

BOARD BUSINESS

PROCEEDINGS OF GRAND RAPIDS COMMUNITY COLLEGE BOARD OF TRUSTEES OFFICIAL REGULAR MEETING MONDAY, NOVEMBER 18, 2024

I. Call to Order

A. The meeting was called to order at 4:15 p.m. by Chair Lovelady Mitchell.
Present: Brame, Bruinsma, Koetje, Lovelady Mitchell, Siegel & Williams - 6
Absent: Lopez – 1

B. Introduction of Guests – None

II. Board Business

Review of Agenda and approval of additions, deletions, or re-arrangements.

Motion by Trustee Siegel to approve the agenda as presented. Seconded by Trustee Bruinsma.
Motion carries 6-0.

A. Open Comments (*Limited specifically to comments related to board agenda items.*)
None

B. Special Order of Business (New Business)

1. Property Tax Resolution

- a. Lisa Freiburger, Vice President for Finance and Administration, presented on the Property Tax Resolution. It was noted that millage went below 1.7 mil to 1.6951 mil.

Motion by Trustee Bruinsma to approve the Property Tax Resolution as presented.
Seconded by Trustee Williams.
Motion carries 6-0

2. Fall Mid-Year Budget Amendment - Lisa Freiburger and Nat Lloyd presented and discussion items were:

- There has been a large increase in grants.
- Enrollment was 10.7% for the second 7 weeks of Summer 24 and a 3.1% increase for Fall 24 semester with an overall +\$1,100,000. We have about 950 students enrolled at our Lakeshore Campus this semester which was a 25% increase over last year.
- Grants - we are estimating an increase of indirect (grant) revenue +\$100,000.
- Reviewed General Fund Additions of proposed new/updated positions and other expenses.
- We are expecting an additional fairly significant payment in revenue from the state this year related to a one-time calculation from the state in dropping the unfunded liability rate from 20.96 to 15.21. This will come to us in a revenue line from the state.
- There will be a MPSERS update at the February BOT meeting.
- Interest rate environment continues to be favorable, though any Fed rate cuts will reduce future revenue.
- A large percentage of out of district tuition billing is Lakeshore students.

There is capacity for growth at our Lakeshore Campus. We have negotiated the first right of refusal of any additional space that becomes for sale within the mall that our Lakeshore Campus is located to prepare for future growth.
Motion by Trustee Koetje to approve the Proposed Amended Budget as presented.
Seconded by Trustee Siegel.
Motion carries 6-0

C. Consent Items

1. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from October 21, 2024 work session and regular meeting
 - Grants GRCC received, October 21-November 4, 2024 - None at this time.

**Personnel Report
(from October 1, 2024 to October 31, 2024)**

New Hires:

Vickie Wilkinson
Assistant to Preschool Instructor
Effective date: October 28, 2024

Ryan Taubert
Custodian
Effective date: November 4, 2024

Transfers:

Abbey Numedahl
Transfer to: Interim Tutorial Coordinator
Transfer from: Temporary Professional Tutor, Academic Support and Tutoring Services
Effective date: October 17, 2024

Chanell Rigterink
Transfer to: Admissions and Enrollment Coordinator and Lakeshore Region Lead
Transfer from: Temporary Admissions Navigator
Effective Date: October 21, 2024

Benjamin Gould
Transfer to: Custodian
Transfer from: Custodian
Effective Date: November 4, 2024

Amy Brannon
Transfer to: Support Professional, Dental/OTA/Rad Tech
Transfer from: Support Professional, Health Science Department
Effective Date: November 11, 2024

Separation

Yasmin Gant

Custodian

Effective date: September 11, 2024

Mandy Tomlinson

IT Service Management Analyst

Effective date: October 12, 2024

Lilia Herdegen

Lead Cybersecurity Lead

Effective date: October 12, 2024

Lorena Aguayo-Marquez

Interim Job Training and Construction Trades Program Manager

Effective date: October 19, 2024

- Financial Transactions
(October 1-31, 2024)

