

**PROCEEDINGS OF THE  
GRAND RAPIDS COMMUNITY COLLEGE REGULAR BOARD OF TRUSTEES  
OFFICIAL REGULAR MEETING  
BOARD CHAMBERS  
MONDAY, SEPTEMBER 16, 2024**

**ORDER OF BUSINESS**

**I. Call to Order**

The 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**

Review of Agenda and approval of additions, deletions, or re-arrangements.

- a. Open Comments (Limited specifically to comments related to board agenda items.)

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

- b. Open Comments.  
None

- c. Special Order of Business (New Business)

1. Local Strategic Value Resolution.

Lisa Frieburger, Vice President for Finance and Administration presented the annual Local Strategic Value Resolution.

Motion by Trustee Williams, seconded by Trustee Bruinsma to approve the resolution as presented. 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.*)

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

- Minutes from August 19, 2024
- Grants GRCC received, August-September 2024  
(none)

- Financial Transactions  
(August 1-31, 2024)

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

**a. General Fund**

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

**Requestor:** Todd Hurley – Financial Services  
**Expenditure:** \$71,500.00 (2213-11)  
**Disposition:** New Purchase  
**Supplier:** Plante and Moran PLLC  
Grand Rapids, MI 49504  
Source of Funds: General Fund  
Bid: Yes, RFP #1920-2322

- 2) Purchase order issued to provide payment for annual renewal of college’s utility data housing system.

**Requestor:** Jim VanDokkumburg - Facilities  
**Expenditure:** \$30,324.00 (2271-11)  
**Disposition:** Renewal Purchase  
**Supplier:** Imframappa  
New York, NY  
Source of Funds: General Fund  
Bid: No, Sole Source

- 3) Purchase order issued to provide payment for maintenance for the UPS and AC units that protect our enterprise level equipment.

**Requestor:** Donovan Wallace – Information Technology  
**Expenditure:** \$35,989.28 (2271-11)  
**Disposition:** New Purchase  
**Supplier:** Vertiv Corporation  
Columbus, OH  
Source of Funds: General Fund  
Bid: No, Sole Source

- 4) Purchase order issued to provide payment for dental hygiene kits for Fall 2024.

**Requestor:** Jamie Klap - Dental  
**Expenditure:** \$32,765.32 (2311-11)  
**Disposition:** New Purchase  
**Supplier:** Paradise Dental  
Missoula, MT  
Source of Funds: General Fund  
Bid: No, Sole Source

- 5) Purchase order issued to provide payment for MCCA membership assessment for 2024-2025.

**Requestor:** Misty McClure-Anderson – President’s 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

- 6) Purchase order issued to provide payment for 3-year support for Oracle Linux Premier.

**Requestor:** Jeff VanderVeen – Information Technology

**Expenditure:** \$68,535.33 (3823-11)  
**Disposition:** Renewal Purchase  
**Supplier:** Oracle America  
 Palatine, IL  
 Source of Funds: General Fund  
 Bid: No, Sole Source

**b. Other Special Funds**

- 1) Purchase order issued to provide payment for replacement screen in ATC auditorium.

**Requestor:** Klaas Kwant - Media  
**Expenditure:** \$25,975.00 (2822-42-GENADMIN)  
**Disposition:** Replacement Purchase  
**Supplier:** BCI Construction  
 Grand Rapids, MI  
 Source of Funds: Plant Fund  
 Bid: Yes, RFP #1920-4259

- 2) Purchase order issued to provide payment for Express Employment per agreement.

**Requestor:** John VanElst – M-Tec  
**Expenditure:** \$29,035.00 (2109-51-1WORK)  
**Disposition:** Renewal Purchase  
**Supplier:** Express Employment Professional\*\*  
 Grand Rapids, MI  
 Source of Funds: Grants  
 Bid: No, Vendor partners with One Work Force Grant

- 3) Purchase order issued to provide payment for updating current training for Pharmacy Techs.

