

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, NOVEMBER 21, 2022

I. ORDER OF BUSINESS

A. Meeting called to order at 4:14 p.m., Dave Koetje in the chair.

Present: Brame, Brunisma, Lopez, Lovelady-Mitchell, Siegel, Williams, and Koteje – 7

B. Introduction of Guests – Trustee Brame introduced his mother, uncle, and cousin from the audience.

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

- Motion to approve agenda made by Trustee Bruinsma, second by Trustee Williams. Motion carried 7-0.

D. Open Comments – None at this time

E. Special Order of Business (New Business)

- Property Tax Resolution – presented by Lisa Freiburger.
Motion to approve Property Tax resolution as presented was made by Trustee Siegel, seconded by Trustee Lopez. Motion carries 7-0.
- Michigan New Jobs Training (MNJT) Agreement: magna Mirrors of America – presented by Lisa Freiburger.
Motion to approve Magna Mirrors MNJT Agreements as presented was made by Trustee Bruinsma, seconded by Trustee Williams. Motion carries 7-0.
- Secchia Brew Pub Operations License, Authorized Officer – presented by Lisa Freiburger
Motion to approve naming Lisa Freiburger as authorized officer as presented made by Trustee Bruinsma, seconded by Trustee Lopez. Motion carries 7-0.

II. MONITORING REPORTS

F. Report (s)

- Finance Update – presented by Lisa Freiburger.
- Strategic Plan Update – Brian Knetl and Sheila Jones presented an update in regards to strategic plan.

III. UPDATES

- G. Student Report – None at this time.
- H. Foundation Update – None at this time.
- I. Board Chair Report – None at this time.
- J. President's Update –
 - Paula Gleason-Zeeff presented the Suppliers Diversity Report.
 - Shared with the group that both Women's and Men's Cross Country Teams along with Women's Volleyball went to Nationals.
 - The Civil Rights Campus Review was completed and although the results have not been received, the team that visited campus shared with Dr. Olivaerz how organized and easy the GRCC team had been.
 - GRCC has received a \$400,000 grant from U of M Health West. The grant dollars will be made available to students starting this winter semester, benefiting 15 students. Every semester after 10 students will benefit for the next two years.
- 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 October 17, 2022 regular board meeting, October 25, 2022 work session & November 2, 2022 work sessions.
 - No grants received from October 13 – November 1, 2022

GRCC Employees on the Move from October 1, 2022 - November 1, 2022

Please congratulate those who have moved and been promoted

WELCOME TO GRCC

New Hire:

Mason Norasing
Accounting/Budgets, Support Professional
Effective date: October 24, 2022

Carl Merchant
Maintenance, Building Maintenance
Effective date: October 17, 2022

Brian Haynes
Custodian, Custodian I
Effective date: October 31, 2022

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Terrence Moore

Transfer to: Student Records, Student Records and School Certifying Official, Support Professional

Transfer from: Student Financial Services, Support Professional

Effective date: October 31, 2022

Sulari White

Transfer to: Academic Advising and Transfer Center, Assistant Professor

Transfer from: Academic Advising and Transfer Center, Interim Director and Assistant Professor

Effective date: October 5, 2022

Kaelee Steffens

Transfer to: Academic Advising and Transfer Center, Program Director and Assistant Professor

Transfer from: Academic Advising and Transfer Center, Assistant Professor

Effective date: October 5, 2022

Elizabeth Vanportfliet

Transfer to: Academic Advising and Transfer Center, Temporary Assistant Professor

Transfer from: Academic Advising and Transfer Center, Temporary Assistant Professor

Effective date: October 5, 2022

Riley Brooket

Transfer to: College Advancement, Foundation Scholarship & Event Coordinator

Transfer from: College Advancement, Contingency

Effective date: October 31, 2022

Douglas Heintzleman

Transfer to: Career Program Operations, Technical Operations Technician

Transfer from: Maintenance, Building Maintenance

Effective date: November 14, 2022

Benjamin Thompson

Transfer to: Information Technology, Automation Network & Lab Administrator

Transfer from: Information Technology, Computer Tech Level 1

Effective date: November 7, 2022

Chiquital Clay

Transfer to: Financial Aid, Associate Director of Financial Aid, Student Engagement & Eligibility

Transfer from: Financial Aid, Support Professional

Effective date: October 31, 2022

THANK YOU FOR YOUR SERVICE

Retirements:

Kathleen Schoen

Library & Learning Commons, Support Professional

Effective date: January 21, 2023

Judith Bezile

Computer Information Systems, Professor
Effective date: December 21, 2022

Pamela Miller
Business & Industry, Associate Dean Business & Industry
Effective date: November 12, 2022

Janice Holton
Student Records, Support Professional
Effective date: November 5, 2022

Financial Transactions

(October 1 - 31, 2022)

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

a. General Fund

- 1) Purchase order issued to provide annual audit for the college.

