

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, FEBRUARY 19, 2024

I. ORDER OF BUSINESS

Meeting called to order at 4:16 p.m., Dave Koetje in the chair.

- A. Present: Brame, Bruinsma, Koetje, Lovelady Mitchell, Siegel and Williams - 6
Absence: Lopez - 1

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

- C. Review and Approval of Agenda to include additions, deletions, or corrections.
 - Motion made by Trustee Bruinsma, second by Trustee Siegel to accept agenda.
Motion carries 6-0.

- D. Open Comments
 - None at this time.

- E. Special Order of Business (New Business)
 - Michigan New Jobs Training Program (MNJT) Agreement with Gentext – Lisa Freiburger presented. Motion made by Trustee Williams second by Trustee Bruinsma to accept as presented. Motion carriers – 6-0.
 - Single Audit – Lisa Freiburger presented.
Motion made by Trustee Bruinsma to accept as presented, second by Trustee Siegel. Motion carriers 6-0.
 - 2024-25 Mid-Year Budget Review – Lisa Freiburger presented.
Motion made by Trustee Lopez, second by Trustee Siegel to approve 2024-25 Mid-Year Budget as presented. Motion carries 6-0.
 - Board Officers – Chairperson Koetje asked for the following motions to be supported for new officers starting February 20, 2024 through December 2025.
- Motion made by Trustee Bruinsma, second by Trustee Williams to support Trustee Lovelady Mitchell as the Chairperson role through December 2025.
Motion carriers 6-0.

-Motion made by Trustee Williams, second by Trustee Siegel to support Trustee Bruinsma as the Vice Chairperson role through December 2025. Motion carriers 6-0.

-Motion by Trustee Bruinsma, seconded by Trustee Siegel to support Trustee Williams as the Secretary role through December 2025. Motion carriers 6-0.

-Motion by Trustee Bruinsma, seconded by Trustee Williams to support Trustee Siegel continuing in the Treasure role through December 2025. Motion carriers 6-0.

II. MONITORING REPORTS

F. Report (s)

- Finance Update – Noting at this time.

III. UPDATES

G. Student Report – Michael Zazzo, shared events the Student Government have hosted and are working on. Two of the bigger items is working with Administration to change the student activity fee to \$10 for both fulltime and part-time students and utilizing space on G2 of RJF Hall for a game room students can use.

H. Foundation Update – None at this time.

I. Board Chair Report – None at this time.

J. President’s Update – Charles Lepper

Dr. Lepper shared with the group that he along with Trustee Bruinsma attended the ACCT – National Legislative Summit where they met with both congressmembers and senators. They advocated for Bipartisan Workforce Pell, End the taxation of Pell Grants, Why the Farm Bill and SNAP Employment & Training Enhancements are important and need their support. Dr. Lepper stated that winter enrollment was up by 3.6% from 2023 Winter semester with a 13.5% increase at the Lakeshore Campus. He went on to share that students working on campus is also increasing nearing pre-pandemic levels. He announced that the Urban League of West Michigan’s African American Male Achievement Conference will be held on campus along with the Hispanic Center of West Michigan’s Latinx Youth Conference the week of February 26th. The Board will hold a second Community Conversation on April 11th partnering with The Urban League. The annual Legislative Luncheon was held, administration updated Representatives in attendance of the initiatives that the institution is working on along with the current Capital Outlay, Learning Resource Center project and how they can help move the work forward. Dr. Lepper congratulated Julie Parks, Dean of the School of Workforce Training as a Crain’s nominee for Education Newsmaker of the Year.

K. Faculty Association Update – Frank Conner presented.

- Frank C. will be retiring at the end of the 2023-24 academic year.

IV. COMMUNITY CONNECTIONS

- L. Communications to the Board – The Early Childhood Learning Lab sent valentines to the Trustees, Dr. Lepper and Misty McClure-Anderson and shared the collaborative work they are doing with several of the academic departments.