**Requestor:** John VanElst – M-Tec  
**Expenditure:** \$58,315.00 (2271-51-FEDSCC)  
**Disposition:** New Purchase  
**Supplier:** MindSpring  
 Ada, MI  
 Source of Funds: Grants  
 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

GRAND RAPIDS COMMUNITY COLLEGE  
 2024-2025 GENERAL OPERATING FUND BUDGET REPORT  
 FOR THE PERIOD ENDED AUGUST 31, 2024

GENERAL OPERATING	ADOPTED BUDGET	2024/2025 ACTUAL 8/31/2024	PERCENTAGE
REVENUE:			
TUITION	43,523,000	22,512,355	51.73%
FEES	7,325,000	3,833,187	52.33%
PROPERTY TAX	43,154,000	15,794,089	36.60%
STATE AID	34,617,000	200,749	0.58%
INTEREST	1,000,000	124,347	12.43%
MISCELLANEOUS	1,685,000	86,299	5.12%
<b>TOTAL REVENUE</b>	<b>131,304,000</b>	<b>42,551,026</b>	<b>32.41%</b>
EXPENSE:			
SALARIES:			
INSTRUCTION	33,595,000	2,180,635	6.49%
COUNSELING	2,100,000	127,375	6.07%
LIBRARIAN	640,000	48,729	7.61%
ADMINISTRATION	6,190,000	816,204	13.19%
ADMINISTRATIVE SUPPORT	1,380,000	166,024	12.03%
TECHNICAL SUPPORT	10,710,000	1,383,019	12.91%
SECRETARIAL	5,494,000	698,676	12.72%
BLDG OPERATIONS	5,150,000	633,580	12.30%
STUDENT ASSISTANT	1,360,000	166,320	12.23%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	66,119,000	6,220,562	9.41%
NON-SALARY:			
FRINGE BENEFITS	40,957,000	3,367,023	8.22%
CONTRACTED SERVICE	5,839,813	773,792	13.25%
SUPPLIES & REPAIRS	5,512,763	754,713	13.69%
UTILITIES & RENT	4,767,000	903,463	18.95%
TRANSFERS	3,875,375	27,562	0.71%
OTHER COSTS	3,245,335	261,011	8.04%
EQUIPMENT	605,863	44,926	7.42%
CONTINGENCY	330,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	64,633,149	6,132,490	9.49%
<b>TOTAL EXPENSE</b>	<b>130,752,149</b>	<b>12,353,052</b>	<b>9.45%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>551,851</b>	<b>30,197,974</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
 2024-2025 GENERAL OPERATING FUND BUDGET REPORT  
 FOR THE PERIOD ENDED AUGUST 31, 2024

	MONTHLY ACTIVITY 8/31/24	MONTHLY ACTIVITY 8/31/23	YEAR-TO- DATE 8/31/24	YEAR-TO- DATE 8/31/23
<b>REVENUE:</b>				
TUITION	22,512,355	21,389,058	22,512,355	21,389,058
FEES	3,833,187	3,611,619	3,833,187	3,611,619
PROPERTY TAX	15,794,089	14,815,509	15,794,089	14,815,509
STATE AID	200,749	80,088	200,749	80,088
INTEREST	124,347	309,686	124,347	309,686
MISCELLANEOUS	86,299	31,282	86,299	31,282
<b>TOTAL REVENUE</b>	<b>42,551,026</b>	<b>40,237,242</b>	<b>42,551,026</b>	<b>40,237,242</b>
<b>EXPENSE:</b>				
<b>SALARIES:</b>				
INSTRUCTION	2,180,635	2,067,466	2,180,635	2,067,466
COUNSELING	127,375	126,147	127,375	126,147
LIBRARIAN	48,729	43,735	48,729	43,735
ADMINISTRATION	816,204	758,056	816,204	758,056
ADMINISTRATIVE SUPPORT	166,024	171,730	166,024	171,730
TECHNICAL SUPPORT	1,383,019	1,217,964	1,383,019	1,217,964
SECRETARIAL	698,676	635,151	698,676	635,151
BLDG OPERATIONS	633,580	638,991	633,580	638,991
STUDENT ASSISTANT	166,320	182,001	166,320	182,001
<b>TOTAL SALARIES</b>	<b>6,220,562</b>	<b>5,841,241</b>	<b>6,220,562</b>	<b>5,841,241</b>
<b>NON-SALARY:</b>				
FRINGE BENEFITS	3,367,023	3,467,372	3,367,023	3,467,372
CONTRACTED SERVICES	773,792	873,038	773,792	873,038
SUPPLIES & REPAIRS	754,713	547,316	754,713	547,316
UTILITIES & RENT	903,463	418,543	903,463	418,543
TRANSFERS	27,562	29,146	27,562	29,146
OTHER COSTS	261,011	217,121	261,011	217,121
EQUIPMENT	44,926	71,228	44,926	71,228
CONTINGENCY	-	-	-	-
<b>TOTAL NON-SALARY</b>	<b>6,132,490</b>	<b>5,623,764</b>	<b>6,132,490</b>	<b>5,623,764</b>
<b>TOTAL EXPENSE</b>	<b>12,353,052</b>	<b>11,465,005</b>	<b>12,353,052</b>	<b>11,465,005</b>
<b>NET REVENUE (EXPENSE)</b>	<b>30,197,974</b>	<b>28,772,237</b>	<b>30,197,974</b>	<b>28,772,237</b>

