



Board of Trustees Meeting- MINUTES

January 11, 2024, 8:00 A.M. in the Boardroom

TRUSTEES PRESENT:

- Bruce Gosling, Chairperson
- Kimberlee Bontrager, Treasurer
- Rod Lopez, Secretary
- Carol Higgins, Trustee
- P. Joseph “Joe” Haas, Trustee
- Richard “Rick” Cordes, Trustee

TRUSTEES ABSENT:

- Elizabeth Datkovic, Trustee

OTHERS PRESENT:

- Dr. David H. Devier, President
- Nancy Percival, past board trustee
- Dr. Adam Cloutier, Vice-President of Academics
- Tonya Howden, Vice-President of Student Services
- Dr. Tammy Russell, Exec. Dir. of Institutional Planning, Assessment & Research
- Jennifer Dodson, CFO/Controller
- Denise DeVries, Exec. Director of Communications & Marketing
- Kristine Stevens, Director of Business Outreach Services
- Vonda Marrow, Foundation Director
- Jamie Yesh, Director of Human Resources
- Sara Birch, Dean of Health & Natural Sciences
- Lanre Ajayi, Dean of Advanced Technologies & Public Service
- Barb Murk, IR Assistant
- Trista Nelson, Director of Learning Commons
- Kevin Conner, Professor / Esports Coach
- Jarrett Miller, GOCC student / Esports team member
- Robert Tomlinson, Three Rivers Commercial-News

1. CALL MEETING TO ORDER

Chairperson Bruce Gosling called the meeting to order at 8:05 a.m. in the Boardroom.

2. APPROVAL OF AMENDED AGENDA

Motion by Ms. Higgins, second by Mr. Lopez to approve the amended Agenda (addition of Item #14D) as presented. Motion carried.

3. APPOINT NEW BOARD of TRUSTEES MEMBER: RICHARD “RICK” H. CORDES
Chairperson Gosling stated that after review of interested parties; he would like to officially recommend appointment of Richard “Rick” H. Cordes to fill the seat recently vacated due to Nancy Percival’s retirement. This appointment will be valid until the November 2024 election and at that time, interested candidates must file and run to fill the remainder of this seat for two-years (thru November 2026)
4. ACCEPTANCE & OATH of OFFICE for NEWLY APPOINTED BOARD of TRUSTEES MEMBER
Richard “Rick” Cordes accepted the office and was administered the Oath of Office and as such is now a fully sworn in member of the GOCC Board of Trustees and has all the applicable voting rights and privileges.
5. INTRODUCTION of ATTENDEES
Everyone introduced themselves.
6. MOMENT of SILENCE
In honor of Nancy Percival’s retirement and Rick Cordes’ appointment to the Board of Trustees.
7. APPROVAL of DECEMBER 21, 2023, BOARD MEETING MINUTES
Motion by Ms. Bontrager, second by Mr. Lopez to approve the December 21, 2023, Board of Trustees Meeting minutes as presented. Motion carried.
8. FOCUS TOPIC
Institutional Review Board (IRB) Policy – Dr. Tammy Russell, gave an update on Institutional Review Board Policy 2.96 and stated this was developed to help protect the rights and welfare of humans participating as subjects in research. She stated that a written policy is required for all institutions that receive federal funds.
9. TREASURER’S REPORT
Jennifer Dodson, CFO/Controller, gave the unaudited December 2023 Treasurer’s Report. Total revenues year to date were \$5,283,166 (\$853,608 increase from last year (33.9%). Expenses year to date were \$7,266,258, a \$741,833 increase over last year (46.2% compared to 45.8% last year). Property Tax Revenue to date is \$1,225,299 or 18.6% of budget. This is an increase of \$409,017 from last year due to the timing of revenue received. State Funds Revenue – we began receiving state appropriation payments in October. There will be eleven equal payments. We received a Personal Property Tax (PPT) reimbursement of \$486,589.91. Last October we received \$496,417. Tuition Revenue is \$1,685,104 or 52.2% of budget – this is an increase of \$282,143 from last year). Fee Revenue is \$419,097 (46.9% of budget) and an increase of \$28,264 from last year. Student Housing revenue is \$298,854 (48.7% of budget). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$166,566. Payroll & Fringe benefits were \$4,788,513 through December 31, representing 46.6% of the budget compared to 47% last year. Utilities and Insurance expenses were \$228,046, a decrease of \$21,120 from

last year. Maintenance & repairs were \$463,035, which is an \$80,751 increase from the prior year. This increase is due to the software service contracts. Scholarship expenses – were \$155,996 as of December 31. Promotion & Publications expenses were \$184,157 (64.6% of budget). Material & Supplies were \$131,128, which is 29.5% of the budget. Professional Services expenses were \$296,618 at the end of December (45.3% of budget). Travel & Professional Development expenses were \$135,054, which is 33.7% of the budget compared to 28% last year. Other Operating expenses were \$48,692 and represent 20.8% of the budget. Equipment expenses total \$35,019 as of December 31. The Treasurer’s Report will be filed pending Audit.

