

REGULAR MEETING OF THE BOARD OF TRUSTEES
Jackson College – Central Campus
Jackson, Michigan
May 13, 2019

The regular meeting of the Board of Trustees of Jackson College was held on Monday, May 13, 2019 at Jackson College's Central Campus located at 2111 Emmons Road, Jackson, Michigan 49201.

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

Board Members Present: Chairman, Sam Barnes; Vice Chairman, John Crist; Trustee; Matt Heins, Trustee; Philip Hoffman, Secretary, Sheila Patterson and Trustee Dr. Ed Mathein.

Board Member Absent: Treasurer, Donna Lake

Others Present: Dr. Daniel J. Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Teresa Choate, Jeremy Frew, Michael Masters, Randy Bentley, Jenna Pruitt, Dr. Dennis Baskin, Kelly Chambers, Julie Hand and Alana Tuckey.

ADOPTION OF AGENDA

The agenda for the meeting was presented and accepted by the Chairman on behalf of the Trustees.

DECLARATION OF CONFLICT OF INTEREST

Trustee Mathein shared that he will be assisting the College's new Dental Hygiene Program.

There were no additional comments or conflicts.

ADOPTION OF MINUTES

The minutes of the regular Board meeting on April 8, 2019 were moved into the record by Chairman Barnes on behalf of the Trustees.

OWNERSHIP LINKAGE

Dr. Kate Thirolf, introduced Jenna Pruette, a new Science Faculty member at the College.

President Phelan provided a brief update on work that has been completed regarding affinity groups in preparation of expanding not only work of the College, but also as an opportunity for the Board's Ownership Linkage work.

BOARD EDUCATION

President Phelan shared the training review report provided by Rose Mercier following the Spring Planning Session.

Additionally, he shared with the Board the Carver Policy Governance Guide Pack which serves as a succinct reference guide. Plans are underway for Rose to return for the Board's Summer Retreat.

GOVERNANCE PROCESS ITEMS FOR DECISION

By-Laws Revisions

President Phelan shared the proposed change for the Boards consideration which is to add a standing Ownership Linkage Committee. **MOTION BY TRUSTEE HEINS** "to approve the By-Laws revisions." **MOTION PASSED UNANIMOUSLY.**

EXECUTIVE LIMITATIONS ITEMS FOR DECISION

Purchase Agreement for DaVinci

President Phelan presented the agreement for the College to purchase the current DaVinci Building. **MOTION BY TRUSTEE MATHEIN** "to approve the Purchase Agreement for DaVinci." **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, HEINS AND MATHEIN VOTED AYE, MOTION PASSED UNANIMOUSLY.**

Consideration to Amend FY 2019 Budget

Darrell Norris provided the annual budget adjustment for FY 19. **MOTION BY TRUSTEE CRIST** "to approve amend the FY 2019 Budget as presented." **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, HEINS AND MATHEIN VOTED AYE, MOTION PASSED UNANIMOUSLY.**

Truth in Budgeting Hearing

Each year the College must satisfy its legal requirement of publicly presenting the coming year's budget with appropriate "Truth in Budgeting" disclosures to the public, as required, a public notice was placed in the local newspaper (i.e., Citizen Patriot), The College received no responses from this posting.

MOTION BY TRUSTEE PATTERSON "to open the public hearing" **MOTION PASSED UNANIMOUSLY.** The public hearing was open at 6:57pm. There were no public comments. **MOTION BY TRUSTEE HOFFMAN** "to close the hearing" **MOTION PASSED UNANIMOUSLY.** Hearing closed at 6:59PM.

Consideration of Authorization to Levy

Darrell Norris, Vice President of Finance, presented the proposal to levy, noting that the Headlee Tax Limitation Act does take effect this new fiscal year, after a 12 year hiatus, which lowers our effective tax rate even more. The new tax rate for FY '20 will be 1.1431. **MOTION BY TRUSTEE HEINS** "To approve authorization to levy a tax rate of 1.1431 mills, as presented. **ROLL CALL VOTE: TRUSTEES MATHEIN, HEINS, CRIST, PATTERSON AND HOFFMAN, MOTION PASSED UNANIMOUSLY.**

Consideration of FY '20 Tuition and Fees

Vice President Norris presented the following proposed tuition and fee rates for FY '20 for the Board's consideration, **MOTION BY TRUSTEE HEINS** "To approve tuition and fees as presented for FY '20." **ROLL CALL VOTE: TRUSTEES PATTERSON, CRIST, BARNES, HEINS AND MATHEIN VOTED AYE, TRUSTEE HOFFMAN VOTED NAY, MAJORITY VOTE PASSES MOTION.** The approved tuition and fees for FY '20 are as follows:

- In-District tuition at \$160.25 (was \$152.80) a 4.9% increase
- Out-District at \$240.38 (was \$229.20) a 4.9% increase
- Out-of-State/International at \$320.50 (was \$305.60) a 4.9% increase
- Student Service Fee will be \$46.00 for billing contact hour (was \$44.00)

Vice President of Finance, Darrell Norris, reviewed the proposed Fiscal Year 2020 budget based on general parameters established by the Board of Trustees, **MOTION BY TRUSTEE CRIST** "To approve the Fiscal Year 2020 budget of \$47,786,962." **ROLL CALL VOTE: TRUSTEES CRIST, PATTERSON, BARNES, HEINS AND MATHEIN VOTING AYE, TRUSTEE HOFFMAN VOTING NAY. MAJORITY VOTE PASSES MOTION.**

MONITORING CEO PERFORMANCE

Student Access Monitoring Report

Jeremy Frew, Vice President of Student Services was on hand to present the Access monitoring report.

INFO REQUESTED BY THE BOARD

Closed Session

As provided by Public Act §15.268, Section 8, sub-section (c) President Phelan requested a closed session of the Board for the purpose of discussing contract negotiations. **MOTION BY TRUSTEE HEINS** "To move into closed session for the purpose of discussing contract negotiations." **ROLL CALL VOTE: TRUSTEES MATHEIN, HEINS, BARNES, CRIST, PATTERSON AND HOFFMAN VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board moved into closed session at 7:32PM.

MOTION BY TRUSTEE CRIST "To move back into open session". **TRUSTEES MATHEIN, HEINS, BARNES, CRIST, PATTERSON AND HOFFMAN VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board reconvened to open session at 7:36PM.

ADJOURN

MOTION BY TRUSTEE HEINS "To adjourn." **MOTION PASSED UNANIMOUSLY,** Meeting adjourned at 7:38PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, May 13, 2019 were approved at the regular meeting of the Board held on June 10, 2019.

Sheila Patterson

Secretary

Samuel R. Barnes

Chairman