

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, NOVEMBER 16, 2020

I. ORDER OF BUSINESS

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

Present: Brame, Bristol, Brunisma, Crosby, Siegel, William, 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 Bristol and seconded by Trustee Williams.
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 Siegel, seconded by Trustee Crosby. Motion carries 7-0.

II. MONITORING REPORTS

F. Report (s)

- Equity – presented by Dr. B. Afeni McNeely Cobham
- Finance Update – presented by Lisa Freiburger.

III. UPDATES

G. Student Report – Inayah Hakeem updated the board in regards to how Student Alliance is keeping students engaged while in this pandemic.

H. Foundation Update – None at this time.

I. Board Chair Report – Chairperson Koetje thanked Trustee Bristol for her commitment and enthusiasm over the last 6 years and her sensitivity to ALL students. He went on to say what an inspiration she was and will continue to be to the other board members.

J. President's Update

- President Pink reviewed the recent changes to the Governors Executive Order that will go into effect on Wednesday of this week, as under the new changes the institution will move all remote learning (with expectation of health programs) and support staff. This order is for a three week period, she will review on November 8th.
- President Pink also congratulated both the women's and men's track teams for qualifying for national, where the women's team placed forth and the men's team placed ninth.
- President Pink thanked Dean of Institutional Research Donng Kragt for her years of service with GRJC/CC and GRPS before that as she will be retiring in January.

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 19, 2020 Regular Board Meeting
- Grants GRCC received from October 1 – October 31, 2020

The Area Agency on Aging awarded a continuation grant of \$17,700 for the Kent County Senior Millage. This grant supports fitness and wellness classes for senior citizens

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

Please congratulate those who have moved and been promoted

WELCOME TO GRCC

Avery Van Ess
Job Developer-Job Corps, Training Solutions
Effective Date: 10/19/2020

CONGRATULATIONS ON YOUR NEW POSITION

Matthew Ermatinger
Transfer from: Student Employment Services (Student Assistant)
Transfer to: IT Customer Support – Computer Technician Level I
Effective Date: 10/19/2020

Jaqueline Araiza
Transfer from: Support Professional, College Success Center
Transfer to: Support Professional, Cashiers
Effective Date: 11/2/2020

C. Dennis Triggs
Transfer from: Job Developer
Transfer to: Job Developer, Job Corps, Training Solutions
Effective Date: 11/30/2020

THANK YOU FOR YOUR SERVICE

Separation:

Kiara Conway
College Success Center, Student Success Coach
Effective date: 11/7/2020

Sydney Goebel
Assistant to the Preschool Instructor, Preschool
Effective Date: 10/15/2020

Retirement:

Cora Beute
Nursing, Professor
Effective date: 2/26/2021

Paul Doane
Financial Aid, Associate Director
Effective date: 1/16/2021

Gilles Renusson
Secchia Institute for Culinary Arts, Professor
Effective date: 12/31/2020

Financial Transactions

(October 1 - 31, 2020)

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

a. General Fund

- 1) Blanket purchase order issued to provide an annual contract for student refund disbursements.

Requestor: Jennifer Kowalski - Cashiers

Expenditure: \$26,322.19

Disposition: Recurring Purchase

Supplier: Bank Mobile

New Haven, CT

Bid: No, single source.

- 2) Purchase order issued to provide annual renewal for video hosting tool required for Blackboard class content.

Requestor: Bill Knapp – Distance Learning

Expenditure: \$32,125.00

Disposition: Recurring Purchase

Supplier: TechSmith Corporation

Okemos, MI

Bid: No, single source.

- 3) Purchase order issued to provide armour micro-segmentation security software maintenance renewal.

Requestor: Jeff Vanderveen – Information Technology

Expenditure: \$33,750.00

Disposition: Recurring Purchase

Supplier: vArmour Networks

Los Angeles, CA

Bid: No, single source.

b. Other Special Funds

- 1) Purchase order issued to provide Cisco equipment required for wireless and wired connectivity at Raleigh J. Finkelstein Hall.

Requestor: Donovan Wallace – Information Technology

Expenditure: \$26,536.79 (42-2810)

Disposition: New Purchase

Supplier: Presidio Networked Solutions
Troy, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 1920-1356.