Requestor: Todd Hurley – Finance Services
Expenditure: \$70,000.00 (11-2213)
Disposition: Recurring Purchase
Supplier: Plante and Moran PLLC
Grand Rapids, MI
Source of Funds: General Fund
Bid: Yes, RFP # 1920-2322

- 2) Purchase order issued to provide VMWare ESX Host licenses running our virtual infrastructure and VDI & Horizon Licensing.

Requestor: Donovan Wallace – IT
Expenditure: \$52,800.00 (11-2271)
Disposition: Recurring Purchase
Supplier: Trace3
Charlotte, NC
Source of Funds: General Funds
Bid: No, sole source (Quilt Contract Pricing)

- 3) Purchase order issued to provide deposit to pay sports officials.

Requestor: Lauren Ferullo - Athletics
Expenditure: \$20,000.00 (11-2272)
Disposition: Recurring Purchase
Supplier: Arbiter
Salt Lake City, UT
Source of Funds: General Funds
Bid: No, sole source

- 4) Purchase order issued to provide 2-PowerEdge R650 – ESXi Host and 1-PowerEdge R650 – Oracle Server.

Requestor: Jeff VanderVeen - IT
Expenditure: \$49,034.57 (11-2822)
Disposition: Replacement Purchase
Supplier: Dell Marketing
Round Rock, TX
Source of Funds: General Funds
Bid: Yes, MHEC-04152022

b. Other Special Funds

- 1) Purchase order issued to provide 16 precision towers and 24” monitors for the Dell/Intel artificial intelligence incubator lab grant.

Requestor: Jeff VanderVeen - IT
Expenditure: \$25,742.08 (51-2359-AAIN)
Disposition: New Purchase
Supplier: Dell Marketing
Round Rock, TX
Source of Funds: Grants
Bid: Yes, MHEC-04152022

- 2) Purchase order issued to provide venue for the 39th Annual GIANT Awards.

Requestor: B. Afeni McNeely-Cobham – Equity and Inclusion
Expenditure: \$44,478.38 (91-2359)
Disposition: Recurring Purchase
Supplier: J W Marriott Grand Rapids
Grand Rapids, MI
Source of Funds: Agency Funds
Bid: No, sole source

GRAND RAPIDS COMMUNITY COLLEGE
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2022

GENERAL OPERATING	ADOPTED BUDGET	2022/2023 ACTUAL 10/31/2022	PERCENTAGE
REVENUE:			
TUITION	42,445,000	30,601,068	72.10%
FEES	7,425,000	4,870,887	65.60%
PROPERTY TAX	38,070,000	34,887,194	91.64%
STATE AID	29,220,000	2,764,174	9.46%
INTEREST	600,000	237,079	39.51%
MISCELLANEOUS	1,800,000	134,247	7.46%
TOTAL REVENUE	119,560,000	73,494,649	61.47%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,706,000	7,254,071	21.52%
COUNSELING	1,500,000	335,313	22.35%
LIBRARIAN	640,000	126,821	19.82%
ADMINISTRATION	5,800,000	1,637,136	28.23%
ADMINISTRATIVE SUPPORT	1,350,000	382,096	28.30%
TECHNICAL SUPPORT	8,880,000	2,503,353	28.19%
SECRETARIAL	4,850,000	1,239,947	25.57%
BLDG OPERATIONS	4,540,000	1,299,556	28.62%
STUDENT ASSISTANT	1,290,000	277,462	21.51%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	62,056,000	15,055,755	24.26%
NON-SALARY:			
FRINGE BENEFITS	37,025,000	7,411,824	20.02%
CONTRACTED SERVICE	4,925,315	1,593,494	32.35%
SUPPLIES & REPAIRS	5,300,212	1,333,813	25.17%
UTILITIES & RENT	4,384,768	1,278,261	29.15%
TRANSFERS	2,599,600	294,888	11.34%
OTHER COSTS	3,121,442	525,043	16.82%
EQUIPMENT	297,863	92,671	31.11%
CONTINGENCY	300,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	57,454,200	12,529,994	21.81%
TOTAL EXPENSE	119,510,200	27,585,749	23.08%
NET REVENUE (EXPENSE)	49,800	45,908,900	

