



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, Potter Center Boardroom

04.21.25

[DRAFT & UNOFFICIAL]

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 04.21.25, 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, Keith Everett Book, Sarah Case, John Globoker, Dr. Alytrice Brown, Greg Klaus

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

ADOPTION OF MINUTES

The draft minutes of the Regular Board of Trustees meeting dated 03.17.25 and the Board Spring Planning Session dated 04.01.25 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).

Summary of Public Comments:

- Dr. Becky Roberts, professor of Communication, served on two panels at the Central States Communication Association Convention in Cincinnati. She presented on a panel titled "Widening the Scope," which won the Top Panel award for the community college division.

- Two senior Practical Nursing students developed and delivered educational presentations on topics such as Advance Directives, mental health, and suicide prevention to veterans at the Jackson VA. Their work was so well received that they were invited to present at the Ann Arbor VA and eight additional facilities and are now pursuing certification to expand their efforts.
- Mathematics professors Jamie Shepherd, Brian Gemalski, and Erik Brown secured a \$30,000 NSF grant through the Reconnect Mathematics Project. The grant will fund a 3-year effort to promote active learning, including a revamp of the Quantitative Reasoning course, with curriculum development this summer, training during the 25-26 Academic Year, and full implementation by Fall 2026.
- Dr. Mark Ott praised the College's strong community engagement, highlighting how faculty members are actively involved in Jackson and emphasizing the need for robust communication, transparency, and the integration of faculty voices.
- On the AI Strategy for Jackson College, Dr. Ott stressed the importance of thoughtful faculty input in implementing AI tools to support sound pedagogy, protect academic integrity, and respect intellectual property.

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.

Vice Chairwoman Lake shared that she enjoyed the Potter Center's Journey tribute concert and the JC Theatre Department's production of Puffs, with adulations to Theatre Instructor Sara Anne Tomczak. She also enjoyed attending the MCCA Capitol Day, noting that JC students Kaylona Butler and Carson Wonders were very impressive. She also thanked JC IT staff for conducting a Microsoft 365 Copilot AI training, training they could potentially offer monthly.

CEO Phelan noted that JC provides the highest amount of professional development to faculty in the State – up to \$2000 to develop their craft. He described that Representative Nancy Jenkins-Arno invited the JC students at the MCCA Capital Day to join her on the floor for the legislative session.

CEO Phelan also offered and described his response to the Brooklyn Exponent's Back Page article, an article that in his view misrepresented JC's intent and actions in complying with federally mandated removal of certain DEI language and programming. CEO Phelan described in his response to the article that the decision was twofold: "To ensure compliance with Executive Orders issued by the President of the United States – an approach we've consistently followed regardless of administration, and to safeguard critical federal scholarship funding that enables approximately 65% of students to access higher education". He requested that in the future the author reach out to him or JC's marketing and communications team "for any background or context that could support a fair, balanced and accurate portrayal".

EXCELLENCE MINUTE – 04.14.25 HealthWise Breathe Easy Event:

The Board welcomed JC Simulation and Innovation Center Faculty, Sarah Case, who described the most recent HealthWise Breathe Easy Event hosted at Central Campus on 04.14.25, a FREE HealthWise event focusing on lung health. Jackson College students were supervised by program faculty. Services offered included:

- Pulmonary function testing to measure overall lung function
- Six-minute walk test which is a safe and simple test used to assess functional exercise tolerance
- Electrocardiograms (EKGs) *Participants will be expected to have their primary care provider interpret the results. If any emergency findings do occur, participants will be instructed to seek immediate medical care.
- Medication and equipment demonstrations
- Sleep apnea screening
- Smoking cessation information
- Lung model demonstration
- Lung health education

Sarah Case also shared that Respiratory Care students and faculty participated in and won the Sputum Bowl, a national Jeopardy-style competition testing their respiratory care principles and practices.

Trustee Hoffman thanked Sarah Case and those involved with the HealthWise event, which he participated in and enjoyed.

