



## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

Jackson College

Central Campus, George E. Potter Center, 2<sup>nd</sup> Floor,  
Boardroom

11.04.24

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 11.04.24, 6:30pm, at the Central Campus of Jackson College, George E. Potter Center, 2<sup>nd</sup> Floor, Boardroom.

*Board Members Present:* Chairperson John Crist, Trustee Matt Heins, Trustee Philip Hoffman, Trustee Donna Lake, Trustee Christopher Simpson, and Trustee Teshna Thomas

*Board Member Absence:* Vice-Chairperson Sheila Patterson

*Others Present Include:* Dr. Daniel Phelan, Keith Everett Book, Brendon Beer, Cindy Allen, Ashley Van Heest, Heather Ruttkofsky, Julie Hand, Jamie Vandenburg, Danielle Mackey, Dr. Alytrice Brown, Jessica Dore

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

### **ADOPTION OF MINUTES**

The draft minutes of the Regular Board of Trustees dated 10.14.24 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.

### **COMMUNICATIONS**

#### *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).

Chairperson Crist reminded the Board and public of the following:

- Trustees are not to engage the presenters per Board Policy, though the Board Chair will thank each presenter noting that the Board will take presenter

comments under advisement. Doing so avoids potential legal liability for the Board (individually and collectively), as well as disruption of the Board-CEO Delegation policies and related authority and duties.

- When addressing the Board, speakers are asked to be respectful and civil. Be advised that, as an on-going practice, the Board does not respond in this Board Meeting setting when the matter presented concerns personnel, student issues, operations, or other matters that are being addressed through the established grievance or legal processes, or otherwise are a subject of review by the Board of Trustees.

Dr. Mark Ott (Current JC Employee – Jackson College Faculty) – Dr. Ott provided the following good news stories:

- Dr. Becky Belter Roberts (Communications Faculty) presented at the National Organization for Student Success, Michigan Chapter Fall Conference in Lansing. Her talk, entitled: "Lost Boys: Exploring the Gender Gap in Higher Education," explored the expanding gender disparity in higher education achievement and the social challenges affecting our young men, as well as actions that individual faculty and institutions can take to support their academic careers.
- JC Nursing faculty officially received the initial Commission for Nursing Education Accreditation for JC's Practical Nursing Program from the National League for Nursing. As a result, both nursing programs at JC are now nationally accredited.
- JC theater department is excited to present the heartwarming comedy *Steel Magnolias* in Baughman Theatre Nov 15-17. This production is full of students, staff, alumni, and community members.

Regarding the proposed vote of confidence in President Phelan's leadership, Dr. Ott suggested that the Board wait and assess the results from the upcoming PACE survey.

#### *BOARD COMMENTS & CEO REPORT:*

CEO Phelan provided the CEO Report regarding on-going impacts on Board's ENDS, as well as Collegiate updates, for the Board's information.

Trustee Lake shared looking forward to the College's production of *Steel Magnolias* and her appreciation of the ACCT Leadership Congress in Seattle she attended with fellow Board members in October, which was supported by both Trustee Simpson and Trustee Thomas. They noted that the conference sessions were relevant and helpful, and the comradery was enjoyed.

CEO Phelan thanked Keith Everett Book for his efforts in coordinating the Board's attendance at the ACCT Leadership Congress and preparations for this Board meeting.

#### *EXCELLENCE MINUTE: NATIONAL SCIENCE FOUNDATION (NSF) GRANTS*

The Board welcomed Jamie Vandenburg (Dean of Workforce, Technical, and Professional Education) to celebrate 1 of 2 NSF grants that the College has received.

Vandenburgh started by sharing a video of an Otto robot demonstration held at JC recently ([OTTO Demo.mp4](#)), a demonstration of 1 of 3 robots that the College will acquire as a result of the NSF grant. The robot uses AI to assess its surroundings and adjust its course without needing physical tracks. This program will incorporate automation and fabrication of the robots, helping learners explore and master lean manufacturing. The program will be integrated into local high school programming as well. Vandenburgh thanked JC Instructor Eddie Burkhead for spearheading the grant application and program, along with JC Manufacturing / Industry Instructor Al Rossner.

