

**PROCEEDINGS**  
**OF**  
**GRAND RAPIDS COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**OFFICIAL**  
**REGULAR MEETING**  
**BOARD CHAMBERS**  
**MONDAY, MAY 18, 2020**

**I. ORDER OF BUSINESS**

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

- A. Present: Bristol, Brame, Bruinsma, Crosby, Siegel & Koetje – 6
- B. Introduction of Guests
  - None at this time.
- C. Review and Approval of Agenda to include additions, deletions, or corrections.
  - Motion by Trustee Bruinsma, seconded by Trustee Crosby to approve the agenda as presented. Motion carries 6-0.
- D. Open Comments
  - None
- E. Special Order of Business (New Business)
  - Michigan New Job Training Agreements (MNJTA) : SpinDance  
Motion by Trustee Bristol, seconded by Trustee Bruinsma to approve MNJTA as presented. Motion carries 6-0.

**II. MONITORING REPORTS**

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

### **III. UPDATES**

- Student Report - None at this time.
- Foundation Update (Quarterly Report) – Kathy Mullins presented
- G. Board Chair Report
  - Interviews for BOT vacancy on May 20<sup>th</sup> and 27<sup>th</sup>.
  - With the passing of Trustee Bailey, the vice chair seat is open, therefore Chairperson Koetje made a motion to name Trustee Crosby as vice chairperson. Motion was supported by Trustee Bruinsma, seconded by Trustee Bristol. Motion carries 6-0.
- H. President's Update – Bill Pink, Ph.D.
  - Dr. Pink shared that over 4700 students were eligible for CARES Act Emergency Funds. He also went on to say that the institution is partnering with the Kent County Back to Work Safely Program.
- I. Faculty Association Update – None at this time.

### **IV. COMMUNITY CONNECTIONS**

- Communications to the Board - None at this time.

### **V. CONSENT ITEMS**

- J. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
  - Minutes from April 20, 2020 Board Meeting & May 4 2020 Budget Work Session
  - Listed below are the grants GRCC received from February 1, 2020 to April 30, 2020.
    - The Heart of West Michigan United Way awarded a grant of \$10,000 from their Coronavirus Response Fund to support distribution of food and other critical need items to students impacted by the pandemic.

**PERSONNEL REPORT**  
**(Includes in-process transactions through 5-11-20)**

**CONGRATULATIONS ON YOUR NEW POSITION**

Jared Anderson

Transfer from: Contingent, Purchasing Department

Transfer to: Foundation Database Coordinator, GRCC Foundation

Effective date: May 7, 2020

**THANK YOU FOR YOUR SERVICE**

**Separation:**

Jacob Brenner

Assistant Professor, Secchia Institute for Culinary

Effective date: May 2, 2020

**Retirement:**

JaneAnn Benson

Director, Early Childhood Learning Laboratory

Department: Early Childhood Learning Laboratory

Effective date: June 25, 2020

Financial Transactions  
(April 1 - 30, 2020)

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

a. **General Fund**

- 1) Purchase order issued to provide replacement furniture for the Library and Learning Commons.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$36,297.83  
**Disposition:** Replacement Purchase  
**Supplier:** Interphase Interiors  
Grand Rapids, MI  
Bid: No, MiDEAL consortium purchase.

- 2) Purchase order issued to provide payment for the annual Adobe enterprise term license agreement.

**Requestor:** Jeffrey Vanderveen  
**Expenditure:** \$69,827.52  
**Disposition:** Recurring Purchase  
**Supplier:** Zones\*  
Seattle, WA  
Bid: No, single source purchase.

b. **Other Special Funds**

- 1) Purchase order issued to provide furnishings for the Wisner-Bostrall Applied Technology Center renovation and expansion.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$52,291.87 (42-2822)  
**Disposition:** New Purchase  
**Supplier:** Custer Workplace Interiors  
Grand Rapids, MI  
Source of Funds: Plant Fund  
Bid: Yes, RFQ #1920-2330, previously reported.

- 2) Purchase order issued to provide technology (Cisco Flip2Flex for Collaboration, Smartnet and Hardware) for the Wisner-Bostrall Applied Technology Center renovation and expansion.

**Requestor:** Donovan Wallace - Information Technology  
**Expenditure:** \$31,041.00 (42-2330)  
**Disposition:** New Purchase  
**Supplier:** Presidio  
 Troy, MI  
 Source of Funds: Plant Fund  
 Bid: Yes, RFQ #1920-1356, previously reported.

