

**PROCEEDINGS**  
**OF**  
**GRAND RAPIDS COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**OFFICIAL**  
**REGULAR MEETING**  
**VIRTUAL MEETING (Streaming on YouTube)**  
**MONDAY, APRIL 20, 2020**

**I. ORDER OF BUSINESS**

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

- A. Present: Bram, Bristol, Bruinsma, Crosby, Siegel, and Koetje - 6  
Absent: Bailey
- B. Introduction of Guests
  - None at this time.
- C. Review and Approval of Agenda to include additions, deletions, or corrections.
  - Chairperson Koetje called a motion to approve agenda after adding the ratification of the Alliance Professional Support Staff (APSS) contract.
  - Motion by Trustee Crosby, seconded by Trustee Brame to approve the agenda after adding the ratification of the APSS contract. Motion carries 6-0.
- D. Open Comments
  - None at this time.
- E. Special Order of Business (New Business)
  - Applied Technology Center (ATC) Renovation & Expansion – presented by Lisa Freiburger.
    - Motion by Trustee Siegel, seconded by Trustee Crosby to approve the ATC Renovation & Expansion as presented. Motion carries 6-0.
  - 2021 Estimated Taxes & Apportion Resolution – presented by Lia Freiburger
    - Motion by Trustee Bruinsma, seconded by Trustee Crosby to approve the 2021 Estimated Taxes & Apportion Resolution as presented. Motion carries 6-0.

**II. MONITORING REPORTS**

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

### 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 highlighted the work that has been done in regards to the pandemic as related to teaching all classes online for the rest of the winter semester to all staff working from home. He went on to share that the first 7 wk and 14 wk sections of summer semester will also be online and a decision in regards to the second 7 wks will be decided no later than June 22. All summer fees have also been waived for students. He also talked about the Promise Zone with GRPS and the ground work that is being completed in order to be ready for fall semester.
- 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
- N. Minutes from February 17, 2020 Board Meeting
  - Grants received for February 1 – April 13, 2020.
    - The **Douglas & Maria DeVos Foundation** awarded a grant of \$38,000 to support the Talent Innovation Network (TIN) Job Analysis Project - Phase 2. This project will advance the use of job analysis as a tool to clarify employer signals of skill needs to educators at all levels, to ensure a clear communication of those needs from employers based on employer skill needs. The process that is created will support employer groups (TPM teams), industry councils, and education advisory groups as they seek to clarify, understand, and document the needs of employers for various jobs and job families. This work will help align the talent system's skill needs; validate or create curriculum outcomes at secondary and post-secondary educational institutions; and to assist individuals in understanding what skills are needed for various careers. This project is linked to overall regional job analysis with West Michigan Works! sector work groups.
    - The **PNC Bank Foundation** awarded a grant of \$50,000 to support the addition of an early-childhood job shadow experience at the Early Childhood Learning Laboratory as part of the annual summer learning academy.

### PERSONNEL REPORT

(Includes in-process transactions through 4-7-20)

## **GRCC Employees on the Move through April 7, 2020**

Please congratulate those who have moved and been promoted.

### **WELCOME TO GRCC**

Arianna Fikse  
Student Success Coach - Lakeshore  
Department: College Success Center  
Effective date: April 20, 2020

Sulari White  
Assistant Professor  
Department: AATC  
Effective date: February 10, 2020

Linda DeVries  
Support Professional  
Department: Cashiers Office  
Effective date: February 10, 2020

David DeBoer  
Executive Director of Financial Aid  
Department: Financial Aid  
Effective date: March 31, 2020

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

Jennifer Kowalski  
Transfer from: APSS, Cashiers  
Transfer to: Meet and Confer, Director of  
Cashier's Office  
Effective date: March 16, 2020

Linda Blanchard  
Support Professional  
Department: Cashiers Office  
Effective date: March 2, 2020

Evan Macklin  
Transfer from: Foundation Database  
Coordinator  
Transfer to: Promise Zone Director  
Effective date: March 23, 2020

Cynthia Brown  
Support Professional  
Department: Library  
Effective date: March 2, 2020

Lilia Herdegen  
Transfer from: Contingency  
Transfer to: Meet and Confer, Information  
Technology Security Analyst  
Effective date: March 25, 2020

David Lovell  
Associate Director of Title III  
Department: Student Success and Retention  
Effective date: March 9, 2020

### **THANK YOU FOR YOUR SERVICE**

**Separation:**

Alex Moore  
Budget and Business Services, Senior  
Accountant  
Effective date: April 11, 2020

