

REGULAR MEETING OF THE BOARD OF TRUSTEES
Jackson College
Virtual/Electronic Meeting – Via Zoom Video Communications
November 9, 2020

The regular meeting of the Board of Trustees of Jackson College was held on Monday, November 9, 2020 electronically on the Zoom video platform.

Chairman Barnes called the meeting to order at 6:30pm Eastern Standard Time.

Board Members Present: Chairman, Sam Barnes; Vice Chairman, John Crist; Trustee; Matt Heins, Trustee; Donna Lake, Trustee; Philip Hoffman, Secretary, Sheila Patterson and Trustee Dr. Ed Mathein (joined meeting at 6:38pm).

Others Present: Dr. Daniel J. Phelan, Sara Perkin, Darrell Norris, Jason Valente, Alana Tuckey, Kelly Chambers, Michael Masters, Aaron Ensley, Jennie Lambert, Teresa Choate and Jessica Houston.

TRUSTEE DECLARATIONS PER MICHIGAN PUBLIC ACT NO 228 PA OF 2020

All Trustees declared that they are attending remotely for a purpose other than military duty.

- Chairman Barnes declared he is attending virtually, not because of military duty and he is at his residence in the City of Jackson Michigan.
- Trustee Crist declared he is attending virtually, not because of military duty, and he is in Grand Traverse County in Michigan.
- Trustee Lake declared she is attending virtually, not because of military duty, and she is at her residence in Jackson Michigan.
- Trustee Mathein declared he is attending virtually, not because of military duty, and he is at his residence in Jackson Michigan.
- Trustee Hoffman declared he is attending virtually, not because of military duty, and he is at his residence in Liberty Township in Jackson County Michigan.
- Trustee Heins declared he is attending virtually, not because of military duty, and he is at his residence in Summit Township in Jackson Michigan.
- Trustee Patterson declared she is attending virtually, not because of military duty, and she is at her residence in the City of Jackson Michigan.

ADOPTION OF MINUTES

The minutes of the regular Board meeting of October 12, 2020, and Board's Fall Planning Session meeting minutes of November 6, 2020, were moved into the record, without change, by Chairman Barnes on behalf of the Trustees.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees.

OWNERSHIP LINKAGE

There were no public comments.

BOARD COMMENTS

There were no board comments.

EXECUTIVE LIMITATIONS

Naming of Central Campus Pond

President Phelan requested the Board consider and approve the name of 'Zenneth Pond' for the recently completed pond on the Central Campus. This recommendation resulted following a naming competition for employees. Zenneth is an alumni of Jackson Junior College who went missing after taking off for an air raid during WWII.

MOTION BY TRUSTEE CRIST "To approve Zenneth Pond as the name for the Central Campus pond." **ROLL CALL VOTE: TRUSTEES CRIST , PATTERSON, LAKE, HOFFMAN, HEINS AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

EL-04 Financial Conditions & Activities Policy

President Phelan presented minor changes to EL-04 Financial Conditions & Activities for the Boards consideration. The primary change was to remove statements that are duplicative and are in another policy.

EL-08 Communication & Support to the Board Policy

President Phelan presented minor changes to EL-08 Communication & Support to the Board for the Boards consideration. These changes more accurately reflect College practices and also incorporate changes suggested during the Board's Fall Planning Session.

MOTION BY TRUSTEE MATHEIN "To approve policies EL-04 Financial Conditions & Activities and EL-08 Communication & Support to the Board." **ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, MATHEIN, PATTERSON, LAKE AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

MONITORING CEO PERFORMANCE

EL-04 Financial Conditions & Activities Monitoring Report

President Phelan presented highlights from the EL-04 Financial Conditions & Activities monitoring report.

MOTION BY TRUSTEE LAKE "To accept the EL-04 Financial Conditions & Monitoring Report." **ROLL CALL VOTE: TRUSTEES LAKE, PATTERSON, MATHEIN, HOFFMAN, HEINS, CRIST AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

EL-08 Communication & Support to the Board

President Phelan presented highlights from the EL-08 Communication & Support to the Board monitoring report. During discussion, President Phelan asked to receive a

quarterly performance evaluation, based upon compliance with Board Policies, and the Board agreed to this.

MOTION BY TRUSTEE MATHEIN “To accept the EL-08 Treatment of Students Monitoring Report.” **ROLL CALL VOTE: TRUSTEES MATHEIN, LAKE, PATTERSON, HOFFMAN, HEINS AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

MONITORING BOARD PERFORMANCE

Board Self-Monitoring Worksheet of BCD-01 Unity of Control

The Board had no discussion surrounding the self-monitoring worksheet they completed for BCD-01 Unity of Control. It was agreed by members that they would continue how they are handling the self-assessments.

INFORMATION REQUESTED BY THE BOARD

Audit Report

Jennie Lambert from the Rehmann organization was on hand to provide an overview of the annual audit and shared there were no significant findings.

CEO/CFO Audit Certifications

President Phelan shared the signed Audit Certification forms for himself and CFO Darrell Norris. He noted that, under Policy Governance design, this item is no longer necessary going forward.

SELF-EVALUATION OF GOVERNANCE PROCESS & BOARD PERFORMANCE AT THIS MEETING

This agenda item provided an opportunity for the Board discussion to reflect on how well Policy Governance principles were incorporated into each meeting. Board members shared they appreciate the new monitoring report format and also refresher time with consultant Rose Mercier.

MEETING CONTENT REVIEW

President Phelan shared that this section of the meeting agenda was added to provide the Board the opportunity to give feedback to the Chairman and the Executive as to the quality of information provided to them during this specific meeting. There was no feedback on content.

ADJOURN

MOTION BY TRUSTEE HOFFMAN “To adjourn.” **ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, HOFFMAN, PATTERSON, MATHIEN AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Meeting adjourned at 7:20PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, November 9, 2020 were approved at the regular meeting of the Board held on January 11, 2021.

Sheila Patterson

Secretary

Samuel D. Barnes

Chairman