

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

MONDAY, AUGUST 21, 2023

I. ORDER OF BUSINESS

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

Present: Brunisma, Brame, Koetje, Lopez, Siegel, and Williams – 6

Absent: Lovelady-Mitchell

B. Introduction of Guests – Interim Provost Jones introduced the new academic dean of Business & Industry, Cleamon Moorer

C. Review and Approval of Agenda

- Trustee Bruinsma made a motion to approve the agenda, supported by Trustee Lopez.
Motion carries 6-0

D. Open Comments

- None at this time.

E. Special Order of Business

- None at this time.

II. MONITORING REPORTS

F. Report (s)

- Finance Update – Presented by Lisa Freiburger

III. UPDATES

G. Student Alliance Report – None at this time.

H. Foundation Update – None at this time.

I. Board Chair Update – Chairperson Koetje ask for a motion of support to recommend Trustee Bruinsma serve on the ACCT Public Policy & Advocacy Committee.

- Trustee Williams made a motion to support recommending Trustee Bruinsma, supported by Trustee Brame. Motion carries 6-0.
- President’s Report – Dr. Lepper shared updates regarding preparing for the Higher Learning Commission visit, Nursing Program Licensure Pass Rate, 100% for several years in a row, Representative Glanville & Speaker Tate Visit AI Lab on Tuesday August 15, and Representative John Fitzgerald along with 4 other representatives that sit on the Energy Reliability, Resilience and Accountability Taskforce held a community Listening Session at the Tassell MTEC last week Wednesday, August 9. The event is one of several being held around the state to gather stories and suggestions from utility customers.

J. Faculty Association Update – None at this time.

IV. COMMUNITY CONNECTIONS

K. Communications to the Board

- Nothing at this time.

V. CONSENT ITEMS

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

- Minutes from June 12th 2023 Work Session and Regular meeting
- Grants received from June 1 – August 15, 2023.

Grants Awarded	
Project Description	Amount
GRCC received a continuation award for the Kent County Senior Millage funding. This grant supports GRCC Health Education Programming (Health Club, Strength and Stretch and Fitness Program) helps senior participants to maintain independence through increased and/or maintained physical fitness.	\$17,700
GRCC received a continuation award for the Older Americans Act funding, which supports fitness classes for seniors.	\$9,900
GRCC received a continuation award for the WIOA AEFLA project. This project provides ESL services for adults and helps them transition to degree programs or job training upon completion of the program.	\$177,995
GRCC received a continuation award for the Metallica Scholars 5.0 project from the All Within My Hands Foundation and American Association of Community Colleges. The project will provide support for non-traditional students enrolled in the welding training program.	\$5,000
GRCC received a continuation award for the TRIO Student Support Services (SSS) project.	\$461,357
GRCC received a continuation award for the TRIO Student Support Services STEM project.	\$261,888
GRCC received a continuation award for the TRIO Educational Opportunity Center project.	\$232,050
GRCC received a continuation award for the Child Care Access Means Parents in School project.	\$137,522
GRCC received a continuation award for the GEAR UP Wyoming project.	\$343,796
GRCC received a continuation award for the Title III, Strengthening Institutions project.	\$411,910

GRCC Employees, On The Move June 1 Through August 2, 2023

Name	Department	Position	Effective Date
New Hires			
Joel Bera	Preschool	Assistant to Preschool Instructor	July 10, 2023
Mary Slafkosky	College Advancement	Vice President of College Advancement	July 10, 2023
Nathaniel Soules	Financial Aid	Financial Aid Technical Specialist	July 10, 2023
Megan Connaghan	Training Solutions	Customized Training Manager	July 10, 2023
Justin Fiene	Science Technology Engineering and Mathematics	Associate Dean of STEM	July 10, 2023
Michelle Benites	GRCC Police	GRCC Police Dispatcher	June 26, 2023
Kenneth Bertucci	Student Financial Services	Support Professional	June 19, 2023
Jennifer Struik	Secchia Institute for Culinary	Temporary Assistant Professor	August 7, 2023
Mark Fortuna	Custodians	Custodian II	July 24, 2023
Michael Taubert	Facilities Operations	Building Access & Security Specialist	July 24, 2023
Shawn Dymond	Academic Applications	Associate Enterprise Analyst	July 3, 2023
Ole Tundevold	Customer Service	IT Customer Support Technician Level I	July 3, 2023
Mursalata Muhammad	English	Professor	July 1, 2023
Donald Dykstra	Facilities Operations	Grounds & Custodian Hybrid Position	June 26, 2023
Alejandra Zamora-Hernandez	Financial Aid	Support Professional	June 19, 2023
William West	Custodians	Custodian I	June 12, 2023

