

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, MARCH 22, 2023

I. ORDER OF BUSINESS

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

- A. Present: Brame, Lopez, Lovelady Mitchell, Siegel,
and Chairperson Koetje – 5
Absence: Bruinsma & Williams - 2

- B. Introduction of Guests – None at this time.

- C. Review and Approval of Agenda to include additions, deletions, or corrections.
 - Motion was made by Chairperson Lovelady Mitchell, seconded by Trustee Lopez to approve the addition to the agenda as presented. Motion carries 5-0.

- D. Open Comments
 - None at this time.

- E. Special Order of Business (New Business)
 - 2024 Estimate of Taxes and Appropriation – Lisa Freiburger presented.
Motion by Trustee Lopez, seconded by Trustee Siegel to approve Taxes & Appropriation as presented. Motion carries 5-0.

II. MONITORING REPORTS

- F. Report (s)
 - Finance Update – Lisa Freiburger presented.

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. Faculty Association Update – None at this time.

K. President’s Update – Charles W. Lepper, Ph.D.

Dr. Lepper shared with the group Susan Corbin, Director of LEO visited campus to discuss Governors budget proposal with GRCC leadership and community members. Women’s Basketball will be playing in finals. GRCC Secchia Institute and Health & Biomedical students are competing in the NASA Hunch competition, making it to the finals. Two commencement ceremonies again this year, 4:00 pm is the School of Health Sciences and School of Business & Industry, 7:30 pm is the School of Liberal Arts & School of STEM.

IV. COMMUNITY CONNECTIONS

L. Communications to the Board – None at this time.

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

- Minutes from February 20, 2023 Board Meeting & March 8, 2023 Work Session
- No Grants received for February 1 – 28, 2023.

PERSONNEL REPORT

GRCC Employees on the Move from February, 1 2023 – March, 1 2023

WELCOME TO GRCC

New Hire

Tina Hoxie
Provost & Academic Affairs, Interim Provost
& Executive VP ASA
Effective date: February 1, 2023

Rebecca Rogers
College Advancement, Support Professional
Effective date: February 27, 2023

Sara Krosschell
Accounting & Budgets, Senior Accountant
Effective date: February 13, 2023

Eric Nylén
Custodian, Custodian I
Effective date: February 27, 2023

Jasmin Dykstra
Job Training, Support Professional
Effective date: February 20, 2023

Brady Siefker
Human Resources, Employee Leave and
Compliance Specialist
Effective date: March 6, 2023

Lisa Carlson
Training Solutions, Support Professional
Effective date: February 27, 2023

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Micaela Larva

Transfer to: Student Records,

Support Professional

Transfer from: Student Financial Services, Support Professional

Effective date: March 20, 2023

Jessica Pierce

Transfer to: Training Solutions, Program Manager, Non-Credit Health Programs

Transfer from: Training Solutions, Program Manager, Job Corp Scholars

Effective date: March 13, 2023

Lizbeth Vargas

Transfer to: TRIO Educational Opportunities Center, Student Success (title)

Transfer from: TRIO Educational Opportunities Center, Front Desk Assistant

Effective date: March 6, 2023

Colin Day

Transfer to: Academic Applications, Associate Enterprise Analyst

Transfer from: Information Technology, Customer Support Tech.

Effective date: March 06, 2023

Elaine Yeiter

Transfer to: Academic Support & Tutoring Services, Tutorial Coordinator

Transfer from: Nursing, Adjunct

Effective date: March 6, 2023

Shih-wei (Wayne) Hsieh

Transfer to: Academic Support & Tutoring Services, Tutorial Coordinator

Transfer from: Mathematics, Adjunct Faculty

Effective date: February 13, 2023

Michael Wemmer

Transfer to: Training Solutions, Data Tracking Specialist

Transfer from: Training Solutions, Educational Training Specialist

Effective date: February 13, 2023

Diego Roman

Transfer to: Training Solutions, Program Manager - HRSA Grant

Transfer from: Training Solutions, Job Developer

Effective date: February 13, 2023

Justin Vogelar

Transfer to: Instructional Support & Institutional Planning, Distance Education Specialist