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

a. General Fund

- 1) Purchase order issued to provide payment for legal services for FY25.
Requestor: Brett Meyer – Legal Counsel
Expenditure: \$45,000.00 (2213-11)
Disposition: Renewal Purchase
Supplier: Varnum Consulting
Grand Rapids, MI
Source of Funds: General Fund
Bid: No. Sole Source

- 2) Purchase order issued to provide payment for fee for the fiber optic cables in downtown GR.
Requestor: Donovan Wallace – Information Technology
Expenditure: \$26,795.58 (2271-11)
Disposition: Renewal Purchase
Supplier: City of Grand Rapids
Grand Rapids, MI
Source of Funds: General Fund
Bid: No, Sole Source

- 3) Purchase order issued to provide payment for licensing renewal for campus.
Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$30,400.00 (2271-11)
Disposition: Renewal Purchase
Supplier: Zoom Video Communication
San Jose, CA
Source of Funds: General Fund
Bid: No, Sole Source

- 4) Purchase order issued to provide payment for renewal of existing services for VMware.
Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$36,209.15 (2711-11)
Disposition: Renewal Purchase
Supplier: Trace3
Charlotte, NC
Source of Funds: General Fund
Bid: Yes, MiDeal #230000000003

b. Other Special Funds

- 1) Purchase order issued to provide payment for new job training (Machinist Training)
Requestor: John VanElst – M-TEC
Expenditure: \$27,330.00 (2218-51-MJT-DOVER)
Disposition: New Purchase
Supplier: Right Place
Grand Rapids, MI
Source of Funds: Grant Funds
Bid: No, Sole Source
- 2) Purchase order issued to provide payment for current update training for Pharm Tech program
Requestor: John VanElst – M-TEC
Expenditure: \$84,609.00 (2271-51-SCC)
Disposition: New Purchase
Supplier: MindSpring
Ada, MI
Source of Funds: Grant Funds
Bid: No, Sole Source

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
2024-2025 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2024

GENERAL OPERATING	ADOPTED BUDGET	2024/2025 ACTUAL 10/31/2024	PERCENTAGE
REVENUE:			
TUITION	43,523,000	34,507,216	79.29%
FEES	7,325,000	5,355,771	73.12%
PROPERTY TAX	43,154,000	41,528,341	96.23%
STATE AID	34,617,000	3,018,055	8.72%
INTEREST	1,000,000	378,482	37.85%
MISCELLANEOUS	1,685,000	381,214	22.62%
TOTAL REVENUE	131,304,000	85,169,079	64.86%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,595,000	7,104,451	21.15%
COUNSELING	2,100,000	464,721	22.13%
LIBRARIAN	640,000	140,767	21.99%
ADMINISTRATION	6,190,000	1,726,130	27.89%
ADMINISTRATIVE SUPPORT	1,380,000	365,629	26.49%
TECHNICAL SUPPORT	10,710,000	2,994,019	27.96%
OFFICE PERSONNEL	5,494,000	1,450,830	26.41%
BLDG OPERATIONS	5,150,000	1,396,461	27.12%
STUDENT ASSISTANT	1,360,000	320,262	23.55%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	66,119,000	15,963,270	24.14%
NON-SALARY:			
FRINGE BENEFITS	40,957,000	8,043,525	19.64%
CONTRACTED SERVICE	5,839,813	1,800,236	30.83%
SUPPLIES & REPAIRS	5,512,763	1,872,990	33.98%
UTILITIES & RENT	4,767,000	1,436,450	30.13%
TRANSFERS	3,875,375	73,749	1.90%
OTHER COSTS	3,245,335	642,256	19.79%
EQUIPMENT	605,863	184,459	30.45%
CONTINGENCY	330,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	64,633,149	14,053,665	21.74%
TOTAL EXPENSE	130,752,149	30,016,935	22.96%
NET REVENUE (EXPENSE)	551,851	55,152,144	

GRAND RAPIDS COMMUNITY COLLEGE
2024-2025 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2024