Brad VandenBosch	Infrastructure	Infrastructure Technician	June 12, 2023
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Separations

Joseph Carmon	Computer Information Systems	Assistant Professor	August 19, 2023
Tulley Patrick	Maintenance	Grounds Maintenance	August 5, 2023
Victoria Kane	General Counsel	Director of EO Compliance	August 2, 2023
William West	Custodians	Custodian	August 1, 2023
Vachan Taylor	Custodians	Custodian	August 1, 2023
C. Dennis Triggs	Training Solutions	Program Manager	August 1, 2023
Chelsea Genoa	Financial Aid	Financial Aid Technical Specialist	July 29, 2023
Sydney Plaggemars	Training Solutions	Program Manager	July 27, 2023
Kristine Babcock	College Advancement	Interim Executive Director of College Advancement	July 21, 2023
Thank You For Your Service			
Dave Murray	Communications	Director of Communications	July 15, 2023
Jennifer Asselin	Business & Industry	Support Professional	July 15, 2023
Patrick Coleman	Student Records	Coordinator of Veteran Success & CEVSS	July 8, 2023
Caroline Blair	Student Life	Director of Student Life & Conduct	July 8, 2023
Madeline Juliot	GR Promise Zone	Promise Zone Success Coordinator	July 1, 2023
Cristina Stoll	GRCC Police Department	GRCC Police Dispatcher	June 17, 2023
Andrew Rust	Custodian	Custodians	June 7, 2023

Retirements			
Jianchu Chen	Language and Thought	Professor	December 20, 2023
Carmela Zapata	Language and Thought	Professor	January 9, 2024

Financial Transactions
(July 1 - 31, 2023)

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

a. **General Fund**

- 1) Purchase order issued to provide payment for Student Athlete Insurance.

Requestor:	Lauren Ferullo – ATH
Expenditure:	\$29,137.00 (2192-11)
Disposition:	New Purchase
Supplier:	Arthur J Gallagher, First Agency Branch Grand Rapids, MI
Source of Funds:	General Fund
Bid:	No, Sole Source

- 2) Purchase order issued to provide payment for Radius by Campus Management CRM and Application for Admissions.

Requestor:	Jeffery VanderVeen – Information Technology
Expenditure:	\$58,400.00 (2271-11)
Disposition:	Renewal Purchase
Supplier:	Anthology Inc Buffalo, NY
Source of Funds:	General Fund
Bid:	No, Sole Distributor

- 3) Purchase order issued to provide payment for PaloAuto NexGen Firewall 5220 maintenance.

Requestor:	Donovan Wallace – Information Technology
Expenditure:	\$64,274.20 (2271-11)
Disposition:	Renewal Purchase
Supplier:	Amerinet Ann Arbor, MI
Source of Funds:	General Fund
Bid:	No, Part of the Quilt contract

- 4) Purchase order issued to provide payment for two cassettes of dental instruments for 32 students in Dental Hygiene Program.

Requestor:	Jamie Klap – Dental Hygiene Program
Expenditure:	\$26,840.00 (2311-11)
Disposition:	New Purchase
Supplier:	Hu Friedy Mfg. Chicago, IL
Source of Funds:	General Fund
Bid:	No, Sole Source

- 5) Purchase order issued to provide payment for service agreement for chiller and equipment maintenance.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$47,880.00 (2271-11)
Disposition: Renewal Purchase
Supplier: Trane Commercial Systems
 La Crosse, WI
 Source of Funds: General Fund
 Bid: No, Sole Source

- 6) Purchase order issued to provide payment for maintenance for UPS and AC units that protect our enterprise level equipment.

Requestor: Donovan Wallace – Information Technology
Expenditure: \$37,890.00 (2271-11)
Disposition: Renewal Purchase
Supplier: Vertiv Corporation
 Columbus, OH
 Source of Funds: General Fund
 Bid: No, Sole Source

- 7) Purchase order issued to provide payment for unlimited licensing for Adobe Creative Cloud suite.

Requestor: Jeffrey VanderVeen – Information Technology
Expenditure: \$93,773.75 (2271-11)
Disposition: New Purchase
Supplier: Zones Government & Education
 Auburn, WA
 Source of Funds: General Fund
 Bid: No, Sole Source (MBE)

b. Other Special Funds

- 1) Purchase order issued to provide payment for professional services for maintenance projects (Spectrum, RJF, ATC, and M-Tec).

