

GRAND RAPIDS COMMUNITY COLLEGE

AGENDA OF BOARD OF TRUSTEES



**NOVEMBER 18, 2024
4:15 PM
BOARD CHAMBERS
143 BOSTWICK NE
GRAND RAPIDS, MI**

GRAND RAPIDS COMMUNITY COLLEGE BOARD OF TRUSTEES



Brandy Lovelady Mitchell, Ed.D.
Chairperson
2026



Kathleen Bruinsma, J.D.
Vice Chairperson
2028



Sheryl Siegel, B.A.
Treasurer
2024



Daniel Williams, Ed.D.
Secretary
2026



Kenyatta Brame, J.D.
Trustee
2028



David J. Koetje, M.A.
Trustee
2024



Salvador Lopez, M.S.
Trustee
2028



Charles W. Lepper, Ph.D.
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.

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**GRAND RAPIDS COMMUNITY COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
MONDAY, NOVEMBER 18, 2024**

ORDER OF BUSINESS

- I. Call to Order**
 - A. Call to Order
 - B. Introduction of Guests
 - 1. Board of Trustees
 - 2. President
- 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 item.*)
 - B. Special Order of Business (New Business)
 - 1. Property Tax Resolution
 - 2. Fall Midyear Budget
 - C. Consent Items (*These items will be adopted as a group without specific discussion. Recommended that the following items be approved as presented.*)
 - 1. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from October 21, 2024 work session and regular meeting
 - Grants GRCC received, October 21-November 4, 2024
 - D. Action Items
 - 1. Purchases Over \$100,000
- III. Reports**
 - A. President's Report
 - 1. Monitoring Reports
 - a. Supplier Inclusion Purchasing Report
 - 2. Institutional Reports
 - 3. Finance Update
 - B. Faculty Association Report
 - C. Student Government Report
 - D. Board Chair Report
- IV. Community Connections**
 - A. Communications to the Board
- V. Open Comment** (*Faculty, staff, students, and the Public are invited to address the Board on any matter*)
- VI. Final Board Comments**
- VII. Adjournment**

Next Meeting of the Board:

- Thursday, January 9, 2025 Work Session
- Monday, February 17, 2025 Work Session and Regular Board Meeting

BOARD BUSINESS

I. Call to Order

- A. Call to Order
- B. Introduction of Guests
 1. Board of Trustees
 2. President

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 item.*)
- B. Special Order of Business (New Business)
 1. Property Tax Resolution – Lisa Freiburger
 2. Fall Midyear Budget – Lisa Freiburger
- C. Consent Items (*These items will be adopted as a group without specific discussion. Recommended that the following items be approved as presented.*)
 1. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions, & Financial Transactions
 - Minutes from October 21, 2024 work session and regular meeting
 - Grants GRCC received, October 21-November 4, 2024None at this time

PERSONNEL REPORT
(Includes in-process transactions October 1-31, 2024)

New Hires:

Vickie Wilkinson
Assistant to Preschool Instructor
Effective date: October 28, 2024

Ryan Taubert
Custodian
Effective date: November 4, 2024

Congratulations on Your New Position:

Abbey Numedahl
Transfer to: Interim Tutorial Coordinator
Transfer from: Temporary Professional Tutor, Academic Support and Tutoring Services
Effective date: October 17, 2024

Chanell Rigterink
Transfer to: Admissions and Enrollment Coordinator and Lakeshore Region Lead
Transfer from: Temporary Admissions Navigator
Effective Date: October 21, 2024

Benjamin Gould
Transfer to: Custodian
Transfer from: Custodian
Effective Date: November 4, 2024

Amy Brannon
Transfer to: Support Professional, Dental/OTA/Rad Tech
Transfer from: Support Professional, Health Science Department
Effective Date: November 11, 2024

Separation

Yasmin Gant
Custodian
Effective date: September 11, 2024

Mandy Tomlinson
IT Service Management Analyst
Effective date: October 12, 2024

Lilia Herdegen
Lead Cybersecurity Lead
Effective date: October 12, 2024

Lorena Aguayo-Marquez
Interim Job Training and Construction Trades Program Manager
Effective date: October 19, 2024

Financial Transactions
(October 1-31, 2024)

