



Jackson College Board of Trustees

Regular Meeting August 19, 2013

Potter Center Board Room
2111 Emmons Road
Jackson, MI 49201

Click on each of the following hyperlinks
to view respective documents

[Annual Planning Calendar](#)

[Acronym List](#)

AGENDA

6:30 PM	1.0	Call to Order (1 minute)	
6:31 PM	2.0	Roll Call (1 minute)	
6:32 PM	3.0	Pledge of Allegiance (1 minute)	
6:33 PM	4.0	Communications (32 minutes)6
	4.1	Citizen Comments	
	4.2	Employee Comments	
	4.3	Board Comments	
	4.4	Student/Student Government Comments	
	4.5	Consideration of Minutes	
	4.5.1	Regular Meeting Minutes of July 8, 2013	
	4.6	Marketing Report	
	4.7	College Feature	
	4.7.1	Student Life	
7:05 PM	5.0	Action Items (25 minutes)	
	5.1	Consideration of Architect.....	10
	5.2	Second Reading	17
	5.2.1	Monitoring Presidential Performance	
	5.2.2	Policy Governance	
7:30 PM	6.0	Information Items (15 minutes)	
	6.1	First Reading.....	22
	6.1.1	Delegation to the President	
	6.1.2	President's Job Description	
	6.2	President's Report	25
7:45 PM	7.0	Closed Session (29 minutes)27
	7.1	As provided by Public Act §15.268, Section 8, sub-sections:	
	7.1.1	(a) Consideration of President's evaluation	
	7.1.2	(c) For purposes of discussing negotiations of union collective bargaining agreements	
8:14 PM	8.0	Return to Open Session (1 minute)	
8:15 PM	9.0	Action Item (15 minutes)28
	9.1	Consideration of President's Contract	
8:30 PM	10.0	Adjourn	

College Balanced Scorecard 2012-2013 Final



For more information related to the balanced scorecard, including historical trends go to :

<http://www.jccmi.edu/institutionalresearch/bsc.htm>

Key Performance Areas	Key Performance Indicators	Actual Value (%)	Target Value	Performance Level	Trend
Student Learning	Fall-to-Winter Persistence (%)	73	75%		
	Successful Completion or Transfer (%)	57	54%		
Customer Focus	Student Satisfaction (%)	82	82%		
	Community Satisfaction (%)	86	86%		
	Internal Customer Satisfaction (%)	75	79%		
Budget, Financial & Market	High School Market Share (%)	22	27%		
	Performance Actual to Budget (%)*	88	100%		
Workforce Focus	Workforce Climate Satisfaction (%)	74	73%		
	Employee Professional Development (%)	75	75%		
Process Effectiveness	Continuous Improvement Index (%)**	67	72%		
	Strategic Plan Index (%)	78	72%		
	Policy Review to Plan (%)**	81	85%		
Leadership	Incidence of DE (%)*	80	80%		
	Employee Community Service (%)	23	40%		

MISSION:

Jackson Community College is an institution of higher education whose mission is to assist learners in identifying and achieving their educational goals.

VISION:

Jackson Community College is a world-class institution of higher learning where learners succeed and community needs are met.

VALUES:

- ★ Integrity
- ★ Caring
- ★ Collaboration
- ★ Quality
- ★ Inclusion
- ★ Service
- ★ Leadership

LEGEND:

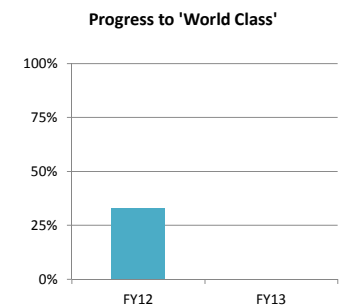
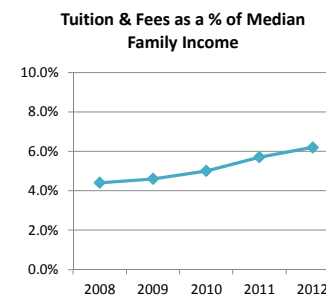
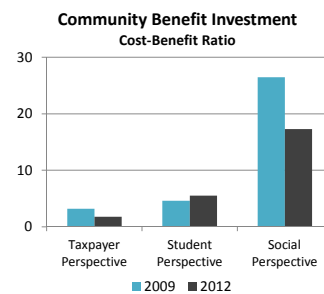
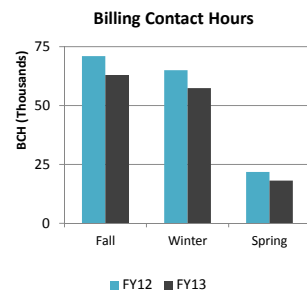
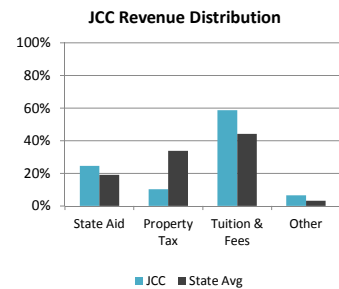
- Meet, exceed or on target
- Below target
- New metric, data not available yet

Target Ranges

75%+	65-74.9%	<65%
54%+	44-53.9%	<44%
82%+	72-81.9%	<72%
86%+	76-85.9%	<76%
79%+	69-78.9%	<69%
27%+	17-26.9%	<17%
<100%	100.1-109.9%	110%+
73%+	63-72.9%	<63%
75%+	65-74.9%	<65%
72%+	62-71.9%	<62%
72%+	62-71.9%	<62%
85%+	75-84.9%	<75%
<80%	80.1-89.9%	90%+
40%+	30-39.9%	<30%

* Measures denoted with asterisk indicates reverse scored metric. This means that a value meeting or exceeding target would be lower than a value that would be considered to be below the target.
 ** Final end-of-year metric is an average of the reported monthly data.

