

**MEETING OF THE BOARD OF TRUSTEES**  
**Potter Center Board Room, JACKSON COMMUNITY COLLEGE**  
**January 14, 2008**

The regular meeting of the Board of Trustees of Jackson Community College, Jackson County, Michigan was held on Monday, January 10, 2008 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, Crist, DaPra, Hoffman, Lambkin, and Medlar.

*Board Members Absent:* Trustees Mathein.

*Others Present:* Dan Phelan, Tom Vainner, Bill Strohaber, Charlotte Finnegan, Dotty Karkheck, Angel Fonseca, Stewart Szczepanski, and Nate Eggleston.

**COMMUNICATIONS**

*Citizen Participation*

Chairman DaPra recognized JCC adjunct Stewart Szczepanski and EMS student Nate Eggleston. Mr. Szczepanski shared with the Board his opposition to the potential administrative decision to assign the teaching delivery of the Emergency Medical Technician program by partnering with Huron Valley Ambulance (HVA).

Mr. Eggleston offered that JCC should consider retaining JCC adjuncts as instructors for the program versus contracting with HVA. He shared that he has experienced positive learning experience with instructors Mike Booher and Stewart Szczepanski.

Chairman DaPra thanked both individuals, commended them for their interest in the program, reminded them that it is the President of the College who makes operational decisions and not the Board of Trustees, and invited them to continue their discussions with Executive Vice President Strohaber to ensure communication was taking place.

*Board Participation*

Trustee Anderson announced that since he has served the Board since 1994, he will be submitting his resignation effective after February's meeting and allow another to take his seat. Trustee Anderson complimented Chairman DaPra for his leadership of the Board of Trustees, and President Dan Phelan for his leadership of the College through a period of very significant growth. Chairman DaPra expressed his gratitude for Trustee Anderson's clarity, direction, and leadership on how to proceed on key issues, and his excellent decision making. Trustee Crist also expressed his appreciation. President Phelan stated that Trustee Anderson has helped him to become a better president and a better leader, and greatly appreciates his mentorship and counsel in advancing diversity in the College. President Phelan also shared some of the contributions that Charlie and Pat Anderson have given Jackson Community over the years.

### *Consideration of Minutes*

Chairman DaPra approved the regular meeting minutes of December 10, 2007 approved as written.

### *Marketing Report*

Director Karkheck presented the marketing report, noting the antibacterial spray bottles were handouts for students, the "Ask" buttons were used to help students feel welcome in asking questions, and the postcards will be used to recruit students through traditional mailings. Trustee Medlar and Chairman DaPra commented about the "Ask" buttons and commended the design of the monthly postcards.

## **TREASURER'S REPORT**

### *Treasurer's Report*

Tom Vainner, Assistant Treasurer and Vice President of JCC, provided the Treasurer's report for December 31, 2007. VP Vainner reported that Fall enrollment numbers exceed budgeted numbers, as do Winter enrollment numbers.

Trustee Hoffman asked about the status of the waste water treatment plan. VP Vainner reported that he continues to have meetings with Summit Township and Jim Dunn to explore options for JCC to be a customer of a Summit pipeline. The City and Summit Township have both been very supportive in helping JCC resolve the waste water treatment challenge. As costs are determined, they will be brought forward to the Board.

Chairman DaPra asked about amounts included in the building & site fund. VP Vainner stated the amount that was not spent was \$1.2M.

## **ACTION ITEMS**

### *Designation of Assistant Secretary to the Board*

President Phelan presented the changing of staffing in the president's office and recommend that Angel M. Fonseca be appointed as Assistant Secretary to the Board of Trustees. **MOTION BY TRUSTEE Crist** "To appoint Angel M. Fonseca as Assistant Secretary to the Board." **MOTION PASSED UNANIMOUSLY.**

### *Second Reading of Policies*

President Phelan presented the Financial Condition, Student Success and Asset Protection policies for second reading. President Phelan commented on the Student Success policy as it addresses the measures in the existing policy.

**MOTION BY TRUSTEE Lambkin** "To approve the policies, as presented." **MOTION PASSED UNANIMOUSLY.**

### *Affirmation of Naming*

President Phelan asked the Board to affirm formally the naming of the Center of Health Professions in accordance with the Recognition Policy approved last month.

