

GRAND RAPIDS COMMUNITY COLLEGE

AGENDA OF BOARD OF TRUSTEES



**MONDAY, APRIL 16, 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, APRIL 16, 2018
BOARD CHAMBERS - 4:15 p.m.

ORDER OF BUSINESS

I. 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)
 - Emeritus Award – Dave Koetje

II. MONITORING REPORTS

- F. Report (s)
 - Finance Update – None at this time.

III. UPDATES

- G. Student Report
- H. Foundation Update – Quarterly Update.
- I. Board Chair Report
- J. President's Update – Bill Pink, Ph.D.
- K. Faculty Association Update

IV. COMMUNITY CONNECTIONS

- L. 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:*

- M. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from March 19, 2018 Board Meeting
 - Grants Received March 1, 2018 – March 31, 2018

VI. ACTION ITEMS

- N. Purchases over \$100,000

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, May 7, 2018, Budget Work Session, Board Library, 4:15 p.m.
- Monday, May 21, 2017, Work Session, Board Conference Room, 12:30 p.m.
- Monday, May 21, 2018, Board Meet, 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)
 - Emeritus Award – Chairperson Koetje

MONITORING REPORTS

F. Report (s)

- Finance Update – None at this time.

UPDATES

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

May 2018 Events on Campus

Event: GRCC Softball vs. Jackson College

Date: Tuesday, May 1, 2018

Time: 3:00 p.m.

Location: Belknap Park (30 Coldbrook St NE, Grand Rapids, MI 49503)

Hosted by: GRCC Athletics

Event: GRCC Baseball vs. Glen Oaks Community College

Date: Friday, May 4, 2018

Time: 2:00 p.m.

Location: Belknap Park (30 Coldbrook St NE, Grand Rapids, MI 49503)

Hosted by: GRCC Athletics

Event: Adult Education Achievement Celebration

Date: Thursday, May 17, 2018

Time: Doors open at 6:30 p.m; Ceremony starts at 7:00 p.m.

Location: Tassell M-TEC Atrium

Hosted by: GRCC Adult Education

COMMUNITY CONNECTIONS

L. Communications to the Board

CONSENT ITEMS

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

- Minutes from March 19, 2018 Board Meeting
- Listed below are the grants GRCC received from March 1, 2018 – March 31, 2018.

The **Arconic Foundation** selected GRCC to receive a technical assistance award for the *Creating Connections for Manufacturing Communities with Community Colleges* initiative. The award includes technical assistance from the National Coalition of Advanced Technology Centers (NCATC) and the American Association of Community Colleges (AACC) on identifying, implementing, and leveraging collaborative opportunities with local and national partners, and \$7,500 for general initiative support.

PERSONNEL REPORT

(Includes in-process transactions through 4-03-18)

Appointments

Name	Department	Employee Group	Position	Effective Date	Notes
Patricia Young	Accounting & Budgeting Services	M&C	Senior Accountant	3/12/2018	New to College
Isabel Vargas	MAP+	APSS	Support Professional	3/12/2018	New to College
Ronald Luyk	Facilities-Maintenance	CEBA	Carpenter	3/12/2018	New to College
Corey Turner	College Advancement	M&C	Development Manager Alumni and Planned Giving	4/2/2018	New to College
Jeffrey Hackbarth	Enterprise Applications	M&C	Junior Enterprise Analyst	3/26/2018	New to College
Lauren Shirey	School of Arts and Sciences	APSS	Support Professional	4/17/2018	Transfer from Education

Separations

Name	Department	Employee Group	Position	Effective Date	Notes
Kelly Kozloski	College Success Center	M&C	Program Coordinator	3/17/2018	Separation
Heath Chelesvig	IRP	M&C	Research Analyst	3/13/2018	Separation
James Steensma	Facilities-Maintenance	CEBA	Carpenter	3/30/2018	Retirement
Rick VanderVeen	Ford Fieldhouse	M&C	Director of Fieldhouse Events	6/1/2018	Retirement
Gretchen Robinson	Visual Arts, Lang & Thought	APSS	Support Professional	7/10/2018	Retirement

CONGRATULATIONS ON YOUR NEW POSITION

Lauren Shirey
From: Support Professional, Education
To: Support Professional, School of Arts and Sciences
Effective 4-17-18

THANK YOU FOR YOUR SERVICE

Kelly Kozloski
Program Coordinator, College Success Center
Effective 3-17-18

Heath Chelesvig
Research Analyst, IRP
Effective 3-13-18

James Steensma
Carpenter, Facilities-Maintenance
Effective 3-30-18
Retiring after 24.5 years of service

Rick VanderVeen
Director of Fieldhouse Events, Ford Fieldhouse
Effective 6-1-18
Retiring after 37.75 years of service

Gretchen Robinson
Support Professional, Visual Arts and Language & Thought
Effective 7-10-18
Retiring after 17 years of service

Financial Transactions
(March 1 - 31, 2018)

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

a. General Fund

- 1) Blanket purchase order change notice issued to provide books for the Learning Resource Center. Order increased \$25,000, from \$50,000 to \$75,000.

