GRAND RAPIDS COMMUNITY COLLEGE

ENDS
In order to provide this region and its residents with learning opportunities which will enrich individual lives and contribute to the vitality of the community, the Grand Rapids Community College Board of Trustees sets forth, as its statement of purpose for Grand Rapids Community College, the achievement of the following ends:

Community Outreach
The College will be involved in the community through outreach, partnerships, and resources.

Developmental Education
Students will be equipped with the skills to learn and develop in order to achieve their lifelong goals.

Diversity
This College will continue to be a force that advances an understanding of diversity for all people.

Entrance and Transfer
Students will be able to enter, be successful at, and transfer beyond GRCC.

Flexible Learning
Learning opportunities will be made available through the continuing development of delivery systems.

Lifelong Learning
The College will create opportunities for persons who want to continue, renew or enrich their learning throughout their lives.

Workforce Development
GRCC will prepare people to secure employment in all sectors of the economy, to contribute to and sustain the long-term economic viability of the community.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION
Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, physical ability, age, marital status, disability, sexual orientation, sexual identity, status as a covered veteran, or whether any other legally protected status does not mandate coverage under its policies and programs. The above measures, in conjunction with other related state laws and the College’s policies and procedures, will assure all individuals opportunity for consideration or redress of complaints of illegal discrimination. Equal Employment Opportunity and Disability with Rehabilitation Act Information may be obtained from the Director of Civil Rights & ADA in the Administration Building on campus, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone: (616) 234-3972.

143 Bostwick Avenue NE
Grand Rapids, Michigan 49503-3295

GRAND RAPIDS COMMUNITY COLLEGE
Academic Departments

Applied Technology
212 Applied Technology Center     (616) 234-3670

Behavioral Sciences
418 Cook Academic Hall           (616) 234-4283

Biological Sciences
317 Calkins Science Center     (616) 234-4248

Business
204 Cook Academic Hall        (616) 234-4220

Computer Applications
212 Applied Technology Center     (616) 234-3670

Criminal Justice
266 Main Building            (616) 234-4280

Culinary Education
117 Applied Technology Center     (616) 234-3690

Dental Programs
500 College Park Plaza         (616) 234-4349

Drafting and Design
212 Applied Technology Center     (616) 234-3670

Education/Child Development
300 Main Building              (616) 234-3380

English
502 Cook Academic Hall        (616) 234-4243

Fashions and Interiors
204 Cook Academic Hall        (616) 234-4220

Language and Thought
321 Main Building              (616) 234-3544

Manufacturing
212 Applied Technology Center     (616) 234-3670

Mathematics
215 College Park Plaza         (616) 234-4255

Nursing Programs
601 College Park Plaza         (616) 234-4238

Occupational Therapy Assistant Program
502 College Park Plaza         (616) 234-4239

Performing Arts
100 Music Center              (616) 234-3940

Physical Sciences
317 Calkins Science Center     (616) 234-4248

Radiologic Technology
500 College Park Plaza         (616) 234-4349

Social Science
418 Cook Academic Hall        (616) 234-4283

Visual Arts
321 Main Building              (616) 234-3544

Wellness
418 Cook Academic Hall        (616) 234-4283

Workbased Learning
212 Applied Technology Center     (616) 234-3660

Academic Deans Office
118 Main Building              (616) 234-3670

School of Arts and Sciences     (616) 234-3673

School of Workforce Development        (616) 234-3744

Instructional Support      (616) 234-4226

Academic Departments
Dean of Student Affairs
347 Student Center            (616) 234-3925
RETIREE HANDBOOK AND PLANNER

GRAND RAPIDS COMMUNITY COLLEGE

ENDS
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Workforce Development
GRCC will prepare people to secure employment in all sectors of the economy, to contribute to and sustain the long-term economic viability of the community.

MISSION
It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

VISION
Grand Rapids Community College is a vibrant institution of higher education dedicated to enriching people’s lives and contributing to the vitality of the community.

VALUES
R esponsiveness
A ccountability
I nnovation
D iversity
E xcellence
R espectfulness
S ervice
BOARD OF TRUSTEES

Gary P. Schenk, J.D. 2009
Ellen M. James 2009
Richard W. Verburg 2009
Olivia Margo Anderson 2013
Terri A. Handlin 2013
Janice L. Maggini 2011
Michael A. Stearns, Ed.D. 2011
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INTRODUCTION

Retiree Relations Office

The Office of Retiree Relations serves as an advocate on your behalf, providing opportunities for you to remain active, and connected with your colleagues and GRCC. You have been an integral part of GRCC’s vitality, enhancing the foundation of the College’s rich history of excellence. Retirement does not conclude your relationship with GRCC; it only means a change in status from employee to retiree. The strength of GRCC will continue to be enhanced by your continued friendship and support.

