

GRAND RAPIDS COMMUNITY COLLEGE

AGENDA OF BOARD OF TRUSTEES



MONDAY, OCTOBER 17, 2022
4:15 PM
BOARD CHAMBERS
143 BOSTWICK NE
GRAND RAPIDS, MI

GRAND RAPIDS COMMUNITY COLLEGE BOARD OF TRUSTEES



David J. Koetje
Chairperson
2022



Kenyatta Brame
Vice Chairperson
2022



Sheryl Siegel
Treasurer
2024



Kathleen Bruinsma
Secretary
2022



Brandy Lovelady Mitchell
Trustee
2026



Daniel Williams
Trustee
2026



Salvador Lopez
Trustee
2022



Juan R. Olivarez, Ph.D.
Interim President

Minutes of this and all proceedings of the board may be obtained in the office of the Board of Trustees;
GRCC DeVos Campus, Administration Building, Room 202; 415 Fulton St. E; Grand Rapids, MI 49503; Phone (616) 234-3901.

GRAND RAPIDS COMMUNITY COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
MONDAY, OCTOBER 17, 2022
BOARD CHAMBERS-4:15 p.m.
ORDER OF BUSINESS

I. GENERAL BUSINESS

- A. Call to Order
- B. Introduction of Guests
- C. Review and Approval of Agenda to include additions, deletions, or corrections.
- D. Open Comments
 - Open comments in this section of the agenda are limited to comments specifically related to today's board agenda.
- E. Special Order of Business (New Business)
 - 2021-2022 Audit Report - Plante Moran
 - Michigan New Job Training Agreement (MNJT) – Padnos Project
 - Michigan New Job Training Agreement (MNJT) – Request Food Inc. Project

II. MONITORING REPORTS

- F. Report (s)
 - Finance Update

III. UPDATE

- G. Student Report
- H. Foundation Update
- I. Board Chair Report
- J. President's Update
- K. Faculty Association Update

IV. COMMUNITY CONNECTIONS

- L. Communications to the Board

V. CONSENT ITEMS

These items will be adopted as a group without specific discussion. When approving the meeting agenda, any board member may request that a consent agenda item be moved to the regular agenda for discussion or questions. *Recommended that the following items be approved as presented:*

- M. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from September 19, 2022 Board Meeting
 - Grants GRCC received from September 1, 2022 to October 12, 2022

VI. ACTION ITEMS

- N. Purchases over \$100,000
- O. Capital Outlay Submission

VII. OPEN COMMENT (*Faculty, staff, students, and the Public are invited to address the Board on any matter.*)

VIII. FINAL BOARD COMMENTS

IX. ADJOURNMENT

Next Meeting of the Board:

- Monday, November 21, 2022, Work Session, Board Conference Room, 1:30 p.m.
- Monday, November 21, 2022, Regular Meeting, Board Library, 4:15 p.m.

GENERAL BUSINESS

- A. Call to Order
- B. Introduction of Guests
- C. Review and Approval of Agenda to include additions, deletions, or corrections.
- D. Open Comments
 - Open comments in this section of the agenda are limited to comments specifically related to today's board agenda.
- E. Special Order of Business (New Business)
 - 2021-22 Audit Report - Plant Moran
 - Michigan New Job Training Agreement (MNJT) Padnos Project – Lisa Freiburger
 - Michigan new Job Training Agreement (MNJT) Request Food Inc. Project – Lisa Freiburger

MONITORING REPORTS

F. Report (s)

- Finance Update- Lisa Freiburger

UPDATES

- G. Student Report – None at this time
- H. Foundation Update – None at this time
- I. Board Chair Update – Dave J. Koetje
- J. President's Update - Juan R. Olivarez Ph.D.
- K. Faculty Association Update – None at this time.

