Glen Oaks Community College
Board of Trustees Meeting Minutes
February 12, 2026 – 8:00 A.M.
Boardroom, Glen Oaks Community College

TRUSTEES PRESENT:
Carol Higgins, Vice-Chairperson
Kimberlee Bontrager, Treasurer
Rod Lopez, Secretary
P. Joseph "Joe" Haas, Trustee

TRUSTEES ABSENT:
Bruce Gosling, Chairperson
Richard "Rick" Cordes, Trustee

ZOOM: (but vote not taken/counted)
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
Dr. Sara Birch, Associate Dean of Health Sciences
Diane Zinsmaster, Executive Associate to the President
Robert Tomlinson, Three Rivers Commercial-News
Chad Smoker, WBET

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1. CALL MEETING TO ORDER
Vice-Chairperson, Carol Higgins, called the meeting to order at 8:00 a.m.

2. APPROVAL of AGENDA
Dr. Cloutier stated that he would like to have the following items removed from this agenda and stated they will be brought forth at a future meeting: 11(e), 11(f), 11(g), 11(h), and 11(j).
Motion by Haas, second by Lopez, to approve the Amended Agenda with deletion of item 11(e), 11(f), 11(g), 11(h), and 11(j) as presented. Motion carried.

3. MOMENT of SILENCE

A moment of silence was observed.

4. INTRODUCTION of ATTENDEES

Everyone introduced themselves.

5. APPROVAL of JANUARY 15, 2026, BOARD of TRUSTEES MEETING MINUTES

Motion by Haas, second by Lopez, to approve the January 15, 2026, minutes as presented.
Motion carried.

6. TREASURER'S REPORT

Dr. Tracy Labadie, Vice-President of Finance & Administration presented the Treasurer's Report for period ending January 31, 2026. January property tax revenue appeared lower due to timing; a $1.2 million payment was received shortly thereafter. A correction to depreciation expense addressed prior under-budgeting related to north-side additions and updated calculations, aligning year-to-date expenses with actual costs.

Property Tax Revenue	$1,798,301
State Fund Revenue	$1,826,047
Tuition Revenue	$3,621,852
Fee Revenue	$ 941,702
Interest Income	$ 58,810
Misc. Income	$ 281,054
Student Housing	$ 553,159

The Treasurer's Report will be filed pending audit.

7. AUDIT / FINANCE COMMITTEE UPDATE

Ms. Bontrager stated that the Audit/Finance Committee met and was given a presentation from PFMS Asset Management Group regarding management of excess institutional cash through the Michigan Liquid Asset Fund (MILAF). The committee supports participation in compliant, low-risk investment options and will continue planning the appropriate balance between local banking relationships and investments. She stated that they will have another meeting in March to review and discuss the budget and tuition proposals for the 2026-27 Fiscal Year.

8. STATE / NATIONAL LEGISLATIVE UPDATE

President Newton provided an overview of recent legislative developments, including Michigan Community College Association priorities and the Governor's executive budget proposal. Highlights included maintenance of operational funding levels, proposed items funding for community colleges, dual enrollment initiatives, expansion of student aid programs, and capital outlay planning.

9. VISITOR COMMENTS

None

10. DISCUSSION ITEMS

None

11. ACTION ITEMS

a) Approve Participation in the Michigan Liquid Asset Fund (MILAF) / Resolution

Motion by Bontrager, second by Lopez, to approve the College's participation in the Michigan Liquid Asset Fund (MILAF) and to adopt the attached resolution authorizing the College to enter into the Declaration of Trust and take all actions necessary to effectuate participation.

ROLL CALL VOTE:
VOTING AYE: Haas, Bontrager, Lopez and Higgins
VOTING NAY: None
Attending via ZOOM so vote was not taken: Datkovic
ABSENT: Cordes and Gosling
MOTION: Carried

b) Approve Contract with GMB for Facilities Condition Assessment and Facilities Master Plan Development

Motion by Haas, second by Bontrager, to authorize the College to contract with GMB Ecosystem of Teams to complete a Facilities Condition Assessment and develop a Facilities Master Plan, with total costs not to exceed $325,000, and to authorize administration to finalize and execute the contract following Board approval.

