

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

MONDAY, OCTOBER 16, 2023

I. ORDER OF BUSINESS

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

Present: Brame, Bruinsma, Lopez, Lovelady Mitchell, Siegel, & Koetje, – 6
Absent: Williams

B. Introduction of Guests

- Dr. Lepper asked Natalie Frais an OTA Student and Matthew Schenk a faculty member to speak on before of their ArtPrize entries. Natalie's piece, Silent Absence was created to bring awareness to those with kidney disease and Matt's piece, Michlantechuhtli – Fascism Killed the Old Gods received honorable mention in the digital category.

C. Review and Approval of Agenda

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

D. Open Comments

- None at this time.

E. Special Order of Business

- 2022/32 Annual Audit was presented by Plante Moran.
 - Motion by Trustee Siegel, supported by Trustee Lovelady Mitchell to accept the audit as presented. Motion carries 6-0

II. MONITORING REPORTS

F. Report (s)

- Finance Update – Presented by Lisa Freiburger.

III. UPDATES

G. Student Report

- Student Alliance Update – None at this time.

H. Foundation Update – Executive Director Erin Van Egmond presented the GRCC Foundation's annual report and Lisa Dope presented the Grant's Department annual report.

I. Board Chair Update – None at this time.

J. President's Report – Dr. Lepper shared the Economic Impact Study (2020-21) summary. He also talked to campus safety and security, the addition of a Spanish language landing page on the website. Dr. Lepper also mentioned the current award the Secchia Piazza has been nominated for through the Associated Builders and Contractors (ABC). If received this will be the fourth award the Piazza has received. The communications team won ten marketing awards through the National Council for Marketing and Public Relations. He went on to share GRCC Athletic team updates along with a First Steps Kent grant that was received and reminding folks that the Giant's award nominations are open until the end of the month.

K. Faculty Update – None at this time.

November 2023 Event Listing

Event: Michigan Community College Choral Festival Concert

Date: Wednesday, November 8

Time: 3 p.m.

Location: Betty Van Andel Opera Center

Hosted by: GRCC Music Department

Open to the public: Yes

Admission: Adults \$10.00 Students/Seniors \$5.00 All GRCC and GRPS Students with current Student ID- FREE

Event: Fall Student Honors Recital

Date: Thursday, November 9

Time: 3:15 p.m.

Location: Albert P. Smith Music Center, Linn Maxwell Recital Hall

Hosted by: GRCC Music Department

Open to the public: Yes

Admission: FREE

Event: Diversity Lecture Series: Speaker Dr. Delia Fernandez-Jones

Date: Thursday, November 9

Time: 4-5 p.m.

Location: 168 ATC

Hosted by: Office of Diversity, Equity and Inclusion -

Open to the public: Yes

Admission: Free

Event: Psychology Lecture Series: Speaker Jennifer Rapanos

Date: Wednesday, November 15

Time: 1 p.m.

Location: 168 ATC

Hosted by: Psychology Department

Open to the public: Yes

Admission: Free

Event: Fall Brass & Woodwind Concert

Date: Thursday, November 16

Time: 7 p.m.

Location: Albert P. Smith Music Center, Linn Maxwell Recital Hall

Hosted by: GRCC Music Department

Open to the public: Yes

Admission: Adults \$10.00 Students/Seniors \$5.00 All GRCC and GRPS Students with current Student ID- FREE

Event: Piano Department Recital

Date: Friday, November 17

Time: 7 p.m.

Location: Albert P. Smith Music Center, Linn Maxwell Recital Hall

Hosted by: GRCC Music Department

Open to the public: Yes

Admission: Adults \$10.00 Students/Seniors \$5.00 All GRCC and GRPS Students with current Student ID- FREE

Event: Fall Percussion Concert

Date: Tuesday, November 28

Time: 7 p.m.

Location: Albert P. Smith Music Center, Linn Maxwell Recital Hall

Hosted by: GRCC Music Department

Open to the public: Yes

Admission: Adults \$10.00 Students/Seniors \$5.00 All GRCC and GRPS Students with current Student ID- FREE

Event: Guitar Night hosted by the GRCC International Guitar Series

Date: Thursday, November 30

Time: 7 p.m.

