

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, MARCH 21, 2022

I. ORDER OF BUSINESS

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

- A. Present: Brame, Bristol, Bruinsma, Lopez, Lovelady Mitchell, Siegel, Williams, and Chairperson Koetje – 7

- B. Introduction of Guests – Trustee Brame gave a shout out to his father that had joined online, wishing him a Happy Birthday!
President Pink asked Lyanne Selberg to come to the podium to introduce the 2022 All Michigan Academic Team, Brent Yacks, Ramesh Kafeley, and Amela Puskar.

- C. Review and Approval of Agenda to include additions, deletions, or corrections.
 - Motion was made by Chairperson Koetje, seconded by Trustee Williams to approve the addition to the agenda as presented. Motion carries 7-0.

- D. Open Comments
 - None at this time.

- E. Special Order of Business (New Business)
 - 2022- Public Safety Committee – Chief Whitman presented.
Motion made by Trustee Brame, seconded by Trustee Bruinsma to approve the committee as presented. Motion carries 7-0.

 - Property Taxes & State Revenue – Lisa Freiburger presented.
Motion by Trustee Bruinsma, seconded by Trustee Siegel to approve Property Taxes & State Revenue as presented. Motion carries 7-0.

II. MONITORING REPORTS

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

- Completion & Transfer Report – Jennifer Knauf & Bill Faber presented.

III. UPDATES

- G. Student Report – Brendan Burke, Student Alliance President presented the many events that the group hosted or took part in around Homecoming 2022
- H. Foundation Update – Kathy Mullins presented an update that included over 1340 scholarships were granted this academic year totaling \$127,000 dollars. Mullins also shared that this years Creating Connections Breakfast would be April 22nd and the 2022 Scholarfest event will be September 15th to honor Dr. Juan Olivarez.
- I. Board Chair Report – None at this time.
- J. President’s Update – Bill Pink, Ph.D.
Dr. Pink announced the 2022 Commencement keynote speaker would be former President and CEO of The Right Place, Birgit Klohs. He went on to mention that Governor Whitmer was at the MTEC to hold a press conference, stating it is always good to know that when the Governor is in town she thinks of GRCC.
- K. Faculty Association Update – None at this time.

IV. COMMUNITY CONNECTIONS

- L. Communications to the Board – The board received a letter from a student in regards to encouraging epilepsy training to faculty and staff.
- M. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from February 21, 2022 Board Meeting
 - No Grants received for February 1 – 28, 2022.

PERSONNEL REPORT

GRCC Employees on the Move from February, 1 2022 – March, 1 2022

WELCOME TO GRCC

David Jost
Custodians, Custodian I
Effective date: February 21, 2022

Matthew Butterfield
Student Financial Services, Support Professional
Effective date: February 14, 2022

Sydney Plaggemars
Training Solutions, Job Developer-Job Corp Scholars
Effective date: February 28, 2022

Thomas Maier
Custodians, Custodian I
Effective date: February 28, 2022

Tina Watson
Custodians, Custodian I
Effective date: January 31, 2022

Chrystal Green
Custodians, Custodian I
Effective date: January 31, 2022

CONGRATULATIONS ON YOUR NEW POSITION

Transfer:

Tamika Dudley
Transfer to: Academic Testing Center, Support Professional-Evening & Weekend Testing Proctor
Transfer from: Academic Testing Center, Contingent
Effective date: March 7, 2022

Shawn Hassani
Transfer to: Enrollment Center, Support Professional, One Stop Specialist-Financial Aid
Transfer from: Academic and Development Support Services, Contingent
Effective date: March 7, 2022

Meighan Taylor
Transfer to: Education & Child Development, Early Learning Coach Play & Learn
Transfer from: Contingency, Early Childhood Learning Lab
Effective date: February 28, 2002

Adriana Morris
Transfer to: Student Affairs, Support Professional, TRIO Educational Opportunities Center
Transfer from: Student Affairs, Contingent
Effective date: February 21, 2002

Anesa Behrem
Transfer to: Biological Science, Instructional Laboratory Coordinator
Transfer from: Biological Science, Lab Assistant
Effective date: February 21, 2022

