



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, George E. Potter Center, 2nd Floor,
Boardroom

1.8.24

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 01.08.24, 6:30pm, at the Central Campus of Jackson College, George E. Potter Center, 2nd Floor, Boardroom.

Board Members Present: Chairperson John Crist, Vice-Chairperson Sheila Patterson, Trustee Matt Heins, Trustee Phil Hoffman, Trustee Donna Lake, and Trustee Teshna Thomas.

Board Member Absence: Trustee Christopher Simpson

Others Present Include: Dr. Daniel Phelan, Keith Everett Book, Dr. Matt Ott, Heather Ruttkofsky, Antoine Breedlove, Cindy Allen, Bill Abbott, Jason Valente, Julie Hand, Ashley Van Heest, Dr. Todd Butler, Kevin Skwira-Brown, Dr. Arlene Garcia, Ariel Maturine, Janel Elenbaas, Alana Tuckey, and Sandy DiCesare.

Chairperson John Crist called the meeting to order at 6:30PM Eastern Standard Time.

A moment of silence was observed for Trustee Simpson's mother, who passed away earlier in the day.

ADOPTION OF MINUTES

The draft minutes of the following Board of Trustees meetings were reviewed by the Board and moved into the permanent record by Chairperson Crist, on behalf of the Trustees.

- Regular Board Meeting, Dated 11.13.23
- Board Fall Planning Session, Dated 11.17.23

DECLARATION OF CONFLICT OF INTEREST

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

OWNERSHIP LINKAGE

PUBLIC COMMENTS:

Chairperson Crist invited attending members of the public (who registered via the form provided at the Board Room door prior to this portion of the agenda) to offer their comments to the Board of Trustees (up to five minutes each). As was also stated on

said form, Chairperson Crist reminded those offering comments that the Board does not respond in this setting when the matter presented concerns personnel, student issues, or matters are being addressed through the established grievance or legal processes, or otherwise a subject of review by the Board of Trustees.

Dr. Mark Ott (Current JC Employee) – Dr. Ott shared that he was recently elected to the Executive Board of the Jackson College Faculty Association (i.e., Faculty Union) and has chosen to take the newly created role of the Association's Board of Trustees Liaison. He described this role and his contribution aspirations. Alana Tuckey (Faculty Association President) provided a handout to the Board listing the contact information for herself and Dr. Ott. Dr Ott also shared a recommendation from the Association that the owners of Jackson College currently defined as the "citizens of Jackson County" in the Board's Executive Limitations Policy EL-11 Board Linkage with Ownership *not* be redefined as the "taxpayers of Jackson County", as has been proposed for the Board's consideration later on the agenda of this Board meeting.

Sandy DiCesare (Current JC Employee) – Sandy DiCesare voiced her continued concerns with the organization culture, employee attrition, and operations of Jackson College, indicating disappointment that a third-party investigation was deemed necessary, though she is thankful for said investigation, as she reported. She read excerpts from the Jackson College statement of beliefs and values. Lastly, she described her disappointment that the Jackson College Head of HR contacted her to tell her that she would be contacted by the third-party investigators, describing that action as a conflict of interest and violation of her privacy, as she reported.

BOARD COMMENTS:

Chairperson Crist thanked the speaking public for their comments.

Trustee Lake shared her positive experience touring Harriett's Hub at Jackson College and described how it will help the College's learners. She also noted her enjoyment of the College's Respiratory Therapy Student Pinning Ceremony, as well as the charcuterie board class she attended at the College with Vice-Chairperson Patterson.

Vice-Chairperson Patterson described technical issues currently being addressed with her Jackson College email address. She asked to understand how the College's website link to her contact information functions, requesting that the link go directly to her personal email address rather than her Jackson College email address, if possible. She also encouraged Trustees to allow their contact information to be shared on the College's website.

Trustee Heins described his attendance as the Nursing and Respiratory Pinning Ceremonies, as well as at the community health screening recently offered by the College. He also thanked the College IT employees for their recent technical support.

Chairperson Crist noted that he and CEO Phelan spoke at the Lions' Club Luncheon earlier in the day and shared the solely positive comments about Jackson College expressed by those in attendance, many of whom were alumni.

CEO Phelan introduced the consultants from Cultural Fluency, Dr. Arlene Garcia and Kevin Skwira-Brown, who will be leading the College's efforts toward intercultural excellence.

