

**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Jackson College, LeTarte Center**  
**Hillsdale, Michigan**  
**August 14, 2017**

The regular meeting of the Board of Trustees of Jackson College, Jackson County, Michigan, was held on Monday, August 14, 2017 at the LeTarte Center, 3120 W. Carleton Road, Hillsdale, Michigan.

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; Treasurer, Donna Lake; Secretary, Sheila Patterson; Trustee, Matt Heins and Trustee, Dr. Ed Mathein.

*Others Present:* Dr. Daniel Phelan, Dr. Rebekah Woods, Cindy Allen, Sara Perkin, Darrell Norris, Jeremy Frew, Jim Jones, Kelly Chambers, Michael Masters, Eddie Burkhead, Christopher Kimball, Nicole Huepenbecker, Sara Cornell, Mari Nunez, Darlene LoPresto, Roxanne Meyers and Dotty Karkheck.

**COMMUNICATIONS**

*Citizen Comments*

There were no citizen comments.

*Employee Comments*

There were no citizen comments.

*Board Comments*

No trustee conflicts with agenda items were noted.

Trustee Hoffman provided feedback on the MCCA Summer Conference. Chairman Barnes and Trustee Patterson commented that they came onto campus for the 'Hot Dog Wednesday' gathering on the patio.

Trustee Lake reminded the board of the upcoming Starry Starry Night event this upcoming weekend.

*Student/Student Government Comments*

There were no updates from Student Government.

*Consideration of Minutes*

The minutes of the regular Board meeting on July 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.

*Clyde LeTarte Campus Update*

Amanda Janes, Director of Clyde LeTarte Campus introduced the Hillsdale staff and provided an update on the center.

**ENDS PERFORMANCE REPORT**

*International Board Monitoring Report*

Dr. Rebekah Woods, Provost presented the International Board Monitoring Report and addressed questions from the Board. A complete copy of the report is on the Board's webpage.

**ACTION ITEMS**

*Second Reading: Monitoring Presidential Performance and Policy Governance*

President Phelan presented the Monitoring Presidential Performance and Policy Governance. **MOTION BY TRUSTEE HEINS** "To approve the Monitoring Presidential Performance and Policy Governance policies." **MOTION PASSED UNANIMOUSLY.**

*Consideration of Easement*

President Phelan asked for the Board to consider granting an easement to, and around, the property JPEC is intending to use for the construction of a new middle school. This includes the use of the new driveway access from Hague Road. **MOTION BY TRUSTEE PATTERSON** "To approve the proposed easement for JPEC use. **ROLL CALL VOTE: TRUSTEES LAKE, MATHEIN, HEINS, BARNES, CRIST, PATTERSON AND HOFFMAN VOTED AYE. MOTION PASSED UNANIMOUSLY.**

*Consideration to Extend Authorization*

President Phelan asked for the board to consider extending authorization to JPEC through June 30, 2022. **MOTION BY TRUSTEE LAKE** "To approve the amendment to extend authorization through June 30, 2022. **ROLL CALL VOTE: TRUSTEES LAKE, MATHEIN, HEINS, BARNES, CRIST, PATTERSON AND HOFFMAN VOTED AYE. MOTION PASSED UNANIMOUSLY.**

**INFORMATION ITEMS**

*Delegation to the President and President's Job Description*

The Delegation to the President and President's Job Description policies were presented for the Board's first consideration with no changes. The policies was moved to second reading consideration.

*HLC Comprehensive Quality Review Report*

President Phelan shared the Comprehensive Quality Review Report with the Board and addressed questions.

*President's Report*

President Phelan provided brief college updates to the Board. Additionally, Dr. Rebekah Woods, Provost provided updates on Jackson Preparatory & Early College (JPEC) and

Jackson College Foundation President Jason Valente shared updates on the Foundation.

### **CLOSED SESSION**

As provided by Public Act §15.268, Section 8, sub-sections (a) to consider a periodic personnel evaluation of a public officer and (c) President Phelan requested a closed hearing for the purpose of discussing his performance. **MOTION BY TRUSTEE CRIST** “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 7:15PM.

**MOTION BY TRUSTEE HOFFMAN** “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 7:42PM.

### *Consideration of Bonus*

Chairman Barnes requested that the Board provide the President with a one-time bonus of \$8,000. **MOTION BY TRUSTEE LAKE** “To provide a one-time \$8,000 bonus to President Phelan. **MOTION PASSED UNANIMOUSLY.**

### *Consideration of Presidents Contract*

Chairman Barnes shared that the Board has made revisions to the Presidents Contract to ensure a legally compliant contract. **MOTION BY TRUSTEE HOFFMAN** “To approve the Presidents contract. **ROLL CALL VOTE: TRUSTEES LAKE, MATHEIN, HEINS, BARNES, CRIST, PATTERSON AND HOFFMAN VOTED AYE. MOTION PASSED UNANIMOUSLY.**

### **ADJOURN**

**MOTION BY TRUSTEE HOFFMAN** “To adjourn.” **MOTION PASSED UNANIMOUSLY.** Meeting adjourned at 7:57PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, August 14, 2017 were approved at the regular meeting of the Board held on September 11, 2017.

*Sheila Patterson*

Secretary

*Samuel R. Barnes*

Chairman