



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

Jackson College

Central Campus, Potter Center Boardroom

02.17.25

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 02.17.25, 6:30pm, at the Central Campus of Jackson College, Potter Center Boardroom.

*Board Members Present:* Trustee Matt Heins, Trustee Philip Hoffman, Vice-Chairwoman Donna Lake, Trustee Danielle Mackey, Chairwoman Sheila Patterson, Trustee Christopher Simpson, and Trustee Teshna Thomas

*Board Member Absence:* None

*Others Present Include:* Dr. Daniel Phelan, Brendon Beer, Cindy Allen, Ashley Van Heest, Julie Hand, Alytrice Brown, Dr. Mark Ott, Antoine Breedlove, John Globoker

Chairwoman Sheila Patterson called the meeting to order at 6:30PM Eastern Daylight Savings Time.

### **ADOPTION OF MINUTES**

The draft minutes of the Regular Board of Trustees meeting dated 01.13.25 were reviewed by the Board and moved into the permanent record by Chairwoman Patterson, 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:*

Chairwoman Patterson 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).

Chairwoman Patterson 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.

Dr. Mark Ott (Current JC Employee) – Dr. Ott shared the following:

- Dr. Ott commended the Board on the college's support of Artificial Intelligence (AI). There are several faculty members currently working on AI policies.
- Dr. Ott also mentioned that our behavioral health nursing students are working on initiatives to support the homeless in our community. Several faculty members are assisting in this civic opportunity as it allows our students to have empathy and critical thinking skills.
- Dr. Ott also stated that 3 faculty members and 2 administrators plan to attend the annual LAND Conference. Jennifer Fiero, Michael Marra, Dr. Ott and Dr. Becky Roberts will be presenters and Dean Jamie Vandenburg will participate in a panel discussion.
- Dr. Ott also gave a shout-out to the Jazzy Jets, led by Dan Bickel, and their recent performance at the Brooklyn Living Center. He also mentioned that the Battle of Bands will be this Wednesday with 8 bands performing. These events are ways that the College provides meaningful connections for the community.

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

CEO Phelan provided the CEO Report regarding on-going impacts on the Board's ENDS, as well as legislature, community college, and Jackson College updates.

Chairwoman Lake mentioned the recent National Legislative Summit (NLS) was a great few days in Washington DC. She learned a lot and encouraged others to join next year. Chairwoman Patterson encouraged other Trustees to attend as well.

Trustee Heins attended the recent Sportsman Banquet and shared that it was a great college event.

Trustee Mackey mentioned the NLS and how she was able to collaborate with others. She seconded having more Trustees attend next year's Summit. Trustee Mackey also gave kudos to Dr. Brown and Antoine Breedlove on the recent MLK Annual Dinner.

Trustee Simpson mentioned that he participated in a recent community panel with Trustee Thomas, the Mayor and other community members. This panel was well attended. He unfortunately had to miss the MLK dinner but sent his regards.

Trustee Thomas also stated that the MLK dinner was amazing, and a job well done.

CEO Phelan spoke about legislation and how it is changing day by day. He also wanted to draw attention to our amazing nursing faculty and our students who out-perform state and national levels on exams. The College continues to turn out amazing students and he also gave kudos to our science faculty. Chairwoman Patterson also stated that she likes the look and feel of our new CEO Report in the Board pack.

#### *EXCELLENCE MINUTE/ COLLEGE FEATURE – MLK DAY PANEL / INCLUSIVE EXCELLENCE*

President Phelan introduced the College's Director of Inclusive Excellence, Antoine Breedlove, who reviewed the work of Inclusive Excellence at the College, as this month's College Feature and Excellence Minute.

Antoine Breedlove presented a PowerPoint to the Board. He extended his deep appreciation to the Board on their commitment to the Jackson College MLK dinner, citing it as a powerful presentation on the power of unity and the social issues we are dealing with in our society today.

Trustee Simpson asked Antoine Breedlove about the Dress for Success event. Prior to COVID, invitations were sent for others to gather for pictures, and he wondered if this would be planned again soon. Breedlove confirmed that there are plans to bring this back.

Chairwoman Patterson asked about our partnership with Jackson Public Schools. For Men of Merit and Sisters of Strength, do we track how many come from JPS to these groups? Breedlove stated that we currently have 69 students from our Parkside Middle School initiative, and he continues to work with JPS to monitor and track these numbers.