OWNERSHIP LINKAGE

Meetings Schedule:

In accordance with the schedule for Ownership Linkage (OL) actions for FY '25 – FY '28, as approved by the Board during the 01.13.25 Board meeting, in-depth interviews will begin in FY'25.

In light of recommendations for more community engagement last month, a more aggressive schedule for the Board's consideration was proposed:

- 4 In-depth Interviews / Year
Ask: Group selects their top 3 of a list of 10 strategies that the College could execute. Proposed interviewees:
 - Blackman Township (At the Township, potentially 05.19.25)
 - Summit Township
 - Hospital Board (On campus – 08.20.25)
 - Accelerate Jackson (On Campus)

Vice Chairwoman Lake described that 4 meetings a year had been executed and appreciated in the past. Trustee Heins suggested that the Board focus on 3 meetings this year, considering it is already April. The Board will coordinate with the JC Chief of Staff which 2-3 of them will participate in each in-depth meeting.

ITEMS FOR DECISION

GOVERNANCE PROCESS ITEMS: Policy Reviews:

Policies GP-02 Board Job Contributions, GP-04 Role of Board Chair, and BCD-00 Global Board-CEO Delegation Statement were offered for the Board's consideration at the 03.17.25 Board meeting; time ran out in that meeting for approval. These policies were considered once again.

Chairwoman Patterson, Trustee Heins, Trustee Thomas, and CEO Phelan recommended edits for the Board's consideration.

EXECUTIVE LIMITATIONS: Policy Reviews:

Policy EL-12 Land Use was offered for the Board's consideration at the 03.17.25 Board meeting; time ran out in that meeting for approval. This policy was considered once again.

Chairwoman Patterson, Trustee Heins, Trustee Thomas, and CEO Phelan recommended edits for the Board's consideration.

EXECUTIVE LIMITATIONS: Interpretations Assessment:

CEO Phelan's Interpretations for Policy EL-12 Land Use were offered for the Board's consideration at the 03.17.25 Board meeting; time ran out in that meeting for assessment. These interpretations were considered once again.

CEO Phelan recommended some changes to his interpretations since they were last assessed by the Board.

MOTION BY TRUSTEE HEINS TO APPROVE POLICIES GP-02 BOARD JOB CONTRIBUTIONS, GP-04 ROLE OF BOARD CHAIR, BCD-00 GLOBAL BOARD-CEO DELEGATION STATEMENT, AND EL-12 LAND USE AS AMENDED. ADDITIONALLY, HE MOTIONED THAT THE INTERPRETATIONS FOR POLICY EL-12 LAND USE DEMONSTRATE 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.

BOARD PLANNING: JC Honors Ceremony – Presenter Consideration:

Trustee Heins will not be present at the JC Honors Ceremony, during which he was expected to present a Distinguished Service Award to John Crist. The Board considered who might present the award to John Crist at this event instead (not at Commencement, as Trustee Heins will be present for that, but at the JC Honors Ceremony). Vice Chairwoman Lake will do the honors.

EXECUTIVE LIMITATIONS: Board's 04.01.25 Spring Planning Session Follow-up:
CEO Phelan offered additional follow-up to inquiries posed at the Board's

04.01.25 Spring Planning Session. This included:

- Community engagement and partnership offerings, highlighting the CEO's Board affiliations and the JC Advisory Committee participants.
- Campus energy efficiency initiatives, highlighting that an Energy Audit will be done every 2-3 years going forward.
- A 10-year look back on Board-approved tuition increases.
- Human Resources matters: PACE Survey and Employee Resource Groups, presented by CHRO, John Randle.

Discussion ensued regarding best practices for sharing operational PACE Survey results with employees and the Board, results that have been historically summarized in Executive Limitations monitoring reports. Trustee Hoffman described adjusting Board policies or interpretations if the Board wants the CEO to provide PACE Survey results in a particular manner.

