

PROCEEDINGS
OF
GRAND RAPIDS COMMUNITY COLLEGE
BOARD OF TRUSTEES
OFFICIAL
REGULAR MEETING
BOARD CHAMBERS
MONDAY, MAY 20, 2024

I. ORDER OF BUSINESS

Meeting called to order at 4:15 p.m., by Chairperson Brandy Lovelady Mitchell.

- A. Present: Brame, Bruinsma, Koetje, Lopez, Lovelady Mitchell, & Siegel– 6
Absent: Williams
- B. Introduction of Guests
- Ms. Freiburger asked Erin Van Egmond to introduce Lyndsie Post newly hired Executive Director of Communications.
 - Ms. Freiburger and Chief Whitman recognized and awarded Whitney Marsh with the Critical Life Saving award.
- C. 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 6-0.
- D. Open Comments
- None
- E. Special Order of Business (New Business)
- Michigan Law Enforcement Accreditation Team presented the GRCC Police Department with their recent accreditation.
 - Newly hired GRCC Officer Geerling was sworn in.
 - Michigan New Jobs Training (MNJT) Agreement with HexArmor was extended for an additional year.
Motion by Trustee Siegel, seconded by Trustee Koetje to approve agreement as presented. Motion carries 6-0.
 - Five BOT policies (Governing Style, Meetings, Financial Condition, Emergency Executive Succession, were reviewed and edited.
Motion by Trustee Bruinsma, seconded by Trustee Koetje to approve policy changes as presented. Motion carries 6-0

II. MONITORING REPORTS

F. Report (s)

- Finance Update – Todd Hurley presented.

III. UPDATES

- Student Report – None at this time.
- Foundation Update (Quarterly Report) – None at this time.
- Board Chair Report - None at this time.
- President’s Update – None at this time.
- Faculty Association Update – None at this time.

IV. COMMUNITY CONNECTIONS

- Communications to the Board - None at this time.

V. CONSENT ITEMS

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

- Minutes from March 18 regular meeting, April 17th work session, and May 6th budget work session
- Grants GRCC received from March 1 to May 6, 2024

Grants Awarded	
Project Description	Amount
GRCC’s Workforce Training Department received a grant from the U.S. Department of Labor for the Strengthening Community Colleges Training Grant. The grant money will be used to implement systems changes in order to remove barriers, support enrollment, nurture academic success, and prepare students for jobs that pay family-sustaining wages and offer career development opportunities.	\$5,515,501
GRCC received a Quick Start planning grant from the MiLEAP Office of Sixty by 30 to review how to expand Basic Needs work already completed, based on an established model (DHHS partnership) to expand capacity (or to investigate whether interventions are scalable. Grant funds will also be used to hire a consultant to assist the college in further developing and scaling its Transfer 2.0 work.	\$69,850
GRCC received a MiLEAP Office of Sixty by 30 Barrier Removal—Direct to Students grant that will be used to provide emergency grants to students.	\$254,326
GRCC’s Workforce Training Department received a grant from Carhartt and the All Within My Hands Foundation to continue its participation in the Metallica Scholars Initiative w/Carhartt "For the Love of Labor." This grant supports non-traditional student seeking certification in the welding program.	\$50,000
GRCC’s congressionally directed spending request was granted for the purchase of public safety training equipment.	\$1,000,000

PERSONNEL REPORT
(Includes in-process transactions through 5-1-24)

WELCOME TO GRCC

New Hires:

Noah Wilson
Information Security, Cyber Security Analyst I
Effective date: April 1, 2024

Sydnee Chrzan
Nursing, Student Intake Specialist
Effective date: March 25, 2024

Travis Wabeke
Maintenance, Electrician
Effective date: March 25, 2024

Lyndsie Post
Communications, Executive Director of Communications & Marketing
Effective date: March 25, 2024

Linda Craig
Dental Auxiliary, Support Professional
Effective date: March 18, 2024

