

**MEETING OF THE BOARD OF TRUSTEES  
BOARD ROOM, JACKSON COMMUNITY COLLEGE, GEORGE E. POTTER CENTER  
February 9, 2004**

The regular meeting of the Board of Trustees of Jackson Community College, Jackson County, Michigan was held on Monday, February 9, 2004 at 2111 Emmons Road, Jackson, Michigan.

Vice-Chairman Lambkin called the meeting to order at 6:30 PM Eastern Daylight Time.

*Board Members Present:* Trustees Anderson, Burgess, Lambkin, and Mathein

*Board Members Absent:* Trustees DaPra, Medlar, and Potter

*Others Present:* Dan Phelan, William Strohaber, Pam O'Keefe, Cindy Allen, Valerie Schuette, Mark Ott, Mary Belknap, Char Finnegan, Jim Dingman, Jim Tallman, Cynthia Gallahan, Brian Wheeler

**COMMUNICATIONS**

*Administration*

President Phelan announced that the JCC Golden Jets Hockey Team qualified for nationals, which will be held March 4-6, 2004 in Arizona. Trustee Mathein informed the Board that the JCC Foundation awarded the team a \$5,000 grant to assist them on their trip to Nationals.

*Board*

Trustee Burgess informed the Board of some citizen comments he has received regarding the College's intent to seek a ten year millage. He said that most citizens feel it will not pass with a ten year proposal, but would have a good chance of passing with a five year request.

*Marketing*

In the absence of Dotty Karkheck, Vice President Allen delivered the Marketing Report. She announced that marketing packets will be delivered in advance with the Board materials in the future.

**SECRETARY'S REPORT**

Valerie Schuette, Assistant Secretary, reviewed upcoming college events and highlighted the January Board minutes.

Vice-Chairman Lambkin declared the January minutes approved as written.

**TREASURER'S REPORT**

In the absence of Tom Vainner, Controller, Pam O'Keefe provided the finance report.

**INFORMATION ITEMS**

*Update of JCC Foundation*

In the absence of Trustee Medlar, President Phelan and Trustee Mathein provided an update of JCC Foundation activities. President Phelan informed the Board that with future updates, Foundation minutes will be included for the Board's review. President Phelan thanked the Board for their active role with the Foundation Board. The Board expressed their appreciation of Dan's efforts in creating a stronger relationship between the JCC and Foundation Boards.

*Transfer Education ENDS Report*

President Phelan highlighted the Transfer Education ENDS Report included in the Board's materials and thanked Executive Vice President, William Strohaber, for his role in preparing the report in absence of the Academic Dean. William thanked Jim Dingman for his assistance in gathering the data for the report and provided a brief presentation to the Board.

*Personnel Review Committee Update*

President Phelan informed the Board that the Personnel Review Committee confirmed that the following faculty members met the requirements for salary class changes: Patricia Visser: Class IV, Step 3; John Singer: Class III, Step 7; and Chris Olds: Class IV, effective Fall 2003.

**ACTION ITEMS***Establish Committee to Name Facilities*

President Phelan asked the Board to consider selecting a chair of the Committee to Name Facilities. **MOTION BY TRUSTEE BURGESS** "To appoint Trustee Potter as chair of the selection committee." **MOTION PASSED UNANIMOUSLY.**

*Consideration of Millage Ballot Language*

President Phelan highlighted the final ballot language for the Board's consideration. The Board discussed a ten year request versus a five year request. **MOTION BY TRUSTEE MATHEIN** "To approve the ballot language as presented." **MOTION PASSED UNANIMOUSLY.**

Shall the limitation on the amount of taxes which may be levied on taxable property in the community college district of Jackson Community College, Jackson, Michigan be increased by .95 mills (\$0.95 per \$1,000 of taxable value), for ten years beginning in tax year 2004, with collections beginning July 1, 2004. It is anticipated that .95 mills would raise approximately \$ 3.2 million dollars in the first year that the millage is authorized and levied. The new additional millage will be used to update the main college campus facilities, purchase technology and other instructional equipment in order to improve the quality of educational programs and to implement new programs to train Jackson County residents for jobs.

*Confirmation of Fall Candidates for Graduation*

**MOTION BY TRUSTEE BURGESS** "To approve the fall candidates for graduation." **MOTION PASSED UNANIMOUSLY.**

*Consideration of Delay of Spring Planning Session*

President Phelan reminded the Board that the Board ENDS Policies direct the Board to hold an Annual Planning Session no later than April. However, based on feedback from the Board regarding last fall's Planning Session and timing with the millage election, President Phelan asked for a variance in the policy for this spring's Planning Session. **MOTION BY TRUSTEE MATHEIN** "To postpone the April planning session to be held May following the millage election." **MOTION PASSED UNANIMOUSLY.**

**PRESIDENT'S REPORT**

President Phelan highlighted information regarding the JCC/Spring Arbor University Teacher Education Program included with the Board's materials, and thanked Mary Belknap for her outstanding leadership with this initiative. The Board also expressed their appreciation of Mary's work. President Phelan provided an update on legislative issues and asked the Board to consider nominations for the Distinguished Service Award.

**MOTION BY TRUSTEE BURGESS** "To adjourn". **MOTION PASSED UNANIMOUSLY.**

Meeting adjourned at 7:29PM.

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Secretary

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, February 9, 2004 were approved at the regular meeting of the Board held on March 8, 2004.

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Chairman