ROLL CALL VOTE:
VOTING AYE: Lopez, Bontrager, Haas and Higgins
VOTING NAY: None
Attending via ZOOM so vote was not taken: Datkovic
ABSENT: Cordes and Gosling
MOTION: Carried

c) Approve Computer Information Systems AAS Degree Changes

Motion by Haas, second by Lopez, to approve the removal of two concentrations from the Computer Information Systems AAS degree, course modifications in the remaining three concentrations, and the creation of three standalone degrees from the remaining three concentrations as presented. **Motion carried.**

d) Approve Computer Information Systems AS Degree Changes

Motion by Bontrager, second by Lopez, to approve the removal of one concentration and the modifications to the renamed Computer Networking AA degree as presented. **Motion carried.**

The Board approved removal of one concentration and renaming/restructuring the program as a Computer Networking AA degree aligned with transfer pathways. Motion carried.

i) Approve Revised Policy 331 Certificate and Degree Requirements
Motion by Bontrager, second by Haas, to approve the revised Policy 331: Certificate and Degree Requirements as presented. **Motion carried.**

12. <u>Administrative Reports</u>

a) Vice President of Academics – Dr. Adam Cloutier
Dr. Cloutier reported on continued academic policy refinement, recognition of prior learning and workforce credentials, and partnerships supporting articulation in skilled trades. He announced Glen Oaks' approval for participation in NC-SARA, enabling multi-state distance education. Updates included a Beacon Scholar scholarship partnership, progress on the CDL program, workforce collaborations, and upcoming community engagement events.

b) Vice President of Student Services – Tonya Howden
Ms. Howden presented enrollment data showing year-over-year increases in headcount and credit hours, growth in returning students, and continued dual enrollment and veteran participation.

	Winter 2025	Winter 2026	Increase of
Headcount	1,518	1,533	1%
Credit Hours	11,766	12,368	5%
FTEs	784	825	5%

Personnel updates included new housing leadership hires, internal staff transitions, and ongoing recruitment. A grant application was submitted to expand campus food access and meal assistance. Discussion is underway for possible enhanced student meal plan options and engagement events.

c) Vice President of Finance & Administration – Dr. Tracy Labadie
Dr. Labadie reported that budget development is underway using a zero-based budgeting approach. A new custodial supervisor will begin February 23. The buildings and grounds team was recognized for extensive snow removal efforts. Construction projects are nearing completion with a projected finish date of March 20. Final occupancy approval was received for the lower level and gymnasium, with theater occupancy expected later in February. Remaining work focuses on HVAC systems and final finishes.

d) Executive Director of Human Resources – Jamie Yesh
Ms. Yesh reported recent hires including an instructional technologist and fitness and wellness coach, noted several active recruitments, and described evaluation of a restructured leadership role. Human Resources implemented ACH transfers for employee Health Savings Account contributions, ensuring immediate access to funds and improving payroll efficiency.

e) Executive Director of Communications & Marketing – Denise DeVries
Ms. DeVries coordinated community outreach and communications related to facility openings and upcoming campus events, including promotion of the Viking Athletic Center and regional engagement initiatives.

f) Foundation Director – Andrew Wingard

Mr. Wingard reported that the Foundation annual report is in development and future reporting timelines will better align with fundraising cycles. A feasibility study is underway to strengthen community alignment. Year-to-date giving totals approximately $142,000, including a major donor-funded student support initiative. Work continues on a multi-year fund development plan.

g) President Newton

President Newton thanked the leadership team for ongoing institutional progress and asked trustees to review website biographies. He reviewed adjustments to campus closure practices, announced an upcoming visit from the Michigan Community College Association president, planned a facilities tour following the next meeting, and noted engagement with an executive coach for professional development.

13. <u>Adjournment</u>

Motion by Bontrager, second by Lopez to adjourn. Vice-Chairperson Carol Higgins adjourned the meeting at 9:47 a.m.

Next Board Meeting: **March 12, 2026**

Carol Higgins
Vice-Chairperson Board of Trustees

Diane Zinsmaster
Recording Secretary for Board of Trustees