



Board of Trustees Meeting- MINUTES

May 15, 2025 @ 8:00 a.m. in the Boardroom

TRUSTEES PRESENT

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

TRUSTEES ABSENT

- Bruce Gosling, Chairperson
- Elizabeth Datkovic, Trustee

OTHERS PRESENT

- Dr. Bryan Newton, President
- Dr. Adam Cloutier, Vice-President of Academics
- Jennifer Dodson, CFO/Controller
- Tonya Howden, Vice-President of Student Services
- Jamie Yesh, Exec. Director of Human Resources
- Sara Birch, Dean of Health & Natural Sciences
- Kristine Stevens, Director of Business Outreach & Services
- Lanre Ajayi, Dean of Advanced Technologies & Public Service
- Barb Murk, IR Assistant
- Kelly Noteboom, Assistant to Athletic Director
- Diane Zinsmaster, Recording Secretary

VIA ZOOM:

- Dr. Sarah Guy, Strategic Planning Consultant

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 Cordes, second by Haas to approve the Agenda as presented. Motion carried.

3. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

4. MOMENT of SILENCE

To envision positive future and in honor of all our recent graduates.

5. APPROVAL of APRIL 10, 2025, BOARD of TRUSTEES MEETING MINUTES

Motion by Cordes, second by Bontrager to approve the April 10, 2025, Board of Trustees Meeting minutes as presented. Motion carried.

6. FOCUS TOPIC: STRATEGIC PLANNING UPDATE – DR. SARAH GUY

Dr. Sarah Guy, stated she wished to thank the college for the opportunity to work with the college and assist with our strategic planning. She shared a PowerPoint presentation which provided highlights and statistics. She said that the committee has gathered a variety of in depth and secondary data to help support their strategic planning efforts. They gathered data from various sources during discovery day which included community and industry representatives from the community to learn about their education and workforce needs and challenges. A wide stakeholder survey was also sent out. Data from all of those various sources were reviewed and analyzed. The faculty and staff attended a planning session and provided some great feedback. The strategic planning committee met several times and has done significant work to fine tune and refine objectives and goals. Input from faculty and staff was given at a planning session. The next strategic planning session will be held on May 28th. The committee continues to work hard to complete strategic planning and it will be shared with the board once it has been finalized.

7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited April 2025 Treasurer's Report. Total revenues year to date were \$13,545,365 (\$965,167 decrease from last year (83.1%). Expenses year to date were \$13,398,157, a \$566,706 increase over last year (82.1% compared to 82.2% last year). Property Tax Revenue – to date is \$5,764,048 (79.3%). This is a decrease of \$991,877 from last year, due to the timing of the revenue received from the county. 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 payment of \$459,094.14. Last October we received \$486,589.91 in PPT. Tuition Revenue is \$3,183,728 (97.2%). This is an increase of \$224,381 from last year. Fee Revenue is \$852,098 (94.8%), an increase of \$67,236. Student Housing is \$554,398 (90.3%). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$192,035. Payroll & Fringe benefits were \$8,886,030 through April, representing 84.5% of the budget compared to 84.1% last year. Utilities and Insurance expenses were \$440,213, an increase of \$67,301 from last year. Maintenance & repairs were \$944,863 which is a \$172,672 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 – \$247,518 as of April. Promotion & Publications expenses were \$280,355 (80.8%). Materials & Supplies were \$431,717, which is \$198,923 increase over prior year. The increase is due to us changing how we record subscriptions. Instead of prorating we are expensing it so departments can view their budget to date and know where they stand at any given time. Professional Services expenses were \$412,350 at the end of April (48.2% of budget). Travel & Professional Development expenses were \$266,043, which is 60.2% of the budget compared to 56.2% last year. Other Operating expenses were \$121,588 and represent 50.2% of the budget. Equipment expenses total \$34,166 as of April. The Treasurer's Report will be filed pending audit.

8. AUDIT / FINANCE COMMITTEE UPDATE

Ms. Bontrager stated that the A/F Committee has not met recently. President Newton stated that they will meet either the last week in May or first week in June to review the budget.

9. STATE / NATIONAL LEGISLATIVE UPDATE

President Newton gave a brief legislative update. The House Committee on Education and Workforce Development voted to advance a budget that will have serious ramifications for our students. Pell cuts were included in the bill, and students will now have to take at least 7.5 credits to qualify for Pell. Full time students will now be defined as 15 credits (was previously 12 credits). He gave an update on risk sharing which would mean that higher education institutions would now

be responsible for part of the defaulted student loans even though we have no control if the former student pays or not. President Newton stated that the board members were welcome to send letters to the Senate to share their concerns about how this would significantly impact community colleges. The Michigan Senate introduced a bill which includes a 3% increase for community colleges, which is less than the 4% that Governor Whitmer had proposed. The Fiscal Year for Michigan starts October 1st. We are budgeting for 2.5% and can make adjustments after the State budget has been approved. Stay tuned, he will share more information as it becomes available.

