

**PROCEEDINGS**  
**OF**  
**GRAND RAPIDS COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**OFFICIAL**  
**REGULAR MEETING**  
**BOARD CHAMBERS**  
**MONDAY, NOVEMBER 18, 2019**

**I. ORDER OF BUSINESS**

A. Meeting called to order at 4:12 p.m., Dave Koetje in the chair.

Present: Bailey, Brame, Bristol, Brunisma, Crosby, Siegel, and Koteje – 7  
Absent:

B. Introduction of Guests – None at this time.

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 Crosby.  
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, seconded by Trustee Siegel. Motion carries 7-0.
- Michigan New Job Training Agreement with Arcanum Alloy & DeWys – presented by Lisa Freiburger. Motion to approve Arcanum Alloy MNJT agreement was made by Trustee Bristol, seconded by Trustee Bruinsma. Trustee Brame asked how many positions the agreement included, Lisa F. said 22. Motion carries 7-0.  
Motion to approve DeWys MNJT agreement was made by Trustee Bailey, seconded by Trustee Bruinsma. Motion carries 7-0

**II. MONITORING REPORTS**

F. Report (s)

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

**III. UPDATES**

- G. Student Report – Emma Johnson updated the board in regards to Student Alliance Homecoming week activities, Grill'n with the Presidents (Student Alliance & GRCC) and 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 21, 2019 Regular Board Meeting
  - No grants received from October 1 – October 31, 2019

### **GRCC Employees on the Move through November 11, 2019**

Please congratulate those who have moved and been promoted.

#### **WELCOME TO GRCC**

##### **Sieatta Johnson**

Support Professional, GRCC Campus Police Dispatcher  
Department: GRCC Campus Police Department  
Effective Date: 10/28/2019

##### **Kaelee Steffens**

Academic Advisor – Lakeshore, AATC  
Department: AATC  
Effective Date: 11/4/2019

#### **CONGRATULATIONS ON YOUR NEW POSITION**

##### **Jason Hansen**

Transfer from: Temporary/Professional Tutor  
Transfer to: Junior Enterprise Analyst  
Effective Date: 10/21/2019

## Financial Transactions

(October 1 - 31, 2019)

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

#### a. General Fund

- 1) Purchase order issued to provide annual enterprise storage maintenance renewal.  
**Requestor:** Donovan Wallace – Information Technology  
**Expenditure:** \$45,036.00  
**Disposition:** Recurring Purchase  
**Supplier:** Trace3  
Grand Rapids, MI  
Bid: Yes, RFP 1617-11032, previously reported.
  
- 2) Purchase order issued to provide ALEKS math assessment and remediation tool testing modules.  
**Requestor:** Lori Cook – Enrollment Center  
**Expenditure:** \$40,193.75  
**Disposition:** Recurring Purchase  
**Supplier:** McGraw-Hill Global Education Holdings  
Chicago, IL  
Bid: No, single source.

#### b. Other Special Funds

- 1) Purchase order issued to provide Early Childhood Learning Laboratory outdoor classroom installation and equipment.  
**Requestor:** Jim Vandokkumburg – Facilities  
**Expenditure:** \$27,658.00 (42-2822)  
**Disposition:** Construction Purchase  
**Supplier:** Rockford Construction  
Grand Rapids, MI  
Source of Funds: Plant Fund  
Bid: Yes, RFP #1415-2322, previously reported.
  
- 2) Purchase order issued to provide Caterpillar LP Pneumatic Tire Lift Truck.  
**Requestor:** Jim Vandokkumburg – Facilities  
**Expenditure:** \$27,686.00 (42-2330)  
**Disposition:** Replacement Purchase  
**Supplier:** Morrison Industrial Equipment  
Grand Rapids, MI  
Source of Funds: Plant Fund  
Bid: No, Sourcewell consortium agreement #101816-MCF.

