Board of Trustees Meeting- MINUTES

November 21, 2024 @ 8:00 a.m. in the Boardroom

TRUSTEES PRESENT

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

VIA ZOOM:

- Kimberlee Bontrager, Treasurer
- Jamie Yesh, Director of Human Resources

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
- Denise DeVries, Exec. Director of Communications & Marketing
- Dr. Tammy Russell, Exec. Director of Institutional Planning, Assessment & Research
- Kristine Stevens, Director of Business Outreach & Services
- Lanre Ajayi, Dean of Advanced Technologies and Public Service
- T.J. Baker, GOCC Campus Safety Director
- Vonda Marrow, GOCC Foundation Director joined the meeting at 9:45 a.m.
- 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 Datkovic to approve the Agenda as presented. Motion carried.

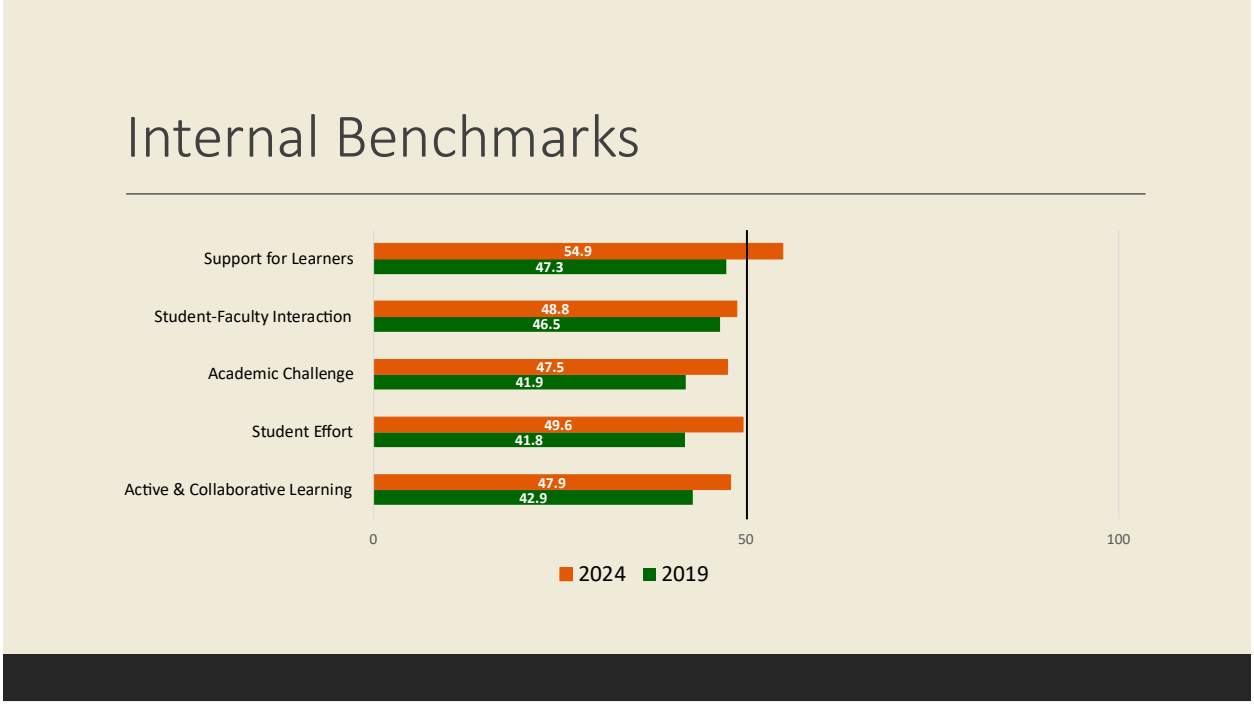
3. INTRODUCTION of ATTENDEES
   Everyone introduced themselves. T.J. Baker is the new GOCC Campus Safety Director. Welcome T.J.!