10. VISITOR COMMENTS

None

11. DISCUSSION ITEMS

None

12. ACTION ITEMS

A. Approve Tax Levy for 2025-26

Motion by Haas, second by Bontrager to approve the Tax Levy for 2025-26 as presented.

ROLL CALL VOTE:

VOTING AYE: Cordes, Lopez, Bontrager, Haas and Higgins

ABSENT: Datkovic and Gosling

VOTING NAYE: None

MOTION: Carried

B. Approve Hazing Policy 398

Motion by Cordes, second by Lopez to approve the Hazing Policy 398 as presented. Motion carried.

C. Approve Hazing Prevention and Awareness Policy 399*

Motion by Haas, second by Cordes to approve the Hazing Prevention and Awareness Policy 399 as presented. Motion carried.

13. ADMINISTRATIVE REPORTS

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

Dr. Cloutier gave a brief update on E-sports and stated that overall, they had a very good year. Several welding students competed in MITES competition and Erika Halferty placed first in TIG welding and Kendal Banks placed third in Oxy Fuel. He gave update on WMU Community College Partnership Summit that was held April 25th. He shared that several members from GOCC will be going to Davenport University today to talk about articulation/transfer opportunities. He hopes to expand our current articulation agreement with DU. Dean Sara Birch and Dr. Nathan Frantz have been collaborating with Pfizer to discuss possible internship opportunities. Dr. Cloutier stated that he will be bringing several proposed curriculum changes to the board in June for review and approval.

B) DIRECTOR of BUSINESS OUTREACH – KRISTINE STEVENS

As Ms. Stevens had an off campus meeting scheduled for this morning, she was bumped up on the agenda to give her update. She gave an update on the RV industry and stated that she is collaborating with both Michigan and Indiana Works to help the employees that will be impacted by the shutdown. Internally she has met with members from academics and students services to discuss how we can best be prepared to help these displaced workers. Many ideas have been discussed including the possibility of offering short term training programs. She gave a brief update on the motorcycle safety program and classes continue to fill up as quickly as they are posted. Career Quest was held at the Doyle Center last week that showcased many skilled trades programs and over 700 ninth grade students attended. She continues to work with area businesses for their Going Pro training grants.

C) VICE-PRESIDENT of STUDENT SERVICES – TONYA HOWDEN

Ms. Howden gave an enrollment update for Summer:

Headcount: 273 which is a 12% increase

Credit count has decreased 17% but the contributing factor for that is that many of the classes have changed from 4 credit hours to now 3 credit hours.

She gave an update on athletics and where the teams ended their respective season standings. We had some very good applicants apply for the Athletic Directors job (due to Joel Mishler's upcoming retirement) and the 1st round of interviews has been completed. The Director of Student Housing position has been posted. We have 19 residents in student housing during the summer. The Great Lakes Spiritual Retreat will be on campus the week of June 16th, and STEM Camp will take place June 16-18.

D) CFO/CONTROLLER – JENNIFER DODSON

Ms. Dodson stated that she is working to finalize the budget for 2025-26.

E) EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING – DENISE DEVRIES

Out of office.

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

Ms. Yesh stated that Dr. Tracy Labadie will begin on June 23rd as our new Vice-President of Finance & Administration. She is working to schedule interviews for the remaining open positions. She stated that as part of JEDI there will be training on June 5th. The emergency operations flip chart has been updated and will soon be rolled out to the various employee groups. She said that she is looking into possibly having the emergency plan available via cell phones for employees as well.

I) PRESIDENT NEWTON

President Newton said that it has been very helpful having Dr. Guy assist us with the strategic planning process. He gave an update on the south side renovation project and said that the project is moving along and work will continue as planned over the summer. He gave an update on Ellucian and stated that they have been working with us on our strategic alignment engagement to help match our processes to technology. We received 2 responses to our request for quotes for the café on the concourse, and a committee will be formed to review them soon and bring forth a recommendation. We will have a board retreat work session in August. He reminded everyone of upcoming conferences during the summer.

14. CLOSED SESSION

None

15. ADJOURNMENT

Motion by Cordes, second by Lopez to adjourn. Vice-Chairperson Carol Higgins adjourned the meeting at 9:54 a.m.

Next Board Meeting:

- **Thursday, June 12, 2025, 8:00 a.m. in the Boardroom.**

Carol Higgins

Vice-Chairperson, Board of Trustees

Rod Lopez

Secretary, Board of Trustees