Board of Trustees Meeting - MINUTES

December 11, 2025, 8:00 a.m. in the Boardroom

TRUSTEES PRESENT

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

TRUSTEES ABSENT

- Rod Lopez, Secretary

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
- Dr. Ren Hartung, Biology Professor
- Amy Young, Registrar
- Christian Monsivaes, I.T.
- Jim Rogers, Ellucian
- 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 Cordes, to approve the agenda. Motion carried.

3. MOMENT of SILENCE
   In honor of the upcoming holidays.

4. INTRODUCTION of ATTENDEES
   Everyone introduced themselves.

5. APPROVAL of NOVEMBER 20, 2025, BOARD of TRUSTEES MEETING MINUTES
   Motion by Haas, second by Datkovic to approve the November 20, 2025, minutes as presented. Motion carried.

6. TREASURER'S REPORT

Dr. Tracy Labadie, Vice-President of Finance & Administration, gave the unaudited November 2025 Treasurer's Report for the period ending October 31.

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

Property Tax	22%	$1,205,159	State Funds Revenue	22%	$1,191,905
Tuition Revenue	36%	$1,906,508	Fee Revenue	9%	$470,344
Student Housing	5%	$292,709	Interest Income	1%	$40,366
Misc. Income	5%	$292,707			

November 30 YTD Operating Expenses:

Equipment	$22,104	Other Operating Expenses	$29,334
Travel/PD	$203,790	Professional Services	$219,350
Material & Supplies	$191,597	Promotion/Publication	$141,403
Scholarship	$108,527	Maintenance Contracts	$793,012
Maintenance/repairs	$65,611	Insurance	$96,158
Utilities	$139,167		

The Treasurer's Report will be filed pending audit.

7. VISITORS COMMENTS
None

8. DISCUSSION ITEMS
None

9. ACTION ITEMS
a) Approve two-year engagement with SIG Higher Education Technology Consultants
Motion by Bontrager, seconded by Cordes, to approve engagement with SIG Higher Education Technology consultants for data cleanup in preparation for future engagement with SaaS.

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

10) ADMINISTRATIVE REPORTS

A) PRESIDENT NEWTON
President Newton gave a brief update on campus security and the state legislature. He shared that the state has formed a taskforce for DE Funding and that Brandy Johnson from the MCCA is on that taskforce. He gave a brief update on the Governance Leadership Institute that Bruce Gosling, Rod Lopez, and he attended last week in Lansing.

VICE-PRESIDENT of FINANCE & ADMINISTRATION; DR. TRACY LABADIE
Dr. Labadie gave a brief update on the construction project. The exterior is coming along very nicely. They anticipate having the gymnasium and locker rooms completed the first week in January. The new I.T. office space has been completed and we are waiting for the state to process the necessary paperwork so we can have the inspection completed and the occupancy permit can be issued. She stated that the

architect is coming in next week to review the HVAC system to ensure that it is going to meet and handle the requirement needs for the space.

11) ADJOURNMENT

Motion by Cordes, second by Higgins to adjourn. Chairperson Bruce Gosling adjourned the meeting at 8:32 a.m.

Next Board Meeting: January 15, 2026

Bruce Gosling
Chairperson, Board of Trustees

Diane Zinsmaster
Recording Secretary for Board of Trustees