	MONTHLY ACTIVITY 10/31/24	MONTHLY ACTIVITY 10/31/23	YEAR-TO- DATE 10/31/24	YEAR-TO- DATE 10/31/23
REVENUE:				
TUITION	12,261,509	10,835,943	34,507,216	32,038,009
FEES	1,394,890	1,393,680	5,355,771	5,156,950
PROPERTY TAX	12,645,818	6,675,260	41,528,341	38,526,240
STATE AID	2,817,306	2,778,652	3,018,055	2,858,740
INTEREST	69,212	60,658	378,482	315,758
MISCELLANEOUS	255,098	32,510	381,214	162,837
TOTAL REVENUE	29,443,833	21,776,703	85,169,079	79,058,534
EXPENSE:				
SALARIES:				
INSTRUCTION	2,779,501	2,608,056	7,104,451	7,286,537
COUNSELING	172,246	154,375	464,721	435,285
LIBRARIAN	45,824	45,492	140,767	137,145
ADMINISTRATION	467,147	405,942	1,726,130	1,574,276
ADMINISTRATIVE SUPPORT	98,733	99,934	365,629	368,071
TECHNICAL SUPPORT	796,602	714,955	2,994,019	2,646,860
SECRETARIAL	377,494	378,551	1,450,830	1,389,342
BLDG OPERATIONS	377,987	346,712	1,396,461	1,325,334
STUDENT ASSISTANT	87,753	94,574	320,262	359,110
TOTAL SALARIES	5,203,287	4,848,591	15,963,270	15,521,960
NON-SALARY:				
FRINGE BENEFITS	2,410,290	2,275,909	8,043,525	7,677,454
CONTRACTED SERVICES	467,829	482,007	1,800,236	1,683,082
SUPPLIES & REPAIRS	377,221	505,887	1,872,990	1,438,470
UTILITIES & RENT	311,966	518,301	1,436,450	1,224,001
TRANSFERS	32,405	34,753	73,749	63,899
OTHER COSTS	219,570	219,688	642,256	575,371
EQUIPMENT	85,157	20,425	184,459	115,075
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,904,438	4,056,970	14,053,665	12,777,352
TOTAL EXPENSE	9,107,725	8,905,561	30,016,935	28,299,312
NET REVENUE (EXPENSE)	20,336,108	12,871,142	55,152,144	50,759,222

GRAND RAPIDS COMMUNITY COLLEGE
2024 - 2025 DESIGNATED FUND BUDGET REPORT
FOR PERIOD ENDING OCTOBER 31, 2024

	2024 - 2025		
DESIGNATED	ADOPTED BUDGET	ACTUAL 10/31/24	PERCENTAGE
REVENUE:			
CONTRACTED TRAINING	2,332,452	604,877	25.93%
OTHER MISCELLANEOUS LOCAL	1,438,275	106,053	7.37%
TOTAL REVENUE	3,770,727	710,930	18.85%
EXPENSES:			
SALARIES			
INSTRUCTION	531,860	191,270	35.96%
ADMINISTRATION	866,653	199,728	23.05%
CUSTODIANS & SECURITY	164,100	7,232	4.41%
OFFICE PERSONNEL	17,243	6,552	38.00%
STUDENT ASSISTANTS	32,025	1,689	5.27%
TOTAL SALARIES	1,611,881	406,471	25.22%
NON-SALARY			
FRINGE BENEFITS	585,675	143,102	24.43%
CONTRACTED SERVICES	1,194,980	278,825	23.33%
SUPPLIES & REPAIRS	775,479	149,721	19.31%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(165,375)	(55,125)	33.33%
OTHER	63,010	24,356	38.65%
TOTAL NON-SALARY	2,474,519	540,879	21.86%
TOTAL EXPENSE	4,086,400	947,350	23.18%
NET REVENUE (EXPENSE)	(315,673)	(236,420)	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Oct 31, 2024