Requestor: Brian Beecher – Learning Resource Center
Expenditure: \$25,000.00/\$75,000.00
Disposition: New Purchase
Supplier: GOBI Library Solution

Atlanta, GA

Bid: No, exempt.

- 2) Blanket purchase order change notice issued to provide advertising for student recruitment. Order increased \$7,500, from \$19,000 to \$26,500.

Requestor: David Murray - Communications
Expenditure: \$7,500.00/\$26,500.00
Disposition: New Purchase
Supplier: Outfront Media

Newark, NJ

Bid: No, single source.

b. Other Special Funds

- 1) Purchase order issued to provide lenses and wireless audio gear for the Media Technologies department.

Requestor: Mark Vogel – Media Technologies
Expenditure: \$29,886.09 (51-2821)
Disposition: New Purchase
Supplier: B&H Photo

New York, NY

Source of Funds: HETA (Higher Education Television Association) Grant

Bid: No, E&I consortium purchase.

- 2) Purchase order issued to provide a Thermoformer for the Manufacturing plastics courses.

Requestor: Jeff Danner – Workforce Development
Expenditure: \$34,200 (51-2821)
Disposition: Replacement Purchase
Supplier: E & D Engineering Systems

Gladwin, MI

Source of Funds: Perkins Grant

Bid: No, single source.

- 3) Blanket purchase order issued to provide Construction Manager serviced for the Student Center door replacement project.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$66,205.20 (42-2330)
Disposition: Construction Purchase
Supplier: BCI Construction.
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP 1415-6211.

- 4) Purchase order issued to provide welders for the Tassell MTEC Welding Lab.

Requestor: Jeff Danner – Workforce Development
Expenditure: \$98,832.92 (51-2821)
Disposition: Replacement Purchase
Supplier: Purity Cylinder Gases
Grand Rapids, MI
Source of Funds: Perkins Grant
Bid: Yes, RFQ #1718-3286A.

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 MARCH 31, 2018

GENERAL OPERATING	ADOPTED BUDGET	2017/2018 ACTUAL 3/31/2018	PERCENTAGE
REVENUE:			
TUITION	45,481,628	45,115,247	99.19%
FEES	6,695,236	6,663,657	99.53%
PROPERTY TAX	30,979,300	30,388,324	98.09%
STATE AID	27,902,896	14,169,568	50.78%
INTEREST	205,000	216,311	105.52%
MISCELLANEOUS	1,775,079	911,644	51.36%
TOTAL REVENUE	113,039,139	97,464,752	86.22%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,221,475	20,182,707	62.64%
COUNSELING	1,570,140	915,804	58.33%
LIBRARIAN	647,360	329,868	50.96%
ADMINISTRATION	4,963,925	3,496,247	70.43%
ADMINISTRATIVE SUPPORT	1,172,320	767,800	65.49%
TECHNICAL SUPPORT	7,943,545	5,483,822	69.03%
SECRETARIAL	4,532,720	2,979,820	65.74%
BLDG OPERATIONS	4,131,345	2,796,342	67.69%
STUDENT ASSISTANT	1,293,964	969,342	74.91%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	57,976,794	37,921,752	65.41%
NON-SALARY:			
FRINGE BENEFITS	33,876,875	21,404,961	63.18%
CONTRACTED SERVICE	4,799,496	2,829,727	58.96%
SUPPLIES & REPAIRS	4,769,752	2,754,318	57.75%
UTILITIES & RENT	3,957,627	2,339,277	59.11%
TRANSFERS	2,854,466	666,389	23.35%
OTHER COSTS	3,062,817	1,359,418	44.38%
EQUIPMENT	275,063	85,665	31.14%
CONTINGENCY	73,603	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	53,169,699	31,439,755	59.13%
TOTAL EXPENSE	111,146,493	69,361,507	62.41%
NET REVENUE (EXPENSE)	1,892,646	28,103,245	

