



# Board of Trustees Meeting- MINUTES

June 12, 2025 @ 8:00 a.m. in the Boardroom

## TRUSTEES PRESENT

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

## TRUSTEES ABSENT

- None

## OTHERS PRESENT

- Dr. Bryan Newton, President
- Dr. Adam Cloutier, Vice-President of Academics
- Jennifer Dodson, CFO/Controller
- Jamie Yesh, Exec. Director of Human Resources
- Sara Birch, Dean of Health & Natural Sciences
- Denise DeVries, Exec. Director of Communications
- Kristine Stevens, Director of Business Outreach & Services
- Lanre Ajayi, Dean of Advanced Technologies & Public Service
- Michelle McNamara, Professor
- Christina Steele, Director of Allied Health
- Sarah Henry, Director of Admissions
- Trista Nelson, Director of Learning Commons
- Nathan Frantz, Professor
- Barb Murk, IR Assistant
- Phyllis Youga, Foundation President
- Robert Tomlinson, Three Rivers Commercial-News
- Diane Zinsmaster, Recording Secretary

## VIA ZOOM:

- Dr. Sarah Guy, Strategic Planning Consultant

### 1. CALL MEETING TO ORDER

Chairperson Bruce Gosling called the meeting to order at 8:00 a.m. in the boardroom.

### 2. APPROVAL OF AGENDA

**Motion by Cordes, second by Datkovic to approve the Agenda with slight change to move Item #13N up to be the first Action Item. Motion carried.**

### 3. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

4. MOMENT of SILENCE

5. SPECIAL RECOGNITION

President Newton stated that he wanted to acknowledge the Glen Oaks PTK Chapter which was recently honored by receiving twelve honors at the Michigan Regional Convention, including the title of Most Distinguished Chapter in the Michigan Region. Several other honors included: Honors in Action, Best Use of Theme, and College Project. Several students were recognized as well: Viktoria Diwert, Alexandria Long, Natahlee Hughey, Troy Cole, and Sarah Cropsey. Sarah Henry received the 1<sup>st</sup> Place Paragon Award and was inducted into the Hall of Honor. Ben Fries received 1<sup>st</sup> Place Continued Excellence Award. Another special milestone was that student Chloe Butters was elected as a Midwest Regional Officer. President Newton thanked advisors Ben Fries and Sarah Henry for all their hard work, dedication, and ongoing efforts.

6. APPROVAL of MAY 15, 2025, BOARD of TRUSTEES MEETING MINUTES

**Motion by Cordes, second by Datkovic to approve the May 15, 2025, Board of Trustees Meeting minutes. Motion carried.**

7. FOCUS TOPIC: STRATEGIC PLAN OVERVIEW – DR. SARAH GUY

Dr. Sarah Guy, shared a brief PowerPoint summary of the Strategic Plan. She gave highlights on:

- Strategic Planning Process Map
- Mission, Vision, Core Values
- The Strategic Pillars & Objectives

She stated that over the summer the group will continue to refine the objectives and action plans.

8. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited May 2025 Treasurer's Report. Total revenues year to date were \$16,682,664 (\$496,482 decrease from last year (102.4%). Expenses year to date were \$14,535,786, a \$533,580 increase over last year (88.9% compared to 89.6% last year). Property Tax Revenue – to date is \$7,212,178 (99.2%). This is an increase of \$445,396 from last year. 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 \$999,732.08 in May for a fiscal year total of \$1,458,826.22. Tuition Revenue is \$3,459,463 (105.6%). This is an increase of \$258,790 from last year. Fee Revenue is \$79,402 (97.8%), an increase of \$51,048. Student Housing is \$555,005 (90.4%). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$232,187. Payroll & Fringe benefits were \$9,716,282 through May, representing 92.4% of the budget compared to 92% last year. Utilities and Insurance expenses were \$476,262, an increase of \$67,919 from last year. Maintenance & repairs were \$960,990 which is a \$117,986 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 – \$248,118 as of May. Promotion & Publications expenses were \$303,666 (87.5%). Materials & Supplies were \$469,288, which is \$218,708 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 \$445,223 at the end of May (52.1% of budget). Travel & Professional Development expenses were \$288,558, which is 65.3% of the budget compared to 61.4% last year. Other Operating expenses were \$126,251 and represent

52.1% of the budget. Equipment expenses total \$34,480 as of May. The Treasurer's Report will be filed pending audit.

9. AUDIT / FINANCE COMMITTEE UPDATE

Ms. Bontrager stated that the A/F Committee met via ZOOM on June 2<sup>nd</sup> and they support the budget that is being brought forth today for consideration.

10. STATE / NATIONAL LEGISLATIVE UPDATE

President Newton gave a brief legislative update. He stated that the Michigan House went back and amended their higher education bills and restored much of the funding to our four-year public universities but, they did not do the same for community college funding. The bill still includes a 1% decrease to community colleges. The Senate and Executive still are proposing a 3% and 4% increase, respectively. The House, Senate and Executive will have to negotiate to come to a resolution. He stated that we will continue to watch as the situation evolves and he will share more information as it becomes available.

11. VISITOR COMMENTS

Ms. Phyllis Youga thanked the college for their work and support for the M.O.U. that is being brought forth today.

Professor Michelle McNamara stated that she wanted to thank the board for all they do for the college and also gave kudos for another great graduation ceremony.

12. DISCUSSION ITEMS

Reminder for Board of Trustees members to please sign and return Policy 106 – Conflict of Interest.

