



Board of Trustees Meeting- MINUTES

September 12, 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
- Kristine Stevens, Director of Business Outreach & Services
- Sara Birch, Dean of Health & Natural Sciences
- Trista Nelson, Director of Learning Commons
- Barb Murk, IR Assistant
- 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 Haas to approve the Agenda with the deletion of Item #6 Focus Topic. Motion carried.

3. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

4. MOMENT of SILENCE

In honor and celebration of another great start to a new academic year.

5. APPROVAL of AUGUST 8, 2024, BOARD MEETING MINUTES

Motion by Haas, second by Datkovic to approve the August 8, 2024, Board of Trustees meeting minutes with correction to 13C. Motion carried.

6. FOCUS TOPIC

As Dr. Russell is out of the office due to illness, we will not have a Focus Topic today.

7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited August 2024 Treasurer's Report. Total revenues year to date were \$2,534,012 (\$75,881 increase from last year (15.6%). Expenses year to date were \$2,506,219, a \$925,496 increase over last year (15.2% compared to 9.4% last year). Property Tax Revenue – we will not see substantial property tax revenue until September. State Funds Revenue – we will begin receiving state appropriation payments in October. There will be eleven equal payments. Tuition Revenue reported is the prorated portion of summer tuition that is allocated to the current fiscal year. Tuition revenue is \$1,715,344 (52.4%). Fee Revenue is \$450,923 (50.1%) and increase of \$24,336. Student Housing is \$291,308. Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled \$22,649. Payroll & Fringe benefits were \$1,123,440 through August 31, representing 10.7% of the budget compared to 11.3% last year. Utilities and Insurance expenses were \$97,276, an increase of \$38,426 from last year. Maintenance & repairs were \$644,236, which is a \$553,673 increase from the prior year. The increase is due to 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 – we will see the bulk of the scholarship expenses in October. Promotion & Publications expenses were \$50,728. Materials & Supplies were \$110,330, which is 38.5% of the budget. Professional Services expenses were \$95,164 at the end of August (11.1% of budget). Travel & Professional Development expenses were \$94,454, which is 21.4% of the budget compared to 7.9% last year. Other Operating expenses were \$15,245 and represent 6.3% of the budget. Equipment expenses total \$9,079 as of August 31st. 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 but stated they will meet before the October Board Meeting to review the audit results.

9. STATE / NATIONAL LEGISLATIVE UPDATE

President Newton stated that we have been notified that the FAFSA will now be available starting December 1st and that is a little later than when students typically have access to complete it. They are in the process of BETA testing it at this time to hopefully work out any of the kinks in it. He shared that he had met with Representative Steve Carra and Senator Jonathon Lindsey earlier this week and they are both very supportive of the college. They asked some great questions about workforce development and entrepreneurship.

10. VISITOR COMMENTS

None

11. DISCUSSION ITEMS

None

12. ACTION ITEMS

A. Approve Updated Local Strategic Value

Motion by Cordes, second by Higgins to approve the Local Strategic Value 2024 submission to the State as presented and certify that Glen Oaks does meet the best practice standards required for State Appropriations pursuant to Section 230(2) of the State School Aid Act (MCL.338.1830)

ROLL CALL VOTE:

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

NAYES: None

ABSENT: None

MOTION: Carried

- B. Approve change November Board of Trustees Meeting date to November 21st (from November 14th)

Motion by Haas, second by Datkovic to approve the date change for November Board of Trustees meeting to be November 21st (from the 14th) as presented.

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 the upcoming accreditation visit. This information will be helpful to prepare us for possible questions that the accreditation team may ask us and covered general topics, policy, budget and future planning. He stressed that if anyone has any questions before the accreditation visit, do not hesitate to reach out to him. As a reminder, immediately following the October 17th Board Meeting we will have an accreditation mock meeting/visit.

B. VICE-PRESIDENT of STUDENT SERVICES: TONYA HOWDEN

Ms. Howden gave an enrollment update for fall:

Headcount 1,189, an increase of .34%

Credit Hours 10,193 an increase of .44%

Traditional students 634 (compared to 613 last year)

She stated that we have approximately another 75 CTE students to enter. She also gave an update on the Aim to Complete Grant. The Oaks Fest was held yesterday and was a great success. It was very well attended and the students enjoyed it. On October 29th Student Housing will host a trick or treating event for the community.

C. CFO/CONTROLLER: JENNIFER DODSON

Ms. Dodson stated the auditors are working to finalize the audit process now.

D. EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING: DENISE DEVRIES

As Ms. DeVries is out of the office attending a leadership conference, President Newton shared a brief update on her behalf. The fair booth will feature several new upright banners, and cards with QR codes for MI Guarantee and MI Reconnect.

E. DIRECTOR of BUSINESS OUTREACH SERVICES: KRISTINE STEVENS

Ms. Stevens gave a brief update on the Going Pro Grant which will officially open in October and she has met with several local businesses about it. The last motorcycle safety class will be held next weekend, and the classes have all been

full so it has been a very successful program this year. She will provide final data and information after the last class has been completed.

F. FOUNDATION DIRECTOR: VONDA MARROW
Out of office

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

H. DIRECTOR of HUMAN RESOURCES: JAMIE YESH
Ms. Yesh stated that we have filled the executive asst. in admission and custodian positions. We are currently looking for a women's basketball coach. GOSSE negotiations have begun, and in follow up to the compensation study completion there are two town-hall meetings so it has been a busy week. She is confident that with the work that has been done as part of the compensation study that we will continue using equitable practices moving forward.

I. PRESIDENT NEWTON
President Newton stated that he wanted to thank Dr. Cloutier, Tonya Howden, Dr. Russell and all the many others that have been diligently working on tasks in preparation for the upcoming accreditation visit. It truly takes a team to make this all happen and they have worked many late hours reading and writing the assurance argument. He shared an update on campus security and the possibility of conducting a national audit which would check into policy and procedures, IT/Technology, etc. He stated that the USDA loan for the South Side Campus Renovation Project was officially closed last month and we are now waiting on paint and asbestos reports so that work can officially begin. The D Wing – Science and Nursing areas will start first so that will allow the gymnasium area to remain open for Fall/Winter sports schedule so there will not be disruptions in that area. The gymnasium work is slated to start at the end of March 2025. We will need to move the graduation ceremony to another location.

14. CLOSED SESSION
None

15. ADJOURNMENT
Motion by Higgins, second by Lopez to adjourn. Chairperson Bruce Gosling adjourned the meeting at 9:44 a.m.

Next Board Meeting:

- **Thursday, October 17, 2024, @ 8:00 a.m. in the Boardroom.**

Bruce Gosling
Chairperson, Board of Trustees

Rod Lopez
Secretary, Board of Trustees