

**DRAFT
PROCEEDINGS**

OF

GRAND RAPIDS COMMUNITY COLLEGE

BOARD OF TRUSTEES

OFFICIAL

**REGULAR MEETING
BOARD CHAMBERS**

MONDAY, SEPTEMBER 18, 2023

I. ORDER OF BUSINESS

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

Present: Brunisma, Brame, Williams, and Koetje– 4

Absent: Lopez, Lovelady-Mitchell, and Siegel

B. Introduction of Guests – Interim Provost Sheila Jones introduced certainly hired Cameron Buck, Executive Director of the Lakeshore Campus.

C. Review and Approval of Agenda

- Motion made by Trustee Williams, seconded by Trustee Bruinsma to approve the agenda as presented. Motion carries. 4-0

D. Open Comments

- None at this time.

E. Special Order of Business

- Lisa Freiburger presented the 2023 Local Strategic Value Resolution. Motion made by Trustee Brame seconded by Trustee Bruinsma to approve Local Strategic Value Resolution as presented. Motion carries. 4-0
- Lisa Freiburger presented a Consumers Energy Easement Resolution. Motion made by Trustee Bruinsma, seconded by Trustee Williams. Motion Carries 4-0

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 Alex Miranda.
- H. Foundation Update – None at this time.
- I. Board Chair Update – None at this time.
- J. President’s Report – Dr. Lepper shared fall enrollment goal was met, headcount is up by over 3 percent. He went on to shared program and pathway agreements that have been signed with Calvin College, going on to say that similar conversations are being had with GVSU and other partners. The previous week, September 11th was campus safety week. He also thanked the Investiture Committee for the wonderful Investiture that was held for him on September 14th.
- 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 21, 2023 Board Meeting & Work Session.
 - No grants received from August 1, 2023 to August 31, 2023.

GRCC Employees on the Move from August 1, 2023 – September 1, 2023

Please congratulate those who have moved and been promoted

WELCOME TO GRCC

New Hires:

Cameron Buck
Lakeshore, Executive Director of the
Lakeshore Campus
Effective date: September 18, 2023

Scott Field
Custodians, Custodian I
Effective date: August 28, 2023

Chelsea Bozzo
Media, Video Production Coordinator
Effective date: August 28, 2023

David Fitch
Web & Digital Strategy, Associate Director of
Web Content & Digital Strategy
Effective date: August 21, 2023

Jalonda Stewart
Custodians, Custodian I
Effective date: August 21, 2023

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Maria Esqueda
Transfer to: Preschool, Assistant to Preschool
Instructor
Transfer from: Preschool, Student Employee,
Intern Student Assistant
Effective date: August 28, 2023

Maya Zimelis
Transfer to: Preschool, Assistant to Preschool
Instructor
Transfer from: Preschool, Student Employee, Intern
Student Assistant
Effective date: August 28, 2023

Donovan Rose
Transfer to: Music, Support Professional
Transfer from: Music, Contingent
Effective date: August 28, 2023

Stephen Gonzalez

Cleamon Moorer
Business & Industry, Dean of Business
& Industry
Effective date: August 21, 2023

Rasheika Earvin
Custodians, Custodian I
Effective date: August 14, 2023

Benjamin Gould
Custodians, Custodian I
Effective date: August 14, 2023

Justin Colwell
Academic Support and Tutoring Services,
Temporary Tutorial Coordinator
Effective date: August 7, 2023

Frank Jasper-Stump
Computer Information Systems,
Assistant Professor
Effective date: August 7, 2023

Transfer to: Maintenance, HVACR Technician
Transfer from: Maintenance, Electrician
Effective date: August 21, 2023

Sheila Jones
Transfer to: Provost, Academic & Student
Affairs, Interim Provost & Executive Vice
President for Academic & Student Affairs
Transfer from: Associate Provost, Instructional
Support & Institutional Planning
Effective date: August 14, 2023

Natalie Busch
Transfer to: Nursing, Assistant Professor
Transfer from: Nursing, Adjunct Faculty
Effective date: August 7, 2023

