REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College
Central Campus, Potter Center Boardroom
11.03.25

[DRAFT & UNOFFICIAL]

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 11.03.25, 6:30PM, at the Central Campus of Jackson College, Potter Center Boardroom.

Board Members Present: Trustee Matt Heins, Trustee Philip Hoffman, Vice-Chairwoman Donna Lake, Trustee Danielle Mackey, Chairwoman Sheila Patterson, Trustee Christopher Simpson, and Trustee Teshna Thomas

Board Member Absence: None

Others Present Include: Dr. Daniel Phelan, Keith Everett Book, Brendon Beer, Cindy Allen, Travis Marlow, Steven Tuckey, Dr. Mark Ott, Michael Desnoyer, Doug Yenor, Josh Sullivan, Jessica Dore, Ashley Van Heest, Julie Hand, John Randle, Dr. Benjamin Valdez, Jason Valente

Chairwoman Patterson called the meeting to order at 6:30PM Eastern Standard Time.

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:

Vice-Chairwoman Lake shared her appreciation for the Association of Community College Trustees – Leadership Congress (ACCT-LC) attended by members of the Board last week in New Orleans. She and Chairwoman Patterson both highlighted the benchmarking exercise shared with Board members and the President of North Central State College (OH) at ACCT-LC. Chairwoman Patterson shared her appreciation of the recent Starry Night event held by the Jackson College Foundation that she attended.

Trustee Simpson thanked the Trustees for their well wishes to his wife recently.

CEO Phelan provided the CEO Report regarding impacts of the Federal government shutdown on the Board's ENDS and community colleges, as well as Jackson College updates. He expressed concern over the potential exhaustion of SNAP funds. The USDA's reserve of $5.5 billion is insufficient to cover the national monthly need of $8.5 billion. He noted that a request for process clarity from President Donald Trump has stalled a potential short-term stopgap measure.

CEO Phelan described how the College is enhancing its food pantry (i.e., Harriot's Hub) with more dry and cold storage and thanked Dr. Alytrice Brown and Julie Hand for those efforts. Jackson College continues its "hunger-free campus" policy, allowing any student or employee to receive a meal with no questions asked when needed.

A new monthly newsletter for student services was shared, along with announcement of the creation of the Lenawee County Early College, with all local 11 schools participating, which will be a significant student feeder for Jackson College.

CEO Phelan shared hardcopies of the Community College Journals' feature on Jackson College, the Michigan Consortium for Higher Education in Prisons (MiCHEP) newsletter, and the League for Innovation's publication featuring community college student art.

He described an upcoming event on the College central campus that will feature himself and the CEO of Grand Valley State University (GVSU) discussing their paths to leadership and the power of partnerships like those the College continues to cultivate with GVSU (as a public partner and for prison education) and Albion College (for student transfer pathways).

He also announced that the College is now honored to be the host of "New Directions in Community Colleges", a research publication previously hosted by the likes of William & Mary and UCLA.

Chairwoman Patterson described a book of Corrections Education Program participants' writings that she would like to see again, if it is still being produced.

EXCELLENCE MINUTE – Astronomical Observatory Update – Travis Marlow & Steve Tuckey
Travis Marlow (Jackson College's Astronomical Observatory Coordinator) and Steve Tuckey (Jackson College's Raven Endowed Chair for Mathematics; Coordinator, Mathematics Supplemental Instruction Program; Professor, Lead Faculty) shared an update on the good work of Jackson College Astronomical Observatory.

The primary goal is to elevate astronomy education by inspiring the community, teaching fundamentals, and providing career trajectories for students. The observatory hosts public "Star Parties" every Wednesday and Saturday night and has produced its first astronomical images for public engagement.

Students are learning modern astrophotography, observing exoplanet transits to contribute data to the scientific community, and conducting research on double stars with publication potential. Jackson College is building a network with other observatories and universities (e.g., University of Arizona, Albion College, University of Michigan) to create clear career pathways for students.

Travis Marlow shared his experience using the spectrograph to analyze the atmosphere of an exoplanet via the "transmission method." He is developing a methodology by taking a spectrograph of Titan, Saturn's moon, which can later be applied to exoplanets.

It was noted that the Astronomical Observatory was acquired through an NSF grant as part of an economic development project through Senator Gary Peters.

FY ’25 FINANCIAL & IT AUDIT REPORTS:
The agenda was adjusted to present the financial and IT audit reports earlier than previously slated.

CFO Michael Desnoyer, CIO Doug Yenor, and representatives from the College’s auditing firm Rehmann presented on both the financial and information technology audits, answering any questions the Board had.

The audit resulted in a "clean, unmodified opinion," meaning the financial statements fairly presented the financial position of the college in all material respects. Following the audit report, discussion ensued of property tax collected by Jackson College (significantly low) as compared to that collected by other community colleges.

In regard to the IT audit, CEO Phelan shared that the College is on a steady diet of IT training, and Doug Yenor will offer an update on how the College addresses IT audits at the January Board meeting.

OWNERSHIP LINKAGE
During the 10.13.25 Ownership Linkage meeting held by Vice-Chairwoman Lake, Trustee Heins, and Trustee Mackey with Board members from Accelerate Jackson County, it was suggested that JC Board members meet with those of the Jackson Community Foundation.

The consensus of the Board was to pursue a meeting with the Jackson Community Foundation and continue pursuing a meeting with Henry Ford Jackson Hospital in 2026.

CONSENT / REQUIRED APPROVAL AGENDA
Prior to the meeting, Board members individually reviewed the minutes of the most recent regular meeting dated 10.13.25 in consideration for placement into the formal record of the Jackson College Board of Trustees.

