

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, OCTOBER 19, 2020

I. ORDER OF BUSINESS

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

Present: Brame, Bruinsma, Crosby, Siegel, Williams, & Koetje, – 6

Note: all Trustees joined the meeting using Zoom from their homes in the Grand Rapids area, due to COVID-19.

Absent: Bristol - 1

B. Introduction of Guests

- Non at this time.

C. Review and Approval of Agenda

- Chairperson Koetje asked that the approval of the agenda.
Trustee Brame made the motion to approve agenda, supported by Trustee Williams.
Motion carries 6-0.

D. Open Comments

- None at this time.

E. Special Order of Business

- 2019/20 Annual Audit was presented by Plante Moran.
 - Motion by Trustee Bruinsam, supported by Trustee Crosby to accept the audit as presented. Motion carries 6-0

II. MONITORING REPORTS

F. Report (s)

- Monitoring Report: Teaching and Learning – Presented by Sheila Jones & Dillon Carr.
- Finance Update – Presented by Lisa Freiburger.

III. UPDATES

G. Student Report

- Student Alliance Update – None at this time.

H. Foundation Update- Kathy Mullins presented Foundation Update.

- Board Chair Update – Chairperson Koetje congratulated on Trustee Williams for being the Grand Rapids Business Journal's 2020 40 Under 40 Distinguished Alumnus.

I. President's Report – Dr. Pink asked Julie Park's to present an update of the America's Promise Grant.

J. Faculty Association Update – None at this time.

November 2020 Event Listings

Event: Virtual Fall Open House

Date: Saturday, November 7, 2020

Time: 10:00 a.m. to 1:00 p.m.

Location: Virtual

Hosted by: Admissions & Enrollment Center

Open to the public? Yes

Event: Business Cafe Series - Turning Your Ideas into Money: MWest Challenge

Date: Monday, November 9, 2020

Time: Noon to 1:00 p.m.

Location: Virtual

Hosted by: Business Department

Open to the public: Students

Event: Classical Guitarists of Grand Rapids Virtual Concert

Date: Thursday, November 12, 2020

Time: 7:30 p.m.

Location: Virtual

Hosted by: GRCC Music Department

Open to the public? Yes

Event: GRCC Music Fall Bands Virtual Concert

Date: Friday, November 20, 2020

Time: 7:30 p.m.

Location: Virtual

Hosted by: GRCC Music Department

Open to the public? Yes

IV. COMMUNITY CONNECTIONS

K. Communications to the Board

- None at this time.

V. CONSENT ITEMS

L. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions,
& Financial Transactions

- Minutes from September 21, 2020 Board Meeting
- Grants GRCC Received – No grants for the month of September.

GRCC Employees on the Move from September 1, 2020 - October 1, 2020

WELCOME TO GRCC

Jennifer Druckenmiller
Instructional Laboratory Coordinator, Nursing Program
Effective Date: 9/8/20

Elizabeth Jorgensen
Part-Time Advisor, Acad. Advising & Transfer Ctr.
Effective Date: 9/14/20

Katherine DeRosha
Part-Time Advisor, Acad. Advising & Transfer Ctr.
Effective Date: 9/14/20

Kimberly Stoffel
Part-Time Advisor, Acad. Advising & Transfer Ctr.
Effective Date: 9/14/20

CONGRATULATIONS ON YOUR NEW POSITION

Nathan Lindy
Transfer from: Adjunct
Transfer to: Temporary Assistant Professor, Physical Science
Effective Date: 8/10/20

Alfred Lazo
Transfer from: Computer Tech Level 1
Transfer to: Technical Operations Technician
Effective Date: 9/8/20

Ariana Martinez
Transfer from: Employment Facilitator (contingency employee)
Transfer to: Educational Training Specialist, Workforce Training
Effective Date: 9/14/20

Elizabeth VanPortfliet
Transfer from: APSS, Disability & Occ Support Servs
Transfer to: Part-Time Advisor, Acad. Advising & Transfer Ctr.
Effective Date: 9/14/20

