

**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Jackson College – JC @ LISD TECH**  
**Adrian, Michigan**  
**April 8, 2019**

The regular meeting of the Board of Trustees of Jackson College was held on Monday, April 8, 2019 at Jackson College's JC @ LISD TECH Campus located at North Adrian Highway, Adrian, Michigan 49221.

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

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

*Board Member Absent:* Secretary, Sheila Patterson

*Others Present:* Dr. Daniel J. Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Jim Jones, Teresa Choate, Nathan Venske, Dr. Todd Butler, Jennifer Brocket, Jeremy Frew, Dotty Karkheck, Kandice Karll, Curt Blankenspoor, Shannon Fischer Michael Masters, Randy Bentley and Jolene Chapman .

*Adoption of Agenda*

The agenda for the meeting was presented. **MOTION BY TRUSTEE HEINS** "to adopt the April 8, 2019 agenda." **MOTION PASSED UNANIMOUSLY.**

*Declaration of Conflict of Interest*

There were no conflicts of interest.

*Adoption of Minutes*

The minutes of the regular Board meeting on March 11, 2019 and the Spring Planning Session dated April 3, 2019 were moved into the record by Chairman Barnes on behalf of the Trustees.

*Ownership Linkage*

Dr. Kate Thirolf, introduced employees Kandice Karl and Curt Blankenspoor, Jackson College employees whom work primarily out of the Lenawee location.

*Board Education*

There were no Board Education items.

*ENDS Items for Decision*

There were no ENDS Items for Decision.

*Governance Process Items for Decision: Selection of Audit Committee Members*

Trustees Lake, Heins and Crist agreed to serve on the Audit Committee for the 2020 Fiscal Year.

*Governance Process Items for Decision: By-Laws Revisions*

Trustee Hoffman commented that he would prefer to still have a board appointed Secretary and Treasurer. Trustee Mathein and Heins both commented that the language associated with calling a special meeting feels a little 'muddy.' Trustee Heins requested language added to the committee section indicating that a committee does not have sole authority.

*Executive Limitations Items for Decision: CEO Compliance Certification*

President Phelan provided a signed CEO Compliance Certification to ensure he fulfills current board policy.

*Board Management Delegation Items for Decision*

There were no board management delegation items for decision.

*Required Approvals Agenda*

There were no required approvals agenda items.

*Monitoring CEO Performance: Quality/Excellence Monitoring*

Sara Perkin, Chief of Staff presented the Quality/Excellence Monitoring Report and addressed questions from the Board.

*Monitoring CEO Performance: Q3 Financial Reporting*

Controller, Teresa Choate was on hand to present the Q3 financial report.

*Info Requested by the Board: CEO Report on Professional Engagement*

As requested by the Board, President Phelan provided a report outlining his professional engagements.

*It was determined no closed session was needed.*

*Marketing Report*

Dotty Karkheck, Director of Marketing provided the marketing report and addressed questions from the Board. Going forward there will be no marketing report.

**ADJOURN**

**MOTION BY TRUSTEE HOFFMAN "To adjourn." MOTION PASSED UNANIMOUSLY,**  
Meeting adjourned at 7:27PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, April 8, 2019 were approved at the regular meeting of the Board held on May 13, 2019.

*Sheila Patterson*

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Secretary

*Samuel R. Barnes*

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Chairman