Trustee Hoffman mentioned the importance of Cyber Security and our Board processes.

## **OWNERSHIP LINKAGE**

### *OWNERSHIP LINKAGE: IN-DEPTH INTERVIEWS QUESTIONS*

In accordance with the schedule for Ownership Linkage actions for FY '25 – FY '28, as approved by the Board during the 01.13.25 Board meeting, below are questions for the Board's consideration to utilize with interviewees during in-depth interviews, which will begin in FY'25 with the Hospital Board of Directors. President Phelan noted that the Board is free to modify the questions. Trustee Lake asked if we had a date confirmed for the meeting with the Hospital Board of Directors, and Dr. Phelan stated that he would get the date to the Board as soon as it was set.

1. Adapting Curriculum to Future Trends: "How should our Jackson College modify its curriculum to align with technological advancements and societal changes expected over the next decade?"
2. Enhancing Lifelong Learning Opportunities: "What approaches should Jackson College take to bolster lifelong learning and adult education, in response to the growing demand for continuous skill development in a rapidly evolving world?"
3. Global Perspective Integration: "What methods can Jackson College employ to incorporate global perspectives into its programs, preparing students for a globally interconnected society?"
4. Community College's Role in Digital Shifts: "In the context of widespread digital transformation across industries, what should be Jackson College's role in facilitating our community's adaptation to these changes?"

5. Emphasizing Sustainability Education: "Given the increasing concerns about environmental sustainability, what level of focus should Jackson College place on environmental education and sustainable practices?"
6. Mental Health Support Initiatives: "What initiatives or programs should be implemented by Jackson College to enhance student mental health and overall well-being?"
7. Promoting Equity and Social Justice: "What measures can Jackson College take to actively foster equity and social justice in our community?"
8. Collaborative and Experiential Learning Models: "What is your viewpoint on Jackson College developing partnerships with businesses and industries to provide experiential, hands-on learning opportunities?"
9. Focus on Emergent Study Fields: "Which emerging study fields should Jackson College prioritize to equip students for the future job market?"
10. Improving Community Feedback Mechanisms: "How can we better our feedback systems to ensure continuous alignment with community needs and effective adaptation to future challenges and opportunities?"
11. Addressing Changing Demographics: "What strategies should Jackson College implement to adapt its services and programs to the evolving demographic composition of our community in the next decade?"
12. Role of Artificial Intelligence in Future Education: "What role do you envision for artificial intelligence in the future educational landscape, and how should Jackson College prepare for this integration?"
13. Fostering Entrepreneurial Capabilities: "How critical is it for Jackson College to nurture entrepreneurial skills in students, and what specific initiatives would you suggest for this purpose?"
14. Developing Student Resilience: "In an era marked by uncertainties, how can Jackson College contribute to cultivating resilience and adaptability in its students?"
15. Cultural Competence Enhancement: "What strategies should Jackson College employ to boost cultural competence and global awareness amongst students in a diversifying world?"
16. Strategic Priorities: "What are the top 3 strategies the College should execute?"

## **ITEMS FOR DECISION**

### *GOVERNANCE PROCESS ITEMS: GP-00 Governance Commitment – Policy Review*

The Board's Governance Process policy GP-00 Governance Commitment was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, and CEO Phelan did not recommend any edits at this time.

**MOTION BY TRUSTEE HEINS TO APPROVE POLICY GP-00 GOVERNANCE COMMITMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *GOVERNANCE PROCESS ITEMS: GP-01 Governing Style – Policy Review*

The Board's Governance Process policy GP-01 Governing Style was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, and CEO Phelan did not recommend any edits at this time.

**MOTION BY TRUSTEE HEINSTO APPROVE POLICY GP-01 GOVERNING STYLE. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*GOVERNANCE PROCESS ITEMS: BCD-06 CEO Compensation – Policy Review*

The Board's Governance Process policy BCD-06 CEO Compensation was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, and CEO Phelan did not recommend any edits at this time.

**MOTION BY TRUSTEE HEINS TO APPROVE POLICY BCD-06 CEO COMPENSATION. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-13 Use of Artificial Intelligence & Machine Learning – Policy Adoption*

The Board considered the adoption of proposed Executive Limitations policy EL-13 Use of Artificial Intelligence & Machine Learning. Chairwoman Patterson, Trustee Hoffman, and CEO Phelan recommended adoption.

