

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS

MONDAY, SEPTEMBER 19, 2022

I. ORDER OF BUSINESS

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

Present: Brunisma, Brame, Lovelady-Mitchell, Williams, and Koetje– 5

Absent: Lope and Siegel

B. Introduction of Guests – None

C. Review and Approval of Agenda

- Motion made by Trustee Bruinsma, seconded by Trustee Williams to approve the agenda as presented. Motion carries. 5-0

D. Open Comments

- None at this time.

E. Special Order of Business

- GRCC Police Officer Jimenez Jr. was publicly sworn in by Chairperson Koetje.
- Lisa Freiburger presented the 2022 Local Strategic Value Resolution. Motion made by Trustee Bruinsma seconded by Trustee Williams to approve Local Strategic Value Resolution as presented. Motion carries. 5-0

II. MONITORING REPORTS

F. Report (s)

- Executive Limitations, Treatment of People – Presented by Christine Coon
- Finance Update – Presented by Lisa Freiburger

III. UPDATES

G. Student Alliance Report – Presented by Pablo Villalvazo.

- H. Foundation Update – Lisa Dopke presented the Grants Annual Report and Kathy Mullins presented a Foundation update.
- I. Board Chair Update – Trustee Bruinsma discussed the Pell grant extension work Representative Peter Meijer has been leading. Chairperson Koetje shared that the presidential screening committee would be interviewing at the end of the month and into the early October, with the goal to have someone named by early November.
- J. President’s Report – Dr. Olivarez shared an article with the board from the publication ACCT in regards to students and mentioned that although fall semester enrollment is down the budget is balanced.
- K. Faculty Association Update – Nothing at this time.

IV. COMMUNITY CONNECTIONS

- L. Communications to the Board
 - Nothing at this time.

V. CONSENT ITEMS

- M. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from August 15, 2022 Board Meeting & Work Session.
 - No grants received from August 1, 2022 to August 31, 2022.

GRCC Employees on the Move from August 1, 2022 – September 1, 2022

Please congratulate those who have moved and been promoted

WELCOME TO GRCC

New Hire

Kaitlyn Verhulst
 Language & Thought & Visual Arts, Support
 Professional
 Effective Date: September 6, 2022

Grand Rapids Promise Zone, Success
 Coordinator
 Effective date: August 29, 2022

Ignacia Calderon
 Custodians, Custodian I
 Effective date: September 12, 2022

Robert Schneider
 Custodian, Custodian I
 Effective date: August 29, 2022

Linzi Grover
 Custodians, Custodian I
 Effective date: August 29, 2022

Shawn White
 Media Technologies, Classroom/Event Support
 Technician
 Effective date: September 12, 2022

Mackenzie Ondersma
 Athletics, Head Athletic Trainer
 Effective date: August 29, 2022

Leanne Challa
 Instructional Support & Institutional Planning,
 Program Manager - Transfer Bridges
 Effective date: September 6, 2022

Ashleigh Laho

Cole Szeszulski
Theater, Theater Technical Director
Effective date: August 29, 2022

Calandra Jones
Custodian, Custodian I

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Juan Cisneros
Transfer to: Enrollment Center, Support Professional,
Transfer from: Training Solutions, Support Professional
Effective date: September 5, 2022

Phoenix Noelle
Transfer to: Business and Industry, Associate Director of Technical Operations
Transfer from: Career Program Operations, Technical Operations Technician
Effective date: August 22, 2022

Kimberly Brems
Transfer to: Language & Thought, Temporary Assistant Professor
Transfer from: Language & Thought, Adjunct
Effective date: August 8, 2022

Justine Bryant
Transfer to: Language & Thought, Affiliate Assistant Professor
Transfer from: Language & Thought, Adjunct
Effective date: August 8, 2022

Leigh Kleinert
Transfer to: Biological Science, Professor
Transfer from: STEM, Interim Associate Dean
Effective date: August 8, 2022

William Faber
Transfer to: Physical Science, Professor
Transfer from: STEM and Liberal Arts, Interim Dean
Effective date: August 8, 2022

Effective date: August 15, 2022
Beth Martinez
Nursing Program, Support Professional
Effective date: August 22, 2022

