

GRAND RAPIDS COMMUNITY COLLEGE

AGENDA OF BOARD OF TRUSTEES



**OCTOBER 21, 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.

161288 02/24

**GRAND RAPIDS COMMUNITY COLLEGE
REGULAR BOARD OF TRUSTEES MEETING
MONDAY, OCTOBER 21, 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. 2023-2024 Audit Report, Plante Moran
 - 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 September 16, 2024
 - Grants GRCC received, September-October 2024
 - D. Action Items
 - 1. Purchases Over \$100,000
 - 2. Capital Outlay Submission
- III. Reports**
 - A. President's Report
 - 1. Monitoring Reports
 - a. Annual Grant Report
 - 2. Institutional Reports
 - 3. Finance Update
 - B. Faculty Association Report
 - C. Foundation Report (quarterly)
 - 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:

- Monday, November 18, 2024 Work Session and Regular Board Meeting
- Thursday, January 9, 2025 Work Session

BOARD BUSINESS

I. Call to Order

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- B. Introduction of Guests
 1. Board of Trustees
 2. President

II. Board Business

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

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 - Grants GRCC received, September-October 2024
None at this time.

PERSONNEL REPORT
(Includes in-process transactions September 1-30, 2024)

WELCOME TO GRCC

New Hires:

Glenn Teet

Custodian 1

Effective date: September 9, 2024

Erin Kujawski

Human Resources, Interim Executive Director

Effective date: September 16, 2024

Darrien Weathersby

Custodian 1

Effective date: August 26, 2024

CONGRATULATIONS ON YOUR NEW POSITION

Summer Madrid

Transfer to: Training Solutions, Senior Program Manager

Transfer from: Training Solutions, Educational Training Specialist

Effective date: September 9, 2024

Haley Kozal

Transfer to: Training Solution, Kellogg Program Manager

Transfer from: Training Solution, Kellogg Community Recruiting

Effective Date: September 9, 2024

Amelita Fisher

Transfer to: Human Resources, Support Professional

Transfer from: Radtech/OTA/ Dental, Support Professional

Effective Date: September 16, 2024

Thomas, VerStrate

Transfer to: Maintenance, Ground Maintenance

Transfer from: Maintenance, Custodian/Ground Maintenance

Effective Date: September 16, 2024

Juan Cisneros

Transfer to: Enrollment Center, Support Professional

Transfer from: Enrollment Center Support Professional

Effective Date: September 23, 2024

Carol Sepanik

Transfer to: Student Record, Support Professional

Transfer from: Financial Aid, Support Professional

Effective Date: October 14, 2024

Emily Kose
Transfer to: Dental Auxiliary, Assistant Professor
Transfer from: Dental Auxiliary, Temporary Asst. Professor
Effective date: January 1, 2025

Separation

Christine Coon
Human Resources, Executive Director
Effective date: September 18, 2024

Retirements:

Kevin Dobreff
Faculty, Program Director/Professor
Effective Date: April 28, 2025

- Financial Transactions
September 1-30, 2024

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

a. General Fund

- 1) Purchase order issued to provide payment for Blackboard Ally renewal FY25.
Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$30,718.04 (2271-11)
Disposition: Renewal Purchase
Supplier: Anthology Inc
Buffalo, NY
Source of Funds: General Fund
Bid: No. Sole Source
- 2) Purchase order issued to provide payment for Radius renewal FY25.
Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$56,210.00 (2271-11)
Disposition: Renewal Purchase
Supplier: Anthology Inc
Buffalo, NY
Source of Funds: General Fund
Bid: No, Sole Source
- 3) Purchase order issued to provide payment for security services at Lakeshore campus.
Requestor: Cameron Buck – Lakeshore Campus
Expenditure: \$30,000.00 (2271-11)
Disposition: Renewal Purchase
Supplier: DK Security**
Kentwood, MI
Source of Funds: General Fund
Bid: No, Sole Source
- 4) Purchase order issued to provide payment for software for nursing curriculum for FY25.
Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$29,250.00 (2311-11)
Disposition: Renewal Purchase
Supplier: Unbound Medicine
Charlottesville, VA
Source of Funds: General Fund
Bid: No, Sole Source

- 5) Purchase order issued to provide payment for replacement loaner laptops for Library FY25.