- 3) Purchase order issued to provide (4) Bridgeport Manual Milling Machines for the ATC Machine Tool Lab.

**Requestor:** Jeff Danner – Workforce Development  
**Expenditure:** \$57,412.44 (42-2822)  
**Disposition:** New Purchase  
**Supplier:** Production Tool Supply  
 Grand Rapids, MI  
 Source of Funds: Plant Fund  
 Bid: Yes, RFQ 1920-4273.

**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 APRIL 30, 2020

GENERAL OPERATING	ADOPTED BUDGET	2019/2020 ACTUAL 4/30/2020	PERCENTAGE
REVENUE:			
TUITION	43,749,050	42,496,217	97.14%
FEES	6,661,291	5,760,715	86.48%
PROPERTY TAX	34,000,000	33,190,383	97.62%
STATE AID	26,815,655	17,638,411	65.78%
INTEREST	800,000	524,558	65.57%
MISCELLANEOUS	1,900,000	724,060	38.11%
<b>TOTAL REVENUE</b>	<b>113,925,996</b>	<b>100,334,344</b>	<b>88.07%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	31,867,817	22,267,599	69.87%
COUNSELING	1,551,302	882,460	56.89%
LIBRARIAN	565,880	382,760	67.64%
ADMINISTRATION	5,480,677	4,175,034	76.18%
ADMINISTRATIVE SUPPORT	1,094,320	834,910	76.29%
TECHNICAL SUPPORT	8,558,758	6,419,404	75.00%
SECRETARIAL	4,680,380	3,406,390	72.78%
BLDG OPERATIONS	4,240,579	3,169,102	74.73%
STUDENT ASSISTANT	1,293,964	874,826	67.61%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
<b>TOTAL SALARIES</b>	<b>58,833,677</b>	<b>42,412,485</b>	<b>72.09%</b>
NON-SALARY:			
FRINGE BENEFITS	33,864,657	23,922,662	70.64%
CONTRACTED SERVICE	5,019,635	3,659,371	72.90%
SUPPLIES & REPAIRS	4,957,989	3,152,020	63.57%
UTILITIES & RENT	3,969,000	2,297,126	57.88%
TRANSFERS	2,971,461	585,545	19.71%
OTHER COSTS	3,077,110	1,538,744	50.01%
EQUIPMENT	275,063	152,986	55.62%
CONTINGENCY	181,325	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
<b>TOTAL NON-SALARY</b>	<b>53,816,240</b>	<b>35,308,454</b>	<b>65.61%</b>
<b>TOTAL EXPENSE</b>	<b>112,649,917</b>	<b>77,720,939</b>	<b>68.99%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>1,276,079</b>	<b>22,613,405</b>	

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

	MONTHLY ACTIVITY 4/30/20	MONTHLY ACTIVITY 4/30/19	YEAR-TO- DATE 4/30/20	YEAR-TO- DATE 4/30/19
REVENUE:				
TUITION	990,169	1,028,035	42,496,217	44,687,109
FEES	(484,507)	493,592	5,760,715	6,740,360
PROPERTY TAX	96,499	185,798	33,190,383	31,813,953
STATE AID	2,365,306	2,330,862	17,638,411	17,398,160
INTEREST	76,142	367,025	524,558	1,025,798
MISCELLANEOUS	100,291	111,422	724,060	936,877
<b>TOTAL REVENUE</b>	<b>3,143,900</b>	<b>4,516,734</b>	<b>100,334,344</b>	<b>102,602,257</b>
EXPENSE:				
SALARIES:				
INSTRUCTION	2,667,672	2,547,963	22,267,599	22,340,028
COUNSELING	102,928	117,049	882,460	1,065,394
LIBRARIAN	42,574	46,128	382,760	404,011
ADMINISTRATION	412,414	384,765	4,175,034	3,907,622
ADMINISTRATIVE SUPPORT	79,339	87,694	834,910	845,011
TECHNICAL SUPPORT	628,983	634,847	6,419,404	6,283,954
SECRETARIAL	342,987	350,276	3,406,390	3,294,217
BLDG OPERATIONS	317,501	305,828	3,169,102	3,166,861
STUDENT ASSISTANT	125,120	103,872	874,826	813,215
<b>TOTAL SALARIES</b>	<b>4,719,518</b>	<b>4,578,422</b>	<b>42,412,485</b>	<b>42,120,313</b>
NON-SALARY:				
FRINGE BENEFITS	2,688,117	2,717,121	23,922,662	23,214,190
CONTRACTED SERVICES	292,687	470,171	3,659,371	3,468,147
SUPPLIES & REPAIRS	197,455	321,753	3,152,020	3,067,877
UTILITIES & RENT	181,804	276,327	2,297,126	2,447,994
TRANSFERS	12,455	11,955	585,545	831,186
OTHER COSTS	75,887	258,927	1,538,744	1,503,374
EQUIPMENT	12,704	23,837	152,986	131,780
CONTINGENCY	-	-	-	-
<b>TOTAL NON-SALARY</b>	<b>3,461,109</b>	<b>4,080,091</b>	<b>35,308,454</b>	<b>34,664,548</b>
<b>TOTAL EXPENSE</b>	<b>8,180,627</b>	<b>8,658,513</b>	<b>77,720,939</b>	<b>76,784,861</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(5,036,727)</b>	<b>(4,141,779)</b>	<b>22,613,405</b>	<b>25,817,396</b>

