

Jackson State Community College Foundation
Board of Trustees

Meeting Minutes

Thursday, March 5, 2020, at 8:30 a.m. – Foundation Board Room/Student Center

The Jackson State Community College Foundation Board of Trustees met on Thursday, March 5, 2020 in the Foundation Board Room in the Student Center at Jackson State Community College.

The following were present: Chair Thorne Barbour, Mr. Grant Edwards, Mrs. Deann Thelen, Mr. Jim Crone, Dr. Bobby Smith, Ms. Neta McKnight, Mr. Cary Vaughn, Mr. John Rountree, Mr. Al DaSilva, Mrs. Wendie Carlson, Mr. Randy McKinnon, Treasurer Tim Dellinger, Ms. Jessica Gelinias, Mrs. Candyce Sweet, Ms. Lindsey Tritt, Dr. Walter Nelms

Those unavailable to attend: Mr. Reggie Smith, Mr. Jeff Lewis, Mr. Colin Perry, Dr. Jeff Sisk, Dr. Larry Bailey, Mrs. Marcie Williams, Mr. Jim Ayers, Mr. Dale Conder, and Mr. Paul Phelan

Guests: Mr. Benjamin Dziengel and Mr. Jay Mullins, Mrs. Robin Marek

CALL TO ORDER

Chairman Barbour called the meeting to order at 8:34 a.m.

WELCOME & INTRODUCTIONS

Chairman Barbour welcomed all in attendance.

APPROVALS

Copies of the December 5, 2019 meeting minutes were presented. With no questions, ***Dr. Walter Nelms made a motion to accept the minutes as presented; Mr. John Rountree provided a second. There were no opposed; the motion passed.***

Copies of the March 5, 2020 meeting agenda were presented. With no questions, ***Mrs. Wendie Carlson made a motion to accept the agenda as presented; Mr. Al DaSilva provided a second. There were no opposed; the motion passed.***

FINANCE REPORT

Treasurer Tim Dellinger presented copies of and reviewed the year-end Balance Sheet and Income Statement dated July 2019 – January 2020 to the Board. With no questions, ***Mr. Cary Vaughn made a motion to accept the agenda as presented; Mr. Al Da Silva provided a second. There were no opposed; the motion passed.***

INVESTMENT REPORT

Copies of the Fourth Quarter 2019 Investment Review were presented to the Board. Mr. Jay Mullins, Institutional Portfolio Manager with Regions Bank, reviewed market data and updated the board of the portfolio's overall performance as of December 31, 2019.

PRESIDENT'S REPORT

Dr. Jeff Sisk was unavailable to attend the meeting.

Dr. Bobby Smith updated the Board on the Presidential search. Dr. Smith directed the Board to jscc.edu for the most up-to-date information related to the search.

He also updated the Board of the status of the search for the Vice President of Student Services search. He predicted it would extend beyond the start of the new president; at least three months.

The college is ensuring they have plans in place in the event the Coronavirus becomes a serious health threat.

There were no questions.

DIRECTOR'S REPORT

Ms. Lindsey Tritt was unavailable to attend the first portion of the Board meeting.

Dr. Smith asked Ms. Lisa Kincaid to review the new website with the Board. Mr. Cary Vaughn suggested making the "DONATE" option more prominent on the main JSCC web and to raise the default minimum to more than \$25.00. Ms. Kincaid stated she would review that with the web administrator and director and follow up as soon as possible.

Dr. Smith explained to the Board the issue with how to cover the expense/fees related to collecting online donations. Discussion was had regarding whether the fees should be paid from the Foundation Operating Fund or the fund from which the donation was intended. ***Mr. Cary Vaughn made the motion for the fees related to collecting online donations be paid from the Foundation Operating Fund; Mr. Al Da Silva provided a second. There were no opposed; the motion passed.*** Dr. Smith added that we would do research to determine if offering the donor the option of covering the fees in addition to the donation.

Discussion was had regarding what point the Foundation would be able to accept recurring gifts via an online, credit card donation. Treasurer Tim Dellinger stated a personal identification information policy protection would need to be in place before offering recurring gifts as an online option; state audit would look for this to be in place. Dr. Smith stated that at the next meeting we could have this in place.

Dr. Smith explained that Ms. Tritt has been tasked with developing a policy manual for the Foundation. Copies of the following JSCC policies were included in today's meeting packet. Dr. Smith asked the Board to consider adopting these policies as they are for the Foundation:

JSCC Business meals and Recognition of Events

IT Acceptable Users

iPad/Mobile Device Procurement Policy

Mobile Device Policy

Purchasing Policy

Social Media Policy

Treasurer Dellinger suggested to the Board to carefully review these policies, particularly the Purchasing Policy, before adopting them. They may carry more restrictions than the Board prefers to operate within.