Jennifer Struik
Transfer to: Secchia Institute for Culinary,
Temporary Assistant Professor
Transfer from: Secchia Institute for Culinary,
Adjunct Faculty
Effective date: August 7, 2023

THANK YOU FOR YOUR SERVICE

Separations:

Jennifer Druckenmiller
Nursing, Instructional Laboratory Coordinator
Effective date: September 2, 2023

Elijia Powell
Custodians, Custodian I
Effective date: September 1, 2023

Ashleigh Laho
GR Promise Zone, Promise Zone Success
Coordinator
Effective date: August 26, 2023

Jalonda Stewart
Custodians, Custodian I
Effective date: August 24, 2023

Emily Grabinski Conklin
Academic Support & Tutoring Services,
Tutorial Coordinator
Effective date: August 19, 2023

Erik Taylor
Early Childhood Learning Lab, Instructor
Effective date: August 17, 2023

Megan Lockard
English, Assistant Professor
Effective date: August 8, 2023

Financial Transactions
(August 1 - 31, 2023)

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

a. General Fund

- 1) Purchase order issued to provide payment for 2023-2024 audit services.

Requestor:	Todd Hurley – Financial Services
Expenditure:	\$70,000.00 (2210-11)
Disposition:	New Purchase
Supplier:	Plante and Moran PLLC
	Grand Rapids, MI
Source of Funds:	General Fund
Bid:	No, Sole Source

- 2) Purchase order issued to provide payment for additional lawncare.

Requestor:	Jim Vandokkumburg - Facilities
Expenditure:	\$29,907.84 (2271-11)
Disposition:	Recurring Purchase
Supplier:	Caretakers Lawn Maintenance
	Grand Rapids, MI
Source of Funds:	General Fund
Bid:	No, Quoted 2022-2023

- 3) Purchase order issued to provide payment for Anthology Ally for Learn. Blackboard and all its components are used to facilitate all academic programs.

Requestor:	Jeffery VanderVeen – Information Technology
Expenditure:	\$33,075.00 (2271-11)
Disposition:	Renewal Purchase
Supplier:	Blackboard Inc
	Reston, VA
Source of Funds:	General Fund
Bid:	No, Sole Source

- 4) Purchase order issued to provide payment for Blackboard Intelligence Student Management. Blackboard and all its components are used to facilitate all academic programs.

Requestor:	Jeffery VanderVeen – Information Technology
Expenditure:	\$29,467.18 (2271-11)
Disposition:	Renewal Purchase
Supplier:	Blackboard Inc
	Reston, VA

Source of Funds: General Fund
 Bid: No, Sole Source

- 5) Purchase order issued to provide payment for Panopto Renewal FY24.

Requestor: Jeffery VanderVeen – Information Technology
Expenditure: \$35,418.00 (2271-11)
Disposition: Renewal Purchasing
Supplier: Panopto Inc
 Pittsburgh, PA

Source of Funds: General Fund
 Bid: No, Sole Source (Q-35118)

- 6) Purchase order issued to provide payment for Cadence texting services

Requestor: Jeffery VanderVeen – Information Technology
Expenditure: \$51,739.00 (2271-11)
Disposition: Renewal Purchase
Supplier: Mongoose Research Inc
 Orchard Park, NY

Source of Funds: General Fund
 Bid: No, Sole Source

- 7) Purchase order issued to provide payment for Microsoft server licensing for existing servers.

Requestor: Jeffery VanderVeen – Information Technology
Expenditure: \$81,275.49 (2271-11)
Disposition: Renewal Purchase
Supplier: CDW G
 Vernon Hills, IL

Source of Funds: General Fund
 Bid: No, Sole Source

- 8) Purchase order issued to provide payment for Student Forms platform.

Requestor: David DeBoer – Financial Aid
Expenditure: \$91,000.00 (2271-11)
Disposition: Renewal Purchase
Supplier: Ellucian Company
 Malvern, PA

Source of Funds: General Fund
 Bid: Yes, RFP #2122-3305

- 9) Purchase order issued to provide payment for snowplowing services 2023-2024.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$69,625.00 (2271-11)
Disposition: New Purchase
Supplier: Summit Landscape
 Marne, MI
 Source of Funds: General Fund
 Bid: Yes, RFP #2223-5124

- 10) Purchase order issued to provide payment for consulting and government representation, Lobbying services.

