

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, OCTOBER 15, 2018

I. ORDER OF BUSINESS

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

Present: Bristol, Brame, Bruinsma, Koetje, Sanchez & Stewart – 6
Absent: Bailey - 1

B. Introduction of Guests

- Chairperson Koetje explained that President Pink was absent from meeting because of a meeting scheduled with Van Andel Foundation.

C. Review and Approval of Agenda

- Chairperson Koetje asked that the approval of the executive limitations policies and monitoring executive performance policy be added to the agenda.
Trustee Brame made the motion to approve agenda with Chairperson Koetje's addition, supported by Trustee Bristol. Motion carries 6-0.

D. Open Comments

- None at this time.

E. Special Order of Business

- 2017/18 Annual Audit was presented by Plante Moran.
 - Motion by Trustee Bristol, supported by Trustee Bruinsma to accept the audit as presented. Motion carries 6-0
- Bond Refunding was presented by Lisa Freiburger.
 - Motion by Trustee Bruinsma, supported by Trustee Stewart to accept bond refunding as presented. Motion carries 6-0.

II. MONITORING REPORTS

F. Report (s)

- Monitoring Report: Teaching and Learning – Presented by Sheila Jones, Dillon Carr, and Eric Mullen.

III. UPDATES

G. Student Report

- Student Alliance Update – Presented by Elizabeth Nguyen.

H. Foundation Update- None at this time.

- Board Chair Update
 - Approval of changes to the executive limitation policies and monitoring executive performance presented by Chairperson Koetje.
Motion made by Trustee Bruinsma, supported by Trustee Bristol to approve the policies as presented. Motion carries 6-0.

I. President's Report – None at this time.

J. Faculty Association Update – None at this time.

IV. COMMUNITY CONNECTIONS

K. Communications to the Board

- None at this time.

V. CONSENT ITEMS

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

- Minutes from September 17, 2018 Board Meeting
- Grants GRCC received from September 1, 2018 to September 30, 2018.

Grants awarded to GRCC

The Workforce Training Department was awarded a grant from the Fifth Third Foundation in the amount of \$100,000. The funds will support the English as a Second Language (ESL) Integrated Workforce Training Program, which will deliver adult education concurrently and contextually with workforce preparation and occupational training to prepare individuals for one of three high-demand occupations in the manufacturing sector-welding, machining, and certified production technician.

The Registrar's Office was awarded the Military Credit Equivalency grant in the amount of \$4,507 by the Michigan Veterans Affairs Agency. The goal of the project is to develop a systematic process for reviewing credit

equivalencies with 4-year partner institutions for the purpose of developing credit reciprocity agreements.

- o **Grants awarded through partnerships**

The GRCC Early Learning Laboratory was awarded \$16,800 through the Michigan Department of Education's Great Start School Readiness Program for early childhood programs of educational excellence. This program is conducted in partnership with the Kent Intermediate School District.

PERSONNEL REPORT

(Includes in-process
transactions through
10-4-18)
Appointments

Name	Department	Employee Group	Position	Effective Date	Notes
Lisa Dopke	Grants and Resource Development Department	M&C	Director of Grant Development	9/10/2018	Transfer from: Associate Director of Grants and Resource Development
Lakisha Beck	Records Office	M&C	Systems Functional Analyst	9/17/2018	Transfer from: Support Professional
Debra Davis	Human Resources Benefits	APSS	Support Professional	9/24/2018	New to College
Sonja Hernandez	Woodrick Center for Equity & Inclusion	M&C	Program Coordinator	9/24/2018	New to College
Danielle Flaumenhaft	Human Resources	M&C	Human Resources Generalist	10/15/2018	New to College
Angela Salinas	Human Resources	M&C	Employee Events, Engagement, and	10/29/2018	Transfer from: Coordinator of Adult Enrollment Outreach

			Onboarding Coordinat or		
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Separations

Name	Department	Employee Group	Positio n	Effective Date	Notes
Brenda Cary	Records Office	APSS	Support Professional	1/1/2019	Retirement

GRCC Employees on the Move through October 4, 2018

WELCOME TO GRCC

Debra Davis

Support Professional, Human Resources Benefits
Effective 9/24/2018

Sonja Hernandez

Program Coordinator, Woodrick Center for Equity & Inclusion
Effective: 9/24/2018

Danielle Flaumenhaft

Human Resources Generalist
Effective: 0/15/18

CONGRATULATIONS ON YOUR NEW POSITION

Lisa Dopke

Transfer from: Associate Director of Grants and Resource Development

Transfer to: Director of Grant Development, Grants and Resources Development Department
Effective: 9/10/2018

Lakisha Beck

Transfer from: Support Professional, Records Office

Transfer to: Systems Functional Analyst

Effective: 9/17/18

Angela Salinas

Transfer from: Coordinator of Adult Enrollment & Outreach

Transfer to: Employee Events, Engagement, and Onboarding Coordinator

Effective: 10/29/18

THANK YOU FOR YOUR SERVICE

Retirement

Brenda Cary

Support Professional, Records Office
Effective: 1/1/2019

L. Financial Transactions
(September 1 - 30,
2018)

1. Purchases \$25,000-\$100,000

a. General Fund

- 1) Purchase order change notice issued to provide service contract for student refund disbursement, 11/1/18 - 10/31/19.