Stephanie Menendez
Financial Aid, Financial Aid Functional Analyst
Effective date: March 18, 2024

Leijla Husic
Nursing, Temporary Instructional Laboratory Coordinator
Effective date: March 18, 2024

Bethany Levandowski
Job Training, Support Professional
Effective date: May 6, 2024

Michelle Hamilton
General Counsel, Director of Equal Opportunity Compliance
Effective date: May 6, 2024

Paije Manning
Early Childhood Learning Laboratory, Support Professional
Effective date: April 8, 2024

CONGRATULATIONS ON YOUR NEW POSITION

Transfers:

Zachary Brock

Transfer to: Receiving, Shipping and Receiving Clerk

Transfer from: Custodians, Custodian

Effective date: April 8, 2024

Megan Smith

Transfer to: Ford Fieldhouse, Coordinator for Facility and Event Operations

Transfer from: Ford Fieldhouse, Contingent

Effective date: March 18, 2024

Rose Sickrey

Transfer to: Student Financial Services, Support Professional

Transfer from: Student Financial Services, Support Professional

Effective date: April 29, 2024

Jamillya Hardley

Transfer to: Office of Diversity Equity and Inclusion, Director of the Woodrick Center

Transfer from: Office of Diversity Equity and Inclusion, Interim Director of Woodrick Center

Effective date: April 29, 2024

Brandon Stoinski

Transfer to: Training Solutions, Job Developer

Transfer from: Student Employment, Student Employee, Tutor

Effective date: April 15, 2024

THANK YOU FOR YOUR SERVICE

Separation

Kevin Johnson

Custodian, Custodian

Effective date: April 6, 2024

Brian Hamlin

Customer Support, Computer Tech Level 1

Effective date: March 23, 2024

Mackenzie Braat

ECLL, Assistant to the Preschool Instructor

Effective date: March 16, 2024

Melissa Schmitt

Library & Learning Commons, Support

Professional

Effective date: April 6, 2024

Retirements:

Raynard Ross

Student Success, Associate Dean, Persistence & Completion

Effective date: April 27, 2024

Tommy Brown

Music Center, Custodian II

Effective date: July 13, 2024 (updated)

Rebecca Bailey

Human Resources, Director of Payroll

Effective date: September 28, 2024

Shanna Goff

Mathematics, Professor

Effective date: December 18, 2024 (updated)

Financial Transactions
(April 1 - 30, 2024)

1. **Purchases \$25,000-\$100,000**
a. **General Fund**

- 1) Purchase order increased to provide payment for additional \$50,000 for Legal Services.

Requestor: B. Meyer – General Counsel
Expenditure: \$65,000.00 (2213-11)
Disposition: Increase Purchase
Supplier: Varnum Consulting LLC
Grand Rapids, MI
Source of Funds: General Fund
Bid: No, Sole Source

- 2) Purchase order issued to provide payment for Provost Search Fees.

Requestor: M. McClure-Anderson – EPTO
Expenditure: \$25,000.00 (2271-11)
Disposition: New Purchase
Supplier: Gold Hill Associates
Jackson, MS
Source of Funds: General Fund
Bid: Yes, RFP #2122-5240

- 3) Purchase order issued to provide payment for maintenance for the existing PURE storage.

Requestor: Donovan Wallace – Information Technologies
Expenditure: \$65,867.95 (2271-11)
Disposition: Renewal Purchase
Supplier: Presidio Networked Solution Group LLC
Troy, MI
Source of Funds: General Fund
Bid: Yes, RFP #2021-11051B

- 4) Purchase order issued to provide payment for increase of \$5,000.00 for vehicle maintenance 2023/2024 year.

Requestor: Paula Gleason-Zeeff - Purchasing
Expenditure: \$27,000.00 (2343-11)
Disposition: Increase Purchase
Supplier: LaFontaine Automotive Group
La Crosse, WI
Source of Funds: General Fund
Bid: Yes, 2324-11320

b. Other Special Funds

- 1) Purchase order issued to provide payment for a replacement Duplo DC-618 creaser for ePrint.