**MOTION BY TRUSTEE LAKE TO ADOPT POLICY EL-13 USE OF ARTIFICIAL INTELLIGENCE & MACHINE LEARNING. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-11 Entrepreneurial Activity – Policy Review*

The Board's Executive Limitations policy EL-11 Entrepreneurial Activity was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, and CEO Phelan recommended a couple minor edits for the Board's consideration.

**MOTION BY TRUSTEE THOMAS TO APPROVE POLICY EL-11 ENTREPRENEURIAL ACTIVITY AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-11 Entrepreneurial Activity – Interpretations Assessment*

CEO Phelan presented his interpretation recommendations for policy EL-11 to the Board for their regularly scheduled review. Updates to the interpretations were minor language clarifications.

**MOTION BY TRUSTEE LAKE TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S INTERPRETATIONS OF POLICY EL-11 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

## **BOARD PLANNING**

### *LINE OF CREDIT REAUTHORIZATION*

The annual resolution was considered to authorize a line of credit for Jackson College which would allow the College to secure funds for college operations, or to pay previous loans obtained for college operations, under the Community College Act. The affidavit of posting notice was also reviewed, which was posted on 02.05.24 by the Chief of Staff.

CEO Phelan noted that he would only make use of this funding for either temporary cash flow purposes, or emergency operational considerations, and would obtain approval from the Board prior to doing so. Trustee Simpson asked if the maturity date is always a year, to which President Phelan confirmed.

**MOTION BY TRUSTEE HOFFMAN TO APPROVE THE LINE OF CREDIT REAUTHORIZATION RESOLUTION. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Below are the signed resolution and affidavit of posting notice.

**BOARD RESOLUTION TO ESTABLISH COMMUNITY COLLEGE LINE OF CREDIT**

Jackson College, Michigan (the "Issuer")

A regular meeting of the board of trustees of the Issuer (the "Board") was held in the Potter Center Boardroom, within the geographic boundaries of the Issuer, on the 17<sup>th</sup> day of February, 2025, at 6:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Sheila A. Patterson, Chairperson.

Present: Trustees Sheila A. Patterson, Matthew R. Heins, Philip E. Hoffman,  
Donna L. Lake, Danielle E. Mackey, Christopher A. Simpson,  
Absent: Trustees Teshna Thomas

The following preamble and resolution were offered by Trustee Hoffman and supported by all Trustees: NA

**WHEREAS:**

1. Section 127 of 1966 PA 331, as amended (the "Community College Act"), authorizes this Board to obtain a line of credit to secure funds for college operations or to pay previous loans obtained for college operations under the Community College Act or any other statute; and

2. As security for the proposed line of credit, the Board is authorized to pledge an allocation of fees and charges required to be paid by students enrolling with the Issuer for that fiscal year for repayment of funds received pursuant to the line of credit; and

3. The Community College Act requires that a Line of Credit be subject to the Revised Municipal Finance Act, as amended, (the "Act"); and

4. Five percent (5%) of estimated fiscal year 2023-2024 operating expense is \$2,687,931; and

5. The process of soliciting bids by publishing a notice of sale in a publication as specified in Section 309(2) of the Act is prohibitively more expensive than soliciting one or more bids.

6. The Issuer has obtained a bid from County National Bank, Hillsdale, Michigan (the "Bank") to fund the line of credit with a fixed interest rate of six and eight hundred seventy-five (6.875%) per annum, with monthly payments of interest and with principal and then-unpaid interest due at final maturity, with a Bank fee of \$10,000 (the "Bid").

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Based upon expense considerations associated with publishing a notice of sale, as specified in Section 309(2) of the Act, the Board ratifies and affirms the administrations solicitation of the Bid from the Bank.

2. This Board does hereby determine that it is in the best interest of the Issuer and its fiscal operation for the calendar year 2024-2025 to accept the Bid of the Bank and to obtain a line

of credit to secure funds for college operations and/or to pay previous loans obtained for college operations.

