REGULAR MEETING OF THE BOARD OF TRUSTEES
Jackson College
Central Campus, Potter Center Boardroom
08.10.26

[DRAFT & UNOFFICIAL]

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 08.10.26, 6:30P, 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, Trustee George Page, Trustee Christopher Simpson, and Trustee Teshna Thomas

Board Member Absence: None

Others Present Include: Dr. Daniel Phelan, Keith Everett Book, Jim Jones, Ashley Van Heest, Brendon Beer, Jennifer Dobbs, Heather Ruttkofsky, Cindy Allen, Dr. Mark Ott, Jason Valente

Chairwoman Lake called the meeting to order at 6:31P 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:

BOARD COMMENTS & CEO COMMENTS:
Trustees expressed their appreciation of the MCCA Summer Conference attended by Chairwoman Lake, Vice Chairman Heins, Trustee Hoffman, and Trustee Page, at which CEO Phelan was honored for his 25 years of service to the MCCA. The format of breakout sessions on the first day of the conference was an improvement, as well as the time allotted for Trustees to come together at the end of the day for a personal wrap up session. The session on how to win a millage was particularly helpful.

Vice Chairman Heins described an interaction with a Soar Café employee who is attending JC (and enjoying it) after unsatisfactory experiences with previous institutions of higher education.

CEO Phelan described his legislative engagements last week in Washington, D.C., while attending the American Association of Community Colleges (AACC) Fall Board meeting, including meetings with the Acting Secretary for Labor and Acting Secretary for Education. The College's apprenticeships and vocational direction were appreciated by both.

CEO Phelan pointed out the newest addition of JC's Inspire Magazine, as well as a social media campaign highlighting the Trustees. He also congratulated Trustee Hoffman on his successful participation in the recent Rose Run, as well as Keith Everett Book's recognition by the Association of Community College Trustees (ACCT) as the Central Region Board Professional Staff Member award recipient.

Lastly, CEO Phelan reported very strong enrollment for the Fall, thanks firstly to the many efforts of the JC employees, and the MI Reconnect and MI Achievement scholarships.

FUTURE SIGNALING:
CEO Phelan led a discussion of the Trends 2026 published by the Higher Leaning Commission, highlighting within the top 10 trends in higher education 1) Governance and Increased Political Influence 2) Validating the ROI of Programs and Institutions 3) Harnessing the Strengths of AI and 4) Burnout, Mental Health, & Security.

EXCELLENCE MINUTE: West Shore Community College Surgical Tech Agreement – Heather Ruttkofsky
Heather Ruttkofsky provided some highlights of an agreement JC reached by Dr. Phelan and President Scott Ward of West Shore Community College (WSCC), during an instructional crisis for WSCC in which they could not provide accredited, final academic completion for their recent Surgical Technology Apprenticeship cohort, but JC could. JC continues to support our colleagues across the State in ways that other community colleges cannot, particularly in terms of instruction and governance.

BOARD GOVERNANCE
OWNERSHIP LINKAGE UPDATE:
Chairwoman Lake, Vice-Chairman Heins, and Trustee Hoffman provided a recap of their most recent Ownership Linkage meeting with former members of the Henry Ford Jackson Hospital Board held on 08.07.26.

Chairwoman Lake described that it was one of the best Ownership-Linkage interviews thus far, with a group of local board members from diverse backgrounds. Trustees were provided with a written summary of the meeting. Trustee Hoffman described discussions of using of AI to amplify the human connection. Vice Chairman Heins described how the guests came prepared and seemed to value the experience.

For future Ownership Linkage meetings, the participating Board members recommended a longer interview session (longer than 90 minutes). Also, some of the questions asked of the interviewees could be more tied together.

Trustee Thomas described the group of interviewees as exemplary, upstanding, engaged community members.

ITEMS FOR DISCUSSION

HILLSDALE CAMPUS DISCUSSION:

In an effort towards a stronger and more sustainable JC presence in Hillsdale County, CEO Phelan shared considerations for the JC Hillsdale property, subject to the completion of due diligence and formal consideration by the Board.

CEO Phelan described positive discussions with the Hillsdale Area Career Center and President North of the Hillsdale ISD. Re-arrangement of property assets to better serve and expand JC's service to Hillsdale County, particularly in the Career and Technical Education field, was supported by the Board.

For Trustee Hoffman, CEO Phelan described a breach in communication protocol that led to the late awareness of low enrollment this Summer at the JC Hillsdale campus, which prompted his immediate action. He also confirmed that the JC Lenawee campus is flourishing. CEO Phelan confirmed that the JC Hillsdale enrollment has been declining over the years in relationship to Hillsdale's declining population; however, enrollment onsite and online this Fall are nearing 400 and the recent enrollment fair held there was promising. He thanked the College's Admissions and Hillsdale Teams for their help in this work.

CAPITAL OUTLAY PLANNING:

JC was successful in getting a Capital Outlay project approved for planning. CEO Phelan shared the formal notice of planning authorization for JC's Capital Outlay project, remodel of James McDivitt Hall, as well as a $22.5M Bond Financing Analysis. JC will have only two years to complete the planning cycle and apply for construction funding or lose out. The financial analysis included:

- Executive summary and recommendation
- Comparison of 15, 20, 25, and 30-year financing options
- Interest cost comparison and savings analysis
- Debt service impact chart
- Detailed debt service schedules for each financing term

Before moving forward, understanding that this project will have implications on future debt financing, CEO Phelan sought to obtain the Board's general understanding and consensus of this opportunity before undertaking the planning work. Ultimately, he will be looking to undertake a 15-year financing option, which minimizes total interest costs while taking advantage of the scheduled reduction in existing debt service beginning in FY 2031.

