

GRAND RAPIDS COMMUNITY COLLEGE

AGENDA OF BOARD OF TRUSTEES



**MONDAY, MAY 21, 2018
4:15 PM
BOARD CHAMBERS
143 BOSTWICK NE
GRAND RAPIDS, MI**

GRAND RAPIDS COMMUNITY COLLEGE BOARD OF TRUSTEES



David J. Koetje
Chairperson
2022



Deb Bailey
Vice Chairperson
2020



Richard N. Stewart, Ph.D.
Treasurer
2018



Cynthia Bristol
Secretary
2020



Kenyatta Brame
Trustee
2022



Kathleen Bruinsma
Trustee
2022



Carlos Sanchez
Trustee
2018



Bill Pink, Ph.D.
President

Minutes of this and all proceedings of the board may be obtained in the office of the Board of Trustees;
GRCC DeVos Campus, Administration Building, Room 202; 415 Fulton St. E; Grand Rapids, MI 49503; Phone (616) 234-3901.

83251 8/17

GRAND RAPIDS COMMUNITY COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
MONDAY, MAY 21, 2018
BOARD CHAMBERS – 4:15 p.m.

ORDER OF BUSINESS

I. GENERAL BUSINESS

- Call to Order
- Introduction of Guests
- Review and Approval of Agenda to include additions, deletions, or corrections.
- Open Comments
 - Open comments in this section of the agenda are limited to comments specifically related to today's board agenda.
- Special Order of Business (New Business)

II. MONITORING REPORTS

- Report (s)
 - Workforce Pathways – Amy Koning
 - Finance Update – Lisa Freiburger

III. UPDATES

- Student Alliance Report
- Foundation Update (Quarterly Report) – Kathy Mullins
- Board Chair Report – David Koetje
- President's Update – Bill Pink, Ph.D.
- Faculty Association Update – Frank Conner

IV. COMMUNITY CONNECTIONS

- Communications to the Board

V. CONSENT ITEMS

These items will be adopted as a group without specific discussion. When approving the meeting agenda, any board member may request that a consent agenda item be moved to the regular agenda for discussion or questions. *Recommended that the following items be approved as presented:*

- Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from April 16, 2018 Board Meeting & the May 7, 2018 Budget Work Session
 - Grants GRCC received from April 1, 2018 to April 30, 2018

VI. ACTION ITEMS

- N. Purchases over \$100,000
- O. POLC Contract
- P. CEBA Contract

VII. OPEN COMMENT (*Faculty, staff, students, and the Public are invited to address the Board on any matter.*)

VIII. FINAL BOARD COMMENTS

IX. ADJOURNMENT

Next Meeting of the Board:

- Monday, June 4, 2018, Budget Work Session, Board Library, 4:15 p.m.
- Monday, June 18, 2018, Board Retreat, Board Conference Room, 12:30 p.m.
- Monday, June 18, 2018, Regular Meeting, Board Library, 4:15 p.m.

GENERAL BUSINESS

- A. Call to Order
- B. Introduction of Guests
- C. Review and Approval of Agenda to include additions, deletions, or corrections.
- D. Open Comments
 - Open comments in this section of the agenda are limited to comments specifically related to today's board agenda.
- E. Special Order of Business (New Business)

MONITORING REPORTS

F. Report (s)

- Workforce Pathways – Amy Koning to present
- Finance Update – None at this time.

UPDATES

- G. Student Alliance Report – None at this time.
- H. Foundation Update – None at this time.
- I. Board Chair Update
- J. President's Update – Bill Pink, Ph.D.
- K. Faculty Association Update – Frank Conner to present

COMMUNITY CONNECTIONS

- L. Communications to the Board – None at this time.

CONSENT ITEMS

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

- Minutes from April 16, 2018 Board Meeting & May 7, 2018 Budget Work Session.

PERSONNEL REPORT

(Includes in-process transactions through 5-2-18)

Appointments

NAME	DEPARTMENT	EMPLOYEE GROUP	POSITION	EFFECTIVE DATE	NOTES
Name	Department	Employee Group	Position	Effective Date	Notes
Renida Clark	College Success Center	M&C	Student Success Coach	4/23/2018	New to College
Travis Steffens	College Success Center	M&C	Student Success Coach	4/23/2018	Transfer from Instructional Support
Maurice Williams	Facilities	CEBA	Custodian I	4/30/2018	New to College
Dale Burns	Facilities	CEBA	Custodian I	4/30/2018	New to College
Matt Vryhof	Facilities	CEBA	Carpenter	5/14/2018	New to College
Rebecca DeKorne	College Success Center	M&C	Student Success Coach	5/7/2018	New to College
Jenifer Bourcier	Biological Sciences	Faculty	Assistant Professor	8/23/2018	New to College

