

**MEETING OF THE BOARD OF TRUSTEES  
BOARD ROOM, GEORGE E. POTTER CENTER, JACKSON COMMUNITY COLLEGE  
December 11, 2006**

The regular meeting of the Board of Trustees of Jackson Community College, Jackson County, Michigan was held on Monday, December 11, 2006 at 2111 Emmons Road, Jackson, Michigan.

Chairman DaPra called the meeting to order at 6:30 PM Eastern Daylight Time.

*Board Members Present:* Trustees Anderson, DaPra, Hoffman, Lambkin, Mathein, Medlar, and Potter

*Others Present:* Pene Vandenburg, Tom Vainner, Bill Strohaber, John Crist, Chad Livengood, Dan Phelan, Val Schuette, Cindy Allen, Dotty Karkheck, Diane Fenby, Nancy Bellers, Ken Garrison, Char Finnegan, Mark Ott, Melissa Combs

**COMMUNICATIONS**

Chairman DaPra adjusted the agenda and asked George if he would like to share comments with the Board. Trustee Potter shared lessons he had learned through his years of service as a board member. Chairman DaPra shared that a private and public celebration will be held in March. President Phelan presented gifts to Trustee Potter on behalf of the College and Board of Trustees.

Brandon Goyings provided student parliament update.

Trustee Potter shared his pleasure with the decision of the Jackson County voters and the results of the election. He stated that the results reinforced his disbelief of the disconnect between the community and the college. He also discussed the ACCT convention and the extreme value of attending these conferences. Finally, he recommended that college officials not overreact to the adoption of Proposition 2 and to maintain their commitment to diversity. He reviewed the actual language of the constitutional amendment and shared his view that it will not have a great impact on this institution.

Chairman DaPra supported the continued commitment to diversity. He further discussed the Strategic Plan and revisions that would help clarify the document, and stated that JCC was making good progress.

Chairman DaPra declared the August 14, August 28 and October 9 meeting minutes approved as written.

President Phelan reviewed the Board Planning Calendar. Chairman DaPra directed President Phelan to provide Strategic Plan progress reports at regular meetings on a quarterly basis.

Dotty Karkheck, Director of Marketing, provided the Marketing report. Chairman DaPra congratulated the Marketing Department on their recent awards.

Vice President Vainner provided the treasurer's report. He discussed benefits costs and a possible future budget adjustment. He also reviewed costs for construction projects.

## **ACTION ITEMS**

### *Second Reading - Budgeting/Forecasting*

No action was required.

### *Consideration of Sabbatical Leave Requests*

President Phelan reviewed the sabbatical leave requests. **MOTION BY TRUSTEE POTTER** "To approve sabbatical leaves for Mary Belknap for the Winter 2008 semester, and Greg Severance for the Fall 2007 semester." **MOTION PASSED UNANIMOUSLY.**

### *Consideration of Wickwire Repairs*

President Phelan discussed the needed repairs in the bathroom at the Wickwire house. Members of the Board discussed a desire to have administration look into replacing the ceramic tile with ceramic, versus using vinyl. **MOTION BY TRUSTEE POTTER** "To authorized administration to proceed with repairs to the Wickwire house." **MOTION PASSED UNANIMOUSLY.**

## **INFORMATION ITEMS**

### *1st Reading - Budgeting/Forecasting policy review*

President Phelan reviewed suggested changes. The board suggested adding a statement that emergency repairs may be made without using the bid process.

### *CFO & CEO Certifications*

President Phelan highlighted the certifications from Vice President Vainner and himself.

### *College Branding Report*

President Phelan introduced President Pam Cox-Otto from Interact who presented the process used to develop a brand image for JCC. She shared a recommendation of "Serous Possibilities." **MOTION BY TRUSTEE POTTER** "To adopt Serious Possibilities as the official brand of the college." **MOTION PASSED UNANIMOUSLY.**

### *Five Year Planning – Hillsdale*

President Phelan reviewed the operations at the Hillsdale Center. Based on future projections and significant uncertainties, he recommended a two-phased approach to addressing operations at the Center that could potentially lead to increased enrollment. Members of the board discussed their concerns with the declining enrollments and uncertainty with the operations in that county. **MOTION BY TRUSTEE POTTER** "To renovate the building by combining the two-phase approach in the amount of about \$1M." Trustee Hoffman requested additional time to gather more information. **MOTION BY TRUSTEE HOFFMAN** "To postpone a decision to renovate the Hillsdale facility." **MOTION PASSED UNANIMOUSLY.** Trustee Anderson asked for a break-even point.

Chairman DaPra deferred the President's Quarterly report until January.

**MOTION BY TRUSTEE POTTER** "To Adjourn." Chairman DaPra thanked Trustee Potter for his many years of service. **MOTION PASSED UNANIMOUSLY.**

Meeting adjourned at 8:45pm.

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Secretary

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, December 11, 2006 were approved at the regular meeting of the Board held on Monday, January 8, 2006.

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Chairman

