

MINUTES: GLEN OAKS COMMUNITY COLLEGE

DATE: October 14, 2009

LOCATION: Boardroom

TRUSTEES PRESENT: Dr. Paul Schubert, Chairperson
Pat Haas, Vice-Chairperson
Bruce Gosling, Treasurer
Jim Moshier, Secretary
Dave Locey, Trustee
Ruth Perry, Trustee
Dave Allen, Trustee

TRUSTEES ABSENT: None

OTHERS PRESENT: Dr. Gary Wheeler, President
Ms. Marilyn Wieschowski, Chief Operating Officer
Patricia Morgenstern, Associate Dean of Instruction
Beverly Andrews, Director of Student Services
Brenda Luczek, Allied Health
Kari Scare, Director of Business Services
Lon Huffman, Public Relations / Marketing Manager
Sandy Grier, Uniserve Director
Rick Cordes, Three Rivers Commercial-News
Diane Zinsmaster, GOCC Recording Secretary

1. CALL TO ORDER

Chairperson; Dr. Paul Schubert called the meeting to order at 7:32 a.m.

2. APPROVAL OF AGENDA

Motion by Mr. Haas, second by Mr. Allen to approve the agenda with the addition of Action Item 8G – Michigan Leadership Institute. Motion carried.

3. APPROVAL OF SEPTEMBER 9, 2009 MINUTES

Motion by Ms. Perry, second by Mr. Moshier to approve the September 9, 2009 minutes as presented. Motion carried.

FOCUS TOPIC:

Ms. Kari Scare, Director of GOCC Business Services, gave a brief presentation about the Michigan New Jobs Training Program (MNJTP). This model was formed after a similar program that was done in Iowa. This allows for flexible funding for training and development of new jobs. This is a very valuable economic development tool. This is available for employers adding new jobs that offer a pay scale of at least 175% of what the current minimum wage level is. Grand Rapids Community College has approached businesses within their area and they were very receptive. Kari stated that she has spoken with Ms. Cathy Annis, St. Joseph County Economic Development and that Cathy had stated that she had received requests from two southwest Michigan employers for further information. There are several different funding options possible including self funding, issuing bonds, financing through MCCA, or a "pay ahead" system with employers. If Glen Oaks is interested in pursuing this as an opportunity, the repayment would be paid by income tax that would be diverted to Glen Oaks instead of

going to the State. This could certainly be a great opportunity for employers and our community.

4. TREASURERS REPORT

Ms. Marilyn Wieschowski, Chief Operations Officer, presented the September 2009 Treasurer's Report. Total earned revenue as of September 30, 2009 was \$939,532 which represented 8.6% of the annual budget. Expenses year to date were \$2,396,726 which represents 21.8% of the annual budget. Enrollment has increased by 12%. Expenses are in line with the approved budget. We have experienced some difficulties with the sewage system / pumps, due to the age of the building (40 years old) some needed repairs and maintenance work are to be expected.

Motion by Mr. Gosling, second by Mr. Haas to approve the Treasurer's Report as presented. Motion carried.

5. COMMUNICATIONS

President Wheeler stated that due to the State Budget not being finalized, many organizations are nervous. The MEA issued a news release regarding Michigan's Business Tax Incentive. Many wonder if tax incentives work or not. He stated that he expected to be hearing more about the State Budget over the next several weeks and will keep the board informed as more information becomes available.

6. VISITOR COMMENTS

Ms. Sandy Grier introduced herself as the temporary Uniserve Director in Denise Pyle's absence. She is filling in for Denise and has been in this position for 3 weeks now. Ms. Grier stated that she had been asked to attend this meeting on behalf of the college's unions (Faculty & GOSSE). Ms. Grier then read a brief statement (she did not leave a copy) that she had prepared and then left the meeting immediately thereafter.

7. DISCUSSION ITEMS

Board Chairperson stated that it was unfortunate that Ms. Grier left the meeting without hearing this portion of the meeting. The timing of the request Ms. Grier brought forward coincided with the Board's current plans as Dr. Schubert stated that they had already been actively discussing / planning to have an outside agency help facilitate leadership evaluations. Mr. Haas, Vice-Chairperson, reported that he and Mr. Locey had already been in contact with and had spoken to the Michigan Leadership Institute to aid in the evaluation process. Michigan Leadership Institute will have a representative attend the November Board of Trustees Meeting to provide details on the evaluation process and answer any questions that the Board may have.

8. ACTION ITEMS

a) Approve the Truck Driving Certificate

Motion by Ms. Perry, second by Mr. Allen to approve the Truck Driving Certificate as presented by Ms. Patricia Morgenstern. Motion carried.

b) Approve the Medical Assistant Certificate

Motion by Mr. Allen, second by Mr. Gosling to approve the Medical Assistant Certificate as presented by Ms. Brenda Luczek. Motion carried.

c) Approve Medical Administrative Specialist Certificate

Motion by Mr. Allen, second by Mr. Haas to approve the Medical Administrative Specialist Certificate as presented by Ms. Brenda Luczek. Motion carried.

d) Approve Michigan New Jobs Training Program (MNJTP) Agreement authorizing preliminary actions by Ms. Kari Scare.

Motion by Mr. Gosling, second by Mr. Moshier to approve the MNJTP Agreement authorizing preliminary actions by Ms. Kari Scare as presented. Motion carried.

e) Approve Bank Signatories -
Business Checking / Payroll Accounts:

Authorized Signatures: College President & College C.O.O.
Authorized Query Access: College Controller

General Fund Savings / Accounts Payable Accounts:

Authorized Signatures: James Moshier, Secretary & Bruce Gosling, Treasurer
Authorized Query Access: College C.O.O., College President & College Controller

Investments – CD's, Money Markets, and other:

Authorized Signatures: College President or College C.O.O.
Authorized Query Access: College Controller

Motion by Mr. Gosling, second by Mr. Haas to approve the bank signatories as presented above.

ROLL CALL:

Voting Aye: Haas, Locey, Allen, Perry, Gosling, Moshier & Schubert.

Voting Nay: None

Motion carried unanimously.

f) Approve College Line of Credit of up to \$600,000

Motion by Mr. Allen, second by Mr. Moshier to approve / authorize the College President and/or the College C.O.O. to secure line of credit for Glen Oaks Community College of up to \$600,000.

ROLL CALL:

Voting Aye: Perry, Moshier, Allen, Gosling, Locey, Haas & Schubert.

Voting Nay: None

Motion carried unanimously.

g) Michigan Leadership Institute

Motion by Mr. Allen, second by Mr. Moshier to authorize the Board of Trustees Chairperson, Vice-Chairperson and Trustee Locey to negotiate a contract with Michigan Leadership Institute to aid in the Executive Evaluations process. Motion carried.

9. ADMINISTRATIVE REPORTS

None

10. EXECUTIVE SESSION

Motion by Ms. Perry, second by Mr. Allen to go into Executive Session at 9:02 a.m. for purposes of discussing personnel issues. Motion carried.

10. ADJOURNMENT

Chairperson, Dr. Paul Schubert accepted a motion to adjourn the Executive Session and reconvene the regular Board Meeting.

Motion by Ms. Perry, second by Mr. Moshier to adjourn the Executive Session and reconvene the regular Board of Trustees Meeting at 10:22 a.m. Motion carried.

Chairperson Dr. Paul Schubert called the regular meeting back to order and accepted a motion to adjourn.

Motion by Mr. Haas, second by Mr. Gosling to adjourn meeting. Chairperson; Dr. Paul Schubert adjourned the meeting at 10:23 a.m.

Chairperson, Board of Trustees

Secretary, Board of Trustees

