

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, OCTOBER 21, 2019

I. ORDER OF BUSINESS

A. Meeting called to order at 4:16 p.m., Dave Koetje in the chair.

Present: Bailey, Bristol, Brame (via phone), Bruinsma, Crosby, Siegel, & Koetje, – 7

B. Introduction of Guests

- President Pink introduced Provost, Dr. Brian Knetl, stating this is his first board meeting and will be completing one month at the institution this week.

C. Review and Approval of Agenda

- Chairperson Koetje asked that the approval of the agenda.
Trustee Bailey made the motion to approve agenda, supported by Trustee Bristol. Motion carries 7-0.

D. Open Comments

- None at this time.

E. Special Order of Business

- 2018/19 Annual Audit was presented by Plante Moran.
 - Motion by Trustee Bristol, supported by Trustee Bruinsma to accept the audit as presented. Motion carries 7-0

II. MONITORING REPORTS

F. Report (s)

- Monitoring Report: Teaching and Learning – Presented by Sheila Jones, Dillon Carr, Bill Knapp, and Megan Lockard.

III. UPDATES

- G. Student Report
 - Student Alliance Update – None at this time.
- H. Foundation Update- Kathy Mullins presented Foundation Update and Lisa Dopke presented the Annual Report for 2018-19.
 - Board Chair Update – None at this time.
- I. President's Report – Dr. Pink shared the recent signing of the articulation agreement between GRCC and MSU. He also shared that the institution has been awarded a Title III five year 2.1 million grant from the U.S. Department of Education.
- J. Faculty Association Update – None at this time.

IV. COMMUNITY CONNECTIONS

- K. Communications to the Board
 - A Grand Rapids resident contacted the board in regards to how the property in Holland would be purchased.

V. CONSENT ITEMS

- L. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from September 16, 2019 Board Meeting
 - Grants GRCC received from September 1, 2019 to September 30, 2019.
 - **Grants awarded to GRCC**

GRCC was awarded a grant of \$79,567 from the U.S. Department for the Transportation for the Commercial Motor Vehicle Safety Training Program. Funding will be used to implement a CDL-A training program with public works partners.

GRCC was awarded a Title III, Strengthening Institutions grant of \$2,120,405 from the U.S. Department of Education. This five-year award will support an academic advising re-design.
 - **Grants awarded through partnerships**

GRCC, in partnership with Davenport University (lead applicant), was awarded a National Science Foundation CyberCorps Scholarships for Service grant. The program seeks to develop a superior cybersecurity workforce. The funds provide scholarships for students in cybersecurity programs. All scholarship recipients must work after graduation for a federal, state, local, or tribal government organization in a position related to cybersecurity for a period equal to the length of the scholarship. GRCC received \$476,986.

GRCC Employees on the Move through October 14, 2019

Please congratulate those who have moved and been promoted.

WELCOME TO GRCC

Miranda Larva

Support Professional, Disability Support Services Testing Proctor

Department: Disability Support Services

Effective Date: 10/ 7/2019

Julia Moore

GEAR UP Wyoming Navigator, Academic Outreach

Department: Academic Outreach

Effective Date: 9/16/2019

Matthew McCorkle

Assistant Basketball Coach, Athletics

Department: Athletic Department

Effective Date: 9/6/2019

Brian Knetl

Provost and Executive VP for Academic and Student Affairs

Department: Provost and Academic Affairs

Effective Date: 9/23/2019

Brianna Greenough

Support Professional, Ford Fieldhouse

Department: Ford Fieldhouse

Effective Date: 9/9/2019

CONGRATULATIONS ON YOUR NEW POSITION

Ann Isackson

Transfer from: Executive Director of Financial Aid

Transfer to: Associate Dean of Enrollment Management & Financial Aid

Effective Date: 10/28/2019

Tracey Lacy

Transfer from: Support Professional, Experiential Learning

Transfer to: Support Professional Media Technologies

Effective Date: 10/14/2019

Eleanor Simpson

Transfer from: Contingent

Transfer to: Support Professional, Communications

Effective Date: 10/14/2019

Sheena Weaver

Transfer from: Contingent, Professional Services

Transfer to: Support Professional, Student Life Office Manager

Effective Date: 9/23/2019

Kelsey McDonagh

Transfer from: Contingency

Transfer to: Assistant to Preschool Instructor, Preschool

Effective Date: 8/26/2019

THANK YOU FOR YOUR SERVICE

Separation:

Diana Miranda

Support Professional, Cashier's Office

Effective Date: 10/12/19

Retirement:

Bernadette Sutherlin

Utility Supervisor, Secchia Institute for Culinary Education

Effective Date: 12/14/2019

M. Financial Transactions (September 1 - 30, 2019)

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

a. General Fund

- 1) Purchase order issued to provide annual renewal for messaging/texting platform.