- 3) Purchase order issued to provide 2020 Ford Interceptor Utility AWD Police vehicle.
- Requestor:** Rebecca Whitman – Campus Police  
**Expenditure:** \$33,118.00 (42-2822)  
**Disposition:** Replacement Purchase  
**Supplier:** Gorno Ford  
Woodhaven, MI
- Source of Funds: Plant Fund  
Bid: No, MiDEAL consortium purchase #071B7700181.
- 4) Purchase order issued to provide NGICP (National Green Infrastructure Certification Program) training package.
- Requestor:** Julie Parks – Workforce Development  
**Expenditure:** \$39,000.00 (51-2271)  
**Disposition:** New Purchase  
**Supplier:** Water Environment Federation  
Alexandria, VA
- Source of Funds: WMPA (West Michigan Prosperity Alliance) Grant  
Bid: No, sole source.
- 5) Blanket purchase order issued to provide facility condition assessment for GRCC buildings
- Requestor:** Jim Vandokkumburg – Facilities  
**Expenditure:** \$72,555.00 (42-2330)  
**Disposition:** New Purchase  
**Supplier:** Integrated Design Solutions, LLC  
Troy, MI
- Source of Funds: Plant Fund  
Bid: Yes, RFP #1415-3282, previously reported.
- 6) Purchase order issued to provide office furniture for the newly renovated Lettinga House.
- Requestor:** Jim Vandokkumburg – Facilities  
**Expenditure:** \$92,229.28 (42-2330)  
**Disposition:** New Purchase  
**Supplier:** Custer Workplace Interiors  
Grand Rapids, MI
- Source of Funds: Plant Fund  
Bid: No, E&I cooperative purchase.

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

GENERAL OPERATING	ADOPTED BUDGET	2019/2020 ACTUAL 10/31/2019	PERCENTAGE
REVENUE:			
TUITION	43,178,645	33,175,050	76.83%
FEES	6,661,291	4,341,414	65.17%
PROPERTY TAX	34,000,000	30,869,102	90.79%
STATE AID	26,996,393	2,424,049	8.98%
INTEREST	800,000	475,099	59.39%
MISCELLANEOUS	1,915,000	126,556	6.61%
<b>TOTAL REVENUE</b>	<b>113,551,329</b>	<b>71,411,270</b>	<b>62.89%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	31,956,798	6,052,340	18.94%
COUNSELING	1,537,420	229,804	14.95%
LIBRARIAN	562,739	113,541	20.18%
ADMINISTRATION	5,368,539	1,482,354	27.61%
ADMINISTRATIVE SUPPORT	1,100,413	297,087	27.00%
TECHNICAL SUPPORT	8,606,476	2,255,215	26.20%
SECRETARIAL	4,595,482	1,181,574	25.71%
BLDG OPERATIONS	4,235,167	1,063,105	25.10%
STUDENT ASSISTANT	1,293,964	316,532	24.46%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
<b>TOTAL SALARIES</b>	<b>58,756,998</b>	<b>12,991,552</b>	<b>22.11%</b>
NON-SALARY:			
FRINGE BENEFITS	34,176,473	6,598,206	19.31%
CONTRACTED SERVICE	4,934,635	1,644,963	33.34%
SUPPLIES & REPAIRS	4,993,333	1,233,701	24.71%
UTILITIES & RENT	4,005,000	925,052	23.10%
TRANSFERS	2,362,966	239,193	10.12%
OTHER COSTS	3,023,409	628,565	20.79%
EQUIPMENT	275,063	70,661	25.69%
CONTINGENCY	280,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
<b>TOTAL NON-SALARY</b>	<b>53,550,879</b>	<b>11,340,341</b>	<b>21.18%</b>
<b>TOTAL EXPENSE</b>	<b>112,307,877</b>	<b>24,331,893</b>	<b>21.67%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>1,243,452</b>	<b>47,079,377</b>	