GRAND RAPIDS COMMUNITY COLLEGE
 2017-2018 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED MARCH 31, 2018

	MONTHLY ACTIVITY 3/31/2018	MONTHLY ACTIVITY 3/31/2017	YEAR-TO- DATE 3/31/2018	YEAR-TO- DATE 3/31/2017
REVENUE:				
TUITION	2,637,494	1,151,258	45,115,247	46,073,564
FEES	549,481	308,177	6,663,657	6,440,176
PROPERTY TAX	420,969	708,058	30,388,324	30,864,735
STATE AID	2,224,193	2,383,770	14,169,568	13,658,221
INTEREST	189	44,445	216,311	168,465
MISCELLANEOUS	151,648	143,267	911,644	896,223
TOTAL REVENUE	5,983,975	4,738,974	97,464,752	98,101,384
EXPENSE:				
SALARIES:				
INSTRUCTION	2,503,380	2,576,792	20,182,707	20,465,834
COUNSELING	122,738	102,855	915,804	866,195
LIBRARIAN	41,936	40,390	329,868	332,533
ADMINISTRATION	369,999	374,648	3,496,247	3,534,599
ADMINISTRATIVE SUPPORT	83,865	76,600	767,800	707,137
TECHNICAL SUPPORT	587,375	563,704	5,483,822	4,977,289
SECRETARIAL	318,137	329,219	2,979,820	3,055,464
BLDG OPERATIONS	294,379	288,153	2,796,342	2,750,210
STUDENT ASSISTANT	115,685	91,404	969,342	823,916
TOTAL SALARIES	4,437,494	4,443,764	37,921,752	37,513,176
NON-SALARY:				
FRINGE BENEFITS	2,562,868	2,628,718	21,404,961	19,963,862
CONTRACTED SERVICES	190,995	265,093	2,829,727	2,956,581
SUPPLIES & REPAIRS	376,845	395,857	2,754,318	2,800,207
UTILITIES & RENT	210,635	289,740	2,339,277	2,180,478
TRANSFERS	153,169	136,857	666,389	407,745
OTHER COSTS	294,947	336,264	1,359,418	1,314,366
EQUIPMENT	11,080	34,809	85,665	182,535
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,800,539	4,087,336	31,439,755	29,805,775
TOTAL EXPENSE	8,238,033	8,531,101	69,361,507	67,318,950
NET REVENUE (EXPENSE)	(2,254,058)	(3,792,127)	28,103,245	30,782,434

GRAND RAPIDS COMMUNITY COLLEGE
 2017 - 2018 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDED MARCH 31, 2018

DESIGNATED	2017 - 2018		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 3/31/18	
REVENUE:			
CONTRACTED TRAINING	1,695,025	1,299,707	76.68%
OTHER MISCELLANEOUS LOCAL	<u>982,975</u>		<u>70.28%</u>
TOTAL REVENUE	<u>2,678,000</u>	<u>1,990,531</u>	<u>74.33%</u>
EXPENSES:			
SALARIES			
INSTRUCTION	301,880	259,711	86.03%
ADMINISTRATION	481,194	283,811	58.98%
CUSTODIANS & SECURITY	25,500	17,737	69.56%
SECRETARIAL	21,500	9,357	43.52%
STUDENT ASSISTANTS	<u>25,025</u>		<u>29.41%</u>
TOTAL SALARIES	<u>855,099</u>		<u>67.59%</u>
NON-SALARY			
FRINGE BENEFITS	356,794	234,700	65.78%
CONTRACTED SERVICES	580,951	507,030	87.28%
SUPPLIES & REPAIRS	1,069,578	635,442	59.41%
UTILITIES & RENTALS	13,515	7,796	57.68%
CAPITAL OUTLAY	22,200	1,342	6.04%
TRANSFERS	(255,966)	(191,974)	75.00%
OTHER	<u>142,667</u>		<u>53.96%</u>
TOTAL NON-SALARY	<u>1,929,739</u>	<u>1,271,323</u>	<u>65.88%</u>
TOTAL EXPENSE	<u>2,784,838</u>	<u>1,849,300</u>	<u>66.41%</u>
NET REVENUE (EXPENSE)	<u>(106,838)</u>	<u>141,231</u>	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED MARCH 31, 2018

