Board of Trustees Meeting- MINUTES

January 15, 2026, 8:00 a.m. in the Boardroom

TRUSTEES PRESENT

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

TRUSTEES ABSENT

- Elizabeth Datkovic, Trustee

OTHERS PRESENT

- Dr. Bryan Newton, President
- Dr. Adam Cloutier, Vice-President of Academics
- Tonya Howden, Vice-President of Student Services
- Dr. Tracy Labadie, Vice-President of Finance & Administration
- Jamie Yesh, Executive Director of Human Resources
- Denise DeVries, Executive Director of Communications & Marketing
- Andrew Wingard, Foundation Director
- Sara Birch, Associate Dean of Health Sciences
- Trista Nelson, Director of Learning Commons
- Xiaoyun Lu, Instructional Technologist
- Jim Rogers, Ellucian
- Robert Tomlinson, Three Rivers Commercial-News
- Diane Zinsmaster, Recording Secretary

1. CALL MEETING TO ORDER
   Chairperson Bruce Gosling called the meeting to order at 8:02 a.m. in the boardroom.

2. APPROVAL OF AMENDED AGENDA
   Motion by Higgins, second by Cordes, to approve the amended agenda. Motion carried.

3. MOMENT of SILENCE
   In honor of the new year and semester.

4. INTRODUCTION of ATTENDEES
   Everyone introduced themselves. Dr. Adam Cloutier introduced Xiaoyun Lu, our new Instructional Technologist. Welcome Xiaoyun!

5. FOCUS TOPIC:
   Trista Nelson, Director of Learning Commons, gave a brief PowerPoint presentation about the Learning Commons area. Her presentation covered what the Learning Commons (LC) does, along with details about who and how they serve them. The LC serves as a centralized academic support

hub for students. We provide testing, tutoring, and academic library services. We support academic learning across disciplines and course levels. The LC fosters academic community and student engagement to support persistence and belonging. In 2024-2025, the LC did 169 tutoring sessions, 190.3 tutoring hours, and the average session length was 1.13 hours. She stated the LC also does other various events.

6. APPROVAL of DECEMBER 11, 2025, BOARD of TRUSTEES MEETING MINUTES
Motion by Haas, second by Cordes to approve the December 11, 2025, minutes as presented. Motion carried.

7. TREASURER'S REPORT
Dr. Tracy Labadie, Vice-President of Finance & Administration, gave the January 2026 Treasurer's Report for the period ending December 31, 2025. She stated we are now at the mid-point of the budget year and things have been consistent.

Total YTD Revenue composition FY 2025 as of November 30, 2025:

Property Tax	21%	$1,205,560	State Funds Revenue	26%	$1,508,976
Tuition Revenue	34%	$1,908,334	Fee Revenue	8%	$469,587
Student Housing	5%	$268,659	Interest Income	1%	$48,785
Misc. Income	5%	$278,332			

November 30 YTD Operating Expenses:

Equipment	$37,487	Other Operating Expenses	$33,132
Travel/PD	$237,788	Professional Services	$239,590
Material & Supplies	$221,034	Promotion/Publication	$167,086
Scholarship	$109,169	Maintenance Contracts	$835,335
Maintenance/repairs	$81,459	Insurance	$105,768
Utilities	$178,730		

The Treasurer's Report will be filed pending audit.

8. AUDIT / FINANCE COMMITTEE UPDATE
Ms. Bontrager stated that the committee will be meeting next week to discuss various investment options.

9. STATE / NATIONAL LEGISLATIVE UPDATE
President Newton shared that things have been relatively quiet both with the State and Nationally, and that the 2026 State session just began on January 14th. The next MCCA legislative committee meeting is scheduled for January 16th.

10. VISITORS COMMENTS
None

11. DISCUSSION ITEMS
None

12. ACTION ITEMS
a) Approve Update Policy 315 – Scholarship
After discussion it was suggested and agreed to change the wording to: " cover required course related materials."

Motion by Haas, second by Lopez, to approve the updated Policy 315 as discussed and amended.

b) Approve implementation of Ellucian Colleague SaaS system
Motion by Higgins, second by Haas, to approve the implementation of the Ellucian Colleague SaaS system and authorize the administration to execute the associated agreements.

Kim Bontrager asked if she should refrain from voting since she previously worked for Ellucian approximately 15 years ago.
Joe Haas asked her if she (Bontrager) currently has any ownership or stake in Ellucian. To which she (Bontrager) responded "no."
After discussion, the consensus of the group was that yes, Bontrager should be allowed to vote with no concerns. Everyone appreciated her concern for the code of ethics.