Laura Kennett
Transfer from: Interim Associate Dean of Operations, School of Arts & Sciences
Transfer to: Assistant Professor and Director of CTE
Effective Date: 8/27/20

THANK YOU FOR YOUR SERVICE

Separation:

Arthur Johnson
Support Professional, GRCC Foundation/College Advancement
Effective Date: 10/3/20

Michelle Urbane
Support Professional, Theater
Effective Date: 1/9/21

Retirement:

Donna Kragt
Dean of Institutional Research & Planning, Institutional Research & Planning
Effective: 1/29/21

Kristin Roberts
Professor, Computer Information Systems
Effective: 12/23/20

L. Financial Transactions
(September 1 - 30, 2020)

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

a. General Fund

- 1) Purchase order issued to provide a subscription to Nursing Central (subscription-based service that allows students and staff to access learning materials via the web).

Requestor: Jeff Vanderveen – Information Technology

Expenditure: \$25,600.75

Disposition: Recurring Purchase

Supplier: Unbound Medicine, Inc.

Charlottesville, VA

Bid: No, single source.

- 2) Purchase order issued to provide injury insurance for students, staff, trainers and guests of the Intercollegiate Sports Program.

Requestor: David Selmon – Athletics

Expenditure: \$26,669.00

Disposition: Recurring Purchase

Supplier: First Agency

Kalamazoo, MI

Bid: No, single source.

- 3) Blanket purchase order issued to provide 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.

b. Other Special Funds

- 1) Purchase order issued to provide GRCC with campus Zoom license renewal.

Requestor: Bill Knapp – Distance Learning

Expenditure: \$27,000.00 (51-2825)

Disposition: Recurring Purchase

Supplier: Zoom Video Communications, Inc.

Santa Jose, CA

Source of Funds: Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant

Bid: No, single source.

- 2) Purchase order issued to provide T-Mobile hotspots for students and staff without home internet access.
- Requestor:** Jeff Vanderveen – Information Technology
Expenditure: \$30,408.00 (51-2822)
Disposition: Recurring Purchase
Supplier: T-Mobile USA
Livonia, MI
Source of Funds: Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant
Bid: No, single source.
- 3) Purchase order issued to provide classroom multi-media equipment for the Raleigh J. Finkelstein Hall renovation.
- Requestor:** Mark Vogel – Information Technology
Expenditure: \$37,403.00 (42-2810)
Disposition: Replacement Purchase
Supplier: Telesystems USA
Ann Arbor, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 1516-12016A-1, previously reported.
- 4) Purchase order issued to provide PeopleSoft academic advisement implementation consultation.
- Requestor:** David Anderson – Information Technology
Expenditure: \$40,000.00 (51-2273)
Disposition: New Purchase
Supplier: VB Consulting, Inc. **
Peachtree City, GA
Source of Funds: Title III Federal Grant (Strengthening Institutions Program)
Bid: No, single source.
- 5) Blanket purchase order change notice issued to develop Pharmacy Technician training program. Order increased \$40,000.00; from \$30,000.00 to \$70,000.00.
- Requestor:** Julie Parks - WFD
Expenditure: \$40,000.00/\$70,000.00 (51-2273)
Disposition: Recurring Purchase
Supplier: The Training Associates Corporation
Marlborough, MA
Source of Funds: America's Promise Grant
Bid: No, grant directed purchase.