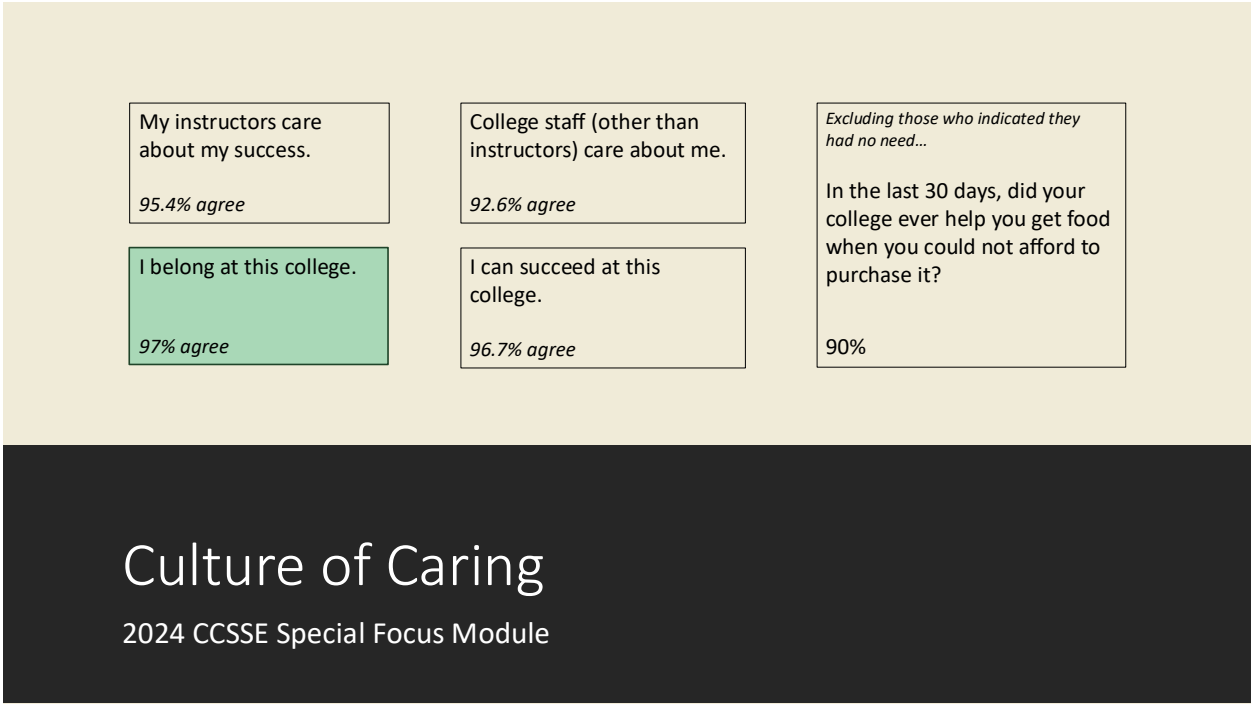
4. MOMENT of SILENCE

Chairperson Gosling stated this moment of silence is to celebrate all the hard work and dedication of the GOCC staff that helped to make the HLC site visit so successful.

5. APPROVAL of OCTOBER 17, 2024, BOARD MEETING MINUTES
Motion by Cordes, second by Higgins to approve the October 17, 2024, Board of Trustees meeting minutes as presented. Motion carried.

6. FOCUS TOPIC
Community College Survey of Student Engagement (CCSSE) – Dr. Tammy Russell, gave a brief PowerPoint presentation. This assessment was administered over the 2024 Winter and is used to assess to engagement and experiences of students. She shared that there were 139 participants, all of whom were traditional students over the age of 18. She said she was very pleased with the number of participants as we had 26% of the target whereas the CCSSE cohort national average was only 12%. She was also very pleased with the responses (two of the twelve slides are included below).





7. TREASURER'S REPORT

Jennifer Dodson, CFO/Controller, gave the unaudited October 2024 Treasurer's Report. Total revenues year to date were $3,996,923 ($402,007 decrease from last year 24.5% compared to 28.2% last year). Ms. Dodson stated that the PPT has not been recorded yet. Expenses year to date were $5,361,311, a $829,148 increase over last year (32.9% compared to 28.6% last year). Property Tax Revenue to date is $1,169,783 (16.1% of budget) and a decrease of $3,013 due to timing of the revenue received. State Funds Revenue – we received the first state appropriation payment of $267,190. There will be eleven equal payments. Tuition Revenue is 1,709,613 (52.2% of budget) an increase of $109,556 from last year. Fee Revenue is $438,192 (48.7%) an increase of $16,577. Student Housing is $289,972 (47.2% of budget). Remaining revenue sources – (interest, misc., student organizations and facilities rental income) totaled $66,967. Payroll & Fringe benefits were $3,055,735 through October 31, representing 29.1% of the budget compared to 27.2% last year. Utilities and Insurance expenses were $184,033, an increase of $26,362 from last year. Maintenance & repairs were $751,988, which is a $445,661 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 – $108,557 as of October 31st. Promotion & Publications expenses were $112,665. Materials & Supplies were $205,559, which is 71.7% of the budget. Professional Services expenses were $208,506 at the end of October (24.4% of budget). Travel & Professional Development expenses were $143,944, which is 32.6% of the budget compared to 23.3% last year. Other Operating expenses were $42,604 and represent 17.6% of the budget. Equipment expenses total $14,386 as of October 31st. The Treasurer's Report will be filed pending audit.

8. AUDIT / FINANCE COMMITTEE UPDATE

Mr. Lopez stated that the committee has not met since last month.

9. STATE / NATIONAL LEGISLATIVE UPDATE

President Newton stated he recently attended the AACC Fall Meeting in Washington. He shared a handout from AACC regarding Federal Policy and Community Colleges after the

2024 elections. The Legislature will be back in session soon and among other things Michigan Reconnect has been an interesting discussion topic.

10. VISITOR COMMENTS
    Trustee Cordes shared that Robert Tomlinson is currently in Japan so he is doing some local news coverage for him while he is gone.