Requestor: Expenditure:
Disposition: Supplier:

Erica Brown - Cashiers
\$25,068.75

Bid:

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b. Other Special Funds

- 1) Blanket purchase order issued to provide a payment of monthly fees for Creative Dining food service.

Requestor: Expenditure:

Disposition: Supplier:

Lisa Freiburger - Finance & Administration
\$42,000.00 (14-2271)

Source of Funds: Bid:

**Replacement
Purchase
Creative
Dining Service**
Zeeland, MI

Auxiliary Fund

No. RFI 1516-12014, previously
reported.

- 2) Purchase order issued to provide furniture for the Ford Fieldhouse renovation.

Requestor: Jim VanDokkumburg - Facilities

Expenditure: \$60,404.64 (42-2330)

Disposition: Replacement Purchase

Supplier: MarxModa

Grand Rapids,
MI

Source of Funds: Bid:

Plant Fund

Yes, RFP #1819-8144.

3)Blanket purchase order issued for commissioning of mechanical and electrical systems for the Wisner-Botrall Applied Technology Center. (previously approved - for informational purposes only)

Requestor: Jim VanDokkumburg - Facilities

Expenditure: \$71,000.00 (42-2271)

Disposition: Construction Purchase

Supplier: TowerPinkster

Grand Rapids, MI

Source of Funds: Plant Fund

Bid: Yes, RFP 1415-3282, previously reported.

4)Purchase order issued to provide multimedia electronics and equipment for the Ford Fieldhouse renovation. (previously approved - for informational purposes only)

Requestor: Mark Vogel - Media Technologies

Expenditure: \$71,869.00 (42-2330)

Disposition: Replacement Purchase

Supplier: TEL Systems

Ann Arbor, MI

Source of Funds: Plant Fund

Bid: Yes, RFP #1516-12016A, previously reported.

5) Purchase order issued to provide furniture for the Ford Fieldhouse renovation. (previously approved - for informational purposes only)

Requestor: Jim VanDokkumburg- Facilities

Expenditure: \$82,162.05 (42-2330)

Disposition: Replacement Purchase

Supplier: Custer Workplace Interiors

Grand Rapids,MI

Source of Funds: Plant Fund

Bid: Yes, RFP #1819-8144

GRAND RAPIDS COMMUNITY COLLEGE
2018-2019 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

	MONTHLY ACTIVITY 9/30/2018	MONTHLY ACTIVITY 9/30/2017	YEAR-TO- DATE 9/30/2018	YEAR-TO- DATE 9/30/2017
REVENUE:				
TUITION	(78,582)	771,070	22,348,192	23,374,429
FEES	151,214	321,173	3,180,714	3,103,232
PROPERTY TAX	10,486,297	12,439,136	19,497,970	16,042,586
STATE AID	-	(130,083)	54,810	85,604
INTEREST	72,080	-	72,080	-
MISCELLANEOUS	88,945	112,377	99,115	65,931
TOTAL REVENUE	10,719,954	13,513,672	45,252,882	42,671,782
EXPENSE:				
SALARIES:				
INSTRUCTION	2,127,865	2,247,104	3,292,439	3,457,945
COUNSELING	130,182	114,412	152,587	145,377
LIBRARIAN	46,850	31,447	71,602	69,699
ADMINISTRATION	391,608	376,968	1,067,723	1,128,088
ADMINISTRATIVE SUPPORT	71,766	105,023	199,100	225,070
TECHNICAL SUPPORT	625,190	702,925	1,559,180	1,371,819
SECRETARIAL	312,720	356,221	791,857	793,758
BLDG OPERATIONS	306,709	291,778	771,581	757,783
STUDENT ASSISTANT	80,479	111,949	220,284	269,483
TOTAL SALARIES	4,093,369	4,337,827	8,126,353	8,219,021
NON-SALARY:				
FRINGE BENEFITS	2,479,485	2,527,349	4,531,158	4,484,615
CONTRACTED SERVICES	368,164	304,895	1,133,938	1,148,794
SUPPLIES & REPAIRS	361,284	240,261	766,814	659,229
UTILITIES & RENT	234,024	280,050	615,972	550,569
TRANSFERS	35,866	47,444	35,866	72,951
OTHER COSTS	152,900	156,223	356,165	327,832
EQUIPMENT	3,233	147,811	10,723	43,304
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,634,956	3,704,033	7,450,636	7,287,294
TOTAL EXPENSE	7,728,325	8,041,860	15,576,989	15,506,315
NET REVENUE (EXPENSE)	2,991,629	5,471,812	29,675,893	27,165,467