	ADOPTED BUDGET	ACTUAL 03/31/18	PERCENTAGE
REVENUE:			
PROPERTY TAXES	8,129,000	8,041,638	98.93%
TRANSFER FROM GENERAL FUND	2,090,000	0	0.00%
DONATIONS	617,000	0	0.00%
FACILITIES FEE	2,143,000	2,224,200	103.79%
TOTAL REVENUE	12,979,000	10,265,838	79.10%
EXPENSES:			
MAINTENANCE & OTHER	2,902,000	2,050,164	70.65%
FIELDHOUSE RENOVATIONS	3,000,000	904,878	30.16%
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	5,126,409	58.35%
TOTAL EXPENSES	15,734,577	8,721,932	55.43%
NET REVENUE (EXPENSE)	(2,755,577)	1,543,906	

PLANT FUND - DEBT RETIREMENT FUND
2017-2018 BUDGET

	2017/2018 BUDGET	2017/2018 ACTUAL 3/31/2018
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,988,577	991,909
TRANSFER FROM PLANT - GENERAL	6,797,000	2,634,500
TOTAL REVENUE	8,785,577	3,626,409
EXPENSE		
2015 KELLOGG FOUNDATION LOAN PRINCIPAL	1,500,000	1,500,000
2008 ISSUE		
PRINCIPAL	1,315,000	1,315,000
INTEREST	394,500	164,375
OTHER EXPENSE	450	450
TOTAL EXPENSE	1,709,950	1,479,825
2009 ISSUE		
PRINCIPAL	500,000	0
INTEREST	369,628	183,321
OTHER EXPENSE	750	0
TOTAL EXPENSE	870,378	183,321
2012 ISSUE - REFUNDING		
PRINCIPAL	510,000	0
INTEREST	113,806	46,703
OTHER EXPENSE	100	0
TOTAL EXPENSE	623,906	46,703
2012 ISSUE - FACILITIES		
PRINCIPAL	1,005,000	0
INTEREST	978,918	469,359
OTHER EXPENSE	100	0
TOTAL EXPENSE	1,984,018	469,359
2013 ISSUE		
PRINCIPAL	575,000	0
INTEREST	69,926	32,300
OTHER EXPENSE	250	0
TOTAL EXPENSE	645,176	32,300
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	7,500
TOTAL EXPENSE	15,000	7,500
GRAND TOTAL EXPENSE	8,785,577	3,735,363

Grand Rapids Community College
Cash and Investment Summary
As Of March 31, 2018

Bank Accounts	Ending Balance	Earning Credit Rate
PNC Bank - General	5,033,102.00	0.35%
PNC Bank - Auxiliary	342,567.25	0.35%
PNC Bank - Raider Card	1,913,985.14	0.35%
PNC Bank - Sweep	753,965.03	
Total Bank Accounts	\$ 8,043,619.42	
 Certificates of Deposit		
Fifth Third Bank (4/24/18)	2,000,000.00	
Lake Michigan Credit Union (3/10/19)	2,022,752.87	
	4,022,752.87	
 Liquid Assets Pools		
Michigan Class Fund	14,175,564.49	
MILAF Term - Michigan Term Series Sep 2019	24,000,000.00	
MILAF+ Cash Mgmt Fund	4,057,429.33	
	42,232,993.82	
 PFM Managed Long-Term Holdings		
PFM Core Fund		
Certificates of Deposit	250,000.00	
Commercial Paper	2,359,640.83	
Federal Government and Agency Issues	24,275,089.31	
Other Bonds/Notes	989,845.00	
MILAF+ Cash Mgmt Fund	23,126.87	
	27,897,702.01	
 PFM Core Segregated Fund		
Certificates of Deposit	1,250,000.00	
Federal Government and Agency Issues	3,298,750.00	
MILAF+ Cash Mgmt Fund	3,049.17	
	4,551,799.17	
Total Investments	\$ 79,459,212.90	
US Gov't, US Gov't Agencies or FDIC Insured % of total portfolio	29,323,839.31 36.90%	

ACTION ITEMS

N. Purchasing Items over \$100,000

a. General Fund

No purchases for March 2018.

b. Other Special Funds

- 1) Request permission to issue blanket purchase order to provide Construction Manager services for the Learning Resource Center air handler replacement project.

Requestor:	Jim Vandokkumburg - Facilities
Expenditure:	\$345,000.00 NTE (42-2330)
Disposition:	Construction Purchase
Supplier:	BCI Construction Grand Rapids, MI Tower Pinkster Grand Rapids, MI
Source of Funds:	Plant Fund
Bid:	Yes, RFP#s 1415-3282, 1415-6211, 1718-4271.

ACCOUNTS:

11 – General Fund
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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.

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.

This publication is printed on 10% post-consumer recycled paper.