



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, Potter Center Boardroom

04.20.26

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 04.20.26, 6:30PM, 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 Christopher Simpson, and Trustee Teshna Thomas

Board Member Absence: Trustee George Page

Others Present Include: Dr. Daniel Phelan, Keith Everett Book, Michael Desnoyer, Jason Valente, Joe Gebhart, Jenovie Tshibumba, Lisa Fellows, and Sonja Howell.

Chairwoman Lake called the meeting to order at 6:30PM Eastern Daylight-Savings Time (EDT).

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

Summary of public comments:

Lisa Fellows provided the Board with an update on the College's Corrections Education Program (CEP), including:

- Her participation in the recent National Conference for Higher Education in Prisons.
- [College-In-Prison Survey of Student Engagement](#)

BOARD COMMENTS & CEO COMMENTS

The President of the Michigan Community College Association, Brandy Johnson, offered a brief address. She highlighted MCCAs vision and structure, noting that Chairwoman Lake is a member of MCCA's 2025-2026 Legislative Committee. She outlined MCCAs legislative priorities as follows:

Key Priorities for Advancing Student Success, Talent Development and Community Vitality

1. Increase **operations grants** to community colleges by 4% (\$15 million) over FY26 funding levels (ongoing and one-time).
2. Codify the **Michigan Achievement Scholarship (MAS)**, including the Community College Guarantee and MAS Skills Scholarship, and continue building the Post Secondary Scholarship Fund to stay on track for full implementation as the program enters year four.
3. Expand **Michigan Reconnect** eligibility to age 21 and provide the necessary funding to sustain and grow the program, estimated at a total investment of \$67 million, while aligning with federal short-term Pell grants to maximize the use of federal funds in support of Michigan's workforce development efforts.
4. Modernize **dual enrollment and Early Middle College** by establishing a new funding stream outside the K–12 foundation allowance to prevent districts from being unintentionally penalized for participating, and by enacting policy reforms that expand access and ensure equity.
5. Fund Capital Outlay requests and reduce the **capital outlay** institutional match requirement from 50% to 25% to create a common match level with universities and accelerate approvals of project planning and construction authorizations.
6. Invest \$33.3 million for **Infrastructure, Technology, Equipment, Maintenance, Safety, and Housing (ITEMS)** for all community and tribal colleges.

President Johnson thanked President Phelan and Chairwoman Lake for their participation at the 04.16.26 MCCA Capitol Day. She also provided Lansing legislative and budgetary updates, federal advocacy updates, and information on MCCA's student success resources, initiatives, and upcoming events. She described how JC will be performing as the fiscal agenda for a \$10M state-wide grant application being prepared and closed by highlighting a Lansing neighbor of hers who recently toured JC, had an exemplary experience, and has chosen JC as their college of choice for the Fall.

Trustee Thomas and Vice Chairman Heins offered their appreciation for the TEDx Jackson College event held recently, with many thanks given to JC Instructional Designer & Developer Dr. Sonja Howell who led the event. Vice Chairman Heins and Chairwoman Lake also complimented the new Boardroom space, with thanks to JC employees Jason Valente (VP, Student Achievement & Enterprise Services), Jim Jones (ED, Construction & Major Maintenance), and Michael Desnoyer (VP, Student Achievement & Financial Services).

Chairwoman Lake described representing JC at the recent Henry Ford Jackson Hospital Pink Ball, together with Trustee Mackey and President Phelan.

*EXCELLENCE MINUTE – 2026 Potter Outstanding Student Award Recipient –
Jenovie Tshibumba*

Julie Hand (VP, Student Achievement & College Foundation) described the process of awarding the honor of the 2026 Potter Outstanding Student Award to Jenovie Tshibumba, who then shared her story of what led her to JC, encouraged her to persist at JC, and led to this tremendous achievement.

OWNERSHIP LINKAGE

CEO Phelan shared that he continues to pursue a meeting with Henry Ford Jackson Hospital's Board via interim CEO, Dr. Wendy Kim despite the conclusion of the definitive agreement at HFJH.

Rose Mercier, the Board's Policy Governance Coach, will be conducting a training on the topic of Ownership Linkage (amongst other relevant governance topics) at the Board's Spring Planning Session (04.30.26).

