

**PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY
COLLEGEBOARD OF TRUSTEES**

**OFFICIAL REGULAR MEETING
BOARD CHAMBERS**

MONDAY, AUGUST 19, 2024

I. CALL TO ORDER

Meeting was called to order at 4:15 p.m. by Chair Lovelady-Mitchell.

A. Present: Brame, Bruinsma, Koetje, Lopez, Lovelady Mitchell, Siegel & Williams – 7
Absent: None

B. Introduction of Guests – None

II. BOARD BUSINESS

A. Review and Approval of Agenda to include additions, deletions, or corrections.

- Motion by Trustee Koetje, seconded by Trustee Bruinsma to approve the agenda as presented.
Motion carries 7-0.

B. Open Comments: None

C. Special Order of Business

- 1) Michigan New Jobs Training Agreement (MNJT) – Coastal Container
Moved by Siegel, Second by Bruinsma to approve MNJT contract with Coastal Container.
Motion carries 7-0.

D. Consent Items (*These items will be adopted as a group without specific discussion.
Recommended that the following items be approved as presented.*)

- Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
- Minutes from June 5th work session, June 10th regular meeting and August 8th retreat
- Grants received from June – July 2024

| | |
|--|-----------|
| The Financial Aid Department received the FAFSA Frenzy from the Michigan College Access Network (MCAN) to assist them in conducting FAFSA events throughout the summer. | \$10,000 |
| The American Association of Community Colleges, in partnership with the All Within My Hands Foundation, awarded the Workforce Training unit its sixth continuation of the Metallica Scholars grant. This program provides tuition support for non-traditional students in the welding program. | \$5,000 |
| Play and Learn GRCC received a grant to continue delivering play and learn services in the community as part of the suite of programs funded through the Ready by Five millage. | \$507,224 |

| | |
|--|-------------|
| The Workforce Training unit received its annual continuation of the Older Americans Act grant. This grant supports the Arthritis Foundation Aquatics and Enhanced Fitness programs, which help participants to maintain independence through increased and/or maintained physical fitness. | \$17,700 |
| The Workforce Training unit received its annual continuation of the Kent County Senior Millage grant that supports fitness classes for senior citizens. | \$9,900 |
| The Workforce Training unit received an Innovative Water Infrastructure Workforce Development grant from the Environmental Protection Agency to support training for, and public awareness of, water/wastewater occupations. | \$1,000,000 |

Financial Transactions
(July 1-31, 2024)

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

a. General Fund

- 1) Purchase order issued to provide payment for service agreement for chiller and equipment maintenance.
Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$46,000.00 (2271-11) Disposition: New
Purchase
Supplier: Trane Commercial Systems
La Crosse, WI
Source of Funds: General Fund Bid:
No, Sole Source

- 2) Purchase order issued to provide payment for Panopto software renewal for FY25.
Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$38,959.80 (2271-11)
Disposition: Renewal Purchase
Supplier: Panopto
Pittsburgh, PA
Source of Funds: General Fund Bid:
No, Sole Source

- 3) Purchase order issued to provide payment for advertising for student recruitment during the Olympics, Cable TV and streaming OTT. **Requestor: Lyndsie Post – Marketing and Communication Expenditure: \$54,949.00 (2530-11)**
Disposition: New Purchase
Supplier: Effectv
Philadelphia, PA
Source of Funds: General Fund Bid:
No, Sole Source

- 4) Purchase order issued to provide payment for billboard advertising in Grand Holland for FY25.
Requestor: Lyndsie Post – Marketing and Communications
Expenditure: \$42,000.00 (2530-11)
Disposition: New Purchase

Supplier: **Outfront Media**
Grand Rapids, MI
Source of Funds: General Fund
Bid: No, Sole Source

- 5) Purchase order issued to provide payment for replacement Yealink VoIPphones.

