

**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Jackson College**  
**Central Campus**  
**Jackson, Michigan**  
**May 14, 2018**

The regular meeting of the Board of Trustees of Jackson College was held in the Boardroom on Monday, May 14, 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, Samuel Barnes; Vice Chairman, John Crist; Treasurer, Donna Lake; Trustee, Matt Heins; Trustee, Philip Hoffman; and Trustee, Dr. Ed Mathein.

*Board Member Absent:* Secretary, Sheila Patterson

*Others Present:* Dr. Daniel Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Jeremy Frew, Jason Valente and Dotty Karkheck.

**COMMUNICATIONS**

*Citizen Comments*

There were no citizen comments.

*Employee Comments*

There were no employee comments

*Board Comments*

Trustees commented favorably on the recent graduation ceremonies that they attended including the Kente Celebration, Commencement and the All College Celebration.

Trustee Mathein commented on the Athletic Department's Sip and Savor event which he attended which, he noted, was well done.

*Student/Student Government Comments*

There were no student comments.

*Consideration of Minutes*

The minutes of the regular Board meeting on April 9, 2018 and the Spring Planning session minutes of May 3, 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**

### *Access*

Jeremy Frew, Vice President of Student Services presented the Access 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/>

## **ACTION ITEMS**

### *Second Reading: Board Planning & Agenda*

President Phelan presented the Board Planning & Agenda policy. **MOTION BY TRUSTEE HOFFMAN** "To approve the Board Planning & Agenda policy." **MOTION PASSED UNANIMOUSLY.**

### *Affirmation of Distinguished Service Award*

Because the initially proposed recipient had already received the award, following guidance from the Board of Trustees, Mr. Kirk Mercer was selected as the 2018 recipient of the Distinguished Service Award. **MOTION BY TRUSTEE CRIST** "To affirm the 2018 Distinguished Service Award to Kirk Mercer." **MOTION PASSED UNANIMOUSLY.**

### *Consideration of JPEC Board Member*

President Phelan brought forward the recommendation of the Jackson Preparatory & Early College Board to appoint Mr. Donald Cooper to fill a vacant term (previously held by Darrell Norris) that will expire December 31, 2019. **MOTION BY TRUSTEE CRIST** "To appoint Mr. Donald Cooper to the JPEC Board of Governors." **MOTION PASSED UNANIMOUSLY.**

### *Consideration of FY 18 Budget Adjustment*

Darrel Norris, Vice President of Finance presented budget adjustments for FY 18. **MOTION BY TRUSTEE CRIST** "To approve the FY 18 budget adjustment." **MOTION PASSED UNANIMOUSLY.**

### *Consideration of Foundation Board Member*

Jason Valente, President Jackson College Foundation shared the Foundation Board's recommendation to appoint Mr. George Page to the Foundation Board for a three year term. **MOTION BY TRUSTEE CRIST** "To approve the appointment of Mr. George Page to the Jackson College Foundation Board of Directors." **MOTION PASSED UNANIMOUSLY.**

### *Consideration for Selection of Consultant*

In an effort to better understand the needs of Jackson County Citizens, President Phelan requested approval to enter into a contact with a consultant. **MOTION BY TRUSTEE CRIST** "To approve the President to spend up to \$100,000 for the use of a consultant to understand the needs of the Jackson Community." **MOTION PASSED UNANIMOUSLY.**

## **INFORMATION ITEMS**

### *First Reading: Board Committee Principles and Mission Documents*

The Board Committee Principles and Mission Documents policies was shared for first reading. The policies was moved to second reading consideration next month.

### *President's Report*

President Phelan provided brief college updates to the Board, including updates from the MCCA President's Meeting and shared upcoming events.

## **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 HOFFMAN** "To move into closed session for the purpose of discussing the president's performance." **ROLL CALL VOTE: TRUSTEES HOFFMAN, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board moved into closed session at 7:16PM.

**MOTION BY TRUSTEE LAKE** "To move back into open session". **TRUSTEES HOFFMAN, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board reconvened to open session at 7:26PM.

## **ADJOURN**

**MOTION BY TRUSTEE HOFFMAN** "To adjourn." **MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 7:27PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, May 14, 2018 were approved at the regular meeting of the Board held on June 11, 2018.



Secretary



Chairman