Requestor: Lori Cook – Enrollment Center

Expenditure: \$40,193.75

Disposition: Recurring Purchase

Supplier: Mongoose Research

Orchard Park, NY

Bid: No, single source.

- 2) Purchase order issued to provide payment for annual subscription fee for student forms.

Requestor: Ann Isackson – Financial Aid

Expenditure: \$79,030.00

Disposition: New Purchase

Supplier: CampusLogic, Inc.

Chandler, AZ

Bid: Yes, RFP 1920-7166.

b. Other Special Funds

- 1) Blanket purchase order change notice issued to provide student transportation connector services between Main and DeVos campuses. Order increased \$25,000.00; from \$105,000.00 to \$130,000.00.

Requestor: Vicki Janowiak – Operational Planning

Expenditure: \$25,000.00/\$130,000.00 (14-2271)

Disposition: New Purchase

Supplier: Interurban Travel Partnership

Grand Rapids, MI

Source of Funds: Auxiliary Fund

Bid: No, single source.

- 2) Blanket purchase order issued to provide payment for Goodwill sub recipient agreement for CNA training programs.

Requestor: Julie Parks – Workforce Development

Expenditure: \$32,500.00 (51-2585)

Disposition: New Purchase

Supplier: Goodwill Industries of Greater GR

Grand Rapids, MI

Source of Funds: America's Promise Grant

Bid: No, single source.

3) Purchase order issued to provide an Armstrong water heater for the Calkins Science Building.

Requestor:	Jim Vandokkumburg
Expenditure:	\$34,269.00 (42-2330)
Disposition:	Replacement Purchase
Supplier:	Galloup
	Wyoming, MI
Source of Funds:	Plant Fund
Bid:	No, single source.

**GRAND RAPIDS COMMUNITY COLLEGE
2019-2020 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2019**

	MONTHLY ACTIVITY 9/30/19	MONTHLY ACTIVITY 9/30/18	YEAR-TO- DATE 9/30/19	YEAR-TO- DATE 9/30/18
REVENUE:				
TUITION	3,522	(78,582)	21,885,959	22,348,192
FEES	68,780	151,214	3,193,888	3,180,714
PROPERTY TAX	9,917,538	10,486,297	18,669,678	19,497,970
STATE AID	-	-	-	54,810
INTEREST	287,433	72,080	297,265	72,080
MISCELLANEOUS	57,160	88,945	85,387	99,115
TOTAL REVENUE	10,334,433	10,719,954	44,132,177	45,252,882
EXPENSE:				
SALARIES:				
INSTRUCTION	2,123,517	2,127,865	3,247,550	3,292,439
COUNSELING	117,544	130,182	130,659	152,587
LIBRARIAN	44,441	46,850	68,860	71,602
ADMINISTRATION	408,983	391,608	1,063,714	1,067,723
ADMINISTRATIVE SUPPORT	81,575	71,766	217,922	199,100
TECHNICAL SUPPORT	643,454	625,190	1,602,709	1,559,180
SECRETARIAL	334,197	312,720	854,083	791,857
BLDG OPERATIONS	305,937	306,709	756,431	771,581
STUDENT ASSISTANT	85,227	80,479	220,094	220,284
TOTAL SALARIES	4,144,875	4,093,369	8,162,022	8,126,353
NON-SALARY:				
FRINGE BENEFITS	1,890,686	2,479,485	4,482,851	4,531,158
CONTRACTED SERVICES	512,611	368,164	1,253,373	1,133,938
SUPPLIES & REPAIRS	356,706	361,284	835,837	766,814
UTILITIES & RENT	274,035	234,024	600,181	615,972
TRANSFERS	69,711	35,866	163,564	35,866
OTHER COSTS	186,681	152,900	480,725	356,165
EQUIPMENT	20,540	3,233	77,145	10,723
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,310,970	3,634,956	7,893,676	7,450,636
TOTAL EXPENSE	7,455,845	7,728,325	16,055,698	15,576,989
NET REVENUE (EXPENSE)	2,878,588	2,991,629	28,076,479	29,675,893