Additional Metrics:



JCC College Scorecard Key Performance Indicator (Metric) Definitions



Key Performance Area	Key Performance Indicator	Definition	Benchmarking Source	Factors considered when selecting target	Data Provider	Reporting Frequency (1st of Month)	JCC Target 2012-13
Student Learning	Fall-to-Winter Persistence	Percent of students that were enrolled in the first, fall term and are still enrolled in the next full academic term. <u>Numerator:</u> Total number of credit students who enrolled in next term. Students who graduated before next term are not included. <u>Denominator:</u> The number of credit students at the end of the fall term subtracting those who graduated before the next term.	NCCBP/MI Governor's Dashboard	Prior Year Actual Prior Year Goal JCC Trend Data World Class Target	IR	May	75%
	Successful Completion or Transfer	Percent of students successfully completing a degree or certificate; or transferring after 6 years. <u>Numerator:</u> Number of full- and part-time credit students enrolling for the first time in a fall term that complete a degree or certificate; or transferred within 6 years <u>Denominator:</u> Number of full- and part-time credit students enrolling for the first time in a fall term.	VFA/MI Governor's Dashboard	JCC Trend Data Governor's DB	IR	February	54%
Customer Focus	Student Satisfaction	Percent of students satisfied based on 'Overall satisfaction with experience' score on the Noel-Levitz Student Satisfaction Inventory. <u>Numerator:</u> Mean score on 'Overall satisfaction with experience' survey item. <u>Denominator:</u> Highest possible score (7) on survey item.	Noel-Levitz/NCCBP	Prior Year Actual Prior Year Goal JCC Trend Data World Class Target	IR	December	82%
	Community Satisfaction	Percent of community members satisfied based on number of excellent or good responses on the survey item 'How would you rate the overall quality of education & services provided by Jackson Community College?' <u>Numerator:</u> Number of 'Excellent' or 'Good' survey responses for survey item. <u>Denominator:</u> Total number of survey responses for survey item.	N/A	JCC Trend Data	IR	May (not done due to budget constraints)	86%
	Internal Customer Satisfaction	Percent of internal stakeholders satisfied with internal customer service based on 'Overall quality of the customer service provided by department' survey item on Internal Customer Satisfaction survey. <u>Numerator:</u> Overall mean score for all departments on survey item. <u>Denominator:</u> Highest possible score (5) on survey item.	N/A	JCC Trend Data	IR	April	79%
Budget, Financial, & Market	High School Market Share	Percent of high school graduates from Jackson, Hillsdale, and Lenawee counties that enroll at JCC the first fall term after graduation. <u>Numerator:</u> Number of recent high school graduates from Jackson, Hillsdale, and Lenawee counties enrolled in fall term. <u>Denominator:</u> Total number of recent high school graduates from Jackson, Hillsdale and Lenawee counties	NCCBP	JCC Trend Data World Class Target	IR	November	27%
	Performance Actual to Budget	Percent of actual dollars spent to date compared to total fiscal year budgeted dollars allotted based on number of months into fiscal year. Total budget is divided by twelve to determine monthly factor. <u>Numerator:</u> Actual dollars spent. <u>Denominator:</u> Total fiscal year budgeted dollars allotted YTD.	N/A	Prior Year Actual	BO	Monthly	100%
Workforce Focus	Workforce Climate Satisfaction	Percent of employees satisfied based on overall score on PACE survey. <u>Numerator:</u> Mean overall score on PACE survey. <u>Denominator:</u> Highest possible overall score on PACE survey (5).	NILIE (PACE)	Prior Year Actual Prior Year Goal JCC Trend Data JCC Projection	HR	March (not done due to budget constraints)	73%
	Employee Professional Development	Percent of full-time employees who meet or exceed the institution's goal of 25 professional development hours in a fiscal year (July 1-June 30). <u>Numerator:</u> Total number of full-time employees meeting or exceeding goal for professional development hours (excluding part-time staff and adjuncts). <u>Denominator:</u> Total number of full-time employees.	N/A	Prior Year Actual Prior Year Goal JCC Trend Data	HR	Monthly (beginning September)	75%