13. ACTION ITEMS

N. Approve Continuing Contract (Professor status) to Sara Main

**Motion by Higgins, second by Cordes to approve Continuing Contract (Professor status) to Sara Main. Motion carried.**

A. Approve Budget for 2025-26

**Motion by Bontrager, second by Lopez to approve the Budget for 2025-26 as presented. Total revenue / Total expense: \$17,416,598**

**ROLL CALL VOTE:**

**VOTING AYE: Cordes, Datkovic, Haas, Higgins, Bontrager, Lopez & Gosling**

**VOTING NAYE: None**

**MOTION: Carried**

B. Approve MCCA Delegate & Alternate Delegate for 2025-26

**Motion by Haas, second by Datkovic to approve Bruce Gosling as the MCCA Delegate and Carol Higgins as the Alternate Delegate for 2025-26. Motion carried.**

C. Approve SJC SBA Delegate & Alternate Delegate for 2025-26

**Motion by Haas, second by Bontrager to approve Rod Lopez as the SJC SBA Delegate and Carol Higgins as the Alternate Delegate for 2025-26. Motion carried.**

D. Approve 2025-26 Board of Trustees Meeting dates

**Motion by Higgins, second by Datkovic to approve the 2025-26 Board of Trustees Meeting dates as presented. Motion carried.**

E. Approve Strategic Plan

**Motion by Bontrager, second by Datkovic to approve the updated GOCC Strategic Plan for 2025-28 as presented. Motion carried.**

- F. Approve M.O.U. Foundation  
**Motion by Cordes, second by Higgins to approve the Memorandum of Understanding between Glen Oaks Community College and The Glen Oaks Community College Foundation as presented. Motion carried.**
- G. Approve Machining and Metrology, Certificate  
**Motion by Cordes, second by Haas to approve the creation of a new Machining and Metrology Certificate as presented. Motion carried.**
- H. Approve modification to Associate of Science  
**Motion by Higgins, second by Datkovic to approve the modifications to the Science, Associate of Science degree as presented. Motion carried.**
- I. Approve modification to Phlebotomy Technician Certificate  
**Motion by Cordes, second by Higgins to approve the modifications to the Phlebotomy Technician Certificate as presented. Motion carried.**
- J. Approve program deactivation of Medical Administrative Specialist Certificate  
**Motion by Datkovic, second by Haas to approve the deactivation of the Medical Administrative Specialist Certificate as presented. Motion carried.**
- K. Approve modification to Machine Tool, Certificate  
**Motion by Cordes, second by Haas to approve the modifications to the Machining Advanced and CNC Technology Certificate as presented. Motion carried.**
- L. Approve program deactivation of General Studies Certificate  
**Motion by Higgins, second by Bontrager to approve the deactivation of the General Studies Certificate as presented. Motion carried.**
- M. Approve modification to Allied Health, Associate of Applied Science  
**Motion by Cordes, second by Haas to approve the modifications to the Allied Health, Associate of Applied Science as presented. Motion carried.**
- O. Approve update to Policy 329 Independent Study Requests  
**Motion by Higgins, second by Bontrager to approve the updated Policy 329 Independent Study Requests as presented. Motion carried.**
- P. Approve update to Policy 323 Incomplete and In-Progress Coursework  
**Motion by Higgins, second by Datkovic to approve the updated Policy 323 Incomplete and In-Progress Coursework as presented. Motion carried.**

#### 14. ADMINISTRATIVE REPORTS

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

Dr. Cloutier gave a brief update on several topics including that he met with several community members to discuss possibility of rad tech and respiratory tech program and vet tech program. He stated that we are working on DE improvements (Chromebooks).

B) VICE-PRESIDENT of STUDENT SERVICES – TONYA HOWDEN

Out of office

C) CFO/CONTROLLER – JENNIFER DODSON

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

D) EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING – DENISE DEVRIES

Ms. DeVries distributed a brief written summary which gave an update on the website, Annual Report, 60<sup>th</sup> Anniversary Celebration and the St. Joseph County Fair planning.

E) DIRECTOR of BUSINESS OUTREACH SERVICES – KRISTINE STEVENS

Ms. Stevens distributed a brief written summary which gave an update on meetings with RV industries, developing a short-term floor covering training program, EV Jobs Academy, Armstrong HVAC and heat pumps training, and motorcycle safety classes.

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

Out of office.

G) EXECUTIVE DIRECTOR of HUMAN RESOURCES – JAMIE YESH

Ms. Yesh stated that the new hire report is on the last page of the treasurer's report. She gave a brief update on the security and emergency operations plan.

H) PRESIDENT NEWTON

President Newton stated that Sturgis Fest dinner is June 24<sup>th</sup> at 6:00 p.m. so if anybody is interested in attending to please let him know. Since our last meeting on May 15<sup>th</sup> most of the time was spent finalizing the budget and the 2025-2028 Strategic Plan. Thank you for approving both of these items as well as the Foundation M.O.U.

Q. CLOSED SESSION

None

R. ADJOURNMENT

**Motion by Bontrager, second by Higgins to adjourn. Chairperson Bruce Gosling adjourned the meeting at 10:18 a.m.**

**Next Board Meeting:**

**There will not be a meeting in July**

- **The next meeting will be on Thursday, August 14, 2025, at 8:00 a.m. in the Boardroom with the Board Retreat immediately following thereafter.**

*Bruce Gosling*

Chairperson, Board of Trustees

*Rod Lopez*

Secretary, Board of Trustees