Requestor: Jeff VanderVeen – Information Technology
Expenditure: \$28,427.20 (2822-11)
Disposition: Replacement Purchase
Supplier: CDW-G
Vernon Hills, IL
Source of Funds: General Fund
Bid: Yes, MiDEAL 071B6600110

b. Other Special Funds

- 1) Purchase order issued to provide payment for community health worker training program.

Requestor: John VanElst – M-TEC
Expenditure: \$45,752.19 (2271-15)
Disposition: New Purchase
Supplier: Corewell Health
Grand Rapids, MI
Source of Funds: Designated Fund
Bid: No, Sole Source

- 2) Purchase order issued to provide payment for replacement of existing concessions counter at the Ford Fieldhouse.

Requestor: Jim VanDokkumburg – Facilities
Expenditure: \$30,068.85 (2330-42-GENERAL)
Disposition: New Purchase
Supplier: BCI Construction
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #1920-5226

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

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$38,618.00 (2822-42-GENADMIN)
Disposition: New Purchase
Supplier: BCI Construction
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP #1920-4259

- 4) Purchase order issued to provide payment for EPA grant reimbursement for tuition and fees for Fall 2024.

Requestor: John VanElst – M-TEC
Expenditure: \$40,576.00 (2585-51-EPA)
Disposition: New Purchase
Supplier: Bay College
Escanaba, 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

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 SEPTEMBER 30, 2024

GENERAL OPERATING	ADOPTED BUDGET	2024/2025 ACTUAL 9/30/2024	PERCENTAGE
REVENUE:			
TUITION	43,523,000	22,245,707	51.11%
FEES	7,325,000	3,960,881	54.07%
PROPERTY TAX	43,154,000	28,882,523	66.93%
STATE AID	34,617,000	200,749	0.58%
INTEREST	1,000,000	309,270	30.93%
MISCELLANEOUS	1,685,000	126,116	7.48%
TOTAL REVENUE	131,304,000	55,725,246	42.44%
EXPENSE:			
SALARIES:			
INSTRUCTION	33,595,000	4,324,950	12.87%
COUNSELING	2,100,000	292,475	13.93%
LIBRARIAN	640,000	94,943	14.83%
ADMINISTRATION	6,190,000	1,258,983	20.34%
ADMINISTRATIVE SUPPORT	1,380,000	266,896	19.34%
TECHNICAL SUPPORT	10,710,000	2,197,417	20.52%
SECRETARIAL	5,494,000	1,073,336	19.54%
BLDG OPERATIONS	5,150,000	1,018,474	19.78%
STUDENT ASSISTANT	1,360,000	232,509	17.10%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	66,119,000	10,759,983	16.27%
NON-SALARY:			
FRINGE BENEFITS	40,957,000	5,633,235	13.75%
CONTRACTED SERVICE	5,839,813	1,332,407	22.82%
SUPPLIES & REPAIRS	5,512,763	1,495,769	27.13%
UTILITIES & RENT	4,767,000	1,124,484	23.59%
TRANSFERS	3,875,375	41,344	1.07%
OTHER COSTS	3,245,335	422,686	13.02%
EQUIPMENT	605,863	99,302	16.39%
CONTINGENCY	330,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	64,633,149	10,149,227	15.70%
TOTAL EXPENSE	130,752,149	20,909,210	15.99%
NET REVENUE (EXPENSE)	551,851	34,816,036	