November 2022 Event Listing

Event: GRCC Scholarfest, honoring Dr. Juan and Mary Olivarez
Date: Tuesday, November 1, 2022
Time: 6:00 p.m. - 8:00 p.m.
Location: Wisner-Bottrall Applied Technology Center, Secchia Piazza
Hosted by: GRCC Foundation
Open to the public: Yes
Admission: \$150 per person
Tickets visit, grcc.edu/scholarfest

Event: Michigan Community College Choral Festival
Date: Wednesday, November 2, 2022
Time: 3:00 p.m.
Location: St. Cecilia Auditorium & Library (food)
Hosted by: Music Department
Open to the public: No

Event: Fall Honors Recital - A Concert that features select student performances
Date: Thursday, November 10, 2022
Time: 3:15 p.m.
Location: GRCC Albert P. Smith Music Center, Linn Maxwell Keller Recital Hall (Room 200)
Hosted by: Music Department
Open to the public: No
Admission: FREE

Event: A Doll's House, Part 2 by Lucas Hnath
Date: November 10-12, 2022
Time: 8:00 PM
Location: Spectrum Theater
Hosted by: GRCC Players
Open to the public: Yes
Admission: Adults: \$14 GRCC Faculty/Staff \$10 Student \$5 with current Raider Card
Tickets: grcctheater.ludus.com

Event: Fall Voice Department Recital - A Concert that features select student voice soloists
Date: Thursday, November 15, 2022
Time: 7:00 p.m.
Location: GRCC Albert P. Smith Music Center, Linn Maxwell Keller Recital Hall (Room 200)
Hosted by: Music Department
Open to the public: No
Admission: FREE

Event: Fall Woodwind & Brass Area Recital - A chamber recital that features wind instruments
Date: Thursday, November 17, 2022
Time: 7:00 p.m.
Location: GRCC Albert P. Smith Music Center, Linn Maxwell Keller Recital Hall (Room 200)
Hosted by: Music Department
Open to the public: No
Admission: FREE

COMMUNITY CONNECTIONS

L. Communications to the Board

CONSENT ITEMS

L. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions

- Minutes from September 19, 2022 Board Meeting
- Grants GRCC Received, September 1 – October 12 2022

<p>GRCC’s Workforce Training unit received a grant from the U.S. Department of Health and Human Services, Health Resources & Services Administration (HRSA) to train community health workers to serve in high-need areas of Kent and Ottawa Counties. This training will equip them with the skillsets needed to provide effective community outreach build trust with communities, support connections to and retention in care and support services, and other strategies to increase access to care and to assist individuals in prevention services, and recovery from the COVID-19 pandemic and other public health emergencies in underserved communities. These combined efforts are intended to advance public health, strengthen the public health workforce, reduce health disparities, and help underserved populations achieve health equity.</p>	<p>\$2,943,914</p>
<p>GRCC’s ECLL received the summer round of Child Care Stabilization Funds.</p>	<p>\$121,640</p>
<p>GRCC received a grant from the Michigan Association for the Education of Young Children to support the Fast Track CDA program. This project is intended to facilitate collaborative partnerships among an identified cohort group of T.E.A.C.H. Scholarship eligible students (i.e., students participating in GRCC’s Fast Track CDA program). The project will enhance GRCC’s credit bearing CDA training opportunities to meet the needs of providers facing access barriers such as location, course offerings, cost, and delivery format, as well as identifying providers/programs for participation.</p>	<p>\$12,000</p>

GRCC Employees on the Move from September 1, 2022 - October 1, 2022

WELCOME TO GRCC

New Hire

Nicholas Elgersma
Facilities, Associate Director of Facilities
Management
Effective date: October 17, 2022

Julie Blaszak
Grants Development, Grants & Contract
Specialist
Effective date: October 10, 2022

Cheryl Garner
K12 Partnerships, Student Navigator - GRPS
Effective date: October 17, 2022

Sharia Hamilton
Custodians, Custodian I
Effective date: September 26, 2022

Dominique Reed
Secchia Institute for Culinary Education, Utility
Supervisor
Effective date: September 26, 2022