OWNERSHIP LINKAGE STATUS:

CEO Phelan suggested making rounds to share College information to each of the Townships in the County. Trustee Lake offered support for that suggestion. Strategies for this will be discussed at the Board's Spring Planning Session.

ITEMS FOR DECISION

GOVERNANCE PROCESS ITEMS: Governance Process: GP-11 Board Linkage with Ownership – Policy Review

The Board's Governance Process policy GP-11 Board Linkage with Ownership was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan proposed amendments for the Board's consideration.

Discussion ensued regarding the definition of the owners of Jackson College. This will be discussed further at the Board's Spring Planning Session.

GOVERNANCE PROCESS ITEMS: Governance Process: GP-14 Handling Operational Complaints – Policy Review

The Board's Governance Process policy GP-14 Handling Operational Complaints was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan did not propose any amendments for the Board's consideration at this time.

MOTION BY TRUSTEE LAKE TO APPROVE POLICY GP-14 HANDLING OPERATIONAL COMPLAINTS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

GOVERNANCE PROCESS ITEMS: Governance Process: GP-15 Handling Alleged Policy Violations– Policy Review

The Board's Governance Process policy GP-15 Handling Alleged Policy Violations was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan proposed amendments for the Board's consideration.

MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE POLICY GP-15 HANDLING ALLEGED POLICY VIOLATIONS AS AMENDED. TRUSTEES VOTED

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

EXECUTIVE LIMITATIONS ITEMS: Executive Limitations: EL-01 Treatment of Learners – Policy Review – Part 2

The Board's Executive Limitations policy EL-01 Treatment of Learners by the Board per their postponement of its regular review at the 09.11.23 regular Board meeting. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan proposed amendments for the Board's consideration.

MOTION BY TRUSTEE HEINS TO APPROVE POLICY EL-01 TREATMENT OF LEARNERS AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: Executive Limitations: EL-02 Treatment of Staff – Policy Review – Part 2

The Board's Executive Limitations policy EL-02 Treatment of Staff by the Board per their postponement of its regular review at the 09.11.23 regular Board meeting. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan proposed amendments for the Board's consideration.

MOTION BY TRUSTEE LAKE TO APPROVE POLICY EL-02 TREATMENT OF STAFF AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: Executive Limitations: EL-10 Access to Education – Policy Review

The Board's Executive Limitations policy EL-10 Access to Education was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan proposed amendments for the Board's consideration.

MOTION BY TRUSTEE HEINS TO APPROVE POLICY EL-10 ACCESS TO EDUCATION AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: EL-01 Treatment of Learners – Interpretations Review – Part 2

CEO Phelan presented his clarified interpretation recommendations for policy EL-01 to the Board per their postponement of its regular review at the 09.11.23 regular Board meeting. He emphasized via interpretation that curriculum should be evaluated by academic members of the College, not just the CEO.

Trustee Heins asked how the Board would be notified if a Title IX complaint was submitted anonymously. CEO Phelan described that the College attorney would directly receive and make the Board aware of any said complaint. Additionally, should a complaint be received directly by the U.S. Department of Education, that would be directed to the College President, who in turn, would inform the Board.

MOTION BY TRUSTEE HOFFMAN TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S AMENDED INTERPRETATIONS OF POLICY EL-01 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE.

EXECUTIVE LIMITATIONS ITEMS: EL-02 Treatment of Staff – Interpretations Review – Part 2

CEO Phelan presented his clarified interpretation recommendations for policy EL-02 to the Board per their postponement of its regular review at the 9.11.23 regular Board meeting, emphasizing compliance demonstrated by an easily accessible anonymous reporting line independent of the College.

MOTION BY TRUSTEE LAKE TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S AMENDED INTERPRETATIONS OF POLICY EL-02 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: EL-10 Access to Education – Interpretations Review

CEO Phelan presented his clarified interpretation recommendations for policy EL-10 to the Board for their regularly scheduled review, highlighting obligations for total cost recovery and College efforts toward the removal of learner barriers to the degree that is possible and reasonable.

MOTION BY TRUSTEE HEINS TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S AMENDED INTERPRETATIONS OF POLICY EL-10 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EL-07 Compensation & Benefits – Evidence Review

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-07 Compensation & Benefits indicating Full Compliance according to his previously approved interpretations.