GRAND RAPIDS COMMUNITY COLLEGE
2024-2025 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED SEPTEMBER 30, 2024

	MONTHLY ACTIVITY 9/30/24	MONTHLY ACTIVITY 9/30/23	YEAR-TO- DATE 9/30/24	YEAR-TO- DATE 9/30/23
REVENUE:				
TUITION	(266,648)	(186,993)	22,245,707	21,202,066
FEES	127,695	151,651	3,960,881	3,763,270
PROPERTY TAX	13,088,434	17,035,471	28,882,523	31,850,980
STATE AID	-	-	200,749	80,088
INTEREST	184,923	(54,586)	309,270	255,100
MISCELLANEOUS	39,817	99,045	126,116	130,327
TOTAL REVENUE	13,174,221	17,044,589	55,725,246	57,281,831
EXPENSE:				
SALARIES:				
INSTRUCTION	2,144,315	2,611,015	4,324,950	4,678,481
COUNSELING	165,100	154,763	292,475	280,910
LIBRARIAN	46,214	47,918	94,943	91,653
ADMINISTRATION	442,779	410,278	1,258,983	1,168,334
ADMINISTRATIVE SUPPORT	100,872	96,407	266,896	268,137
TECHNICAL SUPPORT	814,398	713,941	2,197,417	1,931,905
SECRETARIAL	374,660	375,640	1,073,336	1,010,791
BLDG OPERATIONS	384,894	339,631	1,018,474	978,622
STUDENT ASSISTANT	66,189	82,535	232,509	264,536
TOTAL SALARIES	4,539,421	4,832,128	10,759,983	10,673,369
NON-SALARY:				
FRINGE BENEFITS	2,266,212	1,934,173	5,633,235	5,401,545
CONTRACTED SERVICES	558,615	328,037	1,332,407	1,201,075
SUPPLIES & REPAIRS	741,056	385,267	1,495,769	932,583
UTILITIES & RENT	221,021	287,157	1,124,484	705,700
TRANSFERS	13,782	-	41,344	29,146
OTHER COSTS	161,675	138,562	422,686	355,683
EQUIPMENT	54,376	23,422	99,302	94,650
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	4,016,737	3,096,618	10,149,227	8,720,382
TOTAL EXPENSE	8,556,158	7,928,746	20,909,210	19,393,751
NET REVENUE (EXPENSE)	4,618,063	9,115,843	34,816,036	37,888,080

GRAND RAPIDS COMMUNITY COLLEGE
 2024 - 2025 DESIGNATED FUND BUDGET REPORT
 FOR PERIOD ENDING SEPTEMBER 30, 2024

DESIGNATED	ADOPTED BUDGET	2024 - 2025	
		ACTUAL 9/30/24	PERCENTAGE
REVENUE:			
CONTRACTED TRAINING	2,332,452	292,219	12.53%
OTHER MISCELLANEOUS LOCAL	1,438,275	81,355	5.66%
TOTAL REVENUE	3,770,727	373,574	9.91%
EXPENSES:			
SALARIES			
INSTRUCTION	531,860	126,534	23.79%
ADMINISTRATION	866,653	143,994	16.61%
CUSTODIANS & SECURITY	164,100	5,355	3.26%
SECRETARIAL	17,243	4,740	27.49%
STUDENT ASSISTANTS	32,025	979	3.06%
TOTAL SALARIES	1,611,881	281,603	17.47%
NON-SALARY			
FRINGE BENEFITS	585,675	98,304	16.78%
CONTRACTED SERVICES	1,194,980	192,308	16.09%
SUPPLIES & REPAIRS	775,479	112,180	14.47%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(165,375)	(41,344)	25.00%
OTHER	63,010	18,934	30.05%
TOTAL NON-SALARY	2,474,519	380,382	15.37%
TOTAL EXPENSE	4,086,400	661,985	16.20%
NET REVENUE (EXPENSE)	(315,673)	(288,410)	

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

	ADOPTED BUDGET	ACTUAL 9/30/24	PERCENTAGE
REVENUE:			
PROPERTY TAXES	11,500,000	7,690,420	66.87%
INVESTMENT INTEREST	1,300,000	590,245	45.40%
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	990,770	52.15%
TOTAL REVENUE	35,530,000	9,271,435	26.09%
EXPENSES:			
MAINTENANCE & OTHER	5,240,000	1,348,586	25.74%
FORD REC CENTER	12,500,000	504,327	4.03%
LRC RENO	33,500,000	105,413	0.31%
ELEVATORS	3,000,000	(101,044)	-3.37%
TRANSFERS TO DEBT FUND	2,910,000	0	0.00%
TOTAL EXPENSES	57,150,000	1,857,283	3.25%
NET REVENUE (EXPENSE)	(21,620,000)	7,414,152	

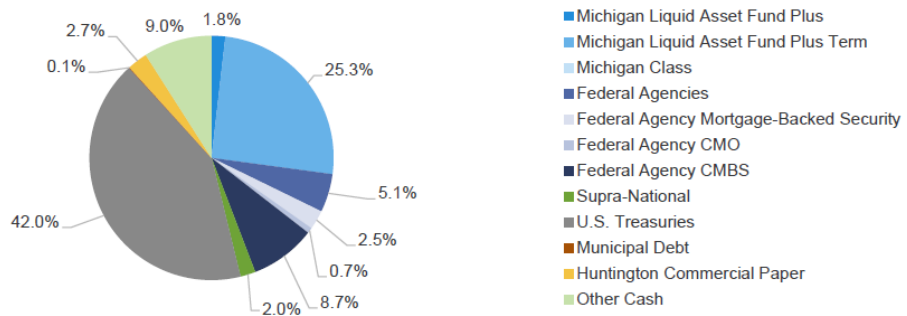
**GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - DEBT RETIREMENT
 FOR PERIOD ENDED Sep 30, 2024**