Kellie Roblin  
English Department, Assistant Professor  
Effective date: March 25, 2020

Jordan Dack  
Support Professional, Dental Department  
Effective date: February 15, 2020

Erica Brown  
Director, Cashiers Office  
Effective date: February 29, 2020

Deven Swanigan  
Labor Relations & Equal Opportunity  
Generalist,

**Retirement:**

Karla Nowak  
Police Officer, GRCC Campus Police  
Effective date: April 1, 2020

Mary Doltoske  
Custodian, Facilities Department  
Effective date: February 28, 2020

Roger Kelley  
Associate Professor, Applied Technology  
Effective date: May 1, 2020

Luann Keizer  
Professor, Computer Information Systems  
Effective date: May 2, 2020

Labor Relations Department  
Effective date: March 4, 2020

Austin Bollinger  
Information Technology Security Analyst,  
Information Technology  
Effective date: February 29, 2020

Rebecca Rahn  
Functional Analyst, Financial Aid  
Effective date: March 7, 2020

Lydia Cruz  
Recruiter, Human Resources  
Effective date: March 14, 2020

Kathleen Kelly  
Support Professional, Cashiers Office  
Effective date: March 21, 2020

Stephen Barton  
Associate Professor, Music  
Effective date: May 2, 2020

Kenneth Bos  
Tutorial Coordinator, Music  
Effective date: May 2, 2020

Steve Abid  
Professor, Social Science  
Effective date: August 22, 2020

Linda Paashe  
Nursing Intake Specialist, Nursing Dept  
Effective date: July 1, 2020

## Financial Transactions

(February 1 - 29, 2020)

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

#### a. General Fund

- 1) Purchase order issued to provide standard life cycle upgrades to multimedia classroom equipment.

**Requestor:** Mark Vogel – Media Technologies  
**Expenditure:** \$28,015.80  
**Disposition:** Replacement Purchase  
**Supplier:** Conference Technologies  
Wyoming, MI  
Bid: Yes, RFQ #1819-5236,

- 2) Purchase order issued to provide Cisco Flip2Flex annual agreement renewal for voice and collaboration environments.

**Requestor:** Donovan Wallace – Information Technology  
**Expenditure:** \$92,664.00  
**Disposition:** Recurring Purchase  
**Supplier:** Presidio Networked Solutions Group  
Troy, MI  
Bid: Yes, RFP #1920-1356.

#### b. Other Special Funds

- 1) Purchase order issued to provide a FUJI Single Plate Cassette reader for the Radiology Department.

**Requestor:** Jeff Danner – Workforce Development  
**Expenditure:** \$28,840.00 (51-2821)  
**Disposition:** Replacement Purchase  
**Supplier:** Radiology Imaging Solutions, Inc.  
Grand Rapids, MI  
Source of Funds: Perkins Grant  
Bid: No, single source purchase.

- 2) Blanket purchase order issued to provide bridge engineering and construction services for GRCC network of bridges.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$34,500.00 (14-2331)  
**Disposition:** New Purchase  
**Supplier:** WGI Michigan, Inc  
Kalamazoo, MI  
Source of Funds: Auxiliary Fund  
Bid: Yes, RFP 1516-11042A, previously reported.

- 3) Purchase order issued to provide salary and compensation for the Pre-Apprentice program liaison from 10/1/19 – 1/3/20.
- Requestor:** Amy Mansfield – Workforce Development  
**Expenditure:** \$36,016.09 (51-2271)  
**Disposition:** Recurring Purchase  
**Supplier:** Kent Intermediate School District  
Grand Rapids, MI  
Source of Funds: MAP+ (Michigan Apprenticeship Program Plus) Grant  
Bid: No, single source purchase.
- 4) Purchase order issued to provide a 2020 Chrysler Pacifica 4dr Wagon for the Tassell MTEC Automotive Lab.
- Requestor:** Jeff Danner – Workforce Development  
**Expenditure:** \$45,683.00 (51-2821)  
**Disposition:** New Purchase  
**Supplier:** Fox Chrysler Dodge Jeep RAM  
Grand Rapids, MI  
Source of Funds: Perkins Grant  
Bid: Yes, RFP #1920-2324.
- 5) Blanket purchase order change notice issued to provide renovations for the Ford Fieldhouse. Order increased \$54,238.50; from \$1,185,439.60 to \$1,239,378.11.
- Requestor:** Jim Vandokkumburg - Facilities  
**Expenditure:** \$54,238.50/\$1,239,678.11 (42-2330)  
**Disposition:** Construction Purchase  
**Supplier:** Rockford Construction Company, Inc.  
Grand Rapids, MI  
Source of Funds: Plant Fund  
Bid: Yes, RFP #1718-3279, previously reported.
- 6) Purchase order issued to provide a FANUC Fenceless Robot for the Robotics and Welding programs.
- Requestor:** Jeff Danner – Workforce Development  
**Expenditure:** \$56,525.28 (51-2821)  
**Disposition:** New Purchase  
**Supplier:** IST Ohio, Inc  
Lexington, OH  
Source of Funds: Perkins Grant  
Bid: No, single source purchase.
- 7) Blanket purchase order change notice issued to provide support for grant recipients of the Certified Nursing Assistant training program. Order increased \$59,000.00; from \$32,500.00 to \$91,500.00.
- Requestor:** Julie Parks – Workforce Training  
**Expenditure:** \$59,000.00/\$91,500.00 (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 purchase.