Requestor: Danelle Sedore - ePrint
Expenditure: \$40,775.00 (2412-14)
Disposition: New Purchase
Supplier: Applied Innovation
Grand Rapids, MI
Source of Funds: Auxiliary Fund
Bid: Yes, RFQ #2324-2058

- 2) Purchase order issued to provide payment for consulting services for ERP/SIS system review.

Requestor: Jeff VanderVeen – Information Technologies
Expenditure: \$59,200.00 (2822-42-GENCWI)
Disposition: New Purchase
Supplier: Moran Technology Consulting
Naperville, IL
Source of Funds: Plant Fund
Bid: Yes, RFP #2324-1026

- 3) Purchase order issued to provide payment for air filters throughout campus.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$31,171.00 (2330-42-GENERAL)
Disposition: Replacement Purchase
Supplier: Trane Commercial System
La Crosse, WI
Source of Funds: Plant Fund
Bid: No, proprietary vendor

- 4) Purchase order issued to provide payment for a 2024 Ford Interceptor.

Requestor: Chief Whitman - Police
Expenditure: \$29,500.00 (2822-42-GENVEHICLE)
Disposition: New Purchase
Supplier: Gorno Ford
Woodhaven, MI
Source of Funds: Plant Fund
Bid: Yes, MiDeal #071B7700181

- 5) Purchase order issued to provide payment for life cycle replacements - Dell Latitude 5440 14" laptop (qty – 103).
- Requestor:** Jeff VanderVeen – Information Technologies
Expenditure: \$71,451.10 (2822-42-GENPC))
Disposition: Replacement Purchase
Supplier: Dell Marketing LP
Round Rock, TX
- Source of Funds: Plant Fund
Bid: Yes, MHEC-04152022
- 6) Purchase order issued to provide payment for coordinator at Muskegon Community College.
- Requestor:** Julie Parks - MTEC
Expenditure: \$25,024.32 (2271-51-1WORK)
Disposition: Recurring Purchase
Supplier: Muskegon Community College
Muskegon, MI
- Source of Funds: Grants
Bid: No, sole source
- 7) Purchase order issued to provide payment for data tracking, data uploads for YR6 FPR summative report and FAFSA completion reports.
- Requestor:** S. Beauclair – Gear Up Wyoming
Expenditure: \$25,050.00 (2271-51-GEARUPWY24))
Disposition: Recurring Purchase
Supplier: Vela Institute Inc
Boone, NC
- Source of Funds: Grants
Bid: No, sole source
- 8) Purchase order issued to provide payment for development of Pharm Tech program.
- Requestor:** Julie Parks - MTEC
Expenditure: \$38,100.00 (2271-51-SCC))
Disposition: Recurring 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
- # 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 APRIL 30, 2024

