



SPRING PLANNING SESSION

Jackson College

Central Campus, Sheffer Music Hall, Potter Center and Zoom

Virtual Platform

April 22, 2021

The Spring Planning Session of the Board of Trustees of Jackson College was held on Thursday April 22, 2021 on the Central Campus, in the Sheffer Music Hall in the Potter Center, and via Zoom video conferencing platform.

Board Members Present: Chairman, Sam Barnes; Vice Chairman (via Zoom), John Crist (via Zoom); Trustee; Donna Lake, Trustee; Secretary, Sheila Patterson (via Zoom) and Trustee Dr. Ed Mathein.

Board Member Excused Absence: Trustee Philip Hoffman

Others Present: Dr. Daniel J. Phelan, Sara Perkin, Darrell Norris, Jason Valente, Cindy Allen, Jeremy Frew, Lee Hampton and Jim Jones.

Chairman Sam Barnes called the meeting to order at 9:01am Eastern Daylight Saving Time.

TRUSTEE DECLARATIONS PER MICHIGAN PUBLIC ACT NO 228 PA OF 2020

All Trustees declared that they are attending remotely purpose(s) other than military duty.

- Trustee Crist declared he is attending virtually, not because of military duty, and he was in Summit Township, Jackson County in Michigan.
- Trustee Patterson declared she was attending virtually, not because of military duty, and she is at her residence in the City of Jackson Michigan.
- Chairman Barnes declared he is attending virtually, not because of military duty and he was at his residence in the City of Jackson Michigan.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees.

REINTEGRATION PLANNING UPDATE

President Phelan provided a national, state, and local environmental context for the Board. This topics included President Biden's priorities for higher education, as well as updates from the State of Michigan.

President Phelan shared his intentions for a gradual return to campus for employees, pointing out that our essential employee list is going to expand to ensure we are meeting the needs of students who will be back on campus, specifically our housing and Ready Set Jet (RSJ) students. He also shared that Leadership Council members will work with Jeff Whipple to review workspaces for adequate spacing and equipment.

Trustee Crist inquired on the timeline for reintegration. President Phelan shared the intention is to look at a phased-in approach. With some coming back after the fourth of July, and all back, at some level, by the Labor Day holiday.

Trustee Patterson asked if we have seen an increase in requests for services through the Oasis. Cindy Allen provided an update on Oasis services, sharing that we are making sure all students, and employees, are receiving services.

BUDGET

President Phelan provided an update of the FY '21 financial performance, noting that, due in part to the work of employees, federal support, and reduced operational costs, the College will be ending the year in a modestly positive financial position.

President Phelan shared his tuition & budget philosophy he used for preparing the new budget. He then outlined his FY '22 BCH assumptions, based upon conservative projection. He noted proposed revenue assumptions that included a 2.8% in-district tuition rate. For Out-of-District, he proposed 22.5% decrease and In-district dual enrollment rate would see a \$9 decrease as well. Both represent a recognition that Jackson County Taxpayers provide for 13% of the College's revenue stream, and thus the proposed rates reflect that variation versus an arbitrary differential. This is also a means by which for Jackson College to be more competitive with students considering neighboring community colleges. He also shared proposed CEP subscription rates that reflect Pell increase levels, as well as fee recommendations. He also shared expense assumptions, which contemplate modest wage increases. He reviewed retirement and benefit expenses for the year, as well as other expense assumptions include services staffing agency, transfer, transfer-debt service and capital equipment.

A summary projected FY '22 budget was shared. Overall, the proposal is a budget reduction of 1.4% from the prior year. The budget does contemplate full housing, full deployment of property taxes, and a 2% increase of state appropriations. The budget also includes contract obligations for both union groups.

Trustee Heins shared his shock about reduced enrollment projections. He asked for President Phelan's thoughts as to when he may need to look closer at the budget and associated reductions. President Phelan shared that he is most concerned about FY '24, versus fiscals '22 and '23, due to federal supports. He also shared he has set aside increased amounts of dollars for marketing to help prompt improvements in enrollment.

Chairman Barnes asked about navigator to student ratios, given the decrease in enrollment levels. Vice President Frew provided an update that there has been some

moving around with the Navigator model, principally due to departures, or job transfers, and stated that the ratio is about 275 currently.

Trustee Crist inquired of the President as to the possibility of pursuing a millage. President Phelan shared that given the pandemic, the timing is not good, but that he is interested in proposing this at a future point.

Trustee Crist also inquired about the textbook fee. Sr. Vice-President Allen provided an overview of the new textbook fees and how the program works, and noted that students may opt-out of the opportunity.

President Phelan provided a brief update on the following construction projects which included: 1) The Sheffer Music Hall; 2) The Potter Center Grand Entrance; 3) The Baseball/Softball fields; 4) The Jets Checkpoint; and 5) The Campus View 5 (which is just in planning phase currently).

President Phelan shared overviews on the various Higher Education Emergency Relief Funds (HEERF) and how they have been allocated to-date and planned future deployment. Chairman Barnes asked if cash is actually given to students. President Phelan shared that, yes, cash support has been provided to help students. He noted how the in CARES (HEERF 1), for example, 100% of the funding went to students. Trustee Crist inquired about the process of deployment of these funds and President Phelan shared how students requested emergency funding and how the College deployed the cash to the students, which does not provide for putting the funds directly on the student's account.

President Phelan provided some additional updates including that Future for Frontliners and MI Reconnect funding, which are proposed for removal by the Community College Appropriations Subcommittee yesterday.

President Phelan also shared that QR codes will be placed on doors on campus as part of contact tracing and that conversations are underway regarding vaccinations for employees and commuter students.

BOARD COMMENTS

Trustee Crist inquired about the number of cases of COVID. President Phelan shared the trends for April, and noted that he would also include the latest numbers in his next Trustee Briefing.

PLUS/DELTA

Trustee Heins shared that he appreciated the budget information. Trustee Lake appreciated the information, especially the breakdown of the HEERF information. Trustee Patterson appreciated the information. Trustee Mathein shared that all of his questions related to federal funding were answered. Trustee Crist appreciated the information and felt the agenda was great. Chairman Barnes shared that he appreciated the technology so that Zoom was a possibility for the meeting.

Meeting was adjourned at 11:35AM.

The foregoing minutes of this special meeting of the board of Trustees held on April 22, 2021 were approved at the regular meeting of the Board held on May 10, 2021.

Sheila Patterson

Secretary

Samuel R. Barnes

Chairman