

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, MARCH 15, 2021

I. ORDER OF BUSINESS

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

- A. Present: Brame, Bristol, Bruinsma, Crosby, Lovelady Mitchell, Siegel, Williams, and Chairperson Koetje – 7
Note: all Trustees joined the meeting using Zoom from their homes in the Grand Rapids area, due to COVID-19.
- B. Introduction of Guests – N/A
- C. Review and Approval of Agenda to include additions, deletions, or corrections.
- Chairperson Koetje asked to add Calkins Science Resolution to the agenda and called a motion.
 - Motion was made by Trustee Bruinsma, seconded by Trustee Williams to approve the addition to the agenda as presented. Motion carries 7-0.
- D. Open Comments
- None at this time.
- E. Special Order of Business (New Business)
- Calkins Science Resolution – Lisa Freiburger presented.
Motion made by Vice Chairperson Crosby, seconded by Trustee Williams to approve the Calkins Science resolution as presented. Motion carries 7-0.
 - Property Taxes & State Revenue Resolution – Lisa Freiburger presented.
Motion by Vice Chairperson Crosby, seconded by Trustee Bruinsma to approve Property Taxes & State Revenue as presented. Motion carries 7-0.

II. MONITORING REPORTS

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

- Suppliers Diversity Report - Mansfield Matthewson presented.

III. UPDATES

- G. Student Report – None at this time.
- H. Foundation Update – Kathy Mullins presented.
- I. Board Chair Report – None at this time.
- J. President’s Update – Bill Pink, Ph.D.

Dr. Pink announced the 2021 Distinguished Alumni, Sekou Smith. He went on to give an update on the Lakeshore Campus project and also shared that the plan is to offer fifty percent of classes in-person by fall semester.

- K. Faculty Association Update – None at this time.

IV. COMMUNITY CONNECTIONS

- L. Communications to the Board – The board received a Thank You card from former trustee, Cynthia Bristol in regards to flowers received after the passing of her husband, Bob Bristol.
- M. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from February 15, 2021 Board Meeting & Work Session
 - No Grants received for February 1 – 28, 2021.

PERSONNEL REPORT

(Includes in-process transactions through 02/01/20 - 03-01-21)

GRCC Employees on the Move from February – March, 2021

Please congratulate those who have moved and been promoted

WELCOME TO GRCC

Benjamin Benefiel
 Graphic Designer, Communications
 Effective date: February 22, 2021

Jenna Vande Kamp
 Development Manager, Alumni Relations and Annual Giving
 Effective date: January 18, 2021

CONGRATULATIONS ON YOUR NEW POSITION

Andrew Masters
 Transfer from: Associate Director of Financial Aid Operations
 Transfer to: Associate Director of Financial Aid Compliance
 Effective date: March 1, 2021

Isabel Vargas
 Transfer from: Support Professional, Computer Information Systems

Transfer to: Support Professional, Student Records and Credit Evaluation
Effective date: February 8, 2021

Melissa VerDuin
Transfer from: Custodian 1 - Spectrum
Transfer to: Custodian 1 - ECLL
Effective date: January 25, 2021

Madeline Dyer
Transfer from Contingency
Transfer to Meet & Confer
Aquatics Facility Manager
Effective date: January 11, 2021

THANK YOU FOR YOUR SERVICE

Retirement:

Aaron Brooks
Custodian II, Facilities
Effective date: July 1, 2021

Daniel Estes
Assistant Professor, Mechanical & Arch Design
Effective date: May 1, 2021

Joseph Milito
Associate Director, Facilities
Effective date: May 1, 2021

Bryan Wible
Building Manager, Maintenance
Effective date: April 17, 2021

Brian Morris
Professor, Music
Effective date: May 6, 2021

John Simons
Media Tech Engineer, Media Technologies
Effective date: March 10, 2021

Bruce Morrison
Data & Reporting Analyst, Institutional Research & Planning
Effective date: May 5, 2021

Carolyn Morrison

Financial Transactions

(February 1 - 28, 2021)