Transfer from: IT Customer Support, Support Tech Level II

Effective date: February 27, 2023

THANK YOU FOR YOUR SERVICE

Separations

Frederick Bauman
Academic Applications, Enterprise Application Analyst
Effective date: March 18, 2023

Toni Chatman
Early Childhood Learning Lab, Assistant to Preschool Instructor
Effective date: February 11, 2023

Kaitlin Cesternino
Media Technologies, Support Professional
Effective date: February 24, 2023

Kelly Domagala
Nursing, Assistant Professor
Effective date: February 24, 2023

Joshua Engwall
Customer Support, Computer Tech Level 1
Effective date: March 4, 2023

Retirements:

Victoria Meyer
Nursing, Professor
Effective date: March 15, 2023

Rebecca Brinks
Education & Child Development, Department Head & Professor
Effective date: July 1, 2023

July 1, 2023 Financial Transactions

(February 1 - 28, 2023)

- 1) Purchase order issued to provide increase to blanket purchase order for ASL interpreting services.

Requestor: Jenna Hess – Disability Support Services
Expenditure: \$31,500.00 (11-2271)
Disposition: Recurring Purchase
Supplier: Deaf and Hard of Hearing Services
Grand Rapids, MI
Source of Funds: General Fund
Bid: No, sole source

b. Other Special Funds

- 1) Purchase order issued to provide upgrade to flooring as well as north ceiling areas in Student Life.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$39,760.00 (42-2330-GENERAL)
Disposition: New Purchase
Supplier: BCI Construction LLC
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #1920-5226

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 FEBRUARY 28, 2023

	MONTHLY ACTIVITY 2/28/23	MONTHLY ACTIVITY 02/28/22	YEAR-TO- DATE 2/28/23	YEAR-TO- DATE 2/28/22
REVENUE:				
TUITION	(52,045)	46,993	35,800,130	38,136,721
FEES	119,445	29,206	6,185,323	7,676,382
PROPERTY TAX	520,002	476,989	37,430,782	35,401,866
STATE AID	2,808,043	2,801,170	14,302,866	14,569,564
INTEREST	239,910	26,048	779,779	259,110
MISCELLANEOUS	10,753	29,522	516,136	632,324
TOTAL REVENUE	3,646,108	3,409,928	95,015,016	96,675,967
EXPENSE:				
SALARIES:				
INSTRUCTION	2,542,246	2,608,669	17,078,688	17,829,007
COUNSELING	146,089	101,887	847,134	651,439
LIBRARIAN	43,917	44,290	297,526	302,611
ADMINISTRATION	472,774	403,793	3,285,483	3,338,289
ADMINISTRATIVE SUPPORT	96,218	92,748	777,004	723,477
TECHNICAL SUPPORT	667,341	575,998	5,165,233	5,212,462
SECRETARIAL	331,265	355,959	2,589,851	2,625,283
BLDG OPERATIONS	343,942	305,316	2,686,722	2,711,252
STUDENT ASSISTANT	83,966	48,371	569,490	332,091
TOTAL SALARIES	4,727,758	4,537,031	33,297,131	33,725,911
NON-SALARY:				
FRINGE BENEFITS	2,941,799	3,586,005	19,135,146	19,593,777
CONTRACTED SERVICES	217,907	314,295	3,014,814	2,854,571
SUPPLIES & REPAIRS	312,831	340,529	2,922,034	2,934,246
UTILITIES & RENT	313,534	292,083	2,472,837	2,489,187
TRANSFERS	29,133	526,866	615,172	956,359
OTHER COSTS	130,517	188,013	1,110,876	954,980
EQUIPMENT	17,683	12,013	211,687	124,143
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,963,404	5,259,804	29,482,566	29,907,263
TOTAL EXPENSE	8,691,162	9,796,835	62,779,697	63,633,174
NET REVENUE (EXPENSE)	(5,045,054)	(6,386,907)	32,235,319	33,042,793