3. This Issuer shall secure a line of credit with the maximum available borrowing amount of not to exceed Ten Million Dollars (\$10,000,000), or such lesser amount as reduced by a member of the administrative staff or the by Board of Issuer, and shall issue its line of credit obligation (the "Line of Credit") therefor. The Issuer hereby appropriates a sufficient amount of its 2024-2025 fees and charges paid by students enrolling with the Issuer, which amount is expected to be \$ 28,459,890, of which \$ 22,881,231 has already been received by the Issuer, to repay the principal of and interest on the Line of Credit. In addition, the full faith and credit of the Issuer is hereby irrevocably pledged for payment of the proposed Line of Credit, and in case of insufficiency of fees and charges paid by students enrolling with the Issuer, the Issuer shall pay the Line of Credit as a first budget obligation from any funds legally available therefor, and, if necessary, levy taxes on all taxable property of the Issuer for the payment thereof, subject to applicable constitutional, statutory and charter tax rate limitations, all pursuant to the Community College Act. That full faith and credit pledge is subordinate to any encumbrances or tax levies pledged or to be pledged for the payment of tax anticipation notes issued or to be issued by the Issuer pursuant to the Act. The Line of Credit shall not be considered the indebtedness of the State of Michigan, and the obligation shall carry a statement to that effect.

4. Said Line of Credit shall be dated as of the date of delivery, shall bear interest on the outstanding balance of any draws against that Line of Credit ("Draws") made by the Issuer from the date of that Draw until that Draw or portion of Draw is paid, at a rate not exceeding six and eight hundred seventy-five thousandths percent (6.875%) per annum on the balance remaining unpaid. The total of all Draws outstanding at any one time against the Line of Credit shall not exceed \$10,000,000. Interest shall be payable to the Registered Owner monthly on the first day of each month during the life of the Line of Credit, until the outstanding Draw amounts are fully paid, in lawful money of the United States of America, at such bank or trust company in the State of Michigan as shall be designated by the original purchaser of the Line of Credit, which paying agent qualifies as such under the statutes of the State of Michigan or of the Federal Government. The principal amount of any Draw shall be due and payable on or before December 30, 2025. In the discretion of the Issuer, principal payments on any Draw occurring before December 30, 2025, may be made in whole or in part. If more than one Draw against the Line of Credit is made, those Draws shall be numbered serially from 1 upwards, and any payments made prior to maturity shall be applied to the Draws in direct numerical order. Draws shall be issued in minimum denominations of \$100,000 or increments of \$1,000 in excess of \$100,000. In the event of repayment of said previous Draws, such repaid amounts shall be available for re-draw, not to exceed in aggregate with other outstanding Draws maximum principal amount of the Line of Credit.

5. The form of the Line of Credit shall be in substantially the form set forth and attached hereto as Exhibit A, as may be modified by the President and Chief Financial Officer, and the form of any Draw against the Line of Credit shall be in the form set forth and attached hereto as Exhibit B, as may be modified by the President or the Chief Financial Officer.

6. A member of either the administrative staff or the Board of the Issuer is hereby authorized and directed to file a certified copy of this resolution with the authorized representative of the Michigan Department of Treasury for and on behalf of the Issuer, along with an application for an order waiving the requirement for a credit rating for the Line of Credit, any other



documentation required by the Michigan Department of Treasury for that purpose, and to pay any applicable fee therefor from the Issuer's General Fund.

7. The Line of Credit and any related Draw shall be executed by the President and Chief Financial Officer of the Issuer. The Board Chair and the Board Vice Chair of the Issuer may sign in the place of either the President or the Chief Financial Officer.

8. The Board acknowledges that the interest on the Line of Credit and the Draws is not exempt from federal income taxation.

9. Within fifteen (15) business days after issuance of the Line of Credit, the Board hereby authorizes and directs the Chief Financial Officer to cause to be filed with the Michigan Department of Treasury any and all documentation required subsequent to the issuance of the Line of Credit. Further, within fifteen (15) business days after any Draw against or payment on the Line of Credit, the Board hereby directs the Chief Financial Officer to file with the Michigan Department of Treasury information required by the Michigan Department of Treasury regarding the same.

10. The President, Chief Financial Officer, Board Chair, and Vice Chair are each further authorized to submit a request for waiver of credit rating in relation to the Line of Credit and execute any documents or certificates necessary to complete the transaction. Any of those officers may designate, in writing, an individual to act in their place with respect to the powers conveyed in this paragraph.

11. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Trustees *Sheila A. Patterson, Matthew R. Heins, Philip E. Hoffman,  
Donna L. Lake, Danielle E. Mackey, Christopher A. Simpson, Teshra Thomas*

Nays: Trustees

Resolution declared adopted.

*Sheila Patterson*  
\_\_\_\_\_  
Chair, Board of Trustees

The undersigned duly qualified and acting Chair of the Board of Trustees of Jackson College, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

*Sheila Patterson*  
\_\_\_\_\_  
Chair, Board of Trustees

# LIMITED TAX PLEDGE NOTICE

PLEASE TAKE NOTICE that there will be a meeting of the Board of Trustees of Jackson College, Michigan.

At said meeting, the Board of Trustees will consider for approval its proposed Line of Credit (General Obligation - Limited Tax) and related Draws. The proposed Line of Credit (General Obligation - Limited Tax) and related Draws, if issued, will contain the limited tax full faith and credit pledge of Jackson College, Michigan.

DATE OF MEETING: February 17, 2025

PLACE OF MEETING: Jackson College, 2111 Emmons Rd., Jackson, 49201  
Potter Center, Boardroom, 2<sup>nd</sup> Floor

(place and address)

HOUR OF MEETING: 6:30 o'clock, p.m.

TELEPHONE NUMBER OF  
PRINCIPAL OFFICE OF THE  
BOARD OF TRUSTEES: 517-787-0809

BOARD MINUTES ARE  
LOCATED AT THE PRINCIPAL  
OFFICE OF THE BOARD OF  
TRUSTEES:

Jackson College, 2111 Emmons Rd., Jackson, 49201  
George E. Potter Center, 2<sup>nd</sup> Fl., President's Office  
and virtually  
<https://www.jccmi.edu/board-of-trustees/meetings/>?  
(address)

Sheila A. Patterson, Chair, Board of Trustees  
(typed name or signature)

## AFFIDAVIT OF POSTING NOTICE

STATE OF MICHIGAN                    )  
  )ss  
COUNTY OF Jackson                )

The undersigned, being first duly sworn, deposes and says that he/she posted the public notice attached hereto at least eighteen (18) hours prior to the below-referenced meeting of the Board of Trustees of Jackson College, Michigan, held on:

DATE OF MEETING:                   February 17, 2025

HOUR OF MEETING:                 6:30 o'clock, p.m.

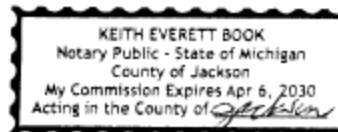
PLACE OF POSTING NOTICE:     Jackson College, 2111 Emmons Rd., Jackson, 49201  
George E. Potter Center, 2<sup>nd</sup> Fl., President's Office  
<https://www.jccmi.edu/board-of-trustees/meetings/>

\_\_\_\_\_  
\_\_\_\_\_  
*Sheila Patterson*  
(Signature)

Sheila A. Patterson, Chairperson  
(Print Name)

Subscribed and sworn to before me in Jackson County, Michigan, on the 17<sup>th</sup> day of February, 2025.

*Keith Everett Book*  
\_\_\_\_\_  
Keith Everett Book, Notary Public  
State of Michigan, County of Jackson  
My commission expires: April 6, 2030  
Acting in the County of Jackson



### *LEGENDS SUBDIVISION LOT – PROPERTY SALE PROPOSAL*

CEO Phelan proposed the sale of Unit 14 in The Legends Subdivision to Jeff Mazur for \$8,000. This lot, along with two other lots, was donated by Tom Draper and has remained on the market for 18 years. During this period, the College has incurred ongoing expenses, including property taxes and HOA dues.

Due to extensive deed restrictions regarding home size, architectural style, and required building materials, these lots have not been highly desirable. Additionally, multiple other lots in the subdivision have been available for sale for the same duration.

Given that this property holds no educational value and its retention results in continued fixed costs and potential liability, it is recommended that the sale be approved.

Trustee Simpson asked if a market analysis was done and President Phelan confirmed. Chairwoman Patterson asked if this property was on the market, and Julie Hand confirmed. Brendon Beer also stated that he reviewed the terms with Jason Valente and we counteroffered to get it up to \$8,000.