GRAND RAPIDS COMMUNITY COLLEGE
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED OCTOBER 31, 2022

	MONTHLY ACTIVITY 10/31/22	MONTHLY ACTIVITY 10/31/21	YEAR-TO- DATE 10/31/22	YEAR-TO- DATE 10/31/21
REVENUE:				
TUITION	10,512,555	8,566,208	30,601,068	30,677,962
FEES	1,446,024	1,272,667	4,870,887	4,437,534
PROPERTY TAX	4,697,357	5,571,501	34,887,194	32,647,009
STATE AID	2,598,015	3,244,991	2,764,174	3,357,252
INTEREST	104,802	19,203	237,079	71,755
MISCELLANEOUS	28,885	35,290	134,247	173,784
TOTAL REVENUE	19,387,638	18,085,722	73,494,649	70,628,897
EXPENSE:				
SALARIES:				
INSTRUCTION	2,599,564	3,915,703	7,254,071	7,509,372
COUNSELING	112,371	123,423	335,313	249,993
LIBRARIAN	43,822	66,362	126,821	123,941
ADMINISTRATION	388,079	641,002	1,637,136	1,682,236
ADMINISTRATIVE SUPPORT	100,250	132,503	382,096	352,334
TECHNICAL SUPPORT	657,493	1,019,475	2,503,353	2,526,789
SECRETARIAL	332,967	451,284	1,239,947	1,257,640
BLDG OPERATIONS	352,018	474,204	1,299,556	1,278,177
STUDENT ASSISTANT	71,972	61,636	277,462	165,220
TOTAL SALARIES	4,658,536	6,885,592	15,055,755	15,145,702
NON-SALARY:				
FRINGE BENEFITS	2,162,065	2,770,900	7,411,824	7,429,747
CONTRACTED SERVICES	487,890	323,669	1,593,494	1,320,950
SUPPLIES & REPAIRS	337,310	392,474	1,333,813	1,631,524
UTILITIES & RENT	257,629	292,598	1,278,261	1,208,284
TRANSFERS	61,119	57,938	294,888	212,275
OTHER COSTS	156,846	167,188	525,043	458,325
EQUIPMENT	53,460	24,372	92,671	85,169
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,516,319	4,029,139	12,529,994	12,346,274
TOTAL EXPENSE	8,174,855	10,914,731	27,585,749	27,491,976
NET REVENUE (EXPENSE)	11,212,783	7,170,991	45,908,900	43,136,921

GRAND RAPIDS COMMUNITY COLLEGE
 2022 - 2023 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING OCTOBER 31, 2022

DESIGNATED	2022 - 2023		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 10/31/22	
REVENUE:			
CONTRACTED TRAINING	1,659,585	402,867	24.28%
OTHER MISCELLANEOUS LOCAL	909,894	40,222	4.42%
TOTAL REVENUE	2,569,479	443,089	17.24%
EXPENSES:			
SALARIES			
INSTRUCTION	437,187	155,163	35.49%
ADMINISTRATION	324,892	133,641	41.13%
CUSTODIANS & SECURITY	25,500	6,828	26.77%
SECRETARIAL	21,564	5,154	23.90%
STUDENT ASSISTANTS	10,605	956	9.01%
TOTAL SALARIES	819,748	301,742	36.81%
NON-SALARY			
FRINGE BENEFITS	291,272	87,346	29.99%
CONTRACTED SERVICES	914,580	186,544	20.40%
SUPPLIES & REPAIRS	745,153	136,357	18.30%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	92,830	959	1.03%
TRANSFERS	(349,600)	(116,533)	33.33%
OTHER	93,507	12,145	12.99%
TOTAL NON-SALARY	1,789,392	306,817	17.15%
TOTAL EXPENSE	2,609,140	608,559	23.32%
NET REVENUE (EXPENSE)	(39,661)	(165,470)	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Oct 31, 2022

	ADOPTED BUDGET	ACTUAL 10/31/22	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,150,000	9,282,170	91.45%
TRANSFER FROM GENERAL FUND	1,250,000	0	0.00%
FACILITIES FEE	1,900,000	1,450,890	76.36%
TOTAL REVENUE	13,300,000	10,733,060	80.70%
EXPENSES:			
MAINTENANCE & OTHER	3,800,000	1,238,159	32.58%
PUBLIC SAFETY CENTER	7,000,000	0	0.00%
OTHER PROJECTS	1,010,000	958,411	94.89%
TRANSFERS TO DEBT FUND	3,135,000	0	0.00%
TOTAL EXPENSES	14,945,000	2,196,570	14.70%
NET REVENUE (EXPENSE)	(1,645,000)	8,536,490	