GENERAL OPERATING	ADOPTED BUDGET	2023/2024 ACTUAL 4/30/2024	PERCENTAGE
REVENUE:			
TUITION	42,126,000	42,399,450	100.65%
FEEs	7,325,000	7,501,798	102.41%
PROPERTY TAX	40,919,000	41,107,520	100.46%
STATE AID	34,500,000	21,685,027	62.86%
INTEREST	1,000,000	892,529	89.25%
MISCELLANEOUS	1,650,000	1,025,213	62.13%
TOTAL REVENUE	127,520,000	114,611,537	89.88%
EXPENSE:			
SALARIES:			
INSTRUCTION	32,685,000	23,719,479	72.57%
COUNSELING	2,070,000	1,455,053	70.29%
LIBRARIAN	620,000	428,734	69.15%
ADMINISTRATION	5,920,000	4,245,158	71.71%
ADMINISTRATIVE SUPPORT	1,310,000	997,454	76.14%
TECHNICAL SUPPORT	9,850,000	7,272,576	73.83%
SECRETARIAL	5,210,000	3,808,227	73.09%
BLDG OPERATIONS	4,940,000	3,607,068	73.02%
STUDENT ASSISTANT	1,350,000	997,774	73.91%
EST SAVINGS ON OPEN POSITIONS	(500,000)		
TOTAL SALARIES	63,455,000	46,531,523	73.33%
NON-SALARY:			
FRINGE BENEFITS	39,749,000	27,310,212	68.71%
CONTRACTED SERVICE	5,078,930	3,946,145	77.70%
SUPPLIES & REPAIRS	5,304,363	4,104,754	77.38%
UTILITIES & RENT	4,658,000	2,909,092	62.45%
TRANSFERS	5,494,875	183,673	3.34%
OTHER COSTS	3,121,579	1,551,191	49.69%
EQUIPMENT	327,863	220,756	67.33%
CONTINGENCY	300,000	-	0.00%
EST SAVINGS ON CONTROLLABLES	(500,000)		
TOTAL NON-SALARY	63,534,610	40,225,823	63.31%
TOTAL EXPENSE	126,989,610	86,757,346	68.32%
NET REVENUE (EXPENSE)	530,390	27,854,191	

GRAND RAPIDS COMMUNITY COLLEGE
2023-2024 GENERAL OPERATING FUND BUDGET REPORT
FOR THE PERIOD ENDED APRIL 30, 2024

	MONTHLY ACTIVITY 4/30/24	MONTHLY ACTIVITY 4/30/23	YEAR-TO- DATE 4/30/24	YEAR-TO- DATE 4/30/23
REVENUE:				
TUITION	1,087,587	704,384	42,399,450	39,978,229
FEES	357,953	209,258	7,501,798	7,071,816
PROPERTY TAX	86,925	223,846	41,107,520	38,103,114
STATE AID	2,695,437	2,525,693	21,685,027	24,195,568
INTEREST	137,074	226,120	892,529	1,190,217
MISCELLANEOUS	317,872	125,486	1,025,213	696,119
TOTAL REVENUE	4,682,848	4,014,787	114,611,537	111,235,061
EXPENSE:				
SALARIES:				
INSTRUCTION	2,666,662	2,611,713	23,719,479	23,621,300
COUNSELING	156,284	146,602	1,455,053	1,442,438
LIBRARIAN	47,116	43,775	428,734	404,728
ADMINISTRATION	406,028	385,158	4,245,158	4,243,461
ADMINISTRATIVE SUPPORT	92,705	94,963	997,454	1,016,161
TECHNICAL SUPPORT	722,456	661,540	7,272,576	6,825,390
SECRETARIAL	358,820	337,244	3,808,227	3,469,460
BLDG OPERATIONS	354,784	353,883	3,607,068	3,551,303
STUDENT ASSISTANT	111,002	103,953	997,774	813,295
TOTAL SALARIES	4,915,857	4,738,831	46,531,523	45,387,536
NON-SALARY:				
FRINGE BENEFITS	2,394,274	2,960,295	27,310,212	31,446,124
CONTRACTED SERVICES	675,567	483,082	3,946,145	4,021,080
SUPPLIES & REPAIRS	527,889	503,048	4,104,754	3,793,169
UTILITIES & RENT	261,081	242,130	2,909,092	3,080,216
TRANSFERS	24,195	114,405	183,673	1,338,229
OTHER COSTS	88,620	158,788	1,551,191	1,483,019
EQUIPMENT	13,517	488	220,756	235,739
CONTINGENCY	-	-	-	-
TOTAL NON-SALARY	3,985,143	4,462,236	40,225,823	45,397,576
TOTAL EXPENSE	8,901,000	9,201,067	86,757,346	90,785,112
NET REVENUE (EXPENSE)	(4,218,152)	(5,186,280)	27,854,191	20,449,950

