

REGULAR MEETING OF THE BOARD OF TRUSTEES
Jackson College
Virtual/Electronic Meeting – Via Zoom Video Communications
May 11, 2020

The regular meeting of the Board of Trustees of Jackson College was held on Monday, May 11, 2020 electronically on the Zoom video platform.

Chairman Barnes called the meeting to order at 6:30pm Eastern Daylight Savings Time.

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

Others Present: Dr. Daniel J. Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Lee Hampton, Jason Valente, Jim Jones, Heather Wollett, Anthony Cleveland, Lana Lakin, Cheryl DeGroote, Sydney Thomas, Heather Albee-Scott, Marianne Finch, Michael Masters, Alana Tuckey, Dotty Karkheck, Jeff Chatfield and Tina May.

ADOPTION OF MINUTES

The minutes of the regular Board meeting on March 9, 2020 and the Spring Planning Session on April 29, 2020 were moved into the record by Chairman Barnes on behalf of the Trustees.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts.

OWNERSHIP LINKAGE

There were no public comments

GOVERNANCE PROCESS ITEMS FOR DECISION

Selection of Audit Committee Members

Trustees Crist, Mathein and Hoffman agreed to serve on the Audit Committee for FY '21.

Consideration of June Board Meeting Design

Given the current COVID 19 situation, the Board discussed whether to hold the June 8, 2020 board meeting in person or virtually. **MOTION BY TRUSTEE HEINS** "to hold the June 8, 2020 meeting via Zoom." **MOTION PASSED UNANIMOUSLY.**

EXECUTIVE LIMITATIONS ITEMS FOR DECISION

Executive Limitations Items for Decision: CEO Compliance Certification

President Phelan provided a signed CEO Compliance Certification to ensure he fulfills current board policy. Given the policy changes being undertaken with policy governance improvements, this will be the last time he provides this certification – future monitoring reports for Executive Limitations will address, in more detail, the status of compliance.

JPEC Continuity Plan

President Phelan presented the JPEC Continuity of Instruction Plan, as required by the Michigan Department of Education. He requested that the Jackson College Board ratify the action he took as the CEO, acting on behalf of the board, in approving the plan.

MOTION BY TRUSTEE CRIST “to ratify the JPEC Continuity of Instruction Plan.”

MOTION PASSED UNANIMOUSLY.

Sunset of Current Board-Staff Relations Policies

Following work with *Govern for Impact* consultant Rose Mercier to develop new Board-CEO Delegation Policies, President Phelan requested the Board consider the sunset of the current (now old) Board-Staff Relations policies. Specifically the policies to sunset included: 0101 Delegation to the President, 0102 President’s Job Description, 0103 Monitoring Presidential Performance and 0104 Emergency Presidential Succession Plan. **MOTION BY TRUSTEE MATHEIN** “To sunset the current Board-Staff Relations policies as presented. **MOTION PASSED UNANIMOUSLY.**

Consideration of New Board-CEO Delegation Policies

President Phelan shared the Global Policy Statement and 6 new Board-CEO Delegation policies resulting from the Board’s work with consultant Rose Mercier. Specifically, the new policies are BCD-1 Unity of Control, BCD-2 Accountability of the President, BCD-3 Delegation to the President, BCD-4 Monitoring President Performance, BCD-5 President Succession and BCD-6 President Compensation. **MOTION BY TRUSTEE HEINS** “To approve the Global Statement and 6 new Board-CEO Delegation policies as presented.” **MOTION PASSED UNANIMOUSLY.**

Consideration of Amending Resolution to Bond Refinancing

President Phelan requested the Board’s consideration of a Bond Resolution for refinancing that would allow the College to expand the scope of the 2020 Bond issue related to Campus View III, and also authorize the College to reimburse itself for project expenses that have been paid within 60 days of this resolution passing. **MOTION BY TRUSTEE CRIST** “To approve the resolution for bond refinancing” **ROLL CALL VOTE: TRUSTEES MATHEIN, LAKE, HEINS, CRIST, PATTERSON, HOFFMAN AND BARNES MOTION PASSED UNANIMOUSLY.**

Consideration of Resolution to Establish a Line of Credit

President Phelan requested the boards consideration of a resolution to establish a line of credit for \$10 million that would provide access to revenues for use during urgent operational situations, or to pay previous loans obtained for College operations under the Community College Act. President Phelan assured the Board that no funds would be expended from this line of credit without prior Board approval, noting that this is a safety net only. **MOTION BY TRUSTEE MATHEIN** “To approve the resolution for bond refinancing” **ROLL CALL VOTE: TRUSTEES MATHEIN, LAKE, HEINS, CRIST, PATTERSON, HOFFMAN AND BARNES MOTION PASSED UNANIMOUSLY.**

Consideration of Millage Decision

President Phelan reviewed earlier discussions surrounding pursuing a Headlee override at the November election. However, in light of the economic ravages of the global pandemic, he recommended that the College not pursue such a request. The Board agreed the timing is not right and will not pursue a millage this year.

Truth in Budgeting Hearing

President Phelan noted that 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.

Chairman Barnes opened the public hearing at 7:00pm. There were no public comments. Chairman Barnes closed the hearing at 7:01pm.

Consideration of Authorization to Levy

President Phelan presented the proposal to levy taxes for the new fiscal year. The new tax rate for FY '21 is estimated to be 1.1390 due to a Headlee reduction. **MOTION BY TRUSTEE CRIST** "To approve authorization to levy a tax rate of 1.1390 mills, as presented. **ROLL CALL VOTE: TRUSTEES MATHEIN, HEINS, CRIST, PATTERSON, HOFFMAN, LAKE AND BARNES VOTED AYE. MOTION PASSED UNANIMOUSLY.**

Consideration of FY '21 Tuition and Fees

President Phelan presented the following proposed tuition and fee rates for FY '21 for the Board's consideration, **MOTION BY TRUSTEE LAKE** "To approve tuition and fees as presented for FY '21." **ROLL CALL VOTE: TRUSTEES PATTERSON, CRIST, HEINS, MATHEIN, LAKE AND BARNES VOTED AYE. MOTION PASSED UNANIMOUSLY.** The approved tuition and fees for FY '21 are as follows:

- In-District tuition at \$163.46 (was \$160.25) a 2.0% increase
- Out-District at \$245.19 (was \$240.38) a 2.0% increase
- Out-of-State/International at \$326.91 (was \$320.50) a 2.0% increase
- Student Service Fee will be \$46.00 for billing contact hour (was \$46.00)

President Phelan presented the proposed Fiscal Year 2021 budget based on general parameters reviewed by the Board of Trustees, **MOTION BY TRUSTEE HOFFMAN** "To approve the Fiscal Year 2021 budget of \$41,016,694." **ROLL CALL VOTE: TRUSTEES CRIST, PATTERSON, HEINS, HOFFMAN, MATHEIN, LAKE AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

SELF-EVALUATION OF GOVERNANCE PROCESS & BOARD PERFORMANCE AT THIS MEETING

This agenda item provided an opportunity for the Board to reflect on how well Policy Governance principles were incorporated into each meeting.

ADJOURN

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

Meeting adjourned at 7:12PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, May 11, 2020 were approved at the regular meeting of the Board held on June 8, 2020.



Secretary



Chairman