Requestor: **Jeff VanderVeen – Information and
Technology Expenditure:**
\$29,051.49 (2822-11)
Disposition: **Replacement Purchase**
Supplier: **GovConnection**
Dakota Dunes, SD
Source of Funds: General Fund
Bid: Yes, CNR-01483 (E&I contract)

b. Other Special Funds

- 1) Purchase order issued to provide payment to West Michigan Works perHRSA 24 Grant Fund.

Requestor: **Julie Parks – M-Tec Expenditure:**
\$40,628.00 (2271-51-HRSA24)
Disposition: **New Purchase**
Supplier: **West Michigan Works**
Grand Rapids, MI
Source of Funds: Grants
Bid: No, Sole Source

- 2) Purchase order issued to provide payment to reimburse grant partner forFY24 tuition cost for GEAR UP.

Requestor: **Steve Beauclair – Gear Up Wyoming**
Expenditure: **\$33,031.89 (2559-51-GEARUPWY24))**
Disposition: **New Purchase**
Supplier: **Wyoming Public School**
Wyoming, MI
Source of Funds: Grants Bid:
No, Sole Source

ACCOUNTS:

KEY:

| | |
|------------------------|------------------------|
| 11 – General Fund | * MBE |
| 14 – Auxiliary Fund | ** WBE |
| 15 – Designated Fund | *** M/WBE |
| 42 – Bonds, Plant Fund | **** MLBE |
| 51 – Grants | *****VET |
| 91 – Agency Funds | # - 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 JUNE 30, 2024

| GENERAL OPERATING | ADOPTED BUDGET | 2023/2024 ACTUAL 6/30/2024 | PERCENTAGE |
|-------------------------------|--------------------|----------------------------------|----------------|
| REVENUE: | | | |
| TUITION | 42,126,000 | 42,571,364 | 101.06% |
| FEES | 7,325,000 | 7,236,552 | 98.79% |
| PROPERTY TAX | 40,919,000 | 41,567,741 | 101.59% |
| STATE AID | 34,500,000 | 35,254,838 | 102.19% |
| INTEREST | 1,000,000 | 1,823,336 | 182.33% |
| MISCELLANEOUS | 1,650,000 | 1,622,999 | 98.36% |
| TOTAL REVENUE | 127,520,000 | 130,076,830 | 102.01% |
| EXPENSE: | | | |
| SALARIES: | | | |
| INSTRUCTION | 32,685,000 | 32,294,068 | 98.80% |
| COUNSELING | 2,070,000 | 2,111,392 | 102.00% |
| LIBRARIAN | 620,000 | 614,750 | 99.15% |
| ADMINISTRATION | 5,920,000 | 5,351,167 | 90.39% |
| ADMINISTRATIVE SUPPORT | 1,310,000 | 1,254,460 | 95.76% |
| TECHNICAL SUPPORT | 9,850,000 | 9,258,545 | 94.00% |
| SECRETARIAL | 5,210,000 | 4,615,144 | 88.58% |
| BLDG OPERATIONS | 4,940,000 | 4,572,860 | 92.57% |
| STUDENT ASSISTANT | 1,350,000 | 1,249,298 | 92.54% |
| EST SAVINGS ON OPEN POSITIONS | (500,000) | | |
| TOTAL SALARIES | 63,455,000 | 61,321,684 | 96.64% |
| NON-SALARY: | | | |
| FRINGE BENEFITS | 39,749,000 | 39,157,243 | 98.51% |
| CONTRACTED SERVICE | 5,078,930 | 4,776,243 | 94.04% |
| SUPPLIES & REPAIRS | 5,304,363 | 5,163,139 | 97.34% |
| UTILITIES & RENT | 4,658,000 | 3,553,843 | 76.30% |
| TRANSFERS | 5,494,875 | 12,157,641 | 221.25% |
| OTHER COSTS | 3,121,579 | 3,141,836 | 100.65% |
| EQUIPMENT | 327,863 | 299,070 | 91.22% |
| CONTINGENCY | 300,000 | - | 0.00% |
| EST SAVINGS ON CONTROLLABLES | (500,000) | | |
| TOTAL NON-SALARY | 63,534,610 | 68,249,015 | 107.42% |
| TOTAL EXPENSE | 126,989,610 | 129,570,699 | 102.03% |
| NET REVENUE (EXPENSE) | 530,390 | 506,131 | |

