The Spring Planning Session of the Board of Trustees of Jackson College, Jackson County, Michigan, was held on Wednesday April 1, 2015 at 1135 Wickwire Road, Jackson, Michigan.

Chairman Samuel Barnes called the meeting to order at 8:30 AM Eastern Daylight Time.

**Board Members Present:** Chairman, Samuel Barnes; Vice Chairman, John Crist; Treasurer, Donna Lake; Trustee, Matt Heins; Trustee, Phil Hoffman; and Secretary, Sheila Patterson.

**Board Member Excused Absence:** Trustee, Dr. Ed Mathein

**Others Present:** Dr. Daniel Phelan, Cindy Allen, Sara Johnson, Jason Valente, Dr. Rebekah Woods, Kristi Hottenstein, Robert Harris and Darrell Norris.

**Mission, Vision, Values and Beliefs**
President Phelan asked the Board for feedback regarding the Mission Documents and shared how they are being incorporated into the hiring and evaluation processes, particularly the Statement of Beliefs.

**Completion Agenda**
President Phelan shared an overview of the Completion Agenda.

**Current State of Completion at JC**
Dr. Rebekah Woods, Provost provided information on the current status of completion for Jackson College students and provided national data for comparison.

**Pathways**
Dr. Woods shared information on the current status of the work the College is doing to change the Pathways model from self-service model to a clear guided pathways for students, which would significantly impact completion.

**Developmental Education**
Dr. Woods shared information on the current state of developmental education at the College and current initiatives including rapid review math, supplemental instruction and blended courses.

**Student Advising/Success Coaches**
Kristi Hottenstein, Executive Dean of Enrollment and Extension Services shared details on a two year strategy for creating a student success plan to improve academic advising which includes the use of student success navigators.

*Competency-Based Education*
Dr. Woods provided an update on the three phases/levels of Competency-Based Education (CBE) at Jackson College.

Diversity
Cindy Allen, Vice President of Administration and Human Resources shared recent initiatives supporting diversity on campus.

*Budget*
Darrell Norris shared an overview on the proposed budget documents for FY16.

*Facilities*
Director of Facilities, Rob Harris shared updates on facilities including Walker Hall, proposed plans for the Community Events Center, Campus View 3 and W.J. Maher Renovations which are nearing completion. Additionally he shared projects that have been completed on the FY15 Master Plan as well as intentions for the FY16 Master Plan.

Trustee discussion led to suggestions to review the sidewalk/parking area outside of the main entrance to the Potter Center Bookstore.

*Annual Planning Calendar*
Sara Johnson, Chief of Staff asked the Board for feedback on making changes to the annual board planning calendar to permanently move the February meeting to the first week to avoid the conflict with the ACCT National Legislative Summit. Additionally, she asked the Board for input on assigning permanent months to hold meetings at the Maher, JC @ LISD TECH and Hillsdale locations. The Board recommended holding the December at the Maher Campus, the April meeting in Lenawee and the August meeting in Hillsdale.

*Board Retreat*
Chairman Barnes shared several agenda items he would like to include on the Spring Retreat agenda including finding a way to bring partners from the community together to market a consistent message more aggressively for the College. Additional topics are Open Meetings Act training and strengthening board relationships with the K-12 Boards in the Jackson area to share direction and initiatives.

Trustee Patterson asked for over communication to be added to the agenda and requested keeping the meeting informal with no staff aside from the Assistant Secretary and President.
Trustees Lake and Crist will bring forward recommendations and examples of evaluation templates for discussion.

Evaluation Template Review
Trustee Lake shared ideas on how to improve the current evaluation template. Regarding the presidents contract we may want to look at yearly, but do a deeper dive every two years and also whom should be involved in reviewing the President and maybe the President should complete a self-evaluation similar to what the Board does. Regarding the Boards evaluation, Trustee Crist agreed to work with Trustee Lake to add a self-assessment for each board member which would mean evaluating one another independently. Additional conversation was held on what the efficacy would be if Trustees were to evaluate each other. Trustee Hoffman shared some concerns about evaluating one another.

Anchor Initiative
President Phelan shared a brief update on the College’s involvement with the Anchor Initiative. Additionally, he asked for feedback regarding potential locations of the future Culinary Institute and the overall suggestion was to keep on Central Campus.

Millage Discussion
Cindy Allen, Vice President of Administration and Human Resources presented on Headlee Override as an option as well as shared historical millage information. Several options were presented for consideration as well as the message that may be conveyed to Jackson County.

Chairman Barnes said he would like to have a professional opinion on what to pursue and when. President Phelan said he would send out an RFP for third party services to help with millage pursuit. Chairman Barnes, Trustee Lake and Trustee Hoffman agreed to participate in a special committee to interview potential companies. Test feasibility, and recommended campaign approach should be considered as part of the proposals.

Campaign Updates
Jason Valente, President of Jackson College Foundation provided updates on the progress of the capital campaign and future plans for the Foundation.

Discussion/Feedback of Day
Positive feedback was shared including that the agenda topics were good and the Trustees were pleased with the meeting setting, lunch and that budget discussion was before lunch.

ADJOURN
CHAIRMAN BARNES ADJOURNED THE MEETING AT 2:56PM.

The foregoing minutes of the Spring Planning Session of the Board of Trustees held on Wednesday, April 1, 2015 were approved at the regular meeting of the Board held on May 11, 2015.
Sheila Patterson
Secretary

Samuel R. Barnes
Chairman