



Board of Trustees Meeting- MINUTES

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

TRUSTEES PRESENT:

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

TRUSTEES ABSENT:

- Bruce Gosling, Chairperson

OTHERS PRESENT:

- Dr. David H. Devier, President
- Dr. Adam Cloutier, Vice-President of Academics
- Tonya Howden, Vice-President of Student Services
- Jennifer Dodson, CFO/Controller
- Dr. Tammy Russell, Exec. Dir. of Institutional Planning, Assessment & Research
- 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
- Vonda Marrow, Foundation Director
- Michelle McNamara, Communications Professor
- Dr. Rebecca Burch, Government Professor
- Lanre Ajayi, Dean of Advanced Technologies & Public Service
- Sara Boylan, Nursing Instructor
- Carol Weatherford, Instructor
- Trista Nelson, Director of Learning Commons
- Joel Mishler, Athletic Director
- Amy Young, Registrar
- Mike Elliott, Men’s Basketball Coach
- Daivion Boleware, student athlete
- Diane Zinsmaster, Recording Secretary

1. CALL MEETING TO ORDER

Vice-Chairperson Carol Higgins called the meeting to order at 8:00 a.m. in the Boardroom.

2. APPROVAL OF AGENDA

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

3. INTRODUCTION of ATTENDEES

Everyone introduced themselves. Mike Elliott introduced Daivion Boleware, student athlete from the GOCC Men's Basketball team. Daivion has had an excellent season and been a huge asset to the team (averaging 18.6 points and 10.3 rebounds per game). Congratulations and Great Job Daivion!

4. MOMENT of SILENCE

In honor of the recent solar eclipse and the Spring flowers that are starting to bloom.

5. APPROVAL of MARCH 21, 2024, BOARD MEETING MINUTES

Motion by Mr. Haas, second by Mr. Cordes to approve the March 21, 2024, Board of Trustees Meeting minutes as presented. Motion carried.

6. FOCUS TOPIC – Teaching & Learning: Quality and Improvement – Professor Rebecca Burch, Amy Young and Dr. Cloutier

They gave a PowerPoint presentation which detailed the pivotal roles of the Curriculum Committee and the Program Assessment and Review Committee in advancing academic quality. A typical new course takes approximately 2-3 months to go through the complete process from start to finish. The Curriculum Committee focuses on maintaining rigorous academic standards and implementing effective curriculum policies. Over the past year, significant efforts have included aligning courses with transfer partners and clarifying General Education Student Learning Outcomes (SLOs), which are essential for meeting Higher Learning Commission (HLC) requirements. The Program Assessment and Review Committee conducts comprehensive reviews of academic programs to enhance student learning outcomes. This process, crucial for accreditation and strategic planning, involves detailed self-studies and analyses to foster continuous improvement. These committees are fundamental to our mission of transforming lives and advancing communities through access and academic success. Their diligent work ensures that our educational offerings remain competitive and comprehensive, preparing students to succeed academically and thrive in their future careers. Vice-Chairperson Carol Higgins thanked them for the very informative presentation.

7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited March 2024 Treasurer's Report. Total revenues year to date were \$13,331,611 (\$1,399,207 increase from last year (85.5%). Expenses year to date were \$11,475,214, a \$932,893 increase over last year (73.5% compared to 74.8% last year). Property Tax Revenue to date is \$6,123,210 or 93.1% of budget. This is an increase of \$822,603 from last year due to the increase in revenue we were scheduled to receive. State Funds Revenue – we began receiving state appropriation payments in October. There will be eleven equal payments of \$254,736. We received a Personal Property Tax (PPT) reimbursement of \$486,589.91. Last October we received \$496,417. Tuition Revenue is \$2,961,536 or 91.7% of budget – this is an increase of