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

DESIGNATED	2019 - 2020		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 4/30/20	
<b>REVENUE:</b>			
CONTRACTED TRAINING	2,239,500	1,931,518	86.25%
OTHER MISCELLANEOUS LOCAL	771,930	262,606	34.02%
<b>TOTAL REVENUE</b>	<b>3,011,430</b>	<b>2,194,124</b>	<b>72.86%</b>
<b>EXPENSES:</b>			
<b>SALARIES</b>			
INSTRUCTION	223,300	246,339	110.32%
ADMINISTRATION	426,901	214,643	50.28%
CUSTODIANS & SECURITY	25,500	17,258	67.68%
SECRETARIAL	21,564	13,651	63.30%
STUDENT ASSISTANTS	6,105	3,026	49.56%
<b>TOTAL SALARIES</b>	<b>703,370</b>	<b>494,917</b>	<b>70.36%</b>
<b>NON-SALARY</b>			
FRINGE BENEFITS	274,552	203,485	74.12%
CONTRACTED SERVICES	1,222,216	1,311,575	107.31%
SUPPLIES & REPAIRS	988,753	498,479	50.41%
UTILITIES & RENTALS	3,150	3,424	108.70%
CAPITAL OUTLAY	22,200	3,513	15.82%
TRANSFERS	(157,961)	(133,050)	84.23%
OTHER	81,807	48,160	58.87%
<b>TOTAL NON-SALARY</b>	<b>2,434,717</b>	<b>1,935,586</b>	<b>79.50%</b>
<b>TOTAL EXPENSE</b>	<b>3,138,087</b>	<b>2,430,503</b>	<b>77.45%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(126,657)</b>	<b>(236,379)</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
 BUILDING & SITE FUND - GENERAL  
 FOR PERIOD ENDED Apr 30, 2020

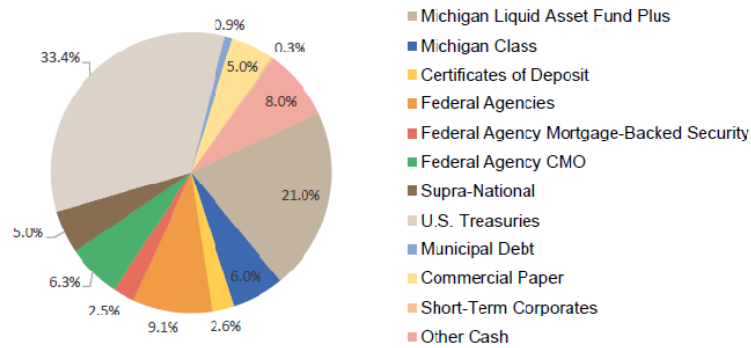
	ADOPTED BUDGET	ACTUAL 4/30/20	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,774,000	8,814,935	100.47%
INVESTMENT INTEREST	0	804,120	0.00%
TRANSFER FROM GENERAL FUND	1,725,000	0	0.00%
DONATIONS	4,050,000	0	0.00%
FACILITIES FEE	2,017,000	2,063,200	102.29%
TOTAL REVENUE	16,566,000	11,682,255	70.52%
EXPENSES:			
MAINTENANCE & OTHER	2,773,500	1,556,454	56.12%
ATC RENOVATION	4,367,250	4,831,261	110.62%
RJF RENOVATION	1,000,000	249,191	24.92%
LAKESHORE	2,500,000	2,046,883	81.88%
MABLE-ENGLE	3,360,000	2,326,350	69.24%
LETTINGA	1,800,000	1,459,994	81.11%
FIELDHOUSE RENOVATIONS	65,000	53,677	82.58%
OTHER PROJECTS	1,935,000	1,037,350	53.61%
TRANSFERS TO DEBT FUND	5,495,000	0	0.00%
TOTAL EXPENSES	23,295,750	13,561,159	58.21%
NET REVENUE (EXPENSE)	(6,729,750)	(1,878,904)	