V. CONSENT ITEMS

- M. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
- N. Minutes from November 15, 2023 Work Session, November 20, 2023 Board Meeting and January 17, 2024 Work Session
- O. GRCC Received No Grants between November 1, 2023 – January 31, 2024

PERSONNEL REPORT (December 1, 2023 – January 1, 2024)

WELCOME TO GRCC

New Hires

Andrew Schut

Business, Assistant Professor

Effective date: January 2, 2024

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Robin Graves

Transfer to: Campus Police, Clery Compliance Specialist

Transfer from: Campus Police, Police Officer

Effective date: January 8, 2024

Carol Sepanik

Transfer to: Financial Aid, Support Professional

Transfer from: Student Records, Student Employee

Effective date: January 8, 2024

David Feutz

Transfer to: Applied Technology, Assistant Professor

Transfer from: Applied Technology, Temporary Assistant Professor

Effective date: January 2, 2024

Thomas McGinnis

Transfer to: Computer Information Systems, Temporary Assistant Professor

Transfer from: Computer Information Systems, Adjunct Faculty

Effective date: January 2, 2024

Madeline Dyer

Transfer to: Human Resources, Coordinator & Recruiter

Transfer from: Ford Fieldhouse, Aquatics Facility Manager

Effective date: January 2, 2024

Tina Watson

Transfer to: Custodian, Head Custodian, Calkins Science Center, 3rd Shift

Transfer from: Custodian, Ford Fieldhouse, 3rd Shift

Effective date: January 2, 2024

Katelyn Vandyke

Transfer to: Early Childhood Learning Lab, Assistant to Preschool Instructor

Transfer from: Early Childhood Learning Lab, Temporary Preschool Instructor

Effective date: December 18, 2023

Antonia Garcia

Transfer to: Mathematics, Support Professional

Transfer from: Student Financial Services, Support Professional

Effective date: December 18, 2023

Sydney Morris

Transfer to: Financial Aid, Assistant Director for State Aid Programs and Compliance

Transfer from: Financial Aid, Technical Specialist

Effective date: December 11, 2023

Erin Van4Egmond

Transfer to: College Advancement, Interim Vice President

Transfer from: College Advancement, Executive Director

Effective date: December 4, 2023

THANK YOU FOR YOUR SERVICE

Separations:

Mona Wilson

Custodians, Custodian

Effective date: December 21, 2023

Mario Jimenez

Position title: Campus Police, Police Officer

Effective date: December 8, 2023

Retirement:

Timmy Johnson

Ford Fieldhouse, Coordinator Ford
Fieldhouse

Effective date: February 3, 2024

Financial Transactions

(January 1 - 31, 2024)

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

a. General Fund

No items to report for January 2024

b. Other Special Funds

- 1) Purchase order issued to provide payment for ATC first floor hallway lighting.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$26,350.00 (2330-42-GENERAL)
Disposition: Additional Purchase
Supplier: Circuit Electric
Byron Center, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #2122-1202F

- 2) Purchase order issued to provide payment for software and hardware to refresh the Code Blue devices on DeVos Campus.

Requestor: Donovan Wallace – Information Technologies
Expenditure: \$70,175.22 (2822-42-GENADMIN)
Disposition: Replacement Purchase
Supplier: Graybar Electric Co
Walker, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #2324-12347

- 3) Purchase order issued to purchase Fire Curtain for the Spectrum Theater.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$40,000.00 (2330-42-GENERAL)
Disposition: Replacement Purchase
Supplier: Stagecraft Industries, Inc
Portland, OR
Source of Funds: Plant Fund
Bid: Yes, RFP #2324-12342