GRAND RAPIDS COMMUNITY COLLEGE  
 2024 - 2025 DESIGNATED FUND BUDGET REPORT  
 FOR PERIOD ENDING AUGUST 31, 2024

DESIGNATED	2024 - 2025		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 8/31/24	
<b>REVENUE:</b>			
CONTRACTED TRAINING	2,332,452	196,532	8.43%
OTHER MISCELLANEOUS LOCAL	1,438,275	61,792	4.30%
<b>TOTAL REVENUE</b>	<b>3,770,727</b>	<b>258,324</b>	<b>6.85%</b>
<b>EXPENSES:</b>			
SALARIES			
INSTRUCTION	531,860	73,445	13.81%
ADMINISTRATION	866,653	92,425	10.66%
CUSTODIANS & SECURITY	164,100	0	0.00%
SECRETARIAL	17,243	2,642	15.32%
STUDENT ASSISTANTS	32,025	637	1.99%
<b>TOTAL SALARIES</b>	<b>1,611,881</b>	<b>169,148</b>	<b>10.49%</b>
NON-SALARY			
FRINGE BENEFITS	585,675	55,382	9.46%
CONTRACTED SERVICES	1,194,980	72,113	6.03%
SUPPLIES & REPAIRS	775,479	59,070	7.62%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(165,375)	(27,562)	16.67%
OTHER	63,010	7,015	11.13%
<b>TOTAL NON-SALARY</b>	<b>2,474,519</b>	<b>166,018</b>	<b>6.71%</b>
<b>TOTAL EXPENSE</b>	<b>4,086,400</b>	<b>335,166</b>	<b>8.20%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(315,673)</b>	<b>(76,843)</b>	

GRAND RAPIDS COMMUNITY COLLEGE  
 BUILDING & SITE FUND - GENERAL  
 FOR PERIOD ENDED Aug 31, 2024

	ADOPTED BUDGET	ACTUAL 8/31/24	PERCENTAGE
<b>REVENUE:</b>			
PROPERTY TAXES	11,500,000	4,204,911	36.56%
INVESTMENT INTEREST	1,300,000	237,315	18.26%
TRANSFER FROM GENERAL FUND	3,500,000	0	0.00%
DONATIONS	630,000	0	0.00%
STATE (LRC RENO)	16,700,000	0	0.00%
FACILITIES FEE	1,900,000	990,820	52.15%
<b>TOTAL REVENUE</b>	<b>35,530,000</b>	<b>5,433,046</b>	<b>15.29%</b>
<b>EXPENSES:</b>			
MAINTENANCE & OTHER	5,240,000	964,620	18.41%
FORD REC CENTER	12,500,000	150,122	1.20%
LRC RENO	33,500,000	44,627	0.13%
ELEVATORS	3,000,000	(101,044)	-3.37%
TRANSFERS TO DEBT FUND	2,910,000	0	0.00%
<b>TOTAL EXPENSES</b>	<b>57,150,000</b>	<b>1,058,325</b>	<b>1.85%</b>
<b>NET REVENUE (EXPENSE)</b>	<b>(21,620,000)</b>	<b>4,374,721</b>	

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

	<b>ADOPTED BUDGET</b>	<b>ACTUAL 8/31/24</b>
<b>REVENUE:</b>		
TRANSFER FROM PLANT - FACILITIES FEE	1,981,000	0
TRANSFER FROM PLANT - GENERAL	929,000	0
<b>TOTAL REVENUE</b>	<b>2,910,000</b>	<b>0</b>
<b>EXPENSES:</b>		
<b>2019 ISSUE (2009 REFUNDING)</b>		
PRINCIPAL	730,000	0
INTEREST	195,250	0
OTHER EXPENSE	500	0
<b>SUBTOTAL</b>	<b>925,750</b>	<b>0</b>
<b>2020 ISSUE (2012 REFUNDING)</b>		
PRINCIPAL	1,770,000	0
INTEREST	210,500	0
OTHER EXPENSE	500	0
<b>SUBTOTAL</b>	<b>1,981,000</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>2,906,750</b>	<b>0</b>
<b>NET REVENUE (EXPENSE)</b>	<b>3,250</b>	<b>0</b>