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$31,000.00 (2330-42-GENERAL)
Disposition: Recurring Purchase
Supplier: Ghafari Associates LLC
 Grand Rapids, MI
 Source of Funds: Plant Fund

Bid: Yes, RFP #1920-4259

- 2) Purchase order issued to provide payment for furniture replacement Cook Hall.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$43,224.82 (2822-42-FURNITURE)
Disposition: New Purchase
Supplier: Custer Workplace Interiors
 Grand Rapids, MI
 Source of Funds: Plant Fund
 Bid: No, E&I Contract 21Z00987

- 3) Purchase order issued to provide payment for construction of a lactation room near Calkins 219.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$69,252.00 (2822-42-GENADMIN)
Disposition: New Purchase
Supplier: BCI Construction LLC
 Grand Rapids, MI
 Source of Funds: Plant Fund
 Bid: Yes, RFP #1920-5226

GRAND RAPIDS COMMUNITY COLLEGE
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED JUNE 30, 2023

GENERAL OPERATING	ADOPTED BUDGET	2022/2023 ACTUAL 06/30/2023	PERCENTAGE
REVENUE:			
TUITION	40,600,000	39,734,372	97.87%
FEES	7,425,000	6,844,575	92.18%
PROPERTY TAX	38,070,000	38,539,194	101.23%
STATE AID	30,222,000	36,673,222	121.35%
INTEREST	200,000	358,451	179.23%
MISCELLANEOUS	1,860,000	1,825,705	98.16%
TOTAL REVENUE	118,377,000	123,975,519	104.73%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,195,000	31,313,736	97.26%
COUNSELING	1,950,000	1,890,307	96.94%
LIBRARIAN	600,000	570,085	95.01%
ADMINISTRATION	5,650,000	5,278,708	93.43%
ADMINISTRATIVE SUPPOR	1,320,000	1,272,449	96.40%
TECHNICAL SUPPORT	8,900,000	8,588,893	96.50%
SECRETARIAL	5,060,000	4,364,892	86.26%
BLDG OPERATIONS	4,770,000	4,525,283	94.87%
STUDENT ASSISTANT	1,320,000	1,077,547	81.63%
EST SAVINGS ON OPEN POS	(500,000)		
TOTAL SALARIES	61,265,000	58,881,900	96.11%
NON-SALARY:			
FRINGE BENEFITS	36,787,000	40,978,131	111.39%
CONTRACTED SERVICE	4,486,040	4,757,180	106.04%
SUPPLIES & REPAIRS	5,292,384	4,876,164	92.14%
UTILITIES & RENT	4,384,462	3,872,647	88.33%
TRANSFERS	2,838,104	7,282,159	256.59%
OTHER COSTS	3,090,651	2,791,409	90.32%
EQUIPMENT	329,863	297,883	90.31%
CONTINGENCY	224,000	-	0.00%
EST SAVINGS ON CONTROL	(500,000)		
TOTAL NON-SALARY	56,932,504	64,855,573	113.92%
TOTAL EXPENSE	118,197,504	123,737,473	104.69%
NET REVENUE (EXPENSE)	179,496	238,046	

GRAND RAPIDS COMMUNITY COLLEGE
 2022 - 2023 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING JUNE 30, 2023

DESIGNATED	2022 - 2023		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 6/30/23	
REVENUE:			
CONTRACTED TRAINING	1,684,329	2,338,138	138.82%
OTHER MISCELLANEOUS LOCAL	912,435	664,868	72.87%
TOTAL REVENUE	2,596,764	3,003,006	115.64%
EXPENSES:			
SALARIES			
INSTRUCTION	353,780	391,425	110.64%
ADMINISTRATION	441,016	512,944	116.31%
CUSTODIANS & SECURITY	34,100	18,735	54.94%
SECRETARIAL	21,564	22,974	106.54%
STUDENT ASSISTANTS	34,605	18,612	53.78%
TOTAL SALARIES	885,065	964,690	109.00%
NON-SALARY			
FRINGE BENEFITS	385,269	383,964	99.66%
CONTRACTED SERVICES	920,480	1,156,694	125.66%
SUPPLIES & REPAIRS	728,706	459,162	63.01%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	16,150	84.56%
TRANSFERS	(1,388,104)	(1,394,700)	100.48%
OTHER	109,007	39,527	36.26%
TOTAL NON-SALARY	776,108	660,798	85.14%
TOTAL EXPENSE	1,661,173	1,625,488	97.85%
NET REVENUE (EXPENSE)	935,591	1,377,519	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Jun 30, 2023