For more information please contact:
Edward Sosa, Director
Constituent Relations & Sponsorships
College Advancement
esosa@grcc.edu
(616) 234-4039

For the latest information and activities at GRCC, as well as specific information for GRCC retirees, visit the Retiree Relations website at: www.grcc.edu/retireerelations

Overview

This handbook is a reference for Grand Rapids Community College’s retiring employees, and includes a checklist of actions that need to be taken prior to retirement at both the College and State level.

Not a Contract Disclaimer

This Handbook & Planner has been developed to assist Grand Rapids Community College faculty and staff in understanding retirement policies and procedures. This Handbook & Planner is intended for information purposes only, is not an all-inclusive document, is not a contract of retirement and does not create a contract of retirement.

Grand Rapids Community College reserves the right to alter, modify, amend, change or eliminate any provisions of this Handbook, any policy or courtesy contained in it, and to add new policies at any time, without prior notice. The College will strive to provide reasonable notice of change or changes to the policies, procedures etc., prior to the effective date of change.
Like any significant decision in life, retirement requires planning. Use this timeline as a guide to map out your retirement process to ensure a smooth transition, allowing the vital services you have provided to the College to continue without interruption.

**GRCC Payroll and Benefits**

GRCC’s Payroll Department is involved at the last part of the retirement process. Payroll receives a form from the Human Resource Generalist responsible for the retiree’s employee group prior to administering the employee’s last paycheck. Once the last paycheck has been processed, Payroll completes a “Final Salary Affidavit” for the State of Michigan Board of Retirement. A copy of this affidavit is mailed to the employee for their own records. Once the employee receives their last paycheck, all questions are to be directed to the State Board of Retirement at www.michigan.gov/orsschools

To set up an appointment to discuss your retirement, please contact:

Becky Bailey
Payroll and Benefits
bbailey@grcc.edu
(616) 234-4038
START PLANNING: WHAT YOU NEED TO DO

24-36 Months Until Retirement

- Notify Human Resources of your intent to retire
  - Complete Employee Resignation/Retirement Form (Appendix A)
  - See Early Retirement Notice Incentive
- Go to the Office of Retirement (ORS) website and get the most current copy of “Retirement Readiness: a Two-Year Countdown;” you can also request a copy to be sent to you from the ORS
- Request an estimate of your retirement benefits from the Social Security Administration
- Attend a pre-retirement information meeting, and schedule a personal phone appointment with an Office of Retirement Services representative
- Review your current living expenses and estimate what they will be upon retirement
- Anticipate new or recurring expenses such as car, medical, and home repairs
- Try to take care of any issues prior to retirement
- Check on other investments you may have
  - When are these funds available?
  - What are the payment options?
  - Don’t forget to consider your tax situation, keep in mind how much you will be paying in income tax
- Begin studying and exploring payment options for your retirement
18 Months Until You Retire

- If you have not already, fill out the Employee Resignation/Retirement Form (Appendix A)
  - Look in to the Early Retirement Notification options and complete and return the form to Human Resources
- Begin researching medical insurance for you and your family, and verifying your post retirement eligibility
  - Places to look:
    - Plan-sponsored insurances
    - Medicare (www.medicare.gov)
    - Medicare supplement (for people/spouse’s for 65 years or older)
    - Spouse’s employment
- Check your disability coverage—are you still going to need it?
  - Ask your service provider if there is an offset provision for other income received
- Review your estate plan and make sure your will, trust, and powers of attorney are up-to-date
12 Months Until You Retire
- Request another estimate from the Social Security Administration
- Review your financial plans and put the finishing touches on them
- Request an estimate of, or use an online calculator to explore various payment options from ORS

6 Months Until Your Retirement
- Contact ORS to download or request retirement application forms, or contact ORS to request a retirement application packet
- Read though the medical, dental, and vision plan information to learn what benefits are available to you and your dependents upon retirement
- Keep a notebook for questions you would like answered by both the College and ORS
- Keep in mind; if you divorce while an active or deferred member and the court ordered a portion of your pension to be paid for an alternate payee, you must have an eligible domestic relations order (EDRO) on file with ORS before your retirement effective date
- If you plan on working after you retire, make sure you understand how postretirement earnings affect your pension and Social Security benefits
- Have all of the documents in order that you need to apply for retirement

A complete list is found under “How to Apply” on the ORS website
3 Months Until Retirement