CEO Phelan shared his plan to come to the Board in about a year to gain permission to pursue a bond. He confirmed the process for Trustee Thomas, noting that though it may take as long as 4 years, the funds do historically come through for construction through legislative authorization for construction.

He confirmed for Vice-Chairman Heins that the allocations for planned construction projects across the College would continue, with efforts for parallel planning with the campus quadrangle; the capital outlay project would not preclude from other projects. It might slow other projects a bit but it would not halt or prevent them.

The Board made no objections to moving forward with planning.

MONTHLY HLC ACCREDITATION UPDATE – Dr. Benjamin Valdez:
CEO Phelan shared that as JC works towards re-accreditation from the Higher Learning Commission in 2027, Dr. Benjamin Valdez will be providing periodic updates on the process for the Board leading up to the comprehensive visit.

Accreditation will be in early 2028. Drafts of chapters will be shared with the Board along the way. There is a requirement that the Board meet with the accreditors.

CONSENT / REQUIRED APPROVAL AGENDA
ADOPTION OF MINUTES & POLICY REVIEW:
Prior to the meeting, Board members individually reviewed the minutes of the most recent Regular Board Meeting dated 06.08.26 and Special Board Meeting dated 07.09.26 in consideration for placement into the formal record of the Jackson College Board of Trustees.

For their regular review, the Board considered their Board Executive Limitations Policy EL-06 Investments and Board-CEO Delegation BCD-03 Delegation to CEO, to which policy pre-review Trustees (Chairwoman Lake, Trustee Page, and Trustee Simpson) and CEO recommended no edits at this time. Also for their regular review, the Board considered their Board Execution Limitations Policy EL-05 Asset Protection and Board-CEO Delegation Policy BCD-04 Monitoring CEO Performance, to which policy pre-review Trustees (Chairwoman Lake, Trustee Page, and Trustee Simpson) and CEO recommended minor edits.

Trustees also reviewed a case study (Unofficial Interaction with the Press/Public) that the policy pre-review Trustees discussed during their policy review session on 06.08.26.

MOTION BY VICE CHAIRMAN HEINS TO:
- **APPROVE THE BOARD MEETING MINUTES DATED 06.08.26 & 07.09.26;**
- **APPROVE POLICY EL-05 AS AMENDED;**
- **APPROVE POLICY EL-06;**
- **APPROVE POLICY BCD-03;**
- **APPROVE POLICY BCD-04 AS AMENDED;**

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

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EN-01 (#1-3) BOARD'S ENDS – EVIDENCE REVIEW:
CEO Phelan presented the evidence (i.e., monitoring report) for Policy EN-01 (#1-3) Board's ENDS indicating Full Compliance according to his previously approved interpretations.

CEO Phelan highlighted the progress the College has made toward success rates across two- to six-year intervals.

Vice-Chairman Heins shared his appreciated for the tuition comparison chart and described sharing it more publicly for promotional purposes.

CEO Phelan reported that the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) will be conducting a live press conference at the College on 08.26.26 regarding the MI Reconnect expansion to 21 year-olds.

MOTION BY TRUSTEE HOFFMAN THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EN-01 (#1-3) BOARD'S ENDS AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH REASONABLE INTERPRETATIONS OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: CEO Monitoring Compliance & Policy Review Schedule
Trustees reviewed the report that provides the monitoring compliance schedule, as well as an updated summary of the CEO's monitoring compliance reports, presented to the Board over the preceding 12 months with the compliance status noted.

CLOSED SESSION: CEO Performance Review
As provided by Public Act 15.268, Section 8, Sub-section (a) …to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named individual requests a closed hearing, CEO Phelan requested a closed meeting, as provided by OMA, at this time for the above purpose as it relates to the CEO's performance review. Prior to the meeting the Board reviewed a summary of the CEO's FY '26 monitoring reports.

MOTION BY TRUSTEE SIMPSON TO GO INTO A CLOSED HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO GO INTO A CLOSED HEARING AS IT RELATES TO THE CEO'S PERFORMANCE REVIEW: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

The Board went into a closed session at 7:39P.
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, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

The Board adjourned the closed session at 8:24P and returned to the Regular Board Meeting at 8:25P.

MOTION BY TRUSTEE THOMAS TO EXTEND THE BOARD MEETING PASSED 8:30PM. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MOTION BY TRUSTEE HOFFMAN TO DEFER ALL REMAINING AGENDA ITEMS EXCEPT THE COLLEGE FEATURE TO THE 09.14.26 BOARD MEETING. TRUSTEES VOTED BY ROLL CALL VOTE TO ADJOURN THE CLOSED HEARING: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

COLLEGE FEATURE: JETS SOCCER COMPLEX – Jim Jones:
Jim Jones, Executive Director of Construction & Major Maintenance, shared the construction progress of the Jets Soccer Complex and presented a time-lapsed construction video.

ADJOURN
MOTION BY TRUSTEE HOFFMAN "To adjourn."

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

Meeting Adjourned at 8:31P EST.