- 8) Purchase order issued to provide a Skid car System for the POL 102 Emergency vehicles Operations program.

**Requestor:** Jeff Danner – Workforce Development  
**Expenditure:** \$67,325.00 (51-2821)  
**Disposition:** Replacement Purchase  
**Supplier:** Skid Car System, Inc.  
Las Vegas, NV  
**Source of Funds:** Perkins Grant  
**Bid:** No, sole source purchase.

**2. Purchases \$25,000-\$100,000 (March 1-31, 2020)**

**a. General Fund**

No purchases to report for March 2020.

**b. Other Special Funds**

- 1) Blanket purchase order issued to provide mechanical and electrical commissioning services for the Holland Lakeshore Campus project. (for information only – Lakeshore Campus spend previously BOT approved)

1)

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$66,500.00 (42-2810)  
**Disposition:** Construction Purchase  
**Supplier:** TowerPinkster  
Grand Rapids, MI  
**Source of Funds:** Plant Fund  
**Bid:** Yes, RFQ #1415-3282, previously reported.

- 2) Blanket purchase order issued to provide funds for Carriage House exterior renovations.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$43,600.00 (42-2330)  
**Disposition:** Construction Purchase  
**Supplier:** BCI Construction  
Grand Rapids, MI  
**Source of Funds:** Plant Fund  
**Bid:** Yes, RFP 1415-3282, previously reported.

- 3) Purchase order issued to provide payment for comprehensive services as required for the 38<sup>th</sup> Annual Giants banquet of 2/20/20.

<b>Requestor:</b>	<b>Jennifer Smith – ODEI</b>
<b>Expenditure:</b>	<b>\$43,391.94 (91-2359)</b>
<b>Disposition:</b>	<b>Recurring Purchase</b>
<b>Supplier:</b>	<b>JW Marriott</b>
	Grand Rapids, MI Source of
Funds:	Agency Funds
Bid:	No, single source purchase.

**GRAND RAPIDS COMMUNITY COLLEGE  
2019-2020 GENERAL OPERATING FUND BUDGET REPORT  
FOR THE PERIOD ENDED FEBRUARY 29, 2020**