- Now that retirement is coming up quickly, make sure to carefully review your pension payment options, deciding which option fits your needs and the needs of your family
  - Remember—you cannot change the option or your survivor pension beneficiary after your retirement date.
- Look over and review health insurance plans offered and decide on a plan
- If you haven’t already, notify Human Resources of your intention to retire
- File your application and any other forms included in your retirement packet with ORS
  - Include proof of your age, your survivor pension beneficiary’s age, and any other required proofs

One Month to Retirement:

- Start cleaning up the information on your computer, begin organizing files and transferring data
- Review your files to transfer, archive, retain, purge or shred documents as appropriate
- Electronic documents and information such as drive files and address book contacts - Contact the Helpdesk! (ext. 3688) LRTS staff will help you copy files, move data, save your contact information and set communication messages

Retired at Last!

- ORS will send you “After You Retire: What Every Pension Recipient Should Know” along with your award letter explaining what happens next and the things that you should report
- Wait for your pension payments on the 25th of each month
- Stay connected with your colleagues and the College!
Navigating large financial systems can sometimes be difficult, so use this section as a guide to monitor the progress of your retirement. You’ll need to actively participate in the process as action is required at both the College AND the State level to ensure that your compensation and benefits are provided to you.

**STATE OF MICHIGAN BOARD OF RETIREMENT**

ORS provides the following information regarding what happens from the point you send your retirement application to ORS until you begin receiving regular monthly pension payments. Keep in mind, these are approximate dates and represent the minimum time required to complete each process.

**Application Review**

When your packet is received by the Office of Retirement Services, it is reviewed to ensure all required forms and documentation have been included. If any information is missing, the entire packet, with all materials, will be returned to you. Please use the Retirement Application Checklist to ensure there is no missing information.

**Acknowledgement and Preliminary Estimate**

Approximately 1—14 days after ORS receives all application materials, they will send you an acknowledgement letter. This letter summarizes your selections to include your retirement effective date, pension options, survivor options, insurance choices, and tax exemptions requested. It will also contain a preliminary pension estimate. The estimate will not include your final salary or any recently purchased service credit.

**Final Salary Affidavit (FSA)**

Approximately 4 weeks before your retirement effective date, ORS will ask your employer(s) to verify your last day worked and your final salary. Your payroll office cannot provide this information to ORS until you have terminated employment and received your final paycheck. The Final Salary Affidavit ensures all wages have been reported along with any pay received in addition to your base contract such as retroactive contract settlements, longevity, overtime pay, etc.

ORS cannot make a final eligibility determination until every employer you worked for during your final average compensation period has submitted an FSA.

**Award Letter**

The award letter contains information about payment schedules, taxes, and a guide to your reporting responsibilities. Keep this information in a safe place so you have an easy-to-find record of your pension benefits.
**First Pension Check**  
Your first pension payment should arrive one to three months after you’ve terminated your employment and received your last paycheck—provided you meet all eligibility requirements and all required retirement forms are on file with ORS. If your first check is delayed while we gather final salary information, you will be paid retroactive to your retirement effective date.

**Ongoing Pension Payments**  
Pensions are paid on the 25th of each month for the month they are due. If the 25th falls on a weekend or holiday, watch for your payment on the preceding business day (December payments are issued about one week early).

**Your Insurance Enrollments**  
The ORS will forward your insurance enrollment forms to your chosen health, dental, and vision carriers. You should receive insurance identification cards and materials a few weeks after your pension begins. If you require health services before your cards arrive, save your itemized receipts for submission afterwards. Or, if necessary, you have the provider verify your coverage with ORS.

**IRS Pension Limits**  
Section 415(b) of the IRS code, which limits the amount of a pension that is payable from a defined benefit plan, affects a small group of retirees who earned a very high pension. If you are in this group, ORS will let you know how the pension amount that exceeds the IRS limit will be paid to you.

**If you are Overpaid or Underpaid**  
The retirement law requires ORS to correct any payment errors. As a result, any person who receives a benefit payment in error will be required to repay the benefit. This also applies if you are underpaid—if your payroll office reports a wage correction that results in an underpayment of benefits to you, you will be reimbursed.

Please refer to the Office of Retirement Services website for additional questions regarding the retirement processes of the State of Michigan, http://www.michigan.gov/orsschools.
If you thought that retirement means that you never have to see GRCC again, think again! You can never leave! We want to stay connected, because the continued success of the College depends heavily on allies in the community like you. In addition to the many benefits that you may receive as a “Golden Raider,” the College offers a variety of opportunities for engagement from continuing education, to rewards and recognition to volunteer opportunities (“ask not what your college can do for you…”). Moreover, the College is a great way to stay in touch with your colleagues. If you didn’t get enough the first time around, there are even opportunities to return to work at GRCC as adjunct faculty or through contingency employment.