	ADOPTED BUDGET	ACTUAL 10/31/24	PERCENTAGE
REVENUE:			
PROPERTY TAXES	11,500,000	11,060,326	96.18%
INVESTMENT INTEREST	1,300,000	722,339	55.56%
TRANSFER FROM GENERAL FUND	3,500,000	0	0.00%
DONATIONS	630,000	0	0.00%
STATE (LRC RENO)	16,700,000	0	0.00%
FACILITIES FEE	1,900,000	1,579,540	83.13%
TOTAL REVENUE	35,530,000	13,362,205	37.61%
EXPENSES:			
MAINTENANCE & OTHER	5,240,000	1,491,345	28.46%
FORD REC CENTER	12,500,000	538,180	4.31%
LRC RENO	33,500,000	200,989	0.60%
ELEVATORS	3,000,000	(101,044)	-3.37%
TRANSFERS TO DEBT FUND	2,910,000	0	0.00%
TOTAL EXPENSES	57,150,000	2,129,470	3.73%
NET REVENUE (EXPENSE)	(21,620,000)	11,232,735	

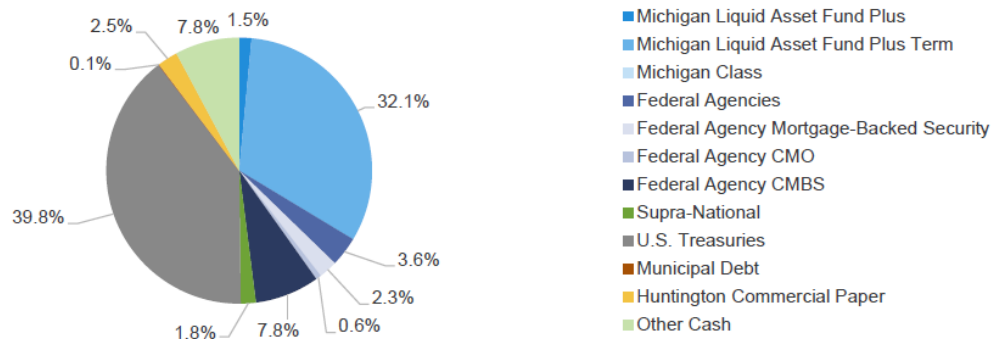
**GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - DEBT RETIREMENT
FOR PERIOD ENDED Oct 31, 2024**

	ADOPTED BUDGET	ACTUAL 10/31/24
REVENUE:		
TRANSFER FROM PLANT - FACILITIES FEE	1,981,000	0
TRANSFER FROM PLANT - GENERAL	929,000	0
TOTAL REVENUE	2,910,000	0
EXPENSES:		
2019 ISSUE (2009 REFUNDING)		
PRINCIPAL	730,000	0
INTEREST	195,250	97,625
OTHER EXPENSE	500	0
SUBTOTAL	925,750	97,625
2020 ISSUE (2012 REFUNDING)		
PRINCIPAL	1,770,000	0
INTEREST	210,500	105,211
OTHER EXPENSE	500	0
SUBTOTAL	1,981,000	105,211
TOTAL EXPENSES	2,906,750	202,836
NET REVENUE (EXPENSE)	3,250	(202,836)

Aggregate Cash and Investments

Period Ended
October 31, 2024

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$2,563,830	1.5%
Michigan Liquid Asset Fund Plus Term	\$55,000,000	32.1%
Federal Agencies	\$6,182,171	3.6%
Federal Agency Mortgage-Backed Security	\$3,867,806	2.3%
Federal Agency CMO	\$1,108,773	0.6%
Federal Agency CMBS	\$13,414,723	7.8%
Supra-National	\$3,140,970	1.8%
U.S. Treasuries	\$68,105,927	39.8%
Municipal Debt	\$147,414	0.1%
Huntington Commercial Paper	\$4,235,009	2.5%
Other Cash	\$13,385,377	7.8%
Total	\$171,152,000	100.0%



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

Motion by Trustee Koetje to approve the consent items as presented.
Seconded by Trustee Bruinsma.
Motion carries 6-0

D. ACTION ITEMS

1. Purchases over \$100,000

a. General Fund

- 2) Request permission to issue purchase order for replacement CRM system.

Requestor: Jeff VanderVeen – Information Technology

Expenditure: \$293,635.00 (2271-11)

Disposition: New Purchase

Supplier: Element451

Raleigh, NC

Source of Funds: General Fund

Bid: Yes, RFP #2425-8225

- 1) Request permission to issue a purchase order for a consulting firm to review our current ERP system.