Jaqueline Araiza
Transfer to: Admissions, Admissions & Enrollment Coordinator-Lakeshore
Transfer from: Support Professional, Student Financials Services
Effective date: February 14, 2022

Jyson Beasley Jr.
Transfer to: Music Center, Custodian II
Transfer from: Ford Fieldhouse, Custodian II
Effective date: February 28, 2022

Glenn Fox
Transfer to: Early Childhood Learning Lab, Custodian II
Transfer from: Music Center, Custodian II
Effective date: February 28, 2022

THANK YOU FOR YOUR SERVICE

Separation:

Karen Hayes
Early Childhood Learning Lab, Assistant to the
Preschool Instructor
Effective date: March 5, 2022

Mark Boverhof
Custodians, Custodian II
Effective date: February 18, 2022

Retirement:

Charles Olawsky
Secchia Institute for Culinary, Professor
Effective date: December 24, 2022

Leann Garrison
Language and Thought, Support Professional
Effective date: February 10, 2022

Daniel Clark
Academic Outreach, Dean of Academic Outreach,
Lakeshore
Effective date: July 1, 2022

Rebecca Yoder
Conference Services, Applied Technology Center
Facility Manager
Effective date: July 15, 2022

Maureen Milarch
Preschool Lab, Assistant Director and Preschool Instructor

July 1, 2022 Financial Transactions

(February 1 - 28, 2022)

1. **1. Purchases \$25,000-\$100,000**
a. **General Fund**

None for February 2022

b. **Other Special Funds**

- 1) Purchase order issued to provide payment of the Diversity Lecture Series speaker fee – Nikole Hannah-Jones, January 31, 2022.

Requestor: B. Afeni McNeely Cobham – ODEI
Expenditure: \$25,000.00 (2359-15)
Disposition: New Purchase
Supplier: The Lavin Agency, Inc.
Derry, NH
Source of Funds: Designated Fund
Bid: No, single source purchase.

- 2) Purchase order issued to provide construction manager services for the replacement of west elevation Raleigh J. Finkelstein Hall exterior doors.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$26,995.66 (2810-42)
Disposition: Replacement Purchase
Supplier: BCI Construction LLC
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP1920-5226, previously reported.

- 3) Purchase order issued to provide steam trap replacements, campus wide.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$29,950.00 (2330-42)
Disposition: Replacement Purchase
Supplier: Mall City Mechanical Inc.
Kalamazoo, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 1819-8137I, previously reported.

- 4) Purchase order issued to provide engineering design, construction documents, bidding, and construction administration required to repave the Tassell MTEC parking lot and drives.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$32,000.00 (2331-14)

Disposition: Replacement Purchase
Supplier: Bergmann Associates
Grand Rapids, MI
Source of Funds: Auxiliary Fund
Bid: Yes, RFP 1920-4259, previously reported.

- 5) Purchase order issued to provide a Kubota worksite utility vehicle, required for snow and salting purposes.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$32,531.36 (2330-42)
Disposition: New Purchase
Supplier: Kent Equipment
Sparta, MI
Source of Funds: Plant Fund
Bid: No, Sourcewell consortium purchase.

- 6) Purchase order issued to provide evaluation and data tracking services for the GEAR UP program, year 4.

Requestor: Steve Beauclair – GEAR UP
Expenditure: \$33,400.00 (2273-51)
Disposition: Continued Purchase
Supplier: Vela Institute, Inc.
Boone, NC
Source of Funds: Federal GEAR UP Grant
Bid: No, single source purchase.

- 7) Purchase order issued to provide initial design of LG Energy/MNJTP training maps.

Requestor: Julie Parks – Workforce Development
Expenditure: \$37,500.00 (2218-51)
Disposition: New Purchase
Supplier: The Right Place
Grand Rapids, MI
Source of Funds: Michigan Jobs Training Grant
Bid: No, single source purchase.

- 8) Purchase order issued to provide short circuit, coordination and Arc Flash studies at Raleigh J. Finkelstein and Peter & Pat Cook Academic Halls.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$45,900.00 (2330-42)
Disposition: New Purchase
Supplier: Circuit Electric
Byron Center, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 2122-12010F.

9) Purchase order issued to provide DELL Latitude laptop computers for Learning Resource Center – loaner units for students.

