



# Board of Trustees Meeting - MINUTES

February 13, 2025 @ 8:00 a.m. in the Boardroom

## TRUSTEES PRESENT

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

## TRUSTEES ABSENT

- Elizabeth Datkovic, 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, Exec. Director of Human Resources
- Denise DeVries, Exec. Director of Communications & Marketing
- Trista Nelson, Director of Learning Commons
- Robert Tomlinson, Three Rivers Commercial-News
- Kristine Stevens, Director of Business Outreach Services
- Diane Zinsmaster, Recording Secretary

### 1. CALL MEETING TO ORDER

Chairperson Bruce Gosling called the meeting to order at 8:01 a.m. in the boardroom.

### 2. APPROVAL OF AMENDED AGENDA

**Motion by Cordes, second by Lopez to approve the Amended Agenda with the deletion of Item #12C. Motion carried.**

### 3. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

### 4. MOMENT of SILENCE

In honor of all that braved the elements today.

### 5. APPROVAL of JANUARY 9, 2025, BOARD of TRUSTEES MEETING MINUTES

**Motion by Haas, second by Higgins to approve the January 9, 2025, Board of Trustees Meeting minutes as presented. Motion carried.**

### 6. FOCUS TOPIC: COMMUNITY COLLEGE 3.0; TRANSFER OPPORTUNITIES

President Newton and Dr. Adam Cloutier gave a brief PowerPoint presentation on Community College 3.0; and Transfer Opportunities.

## Community College 3.0 Progression



COLLEGE  
EXCELLENCE  
PROGRAM  
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## Community College 3.0

COMMUNITY COLLEGE

3.0

Access

Completion

Post-College  
Success

### INSTITUTIONAL PRIORITIES

- Build/maintain program pathways for students with post-graduation success in mind (transfer and good jobs)
- Ensure students complete those pathways, including helping students make earlier and better decisions
- Deeply engage partners...
  - Where students come from: K-12 and adult-serving workforce orgs (WIBs, CBOs)
  - Where students go: employers, four-year universities and colleges

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EXCELLENCE  
PROGRAM  
aspen institute

Those pathways can lead to transfer opportunities (in/out) and career attainment. We also need to engage partners. By collaborating with other institutions, we have the opportunity for more transfer avenues. They gave update on the Michigan Transfer Agreement and the Michigan Transfer Pathways. Several years ago; Glen Oaks previously only had two articulation agreements in place and we now have ten in place. We currently have agreements with: Arizona State University, Baker College, Central Michigan University, Davenport University, Grand Valley State University, Kellogg Community College, Michigan State University, Sienna Heights University, University of Olivet, and Western Michigan University. Dr. Cloutier is working on seven other draft agreements at this time. Our job is to continue to stay focused on the goal of having pathway options to meet our students needs.

# What does it mean for Glen Oaks CC?



New academic programs, reviewing current programs, ending programs, and engaging in transfer agreements



Build a workforce development unit that provides opportunities for students to develop skills, complete license/certifications, and then to go into the workforce quickly



Finish work on Guided Pathways so that students are focused with the end in mind from day one



Build a career development unit that can advise and place students in meaningful careers in their fields of study

## 7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited January 2025 Treasurer's Report. Total revenues year to date were \$9,273,249 (\$623,236 increase from last year (56.9%). Expenses year to date were \$9,292,916, a \$526,525 increase over last year (56.9% compared to 56% last year). Property Tax Revenue – to date is \$2,410,455 (33.2%). State Funds Revenue – we received the first state appropriation payment of \$267,190. There will be eleven equal payments. We received a Personal Property Tax (PPT) reimbursement payment of \$459,094.14. Last October we received \$486,589.91 in PPT. Tuition Revenue is \$3,300,818 (100.7%). This is an increase of \$264,139 from last year. Fee Revenue is \$844,463 (93.9%) an increase of \$53,544. Student Housing is \$553,755 (90.2%). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$105,669. Payroll & Fringe benefits were \$5,964,842 through January, representing 56.7% of the budget compared to 56.2% last year. Utilities and Insurance expenses were \$295,864, an increase of \$36,230 from last year. Maintenance & repairs were \$856,676 which is a \$311,761 increase from the prior year. The increase is due to us changing 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 – \$111,227 as of January. Promotion & Publications expenses were \$183,356 (52.9%). Materials & Supplies were \$325,912, which is 113.6% of the budget. Professional Services expenses were \$336,162 at the end of January (39.3% of budget). Travel & Professional Development expenses were \$202,427, which is 45.8% of the budget compared to 37.8% last year. Other Operating expenses were \$67,081 and represents 27.7% of the budget. Equipment expenses total \$16,035 as of January. The Treasurer's Report will be filed pending audit.

## 8. AUDIT / FINANCE COMMITTEE UPDATE

None

## 9. STATE / NATIONAL LEGISLATIVE UPDATE

President Newton gave a brief legislative update. He shared that the Governor has recommended 4% operations increase which would equate to approximately an additional \$121,000 for GOCC. The Governor has also recommended limiting the increase in tuition to 4.5% maximum. Due to

President Trump's recent executive orders, everyone has been anxiously watching and trying to keep up with Pell, TRIO, Perkins, and USDA funding but a federal judge has frozen that order at this time. President Newton will continue to monitor and will provide an update if there are any future changes.

