

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
Jackson College, Central Campus  
Jackson, Michigan  
January 9, 2017**

The regular meeting of the Board of Trustees of Jackson College, Jackson County, Michigan, was held on Monday, January 9, 2017 at 2111 Emmons Road, Jackson Michigan 49201.

Assistant Board Secretary, Sara Perkin, called the meeting to order at 6:30PM Eastern Standard Time (EST).

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

*Others Present:* Dr. Daniel Phelan, Dr. Rebekah Woods, Cindy Allen, Sara Perkin, Jason Valente, Darrell Norris, Dr. Kristi Hottenstein, Madison Clark, Jacob Douglas, Jonathan Marowelli, Shane Malmquist, Lauren Stephenson, Darren Chase, Jennifer Brocket, Michael Masters, Dotty Karkheck, Rob Stirton, Zoe Wilcox, Dr. Rob Rando, Jeff Steers, Dan Bickel and Diane Agy.

**BOARD REORGANIZATION**

Assistant Board Secretary Sara Perkin asked for nominations for the position of Board Chair.

**MOTION BY TRUSTEE HOFFMAN** “To elect Trustee Barnes as Chair.” **MOTION SUPPORTED BY TRUSTEE CRIST. ROLL CALL VOTE WITH TRUSTEES HOFFMAN, PATERSON, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Assistant Board Secretary Sara Perkin passed stewardship of the remainder of the Board reorganization and the balance of the board meeting to the recently elected Chairman Barnes.

**MOTION BY TRUSTEE BARNES** “To elect John Crist as Vice Chair, Donna Lake as Treasurer and Sheila Patterson as Secretary.” **ROLL CALL VOTE WITH TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING, AYE. MOTION PASSED UNANIMOUSLY.**

**MOTION BY TRUSTEE CRIST** “To appoint Sara Perkin as Assistant Secretary to the Board and Vice President Darrel Norris as Assistant Treasurer to the Board.” **MOTION SUPPORTED BY TRUSTEE HOFFMAN. ROLL CALL VOTE WITH TRUSTEES HOFFMAN, PATERSON, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.**

## **COMMUNICATIONS**

### *Citizen Comments*

There were no citizen comments.

### *Employee Comments*

The following three new employees were introduced to the Board: Darren Chase, International Student Coordinator; Jennifer Brocket, Senior Development Officer; and Lauren Stephenson, Financial Aid Officer.

### *Board Comments*

There were no conflicts of interest.

Chairman Barnes shared that he and Trustee Patterson attended the College employee gathering in December and it was a great event.

### *Student/Student Government Comments*

There were no updates from Student Government.

### *Consideration of Minutes*

The minutes of the regular Board meeting on December 12, 2016 were approved as presented.

### *Marketing Report*

Dotty Karkheck, Director of Marketing, provided highlights from the Marketing report for the month, reviewed recently received awards, and addressed questions from the Board. She also shared a video marketing the Baccalaureate Degree in Culinary Arts and Hospitality Management.

### *College Features*

Following some background on discovering the College fight song during archives work by Professor Diana Agy, Music Instructor, Dan Bickel played the recording of Jackson College Fight Song to the Board.

Professor Diana Agy, along with two students, shared an update of the work the Heritage Center has accomplished and is currently working on.

## **ENDS PERFORMANCE REPORT**

Darrell Norris, Vice President of Finance provided an overview of the 2<sup>nd</sup> quarter financial report and addressed questions from the Board.

### *Accreditation Board Monitoring Report*

President Phelan introduced Rob Stirton, Executive Director of Institutional Effectiveness and Reporting presented the Accreditation Monitoring Report and addressed questions from the Board.

### *HLC Accreditation Visit Report*

Rob Stirton, Executive Director of Institutional Effectiveness shared information pertaining to the preparation and planning, draft agenda and documents that may be useful for the upcoming HLC visit in February 2017.

### **ACTION ITEMS**

#### *Second Reading: Financial Condition and Asset Protection*

President Phelan presented the Financial Condition and Asset Protection policies.

**MOTION BY TRUSTEE CRIST** “to approve the Financial Condition and Asset Protection policies as presented.” **MOTION PASSED UNANIMOUSLY.**

#### *Consideration of Spring Planning Session Date*

Sara Perkin, Assistant Board Secretary asked the Board to consider March 29, 2017 for the Spring Planning Session. **MOTION BY TRUSTEE PATTERSON** “to approve March 29, 2017 as the Spring Planning Session date” **MOTION PASSED UNANIMOUSLY.**

#### *Selection of Representative for Outstanding Award Committees*

President Phelan presented the opportunity for a Board member to serve on the Outstanding Award Committee(s). Trustee’s Lake, Mathein, Patterson and Crist volunteered to sit on the various committees.

### **INFORMATION ITEMS**

#### *First Reading: Communication & Counsel to the Board and Accreditation*

The Communication & Counsel to the Board and Accreditation policies were presented for the Board’s first consideration. Both policies were moved to second reading status.

#### *Board Self-Evaluation Results*

Chairman Barnes provided an overview of the Board’s 2016 Self-Evaluation results. Overall, results were very positive with indications for some areas of improvement, such as increased participation in community events. Discussion and suggestions followed pertaining to participation at local, as well as state and national events, including a calendar event listing in each subsequent Board Pack.

#### *Consideration of Distinguished Service Nominations*

President Phelan reminded the Board that formal consideration and selection of the Distinguished Service Award recipient each year occurs at the March Board Meeting, and that Trustees should submit their nominations to the President or Assistant Board Secretary up until the end of February. Chairman Barnes suggested Karen and Bart Hawley be placed on the list for consideration.

#### *President’s Report*

President Phelan provided an update of significant College initiatives, legislative and academic matters.

Shane Malmquist, President of Jackson Preparatory and Early College, Provost, Jonathan Marowelli, Governor Zoe Wilcox and Governor Dr. Rob Rando were on hand

for President Malmquist's update on the Academy. Updates included enrollment, social media efforts, academic programming updates, test results/trends, dual enrollment updates.

Motion to extend Meeting by an addition 10 minutes. **MOTION BY TRUSTEE CRIST** "To extend the meeting by 10 minutes" **ROLL CALL VOTE WITH TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING, AYE. MOTION PASSED UNANIMOUSLY.**

Jason Valente, President of the Jackson College Foundation/Vice President of Advancement shared brief updates on behalf of the Foundation including a new award that will be introduced to recognize up and coming alumni and shared new software is being incorporated that will help with tracking analytics.

**ADJOURN**

**MOTION BY TRUSTEE HOFFMAN** "To adjourn." **MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 8:35PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, January 9, 2017 were approved at the regular meeting of the Board held on February 6, 2017.

*Sheila Patterson*

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Secretary

*Samuel R Barnes*

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Chairman