Requestor: Jeff Vanderveen – Information Technology

Expenditure: \$50,090.25 (2822-51)

Disposition: New Purchase

Supplier: CDW G

Vernon Hills, IL

Source of Funds: ARP/HEERF III (American Rescue Plan/Higher Education Emergency Relief Fund) Grant

Bid: Yes, RFP 1920-12028, previously reported.

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
 2021-2022 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2022

	MONTHLY ACTIVITY 2/28/22	MONTHLY ACTIVITY 2/28/21	YEAR-TO- DATE 2/28/22	YEAR-TO- DATE 2/28/21
REVENUE:				
TUITION	46,993	1,287,870	38,136,721	39,308,964
FEES	29,206	132,547	7,676,382	7,138,950
PROPERTY TAX	476,989	315,855	35,401,866	34,276,226
STATE AID	2,801,170	2,511,055	14,569,564	13,437,471
INTEREST	26,048	74,550	259,110	486,976
MISCELLANEOUS	29,522	681	632,324	476,259
TOTAL REVENUE	3,409,928	4,322,558	96,675,967	95,124,846
EXPENSE:				
SALARIES:				
INSTRUCTION	2,608,669	2,500,507	17,829,007	17,026,464
COUNSELING	138,443	126,302	687,995	844,546
LIBRARIAN	44,290	42,904	302,611	291,099
ADMINISTRATION	403,793	432,766	3,338,289	3,412,294
ADMINISTRATIVE SUPPORT	92,748	88,202	723,477	703,464
TECHNICAL SUPPORT	575,998	641,996	5,212,462	5,175,358
SECRETARIAL	355,959	320,955	2,625,283	2,569,137
BLDG OPERATIONS	305,316	307,101	2,711,252	2,271,436
STUDENT ASSISTANT	48,371	39,914	332,091	282,573
TOTAL SALARIES	4,573,587	4,500,647	33,762,467	32,576,371
NON-SALARY:				
FRINGE BENEFITS	3,586,005	2,938,839	19,593,777	18,780,368
CONTRACTED SERVICES	314,295	201,800	2,854,571	2,502,088
SUPPLIES & REPAIRS	340,529	258,255	2,934,246	2,351,008
UTILITIES & RENT	292,083	233,622	2,489,187	2,472,199
TRANSFERS	526,866	13,514	956,359	238,586
OTHER COSTS	188,013	117,086	954,980	762,256
EQUIPMENT	12,013	24,405	124,143	238,840
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	5,259,804	3,787,521	29,907,263	27,345,345
TOTAL EXPENSE	9,833,391	8,288,168	63,669,730	59,921,716
NET REVENUE (EXPENSE)	(6,423,463)	(3,965,610)	33,006,237	35,203,130

GRAND RAPIDS COMMUNITY COLLEGE
 2021-2022 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2022

GENERAL OPERATING	ADOPTED BUDGET	2021/2022 ACTUAL 2/28/2022	PERCENTAGE
REVENUE:			
TUITION	42,201,000	38,136,721	90.37%
FEES	8,425,000	7,676,382	91.11%
PROPERTY TAX	36,625,000	35,401,866	96.66%
STATE AID	30,549,000	14,569,564	47.69%
INTEREST	100,000	259,110	259.11%
MISCELLANEOUS	1,625,000	632,324	38.91%
TOTAL REVENUE	119,525,000	96,675,967	80.88%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,605,000	17,829,007	54.68%
COUNSELING	1,470,000	687,995	46.80%
LIBRARIAN	600,000	302,611	50.44%
ADMINISTRATION	5,640,000	3,338,289	59.19%
ADMINISTRATIVE SUPPORT	1,300,000	723,477	55.65%
TECHNICAL SUPPORT	8,630,000	5,212,462	60.40%
SECRETARIAL	4,720,000	2,625,283	55.62%
BLDG OPERATIONS	4,450,000	2,711,252	60.93%
STUDENT ASSISTANT	1,290,000	332,091	25.74%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	60,205,000	33,762,467	56.08%
NON-SALARY:			
FRINGE BENEFITS	35,861,000	19,593,777	54.64%
CONTRACTED SERVICE	5,004,355	2,854,571	57.04%
SUPPLIES & REPAIRS	5,470,758	2,934,246	53.64%
UTILITIES & RENT	4,384,768	2,489,187	56.77%
TRANSFERS	4,050,172	956,359	23.61%
OTHER COSTS	3,067,442	954,980	31.13%
EQUIPMENT	297,863	124,143	41.68%
CONTINGENCY	90,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	57,726,358	29,907,263	51.81%
TOTAL EXPENSE	117,931,358	63,669,730	53.99%
NET REVENUE (EXPENSE)	1,593,642	33,006,237	

