

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, NOVEMBER 20, 2023

I. ORDER OF BUSINESS

A. Meeting called to order at 4:15 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 son from the audience.

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

- Motion to approve agenda made by Trustee Williams, second by Trustee Bruinsma. 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 Bruinsma, seconded by Trustee Williams. Motion carries 7-0.
- Fall Midyear Budget – presented by Lisa Freiburger
Motion to approve Fall Midyear Budget as presented was made by Trustee Bruinsma, seconded by Trustee Williams. Motion carries 7-0.

II. MONITORING REPORTS

F. Report (s)

- Finance & Facilities Update – Jim VanDokkumburg presented a facilities update.
No additional finance questions.
- Supplier Diversity Report – Paula Gleason Zeeff presented.

III. UPDATES

- G. Student Report – Alex Miranda, Student Government President presented. He shared campus-wide communities student leadership has asked to serve on and highlights from a recent conference he and his vice president attended.
- H. Foundation Update – None at this time.
- I. Board Chair Report – Chairperson Koetje called for a motion to extend the current board officers through February 2024. Motion was made by Trustee Bruinsma, seconded by Trustee Siegel. Motion Carriers 7-0.
- J. President’s Update
 - Dr. Lepper gave a shout out to the Women’s Volleyball team for competing in the national tournament. He went on to share that the capital outlay request was approved for 16.8 million for renovation and expansion of the Learning Resource Center. Work will begin Summer 2025. Dr. Lepper also announced that the Medical Apprenticeship program is a finalist for the Bellwether Award in the Workforce Development category. They are one out of 10 finalists; the winner will be announced in February.
- 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 16, 2023 regular board meeting, October 19 & November 15, 2023 work sessions.
 - No grants received from October 16 – November 1, 2023

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 EMPOWR 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 – YR 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%

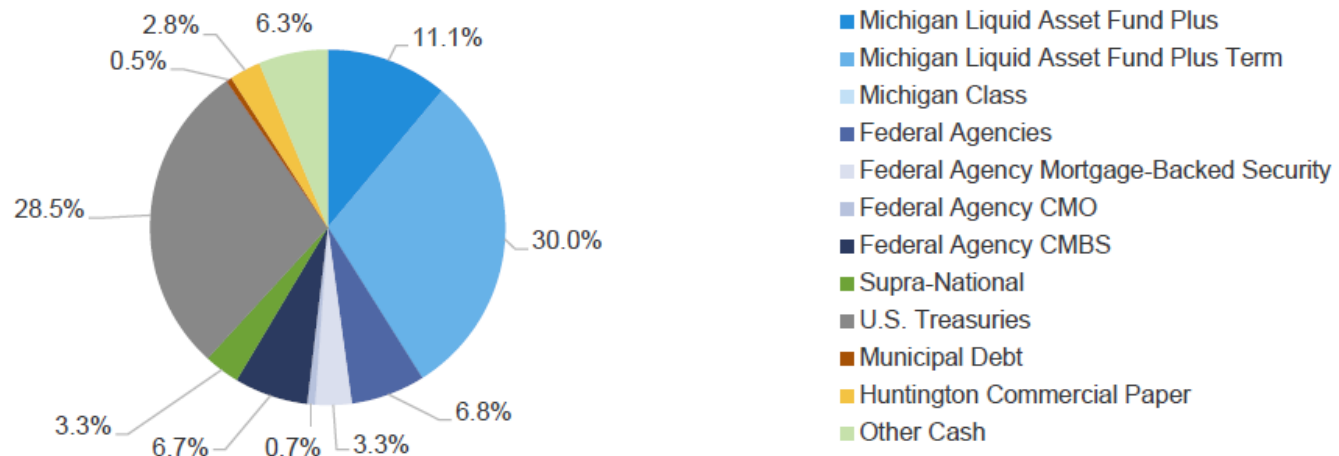
**GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - DEBT RETIREMENT
FOR PERIOD ENDED Oct 31, 2023**

	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.

Trustee Lopez 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 2023.

b. 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

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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.

Motion made by Trustee Bruinsma to approve the action items as presented, seconded by Trustee Williams. Motion carriers 7-0.

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.

- Trustee Bruinsma commented on the importance of the recent community conversation that was held at the West Michigan Hispanic Center in October as lots of good discussion was had at the event and is relative to an initiative in Lansing. As currently there is movement in Lansing to create a universal FASFA form, she along with Dr. Lepper have spoke at Lansing in support of this change. The bill in regards to the universal FASFA has been amended to include schools offer those with language barriers to have interpreters available. This change was one of the concerns that community members raised at the October community conversation.
- Trustee Lovelady Mitchell thanked staff and students that attended the recent K 12, 6th – 12th event: Great School to Grad School.

ADJOURNMENT

- Adjourned – 5:18 p.m.