

GOGEBIC COMMUNITY COLLEGE
Ironwood, Michigan

A Regular Meeting of the Board of Trustees of Community College District of Gogebic County was held on Tuesday evening, June 25, 2019, in the Solin Center for Business Education, Room B22, on the campus of Gogebic Community College, Ironwood, Michigan.

Call to Order, Pledge of Allegiance, Roll Call

Chairman Lupino called the meeting to order at 4:30 pm and opened with the Pledge of Allegiance.

Those present: Mr. Brown, Mr. Burchell, Mr. Fitting, Mr. Kolesar, Mr. Lupino, Mr. Malloy

Absent: Mrs. Beals

Also present: Interim President Guenard, Vice President of Student Services Jeanne Graham, Kari Klemme, Kelly Marczak, Kim Zeckovich, Kathy Whitburn, and Steve Newman

Report of Secretary

Moved by Mr. Burchell, supported by Mr. Malloy, and carried, to approve the minutes of the May 28, 2019, Regular Board Meeting and the June 11, 2019 Special Board Meeting as presented. Mr. Lupino expressed his and the Board's sincere thanks to Erik Guenard and Jeanne Graham for the exceptional job done by both serving in the role as President.

Conflict of Interest

No conflict of interest of board members on agenda items.

GCC Foundation Update

Foundation Director, Kelly Marczak updated the Board that October 17, 2019 is the tentative date for the Foundation Achievement Dinner. She explained that updates are being made to the alumni website and that the Foundation is now part of the Amazon Smile program, in which a portion of Amazon purchases made will go to the GCC Foundation. Ms. Marczak informed the Board that the GCC Foundation is currently looking for two new Board members.

Public Comment on Agenda

None

Unfinished Business – On-going Progress/Reports

Interim President Guenard explained to the Board that Vice President of Student Services Jeanne Graham took on the initiative for a guided pathway for students. Ms. Graham introduced Backpack, which is an online portal that contains all tools needed by students. Ms. Graham explained that the College is working towards the ability for students to access all grades online and also looking to roll out an event in which students can come and ensure that they have all they need in order to graduate.

Mr. Guenard told the Board that the College is focusing its marketing efforts to targeting potential students. Credit enrollment is down 4.2% compared to the previous year at the same time. Ms. Graham added that a large amount of enrollment activity typically happens between now and the start of the semester.

Mr. Guenard thanked the Board for attending Special Meetings to approve recent new hires. He informed the Board of positions yet to be filled with the expectation to be fully staffed by the fall semester.

New Business - Financial Reports

Mr. Guenard presented the financial reports from May 2019. He explained that revenue from the summer semester would be reflected in the June financial reports. He reported

that the balance sheet was working in a positive cash flow, and that changes in the fund balance were due to the MI Enhancement Grant. He explained that the decrease for the Foundation was a result of market investments and the \$250,000 donation made to the new Skilled Trades Building.

Mr. Guenard told the Board that the College Bookstore is doing better this year over last due to a better investment strategy which included purchasing inventory that selling and not over-stocking. He also explained that The Courtside Café was equal to last year, the residence hall is in a better position than last year, spending for the Lindquist Student Center has gone up from the previous year, and the Porcupine Mountains revenue was down.

Moved by Mr. Brown, supported by Mr. Burchell, and carried, to pay the invoices for both Cummings, McClorey, Davis, & Acho PLC and UPEA and approve the financial statements as presented.

*New Business – Consent
Agenda Items – 80/20
Medical Insurance
Contributions*

Mr. Guenard explained that the College had the choice of choosing from a flat rate or an 80/20 rate.

Moved by Mr. Malloy, supported by Mr. Brown, and carried, to accept the resolution as presented for the 80/20 rate.

*New Business – Consent
Agenda Items – MESSA Area
Purchasing Agreement*

Mr. Guenard presented the Board with the MESSA Area Purchasing Agreement and explained that a consortium has been formed to look at plan options. Due to the larger pool size, the rates are projected to decrease. There were a total of four plans to choose from and all members from the Union had signed a letter of understanding. Members of the non-affiliated group were also on board with the presented plans, with the possibility of a 2% reduction in cost. The plan will not change and is a three-year agreement.

It was moved by Mr. Brown, supported by Mr. Malloy, and carried, to accept the MESSA Area Purchasing Agreement for three years.

*New Business – Consent
Agenda Items – Resolution to
Seek Line of Credit for State
Anticipation Funding*

Mr. Guenard explained to the Board that the College uses the line of credit to withdraw from when revenue is down in September, November, and December. Interest is charged only on money withdrawn.

It was moved by Mr. Burchell, supported by Mr. Brown, and carried, to approve the resolution to seek a line of credit.