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

DESIGNATED	2023 - 2024		PERCENTAGE
	ADOPTED BUDGET	ACTUAL 4/30/24	
REVENUE:			
CONTRACTED TRAINING	2,245,757	1,789,806	79.70%
OTHER MISCELLANEOUS LOCAL	1,320,936	314,051	23.77%
TOTAL REVENUE	3,566,693	2,103,856	58.99%
EXPENSES:			
SALARIES			
INSTRUCTION	444,800	453,653	101.99%
ADMINISTRATION	949,139	536,856	56.56%
CUSTODIANS & SECURITY	55,500	19,042	34.31%
SECRETARIAL	13,795	12,579	91.19%
STUDENT ASSISTANTS	32,025	8,802	27.48%
TOTAL SALARIES	1,495,259	1,030,931	68.95%
NON-SALARY			
FRINGE BENEFITS	457,454	386,808	84.56%
CONTRACTED SERVICES	1,259,700	1,003,118	79.63%
SUPPLIES & REPAIRS	711,815	411,635	57.83%
UTILITIES & RENTALS	1,650	0	0.00%
CAPITAL OUTLAY	19,100	0	0.00%
TRANSFERS	(184,875)	(150,729)	81.53%
OTHER	62,187	64,153	103.16%
TOTAL NON-SALARY	2,327,031	1,714,986	73.70%
TOTAL EXPENSE	3,822,290	2,745,917	71.84%
NET REVENUE (EXPENSE)	(255,597)	(642,060)	

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

	ADOPTED BUDGET	ACTUAL 4/30/24	PERCENTAGE
REVENUE:			
PROPERTY TAXES	10,900,000	10,941,050	100.38%
INVESTMENT INTEREST	1,300,000	1,559,756	119.98%
TRANSFER FROM GENERAL FUND	1,500,000	0	0.00%
DONATIONS	1,900,000	1,720,491	90.55%
FACILITIES FEE	1,900,000	1,872,740	98.57%
TOTAL REVENUE	17,500,000	16,094,037	91.97%
EXPENSES:			
MAINTENANCE & OTHER	7,575,000	4,589,259	60.58%
LRC RENOVATION	100,000	47,510	47.51%
FORD REC CENTER	12,500,000	121,602	0.97%
ELEVATORS	1,000,000	0	0.00%
OTHER PROJECTS	127,000	127,629	100.50%
TRANSFERS TO DEBT FUND	2,915,000	0	0.00%
TOTAL EXPENSES	24,217,000	4,886,000	20.18%
NET REVENUE (EXPENSE)	(6,717,000)	11,208,037	

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

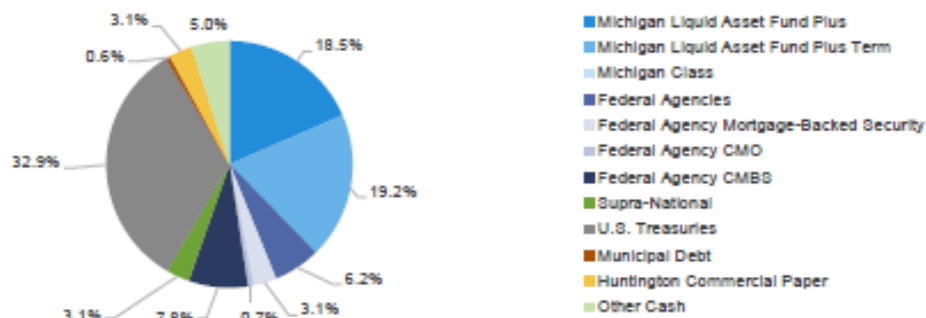
	ADOPTED BUDGET	ACTUAL 4/30/24
REVENUE:		
TRANSFER FROM PLANT - FACILITIES FEE	1,981,622	0
TRANSFER FROM PLANT - GENERAL	933,378	0
TOTAL REVENUE	2,915,000	0
EXPENSES:		
2019 ISSUE (2009 REFUNDING)		
PRINCIPAL	700,000	700,000
INTEREST	230,250	230,250
OTHER EXPENSE	500	500
SUBTOTAL	930,750	930,750
2020 ISSUE (2012 REFUNDING)		
PRINCIPAL	1,760,000	1,760,000
INTEREST	221,122	221,122
OTHER EXPENSE	500	500
SUBTOTAL	1,981,622	1,981,622
TOTAL EXPENSES	2,912,372	2,912,372
NET REVENUE (EXPENSE)	2,628	(2,912,372)