\$447,721 from last year). Fee Revenue is \$784,210 (87.2% of budget) and an increase of \$73,220 from last year. Student Housing revenue is \$574,508 (93.6% of budget compared to 86.9% last year). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$441,546. Payroll & Fringe benefits were \$7,657,200 through March 31, representing 74.5% of the budget compared to 77.3% last year. Utilities and Insurance expenses were \$335,454, a decrease of \$55,889 from last year. Maintenance & repairs were \$693,314, which is a \$137,203 increase from the prior year. This increase is due to the software service contracts and the timing of the payments. Scholarship expenses – were \$308,913 as of March 31. Promotion & Publications expenses were \$291,065 – an increase of \$35,312 from last year. Material & Supplies were \$208,333, which is 46.8% of the budget. Professional Services expenses were \$448,146 at the end of March (68.4% of budget). Travel & Professional Development expenses were \$200,202, which is 50% of the budget compared to 50.2% last year. Other Operating expenses were \$75,204 and represent 32.1% of the budget. Equipment expenses total \$57,384 as of March 31.

The Treasurer's Report will be filed pending Audit.

8. AUDIT / FINANCE COMMITTEE REPORT

Ms. Bontrager stated the Audit/Finance Committee has not met recently so there is no update to give at this time. She expects that they will meet within the next month or so.

9. STATE / NATIONAL LEGISLATIVE UPDATE

President Devier and Trustee Rick Cordes gave a brief update from attending the AACC in Louisville, KY 4/5-4/7. Trustee Cordes said it was a great conference and very informative.

10. VISITOR COMMENTS

Carol Higgins showed a magazine where President Devier was featured and also on the front cover.

11. DISCUSSION ITEMS

A. Renovation of South side of Campus Update

President Devier gave a brief update on the loan and bond resolution – we are waiting on title search to be completed for B/C & D areas. Once the title search is complete, we will forward it to Katherin Farwell at the USDA and then once that process goes through then we can officially begin the bidding process.

B. Presidential Search Update – Joe Haas

Mr. Haas reported that 3 final candidates were selected. Each candidate will visit the campus for one day starting on April 22, 23 and 24. During that time, internal and external constituents will have the opportunity to attend public forums with the candidates and provide feedback. The candidates will then each interview with the board. The board will hold a special board meeting on Thursday, April 25th to deliberate the candidates.

12. ACTION ITEMS

A. Approve Continuing Contract – Professor status for Sara Boylan and Carol Weatherford

Motion by Cordes, second by Datkovic to approve continuing contract – Professor status to Sara Boylan and Carol Weatherford.

ROLL CALL VOTE:

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

NAYES: None

ABSENT: Gosling

MOTION: Carried

B. Approve Preliminary 2024-25 Budget

Motion by Bontrager, second by Lopez to approve the Preliminary Budget for 2024-25 as presented.

ROLL CALL VOTE:

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

NAYES: None

ABSENT: Gosling

MOTION: Carried

C. Approve Updated Course Fees – Policy 3.14

Motion by Bontrager, second by Cordes, to approve updated 2024-25 Course Fees – Policy 3.14 as presented.

ROLL CALL VOTE:

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

NAYES: None

ABSENT: Gosling

MOTION: Carried

13. ADMINISTRATIVE UPDATES

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

Dr. Cloutier stated that a team of 8 people from Glen Oaks will be attending the upcoming HLC Conference in Chicago. Our internal prep team continues to meet and plan for our upcoming November site visit. He shared that he and Anita Schlabach met with WMU recently to discuss continued articulation agreements. Lanre Ajayi and he are working with Burr Oak Tool on machine curriculum.

B. VICE-PRESIDENT of STUDENT SERVICES; TONYA HOWDEN

Ms. Howden gave a quick Summer enrollment update: 114 headcount (increase 32%). She shared that 14 high school students are taking Summer classes. Several PTK Honor Society advisors; Ben Fries and Sarah Henry, along with members Abby Youmans and Jodi Hollingsworth attended the International Convention last week. The GOCC PTK Chapter has been named a Top 100 Chapter (out of 1,300 chapters!) so kudos to Ben and Sarah for all their dedication to helping make that happen. President Devier was the recipient of the Michael Bennet Lifetime Achievement Award for his service as a retiring president. She gave an update on student housing and said thus far we have 2 students, 6 crop watch interns and possibly 2 more Mayer Tool interns staying for the Summer, and we have 31

students returning in Fall for student housing. She highlighted several events that have recently been held and a few that are scheduled for next week.

