Board of Trustees Meeting- MINUTES

September 11, 2025, 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

TRUSTEES ABSENT

- Kimberlee Bontrager, Treasurer

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
- Dr. Tammy Russell, Executive Director of Institutional Planning, Assessment & Research
- Denise DeVries, Exec. Director of Communications
- Kristine Stevens, Director of Workforce Development and Community Education
- Dr. Ren Hartung, Biology Professor
- Lanre Ajayi, Dean of Advanced Technologies & Public Service
- Barb Murk, IR Assistant
- Chad Smoker, WBET
- 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 Cordes, second by Higgins, to approve the agenda as presented. Motion carried.

3. MOMENT of SILENCE
   In honor and remembrance of GOCC employee Nicole Bontrager, and also in honor and remembrance of the 24th anniversary of 9/11.

4. INTRODUCTION of NEW EMPLOYEES
   Tonya Howden introduced Devin Wilburn, the new Athletic Director. Welcome Devin!

5. INTRODUCTION of ATTENDEES
   Everyone introduced themselves.

6. FOCUS TOPIC: CDL PROGRAM UPDATE

Dr. Adam Cloutier and Kristine Stevens gave a brief PowerPoint presentation and update on the CDL Program.

In observance of the 9/11 anniversary and commemoration, the Board of Trustees took a brief break and adjourned the meeting at 8:34 a.m. so that everybody could attend the special ceremony at the front entrance flagpole.

Meeting was called back to order at 8:47 a.m.

7. APPROVAL of AUGUST 14, 2025, BOARD of TRUSTEES MEETING MINUTES
Motion by Datkovic, second by Cordes to approve the August 14, 2025, minutes as presented. Motion carried.

8. TREASURER'S REPORT
Dr. Tracy Labadie, Vice-President of Finance & Administration, gave the unaudited September 2025 Treasurer's Report for the period ending August 31.

Total YTD Revenue composition FY 2025 as of August 31, 2025:

Property Tax	1%	$32,022	State Funds Revenue	1%	$41,544
Tuition Revenue	64%	$1,940,576	Fee Revenue	16%	$488,800
Student Housing	9%	$283,301	Interest Income	1%	$11,277
Misc. Income	8%	$239,985			

August 31 YTD Operating Expenses:

Equipment	$5,673	Other Operating Expenses	$8,466
Travel/PD	$95,510	Professional Services	$68,883
Material & Supplies	$55,534	Promotion/Publication	$49,838
Scholarship	$195	Maintenance Contracts	$703,270
Maintenance/repairs	$27,381	Insurance	$41,056
Utilities	$66,069		

The Treasurer's Report will be filed pending audit.

9. AUDIT / FINANCE COMMITTEE UPDATE
Mr. Lopez stated that the committee has not met recently.

10. STATE / NATIONAL LEGISLATIVE UPDATE
President Newton stated that Michigan has not yet passed its overall budget. The House did pass a budget which called for cuts for education, retirement program, and economic/workforce development programs. The Senate passed its version of the budget, which was favorable to higher education. For the Michigan budget to successfully pass, the Senate and the House must agree on it. He will share more information as it becomes available.

11. VISITOR COMMENTS
None

12. DISCUSSION ITEMS
President Newton discussed creating a training manual for the Board.
Dr. Cloutier stated that we need to work on our HLC homework and that he has been trying to collect some samples from other colleges.

13. ACTION ITEMS

A) APPROVE COLLEGE CREDIT CARD for MATT GRAHAM, Director of Student Housing
With the same limit ($4,000) as previously held by the last Director of Student Housing.
Motion by Haas, seconded by Higgins, to approve college credit card for Matt Graham. Motion carried.

B) APPROVE ADJUSTMENT for SOUTH SIDE RENOVATION PROJECT
Tracy Labadie gave an update on the renovation project.
Motion by Cordes, seconded by Lopez, to approve the adjustment to the South Side Renovation Project to $10.2 million as presented.