Mario Nicholas Jimenez Jr.
Campus Police, Police Officer
Effective date: August 22, 2022
Jonnathan Resendiz
Transfer to: STEM, Interim Associate Dean of STEM
Transfer from: Computer Information Systems, Assistant Professor
Effective date: August 8, 2022

Andrew Masters
Transfer to: Grand Rapids Promise Zone, Promise Zone Associate Director
Transfer from: Financial Aid, Associate Director Financial Aid Compliance
Effective date: September 12, 2022

Juan E. Cisneros Fonseca
Transfer to: High School Partnerships (Academic Outreach), Support Professional
Transfer from: Job Training, Support Professional
Effective date: August 22, 2022

Joshua Thompson
Transfer to: Maintenance, Building Maintenance
Transfer from: Custodian, Custodian II
Effective date: August 22, 2022

Eugene Nichols
Transfer to: Head Custodian I, 2nd shift, RJF/Cook
Transfer from: Custodian II, 2nd Shift, ATC
Effective date: August 8, 2022

THANK YOU FOR YOUR SERVICE

Separations:

Cedrick Spearman
Custodians, Custodian I
Effective date: August 24, 2022

Jeni Gebhart
Early Childhood Learning Lab, Preschool
Instructor
Effective date: August 13, 2022

Frederick Scott-Comer
Nursing, Assistant Professor
Effective date: December 22, 2022

Rafael Pastrano-Espinoza
Instructional Support & Institutional Planning,
Support Professional
Effective date: August 20, 2022

Lamont Vines
Training Solutions, Job Developer
Effective date: August 20, 2022

Leigh Jajuga
Web and Digital Strategy, Director of Web
Content and Digital Strategy
Effective date: August 24, 2022

Retirements:

Kathleen Schoen
Library & Learning Commons, Support
Professional
Effective date: February 1, 2023

Janice Holton
Student Records, Support Professional
Effective date: November 5, 2022
Support Professional, Student Affairs
Effective date: July 17, 2021

Financial Transactions
(August 1 - 31, 2022)

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

a. General Fund

- 1) Purchase order issued to provide security services at the Lakeshore Campus.

Requestor: Dave Selmon - Lakeshore Campus
Expenditure: \$65,251.00 (11-2271)
Disposition: Recurring
Supplier: DK Security
 Kentwood, MI
 Source of Funds: General Fund
 Bid: Yes, RFP #2021-4262 (one-year extension)

- 2) Purchase order issued to provide annual GRCC chillers' services

Requestor: Jim Van Dokkumburg – Facilities
Expenditure: \$27,900.00 (11-2271)
Disposition: Recurring
Supplier: Trane Commercial Systems
 La Crosse, WI
 Source of Funds: General Funds
 Bid: Yes, RFP #1819-8137G-1

- 3) Purchase order issued to provide advertising for 7/1/22 – 6/30/23.

Requestor: Dave Murray – Communication
Expenditure: \$90,000.00 (11-2530)
Disposition: Recurring
Supplier: Adtegrity.com
 Grand Rapids. MI
 Source of Funds: General Funds
 Bid: No, sole source

b. Other Special Funds

- 1) Purchase order issued to provide restoration of White Hall's roof on the North section. (20-year warranty)

Requestor: Jim Van Dokkumburg - Facilities
Expenditure: \$35,748.00 (42-2330)
Disposition: New
Supplier: Tremco/Weatherproofing Technologies, Inc.

Source of Funds: Plant Fund
 Bid: No, sole source (E&I pricing)

- 2) Purchase order issued to provide (2) two 2023 Ford Transit 250 Cargo Vans for Plumbing and S&R replacements

Requestor: Paula Gleason-Zeeff – Purchasing and Jim Van Dokkumburg - Facilities

Expenditure: \$46,435.00 (42-2822 GenVehicle)

Disposition: New

Supplier: Gomo Ford
 Woodhaven, MI

Source of Funds: Plant Fund

Bid: No, sole source (MIDeal pricing 071B770181)

- 3) Purchase order issued to provide studio cameras, accessories, lights, batteries, lenses, and cables. GRCC issued on behalf of Ferris University.