- 6) Purchase order issued to provide iMac computers for Visual Arts Department as part of the Raleigh J. Finkelstein Hall renovation.
- Requestor:** Jeff Vanderveen – Information Technology
Expenditure: \$46,998.00 (42-2822)
Disposition: New Purchase
Supplier: Apple Inc.
Austin, TX
Source of Funds: Plant Fund
Bid: No, sole source.
- 7) Purchase order issued to provide payment for Michigan Works program costs for August 2020.
- Requestor:** Julie Parks - WFD
Expenditure: \$47,806.96 (51-2271)
Disposition: Recurring Purchase
Supplier: West Michigan Works
Grand Rapids, MI
Source of Funds: America’s Promise Grant
Bid: No, grant directed purchase.
- 8) Purchase order issued to provide server upgrades for VMWare virtual desktop deployment.
- Requestor:** Donovan Wallace – Information Technology
Expenditure: \$48,613.32 (51-2822)
Disposition: Replacement Purchase
Supplier: Dell Marketing LP
Round Rock, TX
Source of Funds: Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant
Bid: Yes, RFP 1920-12028, previously reported.
- 9) Purchase order issued to provide data infrastructure as required for the Raleigh J. Finkelstein Hall renovation.
- Requestor:** Donovan Wallace – Information Technology
Expenditure: \$90,875.00 (42-2810)
Disposition: Replacement Purchase
Supplier: Town & Country Tel Com
Zeeland, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 1617-6207, previously reported.

GRAND RAPIDS COMMUNITY COLLEGE
 2020-2021 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED SEPTEMBER 30, 2020

	MONTHLY ACTIVITY 9/30/20	MONTHLY ACTIVITY 9/30/19	YEAR-TO- DATE 9/30/20	YEAR-TO- DATE 9/30/19
REVENUE:				
TUITION	(159,541)	136,094	21,590,324	21,885,959
FEES	623,518	378,527	3,438,879	3,193,888
PROPERTY TAX	12,885,790	9,088,965	22,466,503	18,669,678
STATE AID	148,093	-	148,093	-
INTEREST	105,516	261,372	141,409	297,265
MISCELLANEOUS	4,031	72,463	16,955	85,387
TOTAL REVENUE	13,607,407	9,937,421	47,802,163	44,132,177
EXPENSE:				
SALARIES:				
INSTRUCTION	2,008,405	1,655,369	3,600,586	3,247,550
COUNSELING	121,376	99,040	152,995	130,659
LIBRARIAN	45,840	55,528	59,172	68,860
ADMINISTRATION	429,210	441,179	1,051,745	1,063,714
ADMINISTRATIVE SUPPORT	83,894	98,786	203,030	217,922
TECHNICAL SUPPORT	642,462	686,606	1,558,565	1,602,709
SECRETARIAL	320,011	415,265	758,829	854,083
BLDG OPERATIONS	312,905	228,821	840,515	756,431
STUDENT ASSISTANT	29,903	186,903	63,094	220,094
TOTAL SALARIES	3,994,006	3,867,497	8,288,531	8,162,022
NON-SALARY:				
FRINGE BENEFITS	2,023,693	1,805,636	4,700,908	4,482,851
CONTRACTED SERVICES	254,743	726,761	781,355	1,253,373
SUPPLIES & REPAIRS	386,886	326,457	896,266	835,837
UTILITIES & RENT	399,438	16,306	983,313	600,181
TRANSFERS	36,388	69,951	130,001	163,564
OTHER COSTS	143,585	323,292	301,018	480,725
EQUIPMENT	51,346	74,859	53,632	77,145
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,296,079	3,343,262	7,846,493	7,893,676
TOTAL EXPENSE	7,290,085	7,210,759	16,135,024	16,055,698
NET REVENUE (EXPENSE)	6,317,322	2,726,662	31,667,139	28,076,479

