



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

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

10.10.22

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 10.10.22, 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 Christopher Simpson, Trustee Donna Lake, and Trustee Matt Heins

Board Member Excused Absence: Trustee Philip Hoffman and Trustee Sam Barnes

Others Present: President, Daniel Phelan, Ms. Cindy Allen, Mr. Jason Valente, Mr. John Globoker, Mr. Doug Yenor, Mr. Bill Abbott, Mr. Jonathon Marowelli, Ms. Jennifer Dobbs, Ms. Lauren Kroa, Ms. Debra King, Ms. Julie Hand, Ms. Jamie Shepherd, and Mr. Keith Book.

Chairperson John Crist called the meeting to order at 6:35PM Eastern Daylight-Savings Time.

ADOPTION OF MINUTES

The draft minutes of the Regular Meeting of the Board of Trustees on 09.12.22 were reviewed by the Board and moved into the permanent record by Chairperson Crist, on behalf of the Trustees.

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:

Ms. Jennifer Dobbs introduced Debra King, a traveling CNA looking to complete her degree at Jackson College in nursing. Ms. King first contacted the Harriet Meyer emergency fund team in August stating that she was recently homeless and needed help with internet because she was living out of her car. With the assistance of Courtney Ivan, Lauren Kroa, Momo Saldana, and Jennifer Dobbs, Ms. King is now a full-time resident in campus housing and student employee for the Allied Health Department.

President Phelan introduced Michigan Community College Association (MCCA) President Brandy Johnson who provided an update about the Association and Legislature. She also presented Chairperson Crist with a plaque and engraved gavel in appreciation for his service as MCCA's Board of Directors Chairperson in 2019 and 2020.

CEO COMMENTS:

Led by bagpiper John Downing's procession, President Phelan presented the following Trustees with Jackson College Associate Degrees or Certificates as awarded via reserve transfer.

Chairperson John Crist – Associate in Arts

Vice-Chairperson Sheila Patterson – Associate in General Studies

Trustee Christopher Simpson – Certificate – Law Enforcement

Trustee Donna Lake – Associate in General Studies

Trustee Matt Heins – Associate in Arts

BOARD COMMENTS:

Vice Chairperson Patterson shared the story of a student driver of hers who is currently a Freshman at Jackson College and enjoys best her African American Studies course and instructor. She also shared her enjoyment of having attended Jets Night hosted by the Jackson College women and men's basketball teams. Lastly, she noted that a highlight of attending the NAACP Freedom Fund Banquet, held on October 9th, at the MLK Center, was sharing a table with Jackson College students.

Trustee Lake echoed the previous comments and noted that she enjoyed the students attending the NAACP Freedom Fund Banquet, as well as the speaker Dr. Jerome Reide.

Vice Chairperson Patterson also shared her appreciation for a presentation being given by John Willis centered around the City of Jackson's history. She suggested inviting him to present at the Jackson College Board of Trustee's Fall Planning Session on October 18th, if possible.

LINKAGE COMMITTEE STATUS:

Trustee Lake provided an update on the final rounds of in-person Ownership Linkage meetings. The Ownership Linkage Committee met with the Jackson City Council on 09.27.22 and members of the Jackson County Farm Bureau on 10.04.22.

Trustee Heins highlighted the point made by members of the Jackson County Farm Bureau that retirees are a viable community in agriculture. Dr. Phelan reminded the Board that there are 8 bus trips a day back and forth between downtown Jackson to Jackson College.

Trustee Lake expressed that the Jackson City Council and Jackson County Farm Bureau would like to tour the college, which could lead to open houses of the college for

anyone. President Phelan noted that the idea of an open house for the community was already in discussion.

ITEMS FOR DECISION

GOVERNANCE PROCESS ITEMS: Board Fall Planning Session Agenda – 10.18.22:
President Phelan presented a draft agenda for the Board's Fall Planning Session on October 18, 2022. It was suggested by Trustee Patterson that if John Willis can attend, perhaps he can do so between 12-1pm or 1-2pm.

EXECUTIVE LIMITATIONS ITEMS: EL-04 Financial Conditions & Activities – Policy Review:
Policy EL-04 was considered by the Board for its regularly scheduled review.

EXECUTIVE LIMITATIONS ITEMS: EL-08 Communication & Support to the Board – Policy Review:
Policy EL-08 was considered by the Board for its regularly scheduled review.

EXECUTIVE LIMITATIONS ITEMS: EL-04 Financial Conditions & Activities – Interpretations Review:
President Phelan presented his tightened interpretations for Policy EL-04 to the Board for their regularly scheduled review.

EXECUTIVE LIMITATIONS ITEMS: EL-08 Communication & Support to the Board – Policy Review:
Policy EL-08 presented his 'tightened' interpretations for Policy EL-08 to the Board for their regularly scheduled review.