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

a. General Fund

- 1) Purchase order issued to provide payment for legal services for FY25.
Requestor: Brett Meyer – Legal Counsel
Expenditure: \$45,000.00 (2213-11)
Disposition: Renewal Purchase
Supplier: Varnum Consulting
Grand Rapids, MI
Source of Funds: General Fund
Bid: No. Sole Source

- 2) Purchase order issued to provide payment for fee for the fiber optic cables in downtown GR.
Requestor: Donovan Wallace – Information Technology
Expenditure: \$26,795.58 (2271-11)
Disposition: Renewal Purchase
Supplier: City of Grand Rapids
Grand Rapids, MI
Source of Funds: General Fund
Bid: No, Sole Source

- 3) Purchase order issued to provide payment for licensing renewal for campus.
Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$30,400.00 (2271-11)
Disposition: Renewal Purchase
Supplier: Zoom Video Communication
San Jose, CA
Source of Funds: General Fund
Bid: No, Sole Source

- 4) Purchase order issued to provide payment for renewal of existing services for VMware.
Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$36,209.15 (2711-11)
Disposition: Renewal Purchase
Supplier: Trace3
Charlotte, NC
Source of Funds: General Fund
Bid: Yes, MiDeal #230000000003

b. Other Special Funds

1) Purchase order issued to provide payment for new job training (Machinist Training)

Requestor: John VanElst – M-TEC
Expenditure: \$27,330.00 (2218-51-MJT-DOVER)
Disposition: New Purchase
Supplier: Right Place
Grand Rapids, MI
Source of Funds: Grant Funds
Bid: No, Sole Source

2) Purchase order issued to provide payment for current update training for Pharm Tech program

Requestor: John VanElst – M-TEC
Expenditure: \$84,609.00 (2271-51-SCC)
Disposition: New Purchase
Supplier: MindSpring
Ada, MI
Source of Funds: Grant Funds
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

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 orexclusive 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
2024-2025 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED OCTOBER 31, 2024

GENERAL OPERATING	ADOPTED BUDGET	2024/2025 ACTUAL 10/31/2024	PERCENTAGE
REVENUE:			
TUITION	43,523,000	34,507,216	79.29%
FEEs	7,325,000	5,355,771	73.12%
PROPERTY TAX	43,154,000	41,528,341	96.23%
STATE AID	34,617,000	3,018,055	8.72%
INTEREST	1,000,000	378,482	37.85%
MISCELLANEOUS	1,685,000	381,214	22.62%
TOTAL REVENUE	131,304,000	85,169,079	64.86%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,595,000	7,104,451	21.15%
COUNSELING	2,100,000	464,721	22.13%
LIBRARIAN	640,000	140,767	21.99%
ADMINISTRATION	6,190,000	1,726,130	27.89%
ADMINISTRATIVE SUPPORT	1,380,000	365,629	26.49%
TECHNICAL SUPPORT	10,710,000	2,994,019	27.96%
OFFICE PERSONNEL	5,494,000	1,450,830	26.41%
BLDG OPERATIONS	5,150,000	1,396,461	27.12%
STUDENT ASSISTANT	1,360,000	320,262	23.55%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	66,119,000	15,963,270	24.14%
NON-SALARY:			
FRINGE BENEFITS	40,957,000	8,043,525	19.64%
CONTRACTED SERVICE	5,839,813	1,800,236	30.83%
SUPPLIES & REPAIRS	5,512,763	1,872,990	33.98%
UTILITIES & RENT	4,767,000	1,436,450	30.13%
TRANSFERS	3,875,375	73,749	1.90%
OTHER COSTS	3,245,335	642,256	19.79%
EQUIPMENT	605,863	184,459	30.45%
CONTINGENCY	330,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	64,633,149	14,053,665	21.74%
TOTAL EXPENSE	130,752,149	30,016,935	22.96%
NET REVENUE (EXPENSE)	551,851	55,152,144	