Location: Albert P. Smith Music Center, Linn Maxwell Recital Hall

Hosted by: GRCC Music Department

Open to the public: Yes

Admission: Adults \$10.00 Students/Seniors \$5.00 All GRCC and GRPS Students with current Student ID- FREE

IV. COMMUNITY CONNECTIONS

L. Communications to the Board

- The Board received a communication from a community member concerned about closing of the natatorium.

V. CONSENT ITEMS

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

- Minutes from September 18, 2023 Board Meeting
- Grants GRCC Received, August 16 – October 1, 2023

The **GRCC Play and Learn** program was awarded **\$404,170 from the Kent County Early Childhood Millage (administered by First Steps Kent)** to continue programming in the community. The program hosts several play groups for parents and children at GRCC and several sites throughout Kent County. The group also hosts an Instagram page with instructional content to help parents prepare their child for kindergarten and distributes activity bags that can be used for play and learn by families in home-care settings.

GRCC's **School of Liberal Arts** was awarded a grant of **\$81,000** from the **State of Michigan's Office of Sixty by 30** to participate in the Immigrant Success Grant initiative. Grant funds will be used to refresh and scale up a previously-piloted ESL Fast-Track Workshop to increase the retention rates of students enrolled in its English as a Second Language (ESL) program. Additionally, Global Detroit partners will provide technical assistance to GRCC in planning, conducting, and analyzing the results of the immigrant student assessment, and GRCC will participate in a learning cohort for community colleges covering topics including recognizing foreign education and experience, obtaining foreign transcripts, building cultural and other supports for immigrant, refugee, and first-generation students

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

WELCOME TO GRCC

New Hires:

Deborah Ronk
Counseling and Career Center, Assistant
Professor
Effective date: October 16, 2023

Ausar Martin
Ford Fieldhouse, Support Professional
Effective date: October 2, 2023

Grace Blanchard
Finance & Administration, Administrative
Assistant for VP of Finance & Administration
Effective date: September 18, 2023

Anne Momany
College Advancement, Support Professional
Effective date: September 11, 2023

James Hudson
Maintenance, Plumber
Effective date: September 11, 2023

Jaylin Tett
Custodians, Custodian I
Effective date: September 11, 2023

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Donald Dykstra
Transfer to: Maintenance, Grounds
Maintenance
Transfer from: Facilities, Hybrid Custodian +
Ground
Effective date: October 2, 2023

Joshua Thompson
Transfer to: Maintenance, Grounds Manager
Transfer from: Maintenance, Building
Maintenance
Effective date: October 2, 2023

Kam Robles
Transfer to: GRCC Police, Police Sergeant
Transfer from: GRCC Police, Police Officer
Effective date: September 25, 2023

Anebal (Israel) Mayorga
Transfer to: Customer Support, IT Customer
Support Technician Level 1
Transfer from: Support Desk Technician,
Student Employment Services
Effective date: September 11, 2023

Ann Isackson
Transfer to: Instructional Support & Inst.
Planning, Interim Assoc. Provost ISIP
Transfer from: Student Success, Assoc. Dean
Student Support & Retention
Effective date: August 21, 2023

Brian Beecher
Transfer to: Student Success, Interim Assoc
Dean Student Support & Retention
Transfer from: Director, Library & Learning
Commons
Effective date: August 21, 2023

Arika Davis
Transfer to: Training Solutions, Program
Manager
Transfer from: Job Developer, Training
Solutions
Effective date: August 7, 2023

THANK YOU FOR YOUR SERVICE

Separations:

Brady Siefker
Human Resources, Employee Leave & Compliance Specialist
Effective date: October 7, 2023

Jessica May
Early Childhood Learning Lab, Preschool Instructor
Effective date: September 30, 2023

Michelle Murdoch
Dental Auxiliary, Support Professional
Effective date: August 25, 2023

Retirements:

Tamara Scott
Language & Thought, Professor
Effective date: May 2, 2024

Alejandro Saldivar
Mathematics, Professor
Effective date: October 14, 2023

M. Financial Transactions
(September 1 - 30, 2023)

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

a. **General Fund**

- 1) Purchase order issued to provide payment for athletic officials.

