

GRAND RAPIDS COMMUNITY COLLEGE

AGENDA OF BOARD OF TRUSTEES



**MONDAY, NOVEMBER 20, 2023
4:15 PM
BOARD CHAMBERS
143 BOSTWICK NE
GRAND RAPIDS, MI**

GRAND RAPIDS COMMUNITY COLLEGE BOARD OF TRUSTEES



David J. Koetje, M.A.
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2024



Kenyatta Brame, J.D.
Vice Chairperson
2028



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2024



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2026



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Trustee
2026



Salvador Lopez, M.S.
Trustee
2028



Charles W. Lepper, 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.

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GRAND RAPIDS COMMUNITY COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
MONDAY, NOVEMBER 20, 2023
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)
 - Property Tax Resolution
 - Fall Midyear Budget

II. MONITORING REPORTS

- F. Report (s)
 - Finance & Facilities Update
 - Monitoring Report - Supplier Diversity Report

III. UPDATES

- G. Student Report
- H. Foundation Update
- I. Board Chair Report
- J. President’s Update
- 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 October 16, 2023 regular board meeting, October 19, 2023 work session, & November 15, 2023 work session.
 - Grants received from October 16 – November 1, 2023

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, January 17, 2024, Work Session, Board Conference Room, 1:30 p.m.
- Monday, February 19, 2024, 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)
 - Property Tax Resolution – Lisa Freiburger to present.
 - Fall Midyear Budget – Lisa Freiburger to present.

MONITORING REPORTS

F. Report (s)

- Finance & Facilities Update – Lisa Freiburger to present.
- Monitoring Report, Supplier Diversity Report – Paula Gleason Zeeff to present.

UPDATES

- G. Student Report – Alex Miranda, President, Student Government
- H. Foundation Update - None at this time.
- I. Board Chair Update
- J. President’s Update
- K. Faculty Association Update

GRCC Department Events: December 2023

Event: Jazz Night

Date: Friday, December 1

Time: 7 - 9 p.m.

Location: Saint Cecilia Music Center (Royce Auditorium)

Hosted by: Music Department

Open to the public: Yes – contact Donovan Rose at (616) 234-3940

Admission: Adults \$10; Seniors/Veterans \$5; GRCC and GRPS Students with current school ID - FREE

Event: Fall Student Sophomore Recital

Date: Saturday, December 2

Time: 2 - 4 p.m.

Location: 200 Music Center

Hosted by: Music Department

Open to the public: Yes – contact Donovan Rose at (616) 234-3940

Admission: FREE

Event: Winter Choral Concert with Orchestra

Date: Monday, December 4

Time: 7 - 9 p.m.

Location: St Mark’s Episcopal Church - 134 Division Ave NW

Hosted by: Music Department

Open to the public: Yes – contact Donovan Rose at (616) 234-3940

Admission: Adults \$10; Seniors/Veterans \$5; GRCC and GRPS Students with current school ID - FREE

Event: Winter Band Concert

Date: Friday, December 8

Time: 7 - 9 p.m.

Location: Saint Cecilia Music Center (Royce Auditorium)

Hosted by: Music Department

Open to the public: Yes – contact Donovan Rose at (616) 234-3940

Admission: Adults \$10; Seniors/Veterans \$5; GRCC and GRPS Students with current school ID - FREE

Event: Kent Philharmonic Orchestra Concert

Date: Friday, December 15

Time: 7:30 - 9:30 p.m.

Location: Saint Cecilia Music Center (Royce Auditorium)

Hosted by: Music Department

Open to the public: Yes – contact Donovan Rose at (616) 234-3940

Admission: Adults \$14; Seniors (55 & Older), Veterans, and Children Over 12 \$7; Children Under 12 - FREE; GRCC and High School Students with Valid ID - FREE

Event: Employee Holiday Breakfast

Date: Friday December 15, 2023

Time: 7:30 - 10:00 a.m.

