

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, MAY 15, 2023

I. ORDER OF BUSINESS

Meeting called to order at 4:16 p.m., Kenyatta Brame in the vice chair.

- A. Present: Brame, Bruinsma, Lopez, Lovelady Mitchell, Siegel, & Williams – 6
Absent: Koetje
- B. Introduction of Guests
 - President Lepper asked Eric Mullen to bring the All Michigan Academic Team; Jodi Holland, Kim Budde, and Melissa Gheorghiu to the podium to introduce each team member and share their accomplishments.
- C. Review and Approval of Agenda to include additions, deletions, or corrections.
 - Motion by Trustee Williams, seconded by Trustee Bruinsma to approve the agenda as presented. Motion carries 6-0.
- D. Open Comments
 - None
- E. Special Order of Business (New Business)
 - Michigan New Jobs Training (MNJT) Agreement with Snack Craft LLC.
Motion by Trustee Williams, seconded by Trustee Lopez to approve agreement as presented. Motion carries 6-0.

II. MONITORING REPORTS

- F. Report (s)
 - Finance Update – Lisa Freiburger presented.
 - Strategic Plan Update – Sheila Jones presented.

III. UPDATES

- Student Report – Alex Miranda, Student Government President presented.
- Foundation Update (Quarterly Report) – Erin Van Egmond presented.

- Board Chair Report - None at this time.
 - President's Update – Charles W. Lepper
Dr. Lepper thanked everyone involved in Commencement 2023 both ceremonies went well with over 500 students participating with several other program pinning's and celebrations that were held on campus. He also shared that he along with Lisa Freiburger met with legislators the week of May 1st and testified in Lansing in regards to the Learning Resource Center capital outlay request the week of May 8th. The NASA Team from the Culinary Program did not place at the finals but their creations will be included at the NASA Space Center. Dr. Lepper shared he was able to welcome the Young Professional of Color Conference on campus that Cascade Engineering hosts each year, there was a great turnout and he was happy to be part of that.
- Faculty Association Update – None at this time.

IV. COMMUNITY CONNECTIONS

- Communications to the Board - None at this time.

V. CONSENT ITEMS

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

- Minutes from March 8 work session and March 20, regular board meeting, April 19th work session, and May 1, 2023 budget work session
- Grants GRCC received from April 1 to April 30, 2023 – None at this time.

PERSONNEL REPORT
(Includes in-process transactions through 5-1-23)

WELCOME TO GRCC

New Hire

Hector Marin
Customer Support, IT Customer Support
Technician, Level I
Effective date: May 15, 2023

Melissa Schmitt
Library & Learning Commons, Support
Professional
Effective date: May 1, 2023

Kevin Johnson
Custodian, Custodian I
Effective date: May 1, 2023

Amy Soper
Communications, Associate Director of
Communications
Effective date: May 1, 2023

Brian Stauffer
Training Solutions, Data Tracking Specialist-
HRSA Grant
Effective date: April 24, 2023

Kevin Brower
Job Training, Automotive Lab Technician
Effective date: April 17, 2023

Tulley Patrick
Maintenance, Grounds Maintenance
Effective date: April 17, 2023

Samira Kimo
Training Solutions, Educational Training
Specialist
Effective date: April 10, 2023

Nicholas Mourning
Disability Support Services, Support
Professional
Effective date: April 10, 2023

Derrick Hill
Custodian, Custodian I
Effective date: March 27, 2023

Haylie Peters
Custodian, Custodian I
Effective date: March 27, 2023

Rachel Markham
Custodian, Custodian I
Effective date: March 20, 2023

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Kyra Dame

Transfer to: Physical Science, Assistant Professor

Transfer from: Physical Science, Temporary Assistant Professor

Effective date: August 7, 2023

Jacob Barczak

Transfer to: Customer Support, IT Customer Support Technician – Level I

Transfer from: Customer Support, IT Customer Service Technician (Contingent)

