

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS

MONDAY, FEBRUARY 17, 2020

I. ORDER OF BUSINESS

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

- A. Present: Brame, Bristol, Bruinsma, Crosby, Siegel, and Chairperson Koetje – 6
Absent: Bailey - 1
- B. Introduction of Guests – None at this time.
- C. Review and Approval of Agenda to include additions, deletions, or corrections.
 - Motion by Trustee Bristol, seconded by Trustee Bruinsma to approve the agenda as presented. Motion carries 6-0.
- D. Open Comments
 - None at this time.
- E. Special Order of Business (New Business)
 - Chairperson Koetje swore in new GRCC Officer Zachary Penniman-Sieplinga.
 - Chief Whitman presented Officer Ford and Officer Ruiz with the Life Saving Award.
 - Public Safety Committee – Chief Whitman presented.
Motion by Trustee Bruinsma, seconded by Trustee Crosby to approve Public Safety committee as presented. Motion carries 6-0.
 - 2019-20 Mid-Year Budget Review – Lisa Freiburger and Nathaniel Lloyd presented.
Motion by Trustee Bristol, seconded by Trustee Siegel to approve 2019-20 Mid-Year Budget Review as presented. Motion carries 6-0.

II. MONITORING REPORTS

- F. Report (s)
 - Finance Update – Lisa Freiburger presented.

III. UPDATES

- G. Student Report – None at this time.
- H. Foundation Update – None at this time.

I. Board Chair Report – None at this time.

J. President's Update – Bill Pink, Ph.D.

Dr. Pink thanked the Trustees for taking time to attend the Legislative Luncheon with State Representatives and showing their support of the work at the institution. He also said he was looking forward to the Giants Gala and honoring several community members.

K. Faculty Association Update – None at this time.

IV. COMMUNITY CONNECTIONS

L. Communications to the Board – Thank You note from family of Jackson Day previous employee and board member.

V. CONSENT ITEMS

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

- Minutes from November 18, 2019 Board Meeting & Work Session, January 6, 2020 Work Session
- **Grants awarded to GRCC**
The GRCC Early Childhood Learning Laboratory was awarded **Kent County Early Childhood Millage** funding totaling **\$671,553**. Funds will support the continuation of the Early Learning Communities play and learn groups, as well as an expansion to additional sites that will offer year-round play and learn groups. Early Learning Communities play and learn groups provide free, weekly 90-minute programs at community sites. Play and learn groups are open to parents and caregivers of children aged birth-5 years and they provide developmentally-appropriate play activities to enrich the early learning experience of young children, which supports kindergarten readiness. Play and learn groups also provide parents and caregivers with ideas to replicate at home to extend learning outside of scheduled play group.
- **The Douglas & Maria DeVos Foundation** awarded a grant of **\$240,000** in support of the 2020 Summer Learning Academy, which will serve 100 rising sophomore high school students. Students will be given initial cognitive assessments and assigned to a success navigator. Using a college preparation theme, ALEKS will be used to deliver math instruction. College visits and career exploration activities will also be provided.

PERSONNEL REPORT

(Includes in-process transactions 11/12/2019 through 2/10/2020)

WELCOME TO GRCC

Zachary Penniman

Campus Police, GRCC Campus Police Officer
Department: GRCC Campus Police Department
Effective Date: 11/25/2019

John Leonard

Custodian I, Facilities
Department: GRCC Facilities
Effective Date: 12/2/2019

Daniel Walsh

Support Professional, Enrollment Management
Department: Enrollment Management
Effective Date: 12/9/2019

Tyler Kaines

HVACR Technician, Maintenance
Department: Maintenance
Effective Date: 12/9/2019

Julie Finlayson

Utility Supervisor
Department: Secchia Institute for Culinary
Education
Effective date: January 13, 2020

Leticia Lopez

Student Success Coach
Department: Student Success Center
Effective date: January 6, 2020