Motion made by Trustee Lopez, seconded by Trustee Bruinsma to approve as presented. Motion carries 7-0.



e. Action Items

**i. Purchases over \$100,000 (ACTION ITEMS)**

**a. General Fund**

- 1) Request permission to issue purchase order to provide payment for maintenance for the UPS and AC units that protect the enterprise level equipment.

**Requestor:** Donovan Wallace – Information Technology  
**Expenditure:** \$166,444.68 (2271-11)  
**Disposition:** New Purchase  
**Supplier:** Emerson Network Power  
Columbus, OH  
Source of Funds: General Funds  
Bid: No, Sole Source

**b. Other Special Funds**

- 1) Request permission to issue purchase order to increase total amount to \$15,000,000.00 for A/E and CM services for the Ford Rec Center Project.

**Requestor:** Jim Vandokkumburg - Facilities  
**Expenditure:** \$2,500,000.00 (2810-42-FORDNAT)  
**New Project Total:** \$15,000,000.00  
**Disposition:** Construction Purchase  
**Supplier:** GMB – A/E  
Christman – CM  
Grand Rapids, MI  
Source of Funds: Plant Fund  
Bid: Yes, RFP #2324-6181 (A/E) and RFP #2324-7218 (CM)

- 2) Request permission to issue purchase order to provide payment for 3-year agreement for Everett Evaluation for consultant services.

**Requestor:** Kristi Haik - STEM  
**Expenditure:** \$100,000.00 (2273-51-EXLENT)  
**Disposition:** New Purchase  
**Supplier:** Everett Evaluation\*\*  
Kalamazoo, MI  
Source of Funds: Grants  
Bid: No, Vendor partners with EXLENT Grant

**ACCOUNTS:**

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

**KEY:**

\* MBE  
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\*\*\*\*\*VET  
# - 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 made by Trustee Bruinsma, seconded by Trustee Williams to approve as presented. Motion carries 7-0.

### **III. Reports**

#### *a. President's Report*

President Lepper updated the trustees on a recent ribbon cutting for the new GRCC space at Junior Achievement, upcoming Diversity Lecture Series guest speakers, Dental Hygiene students achieved 100% pass rates for their recent board exams, GRCC being named a Gold Level College by the Michigan Veterans Affairs Agency, our acceptance in the Racial Equity Leadership Academy through Achieving the Dream, and Financial Aid data update for Fall semester.

#### *i. Monitoring Reports*

##### *a. Treatment of People*

Christine Coon, Executive Director of Human Resources and Talent Development presented the Treatment of People Monitoring Report.

#### *ii. Institutional Reports*

None at this time

#### *iii. Finance Update*

Lisa Freiburger, Vice President for Finance and Administration, presented an update on finances.

#### *b. Student Government Association Report*

Alex Miranda, Student Government President gave an update on their participation in a voter registration drive and advocacy efforts, heritage month activities and events being planned, and townhall partnerships with Campus Activities Board this year.

#### *c. Faculty Association Report*

None at this time

#### *d. Foundation Report*

None at this time

#### *e. Board Chair Report*

None at this time

### **IV. Community Connections**

#### *a. Communications to the Board*

None at this time

### **V. Open Comment** *(Faculty, staff, students, and the Public are invited to address the Board on any matter.*

None at this time

### **VI. Final Board Comments**

Trustee Lopez acknowledged the Financial Aid information President Lepper presented and expressed curiosity in the success rate and how we surround our students, particularly those in marginalized communities, with additional supports. Trustee Brame expressed appreciation for the Corrections Academy graduation he recently attended. Chair Lovelady Mitchell indicated that the Board was going into an executive session following this meeting.

### **VII. Adjournment**

Hearing no other comments, the meeting was adjourned at 5:03pm.

Next Meeting of the Board:

- Monday, October 21, 2024 Work Session & Regular Board Meeting
- Monday, November 18, 2024 Work Session and 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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