ROLL CALL VOTE:
VOTING AYE: Cordes, Lopez, Bontrager, Haas, Higgins, and Gosling
VOTING NAY: None
ABSENT: Datkovic
MOTION: Carried

c) Approve College Credit Card for Danielle Stone with $4,000.00 credit limit
Motion by Bontrager, second by Higgins, to approve a college credit be ordered for Danielle Stone, Dean of Student Engagement, with a $4,000.00 credit limit.

ROLL CALL VOTE:
VOTING AYE: Haas, Lopez, Higgins, Cordes, Bontrager and Gosling
VOTING NAY: None
ABSENT: Datkovic
MOTION: Carried

13) ADMINISTRATIVE REPORTS

A) VICE-PRESIDENT of ACADEMICS; DR. ADAM CLOUTIER
Dr. Cloutier stated that a Faculty Inservice was held last week and they discussed updating some academic policies and procedures. He will be bringing some policy updates to the board for approval in February. He gave a brief update on several academic areas and shared that we have 9 students in ag equipment tech program, and 16 students in the basic electrical program. He stated that he was pleased to announce that for the first time in several years, we are offering organic chemistry II and we have seven new articulation agreements with WMU. Dr. Cloutier gave an update on the CDL-A truck driving program and said that there will be a meeting next week with the Sturgis Commission and we can officially begin the program in February if all goes well.

B) VICE-PRESIDENT of STUDENT SERVICES; TONYA HOWDEN
Ms. Howden stated that she wasn't able to give an enrollment update but does know that we have approximately 125 CTE students that need to be entered. She anticipates that enrollment will reflect an even status at this point and that we have had an increase of 40-50 traditional students. She shared an update on the gym floor and the housing director position.

Carol Higgins left the meeting at 9:32 a.m.

C) VICE-PRESIDENT of FINANCE & ADMINISTRATION; DR. TRACY LABADIE

Dr. Labadie gave a brief update on Strategic Planning and distributed a handout that gave details on specific implementation activities that are underway across all six strategic pillars and we are continuing to keep the momentum moving forward.

Pillar 1: Enrollment
Pillar 2: Student Success
Pillar 3: Workforce Development
Pillar 4: Resource Development
Pillar 5: Community Awareness and Engagement
Pillar 6: Vibrant Workplace Culture

Dr. Labadie stated that early work included building a shared understanding, establishing metrics and governance, and laying the groundwork for data-informed decisions.
She gave a brief construction update and said that we don't have an official final/end date for the construction, as we've had to work through several snags (gym floor issue, lockers for home team have been delayed) along the way but things are progressing nicely. They will be doing an assessment of the HVAC system in the fitness center later today to ensure that we will have sufficient air flow. She also shared an update on the RFP process for the Master Facilities Plan. We are planning to do a ribbon cutting on April 9th, immediately following the board meeting. She shared that long-time employee Barbara Thole, who has worked in the business office for 39 years, is retiring at the end of February. Please thank and congratulate her if you see her. She also shared that she will be implementing a new procurement process.

D) EXECUTIVE DIRECTOR of HUMAN RESOURCES; JAMIE YESH
Ms. Yesh gave an update on the current open positions and positions that have just recently been filled. She stated that she is working on the budget and HR "wish list" at this time.

E) EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING; DENISE DEVRIES
Ms. DeVries gave an update on how the website transition is progressing. She stated that the website has over 2,000 pages, and they are continuing to update and merge them. On March 10, we will host a Career Fair on the Concourse. Ms. DeVries also gave an update on rebranding the gym, fitness center, locker rooms, and the general area, which will be referred to as the Viking Athletic Center (VAC). Our last home basketball game will be on 2/21, and she is in the process of planning a "Pack the VAC" event and will share more information on that shortly.

F) FOUNDATION DIRECTOR; ANDREW WINGARD
Mr. Wingard gave a brief update on the total foundation donations that have been received in 2025 and the number of scholarships that were awarded. He shared that the alumni awards program will be held on April 21st on the concourse and extended an invitation to the board members. He stated on behalf of the Foundation that he wanted to thank everyone for their continued support.

G) PRESIDENT NEWTON
President Newton shared an update on the ALL College Meeting that was held and said it was a fantastic way to kick off the start of the new semester. He shared that he'd been invited to sit in on the ISD Superintendent search as Teresa Belote will be retiring soon. The college will hold a "Day of Service" again this year and it will be held on Wednesday, March 25th.

10) ADJOURNMENT

Motion by Bontrager, second by Cordes to adjourn. Chairperson Bruce Gosling adjourned the meeting at 10:12 a.m.

Next Board Meeting: February 12, 2026

Bruce Gosling
Chairperson, Board of Trustees

Diane Zinsmaster
Recording Secretary for Board of Trustees