JoAnn Wisnewski

Support Professional, Business Department
Department: Business
Effective date: January 13, 2020

Sierra Stoeper

Assistant Softball Coach
Department: Athletics
Effective date: January 13, 2020

CONGRATULATIONS ON YOUR NEW POSITION

Antoinette Harrington

Transfer from: Support Professional, Library and Learning Commons
Transfer to: Support Professional, Associate Dean's Office, Student Success and Retention
Effective Date: 12/9/2019

Jose Mora

Transfer from: Support Professional, Enrollment Center
Transfer to: Admissions and Enrollment Senior Recruiter & New Student Orientation Coordinator
Effective Date: 12/2/2019

Juan Cisneros Fonseca

Transfer from: Contingent
Transfer to: Support Professional, Job Training
Effective Date: 11/25/2019

Erin Busscher

Transfer from: Assistant Professor, Academic Advisor, Academic Advisor & Transfer Center
Transfer to: Program Director/ Assistant Professor, Academic Advisor & Transfer Center
Effective Date: 11/18/2019

Patrick Kamau

Transfer from: Interim Program Director
Transfer to: Associate Professor, Academic Advisor
Effective Date: 11/18/2019

Mary Jo Chisholm

Transfer from: Programmer Analyst
Transfer to: Director of Enterprise Systems
Effective date: February 3, 2020

Paul Parks
Transfer from: APSS, Admissions & Enrollment Center Testing Proctor
Transfer to: APSS, Admissions & Enrollment Center
Effective date: February 3, 2020

Joshua Engwall

Transfer from: Student Employee
Transfer to: Information Technology Customer Service
Effective date: January 27, 2020

Jaqueline Araiza

Transfer from: Contingent
Transfer to: Support Professional, College Success Center
Effective date: February 3, 2020

Jessica Blanford

Transfer from: Contingent
Transfer to: Support Professional, Occupational Support
Effective date: January 13, 2020

Maria McKee

Transfer from: Temp/Professional Tutor
Transfer to: Interim Tutorial Coordinator
Effective date: January 13, 2020

Daniel Sullivan

Transfer from: Tutorial Coordinator, Academic Support & Tutoring Services
Transfer to: Interim Associate Dean of Faculty Evaluation & Hiring, School of Workforce Development
Effective date: January 13, 2020

THANK YOU FOR YOUR SERVICE

Separation:
Grace Blanchard

Support Professional, Training Solutions
Effective date: February 2, 2020

Amanda Vanderhill
Education Training Specialist, Training
Solutions
Effective date: February 4, 2020

Timothy Koets
Professor, Computer Information Systems
Effective date: January 28, 2020

Meegan Willi
Instructional Technologist Designer,
Instructional Support
Effective date: January 23, 2020

Jeff Kissinger
Senior Project Manager, Information
Technology-Project Management Office
Effective date: January 24, 2020

Jimmie Baber
Associate Dean of Faculty,
Workforce Development
Effective date: January 3, 2020

Joseph Courtade
Student Success Coach, College Success Center
Effective date: December 7, 2019

Angela Long
Academic Advisor, Academic Advising &
Transfer Center
Effective date: November 25, 2019

Retirement:

Laura Moody
Professor, Nursing
Effective date: June 21, 2020

Elizabeth LaPonsie
Preschool Instructor, Early Childhood Learning
Laboratory
Effective date: June 27, 2020

JaneAnn Benson
Director, Early Childhood Learning Laboratory
Effective date: May 2, 2020

Stephan Henkelman
Assistant Professor, Job Training
Effective date: January 10, 2020

Financial Transactions

(January 1 - 31, 2020)

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

a. General Fund

- 1) Purchase order issued to provide payment for a post-secondary education eLearning lease (web-based modules for eLearning geared towards technical trades – electronics, HVAC, CAD, etc.).