Requestor: Lisa Freiburger – Financial Services
Expenditure: \$41,000.00 (2271-11)
Disposition: New Purchase
Supplier: McAlvey, Merchant & Associates
 Lansing, MI
 Source of Funds: General Fund
 Bid: No, sole source

- 11) Purchase order issued to provide payment for Nursing Central Access for students for Fall, Winter, and Summer semesters.

Requestor: Jeffery VanderVeen – Information Technology
Expenditure: \$28,600.00 (2311-11)
Disposition: Renewal Purchase
Supplier: Unbound Medicine Inc
 Charlottesville, VA
 Source of Funds: General Fund
 Bid: No, sole source

- 12) Purchase order issued to provide payment for uniforms for culinary, hospitality, and brewing students.

Requestor: Mike Kidder – Culinary
Expenditure: \$66,405.00 (2311-11)
Disposition: New Purchase
Supplier: Valley City Linen
 Grand Rapids, MI
 Source of Funds: General Fund
 Bid: Yes, RFP #2223-6172

- 13) Purchase order issued to provide payment for MCCA membership.
- Requestor:** Misty McClure-Anderson – President Office
Expenditure: \$47,500.00 (2511-11)
Disposition: New Purchase
Supplier: Michigan Community College Association
 Lansing, MI
Source of Funds: General Fund
Bid: No, sole source

b. Other Special Funds

- 1) Purchase order issued to provide payment for billboards
- Requestor:** Eric Mullen – Student Success
Expenditure: \$34,648.00 (2271-15)
Disposition: Renewal Purchase
Supplier: Outfront Media
 Grand Rapids, MI
Source of Funds: Designated Fund
Bid: No, sole source
- 2) Purchase order issued to provide payment for 25 Microsoft Surface Pro tablets with detachable keyboards.
- Requestor:** Jeffery VanderVeen – Information
Expenditure: \$34,492.75 (2822-42-GENPC)
Disposition: Replacement Purchase
Supplier: CDW G
 Vernon Hills, IL
Source of Funds: Plant Fund
Bid: No, MiDeal Quote 1CDTCDC

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

GENERAL OPERATING	ADOPTED BUDGET	2023/2024 ACTUAL 08/31/2023	PERCENTAGE
REVENUE:			
TUITION	40,792,000	21,389,058	52.43%
FEES	7,425,000	3,300,534	44.45%
PROPERTY TAX	39,761,000	14,815,509	37.26%
STATE AID	30,970,000	80,088	0.26%
INTEREST	800,000	309,686	38.71%
MISCELLANEOUS	1,650,000	31,282	1.90%
TOTAL REVENUE	121,398,000	39,926,157	32.89%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,295,000	2,067,466	6.21%
COUNSELING	2,040,000	126,147	6.18%
LIBRARIAN	620,000	43,735	7.05%
ADMINISTRATION	5,890,000	758,056	12.87%
ADMINISTRATIVE SUPPORT	1,360,000	171,730	12.63%
TECHNICAL SUPPORT	9,300,000	1,217,964	13.10%
SECRETARIAL	5,255,000	635,151	12.09%
BLDG OPERATIONS	4,960,000	638,991	12.88%
STUDENT ASSISTANT	1,272,000	182,001	14.31%
BST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	63,492,000	5,841,241	9.20%
NON-SALARY:			
FRINGE BENEFITS	37,698,000	3,467,372	9.20%
CONTRACTED SERVICE	4,650,071	873,038	18.77%
SUPPLIES & REPAIRS	5,272,763	547,316	10.38%
UTILITIES & RENT	4,638,000	418,543	9.02%
TRANSFERS	1,634,875	29,146	1.78%
OTHER COSTS	3,090,957	217,121	7.02%
EQUIPMENT	329,863	71,228	21.59%
CONTINGENCY	300,000	-	0.00%
BST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	57,114,529	5,623,764	9.85%
TOTAL EXPENSE	120,606,529	11,465,005	9.51%
NET REVENUE (EXPENSE)	791,471	28,461,152	