JCC College Scorecard Key Performance Indicator (Metric) Definitions



Key Performance Area	Key Performance Indicator	Definition	Benchmarking Source	Factors considered when selecting target	Data Provider	Reporting Frequency (1st of Month)	JCC Target 2012-13
Process Effectiveness	Continuous Improvement Index	Percent of department's key process metrics that meet or exceed target during a reporting period. <u>Numerator:</u> Number of key process metrics reported by departments that met or exceeded goal. <u>Denominator:</u> Total number of key process metrics reported by departments.	N/A	Prior Year Actual	QIE	Monthly	72%
	Strategic Plan Index	Percent of strategic plan initiatives completed or in progress weighted by strategic focus. <u>Numerator:</u> Number of initiatives completed or in progress weighted by strategic focus. <u>Denominator:</u> Total number of strategic plan initiatives.	N/A	Prior Year Actual	QIE	Bi-Monthly (beginning October)	72%
	Policy Review to Plan	Percent of Board, Administrative, and Academic policies reviewed and/or updated annually. <u>Numerator:</u> Number of required policies reviewed and/or updated annually. <u>Denominator:</u> Total number of policies required to be reviewed annually.	N/A	Prior Year Actual	QIE	Monthly	85%
Leadership	Incidence of DE	Percent of new students that require any developmental education (Math/Writing/Reading) based on college's placement testing. <u>Numerator:</u> All degree-seeking students (full- and part-time) entering JCC and attempting credits for the first time during the fall term that require any developmental education. <u>Denominator:</u> All degree-seeking students (full- and part-time) entering JCC and attempting credits for the first time during the fall term.	MI Governor's Dashboard	JCC Trend Data Governor's DB	IR	November	80%
	Employee Community Service	Percent of full-time employees who meet or exceed the institution's goal of 15 community service hours in a fiscal year (July 1-June 30). <u>Numerator:</u> Total number of full-time employees meeting or exceeding goal for community service hours (excluding part-time staff and adjuncts). <u>Denominator:</u> Total number of full-time employees.	N/A	Prior Year Actual	HR	Monthly (beginning September)	40%
Key Performance Area	Key Performance Indicator	Definition	Benchmarking Source	Factors considered when selecting target	Data Provider	Reporting Frequency (1st of Month)	JCC Target 2012-13
Additional Metrics	JCC Revenue Distribution	Percent of JCC's operational revenue generated by state appropriations, local property taxes, tuition and fees, and other sources.	ACS	N/A	IR	July	N/A
	Billing Contact Hours	Number of billing contact hours generated in an academic year (fall, winter, & spring semesters) compared to budgeted target.	N/A	Based on Budget	IR	Monthly	139K
	Community Benefit Investment	Based on EMSI Economic Impact Study conducted every three years. Cost Benefit ratio treats education funding as an investment, calculating all measureable returns and comparing them to costs, from the perspective of students, taxpayers, and society as a whole. Student Perspective: For every dollar students invest in JCC education, they receive a cumulative of X dollars in future income over their working careers. Social Perspective: For every dollar of state and local tax money invested in the college today yields a cumulative of X dollars in benefits that accrue to all MI residents, in terms of added taxable income and avoided social costs. Taxpayer Perspective: For every dollar of state or local tax money invested in JCC returns X dollars.	N/A	N/A	IR (EMSI)	May	N/A
	Tuition & Fees as % of Median Family Income	In-district tuition and fees as a percent of Jackson County median family income. <u>Numerator:</u> In-district tuition and fees based on 24 credit hours. <u>Denominator:</u> Median family income for Jackson County.	NGA/MI Governor's Dashboard	JCC Trend Data World Class Target	IR	July	N/A
	Progress to 'world class'	Percent of college level scorecard metrics that JCC reaches 'world class' status defined by the 90 th percentile (Metrics with World Class Benchmarks: FL-WN Persistence, Student Satisfaction, High School Market Share). <u>Numerator:</u> Number of college level scorecard metrics that JCC reaches 90 th percentile. <u>Denominator:</u> Total number of college level scorecard metrics where 90 th percentile benchmarking data is available.	NCCBP	Benchmarking sources that provide 90th percentile targets	IR	September	TBD

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 19, 2013

TO: JC Board of Trustees
FROM: Dr. Daniel J. Phelan, President

Subject to be Discussed and Policy Reference:

4.0 Communications

(**BOARD POLICY:** GOVERNANCE PROCESS: Governing Style)

Executive Summary:

Board Governance Policy requires opportunities for communication with its various constituents. To that end, the following formal communication opportunities are provided.

- 4.1 Citizen Comments
- 4.2 Employee Comments
- 4.3 Board Comments
- 4.4 Student/Student Government Comments

Additionally, the following communications are included in the agenda for meeting records and additional operational communications:

- 4.5 Consideration of Minutes
 - 4.5.1 Regular Meeting Minutes of July 8, 2013
- 4.6 [Marketing Report](#)
- 4.7 College Feature
 - 4.7.1 Student Life

Resource Impact:

None

Requested Board Action:

Receipt of comments, minutes, marketing report and College Feature presentation.

Action Taken:

Minutes received as presented.

REGULAR MEETING OF THE BOARD OF TRUSTEES
Potter Center Board Room, Jackson College
July 8, 2013

The regular meeting of the Board of Trustees of Jackson College, Jackson County, Michigan, was held on Monday, July 8, 2013 at 2111 Emmons Road, Jackson, Michigan.

Chairman Sam Barnes called the meeting to order at 6:30 PM Eastern Daylight Time.

Board Members Present: Trustees Donna Lake, Sam Barnes, Matt Heins, Ed Mathein, John Crist and Phil Hoffman.

