Southwestern Michigan College
Board of Trustees Meeting Minutes

Wednesday, November 9, 2022
Room 134, Niles Campus

General Business

Members of the Southwestern Michigan College Board of Trustees met on November 9, 2022 for a regularly scheduled meeting.

The meeting was convened at 8:02 a.m. by Board Chairman Tom Jerdon.

Members Present: Tom Jerdon, Bill White, Becky Moore, Beth Cripe, Tracy Hertsel, Dr. Elaine Foster, Keith McKenzie

Members Absent: none

The Pledge of Allegiance was recited.

Minutes of the October 12, 2022 regular convened meeting required no changes and were placed on file.

Becky Moore moved, seconded by Tracy Hertsel, to approve the agenda. Motion passed unanimously.

Three individuals were recognized for their service at the College: Ms. Diana Litaker was recognized for her years of service and Trustee Tracy Hertsel presented her with a 5-year pin. Dr. Joe Odenwald was recognized for his years of service and Trustee Bill White presented him with a 5-year pin. Ms. Becky Moore was recognized for her years of service and Trustee Beth Cripe presented her with a 10-year pin.

Public Input

No individuals requested public input.

Other

The Treasurer’s Report for the month ending October 31, 2022 was received and placed on file.

Michelle Kite, Controller, presented the Quarterly Financial Report for the quarter ending September 30, 2022. The presentation included a review of the balance sheet, revenue and expense quarterly comparisons.

Dr. Odenwald gave his President’s Report to the Board of Trustees providing a brief focus on important college metrics.

- The registration goal for spring semester is 1,620 students, currently 940 students have registered including 610 in a single day. Dr. Odenwald attributes the success to the Dean’s early schedule preparation, the Records Office having the slate of courses out weeks in advance, the implementations of new technologies, diligent advising and engaged students.
According to the most recent Community College Benchmarking Project’s report, SMC student satisfaction with safety and security was at the 98th percentile. According to the same report, SMC is near the 90th percentile in our persistence rate. The same report noted that in fall 2020, SMC’s overall course success rate was 83% and 82% for online course. Dr. Odenwald attributes the success of online courses to the excellent design and quality. Fall to fall retention rate increased to 59% among full-time degree students, a rate which has not been accomplished since 2011.

**Discussion Items**

Update of Board Policy I.25 Security on SMC Properties was given by Vice President Brent Brewer.

Trustees reviewed the tentative meeting dates for the calendar year 2023.

Dr. Odenwald gave a follow-up on the Dowagiac Area History Museum collection.

Trustees reviewed the list of gifts given to the Foundation, with eight individual donations for a grand total of $8,475.

**Action Items**

Dr. Elaine Foster moved, seconded by Bill White, to approve the Board Policy I.25 Security on SMC Properties listed as 4A. Motion passed unanimously.

Vicki VanDenBerg, CPA, Partner, Plante & Moran, PLLC presented the results of the College Audit Report of the Annual Financial Statements for the Year Ended June 30, 2022. Both the College and Foundation were given a “clean, unmodified opinion” signifying the best assurance rating. Ms. VanDenBerg thanked Vice President Susan Coulston, Controller Michelle Kite and staff for their cooperation and assistance with the audit process.

Beth Cripe moved, seconded by Becky Moore, that the Board of Trustees receive the College Audit Report of the Annual Financial Statements for the Year Ended June 30, 2022. Motion passed unanimously.

Becky Moore moved, seconded by Dr. Elaine Foster, to adopt the Fiscal Year 2024 Five Year Capital Outlay Master Plan shown in attachment 5C. Motion passed unanimously.

Beth Cripe moved, seconded by Tracy Hertsel, to adopt the Fiscal Year 2024 Major Capital Outlay Project Request shown in attachment 5D. Motion passed unanimously.

Becky Moore moved, seconded by Bill White, to accept with gratitude the gifts shown in attachment 5E, with six individual donations to the College in the amount of $3,886.75. Motion passed unanimously.

**Review of Follow-up Requests**

No follow-up requests were made of the administration.

**Adjournment**

Bill White moved to adjourn at 9:40 a.m. Tracy Hertsel seconded. Passed unanimously.

Beth Cripe, Secretary

Thomas F. Jerdon, Chairman