



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College
Central Campus, Jets Hangar
02.16.26

[DRAFT & UNOFFICIAL]

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 02.16.26, 6:30PM, at the Central Campus of Jackson College, Jets Hangar.

Board Members Present: Trustee Matt Heins, Trustee Philip Hoffman, Interim Chairwoman Donna Lake, Trustee Danielle Mackey, Trustee Christopher Simpson, and Trustee Teshna Thomas

Board Member Absence: None

Others Present Include: George Page, Dr. Daniel Phelan, Keith Everett Book, Heather Ruttkofsky, Dr. Sonja Howell, Cindy Allen, John Randle, Brendon Beer, Joe Gebhardt, Jenovie Tshibumba, Olivia Brautigan

Interim Chairwoman Lake called the meeting to order at 6:30PM Eastern Standard Time.

DECLARATION OF CONFLICT OF INTEREST

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

NEWLY APPOINTED TRUSTEE ATTESTATION

The former Chairwoman resigned from her term effective 01.28.26. Previously, and in accordance with the Boards' Bylaws, the Board: 1) Requested recommendations for candidacy to the vacancy from all remaining members, inclusive of a resume and the completion of an application form signed by the candidate(s); 2) By means of voting, selected the top three (3) for interviews at a Special Board meeting on 02.02.26; 3) Conducted interviews at a Special Board meeting on 02.07.26; and 4) By means of voting at the 02.07.26 Special Board meeting, selected the top vote receiving candidate for placement to the vacancy, which was George Page.

At this meeting (i.e., the next regular meeting of the Board of Trustees), George Page was sworn into office for the unexpired term of the vacated board seat. His written Acceptance of Office and Oath of Office was fully executed at this meeting and submitted to the Jackson County Elections Director on 02.17.26, as required.

In undertaking the work of the Board, the Board asked for the newly appointed trustee to complete a review, understanding, and signed commitment to the Board's policies as

well as the Code of Conduct: *The Jackson College Board of Trustees expects of itself and its members ethical, business-like and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Trustees. It further expects Trustees to treat one another, the CEO, College employees, citizens of Jackson County, students, and parents with respect, co-operation, and a willingness to deal openly on all matters.*

Further, the newly-appointed trustee verbally attested to the following Constitutional Oath of Office statement:

“I, George Page, do solemnly swear that I will support the constitution of the United States, and the constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of member, of the board of trustees, of Jackson College according to the best of my ability.”

ELECTION FOR BOARD OFFICERS

Following the former Chair’s resignation effective 01.28.26, the Board was required to reorganize and select its officers.

For the purpose of initiating the Board Officer reorganization process, Keith Everett Book served as the Acting Board Chairperson and conducted the process of the election of the Chairperson for the period of 02.16.26 to 12.31.26.

Book asked for nominations for the position of Board Chairperson for the period of 02.16.26 to 12.31.26.

Chairperson

Trustee Heins nominated Inter Chairwoman Lake for the position of Board Chairperson.

Interim Chairwoman Lake verbally confirmed her willingness to serve if elected.

MOTION BY TRUSTEE HOFFMAN THAT THE NOMINATIONS FOR CHAIRPERSON BE CLOSED AND A UNANIMOUS BALLOT BE CAST FOR INTERIM CHAIRWOMAN LAKE FOR THE POSITION OF CHAIRPERSON.”

TRUSTEES VOTED BY ALPHABETICAL ROLL CALL VOTE:

**TRUSTEE HEINS: AYE
TRUSTEE HOFFMAN: AYE
TRUSTEE LAKE: AYE
TRUSTEE MACKEY: AYE
TRUSTEE PAGE: AYE
TRUSTEE SIMPSON: AYE
TRUSTEE THOMAS: AYE**

WITH A UNANIMOUS VOTE, INTERIM CHAIRWOMAN LAKE WAS PROCLAIMED THE JACKSON COLLEGE BOARD OF TRUSTEES CHAIRPERSON FOR THE PERIOD OF 02.16.26 TO 12.31.26.

Book turned the meeting over to newly appointed Chairwoman Lake to continue the meeting.

Vice-Chairperson

Trustee Simpson nominated Trustee Heins for the position of Board Vice Chairperson for the period of 02.16.26 to 12.31.26.