ITEMS FOR DECISION

FOUNDATION BOARD MEMBERSHIP CONSIDERATION

The Board considered amendments to the current JC Board of Trustees membership on the Foundation Board of Directors, following Chairwoman Lake and Trustee Page having recently stepped down from their posts on the Foundation Board. The Foundation Board of Directors shall include not less than two (2) and not more than three (3) directors who are incumbent members of the Jackson College Board of Trustees.

Trustee Thomas raised her hand to join Trustee Simpson on the Foundation Board.

MOTION BY TRUSTEE HOFFMAN TO APPOINT TRUSTEE THOMAS TO THE JACKSON COLLEGE FOUNDATION BOARD. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

CONSIDERATION OF FY '27 TUITION AND FEES

The Board was informed as to CEO Phelan's proposed FY '27 budget and tuition and fee rates at the 03.09.26 meeting.

It was CEO Phelan's intention to bring the full budget forward for consideration at this meeting. However, counsel has advised that it would be better to approve tuition and fee rates at this time. This approach will reduce rework for the JC business office and financial aid teams, while also allowing JC to notify students sooner of the financial obligations associated with attending Jackson College. Then, in May or June, depending upon the timing of the tax information, CEO Phelan will bring forward the formal millage rate and a request for full budget for approval.

Consequently, CEO Phelan brought forward his proposed tuition and fee rates, only, for the Board's consideration. The same rates presented herein for Board consideration and approval had not changed since the previous meeting. To wit:

- In-District tuition at **\$209.00** (was \$201.00), an \$8.00 (4.0%) increase.
- Out-of-District at **\$244.00** (was \$234.00), a \$10.00 (4.3%) increase, approximately 117% of the In-District rate.
- Out-of-State/International at **\$418.00** (was \$300.00), a \$118.00 (39.3%) increase, representing 200% of the In-District rate.

- In-District Dual Enrollment at **\$141.00** (was \$136.00), a \$5.00 (3.7%) increase.
- Out-of-District Dual Enrollment at **\$159.00** (was \$153.00), a \$6.00 (3.9%) increase.
- Student Service Fee for Dual Enrollment and Middle and Early College at **\$37.00** (was \$35.00) per billing contact hour, a \$2.00 (5.7%) increase.
- Student Service Fee for In-District, Out-of-District, Out-of-State/International, and Veterans at **\$57.00** (was \$55.00) per billing contact hour, a \$2.00 (3.6%) increase.
- Digital Textbook Fee at **\$95.00** (was \$83.00) per course, a \$12.00 (14.5%) increase. The fee supports the delivery of digital textbooks to enrolled students through a textbook access program. Students may opt out and obtain textbooks independently.
- Educational Resources Fee at \$10.00 per course for courses utilizing OER materials rather than digital textbooks. This fee provides an additional instructional materials option for students and supports the use of openly licensed and instructor-created materials and related tools delivered in digital format. Students may opt out of this optional program and obtain course materials independently.
- Corrections Education Pricing aligned with Federal Pell Grant funding. The annual Pell award per student is assumed to remain unchanged for the FY 2026–27 academic year.
- Student meals at **\$12.00** (was \$13.00), a \$1.00 (-7.7%) decrease, and Employee meals at **\$13.00** (no change).
- Online course fees, as shown in the table below, reflect no change from Fiscal Year 2026.

Billing Contact Hour(s)	Fee
1	\$10.00
2	\$20.00
3	\$30.00
3.5	\$35.00
4	\$40.00

- Housing rates, as shown in the table below, reflect an increase of **\$200.00** per semester (approximately 6.6%–7.7% for fall and spring, depending on unit type).

Unit	Fall	Spring	Summer
Gold and Maroon Hall Single	\$3,125.00	\$3,125.00	\$825.00
Gold and Maroon Hall Deluxe Single	\$3,225.00	\$3,225.00	\$925.00

Campus View 4 Bedroom Unit	\$2,875.00	\$2,875.00	\$800.00
Campus View 2 Bedroom Unit	\$3,025.00	\$3,025.00	\$1,000.00
Jets Village	\$2,800.00	\$2,800.00	\$2,800.00

CEO Phelan confirmed for Trustee Simpson that tuition for veterans has historically mirrored increases at the same rate as the other categories of learners.

MOTION BY VICE CHAIRMAN HEINS TO APPROVE THE ADMINISTRATION'S TUITION AND FEES RECOMMENDATIONS AS PART OF THE FY '27 BUDGET. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

CONSENT / REQUIRED APPROVAL AGENDA

Prior to the meeting, Board members individually reviewed the minutes of the most recent meeting of the Board dated 03.09.26, in consideration for placement into the formal record of the Jackson College Board of Trustees.