Board Member Excused Absence: Sheila Patterson

Others Present: Daniel Phelan, Nancy Miller, Cindy Allen, Rebekah Woods, Sara Johnson, Bill Hendry, Jason Valente, Dale Dopp, Darrell Norris, Ronald Scott, Hajrah Ghumman, Nikki Thomsen, Kelly Chambers, William Watson, Joe Berry, Terry Cox, Paul Lewis, Jennifer Dobbs, Jessie Parsons, Tim Upham, Earl Poleski, Dorothy Znosko, Stefanie Flancher, Maximo Anguiano, Heather Bateman, Michael Young, Dotty Karkheck, Kimberly Seaburg, Kelley Emerson, Cheryl DeGroote, Charles DeGroote, Frank Seaburg, Sue Risner, Jonathan Griffis, Kami Root

COMMUNICATIONS

Citizen Comments

State Representative Earl Paleski addressed the board briefly.

Employee Comments

Nancy Miller, Vice President of Students and Institutional Effectiveness addressed the board highlighting the success of the College's student athletes. She also welcomed Heather Bateman, Assistant Dean of Student Life and Athletic Director.

Board Comments

There were no board comments.

Student/Student Government Comments

Members of JCC's Student Government addressed the Board on recent and upcoming events.

Consideration of Minutes

The minutes of the regular Board meeting on June 10, 2013 were approved as presented.

Marketing Report

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

College Feature

Provost Dr. Rebekah Woods provided an update on current international initiatives. In addition, students and faculty who traveled to Macae, as part of US-Brasil Connect Program, shared their experiences with the Board.

TREASURER'S REPORT

Vice President of Finance, Dale Dopp presented highlights of the fourth quarter financial report and then answered questions from the Board.

ACTION ITEMS

Consideration of Fall Board Planning Session

MOTION BY CRIST "To approve the Fall Board Planning Session date of October 16, 2013." **MOTION PASSED UNANIMOUSLY.**

Consideration of New JCC Foundation Board Members

MOTION BY CRIST "To approve ratification of additions to the JCC Foundation Board of Directors." **MOTION PASSED UNANIMOUSLY.**

Second Reading: Standards of Practice and Board of Trustees By-Laws

President Phelan presented the Standards of Practice and Board of Trustees By-Laws.

MOTION BY LAKE "To approve the Standards of Practice" and **MOTION BY HOFFMAN** "To approve Board of Trustees By-Laws as presented." **MOTIONS PASSED UNANIMOUSLY.**

INFORMATION ITEMS

New Jackson College Seal and Logo

President Phelan presented final versions of the logo and seal that were chosen by JC employees. In addition, it was noted that JCC Foundation President Jason Valente is working with the Foundation Board to undertake a name and logo change as well to align both organizations.

First Reading: Monitoring Presidential Performance and Policy Governance

The Monitoring Presidential Performance and Policy Governance policies were presented for the Board's first consideration.

Workforce Focused Board Monitoring Report

Bill Hendry, Executive Director of Human Resources provided an overview of the Workforce Focused Monitoring Report and answered questions from the Board.

Audit Committee Pre-Audit Meeting Agenda

President Phelan shared the tentative Agenda for the Audit Committee, scheduled to hold their pre-audit meeting next month on August 19, 2013 prior to the Board Meeting.

President's Report

President Phelan provided an update of significant College initiatives, legislative and academic matters.

CLOSED SESSION

As provided by Public Act §15.268, Section 8, sub-section (c), President Phelan requested a closed hearing for the purpose of discussing contract negotiations.

MOTION BY CRIST "To move into closed session for the purpose of discussing contract negotiations." **ROLL CALL VOTE: TRUSTEES HOFFMAN, CRIST, BARNES, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.**
The Board moved into closed session at 7:23PM.

MOTION BY 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 7:48PM.

ADJOURN

MOTION BY TRUSTEE HOFFMAN "To adjourn." **MOTION PASSED UNANIMOUSLY.**
Meeting adjourned at 7:49PM

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, July 8, 2013 were approved at the regular meeting of the Board held on August 19, 2013.



Secretary



Chairman

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 19, 2013

TO: JC Board of Trustees
FROM: Dr. Daniel J. Phelan, President

Subject to be Discussed and Policy Reference:

5.1 Consideration of Architect

(BOARD POLICY: EXECUTIVE LIMITATIONS: Communication and Counsel to the Board)

Executive Summary:

As discussed at the Spring Board Retreat, I have begun moving forward with the Bert Walker project. After a two year hiatus, I reached out to Hobbs + Black Associates, Inc. whom on April 11, 2011 the Board approved as the project Architect.

Since our last work, there has been some downsizing at Hobbs + Black which displaced our principal architect. Consequently after considering all other options, I requested a joint proposal from two architectural firms to complete the remainder of the project: Hobbs + Black and SHW Group. The SHW Group has will contract for the original project and they will undertake the work with the original Design Architect, Adriaan Van Velden. A JC Ad Hoc Committee reviewed and after careful consideration has made the recommendation to select SHW Group to perform architectural and engineering services for this project.

SHW Group has successfully provided previous services for the College and I am confident in their abilities and qualifications.

Please note that all payments have been made to Hobbs + Black for work completed.

Resource Impact:

None

Requested Board Action:

To authorize the administration to discontinue future work with Hobbs + Black Associates, Inc. and Approve Design Architect, Adriaan Van Velden of O|X Studio and Janice Suchan, of SHW Group as the Architectural Team for the Bert Walker Capital Outlay project.