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

	MONTHLY ACTIVITY 8/31/23	MONTHLY ACTIVITY 8/31/22	YEAR-TO- DATE 8/31/23	YEAR-TO- DATE 8/31/22
REVENUE:				
TUITION	21,389,058	20,217,826	21,389,058	20,217,826
FEES	3,300,534	2,969,250	3,300,534	2,969,250
PROPERTY TAX	14,815,509	13,226,188	14,815,509	13,226,188
STATE AID	80,088	-	80,088	-
INTEREST	309,686	59,576	309,686	59,576
MISCELLANEOUS	31,282	60,794	31,282	60,794
TOTAL REVENUE	39,926,157	36,533,634	39,926,157	36,533,634
EXPENSE:				
SALARIES:				
INSTRUCTION	2,067,466	1,269,020	2,067,466	1,269,020
COUNSELING	126,147	61,654	126,147	61,654
LIBRARIAN	43,735	15,256	43,735	15,256
ADMINISTRATION	758,056	670,234	758,056	670,234
ADMINISTRATIVE SUPPORT	171,730	100,989	171,730	100,989
TECHNICAL SUPPORT	1,217,964	867,115	1,217,964	867,115
SECRETARIAL	635,151	430,607	635,151	430,607
BLDG OPERATIONS	638,991	426,456	638,991	426,456
STUDENT ASSISTANT	182,001	96,705	182,001	96,705
TOTAL SALARIES	5,841,241	3,938,036	5,841,241	3,938,036
NON-SALARY:				
FRINGE BENEFITS	3,467,372	2,556,253	3,467,372	2,556,253
CONTRACTED SERVICES	873,038	696,479	873,038	696,479
SUPPLIES & REPAIRS	547,316	461,203	547,316	461,203
UTILITIES & RENT	418,543	696,122	418,543	696,122
TRANSFERS	29,146	146,269	29,146	146,269
OTHER COSTS	217,121	177,862	217,121	177,862
EQUIPMENT	71,228	29,572	71,228	29,572
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	5,623,764	4,763,760	5,623,764	4,763,760
TOTAL EXPENSE	11,465,005	8,701,796	11,465,005	8,701,796
NET REVENUE (EXPENSE)	28,461,152	27,831,838	28,461,152	27,831,838

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

DESIGNATED	2023 - 2024		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 8/31/2023	
REVENUE:			
CONTRACTED TRAINING	1,986,179	173,723	8.75%
OTHER MISCELLANEOUS LOCAL	1,322,536	15,914	1.20%
TOTAL REVENUE	3,308,715	189,638	5.73%
EXPENSES:			
SALARIES			
INSTRUCTION	350,580	40,996	11.69%
ADMINISTRATION	817,327	101,483	12.42%
CUSTODIANS & SECURITY	34,100	4,250	12.46%
SECRETARIAL	13,795	1,926	13.96%
STUDENT ASSISTANTS	32,025	87	0.27%
TOTAL SALARIES	1,247,827	148,744	11.92%
NON-SALARY			
FRINGE BENEFITS	401,797	59,916	14.91%
CONTRACTED SERVICES	920,680	163,451	17.75%
SUPPLIES & REPAIRS	727,254	79,001	10.86%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(174,875)	(29,146)	16.67%
OTHER	69,523	7,023	10.10%
TOTAL NON-SALARY	1,965,129	280,245	14.26%
TOTAL EXPENSE	3,212,956	428,989	13.35%
NET REVENUE (EXPENSE)	95,759	(239,351)	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Aug 31, 2023

	ADOPTED BUDGET	ACTUAL 8/31/23	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,560,000	3,954,541	37.45%
INVESTMENT INTEREST	900,000	309,280	34.36%
TRANSFER FROM GENERAL FUND	1,250,000	0	0.00%
DONATIONS	1,900,000	0	0.00%
FACILITIES FEE	1,900,000	973,810	51.25%
TOTAL REVENUE	16,510,000	5,237,631	31.72%
EXPENSES:			
MAINTENANCE & OTHER	4,935,000	935,993	18.97%
FORD NATATORIUM	12,500,000	0	0.00%
OTHER PROJECTS	0	(111,431)	0.00%
TRANSFERS TO DEBT FUND	2,915,000	0	0.00%
TOTAL EXPENSES	20,350,000	824,562	4.05%
NET REVENUE (EXPENSE)	(3,840,000)	4,413,070	

