



Board of Trustees Meeting- MINUTES

February 22, 2024, 8:00 A.M. in the Boardroom

TRUSTEES PRESENT:

- Bruce Gosling, Chairperson
- Rod Lopez, Secretary
- Elizabeth Datkovic, Trustee
- Richard “Rick” Cordes, Trustee

TRUSTEES ABSENT:

- Carol Higgins, Vice-Chairperson
- Kimberlee Bontrager, Treasurer
- P. Joseph “Joe” Haas, Trustee

OTHERS PRESENT:

- Dr. David H. Devier, President
- 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
- Jamie Yesh, Director of Human Resources
- Rob Kuhlman, Director of Institutional Innovation
- Sara Birch, Dean of Health & Natural Sciences
- Lanre Ajayi, Dean of Advanced Technologies & Public Service
- Anne Springsteen, TRIO SSS Director
- Meryn Mostrom, SSS Project Director
- Barb Murk, IR Assistant
- Trista Nelson, Director of Learning Commons
- Diane Zinsmaster, Recording Secretary
- Robert Tomlinson, Three Rivers Commercial-News

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 Mr. Cordes, second by Ms. Datkovic to approve the Agenda as presented. Motion carried.

3. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

4. MOMENT of SILENCE

5. APPROVAL of JANUARY 11, 2024, BOARD MEETING MINUTES

Motion by Mr. Cordes, second by Mr. Lopez to approve the January 11, 2024, Board of Trustees Meeting minutes as presented. Motion carried.

6. FOCUS TOPIC – TRIO-SSS Update – Anne Springsteen and Dr. Tammy Russell

This program was developed in 1964 to help combat the war on poverty. Glen Oaks started participating in the TRIO SSS program in 2010. This is a grant funded by the Department of Education and we receive \$261,888 for the year. We serve 140 low-income, first-generation students and students with disabilities. TRIO SSS (Student Support Services) Program objectives are to increase graduation rates, and transfer to a four-year university as well as help students to stay in good academic standing and retention of participants from year to year. TRIO helps students by having trusted advisors that are invested in the student's success. They offer a wide variety of services to the students by offering things such as comprehensive needs assessment, academic and career advising, priority registration, scholarships, campus visits, financial aid assistance, educational workshops, etc. TRIO SSS students outperform their peers when compared to students who meet the criteria but are not utilizing services that are offered. Data also shows that it is more cost effective to retain the students that we have rather than recruit new ones. The student's success is proven in the student's outcomes and their completion and transfer rates. Dr. Russell shared that we met 8 out of the 9 objectives that were established as part of this program so that was great!

7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited January 2024 Treasurer's Report. Total revenues year to date were \$8,650,013 (\$1,141,331 increase from last year (55.4%). Expenses year to date were \$8,766,393, a \$1,138,195 increase over last year (56% compared to 53.9% last year). Property Tax Revenue to date is \$2,035,916 or 31% of budget. This is an increase of \$372,756 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 \$3,036,679 or 94% of budget – this is an increase of \$444,368 from last year). Fee Revenue is \$790,919 (88% of budget) and an increase of \$77,173 from last year. Student Housing revenue is \$571,034 (93.1% of budget). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$418,556. Payroll & Fringe benefits were \$5,772,947 through January 31, representing 56.2% of the budget compared to 55.6% last year. Utilities and Insurance expenses were \$259,635, a decrease of \$38,975 from last year. Maintenance & repairs were \$544,915, which is a \$103,392 increase from the prior

year. This increase is due to the software service contracts and the timing of the payments. Scholarship expenses – were \$260,075 as of January 31. Promotion & Publications expenses were \$220,714 (77.4% of budget). Material & Supplies were \$162,087, which is 36.4% of the budget. Professional Services expenses were \$368,214 at the end of January (56.2% of budget). Travel & Professional Development expenses were \$151,469, which is 37.8% of the budget compared to 35.4% last year. Other Operating expenses were \$51,995 and represent 22.2% of the budget. Equipment expenses total \$41,009 as of January 31.

The Treasurer's Report will be filed pending Audit.

8. AUDIT / FINANCE COMMITTEE REPORT

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

9. STATE / NATIONAL LEGISLATIVE UPDATE

President Devier and Trustee Rick Cordes gave an update from the ACCT-National Legislative Summit that they just recently attended. Mr. Cordes said he was very impressed with the sessions and information offered there. He also attended the New Trustees training session and he stated was very beneficial. President Devier stated that he and Trustee Cordes also met with Congressman Walberg while they were there, There was a lot of good information dispersed including discussion on Pell Grants, etc.

10. VISITOR COMMENTS

None

11. DISCUSSION ITEMS

A. Renovation of South side of Campus Update

President Devier reminded everyone that immediately following today's meeting, we will meet up on the Concourse for the Transformation Celebration festivities.

B. Presidential Search Update – Joe Haas

Due to a schedule conflict, Mr. Haas was unable to attend today's meeting, he provided a summary to Chairperson Gosling so he could give the update. The Presidential Search Committee received an e-mail from ACCT on February 20th – there were 21 applicants (19 of which met the qualifying criteria). Over the next week, the Presidential Search Committee members will review those applications and then provide their individual assessment and rating for each applicant back to ACCT. ACCT will then compile assignments and ratings in preparation for the Committee's meeting on March 4th. At the March 4th meeting the Committee will review the assessments, discuss, and select 7-9 semi-finalists for interviews. The confidential interviews will take place on March 14th and 15th. Upon completion of those interviews, the Committee will deliberate and select 3-4 finalists. These 3-4 finalists will visit the College, participate in public forums, and interview with the entire Board of Trustees during the week of April 22nd.

