

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

I. ORDER OF BUSINESS

Meeting called to order at 4:15 p.m., Brandy Lovelady Mitchell in the chair.

- A. Present: Brame, Bruinsma, Koetje, Lopez, Siegel, Williams and Chairperson Lovelady Mitchell – 7
Absence:

- B. Introduction of Guests – President Lepper recognized the team that was nominated for the Bellwether Award.

- C. Review and Approval of Agenda to include additions, deletions, or corrections.
 - Motion was made by Trustee Williams, seconded by Trustee Koetje to approve the addition to the agenda as presented. Motion carries 7-0.

- D. Open Comments
 - None at this time.

- E. Special Order of Business (New Business)
 - 2024 Public Safety Advisory Committee – Chief Whitman presented.
Motion by Trustee Siegel, seconded by Trustee Brame to approve as presented.
Motion carries 7-0.
 - 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 7-0.

II. MONITORING REPORTS

- F. Report (s)
 - Finance Update – Lisa Freiburger presented.
 - Cyber Security Report – Debra Hintz

- Debra shared the work her team has been doing regarding cyber security with KnowBe4 training and phishing campus wide and adding a new security analyst position. She also outlined the many regulations and requirements related to Gramm-Leach-Bliley Act (GLBA).

III. UPDATES

- G. Student Report – None at this time.
- H. Foundation Update – Erin Van Egmond
 - Erin shared Scholarfest, honor Dr. Jim Buzzitta and his family raised \$130,00 and the 41st Giant Award Gala was a success raising \$88,000. She went on to share 2023-24 over a million dollars were given to 1200 students. 2000 students have applied for scholarships for the 2024-25 academic year, with process changes to make sure all students are receiving the maximum they are eligible for. Erin shared many national awards the design and commination teams continue to win on national level year after year.
- I. Board Chair Report – None at this time.
- J. Faculty Association Update – Frank Conner
 - Frank shared what he has observed over the 8 years he has attended and presented at the board meetings, encouraging the board to make sure an academic voice is being heard.
- K. President’s Update – Charles W. Lepper, Ph.D.
 - Dr. Lepper reminded folks that Monday and Tuesday, March 25th & 26th the Higher Learning Commission (HLC) will be on campus. He went on to give updates on open positions; with the campus will host the three Provost finalists on campus the next three days and encouraged folks to attend the open forum for faculty and staff. The V.P. of People, Cultural, and Equity position has been posted and the screening team has begun meeting. Dr. Lepper thanked all those that were involved in both the African American Achievement Conference and Lantix Youth Conference that were held on campus.

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 19, 2024 Board Meeting
 - No Grants received for February 1 – 29, 2024.

PERSONNEL REPORT

GRCC Employees on the Move from February 1, 2024 – March 1, 2024

Please congratulate those who have moved and been promoted

WELCOME TO GRCC

New Hires:

Sergio Gonzalez

Admissions, Associate Director of Admissions and Enrollment

Effective date: March 11, 2024

Zoe Payton

Custodians, Custodian I

Effective date: March 4, 2024

Valerie Campbell

Student Records, Associate Registrar

Effective date: February 26, 2024

Randall Sheridan

Maintenance, Building Maintenance

Effective date: February 26, 2024

Brian Hamlin

Customer Support, Computer Tech Level 1

Effective date: February 19, 2024

Nahum Barnett

Custodians, Custodian I

Effective date: February 12, 2024

Dominic Warner

Custodians, Custodian I

Effective date: February 12, 2024

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Amanda Konwinski

Transfer to: Financial Aid, Financial Aid Technical Specialist

Transfer from: Student Financial Services, Support Professional

Effective date: March 11, 2024

Avonte Love

Transfer to: Receiving, Shipping and Receiving Agent

Transfer from: Receiving, Shipping and Receiving Clerk

Effective date: March 4, 2024

Jeanne Lacy

Transfer to: Facilities, Support Professional

Transfer from: Early Childhood Learning Lab, Support Professional

Effective date: February 19, 2024

Joseph Fox

Transfer to: Athletics, Assistant Director of Athletics for Compliance and Academic Services