Jenna Castle
Early Childhood Learning Lab, Assistant
Director and Preschool Instructor
Effective date: October 10, 2022

Caden Peters
Custodian, Custodian I
Effective date: September 26, 2022

Carolyn Miller
Early Childhood Learning Lab, Preschool
Instructor
Effective Date: October 3, 2022

Benjamin Nicolette
Custodian, Custodian I
Effective date: September 19, 2022

Ruben Palacios
Job Training, Automotive Lab Technician
Effective date: September 19, 2022

Stephen Veneklas
Custodian, Custodian I
Effective date: September 12, 2022

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Elizabeth Vanportfliet

Transfer to: Academic Advising and Transfer Center, Temporary Assistant Professor

Transfer from Academic Advising and Transfer Center, PT Academic Advisor

Effective date: August 1, 2022

Kristina Kozub

Transfer to: Academic Advising and Transfer Center, Temporary Assistant Professor

Transfer from Academic Advising and Transfer Center, PT Academic Advisor

Effective date: August 1, 2022

Cody Giba

Transfer to: Information Technology, Project Manager

Transfer from: Training Solutions, Data Tracking Specialist

Effective date: October 10, 2022

Shihwei Hsieh

Transfer to: Academic Support and Tutoring, Temporary Tutorial Coordinator

Transfer from: Mathematics, Adjunct

Effective date: August 25, 2022

Joshua Ike

Transfer to: Enrollment Management, Support Professional, Call Center Navigator

Transfer from: Enrollment Management, Contingent, Enrollment Navigator

Effective date: September 19, 2022

Brice Emery

Transfer to: Job Training, Temporary Assistant Professor

Transfer from: Job Training, Adjunct Faculty

Effective date: August 29, 2022

THANK YOU FOR YOUR SERVICE

Malinda Powers

Communications, Associate Director of

Communications

Effective date: October 29, 2022

Pamela Harris

Training Solutions, Job Developer

Effective date: October 1, 2022

Claudia Jones

Early Childhood Learning Lab, Preschool

Instructor

Effective date: October 15, 2022

Retirements:

Dareck Brown

Custodian, Custodian II

Effective date: October 1, 2022

Mary Hofstra

Training Solutions, Customized Training
Manager

Effective date: March 4, 2023

M. Financial Transactions
(September 1 - 30, 2022)

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

a. General Fund

- 1) Purchase order issued to provide Nursing Central software for students for Fall, Winter, and Summer semesters.

Requestor: Michelle Richter - Nursing
Expenditure: \$26,781.88 (11-2311)
Disposition: Recurring
Supplier: Unbound Medicine
Charlottesville, VA
Source of Funds: General Fund
Bid: No, sole source

- 2) Purchase order issued to provide membership dues for 2022/23.

Requestor: Misty McClure-Anderson
Expenditure: \$47,500.00 (11-2511)
Disposition: Recurring
Supplier: Michigan Community College Association
Lansing, MI
Source of Funds: General Funds
Bid: No, sole source

b. Other Special Funds

- 1) Purchase order issued to provide additional repairs needed to extend the life cycle of parking structures.

Requestor: Jim Van Dokkumburg - Facilities
Expenditure: \$55,405.00/\$526,510.00 (14-2331)
Disposition: Recurring
Supplier: M One Limited
Detroit, MI
Source of Funds: Auxiliary Fund
Bid: Yes, RFP #2122-3296

- 2) Purchase order issued to provide light fixture replacement around pool perimeter.

Requestor: Jim Van Dokkumburg - Facilities
Expenditure: \$35,650.00 (42-2330-GENERAL)
Disposition: Recurring
Supplier: Circuit Electric
Byron Center, MI
Source of Funds: Plant Fund
Bid: Yes, RFQ #2122-12021F

3) Increase to existing purchase order to provide renovation to the Heritage restaurant and the west and the south stairs.