	MONTHLY ACTIVITY 2/29/20	MONTHLY ACTIVITY 2/28/19	YEAR-TO- DATE 2/29/20	YEAR-TO- DATE 2/28/19
<b>REVENUE:</b>				
TUITION	(24,952)	(138,105)	39,759,324	40,377,607
FEES	89,033	131,099	5,669,640	5,753,914
PROPERTY TAX	155,921	392,991	32,292,097	31,204,894
STATE AID	2,399,376	2,337,517	12,907,799	12,750,299
INTEREST	(611,059)	76,175	370,186	658,367
MISCELLANEOUS	1,252	8,161	595,943	683,096
<b>TOTAL REVENUE</b>	<b>2,009,571</b>	<b>2,807,838</b>	<b>91,594,989</b>	<b>91,428,177</b>
<b>EXPENSE:</b>				
<b>SALARIES:</b>				
INSTRUCTION	2,628,425	2,468,807	16,987,973	17,298,807
COUNSELING	98,666	118,255	675,158	832,993
LIBRARIAN	42,533	46,513	297,815	314,224
ADMINISTRATION	413,076	365,631	3,345,024	3,141,442
ADMINISTRATIVE SUPPORT	84,121	87,775	672,501	669,540
TECHNICAL SUPPORT	631,882	621,239	5,151,428	5,013,082
SECRETARIAL	343,813	312,785	2,722,927	2,591,351
BLDG OPERATIONS	319,970	313,752	2,536,430	2,541,325
STUDENT ASSISTANT	99,342	67,087	650,071	622,892
<b>TOTAL SALARIES</b>	<b>4,661,828</b>	<b>4,401,844</b>	<b>33,039,327</b>	<b>33,025,656</b>
<b>NON-SALARY:</b>				
FRINGE BENEFITS	2,688,436	2,598,321	17,911,995	17,923,965
CONTRACTED SERVICES	280,241	305,495	2,952,253	2,757,335
SUPPLIES & REPAIRS	418,494	276,088	2,592,068	2,386,729
UTILITIES & RENT	337,167	306,133	1,896,004	1,912,306
TRANSFERS	12,455	11,956	497,048	611,294
OTHER COSTS	240,855	153,468	1,362,048	1,059,426
EQUIPMENT	22,890	13,411	128,666	63,359
CONTINGENCY	-	-	-	-
<b>TOTAL NON-SALARY</b>	<b>4,000,538</b>	<b>3,664,872</b>	<b>27,340,082</b>	<b>26,714,414</b>
<b>TOTAL EXPENSE</b>	<b>8,662,366</b>	<b>8,066,716</b>	<b>60,379,409</b>	<b>59,740,070</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(6,652,795)</b>	<b>(5,258,878)</b>	<b>31,215,580</b>	<b>31,688,107</b>

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

	MONTHLY ACTIVITY 3/31/20	MONTHLY ACTIVITY 3/31/19	YEAR-TO- DATE 3/31/20	YEAR-TO- DATE 3/31/19
<b>REVENUE:</b>				
TUITION	1,746,724	3,281,466	41,506,048	43,659,073
FEES	575,582	492,854	6,245,222	6,246,768
PROPERTY TAX	801,787	423,261	33,093,884	31,628,155
STATE AID	2,365,306	2,316,999	15,273,105	15,067,298
INTEREST	78,230	406	448,416	658,773
MISCELLANEOUS	27,826	142,359	623,769	825,455
<b>TOTAL REVENUE</b>	<b>5,595,455</b>	<b>6,657,346</b>	<b>97,190,444</b>	<b>98,085,523</b>
<b>EXPENSE:</b>				
<b>SALARIES:</b>				
INSTRUCTION	2,611,954	2,493,258	19,599,927	19,792,065
COUNSELING	104,374	115,352	779,532	948,345
LIBRARIAN	42,371	43,659	340,186	357,883
ADMINISTRATION	417,596	381,415	3,762,620	3,522,857
ADMINISTRATIVE SUPPORT	83,070	87,777	755,571	757,317
TECHNICAL SUPPORT	638,993	636,025	5,790,421	5,649,107
SECRETARIAL	340,476	352,590	3,063,403	2,943,941
BLDG OPERATIONS	315,171	319,708	2,851,601	2,861,033
STUDENT ASSISTANT	99,635	86,451	749,706	709,343
<b>TOTAL SALARIES</b>	<b>4,653,640</b>	<b>4,516,235</b>	<b>37,692,967</b>	<b>37,541,891</b>
<b>NON-SALARY:</b>				
FRINGE BENEFITS	3,322,550	2,573,104	21,234,545	20,497,069
CONTRACTED SERVICES	414,431	240,641	3,366,684	2,997,976
SUPPLIES & REPAIRS	362,497	359,395	2,954,565	2,746,124
UTILITIES & RENT	219,318	259,361	2,115,322	2,171,667
TRANSFERS	76,042	207,937	573,090	819,231
OTHER COSTS	100,809	185,021	1,462,857	1,244,447
EQUIPMENT	11,616	44,584	140,282	107,943
CONTINGENCY	-	-	-	-
<b>TOTAL NON-SALARY</b>	<b>4,507,263</b>	<b>3,870,043</b>	<b>31,847,345</b>	<b>30,584,457</b>
<b>TOTAL EXPENSE</b>	<b>9,160,903</b>	<b>8,386,278</b>	<b>69,540,312</b>	<b>68,126,348</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 2019-2020 GENERAL OPERATING FUND BUDGET REPORT  
 FOR THE PERIOD ENDED FEBRUARY 29, 2020