**MOTION BY TRUSTEE THOMAS TO APPROVE THE SALE OF UNIT 14 IN THE LEGENDS SUBDIVISION TO JEFF MAZUR FOR \$8,000. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *DISTINGUISHED SERVICE AWARD RECIPIENTS NOMINATIONS & DECISION*

CEO Phelan requested recommendations and a decision for the Board's 2025 Distinguished Service Award recipient(s).

Dr. Phelan noted that, upon the retirement of members of the Board of Trustees, former members are advanced for automatic recognition for Distinguished Service. Thusly, former **TRUSTEE JOHN CRIST, WHO RECENTLY LEFT THE BOARD, 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 for the second award included: Frank Dick (posthumously); Phil Moilanen; Tim Walberg; Ric Walton; and Heidi Washington.

Trustees narrowed the candidates to Heidi Washington, Frank Dick and Ric Walton. They then offered their individual votes.

Trustee Heins – Frank Dick  
Trustee Hoffman – Frank Dick  
Vice-Chairwoman Lake – Heidi Washington  
Chairwoman Patterson – Frank Dick  
Trustee Mackey – Ric Walton  
Trustee Simpson – Frank Dick  
Trustee Thomas – Heidi Washington

**BY MAJORITY VOTE OF THE BOARD, THE SECOND RECIPIENT OF THE 2025 DISTINGUISHED SERVICE AWARD WILL BE FRANK DICK POSTUMOUSLY.**

*CROCKETT AWARD RECIPIENT DECISION*

The Board considered the Foundations nominee of Barbara Markowski for the Board's Dr. Ethelene Jones-Crockett Award for 2025. Julie Hand shared that Barbara Markowski is a wonderful mentor and has spent many hours with our students on quilts. It was a unanimous vote from the JC Foundation Board to have Barbara Markowski as this year's recipient.

**MOTION BY TRUSTEE LAKE TO APPROVE BARBARA MARKOWSKI FOR THE 2025 DR. ETHELENE JONES-CROCKETT AWARD FOR 2025. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*TRUSTEE COMMENCEMENT & JC HONORS CEREMONY PRESENTERS FOR CONSIDERATION*

The Board determined the Trustee presenters at the 2025 Commencement ceremony for the following awards:

1. Distinguished Service Award recipient(s) for 2025
  - a. Trustee Simpson will present the award to Frank Dick posthumously.
  - b. Trustee Heins will present the award to John Crist.
2. Dr. Ethelene Jones-Crocket Award recipient for 2025
  - a. Trustee Lake will present the award to Barbara Markowski.

Also, the Board determined a Trustee presenter for the 2025 Captain Zenneth A. Pond Emerging Alumni Award, presented at the JC Honors Ceremony *only* on Friday, 05.02.25, at 6:00pm. The recipient will be Candyce McArthur, which will be presented by Trustee Thomas.

*MCCA BOARD REPRESENTATIVE DECISION*

CEO Phelan noted that the Michigan Community College Association (MCCA) requires the certification of each member college's President/CEO Director, Trustee Director, as well as an Alternate Trustee Director, to serve as institutional delegates by July 15 of each year.

Currently, CEO Phelan is designated as the President-Director to the MCCA Board. Last year, Chairwoman Crist was reappointed as the MCCA Trustee-Director, with newly appointed Chairwoman Patterson serving as the Alternate Trustee-Director. A Trustee-Director and Alternate Trustee-Director must be designated for FY '26.

**MOTION BY TRUSTEE HEINS TO DESIGNATE DONNA LAKE AS THE MCCA TRUSTEE-DIRECTOR AND CHAIRWOMAN PATTERSON AS THE ALTERNATE MCCA TRUSTEE-DIRECTOR. TRUSTEES VOTED BY ROLL CALL VOTE:**

**TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*JC FOUNDATION BOARD OF DIRECTORS NOMINATION APPROVAL*

Per the JC Foundation Board of Directors Bylaws, CEO Phelan noted that the JC Board of Trustees must approve nominations to the JC Foundation Board of Directors. The Board considered the JC Foundation's nomination of John Crist to the JC Foundation Board of Directors.

**MOTION BY TRUSTEE HOFFMAN TO APPROVE THE JC FOUNDATION'S NOMINATION OF JOHN CRIST TO THE JC FOUNDATION BOARD OF DIRECTORS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*JPEC BOARD OF GOVERNORS NOMINATION APPROVAL*

The Board considered the JPEC Academy Board's nomination of Rubenn Lanphear presented by CEO Phelan, to serve as a new member of the JPEC Board of Governors.