GRAND RAPIDS COMMUNITY COLLEGE
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED FEBRUARY 28, 2023

GENERAL OPERATING	ADOPTED BUDGET	2022/2023 ACTUAL 02/28/2023	PERCENTAGE
REVENUE:			
TUITION	40,600,000	35,800,130	88.18%
FEES	7,425,000	6,185,323	83.30%
PROPERTY TAX	38,070,000	37,430,782	98.32%
STATE AID	30,222,000	14,302,866	47.33%
INTEREST	200,000	779,779	389.89%
MISCELLANEOUS	1,860,000	516,136	27.75%
TOTAL REVENUE	118,377,000	95,015,016	80.26%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,195,000	17,078,688	53.05%
COUNSELING	1,950,000	847,134	43.44%
LIBRARIAN	600,000	297,526	49.59%
ADMINISTRATION	5,650,000	3,285,483	58.15%
ADMINISTRATIVE SUPPORT	1,320,000	777,004	58.86%
TECHNICAL SUPPORT	8,900,000	5,165,233	58.04%
SECRETARIAL	5,060,000	2,589,851	51.18%
BLDG OPERATIONS	4,770,000	2,686,722	56.33%
STUDENT ASSISTANT	1,320,000	569,490	43.14%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	61,265,000	33,297,131	54.35%
NON-SALARY:			
FRINGE BENEFITS	36,787,000	19,135,146	52.02%
CONTRACTED SERVICE	4,486,040	3,014,814	67.20%
SUPPLIES & REPAIRS	5,292,384	2,922,034	55.21%
UTILITIES & RENT	4,384,462	2,472,837	56.40%
TRANSFERS	2,838,104	615,172	21.68%
OTHER COSTS	3,090,651	1,110,876	35.94%
EQUIPMENT	329,863	211,687	64.17%
CONTINGENCY	224,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	56,932,504	29,482,566	51.79%
TOTAL EXPENSE	118,197,504	62,779,697	53.11%
NET REVENUE (EXPENSE)	179,496	32,235,319	

GRAND RAPIDS COMMUNITY COLLEGE
 2022 - 2023 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING FEBRUARY 28, 2023

DESIGNATED	2022 - 2023		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 2/28/23	
REVENUE:			
CONTRACTED TRAINING	1,599,585	883,645	55.24%
OTHER MISCELLANEOUS LOCAL	1,102,179	99,753	9.05%
TOTAL REVENUE	2,701,764	983,398	36.40%
EXPENSES:			
SALARIES			
INSTRUCTION	403,780	242,858	60.15%
ADMINISTRATION	441,016	301,126	68.28%
CUSTODIANS & SECURITY	34,100	11,481	33.67%
SECRETARIAL	21,564	7,301	33.86%
STUDENT ASSISTANTS	34,605	9,544	27.58%
TOTAL SALARIES	935,065	572,311	61.21%
NON-SALARY			
FRINGE BENEFITS	400,570	216,320	54.00%
CONTRACTED SERVICES	920,480	722,265	78.47%
SUPPLIES & REPAIRS	736,306	271,090	36.82%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	11,137	58.31%
TRANSFERS	(1,388,104)	(233,067)	16.79%
OTHER	121,007	24,653	20.37%
TOTAL NON-SALARY	811,009	1,012,399	124.83%
TOTAL EXPENSE	1,746,074	1,584,709	90.76%
NET REVENUE (EXPENSE)	955,690	(601,311)	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Feb 28, 2023

	ADOPTED BUDGET	ACTUAL 2/28/23	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,150,000	9,957,238	98.10%
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	1,780,200	93.69%
TOTAL REVENUE	14,540,000	11,737,438	80.73%
EXPENSES:			
MAINTENANCE & OTHER	6,125,000	3,187,774	52.05%
PUBLIC SAFETY CENTER	7,000,000	0	0.00%
PIAZZA	2,420,000	1,667,038	68.89%
OTHER PROJECTS	100,000	99,562	99.56%
TRANSFERS TO DEBT FUND	3,120,000	0	0.00%
TOTAL EXPENSES	18,765,000	4,954,374	26.40%
NET REVENUE (EXPENSE)	(4,225,000)	6,783,064	