Effective date: March 13, 2023

Noah Mihalik

Transfer to: Customer Support, Computer Tech Level I

Transfer from: Customer Support, Contingent

Effective date: April 17, 2023

Amanda Duckworth

Transfer to: Dental, Assistant Professor

Transfer from: Dental, Temporary Assistant Professor

Effective date: August 7, 2023

Marissa Swanson

Transfer to: Disability Support Services, Support Professional

Transfer from: Disability Support Services, Contingent

Effective date: April 17, 2023

Matthew Butterfield

Transfer to: Admissions and Enrollment, Support Professional

Transfer from: Student Financial Services, Support Professional

Effective date: April 3, 2023

Joshua Grawburg

Transfer to: Financial Aid, Support Professional

Transfer from: Financial Aid, Support Professional

Effective date: March 20, 2023

THANK YOU FOR YOUR SERVICE

Separations

Cristina Stoll
GRCC Police, GRCC Police Dispatcher
Effective date: July 15, 2023

Victoria Keenan
Training Solutions, Kellogg EMPOWER
Grant Community Outreach & Recruiting
Effective date: May 12, 2023

Darren Ho
Customer Support, Support Technician, Level I
Effective date: May 6, 2023

Erin Mieskowski
Office of Diversity Equity & Inclusion,
Assistant
Director of Office of Diversity Equity &
Inclusion
Effective date: May 6, 2023

Kelsee Brozek
Music, Support Professional
Effective date: April 29, 2023

Erin Mieskowski
Office of Diversity Equity & Inclusion,
Assistant Director of
Effective date: May 13, 2023

Dustin Bacon
Media Technologies, Video Content
Production Coordinator
Effective date: April 13, 2023

Jared Anderson
College Advancement, Database Coordinator
Effective date: April 8, 2023

Sarah Laycock
Financial Aid, Coordinator of State Aid
and Scholarships
Effective date: April 8, 2023

Kaley Beckett
Early Childhood Learning Lab, ECLL
Instructor
Effective date: April 5, 2023

Misty Smith
Financial Aid, Financial Aid Technical
Specialist
Effective date: March 29, 2023

Retirements:

Carol Kramer
Facilities, Support Professional
Effective date: January 6, 2024

Gary Carpenter
Maintenance, Carpenter & Locksmith
Effective date: July 7, 2023

Mark Jasonowicz
Business, Associate Professor
Effective Date: December 20, 2023

Beverly Shannon
English, Professor
Effective date: August 19, 2023

Financial Transactions
(April 1 - 30, 2023)

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

a. **General Fund**

- 1) Purchase order issued to provide storm drain replacement for Parking Ramp B.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$26,000.00 (2331-11)
Disposition: New Purchase
Supplier: Mall City Mechanical
Kalamazoo, MI
Source of Funds: General Fund
Bid: Yes, RFQ #2122-12021H

b. **Other Special Funds**

- 1) Purchase order issued to provide 2 AERAS RV10-23 dental vacuum systems.

Requestor: Phoenix Noelle - SWD
Expenditure: \$26,209.76 (2821-42-GENATC)
Disposition: New Purchase
Supplier: Patterson Dental Supply Inc
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFQ #2223-2068

- 2) Purchase order issued to provide switch update for Core routing (Snedden Hall and BOS).

Requestor: Donovan Wallace – IT Infrastructure
Expenditure: \$68,118.83 (2822-42-GENCWI)
Disposition: Replacement Purchase
Supplier: Arista Networks Inc
Santa Clara, CA
Source of Funds: Plant Fund
Bid: Yes, RFQ #2021-11051

- 3) Purchase order issued to provide Nicolet Summit X FTIR Spectrometer.

Requestor: Phoenix Noelle - ATC
Expenditure: \$28,162.32 (2821-51-PROG23)
Disposition: New Purchase
Supplier: Fisher Scientific
Hanover Park, IL
Source of Funds: Grants
Bid: No, Sole Source

- 4) Purchase order issued to provide grant staff, fringe benefits and tuition for February 2023.
- Requestor:** Julie Parks – M-Tec
Expenditure: \$39,654.17 (2271-51-1WORK)
Disposition: New Purchase
Supplier: Montcalm Community College
Sidney, MI
- Source of Funds: Grants
Bid: No, Sole Source
- 5) Purchase order issued to provide three Zeus car diagnostic tool and information programs.
- Requestor:** Phoenix Noelle - SWD
Expenditure: \$33,973.62 (2821-51-PROG23)
Disposition: New Purchase
Supplier: Snap-on Industrial
Crystal Lake, IL
- Source of Funds: Grants
Bid: No, Sole Source (Exclusive Distributorship)
- 6) Purchase order issued to provide MCC2100 Centerline motor control centers. Lab equipment for the Lakeshore campus.
- Requestor:** Phoenix Noelle - SWD
Expenditure: \$58,993.97 (2821-51-PROG23)
Disposition: New Purchase
Supplier: Kendall Electrical
Grand Rapids, MI
- Source of Funds: Grants
Bid: No, Sole Source (Exclusive Distributorship)
- 7) Purchase order issued to provide payment to the City of Grand Rapids per agreement for EPA grant.
- Requestor:** Julie Parks – M-Tec
Expenditure: \$27,046.98 (2271-51-EPA)
Disposition: New Purchase
Supplier: City of Grand Rapids Treasurer
Grand Rapids, MI
- Source of Funds: Grants
Bid: No, sole source