GRAND RAPIDS COMMUNITY COLLEGE
 2019-2020 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED SEPTEMBER 30, 2019

GENERAL OPERATING	ADOPTED BUDGET	2019/2020 ACTUAL 9/30/2019	PERCENTAGE
REVENUE:			
TUITION	43,178,645	21,885,959	50.69%
FEES	6,661,291	3,193,888	47.95%
PROPERTY TAX	34,000,000	18,669,678	54.91%
STATE AID	26,996,393	-	0.00%
INTEREST	800,000	297,265	37.16%
MISCELLANEOUS	1,915,000	85,387	4.46%
TOTAL REVENUE	113,551,329	44,132,177	38.87%
EXPENSE:			
SALARIES:			
INSTRUCTION	31,956,798	3,247,550	10.16%
COUNSELING	1,537,420	130,659	8.50%
LIBRARIAN	562,739	68,860	12.24%
ADMINISTRATION	5,368,539	1,063,714	19.81%
ADMINISTRATIVE SUPPORT	1,100,413	217,922	19.80%
TECHNICAL SUPPORT	8,606,476	1,602,709	18.62%
SECRETARIAL	4,595,482	854,083	18.59%
BLDG OPERATIONS	4,235,167	756,431	17.86%
STUDENT ASSISTANT	1,293,964	220,094	17.01%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	58,756,998	8,162,022	13.89%
NON-SALARY:			
FRINGE BENEFITS	34,176,473	4,482,851	13.12%
CONTRACTED SERVICE	4,934,635	1,253,373	25.40%
SUPPLIES & REPAIRS	4,993,333	835,837	16.74%
UTILITIES & RENT	4,005,000	600,181	14.99%
TRANSFERS	2,362,966	163,564	6.92%
OTHER COSTS	3,023,409	480,725	15.90%
EQUIPMENT	275,063	77,145	28.05%
CONTINGENCY	280,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	53,550,879	7,893,676	14.74%
TOTAL EXPENSE	112,307,877	16,055,698	14.30%
NET REVENUE (EXPENSE)	1,243,452	28,076,479	

GRAND RAPIDS COMMUNITY COLLEGE
 2019 - 2020 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING SEPTEMBER 30, 2019

DESIGNATED	2019 - 2020		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 9/30/19	
REVENUE:			
CONTRACTED TRAINING	2,239,500	397,250	17.74%
OTHER MISCELLANEOUS LOCAL	771,930	58,628	7.60%
TOTAL REVENUE	3,011,430	455,878	15.14%
EXPENSES:			
SALARIES			
INSTRUCTION	223,300	62,170	27.84%
ADMINISTRATION	426,901	98,669	23.11%
CUSTODIANS & SECURITY	25,500	4,955	19.43%
SECRETARIAL	21,564	4,224	19.59%
STUDENT ASSISTANTS	6,105	469	7.69%
TOTAL SALARIES	703,370	170,487	24.24%
NON-SALARY			
FRINGE BENEFITS	274,552	50,572	18.42%
CONTRACTED SERVICES	1,222,216	326,848	26.74%
SUPPLIES & REPAIRS	982,753	107,708	10.96%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,200	0	0.00%
TRANSFERS	(149,466)	(45,862)	30.68%
OTHER	81,807	8,829	10.79%
TOTAL NON-SALARY	2,437,212	448,096	18.39%
TOTAL EXPENSE	3,140,582	618,583	19.70%
NET REVENUE (EXPENSE)	(129,152)	(162,704)	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Sep 30, 2019

	ADOPTED BUDGET	ACTUAL 9/30/19	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,774,000	4,972,794	56.68%
TRANSFER FROM GENERAL FUND	1,125,000	0	0.00%
DONATIONS	2,500,000	0	0.00%
FACILITIES FEE	2,017,000	1,083,570	53.72%
TOTAL REVENUE	14,416,000	6,056,364	42.01%
EXPENSES:			
MAINTENANCE & OTHER	2,523,500	813,552	32.24%
ATC RENOVATION	4,367,250	541,347	12.40%
RJF RENOVATION	1,000,000	0	0.00%
MABLE-ENGLE	2,400,000	74,619	3.11%
LETTINGA	1,500,000	239,825	15.99%
FIELDHOUSE RENOVATIONS	0	(312,650)	0.00%
OTHER PROJECTS	950,000	9,808	1.03%
TRANSFERS TO DEBT FUND	5,495,000	0	0.00%
TOTAL EXPENSES	18,235,750	1,366,501	7.49%
NET REVENUE (EXPENSE)	(3,819,750)	4,689,864	