PLANT FUND - DEBT RETIREMENT FUND  
2019-20 BUDGET

	2019/20 BUDGET	2019/20 ACTUAL 4/30/2020
<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	505,000
INTEREST	52,806	52,806
OTHER EXPENSE	100	0
<b>TOTAL EXPENSE</b>	<b>557,906</b>	<b>557,806</b>
2012 ISSUE - FACILITIES		
PRINCIPAL	1,155,000	1,155,000
INTEREST	831,468	831,469
OTHER EXPENSE	0	0
<b>TOTAL EXPENSE</b>	<b>1,986,468</b>	<b>1,986,469</b>
2013 ISSUE		
PRINCIPAL	535,000	535,000
INTEREST	42,900	42,900
OTHER EXPENSE	450	0
<b>TOTAL EXPENSE</b>	<b>578,350</b>	<b>577,900</b>
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,350,000	1,350,000
INTEREST	89,718	89,718
OTHER EXPENSE	500	0
<b>TOTAL EXPENSE</b>	<b>1,440,218</b>	<b>1,439,718</b>
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	505,000	505,000
INTEREST	408,819	408,819
OTHER EXPENSE	500	500
<b>TOTAL EXPENSE</b>	<b>914,319</b>	<b>914,319</b>
<b>GRAND TOTAL EXPENSE</b>	<b>5,477,260</b>	<b>5,471,929</b>

**Grand Rapids Community College  
Aggregate Cash and Investments  
As of April 30, 2020**

<b>Security Type</b>	<b>Market Value</b>	<b>% of Total</b>
Michigan Liquid Asset Fund Plus	\$16,846,517	21.0%
Michigan Class	\$4,784,733	6.0%
Certificates of Deposit	\$2,072,972	2.6%
Federal Agencies	\$7,299,835	9.1%
Federal Agency Mortgage-Backed Security	\$2,001,688	2.5%
Federal Agency CMO	\$5,008,822	6.3%
Supra-National	\$3,978,079	5.0%
U.S. Treasuries	\$26,752,094	33.4%
Municipal Debt	\$686,608	0.9%
Commercial Paper	\$3,988,708	5.0%
Short-Term Corporates	\$249,802	0.3%
Other Cash	\$6,416,609	8.0%
<b>Total</b>	<b>\$80,086,469</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, seconded by Trustee Crosby to approve the consent items as presented. Motion carries 6-0.

## ACTION ITEMS

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

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

##### **a. General Fund**

No purchases for April 2020.

##### **b. Other Special Funds**

- 1) Request permission to issue purchase order to provide repairs to pedestrian bridges campus wide.

<b>Requestor:</b>	<b>Jim VanDokkumburg</b>
<b>Expenditure:</b>	<b>\$432,277.00 (14-2331)</b>
<b>Disposition:</b>	<b>Construction Purchase</b>
<b>Supplier:</b>	<b>D.C. Byers</b> Grand Rapids, MI
Source of Funds:	Auxiliary Fund
Bid:	Yes, RFQ 1920-4261.

- 2) Request permission to issue purchase order to provide PCs and monitors to replace end of life equipment.

<b>Requestor:</b>	<b>Jeff Vanderveen – Information Technology</b>
<b>Expenditure:</b>	<b>\$204,789.20 (42-2822)</b>
<b>Disposition:</b>	<b>Replacement Purchase</b>
<b>Supplier:</b>	<b>CDW-G</b> Chicago, IL
Source of Funds:	Plant Fund
Bid:	Yes, RFP 1920-19028

#### **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 to approve made by Trustee Bruinsma, seconded by Bristol. Motion carries 6-0.

#### **VII. OPEN COMMENT**

- None at this time.

#### **VIII. FINAL BOARD COMMENTS**

- Trustee thanked President Pink for his leadership and all the work that is being done in regards to the pandemic.
- Trustee Siegel thanked all the employees that are participating in the Calling Campaign to students as Trustee Bristol and herself are calling and she knows that the students appreciate it.
- Trustee Bristol echoed Trustee Seigel's appreciation for everyone that have called students as she understands this is not part of employees job description.

Adjourned 5:10 p.m.