ROLL CALL VOTE:

VOTING AYE:	**Datkovic, Haas, Higgins, Cordes, Lopez and Gosling**
VOTING NAYE:	**None**
ABSENT:	**Bontrager**
MOTION:	**Carried**

14. ADMINISTRATIVE REPORTS

A) VICE-PRESIDENT of ACADEMICS – DR. ADAM CLOUTIER
Dr. Cloutier stated the Sturgis Rotary will be hosting a scholarship dinner on our concourse on September 24th. He gave a brief update on a possible internship opportunity at a local truffle business. He shared that the learning commons has a new laminator and is excited to put it to good use. Dr. Cloutier shared information about the College Level Exam Program (CLEP) which allows students the opportunity to possibly test out of a class if they can properly demonstrate that they are proficient in and meet the requirements.

B) VICE-PRESIDENT of STUDENT SERVICES – TONYA HOWDEN
Ms. Howden gave an enrollment update:

	Fall 2024	Fall 2025	Change
Headcount	1261	1287	26 / 2%
Credit Hours	10,669	11,506	837 / 8%
FTEs	711	767	56 / 8%

She shared that the Community College initiative definitely helped enrollment to grow. She gave kudos to Danielle Easterday and Kylie Southworth for hosting the successful Oaks Fest yesterday and for planning the 9/11 Ceremony this morning. She said she was pleased to report that the candidate has accepted the Dean of Student Engagement position, and she is looking forward to working with her. She also gave kudos to Kelly, Devin, and Wes in Athletics for all the work they have done with video footage and stats. Ms. Howden stated that we have 5 rooms available in student housing.

C) VICE-PRESIDENT of FINANCE & ADMINISTRATION– DR. TRACY LABADIE
Dr. Labadie stated that our food service through Creative Dining is up and running, and things are going well. On August 25th, the USDA conducted a site visit, and everything went well. She shared that our audit process by Rehmann is nearing completion.

D) EXECUTIVE DIRECTOR of HUMAN RESOURCES – JAMIE YESH
Out of office attending MCCA Leadership Training Academy.

E) EXECUTIVE DIRECTOR of COMMUNICATIONS & MARKETING – DENISE DEVRIES
Ms. DeVries gave an update on the website. She said we are preparing for our booth at the St. Joseph County Grange Fair next week, and she gave a shoutout to maintenance for all their work in building

the walls for our space and also thanked the nursing department for their help recruiting students to fill the open time slots. Booth workers will wear a t-shirt that says, "Ask me about free tuition." She also gave an update on the 60th Anniversary event that will be on Saturday, October 4th, and will feature food trucks, kids' events, antique tractors, and a GOCC Foundation tent. She shared that our social media campaign is continuing, and we are focusing on the Michigan Reconnect Program. She shared that the draft of the Annual Report will be done next week.

F) EXEC. DIR. of INSTITUTIONAL PLANNING, ASSESSMENT & RESEARCH – DR. TAMMY RUSSELL

Dr. Russell stated that we have rolled out the new institutional plan of assessment, and she is in the midst of reporting season at this time.

G) PRESIDENT NEWTON

President Newton stated that our heartfelt condolences go out to Nicole Bontrager's family. He shared that Dr. Labadie and he met with the custodial staff last night, and we are all deeply saddened by her sudden passing. The President's Cabinet will now be called Executive Leadership team, and the President's Council will now be called the Expanded Leadership Team. He shared that next week will be a busy week with Ag Advancement Conference in Wisconsin and also the St. Joseph County Grange Fair.

15) CLOSED SESSION

None

16) ADJOURNMENT

Motion by Higgins, second by Lopez to adjourn. Chairperson Bruce Gosling adjourned the meeting at 10:10 a.m.

Next Board Meeting: October 9, 2025

Bruce Gosling
Chairperson, Board of Trustees

Rod Lopez
Secretary, Board of Trustees