	ADOPTED BUDGET	ACTUAL 6/30/23	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,150,000	10,150,698	100.01%
INVESTMENT EARNINGS	340,000	625,675	184.02%
TRANSFER FROM GENERAL FUND	1,250,000	2,750,000	220.00%
DONATIONS	900,000	0	0.00%
FACILITIES FEE	1,900,000	1,784,350	93.91%
TOTAL REVENUE	14,540,000	15,310,723	105.30%
EXPENSES:			
MAINTENANCE & OTHER	6,125,000	5,426,352	88.59%
PUBLIC SAFETY CENTER	7,000,000	0	0.00%
PIAZZA	2,420,000	2,309,868	95.45%
OTHER PROJECTS	100,000	104,952	104.95%
TRANSFERS TO DEBT FUND	3,120,000	3,110,000	99.68%
TOTAL EXPENSES	18,765,000	10,951,172	58.36%
NET REVENUE (EXPENSE)	(4,225,000)	4,359,551	

PLANT FUND - DEBT RETIREMENT FUND
2022-23 FISCAL YEAR

	BUDGET	ACTUAL 06/30/2023
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,983,976	1,784,350
TRANSFER FROM PLANT - GENERAL	1,151,024	1,325,650
TOTAL REVENUE	3,135,000	3,110,000
EXPENSE		
2012 ISSUE - REFUNDING		
PRINCIPAL	205,000	205,000
INTEREST	6,406	4,271
OTHER EXPENSE	100	400
TOTAL EXPENSE	211,506	209,671
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	680,000	680,000
INTEREST	257,450	252,917
OTHER EXPENSE	500	500
TOTAL EXPENSE	937,950	933,417
2020 ISSUE - 2012 REFUNDING		
PRINCIPAL	1,755,000	1,755,000
INTEREST	228,476	227,249
OTHER EXPENSE	500	500
TOTAL EXPENSE	1,983,976	1,982,749
GRAND TOTAL EXPENSE	3,133,432	3,125,837

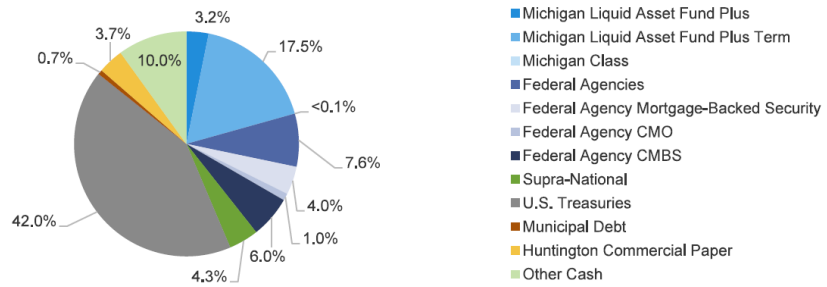
PLANT FUND - DEBT RETIREMENT FUND
2022-23 FISCAL YEAR

	BUDGET	ACTUAL 06/30/2023
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,983,976	1,784,350
TRANSFER FROM PLANT - GENERAL	1,151,024	1,325,650
TOTAL REVENUE	3,135,000	3,110,000
EXPENSE		
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OTHER EXPENSE	500	500
TOTAL EXPENSE	1,983,976	1,982,749
GRAND TOTAL EXPENSE	3,133,432	3,125,837

Aggregate Cash and Investments

Period Ended
July 31, 2023

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$3,441,938	3.2%
Michigan Liquid Asset Fund Plus Term	\$19,000,000	17.5%
Michigan Class	\$1,274	<0.1%
Federal Agencies	\$8,269,759	7.6%
Federal Agency Mortgage-Backed Security	\$4,394,624	4.0%
Federal Agency CMO	\$1,091,626	1.0%
Federal Agency CMBS	\$6,520,859	6.0%
Supra-National	\$4,642,776	4.3%
U.S. Treasuries	\$45,622,590	42.0%
Municipal Debt	\$740,231	0.7%
Huntington Commercial Paper	\$4,011,566	3.7%
Other Cash	\$10,806,809	10.0%
Total	\$108,544,053	100.0%



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

Motion by Trustee Bruinsma, supported by Trustee Williams to approve consent items as presented. Motion carries 6-0.

ACTION ITEMS

N. Purchases over \$100,000

a. General Fund

No purchases for July 2023

a. Other Special Funds

No purchases for July 2023

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.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

Trustee Bruinsma asked that the grants report include the source moving forward.

IX. ADJOURNMENT

The Board adjourned at 4:30 p.m.