## **FY '24 IT AUDIT**

JC CIO, Doug Yenor thanked Jessica Dore of auditing firm Rehmann for joining the Board meeting and walking the Board through the FY'24 IT Audit reports, which included results from external, internal, and wireless vulnerability analysis and penetration tests, as well as an information technology audit assessment. Minimal findings (recommendations for improvement) were identified in the external and internal tests, which are being addressed, and no findings were identified in the wireless test. Dore emphasized that technology changes every day, making a completely clean report nearly impossible. Areas for improvement centered around consistent documentation of processes.

## **OWNERSHIP LINKAGE**

### *OWNER LINKAGE - MILLAGE UPDATE*

CEO Phelan offered encouraging feedback received from the Millage Information Flyers that were distributed twice throughout the county, radio, JTV, other media, and speaking engagements held / scheduled by CEO Phelan, Trustees, and JC administrators:

On the November ballot, Jackson College will be asking voters to restore their originally authorized charter millage of 1.33 mills. This is a Headlee override request. Headlee has knocked Jackson College down to 1.1327 mills. If voters say yes to the 1964 level it would mean about \$1.2 million in additional yearly revenue. For property owners for a home valued at \$100,000 it would cost less than \$10 a year. If a home is valued at \$200,000 the cost is \$19.75 a year.

Passage of this millage will assist the College's workforce development program. The College is not asking voters for an additional authorization, but a restoration of the 1964 original 1.33 millage rate. However, use of the word "increase" on the ballot is required by law.

Speaking engagements included: (click for recordings)

- League of Women Voters: [9/24](#), 9/26
- [Jackson College Millage | WKHM-AM - Jackson, MI](#)
- JTV: [10/22](#), [10/30](#)
- Jackson County Chamber of Commerce Facebook – 11/1

CEO Phelan also shared a recent favorable article published in the Brooklyn Exponent thanked Jackson County Chamber of Commerce CEO Ryan Tarrant for the opportunity he and Dean Jamie Vandenburg were afforded by CEO Tarrant to address key elements of the College's millage restoration proposal via a video CEO Tarrant facilitated and posted to the Chamber's Facebook page.

## **ITEMS FOR DECISION**

### *GOVERNANCE PROCESS ITEMS: GP-13 Special Rules of Order – Policy Review*

The Board's Governance Process policy GP-13 Special Rules of Order was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Heins, Trustee Thomas, and CEO Phelan recommended minor edits for the Board's consideration.

**MOTION BY TRUSTEE HEINS TO APPROVE POLICY GP-13 SPECIAL RULES OF ORDER AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *GOVERNANCE PROCESS ITEMS: BCD-02 Accountability of the CEO – Policy Review*

The Board's Board/CEO Delegation policy BCD-02 Accountability of the CEO was reviewed by the Board for its regularly scheduled review.

**MOTION BY TRUSTEE SIMPSON TO APPROVE POLICY BCD-02 ACCOUNTABILITY OF THE CEO. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *EXECUTIVE LIMITATIONS ITEMS: EL-07 Compensation & Benefits – Policy Review*

The Board's Executive Limitations policy EL-07 Compensation & Benefits was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Heins, Trustee Thomas, and CEO Phelan recommended a minor edit for the Board's consideration.

**MOTION BY TRUSTEE HEINS TO APPROVE POLICY EL-07 COMPENSATION & BENEFITS AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *EXECUTIVE LIMITATIONS ITEMS: EL-09 Organization Culture – Policy Review*

The Board's Executive Limitations policy EL-09 Organization Culture was reviewed by the Board for its regularly scheduled review.