GRCC RETIREE COURTESIES

Golden Raider Card
The RaiderCard is GRCC’s official name badge and on campus debit card. On your official date of retirement your staff RaiderCard will be disabled. As a new retiree, we will take the picture from your staff Raider Card and create a new Golden Raider Retiree Card. Your new RaiderCard will be mailed to you. Your initial card is free, however; there is a replacement fee for lost or stolen cards.
Your Golden Raider Retiree Card shall entitle faculty and staff who retire from full-time active employment to the following on-campus courtesies:

- **Parking:** Free parking in student parking areas in the Bostwick and Lyon Street parking facilities. *Do not* swipe your card; simply pull a ticket as you enter the ramp. Upon your departure present your ticket and show the attendant your Golden Raider Card. Retirees employed by the college, are to contact campus police to activate their card to park to allow parking in an assigned staff area only for the duration of their employment.

- **Ford Fieldhouse:** Free privileges at the Ford Fieldhouse. Visit room 211 and present your card to obtain membership. Please call the Ford Fieldhouse if you have any questions. Phone: 234-3994 • Website: www.grcc.edu/fordfieldhouse.

- **Follet Bookstore:** Receive a 15% discount at the Follet Bookstore. The discount does not include text books, software or electronics. The Bookstore (234-3880) is located on the 1st Floor of the Student Center.

- **Heritage Restaurant:** Receive a 15% discount off your individual dinner bill on Tuesdays and Wednesdays. The discount does not include alcoholic beverages. The Heritage Restaurant is located on the 1st Floor of the Applied Technology Center. Complimentary parking is available beneath the building off of Ransom Street. Obtain a parking code prior to your departure. Phone: 234-3700 • Website: www.grcc.edu/heritage

- **Cafeteria:** Receive a 5% discount off your individual food and beverage bill. The Cafeteria is located on the 2nd Floor of the Student Center. Website: www.grcc.edu/cafeteria

- **Quiet Café:** Receive a 5% discount off your individual food and beverage bill. The Quiet Café is located on the 2nd Floor of the Student Center, down the hall from the Cafeteria. Website: www.grcc.edu/quietcafe

- **Athletics:** Free admission to all GRCC athletic games. Website: www.grcc.edu/athletics

- **The Learning Academy:** Free participation in learning opportunities offered through the Learning Academy. Phone: 234-3848 Website: www.grcc.edu/currentlearning

- **Music Department:** Free admission to all GRCC Music Department concerts. Discount does not include the Musical Moods Concert. Website: www.grcc.edu/music
• **Library**: Free use of the GRCC Library & Learning Commons. The following library services are available:
  * Use GRCC’s Library website http://www.grcc.edu/library
  * Reference Assistance (616-234-3868) or use the [Ask a Librarian] link on the homepage
  * Use GRCC’s RaiderCat library catalog to identify resources
  * Present your Raidercard to:
    * check out materials from GRCC’s Library
    * order materials from MeL, the Michigan Electronic Library
    * place interlibrary loan requests from other libraries

• **Actors’ Theatre**: Buy one ticket at the senior price; get the 2nd ticket half off.
  Phone: 234-3387 • Website: www.grcc.edu/theatre

• **GRCC Players Theatre**: Two complimentary tickets to any GRCC Players performance.
  Phone: 234-3387 • Website: www.grcc.edu/players

• **Heritage theatre**: Buy one ticket at the senior price; get the 2nd ticket half off.
  Phone: 234-3387 • Website: www.grcc.edu/theatre

• **Jewish Theatre**: Buy one ticket at the senior price; get the 2nd ticket half off.
  Phone: 234-3387 • Website: www.grcc.edu/theatre

If you have any questions regarding the RaiderCard, please contact the RaiderCard Hotline at (616) 234-3080, esosa@grcc.edu or (616) 234-4039.
Gerald R. Ford Fieldhouse

Faculty and staff who retire from full-time active employment at Grand Rapids Community College are entitled to lifetime membership in the health club at GRCC’s Ford Fieldhouse. The Ford Fieldhouse offers the following facilities:

- Basketball courts
- Indoor running and walking track
- Cardio fitness training room
- Free and Olympic weight training areas
- Swimming pool and aquatic programming
- Body composition analysis
- In-house storage locker for personal affects
- Daily laundry service for facility related laundry items