Requestor: Jim Van Dokkumburg - Facilities
Expenditure: \$92,885.00/\$6,093,148.54
(42-2810-PIAZZA)
Disposition: Recurring
Supplier: Granger Construction
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP # 1920-3296

GRAND RAPIDS COMMUNITY COLLEGE
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED SEPTEMBER 30, 2022

GENERAL OPERATING	ADOPTED BUDGET	2022/2023 ACTUAL 9/30/2022	PERCENTAGE
REVENUE:			
TUITION	42,445,000	20,088,513	47.33%
FEES	7,425,000	3,424,863	46.13%
PROPERTY TAX	38,070,000	30,189,837	79.30%
STATE AID	29,220,000	166,159	0.57%
INTEREST	600,000	132,277	22.05%
MISCELLANEOUS	1,800,000	105,362	5.85%
TOTAL REVENUE	119,560,000	54,107,011	45.26%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,706,000	4,654,507	13.81%
COUNSELING	1,500,000	222,942	14.86%
LIBRARIAN	640,000	82,999	12.97%
ADMINISTRATION	5,800,000	1,249,057	21.54%
ADMINISTRATIVE SUPPORT	1,350,000	281,846	20.88%
TECHNICAL SUPPORT	8,880,000	1,845,860	20.79%
SECRETARIAL	4,850,000	906,980	18.70%
BLDG OPERATIONS	4,540,000	947,538	20.87%
STUDENT ASSISTANT	1,290,000	205,490	15.93%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	62,056,000	10,397,219	16.75%
NON-SALARY:			
FRINGE BENEFITS	37,025,000	5,249,759	14.18%
CONTRACTED SERVICE	4,925,315	1,105,604	22.45%
SUPPLIES & REPAIRS	5,300,212	996,503	18.80%
UTILITIES & RENT	4,384,768	1,020,632	23.28%
TRANSFERS	2,599,600	233,769	8.99%
OTHER COSTS	3,121,442	368,197	11.80%
EQUIPMENT	297,863	39,211	13.16%
CONTINGENCY	300,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	57,454,200	9,013,675	15.69%
TOTAL EXPENSE	119,510,200	19,410,894	16.24%
NET REVENUE (EXPENSE)	49,800	34,696,117	

GRAND RAPIDS COMMUNITY COLLEGE
 2022-2023 GENERAL OPERATING FUND BUDGET REPORT
 FOR THE PERIOD ENDED SEPTEMBER 30, 2022

	MONTHLY ACTIVITY 9/30/22	MONTHLY ACTIVITY 09/30/21	YEAR-TO- DATE 9/30/22	YEAR-TO- DATE 9/30/21
REVENUE:				
TUITION	(129,313)	(371,125)	20,088,513	22,111,754
FEES	455,613	158,019	3,424,863	3,164,867
PROPERTY TAX	16,963,649	14,560,778	30,189,837	27,075,508
STATE AID	166,159	-	166,159	-
INTEREST	72,701	39,337	132,277	52,552
MISCELLANEOUS	44,568	73,383	105,362	138,494
TOTAL REVENUE	17,573,377	14,460,392	54,107,011	52,543,175
EXPENSE:				
SALARIES:				
INSTRUCTION	3,385,487	2,028,371	4,654,507	3,593,669
COUNSELING	161,288	113,392	222,942	126,570
LIBRARIAN	67,743	46,594	82,999	57,579
ADMINISTRATION	578,823	421,956	1,249,057	1,041,234
ADMINISTRATIVE SUPPORT	180,857	93,623	281,846	219,831
TECHNICAL SUPPORT	978,745	625,937	1,845,860	1,507,314
SECRETARIAL	476,373	310,823	906,980	806,356
BLDG OPERATIONS	521,082	350,744	947,538	803,973
STUDENT ASSISTANT	108,785	45,353	205,490	103,584
TOTAL SALARIES	6,459,183	4,036,793	10,397,219	8,260,110
NON-SALARY:				
FRINGE BENEFITS	2,693,506	1,962,147	5,249,759	4,658,847
CONTRACTED SERVICES	409,125	323,551	1,105,604	997,281
SUPPLIES & REPAIRS	535,300	369,149	996,503	1,239,050
UTILITIES & RENT	324,510	450,944	1,020,632	915,686
TRANSFERS	87,500	61,729	233,769	154,337
OTHER COSTS	190,335	106,713	368,197	291,137
EQUIPMENT	9,639	29,561	39,211	60,797
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	4,249,915	3,303,794	9,013,675	8,317,135
TOTAL EXPENSE	10,709,098	7,340,587	19,410,894	16,577,245
NET REVENUE (EXPENSE)	6,864,279	28,846,125	34,696,117	35,965,930

