

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS

MONDAY, APRIL 16, 2018

I. ORDER OF BUSINESS

Meeting called to order at 4:15 p.m., Dave Koetje in the chair.

A. Present: Bailey, Bristol, Brame, Bruinsma, Sanchez, Stewart, & Koetje – 7

B. Introduction of Guests

- President Pink introduced Tina Hoxie who highlighted Marcus Barissi, Elijah Paparella & Micah Rupert three students that were honored for being part of the 2017 All-Michigan Academic Team
Dr. Pink also asked Mursalata Muhammad to introduce the two Jack Kent cooke student semi-finalists, Elija Paparella and Kelly Burrows.

C. Review and Approval of Agenda to include additions, deletions, or corrections.

- Motion by Trustee Bruinsma, seconded by Trustee Bailey to approve the agenda as presented. Motion carries 7-0.

D. Open Comments

- None at this time.

E. Special Order of Business (New Business)

- Chairperson Koetje asked for a motion to name former President Dr. Juan Olivarez, President Emeritus.
- Motion by Trustee Sanchez, seconded by Trustee Bristol to approve naming Dr. Olivarez, President Emeritus. Motion carries 7-0.

II. MONITORING REPORTS

F. Report (s)

- None at this time.

III. UPDATES

- G. Student Report
 - Cale Merdzinski presented his final Student Alliance report, giving an overview of all the good work the student organizations accomplished. He went on to thank President Pink for his support.
- H. Foundation Update (Quarterly Report)
 - None at this time.
- I. Board Chair Report
 - None at this time.
- J. President’s Update – Bill Pink, Ph.D.
 - Covered under guests.
- 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 March 19, 2018 Board Meeting
 - Listed below are grants 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.

(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
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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

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

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

**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	2,678,000	1,990,531	74.33%
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	1,929,739	1,271,323	65.88%
TOTAL EXPENSE	2,784,838	1,849,300	66.41%
NET REVENUE (EXPENSE)	(106,838)	141,231	

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	<u>\$ 8,043,619.42</u>	

Certificates of Deposit

Fifth Third Bank (4/24/18)	2,000,000.00
Lake Michigan Credit Union (3/10/19)	2,022,752.87
	<u>4,022,752.87</u>

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
	<u>42,232,993.82</u>

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
	<u>27,897,702.01</u>

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
	<u>4,551,799.17</u>

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%
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- Motion made by Trustee Bailey, seconded by Trustee Stewart to approve action items as presented. Motion carries 7-0.

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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 15 – Designated Fund
 42 – Bonds, Plant Fund
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KEY:

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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 made by Trustee Bailey, seconded by Trustee Bruinsma to approve action items as presented. Motion carries 7-0.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

Trustee Bailey, thanked faculty and staff for the support they give to students. She went on to say that each student that shared their story thanked faculty and staff for their success, commenting on how that flip of recognition to the organization from themselves happened with each student, stating that is saying something about the organization.

Trustee Bristol, highlighted the many events she had attended in the past several weeks, Sheriff's Corrections Academy Graduation, Jazz Concert, Salute to Women, Delta Pi Alpha Banquet. Going on to say how nice it is to see the support from all families and friends along with faculty and staff, along with the great

Trustee Bruinsma, thanked the Visual Arts Department for their work in regards to the Collins Art Gallery, stating the exhibits are training "thinkers". Going on to say that March's exhibit "What Does Feminism Mean to You" is thoughtful and thought provoking. The gallery is lovely to have on campus as it shows the institutions commitment to diversity and respect.

Chairperson Koetje, commented on the fact that so many of the students speaking talked about being a nobody before coming to GRCC and now on their way as a somebody as they head to an elite university. He went on to challenge Dr. Pink with getting to a place where they students state they are leaving an elite community college and moving on to an elite university.

Adjourned 5:04 p.m.