

**REGULAR MEETING OF THE BOARD OF TRUSTEES
W.J. MAHER CAMPUS
Jackson, Michigan
December 11, 2017**

The regular meeting of the Board of Trustees of Jackson College was held in the Boardroom on Monday, December 11, 2017 at Jackson College's W.J. Maher Campus, located at 3000 Blake Road, Jackson Michigan 49201.

Chairman Barnes called the meeting to order at 6:30PM Eastern Standard Time (EST).

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

Board Member Excused Absence: Trustee, Philip Hoffman

Others Present: Dr. Daniel Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Jeremy Frew, Kelly Chambers, Michael Masters, Julie Hand, Emily Mathein, Alana Tuckey, Chas Lietaert, Anthony Forsythe, Ruth Bahre, Shane Malmquist, Jonathan Marowell, Nick Radziewicz, Zakiyah Brown, Kimani Moses-Mack, Satoshia Smelley and Dotty Karkheck.

COMMUNICATIONS

Citizen Comments

There were no citizen comments.

Employee Comments

There were no employee comments

Board Comments

- No trustee conflicts with agenda items were noted by members.
- Trustee Mathein commented that the administration is working on an addendum to the Presidential Succession Plan to include a list of local civic leaders who would be notified as part of the succession plan.
- Trustee Crist commented that he attended the Drug Summit and he appreciated the opportunity to attend and encouraged others to attend in the future. He also commented that the recent scholarship reception he attended was very nice.

Student/Student Government Comments

Members of student government provided an update and introduced members of Men of Merit and Sisters of Strength who also shared an update on their efforts.

Consideration of Minutes

The minutes of the regular Board meeting on November 13, 2017 were moved into the record by Chairman Barnes on behalf of the Trustees.

Marketing Report

Dotty Karkheck, Director of Marketing, provided highlights from the Marketing Department and shared the holiday musical video with the Board.

ENDS PERFORMANCE REPORT

Safety & Security Board Monitoring Report

Cindy Allen, Vice President of Administration and Human Resources presented the Safety & Security Board Monitoring Report 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: Budgeting/Forecasting, ENDS & Monitoring and Board Members Code of Conduct

President Phelan presented the Budgeting/Forecasting, ENDS & Monitoring and Board Members Code of Conduct policies. **MOTION BY TRUSTEE CRIST** "To approve the Budgeting/Forecasting, ENDS & Monitoring and Board Members Code of Conduct policies." **MOTION PASSED UNANIMOUSLY.**

Consideration of Resolution for Application for Special Liquor License

President Phelan asked the Board to consider a special liquor license for an upcoming fundraising event. **MOTION BY TRUSTEE MATHEIN** "To approve the Resolution for Application for Special Liquor License. **MOTION PASSED UNANIMOUSLY.**

INFORMATION ITEMS

JPEC Update

JPEC President Shane Malmquist and Jonathan Marowelli, Dean for Students were on hand to provide highlights of his bi-monthly monitoring report that he shared with the Board.

First Reading: Financial Condition and Asset Protection

The Financial Condition and Asset Protection policies were shared for first reading. The policies was moved to second reading consideration next month.

CEO and CFO Audit Certification

President Phelan shared signed certification documents for himself and Darrell Norris, Vice President of Finance.

President's Report

President Phelan provided brief college updates to the Board including legislative updates and upcoming events.

ADJOURN

MOTION BY TRUSTEE CRIST "To adjourn." **MOTION PASSED UNANIMOUSLY.**

Meeting adjourned at 7:40PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, December 11, 2017 were approved at the regular meeting of the Board held on January 8, 2018.

Sheila Patterson

Secretary

Samuel R. Barnes

Chairman