Separation

Name	Department	Employee Group	Position	Effective Date	Notes
Cody Robinson	AATC & CCD	APSS	Support Professional	4/14/2018	Separation
Susan Hopkins	Language & Thought	ADJUNCT	Adjunct Faculty	4/30/2018	Retirement
Joan Gearns	English	Faculty	Professor	4/28/2018	Retirement
Pamela Laureto	Biological Sciences	Faculty	Professor	4/30/2018	Retirement
Bernard Manker	Language & Thought	Faculty	Professor	4/30/2018	Retirement
Paula Kunst	Early Childhood Learning Laboratory	Faculty	Instructor	6/23/2018	Retirement
Cheryl Botham	Early Childhood Learning Laboratory	Faculty	Instructor	6/30/2018	Retirement
Thomas Boersma	Drafting & Design	Faculty	Professor	6/30/2018	Retirement
Karen Walker	Occupational Therapy Assistant	Faculty	Program Director/Professor	6/30/2018	Retirement
Robert Postma	Facilities	CEBA	Custodian I	6/30/2018	Retirement
Penny Folsom	Early Childhood Learning Laboratory	Faculty	Instructor	7/3/2018	Retirement
Robert Leunk	Biological Sciences	Faculty	Associate Professor	7/31/2018	Retirement
Robin Kerkstra	Dental	Faculty	Assistant Professor	5/5/2018	Separation
Lindsay Passenger	Early Childhood Learning Laboratory	M&C	Assistant to the Preschool Instructor	4/28/2018	Separation
Reuben Mwangi	Counseling & Career Center	Faculty	Professional Counselor	4/28/2018	Separation
Debra Veltkamp	Nursing	Faculty	Professor	5/1/2018	Retirement
Kristina Brott	Human Resources	APSS	Support Professional	5/18/2018	Separation

EMPLOYEES THAT HAVE MOVED TO A NEW POSITION

Travis Steffens
 From: Instructional Support APSS
 To: College Success Center
 Effective 4-23-18

Financial Transactions
(April 1 - 30, 2018)

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

a. General Fund

- 1) Purchase order issued to provide funds for the annual lease payment required for Essential E-learning software.

Requestor: Jeffrey Vanderveen – Information Technology
Expenditure: \$25,000.00
Disposition: Recurring Purchase
Supplier: Applied Technology Systems, LLC

Franklin, MI

Bid: No, single source.

- 2) Blanket purchase order change notice issued to provide funds for transaction fees, tech support and maintenance. Order increased \$18,375, from \$25,725.00 to \$44,100.00.

Requestor: Erica Brown - Cashiers
Expenditure: \$18,375.00/\$44,100.00
Disposition: Recurring Purchase
Supplier: Nelnet Business Solutions

Lincoln, NE

Bid: Yes, RFP 1617-5222-1.

- 3) Purchase order issued to provide audio visual services for the 2018 GRCC commencement.

Requestor: Tina Hoxie – Student Affairs
Expenditure: \$29,995.22
Disposition: Recurring Purchase
Supplier: Corporate Live

Kentwood, MI

Bid: Yes, RFP #1718-3293.

- 4) Purchase order issued to provide funds for the annual lease payment required for core edge network, servers, etc.

Requestor: Donovan Wallace – Information Technology
Expenditure: \$91,540.03
Disposition: Recurring Purchase
Supplier: Cisco Systems Capital Corp

Philadelphia, PA

Bid: No, single source.

b. Other Special Funds

- 1) Blanket purchase order change notice issued to provide funds for America's Promise activities with the Hispanic Center. Order increased \$18,058, from \$33,405.64 to \$51,463.64.

Requestor: Julie Parks – Workforce Development
Expenditure: \$18,058.00/\$51,463.64 (2271-51)
Disposition: New Purchase
Supplier: Hispanic Center of West Michigan
Grand Rapids, MI

Source of Funds: America's Promise Grant
Bid: No, single source.

- 2) Blanket purchase order change notice issued to provide Disability Support brailled textbooks. Order increased \$19,000 from \$10,000.00 to \$29,000.00.

Requestor: Sarah Rose – Disability Support
Expenditure: \$10,000.00/\$29,000.00 (51-2821)
Disposition: Recurring Purchase
Supplier: Georgia Tech Research Corp.
Atlanta, GA

Source of Funds: Special Populations Grant
Bid: Yes, unsealed.