Requestor: Lauren Ferullo – Athletics
Expenditure: \$30,000.00 (2272-11)
Disposition: Renewal Purchase
Supplier: ArbiterPay Trust Acct
Salt Lake City, UT
Source of Funds: General Fund
Bid: No, Sole Source

b. **Other Special Funds**

- 1) Purchase order issued to purchase replacement furniture for Administration Building.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$75,154.84 (2822-42-GENADMIN)
Disposition: New Purchase
Supplier: Custer Workplace Interiors
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: No, Steelcase CDA pricing

- 2) Purchase order issued to provide motorcycles for motorcycle safety course.

Requestor: Julie Parks – M-TEC
Expenditure: \$42,890.07 (2821-51-CYCLE)
Disposition: New Purchase
Supplier: BMW Motorcycles of Grand Rapids
Grand Rapids, MI
Source of Funds: Grants
Bid: No, MiDeal

- 3) Purchase order issued to provide motorcycles for motorcycle safety course.

Requestor: Julie Parks – M-TEC
Expenditure: \$37,902.60 (2821-51-CYCLE)
Disposition: New Purchase
Supplier: BMW Motorcycles of Grand Rapids
Grand Rapids, MI
Source of Funds: Grants
Bid: No, MiDeal

4) Purchase order issued to provide payment to MWTEC for the Program Director for the Surgical Tech program.

Requestor: Julie Parks – M-TEC
Expenditure: \$45,000.00 (2271-51-SCC)
Disposition: New Purchase
Supplier: Michigan Workforce Training & Education
Lansing, MI
Source of Funds: Grants
Bid: No, Sole Source

GRAND RAPIDS COMMUNITY COLLEGE
2023-2024 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2023

GENERAL OPERATING	ADOPTED BUDGET	2023/2024 ACTUAL 09/30/2023	PERCENTAGE
REVENUE:			
TUITION	40,792,000	21,202,066	51.98%
FEES	7,425,000	3,763,270	50.68%
PROPERTY TAX	39,761,000	31,850,980	80.11%
STATE AID	30,970,000	80,088	0.26%
INTEREST	800,000	255,100	31.89%
MISCELLANEOUS	1,650,000	130,327	7.90%
TOTAL REVENUE	121,398,000	57,281,831	47.19%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,295,000	4,678,481	14.05%
COUNSELING	2,040,000	280,910	13.77%
LIBRARIAN	620,000	91,653	14.78%
ADMINISTRATION	5,890,000	1,168,334	19.84%
ADMINISTRATIVE SUPPORT	1,360,000	268,137	19.72%
TECHNICAL SUPPORT	9,300,000	1,931,905	20.77%
SECRETARIAL	5,255,000	1,010,791	19.23%
BLDG OPERATIONS	4,960,000	978,622	19.73%
STUDENT ASSISTANT	1,272,000	264,536	20.80%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	63,492,000	10,673,369	16.81%
NON-SALARY:			
FRINGE BENEFITS	37,698,000	5,401,545	14.33%
CONTRACTED SERVICE	4,650,071	1,201,075	25.83%
SUPPLIES & REPAIRS	5,272,763	932,583	17.69%
UTILITIES & RENT	4,638,000	705,700	15.22%
TRANSFERS	1,634,875	29,146	1.78%
OTHER COSTS	3,090,957	355,683	11.51%
EQUIPMENT	329,863	94,650	28.69%
CONTINGENCY	300,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	57,114,529	8,720,382	15.27%
TOTAL EXPENSE	120,606,529	19,393,751	16.08%
NET REVENUE (EXPENSE)	791,471	37,888,080	

GRAND RAPIDS COMMUNITY COLLEGE
2023-2024 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2023