Requestor: Klaas Kwant – Media Technologies

Expenditure: \$74,559.97 (51-2821 Heta 13)

Disposition: New

Supplier: B&H
 New York, NY

Source of Funds: Grants

Bid: No, sole source (E&I pricing EI2013)

- 4) Purchase order issued to provide cameras, adaptors, controllers for podcasting/meeting recordings. Equipment for GRCC.

Requestor: Klaas Kwant – Media Technologies

Expenditure: \$26,727.50 (51-2821 Heta 13)

Disposition: New

Supplier: B&H
 New York, NY

Source of Funds: Grants

Bid: No, sole source (E&I pricing EI2013)

- 5) Purchase order issued to provide camera, lenses, monito, glidecam, accessories, tripod, batteries, and lighting. GRCC issued on behalf of Davenport University.

Requestor: Klaas Kwant – Media Technologies

Expenditure: \$32,425.99 (51-2821 Heta 13)

Disposition: New

Supplier: B&H
 New York, NY

Source of Funds: Grants

Bid: No, sole source (E&I pricing EI2013)

- 6) Purchase order issued to provide multiple cameras, accessories, power source, switcher, lights, batteries, lenses, and cables. GRCC issued on behalf of GVSU.
- Requestor:** Klaas Kwant – Media Technologies
Expenditure: \$40,448.31 (51-2821 Heta 13)
Disposition: New
Supplier: B&H
New York, NY
- Source of Funds: Grants
Bid: No, sole source (E&I pricing EI2013)
- 7) Purchase order issued to provide an 80TB server. GRCC issued on behalf of Calvin University.
- Requestor:** Klaas Kwant – Media Technologies
Expenditure: \$25,915.68 (51-2821 Heta 13)
Disposition: New
Supplier: B&H
New York, NY
- Source of Funds: Grants
Bid: No, sole source (E&I pricing EI2013)

Purchase order numbers 3 – 7 for the Heta 13 Grant were requested by the City and the institutions involved to be order separately for reimbursement purpose.

GRAND RAPIDS COMMUNITY COLLEGE
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED AUGUST 31, 2022

GENERAL OPERATING	ADOPTED BUDGET	2022/2023 ACTUAL 8/31/2022	PERCENTAGE
REVENUE:			
TUITION	42,445,000	20,217,826	47.63%
FEES	7,425,000	2,969,250	39.99%
PROPERTY TAX	38,070,000	13,226,188	34.74%
STATE AID	29,220,000	-	0.00%
INTEREST	600,000	59,576	9.93%
MISCELLANEOUS	1,800,000	60,794	3.38%
TOTAL REVENUE	119,560,000	36,533,634	30.56%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,706,000	1,269,020	3.76%
COUNSELING	1,500,000	61,654	4.11%
LIBRARIAN	640,000	15,256	2.38%
ADMINISTRATION	5,800,000	670,234	11.56%
ADMINISTRATIVE SUPPORT	1,350,000	100,989	7.48%
TECHNICAL SUPPORT	8,880,000	867,115	9.76%
SECRETARIAL	4,850,000	430,607	8.88%
BLDG OPERATIONS	4,540,000	426,456	9.39%
STUDENT ASSISTANT	1,290,000	96,705	7.50%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	62,056,000	3,938,036	6.35%
NON-SALARY:			
FRINGE BENEFITS	37,025,000	2,556,253	6.90%
CONTRACTED SERVICE	4,925,315	696,479	14.14%
SUPPLIES & REPAIRS	5,300,212	461,203	8.70%
UTILITIES & RENT	4,384,768	696,122	15.88%
TRANSFERS	2,599,600	146,269	5.63%
OTHER COSTS	3,121,442	177,862	5.70%
EQUIPMENT	297,863	29,572	9.93%
CONTINGENCY	300,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	57,454,200	4,763,760	8.29%
TOTAL EXPENSE	119,510,200	8,701,796	7.28%
NET REVENUE (EXPENSE)	49,800	27,831,838	

GRAND RAPIDS COMMUNITY COLLEGE
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED AUGUST 31, 2022

