



## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

Jackson College

Central Campus, Bert Walker Hall Community Rooms

September 13, 2021

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, September 13, 2021 at the Central Campus of Jackson College, Bert Walker Hall Community Rooms

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

*Board Member Excused Absence:* Sheila Patterson, Trustee Hoffman

*Others Present:* President Phelan, Darrell Norris, Cindy Allen, Jason Valente and Jennifer Dobbs

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

### **DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest expressed by Trustees.

### **ADOPTION OF MINUTES**

The minutes of the Board Meeting of August 9, 2021 were reviewed by the Board. The minutes were moved into the record by Chairman Barnes, on behalf of the Trustees.

### **OWNERSHIP LINKAGE**

No Comments were noted.

### **BOARD COMMENTS**

Trustee Heins complimented President Phelan and all the staff who provided a wonderful commencement ceremony this year for the classes of 2020 and 2021. The outdoor venue was particularly nice.

Trustee Lake met again with Craig Pash. She noted that he would like to meet with Trustee Lake again, providing input from yet other Chamber members. She and Trustee Crist asked that the College provide a notetaker for the meeting. Trustee Crist stated that this meeting could take place later November. Trustee Crist will follow up with President Phelan for a time location of this meeting, as well as a designation for someone to assist with meeting coordination and notetaking.

## **ITEMS FOR DECISION**

*GOVERNANCE PROCESS: Bylaws* - President Phelan noted modifications to items on page 15 relative to the meeting location for future board meetings. The Bert Walker Community Rooms could be a possible alternative meeting site for future board meetings, should COVID dictate the need for a larger space.

**MOTION BY TRUSTEE CRIST, ALL TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES, LAKE, MATHEIN, HEINS, CRIST AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EL-03 PLANNING - Consideration of changes to monitoring reports:* President Phelan noted how modifications use “tracked changes” in the documents so as to help members more quickly identify proposed alterations. Further, the President’s Interpretation of the policy is also highlighted. All changes are designed to best reflect what Boards’ direction, combined with the reality of the College’s operations and the ability to access evidence for the Board in its determination of ‘compliance’ by the President.

The President noted for this portion of the agenda, the board must not only agree with the proposed policy changes, but also the President’s for the college “Interpretation”. Should the board not be in agreement the President’s Interpretation of the Policy, the board can either add additional policy levels, or ask the President to further clarify the interpretation. Discussion was had on interpretations sections entered into the policies and questions were addressed by President Phelan. Trustee Barnes commented the board would like to proceed moving forward with this approach.

**MOTION BY TRUSTEE CRIST, ALL TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES, LAKE, MATHEIN, HEINS, CRIST AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY**

### **MONITORING CEO Performance**

*EL-03 - Executive Limitations Monitoring report* - President Phelan spoke to the evidence and the Strategic Agenda, Budgeting, facilities plan considerations, as well as how they are presented in the planning meetings and undertaken throughout the year. Labor and talent discussion was had considering the current labor market, fair pay, remote work, and competition as ongoing challenges. Succession planning was discussed as it related to President Phelan and how information is being shared with the two policy-required successors. Succession planning as it relates to all Leadership Council members was discussed.

**MOTION TO APPROVE BY TRUSTEE BARNES. MOTION PASSED UNANIMOUSLY.**

**PRESIDENT’S EVALUATION- MOVED TO CLOSED SESSION AT 7:02  
TRUSTEE CRIST MOVED TO APPROVE MOVING TO CLOSED SESSION AT 7:02P.  
ALL TRUSTEES VOTING INDIVIDUALLY VOTED AYE.**

## **THE BOARD RECONVENED AT 7:25PM**

**CONSIDERATION OF APPROVAL OF PRESIDENTS CONTRACT** - Senior Vice President Allen shared the amounts and percentages Jackson College employees were given in the current fiscal year. Specifically, staff were awarded \$1,000 for full time \$500 for part-time. Administrators and Faculty were given a \$1,500 performance recognition. Leadership received an \$3,000 additional market adjustment for those who took on additional work.

Trustee Heins reminded the Board there is a 3% increase that was already built into the President's contract. It was asked what the percentage was for the average Leadership Council member. There was discussion how these percentages were disbursed among all classes of employees.

Trustee Heins discussed retaining the 3% that was part of the contract. Trustee Crist submitted to the group a suggestion of 3% raise to base pay in addition to another onetime \$18,000 bonus.

**MOTION BY TRUSTEE CRIST, ALL TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES, LAKE, MATHEIN, HEINS, CRIST AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY**

## **MEETING CONTENT REVIEW**

Trustee Barnes requested an update on Potter Center from President Phelan.

## **ADJOURN**

**MOTION BY TRUSTEE BARNES "To adjourn." ROLL CALL VOTE: TRUSTEES, HEINS, LAKE, MATHEIN, CRIST AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Meeting Adjourned 7:46pm

The foregoing minutes of the regular meeting of the board of Trustees held on September 13, 2021 were approved at the regular meeting of the Board held on Monday, October 11, 2021.



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Chairman