Action Taken:

MOTION BY TRUSTEE HEINS "To authorize the administration to discontinue future work with Hobbs + Black Associates, Inc. and Approve Design Architect, Adriaan Van Velden of O|X Studio and Janice Suchan, of SHW Group as the Architectural Team for the Bert Walker Capital Outlay project." **MOTION PASSED UNANIMOUSLY.**

July 30, 2013



Mr. Robert Harris, Director of Facilities
Jackson College
2111 Emmons Road
Jackson, Michigan 49201

RE: Agreement for Professional Services
Bert Walker Hall Addition and Renovation

Dear Mr. Harris,

We thank you for this opportunity to present our proposal for A/E services in connection with the Additions and Renovations to the existing Bert Walker Hall. We wish to preface this with an overview of the basis for our intended **Architectural Team** on this project, and an outline of the primary roles to be fulfilled by each of the Architectural firms.

ARCHITECT and ENGINEER OF RECORD

- **Janice Suchan**, Principal of **SHW Group**, will serve as the Principal-in-Charge through the duration of the project.
- **SHW** will fulfill the role of Architect and Engineer of Record, based on both their substantial experience in the field of higher education architecture, and also on their prior relationship with Jackson College on multiple projects.
- **SHW** will provide the primary project management role, develop construction documentation, and provide the overall contract administration.
- **O|X Studio** will be engaged as a design consultant to **SHW**, who will hold the primary contract with the Owner, Jackson College.

DESIGN ARCHITECT

- **Adriaan Van Velden**, Principal of **O|X Studio**, will serve as Lead Design Consultant through the duration of the project.
- The design role will include a validation of the program, provided by the owner, as well as comprehensive engagement with owner's selected representatives and user groups during the development of the design.
- **O|X** will provide graphic deliverables and design presentations during schematic design and provide a complete Revit model, fully describing the architectural design during design development. This Revit model will then provide the platform for the development of the Construction Documents.



INTEGRATION

These defined roles will overlap to the extent necessary to provide a seamless delivery of the project from the architectural team's standpoint:

- **SHW** will fulfill a participatory role during the two design phases, becoming informed about the development of the design, existing conditions on site, and providing a Project Manager presence for overall project continuity, as well as a Project Architect presence during DD, to provide input related specifically to their role in the subsequent CD phase.
- **OjX** BIM staff will coordinate the Revit model development with SHW staff to provide a seamless transition from DD to CD. The BIM model will be developed per SHW standards.
- **OjX** will fulfill a participatory role during the CD and CA phases, supporting the incorporation of the design intent into the technical drawings and details, including materials and systems selections, and, together with SHW, monitoring adherence to the documents and the design intent during construction, and reviewing submittals, specifically related to design.

It is our conviction that we have assembled an **Architectural Team** that incorporates a powerful combination of expertise to deliver a project with a high degree of professionalism; which simultaneously acknowledges the owner's prerequisite preference for the Project Designer appointment in order to move forward with confidence in the continuity and maintenance of the design direction and aesthetic already established.

Sincerely,



Janice Suchan, AIA, LEED AP
Principal
SHW Group



Adriaan Vanvelden
Principal
O-X Studio, Inc.



Agreement for Professional Services

July 30, 2013

Jackson College
2111 Emmons Road
Jackson, Michigan 49201

Attention: Dr. Daniel J. Phelan
President

Project: Bert Walker Hall Addition and Renovation



§ 1.0 PROJECT DESCRIPTION

This project addresses the renovation of and addition to Bert Walker Hall on Jackson College's main campus. The project cost is anticipated to be \$15,000,000, and the construction cost \$13,000,000. The program and schematic design will be based on the schematic design previously completed by Hobbs + Black, dated November 29, 2011, a scheme that was estimated to cost \$19,500,000. SHW will work with Jackson College and Mercer (construction manager) to develop value engineering ideas to reduce the scope of the project to \$15,000,000, while maintaining the original design intent. This project is a DTMB project, and will be submitted for review and approval accordingly.

§ 2.0 PROJECT TEAM

The Owner's Designated Representative is: Robert Harris

The Architect's Designated Representative is: Janice Suchan, AIA

The Owner's Designated Representative shall be authorized to act on the Owner's behalf with respect to the Project and Architect's Designated Representative shall be authorized to act on the Architect's behalf with respect to the Project. Both Owner and Architect may rely upon the information and instructions given by the respective Designated Representatives.

SHW intends to hire O-X Studio, Inc. (Ann Arbor, MI) as a design consultant to lead the design of the project. Adriaane Vanvelden, principal with O-X Studio, is the designated lead design architect.



§ 3.0 SCOPE OF BASIC SERVICES

- 3.1 Confirm building program reduction with Owner.
- 3.2 Provide revised schematic documentation based on reduced program and budget.
- 3.3 Provide design development documents for confirmation of project scope.
- 3.4 Provide construction documents and specifications based on scope of project approved in the design development phase.
- 3.5 Provide bid period services including issuance of documentation and interpretations, a pre-bid meeting and assisting client in selection of contractor.
- 3.6 Provide construction phase services including shop drawing review and administration of the construction contract, authorization of payment requests, attendance at progress meetings, performance of site observation appropriate to the stage of construction and project close out meetings.

§ 4.0 SCHEDULE

The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. We are prepared to begin work immediately upon your authorization and will meet any reasonable and agreed upon schedule, barring unforeseen delays.