Trustee Mackey nominated Trustee Thomas for the position of Board Vice Chairperson for the period of 02.16.26 to 12.31.26.

Trustee Heins and Trustee Thomas verbally confirmed their willingness to serve if elected.

Chairwoman Lake closed the nominations.

TRUSTEES VOTED BY ALPHABETICAL ROLL CALL VOTE:

TRUSTEE HEINS: Trustee Heins
TRUSTEE HOFFMAN: Trustee Heins
TRUSTEE LAKE: Trustee Heins
TRUSTEE MACKEY: Trustee Thomas
TRUSTEE PAGE: Trustee Heins
TRUSTEE SIMPSON: Trustee Heins
TRUSTEE THOMAS: Trustee Thomas

WITH A 5:2 VOTE, TRUSTEE HEINS WAS PROCLAIMED THE JACKSON COLLEGE BOARD OF TRUSTEES CHAIRPERSON FOR THE PERIOD OF 02.16.26 TO 12.31.26.

COMMUNICATIONS

PUBLIC COMMENTS: None

BOARD COMMENTS & CEO COMMENTS:

Vice Chairman Heins shared his appreciation for the Sportsman's Banquet held at the College on 02.14.26.

Trustees Mackey and Thomas shared their appreciation for the Applied Technology Center Ribbon Cutting and the promise of the facility, associated programs, and community partnerships. CEO Phelan thanked the Board for their vision and approval of the project.

Trustees Page and Simpson also shared their appreciation for the Sportsman's Banquet.

Chairwoman Lake described her participation in Washington, D.C., with CEO Phelan at the Association for Community College Trustees National Legislative Summit (ACCT-NLS), at which they shared audience with Senator Gary Peters, Senator Elissa Slotkin, and Representative Tim Walberg on behalf of the College.

CEO Phelan pointed out the importance of the information at their stations:

- [Michigan's economic activity of colleges and universities summary](#), and the same for Michigan's 5th District, issued by the American Council of Education (ACE),
- [2026 Community College Federal Priorities](#) issued by ACCT proposals were at their stations.

CEO Phelan offered highlights of Governor Whitmer's [proposed FY '27 budget](#), noting that his CEO comments during this portion of the Board meeting agenda for the near future will include such updates on external State and Federal impacts on the College.

CEO Phelan also shared that the College's budget process has been moved earlier in the calendar, seeking the Board's approval in April rather than June. This will allow the College to aid the student registration and financial aid process considerably by setting tuition rates sooner. He requested a lengthier 03.09.26 Regular Meeting of the Board for them to receive preliminary FY '27 budget considerations. The Board agreed by consensus to start the 03.09.26 Board meeting at 4:30pm, break at 6:00pm for dinner, and then reconvene at 6:30pm.

EXCELLENCE MINUTE – EV Collision Simulation Event – Heather Ruttkofsky

Heather Ruttkofsky (JC Dean of Health Sciences) shared highlights from the Electric Vehicle Collision Simulation Event held in the JC Medical Simulation Center on 02.06.26. She offered a written report to the Board and highlighted how teaching and learning are not confined to a single space. They expand to create a true ecosystem, where every department and every individual plays a role in inspiring, supporting, and transforming lives.

- [EV Collision Simulation Event Picture Gallery](#)
- [EV-Collision Simulation Video](#)

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, hopefully before one of their CEO interviews by April 2026.

CONSENT / REQUIRED APPROVAL AGENDA

Prior to the meeting, Board members individually reviewed the minutes of the most recent Regular Board Meeting dated 01.12.26, Special Board meeting dated 02.02.26, and Special Board Meeting dated 02.07.26, in consideration for placement into the formal record of the Jackson College Board of Trustees.

For its regular review, the Board considered their Executive Limitations policy EL-04 Financial Conditions & Activities, to which the policy pre-review Trustees (Former Chairwoman Patterson, Interim Chairwoman Lake, Trustee Simpson) and CEO Phelan recommended one minor edit.

Also for their regular review, the Board considered Executive Limitations policy EL-08 Communication & Support to the Board and Board Governance Process policies GP-11 Board Linkage to Ownership, GP-14 Handling Operational Complaints, and GP-15 Handling Alleged Policy Violations, to which pre-review Trustees (Former Chairwoman Patterson, Interim Chairwoman Lake, Trustee Simpson) and CEO Phelan did not recommend any changes at this time.