Discussion ensued regarding how best to seek community feedback. Examples included leveraging Ownership Linkage via in-depth interviews with Owners of JC (citizens of Jackson County) and a random sampling of community surveys.

Discussions ensued regarding pros and cons of Employee Resource Groups (ERGs) in a public institution under current federal mandates.

MONITORING CEO PERFORMANCE

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 CEO PERFORMANCE: EL-12 Land Use – Evidence Review:

Prior to the meeting, CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-12 Land Use according to his previously approved interpretations.

The Board skipped this item on the agenda and will need to reconsider the monitoring report at the 06.12.25 Board meeting.

MONITORING BOARD PERFORMANCE

MONITORING BOARD PERFORMANCE: Board Survey Results Review:

Chairperson Patterson presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-00 Governance Commitment, GP-01 Governing Style, and BCD-06 CEO Compensation. These surveys were offered for consideration at the 03.17.25 Board meeting; time ran out at that meeting for review.

MONITORING BOARD PERFORMANCE: Consideration of New Board Performance Monitoring Methodology:

In response to Trustee Hoffman's request at the 02.17.25 Board meeting to reconsider the way the Board monitors their own compliance with Governance Process and Board CEO Delegation policies, CEO Phelan proposed a Policy Governance Self- Assessment tool for the Board's consideration. This assessment includes questions aligned with the principles of Policy Governance.

Trustees will complete this assessment individually at the conclusion of each meeting. The Board Chair will review responses each month to identify patterns and areas for continuous improvement. The summary of responses will then be posted in the Board Pack the following month.

This replaces the current Board performance monitoring method of conducting monthly individual Governance Process and Board CEO Delegation policy surveys.

Trustee Hoffman described strong support for this method. By consensus of the Board, this will be offered going forward with some formatting edits.

INFORMATION REQUESTED BY THE BOARD

Federal Awards Audit:

CFO John Globoker and CSSO Dr. Alytrice Brown presented a Federal Awards Audit for the Board's consideration.

CFO Globoker described that there were no material findings. The audit was unmodified and provided 3 recommendations. CFO Globoker and CSSO Brown described the reconciliation measures taken toward all 3 recommendations.

College Feature: Auxiliary Services:

The Board welcomed Jackson College CFO John Globoker and Greg Klaus, Executive Director of Auxiliary Services, who shared a video representing a behind the scenes look at all the good work the Auxiliary Services department employees do for College. CFO Globoker thanked Joe Gebhardt, JC Public Relations Manager, who created the video and described the ways in which this video will be used to promote JC.

VC Lake described feedback she had received on how good the food is at JC. Trustee Thomas described how impressively clean the College is.

ACCT Leadership Congress Presentation Consideration:

The Board considered submitting a proposal to present at the 2025 ACCT Leadership Congress. They will not submit a proposal this year.

Next Board Meeting Topics – May 12, 2025:

Below are currently anticipated topics.

- Excellence Minute: TBD
- FY '26 Budget Proposal Approval
- FY '25 Q3 Financial Report

- State Accountability Report
- Policy Review: EL-03 Planning
- Policy Review: EL-05 Asset Protection
- Policy Review: EL-06 Investments
- Policy Review: EL-13 Use of Artificial Intelligences & Machin Learning
- Policy Review: BCD-05 CEO Succession
- Policy Review: GP-03 Board Planning Cycle & Agenda Control
- Policy Review: GP-09 Board Code of Conduct
- Policy Review: GP-12 Board Linkage with External Organizations
- Interpretations Review: EL-03 Planning
- Interpretations Review: EL-05 Asset Protection
- Interpretations Review: EL-06 Investments
- CEO Monitoring Compliance Schedule & Summary
- Board Performance Monitoring
- College Feature: Information Technology or Theatre Department

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. We are in the weeds too often.

MEETING CONTENT REVIEW

Trustee Hoffman described that the Board continues to learn and did well tonight.

Discussion of the 04.01.25 Spring Planning Session follow-up was appreciated by Chairwoman Patterson.

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 8:08:pm ET.