



Board of Trustees Meeting- MINUTES

October 17, 2024 @ 8:00 a.m. in the Dresser Business Development Auditorium

TRUSTEES PRESENT

- Bruce Gosling, Chairperson
- Carol Higgins, Vice-Chairperson
- Kimberlee Bontrager, Treasurer
- Rod Lopez, Secretary
- Elizabeth Datkovic, Trustee
- P. Joseph “Joe” Haas, Trustee

TRUSTEES ABSENT

- Richard “Rick” Cordes, Trustee

OTHERS PRESENT

- Dr. Bryan Newton, President
- Dr. Adam Cloutier, Vice-President of Academics
- Tonya Howden, Vice-President of Student Services
- Jennifer Dodson, CFO/Controller
- Jamie Yesh, Director of Human Resources
- Denise DeVries, Exec. Director of Communications & Marketing
- Sara Birch, Dean of Health & Natural Sciences
- Lanre Ajayi, Dean of Advanced Technologies and Public Service
- Vonda Marrow, Foundation Director
- Evan Dembskey, IT Director
- Barb Murk, IR Assistant
- Robert Tomlinson, Three Rivers Commercial-News
- Michael Wilks, Rehmann
- Diane Zinsmaster, Recording Secretary

1. CALL MEETING TO ORDER

Chairperson Bruce Gosling called the meeting to order at 8:01 a.m. in the Dresser Business Development Auditorium (DBDA).

2. APPROVAL OF AGENDA

Motion by Higgins, second by Lopez to approve the Agenda as presented. Motion carried.

3. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

4. MOMENT of SILENCE

Please keep those impacted by the recent hurricanes/severe weather in your thoughts and donate to the cause if you are able.

5. APPROVAL of SEPTEMBER 12, 2024, BOARD MEETING MINUTES
Motion by Haas, second by Higgins to approve the September 12, 2024, Board of Trustees meeting minutes as presented. Motion carried.

6. FOCUS TOPIC

Audit Presentation – Michael Wilks, from Rehmann

Mr. Wilks stated that he and Joshua Sullivan from Rehmann, met with GOCC Audit/Finance Committee yesterday to review and discuss the audit findings. Today he will be giving a brief summary of the audit. Rehmann uses a risk-based approach to sample/test financial documents. They have given Glen Oaks a clean/unmodified opinion and that is the highest level of assurance that they can provide. Total assets for 2024, 2023 and 2022 were \$40.6 million, \$39 million, and \$37.2 million respectively. Deferred outflows of resources for 2024, 2023 and 2022 were \$2.7 million, \$3.4 million and \$2.1 million, respectively. Total liabilities for 2024, 2023 and 2022 were \$14.7 million, \$17 million and \$17.4 million, respectively. Deferred inflows of resources for 2024, 2023 and 2022 were \$3.2 million, \$2.6 million and \$4.1 million, respectively. The College's revenue was more than expenses for 2024, 2023 and 2022 by \$2.6 million, \$5.2 million, and \$2.9 million, respectively. Net position, which represents the residual interest in the College's assets and deferred outflows after liabilities and deferred inflows are deducted, totaled \$25.4 million, \$22.9 million and \$17.7 million at June 30, 2024, 2023 and 2022, respectively. As a result of the implementation of GASB No. 68 during fiscal year 2015, the College is required to report its proportionate share of the MPSERS net pension liability on the statement of net position. The College's proportionate share of the MPSERS net pension liability was \$7.5 million, \$9.1 million, and \$6.4 million, as of June 30, 2024, 2023 and 2022, respectively.

June 30, 2024

Total assets	\$40,800,462
Total liabilities	\$14,834,316
Total net positions	\$25,501,932
Increase in net positions	\$2,645,480

IT Yearly Security Report – Evan Dembskey, IT

As part of federal requirement, GOCC IT Department is required to update the GOCC Board of Trustees annually on internal IT security. As part of the Gramm, Leach, Bliley Act (GLBA) Evan gave a brief PowerPoint presentation. He stated he was pleased to report that Glen Oaks has not had any major cyber incidents. We have had one known minor phishing incident and an attempt at a gmail account creation hack. We do provide IT security training for our staff but it has not been a mandatory requirement. We have had about 70 employees voluntarily participate in the training over an 8-month timeframe. Evan stated that our employees are our best line of defense and therefore believes the IT security training is well worth it. On a scale of 1-100, our risk score is relatively low at 23.9 but he believes that we could be even lower if we did more internal training for our staff/employees. He shared that the following projects have been completed: colleague cloud migration, network upgrade (upgraded firewall), final SSO migration (previous server was very vulnerable), new VPN, and camera archiver upgrade. Future projects that are planned include: technical debt, network upgrades and services migration. After

discussion, the consensus of the board agreed that requiring training for our employees would be very beneficial.