Location: ATC - Secchia Piazza

Hosted by: Human Resources

Open to the public: No

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 October 16, 2023 regular board meeting, October 19, 2023 work session, & November 15, 2023 work session.
- No grants received from October 16 – November 1, 2022

GRCC Employees on the Move from October 1, 2023 - November 1, 2023

Please congratulate those who have moved and been promoted

WELCOME TO GRCC

New Hires:

Alinoor Yunis

Promise Zone, Grand Rapids Promise Zone Coordinator

Effective date: October 23, 2023

Matthew Ayers

Financial Aid, Financial Aid Technical Specialist

Effective date: October 16, 2023

Lesley Bos

Training Solutions, Kellogg EMPOWER Grant Recruitment Specialist

Effective date: October 16, 2023

Andrew Beduhn

Custodians, Custodian I

Effective date: October 16, 2023

Shannon Kneibel

Business & Industry, Support Professional

Effective date: October 9, 2023

Dustin Mier

Maintenance, Journeyman Electrician

Effective date: October 9, 2023

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Andrea Smith

Transfer to: Preschool, Assistant to Preschool Instructor

Transfer from: Preschool, Contingent

Effective date: October 30, 2023

Katelyn VanDyke

Transfer to: Early Childhood Learning Lab, Temporary ECLL Instructor

Transfer from: Early Childhood Learning Lab, Assistant to the Preschool Instructor

Effective date: October 16, 2023

John VanElst

Transfer to: School of Workforce Training & Tassell MTEC, Associate Dean

Transfer from: Workforce Training, Executive Director MTEC & WFT

Effective date: October 2, 2023

Monica Hudson

Transfer to: Training Solutions, Educational Training Specialist - One Workforce Manufacturing Grant

Transfer from: Job Corp Scholars Grant, Training Solutions, Educational Training Specialist

Effective date: October 2, 2023

THANK YOU FOR YOUR SERVICE

Separations:

Lesley Bos

Training Solutions, Kellogg EMPOWR Grant Recruitment Specialist

Effective date: October 27, 2023

James Phillips

Custodians, Custodian I

Effective date: October 21, 2023

Abigail Ritzema

Mathematics, Support Professional

Effective date: October 10, 2023

Tina Hoxie

Provost & Academic Affairs, Interim Provost & Exec VP ASA

Effective date: October 3, 2023

Retirements:

Linda DeVries

Financial Aid, Sr. Financial Aid Functional Analyst

Effective date: December 23, 2023

Dennis Sutton

Language and Thought, Professor

Effective date: December 13, 2024

Financial Transactions

(October 1 - 31, 2023)

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

a. General Fund

- 1) Purchase order issued to provide payment for VMWare Horizon and ESX Host Licenses.

Requestor: Jeffery VanderVeen – Information Technologies
Expenditure: \$49,117.44 (2272-11)
Disposition: Renewal Purchase
Supplier: Trace3
Charlotte, NC
Source of Funds: General Fund
Bid: No, Quilt Contract Pricing

- 2) Purchase order issued to provide payment for individual math assessment and remediation tool used by students.

Requestor: Lori Cook – Enrollment Center
Expenditure: \$70,020.00 (2311-11)
Disposition: New Purchase
Supplier: McGraw Hill Co
Philadelphia, PA
Source of Funds: General Fund
Bid: No, sole source

- 3) Purchase order issued to provide payment for use of Rialto for essential books in the library for student success.

Requestor: Brian Beecher - Library
Expenditure: \$50,000.00 (2321-11)
Disposition: New Purchase
Supplier: ProQuest LLC
Ann Arbor, MI
Source of Funds: General Fund
Bid: No, sole source rights to Rialto

- 4) Purchase order issued to provide payment for custodial supplies.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$95,604.97 (2371-11)
Disposition: New Purchase
Supplier: Imperial Dade
Chicago, IL
Source of Funds: General Fund
Bid: Yes, RFP #2223-5146

- 5) Purchase order issued to provide payment for advertising panels on the Rapid buses.

Requestor: Amy Soper - Communication
Expenditure: \$26,750.00 (2530-11)

Disposition: Increase Purchase
Supplier: Mesmerize Media LLC
Cranbury, NJ
Source of Funds: General Fund
Bid: No, sole source

b. Other Special Funds

- 1) Purchase order issued to provide payment for engineering services for phase 3 of Ramp A.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$43,400.00 (2331-14)
Disposition: New Purchase
Supplier: WGI Michigan
Kalamazoo, MI
Source of Funds: Auxiliary Fund
Bid: Yes, RFP #2021-2330

- 2) Purchase order issued to purchases of paper for ePrint.