#### 10. VISITOR COMMENTS

Dr. Ren Hartung stated he wanted to give a shout-out to our maintenance and I.T. departments for all they do. The I.T. helpdesk ticketing system works great and he appreciates maintenance for always doing a great job keeping our driveway and parking lot plowed during inclement weather.

#### 11. DISCUSSION ITEMS

None

#### 12. ACTION ITEMS

A. Approve revised Title IX Policy 395: Sex Discrimination, Harassment and Retaliation Policy

**Motion by Haas, second by Cordes to approve revised Title IX Policy 395 Sex Discrimination, Harassment and Retaliation Policy as presented.**

**MOTION: Carried.**

B. Approve revised Policy 335 Transcript Fees

**Motion by Cordes, second by Higgins to approve revised Policy 335 Transcript Fees as presented.**

**MOTION: Carried**

#### 13. ADMINISTRATIVE REPORTS

##### A) VICE-PRESIDENT of ACADEMICS – DR. ADAM CLOUTIER

Dr. Cloutier stated that he has been working to draft more transfer agreements. He met with Davenport University on Monday. He shared information about the NACEP accreditation for DE processes. He stated that we are close to finalizing the draft of the 25-26 academic schedule. The ag tech students are working along with Advanced Farm Supply now to erect the center irrigation pivot on the GOCC farmland.

##### B) VICE-PRESIDENT of STUDENT SERVICES – TONYA HOWDEN

Ms. Howden gave an enrollment update:

Headcount           1,546 (increase of 13.7% since Winter last year)

Credit Hours       12,097 (increase of 12.8% since Winter last year)

DE students 619 (was 561 last year at this time)

EMC students 206

Ms. Howden stated that this is an all-time high since the recession.

She shared that Michigan College Access Network approached us to be part of a pilot direct admit program and MCAN is hoping to enroll at least 100 students.

##### C) CFO/CONTROLLER – JENNIFER DODSON

Ms. Dodson stated that we have filled the accounts receivable position. The W-2's have all been sent out and she is working on the budget. Dan Scott has submitted official notice that he will not be operating the café or providing food service on the concourse after June 30<sup>th</sup> so she is in the process of preparing an RFP for food service on the concourse.

D) EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING – DENISE DEVRIES

Ms. DeVries stated that she has been busy working on inauguration events: invitations, press releases, program, website, etc. She gave an update on the website upgrade and said that 95% of the navigation process has been solidified. They will start the migration process soon to link them together. Modern Campus is who we hired to do the website and they have been good to work with. The college catalog is being updated and it will be completed in March.

E) DIRECTOR of BUSINESS OUTREACH – KRISTINE STEVENS

Ms. Stevens stated that she recently attended the Workforce Development Institute with Dr. Cloutier and President Newton. It was a very good conference with great information being shared. She gave a brief update on Going Pro Grants and said that she is now scheduling appointments with area businesses to discuss future Going Pro Grant requests.

F) FOUNDATION DIRECTOR – VONDA MARROW

Out of office

G) EXEC. DIR. of INSTITUTIONAL PLANNING, ASSESSMENT & RESEARCH – DR. TAMMY RUSSELL

Out of office

H) EXECUTIVE DIRECTOR of HUMAN RESOURCES – JAMIE YESH

Jamie stated that she wished to thank everyone who has been involved in the GOSSE negotiation process. It has been very collaborative and gone smoothly. She gave a brief update on current open positions: athletic department assistant, VP of Finance/Administration, Executive Assistant in Nursing, and also a grant funded Career Technical Coordinator position. She stated that T.J. Baker has done a great job transitioning in as the GOCC campus safety officer, and he has been very helpful in prioritizing the college's safety budget. The IACLEA report will be coming soon.

I) PRESIDENT NEWTON

President Newton gave an update on the Community College Agriculture Alliance. We are an associate member now. There are only 10 community colleges in the country that are part of this collaboration and Glen Oaks is one of them. This will allow us the opportunity to participate in USDA research, internships, and professional development for faculty and staff. The Discovery Day which part of our strategic planning process is scheduled for February 28<sup>th</sup> from 9:00 a.m. – 12:00 p.m. on the concourse. We will have 3 different times scheduled for business, education and health care with panelists from each of the respective areas. President Newton said he also wanted to acknowledge and give kudos to Dr. Adam Clouter for receiving the Post Secondary Technical Educator Award, and Chad Spence who received the New Teacher of the Year Award.

14. CLOSED SESSION

None

15. ADJOURNMENT

**Motion by Cordes, second by Haas to adjourn. Chairperson Bruce Gosling adjourned the meeting at 9:48 a.m.**

**Next Board Meeting:**

- **Thursday, March 13, 2025, 8:00 a.m. in the Boardroom.**

*Bruce Gosling*

Chairperson, Board of Trustees

*Rod Lopez*

Secretary, Board of Trustees