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
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED APRIL 30, 2023

GENERAL OPERATING	ADOPTED BUDGET	2022/2023 ACTUAL 04/30/2023	PERCENTAGE
REVENUE:			
TUITION	40,600,000	39,978,229	98.47%
FEES	7,425,000	7,071,816	95.24%
PROPERTY TAX	38,070,000	38,103,114	100.09%
STATE AID	30,222,000	24,195,568	80.06%
INTEREST	200,000	1,190,217	595.11%
MISCELLANEOUS	1,860,000	696,119	37.43%
TOTAL REVENUE	118,377,000	111,235,061	93.97%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,195,000	23,621,300	73.37%
COUNSELING	1,950,000	1,442,438	73.97%
LIBRARIAN	600,000	404,728	67.45%
ADMINISTRATION	5,650,000	4,243,461	75.11%
ADMINISTRATIVE SUPPOR	1,320,000	1,016,161	76.98%
TECHNICAL SUPPORT	8,900,000	6,825,390	76.69%
SECRETARIAL	5,060,000	3,469,460	68.57%
BLDG OPERATIONS	4,770,000	3,551,303	74.45%
STUDENT ASSISTANT	1,320,000	813,295	61.61%
EST SAVINGS ON OPEN PO	(500,000)		
TOTAL SALARIES	61,265,000	45,387,536	74.08%
NON-SALARY:			
FRINGE BENEFITS	36,787,000	31,446,124	85.48%
CONTRACTED SERVICE	4,486,040	4,021,080	89.64%
SUPPLIES & REPAIRS	5,292,384	3,793,169	71.67%
UTILITIES & RENT	4,384,462	3,080,216	70.25%
TRANSFERS	2,838,104	1,338,229	47.15%
OTHER COSTS	3,090,651	1,483,019	47.98%
EQUIPMENT	329,863	235,739	71.47%
CONTINGENCY	224,000	-	0.00%
EST SAVINGS ON CONTRO	(500,000)		
TOTAL NON-SALARY	56,932,504	45,397,576	79.74%
TOTAL EXPENSE	118,197,504	90,785,112	76.81%
NET REVENUE (EXPENSE)	179,496	20,449,950	

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

	MONTHLY ACTIVITY 4/30/23	MONTHLY ACTIVITY 4/30/2022	YEAR-TO- DATE 4/30/23	YEAR-TO- DATE 4/30/22
REVENUE:				
TUITION	704,384	1,420,359	39,978,229	41,909,108
FEES	209,258	302,751	7,071,816	8,294,812
PROPERTY TAX	223,846	41,675	38,103,114	35,876,615
STATE AID	2,525,693	2,432,995	24,195,568	19,445,689
INTEREST	226,120	(83,914)	1,190,217	244,306
MISCELLANEOUS	125,486	63,259	696,119	1,081,830
TOTAL REVENUE	4,014,787	4,177,126	111,235,061	106,852,360
EXPENSE:				
SALARIES:				
INSTRUCTION	2,611,713	4,004,186	23,621,300	24,342,521
COUNSELING	146,602	241,232	1,442,438	1,002,287
LIBRARIAN	43,775	52,519	404,728	396,149
ADMINISTRATION	385,158	626,563	4,243,461	4,383,999
ADMINISTRATIVE SUPPORT	94,963	140,565	1,016,161	956,897
TECHNICAL SUPPORT	661,540	988,285	6,825,390	6,842,856
SECRETARIAL	337,244	396,805	3,469,460	3,363,318
BLDG OPERATIONS	353,883	465,178	3,551,303	3,488,500
STUDENT ASSISTANT	103,953	83,095	813,295	463,790
TOTAL SALARIES	4,738,831	6,998,428	45,387,536	45,240,317
NON-SALARY:				
FRINGE BENEFITS	2,960,295	3,633,737	31,446,124	26,041,191
CONTRACTED SERVICES	483,082	549,754	4,021,080	3,644,605
SUPPLIES & REPAIRS	503,048	355,889	3,793,169	3,602,489
UTILITIES & RENT	242,130	246,720	3,080,216	3,022,249
TRANSFERS	114,405	74,970	1,338,229	1,112,407
OTHER COSTS	158,788	148,991	1,483,019	1,360,148
EQUIPMENT	488	24,196	235,739	157,233
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	4,462,236	5,034,257	45,397,576	38,940,322
TOTAL EXPENSE	9,201,067	12,032,685	90,785,112	84,180,639
NET REVENUE (EXPENSE)	(5,186,280)	(7,855,559)	20,449,950	22,671,721