Requestor: Danelle Sedora - ePrint
Expenditure: \$36,000.00 (2364-14)
Disposition: Renewal Purchase
Supplier: Lindenmeyr Munroe
Portage, MI
Source of Funds: Auxiliary Fund
Bid: Yes, RFP #2223-5143

- 3) Purchase order issued to provide payment for Workforce Pipeline Challenge – Year 1.

Requestor: Sheila Jones – Interim Provost
Expenditure: \$25,000.00 (2271-15)
Disposition: New Purchase
Supplier: Society of Manufacturing Engineers
Southfield, MI
Source of Funds: Designated Fund
Bid: No, sole source

- 4) Purchase order issued to provide payment for Grant staff, benefits and other expenses for the month of August 2023.

Requestor: Julie Parks – M-TEC
Expenditure: \$26,626.35 (2271-51-1WORK)
Disposition: New Purchase
Supplier: Muskegon Community College
Muskegon, MI
Source of Funds: Grants
Bid: No, sole source

GRAND RAPIDS COMMUNITY COLLEGE
 2023-2024 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2023

GENERAL OPERATING	ADOPTED BUDGET	2023/2024 ACTUAL 10/31/2023	PERCENTAGE
REVENUE:			
TUITION	40,792,000	32,038,009	78.54%
FEES	7,425,000	5,156,950	69.45%
PROPERTY TAX	39,761,000	38,526,240	96.89%
STATE AID	30,970,000	2,858,740	9.23%
INTEREST	800,000	315,758	39.47%
MISCELLANEOUS	1,650,000	162,837	9.87%
TOTAL REVENUE	121,398,000	79,058,534	65.12%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,295,000	7,286,537	21.88%
COUNSELING	2,040,000	435,285	21.34%
LIBRARIAN	620,000	137,145	22.12%
ADMINISTRATION	5,890,000	1,574,276	26.73%
ADMINISTRATIVE SUPPORT	1,360,000	368,071	27.06%
TECHNICAL SUPPORT	9,300,000	2,646,860	28.46%
SECRETARIAL	5,255,000	1,389,342	26.44%
BLDG OPERATIONS	4,960,000	1,325,334	26.72%
STUDENT ASSISTANT	1,272,000	359,110	28.23%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	63,492,000	15,521,960	24.45%
NON-SALARY:			
FRINGE BENEFITS	37,698,000	7,677,454	20.37%
CONTRACTED SERVICE	4,650,071	1,683,082	36.19%
SUPPLIES & REPAIRS	5,272,763	1,438,470	27.28%
UTILITIES & RENT	4,638,000	1,224,001	26.39%
TRANSFERS	1,634,875	63,899	3.91%
OTHER COSTS	3,090,957	575,371	18.61%
EQUIPMENT	329,863	115,075	34.89%
CONTINGENCY	300,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	57,114,529	12,777,352	22.37%
TOTAL EXPENSE	120,606,529	28,299,312	23.46%
NET REVENUE (EXPENSE)	791,471	50,759,222	

GRAND RAPIDS COMMUNITY COLLEGE
 2023-2024 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2023