**MOTION BY TRUSTEE Anderson** “To affirm the name of the center of Whiting Hall as Rawal Center for Health Profession, as presented.” **MOTION PASSED UNANIMOUSLY.**

*Selection of Representatives for Outstanding Award Committees*

President Phelan requested Board representation of the Board on the Outstanding Faculty Award Committee. Chairman DaPra nominated Trustee Lambkin and Trustee Medlar. **MOTION BY TRUSTEE Crist** “To approve the nomination of Trustee Lambkin and Trustee Medlar to serve on the Outstanding Faculty Award Committee.” **MOTION PASSED UNANIMOUSLY.**

*Consideration of Candidates for Fall Graduation*

President Phelan presented the candidates for fall graduation as have been confirmed by the Registrar’s office.

**MOTION BY TRUSTEE Hoffman** “To approve candidates for Fall Graduation.” **MOTION PASSED UNANIMOUSLY.**

*Selection of Spring Board Planning Session Dates*

President Phelan requested the Board of Trustees review calendars to establish a dates for the Spring Planning Session. **MOTION BY TRUSTEE Crist** “To approve the April 11<sup>th</sup> as the Board Planning Session date for Spring 2008.” **MOTION PASSED UNANIMOUSLY.**

*Consideration of Construction Manager Contract*

President Phelan presented the bids received for the construction manager contract, stating that all contractors were interviewed. The contractor manager must understand the design of the building, understand all components, and build cost projections. Clarification was provided regarding the amount dedicated to preconstruction. Also, some discussion ensued regarding the projects obtaining future Board approval to move forward beyond schematic design. Trustee Hoffman stated that he has the expectation that the construction manager will help reduce the amount of time administration takes in managing the construction projects and JCC should experience a reduction in contingency. Trustee Hoffman suggested restricting the bid process and not include the project manager as a bidder for the general manager function. After some discussion regarding industry standards and that accepted practice allows construction managers to bid construction projects, President Phelan recommended awarding the contract to RW Mercer. **MOTION BY CHAIRMAN DaPra** “To approve RW Mercer as construction manager of the schematic design phase of JCC@VoTech and Campus View 2, and in addition to include RW Mercer as an administrative appointed construction manager of record.” **MOTION PASSED UNANIMOUSLY.**

**BOARD POLICY REVIEW**

*First Reading*

President Phelan presented the executive limitation policy, highlighting recommended changes in accordance with the CAC suggestion to state the policy in a positive frame of reference. Chairman DaPra stated his preference to maintain the policy as written in accordance with the Carver model. The policy will be restored to its original language and brought to the Board for a second reading next month.

**INFORMATION ITEMS***Distinguished Service Award Nominations*

President Phelan presented the roster of previous recipients and reminded the Board that Trustee Anderson is automatically eligible to receive the award in accordance with Board policy. Some informal discussion ensued regarding other possible nominations; names will be presented to the Board at the March meeting for action.

*Board ENDS Monitoring Reports: Transfer ENDS*

Dr. Ann Green presented the report pointing out that the rate of transfer exceed both the goal and last year's performance; rate of transfer met the goal and last year's performance, and Satisfaction exceeded the goal but not last year's performance. Some discussion ensued regarding how improvements can be made in advising students about transferring credits from JCC to another college.

*5-Year Planning: Campus Services Building and Center for Advanced Technology*

President Phelan delivered a PowerPoint presentation addressing improvements to the Campus Services building in order to restore its purpose to academic instruction; thusly constructing a new Campus Services Building to the south east corner of JCC property. President Phelan shared the proposed floor plan and the potential instructional programs, as well as a future site for the Campus Services new construction. He also shared that the intention of the five-year plan was to align with the current \$24M capital outlay request.

*Board Self-Evaluation 2007*

Chairman DaPra shared the summary of findings for the Board Self-Evaluation of 2007. After thoughtful consideration, the Board reflected upon the comments and discussed some points of clarification. Chairman DaPra shared the areas that were noted as positives (increases in enrollment, reintroduction of sports, renovations and new construction, President's leadership, and community feedback); and the areas of concern (Current level of debt and ability to finance future advancement. Overall, the evaluation represents a high degree of satisfaction among Board members with the direction and collaboration of the Board.

**PRESIDENT'S REPORT***President Quarterly Report*

President Phelan shared that the Governor's State of the Union address will be on January 29<sup>th</sup> and might feature some of the tenets of the New Job Training program, as there was a meeting just today with many state leaders. Also, the President shared the events of convocation day and the positive feedback received.

**MOTION BY TRUSTEE Hoffman** "To Adjourn." **MOTION PASSED UNANIMOUSLY.**  
Meeting adjourned at 8:29 PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, January 14, 2008 were approved at the regular meeting of the Board held on Monday, February 11, 2008.

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Secretary

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Chairman