Transfer from: Athletics, Contingent, Student Athlete Navigator

Effective date: February 19, 2024

Sarah VanDeWege

Transfer to: Early Childhood Learning Laboratory, ECLL Instructor

Transfer from: Early Childhood Learning Laboratory, Contingency

Effective date: February 12, 2024

Lakisha Beck

Transfer to: Student Records, Registrar

Transfer from: Student Records, Interim Associate Registrar

Effective date: February 12, 2024

Joseph Krussell

Transfer to: Maintenance, Carpenter

Transfer from: Receiving, Shipping & Receiving Agent

Effective date: January 29, 2024

Separation

Aneesa Brown

Custodians, Custodian I

Effective date: February 29, 2024

Alinoor Yunis

Promise Zone, Promise Zone Success Coordinator

Effective date: January 27, 2024

Retirements:

Shanna Goff

Mathematics, Professor

Effective date: August 19, 2024

Frank Conner

Psychology, Department Head and Professor

Effective date: April 30, 2024

Financial Transactions

Purchases (February 1-29, 2024)

- 1) Purchase order issued to provide payment for Security platform subscription license fee.
Requestor: Jeff VanderVeen – Information Technologies
Expenditure: \$58,575.00 (2271-11)
Disposition: Renewal Purchase
Supplier: Zones Government & Education*
Auburn, WA
Source of Funds: General Fund
Bid: No, Zones quote #K2225203

- 2) Purchase order issued to provide payment for Mircofocus software to create and maintain network accounts.
Requestor: Jeff VanderVeen – Information Technologies
Expenditure: \$30,733.70 (2271-11)
Disposition: Renewal Purchase
Supplier: Novacoast
Santa Barbara, CA
Source of Funds: General Fund
Bid: No, State of Michigan MLA Contract #7125400

- 3) Purchase order issued to provide payment for advertising at games for student recruitment.
Requestor: Amy Soper - Communications
Expenditure: \$27,400.00 (2530-11)
Disposition: Increase Purchase
Supplier: Whitecaps Professional Baseball
Comstock Park, MI
Source of Funds: General Fund
Bid: No, Sole source vendor

- 4) Purchase order issued to provide payment for renewal for ticketing system for IT, student life, communications and GRCCePrint.
Requestor: Jeff VanderVeen – Information Technologies
Expenditure: \$33,469.41 (2271-11)
Disposition: Renewal Purchase
Supplier: TeamDynamix Solutions
Columbus, OH
Source of Funds: General Fund
Bid: No, Sole source vendor

b. Other Special Funds

- 1) Purchase order issued to provide payment for replacement equipment due to life cycle.
Requestor: Klaas Kwant – IT – Media
Expenditure: \$64,233.62 (2822-42-GENCWI)
Disposition: Replacement Purchase
Supplier: Conference Technologies
Maryland Heights, MO
Source of Funds: Plant Fund
Bid: Yes, RFP #2324-1022

- 2) Purchase order issued to provide payment for conceptual design for SCC, Ramp A, Ransom NE and Bostwick NE.
Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$45,000.00 (2330-42-GENADMIN)
Disposition: New Purchase
Supplier: Progressive AE
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #1920-4259

- 3) Purchase order issued to provide payment for Amatrol air conditioning/heat pump trouble shooting learning system.
Requestor: Julie Parks - MTEC
Expenditure: \$30,368.00 (2218-51-MJT-LGCHEM)
Disposition: New Purchase
Supplier: ATS Midwest LLC
Plymouth, MI
Source of Funds: Grants
Bid: No, sole source

- 4) Purchase order issued to provide payment for FARGO printers.
Requestor: Nathan Hamilton - LRTS
Expenditure: \$68,180.00 (2822-14)
Disposition: New Purchase
Supplier: ColorID LLC
Cornelius, NC
Source of Funds: Auxiliary Fund
Bid: Yes, RFQ #2324-2052

- 5) Purchase order issued to provide payment for Strategic Leaders Program for 4 people.
- Requestor:** Julie Parks - MTEC
Expenditure: \$38,675.00 (2218-51-MJT-HEX)
Disposition: New Purchase
Supplier: Regents of U of M
Ann Arbor, MI
- Source of Funds: Grants
Bid: No, sole source
- 6) Purchase order issued to provide payment for coordinator at Muskegon Community College for One Workforce.
- Requestor:** Julie Parks - MTEC
Expenditure: \$39,067.14 (2271-51-1WORK)
Disposition: Recurring Purchase
Supplier: Muskegon Community College
Muskegon, MI
- Source of Funds: Grants
Bid: No, sole source
- 7) Purchase order issued to provide payment for Fall 2023 tuition and books for students in the Water Technology Program.
- Requestor:** Julie Parks - MTEC
Expenditure: \$34,175.04 (2271-51-EPA)
Disposition: Recurring Purchase
Supplier: Bay College
Escanaba, MI
- Source of Funds: Grants
Bid: No, sole source
- 8) Purchase order issued to provide payment for Michigan New Jobs – Custom on-site training.
- Requestor:** Julie Parks – MTEC
Expenditure: \$32,125.00 (2218-51-MJT-LGCHEM)
Disposition: New Purchase
Supplier: LG Energy Solution Michigan
Holland, MI
- Source of Funds: Grants
Bid: No, Sole Source