The current schedule is anticipated as follows:

Notice to Proceed	August 2013
Schematic Design Completion	October 2013
Design Development Completion	January 2013
Construction Document Completion	May 2014
Bid	June 2014
Occupancy	August 2015

§ 5.0 COMPENSATION

Proposed compensation for A/E basic services, including architecture, landscape design, interior design (selection and specification of materials and finishes), mechanical and electrical, structural and civil engineering described in this proposal is a fee of Eight Hundred Sixty Five Thousand Dollars (\$865,000) plus reimbursable expenses.

Reimbursable expenses include travel, reproductions, presentation materials, photographs and postage/delivery. Expenses will be invoiced at cost, and are currently estimated not to exceed \$26,000.

Fees and expenses are billed monthly as accrued.



§ 6.0 ADDITIONAL SERVICES

Additional services consist of any work beyond those services described in § 3.1-3.6. Specialty services and/or consultants including but not limited to *technology, food service, signage, furniture, acoustical, LEED, cost estimating, commissioning and fundraising renderings* are not included in Basic Services. Additional services and work which changes the scope of the project will be performed upon written request.

§ 7.0 LIMITATION OF LIABILITY

Owner agrees to limit design professional liability on the project to \$1,000,000 or SHW Group, LLC's total fee, whichever is greater. This limits liability arising from SHW Group, LLC's errors, omissions or negligent acts such that the total aggregate liability of SHW Group, LLC to all those named shall not exceed the maximum limit on SHW Group, LLC's insurance policy.

§ 8.0 HAZARDOUS MATERIALS

SHW Group, LLC and our consultants shall have no responsibility for the presence, discovery, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site(s) including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. Any indication of fee, time and construction cost noted in this agreement does not include the time or associated costs to survey, identify, remove and phase the construction to accommodate said hazardous materials that are discovered.

§ 9.0 SPECIFICATION OF MATERIALS AND PRODUCTS

SHW Group, LLC and our consultants shall have no responsibility for products or materials which are permissible under current building codes and ordinances that at some future date are banned or limited in use in the construction industry because of presently unknown hazardous characteristics.

§ 10.0 AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) provides that alterations to a facility are to be done in a manner that, to the maximum extent feasible, the altered portion of the facility are readily accessible to and by individuals with disabilities. The requirements of the ADA are subject to various and possibly contradictory interpretations. SHW Group, LLC and our consultants will use reasonable professional informed judgment to interpret applicable ADA requirements and other federal, state and local laws, rules, codes, ordinances and regulations as they apply to the project. Such interpretations and advice will be based on what is known or can be reasonably determined at the time the project is developed.



§ 11.0 DELAYS

SHW Group, LLC and our consultants shall not be responsible for delays caused by factors beyond our reasonable control, including but not limited to delays caused by strikes, lockouts, accidents, acts of God, failure of any governmental or regulatory authority to act in a timely manner, failure of the client to furnish timely information or approvals and disapprovals of our services or work product promptly as presented for approval.

§ 12.0 CAUSES OF ACTION

Any action against Architect by Owner arising out of the professional services provided by Architect shall be brought no later than 6 years after substantial completion, or 1 year after the defect is discovered or should have been discovered.

§ 13.0 ACCEPTANCE

Please indicate your approval and authorization to proceed by signing and returning a copy of this document. If this proposal is acceptable, SHW will forward a formal AIA Document (B132) for review and signature.

Submitted by:

Reviewed and Accepted by:

ARCHITECT *(Signature)*

OWNER *(Signature)*

Janice Suchan, AIA

Dr. Daniel J. Phelan

(Printed name)

(Printed name)

Principal

President

(Title)

(Title)



BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 19, 2013

TO: JC Board of Trustees
FROM: Dr. Daniel J. Phelan, President

Subject to be Discussed and Policy Reference:

5.2 Second Reading:

5.2.1 Monitoring Presidential Performance

5.2.2 Policy Governance

(**BOARD POLICY**: MONITORING: Policy Governance)

Executive Summary:

The enclosed policies are presented for the Board's second reading consideration.

All input from the Board of Trustees has been incorporated in the policies presented, and recommendations for changes are highlighted in **color** for ease of review. You will note that I have proposed a few additional changes since our June meeting.

The URL's below may be helpful in referencing the existing policies.

[Monitoring Presidential Performance](#)

[Policy Governance](#)

Resource Impact:

None

Requested Board Action:

Approval of revised policy recommendations

Action Taken:

MOTION BY TRUSTEE MATHEIN "To approve the Monitoring Presidential Performance and Policy Governance policies." **MOTION PASSED UNANIMOUSLY.**

Board Policy	
Policy Title:	Monitoring Presidential Performance
Policy Number:	0103
Date Adopted:	11/1/1994
Version:	2
Review Cycle:	Annually
Date Last Reviewed:	8/13/2012
Office Responsible:	President
Reviewing Committee:	Board of Trustees
Related Policies:	Delegation to the President, President's Job Description
Related Laws:	

Policy Summary:

Monitoring executive performance is synonymous with monitoring organizational performance against the College's Strategic Plan and Board policies on ENDs and ~~on~~ Executive Limitations. The Board will monitor performance in a manner so as to have systematic assurance of policy compliance, including accomplishments of ENDs. The formal evaluation of the President's performance shall be conducted at the August Board of Trustees Meeting. Consequently, the President's contract year shall be established as September 1 to August 30.