GRAND RAPIDS COMMUNITY COLLEGE
 2020-2021 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED SEPTEMBER 30, 2020

GENERAL OPERATING	ADOPTED BUDGET	2020/2021 ACTUAL 9/30/2020	PERCENTAGE
REVENUE:			
TUITION	42,971,468	21,590,324	50.24%
FEES	6,562,000	3,438,879	52.41%
PROPERTY TAX	35,507,000	22,466,503	63.27%
STATE AID	24,761,000	148,093	0.60%
INTEREST	1,200,000	141,409	11.78%
MISCELLANEOUS	1,915,000	16,955	0.89%
TOTAL REVENUE	112,916,468	47,802,163	42.33%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,126,342	3,600,586	11.21%
COUNSELING	1,595,960	152,995	9.59%
LIBRARIAN	591,538	59,172	10.00%
ADMINISTRATION	5,448,801	1,051,745	19.30%
ADMINISTRATIVE SUPPORT	1,094,635	203,030	18.55%
TECHNICAL SUPPORT	8,404,616	1,558,565	18.54%
SECRETARIAL	4,781,033	758,829	15.87%
BLDG OPERATIONS	4,331,887	840,515	19.40%
STUDENT ASSISTANT	1,293,964	63,094	4.88%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	59,168,775	8,288,531	14.01%
NON-SALARY:			
FRINGE BENEFITS	34,402,569	4,700,908	13.66%
CONTRACTED SERVICE	5,043,668	781,355	15.49%
SUPPLIES & REPAIRS	4,808,910	896,266	18.64%
UTILITIES & RENT	3,978,212	983,313	24.72%
TRANSFERS	2,375,666	130,001	5.47%
OTHER COSTS	3,039,515	301,018	9.90%
EQUIPMENT	292,863	53,632	18.31%
CONTINGENCY	290,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	53,731,403	7,846,493	14.60%
TOTAL EXPENSE	112,900,178	16,135,024	14.29%
NET REVENUE (EXPENSE)	16,289	31,667,139	

GRAND RAPIDS COMMUNITY COLLEGE
 2020 - 2021 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING SEPTEMBER 30, 2020

DESIGNATED	2020 - 2021		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 9/30/20	
REVENUE:			
CONTRACTED TRAINING	2,290,500	112,532	4.91%
OTHER MISCELLANEOUS LOCAL	589,430	100,977	17.13%
TOTAL REVENUE	2,879,930	213,509	7.41%
EXPENSES:			
SALARIES			
INSTRUCTION	240,840	60,694	25.20%
ADMINISTRATION	487,352	106,244	21.80%
CUSTODIANS & SECURITY	25,500	1,681	6.59%
SECRETARIAL	21,564	0	0.00%
STUDENT ASSISTANTS	6,105	0	0.00%
TOTAL SALARIES	781,361	168,620	21.58%
NON-SALARY			
FRINGE BENEFITS	319,817	58,344	18.24%
CONTRACTED SERVICES	1,249,216	58,286	4.67%
SUPPLIES & REPAIRS	709,645	42,946	6.05%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,100	246	1.11%
TRANSFERS	(162,166)	(40,541)	25.00%
OTHER	84,307	10,319	12.24%
TOTAL NON-SALARY	2,226,069	129,600	5.82%
TOTAL EXPENSE	3,007,430	298,219	9.92%
NET REVENUE (EXPENSE)	(127,500)	(84,710)	

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

	ADOPTED BUDGET	ACTUAL 9/30/20	PERCENTAGE
REVENUE:			
PROPERTY TAXES	9,168,000	5,922,603	64.60%
TRANSFER FROM GENERAL FUND	1,125,000	0	0.00%
DONATIONS	19,950,000	0	0.00%
STATE FUNDS (ATC PROJECT)	6,367,250	1,148,689	18.04%
FACILITIES FEE	1,987,000	971,020	48.87%
TOTAL REVENUE	38,597,250	8,042,313	20.84%
EXPENSES:			
MAINTENANCE & OTHER	2,486,000	438,672	17.65%
ATC RENOVATION	7,918,000	1,606,600	20.29%
RJF RENOVATION	14,000,000	1,031,154	7.37%
LAKESHORE RENOVATION	11,000,000	59,005	0.54%
PIAZZA PROJECT	4,750,000	2,440	0.05%
OTHER PROJECTS	1,550,000	252,462	16.29%
TRANSFERS TO DEBT FUND	5,395,000	0	0.00%
TOTAL EXPENSES	47,099,000	3,390,334	7.20%
NET REVENUE (EXPENSE)	(8,501,750)	4,651,979	

