by Trustee Bailey, supported by Trustee Sanchez to approve action items as presented. Motion carries 6-0.

**VI. OPEN COMMENT**

*(Faculty, staff, students, and the Public are invited to address the Board on any matter.)*

- None at this time.

**VIII. FINAL BOARD COMMENTS**

Chairperson Koetje presented Trustee Stewart and Trustee Sanchez recognition from GRCC Foundation for donating in each of their names to the Board Of Trustees scholarship. He went on the thank both of them for their service.

Trustee Bruinsma told both Trustee Stewart and Trustee Sanchez that she appreciated sitting on the board with each of them and wished Trustee Stewart health and happiness, going on to say that Trustees Sanchez voice will be missed and she hopes to both Trustees stay involved.

Trustee Sanchez thanked staff, students, faculty and fellow board members for all the support. Saying everyone has been accommodating and welcoming. He went on to say he does plan on to be around campus.

Trustee Stewart thanked faculty and staff as they are rock stars, as he has felt swept away with the talent, dedication, commitment and faithfulness each has for this institution. He went on to thank past and current leadership of the institution and encouraged trustees to not lose sight of issues such as funding and shrinking enrollment. He asked that each trustee read the prelude of "The Closing of the American Mind" by Allan Bloom.

## **IX. ADJOURNMENT**

Adjourned – 5:17 p.m.