Requestor: Jeff VanderVeen – Information Technology

Expenditure: \$218,400.00 (2271-30)

Disposition: New Purchase

Supplier: Sierra-Cedar

Alpharetta, GA

Source of Funds: General Fund

Bid: Yes, RFP #2425-8232

b. Other Special Funds

- 1) Request permission to issue purchase order for additional security cameras and license (5 year).

Requestor: Jeff VanderVeen – Information Technology

Expenditure: \$193,000.00 (2330-42-GENERAL)

Disposition: New Purchase

Supplier: Sentinel Technologies

Downers Grove, IL

Source of Funds: Plant Fund

Bid: Yes, RFP #2223-6178

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

*****VET

- 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 orexclusive 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 Bruinsma to approve the purchases over \$100,000 as presented. Seconded by Trustee Williams. Motion carries 6-0

III. Reports

A. President's Report

- a. Dr. Lepper recognized Trustee Koetje (Senior Neighbors 16 over 60 Engaged & Inspiring individuals) and Trustee Williams (Crain's 200 Most Influential Leaders in West Michigan) for their recently received awards.
- b. Monitoring Reports
 - i. Supplier Inclusion Purchasing Report, Paula Gleason-Zeeff, Director of Purchasing presented. Of note:
 1. GRCC looks for opportunities to partner with minority owned, women owned, veteran owned and MLBE (micro local) vendor partners.
 2. We have belonged to a number of various councils and diverse groups throughout the West Michigan area during 2023-24.
 3. This is our first year of tracking RFP data from Bidnet with 28.3% diverse suppliers looking at our RFPs.
 4. We've had 169 diverse vendors that were used on our Amazon account this year, and 41 of them were in more than one diverse category which is an 8.1% increase for diverse suppliers on Amazon.
 5. We plan to update Purchasing's website for diverse supplier opportunities.
 6. Recommend the WMPPA Meet the Buyer event be held at GRCC next October.
 - ii. Institutional Reports - none at this time
 - iii. Finance Update: Lisa offered to answer any questions that the trustees had from the information provided in the board packet and in the presentations. There were no additional questions.

B. Faculty Association Report - none at this time

C. Student Government Report - Alex Miranda, Student Government President, and Maria Choi, Student Government Treasurer

- a. Voter registration efforts update - student government successfully facilitated multiple voter registrations on the process of voting, how to register to vote and where their voting locations would be. They had more than 100 GRCC students register to vote.
- b. Fall semester events update - Latin Heritage month celebration and Lunch with Lepper - more than 200 students attended each event.
- c. Academic Advising Council (AAC) Update - Student government was invited by Ann Isackson to participate with the Academic Advising Council earlier this year from the student perspective. It's been great to be represented and heard during this process.
- d. Their vision is to continue planning more events for Winter semester in regards to student health and wellness, academic advising, and a GRCC diverse student body.
- e. The game room is established in the G2 corridor of RJF and the Student Government is planning to implement new additions such as a game counsel for next semester. Trustee Koetje was awarded a plaque for his years of service.

D. Board Chair Report - Trustee Lovelady

- a. Recognized and congratulated Trustee Siegel for a successful reelection campaign.
- b. Micah Perkins will soon be onboarded.
- c. Trustee Koetje was recognized for his numerous years of service since 2016 as a GRCC BOT member and chairperson. Various trustees commented on his encouraging, innovative, supportive, empathetic, mentoring leadership style and shared their appreciation of his service.

IV. Community Collections

- A. Communications to the Board - None at this time

V. Open Comment - None at this time

VI. Final Board Comments

- A. Trustee Bruinsma informed that Trustees will be holding listening sessions on 12/2, 12/3 & 12/4 with seven specific groups of individuals from the campus community which were randomly assigned by Institutional Research. The Board also just finished meetings last week with two Trustees talking individually with each member of the Executive Leadership Team.

VIII. Meeting Adjourned at 5:11 pm.