GRAND RAPIDS COMMUNITY COLLEGE
 2022 - 2023 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING SEPTEMBER 30, 2022

DESIGNATED	2022 - 2023		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 9/30/22	
REVENUE:			
CONTRACTED TRAINING	1,659,585	244,280	14.72%
OTHER MISCELLANEOUS LOCAL	909,894	24,193	2.66%
TOTAL REVENUE	2,569,479	268,473	10.45%
EXPENSES:			
SALARIES			
INSTRUCTION	437,187	119,286	27.28%
ADMINISTRATION	324,892	124,577	38.34%
CUSTODIANS & SECURITY	25,500	5,311	20.83%
SECRETARIAL	21,564	4,774	22.14%
STUDENT ASSISTANTS	10,605	0	0.00%
TOTAL SALARIES	819,748	253,948	30.98%
NON-SALARY			
FRINGE BENEFITS	291,272	57,637	19.79%
CONTRACTED SERVICES	914,580	129,964	14.21%
SUPPLIES & REPAIRS	745,153	110,937	14.89%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	92,830	322	0.35%
TRANSFERS	(349,600)	(87,400)	25.00%
OTHER	93,507	7,131	7.63%
TOTAL NON-SALARY	1,789,392	218,590	12.22%
TOTAL EXPENSE	2,609,140	472,538	18.11%
NET REVENUE (EXPENSE)	(39,661)	(204,064)	

GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - GENERAL
 FOR PERIOD ENDED Sep 30, 2022

	ADOPTED BUDGET	ACTUAL 9/30/22	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,150,000	8,035,841	79.17%
TRANSFER FROM GENERAL FUND	1,250,000	0	0.00%
FACILITIES FEE	1,900,000	933,590	49.14%
TOTAL REVENUE	13,300,000	8,969,431	67.44%
EXPENSES:			
MAINTENANCE & OTHER	3,800,000	1,047,138	27.56%
PUBLIC SAFETY CENTER	7,000,000	0	0.00%
OTHER PROJECTS	1,010,000	529,885	52.46%
TRANSFERS TO DEBT FUND	3,135,000	0	0.00%
TOTAL EXPENSES	14,945,000	1,577,023	10.55%
NET REVENUE (EXPENSE)	(1,645,000)	7,392,407	

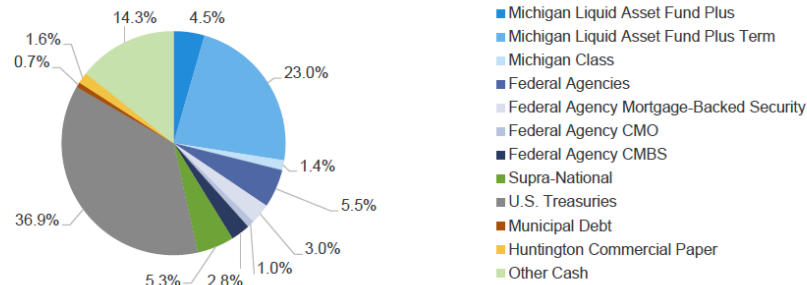
PLANT FUND - DEBT RETIREMENT FUND
2022-23 FISCAL YEAR

