



# Board of Trustees Meeting- MINUTES

August 8, 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
- Richard “Rick” Cordes, Trustee

## TRUSTEES ABSENT:

- None

## OTHERS PRESENT:

- Dr. Bryan Newton, President
- Dr. Adam Cloutier, Vice-President of Academics
- Tonya Howden, Vice-President of Student Services
- Jennifer Dodson, CFO/Controller
- Jamie Yesh, Director of Human Resources
- Dr. Tammy Russell, Exec. Dir. of Institutional Planning, Assessment & Research
- Sara Birch, Dean of Health & Natural Sciences
- Vonda Marrow, Foundation Director
- Trista Nelson, Director of Learning Commons
- Barb Murk, IR Assistant
- Hannah Fries, TRIo
- Rachel Templin,
- Judy Fetch, Learning Commons
- Christian Monsivaes, IT
- Chad Worthington, Faculty Senate President
- Candy Bohacz, HR
- Jean Zimmerman, Financial Aid
- Eric McGlothlin, Dickinson-Wright
- Robert Tomlinson, Three Rivers Commercial-News
- Diane Zinsmaster, Recording Secretary

## VIA ZOOM:

- Crystal Bright, Evergreen Solutions, LLC
- Britt Gamble, Evergreen Solutions, LLC

## 1. CALL MEETING TO ORDER

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

2. APPROVAL OF AMENDED AGENDA

**Motion by Higgins, second by Datkovic to approve the amended Agenda as presented. Motion carried.**

3. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

4. MOMENT of SILENCE

Here is to the start of another great academic year for GOCC.

5. APPROVAL of JUNE 20, 2024, BOARD MEETING MINUTES

**Motion by Cordes, second by Higgins to approve the June 20, 2024, Board of Trustees meeting minutes as presented. Motion carried.**

6. FOCUS TOPIC

Jamie Yesh introduced Crystal Bright and Britt Gamble from Evergreen Solutions, LLC. They gave a brief presentation on the compensation study that was recently done for the college. Ms. Gamble explained the overall process and gave a brief overview which included: outreach, internal and external analysis, and the suggested solution. Recommendations for Administrators: 15 pay grades, adopt job classifications, and assign all administrators to pay grades equitably. GOSSE recommendations: increase range spreads and percentages based on market findings and place incumbents within ranges based on bargaining contract. Ms. Gamble shared that the college has opted to use the Hybrid Parity as the implementation option. Ms. Yesh stated that the college will be holding two Town Hall meetings in September to share the findings and then will notify affected employees accordingly.

7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited July 2024 Treasurer's Report. Total revenues year to date were \$129,933 (\$9,421 increase from last year (.8%). Expenses year to date were \$964,640, a \$110,162 increase over last year (5.7% compared to 5.2% last year). Property Tax Revenue – we will not see substantial property tax revenue until September. State Funds Revenue – we began receiving state appropriation payments in October. There will be eleven equal payments. Tuition Revenue is reported is the prorated portion of summer tuition that is allocated to the current fiscal year. Tuition revenue for the fall semester is recorded as deferred revenue prior to the start of classes. Fee Revenue – we will not see significant fee revenue until classes begin in August. Fees associated with fall classes are recorded as deferred revenue. Student Housing revenue for the fall is recorded as deferred revenue. Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$6,212. Payroll & Fringe benefits were \$626,159 through July 31, representing 6% of the budget compared to 5.3% last year. Utilities and Insurance expenses were \$47,325, an increase of \$16,888 from last year. Maintenance & repairs were \$67,442, which is a \$2,638 increase from the prior year. Scholarship expenses – we will see the bulk of the scholarship expenses in October. Promotion & Publications expenses were \$10,573. Materials & Supplies were \$26,612, which is 9.1% of the budget. Professional Services expenses were \$30,139 at the end of July (3.5% of budget). Travel & Professional Development expenses were \$17,012, which is 3.94% of the budget compared to 4.3% last year. Other Operating expenses were \$5,299

and represent 2.2% of the budget. Equipment expenses total \$1,546 as of July 31<sup>st</sup>. The Treasurer's Report will be filed pending audit.

8. AUDIT / FINANCE COMMITTEE UPDATE

Ms. Bontrager stated that the committee has not met so there is no update.

9. STATE / NATIONAL LEGISLATIVE UPDATE

President Newton stated that as part of the Legislative session wrap-up that the MI guarantee was passed, and he shared the press release. This will provide free college tuition and fees (but not books or other costs) for recent (2023-24) high school graduates, and they must enroll full-time. Thus far we have 97 students that are enrolled for this fall and there are more that are eligible. Students have 15 months from the time they graduate to use this opportunity.