7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited September 2024 Treasurer's Report. Total revenues year to date were \$2,702,535 (\$90,133 decrease from last year (16.6%). Expenses year to date were \$3,624,253, a \$787,717 increase over last year (24.7% compared to 20.3% last year). Property Tax Revenue – we will not see substantial property tax revenue until September. State Funds Revenue – we will begin receiving state appropriation payments in October. There will be eleven equal payments. Tuition Revenue reported is the prorated portion of summer tuition that is allocated to the current fiscal year. Tuition revenue is \$1,717,784 (52.4%) this is an increase of \$124,365 from last year. Fee Revenue is \$445,839 (49.6%) an increase of \$24,059. Student Housing is \$288,308 (47% of budget). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$51,208. Payroll & Fringe benefits were \$2,118,403 through September 30, representing 20.2% of the budget compared to 18.5% last year. Utilities and Insurance expenses were \$150,304, an increase of \$19,122 from last year. Maintenance & repairs were \$693,083, which is a \$473,557 increase from the prior year. The increase is due to how we are recording prepaids. Instead of prorating, we are expensing so departments can view budget to date and know where they stand at any given time. Scholarship expenses – \$107,507 as of September 30th. Promotion & Publications expenses were \$89,538. Materials & Supplies were \$160,111, which is 55.8% of the budget. Professional Services expenses were \$147,921 at the end of September (17.3% of budget). Travel & Professional Development expenses were \$106,725, which is 24.1% of the budget compared to 15.4% last year. Other Operating expenses were \$38,471 and represent 15.9% of the budget. Equipment expenses total \$12,189 as of September 30th. The Treasurer's Report will be filed pending audit.

8. AUDIT / FINANCE COMMITTEE UPDATE

Ms. Bontrager stated that the committee met with Michael Wilks and Joshua Sullivan of Rehmann to review and discuss the audit findings yesterday in much greater detail than what was shared here today. She invited anyone with questions to please see her or another member of the A/F Committee. During discussion at the meeting yesterday it was agreed that we now face a good “problem” as we find ourselves in a much better financial position than we were in several years ago. We now have some cash reserves so the A/F Committee will be researching possible investment opportunities and will update the board accordingly.

9. STATE / NATIONAL LEGISLATIVE UPDATE

President Newton stated that the MPSERS bill that the MCCA lobbied for has passed and been signed which will reduce our state retirement cap. It was previously just above 20% and will be lowered to 15.2% which will result in approximately \$160,000 savings for the college. This will have a positive impact for colleges, universities and K-12's.

10. VISITOR COMMENTS

None

11. DISCUSSION ITEMS

None

12. ACTION ITEMS

- A. Approve Audit, Financial Statements and Supplementary Information for years ended June 30, 2024, and 2023.

Motion by Bontrager, second by Datkovic to approve the Audit, Financial Statements and Supplementary Information for years ended June 30, 2024, and 2023 as recommended by the Audit/Finance Committee as presented.

ROLL CALL VOTE:

AYES: Datkovic, Haas, Lopez, Higgins, Bontrager and Gosling

NAYES: None

ABSENT: Cordes

MOTION: Carried

- B. Approve updated Policy 310 Residency, Tuition/Fees and Refunds **Motion by Haas, second by Datkovic to approve the updated Policy 310 Residency, Tuition/Fees and Refunds as currently presented with the special directive that the district residency in the first paragraph of Policy 310 be reviewed and brought back with future clarification.**

MOTION: Carried

- C. Approve updated Policy 314 Course Fees

Motion by Haas, second by Datkovic to approve the updated Policy 314 as presented.