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

	MONTHLY ACTIVITY 10/31/24	MONTHLY ACTIVITY 10/31/23	YEAR-TO- DATE 10/31/24	YEAR-TO- DATE 10/31/23
REVENUE:				
TUITION	12,261,509	10,835,943	34,507,216	32,038,009
FEES	1,394,890	1,393,680	5,355,771	5,156,950
PROPERTY TAX	12,645,818	6,675,260	41,528,341	38,526,240
STATE AID	2,817,306	2,778,652	3,018,055	2,858,740
INTEREST	69,212	60,658	378,482	315,758
MISCELLANEOUS	255,098	32,510	381,214	162,837
TOTAL REVENUE	29,443,833	21,776,703	85,169,079	79,058,534
EXPENSE:				
SALARIES:				
INSTRUCTION	2,779,501	2,608,056	7,104,451	7,286,537
COUNSELING	172,246	154,375	464,721	435,285
LIBRARIAN	45,824	45,492	140,767	137,145
ADMINISTRATION	467,147	405,942	1,726,130	1,574,276
ADMINISTRATIVE SUPPORT	98,733	99,934	365,629	368,071
TECHNICAL SUPPORT	796,602	714,955	2,994,019	2,646,860
SECRETARIAL	377,494	378,551	1,450,830	1,389,342
BLDG OPERATIONS	377,987	346,712	1,396,461	1,325,334
STUDENT ASSISTANT	87,753	94,574	320,262	359,110
TOTAL SALARIES	5,203,287	4,848,591	15,963,270	15,521,960
NON-SALARY:				
FRINGE BENEFITS	2,410,290	2,275,909	8,043,525	7,677,454
CONTRACTED SERVICES	467,829	482,007	1,800,236	1,683,082
SUPPLIES & REPAIRS	377,221	505,887	1,872,990	1,438,470
UTILITIES & RENT	311,966	518,301	1,436,450	1,224,001
TRANSFERS	32,405	34,753	73,749	63,899
OTHER COSTS	219,570	219,688	642,256	575,371
EQUIPMENT	85,157	20,425	184,459	115,075
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,904,438	4,056,970	14,053,665	12,777,352
TOTAL EXPENSE	9,107,725	8,905,561	30,016,935	28,299,312
NET REVENUE (EXPENSE)	20,336,108	12,871,142	55,152,144	50,759,222

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

DESIGNATED	ADOPTED BUDGET	2024 - 2025	
		ACTUAL 10/31/24	PERCENTAGE
REVENUE:			
CONTRACTED TRAINING	2,332,452	604,877	25.93%
OTHER MISCELLANEOUS LOCAL	1,438,275	106,053	7.37%
TOTAL REVENUE	3,770,727	710,930	18.85%
EXPENSES:			
SALARIES			
INSTRUCTION	531,860	191,270	35.96%
ADMINISTRATION	866,653	199,728	23.05%
CUSTODIANS & SECURITY	164,100	7,232	4.41%
OFFICE PERSONNEL	17,243	6,552	38.00%
STUDENT ASSISTANTS	32,025	1,689	5.27%
TOTAL SALARIES	1,611,881	406,471	25.22%
NON-SALARY			
FRINGE BENEFITS	585,675	143,102	24.43%
CONTRACTED SERVICES	1,194,980	278,825	23.33%
SUPPLIES & REPAIRS	775,479	149,721	19.31%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(165,375)	(55,125)	33.33%
OTHER	63,010	24,356	38.65%
TOTAL NON-SALARY	2,474,519	540,879	21.86%
TOTAL EXPENSE	4,086,400	947,350	23.18%
NET REVENUE (EXPENSE)	(315,673)	(236,420)	

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

	ADOPTED BUDGET	ACTUAL 10/31/24	PERCENTAGE
REVENUE:			
PROPERTY TAXES	11,500,000	11,060,326	96.18%
INVESTMENT INTEREST	1,300,000	722,339	55.56%
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	1,579,540	83.13%
TOTAL REVENUE	35,530,000	13,362,205	37.61%
EXPENSES:			
MAINTENANCE & OTHER	5,240,000	1,491,345	28.46%
FORD REC CENTER	12,500,000	538,180	4.31%
LRC RENO	33,500,000	200,989	0.60%
ELEVATORS	3,000,000	(101,044)	-3.37%
TRANSFERS TO DEBT FUND	2,910,000	0	0.00%
TOTAL EXPENSES	57,150,000	2,129,470	3.73%
NET REVENUE (EXPENSE)	(21,620,000)	11,232,735	