C. CFO/CONTROLLER – JENNIFER DODSON

Ms. Dodson stated that she expects to have the budget completed very soon.

D. EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING: DENISE DEVRIES

Ms. DeVries gave a brief update and stated that updating the website continues to be a major focus. She has coordinated an Ag Program marketing campaign to help broaden the range and is also working to promote MI Reconnect. Graduation prep is in full swing and she is working on the graduation video which will highlight student athlete Daivion Boleware, and also feature President Devier's time at GOCC.

E. DIRECTOR of BUSINESS OUTREACH SERVICES; KRISTINE STEVENS

Ms. Stevens reported that the Motorcycle Safety Classes for May 8th filled up in 5 minutes! We will be offering 50 classes (8 students per class) so it is a great community outreach effort. The lines on the parking lot for the motorcycle safety class will be repainted this weekend in prep for the upcoming first class of the season. On April 22nd, the next round of Going Pro officially opens. She has also been working on customized training on 6 Sigma and Manager Training.

F. FOUNDATION DIRECTOR; VONDA MARROW

Ms. Marrow stated that the Foundation is in the midst of scholarship awarding and also doing prep for the fiscal year end. She reported that the Foundation now has a full board with 17 members and will be working on a direct corporate campaign effort soon.

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

Dr. Russell gave an update from the Trellis Student Wellness Survey that was conducted: 53% of student worry about having enough money to pay for school, 57% of students would have trouble getting \$500 in cash or credit, 46% indicated that they experienced anxiety, and 31% have been dealing with depression. GOCC does continue to offer free mental health services via virtual care group/online telehealth counseling which offers services to help deal with things such as stress, anxiety, depression, grief, and loss. One in five students report being hungry because of lack of resources. 84% of students agree college is good investment for them (compared to 77% nationwide)

H. DIRECTOR of INSTITUTIONAL INNOVATION; ROB KUHLMAN

Mr. Kuhlman stated that there are currently a lot of grant opportunities out there and that Dr. Cloutier, Ms. Howden and Dr. Russell are looking at submitting for several different grants – stay tuned, more information will be shared as it becomes available. He stated that he is currently working with IT to make upgrades to the Upton Technology. He gave an update on athletics and stated that our Esports team

is in the playoffs now. The year end Athletic Award Banquet will be held on April 28th.

I. DIRECTOR of HUMAN RESOURCES; JAMIE YESH

Ms. Yesh gave an HR update and stated that we currently have openings for custodian, full-time maintenance assistant, STEM Camp Instructor assistant volleyball and assistant baseball coach. Tonight, the AAWCC will induct 10 new members.

J. PRESIDENT DEVIER

President Devier offered congratulations to Trustee; Joe Haas, who was recently named the recipient for Sturgis Exchange Club Award. As a reminder, GOCC will be hosting the MCCA Spring Board of Directors Meeting on May 16 & 17. He shared the names of this year's award recipients: Fellows Award – Mike Stiles, Distinguished Alumni – William Lederman, Up & Coming Alumni – Alan Albarran, E. J. Shaheen Award for Teaching Excellence – Professor Michelle McNamara, Part-Time Teaching Award for Excellence – Dan Miller, and Outstanding Service – Diane Zinsmaster. The President's Award for a graduating student will be named at graduation on May 3rd. EPT Induction for 18 new members will be held on April 22nd in the Art Studio. EPT will be doing a community service event on April 20th as they do roadside cleanup on M-86 between Shimmel Road and Nottawa.

14. CLOSED SESSION

None

15. ADJOURNMENT

Motion by Bontrager, second by Cordes to adjourn. Vice-Chairperson Carol Higgins adjourned the meeting at 10:20 a.m.

Next SPECIAL Board Meeting:

- **Thursday, April 25, 2024, @ 5:00 p.m. in the Boardroom.**

Carol Higgins

Vice-Chairperson, Board of Trustees

Rod Lopez

Secretary, Board of Trustees