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 JANUARY 31, 2024

GENERAL OPERATING	ADOPTED BUDGET	2023/2024 ACTUAL 1/31/2024	PERCENTAGE
REVENUE:			
TUITION	41,486,000	38,150,733	91.96%
FEES	7,425,000	6,537,150	88.04%
PROPERTY TAX	40,494,000	39,950,077	98.66%
STATE AID	31,467,000	12,998,259	41.31%
INTEREST	800,000	546,609	68.33%
MISCELLANEOUS	1,650,000	531,642	32.22%
TOTAL REVENUE	123,322,000	98,714,470	80.05%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,935,000	15,873,393	48.20%
COUNSELING	2,010,000	987,949	49.15%
LIBRARIAN	620,000	290,437	46.84%
ADMINISTRATION	5,910,000	2,997,506	50.72%
ADMINISTRATIVE SUPPORT	1,300,000	717,986	55.23%
TECHNICAL SUPPORT	9,710,000	5,130,655	52.84%
SECRETARIAL	5,210,000	2,745,288	52.69%
BLDG OPERATIONS	4,980,000	2,562,046	51.45%
STUDENT ASSISTANT	1,350,000	635,791	47.10%
BST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	63,525,000	31,941,051	50.28%
NON-SALARY:			
FRINGE BENEFITS	37,784,000	18,891,926	50.00%
CONTRACTED SERVICE	5,073,671	2,777,665	54.75%
SUPPLIES & REPAIRS	5,257,763	2,852,611	54.26%
UTILITIES & RENT	4,638,000	2,079,066	44.83%
TRANSFERS	2,484,875	107,618	4.33%
OTHER COSTS	3,140,957	987,954	31.45%
EQUIPMENT	324,863	180,805	55.66%
CONTINGENCY	300,000	-	0.00%
BST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	58,504,129	27,877,645	47.65%
TOTAL EXPENSE	122,029,129	59,818,696	49.02%
NET REVENUE (EXPENSE)	1,292,871	38,895,774	

GRAND RAPIDS COMMUNITY COLLEGE
 2023-2024 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED JANUARY 31, 2024

	MONTHLY ACTIVITY 1/31/24	MONTHLY ACTIVITY 1/31/23	YEAR-TO- DATE 1/31/24	YEAR-TO- DATE 1/31/23
REVENUE:				
TUITION	227,372	405,645	38,150,733	35,852,175
FEES	137,871	78,899	6,537,150	6,065,878
PROPERTY TAX	761,003	810,471	39,950,077	36,910,780
STATE AID	2,695,437	2,525,693	12,998,259	11,494,823
INTEREST	113,159	46,243	546,609	539,869
MISCELLANEOUS	30,713	34,088	531,642	505,383
TOTAL REVENUE	3,965,555	3,901,039	98,714,470	91,368,908
EXPENSE:				
SALARIES:				
INSTRUCTION	3,381,253	2,083,886	15,873,393	14,536,442
COUNSELING	229,224	118,571	987,949	701,045
LIBRARIAN	63,117	39,744	290,437	253,609
ADMINISTRATION	610,729	385,527	2,997,506	2,812,709
ADMINISTRATIVE SUPPORT	149,938	98,192	717,986	680,786
TECHNICAL SUPPORT	1,063,688	662,372	5,130,655	4,497,892
SECRETARIAL	561,507	305,873	2,745,288	2,258,586
BLDG OPERATIONS	524,896	342,457	2,562,046	2,342,780
STUDENT ASSISTANT	91,277	48,717	635,791	485,524
TOTAL SALARIES	6,675,629	4,085,339	31,941,051	28,569,373
NON-SALARY:				
FRINGE BENEFITS	4,934,113	2,859,916	18,891,926	16,193,347
CONTRACTED SERVICES	492,099	532,986	2,777,665	2,796,907
SUPPLIES & REPAIRS	428,747	399,971	2,852,611	2,609,203
UTILITIES & RENT	353,209	291,424	2,079,066	2,159,303
TRANSFERS	14,573	86,819	107,618	586,039
OTHER COSTS	85,806	113,296	987,954	980,359
EQUIPMENT	4,651	35,722	180,805	194,004
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	6,313,198	4,320,134	27,877,645	25,519,162
TOTAL EXPENSE	12,988,827	8,405,473	59,818,696	54,088,535
NET REVENUE (EXPENSE)	(9,023,272)	(4,504,434)	38,895,774	37,280,373

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 Jan 31, 2024

	ADOPTED BUDGET	ACTUAL 1/31/24	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,800,000	10,634,214	98.46%
INVESTMENT INTEREST	1,300,000	955,238	73.48%
TRANSFER FROM GENERAL FUND	1,500,000	0	0.00%
DONATIONS	1,900,000	1,720,491	90.55%
FACILITIES FEE	1,900,000	1,832,980	96.47%
TOTAL REVENUE	17,400,000	15,142,922	87.03%
EXPENSES:			
MAINTENANCE & OTHER	7,285,000	2,856,967	39.22%
FORD NATATORIUM	12,500,000	46,660	0.37%
OTHER PROJECTS	170,000	127,629	75.08%
TRANSFERS TO DEBT FUND	2,915,000	0	0.00%
TOTAL EXPENSES	22,870,000	3,031,255	13.25%
NET REVENUE (EXPENSE)	(5,470,000)	12,111,667	