	MONTHLY ACTIVITY 10/31/23	MONTHLY ACTIVITY 10/31/22	YEAR-TO- DATE 10/31/23	YEAR-TO- DATE 10/31/22
REVENUE:				
TUITION	10,835,943	10,512,555	32,038,009	30,601,068
FEES	1,393,680	1,446,024	5,156,950	4,870,887
PROPERTY TAX	6,675,260	4,697,357	38,526,240	34,887,194
STATE AID	2,778,652	2,598,015	2,858,740	2,764,174
INTEREST	60,658	104,802	315,758	237,079
MISCELLANEOUS	32,510	28,885	162,837	134,247
TOTAL REVENUE	21,776,703	19,387,638	79,058,534	73,494,649
EXPENSE:				
SALARIES:				
INSTRUCTION	2,608,056	2,599,564	7,286,537	7,254,071
COUNSELING	154,375	112,371	435,285	335,313
LIBRARIAN	45,492	43,822	137,145	126,821
ADMINISTRATION	405,942	388,079	1,574,276	1,637,136
ADMINISTRATIVE SUPPORT	99,934	100,250	368,071	382,096
TECHNICAL SUPPORT	714,955	657,493	2,646,860	2,503,353
SECRETARIAL	378,551	332,967	1,389,342	1,239,947
BLDG OPERATIONS	346,712	352,018	1,325,334	1,299,556
STUDENT ASSISTANT	94,574	71,972	359,110	277,462
TOTAL SALARIES	4,848,591	4,658,536	15,521,960	15,055,755
NON-SALARY:				
FRINGE BENEFITS	2,275,909	2,162,065	7,677,454	7,411,824
CONTRACTED SERVICES	482,007	487,890	1,683,082	1,593,494
SUPPLIES & REPAIRS	505,887	337,310	1,438,470	1,333,813
UTILITIES & RENT	518,301	257,629	1,224,001	1,278,261
TRANSFERS	34,753	61,119	63,899	294,888
OTHER COSTS	219,688	156,846	575,371	525,043
EQUIPMENT	20,425	53,460	115,075	92,671
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	4,056,970	3,516,319	12,777,352	12,529,994
TOTAL EXPENSE	8,905,561	8,174,855	28,299,312	27,585,749
NET REVENUE (EXPENSE)	12,871,142	11,212,783	50,759,222	45,908,900

GRAND RAPIDS COMMUNITY COLLEGE
 2023 - 2024 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING OCTOBER 31, 2023

DESIGNATED	2023 - 2024		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 10/31/2023	
REVENUE:			
CONTRACTED TRAINING	1,986,179	506,464	25.50%
OTHER MISCELLANEOUS LOCAL	1,322,536	102,733	7.77%
TOTAL REVENUE	3,308,715	609,197	18.41%
EXPENSES:			
SALARIES			
INSTRUCTION	350,580	125,187	35.71%
ADMINISTRATION	817,327	202,947	24.83%
CUSTODIANS & SECURITY	34,100	6,617	19.40%
SECRETARIAL	13,795	4,192	30.39%
STUDENT ASSISTANTS	32,025	1,554	4.85%
TOTAL SALARIES	1,247,827	340,496	27.29%
NON-SALARY			
FRINGE BENEFITS	401,797	125,922	31.34%
CONTRACTED SERVICES	920,680	320,049	34.76%
SUPPLIES & REPAIRS	727,254	121,929	16.77%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(174,875)	(58,292)	33.33%
OTHER	69,523	13,909	20.01%
TOTAL NON-SALARY	1,965,129	523,516	26.64%
TOTAL EXPENSE	3,212,956	864,012	26.89%
NET REVENUE (EXPENSE)	95,759	(254,815)	

**GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Oct 31, 2023**

	ADOPTED BUDGET	ACTUAL 10/31/23	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,800,000	10,255,910	94.96%
INVESTMENT INTEREST	1,300,000	551,811	42.45%
TRANSFER FROM GENERAL FUND	1,500,000	0	0.00%
DONATIONS	1,900,000	0	0.00%
FACILITIES FEE	1,900,000	1,494,510	78.66%
TOTAL REVENUE	17,400,000	12,302,231	70.70%

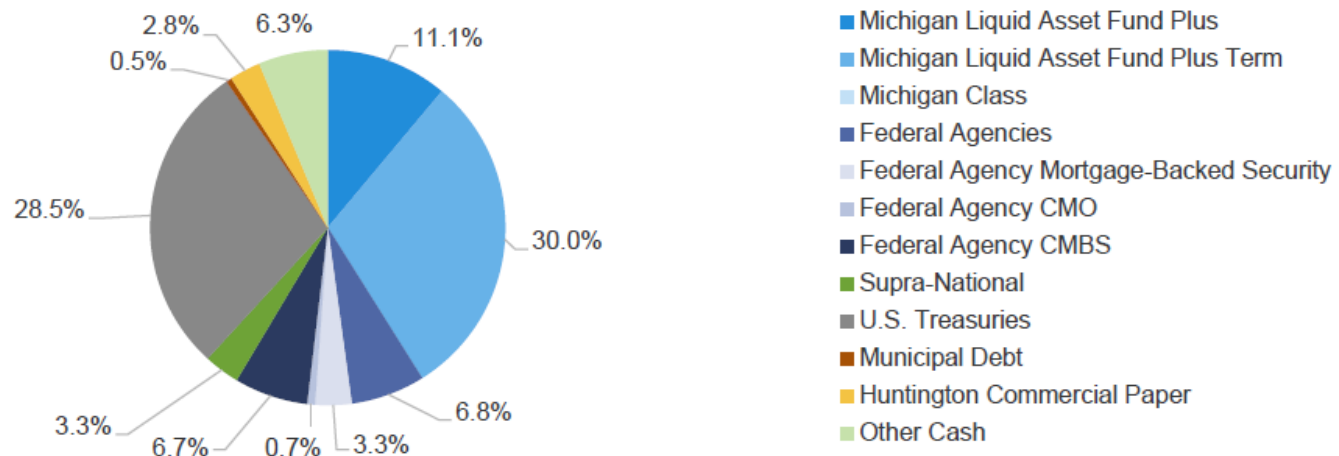
**GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - DEBT RETIREMENT
FOR PERIOD ENDED Oct 31, 2023**