Requestor: Jeff Vanderveen – Information Technology

Expenditure: \$25,000.00

Disposition: Recurring Purchase

Supplier: Applied Technology Systems, LLC.

Kentwood, MI

Bid: No, single source.

- 2) Purchase order issued to provide commencement media services – (media, lighting, setup, onsite production, etc.).

Requestor: Tina Hoxie – Student Affairs

Expenditure: \$28,585.22

Disposition: Recurring Purchase

Supplier: Corporate Live, Inc.

Franklin, MI

Bid: Yes, RFP 1819-3279, previously reported.

b. Other Special Funds

No purchases to report for January 2020.

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.

GRAND RAPIDS COMMUNITY COLLEGE
2019-2020 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED JANUARY 31, 2020

GENERAL OPERATING	ADOPTED BUDGET	2019/2020 ACTUAL 1/31/2020	PERCENTAGE
REVENUE:			
TUITION	43,178,645	39,784,276	92.14%
FEES	6,661,291	5,580,607	83.78%
PROPERTY TAX	34,000,000	32,136,176	94.52%
STATE AID	26,996,393	10,508,423	38.93%
INTEREST	800,000	981,245	122.66%
MISCELLANEOUS	1,915,000	594,691	31.05%
TOTAL REVENUE	113,551,329	89,585,418	78.89%
EXPENSE:			
SALARIES:			
INSTRUCTION	31,956,798	14,359,548	44.93%
COUNSELING	1,537,420	576,492	37.50%
LIBRARIAN	562,739	255,282	45.36%
ADMINISTRATION	5,368,539	2,931,948	54.61%
ADMINISTRATIVE SUPPORT	1,100,413	588,380	53.47%
TECHNICAL SUPPORT	8,606,476	4,519,546	52.51%
SECRETARIAL	4,595,482	2,379,114	51.77%
BLDG OPERATIONS	4,235,167	2,216,460	52.33%
STUDENT ASSISTANT	1,293,964	550,729	42.56%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	58,756,998	28,377,499	48.30%
NON-SALARY:			
FRINGE BENEFITS	34,176,473	15,223,559	44.54%
CONTRACTED SERVICE	4,934,635	2,672,012	54.15%
SUPPLIES & REPAIRS	4,993,333	2,173,574	43.53%
UTILITIES & RENT	4,005,000	1,558,837	38.92%
TRANSFERS	2,362,966	484,593	20.51%
OTHER COSTS	3,023,409	1,121,193	37.08%
EQUIPMENT	275,063	105,776	38.46%
CONTINGENCY	280,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	53,550,879	23,339,544	43.58%
TOTAL EXPENSE	112,307,877	51,717,043	46.05%
NET REVENUE (EXPENSE)	1,243,452	37,868,375	