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

a. General Fund

- 1) Purchase order change notice issued to provide air filters to the GRCC campuses. Order increased \$25,000.00; from \$25,000.00 to \$50,000.00
Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$25,000.00/\$50,000.00
Disposition: Recurring Purchase
Supplier: Midwest Air Filter
Grand Rapids, MI
Bid: Yes, RFQ #1819-8137A
- 2) Purchase order change notice issued to provide dental and vision reimbursements to GRCC employees. Order increased \$50,500.00; from \$10,500.00 to \$61,000.00
Requestor: Cathy Kubiak – Human Resources
Expenditure: \$50,500.00/\$61,000.00
Disposition: Recurring Purchase
Supplier: Flex Administrator, Inc.
Grandville, MI
Bid: No, single source.
- 3) Purchase order issued to provide CiscoFlip2Flex agreement for voice and collaboration environments.
Requestor: Donovan Wallace – Information Technology
Expenditure: \$92,644.00
Disposition: Recurring Purchase
Supplier: Presidio Networked Solutions Group
Troy, MI
Bid: Yes, RFQ #1920-1356.

b. Other Special Funds

- 1) Purchase order to provide a pneumatic tire forklift for the Lakeshore Campus.
Requestor: Jeffrey Danner - WFD
Expenditure: \$28,679.31 (2810-42)
Disposition: New Purchase
Supplier: Morrison Industrial Equipment
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: No, Sourcewell Consortium purchase.
- 2) Purchase order issued to provide (2) Ford Transit vans for the Facilities department.
Requestor: Jim VanDokkumburg - Facilities

Expenditure: \$53,548.00 (42-2822)
Disposition: Replacement Purchase
Supplier: Gorno Ford
Woodhaven, MI
Source of Funds: Plant Fund
Bid: No, MiDEAL consortium purchase.

- 3) Purchase order issued to provide electronics for Classroom multimedia systems.

Requestor: Mark Vogel – Media Technologies
Expenditure: \$61,895.00 (42-2822)
Disposition: Replacement Purchase
Supplier: Telesystems USA
Ann Arbor, MI
Source of Funds: Plant Fund
Bid: Yes. RFQ1516-12016A.

- 4) Purchase order issued to provide replacement exterior doors at the Student Center.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$69,381,11 (42-2330)
Disposition: Replacement Purchase
Supplier: BCI Construction
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #1920-5226.

- 5) Purchase order issued to provide electronics for the Raleigh J. Finklestein Hall multimedia systems.

Requestor: Mark Vogel – Media Technologies
Expenditure: \$73,820.00 (42-2810)
Disposition: Replacement Purchase
Supplier: Telesystems USA
Ann Arbor, MI
Source of Funds: Plant Fund
Bid: Yes. RFQ1516-12016A.

- 6) Purchase order issued to provide welding booths and a welding table for the Lakeshore Campus.

Requestor: Jeff Danner - WFD
Expenditure: \$78,025.00 (42-2810)

Disposition:	New Purchase
Supplier:	Advanced Technologies Consultants
	Northville, MI
Source of Funds:	Plant Fund
Bid:	No, single source.

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
 2020-2021 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2021

	MONTHLY ACTIVITY 2/28/21	MONTHLY ACTIVITY 2/29/20	YEAR-TO- DATE 2/28/21	YEAR-TO- DATE 2/29/20
REVENUE:				
TUITION	1,287,870	(24,952)	39,308,964	39,759,324
FEES	132,547	89,033	7,138,950	5,669,640
PROPERTY TAX	315,855	155,921	34,276,226	32,292,097
STATE AID	2,511,055	2,399,376	13,437,471	12,907,799
INTEREST	74,550	(611,059)	486,976	370,186
MISCELLANEOUS	681	1,252	476,259	595,943
TOTAL REVENUE	4,322,558	2,009,571	95,124,846	91,594,989
EXPENSE:				
SALARIES:				
INSTRUCTION	2,500,507	2,628,425	17,026,464	16,987,973
COUNSELING	126,302	98,666	844,546	675,158
LIBRARIAN	42,904	42,533	291,099	297,815
ADMINISTRATION	432,766	413,076	3,412,294	3,345,024
ADMINISTRATIVE SUPPORT	88,202	84,121	703,464	672,501
TECHNICAL SUPPORT	641,996	631,882	5,175,358	5,151,428
SECRETARIAL	320,955	343,813	2,569,137	2,722,927
BLDG OPERATIONS	307,101	319,970	2,271,436	2,536,430
STUDENT ASSISTANT	39,914	99,342	282,573	650,071
TOTAL SALARIES	4,500,647	4,661,828	32,576,371	33,039,327
NON-SALARY:				
FRINGE BENEFITS	2,938,839	2,688,436	18,780,368	17,911,995
CONTRACTED SERVICES	201,800	280,241	2,502,088	2,952,253
SUPPLIES & REPAIRS	258,255	418,494	2,351,008	2,592,068
UTILITIES & RENT	233,622	337,167	2,472,199	1,896,004
TRANSFERS	13,514	12,455	238,586	497,048
OTHER COSTS	117,086	240,855	762,256	1,362,048
EQUIPMENT	24,405	22,890	238,840	128,666
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,787,521	4,000,538	27,345,345	27,340,082
TOTAL EXPENSE	8,288,168	8,662,366	59,921,716	60,379,409
NET REVENUE (EXPENSE)	(3,965,610)	(6,652,795)	35,203,130	31,215,580