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

	MONTHLY ACTIVITY 10/31/19	MONTHLY ACTIVITY 10/31/18	YEAR-TO- DATE 10/31/19	YEAR-TO- DATE 10/31/18
<b>REVENUE:</b>				
TUITION	11,289,091	11,350,548	33,175,050	33,698,740
FEES	1,147,526	1,346,519	4,341,414	4,527,233
PROPERTY TAX	12,199,424	10,264,300	30,869,102	29,762,270
STATE AID	2,424,049	2,494,569	2,424,049	2,549,379
INTEREST	187,070	159,875	475,099	231,955
MISCELLANEOUS	41,169	29,409	126,556	128,524
<b>TOTAL REVENUE</b>	<b>27,288,329</b>	<b>25,645,219</b>	<b>71,411,270</b>	<b>70,898,101</b>
<b>EXPENSE:</b>				
<b>SALARIES:</b>				
INSTRUCTION	2,804,790	2,792,682	6,052,340	6,085,121
COUNSELING	99,145	129,256	229,804	281,843
LIBRARIAN	44,681	46,727	113,541	118,329
ADMINISTRATION	418,640	385,079	1,482,354	1,452,802
ADMINISTRATIVE SUPPORT	79,165	71,765	297,087	270,865
TECHNICAL SUPPORT	652,506	636,505	2,255,215	2,195,685
SECRETARIAL	327,491	317,891	1,181,574	1,109,748
BLDG OPERATIONS	306,674	305,939	1,063,105	1,077,520
STUDENT ASSISTANT	96,438	84,409	316,532	304,693
<b>TOTAL SALARIES</b>	<b>4,829,530</b>	<b>4,770,253</b>	<b>12,991,552</b>	<b>12,896,606</b>
<b>NON-SALARY:</b>				
FRINGE BENEFITS	2,115,355	2,170,172	6,598,206	6,701,330
CONTRACTED SERVICES	391,590	410,316	1,644,963	1,544,254
SUPPLIES & REPAIRS	397,864	451,786	1,233,701	1,218,600
UTILITIES & RENT	324,871	276,224	925,052	892,196
TRANSFERS	75,629	23,770	239,193	59,636
OTHER COSTS	147,840	123,588	628,565	479,753
EQUIPMENT	(6,484)	15,882	70,661	26,605
CONTINGENCY	-	-	-	-
<b>TOTAL NON-SALARY</b>	<b>3,446,665</b>	<b>3,471,738</b>	<b>11,340,341</b>	<b>10,922,374</b>
<b>TOTAL EXPENSE</b>	<b>8,276,195</b>	<b>8,241,991</b>	<b>24,331,893</b>	<b>23,818,980</b>
<b>NET REVENUE (EXPENSE)</b>	<b>19,012,134</b>	<b>17,403,228</b>	<b>47,079,377</b>	<b>47,079,121</b>

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

DESIGNATED	2019 - 2020		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 10/31/19	
<b>REVENUE:</b>			
CONTRACTED TRAINING	2,239,500	747,776	33.39%
OTHER MISCELLANEOUS LOCAL	771,930	65,527	8.49%
<b>TOTAL REVENUE</b>	<b>3,011,430</b>	<b>813,302</b>	<b>27.01%</b>
<b>EXPENSES:</b>			
SALARIES			
INSTRUCTION	223,300	104,240	46.68%
ADMINISTRATION	426,901	130,352	30.53%
CUSTODIANS & SECURITY	25,500	6,965	27.32%
SECRETARIAL	21,564	5,069	23.51%
STUDENT ASSISTANTS	6,105	745	12.20%
<b>TOTAL SALARIES</b>	<b>703,370</b>	<b>247,371</b>	<b>35.17%</b>
NON-SALARY			
FRINGE BENEFITS	274,552	71,238	25.95%
CONTRACTED SERVICES	1,222,216	478,299	39.13%
SUPPLIES & REPAIRS	982,753	169,590	17.26%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,200	0	0.00%
TRANSFERS	(149,466)	(58,317)	39.02%
OTHER	81,807	23,059	28.19%
<b>TOTAL NON-SALARY</b>	<b>2,437,212</b>	<b>683,869</b>	<b>28.06%</b>
<b>TOTAL EXPENSE</b>	<b>3,140,582</b>	<b>931,240</b>	<b>29.65%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(129,152)</b>	<b>(117,938)</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
 BUILDING & SITE FUND - GENERAL  
 FOR PERIOD ENDED Oct 31, 2019

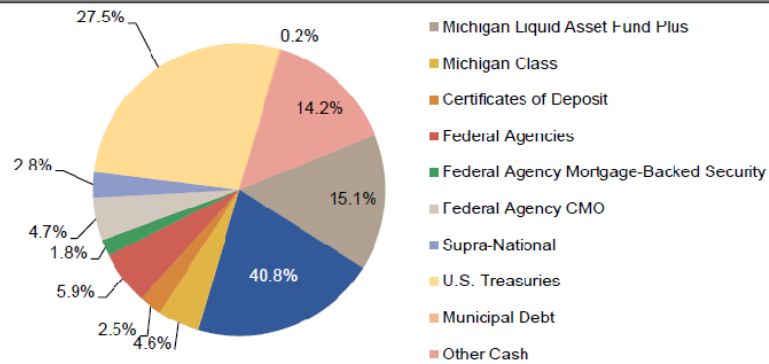
	ADOPTED BUDGET	ACTUAL 10/31/19	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,774,000	8,219,365	93.68%
TRANSFER FROM GENERAL FUND	1,125,000	0	0.00%
DONATIONS	2,500,000	0	0.00%
FACILITIES FEE	2,017,000	1,663,430	82.47%
TOTAL REVENUE	14,416,000	9,882,795	68.55%
EXPENSES:			
MAINTENANCE & OTHER	2,523,500	905,318	35.88%
ATC RENOVATION	4,367,250	711,981	16.30%
RJF RENOVATION	1,000,000	0	0.00%
LAKESHORE	0	50,000	0.00%
MABLE-ENGLE	2,400,000	234,499	9.77%
LETTINGA	1,500,000	290,401	19.36%
FIELDHOUSE RENOVATIONS	0	(312,650)	0.00%
OTHER PROJECTS	950,000	107,191	11.28%
TRANSFERS TO DEBT FUND	5,495,000	0	0.00%
TOTAL EXPENSES	18,235,750	1,986,740	10.89%
NET REVENUE (EXPENSE)	(3,819,750)	7,896,055	