	MONTHLY ACTIVITY 7/1/22 - 8/31/22	MONTHLY ACTIVITY 7/1/21 - 8/31/21	YEAR-TO- DATE 8/31/2022	YEAR-TO- DATE 8/31/21
REVENUE:				
TUITION	20,217,826	22,482,879	20,217,826	22,482,879
FEES	2,969,250	3,006,848	2,969,250	3,006,848
PROPERTY TAX	13,226,188	12,514,730	13,226,188	12,514,730
STATE AID	-	-	-	-
INTEREST	59,576	13,215	59,576	13,215
MISCELLANEOUS	60,794	65,111	60,794	65,111
TOTAL REVENUE	36,533,634	38,082,783	36,533,634	38,082,783
EXPENSE:				
SALARIES:				
INSTRUCTION	1,269,020	1,565,298	1,269,020	1,565,298
COUNSELING	61,654	13,178	61,654	13,178
LIBRARIAN	15,256	10,985	15,256	10,985
ADMINISTRATION	670,234	619,278	670,234	619,278
ADMINISTRATIVE SUPPORT	100,989	126,208	100,989	126,208
TECHNICAL SUPPORT	867,115	881,377	867,115	881,377
SECRETARIAL	430,607	495,533	430,607	495,533
BLDG OPERATIONS	426,456	453,229	426,456	453,229
STUDENT ASSISTANT	96,705	58,231	96,705	58,231
TOTAL SALARIES	3,938,036	4,223,317	3,938,036	4,223,317
NON-SALARY:				
FRINGE BENEFITS	2,556,253	2,696,700	2,556,253	2,696,700
CONTRACTED SERVICES	696,479	673,730	696,479	673,730
SUPPLIES & REPAIRS	461,203	869,901	461,203	869,901
UTILITIES & RENT	696,122	464,742	696,122	464,742
TRANSFERS	146,269	92,608	146,269	92,608
OTHER COSTS	177,862	184,424	177,862	184,424
EQUIPMENT	29,572	31,236	29,572	31,236
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	4,763,760	5,013,341	4,763,760	5,013,341
TOTAL EXPENSE	8,701,796	9,236,658	8,701,796	9,236,658
NET REVENUE (EXPENSE)	27,831,838	28,846,125	27,831,838	28,846,125

GRAND RAPIDS COMMUNITY COLLEGE
 2022 - 2023 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING AUGUST 31, 2022

DESIGNATED	2022 - 2023		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 8/31/22	
REVENUE:			
CONTRACTED TRAINING	1,659,585	155,890	9.39%
OTHER MISCELLANEOUS LOCAL	909,894	16,071	1.77%
TOTAL REVENUE	2,569,479	171,961	6.69%
EXPENSES:			
SALARIES			
INSTRUCTION	437,187	71,656	16.39%
ADMINISTRATION	324,892	56,037	17.25%
CUSTODIANS & SECURITY	25,500	2,587	10.14%
SECRETARIAL	21,564	2,288	10.61%
STUDENT ASSISTANTS	10,605	0	0.00%
TOTAL SALARIES	819,748	132,569	16.17%
NON-SALARY			
FRINGE BENEFITS	291,272	27,553	9.46%
CONTRACTED SERVICES	914,580	93,013	10.17%
SUPPLIES & REPAIRS	745,153	72,272	9.70%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	92,830	272	0.29%
TRANSFERS	(349,600)	(58,267)	16.67%
OTHER	93,507	3,483	3.72%
TOTAL NON-SALARY	1,789,392	138,326	7.73%
TOTAL EXPENSE	2,609,140	270,895	10.38%
NET REVENUE (EXPENSE)	(39,661)	(98,933)	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Aug 31, 2022

	ADOPTED BUDGET	ACTUAL 8/31/22	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,150,000	3,522,945	34.71%
TRANSFER FROM GENERAL FUND	1,250,000	0	0.00%
FACILITIES FEE	1,900,000	934,200	49.17%
TOTAL REVENUE	13,300,000	4,457,145	33.51%
EXPENSES:			
MAINTENANCE & OTHER	3,800,000	849,778	22.36%
PUBLIC SAFETY CENTER	7,000,000	0	0.00%
OTHER PROJECTS	1,010,000	314,568	31.15%
TRANSFERS TO DEBT FUND	3,135,000	0	0.00%
TOTAL EXPENSES	14,945,000	1,164,346	7.79%
NET REVENUE (EXPENSE)	(1,645,000)	3,292,799	