To take advantage of your lifetime health club membership, visit Room 211 of the Ford Fieldhouse to sign up. The facilities are available during scheduled times, posted at the Fieldhouse and on the facility web page (www.grcc.edu/fordfieldhouse). These lifetime memberships must be re-activated annually within 30 days of your anniversary date each year by contacting the Ford Fieldhouse office. For more information, visit the Ford Fieldhouse website at: www.grcc.edu/fordfieldhouse or call (616) 234-3994.
Awards and Recognition

Grand Rapids Community College recognizes full-time employees who have or will be retiring from GRCC. Any employee meeting the retirement guidelines as defined by the MPSERS and who have notified Human Resources is eligible for this recognition. The retiring employee will be recognized in the following ways:

Recognition

• Board of Trustee Dinner hosted by the Board of Trustees for the retiree and a guest at the Kent Country Club
• A gift from the Board of Trustees
• Recognition at the Annual Golden Raiders Retiree Reception held during the week of Commencement
• A personalized gift, engraved with name and years of service, presented at the Annual Employee Recognition Reception on Commencement Day
• The retiree’s office or department may also host a retirement open house reception for their retirees

Please RSVP to each individual listed below each celebration regarding your intent to attend before April 20.

Board of Trustee Dinner
Kathy Mullins
President-Trustee Office
4th Floor College Park Plaza Building
kmullins@grcc.edu
(616) 234-3908

Golden Raiders Retiree Reception
Edward Sosa
Retiree Relations
Mezz. Level College Park Plaza Building
esosa@grcc.edu
(616) 234-4039

Employee Recognition Reception
Liz Timmer
Learning Academy for Faculty & Staff
3rd Floor Main Building
ltimmer@grcc.edu
(616) 234-4285
The Emeritus Faculty/Administrator Award

The Emeritus Faculty & Administrator Award was established in 1985 to honor those instructors and administrators who have left an indelible mark on the lives of students and colleagues at GRCC. Through their dedication and creativity, they have continued to promote GRCC’s “Commitment to Excellence.” Any GRCC faculty member or administrator is eligible to receive this award. Nominations are due to the Provost Office before February 15.

Criteria:
• Any retired faculty member or administrator who has taught/administered seven years or more is eligible
• Be recognized by colleagues as an outstanding instructor/administrator
• Have made a significant contribution to GRCC and its students during their tenure at GRCC and during their retirement
• Have brought distinction to his or her field though activities inside and outside of GRCC
• Have served as a role model to aspiring instructors and administrators
• Has not received the award previously

During the selection process, a committee of seven submits nominations, selects and recommends one candidate and one alternate to the College President and Board of Trustees for consideration.

Recognition:
• The recipients name shall be added to the Emeritus Plaque displayed outside of the Office of Academic and Student Affairs
• The award shall be bestowed upon the recipient and recognized at events determined by the College president
• The recipient shall be provided with an Emeritus Heritage Restaurant Dining Card that entitles the recipient to 4 annual complimentary meals (lunch or dinner) excluding alcoholic beverages
• The College shall make a donation to the GRCC Foundation, in the name of the recipient, to a fund designated by the recipient
• The recipient shall be recognized in GRCC Today

For more information or to make a nomination contact:
Debbie DeWent
Academic and Student Affairs
123 Main Building
ddewent@grcc.edu
(616) 234-3920
Diversity Learning Center
The Diversity Learning Center meets the needs of GRCC by institutionalizing diversity. The Center brings people together and linking the campus community in its mission: “to promote and ensure individual respect for human differences and to foster an inclusive learning environment.”

Salute to Women Award
Four “Salute to Women Awards” are conferred annually upon a former GRCC employee, alumna, current employee and student. Awards are bestowed upon exemplary women in their roles as professionals, volunteers or agents of change.

Nominations forms may be obtained from, and submitted to the Diversity Learning Center prior to November 15. Completed nominations include: written narrative, list of accomplishments, letters of support or news articles.

Criteria:
• A commitment to community service as evidenced by time and resources given
• Achievement within her profession or community, noted by her impact, demonstrated success, recognition by her peers, and the difference she makes to others
• Leadership indicated by her innovation, strength, flexibility, and risk-taking
• Demonstrated empowerment and inspiration to other women as a mentor, role model, and friend
• A positive impact on and involvement with students

For more information, or to make a nomination contact:
Jennifer Smith
Bob and Aleicia Woodrick
Diversity Learning Center
1st Floor Library & Learning Commons
www.grcc.edu/diversity
jsmith@grcc.edu
(616) 234-3390
RETIREE TO RETIREE CONNECTIONS

Golden Raiders Retiree Directory
The Retiree Relations Office maintains a directory of all GRCC retirees, updated and mailed annually to all retirees. Please inform Retiree Relations of any changes to your address, phone or email: esosa@grcc.edu or (616) 234-4039.