- 3) Blanket purchase order issued to provide (25) DELL Precision Tower Desktop Computers for the ATC computer lab.

Requestor: Jeffrey Vanderveen – Information Technology
Expenditure: \$28,625.00 (42-2822)
Disposition: Replacement Purchase
Supplier: CDW-G
Vernon Hills, IL

Source of Funds: Plant Fund
Bid: Yes, RFP 1617-1355.

- 4) Purchase order issued to provide consultant services for the door access control system project.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$34,000.00 (42-2330)
Disposition: New Purchase
Supplier: Town and Country Telecom
Zeeland, MI

Source of Funds: Plant Fund
Bid: Yes, RFP #1617-6207.

- 5) Blanket purchase order issued to provide funds for the replacement of 192' of Sneden Hall knee wall.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$49,532.24 (42-2330)
Disposition: Construction Purchase
Supplier: BCI Construction
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 1415-6211.

- 6) Purchase order issued to provide funds for the salary and compensation of the pre-apprentice program liaison from 10/1/17 to 3/31/18.

Requestor: Amy Koning – Workforce Development
Expenditure: \$63,430.95 (51-2271)
Disposition: New Purchase
Supplier: Kent Intermediate School District
Grand Rapids, MI
Source of Funds: MAP+ (Michigan Apprenticeship Program) Grant
Bid: No, grant stipulated.

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
2017-2018 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED APRIL 30, 2018

GENERAL OPERATING	ADOPTED BUDGET	2017/2018 ACTUAL 4/30/2018	PERCENTAGE
REVENUE:			
TUITION	45,481,628	45,862,001	100.84%
FEES	6,695,236	6,719,481	100.36%
PROPERTY TAX	30,979,300	30,526,200	98.54%
STATE AID	27,902,896	16,393,752	58.75%
INTEREST	205,000	461,486	225.12%
MISCELLANEOUS	1,775,079	1,013,200	57.08%
TOTAL REVENUE	113,039,139	100,976,120	89.33%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,221,475	22,748,781	70.60%
COUNSELING	1,570,140	1,044,003	66.49%
LIBRARIAN	647,360	372,835	57.59%
ADMINISTRATION	4,963,925	3,875,139	78.07%
ADMINISTRATIVE SUPPORT	1,172,320	851,420	72.63%
TECHNICAL SUPPORT	7,943,545	6,072,169	76.44%
SECRETARIAL	4,532,720	3,297,849	72.76%
BLDG OPERATIONS	4,131,345	3,105,491	75.17%
STUDENT ASSISTANT	1,293,964	1,118,361	86.43%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	57,976,794	42,486,048	73.28%
NON-SALARY:			
FRINGE BENEFITS	33,876,875	24,528,997	72.41%
CONTRACTED SERVICE	4,799,496	3,260,427	67.93%
SUPPLIES & REPAIRS	4,769,752	2,974,871	62.37%
UTILITIES & RENT	3,957,627	2,581,418	65.23%
TRANSFERS	2,854,466	750,034	26.28%
OTHER COSTS	3,062,817	1,549,316	50.58%
EQUIPMENT	275,063	87,932	31.97%
CONTINGENCY	73,603	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	53,169,699	35,732,995	67.21%
TOTAL EXPENSE	111,146,493	78,219,043	70.37%
NET REVENUE (EXPENSE)	1,892,646	22,757,077	

GRAND RAPIDS COMMUNITY COLLEGE
 2017-2018 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED APRIL 30, 2018

	MONTHLY ACTIVITY 4/30/2018	MONTHLY ACTIVITY 4/30/2017	YEAR-TO- DATE 4/30/2018	YEAR-TO- DATE 4/30/2017
REVENUE:				
TUITION	746,754	94,627	45,862,001	46,077,667
FEES	55,824	195,782	6,719,481	6,635,958
PROPERTY TAX	137,876	141,076	30,526,200	31,005,811
STATE AID	2,224,184	2,237,770	16,393,752	15,895,991
INTEREST	245,175	23,810	461,486	192,275
MISCELLANEOUS	101,556	64,591	1,013,200	960,814
TOTAL REVENUE	3,511,368	2,757,656	100,976,120	100,768,516
EXPENSE:				
SALARIES:				
INSTRUCTION	2,566,074	2,605,916	22,748,781	23,071,750
COUNSELING	128,199	109,183	1,044,003	975,378
LIBRARIAN	42,967	43,753	372,835	376,286
ADMINISTRATION	378,892	416,860	3,875,139	3,951,459
ADMINISTRATIVE SUPPORT	83,620	76,539	851,420	783,676
TECHNICAL SUPPORT	588,347	590,952	6,072,169	5,568,241
SECRETARIAL	318,029	299,351	3,297,849	3,354,815
BLDG OPERATIONS	309,149	291,190	3,105,491	3,041,400
STUDENT ASSISTANT	149,019	110,974	1,118,361	934,890
TOTAL SALARIES	4,564,296	4,544,717	42,486,048	42,057,893
NON-SALARY:				
FRINGE BENEFITS	3,124,036	2,505,652	24,528,997	22,469,513
CONTRACTED SERVICES	430,700	439,795	3,260,427	3,396,376
SUPPLIES & REPAIRS	220,553	349,577	2,974,871	3,149,784
UTILITIES & RENT	242,141	238,004	2,581,418	2,418,482
TRANSFERS	83,645	15,570	750,034	423,315
OTHER COSTS	189,898	204,409	1,549,316	1,518,774
EQUIPMENT	2,267	8,223	87,932	190,758
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	4,293,240	3,761,229	35,732,995	33,567,003
TOTAL EXPENSE	8,857,536	8,305,946	78,219,043	75,624,896
NET REVENUE (EXPENSE)	(5,346,168)	(5,548,290)	22,757,077	25,143,620