The policy pre-review Trustees shared the Operational Complaints Case Study that they used to test the policy itself and their understanding thereof policy GP-14.

Trustees also assessed CEO Phelan's unrevised interpretations for Board ENDS policy EN-01 (#5) and revised interpretations for Board Executive Limitation policies EL-01 Treatment of Learners and EL-02 Treatment of Employees.

MOTION BY TRUSTEE TO HEINS:

- **APPROVE THE BOARD MEETING MINUTES DATED 01.12.26, 02.02.26, AND 02.07.26;**
- **APPROVE POLICY EL-04 AS AMENDED;**
- **APPROVE POLICIES EL-08, GP-11, GP-14, AND GP-15;**
- **ASSESS CEO PHELAN'S INTERPRETATIONS OF ENDS POLICY EN-01 (#5), EL-01, AND EL-02 AS REASONABLE;**

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

ACTION ITEMS

MCCA BOARD REPRESENTATION DECISION:

The Michigan Community College Association (MCCA) requires the certification of each member college's President/CEO Director, a Trustee Director, as well as an Alternate Trustee Director, to serve as institutional delegates.

Currently, CEO Phelan is designated as the President-Director to the MCCA Board. Last year, Interim Chairwoman Lake was appointed as the MCCA Trustee-Director, with the former Chair serving as the Alternate Trustee-Director. A Trustee-Director and Alternate Trustee-Director must be designated for the remainder of FY '26.

MOTION BY TRUSTEE HOFFMAN TO APPOINT CHAIRWOMAN LAKE AS MCCA TRUSTEE-DIRECTOR, CEO PHELAN AS MCCA PRESIDENT-DIRECTOR, AND VICE CHAIRMAN HEINS AS MCCA ALTERNATE TRUSTEE-DIRECTOR FOR THE

REMAINDER OF FY '26. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

JC FOUNDATION BOARD OF DIRECTORS BYLAWS AMENDMENT APPROVAL:

On 01.27.26, the Jackson College Foundation Board of Directors approved two changes to the current Bylaws dated 04.20.21.

In summary, the Bylaws removed all references (11 total) of *Foundation President* as this title is no longer accurate. Additionally, the separate Finance and Audit Committees were combined into a single committee now titled Finance and Audit Committee.

MOTION BY VICE CHAIRMAN HEINS TO RATTIFY THE JC FOUNDATION BOARD BYLAWS AMENDMENTS AS PROPOSED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

JPEC BOARD OF GOVERNORS NOMINATION APPROVAL:

The Board considered the JPEC Academy Board's nomination of Angela Corts to serve as a new member of the JPEC Board of Governors. CEO Phelan met with Corts and offered a recommendation for her appointment.

MOTION BY TRUSTEE THOMAS TO APPROVE THE NOMINATION OF ANGELA CORTS TO SERVE ON THE JPEC BOARD OF GOVERNORS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

DISTINGUISHED SERVICE AWARD RECIPIENT(S) DECISION:

Upon the retirement of members of the Board of Trustees, they are advanced for automatic recognition for the Board's Distinguished Service Award. Thusly, former Trustee Sheila Patterson will be automatically recognized this year.

On the occasion of a retiring Trustee, two Distinguished Service Awards may be given in the same year. Recommendations and bios for the second award were considered. Those included: Phil Moilanen; Tim Walberg; Ric Walton; and Heidi Washington.

MOTION BY TRUSTEE MACKEY TO AWARD THE SOLE 2026 DISTINGUISHED SERVICE AWARD TO SHEILA PATTERSON. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

DR. ETHELENE JONES CROCKETT DISTINGUISHED ALUMNI AWARD RECIPIENT NOMINATION APPROVAL:

The Board considered the Foundations nominee for the Board's Dr. Ethelene Jones-Crockett Distinguished Alumni Award for 2026, Amy (Mierzwa) Rogers.