GRAND RAPIDS COMMUNITY COLLEGE
2019-2020 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED JANUARY 31, 2020

	MONTHLY ACTIVITY 1/31/20	MONTHLY ACTIVITY 1/31/19	YEAR-TO- DATE 1/31/20	YEAR-TO- DATE 1/31/19
REVENUE:				
TUITION	920,700	755,591	39,784,276	40,515,712
FEES	238,062	146,807	5,580,607	5,622,815
PROPERTY TAX	579,819	573,625	32,136,176	30,811,903
STATE AID	2,618,282	2,456,946	10,508,423	10,412,782
INTEREST	162,943	85,696	981,245	582,192
MISCELLANEOUS	29,423	96,481	594,691	674,935
TOTAL REVENUE	4,549,229	4,115,146	89,585,418	88,620,339
EXPENSE:				
SALARIES:				
INSTRUCTION	1,476,047	1,966,355	14,359,548	14,830,000
COUNSELING	90,087	122,879	576,492	714,738
LIBRARIAN	36,606	37,347	255,282	267,711
ADMINISTRATION	415,569	382,286	2,931,948	2,775,811
ADMINISTRATIVE SUPPORT	83,830	97,090	588,380	581,765
TECHNICAL SUPPORT	640,970	627,079	4,519,546	4,391,843
SECRETARIAL	311,635	316,119	2,379,114	2,278,566
BLDG OPERATIONS	317,491	313,057	2,216,460	2,227,573
STUDENT ASSISTANT	46,941	49,115	550,729	555,805
TOTAL SALARIES	3,419,176	3,911,327	28,377,499	28,623,812
NON-SALARY:				
FRINGE BENEFITS	1,817,561	1,915,269	15,223,559	15,325,644
CONTRACTED SERVICES	427,032	477,174	2,672,012	2,451,840
SUPPLIES & REPAIRS	293,214	309,801	2,173,574	2,110,641
UTILITIES & RENT	303,703	189,183	1,558,837	1,606,173
TRANSFERS	185,435	22,056	484,593	599,338
OTHER COSTS	225,993	127,326	1,121,193	905,958
EQUIPMENT	3,561	13,176	105,776	49,948
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,256,499	3,053,985	23,339,544	23,049,542
TOTAL EXPENSE	6,675,675	6,965,312	51,717,043	51,673,354
NET REVENUE (EXPENSE)	(2,126,446)	(2,850,166)	37,868,375	36,946,985

GRAND RAPIDS COMMUNITY COLLEGE
2019 - 2020 DESIGNATED FUND BUDGET REPORT
FOR PERIOD ENDING JANUARY 31, 2020

DESIGNATED	2019 - 2020		
	ADOPTED BUDGET	ACTUAL 1/31/20	PERCENTAGE
REVENUE:			
CONTRACTED TRAINING	2,239,500	1,366,728	61.03%
OTHER MISCELLANEOUS LOCAL	771,930	232,333	30.10%
TOTAL REVENUE	3,011,430	1,599,061	53.10%
EXPENSES:			
SALARIES			
INSTRUCTION	223,300	174,244	78.03%
ADMINISTRATION	426,901	173,906	40.74%
CUSTODIANS & SECURITY	25,500	11,994	47.03%
SECRETARIAL	21,564	10,391	48.19%
STUDENT ASSISTANTS	6,105	1,632	26.72%
TOTAL SALARIES	703,370	372,166	52.91%
NON-SALARY			
FRINGE BENEFITS	274,552	139,722	50.89%
CONTRACTED SERVICES	1,222,216	897,152	73.40%
SUPPLIES & REPAIRS	982,753	326,319	33.20%
UTILITIES & RENTALS	3,150	1,712	54.35%
CAPITAL OUTLAY	22,200	1,926	8.68%
TRANSFERS	(149,466)	(95,684)	64.02%
OTHER	81,807	34,143	41.74%
TOTAL NON-SALARY	2,437,212	1,305,291	53.56%
TOTAL EXPENSE	3,140,582	1,677,457	53.41%
NET REVENUE (EXPENSE)	(129,152)	(78,396)	

GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - GENERAL
FOR PERIOD ENDED Jan 31, 2020