10. AUDIT / FINANCE COMMITTEE REPORT

Ms. Bontrager stated the Audit/Finance Committee has not met so there is no update to give at this time.

11. STATE / NATIONAL LEGISLATIVE UPDATE

President Devier shared a handout. The Governor has challenged Michigan with the Sixty by 30 – to help educate Michigan residents. Several programs have been altered in ongoing effort to help Michigan rise to that challenge such as Project Reconnect age has been decreased to 21, and there is now a high school achievement scholarship opportunity in place. In 2010, 37% of working age adults had some college and in 2020 that figure is now 50%. President Devier stated that dual enrollment opportunities have made a huge difference. We have to continue to promote awareness of the value of a college education, work to ensure the ease of the process, continue to work to reduce barriers, provide support services access, recognize prior learning, and implement guided career pathways to help ensure students success.

12. VISITOR COMMENTS

Well wishes and thanks to Nancy for serving on the board for 12 years and welcome to the board to Rick Cordes. Congratulations to Michigan on the recent football game victory – Go Michigan!

13. DISCUSSION ITEMS

A. Renovation of South side of Campus Update

President Devier stated that late yesterday afternoon he had phone call from USDA and they worked together to modify the plan and the loan has been approved for 30-years at 3.75% interest. Kudos to President Devier and Jennifer Dodson for all their efforts and work to make this happen.

B. Presidential Search Update – Joe Haas

Mr. Haas reported that there is not much new to report at this time since last month, but a lot of work is being done behind the scenes now (job was posted and applicants will be applying to ACCT for the initial screening process).

14. ACTION ITEMS

A. Approve Trustee Emeritus Status and one-time Leadership Scholarship in honor of Nancy Percival

Motion by Haas, second by Higgins to approve Trustee Emeritus status and a one-time Leadership Scholarship in the amount of \$1,200 in recognition and

honor of Nancy Percival for her dedicated 12-years of service to Glen Oaks Community College as a member of the GOCC Board of Trustees.

ROLL CALL VOTE:

- **AYES:** Bontrager, Cordes, Lopez, Higgins, Haas, and Gosling
- **NAYS:** None
- **ABSENT:** Datkovic

Motion declared: Carried

B. Elect VP for GOCC Board of Trustees

Due to Nancy Percival's retirement from the board, the Vice-Chairperson for the board seat will need to be elected.

Motion by Haas, second by Lopez, to nominate Carol Higgins to serve as the Vice-Chairperson. There were no other nominations. Motion carried.

C. Approve Policy 2.96 – Institutional Review Board and Protection of Human Subjects

Motion by Higgins, second by Lopez, to approve Institutional Review Board and Protection of Human Subjects Policy 2.96 as presented. Motion carried.

D. Rescind 12/21/23 Board Agenda Action Item #12D which approved Alternate Proposal to fund South Side Renovation Project at last month's board meeting and now in light of recent news from the USDA about the loan going forward, we will not need to take that route.

Motion by Higgins, second by Bontrager, to rescind the 12/21/23 Board Action Item #12D which approved Alternate Proposal to fund South Side Renovation Project.

ROLL CALL VOTE:

- **AYES:** Cordes, Haas, Lopez, Bontrager, Higgins and Gosling
- **NAYS:** None
- **ABSENT:** Datkovic

Motion declared: Carried

15. ADMINISTRATIVE UPDATES

A. VICE-PRESIDENT of ACADEMICS; DR. ADAM CLOUTIER

Dr. Cloutier starting off by saying "Welcome to the winter semester!" He gave an update from last week's Faculty Inservice and said they had very good discussion and action items. He distributed several handouts which provided information about Michigan's Career Outlook, Southwest Michigan Career Outlook and the Hot 50 Job Outlook through 2030. He gave kudos to Trista and the IT Department for their role in making the one discovery system happen and also for setting up additional Pearson Vue testing stations. He then introduced Professor Kevin Conner who then introduced Jarrett Miller, GOCC Esports team member. Professor Conner gave a verbal and video presentation update on Esports so that everyone could see the various Esports opportunities that are available. Jarrett Miller stood up so everyone could see his Esports team shirt – very sharp looking! Jarrett is National Champion and spoke for a few minutes about what participating in Esports

has meant to him. Board Chairperson Gosling thanked Jarrett for coming and enlightening everybody about Esports! Great job!

