



# Board of Trustees Meeting- MINUTES

June 20, 2024 @ 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

## TRUSTEES ABSENT:

- Richard “Rick” Cordes, Trustee

## OTHERS PRESENT:

- Dr. David H. Devier, President
- Jennifer Dodson, CFO/Controller
- Jamie Yesh, Director of Human Resources
- Dr. Tammy Russell, Exec. Dir. of Institutional Planning, Assessment & Research
- Kristine Stevens, Director of Business Outreach Services
- Sara Birch, Dean of Health & Natural Sciences
- Lanre Ajayi, Dean of Advanced Technologies & Public Service
- Vonda Marrow, Foundation Director
- Trista Nelson, Director of Learning Commons
- Barb Murk, IR Assistant
- Greg Dedes, Frederick Construction
- Sherry Davis-Shock – Great Lakes Retreat Co-Chair
- Jolene VanKoenig – Great Lakes Retreat Co-Chair
- Robert Tomlinson, Three Rivers Commercial-News
- Diane Zinsmaster, Recording Secretary

### 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 Higgins, second by Bontrager to approve the Agenda with following change: Item 12-I – delete Professor Emeritus and change to Approve Appointment of Owner’s Representative for South Side Renovation Project. Motion carried.**

### 3. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

### 4. MOMENT of SILENCE

Congratulations to the Cordes Family on the birth of their newest grandbaby. Also, reflection on a decade of progress and the approximately 120 board meetings that President Devier has attended.

5. APPROVAL of MAY 9, 2024, BOARD MEETING MINUTES

**Motion by Haas, second by Higgins to approve the May 9 Board of Trustees meeting minutes as presented. Motion carried.**

6. FOCUS TOPIC:

President Devier introduced Greg Dedes, Frederick Construction and stated that the bids for the South Side Renovation Project were received in on Tuesday, June 18<sup>th</sup> and opened. We received two bids, and Fredericks Construction submitted the lowest bid. We have worked on projects with them in the past (Student Housing, Concourse, etc.) so we are familiar with the quality of their work and how they oversee the project. Mr. Dedes stated that Frederick Construction is very appreciative of the opportunity to work with Glen Oaks once again and they especially enjoy working in St. Joseph County. They anticipate the project from start to finish will be approximately 310 days.

7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited May 2024 Treasurer's Report. Total revenues year to date were 16,186,182 (\$1,177,566 increase from last year (103.7%). Expenses year to date were \$14,002,209, a \$1,159,142 increase over last year (89.6% compared to 91.6% last year). Property Tax Revenue to date is \$6,766,782 or 102.9% of the budget. This is an increase of \$501,100 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 \$909,385.95 in May for a fiscal year total of \$1,395,975.86. Last fiscal year PPT total payments were \$1,586,371.31. This is a decrease of \$190,395.4. Tuition Revenue is \$3,200,673 or 99.1% of budget – this is an increase of \$485,684 from last year). Fee Revenue is \$828,354 (92.1% of budget) and an increase of \$119,611 from last year. Student Housing revenue is \$576,210 (93.9% of budget compared to 87.8% last year). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$804,776. Payroll & Fringe benefits were \$9,457,277 through May 31, representing 92% of the budget compared to 95.3% last year. Utilities and Insurance expenses were \$408,343, a decrease of \$54,428 from last year. Maintenance & repairs were \$843,004, which is a \$154,397 increase from the prior year. This increase is due to the software service contracts. Scholarship expenses – were \$310,673 as of May 31<sup>st</sup>. Promotion & Publications expenses were \$353,299 – an increase of \$44,366 from last year. Material & Supplies were \$250,580, which is 56.3% of the budget. Professional Services expenses were \$504,623 at the end of May (77% of budget). Travel & Professional Development expenses were \$245,704, which is 61.4% of the budget compared to 60% last year. Other Operating expenses were \$98,305 and represent 42% of the budget. Equipment expenses total \$63,736 as of May 30<sup>th</sup>. The Treasurer's Report will be filed pending Audit.

8. AUDIT / FINANCE COMMITTEE UPDATE

The A/F Committee met and supports the Budget and Tax Levy as presented. They also briefly reviewed and discussed the initial salary compensation study results.

9. STATE / NATIONAL LEGISLATIVE UPDATE

President Devier distributed a handout which detailed highlights of the national mental health crisis.

10. VISITOR COMMENTS

Ms. Sherry Davis-Shock and Ms. Jolene VanKoenig, Great Lakes Retreat Co-Chairs wanted to express their gratitude for GOCC allowing them to host their retreat here last minute and said we have absolutely amazing staff, and that they have all been very professional and gracious. Thank you GOCC!

11. DISCUSSION ITEMS

None

12. ACTION ITEMS

A. Approve Budget for 2024-25

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

**ROLL CALL VOTE:**

**AYES: Datkovic, Haas, Higgins, Bontrager, Lopez and Gosling**

**NAYES: None**

**ABSENT: Cordes**

**MOTION: Carried**

B. Approve Tax Levy for 2024-25

**Motion by Higgins, second by Datkovic to approve the Tax Levy for 2024-5 as presented.**

**ROLL CALL VOTE:**

**AYES: Bontrager, Haas, Datkovic, Higgins, Lopez and Gosling**

**NAYES: None**

**ABSENT: Cordes**

**MOTION: Carried**

C. Approve SWMEA GOCC Faculty Agreement for 2024-27

**Motion by Haas, second by Higgins to approve the SWMEA GOCC Faculty Agreement for 2024-27 as presented.**

**ROLL CALL VOTE:**

**AYES: Bontrager, Datkovic, Lopez, Haas, Higgins and Gosling**

**NAYES: None**

**ABSENT: Cordes**

**MOTION: Carried**

D. Approve Bid for South Side Renovation Project contingent upon USDA approval

**Motion by Higgins, second by Datkovic to approve big package for Frederick Construction for \$7,908,893.00 for South Side Renovation Project contingent upon USDA approval.**