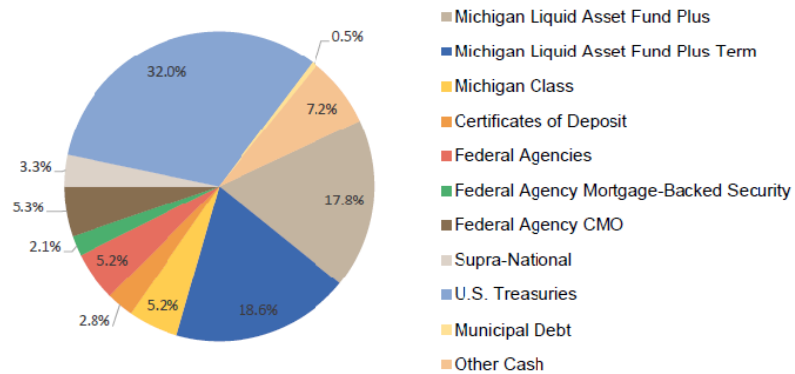
	ADOPTED BUDGET	ACTUAL 1/31/20	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,774,000	8,557,413	97.53%
INVESTMENT INTEREST	0	498,000	0.00%
TRANSFER FROM GENERAL FUND	1,125,000	0	0.00%
DONATIONS	2,500,000	0	0.00%
FACILITIES FEE	2,017,000	2,059,860	102.12%
TOTAL REVENUE	14,416,000	11,115,273	77.10%
EXPENSES:			
MAINTENANCE & OTHER	2,523,500	1,238,424	49.08%
ATC RENOVATION	4,367,250	2,648,942	60.65%
RJF RENOVATION	1,000,000	0	0.00%
LAKE SHORE	0	50,200	0.00%
MABLE-ENGLE	2,400,000	1,239,790	51.66%
LETTINGA	1,500,000	1,054,134	70.28%
FIELDHOUSE RENOVATIONS	0	37,389	0.00%
OTHER PROJECTS	950,000	853,382	89.83%
TRANSFERS TO DEBT FUND	5,495,000	0	0.00%
TOTAL EXPENSES	18,235,750	7,122,260	39.06%
NET REVENUE (EXPENSE)	(3,819,750)	3,993,013	

PLANT FUND - DEBT RETIREMENT FUND
2019-20 BUDGET

	2019/20 BUDGET	2019/20 ACTUAL 1/31/2020
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,986,468	0
TRANSFER FROM PLANT - GENERAL	3,508,532	0
TOTAL REVENUE	5,495,000	0
EXPENSE		
2009 ISSUE		
PRINCIPAL	0	0
INTEREST	0	(4,282)
OTHER EXPENSE	0	0
TOTAL EXPENSE	0	(4,282)
2012 ISSUE - REFUNDING		
PRINCIPAL	505,000	0
INTEREST	52,806	26,403
OTHER EXPENSE	100	0
TOTAL EXPENSE	557,906	26,403
2012 ISSUE - FACILITIES		
PRINCIPAL	1,155,000	0
INTEREST	831,468	415,734
OTHER EXPENSE	0	0
TOTAL EXPENSE	1,986,468	415,734
2013 ISSUE		
PRINCIPAL	535,000	0
INTEREST	42,900	21,450
OTHER EXPENSE	450	0
TOTAL EXPENSE	578,350	21,450
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,350,000	0
INTEREST	89,718	44,859
OTHER EXPENSE	500	0
TOTAL EXPENSE	1,440,218	44,859
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	505,000	0
INTEREST	408,819	244,194
OTHER EXPENSE	500	0
TOTAL EXPENSE	914,319	244,194
GRAND TOTAL EXPENSE	5,477,260	748,358

**Grand Rapids Community College
Aggregate Cash and Investments
As of January 31, 2020**

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$16,213,037	17.8%
Michigan Liquid Asset Fund Plus Term	\$17,000,000	18.6%
Michigan Class	\$4,768,096	5.2%
Certificates of Deposit	\$2,573,625	2.8%
Federal Agencies	\$4,714,336	5.2%
Federal Agency Mortgage-Backed Security	\$1,912,521	2.1%
Federal Agency CMO	\$4,795,770	5.3%
Supra-National	\$2,997,373	3.3%
U.S. Treasuries	\$29,234,553	32.0%
Municipal Debt	\$488,784	0.5%
Other Cash	\$6,596,312	7.2%
Total	\$91,294,416	100.0%



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

PFM Asset Management LLC

Motion made by Trustee Bruinsma and Supported by Trustee Crosby to approve consent items as presented. Motion carries 6-0.

VI. ACTION ITEMS

N. Purchasing Items over \$100,000

a. General Fund

No purchases for January 2020.

b. Other Special Funds

- 1) Request permission to issue purchase order for HAAS vertical Machining Center for GRCC Machine Tool Lab.

