



## **SPECIAL MEETING OF THE BOARD OF TRUSTEES**

Jackson College

Central Campus, Health Laboratory Center, Room 200  
12.12.25

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The Special Meeting of the Board of Trustees of Jackson College was held on Friday, 12.12.25, 9:00AM Eastern Standard Time (EST), at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

*Board Members Present:* Trustee Matt Heins, Vice-Chairwoman Donna Lake, Chairwoman Sheila Patterson, and Trustee Teshna Thomas

*Board Member Absence:* Trustee Philip Hoffman, Trustee Danielle Mackey, and Trustee Christopher Simpson.

*Others Present Include:* Dr. Daniel Phelan, Keith Everett Book

Chairwoman Patterson called the meeting to order at 9:00AM EST.

### **DECLARATION OF CONFLICT OF INTEREST**

Trustee Thomas declared a conflict of interest with the MLK Jr. Medal of Service agenda item.

### **COMMUNICATIONS**

#### *PUBLIC COMMENTS:*

There was no public comment.

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

CEO Phelan shared that faculty contract negotiation teams are getting close to a conclusion, likely in January. He explained that the College's legal counsel does not deem an extension of the current contract to be necessary.

### **REQUIRED APPROVAL AGENDA**

#### *CONSIDERATION OF MLK JR. MEDAL OF SERVICE AWARD:*

MLK Jr. Medal of Service Award nomination forms were considered and deliberated by 3 of the 4 members present, Chairwoman Patterson, Vice-Chairwoman Lake, and Trustee Heins.

**MOTION BY CHAIRWOMAN PATTERSON TO AWARD JAMES JOHNSON JR. THE 2026 MLK JR. MEDAL OF SERVICE. TRUSTEES VOTED BY ROLL CALL VOTE:  
TRUSTEES HEINS – AYE  
VICE CHAIRWOMAN LAKE – AYE  
CHAIRWOMAN PATTERSON – AYE  
TRUSTEE THOMAS – ABSTAINED**

**THE MOTION PASSED.**

**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.

Trustees described the selection of the MLK Jr. Medal of Service as a successful process.

**MEETING CONTENT REVIEW**

No comments.

**ADJOURN**

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

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

Meeting Adjourned at 9:33AM EST.

The foregoing minutes for the Special Meeting of the Board of Trustees held on Friday, December 12, 2025 were approved at the regular meeting of the Board of Trustees on Monday, January 12, 2026.



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Chairwoman