**ROLL CALL VOTE:**

**AYES: Haas, Lopez, Bontrager, Datkovic, Higgins and Gosling**

**NAYES: None**

**ABSENT: Cordes**

**MOTION: Carried**

- E. Approve Board of Trustees Meeting dates for 2024-25  
**Motion by Higgins, second by Bontrager to approve the 2024-25 Board of Trustees Meeting dates as presented.**

**MOTION: Carried**

- F. Approve MCCA & SJC SBA Delegate & Alternate Delegate  
**Motion by Haas, second by Higgins to approve Bruce Gosling as the MCCA Delegate and Carol Higgins as the Alternate Delegate, and Rod Lopez as the SJC SBA Delegate, and Carol Higgins as the Alternate Delegate for 2024-25.**

**MOTION: Carried**

- G. Approve college credit card for Dr. Bryan Newton  
**Motion by Haas, second by Datkovic to approve college credit card be ordered for Dr. Bryan Newton, President, effective 7/1/2024 with the same credit limit as was previously on President Devier's college credit card. Also update Southern Michigan Bank and Sturgis Bank & Trust college accounts by deleting Bruce Zakrzewski & Dr. Devier and replacing with Dr. Bryan Newton and/or Kim Bontrager.**

**ROLL CALL VOTE:**

**AYES: Haas, Higgins, Lopez, Datkovic, Bontrager and Gosling**

**NAYES: None**

**ABSENT: Cordes**

**MOTION: Carried**

- H. President Emeritus  
**Motion by Bontrager, second by Datkovic to grant the title of President Emeritus to David H. Devier with all the rights and privileges there pertaining to.**

**ROLL CALL VOTE:**

**AYES:**

**NAYES: None**

**ABSENT: Cordes**

**MOTION: Carried**

- I. Owner's Representative for South Side Renovation Project  
**Motion by Datkovic, second by Higgins to appoint David H. Devier as the Glen Oaks Owner Representative for the South Side Renovation Project under the conditions as outlined in the proposal that was presented to the board of trustees.**

**ROLL CALL VOTE:**

**AYES: Lopez, Haas, Bontrager, Datkovic, Higgins and Gosling**

**NAYES: None**

**ABSENT: Cordes**

**MOTION: Carried**

### 13. ADMINISTRATIVE REPORTS

- A. VICE-PRESIDENT of ACADEMICS; DR. ADAM CLOUTIER  
As Dr. Cloutier is out of the office this week, Dean Sara Birch gave a brief update on behalf of Academics.
- B. VICE-PRESIDENT of STUDENT SERVICES; TONYA HOWDEN  
Ms. Howden is out of the office this week. President Devier shared brief enrollment update.
- C. CFO/CONTROLLER – JENNIFER DODSON  
Ms. Dodson stated we have officially gone “live” with the ability to do ACH refunds and that we did 36 refunds/56 checks, so it did work very well.
- D. EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING: DENISE DEVRIES  
Ms. DeVries is out of the office today.
- E. DIRECTOR of BUSINESS OUTREACH SERVICES; KRISTINE STEVENS  
Ms. Stevens gave an update on the Motorcycle Safety Class. This week starts the 2 classes per week.
- F. FOUNDATION DIRECTOR; VONDA MARROW  
Ms. Marrow stated the Foundation is wrapping up their fiscal year end donations and nursing scholarships will officially be awarded in July. They will also begin working on their 2024 Annual Report.
- G. EXECUTIVE DIRECTOR of INSTITUTIONAL PLANNING, ASSESSMENT & RESEARCH; DR. TAMMY RUSSELL  
Dr. Russell stated that on the back of the handout that President Devier shared earlier you will find some additional information about Trellis Survey, and several others. She is in the midst of working on numerous grants – 5 or 6 at this time as well as the annual IR Compliance Reporting and other Fall required reporting.
- H. DIRECTOR of INSTITUTIONAL INNOVATION; ROB KUHLMAN  
Mr. Kuhlman is out of the office today. He has officially submitted his notice of retirement and will be retiring June 27<sup>th</sup>.
- I. DIRECTOR of HUMAN RESOURCES; JAMIE YESH  
Ms. Yesh gave an update on the preliminary salary compensation study and the current open positions that are posted at this time. She also stated that we will begin negotiations with GOSSE very soon.
- J. PRESIDENT DEVIER  
President Devier stated that this will be his last board of trustees meeting and that he has greatly appreciated the opportunity to work with this board to accomplish all that they have in 10-years. He reiterated that the college has many great people and he’s confident that they will continue to help the college be successful. As a reminder today after the meeting, everyone is welcome to come stop over at the Nora Hagen House to tour it and see all the renovations and updates that Patty and he have made since staying there.

### 14. CLOSED SESSION

None

15. ADJOURNMENT

**Motion by Bontrager, second by Lopez to adjourn. Chairperson Bruce Gosling adjourned the meeting at 9:45 a.m.**

**Next Board Meeting:**

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

*Bruce Gosling*

Chairperson, Board of Trustees

*Rod Lopez*

Secretary, Board of Trustees