GRAND RAPIDS COMMUNITY COLLEGE
 2020-2021 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2021

GENERAL OPERATING	ADOPTED BUDGET	2020/2021 ACTUAL 2/28/2021	PERCENTAGE
REVENUE:			
TUITION	41,047,000	39,308,964	95.77%
FEES	7,585,000	7,138,950	94.12%
PROPERTY TAX	35,090,000	34,276,226	97.68%
STATE AID	29,307,000	13,437,471	45.85%
INTEREST	400,000	486,976	121.74%
MISCELLANEOUS	1,615,000	476,259	29.49%
TOTAL REVENUE	115,044,000	95,124,846	82.69%
EXPENSE:			
SALARIES:			
INSTRUCTION	31,136,443	17,026,464	54.68%
COUNSELING	1,552,990	844,546	54.38%
LIBRARIAN	591,538	291,099	49.21%
ADMINISTRATION	5,518,673	3,412,294	61.83%
ADMINISTRATIVE SUPPORT	1,118,745	703,464	62.88%
TECHNICAL SUPPORT	8,604,993	5,175,358	60.14%
SECRETARIAL	4,755,142	2,569,137	54.03%
BLDG OPERATIONS	4,026,355	2,271,436	56.41%
STUDENT ASSISTANT	1,283,964	282,573	22.01%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	58,088,843	32,576,371	56.08%
NON-SALARY:			
FRINGE BENEFITS	35,046,000	18,780,368	53.59%
CONTRACTED SERVICE	4,638,868	2,502,088	53.94%
SUPPLIES & REPAIRS	5,242,646	2,351,008	44.84%
UTILITIES & RENT	4,231,370	2,472,199	58.43%
TRANSFERS	2,487,166	238,586	9.59%
OTHER COSTS	3,056,728	762,256	24.94%
EQUIPMENT	401,863	238,840	59.43%
CONTINGENCY	124,320	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	54,728,961	27,345,345	49.97%
TOTAL EXPENSE	112,817,804	59,921,716	53.11%
NET REVENUE (EXPENSE)	2,226,196	35,203,130	

GRAND RAPIDS COMMUNITY COLLEGE
 2020 - 2021 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING FEBRUARY 28, 2021

DESIGNATED	2020 - 2021		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 2/28/21	
REVENUE:			
CONTRACTED TRAINING	2,100,900	621,960	29.60%
OTHER MISCELLANEOUS LOCAL	589,430	132,687	22.51%
TOTAL REVENUE	2,690,330	754,646	28.05%
EXPENSES:			
SALARIES			
INSTRUCTION	220,086	168,312	76.48%
ADMINISTRATION	487,352	370,809	76.09%
CUSTODIANS & SECURITY	25,500	13,247	51.95%
SECRETARIAL	21,564	0	0.00%
STUDENT ASSISTANTS	6,105	0	0.00%
TOTAL SALARIES	760,607	552,368	72.62%
NON-SALARY			
FRINGE BENEFITS	313,040	187,668	59.95%
CONTRACTED SERVICES	1,146,832	231,678	20.20%
SUPPLIES & REPAIRS	649,960	136,892	21.06%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,100	357	1.61%
TRANSFERS	(162,166)	(108,111)	66.67%
OTHER	84,307	27,069	32.11%
TOTAL NON-SALARY	2,057,223	475,553	23.12%
TOTAL EXPENSE	2,817,830	1,027,921	36.48%
NET REVENUE (EXPENSE)	(127,500)	(273,275)	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Feb 28, 2021

