

SPRING PLANNING MEETING OF THE BOARD OF TRUSTEES
Jackson College
Wickwire House
Jackson, Michigan
May 3, 2018

The Spring Planning Session of the Board of Trustees of Jackson College was held at the Wickwire House on Thursday, May 3, 2018 located at 1135 Wickwire Road, Jackson Michigan 49201.

Chairman Barnes called the meeting to order at 8:30AM Eastern Daylight Time (EDT).

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, Darrell Norris, Jeremy Frew, Jason Valente, Cindy Allen, Dr. Kate Thirolf, Jim Jones, Lee Hampton and Sara Perkin

Academic Updates

Dr. Kate Thirolf provided academic updates on the Summer JETS program and changes for the College's automotive program as it continues forward. Progress related to the 7-week semester and competency based education initiatives was also presented. Chairman Barnes requested that marketing materials be developed to express the changes to the revised automotive program.

Budget Update

Darrell Norris, Vice President of Finance provided an update on the FY 18 projected annual budget, an overview of our current good standing regarding Higher Learning Commission (HLC) Compliance Ratios and an update on where we are regarding the College's debt service schedule. In addition he reviewed the Governor's budget recommendations and how Jackson College is impacted. An overview of proposed targets for FY 19 budget were reviewed including billing contact hour projections, tuition and fee rates, as well as revenue and expenses.

Trustee Heins commented that policy should be reviewed regarding budgeted set asides. As part of the budget approval process at the June Board meeting, agenda items will include a request to allow for lower set asides for the FY 19 budget only.

Student Services Updates

Vice President Jeremy Frew provided an overview of the population breakdown which includes a reduced high school age pipeline. In addition, he provided an update on athletics, student life, the Center for Student Success, Financial Aid, Student Success

Navigators and Admissions. An overview of the Jackson County Early College Updates was also provided.

Chairman Barnes inquired on Navigators role in graduation activities.

Millage Discussion

Vice President of Finance, Darrell Norris provided potential options for a possible millage pursuit. Discussion followed. Additional information will be shared at the May Board meeting for further discussion.

Downtown Redevelopment

President Phelan shared that conversations regarding the Jackson County Fairground development plan surfaced again. He indicated that he had signed a 'letter of intent' that outlined how the College could engage in this work. President Phelan will continue conversations, as well as Trustees updated on progress.

President Phelan shared information about the possibility of partnering with Dr. Matt Rosenberg and other organizations to create a Jackson College Medical Campus. However, based upon budget priorities, this will not be pursued at this time.

Emotional Support Animals Policy

Darrell Norris, Vice President of Finance noted that the College has been advised to put a policy and procedure in place for Emotional Support Animals. He reviewed said administrative policy with the Board.

Other Items

President Phelan asked for the Board's preference on receiving future calendar invites. He shared that Diligent Board books now has capability. The Board preference is to continue receiving invites through Outlook.

The Board briefly discussed the Board's Summer Retreat Agenda. President Phelan shared a book that the Board could discuss. The Chairman requested a facilitator (legal) to guide the conversation regarding sexual harassment and assault.

It was suggested that a possible millage also be a topic to cover. Sara Perkin briefly reminded the Board that Trustees Crist and Lake's terms are up this calendar year and that they need to file by July 24th in the Jackson County Clerks Office. President Phelan shared an update from legal counsel related to building options for JPEC. Options for the ACCT Congress were provided to the Board.

Plus/Delta

Chairman Barnes appreciated the presentations, Trustee Heins appreciated the budget discussion before lunch and Trustee Lake shared that she appreciated the energy. President Phelan shared that because of the larger group meeting during the Spring and Fall Planning Sessions, that he would look at a space on campus with additional room.

ADJOURN

Meeting adjourned at 1:58PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Thursday, May 3, 2018 were approved at the regular meeting of the Board held on May 14, 2018.

Sheila Patterson

Secretary

Samuel R. Barnes

Chairman