C. March Board of Trustees Meeting

Due to the timing of the Presidential Search Committee interviews, which creates a conflict for the March Board of Trustees Meeting. After discussion it was agreed to move the March meeting to Thursday, March 21st.

12. ACTION ITEMS

- A. Approve College Credit Card for Denise DeVries (with same limit as previously held by Val Juergens)

Motion by Datkovic, second by Cordes to approve college credit card for Denise Devries, Director of Communication and Marketing, with \$4,000 credit limit. Motion carried.

- B. Approve Academic Integrity Policy 3.27

Motion by Cordes, second by Datkovic, to approve Academic Integrity Policy 3.27 as presented. Motion carried.

- C. Approve Religious Accommodation Policy 3.97

Motion by Lopez, second by Cordes, to approve Religious Accommodation Policy 3.97 as presented. Motion carried.

13. ADMINISTRATIVE UPDATES

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

Dr. Cloutier gave a brief update on Academics. He stated that MAEAP recently completed our five-year verification/re-authorization which confirms that we are being good stewards of the land and demonstrate the highest standards or responsible agricultural practices. We continue to work with EGLE regarding the center pivot for the farmland. Kudos to Dean Sara Birch and Christina Steele for all their work and efforts to plan and coordinate the Healthcare College and Employment Fair which will be held on the concourse of Tuesday, February 27th from 10:00 a.m. – 1:00 p.m. So far, we have over 50 representatives from 10 colleges/universities, 20 health care agencies that will be participating in the event so we will a wide range of booths for students and community members to browse through. The Learning Commons recently hosted a “Game Day” and is also in the midst of the Unify America Challenge. CTE Exploration Days were held on GOCC Campus on February 16th and the last group will be on campus tomorrow – February 23rd we will have had over 750 high school students participate. Dr. Cloutier gave update on HLC accreditation and shared that this week’s segment will gather feedback on the Mission, Ethics and Integrity and Teaching and Learning outcomes. He is wrapping up the course and program changes for the 2024-25 academic year. Some courses were changed from 4 credit hours to 3 credit hours and course fees have also been reviewed to ensure that they are in line.

- B. VICE-PRESIDENT of STUDENT SERVICES; TONYA HOWDEN

Ms. Howden gave a brief update on the \$5,000 grant that we received as part of the New America effort which will be used to assist students with childcare costs. She gave a shoutout of kudos to the admissions staff and said that they have been exceptionally busy. Sarah Henry has visited the Lakeland Correctional Facility to

discuss correction officer training. CTE Exploration Days will bring over 750 high school students to our campus and student services works with them to help answer any questions that they may have.

She gave an enrollment update:

- Headcount 1,354 (an increase of 11%) and Credit Hours 10,685 (an increase of 14%)
- Traditional students 561 (40%) and High School students 793 (60%)
- President Devier distributed a handout which provided more in-depth detail about Glen Oaks past ten-years of enrollment history. This 1, 354 headcount is the largest that it has been since President Devier has been here! Great job to everyone!

C. CFO/CONTROLLER – JENNIFER DODSON

Ms. Dodson stated that she is continuing to work on the budget. She did share that we are anticipating receiving a 2 ½% increase from the State and IF that holds true, we will have a very slight positive in our budget.

D. EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING: DENISE DEVRIES

Ms. DeVries reported that she has been working on the change/website update with the goal to make it more user friendly and get rid of duplication. This will also help to streamline the social media efforts from the college. Much more efficient, modern and user friendly.

E. DIRECTOR of BUSINESS OUTREACH SERVICES; KRISTINE STEVENS

Ms. Stevens reported that the first round of Going Pro ended on January 30th. The next round of Going Pro will happen in June 2024. She has been working with Fibre Converters and several other businesses to help plan their training sessions. The motorcycle safety classes will start April 13th. She is working to schedule a Sales & Leadership Summit, as well as several excel classes in the Spring.

F. FOUNDATION DIRECTOR; VONDA MARROW

Ms. Marrow was out of the office.

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

Dr. Russell reported that she has been working on the SESE survey which deals with student engagement. She also provided a summary of what Glen Oaks means and has contributed to our community (665 jobs, etc.)

H. DIRECTOR of INSTITUTIONAL INNOVATION; ROB KUHLMAN

Mr. Kuhlman stated that two weeks ago he went to Kalamazoo to meet with approximately 80 students at Loy Norrix and Comstock High School as part of a recruiting initiative for Ag Tech. Last week there was a tabletop exercise as part of the Emergency Operation Plan and additional training is being planned for the faculty. The salvage tree harvest behind the student housing area is nearly

completed. He gave an update on athletics and shared handouts. The athletic golf outing fundraiser will be July 26th.

I. DIRECTOR of HUMAN RESOURCES; JAMIE YESH

Ms. Yesh gave a brief update on HR and stated that the compensation study is underway.

J. PRESIDENT DEVIER

President Devier stated he is looking forward to seeing everyone join in the festivities on the concourse for the Transformation Celebration!

14. CLOSED SESSION

None

15. ADJOURNMENT

Motion by Cordes, second by Datkovic to adjourn. Chairperson Bruce Gosling adjourned the meeting at 9:50 a.m.

Next Board Meeting:

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

Bruce Gosling

Chairperson, Board of Trustees

Rod Lopez

Secretary, Board of Trustees