

REGULAR MEETING OF THE BOARD OF TRUSTEES
Jackson College – Central Campus
Jackson, Michigan
September 10, 2018

The regular meeting of the Board of Trustees of Jackson College was held in the Boardroom on Monday, September 10, 2018 at Jackson College's Central Campus, located at 2111 Emmons Road, Jackson, Michigan 49201.

Vice Chairman Crist called the meeting to order at 6:30PM Eastern Daylight Time.

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

Board Member Absent: Chairman, Sam Barnes

Others Present: Dr. Daniel Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Jeremy Frew, Jason Valente, Lee Hampton, Jolene Chapman, Michael Masters, Dennis Baskin, Martha Fuerstenau, Alana Tuckey, Jennifer Brooket, Nathan Venske, Dr. Todd Butler, Chas Lietaert, Liz Andrews, and Dotty Karkheck.

COMMUNICATIONS

Visitor Comments

Trustee Hoffman introduced Martha Fuerstenau, President of American 1 Credit Union and shared that she is attending to observe policy governance which the Credit Union is looking to implement.

Dr. Kate Thirolf, Vice President for Instruction introduced Dr. Dennis Baskin, Dean of Business.

Board Comments

There were no conflicts of interest.

Trustee Lake and Trustee Mathein both commented on their positive experience serving hot dogs during Jet Jam.

Dr. Phelan noted the addition of other administrators in the audience, which is in response to the Board asking that he work toward on succession and emergency planning for senior-level administrators. Each of those in attendance introduced themselves.

Consideration of Minutes

The minutes of the regular Board meeting on August 13, 2018 were moved into the record by Vice Chairman Crist on behalf of the Trustees.

Marketing Report

Dotty Karkheck, Director of Marketing provided the marketing report.

ENDS PERFORMANCE MONITORING REPORT

Customer Service Board Monitoring Report

Jeremy Frew, Vice President of Student Services at Jackson College, presented the Customer Service Board Monitoring Report. He 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/>

ACTION ITEMS

Second Reading: Delegation to the President, President's Job Description & By-Laws

President Phelan presented the Delegation to the President, President's Job Description and By-Laws policies. **MOTION BY TRUSTEE HOFFMAN** "To approve the Delegation to the President, President's Job Description and By-Laws policies."

MOTION PASSED UNANIMOUSLY.

Consideration of Strategic Value Template

President Phelan presented the Best Practices Resolution, a requirement of Michigan Public Act 265 of 2018 **MOTION BY TRUSTEE LAKE** "To approve the Delegation to the President, President's Job Description and By-Laws policies." **MOTION PASSED UNANIMOUSLY.**

Consideration of President's Contract

Vice Chairman Crist opened the floor for discussion on the President's contract. Following discussion, Trustee Heins brought forward a motion for a one-time 5% bonus. **MOTION BY TRUSTEE HEINS** "To approve a 5% bonus, based on the President's base salary, effective September 1st. No changes will be made to the current contract." **MOTION PASSED UNANIMOUSLY.**

INFORMATION ITEMS

Board Policy First Reading Items: General Executive Constraints and Human Relationships

The General Executive Constraints and Human Relationships policies were presented for the Board's first consideration. The policies were moved to second reading consideration.

President's Report


President Phelan thanked Trustee Hoffman for inviting Senator Mike Shirkey and Representative Julie Alexander to meet with the Board, prior to the board meeting.

President Phelan provided college updates including TCS2 branding efforts, an update from the Higher Learning Commission on the Colleges transition to an Open Pathway and shared upcoming College events. President Phelan also reminded the Board complete the Safe Colleges Training.


ADJOURN

MOTION BY TRUSTEE HOFFMAN "To adjourn." **MOTION PASSED UNANIMOUSLY**,
Meeting adjourned at 7:30PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, September 10, 2018 were approved at the regular meeting of the Board held on October 8, 2018.



Secretary



Chairman