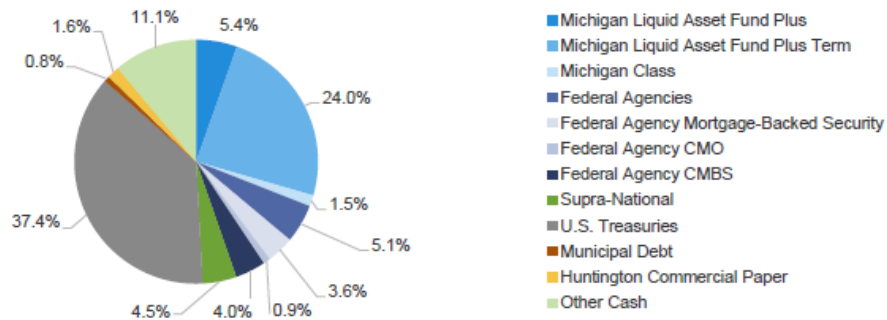
PLANT FUND - DEBT RETIREMENT FUND
2022-23 FISCAL YEAR

	BUDGET	ACTUAL 02/28/2023
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	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
February 28, 2023

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$6,791,208	5.4%
Michigan Liquid Asset Fund Plus Term	\$30,000,000	24.0%
Michigan Class	\$1,837,124	1.5%
Federal Agencies	\$6,407,472	5.1%
Federal Agency Mortgage-Backed Security	\$4,527,611	3.6%
Federal Agency CMO	\$1,173,775	0.9%
Federal Agency CMBS	\$5,018,594	4.0%
Supra-National	\$5,601,081	4.5%
U.S. Treasuries	\$46,630,966	37.4%
Municipal Debt	\$945,372	0.8%
Huntington Commercial Paper	\$2,024,783	1.6%
Other Cash	\$13,856,078	11.1%
Total	\$124,814,065	100.0%



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

Motion made by Trustee Siegel and supported by Trustee Lopez to approve consent items as presented. Motion carries 5-0.

V. ACTION ITEMS

N. Purchasing Items over \$100,000

a. General Fund

- 1) Requested permission to increase blanket purchase order to provide additional transportation cost for the rest of the winter semester for athletics.

Requestor: Lauren Ferullo - Athletics
Expenditure: \$20,000.00 (total BPO \$130,000) (11-2512)
Disposition: Additional Cost Purchase
Supplier: Compass Coach
Grand Rapids, MI
Source of Funds: General Fund
Bid: Yes, RFP #2223-7165

b. Other Special Funds

- 1) Requested permission to issue purchase order to provide the Science Building HVAC control upgrade.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$306,752.00 (2330-42-GENERAL)
Disposition: Recurring Purchase
Supplier: Trane
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: No, sole source

ACCOUNTS:

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Motion by Trustee Lopez, seconded by Trustee Brame to approve action items as presented. Motion carries 5-0.

O. Tuition Rates 2023-2024 – Lisa Frieburger presented.

- Motion by Trustee Lopez, seconded by Trustee Brame to approve tuition increase of; \$2 resident rate increase, \$4 non-resident rate, and \$6 out-of-state rate, with a \$2 resident, \$5 non-resident, and \$8 out-of-state increase to tier rates. Preschool rates were increased, \$15 infant & toddler, and \$20 preschool for 2023-24 as presented. Motion carries 5-0
- Chairperson Koetje stated that the Board discussed the increases as this decision was not taken lightly and their goal is to keep tuition affordable. Trustee Lopez echoed Koetje’s statement and Trustee Brame thanked Lisa and her team along with all employees to continue to work to make GRCC affordable and accessible.

VI. Open Comment – None at this time.

VII. FINAL BOARD COMMENTS

Trustee Lovelady Mitchell expressed her gratitude of the support shown to the GRCC Women Hoopers and the way the campus rallies around the team.

Trustee Lopez thanked the campus for the continued support of the Latino Youth Conference, going on to say creating an opportunity for Latino youth to come to campus is important. Dr. Lepper mentioned over 800 were in attendance.

Trustee Brame thanked the Giants planning committee and GRCC for continuing to support the event. This year mark’s 40 years and the evening was a success.

Trustee Lovelady Mitchell also thanked the institution for continuing to host the African American Male Youth Conference as she heard from both young and older males that attend the conference and how delighted they were to have the opportunity. Dr. Lepper mentioned that almost 1100 were in attendances.

IX. ADJOURNMENT

Adjourned – 4:39 PM