Requestor: Jeff Danner – Workforce Development

Expenditure: \$185,637.00 (51-2821 & 42-2821)

Disposition: New Purchase

Supplier: Gerotech, Inc.

Flat Rock, MI

Source of Funds: Perkins Grant & Plant Fund

Bid: No, single source.

- 2) Request permission to issue purchase order construction management services for the renovation of the ATC open computer labs.

Requestor: Jim VanDokkumburg - Facilities

Expenditure: \$656,367.00 (42-2330)

Disposition: Construction Purchase

Supplier: Triangle Associates

Grand Rapids, MI

Source of Funds: Plant Fund

Bid: Yes, RFP #1718-9103B,
(RFP number previously reported in November 2017)

NOTE: Below purchases were previously approved in December by Chairperson Koetje & President Pink as there was no December meeting held.

- 1) Request permission to issue blanket purchase order change notice for the training of LG Chem employees. Order increased \$310,000.00; from \$600,000.00 to \$910,000.00. (previously approved - for reporting purposes only)

Requestor: Julie Parks – Workforce Development

Expenditure: \$310,000.00/\$910,000.00 (15-2271)

Disposition: New Purchase

Supplier: SDI Consulting

Grand Rapids, MI

Source of Funds: Designated Fund

Bid: No, single source.

- 2) Request permission to issue blanket purchase order change notice for the training of LG Chem employees. Order increased \$387,500.00; from \$750,000.00 to \$1,137,500.00. *(previously approved - for reporting purposes only)*

Requestor: Julie Parks – Workforce Development

Expenditure: \$387,500.00/\$1,137,500.00 (51-2218)

Disposition: New Purchase

Supplier: The Right Place
Grand Rapids, MI

Source of Funds: Michigan Job Training Grant

Bid: No, single source.

- 3) Request permission to issue purchase orders for the renovation of Raleigh J. Finkelstein Hall. *(previously approved - for reporting purposes only)*

Requestor: Jim Vandokkumburg – Facilities

Expenditure: \$15,000,000.00 NTE (42-2810)

Disposition: Construction Purchase

Supplier: TowerPinkster/AE
Grand Rapids, MI

Christman/CM
Grand Rapids, MI

Various Vendors

Source of Funds: Plant Fund

Bid: Yes, RFP #1920-8133 & RFP #1920-9105.

- 4) Request permission to issue purchase order for the creation and renovation of the Holland Lakeshore Campus. *(previously approved - for reporting purposes only)*

Requestor: Jim Vandokkumburg – Facilities

Expenditure: \$12,000,000.00 NTE (42-2810)

Disposition: Construction Purchase

Supplier: GMB Architecture + Engineers/AE

Holland, MI

Christman Company/CM

Grand Rapids, MI

Various Vendors

Source of Funds: Plant Fund

Bid: Yes, RFP #1415-6211 (previously reported) and **RFP #1920-12026.**

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 Bristol, seconded by Trustee Bruinsma to approve action items as presented. Motion carries 6-0.

VII. Open Comment – Brandon Sinclair, alumni and current employee is running for State Representative in the 73rd District. He welcomed questions after the meeting and said he would like to serve as a point of contact. His email is **info@brandonsinclair.com** and website brandonsinclair.com

VIII. FINAL BOARD COMMENTS

Trustee Brame, said he was once again “blown away” by the Creating Connections event. The stories and students are truly amazing, he left feeling his “cup is filled as there was so much energy and potential in the room.

Trustee Siegel, thanked Kathy Mullins for the Creating Connections event and did not want the exemplary faculty and staff that make difference in students lives. Noting one of the scholarship recipients that spoke and gave thanks to her professor, Dr. Greg Forbes for supporting her.

IX. ADJOURNMENT

Adjourned – 4:49 PM