	MONTHLY ACTIVITY 9/30/23	MONTHLY ACTIVITY 9/30/22	YEAR-TO- DATE 9/30/23	YEAR-TO- DATE 9/30/22
REVENUE:				
TUITION	(186,993)	(129,313)	21,202,066	20,088,513
FEES	151,651	144,493	3,763,270	3,424,863
PROPERTY TAX	17,035,471	16,963,649	31,850,980	30,189,837
STATE AID	-	166,159	80,088	166,159
INTEREST	(54,586)	72,701	255,100	132,277
MISCELLANEOUS	99,045	44,568	130,327	105,362
TOTAL REVENUE	17,044,589	17,573,377	57,281,831	54,107,011
EXPENSE:				
SALARIES:				
INSTRUCTION	2,611,015	3,385,487	4,678,481	4,654,507
COUNSELING	154,763	161,288	280,910	222,942
LIBRARIAN	47,918	67,743	91,653	82,999
ADMINISTRATION	410,278	578,823	1,168,334	1,249,057
ADMINISTRATIVE SUPPORT	96,407	180,857	268,137	281,846
TECHNICAL SUPPORT	713,941	978,745	1,931,905	1,845,860
SECRETARIAL	375,640	476,373	1,010,791	906,980
BLDG OPERATIONS	339,631	521,082	978,622	947,538
STUDENT ASSISTANT	82,535	108,785	264,536	205,490
TOTAL SALARIES	4,832,128	6,459,183	10,673,369	10,397,219
NON-SALARY:				
FRINGE BENEFITS	1,934,173	2,693,506	5,401,545	5,249,759
CONTRACTED SERVICES	328,037	409,125	1,201,075	1,105,604
SUPPLIES & REPAIRS	385,267	535,300	932,583	996,503
UTILITIES & RENT	287,157	324,510	705,700	1,020,632
TRANSFERS	-	87,500	29,146	233,769
OTHER COSTS	138,562	190,335	355,683	368,197
EQUIPMENT	23,422	9,639	94,650	39,211
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,096,618	4,249,915	8,720,382	9,013,675
TOTAL EXPENSE	7,928,746	10,709,098	19,393,751	19,410,894
NET REVENUE (EXPENSE)	9,115,843	6,864,279	37,888,080	34,696,117

GRAND RAPIDS COMMUNITY COLLEGE
 2023 - 2024 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING SEPTEMBER 30, 2023

DESIGNATED	2023 - 2024		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 9/30/2023	
REVENUE:			
CONTRACTED TRAINING	1,986,179	367,920	18.52%
OTHER MISCELLANEOUS LOCAL	1,322,536	83,728	6.33%
TOTAL REVENUE	3,308,715	451,649	13.65%
EXPENSES:			
SALARIES			
INSTRUCTION	350,580	40,996	11.69%
ADMINISTRATION	817,327	101,483	12.42%
CUSTODIANS & SECURITY	34,100	4,250	12.46%
SECRETARIAL	13,795	1,926	13.96%
STUDENT ASSISTANTS	32,025	87	0.27%
TOTAL SALARIES	1,247,827	148,744	11.92%
NON-SALARY			
FRINGE BENEFITS	401,797	59,916	14.91%
CONTRACTED SERVICES	920,680	163,451	17.75%
SUPPLIES & REPAIRS	727,254	79,001	10.86%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(174,875)	(29,146)	16.67%
OTHER	69,523	7,023	10.10%
TOTAL NON-SALARY	1,965,129	280,245	14.26%
TOTAL EXPENSE	3,212,956	428,989	13.35%
NET REVENUE (EXPENSE)	95,759	22,660	

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

	ADOPTED BUDGET	ACTUAL 9/30/23	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,560,000	8,483,825	80.34%
INVESTMENT INTEREST	900,000	445,806	49.53%
TRANSFER FROM GENERAL FUND	1,250,000	0	0.00%
DONATIONS	1,900,000	0	0.00%
FACILITIES FEE	1,900,000	968,550	50.98%
TOTAL REVENUE	16,510,000	9,898,181	59.95%
EXPENSES:			
MAINTENANCE & OTHER	4,935,000	1,348,163	27.32%
FORD NATATORIUM	12,500,000	0	0.00%
OTHER PROJECTS	0	(111,431)	0.00%
TRANSFERS TO DEBT FUND	2,915,000	0	0.00%
TOTAL EXPENSES	20,350,000	1,236,732	6.08%
NET REVENUE (EXPENSE)	(3,840,000)	8,661,449	

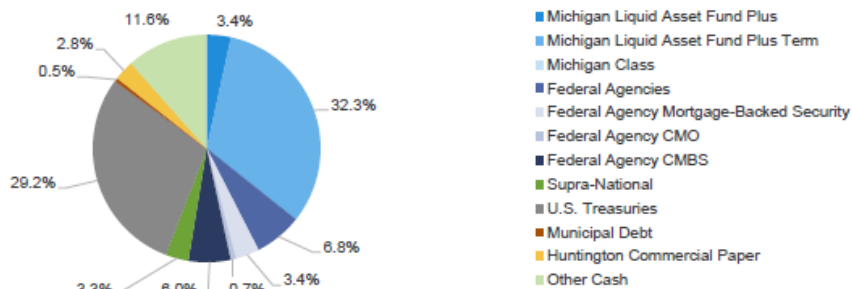
**GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - DEBT RETIREMENT
FOR PERIOD ENDED Sep 30, 2023**