GENERAL OPERATING	ADOPTED BUDGET	2019/2020 ACTUAL 2/29/2020	PERCENTAGE
REVENUE:			
TUITION	43,749,050	39,759,324	90.88%
FEES	6,661,291	5,669,640	85.11%
PROPERTY TAX	34,000,000	32,292,097	94.98%
STATE AID	26,815,655	12,907,799	48.14%
INTEREST	800,000	370,186	46.27%
MISCELLANEOUS	1,900,000	595,943	31.37%
<b>TOTAL REVENUE</b>	<b>113,925,996</b>	<b>91,594,989</b>	<b>80.40%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	31,867,817	16,987,973	53.31%
COUNSELING	1,551,302	675,158	43.52%
LIBRARIAN	565,880	297,815	52.63%
ADMINISTRATION	5,480,677	3,345,024	61.03%
ADMINISTRATIVE SUPPORT	1,094,320	672,501	61.45%
TECHNICAL SUPPORT	8,558,758	5,151,428	60.19%
SECRETARIAL	4,680,380	2,722,927	58.18%
BLDG OPERATIONS	4,240,579	2,536,430	59.81%
STUDENT ASSISTANT	1,293,964	650,071	50.24%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
<b>TOTAL SALARIES</b>	<b>58,833,677</b>	<b>33,039,327</b>	<b>56.16%</b>
NON-SALARY:			
FRINGE BENEFITS	33,864,657	17,911,995	52.89%
CONTRACTED SERVICE	5,019,635	2,952,253	58.81%
SUPPLIES & REPAIRS	4,957,989	2,592,068	52.28%
UTILITIES & RENT	3,969,000	1,896,004	47.77%
TRANSFERS	2,971,461	497,048	16.73%
OTHER COSTS	3,077,110	1,362,048	44.26%
EQUIPMENT	275,063	128,666	46.78%
CONTINGENCY	181,325	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
<b>TOTAL NON-SALARY</b>	<b>53,816,240</b>	<b>27,340,082</b>	<b>50.80%</b>
<b>TOTAL EXPENSE</b>	<b>112,649,917</b>	<b>60,379,409</b>	<b>53.60%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>1,276,079</b>	<b>31,215,580</b>	

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

GENERAL OPERATING	ADOPTED BUDGET	2019/2020 ACTUAL 3/31/2020	PERCENTAGE
REVENUE:			
TUITION	43,749,050	41,506,048	94.87%
FEES	6,661,291	6,245,222	93.75%
PROPERTY TAX	34,000,000	33,093,884	97.33%
STATE AID	26,815,655	15,273,105	56.96%
INTEREST	800,000	448,416	56.05%
MISCELLANEOUS	1,900,000	623,769	32.83%
<b>TOTAL REVENUE</b>	<b>113,925,996</b>	<b>97,190,444</b>	<b>85.31%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	31,867,817	19,599,927	61.50%
COUNSELING	1,551,302	779,532	50.25%
LIBRARIAN	565,880	340,186	60.12%
ADMINISTRATION	5,480,677	3,762,620	68.65%
ADMINISTRATIVE SUPPORT	1,094,320	755,571	69.04%
TECHNICAL SUPPORT	8,558,758	5,790,421	67.65%
SECRETARIAL	4,680,380	3,063,403	65.45%
BLDG OPERATIONS	4,240,579	2,851,601	67.25%
STUDENT ASSISTANT	1,293,964	749,706	57.94%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
<b>TOTAL SALARIES</b>	<b>58,833,677</b>	<b>37,692,967</b>	<b>64.07%</b>
NON-SALARY:			
FRINGE BENEFITS	33,864,657	21,234,545	62.70%
CONTRACTED SERVICE	5,019,635	3,366,684	67.07%
SUPPLIES & REPAIRS	4,957,989	2,954,565	59.59%
UTILITIES & RENT	3,969,000	2,115,322	53.30%
TRANSFERS	2,971,461	573,090	19.29%
OTHER COSTS	3,077,110	1,462,857	47.54%
EQUIPMENT	275,063	140,282	51.00%
CONTINGENCY	181,325	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
<b>TOTAL NON-SALARY</b>	<b>53,816,240</b>	<b>31,847,345</b>	<b>59.18%</b>
<b>TOTAL EXPENSE</b>	<b>112,649,917</b>	<b>69,540,312</b>	<b>61.73%</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 2019 - 2020 DESIGNATED FUND BUDGET REPORT  
 FOR PERIOD ENDING FEBURARY 29, 2020