GRAND RAPIDS COMMUNITY COLLEGE
 2023 - 2024 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING JUNE 30, 2024

| DESIGNATED | 2023 - 2024 | | PERCENTAGE |
|------------------------------|-------------------|-------------------|----------------|
| | ADOPTED BUDGET | ACTUAL 6/30/24 | |
| REVENUE: | | | |
| CONTRACTED TRAINING | 2,245,757 | 2,673,090 | 119.03% |
| OTHER MISCELLANEOUS LOCAL | 1,320,936 | 967,013 | 73.21% |
| TOTAL REVENUE | 3,566,693 | 3,640,103 | 102.06% |
| EXPENSES: | | | |
| SALARIES | | | |
| INSTRUCTION | 544,800 | 685,017 | 125.74% |
| ADMINISTRATION | 849,139 | 655,030 | 77.14% |
| CUSTODIANS & SECURITY | 55,500 | 24,688 | 44.48% |
| SECRETARIAL | 13,795 | 16,773 | 121.59% |
| STUDENT ASSISTANTS | 32,025 | 11,341 | 35.41% |
| TOTAL SALARIES | 1,495,259 | 1,392,848 | 93.15% |
| NON-SALARY | | | |
| FRINGE BENEFITS | 457,454 | 500,556 | 109.42% |
| CONTRACTED SERVICES | 1,259,700 | 1,340,086 | 106.38% |
| SUPPLIES & REPAIRS | 711,815 | 623,579 | 87.60% |
| UTILITIES & RENTALS | 1,650 | 0 | 0.00% |
| CAPITAL OUTLAY | 19,100 | 68 | 0.36% |
| TRANSFERS | (184,875) | (184,875) | 100.00% |
| OTHER | 62,187 | 82,112 | 132.04% |
| TOTAL NON-SALARY | 2,327,031 | 2,361,527 | 101.48% |
| TOTAL EXPENSE | 3,822,290 | 3,754,375 | 98.22% |
| NET REVENUE (EXPENSE) | (255,597) | (114,272) | |

GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - GENERAL
FOR PERIOD ENDED Jun 30, 2024

| | ADOPTED BUDGET | ACTUAL 6/30/24 | PERCENTAGE |
|------------------------------|---------------------------|---------------------------|-------------------|
| REVENUE: | | | |
| PROPERTY TAXES | 10,900,000 | 10,959,389 | 100.54% |
| INVESTMENT INTEREST | 1,300,000 | 3,479,856 | 267.68% |
| TRANSFER FROM GENERAL FUND | 4,500,000 | 6,500,000 | 144.44% |
| DONATIONS | 1,900,000 | 1,720,491 | 90.55% |
| FACILITIES FEE | 1,900,000 | 1,860,840 | 97.94% |
| TOTAL REVENUE | 20,500,000 | 24,520,576 | 119.61% |
| EXPENSES: | | | |
| MAINTENANCE & OTHER | 7,575,000 | 5,805,188 | 76.64% |
| LRC RENOVATION | 100,000 | 256,738 | 256.74% |
| FORD REC CENTER | 12,500,000 | 314,073 | 2.51% |
| ELEVATORS | 1,000,000 | 844,375 | 84.44% |
| OTHER PROJECTS | 127,000 | 127,629 | 100.50% |
| TRANSFERS TO DEBT FUND | 2,915,000 | 2,915,000 | 100.00% |
| TOTAL EXPENSES | 24,217,000 | 10,263,001 | 42.38% |
| NET REVENUE (EXPENSE) | (3,717,000) | 14,257,575 | |