GRAND RAPIDS COMMUNITY COLLEGE
 2021 - 2022 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING FEBRUARY 28, 2022

DESIGNATED	2021 - 2022		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 2/28/22	
REVENUE:			
CONTRACTED TRAINING	1,661,992	1,283,290	77.21%
OTHER MISCELLANEOUS LOCAL	632,468	145,665	23.03%
TOTAL REVENUE	2,294,460	1,428,956	62.28%
EXPENSES:			
SALARIES			
INSTRUCTION	419,938	318,284	75.79%
ADMINISTRATION	322,450	196,468	60.93%
CUSTODIANS & SECURITY	25,500	14,749	57.84%
SECRETARIAL	21,564	13,312	61.73%
STUDENT ASSISTANTS	13,605	0	0.00%
TOTAL SALARIES	803,057	542,813	67.59%
NON-SALARY			
FRINGE BENEFITS	261,409	154,097	58.95%
CONTRACTED SERVICES	849,714	502,203	59.10%
SUPPLIES & REPAIRS	934,468	470,503	50.35%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,100	1,109	5.02%
TRANSFERS	(560,172)	(506,116)	90.35%
OTHER	81,507	51,425	63.09%
TOTAL NON-SALARY	1,592,176	673,221	42.28%
TOTAL EXPENSE	2,395,233	1,216,034	50.77%
NET REVENUE (EXPENSE)	(100,773)	212,922	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Feb 28, 2022

	ADOPTED BUDGET	ACTUAL 2/28/22	PERCENTAGE
REVENUE:			
PROPERTY TAXES	9,700,000	9,423,250	97.15%
TRANSFER FROM GENERAL FUND	2,576,000	0	0.00%
DONATIONS	6,050,000	5,266,000	87.04%
STATE FUNDS (ATC PROJECT)	124,489	124,488	100.00%
FACILITIES FEE	1,987,000	1,890,630	95.15%
TOTAL REVENUE	20,437,489	16,704,368	81.73%
EXPENSES:			
MAINTENANCE & OTHER	4,081,000	1,315,289	32.23%
ATC RENOVATION	124,487	124,487	100.00%
RJF RENOVATION	3,900,000	3,606,537	92.48%
LAKESHORE RENOVATION	2,900,000	2,667,459	91.98%
SECCHIA PIAZZA PROJECT	6,050,000	2,112,293	34.91%
OTHER PROJECTS	1,160,000	247,999	21.38%
TRANSFERS TO DEBT FUND	4,010,000	0	0.00%
TOTAL EXPENSES	22,225,487	10,074,064	45.33%
NET REVENUE (EXPENSE)	(1,787,998)	6,630,304	

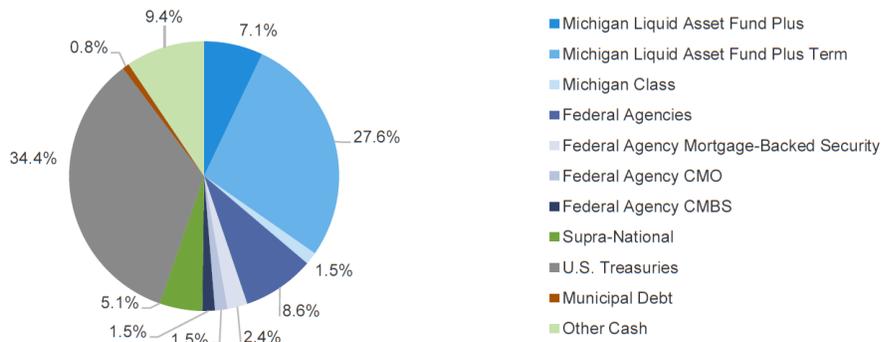
DEBT RETIREMENT FUND
2021-22 FISCAL YEAR