GRAND RAPIDS COMMUNITY COLLEGE
2018-2019 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2018

GENERAL OPERATING	ADOPTED BUDGET	2018/2019 ACTUAL 9/30/2018	PERCENTAGE
REVENUE:			
TUITION	44,359,564	22,348,192	50.38%
FEES	6,779,940	3,180,714	46.91%
PROPERTY TAX	32,328,068	19,497,970	60.31%
STATE AID	26,533,972	54,810	0.21%
INTEREST	400,000	72,080	18.02%
MISCELLANEOUS	1,864,891	99,115	5.31%
TOTAL REVENUE	112,266,435	45,252,882	40.31%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,126,449	3,292,439	10.25%
COUNSELING	1,569,548	152,587	9.72%
LIBRARIAN	555,880	71,602	12.88%
ADMINISTRATION	5,006,979	1,067,723	21.32%
ADMINISTRATIVE SUPPORT	1,249,868	199,100	15.93%
TECHNICAL SUPPORT	8,223,331	1,559,180	18.96%
SECRETARIAL	4,702,227	791,857	16.84%
BLDG OPERATIONS	4,177,246	771,581	18.47%
STUDENT ASSISTANT	1,293,964	220,284	17.02%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	58,405,492	8,126,353	13.91%
NON-SALARY:			
FRINGE BENEFITS	33,246,800	4,531,158	13.63%
CONTRACTED SERVICE	4,709,296	1,133,938	24.08%
SUPPLIES & REPAIRS	4,975,218	766,814	15.41%
UTILITIES & RENT	3,945,000	615,972	15.61%
TRANSFERS	2,306,966	35,866	1.55%
OTHER COSTS	3,045,304	356,165	11.70%
EQUIPMENT	275,063	10,723	3.90%
CONTINGENCY	280,000		0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	52,283,647	7,450,636	14.25%
TOTAL EXPENSE	110,689,139	15,576,989	14.07%
NET REVENUE (EXPENSE)	1,577,295	29,675,893	

GRAND RAPIDS COMMUNITY COLLEGE
2018 - 2019 DESIGNATED FUND BUDGET
REPORT FOR PERIOD ENDED SEPTEMBER 30,
2018

DESIGNATED	ADOPTED BUDGET	2018-2019 ACTUAL 9/30/2018	PERCENTAG E
REVENUE:			
CONTRACTED TRAINING	1,596,845	155,999	9.77%
OTHER MISCELLANEOUS LOCAL	908,075	511,942	5.72%
TOTAL REVENUE	2,504,920	207,940	8.30%
EXPENSES:			
SALARIES			
INSTRUCTION	229,300	97,355	42.46%
ADMINISTRATION	484,180	83,721	17.29%
CUSTODIANS & SECURITY	25,500	4,902	19.23%
SECRETARIAL	21,980	4,859	22.10%
STUDENT ASSISTANTS	211,225	11,583	7.36%
TOTAL SALARIES	782,185	192,399	24.60%
NON-SALARY			
FRINGE BENEFITS	319,226	51,485	16.13%
CONTRACTED SERVICES	530,176	96,028	18.11%
SUPPLIES & REPAIRS	1,006,278	164,060	16.30%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,200	34,582	155.77%
TRANSFERS	(143,466)	(35,866)	25.00%
OTHER	137,707	161,301	11.84%
TOTAL NON-SALARY	1,875,271	326,588	17.42%
TOTAL EXPENSE	2,857,458	518,987	19.53%
NET REVENUE (EXPENSE)	1152,5361	(311,047)	

GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - GENERAL
FOR PERIOD ENDED Sep 30, 2018

	ADOPTED BUDGET	ACTUAL 9/30/18	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,519,000	5,215,491	61.22%
TRANSFER FROM GENERAL FUND	1,875,000	0	0.00%
DONATIONS	3,550,000	0	0.00%
FACILITIES FEE	2,079,000	1,110,260	53.40%
TOTAL REVENUE	16,023,000	6,325,751	39.48%
EXPENSES:			
MAINTENANCE & OTHER	2,506,000	617,805	24.65%
FIELDHOUSE RENOVATIONS	5,100,000	826,593	16.21%
ATC RENOVATION	5,367,250	2,400	0.04%
DOORS/POS Project	1,593,250	15,356	0.96%
MABLE-ENGLE	2,500,000	0	0.00%
LETTINGA	1,500,000	0	0.00%
PRESCHOOL BUILDING	50,000	9,317	18.63%
TRANSFERS TO DEBT FUND	7,386,258	0	0.00%
TOTAL EXPENSES	26,002,758	1,471,471	5.66%
NET REVENUE (EXPENSE)	(9,979,758)	4,854,280	