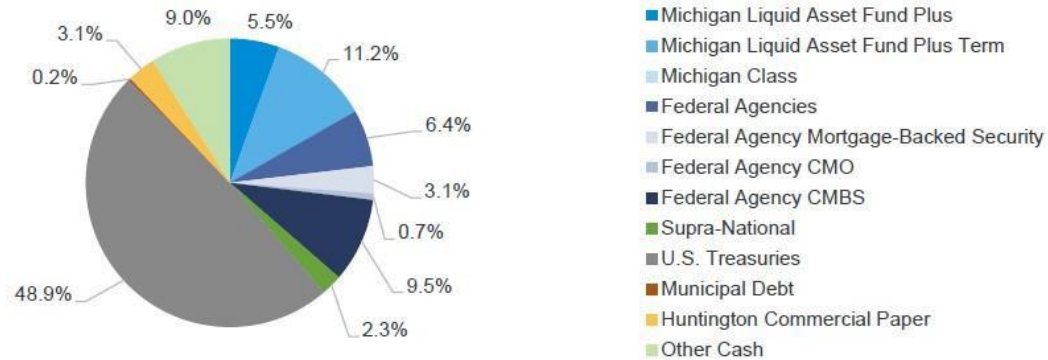
**GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - DEBT RETIREMENT
 FOR PERIOD ENDED Jun 30, 2024**

| | ADOPTED BUDGET | ACTUAL 6/30/24 |
|--------------------------------------|---------------------------|---------------------------|
| REVENUE: | | |
| TRANSFER FROM PLANT - FACILITIES FEE | 1,981,622 | 1,979,839 |
| TRANSFER FROM PLANT - GENERAL | 933,378 | 935,161 |
| TOTAL REVENUE | 2,915,000 | 2,915,000 |
| EXPENSES: | | |
| 2019 ISSUE (2009 REFUNDING) | | |
| PRINCIPAL | 700,000 | 700,000 |
| INTEREST | 230,250 | 224,417 |
| OTHER EXPENSE | 500 | 500 |
| SUBTOTAL | 930,750 | 924,917 |
| 2020 ISSUE (2012 REFUNDING) | | |
| PRINCIPAL | 1,760,000 | 1,760,000 |
| INTEREST | 221,122 | 219,339 |
| OTHER EXPENSE | 500 | 500 |
| SUBTOTAL | 1,981,622 | 1,979,839 |
| TOTAL EXPENSES | 2,912,372 | 2,904,756 |
| NET REVENUE (EXPENSE) | 2,628 | 10,244 |

Aggregate Cash and Investments

Period Ended
July 31, 2024

| Security Type | Market Value | % of Total |
|---|----------------------|---------------|
| Michigan Liquid Asset Fund Plus | \$7,399,677 | 5.5% |
| Michigan Liquid Asset Fund Plus Term | \$15,000,000 | 11.2% |
| Federal Agencies | \$8,505,036 | 6.4% |
| Federal Agency Mortgage-Backed Security | \$4,084,275 | 3.1% |
| Federal Agency CMO | \$941,059 | 0.7% |
| Federal Agency CMBS | \$12,633,016 | 9.5% |
| Supra-National | \$3,121,329 | 2.3% |
| U.S. Treasuries | \$65,314,420 | 48.9% |
| Municipal Debt | \$310,048 | 0.2% |
| Huntington Commercial Paper | \$4,187,018 | 3.1% |
| Other Cash | \$11,998,647 | 9.0% |
| Total | \$133,494,525 | 100.0% |



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

Motion made by Trustee Koetje, seconded by Trustee Siegel to approve as presented. Motion carries 7-0.

ACTION ITEMS

E. Purchases Over \$100,000

a. **General Fund**

No General Fund over \$100,000.00 to report for July 2024.

b. **Other Special Funds**

1) Request permission to issue purchase order to provide payment for Strengthening Community Colleges grant to coordinated activities FY25.

Requestor: Julie Parks – M-Tec
Expenditure: \$126,750.00 (2271-51-SCC)
Disposition: New Purchase
Supplier: West Michigan Works
Grand Rapids, MI
Source of Funds: Grants
Bid: No, Sole Source

NOTE: Below purchases were previously approved by Chairperson Lovelady Mitchell and President Lepper in the absence of a July board meeting.