With no questions, Dr. Walter Nelms made the motion to adopt these policies for the Foundation; Ms. Nita McKnight provided a second. Mr. Cary Vaughn suggested to the Board to consider some of the language that would need to be modified. Dr. Smith explained some of the hurdles related to institutional purchases per this policy that, as of now, the Foundation is not restricted by. Discussion was had regarding the intent and language contained in these policies.

Dr. Smith continued with the motion and second on the floor by Dr. Nelms and Ms. McKnight; there were none in favor. All were opposed; motion did not pass.

Mrs. Wendie Carlson stated she was not comfortable adopting thirty pages of policies without having time to read them carefully. Mr. John Rountree requested that at the next meeting there be examples of what is expected of [Foundation] policies, specifically related to purchasing, be available for review.

Chairman Barbour made the motion to table the adoption of these policies by the Foundation until the next (June 2020) meeting; Mr. John Rountree provided a second. The motion passed.

Dr. Smith requested that all Trustees complete/sign the TBR Disclosure Forms and Code of Ethics forms and return.

There were no further questions.

VICE PRESIDENTS REPORTS:

Student Services:

Mrs. Robin Marek updated the Board on enrollment numbers; currently we are 3% down in headcount and a little shy of 1% down in FTE. The college is looking at the communication plan from an admission standpoint and making improvements. The college is also preparing, at the director of TBR, on a strategic enrollment plan to ensure we are reaching student in the best ways we can.

Graduation will be held Saturday, May 9. The Board will be receiving an invitation to this ceremony.

There were no questions.

Academic Affairs:

Dr. Larry Bailey was unable to attend the meeting. There were no updates from Academics.

Institutional Effectiveness & Advancement

Dr. Bobby Smith updated the Board on the status of the JSCC internal audit; it has been completed and Dr. Smith, Ms. Tritt, and Chairman Barbour will be meeting with our internal auditor immediately after this meeting. Dr. Smith updated the Board on the discovery of some money, via the audit process, that would be coming to the Foundation. A full report will be provided to the Board.

Dr. Smith reported that Ms. Tritt will present the annual Foundation operating budget at the next meeting (June 2020).

Math presents a huge hurdle for students; most have to take a math course of some type. Math tutors will be a key focus of the institution to redirect resources to hire and retain more tutors. Dr. Smith asked the Board to keep this need for additional tutors under consideration for future institutional need. A proposal may come before the Board at some point for the Board to consider.

NEW BUSINESS:

Chairman Barbour asked the Board for a motion and vote to allow the Executive Committee, consisting of the Chair, Vice Chair, Secretary, and Treasurer, to move on Board business that requires immediate response. ***Mr. Randy McKinnon made the motion; Mr. Cary Vaughn provided the second. There were no opposed; the motion passed.***

There were no additional items of new business.

Chairman Barbour reviewed the list of accounts included in the meeting packet. Several funds/accounts listed in red on the chart have been inactive for a matter of years. Additionally, each fund/account has a suggested fund of similar purpose listed in which monies could be transferred. ***Mrs. Wendie Carlson made the motion to transfer monies to similar funds; (Mr. John Rountree amended the motion to include all listed funds/accounts as recommended and provided a second. There were no opposed. The motion passed.***

OLD BUSINESS:

Dr. Bobby Smith reminded the Board of the fall issue with digital textbooks and the fees associated with the digital textbooks. There was confusion with students understanding the opt in/out process and incurring expenses related to this. Former Vice President of Student Services, Brian Gann, requested of the Board to cover those related expenses. In the December 2019 meeting, the Board asked for a proposal to be presented at the next meeting for what was being requested. Mr. Thorne Barbour asked if the Board's liability had been relieved; Dr. Smith said yes. His recommendation was to table this initiative until they present a proposal to the Board. Mr. Cary Vaughn suggested emailing the proposal instead of waiting for the next meeting.

Chairman Barbour reviewed the C.D. Culver naming opportunity. It was decided to keep this tabled until a proposal is submitted.

Dr. Smith recommended that we formally, officially reach out to West Tennessee Healthcare and J.R. Ross and let them know we still have the \$10,000.00 and intent on using them for the President's Leadership Luncheon at some point or ask West Tennessee Healthcare if they will to appropriate the monies for another initiative.

Chairman Barbour stated the letter would be sent out shortly.

With no further discussion, Mr. Grant Edwards made the motion to adjourn; Mrs. Wendie Carlson provided the second. The meeting adjourned at 10:23 a.m.

Respectfully submitted by Lisa Kincaid

Institutional Advancement

March 5, 2020