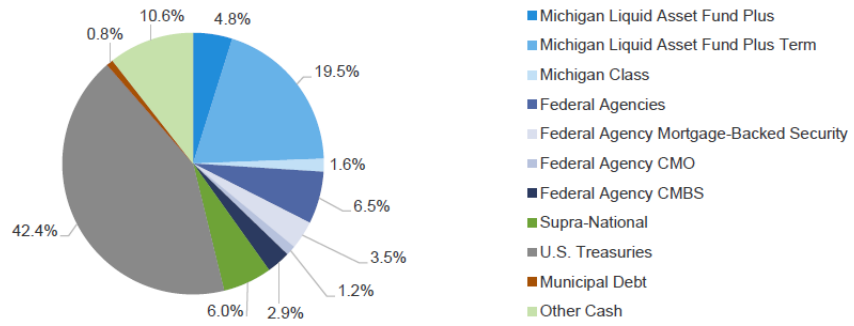
PLANT FUND - DEBT RETIREMENT FUND
2022-23 FISCAL YEAR

	BUDGET	ACTUAL 8/31/2022
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,983,976	0
TRANSFER FROM PLANT - GENERAL	1,151,024	0
TOTAL REVENUE	3,135,000	0
EXPENSE		
2012 ISSUE - REFUNDING		
PRINCIPAL	205,000	0
INTEREST	6,406	0
OTHER EXPENSE	100	0
TOTAL EXPENSE	211,506	0
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	680,000	0
INTEREST	257,450	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	937,950	0
2020 ISSUE - 2012 REFUNDING		
PRINCIPAL	1,755,000	0
INTEREST	228,476	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	1,983,976	0
GRAND TOTAL EXPENSE	3,133,432	0

Aggregate Cash and Investments

Period Ended
August 31, 2022

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$5,448,165	4.8%
Michigan Liquid Asset Fund Plus Term	\$22,000,000	19.5%
Michigan Class	\$1,802,508	1.6%
Federal Agencies	\$7,299,833	6.5%
Federal Agency Mortgage-Backed Security	\$3,934,194	3.5%
Federal Agency CMO	\$1,375,225	1.2%
Federal Agency CMBS	\$3,298,669	2.9%
Supra-National	\$6,800,939	6.0%
U.S. Treasuries	\$47,734,756	42.4%
Municipal Debt	\$950,404	0.8%
Other Cash	\$11,900,000	10.6%
Total	\$112,544,693	100.0%



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

Motion by Trustee Bruinsma, supported by Trustee Williams to approve consent items as presented. Motion carries 5-0.

ACTION ITEMS

ACTION ITEMS

N. Purchases over \$100,000

a. General Fund

No general fund requests for August 2022.

a. Other Special Funds

No special fund requests for August 2022.

Purchases over \$100,000 Previously Approved
(Below Information for Reporting Purposes Only)

b. Other Special Funds

- 1) Request permission to issue a blanket purchase order to provide condominium association fees for the Lakeshore Campus (2022.-23).

Requestor: Lisa Freiburger – Finance & Administration
Expenditure: \$100,113.96 (42-2810)
Disposition: Recurring Purchase
Supplier: The Shops at Westshore Condominium
 Holland, MI

Source of Funds: Plant Fund

Bid: No, single source.

- 2) Request permission to issue purchase order change notice for the design and construction of the ATC Piazza. Increasing \$550,000.00; from \$6,250,000.00 to \$6,800,000.00.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$550,000.00/\$6,800,000.00 (42-2810)
Disposition: Construction Purchase
Supplier: Granger Construction
 Grand Rapids, MI
 Progressive AE/AE
 Grand Rapids, MI

Source of Funds: Plant Fund

Bid: Yes, RFP #1415-3282, previously reported and RFP 1920-3296.

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.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

- None at this time.

IX. ADJOURNMENT

The Board adjourned at 4:59 p.m.