MOTION: Carried

- D. Approve 2024-25 Calendar Change

Motion by Higgins, second by Bontrager to approve the 2024-25 Calendar change as presented.

MOTION: Carried

- E. Approve Security Contract

Motion by Higgins, second by Lopez to approve the three-year security contract not to exceed \$115,000 per year for 2nd & 3rd year, between Glen Oaks Community College and the St. Joseph County Sheriff's Department.

ROLL CALL VOTE:

AYES: Bontrager, Datkovic, Haas, Higgins, Lopez and Gosling

NAYES: None

ABSENT: Cordes

MOTION: Carried

- F. Approve Capital Outlay Plan for Fiscal Year 2026

Motion by Bontrager, second by Lopez to approve the Capital Outlay Plan for Fiscal Year 2026 as presented.

ROLL CALL VOTE:

AYES: Haas, Datkovic, Higgins, Bontrager, Lopez and Gosling

NAYES: None

ABSENT: Cordes

MOTION: Carried

13. ADMINISTRATIVE REPORTS

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

Dr. Cloutier stated that the Assurance Argument was officially submitted two weeks ago. We will have our “Mock Visit” today immediately after the board meeting. The goal is that this “Mock Visit” will help us be even more prepared for the real HLC visit that is a little over two weeks away. Dr. Cloutier stated that he wished to thank everyone who has helped along the way.

B. VICE-PRESIDENT of STUDENT SERVICES: TONYA HOWDEN

Ms. Howden gave an enrollment update for fall:

Headcount 1,250, an increase of 4%

Credit Hours 10,835 an increase of 6.75%

Traditional students 638 (51%)

She stated that we have 24 automotive students to enter yet. She also gave an update on the Aim to Complete Grant. The Oaks Fest was held yesterday and was a great success. With over 400 students attending, it was very well attended and the students enjoyed it. The Viking Speaker Series which featured Dr. Temple Grandin was a great event and very well attended! On October 29th Student Housing will host a trick or treating event for the community.

C. CFO/CONTROLLER: JENNIFER DODSON

Ms. Dodson stated that she wished to thank Stacie Hart, Barb Thole, Candi Krebs and Jean Zimmerman for all their help to make the audit process go as smooth as possible.

D. EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING: DENISE DEVRIES

Ms. Devries stated that work is continuing on the website interior pages and components, then they will finalize the navigation process. She has hired a photographer/videographer to come on campus in November and they will focus on eight target areas to capture and feature various student and classroom photos. Our digital marketing campaign focuses on Michigan Guarantee and Michigan Reconnect Programs.

E. DIRECTOR of BUSINESS OUTREACH SERVICES: KRISTINE STEVENS

Ms. Stevens is out of office.

F. FOUNDATION DIRECTOR: VONDA MARROW

Ms. Marrow stated that she is working on the year-end giving campaign and the annual report. In September the Foundation hosted a donor recognition event on the concourse and it was well attended. In November the Foundation will feature “I’m grateful” videos of students and donors.

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

Dr. Russell stated that there are 14 days left before the Fall reporting season officially ends.

H. DIRECTOR of HUMAN RESOURCES: JAMIE YESH

Ms. Yesh stated that we have filled all the open coaching positions at this time (assistant volleyball, assistant softball, assistant women’s basketball and head

women's basketball). Open enrollment for health care is active now and there is a 4th plan option for employees to consider as well now. She is working on the Michigan paid sick leave act.

I. PRESIDENT NEWTON

President Newton stated that the south side renovation has been moving along and that there are no major concerns or changes. He plans for the President's Cabinet to meet with the Board of Trustees in January to discuss Strategic Planning. He gave a brief update on future conferences for the board of trustees. The Foundation is planning to host a Holiday Open House at the Nora Hagen House on December 5th and the GOCC Staff Holiday Luncheon will be held December 13th.

14. CLOSED SESSION

None

15. ADJOURNMENT

Motion by Higgins, second by Lopez to adjourn. Chairperson Bruce Gosling adjourned the meeting at 9:21 a.m.

Next Board Meeting:

- **Thursday, November 21, 2024, @ 8:00 a.m. in the Boardroom.**

Bruce Gosling

Chairperson, Board of Trustees

Rod Lopez

Secretary, Board of Trustees