

BOARD BUSINESS

PROCEEDINGS OF GRAND RAPIDS COMMUNITY COLLEGE BOARD OF TRUSTEES OFFICIAL REGULAR MEETING MONDAY, OCTOBER 21, 2024

I. Call to Order

A. The meeting was called to order at 4:15 p.m. by Chair Lovelady Mitchell.
Present: Brame, Bruinsma, Koetje, Lopez, Lovelady Mitchell, & Siegel - 6
Absent: Williams – 1

B. Introduction of Guests – None

II. Board Business

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

Motion by Trustee Koetje to approve the agenda as presented. Seconded by Trustee Bruinsma.
Motion carries 6-0.

A. Open Comments (*Limited specifically to comments related to board agenda item.*)
None

B. Special Order of Business (New Business)
2023-2024 Annual Audit Report presented by Plante Moran.
Motion by Trustee Lopez to accept the audit as presented. Seconded by Trustee Siegel.
Motion carries 6-0

C. Consent Items

1. Minutes of previous meetings, Grant Awards/Requests, Personnel Transactions,
& Financial Transactions
Minutes from September 16, 2024
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	

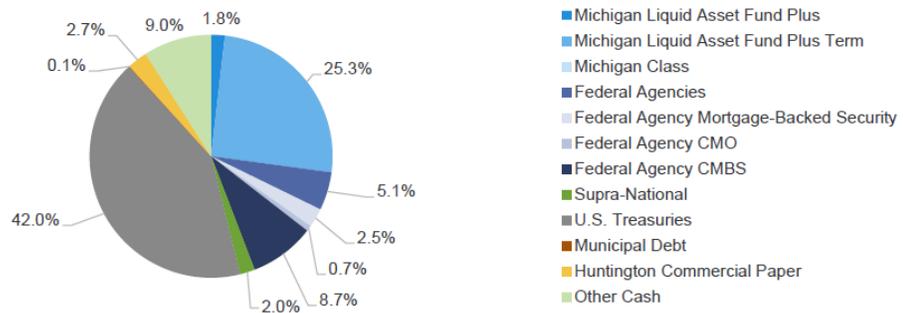
**GRAND RAPIDS COMMUNITY COLLEGE
 BUILDING & SITE FUND - DEBT RETIREMENT
 FOR PERIOD ENDED Sep 30, 2024**

	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.

Motion made by Trustee Bruinsma to approve the consent items as presented. Seconded by Trustee Siegel. Motion carries 6-0.

D. ACTION ITEMS

1. Purchases over \$100,000

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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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 Koetje to approve purchases over \$100,00 as presented. Seconded by Trustee Siegel.

Motion carries 6-0.

2. Capital Outlay Submission

The FY 2026 Capital Outlay submission was presented by Victoria Janowiak.

Motion made by Trustee Siegel to approve the Capital Outlay submission as presented. Seconded by Trustee Lopez. Motion carries 6-0

REPORTS

III. Reports

A. President's Report

President Lepper provided several college updates including: construction approval for LRC, receipt of Swipe Out Hunger grant for the food pantry, and Justine Bryant and Salvador Lopez recognized as a 40 Under 40 recipients.

1. Monitoring Reports

Lisa Dopke presented on the 2023-2024 annual grants report, highlighting the work of her department.

2. Institutional Reports

None at this time

3. Finance Update

Lisa Freiburger presented on the college's finances. Of note: revenue higher due to enrollment being up in second half of summer and fall semesters and monitoring State activity specifically relating to MPSERs.

B. Faculty Association Report

Association President Mike Light presented an update, highlighting some of the good work of GRCC faculty.

C. Foundation Report

Erin Van Egmond presented an update on the GRCC Foundation. Of note: 1,000 students awarded just over \$1.2 million, homecoming events last week, annual report should be out soon and the report is an award-winning publication, Marketing and Communications received additional NCMPR awards, two new foundation board members who recently joined the board, and an upcoming event update.

A. Board Chair Report

Chair Lovelady Mitchell expressed appreciation for the work of the GRCC faculty and staff and the brilliance, talent and diversity of thought of the trustees serving on the board. A brief update on the work session topic of the listening sessions the board promised to hold at the end of the year. Trustee Bruinsma talked about the anticipated logistics of these sessions.

IV. Community Connections

A. Communication to the Board

None at this time

V. Open Comment

None

VI. Final Board Comments

Trustee Siegel praised the board for taking the opportunity for an honest look at what may not be going smoothly and address issues.

VII. Meeting Adjourned at 5:11 p.m