DESIGNATED	2019 - 2020		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 2/29/20	
<b>REVENUE:</b>			
CONTRACTED TRAINING	2,239,500	1,470,840	65.68%
OTHER MISCELLANEOUS LOCAL	771,930	238,716	30.92%
<b>TOTAL REVENUE</b>	<b>3,011,430</b>	<b>1,709,556</b>	<b>56.77%</b>
<b>EXPENSES:</b>			
SALARIES			
INSTRUCTION	223,300	188,912	84.60%
ADMINISTRATION	426,901	213,673	50.05%
CUSTODIANS & SECURITY	25,500	13,508	52.97%
SECRETARIAL	21,564	13,820	64.09%
STUDENT ASSISTANTS	6,105	1,893	31.01%
<b>TOTAL SALARIES</b>	<b>703,370</b>	<b>431,805</b>	<b>61.39%</b>
NON-SALARY			
FRINGE BENEFITS	274,552	160,985	58.64%
CONTRACTED SERVICES	1,222,216	1,001,102	81.91%
SUPPLIES & REPAIRS	988,753	416,414	42.12%
UTILITIES & RENTALS	3,150	1,712	54.35%
CAPITAL OUTLAY	22,200	3,401	15.32%
TRANSFERS	(157,961)	(108,139)	68.46%
OTHER	81,807	41,547	50.79%
<b>TOTAL NON-SALARY</b>	<b>2,434,717</b>	<b>1,517,022</b>	<b>62.31%</b>
<b>TOTAL EXPENSE</b>	<b>3,138,087</b>	<b>1,948,827</b>	<b>62.10%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(126,657)</b>	<b>(239,271)</b>	

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

DESIGNATED	2019 - 2020		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 3/31/20	
<b>REVENUE:</b>			
CONTRACTED TRAINING	2,239,500	1,647,529	73.57%
OTHER MISCELLANEOUS LOCAL	771,930	261,726	33.91%
<b>TOTAL REVENUE</b>	<b>3,011,430</b>	<b>1,909,255</b>	<b>63.40%</b>
<b>EXPENSES:</b>			
SALARIES			
INSTRUCTION	223,300	205,007	91.81%
ADMINISTRATION	426,901	249,081	58.35%
CUSTODIANS & SECURITY	25,500	15,527	60.89%
SECRETARIAL	21,564	13,651	63.30%
STUDENT ASSISTANTS	6,105	2,409	39.47%
<b>TOTAL SALARIES</b>	<b>703,370</b>	<b>485,676</b>	<b>69.05%</b>
NON-SALARY			
FRINGE BENEFITS	274,552	181,833	66.23%
CONTRACTED SERVICES	1,222,216	1,107,342	90.60%
SUPPLIES & REPAIRS	988,753	457,966	46.32%
UTILITIES & RENTALS	3,150	3,424	108.70%
CAPITAL OUTLAY	22,200	3,401	15.32%
TRANSFERS	(157,961)	(120,595)	76.34%
OTHER	81,807	45,433	55.54%
<b>TOTAL NON-SALARY</b>	<b>2,434,717</b>	<b>1,678,803</b>	<b>68.95%</b>
<b>TOTAL EXPENSE</b>	<b>3,138,087</b>	<b>2,164,479</b>	<b>68.97%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(126,657)</b>	<b>(255,224)</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
 BUILDING & SITE FUND - GENERAL  
 FOR PERIOD ENDED Feb 29, 2020

	ADOPTED BUDGET	ACTUAL 2/29/20	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,774,000	8,599,788	98.01%
INVESTMENT INTEREST	0	567,476	0.00%
TRANSFER FROM GENERAL FUND	1,725,000	0	0.00%
DONATIONS	4,050,000	0	0.00%
FACILITIES FEE	2,017,000	2,059,690	102.12%
TOTAL REVENUE	16,566,000	11,226,954	67.77%
EXPENSES:			
MAINTENANCE & OTHER	2,773,500	1,450,478	52.30%
ATC RENOVATION	4,367,250	3,330,655	76.26%
RJF RENOVATION	1,000,000	79,264	7.93%
LAKESHORE	2,500,000	2,000,585	80.02%
MABLE-ENGLE	3,360,000	1,613,040	48.01%
LETTINGA	1,800,000	1,146,148	63.67%
FIELDHOUSE RENOVATIONS	65,000	40,852	62.85%
OTHER PROJECTS	1,935,000	984,734	50.89%
TRANSFERS TO DEBT FUND	5,495,000	0	0.00%
TOTAL EXPENSES	23,295,750	10,645,756	45.70%
NET REVENUE (EXPENSE)	(6,729,750)	581,198	