- 2) Purchase order issued to provide furnishings for the Raleigh J. Finkelstein Hall renovation.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$31,662.48 (42-2810)
Disposition: Replacement Purchase
Supplier: Kentwood Office Furniture
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 2021-10087.

- 3) Purchase order issued to provide furnishings for the Raleigh J. Finkelstein Hall renovation.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$40,045.49 (42-2810)
Disposition: Replacement Purchase
Supplier: Interphase Interiors
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 2021-10087.

- 4) Purchase order issued to provide furnishings for the Raleigh J. Finkelstein Hall renovation.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$42,417.66 (42-2810)
Disposition: Replacement Purchase
Supplier: Custer Workplace Interiors
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 2021-10087.

- 5) Purchase order issued to provide payment for Michigan Works program costs for September 2020.

Requestor: Julie Parks - WFD
Expenditure: \$49,274.00 (51-2271)
Disposition: Recurring Purchase
Supplier: West Michigan Works
Grand Rapids, MI
Source of Funds: America's Promise Grant
Bid: No, grant directed purchase.

- 6) Purchase order issued to provide furnishings for the Raleigh J. Finkelstein Hall renovation.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$63,538.89 (42-2810)
Disposition: Replacement Purchase
Supplier: Trellis Partners, LLC
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 2021-10087.

- 7) Purchase order issued to provide document and webcam equipment needed to provide live streaming from 100 GRCC classrooms.

Requestor: Mark Vogel – Media Technology
Expenditure: \$77,939.10 (51-2822)
Disposition: New Purchase
Supplier: B&H Photo
New York, NY
Source of Funds: Coronavirus Aid, Relief, and Economic Security (CARES) Act Grant
Bid: No, E&I cooperative agreement.

GRAND RAPIDS COMMUNITY COLLEGE
 2020-2021 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2020

GENERAL OPERATING	ADOPTED BUDGET	2020/2021 ACTUAL 10/31/2020	PERCENTAGE
REVENUE:			
TUITION	42,971,468	30,040,098	69.91%
FEES	6,562,000	5,061,382	77.13%
PROPERTY TAX	35,507,000	32,760,342	92.26%
STATE AID	24,761,000	2,583,864	10.44%
INTEREST	1,200,000	141,409	11.78%
MISCELLANEOUS	1,915,000	17,132	0.89%
TOTAL REVENUE	112,916,468	70,604,227	62.53%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,126,342	7,241,418	22.54%
COUNSELING	1,595,960	339,302	21.26%
LIBRARIAN	591,538	123,451	20.87%
ADMINISTRATION	5,448,801	1,689,180	31.00%
ADMINISTRATIVE SUPPORT	1,094,635	334,993	30.60%
TECHNICAL SUPPORT	8,404,616	2,539,974	30.22%
SECRETARIAL	4,781,033	1,254,063	26.23%
BLDG OPERATIONS	4,331,887	968,127	22.35%
STUDENT ASSISTANT	1,293,964	130,348	10.07%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	59,168,775	14,620,856	24.71%
NON-SALARY:			
FRINGE BENEFITS	34,402,569	7,297,589	21.21%
CONTRACTED SERVICE	5,043,668	1,194,638	23.69%
SUPPLIES & REPAIRS	4,808,910	1,177,999	24.50%
UTILITIES & RENT	3,978,212	1,270,409	31.93%
TRANSFERS	2,375,666	143,515	6.04%
OTHER COSTS	3,039,515	434,471	14.29%
EQUIPMENT	292,863	82,514	28.17%
CONTINGENCY	290,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	53,731,403	11,601,135	21.59%
TOTAL EXPENSE	112,900,178	26,221,991	23.23%
NET REVENUE (EXPENSE)	16,289	44,382,236	