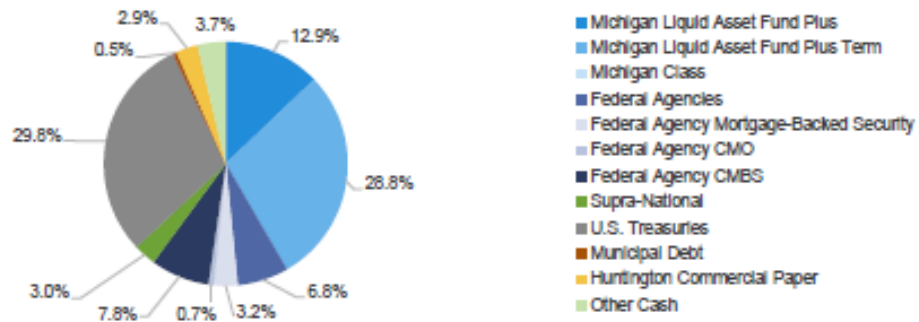
**GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - DEBT RETIREMENT
FOR PERIOD ENDED Jan 31, 2024**

	ADOPTED BUDGET	ACTUAL 1/31/24
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
January 31, 2024

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$18,377,164	12.9%
Michigan Liquid Asset Fund Plus Term	\$41,000,000	28.8%
Federal Agencies	\$9,857,022	6.8%
Federal Agency Mortgage-Backed Security	\$4,490,425	3.2%
Federal Agency CMO	\$1,021,915	0.7%
Federal Agency CMBS	\$11,124,676	7.8%
Supra-National	\$4,212,011	3.0%
U.S. Treasuries	\$42,492,446	29.8%
Municipal Debt	\$755,967	0.5%
Huntington Commercial Paper	\$4,098,385	2.9%
Other Cash	\$5,294,013	3.7%
Total	\$142,524,024	100.0%



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

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

VI. ACTION ITEMS

N. Purchasing Items over \$100,000

a. General Fund

No items to report for General Fund for January 2024.

b. Other Special Funds

- 1) Request permission to issue purchase order to provide Scope of Work for GRCC 1st floor Sneden Hall Acoustical Ceilings and Lighting Upgrade.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$211,177.00 (2330-42-GENERAL)
Disposition: New Purchase
Supplier: JKB Construction
Jension, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #1920-5226

- 2) Request permission to issue purchase order to provide payment for retroactive elevator modernizations across campus.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$403,100.00 (2810-42-ELEVATORS)
Disposition: New Purchase
Supplier: Granger
Lansing, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #1920-5226

Motion made by Trustee Bruinsma and supported by Trustee Williams to approve purchases over \$100,000 as presented. Motion carries 6-0.

ACCOUNTS:

11 – General Fund
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KEY:

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** WBE
*** M/WBE
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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.

VII. Open Comment – None at this time.

VIII. FINAL BOARD COMMENTS

Trustee Lovelady Mitchell gave accolades to the Student Government for their leadership. Going on to thank outgoing Chairperson Koetje for his leadership and investment in not only the campus community but the greater community as well.

Trustee Siegel also thanked Chairperson Koetje for his impact as a great leader and his ability to “dance through difficult” conversations, making sure to reflect back on what all voices said while creating a safe place for all.

Trustee Bruinsma presented Chairperson Koetje with a gift of appreciation from the board for he and his wife to enjoy.

Chairperson Koetje thanked the group for the gift and went on to say that he has served on many boards but by far the GRCC Board is the best not only because of the mission but people that serve alongside him. He went on to say it has been a privilege and honor to lead the work of the board and looks forward to continuing the work.

IX. ADJOURNMENT

Adjourned – 5:05 PM