PLANT FUND - DEBT RETIREMENT FUND
2018-2019 BUDGET

	2018/19 BUDGET	2018/19 ACTUAL 9/30/2018
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,986,568	0
TRANSFER FROM PLANT - GENERAL	5,399,690	0
TOTAL REVENUE	7,386,258	0
EXPENSE		
2009 ISSUE		
PRINCIPAL	600,000	0
INTEREST	517,263	0
OTHER EXPENSE	750	0
TOTAL EXPENSE	1,118,013	0
2012 ISSUE - REFUNDING		
PRINCIPAL	505,000	0
INTEREST	73,006	0
OTHER EXPENSE	100	0
TOTAL EXPENSE	578,106	0
2012 ISSUE - FACILITIES		
PRINCIPAL	1,100,000	0
INTEREST	886,468	0
OTHER EXPENSE	0	0
TOTAL EXPENSE	1,986,468	0
2013 ISSUE		
PRINCIPAL	535,000	0
INTEREST	53,600	0
OTHER EXPENSE	450	0
TOTAL EXPENSE	589,050	0
2016 ISSUE - 2006 REFUNDING		
PRINCIPAL	1,615,000	0
INTEREST	16,958	0
OTHER EXPENSE	0	0
TOTAL EXPENSE	1,631,958	0
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,370,000	0
INTEREST	132,322	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	1,502,822	0
GRAND TOTAL EXPENSE	7,406,416	0

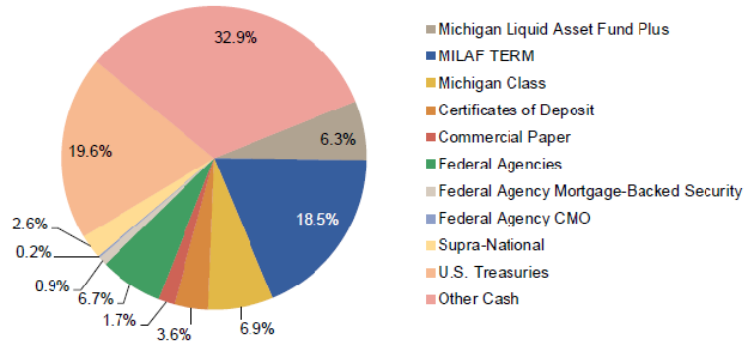
For the Month Ended September 30, 2018

GRAND RAPIDS COMMUNITY COLLEGE

Total Cash and Investments

**Grand Rapids Community College
Aggregate Cash and Investments
As of September 30, 2018**

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$6,152,925	6.3%
MILAF TERM	\$18,000,000	18.5%
Michigan Class	\$6,734,908	6.9%
Certificates of Deposit	\$3,502,831	3.6%
Commercial Paper	\$1,688,637	1.7%
Federal Agencies	\$6,537,125	6.7%
Federal Agency Mortgage-Backed Security	\$917,458	0.9%
Federal Agency CMO	\$180,762	0.2%
Supra-National	\$2,485,258	2.6%
U.S. Treasuries	\$19,057,44	19.6%
Other Cash	\$32,050,671	32.9%
Total	\$97,308,015	100.0%



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

PFM Asset Management LLC

Motion made by Trustee Sanchez, supported by Trustee Stewart to approve consent items as presented. Motion carries 6-0.

ACTION ITEMS

M. Purchases over \$100,000 (ACTION ITEMS)

a. General Fund

No purchases for September 2018.

b. Other Special Funds

No purchases for September 2018.

ACCOUNTS:

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 Sanchez, supported by Trustee Bruinsma to approve the above items as presented. Motion carries 6-0.

N. Capital Outlay Submission

- The annual capital outlay submission was presented by Lisa Freiburger. Motion by Trustee Bruinsma, supported by Trustee Bristol to approve the annual capital outlay submission as presented. Motion carries 6-0.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

- Trustee Bruinsma commended our IT department for their attention to cyber security, as last year in the audit report there was mention of possible issues and this year nothing.
- Trustee Bristol reminded everyone of the Music Departments concert offerings, stating the “Ghoulfest” on the 19th at St. Cecilia Music Center will be wonderful. Students get in free with a current ID.

IX. ADJOURNMENT

The Board adjourned at 5:08 p.m.

No further business was discussed.

Secretary