PLANT FUND - DEBT RETIREMENT FUND
2019-20 BUDGET

	2019/20 BUDGET	2019/20 ACTUAL 9/30/2019
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	41,228
OTHER EXPENSE	0	0
TOTAL EXPENSE	0	41,228
2012 ISSUE - REFUNDING		
PRINCIPAL	505,000	0
INTEREST	52,806	0
OTHER EXPENSE	100	0
TOTAL EXPENSE	557,906	0
2012 ISSUE - FACILITIES		
PRINCIPAL	1,155,000	0
INTEREST	831,468	0
OTHER EXPENSE	0	0
TOTAL EXPENSE	1,986,468	0
2013 ISSUE		
PRINCIPAL	535,000	0
INTEREST	42,900	0
OTHER EXPENSE	450	0
TOTAL EXPENSE	578,350	0
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,350,000	0
INTEREST	89,718	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	1,440,218	0
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	505,000	0
INTEREST	408,819	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	914,319	0
GRAND TOTAL EXPENSE	5,477,260	41,228

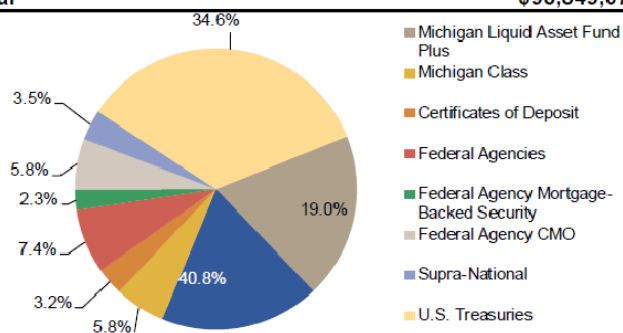
For the Month Ended September 30, 2019

GRAND RAPIDS COMMUNITY COLLEGE

Total Cash and Investments

**Grand Rapids Community College
Aggregate Cash and Investments
As of September 30, 2019**

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$15,498,063	15.7%
Michigan Liquid Asset Fund Plus Term	\$15,000,000	15.2%
Michigan Class	\$4,738,125	4.8%
Certificates of Deposit	\$2,573,202	2.6%
Federal Agencies	\$6,053,850	6.1%
Federal Agency Mortgage-Backed Security	\$1,902,998	1.9%
Federal Agency CMO	\$4,773,290	4.8%
Supra-National	\$2,838,146	2.9%
U.S. Treasuries	\$28,253,571	28.6%
Other Cash	\$17,217,831	17.4%
Total	\$98,849,078	100.0%



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

PFM Asset Management LLC

Motion made by Trustee Siegel, supported by Trustee Crosby to approve consent items as presented. Motion carries 7-0.

ACTION ITEMS

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

a. General Fund

- 1) Request permission to issue purchase order to provide website redesign services for GRCC.

Requestor:	Leigh Jajuga
Expenditure:	\$135,000.00
Disposition:	New Purchase
Supplier:	Kalamuna
	Oakland, CA
Bid:	Yes, RFP 1819-5238-1.

b. Other Special Funds

No purchases for September 2019.

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 Bruinsma, supported by Trustee Crosby to approve the above items as presented. Motion carries 7-0.

O. Capital Outlay Submission

- The annual capital outlay submission was presented by Vicki Janowiak. Motion by Trustee Bailey, supported by Trustee Bristol to approve the annual capital outlay as presented. Motion carries 7-0.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

- Trustee Bruinsma commended Secchia institute of Culinary Education as she attended both the Nations' Cup international food competition along with the reception held for Chef Gilles Renusson for him receiving the medal of Chevalier du Merite Agriculture, from the French Minister of Agriculture. Trustee Bruinsma went on to say how important it is that the international footprint that those in the institute made is like no other.
- Chairperson Koetje recognized Trustee Bailey for receiving the West Michigan Women Valiant Victor Award and Trustee Bruinsma for receiving the NAACP Floyd Skinner Criminal and Social Justice Award.

IX. ADJOURNMENT

The Board adjourned at 5:23 p.m.

No further business was discussed.

Secretary