PLANT FUND - DEBT RETIREMENT FUND  
2019-20 BUDGET

	2019/20 BUDGET	2019/20 ACTUAL 10/31/2019
<b>REVENUE</b>		
TRANSFER FROM PLANT - FACILITIES FEE	1,986,468	0
TRANSFER FROM PLANT - GENERAL	3,508,532	0
<b>TOTAL REVENUE</b>	<b>5,495,000</b>	<b>0</b>
<b>EXPENSE</b>		
2009 ISSUE		
PRINCIPAL	0	0
INTEREST	0	41,228
OTHER EXPENSE	0	0
<b>TOTAL EXPENSE</b>	<b>0</b>	<b>41,228</b>
2012 ISSUE - REFUNDING		
PRINCIPAL	505,000	0
INTEREST	52,806	26,403
OTHER EXPENSE	100	0
<b>TOTAL EXPENSE</b>	<b>557,906</b>	<b>26,403</b>
2012 ISSUE - FACILITIES		
PRINCIPAL	1,155,000	0
INTEREST	831,468	415,734
OTHER EXPENSE	0	0
<b>TOTAL EXPENSE</b>	<b>1,986,468</b>	<b>415,734</b>
2013 ISSUE		
PRINCIPAL	535,000	0
INTEREST	42,900	21,450
OTHER EXPENSE	450	0
<b>TOTAL EXPENSE</b>	<b>578,350</b>	<b>21,450</b>
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,350,000	0
INTEREST	89,718	44,859
OTHER EXPENSE	500	0
<b>TOTAL EXPENSE</b>	<b>1,440,218</b>	<b>44,859</b>
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	505,000	0
INTEREST	408,819	244,194
OTHER EXPENSE	500	0
<b>TOTAL EXPENSE</b>	<b>914,319</b>	<b>244,194</b>
<b>GRAND TOTAL EXPENSE</b>	<b>5,477,260</b>	<b>793,868</b>

**Grand Rapids Community College  
Aggregate Cash and Investments  
As of October 31, 2019**

<b>Security Type</b>	<b>Market Value</b>	<b>% of Total</b>
Michigan Liquid Asset Fund Plus	\$15,424,254	15.1%
Michigan Liquid Asset Fund Plus Term	\$21,000,000	20.5%
Michigan Class	\$4,746,127	4.6%
Certificates of Deposit	\$2,573,106	2.5%
Federal Agencies	\$6,027,172	5.9%
Federal Agency Mortgage-Backed Security	\$1,869,084	1.8%
Federal Agency CMO	\$4,849,241	4.7%
Supra-National	\$2,839,924	2.8%
U.S. Treasuries	\$28,147,796	27.5%
Municipal Debt	\$217,893	0.2%
Other Cash	\$14,505,658	14.2%
<b>Total</b>	<b>\$102,200,256</b>	<b>100.0%</b>



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

PFM Asset Management LLC

Trustee Crosby made a motion to approve the consent items as presented, Trustee Bruinsma seconded the motion. Motion carries 7-0.

## ACTION ITEMS

### N. Purchasing Items over \$100,000

#### a. General Fund

No purchases for October 2019.

#### b. Other Special Funds

- 1) Purchase order issued to provide rerouting of gas main to accommodate the new ATC footprint.

(ATC Renovation previously approved - for informational purposes only)

**Requestor:** Jim Vandokkumburg – Facilities

**Expenditure:** \$163,343.00 (42-2810)

**Disposition:** Construction Purchase

**Supplier:** DTE Energy

Grand Rapids, MI

Bid: No, sole source.

#### 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 Bruinsma, supported by Trustee Bailey to approve action items as presented. Motion carries 7-0.

#### 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

- None at this time.

#### IX. ADJOURNMENT

- Adjourned – 4:56 p.m.