9) Purchase order issued to provide payment for Michigan New Jobs – Custom on-site training.

Requestor: Julie Parks – MTEC
Expenditure: \$27,500.00 (2218-51-MJT-LGCHEM)
Disposition: New Purchase
Supplier: LG Energy Solution Michigan
Holland, MI
Source of Funds: Grants
Bid: No, Sole Source

10) Purchase order issued to provide payment for Michigan New Jobs – Custom on-site training.

Requestor: Julie Parks – MTEC
Expenditure: \$27,750.00 (2218-51-MJT-LGCHEM)
Disposition: New Purchase
Supplier: LG Energy Solution Michigan
Holland, 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
 2023-2024 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED FEBRUARY 29, 2024

GENERAL OPERATING	ADOPTED BUDGET	2023/2024 ACTUAL 2/29/2024	PERCENTAGE
REVENUE:			
TUITION	42,126,000	38,113,663	90.48%
FEES	7,325,000	6,636,370	90.60%
PROPERTY TAX	40,919,000	40,475,256	98.92%
STATE AID	34,500,000	15,369,207	44.55%
INTEREST	1,000,000	662,736	66.27%
MISCELLANEOUS	1,650,000	684,719	41.50%
TOTAL REVENUE	127,520,000	101,941,951	79.94%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,685,000	18,490,800	56.57%
COUNSELING	2,070,000	1,143,909	55.26%
LIBRARIAN	620,000	336,832	54.33%
ADMINISTRATION	5,920,000	3,437,086	58.06%
ADMINISTRATIVE SUPPORT	1,310,000	812,128	61.99%
TECHNICAL SUPPORT	9,850,000	5,830,802	59.20%
SECRETARIAL	5,210,000	3,125,561	59.99%
BLDG OPERATIONS	4,940,000	2,904,880	58.80%
STUDENT ASSISTANT	1,350,000	754,139	55.86%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	63,455,000	36,836,137	58.05%
NON-SALARY:			
FRINGE BENEFITS	39,749,000	22,129,442	55.67%
CONTRACTED SERVICE	5,078,930	2,938,779	57.86%
SUPPLIES & REPAIRS	5,304,363	3,220,116	60.71%
UTILITIES & RENT	4,658,000	2,366,180	50.80%
TRANSFERS	5,494,875	142,406	2.59%
OTHER COSTS	3,121,579	1,213,274	38.87%
EQUIPMENT	327,863	189,622	57.84%
CONTINGENCY	300,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	63,534,610	32,199,819	50.68%
TOTAL EXPENSE	126,989,610	69,035,956	54.36%
NET REVENUE (EXPENSE)	530,390	32,905,995	