11. DISCUSSION ITEMS
    None

12. ACTION ITEMS
    A. Re-approve Audit for year ending June 30, 2024.
    Motion by Higgins, second by Cordes to re-approve the Audit with updated Financial Statements and Supplementary Information for year ending June 30, 2024, as completed, and submitted by Rehmann.

    ROLL CALL VOTE:
    AYES: Datkovic, Haas, Higgins, Cordes, Lopez, and Gosling
    NAYES: None
    ABSENT: None
    ATTENDING VIA ZOOM: Bontrager, so her vote did not officially count
    MOTION: Carried

    B. Approve updated Policy 310 Residency, Tuition/Fees and Refunds
    Motion by Cordes, second by Datkovic to approve the updated Policy 310 as presented.
    MOTION: Carried

    C. Approve updated Policy 315 Scholarship
    Motion by Higgins, second by Haas to approve the updated Policy 315 as presented.
    MOTION: Carried

13. ADMININISTRATIVE REPORTS
    A. VICE-PRESIDENT of ACADEMICS: DR. ADAM CLOUTIER
    Dr. Cloutier stated that he wished to thank the Board of Trustees and the community for all their help and support during our HLC site visit. He stated that he anticipates that we will receive the initial feedback from HLC and then we will have approximately one week to correct any responses. He assured the group that we will continue to work on post-graduation rate and retention rates. E-sports ended their regular season well and is hoping to go for another national championship. At the Faculty Forum last week, Dr. Jennifer Mick, facilitated a session called "Resilience," and it was very well received. Health Sciences is receiving approximately $200,000 in additional funds for the ADN to BSN grant. Dr. Cloutier gave an update on the Community College Alliance for Agriculture Advancement and their goal is to expand the consortium, provide more education and training. We have requested to be part of the consortium and he will let us know when any more information becomes available.

B. VICE-PRESIDENT of STUDENT SERVICES: TONYA HOWDEN

Ms. Howden stated that registration for the Winter semester started this week. She gave an update on the many activities that have been going on in the student services area. Student First Generation Celebration was held earlier this month and she shared that of our 88 athletes, 66 of them are first generation! PTK held a "Lunch & Learn" yesterday. She gave a brief update on the men's and women's basketball programs, and the upcoming "Adopt a Student" initiative. It has been a busy month for student services area.

C. CFO/CONTROLLER: JENNIFER DODSON

Ms. Dodson stated that she has officially begun the process of gathering things to start working on the 2025/26 budget process, and once that has been completed, she will forward budget templates to the budget managers. The budget process starts in December and typically is approved in May.

D. EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING: DENISE DEVRIES

Ms. Devries stated that last week we had professional photographer and videographer on campus to take various pictures and videos. She stated that will allow us the opportunity to use these pictures instead of stock photos. She plans to have the photographer come back in the Spring to take pictures of the external campus and also areas where she needs to help fill the gaps from this session. She gave an update on the website project and stated that the goal is for the redesigned website to go live in March or April of 2025. She stated that we have taken a much more proactive approach to our marketing and social media efforts.

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

Dr. Russell stated that Fall reporting has finished. Our FYES# has increased to 750, which is a 9.6% increase and puts us essentially back to the pre-pandemic level. She shared that she has a plethora of data and invited anyone to reach out to her if they need any assistance with data.

F. DIRECTOR of HUMAN RESOURCES: JAMIE YESH

Ms. Yesh stated that GOSSE negotiations have gone very smooth and they are approaching the end. She is working on the campus safety planning and will be working with T.J. Baker to coordinate the plan. She shared that a fiduciary committee has been established to review the optional retirement (TIAA) plan.

G. PRESIDENT NEWTON

President Newton congratulated Kim Bontrager, Carol Higgins, and Rick Cordes on winning their re-election at the November 5th election. He shared that a team from IACLEA will be on campus 12/9-12/11 to help assess our safety policies and procedures and give us recommendations on how to best move forward to meet our needs. On February 6, a team from Ellucian will assess our technology and processes and then make recommendations for what we need and don't need. He gave a brief update on the Follett Bookstore and GO Café. President Newton, Dr. Cloutier and Tonya Howden met with the Foundation earlier this week to discuss ideas on how the Foundation may be able to assist us in addition to scholarship funding. The ultimate goal is to continue to remove barriers so that we may better assist and meet our students' needs.

H. FOUNDATION DIRECTOR: VONDA MARROW

Ms. Marrow apologized for coming into the meeting late – she stated that the Foundation Meeting had just ended. In follow up to the meeting and update that President Newton gave about meeting with the Foundation earlier this week, she said that the Foundation is very excited and welcomes the opportunity to look at other ways that they can help support the college and our students. She said the Foundation is in the midst of year-end giving.

14. CLOSED SESSION

None

15. ADJOURNMENT

Motion by Cordes, second by Higgins to adjourn. Chairperson Bruce Gosling adjourned the meeting at 9:52 a.m.

Next Board Meeting:

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

Bruce Gosling
Chairperson, Board of Trustees

Rod Lopez
Secretary, Board of Trustees