

**REGULAR MEETING OF THE BOARD OF TRUSTEES  
CENTRAL CAMPUS  
Jackson, Michigan  
June 12, 2017**

The regular meeting of the Board of Trustees of Jackson College was held on Monday, June 12, 2017 at 2111 Emmons Road, 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, Philip Hoffman; Secretary, Sheila Patterson; and Trustee, Dr. Ed Mathein.

*Board Members Absent:* Treasurer, Donna Lake and Trustee, Matt Heins.

*Others Present:* Dr. Daniel Phelan, Dr. Rebekah Woods, Cindy Allen, Sara Perkin, Darrell Norris, Jim Jones, Jeremy Frew, Alana Tuckey, Dr. Kate Thirolf, Chas Lietaert and Dotty Karkheck.

**COMMUNICATIONS**

*Citizen Comments*

There were no citizen comments.

*Employee Comments*

Jeremy Frew, Vice President of Student Services, shared a few words regarding his recent move to student services, and his hopes for the department.

*Board Comments*

No trustee conflicts with agenda items were noted.

*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 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.

*Part-Time Faculty and Textbook Zero Updates*

Dr. Kate Thirolf provided updates on the Textbook Zero initiative, as well as work being done with Part-Time Faculty. She noted the expanded nature of inclusiveness of our part-time faculty, increased communications, professional development opportunities, and the means for qualification as a master adjunct faculty member.

## **ENDS PERFORMANCE REPORT**

### *Finance Board Monitoring Report*

Darrell Norris, Vice President of Finance, presented the Finance Board Monitoring Report and addressed questions from the Board.

The Board discussed potentially using a different auditor following the conclusion of Rehman's contract. Given that the contract length has two years remaining, this will be accomplished for the 2019 audit.

## **ACTION ITEMS**

### *Truth in Budgeting Hearing*

Each year the College must satisfy its legal requirement of publicly presenting the coming year's budget with appropriate "Truth in Budgeting" disclosures to the public. As required, a public notice was placed in the local newspaper (i.e., Citizen Patriot). The College received no responses from this posting.

**MOTION BY TRUSTEE CRIST** "To open the hearing." **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, AND MATHEIN VOTING AYE. MOTION PASSED UNANIMOUSLY.** Chairman Barnes opened the floor to public comments. There were no public comments. **MOTION BY HOFFMAN** "To close the hearing." **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, AND MATHEIN VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *Consideration of Authorization to Levy*

Darrell Norris, Vice President of Finance, presented the proposal to levy noting that the tax rate is the same as last year, 1.1446 mills which is less than the original 1.33 charter millage, (an annual loss of approximately \$806,000, per year, in local property tax support), due to the Headlee Amendment. **MOTION BY MATHEIN** "To approve authorization to levy a tax rate of 1.1446 mills, as presented. **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES AND MATHEIN VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *Consideration to Amend American Honors Tuition Rates*

Darrell Norris, Vice President of Finance, requested that the Board consider amending the American Honors Tuition Rates that they approved at the May 2017 Board meeting, due to a change in contractual structure with American Honors. **MOTION BY CRIST** "To amend the American Honors Tuition Rates – out of county to be \$291.50 and International to be \$408.66." **ROLL CALL VOTE: TRUSTEES PATTERSON, CRIST, BARNES AND MATHEIN VOTING AYE. TRUSTEE HOFFMAN VOTING NAY. MAJORITY VOTE PASSES MOTION.**

The Vice President of Finance, Darrell Norris, reviewed the proposed Fiscal Year 2018 budget based on general parameters established by the Board of Trustees. **MOTION BY CRIST** "To approve the Fiscal Year 2018 budget of \$47,592,536." **ROLL CALL VOTE: TRUSTEES PATTERSON, CRIST, BARNES AND MATHEIN VOTING AYE. TRUSTEE HOFFMAN VOTING NAY. MAJORITY VOTE PASSES MOTION.**

*Consideration of Administrative Personnel Practices Manual*

Cindy Allen, Vice President of Administration, Human Resources and Talent Development, gave a brief update on the changes made to the manual. **MOTION BY CRIST** "To approve the Administrative Procedures Manual as presented." **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES AND MATHEIN VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*Selection of Representatives to the 2017-2018 MCCA Board of Directors*

Dr. Phelan noted that the Michigan Community College Association (MCCA) requires the certification of each member college's President/CEO, a Board member to serve as institutional representatives to the MCCA Board of Directors. In addition, an institutional Trustee-Director Alternate must also be certified, all by July 1 of each year. The Board agreed that Trustee Crist would remain as the representative and Chairman Barnes would remain as the alternate.

*Consideration of Resolution for 2017 Bond Refunding*

Darrell Norris, Vice President of Finance presented a resolution for the refunding of 2007 Community College Facility Bonds and 2008 Community College Building Site Bonds. This refunding is part of the plan to restructure the Colleges debt schedule by 2028. Mr. Norris noted a particularly favorable rate for this refinancing strategy.

**MOTION BY MATHEIN** "To approve the Bond refunding" **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, BARNES, AND MATHEIN VOTING AYE. MOTION PASSED UNANIMOUSLY**

*Second Reading: Board Committee Principles*

President Phelan presented the Board Committee Principles policy. **MOTION BY TRUSTEE PATTERSON** "To approve the Board Committee Principles policy." **MOTION PASSED UNANIMOUSLY.**

**INFORMATION ITEMS**

*Board Policy First Reading Items: Board of Trustees By-Laws*

The Board of Trustees By-Laws policy was presented for the Board's first consideration. The policy was moved to second reading consideration.

*State Accountability Report*

President Phelan provided the URL for the ACS website in accordance with the Board's request so that they be able to review the expanded report.

*President's Report*

President Phelan provided brief college updates to the Board.

**ADJOURN**

**MOTION BY TRUSTEE HOFFMAN** "To adjourn." **MOTION PASSED UNANIMOUSLY.**  
Meeting adjourned at 7:51PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, June 12, 2017 were approved at the regular meeting of the Board held on July 10, 2017.

Sheila Patterson

Samuel R. Barnes  
Chairman