

**FALL PLANNING SESSION OF THE BOARD OF TRUSTEES**  
**Jackson College, Wickwire House**  
**Jackson, Michigan**  
**November 1, 2017**

The Fall Planning Session of the Board of Trustees of Jackson College, Jackson County, Michigan, was held on Wednesday November 1, 2017 at 1135 Wickwire Road, Jackson Michigan 49201.

Vice Chairman Crist called the meeting to order at 8:15AM Daylight Savings Time - Eastern (DST).

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

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

*Mission, Vision, Values and Beliefs*

The mission documents of the College was reviewed to ensure that they represented the expectations of the board and, by extension, the owners.

*Other Board Topics*

*Post Meeting Student Reflections*

President Phelan provided an overview of the comments from students who attended a recent board meeting as part of a class requirement. Discussion was had that it may be beneficial to encourage more students to attend the Board's meetings, potentially as part of course requirements. President Phelan will discuss this idea with the academic deans.

*Holiday Event Planning*

Sara Perkin, Chief of Staff, reviewed the upcoming employee holiday gathering and the Board holiday dinner.

*Demonstrations in Classrooms*

Discussion was held surrounding the College's Demonstrations Policy following viewing of a video from a California University wherein a classroom was interrupted by protesting students. The Board discussed what the faculty member did well, and areas that could have been improved upon. Trustee Hoffman suggested looking at introducing multiple operational policies to address issues like this at each of our instructional areas.

*Pathways #6 Discussion*

Dr. Kate Thirolf, Dean of Business and Human Services and Jeremy Frew, Vice President of Student Services, provided an update on the work being done related to the College's Guided Pathways efforts.

#### *Policy Governance*

President Phelan reviewed John Carver's Ten Principles of Policy Governance as a refresher for the Board, prior to advancing the discussion for the day. Dr. Phelan spoke of his recent meeting with the President of Lorain County Community College (OH), which also has a policy governance approach. He suggested that, as part of the Jackson College's policy of a cycle of benchmarking with a peer institution every three years, that we might consider LCCC as a benchmarking opportunity.

#### *Jackson County Middle College - JPEC*

Jeremy Frew provided an update on the Jackson County Early Middle College initiative and its likelihood of becoming operationalized as early as the spring of 2-18.

President Phelan provided an update of JPEC. He expressed some misgivings about recent actions of their board and operational challenges related to building use, rent, student behaviors, and future facility development. He noted that the Jackson College Board will continue to receive updates on JPEC at the regular board meetings bi-monthly, but that going forward, these would be presented by President Malmquist. President Phelan will request that a JPEC monitoring report, which includes academic, facilities and finance updates, be provided for the Board on a bi-monthly basis.

#### *ACCT National Legislative Congress*

Dates for the National Legislative Congress in February were shared with the Board. Members were asked about their likely participation.

#### *90<sup>th</sup> Anniversary Preparations*

Cindy Allen, Vice President of Administration, Human Resources and Talent, shared an overview of what is being planned for the College's 90<sup>th</sup> Anniversary coming up in 2018.

#### *Social Media and Open Meetings Act*

As part of the Board's ongoing professional development, two articles were reviewed relating to social media and the Open Meetings Act.

#### *Strategic Assumptions*

##### *Environmental Assessment*

President Phelan provided an environmental context that has led to development of strategic assumptions. He reviewed a number of changes in the higher education industry, as well as specific developments in the employing community regarding needs for qualified graduates.

##### *Strategic Assumptions*

President Phelan proposed nine assumptions that have been developed as the "why" behind the proposed Strategic Agenda. These assumptions serve as the foundation for

the new Strategic Agenda and will be presented to the Board for consideration at their November board meeting for consideration.

#### *Staffing Model*

Cindy Allen shared an update on the current staffing model related to BCH, as well as the Performance Recognition model. She reviewed employment trends, by employee group since 2001.

#### *Advancement*

Jason Valente, President of the Foundation, provided an update on the work the Foundation is doing related to fundraising initiatives and the Heritage Center.

#### *Strategic Agenda*

President Phelan provided an overview of a draft Strategic Agenda and Leadership Council members provided brief updates on the three year goals and initiatives they will be leading.

#### *Business Model Innovation Initiative*

President Phelan provided an overview of the new business model innovation work being undertaken by the Leadership Council. He noted the work that will be involved with this transformation over the next 18 months, in partnership with Saul Kaplan (Business Innovation Factory) and John Politi (Continuous Quality Improvement Network (CQIN)).

#### *Facilities Planning*

Jim Jones, Vice President of Facilities and Information Technology, provided updates on the Beltway completion, the Jets Fitness Trail, the Campus Mall Project and the HSK Capital Outlay project submission.

#### *Budget Status & Projection*

Darrell Norris, Vice President of Finance provided an update on the budget, as well as updates on the U.S. Department of Education program review, Jackson College Dormitories and debt service.

#### *ENDS*

President Phelan shared suggested proposed changes to Board ENDS policy, monitoring report metrics, reporting periods, as well as monitoring report design changes. The proposed changes to the Monitoring Reports and ENDS will be brought forward under policy review at the regular board meeting in November.

#### *Local Support*

Discussion was held amongst the Trustees around future millage pursuits and what this may look like. President Phelan will bring forward additional information including marketing ideas to the Spring Planning Session for Board consideration.

#### *Facility Naming Guideline*

Jason Valente, President of the Jackson College Foundation shared potential policy language surrounding facility naming guidelines. The Board discussed and feels it is appropriate to bring forward as a new board policy for consideration at a regular board meeting.

*Plus/Delta*

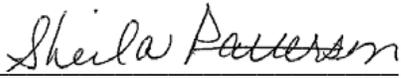
The Board feels that two planning sessions and one retreat continue to meet their needs. For the spring planning session, Sara Perkin is going to reserve space at the Consumers Energy Innovation Center, downtown Jackson.

**ADJOURN**

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

Meeting adjourned at 3:25PM.

The foregoing minutes of the fall planning session of the Board of Trustees held on November 1, 2017 were approved at the regular meeting of the Board held on November 13, 2017.

  
Secretary

  
Chairman