10. VISITOR COMMENTS

Professor Chad Worthington stated that on behalf of the faculty, he wished to thank and express gratitude for the negotiating team and the board for working and collaborating together to successfully complete negotiations. He stated that he is also the facilitator for the college council and he extended an invitation for everyone to attend future meetings. The request for a compensation study came from the college council so he appreciates the college leadership and board of trustees' support to have made that happen. Professor Worthington also shared that he is the chief negotiator for GOSSE negotiations and he's hopeful that will also go very smoothly.

11. DISCUSSION ITEMS

A. Title IX Policy Update

Ms. Howden gave a brief update on the Title IX Policy which included details as to why the changes were necessary at this time.

12. ACTION ITEMS

A. Approve one day liquor license for GOCC Foundation event

**Motion by Higgins, second by Cordes to approve the request for the GOCC Foundation to obtain a one-day liquor license for September 12, 2024, event that will be held on campus.**

**ROLL CALL VOTE:**

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

**NAYES: None**

**ABSENT: None**

**MOTION: Carried**

B. Approve Title IX Policy Update

**Motion by Haas, second by Higgins to approve the Title IX Policy 3.95 Update as presented.**

**MOTION: Carried**

C. Approve Resolution for South Side Renovation Project

**Motion by Cordes, second by Datkovic to approve the updated South Side Campus Loan Resolution as presented.**

**ROLL CALL VOTE:**

**AYES:** Bontrager, Haas, Higgins, Lopez, Cordes, Datkovic and Gosling  
**NAYES:** None  
**ABSENT:** None  
**MOTION:** Carried

13. ADMINISTRATIVE REPORTS

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

Dr. Cloutier shared an update on academics and dispersed several handouts which included information about new courses, updated courses, retention, completion and transfer. He also stated that following the October Board of Trustees Meeting, the board will have an accreditation mock meeting on October 17<sup>th</sup>, and the college will participate in a “mock accreditation visit” on November 4<sup>th</sup> & 5<sup>th</sup>.

B. VICE-PRESIDENT of STUDENT SERVICES: TONYA HOWDEN

Ms. Howden gave an enrollment update for fall:

Headcount 964, an increase of 29%

Credit Hours 8,328 an increase of 44%

Traditional students 466 (compared to 333 last year)

High School students 498 (compared to 412 last year)

Ms. Howden stated that we have seen an increase in EMC and some DE, and that the Reconnect and Reconnect + initiative has also increased enrollment.

C. CFO/CONTROLLER: JENNIFER DODSON

Ms. Dodson stated we are in year-end audit mode. The single audit was done the week of 7/29, and auditors will be here the week of 8/26 to do our financial audit and then audit findings will be presented at the October Board of Trustees Meeting.

D. EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING: DENISE DEVRIES

Ms. DeVries gave an update on the marketing campaign and GOCC brand voice. She stated that we are doing more strategic marketing to reach our students.

E. DIRECTOR of BUSINESS OUTREACH SERVICES: KRISTINE STEVENS

As Ms. Stevens is out of the office attending the Three Rivers Industrial Authority meeting this morning President Newton shared a brief update from Ms. Stevens.

F. FOUNDATION DIRECTOR: VONDA MARROW

Ms. Marrow stated the Foundation applied for and was awarded a \$20,000 AEP grant to help remove barriers/obstacles for students. She also shared that we have a donor for \$25,000 which is to help with student housing needs. The next Viking Alumni drop in is scheduled for August 14<sup>th</sup> at Roosters in Three Rivers.

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

Dr. Russell stated that she is in the midst of the annual fall reporting season so it's a busy time.

H. DIRECTOR of HUMAN RESOURCES: JAMIE YESH

Ms. Yesh stated that we have filled the EMC/DE Mentor position, Clint Young, and an offer has been accepted for the Assistant for the Director of Admissions. She anticipates we will extend an offer for a nighttime custodian position soon too.

I. PRESIDENT NEWTON

President Newton stated that he wished to thank the board of trustees and all college employees for the warm welcome that has been extended to him during his first few weeks on campus. He shared that he has been busy meeting with both internal and external constituents. We will be doing the closing for the USDA loan for the South Side Renovation Project immediately following today's board meeting.

14. CLOSED SESSION

None

15. ADJOURNMENT

**Motion by Haas, second by Higgins to adjourn. Chairperson Bruce Gosling adjourned the meeting at 9:31 a.m.**

**Next Board Meeting:**

- **Thursday, September 12, 2024, @ 8:00 a.m. in the Boardroom.**

*Bruce Gosling*

Chairperson, Board of Trustees

*Rod Lopez*

Secretary, Board of Trustees