GRAND RAPIDS COMMUNITY COLLEGE
2023-2024 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED FEBRUARY 29, 2024

	MONTHLY ACTIVITY 2/29/24	MONTHLY ACTIVITY 2/28/23	YEAR-TO- DATE 2/29/24	YEAR-TO- DATE 2/28/23
REVENUE:				
TUITION	(37,070)	(52,045)	38,113,663	35,800,130
FEES	99,220	119,445	6,636,370	6,185,323
PROPERTY TAX	525,179	520,002	40,475,256	37,430,782
STATE AID	2,370,948	2,808,043	15,369,207	14,302,866
INTEREST	116,127	239,910	662,736	779,779
MISCELLANEOUS	153,077	10,753	684,719	516,136
TOTAL REVENUE	3,227,481	3,646,108	101,941,951	95,015,016
EXPENSE:				
SALARIES:				
INSTRUCTION	2,617,407	2,542,246	18,490,800	17,078,688
COUNSELING	155,960	146,089	1,143,909	847,134
LIBRARIAN	46,395	43,917	336,832	297,526
ADMINISTRATION	439,580	472,774	3,437,086	3,285,483
ADMINISTRATIVE SUPPORT	94,142	96,218	812,128	777,004
TECHNICAL SUPPORT	700,147	667,341	5,830,802	5,165,233
SECRETARIAL	380,273	331,265	3,125,561	2,589,851
BLDG OPERATIONS	342,834	343,942	2,904,880	2,686,722
STUDENT ASSISTANT	118,348	83,966	754,139	569,490
TOTAL SALARIES	4,895,086	4,727,758	36,836,137	33,297,131
NON-SALARY:				
FRINGE BENEFITS	3,237,516	2,941,799	22,129,442	19,135,146
CONTRACTED SERVICES	161,114	217,907	2,938,779	3,014,814
SUPPLIES & REPAIRS	367,505	312,831	3,220,116	2,922,034
UTILITIES & RENT	287,114	313,534	2,366,180	2,472,837
TRANSFERS	34,788	29,133	142,406	615,172
OTHER COSTS	225,320	130,517	1,213,274	1,110,876
EQUIPMENT	8,817	17,683	189,622	211,687
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	4,322,174	3,963,404	32,199,819	29,482,566
TOTAL EXPENSE	9,217,260	8,691,162	69,035,956	62,779,697
NET REVENUE (EXPENSE)	(5,989,779)	(5,045,054)	32,905,995	32,235,319

GRAND RAPIDS COMMUNITY COLLEGE
 2023 - 2024 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING JANUARY 31, 2024

DESIGNATED	2023 - 2024		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 1/31/2024	
REVENUE:			
CONTRACTED TRAINING	1,986,179	1,281,791	64.54%
OTHER MISCELLANEOUS LOCAL	1,322,536	189,139	14.30%
TOTAL REVENUE	3,308,715	1,470,930	44.46%
EXPENSES:			
SALARIES			
INSTRUCTION	350,580	261,855	74.69%
ADMINISTRATION	817,327	385,259	47.14%
CUSTODIANS & SECURITY	34,100	13,445	39.43%
SECRETARIAL	13,795	8,172	59.24%
STUDENT ASSISTANTS	32,025	5,477	17.10%
TOTAL SALARIES	1,247,827	674,209	54.03%
NON-SALARY			
FRINGE BENEFITS	401,797	276,899	68.92%
CONTRACTED SERVICES	920,680	661,600	71.86%
SUPPLIES & REPAIRS	727,254	220,130	30.27%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(174,875)	(102,010)	58.33%
OTHER	69,523	28,012	40.29%
TOTAL NON-SALARY	1,965,129	1,084,632	55.19%
TOTAL EXPENSE	3,212,956	1,758,840	54.74%
NET REVENUE (EXPENSE)	95,759	(287,911)	

**GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Feb 29, 2024**

	ADOPTED BUDGET	ACTUAL 2/29/24	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,900,000	10,774,004	98.84%
INVESTMENT INTEREST	1,300,000	1,158,181	89.09%
TRANSFER FROM GENERAL FUND	1,500,000	0	0.00%
DONATIONS	1,900,000	1,720,491	90.55%
FACILITIES FEE	1,900,000	1,858,580	97.82%
TOTAL REVENUE	17,500,000	15,511,256	88.64%
EXPENSES:			
MAINTENANCE & OTHER	7,575,000	3,534,514	46.66%
LRC RENOVATION	100,000	2,900	2.90%
FORD REC CENTER	12,500,000	106,651	0.85%
ELEVATORS	1,000,000	0	0.00%
OTHER PROJECTS	127,000	127,629	100.50%
TRANSFERS TO DEBT FUND	2,915,000	0	0.00%
TOTAL EXPENSES	24,217,000	3,771,694	15.57%
NET REVENUE (EXPENSE)	(6,717,000)	11,739,562	

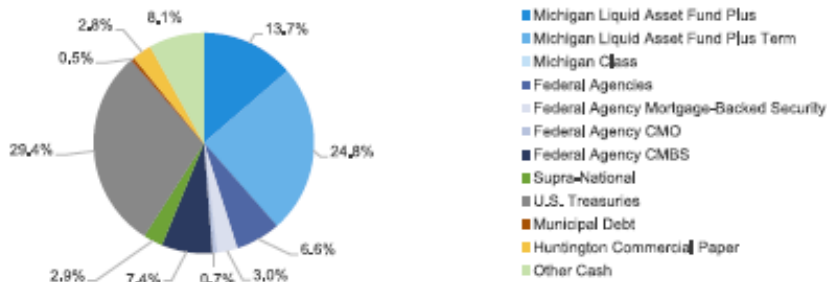
**GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - DEBT RETIREMENT
FOR PERIOD ENDED Feb 29, 2024**