GRAND RAPIDS COMMUNITY COLLEGE
 2021 - 2022 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING APRIL 30, 2022

DESIGNATED	2021 - 2022		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 4/30/22	
REVENUE:			
CONTRACTED TRAINING	1,661,992	1,648,686	99.20%
OTHER MISCELLANEOUS LOCAL	632,468	169,095	26.74%
TOTAL REVENUE	2,294,460	1,817,780	79.22%
EXPENSES:			
SALARIES			
INSTRUCTION	419,938	329,510	78.47%
ADMINISTRATION	322,450	251,330	77.94%
CUSTODIANS & SECURITY	25,500	19,731	77.38%
SECRETARIAL	21,564	13,527	62.73%
STUDENT ASSISTANTS	13,605	0	0.00%
TOTAL SALARIES	803,057	614,097	76.47%
NON-SALARY			
FRINGE BENEFITS	261,409	218,678	83.65%
CONTRACTED SERVICES	849,714	689,424	81.14%
SUPPLIES & REPAIRS	934,468	527,927	56.49%
UTILITIES & RENTALS	3,150	0	0.00%
CAPITAL OUTLAY	22,100	10,036	45.41%
TRANSFERS	(560,172)	(533,144)	95.18%
OTHER	81,507	57,479	70.52%
TOTAL NON-SALARY	1,592,176	970,400	60.95%
TOTAL EXPENSE	2,395,233	1,584,497	66.15%
NET REVENUE (EXPENSE)	(100,773)	233,284	

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

	ADOPTED BUDGET	ACTUAL 4/30/23	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,150,000	10,130,108	99.80%
INVESTMENT EARNINGS	340,000	0	0.00%
TRANSFER FROM GENERAL FUND	1,250,000	0	0.00%
DONATIONS	900,000	0	0.00%
FACILITIES FEE	1,900,000	1,805,790	95.04%
TOTAL REVENUE	14,540,000	11,935,898	82.09%
EXPENSES:			
MAINTENANCE & OTHER	6,125,000	3,710,263	60.58%
PUBLIC SAFETY CENTER	7,000,000	0	0.00%
PIAZZA	2,420,000	1,864,231	77.03%
OTHER PROJECTS	100,000	104,952	104.95%
TRANSFERS TO DEBT FUND	3,120,000	0	0.00%
TOTAL EXPENSES	18,765,000	5,679,446	30.27%
NET REVENUE (EXPENSE)	(4,225,000)	6,256,452	

