

**REGULAR MEETING OF THE BOARD OF TRUSTEES
CENTRAL CAMPUS
Jackson, Michigan
May 8, 2017**

The regular meeting of the Board of Trustees of Jackson College was held on Monday, May 8, 2017 at Jackson College, 2111 Emmons Road, Boardroom, Jackson, Michigan 49201.

Chairman Barnes called the meeting to order at 6:30PM Daylight Savings Time (DST).

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

Others Present: Dr. Daniel Phelan, Dr. Rebekah Woods, Cindy Allen, Sara Perkin, Darrell Norris, Jason Valente, Dr. Kristi Hottenstein, Dr. Christy Mecey, Stephanie Videan, Jeremy Frew, Rob Stirton, Michael Masters, Alana Tuckey and Dotty Karkheck.

COMMUNICATIONS:

Citizen Comments

There were no citizen comments.

Employee Comments

Dr. Rebekah Woods, Provost, introduced two employees, Dr. Christy Mecey, Agriculture Instructor and Stephanie Videan, Nursing Instructor. Both shared a few words on their new role and the work they are doing at Jackson College.

Board Comments

No trustees noted any conflict with items on the Board's agenda.

Dr. Mathein shared that he has been receiving questions following a recent presentation and an inquiry from the Hunt Club regarding partnering with the culinary program. He asked the President Phelan reach out to them to determine if there was an opportunity to partner.

Trustee Hoffman commented that he appreciated receiving the excellence in writing contest booklet.

Trustee Patterson shared that Mr. Stiers from the Brooklyn Exponent has moved out of State.

Chairman Barnes complemented on all of the great events of recent including the Sip and Savor event at Davis & Sons.

Chairman Barnes initiated conversation on trustee event coverage and Trustee Hoffman suggested using Outlook calendar invites for all events. President Phelan stated that this would be done on a go-forward basis.

Trustee Hoffman suggested featuring JPEC graduates in future news. Vice Chairman commented how fantastic their commencement exercises were, especially with the first Baccalaureate degree recipient being recognized. Relatedly, Trustee Patterson requested that JPEC graduates, participating in the College's graduation exercises, should have a distinguishing stole.

Student/Student Government Comments

There were no updates from Student Government.

Consideration of Minutes

The minutes of the regular Board meeting on April 10, 2017 were moved into the official record by Chairman Barnes on behalf of the Trustees.

Marketing Report

Dotty Karkheck, Director of Marketing, provided highlights from the Marketing report for the month.

Preparing Students for Success

Jeremy Frew, Dean of Occupation Education provided a brief update on the work being done with the work based learning program.

ENDS PERFORMANCE REPORT:

Process Board Monitoring Report

Rob Stirton, Executive Director of Institutional Effectiveness, presented the Process Board Monitoring Report and addressed questions from the Board.

ACTION ITEMS:

Board Policy Second Reading Items: Board Planning Agenda and Mission Documents

President Phelan presented the Board Planning Agenda and Mission Documents policies. **MOTION BY TRUSTEE CRIST** "to approve the Board Planning Agenda and Mission Documents policies as presented." **MOTION PASSED UNANIMOUSLY.**

Budget Adjustment FY '17

Vice President of Finance, Darrell Norris, shared an overview of the proposed budget adjustment for FY '17 highlighting the adjustment of \$600,000 to revenue and a change in billing contact hours from 117,000 to 120,300. **MOTION BY TRUSTEE CRIST** "To approve the budget adjustment for FY 17." **MOTION PASSED UNANIMOUSLY.**

Consideration of FY '18 Tuition and Fees

President Phelan presented proposed tuition and fee rates for FY '18 for the Board's consideration. **MOTION BY TRUSTEE HEINS** "To approve tuition and fees as presented for FY '18." **ROLL CALL VOTE: TRUSTEES LAKE, MATHEIN, HEINS, BARNES, CRIST AND PATTERSON VOTED AYE. TRUSTEE HOFFMAN VOTED NAY. MAJORITY VOTE PASSES MOTION.**

Consideration for Excused Absence for President for June Board Meeting

President Phelan requested that the Board provide him with an excused absence for the June 12, 2017 meeting due to a final responsibility as AACC Board Chair. In his absence, Provost, Dr. Rebekah Woods would serve in his place for this meeting.

MOTION BY TRUSTEE PATTERSON "To approve Presidents Phelan's absence from the June 12, 2017 Board Meeting." **MOTION PASSED UNANIMOUSLY.**

INFORMATION ITEMS:

Board Policy First Reading Items: Board Committee Principles

The Board Committee Principles policy was presented for the Board's first consideration. The policy was moved to second reading consideration.

President's Report

President Phelan provided legislative updates including the reinstatement of year-round Pell Grant. College updates shared included an update to the JPEC building project, Challenge Day participation and the Disc Golf course.


ADJOURN

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

Meeting adjourned at 7:50PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, May 8, 2017 were approved at the regular meeting of the Board held on June 12, 2017.


Secretary


Chairman