GRAND RAPIDS COMMUNITY COLLEGE
 2017 - 2018 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDED APRIL 30, 2018

DESIGNATED	2017 - 2018		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 4/30/18	
REVENUE:			
CONTRACTED TRAINING	1,695,025	1,581,544	93.31%
OTHER MISCELLANEOUS LOCAL	982,975	944,114	96.05%
TOTAL REVENUE	2,678,000	2,525,659	94.31%
EXPENSES:			
SALARIES			
INSTRUCTION	301,880	295,103	97.75%
ADMINISTRATION	481,194	317,275	65.93%
CUSTODIANS & SECURITY	25,500	19,706	77.28%
SECRETARIAL	21,500	9,357	43.52%
STUDENT ASSISTANTS	25,025	8,974	35.86%
TOTAL SALARIES	855,099	650,414	76.06%
NON-SALARY			
FRINGE BENEFITS	356,794	257,025	72.04%
CONTRACTED SERVICES	580,951	592,928	102.06%
SUPPLIES & REPAIRS	1,069,578	718,792	67.20%
UTILITIES & RENTALS	13,515	7,531	55.73%
CAPITAL OUTLAY	22,200	1,342	6.04%
TRANSFERS	(255,966)	(213,305)	83.33%
OTHER	142,667	83,090	58.24%
TOTAL NON-SALARY	1,929,739	1,447,404	75.01%
TOTAL EXPENSE	2,784,838	2,097,818	75.33%
NET REVENUE (EXPENSE)	(106,838)	427,841	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED April 30, 2018

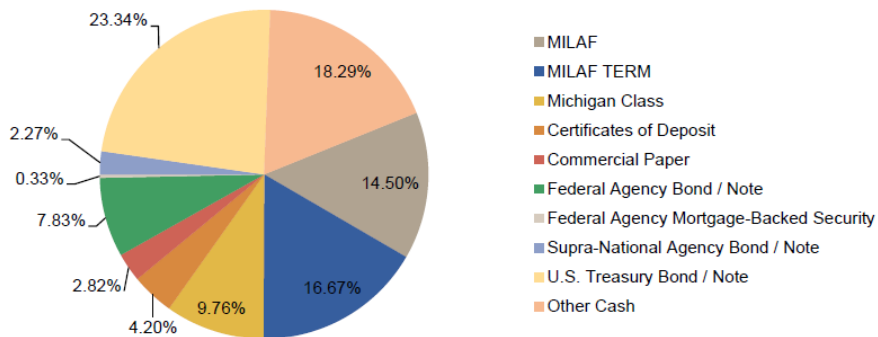
	ADOPTED BUDGET	ACTUAL 04/30/18	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,129,000	8,119,882	99.89%
TRANSFER FROM GENERAL FUND	2,090,000	0	0.00%
DONATIONS	617,000	0	0.00%
FACILITIES FEE	2,143,000	2,226,400	103.89%
TOTAL REVENUE	12,979,000	10,346,282	79.72%
EXPENSES:			
MAINTENANCE & OTHER	2,902,000	2,216,411	76.38%
FIELDHOUSE RENOVATIONS	3,000,000	1,047,228	34.91%
ATC RENOVATION	300,000	80,814	26.94%
MUSIC BUILDING RENOVATIONS	530,000	533,635	100.69%
PRESCHOOL BUILDING	217,000	26,031	12.00%
TRANSFERS TO DEBT FUND	8,785,577	8,785,577	100.00%
TOTAL EXPENSES	15,734,577	12,689,696	80.65%
NET REVENUE (EXPENSE)	(2,755,577)	(2,343,414)	