PLANT FUND - DEBT RETIREMENT FUND
2022-23 FISCAL YEAR

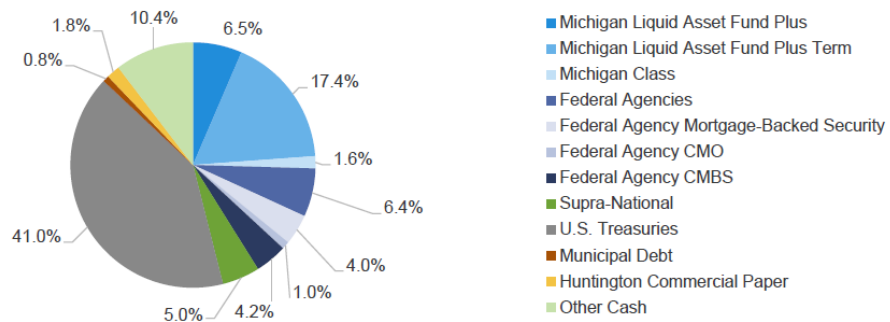
	BUDGET	ACTUAL 04/30/2023
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,983,976	0
TRANSFER FROM PLANT - GENERAL	1,151,024	0
TOTAL REVENUE	3,135,000	0
EXPENSE		
2012 ISSUE - REFUNDING		
PRINCIPAL	205,000	205,000
INTEREST	6,406	6,406
OTHER EXPENSE	100	400
TOTAL EXPENSE	211,506	211,806
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	680,000	680,000
INTEREST	257,450	257,450
OTHER EXPENSE	500	500
TOTAL EXPENSE	937,950	937,950
2020 ISSUE - 2012 REFUNDING		
PRINCIPAL	1,755,000	1,755,000
INTEREST	228,476	228,476
OTHER EXPENSE	500	500
TOTAL EXPENSE	1,983,976	1,983,976
GRAND TOTAL EXPENSE	3,133,432	3,133,732

Aggregate Cash and Investments

Period Ended

April 30, 2023

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$7,455,771	6.5%
Michigan Liquid Asset Fund Plus Term	\$20,000,000	17.4%
Michigan Class	\$1,852,337	1.6%
Federal Agencies	\$7,355,313	6.4%
Federal Agency Mortgage-Backed Security	\$4,640,118	4.0%
Federal Agency CMO	\$1,159,422	1.0%
Federal Agency CMBS	\$4,870,610	4.2%
Supra-National	\$5,704,324	5.0%
U.S. Treasuries	\$47,164,891	41.0%
Municipal Debt	\$953,779	0.8%
Huntington Commercial Paper	\$2,034,948	1.8%
Other Cash	\$11,966,057	10.4%
Total	\$115,157,569	100.0%



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

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

ACTION ITEMS

N. Purchases over \$100,000

a. General Fund

None for April 2023

b. Other Special Funds

- 1) Request permission to issue purchase order to provide Two (2) FANCU Fenceless CERT cart – advance CERT software configuration.

Requestor: Phoenix Noelle - SWD
Expenditure: \$113,550.00 (2821-51-PROG23)
Disposition: New Purchase
Supplier: IST Ohio
Lexington, OH
Source of Funds: Grants
Bid: No, sole source

- 2) Request permission for approval to increase blanket purchase order to provide for construction of lactation and bathroom improvements throughout Sneden Hall.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$694,909/\$1,500,000 (2330-42-GENERAL)
Disposition: New Purchase
Supplier: Pioneer Construction
Grand Rapids, MI
Source of Funds: Grants
Bid: Yes, RFP#1920-5226

NOTE: Below purchase was previously approved by Chairperson Koetje and President Lepper in the absence of an April board meeting.

- 1) Requested permission to issue purchase order to provide construction/maintenance for Ramp A and the pedestrian bridges.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$301,097.50 (2331-14)
Disposition: Recurring Purchase
Supplier: RAM Contruction
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP-PG-2223-1009

- 2) Requested permission to issue purchase order to provide construction/maintenance to College Park Plaza.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$671,697.00 (2330-42-GENERAL)
Disposition: Recurring Purchase

Supplier:	RAM Construction
	Grand Rapids, MI
Source of Funds:	Plant Fund
Bid:	Yes, RFP-PG-2223-1009

ACCOUNTS:

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KEY:

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 NTE - Not to exceed

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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 to approve made by Trustee Siegel, seconded by Trustee Bruinsma Motion carries 6-0.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

Trustee Lopez, attended an event with high school students in partnership with Ferris State where other community members were invited as well and heard from the students how great it was to see folks that looked like them in leadership positions. He reminded everyone how important it is to make sure that the institution reaches out and creates opportunities for Latino high school students are aware of GRCC and the success they can achieve.

Trustee Bruinsma, thanked Erin Van Egmond from the Foundation for her report and the opportunity to be part of the Women’s Giving Circle that that Foundation Office has created. The group meets four times a year, each time they meet they are asked to give \$100 to support students. The group is made up of community and campus women that are invested in supporting GRCC students.

Trustee Siegel, expressed her gratitude and said how honored she was to be part of commencement.

Trustee Brame, thanked GRCC for hosting the Young Professionals of Color Conference and went on to say how nice it was to be able to get the group to campus to not only attend the conference but able to see the campus and meet Dr. Lepper.

Adjourned 5:21 p.m.