Aggregate Cash and Investments

Period Ended

April 30, 2024

Security Type	Market Value	% of Total
Michigan Liquid Asset Fund Plus	\$25,037,998	18.5%
Michigan Liquid Asset Fund Plus Term	\$26,000,000	19.2%
Federal Agencies	\$8,363,533	6.2%
Federal Agency Mortgage-Backed Security	\$4,165,820	3.1%
Federal Agency CMO	\$960,731	0.7%
Federal Agency CMBS	\$10,506,117	7.8%
Supra-National	\$4,170,117	3.1%
U.S. Treasuries	\$44,633,899	32.9%
Municipal Debt	\$761,294	0.6%
Huntington Commercial Paper	\$4,141,557	3.1%
Other Cash	\$6,739,046	5.0%
Total	\$135,480,112	100.0%



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

- Motion by Trustee Brame, seconded by Trustee Koetje to approve the consent items as presented. Motion carries 6-0.

ACTION ITEMS

N. Purchases over \$100,000

a. General Fund

- 1) Request permission to issue purchase order to provide 3-year contract for a HR applicant tracking, Onboarding & Performance Management System.
Requestor: Christine Coon – Human Resources
Expenditure: \$156,450.00 (2271-11)
Disposition: New Purchase
Supplier: Clear Company
Lewiston, ME
Source of Funds: General Fund
Bid: Yes, 2324-1023B

b. Other Special Funds

- 1) Request permission to issue purchase order to provide Tassell MTEC chiller replacement.
Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$389,400.00 (2330-42-GENERAL)
Disposition: New Purchase
Supplier: Advantage Mechanical**
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, 2324-3071B

- 2) Request permission to issue purchase order to provide replacement of the makeup air and exhaust fans at the Spectrum Theater.
Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$154,900.00 (2330-42-GENERAL)
Disposition: New Purchase
Supplier: Advantage Mechanical**
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, 2324-3071A

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

Purchase order issued to provide Phase 3 repairs for Ramp A, and lighting upgrades for Ramp C.

Requestor: Jim VanDokkumburg - Facilities
Expenditure: \$266,890.00 (2331-14)
Disposition: New Purchase
Supplier: M One Limited
Detroit, MI
Source of Funds: Auxiliary Fund
Bid: Yes, RFP #2324-2052

Purchase order issued to provide 5-year partnership with JA.

Requestor: Lisa Freiburger - Finance
Expenditure: \$125,000.00 (2359-14)
Disposition: New Purchase
Supplier: Junior Achievement
Grand Rapids, MI
Source of Funds: Auxiliary Fund
Bid: No, Sole Source
Grand Rapids, MI
Source of Funds: Plant Fund
Bid: Yes, RFP-PG-2223-1009

ACCOUNTS:

11 – General Fund
14 – Auxiliary Fund
15 – Designated Fund
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KEY:

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Non Responsive Bid
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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 to approve made by Trustee Bruinsma, seconded by Trustee Koetje. Motion carries 6-0.

VII. OPEN COMMENT

- Mika Perkins introduced himself to the board, stating he will be running for one of the two open trustee seats that will be on the November 2024 election ballot.

VIII. FINAL BOARD COMMENTS

Trustee Siegel attended the graduation ceremony for the GRCC Police Academy Cadets and shared how honored she feels to be part of an institution that offers this program and those students that are willing to protect our community and families.

Trustee Brame shared with the group that his niece will be attending GRCC in the fall semester and he is looking forward to watching her journey

Adjourned 4:53 p.m.