Trustee Lake asked why "President" was replaced by "CEO" throughout the document. President Phelan explained that he is "President" to the College and "CEO" to the Board, and since these reports are to demonstrate the CEO's policy compliance to the Board, "CEO" is the most appropriate reporting title.

Trustee Heins requested that Board materials continue to get to the Board in as timely a fashion as possible.

MOTION BY VICE CHAIRPERSON PATTERSON TO APPROVE POLICY EL-04 FINANCIAL CONDITIONS & ACTIVITIES WITHOUT AMENDMENTS, TO APPROVE POLICY EL-08 COMMUNICATION & SUPPORT TO THE BOARD WITHOUT AMENDMENTS, TO APPROVE THE CEO'S INTERPRETATIONS AS AMENDED FOR POLICY EL-04 FINANCIAL CONDITIONS & ACTIVITIES, AND TO APPROVE THE CEO'S INTERPRETATIONS AS AMENDED FOR POLICY EL-08 COMMUNICATION & SUPPORT TO THE BOARD.

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

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EL-01 Treatment of Students – Evidence Review:

President Phelan presented the evidence (i.e., monitoring report) for Policy EL-01 Treatment of Students, indicating full compliance according to his previously approved interpretations.

MOTION BY VICE CHAIRPERSON PATTERSON TO ACCEPT THE MONITORING REPORT FOR POLICY EL-01 TREATMENT OF STUDENTS AS FULLY COMPLIANT.

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

MONITORING CEO PERFORMANCE: CEO Compliance Review:

President Phelan provided an update on reports, presented to the Board over the preceding 12 months with the compliance status noted.

MONITORING BOARD PERFORMANCE

BCD-01 UNITY OF CONTROL – SURVEY RESULTS REVIEW:

The Board reviewed the results of a self-evaluation survey of Policy BCD-01 Unity of Control. Compliance with policy statements was determined with no changes.

GP-05 ROLE OF VICE CHAIR – SURVEY RESULTS REVIEW:

The Board reviewed the results of a self-evaluation survey of Policy GP-05 Role of Vice Chair. Compliance with policy statements was determined with no changes.

INFORMATION REQUEST BY THE BOARD

VEBA Plan Review:

As requested by the Board at the Board of Trustee's regular meeting on 10.12.22, Ms. Cindy Allen and Mr. Bill Abbott shared their analysis of the VEBA (Voluntary Employees Beneficiary Association) plan in the President's contract.

Ms. Allen shared that the policy was purchased by Jackson College as a \$250K policy, but rests now at \$100K. Mr. Abbott described that insurance consultation recommends that the amount be brought back up to \$250K.

MOTION BY TRUSTEE HEINS TO APPROVE FUNDING THE POLICY BACK TO \$250K.

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

President Phelan described the extenuating circumstance around which the amount of \$150K was mistakenly paid out of his long-term care account. He noted that the policy will be fully reinstated, which was initially purchased by Jackson College on behalf of the President. Further, Ms. Cindy Allen stated that additional security will be added to ensure the policy is distinguishable as a shared College and personal policy and not a personal policy. President Phelan will reimburse the account in the amount that re-establishes the policy to \$150K.

Trustee Heins asked for formal documentation of this error and the path taken toward reconciliation. Mr. Abbott described this request as reasonable and easily produced. President Phelan will notify the Board when the account has been fully re-established to \$150K.

FY 2023 Q1 Financial Report:

President Phelan reviewed the FY 2023 Q1 Financial Report with the Board noting that there were not concerns.

ACCT Leadership Congress 10.26-29, 2022:

In preparation for the Board's upcoming trip to the ACCT Leadership Congress in NYC this month, the Board reviewed the agenda logistics.

Next Board Meeting Topics – November 14, 2022:

President Phelan provided the members a portend of items that are to come at the 11.14.22, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are the currently anticipated topics:

- Policy & Interpretations Review: EL-09 Organization Culture
- Policy & Interpretations Review: EL-07 Compensation & Benefits
- Policy Review: GP-07.1 Audit Committee Terms of Reference
- Evidence Review: EL-04 Financial Conditions & Activities
- Evident Review: EL-08 Communication & Support to the Board
- Audit Report Review
- CEO, CFO Audit Certifications
- Consideration of Budget Adjustments (if needed)

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

Principles of Policy Governance:

Members noted that, in their view, the meeting went per plan utilizing the 10 principles of Policy Governance.

Doug Yenor, new Jackson College Chief Information Officer, was introduced to the Board and welcomed.

MEETING CONTENT REVIEW

Trustees expressed that the content was sufficient.

ADJOURN

MOTION BY TRUSTEE LAKE "To adjourn."

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

Meeting Adjourned at 7:49pm ET.

The foregoing minutes for the regular meeting of the Board of Trustees held on Monday, October 10, 2022 were approved at the regular meeting of the Board held on Monday, November 14, 2022.



Chairperson