

**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Jackson College - Central Campus**  
**Jackson, Michigan**  
**July 9, 2018**

The regular meeting of the Board of Trustees of Jackson College was held in the Boardroom on Monday, July 9, 2018 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 Time.

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

*Others Present:* Dr. Daniel Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Jeremy Frew, Jason Valente, Lee Hampton, Roxy Meyers, Michael Masters and Sarah Holda.

**COMMUNICATIONS**

*Citizen Comments*

There were no citizen comments.

*Employee Comments*

Dr. Kate Thirolf introduced Nursing Instructor Roxanne Meyers.

*Board Comments*

Chairman Barnes shared that he will now be serving on the Jackson Symphony Orchestra Board. Trustee Lake and Patterson both commented on the positive experience of attending the recent Prison Education Graduation ceremonies.

*Student/Student Government Comments*

There were no student comments.

*Consideration of Minutes*

The minutes of the regular Board meeting on June 11, 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.

**ENDS PERFORMANCE MONITORING REPORT**

*Talent Development & Employee Impact Board Monitoring Report*

Cindy Allen, Vice President of Administration, Human Resources and Talent Development presented the Talent Development & Employee Impact Monitoring Report together with 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/>

#### *Treasurer's Report*

Darrell Norris, Vice President of Finance provided an overview of the FY 2018 Q4 Report and addresses questions.

Trustee Crist commented that the audit process is getting underway.

Vice President Norris provided a comprehensive overview of the College's insurance coverage and addressed questions.

#### **ACTION ITEMS**

##### *Consideration of Fall Board Planning Session Date*

Proposed dates for the fall planning session were provided for review.

**MOTION BY TRUSTEE CRIST** "To approve Wednesday, October 3, 2018 for the Fall Planning Session." **MOTION PASSED UNANIMOUSLY.**

##### *Second Reading: Board of Trustees By-Laws*

President Phelan presented the Board of Trustees By-Laws. **MOTION BY TRUSTEE HEINS** "To approve the Board of Trustees By-Laws policy." **MOTION PASSED UNANIMOUSLY.**

##### *Consideration of Administrative Personnel Practices Manual*

Cindy Allen, Vice President of Administration, Human Resources and Talent Development, gave a brief update on the changes made to the manual. **MOTION BY TRUSTEE PATTERSON** "To approve the Administrative Procedures Manual as presented." **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.**

##### *Jackson College Representative for the Dahlem Center Board*

Chairman Barnes asked that if anyone had interest in serving on the Dahlem Center Board, he would be happy to relinquish his position. The Chairman also shared that the Dahlem Center Board has been researching being separate from the College. President Phelan shared that they have become more independent from the College over the years. Additional information will be provided at an upcoming meeting.

#### **INFORMATION ITEMS**

##### *Board Policy First Reading Items: Monitoring Presidential Performance and Policy Governance*

The Monitoring Presidential Performance and Policy Governance were presented for the Board's first consideration. The policies was moved to second reading consideration.

*President's Report*

President Phelan presented a special state legislature tribute to the Board in honor our 90 years of service. He also provided brief college updates to the Board which included a review of the Governors Marshall Plan, as well as upcoming events. Shane Malmquist, President of JPEC was on hand to provide an update on the Jackson Preparatory & Early College (JPEC) and Jason Valente, President of Jackson College Foundation was on hand to share updates.

**CLOSED SESSION**

As provided by Public Act §15.268, Section 8, sub-sections (c) for purposes of discussing negotiations of union collective bargaining agreements. **MOTION BY TRUSTEE LAKE** "To move into closed session for the purpose of discussing the president's performance." **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE, MOTION PASSED UNANIMOUSLY,** The Board moved into closed session at 7:59PM.

**MOTION BY TRUSTEE LAKE** "To move back into open session", **TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board reconvened to open session at 8:10PM.

**ACTION ITEM**

*Consideration of Approval of Staff Union Contract*

President Phelan asked for the Board to consider the staff union contract, as presented. **MOTION BY TRUSTEE CRIST** "To approve the staff union contract as presented." **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.**

**ADJOURN**

**MOTION BY TRUSTEE HOFFMAN** "To adjourn." **MOTION PASSED UNANIMOUSLY,** Meeting adjourned at 8:12PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, July 9, 2018 were approved at the regular meeting of the Board held on August 13, 2018.



Secretary



Chairman