Monthly Breakfast Gatherings
All retirees are welcome to meet with other retirees for breakfast at 9 a.m. on the last Thursday of each month at the Breakfast Nook (Corner of Fuller and Plainfield). Note: Breakfast gatherings do not meet in December. For more information contact Keith Longberg at (616) 340-6202 or keithlong@hotmail.com

Retirees’ Quarterly
The Retirees’ Quarterly is a quarterly publication. The purpose of the publication is to keep retirees connected to each other and GRCC. Retirees are encouraged to write articles of interest.

Please send articles to be published to:

Keith Longberg
2975 Lake Drive SE,
Grand Rapids, MI 49506
(616) 340-6202
keithlong@hotmail.com

Dee Palmer
O-11709 Woodgate NW
Grand Rapids, MI 49534
(616) 677-2041
GrandmaHome@aol.com
LIFELONG LEARNING OPPORTUNITIES

The Learning Academy
The Learning Academy offers many learning opportunities to GRCC staff throughout the year. These learning opportunities are also available to GRCC retirees. You can access and sign-up for our learning opportunities by visiting the Learning Academy website at www.grcc.edu/currentlearning. If you have any questions, please call the Learning Academy for Faculty & Staff at (616) 234-4285.

Older Learner Center
The Older Learner Center offers adults 45 and older opportunities for lifelong learning and life enrichment. These include a Computer Club, Senior Health Club, Health Education Programming, Life History Club, Grandparents Raising Grandchildren Educational Support Groups, and the new Life Learning Network pilot initiative. The Older Learner Center has produced Successful Aging, an award winning television program distributed nationally; administers a number of community-wide program initiatives including Senior Leadership Grand Rapids; has a leadership/support role in the Kent County Caregiver Resource Network and Greater Grand Rapids End of Life Coalition; sponsors public forums, conferences, trainings and events within the community on issues relating to an aging America. Additional information on Older Learner Center programs and offerings is available online at www.grcc.edu/olc.

A variety of opportunities for volunteerism and program participation exist within the Older Learner Center for GRCC retirees. Current GRCC retirees participate in a variety of Older Learner Center programs; serve in volunteer leadership roles in several OLC learning clubs (including our Computer and Life History Clubs); and serve on the Senior Leadership Grand Rapids Advisory Council. Anyone interested in more information on how to engage with the Older Learner Center is encouraged to contact Mike Faber at (616) 234-3483 or mfaber@grcc.edu.
The Grand Rapids Community College Foundation

Many retirees maintain an on-going relationship with GRCC by making generous gifts to the GRCC Foundation. The GRCC Foundation raises funds for student scholarships, faculty and staff professional development, facility and technology enhancements. GRCC also works in the community in the area of economic development and new program development. As a donor, you have the option of designating your gift to any area at the college.

Please contact the GRCC Foundation if you are interested in making a gift, have questions about existing scholarships, endowed funds, or would like to discuss giving options.

GRCC Foundation
Ann Marie Birr
1st Floor College Park Plaza
www.grcc.edu/foundation
abirr@grcc.edu
(616) 234-3939
Volunteer Opportunities

It’s hard to break away from a lifetime of service. Fortunately volunteer opportunities for retirees at GRCC give you a chance to keep contributing to student success, as well as keep active and stay in contact with your colleagues. The departments listed below regularly have opportunities for retirees to pitch in and lend a hand:

**Arts Outreach**
Malcolm Brannen
mbrannen@grcc.edu
(616) 234-3973
1. Tutoring
2. Giving guest presentations
   (music interpretation class)

**Continuing Education and Professional Development**
Liz McCormick
lmccormi@grcc.edu
(616) 234-4081
1. Help expanding the life learning network
2. Help with research and development as field agents, for the department’s innovation efforts

**Delta Strategy**
Connie Bellows
cbellows@grcc.edu
(616) 234-3428
1. Event Planning
2. Facilitate Trainings

**Learning Academy for Faculty & Staff**
Liz Timmer
ltimmer@grcc.edu
(616) 234-3490
1. Facilitate learning opportunities or conduct workshops for former colleagues

**M-TEC (Michigan Works)**
Pamela Hayes
phayes@grcc.edu
(616) 234-3805
1. Assisting Customers to “wordsmith” a functional resume
2. Helping customers post resumes