**MOTION BY TRUSTEE LAKE TO APPROVE POLICY EL-09 ORGANIZATION CULTURE. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS,**

**HOFFMAN, LAKE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-07 Compensation & Benefits – Interpretations Assessment*

CEO Phelan presented his interpretation recommendations for policy EL-07 to the Board for their regularly scheduled review. Updates to the recommendations were minor language clarifications, particularly focused on HR responsibilities being separated from those of the College's current COO and allocated to those of the future CHRO.

**MOTION BY TRUSTEE SIMPSON TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S INTERPRETATIONS OF POLICY EL-07 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-09 Organization Culture – Interpretations Assessment*

CEO Phelan presented his interpretation recommendations for policy EL-09 to the Board for their regularly scheduled review. Updates to the recommendations were minor language clarifications and redundancy eliminations.

**MOTION BY TRUSTEE LAKE TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S INTERPRETATIONS OF POLICY EL-09 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*CONSIDERATION OF FOUNDATION BOARD MEMBER RECOMMENDATION*

The Board considered the Jackson College Foundation Board's recommendation of Dr. Jacob Sinkoff to be appointed to serve as a Group Three or Public Director of the Jackson College Foundation.

**MOTION BY TRUSTEE LAKE TO APPROVE THE JACKSON COLLEGE FOUNDATION BOARD'S RECOMMENDATION OF DR. JACOB SINKOFF TO BE APPOINTED TO SERVE AS A GROUP THREE OR PUBLIC DIRECTOR OF THE JACKSON COLLEGE FOUNDATION. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*CONSIDERATION OF VOTE OF CONFIDENCE*

The Board considered the below proposed vote of confidence in the President of Jackson College.

***Proposed Vote of Confidence in the President of Jackson College***

*The Board of Trustees of Jackson College recognizes the vital role of strong and effective leadership in advancing the mission, vision, and values of the College. During a challenging period, concerns were raised by students, employees, and former employees about the President and administration. In response, the Board initiated a thorough external investigation to ensure that these concerns were addressed transparently and objectively.*

*The investigation revealed “isolated situations” in which College administration failed to follow policy and “two instances” where administration took action that would not be regarded as “best practices” in Human Resources. While the investigation certainly identifies areas where improvement is needed, the investigation has reassured the Board of Trustees that the President and administration are committed to Jackson College’s beliefs and values. Investigators found no evidence of “cover-ups” by Jackson College leadership, no evidence of institutional racial discrimination or animus at Jackson College, and no evidence of systemic sex or gender discrimination at Jackson College.*

*With this outcome in mind, the Board of Trustees expresses its full confidence in the leadership of Dr. Daniel Phelan as President of Jackson College. The Board is committed to moving forward in partnership with the President to ensure the continued success of our students and the college community, and to maintaining a culture of integrity, inclusion, transparency, and accountability.*

Chairperson Crist described the vote of confidence as timely for this Board to consider. In light of membership on the JC Board of Trustees potentially changing upon the results of this week’s general election, Chairperson Crist described wanting the current members of the Board to have this opportunity to ensure the College and community of their confidence in CEO Phelan.

**MOTION BY TRUSTEE HOFFMAN TO APPROVE THE PROPOSED VOTE OF CONFIDENCE IN THE PRESIDENT OF JACKSON COLLEGE. TRUSTEES VOTED BY ROLL CALL VOTE:****TRUSTEE THOMAS: NAY****TRUSTEE LAKE: YAY****CHAIRPERSON CRIST: YAY****TRUSTEE HEINS: YAY****TRUSTEE SIMPSON: YAY****TRUSTEE HOFFMAN:****THE MOTION PASSED 5:1.**

## **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 HEINS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-07 FINANCIAL CONDITIONS AND ACTIVITIES AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *MONITORING CEO PERFORMANCE: EL-08 Communication & Support to the Board – Evidence Review*

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-08 Communication & Support to the Board indicating Full Compliance according to his previously approved interpretations.

**MOTION BY TRUSTEE SIMPSON THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-08 COMMUNICATION & SUPPORT TO THE BOARD AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, 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.