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

	ADOPTED BUDGET	ACTUAL 3/31/20	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,774,000	8,814,935	100.47%
INVESTMENT INTEREST	0	687,399	0.00%
TRANSFER FROM GENERAL FUND	1,725,000	0	0.00%
DONATIONS	4,050,000	0	0.00%
FACILITIES FEE	2,017,000	2,075,820	102.92%
TOTAL REVENUE	16,566,000	11,578,154	69.89%
EXPENSES:			
MAINTENANCE & OTHER	2,773,500	1,500,739	54.11%
ATC RENOVATION	4,367,250	4,217,780	96.58%
RJF RENOVATION	1,000,000	81,034	8.10%
LAKESHORE	2,500,000	2,000,585	80.02%
MABLE-ENGLE	3,360,000	1,633,308	48.61%
LETTINGA	1,800,000	1,348,835	74.94%
FIELDHOUSE RENOVATIONS	65,000	53,677	82.58%
OTHER PROJECTS	1,935,000	1,031,569	53.31%
TRANSFERS TO DEBT FUND	5,495,000	0	0.00%
TOTAL EXPENSES	23,295,750	11,867,527	50.94%
NET REVENUE (EXPENSE)	(6,729,750)	(289,373)	

PLANT FUND - DEBT RETIREMENT FUND  
2019-20 BUDGET

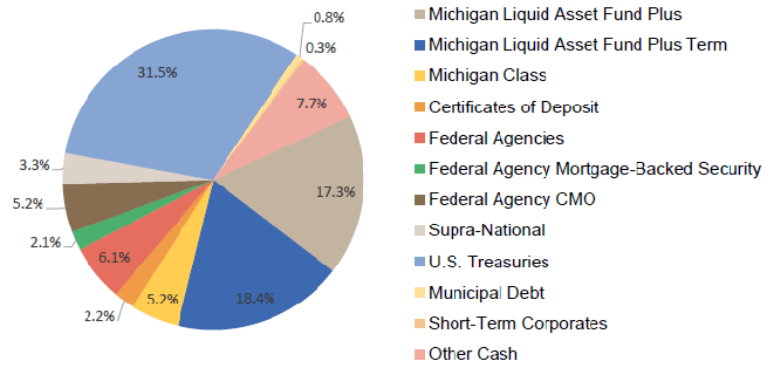
	2019/20 BUDGET	2019/20 ACTUAL 2/29/2020
<b>REVENUE</b>		
TRANSFER FROM PLANT - FACILITIES FEE	1,986,468	0
TRANSFER FROM PLANT - GENERAL	3,508,532	0
<b>TOTAL REVENUE</b>	<b>5,495,000</b>	<b>0</b>
<b>EXPENSE</b>		
2009 ISSUE		
PRINCIPAL	0	0
INTEREST	0	(4,282)
OTHER EXPENSE	0	0
<b>TOTAL EXPENSE</b>	<b>0</b>	<b>(4,282)</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>748,358</b>

PLANT FUND - DEBT RETIREMENT FUND  
2019-20 BUDGET

	2019/20 BUDGET	2019/20 ACTUAL 3/31/2020
<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	(4,282)
OTHER EXPENSE	0	0
<b>TOTAL EXPENSE</b>	<b>0</b>	<b>(4,282)</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>
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<b>GRAND TOTAL EXPENSE</b>	<b>5,477,260</b>	<b>748,358</b>

**Grand Rapids Community College  
Aggregate Cash and Investments  
As of February 29, 2020**

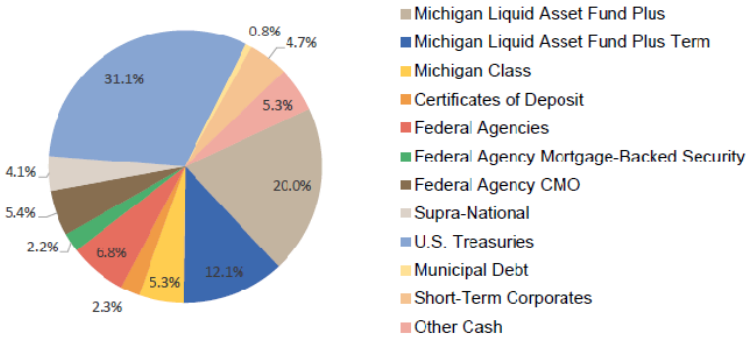
<b>Security Type</b>	<b>Market Value</b>	<b>% of Total</b>
Michigan Liquid Asset Fund Plus	\$15,999,420	17.3%
Michigan Liquid Asset Fund Plus Term	\$17,000,000	18.4%
Michigan Class	\$4,774,589	5.2%
Certificates of Deposit	\$2,072,972	2.2%
Federal Agencies	\$5,622,650	6.1%
Federal Agency Mortgage-Backed Security	\$1,905,943	2.1%
Federal Agency CMO	\$4,822,982	5.2%
Supra-National	\$3,012,762	3.3%
U.S. Treasuries	\$29,059,929	31.5%
Municipal Debt	\$695,786	0.8%
Short-Term Corporates	\$248,810	0.3%
Other Cash	\$7,094,369	7.7%
<b>Total</b>	<b>\$92,310,212</b>	<b>100.0%</b>