**GRAND RAPIDS COMMUNITY COLLEGE
2020-2021 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2020**

	MONTHLY ACTIVITY 10/31/20	MONTHLY ACTIVITY 10/31/19	YEAR-TO- DATE 10/31/20	YEAR-TO- DATE 10/31/19
REVENUE:				
TUITION	8,449,774	11,289,091	30,040,098	33,175,050
FEES	1,622,503	1,147,526	5,061,382	4,341,414
PROPERTY TAX	10,293,839	12,199,424	32,760,342	30,869,102
STATE AID	2,435,771	2,424,049	2,583,864	2,424,049
INTEREST	-	187,070	141,409	475,099
MISCELLANEOUS	177	41,169	17,132	126,556
TOTAL REVENUE	22,802,064	27,288,329	70,604,227	71,411,270
EXPENSE:				
SALARIES:				
INSTRUCTION	3,640,832	2,804,790	7,241,418	6,052,340
COUNSELING	186,307	99,145	339,302	229,804
LIBRARIAN	64,279	44,681	123,451	113,541
ADMINISTRATION	637,435	418,640	1,689,180	1,482,354
ADMINISTRATIVE SUPPORT	131,963	79,165	334,993	297,087
TECHNICAL SUPPORT	981,409	652,506	2,539,974	2,255,215
SECRETARIAL	495,234	327,491	1,254,063	1,181,574
BLDG OPERATIONS	127,612	306,674	968,127	1,063,105
STUDENT ASSISTANT	67,254	96,438	130,348	316,532
TOTAL SALARIES	6,332,325	4,829,530	14,620,856	12,991,552
NON-SALARY:				
FRINGE BENEFITS	2,596,681	2,115,355	7,297,589	6,598,206
CONTRACTED SERVICES	413,283	391,590	1,194,638	1,644,963
SUPPLIES & REPAIRS	281,733	397,864	1,177,999	1,233,701
UTILITIES & RENT	287,096	324,871	1,270,409	925,052
TRANSFERS	13,514	75,629	143,515	239,193
OTHER COSTS	133,453	147,840	434,471	628,565
EQUIPMENT	28,882	(6,484)	82,514	70,661
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,754,642	3,446,665	11,601,135	11,340,341
TOTAL EXPENSE	10,086,967	8,276,195	26,221,991	24,331,893
NET REVENUE (EXPENSE)	12,715,097	19,012,134	44,382,236	47,079,377

GRAND RAPIDS COMMUNITY COLLEGE
 2020 - 2021 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING OCTOBER 31, 2020

DESIGNATED	2020 - 2021		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 10/31/20	
REVENUE:			
CONTRACTED TRAINING	2,290,500	130,829	5.71%
OTHER MISCELLANEOUS LOCAL	589,430	105,653	17.92%
TOTAL REVENUE	2,879,930	236,482	8.21%
EXPENSES:			
SALARIES			
INSTRUCTION	240,840	93,467	38.81%
ADMINISTRATION	487,352	161,546	33.15%
CUSTODIANS & SECURITY	25,500	4,696	18.42%
SECRETARIAL	21,564	0	0.00%
STUDENT ASSISTANTS	6,105	0	0.00%
TOTAL SALARIES	781,361	259,708	33.24%
NON-SALARY			
FRINGE BENEFITS	319,817	90,160	28.19%
CONTRACTED SERVICES	1,249,216	95,520	7.65%
SUPPLIES & REPAIRS	709,645	57,975	8.17%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,100	262	1.18%
TRANSFERS	(162,166)	(54,055)	33.33%
OTHER	84,307	14,538	17.24%
TOTAL NON-SALARY	2,226,069	204,400	9.18%
TOTAL EXPENSE	3,007,430	464,108	15.43%
NET REVENUE (EXPENSE)	(127,500)	(227,626)	