**Music Department**
Kevin Dobreff
kdobreff@grcc.edu
(616) 234-4188
1. Tutor
2. Sectional rehearsal leaders
3. Alumni coordination

Volunteer Opportunities

It’s hard to break away from a lifetime of service. Fortunately volunteer opportunities for retirees at GRCC give you a chance to keep contributing to student success, as well as keep active and stay in contact with your colleagues. The departments listed below regularly have opportunities for retirees to pitch in and lend a hand:

**Arts Outreach**
Malcolm Brannen
mbrannen@grcc.edu
(616) 234-3973
1. Tutoring
2. Giving guest presentations
   (music interpretation class)

**Continuing Education and Professional Development**
Liz McCormick
lmccormi@grcc.edu
(616) 234-4081
1. Help expanding the life learning network
2. Help with research and development as field agents, for the department’s innovation efforts

**Delta Strategy**
Connie Bellows
cbellows@grcc.edu
(616) 234-3428
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**Music Department**
Kevin Dobreff
kdobreff@grcc.edu
(616) 234-4188
1. Tutor
2. Sectional rehearsal leaders
3. Alumni coordination
Older Learner Center
Mike Faber
mfaber@grcc.edu
(616) 234-3483
1. Help in senior computer lab
2. Volunteers to serve on the Advisory Council of Senior Leadership, Grand Rapids
3. Volunteers to help in the office

Student Life
Dave Selman
dselman@grcc.edu
(616) 234-4163
1. Host an information station on campus to welcome and direct students, during the first week of classes
2. Assist with other Student Life events

Police Department
Cindy Kennell
ckennell@grcc.edu
(616) 234-4012
1. Help in the office by scanning reports
2. Help patrol handicapped parking for violations

Tassell M-TEC
Cheryl Cole
ccole@grcc.edu
(616) 234-3808
1. Welcoming and directing students during the first week of classes
2. Office Support (phone, customer service, copying, faxing)

Retiree Relations
Edward Sosa
esosa@grcc.edu
(616) 234-4039
1. Serve on the Gold Team Advisory Board
2. Volunteer at retiree activities
3. Assist with the McCabe-Marlowe House

Bob and Aleicia Woodrick

Diversity Learning Center
Chris Arnold
carnold@grcc.edu
(616) 234-3532
1. Facilitation opportunities
2. Serve as event hosts

Student Life
Dave Selman
dselman@grcc.edu
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JOB OPPORTUNITIES AT GRCC

Adjunct Faculty
Anyone interested in teaching in an adjunct capacity upon retirement is encouraged to apply and discuss their desire with the appropriate Department Head or Program Director. To submit your resume for consideration, visit the Job Opportunities website at www.grcc.edu/jobopportunities and click on “Adjunct Faculty Job Opportunities at GRCC.”

Contingency Employment Opportunities
If you would like to be considered for future contingency employment opportunities at GRCC, visit the Human Resources department’s Job Opportunities page at www.grcc.edu/jobopportunities and follow the instructions on the page. You may also request an application form from Jan Benham at 616-234-3905 or jabenham@grcc.edu.
TO: Director of Human Resources  
Grand Rapids Community College  
143 Bostwick, NE  
Grand Rapids, MI 49503-3295

I am submitting my resignation/retirement as an employee of Grand Rapids Community College.

Name (please print): ________________________________  Bargaining Unit: ________________________________

Position: ________________________________

My resignation is effective ________________________________ (date of last day of work)

I am terminating my employment with Grand Rapids Community College for the following reason:

Retirement  Forwarding Email Address (optional): ________________________________

Other, please explain: ________________________________

______________________________

Also, please check one of the following:

- I am available for an Exit Interview with a member of the Human Resources Department.
- I do not wish an Exit Interview.

I understand that I may contact the Human Resources Department for assistance regarding retirement or career references. I will return the following items on my last day of employment:

- GRCC Equipment  
- Parking Card  
- Keys  
- Grade Books (if applicable)

Employee Signature: ____________________________  Date: ____________________________

Director of Human Resources: ____________________________  Date: ____________________________

HR USE ONLY:  REHIRE?  YES  NO  SEE EMPLOYEE FILE
At Grand Rapids Community College, it is our desire to conduct an exit interview with each employee upon separation. We would appreciate your honest opinion about your employment with GRCC. Your objective feedback can help us to continue to make GRCC a better place to work. All information is confidential.