1. The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Information, which alone may not do this, will not be considered to be monitoring. Rather, monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

2. A given policy/ENDs may be monitored in one or more of three ways:

A. INTERNAL REPORTS - Disclosure of compliance information to the Board from the President. Internal reports include:

- Institutional data collection
- Financial reports
- Strategic planning reports
- President's Quarterly Reports
- CEO Certification and Executive Limitation Compliance
- CEO and CFO Audit Certifications
- Policy Governance ENDs Monitoring Report
- College Scorecard

B. EXTERNAL REPORTS - Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include:

- Audit reports
- Licensing examination results
- Accreditation reports
- Transfer data
- Michigan accountability data
- Federal accountability data

- C. DIRECT BOARD INSPECTION - Discovery of compliance information by a Board member, a committee or the Board as a whole. This is an inspection of documents, activities or circumstances directed by the Board, which allows a test of policy compliance.
3. Policies can be monitored by any method at any time, except each ENDs and Executive Limitations policy will be monitored by the Board at regularly scheduled times pursuant to a schedule agreed to by the Board of Trustees.

Board Policy

Policy Title:	Policy Governance
Policy Number:	0305
Date Adopted:	11/1/1994
Version:	2
Review Cycle:	Annually
Date Last Reviewed:	8/13/2012
Office Responsible:	President
Reviewing Committee:	Board of Trustees
Related Policies:	Purpose and Principles, Monitoring Reports
Related Laws:	

Policy Summary: The mission of all higher education institutions, including Jackson Community College, embraces the charge of imparting knowledge and experience, as well as enhancing the development and success of the whole learner. The College's appraisal of its success with the aforementioned charge is obtained in part through the disciplined and regular collection and review of performance information, as part of the Board's on Policy Governance structure, a key measure of performance. This appraisal is also vital for determining progress on the College's strategic plan, identified action projects, quality improvement efforts, and ultimately, for making informed decisions.

This Board policy provides for the College's adherence to institutional alignment, goal setting, regular collection and review of data, and the support of policy governance efforts.

Scope: This policy ensures, through evidence, that both the Board and Administration operate within the principles of Policy Governance and regularly review performance against expectations.

Policy Statement: The Board has directed the President to provide a combination of monitoring reports, policy reviews, ~~and other~~ community college site visitations and desk reviews. Site visits are conducted every three years; one monitoring report is reviewed each month; all monitoring reports are reviewed annually; and a complete review of the nature and structure of the Board monitoring reports are conducted every five years.

Specific components of Board review include:

1. Board Inspection:

- a. Monitoring Reports ~~Inspection~~
- b. Special Reports
- c. Informal Inspection

4-2. Board Policy Component Review:

- a. ENDS: Over the course of a year, the Board of Trustees will review each policy and propose any changes they believe necessary to ensure appropriateness, currency and content.
- b. Executive Limitation Compliance: The president will certify to the Board by May 1st of each year that he/she has not operated beyond the parameters specified in Executive Limitation policies.

- ~~e.~~ Independent Assessment: Board members and senior administrators (i.e., Provost, Executive Deans/Executive Directors, Vice-Presidents, and the President) will assess adherence to Policy Governance policies through the course of their responsibilities.
- ~~2.3.~~ Benchmark Review: ~~Each~~ Every three years, the Board of Trustees will undertake a targeted evaluation of another community college that is making use of Policy Governance based upon principles established by John Carver. As part of its retreat process, the Board may consider a “desk review” of another college employing the use of policy governance principles.
- ~~3.4.~~ Board Evaluation: Each year the Board of Trustees will engage in a self-evaluation regarding its adherence to the principles of Policy Governance.

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 19, 2013

TO: JC Board of Trustees
FROM: Dr. Daniel J. Phelan, President

Subject to be Discussed and Policy Reference:

- 6.1 First Reading
6.1.1 Delegation to the President
6.1.2 President's Job Description
- (**BOARD POLICY**: MONITORING: Policy Governance)

Enclosed are policies presented for your initial, first reading consideration. Proposed changes are indicated in **color**. The following URL's may be helpful to you in referencing existing board policies and their relationship to mission, vision and values.

[Delegation to the President](#)

[President's Job Description](#)

Resource Impact:

None

Requested Board Action:

Consideration of advancing the policies to the second reading

Action Taken:

The Board agreed to move the policies to second reading status.



Board Policy

Policy Title:	Delegation to the President
Policy Number:	0101
Date Adopted:	11/1/1994
Version:	2.0
Review Cycle:	Annually
Date Last Reviewed:	9/10/2012
Office Responsible:	President's Office
Reviewing Committee:	Board of Trustees
Related Policies:	President's Job Description
Related Laws:	

Policy Statement:

All Board authority delegated to staff is delegated through the President, so that all authority and accountability of staff, as far as the Board is concerned, is considered to be the authority and accountability of the President.

