



## **REGULAR MEETING OF THE BOARD OF TRUSTEES** Jackson College

Virtual/Electronic Meeting – Via Zoom Video Communications

February 1, 2021

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The regular meeting of the Board of Trustees of Jackson College was held on Monday, February 1, 2021 electronically on the Zoom video conferencing platform.

*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.

*Others Present:* Dr. Daniel J. Phelan, Sara Perkin, Darrell Norris, Jason Valente, Jeremy Frew, Jim Jones, Steve Tuckey, Alana Tuckey, Kelly Chambers, Michael Masters, Randy Bentley and Dotty Karkheck.

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

### **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 was at his residence in the City of Jackson Michigan.
- Trustee Crist declared he is attending virtually, not because of military duty, and he was in Summit Township, Jackson County in Michigan.
- Trustee Lake declared she is attending virtually, not because of military duty, and she was at her residence in Jackson Michigan.
- Trustee Mathein declared he is attending virtually, not because of military duty, and he was at his residence in Summit Township, Michigan.
- Trustee Hoffman declared he is attending virtually, not because of military duty, and he was at his residence in Liberty Township in Jackson County Michigan.
- Trustee Heins declared he is attending virtually, not because of military duty, and he was at his residence in Summit Township in Jackson County, Michigan.
- Trustee Patterson declared she was 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 January 11, 2021 were reviewed by the Board. A minor change was brought forward by Trustee Mathein. The modified minutes were moved into the record by Chairman Barnes, on behalf of the Trustees.

### **DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest expressed by Trustees.

### **BOARD COMMENTS**

Trustees Hoffman, Crist, Lake, Mathein and Patterson all shared they are in process of getting their second COVID-19 vaccinations. Trustee Hoffman noted that he is looking forward to gathering in person in the near future.

### **GOVERNANCE PROCESS**

#### *By-Laws Revision*

Discussion focused on the proposed edits to the Bylaws, with some suggestions offered by members. It was agreed the Bylaws will be carried over for a second reading.

#### *Spring Planning Session Date*

Following a query of the Board, the proposed date for the Spring Planning Session is April 22, 2021.

**MOTION BY TRUSTEE LAKE** “To approve April 22, 2021 as the Board’s 2021 Spring Planning Session date.” **ROLL CALL VOTE: TRUSTEES CRIST, HEINS, MATHEIN, LAKE, PATTERSON, HOFFMAN AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

#### *Policy Review GP-14 Handling Operational Complaints*

Following discussion of the policy, changes were recommended. This policy will be brought back for a second reading with these changes incorporated.

### **EXECUTIVE LIMITATIONS**

#### *JPEC Governor Term Renewals*

President Phelan shared that, as the official authorizer of JPEC, Trustees must consider the term re-appointments for JPEC Governors Dr. David Halsey, Steven Hogwood and Josnelly Aponte.

**MOTION BY TRUSTEE PATTERSON** “To approve the re-appointment of Dr. David Halsey, Steven Hogwood and Josnelly Aponte to the JPEC Board Governors.” **ROLL CALL VOTE: TRUSTEES LAKE, PATTERSON, MATHEIN, HOFFMAN, HEINS, CRIST AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

#### *Consideration of Property Sale*

President Phelan shared that a property appraisal was completed for the College’s Hangar at the airport. The bids received were much lower than the appraised value, so he asked members to consider rejecting the bids. The property would be leased

temporarily and then the sale revisited at a later time. He also noted that the County has requested the removal of the tank on the property prior to any lease or sale.

**MOTION BY TRUSTEE LAKE** “To reject the bids received for the sale of the Hangar and approve the removal of the tank for the purpose of leasing.” **ROLL CALL VOTE: TRUSTEES MATHIEN, PATTERSON, LAKE, HOFFMAN, HEINS, CRIST AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

#### *Presenters for Commencement*

President Phelan shared that he is planning to hold two commencement ceremonies in early fall for FY '20 and FY '21 graduates. As the event is planned for out-of-doors, due to COVID, rain dates are planned for the following Sunday and the following week. He asked for Trustee volunteers to assist with the formal ceremonies. Trustee Patterson volunteered to be one of the presenters at the fall commencement ceremonies and Dr. Mathein volunteered to present to Evelyne Jones. Trustees Patterson and Mathein will present to the 2020 recipients and the Board will determine presenters for 2021 at a future meeting.

#### *Distinguished Service Award Recipient*

Trustee Hoffman brought forward Greg O’Conner’s name as the 2021 recipient. Trustee Mathein agreed with Trustee Hoffman’s recommendation. This item will be brought forward to the next Board meeting for final consideration.

#### *Policy Review: EL-10 Access to Education*

President Phelan shared some proposed changes to this policy following work on the monitoring report to better fit the College’s processes/practices.

**MOTION BY TRUSTEE PATTERSON** “To approve the changes to the EL-10 Access to Education policy.” **ROLL CALL VOTE: TRUSTEES MATHEIN, HOFFMAN, LAKE, PATTERSON, HEINS, CRIST AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### **MONITORING CEO PERFORMANCE**

#### *EL-10 Access to Education*

President Phelan presented highlights from the EL-09 Organization Culture monitoring report.

**MOTION BY TRUSTEE CRIST** “That the Board agrees with Presidents interpretation as noted herein and that the President is in full compliance with EL-10 Access to Education.” **ROLL CALL VOTE: TRUSTEES CRIST, HEINS, MATHEIN, PATTERSON, LAKE, HOFFMAN AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### **MONITORING BOARD PERFORMANCE**

#### *Board Self-Monitoring Worksheet of GP-14 Handling Operational Complaints*

The Board discussed the self-monitoring worksheet they completed for GP-14 Handling Operational Complaints.

**INFORMATION REQUESTED BY THE BOARD**

Senior Vice President Cindy Allen shared updates on the work of the Reintegration Task Force (RTF) and addressed questions from the Board.

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

There were no comments or discussion.

**MEETING CONTENT REVIEW**

Trustee Mathein shared he felt that the content was very thorough and that the Board progressed well through the agenda.

**ADJOURN**

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

Meeting adjourned at 8:00PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, February 1, 2021 were approved at the regular meeting of the Board held on March 8, 2021.

*Sheila Patterson*

Secretary

*Samuel R Barnes*

Chairman