SPECIAL MEETING OF THE BOARD OF TRUSTEES
Jackson College
Central Campus, Potter Center Boardroom
07.09.26

The Special Meeting of the Board of Trustees of Jackson College was held on Thursday, 07.09.26, 5:30P, at the Central Campus of Jackson College, Potter Center Boardroom.

Board Members Present: Vice Chairman Matt Heins, Trustee Philip Hoffman, Chairwoman Donna Lake, Trustee Danielle Mackey, and Trustee Teshna Thomas

Board Member Absence: Trustee George Page and Trustee Christopher Simpson

Others Present Include: Dr. Daniel Phelan, Keith Everett Book, John Randle, Brendon Beer, Julie Hand, Allen Chapin

Chairwoman Lake called the meeting to order at 5:30P Eastern.

DECLARATION OF CONFLICT OF INTEREST
There were no conflicts of interest expressed by Trustees for items appearing on the agenda for the meeting.

COMMUNICATIONS
PUBLIC COMMENTS: None.

BOARD COMMENTS & CEO COMMENTS:

Trustee Hoffman recommended that CEO Phelan reach out to the Jackson Interfaith Shelter COO Ben Kriesh to learn of any educational opportunities JC might provide for those they serve. CEO Phelan agreed. He noted an indirect relationship with the COO through his prior work with JPEC.

CEO Phelan described good news from the legislative sessions. He thanked the Board for their support. He noted that he was successful in get the 75% match reduced to 50% which will save the College over $11M. There will be a future conversation about the 2 years the College now has to complete the planning for the McDivitt Hall Capital Outlay project. Vice Chairman Heins and CEO Phelan discussed their continued hope to use local contractors.

REQUIRED APPROVAL AGENDA

CLOSED SESSION: Contract Negotiations
As provided by Public Act 15.268, Section 8, Sub-section (c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, CEO Phelan requested a closed hearing at this time for the above purpose as it relates to the contract negotiations with the staff union.

MOTION BY VICE CHAIRMAN HEINS TO GO INTO A CLOSED HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO GO INTO A CLOSED HEARING AS IT RELATES TO THE CONTRACT NEGOTIATIONS WITH THE STAFF UNION: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

The Board went into a closed session at 5:36P.

MOTION BY TRUSTEE HOFFMAN TO ADJOURN THE CLOSED HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO ADJOURN THE CLOSED HEARING: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

The Board adjourned the closed session at 6:09P and returned to the Special Board Meeting at 6:10P.

CONSIDERATION OF UNION CONTRACT:
President Phelan expressed his thanks to the Board's negotiating team of John Randle, Jason Valente, Joyce Dunbar, and Brendon Beer; the support staff team of Kimberly Seaburg, Bradley Choate, and Karissa Shay; and Laura Griffith from MEA. The proposed agreement has been ratified by the support staff union membership.

CEO Phelan asked that the Board consider approval of the 2-year Union Contract upon review of the linked Executive Summary of the contract revisions.

MOTION BY TRUSTEE THOMAS TO APPROVE THE 2-YEAR STAFF UNION CONTRACT. TRUSTEES VOTED BY ROLL CALL: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

CONSIDERATION OF FOUNDATION BOARD NOMINEE:
Rachel Witgen was nominated to serve on the JC Foundation Board, a nomination that Julie Hand and President Phelan supported. Foundation Board bylaws require the JC Board of Trustee consideration and approval prior to appointment to the Jackson College Foundation Board.

Julie Hand described that many of the Board have had the pleasure of previously meeting Rachel Witgen, a committed JC alumni, employee at HFJH, and community member.

MOTION BY TRUSTEE HEINS TO APPROVE THE APPOINTMENT PF RACHEL WITGEN TO THE JC FOUNDATION BOARD. TRUSTEES VOTED BY ROLL CALL: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

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

Principles of Policy Governance:
Members discussed the Policy Governance principles of monitoring institutional performance, executive limitations, and governance process.

MEETING CONTENT REVIEW
Trustee Hoffman requested the hours of the Jets Store.

ADJOURN
MOTION BY TRUSTEE HOFFMAN "To adjourn."

TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

Meeting Adjourned at 6:15P EST.

The foregoing minutes for the special meeting of the Board of Trustees held on Thursday, July 9, 2026 were approved at the regular meeting of the Board of Trustees on Monday, August 10, 2026.

Donna L. Lake

Chairwoman