Name:_________________________________________ Last Day Worked:____________________________________

Address:________________________________________________________________________________
(For W-2 Verification)

Phone: _______________________

Position Title:___________________________________ Department:_______________________________________

Supervisor:_____________________________________Bargaining Unit:_____________________________________

Reason for Leaving GRCC: _____Voluntary Resignation  _____Retirement

_____Discharge Other__________________________

Check which best describes your feelings about the following aspects of your employment at GRCC:

<table>
<thead>
<tr>
<th></th>
<th>Satisfied</th>
<th>Dissatisfied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilization or skills and experiences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Evaluations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training, orientation and development programs</td>
<td></td>
<td></td>
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<tr>
<td>Opportunities for advancement</td>
<td></td>
<td></td>
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<tr>
<td>Supervision</td>
<td></td>
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<tr>
<td>Workload</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall, as a place of employment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have marked “dissatisfied” for any of the columns, please explain:
__________________________________________________________________________________________
__________________________________________________________________________________________

Have you secured other employment? If yes, please list the employer’s name and the title of your new position.
__________________________________________________________________________________________

Will your new position provide you with comparable pay and benefits? Please indicate the significant differences between your GRCC compensation and benefits package and your new position
__________________________________________________________________________________________
__________________________________________________________________________________________

Please describe your relationship with your supervisor and how it could have been improved:
__________________________________________________________________________________________
__________________________________________________________________________________________

How well did your supervisor handle any complaints or grievances you may have had?
__________________________________________________________________________________________
__________________________________________________________________________________________

Appendix B

Office of Human Resources

(Continued on next page)
Has GRCC and/or your supervisor provided enough recognition for your work achievements? If not, please describe how you would have preferred to be recognized.

__________________________________________________________________________________

Would you consider re-employment at GRCC? Yes____ No____ Why or why not?___________________

__________________________________________________________________________________

What other suggestions would you have for improvement at GRCC?____________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

Your COBRA information will be sent to your home address from the GRCC Benefits office.

What arrangements would you like made for your final paycheck? ________________________________

__________________________________________________________________________________

Date ___________________________ Employee’s Signature ___________________________

EXIT CHECKLIST

Raider/ID Card ____________
Keys ____________
Parking Card/Hang Tag ____________
Record Books (Faculty) ____________

Applicable Equipment:
- Lap top computer ____________
- Printer ____________
- Software ____________
- AV Equipment ____________
- Pager ____________
- Camera ____________
- College Credit Cards ____________
- Cellular Phone ____________
- Other ____________

Check personnel file for equipment forms
Email notification group should include AVISS for equipment checked out

HR contact IS ____________

Interviewer’s comments on reason for exit:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Interviewer ___________________________ Date ___________________________

Office of Human Resources
GRAND RAPIDS COMMUNITY COLLEGE Retiree Handbook & Planner

GRCC MISSION
It is the mission of Grand Rapids Community College to provide the community with learning opportunities that enable people to achieve their goals.

GRCC VISION
Grand Rapids Community College is a vibrant institution of higher education dedicated to enriching people’s lives and contributing to the vitality of the community.

GRCC Values
Responsiveness
Accountability
Innovation
Diversity
Excellence
Respectfulness
Service

ENDS
In order to provide this region and its residents with learning opportunities which will enrich individual lives and contribute to the vitality of the community, the Grand Rapids Community College Board of Trustees sets forth, as its statement of purpose for Grand Rapids Community College, the achievement of the following ends:

Community Outreach
The College will be involved in the community through outreach, partnerships, and resources.

Developmental Education
Students will be equipped with the skills to learn and develop in order to achieve their lifelong goals.

Diversity
This College will continue to be a force that advances an understanding of diversity for all people.

Entrance and Transfer
Students will be able to enter, be successful at, and transfer beyond GRCC.

Flexible Learning
Learning opportunities will be made available through the continuing development of delivery systems.

Lifelong Learning
The College will create opportunities for persons who want to continue, renew or enrich their learning throughout their lives.

Workforce Development
GRCC will prepare people to secure employment in all sectors of the economy, to contribute to and sustain the long-term economic viability of the community.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION
Grand Rapids Community College is an equal opportunity/affirmative action employer and does not discriminate on the basis of gender, race, color, national origin, religion, surprise, age, marital status, disability, sexual orientation, sexual identity, gender expression, familial status, or veteran’s veteran or veteran status, or any other legally protected status in education programs or activities, including admissions and employment.

The above measures, in conjunction with other related state laws and the College’s policies and procedures, will assure all individuals opportunity for consideration or redress of complaints of illegal discrimination. Equal Employment Opportunity and Affirmative Action Policies can be obtained from the Director of Human Resources, 143 Bostwick Ave., Grand Rapids, Michigan 49503; Telephone (616) 234-4276.