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

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

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$18,122,209	20.0%
Michigan Liquid Asset Fund Plus Term	\$11,000,000	12.1%
Michigan Class	\$4,780,443	5.3%
Certificates of Deposit	\$2,072,972	2.3%
Federal Agencies	\$6,130,365	6.8%
Federal Agency Mortgage-Backed Security	\$2,019,104	2.2%
Federal Agency CMO	\$4,885,212	5.4%
Supra-National	\$3,728,922	4.1%
U.S. Treasuries	\$20,109,595	31.1%
Municipal Debt	\$683,585	0.8%
Short-Term Corporates	\$4,237,093	4.7%
Other Cash	\$4,766,480	5.3%
<b>Total</b>	<b>\$90,615,989</b>	<b>100.0%</b>



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

PFM Asset Management LLC

Motion by Trustee Bruinsma, supported by Trustee Crosby to approve consent items as presented. Motion carries 6-0 support.

## ACTION ITEMS

### L. Purchases over \$100,000

#### a. General Fund

- 1) No purchases for February 2020.
- 2) No purchases for March 2020.

#### b. Other Special Funds

- 1) Purchase order issued to provide CAD grade and standard desktop computers and monitors for ATC renovated labs. (for information only - ATC spend previously BOT approved)

*Requestor:* Jeff Vanderveen – Information Technology  
**Expenditure:** \$166,225.38 (42-2330)  
**Disposition:** New Purchase  
**Supplier:** CDWG  
Vernon Hills, IL  
  
*Source of Funds:* Plant Fund  
*Bid:* Yes, RFQ 1920-12028

- 2) Request permission to issue purchase order to provide Chromebooks for the GEAR UP program students.

*Requestor:* Steve Beauclair – GEAR UP  
**Expenditure:** \$158,400.00 (51-2559)  
**Disposition:** New Purchase  
**Supplier:** Ocean, Inc.  
Grand Rapids, MI  
*Funds:* GEAR UP Grant Bid:  
Yes, RFQ 1920-4268

*The below purchase was previously approved by Chairperson Koetje and President Pink in March due to the cancellation of the March Board of Trustees Meeting. (per the Executive Limitations: Asset Protection Policy)*

Request permission to issue purchase order for the design and construction of the ATC Piazza.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$5,000,000.00 (42-2330)  
**Disposition:** Construction Purchase  
**Supplier:** TBD/CM  
Progressive AE/AE  
Grand Rapids, MI

Source of Funds: Plant Fund  
Bid: Yes, RFP #1415-3282, previously reported and RFP 1920-3296.

**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 Siegel, supported by Trustee Crosby to approve action items as presented. Motion carries 6-0.

O. Tuition Rates 2020 - 21

Motion by Trustee Siegel, supported by Trustee Bristol to approve 2019-20 tuition rates as presented. Motion carries 6-0.

P.Alliance Professional Support Staff (APSS) Contract

Motion by Trustee Crosby, supported by Trustee Siegel to approve the Alliance for Professional Support Staff as presented. Motion carries 6-0.

**VII. OPEN COMMENT (Virtual Meeting, therefore direct comments/questions from chat)**

- Roger ClarkMy name is Roger Clark, degree graduate for Winter 2020 semester. I wish to say thank you for doing all you have done to keep the student body safe as well as staff.
- Justin Studnicky 27 years old, current student. With the decline in revenue. As Lisa was talking about. Is this going to affect the tuition? Meaning an increase? I know we all are facing a tough time.

## **VIII. FINAL BOARD COMMENTS**

None at this time.

## **IX. ADJOURNMENT**

- Adjourned at 5:03 PM