

Jackson Preparatory & Early College



Jackson Preparatory & Early College Board of Governors Meeting Special Meeting – Monday, December 5, 2016

Date: December 5, 2016
Time: 5:30 p.m.
Location: Jackson College
2111 Emmons Road
HLC – 101

1. Call to Order

The board meeting was called to order by Dr. Rando at 5:30 pm

2. Pledge of Allegiance

3. Roll Call – Declaration of Quorum

Board:

Chairman	Dr. Rob Rando	Present
Vice-Chair	Mr. Jon Williams	Present
Treasurer	Mrs. Zoe Wilcox	Present
Secretary	Dr. David Halsey	Present
Trustee	Mrs. Rebekah Woods	Present
Trustee	Mr. Steven Hogwood	Present
Trustee	Mrs. Cheryl Schantz	Present

Authorizing Body:

President	Dr. Phelan	Absent
NCSI	Don Cooper	Present
Finance	Daryl Norris	Absent

4. Review and Approval of Agenda

The December 5, 2016 agenda was reviewed and approved.

Motion made by S. Hogwood and seconded by Cheryl Schantz

Vote: Yes (7), No (0)

5. Public Comment Related to Agenda Items – No comments were made.

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6. Action Items

- A. Approval of November 7, 2016 Board Meeting Minutes
Motion made by S. Hogwood and seconded by J. Williams.
Vote: Yes (7), No (0)
- B. Student Discipline Hearing
Parent has asked to go into closed session. Motion made by R. Rando with support. 7 vote to closed session.
Open session. Unanimous vote.
Motion to accept 30-day suspension by D. Halsey second by R. Woods.
Vote: Yes (0), No (7)
Motion to have student serve a 28-day suspension with support of President by S. Hogwood second by R. Woods.
Vote: Yes (7), No (0)
- C. Appointment of Student Representative
Ayoub Huwais student body President 2016.
Motion to appoint Ayoub Huwais to student representative made by J. Williams second by Z. Wilcox.
Vote: Yes (7), No (0)

7. Board Reports

- A. President's Report
 - i. Financial Statements – October
Current aid is still from last year's count. December payment should reflect current count.
As of Oct. 31st - \$539,000 outstanding payables, \$400,000 is due to Jackson College.
Financial statements should look better come February.
New devices were paid in full. Paid lease payment to Jackson College and repayment of start-up costs and past lease payments.
 - ii. Finance Committee Update
Committee met last week and covered all financials as well as draft policies. Policies and calendar are up for review under informational items. Formally approved at January board meeting.
Conversation was very productive as a committee.
 - iii. HR Report
New contact at Employees Only – Marquita Thorpe
2 employees have been changed from EO to 1099 employees (Coaches for our faculty).
 - iv. Informational Items
 - a) Board Calendar
Proposed annual calendar. This calendar is a result of the board asking for a full board calendar that the board focuses on monthly.
January meeting would like adoption of calendar.
 - b) Policy 0150

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*Items that will come in the organization part of January meeting.
Will be up for adoption in January meeting.*

c) Finance Policies

Finance committee ensures that items that the board had conversations about were put into the policies. Examples being Fund balance, facilities saving, merit-based pay, etc.

d) Finance Calendar

Develop a calendar of when finance committee meetings take place before each board meeting. 5-10 day window to discuss any financial items.

B. Policy Discussion

For board review. Twice a year we have updates to our board policies. NCSI supports us with the documents. Dr. Rando, D. Cooper, and S. Malmquist will be digging in deeper prior to January meeting. Some policies are legal action and some are best practice.

Reminder when reading policies that our campus is JC campus and our buildings are JC buildings, when adopting policies must keep in mind of what JC's policies are.

C. Provost Report - none

D. Student Representative Report - none

8. Authorizer Items

No items.

9. Extended Public Comment

No comment.

10. Board of Governors Comment

11. Adjourn – The meeting was adjourned by Dr. Rando at 7:01 pm.

Certification by Secretary:

I certify that, to the best of my knowledge, that the foregoing minutes of the November 7, 2016 meeting of the Board of Governors is accurate and correct.

Secretary Dr. David Halsey

Date

Minutes Prepared by Alex Elfe

Proposed minutes are available for public inspection within eight (8) business days.
Approved minutes are available for public inspection within five (5) business days after approval.
Contact Address: 2111 Emmons Road, Jackson, MI 49201 517.768.7093