1) Purchase order issued to provide additional expenses for A/E and CM services for the LRC Capital Outlay Project.

Requestor: Jim Vandokkumburg
Expenditure: \$1,600,000.00 (2810-42-LRCRENO)
New Project Total: \$35,000,000.00
Disposition: Construction Purchase
Supplier: Progressive AE – A/E Pioneer
Construction – CM Grand
Rapids, MI
Source of Funds: Plant Fund/Capital Outlay
Bid: Yes, RFP #2324-12338 (A/E) and RFP #2324-12345 (CM)

2) Purchase order issued to provide payment for replacement windows for the west elevation of CPP.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$485,500.00 (2330-42-GENERAL)
Disposition: Replacement Purchase
Supplier: Vos Glass
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #2324-4120

3) Purchase order issued to provide payment for retroactive elevator modernization across campus.

Requestor: Jim Vandokkumburg - Facilities
Expenditure: \$4,000,000.00 (2810-42-ELEVATORS)
Already approved earlier \$403,100.00
Disposition: Replacement Purchase
Supplier: Granger Construction
Lansing, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #1920-5226

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.

Moved by Lopez, Second by Bruinsma to approve as presented. 7-0, Motion carries

III. REPORTS

- a. President’s Report – Dr. Lepper
Opening Day will be held on Thursday, August 22nd at 8:15 a.m. and will focus on retention. Classes for the Fall 2024 Semester begin on Monday, August 26th.
Currently, Fall 2024 enrollment is trending up. A goal of 13,000 students was set and currently 11,603 are enrolled with an additional week to go.
 - i) Monitoring Reports – None
 - ii) Institutional Report - Marketing Plan – Executive Director of Marketing and Communication, Lyndsie Post presented information regarding GRCC newest marketing campaign, “Together, We Got This!”
 - iii) Finance Update – Vice President of Finance and Administration, Lisa Freiburger reviewed the college’s finances. Currently, all revenue streams have increased due to enrollment growth and population growth.
- b. Student Government Association Report (quarterly) – None at this time.
- c. Faculty Association Report - None at this time.
- d. Foundation Report (quarterly) – None at this time.
- e. Board Chair Report – Chair Lovelady-Mitchell stated that several community members have commented on the high caliber of GRCC staff and thanked and recognized all employees for their hard work and contributions.

IV. COMMUNITY CONNECTIONS

- a. Trustee Williams reported that communication from a former faculty member was received.

V. OPEN COMMENT – None at this time

VI. FINAL BOARD COMMENTS

- Trustee Seigel stated that a number of board members attended the MCCA conference on Mackinac Island in July. She stated that GRCC is well respected not only in our community, but across the state.
- Trustee Seigel noted that several other institutions commented positively on the high number of faculty engaged in GRCC’s strategic planning
- Trustees Brame, Lopez, Koetje, and Chair Lovelady-Mitchell acknowledged and recognized Misty McClure-Anderson for her service to the Board of Trustees.

VII. ADJOURNMENT

At 5:07 p.m. Trustee Bruinsma moved for adjournment with a second by Trustee Lopez.
Motion carried 7-0.

Next Meeting of the Board:

- Monday, September 16, 2024 Regular Board Meeting
- Monday, October 21, 2024 Work Session & Regular Board Meeting

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.

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status, sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, political affiliation, familial status, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. GRCC is committed to reviewing all aspects of GRCC programs, activities, services and employment, including recruitment, selection, retention and promotion to identify and eliminate barriers in order to prevent discrimination on the basis of the listed protected characteristics. The college will not tolerate any form of retaliation against any person for bringing charges of discrimination or participating in an investigation. Further information may be obtained from the EEO Office or the Office of General Counsel, 143 Bostwick Avenue NE, Grand Rapids, MI 49503-3295.

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