PLANT FUND - DEBT RETIREMENT FUND
2017-2018 BUDGET

	2017/2018 BUDGET	2017/2018 ACTUAL 4/30/2018
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,988,577	1,983,719
TRANSFER FROM PLANT - GENERAL	6,797,000	6,801,858
TOTAL REVENUE	8,785,577	8,785,577
EXPENSE		
2015 KELLOGG FOUNDATION LOAN PRINCIPAL	1,500,000	1,500,000
2008 ISSUE		
PRINCIPAL	1,315,000	0
INTEREST	394,500	164,375
OTHER EXPENSE	450	450
TOTAL EXPENSE	1,709,950	164,825
2009 ISSUE		
PRINCIPAL	500,000	550,000
INTEREST	369,628	366,643
OTHER EXPENSE	750	0
TOTAL EXPENSE	870,378	916,643
2012 ISSUE - REFUNDING		
PRINCIPAL	510,000	510,000
INTEREST	113,806	93,406
OTHER EXPENSE	100	0
TOTAL EXPENSE	623,906	603,406
2012 ISSUE - FACILITIES		
PRINCIPAL	1,005,000	1,045,000
INTEREST	978,918	938,719
OTHER EXPENSE	100	0
TOTAL EXPENSE	1,984,018	1,983,719
2013 ISSUE		
PRINCIPAL	575,000	550,000
INTEREST	69,926	64,600
OTHER EXPENSE	250	450
TOTAL EXPENSE	645,176	615,050
2016 ISSUE - 2006 REFUNDING		
PRINCIPAL	1,380,000	0
INTEREST	56,899	16,354
OTHER EXPENSE	250	0
TOTAL EXPENSE	1,437,149	16,354
OTHER BOND EXPENSE	15,000	10,667
TOTAL EXPENSE	15,000	10,667
GRAND TOTAL EXPENSE	8,785,577	5,810,663

**Grand Rapids Community College
Aggregate Cash and Investments
As of April 30, 2018**

Security Type	Market Value	% of Total
MILAF	\$12,173,942	14.5%
MILAF TERM	\$14,000,000	16.7%
Michigan Class	\$8,195,455	9.8%
Certificates of Deposit	\$3,528,579	4.2%
Commercial Paper	\$2,365,500	2.8%
Federal Agency Bond / Note	\$6,571,347	7.8%
Federal Agency Mortgage-Backed Security	\$274,155	0.3%
Supra-National Agency Bond / Note	\$1,907,512	2.3%
U.S. Treasury Bond / Note	\$19,600,581	23.3%
Other Cash	\$15,357,362	18.3%
Total	\$83,974,432	100.0%



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

ACTION ITEMS

N. Purchases over \$100,000

2. Purchases over \$100,000

a. General Fund

No purchases for April 2018.

b. Other Special Funds

No purchases for April 2018.

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.

O. Police Contract

P CEBA Contract

Vision: As a college of distinction, GRCC inspires students to meet the needs of the community and the world.

Mission: GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.

Values:

Excellence – We commit to the highest standards in our learning and working environment as we strive for distinction in all aspects of our work.

Diversity – We create an inclusive learning and working environment that recognizes the value and dignity of each person.

Responsiveness – We anticipate and address the needs of students, colleagues, and community.

Innovation – We seek creative solutions to problems through experimentation and adaptation.

Accountability – We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.

Sustainability – We use resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.

Respect – We treat others with courtesy, consideration, and civility.

Integrity – We commit to GRCC values and take personal responsibility for our words and actions.

Ends:

In all instances, the work to achieve these Ends will reflect our core values.

End #1: Student Success Pathways

A student-centered experience will ensure GRCC students will learn the skills necessary to achieve their educational goals.

End #2: Workforce Pathways

GRCC will provide prepared students for the workforce in our community and the world.

End #3: Transfer Pathways

GRCC prepares students to transfer to the college or university of their choice.

Equal Opportunity and Non-discrimination Statement

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran, and/or any other legally protected class not heretofore mentioned, in any of its educational programs and activities, including admissions and employment.

The above measures, in conjunction with other related state laws and the College's policies and procedures, will assure all individuals opportunity for consideration or redress of complaints of illegal discrimination. Equal Employment Opportunity and Americans with Disabilities Act information may be obtained from the Director of Human Resources/Labor Relations & EEO, 404B CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone (616) 234-3972. GRCC is a tobacco free campus.

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