## **INFORMATION REQUEST BY THE BOARD**

### *Belonging & Inclusion Update:*

In response to Trustee Simpson's request at the 10.14.24 Regular Board Meeting, Acting Chief Diversity Officer, Antoine Breedlove, and Chief Strategy & Institutional Research Officer, Ashley Van Heest, were scheduled to present the current belonging and inclusion work of the College. However, Antoine Breedlove was absent at this Board meeting due to illness, so CEO Phelan asked that the presentation be moved to the Board's Fall Planning Session on 11.18.24, which the Board granted.

### *FY '25 Q1 Financial Report:*

The Board reviewed the FY '25 Q1 Financial Report. CEO Phelan highlighted that timing plays a large role in balancing the budget, with revenues and expenses ebbing

and flowing over the course of an entire fiscal year, which does not pose material fiduciary concerns.

CEO Phelan also reported that the College's Business office has had 3 employees out on long-term medical leave, as well as some turnover, which will cause the College to request an extension from the State of 20 days past the 11.15.24 deadline for completion of the College's financial audit. He thanked CFO John Globoker and his team for managing the workload as well as possible which also working methodically to move manual processes into automated processes.

To Trustee Simpson's inquiring, CEO Phelan described temporary services that have been contracted with CampusWorks to assist the Business Office throughout the staffing issues of the past year. A new Business Office employee is slated to start next week, with additional Business Office employee hiring searches showing promise as well.

*College Feature: Marketing:*

Dotty Karkheck (Director of Marketing) and Ashley Banks (Graphic / Web Designer) presented an update on the good work of the College's Marketing Department.

Highlights included samples of billboards, radio spots, network TV/Cable exposure, videography, print, and social media. Ashley Banks also walked the Board through the newly redesigned JC website that she hopes to launch in December of this year that will most importantly offer an optimized user navigation and experience, as well as marketing analytical capabilities and information quality assurance.

*Next Board Meeting Topics – 11.18.24 & 01.13.25:*

CEO Phelan provided the members with a portent of items that are to come at the 11.18.24 Board Fall Planning Session and the 01.13.25 Regular Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

Board Fall Planning Session – November 18, 2024

- AI Workshop – Doug Yenor
- Draft AI Board Policy – Doug Yenor
- Michigan Community College Act of 1966 Statutory Policy Review
- Stress Test – Case Study
- CAT Building Consideration – Jim Jones, Jamie Vandenburg, & Jason Valente
- Trustee Succession Planning
- Update on the Medical Simulation Center – Heather Ruttkofsky
- Better Boards for a Better World - book review
- 100-year anniversary plannings
- Campaign planning – Julie Hand
- Board Meeting Scheduling Consideration for Winter Months
- Board Items



- Belonging and Inclusion Update
- Ownership Linkage Planning

#### Board Regular Meeting – January 13, 2025

- Excellence Minute
- Organized Election for Board Officers
- Consideration of Moving Board Dates to Accommodate Conferences (if needed)
- Consideration of Spring Planning Session Date
- Consideration of Distinguished Service Award Nominations
- Policy Review: EL-10 Access to Education
- Policy Review: GP-11 Linkage with Ownership
- Policy Review: GP-14 Handling Operational Complaints
- Policy Review: GP-15 Handling Alleged Policy Violations
- Interpretations Assessment: EL-10 Access to Education
- Evidence Review: EL-07 Compensation & Benefits
- Evidence Review: EL-09 Organization Culture
- CEO Monitoring Compliance Schedule & Summary
- Board Survey Results: GP-13 Special Rules of Order
- Board Survey Results: BCD-02 Accountability of CEO
- College Feature

#### **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.

#### **MEETING CONTENT REVIEW**

All was appreciated by the Board.

#### **ADJOURN**

**MOTION BY TRUSTEE HOFFMAN “To adjourn.”**

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

Meeting Adjourned at 7:33pm ET.

The foregoing minutes for the Regular Meeting of the Board of Trustees held on Monday, November 4, 2024 were approved at the Regular Meeting of the Board of Trustees on Monday, January 13, 2025.

  
Chairperson