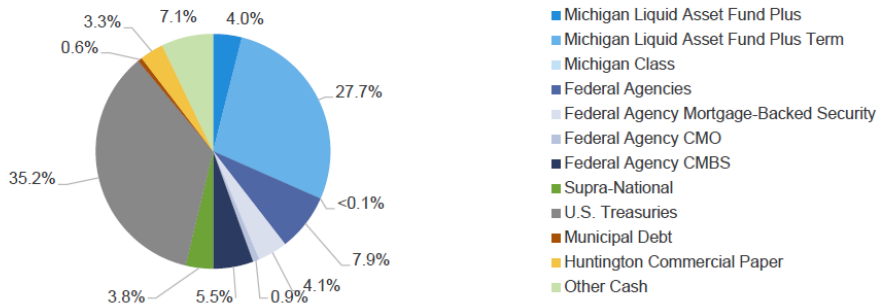
PLANT FUND - DEBT RETIREMENT FUND
2023-24 FISCAL YEAR

	BUDGET	ACTUAL 08/31/2023
REVENUE		
TRANSFER FROM PLANT - FACILITIES FEE	1,981,622	0
TRANSFER FROM PLANT - GENERAL	933,378	0
TOTAL REVENUE	2,915,000	0
 EXPENSE		
2019 ISSUE - 2009 REFUNDING		
PRINCIPAL	700,000	0
INTEREST	230,250	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	930,750	0
2020 ISSUE - 2012 REFUNDING		
PRINCIPAL	1,760,000	0
INTEREST	221,122	0
OTHER EXPENSE	500	0
TOTAL EXPENSE	1,981,622	0
GRAND TOTAL EXPENSE	2,912,372	0

Aggregate Cash and Investments

Period Ended
August 31, 2023

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$4,858,261	4.0%
Michigan Liquid Asset Fund Plus Term	\$34,000,000	27.7%
Michigan Class	\$0	0.0%
Certificates of Deposit	\$0	0.0%
Federal Agencies	\$9,713,300	7.9%
Federal Agency Mortgage-Backed Security	\$5,028,427	4.1%
Federal Agency CMO	\$1,069,619	0.9%
Federal Agency CMBS	\$6,785,678	5.5%
Supra-National	\$4,655,749	3.8%
U.S. Treasuries	\$43,299,445	35.2%
Municipal Debt	\$742,210	0.6%
Huntington Commercial Paper	\$4,026,025	3.3%
Other Cash	\$8,764,554	7.1%
Total	\$122,943,270	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 4-0.

ACTION ITEMS

ACTION ITEMS

N. Purchases over \$100,000

a. General Fund

- 1) Request permission to issue purchase order to provide payment for Meet & Confer Compensation review.

Requestor:	Christine Coon – Human Resources
Expenditure:	\$139,000.00 (2271-11)
Disposition:	New Purchase
Supplier:	Lockton
	Kansas City, MO
Source of Funds:	General Fund
Bid:	Yes, RFP #2223-6173

b. Other Special Funds

- 1) Request permission to issue purchase order to provide payment for AE services for natatorium pool conversion.

Requestor:	Jim Vandokkumburg - Facilities
Expenditure:	\$548,250.00 (2810-42-FORDNAT)
Disposition:	New Purchase
Supplier:	GMB
	Holland, MI
Source of Funds:	Plant Fund
Bid:	Yes, RFP #2324-6181

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.

Motion by Trustee Bruinsma, supported by Trustee Williams to approve action items as presented. Motion carries 4-0.

VII. OPEN COMMENT

- None at this time.

VIII. FINAL BOARD COMMENTS

Trustee Bruinsma reminded the group that September 17th was Constitution Day, she went on to quote from the Truman Commission Report reminding the group of the good work that GRCC is still doing to ensure that higher education is accessible for everyone.

IX. ADJOURNMENT

The Board adjourned at 5:11 p.m.