*New Business – Consent
Agenda Items – Resolution to
Thank Instructors Using
Open Educational Resources*

Mr. Guenard reminded the Board that instructors who used Open Educational Resources saved GCC students an excess of \$60,000 in textbook purchases.

Moved by Mr. Burchell, supported by Mr. Brown, and carried, to approve the resolution to thank instructors who are using Open Educational Resources.

*New Business – Consent
Agenda Items – Accounts
Receivable Write-Offs*

Mr. Guenard presented the list of older accounts that were not able to be collected.

Moved by Mr. Burchell, supported by Mr. Fitting, and carried, to approve the list of accounts receivable write-offs.

*New Business – Consent
Agenda Items – Preliminary
2019-2020 Budget*

Mr. Guenard presented the 2019-2020 preliminary budget to the Board and explained that variables have been integrated, with the exception of state appropriations funding. It

was determined that there would a small amount of positive revenue and final budget will be brought forward when approve by the State of Michigan.

It was moved by Mr. Burchell, supported by Mr. Brown, and carried, to accept the preliminary budget as presented.

*New Business – Consent
Agenda Items – Summer 2019
Adjunct Faculty List*

Ms. Graham presented the list of adjunct faculty for the summer semester and explained that there was a large number of full time instructors who also teach during the summer semester.

Moved by Mr. Burchell, supported by Mr. Brown, and carried, to approve the summer adjunct faculty list as presented.

*New Business – Consent
Agenda Items – Marketing
Contract*

Mr. Guenard presented the Board with a one-year contract for the marketing services of Kathryn Whitburn. He expressed that the work currently being done by Ms. Whitburn has been excellent.

Mr. Burchell suggested a tailored marketing plan for GCC specifically to get an idea of where the marketing of the College was heading, including a summary of any significant changes.

Ms. Whitburn explained that she submits a monthly detailed marketing report to administration to work towards capturing the correct audience. Mr. Guenard agreed to include this report in each monthly Board packet.

Mr. Lupino expressed that marketing of the College was a high priority item due to competition. He pointed out that neighboring schools are marketing quite aggressively.

It was moved by Mr. Burchell, supported by Mr. Malloy, and carried to approve the one-year marketing contract with Kathryn Whitburn.

*New Business – Personnel
Items – History Instructor*

Mr. Guenard explained to the Board that six candidates were interviewed for the History Instructor. The hiring committee felt that Dr. Allyson Gates was the best applicant for the job.

Moved by Mr. Burchell, supported by Mr. Malloy, and carried, to hire Dr. Allyson Gates as the History Instructor.

*New Business – Personnel
Items – Financial Aid
Director*

Ms. Graham explained to the Board that Mr. Marc Madigan is recommended to be hired as the Financial Aid Director. She told the Board that he has experience in various capacities, including helping students sign up for financial aid. She explained that there would be training in multiple computer systems.

Moved by Mr. Brown, supported by Mr. Malloy, and carried, to hire Mr. Marc Madigan as the Financial Aid Director.

*Discussion of Strategic
Planning*

Mr. Lupino expressed thanks and praise to Mr. Guenard and Ms. Graham working as interim presidents during the search for a new president.

Mr. Lupino told the Board that President McNulty would like to have a Board Workshop before the MCCA Summer Conference. This should be held between July 1 and July 23, 2019.

*Public Comment on Topics
Relating to GCC*

None

Other Business

None

Executive Session

At 5:25 pm, it was moved by Mr. Brown, supported by Mr. Malloy, that the Board move into Executive Session to discuss matters exempt from disclosure. Action anticipated to take place on return to Regular Session. Roll Call Vote: Beals – Absent; Brown – Yes; Burchell – Yes; Fitting – Yes; Kolesar – Yes; Lupino – Yes; Malloy – Yes. *Motion carried – 6 Yes, 0 No.*

Regular Session

At 5:49 pm, it was moved by Mr. Brown, supported by Mr. Malloy, and carried that the Board return to Regular Session.

MESPA Contract

Moved by Mr. Brown, supported by Mr. Burchell, and carried to accept the MESPA contract as presented.

AFSCME Contract

Moved by Mr. Kolesar, supported by Mr. Malloy, and carried to accept the AFSCME contract as presented.

Adjournment

Moved by Mr. Burchell, supported by Mr. Brown, and carried, that the meeting be adjourned. The meeting was adjourned at 5:51 pm.

John J. Lupino, Chairman

Susan Beals, Secretary

*Next GCC Board of Trustees
Regular Meeting*

Tuesday, July 30, 2019
4:30 pm – Room B22 Jacob Solin Center for Business Education