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

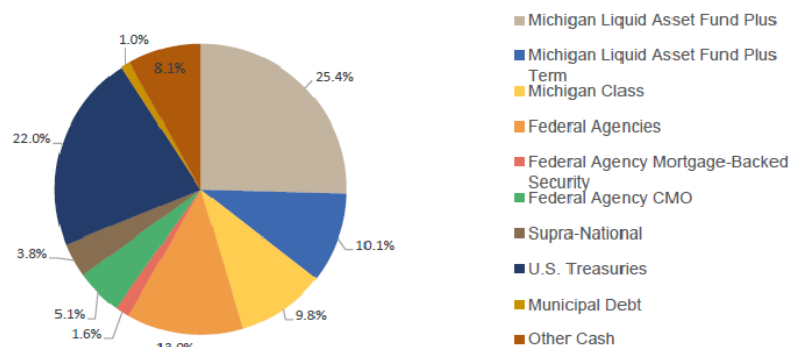
	ADOPTED BUDGET	ACTUAL 10/31/20	PERCENTAGE
REVENUE:			
PROPERTY TAXES	9,168,000	8,713,323	95.04%
TRANSFER FROM GENERAL FUND	1,125,000	0	0.00%
DONATIONS	19,950,000	0	0.00%
STATE FUNDS (ATC PROJECT)	6,367,250	1,490,368	23.41%
FACILITIES FEE	1,987,000	1,407,250	70.82%
TOTAL REVENUE	38,597,250	11,610,942	30.08%
EXPENSES:			
MAINTENANCE & OTHER	2,486,000	493,918	19.87%
ATC RENOVATION	7,918,000	1,948,279	24.61%
RJF RENOVATION	14,000,000	1,710,149	12.22%
LAKESHORE RENOVATION	11,000,000	96,706	0.88%
PIAZZA PROJECT	4,750,000	18,975	0.40%
OTHER PROJECTS	1,550,000	272,444	17.58%
TRANSFERS TO DEBT FUND	5,395,000	0	0.00%
TOTAL EXPENSES	47,099,000	4,540,472	9.64%
NET REVENUE (EXPENSE)	(8,501,750)	7,070,469	

PLANT FUND - DEBT RETIREMENT FUND
2020-21 FISCAL YEAR

	2020/21 BUDGET	2020/21 ACTUAL 10/31/2020
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	16,303
OTHER EXPENSE	100	0
TOTAL EXPENSE	537,706	16,303
2012 ISSUE - FACILITIES		
PRINCIPAL	1,210,000	0
INTEREST	773,718	45,625
OTHER EXPENSE	0	0
TOTAL EXPENSE	1,983,718	45,625
2013 ISSUE		
PRINCIPAL	530,000	0
INTEREST	26,850	13,425
OTHER EXPENSE	450	0
TOTAL EXPENSE	557,300	13,425
2018 ISSUE - 2008 REFUNDING		
PRINCIPAL	1,310,000	0
INTEREST	61,368	30,684
OTHER EXPENSE	500	0
TOTAL EXPENSE	1,371,868	30,684
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	635,000	0
INTEREST	309,050	154,525
OTHER EXPENSE	500	0
TOTAL EXPENSE	944,550	154,525
2020 ISSUE - 2012 REFUNDING		
PRINCIPAL	0	0
INTEREST	0	19,674
OTHER EXPENSE	0	0
TOTAL EXPENSE	0	19,674
GRAND TOTAL EXPENSE	5,395,142	280,236

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

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$25,291,074	25.4%
Michigan Liquid Asset Fund Plus Term	\$10,000,000	10.1%
Michigan Class	\$9,791,300	9.8%
Federal Agencies	\$12,893,475	13.0%
Federal Agency Mortgage-Backed Security	\$1,564,159	1.6%
Federal Agency CMO	\$5,078,151	5.1%
Supra-National	\$3,809,574	3.8%
U.S. Treasuries	\$21,881,735	22.0%
Municipal Debt	\$1,023,544	1.0%
Other Cash	\$8,083,706	8.1%
Total	\$99,416,719	100.0%



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

PFM Asset Management LLC

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

ACTION ITEMS

N. Purchasing Items over \$100,000

a. General Fund

No purchases for October 2020.

b. Other Special Funds

No purchases for October 2020.

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.

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

- Trustee Kenyatta, Congratulated Brandy Lovelady Mitchell and Trustee Williams for their new term starting in January. He also thanked Brandon Sinclair for running.
- Trustee Bruinsma, thanked Trustee Bristol for her dedication to each student that walks through the GRCC doors. Going on to say how grateful she was for Trustee Bristol's service and friendship.
- Trustee Bristol, shared she will miss working with the board and is thankful for the friendships she has made. She said she does plan on continuing to serve the students by volunteering on campus.

IX. ADJOURNMENT

- Adjourned – 5:17 p.m.