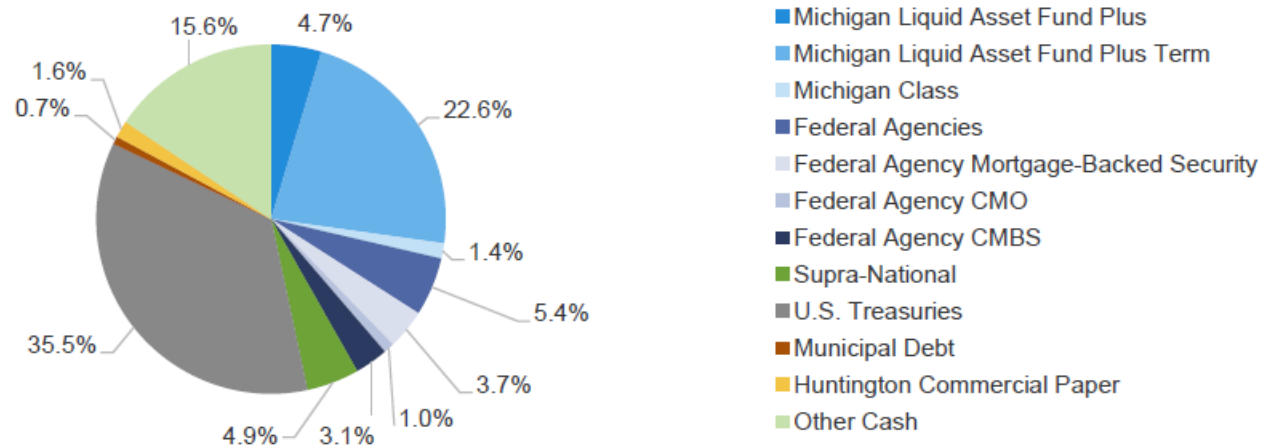
PLANT FUND - DEBT RETIREMENT FUND
2022-23 FISCAL YEAR

	BUDGET	ACTUAL 10/31/2022
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,983,976	0
TRANSFER FROM PLANT - GENERAL	1,151,024	0
TOTAL REVENUE	3,135,000	0
 EXPENSE		
2012 ISSUE - REFUNDING		
PRINCIPAL	205,000	0
INTEREST	6,406	3,203
OTHER EXPENSE	100	100
TOTAL EXPENSE	211,506	3,303
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	680,000	0
INTEREST	257,450	128,725
OTHER EXPENSE	500	0
TOTAL EXPENSE	937,950	128,725
2020 ISSUE - 2012 REFUNDING		
PRINCIPAL	1,755,000	0
INTEREST	228,476	114,238
OTHER EXPENSE	500	500
TOTAL EXPENSE	1,983,976	114,738
GRAND TOTAL EXPENSE	3,133,432	246,766

Aggregate Cash and Investments

Period Ended
October 31, 2022

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$5,983,087	4.7%
Michigan Liquid Asset Fund Plus Term	\$29,000,000	22.6%
Michigan Class	\$1,811,184	1.4%
Federal Agencies	\$6,966,345	5.4%
Federal Agency Mortgage-Backed Security	\$4,736,077	3.7%
Federal Agency CMO	\$1,247,047	1.0%
Federal Agency CMBS	\$3,957,675	3.1%
Supra-National	\$6,238,447	4.9%
U.S. Treasuries	\$45,548,927	35.5%
Municipal Debt	\$935,490	0.7%
Huntington Commercial Paper	\$2,005,124	1.6%
Other Cash	\$20,049,039	15.6%
Total	\$128,478,442	100.0%



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



Trustee Bruinsma made a motion to approve the consent items as presented, Trustee Williams seconded the motion. Motion carries 7-0.

ACTION ITEMS

N. Purchasing Items over \$100,000

a. General Fund

No general fund requests for October 2022.

b. Other Special Funds

No special fund requests for October 2022.

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.

O. Deliberation & Selection of GRCC's 11th President.

- Chairperson Koetje asked each trustee to name their preferred candidate, all five of the trustees named Dr. Charles Leper as their preferred candidate with Trustee Siegel naming Dr. Timothy Casper. Chairperson Koetje named Dr. Charles Lepper as his preferred candidate as well. After hearing all trustees name Dr. Lepper, Trustee Siegel said she would support Dr. Lepper. Chairperson Koetje than called for a motion.
 - Motion made by Trustee Bruinsma, second by Trustee Verburg to offer Dr. Charles Lepper the position of GRCC's 11th President, roll call vote. Motion carries, 7-0.
-
- Chairperson Koetje called a recession at 5:21 pm to call Dr. Lepper to offer him the position. AT 5:27 pm Chairperson Koetje brought the meeting back into session and shared that Dr. Lepper accepted the position, pending a signed contract.

- Chairperson Koetje thanked Dr. Olivarez for agreeing to serve as interim president.

VI. OPEN COMMENT

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

- None at this time.

VIII. FINAL BOARD COMMENTS

Each board member echoed the message of thanking the campus and community for taking time to be part of the hiring process and gave their gratitude for the dedication and detail throughout the process from the selection committee representatives to the community forum opportunities for both internal and external constituents.

ADJOURNMENT

- Adjourned – 5:34 p.m.