	ADOPTED BUDGET	ACTUAL 2/29/24
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
February 29, 2024

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$19,832,646	13.7%
Michigan Liquid Asset Fund Plus Term	\$36,000,000	24.8%
Federal Agencies	\$9,601,184	6.6%
Federal Agency Mortgage-Backed Security	\$4,357,810	3.0%
Federal Agency CMO	\$995,395	0.7%
Federal Agency CMBS	\$10,782,797	7.4%
Supra-National	\$4,186,000	2.9%
U.S. Treasuries	\$42,709,945	29.4%
Municipal Debt	\$757,432	0.5%
Huntington Commercial Paper	\$4,112,247	2.8%
Other Cash	\$11,711,048	8.1%
Total	\$145,046,506	100.0%



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

Motion made by Trustee Koetje and supported by Trustee Bruinsma to approve consent items as presented. Motion carries 7-0.

ACTION ITEMS

N. Purchasing Items over \$100,000

a. General Fund

- 1) Request permission to issue purchase order to provide digital advertising – display, SEM, paid social ads, etc.

Requestor: Amy Soper - Communications

Expenditure: \$105,000.00 (2530-11)

Disposition: New Purchase

Supplier: Interact
La Crosse, WI

Source of Funds: General Fund

Bid: Yes, RFP #2324-11320

- 2) Request permission to issue purchase order to provide implementation for new LMS system for FY2025 annual fees.

Requestor: Jeff VanderVeen – Information Technologies

Expenditure: \$572,539.80 (2271-11)

Disposition: New Purchase

Supplier: Instructure
Salt Lake City, UT

Source of Funds: General Fund

Bid: Yes, RFP #2324-12354

b. Other Special Funds

- 1) Request permission to issue purchase order to provide implementation for non-credit enrollment system for year one FY2025 fees.

Requestor: Jeff VanderVeen – Information Technologies

Expenditure: \$125,570.00 (2271-15)

Disposition: New Purchase

Supplier: Modern Campus
Toronto, Canada

Source of Funds: General Fund

Bid: Yes, RFP #2324-9270

- 2) Request permission to issue purchase order to provide A/E and CM services for LRC Capital Outlay the creation and renovation.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$33,400,000.00 NTE (2810-42-LRCRENO)
Disposition: Construction Purchase
Supplier: Progressive AE – A/E
Pioneer Construction – CM
Grand Rapids, MI
Source of Funds: Plant Fund/Capital Outlay
Bid: Yes, RFP #2324-12338 (A/E) and RFP #2324-12345 (CM)

ACCOUNTS:

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14 – Auxiliary Fund
15 – Designated Fund
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KEY:

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- 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 Bruinsma, seconded by Trustee Lopez to approve action items as presented. Motion carries 7-0.

O. Tuition Rates 2024-2025 – Lisa Frieburger presented.

- Motion by Trustee Koetje, seconded by Trustee Brame to approve tuition increase of; \$4 resident rate increase, \$8 non-resident rate, and \$12 out-of-state rate, with increases to tier, dual enrollment, job training, construction trades, and preschool rates. Campus Activity fee will increase for part-time students by \$5, as Student Government requested that all students both part-time and full-time pay the same rate \$10. Motion carries 7-0

V. Open Comment – None at this time.

VI. FINAL BOARD COMMENTS

Trustee Bruinsma thanked Dr. Conner for his comments. She went on to say that the modest tuition increase is never easy but reminded folks that there are programs such as Pell Grant, Grand Rapids Promise, along with Foundation Scholarships available.

Trustee Lopez pointed out the important and valued “touchpoints” that the both the Lantix Youth Conference and African American Achievement Conference creates by brining young people to campus. He encouraged the institution to find ways to bring the students that attended the conference back to campus.

Trustee Siegel that the Artificial Intelligent (AI) Taskforce devoted to making sure that the tool is being used ethically in the classroom.

IX. ADJOURNMENT

Adjourned – 5:05 PM