For its regular review, the Board reviewed ENDS policy EN-01 (#4). Policy pre-review Trustee of this policy (Vice-Chairwoman Lake) and CEO Phelan did not recommend any changes to this policy at this time. The Board also assessed the interpretations for ENDS policy EN-01 (#1-3) and Executive Limitation policy EL-00, as well as the policy alignment of policy EL-13.

MOTION BY VICE-CHAIRPERSON LAKE TO:

- **APPROVE THE MINUTES FOR THE REGULAR MEETING DATED 10.13.25;**
- **APPROVE POLICY EN-01 (#4) BOARD'S ENDS WITHOUT AMENDEMENT;**
- **APPROVE POLICY EN-01 (#1-3) AS AMENDMENT;**
- **ASSESS THE CEO'S INTERPRETATIONS FOR POLICY EN-01 (#1-3) BOARD'S ENDS AND EL-00 GENERAL EXECUTIVE LIMITATIONS AS REASONABLE; AND**
- **INTEGRATE ELEMENTS OF POLICY EL-13 USE OF AI & MACHINE LEARNING INTO EXISTING POLICIES, FOR REVIEW IN JANUARY 2026 AND CONSIDERATION OF ELIMINATING EL-13 AS A STAND ALONE POLICY.**

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

Also, the Board considered reinstating annual deposits to the CEO's VEBA Trust account, in order to assist the President with the healthcare expenses of him and his spouse during retirement. Brendon Beer shared the plan's history and summary of provisions.

Trustee Hoffman suggested making an upfront contribution and then an annual contribution. Trustee Heins described reviewing this every year and establishing a target amount.

CEO Phelan confirmed for Trustee Heins that all other aspects of the CEO contract are being fulfilled. He noted that in 2018 the CEO evergreen contract began, which seemingly stopped the Board's annual review, resulting in a lapse in contributions to the VEBA trust account. Trustee Hoffman described the benefits of the CEO contract and VEBA trust account being reviewed each year.

MOTION BY CHAIRWOMAN PATTERSON TO REVIEW THE CEO CONTRACT ANNUALY DURING THE BOARD'S REGULAR MEETING IN JUNE AND ADD A $50K LINE ITEM IN THE FY '27 BUDGET FOR CONSIDERATION OF A $50K CONTRIBUTION TO THE VEBA TRUST ACCOUNT IN FY '27. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: *EL-04 Financial Conditions & Activities – Evidence Review:*

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-04 Financial Conditions & Activities indicating Full Compliance according to his previously approved interpretations.

MOTION BY TRUSTEE THOMAS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-04 FINANCIAL CONDITIONS AND ACTIVITIES AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH REASONABLE INTERPRETATIONS OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: *EL-08 Communications & Support to the Board – Evidence Review:*
CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-08 Communications & Support to the Board indicating Full Compliance according to his previously approved interpretations.

MOTION BY TRUSTEE THOMAS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-08 COMMUNICATION AND SUPPORT TO THE BOARD AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH REASONABLE INTERPRETATIONS OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: CEO Monitoring Compliance Schedule & Summary:
CEO Phelan provided an update on reports presented to the Board over the preceding 12 months with the compliance status noted – (all are fully compliant).

INFORMATION REQUESTED BY THE BOARD

CLOSED SESSION: Collective Bargaining 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 faculty union.

MOTION BY TRUSTEE HOFFMAN 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 FACULTY UNION: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

The Board went into a closed session at 7:55PM.

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

The Board adjourned the closed hearing at 7:59PM and returned to the Regular Board Meeting at 8:01PM.

MOTION BY VICE-CHAIRPERSON LAKE TO EXTEND THE CURRENT FACULTY UNION CONTRACT UNTIL 12.31.25. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

Next Board Meeting – Fall Planning Session – Topics – 11.17.25:
Below are currently anticipated topics.

- Consideration of the Bylaws Review Schedule
- Board Code of Conduct Commitment Form
- Board Mtg. Public Comment Request Form
- Board Monthly Self-monitoring Tools
- Board Annual Self-monitoring Tool
- NCSC / JC joint meeting at ACCT-LC Debrief
- Maroon & Gold Standards
- Jackson College Economic Impact Study – Justin Gaeta
- Travel Policy for the Board
- Ownership Linkage

Board of Trustees 2026 Regular and Planning Session Meetings Schedule:
The Board was provided with a hardcopy draft of the 2026 Regular and Planning Session Meetings schedule, as a preamble to its approval at the January 12, 2026 Regular Board meeting.

Proposed 2026 Regular and Planning Session Meeting Schedule:

- January 12, 2026
- February 16, 2026
- March 9, 2026
- March 31, 2026 - Spring Planning Session
- April 20, 2026
- May 11, 2026
- June 8, 2026
- August 10, 2026
- September 14, 2026
- October 12, 2026
- November 9, 2026
- November 19, 2026 – Fall Planning Session

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MOTION BY TRUSTEE THOMAS TO:

- **APPROVE THE PROPOSED DATES FOR THE 2026 REGULAR AND PLANNING SESSIONS MEETINGS;**
- **ANNUALLY REVIEW IN NOVEMBER THE FOLLOWING CALENDAR YEAR'S REGULAR AND PLANNING SESSIONS MEETING SCHEDULE.**

TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, 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. They also reviewed the results of the 10.13.25 Regular Board Meeting Self-Assessment Summary.

MEETING CONTENT REVIEW
No comments.

ADJOURN
MOTION BY TRUSTEE HOFFMAN "To adjourn."

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

Meeting Adjourned at 8:06PM ET.

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