**MOTION BY TRUSTEE LAKE TO APPROVE THE JPEC ACADEMY BOARD'S NOMINATION OF RUBENN LANPHEAR TO SERVE AS A NEW MEMBER OF THE JPEC BOARD OF GOVERNORS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, 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 SIMPSON 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 HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, 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. President Phelan stated that JC ranked higher than the national average on our PACE survey results. We should have our latest results soon.

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

*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.

**MOTION BY TRUSTEE HEINS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-10 ACCESS TO EDUCATION AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, 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.

## **MONITORING BOARD PERFORMANCE**

*MONITORING BOARD PERFORMANCE: GP-11 Board Linkage with Ownership – Survey Results Review:*  
Chairwoman Patterson presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-11 Board Linkage with Ownership. Trustee Hoffman questioned the value of the current form of monitoring Board performance. Trustee Lake, Trustee Thomas, and CEO Phelan will offer an alternate form of monitoring that they learned about at the ACCT GLI in Lansing at the Board's Spring Planning Session.

*MONITORING BOARD PERFORMANCE: GP-13 Special Rules of Order – Survey Results Review:*  
Chairwoman Patterson presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-13 Special Rules of Order.

*MONITORING BOARD PERFORMANCE: GP-14 Handling Operational Complaints – Survey Results Review:*  
Chairwoman Patterson presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-14 Handling Operational Complaints.

*MONITORING BOARD PERFORMANCE: GP-15 Handling Alleged Policy Violations – Survey Results Review:*

Chairwoman Patterson presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-15 Handling Alleged Policy Violations.

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

Chairwoman Patterson presented the aggregate responses from Board members to a Self-Evaluation Survey of BCD-02 Accountability of CEO.

**INFORMATION REQUEST BY THE BOARD**

*FY '25 Q2 Financial Report:*

The Board reviewed the FY '25 Q2 Financial Report.

CEO Phelan commended CFO John Globoker on his hard work. Trustee Heins questioned the unfilled positions listed under expenses and how many positions are unfilled and why. CEO Phelan acknowledged the turnovers and that it takes time to fill a position. He also offered that JC does not know if there will be changes in federal financial aid, so he wants to be mindful of the present moment. This gives flexibility and will allow keeping 60 days cash available, per the Board request.

CFO Globoker indicated that the college has budgeted 100% for all positions. Turnover this year is a result of a variety of things but has slowed. Cindy Allen stated that JC currently has approximately a dozen positions unfilled. There may be a few more to post in the next week or so. Trustee Heins asked if the JC pay scale is comparable to other institutions. CEO Phelan shared that the College is consistent and competitive; the market is regularly reviewed. He also mentioned that JC is not in competition with other neighboring colleges but rather the entire country. JC will continue to get formative data from the industry. This is a constant work in progress along with a highly competitive environment. CEO Phelan noted that JC had to pay more for some positions to hire candidates. Trustee Simpson questioned how long it could be before it hinders JC's efficiency by holding positions. CEO Phelan acknowledged that great question though there currently is no metric for that as it varies from position to position, and some are more critical to fill than others.

*Next Board Meeting Topics – 03.17.25:*

CEO Phelan provided the members with a portent of items that are to come at the 03.17.25 Regular Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

Board Regular Meeting – March 17, 2025

- Excellence Minute: TBD
- Policy Review: EL-12 Land Use
- Policy Review: GP-02 Board Job Contributions
- Policy Review: GP-04 Role of Board Chair



- Policy Review: GP-10 Investment in Governance
- Policy Review: BCD-00 Global Board Management Delegation
- Interpretations Review: EL-12 Land Use
- Evidence Review: EL-11 Entrepreneurial Activity
- CEO Monitoring Compliance Schedule & Summary
- Board Survey Review: GP-00 Governance Commitment
- Board Survey Review: GP-01 Governing Style
- Board Survey Review: BCD-06 CEO Compensation
- College Feature: TBD

## **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 HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Meeting Adjourned at 7:52pm ET.

The foregoing minutes for the Regular Meeting of the Board of Trustees held on Monday, February 17, 2025 were approved at the Regular Meeting of the Board of Trustees on Monday, March 17, 2025.

A handwritten signature in cursive script, reading "Sheila Patterson".

Chairwoman