1. The Board will direct the President to achieve certain results through the ~~establishment~~ creation and implementation of ENDs policies. The Board ~~will~~ may limit the latitude the President may exercise in practices, methods, conduct and other "means" through establishment of Executive Limitations policies.
2. As long as the President uses any reasonable interpretation of the Board's ENDs and Executive Limitations policies, the President is authorized to establish all further institutional policies, make all decisions, take all actions, establish all practices and develop all activities.
3. The Board may change its ENDs and Executive Limitations policies, thereby shifting the boundary between Board and Presidential domains. By so doing, the Board changes the latitude of choice given to the President. However, as long as a policy is in effect, the Board will respect and support the President's decisions that conform to that policy.
4. Only decisions of the Board, acting as a body, are binding upon the President.
 - A. Decisions or instructions of individual Board members, officers, or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
 - B. If Board members or committees request information, or assistance, without Board authorization, the President can refuse such requests that require, in the President's judgment, a material amount of staff time, or funds, or is disruptive.
5. The President shall apply to the Board for a waiver of a Board Policy if the President deems a waiver is in the best interest of the College. A waiver, if granted, shall apply to the specific instance only.



Board Policy

Policy Title:	President's Job Description
Policy Number:	0102
Date Adopted:	11/1/1994
Version:	2.0
Review Cycle:	Annually
Date Last Reviewed:	9/10/2012
Office Responsible:	President's Office
Reviewing Committee:	Board of Trustees
Related Policies:	General Executive Constraints
Related Laws:	

Policy Statement:

The President is the Chief Executive Officer (CEO) of the College. The President is the Board's single, official link with the operating organization. The President is accountable to the Board acting as a body. The Board will instruct the President through written policies delegating implementation to the President. The President's performance will be considered synonymous with the organizational performance of the College as a whole.

The President's responsibilities can be stated as performance in threetwo areas:

1. Organizational accomplishment of the Board's policies on ENDS;

1.2. Achievement of the College's Strategic Plan; and

2.3. Organizational operation within the boundaries established in Board policies on Executive Limitations.

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 19, 2013

TO: JC Board of Trustees
FROM: Dr. Daniel J. Phelan, President

Subject to be Discussed and Policy Reference:

6.2 President's Report

(**BOARD POLICY**: EXECUTIVE LIMITATIONS: Communication and Counsel to the Board)

Executive Summary:

I will provide an update of significant College initiatives, legislative matters, and a review of upcoming events.

Resource Impact:

None

Requested Board Action:

None

Action Taken:

None

Board Participation Sign Up Sheet

Please review the following list of JC & Community Events where your participation is encouraged.

- **Hispanic Heritage Month Celebration** (Office of Multicultural Relations)
September 19, 2013
12pm – 1pm
Potter Center Snyder Dining Commons
- **Fall Convocation/Project Success Day**
September 24, 2013
8am – 9:30am (Fall Convocation State of the College Address)
9:30am – 12pm (Project Success Day Keynote)
Potter Center Sheffer Music Hall
- **Jets 4 Life Alumni Weekend Events**
September 27 – 29, 2013
Central Campus
*Welcome Reception on Friday, Sept. 27 from 5pm – 8pm
in Potter Center Second Floor Lobby Area*
Visit <http://www.jccmi.edu/foundation/jets4life/> for complete list of events
- **NAACP Freedom Fund Banquet**
October 13, 2013
5pm
Country Club of Jackson
- **Lunch Around the World** (Office of Multicultural Relations)
October 17, 2013
12pm – 1pm
Potter Center Snyder Dining Commons
- **2013 Feast for Knowledge: Starry Starry Night in Havana**
October 18, 2013
6pm – 7pm Social
7pm – 9pm Dinner
Potter Center Snyder Dining Commons

*Tickets are often required to these events so please RSVP to Sandra Phelan at 796-8473 at your earliest convenience.



BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 19, 2013

TO: JC Board of Trustees
FROM: Dr. Daniel J. Phelan, President

Subject to be Discussed and Policy Reference:

7.1 Closed Session

(BOARD POLICY: EXECUTIVE LIMITATIONS: Communication and Counsel to the Board)

Executive Summary:

As provided by Public Act §15.268, Section 8, sub-sections:

- (a) Consideration of Presidents evaluation
- (b) For purposes of discussion negotiations of union collective bargaining agreements

I hereby request closed hearing at this time for the above purposes. I anticipate this discussion to take about 25-30 minutes. This requires an individual vocal affirmation.

Following the closed session the Board will need to return to open session and declare such thru a vocal individual affirmation.

Resource Impact:

None

Requested Board Action:

None

Action Taken:

MOTION BY TRUSTEE HOFFMAN "To move into closed session for the purposes of considering his evaluation and for discussing contract negotiations." **ROLL CALL VOTE: TRUSTEES HOFFMAN, CRIST, HEINS AND MATHEIN VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board moved into closed session at 7:26PM.

MOTION BY TRUSTEE HEINS "To move back into Open Session". **TRUSTEES HOFFMAN, CRIST, HEINS AND MATHEIN AND VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board reconvened to open session at 8:40PM.

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 19, 2013

TO: JC Board of Trustees
FROM: Dr. Daniel J. Phelan, President

Subject to be Discussed and Policy Reference:

9.1 Consideration of President's Contract

(**BOARD POLICY**: COMPENSATION AND BENEFITS: Executive Limitations)

At this point on the agenda, if so desired, the Board may undertake public consideration of the President's evaluation and consequent action regarding compensation and continued employment at Jackson College.

Resource Impact:

None

Requested Board Action:

Consideration of Action resulting from public deliberations.

Action Taken:

MOTION BY TRUSTEE HOFFMAN "To approve President Phelan's contract which does not include a salary increase and is valid to August 31, 2017." **MOTION PASSED UNANIMOUSLY.**