For their regular reviews, the Board considered their Executive Limitations Policy EL-10 Access to Education, and Board Governance Process Policies GP-02 Board Job Contributions, GP-04 Role of the Board Chair, and GP-10 Investment in Governance, to which policy pre-review Trustees (Chairwoman Lake, Trustee Simpson) and CEO Phelan recommended edits.

Also, for its regular review, the Board considered their Board-CEO Delegation Policy BCD-00 Global Statement, to which pre-review Trustees (Chairwoman Lake, Trustee Simpson) and CEO Phelan did not recommend any changes at this time.

To test the policy itself and their understanding thereof policy GP-04, the policy pre-review Trustees shared the Managing Discussions during Board Meetings Case Study that the pre-review Trustees used to review Policy GP-04.

Lastly, the Board assessed CEO Phelan's revised interpretations for Board Executive Limitation policies EL-07 Compensation & Benefits and EL-09 Organization Culture.

MOTION BY TRUSTEE SIMPSON TO:

- **APPROVE THE BOARD MEETING MINUTES DATED 03.09.26;**
- **APPROVE POLICIES EL-10, GP-02, GP-04, AND GP-10 AS AMENDED;**
- **APPROVE POLCY BCD-00;**

- **ASSESS CEO PHELAN'S INTERPRETATIONS OF POLICIES EL-07 AND EL-09 AS REASONABLE;**

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

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EL-12 Land Use – Evidence Review:
CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-12 Land Use indicating Full Compliance according to his previously approved interpretations.

MOTION BY TRUSTEE THOMAS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-12 LAND USE AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH REASONABLE INTERPRETATIONS OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: CEO Monitoring Compliance Schedule & Summary:

CEO Phelan provided the monitoring compliance schedule an update on reports presented to the Board over the preceding 12 months with the compliance status noted – (all monitoring reports are fully compliant).

INFORMATION REQUESTED BY THE BOARD

College Feature: Public Relations – Joe Gebhardt

The Board welcomed Jackson College Public Relations Manager, Joe Gebhardt, who highlighted all the good work he is doing with JC's media and social presence, illustrating how Jackson College shows up.

Quarterly Financial Report

The Board reviewed the quarterly financial report. CEO Phelan noted that there are no material deviations from the previous year.

Next Board Meeting Topics

Board Spring Planning Session – 04.30.26

Below are currently anticipated topics:

- Board Governance Workshop – Rose Mercier
 - Value Proposition of Policy Governance
 - Representing the Owners
 - Ownership Linkage
 - Monitoring with Discipline
 - Staying in Governance Lanes
 - Board Case Studies

- MCCA & ACCT GLI Conference Recaps
 - Bylaws Discussion
- Navigating the Age of Chaos – BANI Book Discussion
- Millage Campaign Discussion
 - College Expenditure Policy
- CEO Healthcare / VEBA Discussion
- College Updates
 - Student Achievement Imperative
 - Strategic Agenda Update
 - Staff Contract Negotiation Update
 - Budget Alignment & Accounting

Board Regular Meeting – 05.11.26

Below are currently anticipated topics:

- Excellence Minutes: TBD
- Policy Review: EL-11 Mission Support & Entrepreneurial Activity
- Policy Review: BCD-05 CEO Succession
- Policy Review: GP-03 Board Planning Cycle & Agenda Control
- Policy Review: GP-12 Board Linkage with External Organizations
- Evidence Review: EL-05 Asset Protection
- Evidence Review: EL-06 Investments
- Interpretations Assessment: EL-10 Access to Education
- FY '27 Budget Approval
 - Truth in Budgeting Hearing
 - Consideration of Authorization to Levy
 - Consideration of FY '27 Budget
- Pre-Audit
- CEO Monitoring Compliance Schedule & Summary
- College Feature: TBD
- Next Board Meeting Topic

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 03.09.26 Board Meeting Self-Assessment Summaries.

MEETING CONTENT REVIEW

Trustee Hoffman described this meeting as exemplary.

ADJOURN

MOTION BY TRUSTEE HOFFMAN “To adjourn.”

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

Meeting Adjourned at 7:46PM EDT.

The foregoing minutes for the regular meeting of the Board of Trustees held on Monday, April 20, 2026 were approved at the regular meeting of the Board of Trustees on Monday, May 11, 2026.

Donna L. Lake

Chairwoman