	ADOPTED BUDGET	ACTUAL 9/30/24
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	0
OTHER EXPENSE	500	0
SUBTOTAL	925,750	0
2020 ISSUE (2012 REFUNDING)		
PRINCIPAL	1,770,000	0
INTEREST	210,500	0
OTHER EXPENSE	500	0
SUBTOTAL	1,981,000	0
TOTAL EXPENSES	2,906,750	0
NET REVENUE (EXPENSE)	3,250	0

Aggregate Cash and Investments

Period Ended
September 30, 2024

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$2,879,105	1.8%
Michigan Liquid Asset Fund Plus Term	\$40,000,000	25.3%
Federal Agencies	\$8,038,704	5.1%
Federal Agency Mortgage-Backed Security	\$4,024,490	2.5%
Federal Agency CMO	\$1,143,428	0.7%
Federal Agency CMBS	\$13,717,786	8.7%
Supra-National	\$3,164,799	2.0%
U.S. Treasuries	\$66,394,134	42.0%
Municipal Debt	\$147,185	0.1%
Huntington Commercial Paper	\$4,219,751	2.7%
Other Cash	\$14,296,113	9.0%
Total	\$158,025,495	100.0%



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

D. ACTION ITEMS

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

a. General Fund

No General Fund to report for September.

b. Other Special Funds

- 1) Request permission to issue purchase order for industrial robots with vision and grippers for the new Automation Lab.

Requestor: Phoenix Swope – Technical Operations

Expenditure: \$255,270.00 (2821-51-AUTOMLAB)

Disposition: New Purchase

Supplier: IST

Lexington, Ohio

Source of Funds: Grants

Bid: No, Sole Source

- 2) Request permission to issue purchase order for collaborative robots with vision the new Automation Lab.

Requestor: Phoenix Swope – Technical Operations

Expenditure: \$126,340.73 (2821-51-AUTOMLAB)

Disposition: New Purchase

Supplier: IST

Lexington, Ohio

Source of Funds: Grants

Bid: No, Sole Source

- 3) Request permission to issue purchase order for media technology equipment for classrooms.

Requestor: Klaas Kwant – Media Technology

Expenditure: \$149,803.00 (2822-42-GENCWI)

Disposition: New Purchase

Supplier: Telsystem

Ann Arbor, MI

Source of Funds: Plant Fund

Bid: Yes, RFQ #2425-9261

ACCOUNTS:

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2. Capital Outlay Submission (ACTION ITEMS) Victoria Janowiak

REPORTS

II. Reports

- A. President's Report
 - 1. Monitoring Reports
 - a. Annual Grant Report
 - 2. Institutional Reports
 - 3. Finance Update
- B. Faculty Association Report
- C. Foundation Report (quarterly)
- E. Board Chair Report

COMMUNITY CONNECTIONS

A. Communications to the Board (none at this time)

GRCC Department Events: November 2024

Event: Psychology Lecture Series Speaker

Date: Wednesday, November 13

Time: 1-2:15 p.m.

Location: 348 CSC Auditorium

Hosted by: Psychology Department

Open to the public: Yes – contact Dr. Kate Christian at (616) 234-4405

or katechristian@grcc.edu or [website](#)

Admission: Free

Event: Diversity Lecture Series: Dave Serio Session 1

Date: Thursday, November 14

Time: 10-11:30 a.m.

Location: 168 ATC

Hosted by: The Woodrick Center for Inclusion & Multi

Open to the public: Yes – contact Susy Chavez at (616) 234-2393

Admission: Free

Event: Diversity Lecture Series: Dave Serio Session 2

Date: Thursday, November 14

Time: 1-2:30 p.m.

Location: 168 ATC

Hosted by: The Woodrick Center for Inclusion & Multi

Open to the public: Yes – contact Susy Chavez at (616) 234-2393

Admission: Free

Event: The Outsider by Paul Slade Smith

Date: Thursday, November 14 through Saturday, November 16

Time: 7:30 p.m.

Location: Spectrum Theater

Hosted by: GRCC Players

Open to the public: Yes - Tickets available via grcctheater.ludus.com or call the Spectrum Theater Box Office at (616) 234-3946

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.