	BUDGET	ACTUAL 9/30/2022
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
September 30, 2022

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$5,629,478	4.5%
Michigan Liquid Asset Fund Plus Term	\$29,000,000	23.0%
Michigan Class	\$1,806,343	1.4%
Federal Agencies	\$6,989,452	5.5%
Federal Agency Mortgage-Backed Security	\$3,722,760	3.0%
Federal Agency CMO	\$1,290,233	1.0%
Federal Agency CMBS	\$3,496,418	2.8%
Supra-National	\$6,712,021	5.3%
U.S. Treasuries	\$46,470,812	36.9%
Municipal Debt	\$941,665	0.7%
Huntington Commercial Paper	\$2,000,000	1.6%
Other Cash	\$18,033,565	14.3%
Total	\$126,092,746	100.0%



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

ACTION ITEMS

N. Purchases over \$100,000

a. **General Fund**

No general fund requests for September 2022.

a. **Other Special Funds**

- 1) Blanket purchase order issued to provide replacement of existing fire alarm system that serves Sneden and White Hall.

Requestor:	Jim Van Dokkumburg - Facilities
Expenditure:	\$158,950.00 (42-2330-GENERAL)
Disposition:	Recurring
Supplier:	EPS (Engineered Protection Systems) Grand Rapids, MI
Source of Funds:	Plant Fund
Bid:	No, sole source

ACCOUNTS:

11 – General Fund
14 – Auxiliary Fund
15 – Designated Fund
42 – Bonds, Plant Fund
51 – Grants
91 – Agency Funds

KEY:

* MBE
** WBE
*** M/WBE
**** MLBE
*****VET
- Non Responsive Bid
NTE - Not to exceed

O. Capital Outlay Submission- Lisa Freiburger & Victoria Janowiak

Vision: GRCC provides relevant educational opportunities that are responsive to the needs of the community and inspires students to meet economic, social and environmental challenges to become active participants in shaping the world of the future.

Mission: GRCC is an open access college that prepares individuals to attain their goals and contribute to the community.

Values:

Excellence – We commit to the highest standards in our learning and working environment.

Diversity – We create an inclusive, welcoming, and respectful environment that recognizes the value, diversity, and dignity of each person.

Responsiveness – We anticipate and address the needs of students, colleagues, and community.

Innovation – We seek creative solutions through collaboration, experimentation, and adaptation.

Accountability – We set benchmarks and outcomes to frame our decision-making, measure our performance, and evaluate our results.

Sustainability – We use resources in responsible ways to achieve balance among our social, economic, and environmental practices and policies.

Respect – We treat others with courtesy, consideration, and civility.

Integrity – We commit to GRCC values and take personal responsibility for our words and actions.

Strategic Goals:

Strategic Goal #1: Teaching and Learning– The College develops curriculum and curriculum delivery, and supports instruction that measurably improves student learning.

Strategic Goal #2: Completion and Transfer – The College sustains and continuously improves our focus on successful student goal achievement whether that be completion of a degree/ credential, transfer to another college, or personal interest/skill attainment

Strategic Goal #3: The College works to create and support equitable practices across the institution to remove barriers and ensure high comparable outcomes for all identifiable groups.

Strategic Goal #4: The College seeks to positively impact the community by educating and training students with relevant skills so that they are retained in the service region holding living-wage jobs, as well as through collaborations/ events with education and community partners.

Strategic Goal #5: The College effectively plans for and uses our resources to preserve and enhance the institution.

Equal Opportunity and Non-discrimination Statement

Grand Rapids Community College is an equal opportunity institution and does not discriminate on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran, and/or any other legally protected class not heretofore mentioned, in any of its educational programs and 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 Americans with Disabilities Act information may be obtained from the Director of Human Resources/Labor Relations & EEO, 404B CPP, 143 Bostwick Avenue NE, Grand Rapids, Michigan 49503-3295. Telephone (616) 234-3972. GRCC is a tobacco free campus.