MOTION BY TRUSTEE HOFFMAN THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-07 COMPENSATION & BENEFITS AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: EL-09 Organization Culture – Evidence Review:

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-09 Organization Culture indicating Full Compliance according to his previously approved interpretations, noting that description of the PACE survey review was more fully fleshed out than in previous monitoring reports.

MOTION BY TRUSTEE THOMAS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-09 ORGANIZATION CULTURE AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, 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. He also provided a schedule of policy, interpretation, and evidence reviews for calendar year 2024, along with the schedule for the Trustee's policy pre-review process. CEO Phelan noted that Full Compliance with policy EL-12 Land Use will be met soon with the completion of the comprehensive master plan.

MONITORING BOARD PERFORMANCE

MONITORING BOARD PERFORMANCE: GP-13 Special Rules of Order – Survey Results Review:

Chairperson Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-13 Special Rules of Order. Compliance was mutually agreed upon.

MONITORING BOARD PERFORMANCE: BCD-02 Accountability of CEO – Survey Results Review:

Chairperson Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of BCD-02 Accountability of CEO. Compliance was mutually agreed upon.

INFORMATION REQUEST BY THE BOARD

FY'24 Q1 Financial Statement

CEO Phelan presented the FY 2024 Q1 Financial Report for the Board's review. He highlighted the following:

- The College addresses more expenses at the front end of the year, particularly related to software and maintenance contracts.

Trustee Heins pointed out that the College housing numbers are currently lower than expected. CEO Phelan described the cost of housing since COVID-19 and potentially evaluating the current market rate; higher education is at a tipping point with the changes in the needs of learners, employees, and workforce. Alternate uses for unoccupied housing will be considered should the residence census not grow in future years.

Consideration of Future Board Meeting Dates / Times

The Board reviewed the regular Board meeting dates for 2024. CEO Phelan shared that he received a request from a member to propose moving the time of the Board meetings from 6:30pm to 1:00pm, with a Board lunch at 12:30pm. This will be discussed at the Board's Spring Planning Session.

01.08.24

02.12.24

03.11.24

04.15.24 (to avoid the AACC Conference April 5-9, 2024)

05.13.24

06.10.24

08.12.24

09.09.24

10.14.24

11.11.24

The Board also reviewed dates for the Board's annual Special Meetings. Prior to this meeting, dates were offered to the Board for their consideration via an electronic survey. Of the dates offered, most Trustees were available on:

Spring Planning Session: Tues., 04.02.24, 8am-2pm, Potter Center Boardroom

Summer Retreat: Thurs., 08.22.24, 8am-2pm, Wickwire House

Fall Planning Session: Mon., 11.18.24, 8am-2pm, Potter Center Boardroom

Consideration of Distinguished Service Award Nominations

The Board considered recommendations for the Board's Distinguished Service Award for 2024, which will be discussed further for decision at the Board's February meeting.

Next Board Meeting Topics – 02.12.24:

CEO Phelan provided the members with a portend of items that are to come at the 02.12.24, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

- Policy Review: EL-11 Entrepreneurial Activity
- Policy Review: GP-00 Governance Commitment
- Policy Review: GP-01 Governing Style
- Policy Review: BCD-06 CEO Compensation
- Policy Review: Bylaws
- Interpretations Review: EL-11 Entrepreneurial Activity
- Evidence Review: EL-01 Treatment of Learners
- Evidence Review: EL-02 Treatment of Staff
- Evidence Review: EL-10 Access to Education
- CEO Monitoring Compliance Schedule & Summary
- Board Survey Review: GP-11 Board Linkage with Ownership
- Board Survey Review: GP-14 Handling Operational Complaints
- Board Survey Review: GP-15 Handling Alleged Policy Violations
- Consideration of JPEC Board Member Nomination
- Distinguished Service Award Recipient Decision
- Crockett Award Recipient Decision
- Trustee Presenters for Consideration

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.

Trustee Hoffman shared his intentions to attend the Govern for Impact Conference in June 2024.

MEETING CONTENT REVIEW

Trustees expressed that the content was sufficient.

CEO Phelan thanked College faculty Nina Knight and Geraldine Jacobs, as well as College learners for their contributions to the recent League for Innovation publication.

ADJOURN

MOTION BY TRUSTEE HOFFMAN “To adjourn.”

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

Meeting Adjourned at 7:25pm ET.

The foregoing minutes for the Regular Meeting of the Board of Trustees held on Monday, January 8, 2024 were approved at the Regular Meeting of the Board of Trustees on Monday, February 12, 2024.



Chairperson