	BUDGET	ACTUAL 2/28/2022
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	945,150	0
TRANSFER FROM PLANT - GENERAL	3,064,850	0
TOTAL REVENUE	4,010,000	0
 EXPENSE		
2012 ISSUE - REFUNDING		
PRINCIPAL	200,000	0
INTEREST	12,406	6,203
OTHER EXPENSE	100	0
TOTAL EXPENSE	212,506	6,203
2012 ISSUE - FACILITIES		
PRINCIPAL	900,000	0
INTEREST	45,000	22,500
OTHER EXPENSE	150	0
TOTAL EXPENSE	945,150	22,500
2013 ISSUE		
PRINCIPAL	365,000	0
INTEREST	10,950	5,475
OTHER EXPENSE	450	0
TOTAL EXPENSE	376,400	5,475
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,275,000	0
INTEREST	31,238	15,619
OTHER EXPENSE	500	0
TOTAL EXPENSE	1,306,738	15,619
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	655,000	0
INTEREST	283,650	141,825
OTHER EXPENSE	500	0
TOTAL EXPENSE	939,150	141,825
2020 ISSUE - 2012 REFUNDING		
PRINCIPAL	0	0
INTEREST	228,476	114,238
OTHER EXPENSE	500	500
TOTAL EXPENSE	228,976	114,738
GRAND TOTAL EXPENSE	4,008,919	306,360

Aggregate Cash and Investments

Period Ended
February 28, 2022

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$8,439,235	7.1%
Michigan Liquid Asset Fund Plus Term	\$33,000,000	27.6%
Michigan Class	\$1,792,615	1.5%
Federal Agencies	\$10,313,760	8.6%
Federal Agency Mortgage-Backed Security	\$2,872,839	2.4%
Federal Agency CMO	\$1,769,506	1.5%
Federal Agency CMBS	\$1,782,778	1.5%
Supra-National	\$6,098,799	5.1%
U.S. Treasuries	\$41,070,976	34.4%
Municipal Debt	\$984,109	0.8%
Other Cash	\$11,278,461	9.4%
Total	\$119,403,077	100.0%



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

Motion made by Trustee Bruinsma and supported by Trustee Lopez to approve consent items as presented. Motion carries 7-0.

V. ACTION ITEMS

N. Purchasing Items over \$100,000

a. **General Fund**

No purchases for February 2022.

b. **Other Special Funds**

- 1) Request permission to issue purchase order to provide building envelope repairs and a roof coating for the Spectrum Theater. Treatment is expected to extend the roof life by 20 years, with a 20-year warranty.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$572,543.30 (2330-42)
Disposition: Construction Purchase
Supplier: Tremco/Weatherproofing Technologies
Beechwood, OH
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: No, E&I consortium purchase.

NOTE: Previously approved for reporting purposes only

- 2) Request permission to issue purchase order to provide better security and wireless coverage for students and staff.

Requestor: Donovan Wallace - LTS
Expenditure: \$244,464.20 (2821-51)
Disposition: New Purchase
Supplier: TRACE3
Charlotte, NC
Source of Funds: ARP/HEERF III (American Rescue Plan/Higher Education
Emergency Relief Fund) Grant
Bid: Yes, RFP 2122-2324.

ACCOUNTS:

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- 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 Siegel, seconded by Trustee Williams to approve action items as presented. Motion carries 7-0.

O. Tuition Rates 2022-2023 – Lisa Frieburger presented.

- Motion by Trustee Bruinsma, seconded by Trustee Williams to approve tuition increase of; \$1 dollar resident rate increase, \$2 dollar non-resident rate, and \$3 dollar out-of-state rate, with a one percent increase to preschool and tier rates for 2022-23 as presented. Motion carries 7-0

VI. Open Comment – Elizabeth Agee addressed the board in regards to epilepsy training, asking that they encourage faculty, staff, and especially campus police to take advantage of the free online-demand through the Epilepsy Foundation of America.

VII. FINAL BOARD COMMENTS – N/A

IX. ADJOURNMENT

Adjourned – 5:22 PM