	ADOPTED BUDGET	ACTUAL 10/31/23
REVENUE:		
TRANSFER FROM PLANT - FACILITIES FEE	1,981,622	0
TRANSFER FROM PLANT - GENERAL	933,378	0
TOTAL REVENUE	2,915,000	0
EXPENSES:		
2019 ISSUE (2009 REFUNDING)		
PRINCIPAL	700,000	0
INTEREST	230,250	115,125
OTHER EXPENSE	500	0
SUBTOTAL	930,750	115,125
2020 ISSUE (2012 REFUNDING)		
PRINCIPAL	1,760,000	0
INTEREST	221,122	110,561
OTHER EXPENSE	500	0
SUBTOTAL	1,981,622	110,561
TOTAL EXPENSES	2,912,372	221,122
NET REVENUE (EXPENSE)	2,628	(221,122)

Aggregate Cash and Investments

Period Ended
October 31, 2023

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$15,902,957	11.1%
Michigan Liquid Asset Fund Plus Term	\$43,000,000	30.0%
Federal Agencies	\$9,684,057	6.8%
Federal Agency Mortgage-Backed Security	\$4,749,353	3.3%
Federal Agency CMO	\$1,022,265	0.7%
Federal Agency CMBS	\$9,612,430	6.7%
Supra-National	\$4,663,431	3.3%
U.S. Treasuries	\$40,909,932	28.5%
Municipal Debt	\$745,242	0.5%
Huntington Commercial Paper	\$4,054,699	2.8%
Other Cash	\$9,026,272	6.3%
Total	\$143,370,638	100.0%



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

ACTION ITEMS

N. Purchases over \$100,000

a. General Fund

No general fund requests for October 2023.

a. Other Special Funds

- 1) Request permission to issue purchase order to provide payment for College wide security camera system.

Requestor:	Jeff VanderVeen – Information Technologies
Expenditure:	\$243,937.33 (2300-42-GENERAL)
Disposition:	New Purchase
Supplier:	Sentinel Technologies
	Grand Rapids, MI
Source of Funds:	General Fund
Bid:	Yes, RFP #2223-6178

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.

Vision: GRCC provides relevant educational opportunities that are responsive to the needs of the community and inspires students to meet economic, social and environmental challenges to become active participants in shaping the world of the future.

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.

Diversity – We create an inclusive, welcoming, and respectful environment that recognizes the value, diversity, and dignity of each person.

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

Innovation – We seek creative solutions through collaboration, 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.

Strategic Goals:

Strategic Goal #1: Teaching and Learning– The College develops curriculum and curriculum delivery, and supports instruction that measurably improves student learning..

Strategic Goal #2: Completion and Transfer – The College sustains and continuously improves our focus on successful student goal achievement whether that be completion of a degree/ credential, transfer to another college, or personal interest/skill attainment

Strategic Goal #3: The College works to create and support equitable practices across the institution to remove barriers and ensure high comparable outcomes for all identifiable groups.

Strategic Goal #4: The College seeks to positively impact the community by educating and training students with relevant skills so that they are retained in the service region holding living-wage jobs, as well as through collaborations/ events with education and community partners.

Strategic Goal #5: The College effectively plans for and uses our resources to preserve and enhance the institution.

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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