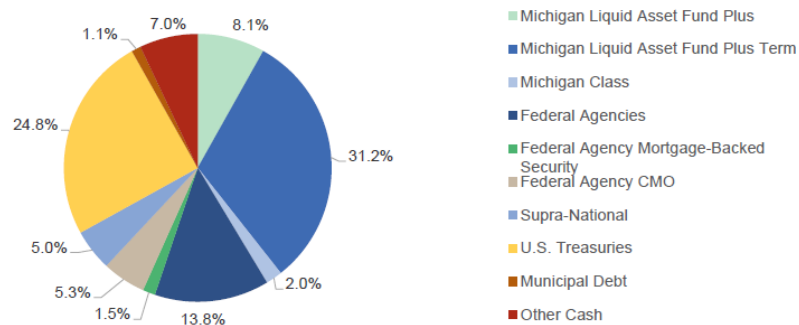
	ADOPTED BUDGET	ACTUAL 2/28/21	PERCENTAGE
REVENUE:			
PROPERTY TAXES	9,168,000	9,114,542	99.42%
TRANSFER FROM GENERAL FUND	1,125,000	0	0.00%
DONATIONS	19,950,000	0	0.00%
STATE FUNDS (ATC PROJECT)	6,367,250	4,000,003	62.82%
FACILITIES FEE	1,987,000	1,857,390	93.48%
TOTAL REVENUE	38,597,250	14,971,935	38.79%
EXPENSES:			
MAINTENANCE & OTHER	2,486,000	936,054	37.65%
ATC RENOVATION	7,918,000	4,457,914	56.30%
RJF RENOVATION	14,000,000	5,241,604	37.44%
LAKESHORE RENOVATION	11,000,000	4,065,470	36.96%
PIAZZA PROJECT	4,750,000	18,975	0.40%
OTHER PROJECTS	1,550,000	317,409	20.48%
TRANSFERS TO DEBT FUND	5,395,000	0	0.00%
TOTAL EXPENSES	47,099,000	15,037,425	31.93%
NET REVENUE (EXPENSE)	(8,501,750)	(65,490)	

PLANT FUND - DEBT RETIREMENT FUND
2020-21 FISCAL YEAR

	2020/21 BUDGET	2020/21 ACTUAL 2/28/2021
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 February 28, 2021**

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$7,302,536	8.1%
Michigan Liquid Asset Fund Plus Term	\$28,000,000	31.2%
Michigan Class	\$1,791,952	2.0%
Federal Agencies	\$12,409,856	13.8%
Federal Agency Mortgage-Backed Security	\$1,356,581	1.5%
Federal Agency CMO	\$4,723,046	5.3%
Supra-National	\$4,482,825	5.0%
U.S. Treasuries	\$22,286,452	24.8%
Municipal Debt	\$1,020,411	1.1%
Other Cash	\$6,313,173	7.0%
Total	\$89,686,832	100.0%



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

PFM Asset Management LLC

Motion made by Trustee Siegel and supported by Vice Chairperson Crosby to approve consent items as presented. Motion carries 7-0.

V. ACTION ITEMS

N. Purchasing Items over \$100,000

a. **General Fund**

No purchases for February 2021.

b. **Other Special Funds**

1) Request permission to issue purchase order to provide human cadavers for the Lakeshore Campus.

Requestor:	Jeff Danner - WFD
Expenditure:	\$129,800.00 (51-2821, 42-2821)
Disposition:	New Purchase
Supplier:	Michigan Plastination Laboratory* Freeland, MI
Source of Funds:	Perkins Grant, Plant Fund
Bid:	No, single source purchase.

ACCOUNTS:

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KEY:

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 # - Non Responsive Bid
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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, seconded by Trustee Siegel to approve action items as presented. Motion carries 7-0.

O. Tuition Rates 2021-2022 – Lisa Frieburger presented.

- Motion by Trustee Bruinsma, seconded by Trustee Brame to approve no tuition increase for 2021-22 as presented. Motion carries 7-0

VI. Open Comment – None at this time.

VII. FINAL BOARD COMMENTS

Chairperson Koetje thanked President Pink and Lisa Freiburger for their work in regards balancing program, staff, community and students the institution serves while not increasing tuition rates.

IX. ADJOURNMENT

Adjourned – 5:07 PM