B. VICE-PRESIDENT of STUDENT SERVICES; TONYA HOWDEN

Ms. Howden gave an enrollment update:

- Headcount 1,052 (an increase of 8%) and Credit Hours 9,338 (an increase of 16.7%)
- Traditional students 545 (52%) and High School students 507 (48%) – she stated that the CTE/DE #'s aren't in quite yet.
- Dual Enrolled – 345 students from 11 high schools, and 80% of them maintain a "B" average or above. She gave kudos to Claudia Pahls for everything she does to help make the DE program so successful for the students and the college.

She also shared the enrollment data from Michigan Community Colleges and Glen Oaks continues to do very well with their enrollment statistics.

C. CFO/CONTROLLER – JENNIFER DODSON

Ms. Dodson stated that she is working on year end documents at this time.

D. EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING: DENISE DEVRIES

Ms. DeVries reported that she has been very busy and is trying to get out in the community to meet people and introduce herself. She is planning to go to Sturgis Chamber, DDA and also will be doing an interview on WBET/Swick Broadcasting next week. She has sent media release out for the Fall 2023 President's and Dean's List and is also working on media release for the upcoming health care employment fair. She stated that she has also been reviewing our current software in marketing to see if we're using everything to its fullest potential and most efficiently.

E. DIRECTOR of BUSINESS OUTREACH SERVICES; KRISTINE STEVENS

Ms. Stevens reported that in follow up to President Devier's comments about the Sixty by 30 Program that Phlebotomy, CNA, and sales positions continue to be in high demand and those programs would be eligible to be covered by grant funds for students. She is wrapping up the Going Pro training and has several area businesses who have indicated that they are interested in submitting for the next round of Going Pro Grant funds. The motorcycle safety course will be repainted after the weather breaks and she's planning to offer 2 training sessions per week during June, July & August as the courses are always very quick to fill up. After a student completes the motorcycle safety training, they receive paperwork to take to the Secretary of State Office to officially receive their motorcycle safety endorsement.

F. FOUNDATION DIRECTOR; VONDA MARROW

Ms. Marrow reported she is working to finalize the year-end reports and will provide more detail in an upcoming meeting. The Foundation scholarship application process and award nomination process both have officially begun.

G. EXECUTIVE DIRECTOR of INSTITUTIONAL PLANNING, ASSESSMENT & RESEARCH; DR. TAMMY RUSSELL

Dr. Russell reported that the Economic Impact Study Team will review the report next week and break the data down so that is user friendly and easier to understand.

H. DIRECTOR of INSTITUTIONAL INNOVATION; ROB KUHLMAN

Out of the office.

I. DIRECTOR of HUMAN RESOURCES; JAMIE YESH

Ms. Yesh reported that we are actively recruiting for an evening custodian as Nicole Bontrager has taken the custodial supervisor position due to Larry Merricle's retirement.

J. PRESIDENT DEVIER

President Devier stated that in February he will be attending the ACCT National Legislative Summit in Washington and he hopes to meet with Congressman Walberg while he is there. The AACC Conference will be held in Louisville, KY, so if any board member is interested in attending, please let him know. The small new storage building at the baseball diamond is almost complete and will be used for equipment storage. We are also looking to add a storage building behind student housing that would be used to store student housing games and equipment. Work inside the Nora Hagen House has begun and the old wallpaper has been taken down and the walls will be primed and painted soon. It's possible that we will hold ribbon cutting for the north-side and launch the south side renovation project immediately following the February Board of Trustees Meeting.

16. CLOSED SESSION

None

17. ADJOURNMENT

Motion by Cordes, second by Bontrager to adjourn. Chairperson Bruce Gosling adjourned the meeting at 10:00 a.m.

Next Board Meeting:

- **Thursday, February 22, 2024, @ 8:00 a.m. in the Boardroom.**

Bruce Gosling

Chairperson, Board of Trustees

Rod Lopez

Secretary, Board of Trustees