MOTION BY VICE CHAIRMAN HEINS TO APPROVE THE FOUNDATIONS RECOMMENDATION OF AMY (MIERZWA) ROGERS AS THE RECIPIENT OF THE 2026 DR. ETHELENE JONES-CROCKETT DISTINGUISHED ALUMNI AWARD. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

TRUSTEE COMMENCEMENT & JC HONORS CEREMONY PRESENTERS FOR CONSIDERATION:

The JC Commencement ceremonies will be held in the Sheffer Music Hall on Saturday, 05.02.26, at 9:00A and 1:00P.

The Board determined the Board of Trustee presenters at the 2026 ceremony for the following awards:

1. Distinguished Service Award recipient for 2026 (awardee: Sheila Patterson) – Presented by Trustee Mackey
2. Dr. Ethelene Jones-Crockett Award recipient for 2026 (awardee: Amy (Mierzwa) Rogers) – Presented by Trustee Thomas

The Board also determined the Board of Trustee presenter at the 2026 JC Honors Ceremony as follows:

1. Captain Zenneth A. Pond Emerging Alumni Award recipient for 2026 (awardee: Emily Mast) – Presented by Trustee Page

CLOSED SESSION: Collective Bargaining Negotiations

As provided by Public Act 15.268, Section 8, Sub-section (c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, CEO Phelan requested a closed hearing at this time for the above purpose as it relates to the contract negotiations with the faculty union.

MOTION BY TRUSTEE HOFFMAN TO GO INTO A CLOSED HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO GO INTO A CLOSED HEARING AS IT RELATES TO THE CONTRACT NEGOTIATIONS WITH THE FACULTY UNION: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

The Board went into a closed session at 7:12PM.

MOTION BY TRUSTEE HOFFMAN TO ADJOURN THE CLOSED HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO ADJOURN THE CLOSED HEARING: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

The Board adjourned the closed hearing at 7:42pm and returned to the Regular Board Meeting at 7:43PM.

FACULTY UNION CONTRACT APPROVAL:

The Board considered approval of the Faculty Union Contract. The contract was ratified by the Faculty Union on 02.06.26.

MOTION BY TRUSTEE THOMAS TO APPROVE THE FACULTY UNION CONTRACT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

CEO Phelan thanked all administrators, faculty union leaders, and faculty negotiating team members involved in the contract negotiations.

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EL-10 Access to Education – Evidence Review: CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-10 Access to Education indicating Full Compliance according to his previously approved interpretations.

CEO Phelan confirmed for Trustee Simpson that the peer institutions cited in the evidence of compliance for the monitoring report are based on proximity and are consistent.

He clarified for Vice Chairman Heins that the College's decision not to offer bachelor degree programs at this time is due to recent low participation. The College wants to have depth in demand for the programs offered. He also noted that when offering bachelor degree programs, the College is placed into a more strenuous reporting classification.

MOTION BY TRUSTEE PAGE THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-10 ACCESS TO EDUCATION AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH REASONABLE INTERPRETATIONS OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PAGE, 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: TEDx – Dr. Sonja Howell

The Board welcomed Jackson College Instructional Designer & Developer, Dr. Sonja Howell, who shared details about the first-ever [TEDx Jackson College – By MI Design](#) event, coming 04.16.26.

Next Board Meeting Topics – 03.09.26: Meeting will begin at 4:30pm, recess at 6:00pm for dinner, and resume at 6:30pm.

Below are currently anticipated topics.

- FY '27 Budget Proposal – 4:30-6:00pm
- Excellence Minutes: TBD
- Policy Review: EL-07 Compensation & Benefits
- Policy Review: EL-09 Organization Culture
- Policy Review: GP-00 Governance Commitment
- Policy Review: GP-01 Governing Style
- Policy Review: BCD-06 CEO Compensation
- Evidence Review: EL-11 Mission-Support & Entrepreneurial Activity
- Interpretations Assessment: EL-04 Financial Conditions & Activities
- Interpretations Assessment: EL-08 Communication & Support to the Board
- 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 01.12.26 and 02.07.26 Board Meeting Self-Assessment Summaries.

MEETING CONTENT REVIEW

Trustees complimented Chairwomen Lake's execution of the meeting.

Chairwoman Lake and Trustee Hoffman promoted the [2026 Community College Federal Priorities](#) green sheet.

ADJOURN

MOTION BY TRUSTEE HOFFMAN "To adjourn."

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

Meeting Adjourned at 7:57PM EST.