	ADOPTED BUDGET	ACTUAL 9/30/23
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	0
OTHER EXPENSE	500	0
SUBTOTAL	930,750	0
2020 ISSUE (2012 REFUNDING)		
PRINCIPAL	1,760,000	0
INTEREST	221,122	0
OTHER EXPENSE	500	0
SUBTOTAL	1,981,622	0
TOTAL EXPENSES	2,912,372	0

Aggregate Cash and Investments

Period Ended
September 30, 2023

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$4,903,940	3.4%
Michigan Liquid Asset Fund Plus Term	\$46,000,000	32.3%
Federal Agencies	\$9,676,358	6.8%
Federal Agency Mortgage-Backed Security	\$4,853,689	3.4%
Federal Agency CMO	\$1,045,505	0.7%
Federal Agency CMBS	\$8,495,012	6.0%
Supra-National	\$4,650,678	3.3%
U.S. Treasuries	\$41,684,768	29.2%
Municipal Debt	\$743,416	0.5%
Huntington Commercial Paper	\$4,040,101	2.8%
Other Cash	\$16,470,653	11.6%
Total	\$142,564,120	100.0%



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

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

ACTION ITEMS

N. Purchases over \$100,000 (ACTION ITEMS)

a. General Fund

No purchases for September 2023.

b. Other Special Funds

- 1) Request permission to issue purchase order to purchase annual classroom media equipment (lifecycle replacement).

Requestor: Klaas Kwant – Information Technologies
Expenditure: \$146,625.21 (2822-42-GENCWI)
Disposition: New Purchase
Supplier: CTI
 Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #2324-8234

- 2) Request permission to issue purchase order to provide M-Tec fire panel replacement.

Requestor: C Kramer – M-TEC
Expenditure: \$105,453.00 (2330-42-GENERAL)
Disposition: New Purchase
Supplier: EPS
 Grand Rapids, MI
Source of Funds: Plant Fund
Bid: No, Sole Source

- 3) Request permission to issue purchase order to provide inter classroom instruction for Leadership Recharge for LG Energy.

Requestor: Deb Stout – M-TEC
Expenditure: \$105,453.00 (2218-51-MJT-LGCHEM)
Disposition: New Purchase
Supplier: LG Chem
 Holland, MI
Source of Funds: Grants
Bid: No, Sole Source

- 4) Request permission to issue purchase order to provide SEM (Strategic Enrollment Management) Plan.

Requestor: Eric Mullen – Student Success
Expenditure: \$109,700.00 (2271-15)
Disposition: New Purchase
Supplier: Interact
 LaCrosse, WI
 Source of Funds: Designated Fund
 Bid: Yes, RFP # 2223-7202 (WBE)

- 5) Request permission to issue purchase order to provide Construction Management services for natatorium pool conversion.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$615,160.00 (2810-42-FORDNAT)
 Expenditure: \$548,250.00 (previously reported RFP #2324-6181)
 Total Project Expenditure: \$12,500,000.00
Disposition: Construction Purchase
Supplier: Christman
 Grand Rapids, MI
 Source of Funds: Plant Fund
 Bid: Yes, RFP #2324-7218

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.

Motion by Trustee Siegel, supported by Trustee Bruinsma to approve the above items as presented. Motion carries 6-0.

O. Capital Outlay Submission

- The annual capital outlay submission was presented by Vicki Janowiak and Lisa Freiburger. Motion by Trustee Bruinsma, supported by Trustee Siegel to approve the annual capital outlay as presented. Motion carries 6-0.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

- Trustee Lovelady Mitchell, thanked GRCC leadership that attend community events, stating GRCC representatives show-up in public spaces and know their stuff.
- Trustee Lopez, shared that he attended the Community Conversation that was held at the Hispanic Center of West Michigan, stating there was a good turnout. Going on to say he looks forward to the up and coming conversations with other communities/districts.

IX. ADJOURNMENT

The Board adjourned at 5:10 p.m.