PLANT FUND - DEBT RETIREMENT FUND
2020-21 FISCAL YEAR

	2020/21 BUDGET	2020/21 ACTUAL 9/30/2020
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,983,718	0
TRANSFER FROM PLANT - GENERAL	3,411,282	0
TOTAL REVENUE	5,395,000	0
EXPENSE		
2012 ISSUE - REFUNDING		
PRINCIPAL	505,000	0
INTEREST	32,606	0
OTHER EXPENSE	100	0
TOTAL EXPENSE	537,706	0
2012 ISSUE - FACILITIES		
PRINCIPAL	1,210,000	0
INTEREST	773,718	0
OTHER EXPENSE	0	0
TOTAL EXPENSE	1,983,718	0
2013 ISSUE		
PRINCIPAL	530,000	0
INTEREST	26,850	0
OTHER EXPENSE	450	0
TOTAL EXPENSE	557,300	0
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,310,000	0
INTEREST	61,368	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	1,371,868	0
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	635,000	0
INTEREST	309,050	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	944,550	0
GRAND TOTAL EXPENSE	5,395,142	0

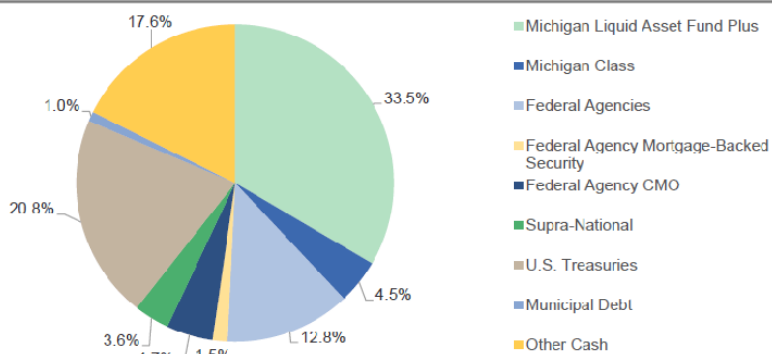
For the Month Ended September 30, 2020

GRAND RAPIDS COMMUNITY COLLEGE

Total Cash and Investments

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

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$35,314,232	33.5%
Michigan Class	\$4,790,761	4.5%
Federal Agencies	\$13,473,643	12.8%
Federal Agency Mortgage-Backed Security	\$1,605,794	1.5%
Federal Agency CMO	\$4,999,105	4.7%
Supra-National	\$3,815,518	3.6%
U.S. Treasuries	\$21,932,299	20.8%
Municipal Debt	\$1,027,487	1.0%
Other Cash	\$18,594,580	17.6%
Total	\$105,553,419	100.0%



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

PFM Asset Management LLC

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

ACTION ITEMS

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

a. General Fund

- 1) Request permission to issue purchase order to provide (2) plastinated cadavers for the Calkins Science Center Cadaver Lab.

Requestor: Mike Vargo – School of Arts and Sciences

Expenditure: \$111,000.00

Disposition: New Purchase

Supplier: Michigan Plastination Laboratory,
Inc. *

Freeland, MI

Bid: No, single source.

b. Other Special Funds

No purchases for September 2020.

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 Williams to approve the above items as presented. Motion carries 6-0.

O. Capital Outlay Submission

- The annual capital outlay submission was presented by Vicki Janowiak. Motion by Trustee Siegel, supported by Trustee Brame to approve the annual capital outlay as presented. Motion carries 6-0.

P. Meet & Confer Compensation

- The Meet & Confer compensation pool with a cap of 2.5 percent was presented by Lisa Freiburger. Motion by Trustee Brame, supported by Trustee Bruinsma. A roll call was taken and motion carried unanimously.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

- None at this time.

IX. ADJOURNMENT

The Board adjourned at 6:06 p.m.

No further business was discussed.

Secretary