

REGULAR MEETING OF THE BOARD OF TRUSTEES
Jackson College – W.J. Maher Campus
Jackson, Michigan
November 12, 2018

The regular meeting of the Board of Trustees of Jackson College was held on Monday, November 12, 2018 at Jackson College's W. J. Maher Campus, located at 3000 Blake Road, Jackson, Michigan 49201.

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

Board Members Present: Chairman, Sam Barnes; Vice Chairman, John Crist; Treasurer, Donna Lake Trustee, Matt Heins; Trustee, Philip Hoffman; Trustee, Dr. Ed Mathein; and.

Board Member Absent: Secretary, Sheila Patterson

Others Present: Dr. Daniel Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Jeremy Frew, Jason Valente, Michael Masters, Randy Bentley, Dr. Dennis Baskin, Alana Tuckey, Teresa Choate, Nathan Venske, Dr. Todd Butler, Kelly Crum, Heather Bateman, Michelle Rehman, Jolene Chapman, Shane Malmquist, Kim Abbott, Chas Lietaert and Dotty Karkheck.

COMMUNICATIONS

Visitor Comments

There were no visitor comments.

Board Comments

There were no conflicts of interest.

President Phelan thanked Trustee Lake for joining him on the WKHM radio show. Trustee Hoffman commented on his attendance at the recent ACCT conference. Chairman Barnes shared that the Jackson College Leadership team joined the Commonwealth for Personnel Management Interview (PMI) training. President Phelan his gratitude for the College's participation in the PMI program and noted that the College looks forward to implementing some learnings gained from the training.

Consideration of Minutes

The minutes of the regular Board meeting on October 8, 2018 were moved into the record by Chairman Barnes on behalf of the Trustees.

Marketing Report

Dotty Karkheck, Director of Marketing provided the marketing report, and shared the new commercial developed by the College.

ENDS PERFORMANCE MONITORING REPORT

Safety and Security

Cindy Allen, Vice President of Administration and Human Resources at Jackson College, presented the Safety and Security ENDS Monitoring Report. She provided highlights of the report on a PowerPoint slide deck and addressed questions from the Board. A complete copy of the report is located on the Board's webpage:

<https://www.jccmi.edu/institutional-research/performance-monitoring/>

Audit Report

Vice President of Finance, Darrell Norris introduced Michelle Fowler from Rehman who provided an overview of the Audit Report. There were no misstatements and the College received a clean audit. There were no internal control issues noted.

Vice Chairman Crist commented on the importance of looking at Cyber Security practices on a continuing basis.

ACTION ITEMS

Second Reading: Compensation and Benefits, Board Members Code of Conduct and Emergency Presidential Succession Plan

President Phelan presented the Compensation and Benefits, Board Members Code of Conduct and Emergency Presidential Succession Plan policies. **MOTION BY TRUSTEE CRIST** "To approve the Compensation and Benefits, Board Members Code of Conduct and Emergency Presidential Succession Plan policies." **MOTION PASSED UNANIMOUSLY.**

INFORMATION ITEMS

Board Policy First Reading Items: Budgeting/Forecasting, ENDS & Monitoring, Financial Condition and Asset Protection

President Phelan shared his recommendation to pause the policy review process until the spring planning session. As a result he and Sara Perkin are undergoing an intensive training program on Policy Governance, they have learned about improving our approach to policy development, as well as general principles of Policy Governance. We proposed that the Spring Planning Session and Summer Retreat focus on these areas. In addition, President Phelan recommended that we use the book, 'Reinventing your Board' as a supplement to this work, which Sara Perkin will order copies for board reading. Thus, first readings have been suspended.

Board Self Evaluation Criteria Review

The Board agreed to continue using this tool. Sara Perkin will distribute the survey for completion and will compile for the January 2019 meeting.

CEO and CFO Certification of Executive Limitations Compliance

President Phelan included the CEO and CFO Certification of Executive Limitations Compliance documents as required by Board Policy.

President's Report

Jason Valente, President of Jackson College Foundation provided updates on the Foundation.

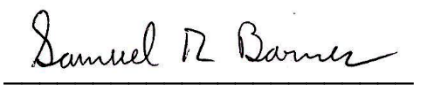
Shane Malmquist, JPEC President shared updates on the Early College. President Phelan provided college updates including Legislative updates and upcoming College events.

ADJOURN

MOTION BY TRUSTEE HOFFMAN "To adjourn." **MOTION PASSED UNANIMOUSLY**, Meeting adjourned at 7:42PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, November 12, 2018 were approved at the regular meeting of the Board held on January 14, 2019.


Secretary


Chairman