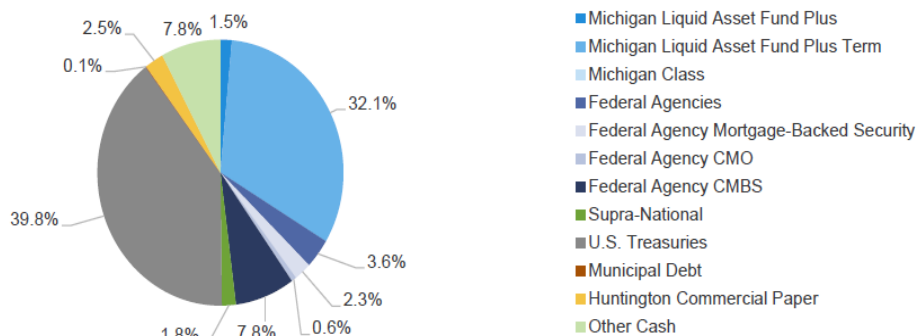
**GRAND RAPIDS COMMUNITY COLLEGE
BUILDING & SITE FUND - DEBT RETIREMENT
FOR PERIOD ENDED Oct 31, 2024**

	ADOPTED BUDGET	ACTUAL 10/31/24
REVENUE:		
TRANSFER FROM PLANT - FACILITIES FEE	1,981,000	0
TRANSFER FROM PLANT - GENERAL	929,000	0
TOTAL REVENUE	2,910,000	0
EXPENSES:		
2019 ISSUE (2009 REFUNDING)		
PRINCIPAL	730,000	0
INTEREST	195,250	97,625
OTHER EXPENSE	500	0
SUBTOTAL	925,750	97,625
2020 ISSUE (2012 REFUNDING)		
PRINCIPAL	1,770,000	0
INTEREST	210,500	105,211
OTHER EXPENSE	500	0
SUBTOTAL	1,981,000	105,211
TOTAL EXPENSES	2,906,750	202,836
NET REVENUE (EXPENSE)	3,250	(202,836)

Aggregate Cash and Investments

Period Ended
October 31, 2024

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$2,563,830	1.5%
Michigan Liquid Asset Fund Plus Term	\$55,000,000	32.1%
Federal Agencies	\$6,182,171	3.6%
Federal Agency Mortgage-Backed Security	\$3,867,806	2.3%
Federal Agency CMO	\$1,108,773	0.6%
Federal Agency CMBS	\$13,414,723	7.8%
Supra-National	\$3,140,970	1.8%
U.S. Treasuries	\$68,105,927	39.8%
Municipal Debt	\$147,414	0.1%
Huntington Commercial Paper	\$4,235,009	2.5%
Other Cash	\$13,385,377	7.8%
Total	\$171,152,000	100.0%



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

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

a. General Fund

- 1) Request permission to issue purchase order for replacement CRM system.

Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$293,635.00 (2271-11)
Disposition: New Purchase
Supplier: Element451
Raleigh, NC
Source of Funds: General Fund
Bid: Yes, RFP #2425-8225

- 2) Request permission to issue purchase order for a consulting firm to review our current ERP system.

Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$218,400.00 (2271-30)
Disposition: New Purchase
Supplier: Sierra-Cedar
Alpharetta, GA
Source of Funds: General Fund
Bid: Yes, RFP #2425-8232

b. Other Special Funds

- 1) Request permission to issue purchase order for additional security cameras and license (5 year).

Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$193,000.00 (2330-42-GENERAL)
Disposition: New Purchase
Supplier: Sentinel Technologies
Downers Grove, IL
Source of Funds: Plant Fund
Bid: Yes, RFP #2223-6178

ACCOUNTS:

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

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- Non Responsive Bid
NTE - Not to exceed

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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.

REPORTS

II. Reports

- A. President's Report
 - 1. Monitoring Reports
 - a. Supplier Inclusion Purchasing Report – Paula Gleason-Zeeff
 - 2. Institutional Reports
 - 3. Finance Update – Lisa Freiburger
- B. Faculty Association Report
 - None at this time
- C. Student Government Report – Alex Miranda
- D. Board Chair Report

COMMUNITY CONNECTIONS

- A. Communications to the Board
None at this time

GRCC Department Events: December 2024

None reported

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.

This publication is printed on 10% post-consumer recycled paper.