



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

Jackson College

Central Campus, George E. Potter Center, 2<sup>nd</sup> Floor,  
Boardroom

06.10.24

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 06.10.24, 6:30pm, at the Central Campus of Jackson College, George E. Potter Center, 2<sup>nd</sup> Floor, Boardroom.

*Board Members Present:* Chairperson John Crist, Vice-Chairperson Sheila Patterson, Trustee Matt Heins, Trustee Phil Hoffman, Trustee Donna Lake, and Trustee Teshna Thomas

*Board Member Absence:* Trustee Christopher Simpson

*Others Present Include:* Dr. Daniel Phelan, Keith Everett Book, Dr. Alytrice Brown, Julie Hand, Jason Valente, Cindy Allen, Ashley Van Heest, Dr. Todd Butler, Ariel Maturine, Marilynn Fryer, Brendon Beer

Chairperson John Crist called the meeting to order at 6:30PM Eastern Daylight Savings Time.

### **ADOPTION OF MINUTES**

The draft minutes of the Regular Board of Trustees dated 05.13.24 were reviewed by the Board and moved into the permanent record by Chairperson Crist, 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:*

Chairperson Crist 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).

Chairperson Crist 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.

- When addressing the Board, speakers are asked to be respectful and civil. Be advised that, as an on-going practice, the Board does not respond in this Board Meeting setting when the matter presented concerns personnel, student issues, operations, or other matters that are being addressed through the established grievance or legal processes, or otherwise are a subject of review by the Board of Trustees.

Dr. Mark Ott (Current JC Employee – Jackson College Faculty Union Board of Trustees Liaison) – Dr. Ott shared that Dr. Becky Roberts has been elected as the President of the Community College division of the Central States Communication Association and praised this personal and institutional achievement. He offered gratitude for Dr. Phelan's efforts to secure Capital Outlay and ITEMS Funding for building renovations and emphasized the importance of future-focused enrollment strategies.

Dr. Ott also urged the Board to prioritize filling the role of CAO permanently, rather than maintaining a prolonged acting role solution, and encouraged the Board to seek a balance between the principles of Policy Governance and fostering a directly supportive environment to faculty.

#### *BOARD & CEO COMMENTS:*

Trustee Lake described her rewarding experiences at two recent CEP graduation ceremonies. She also shared her enjoyment of the pop-up ceramics class she is taking at Jackson College.

CEO Phelan provided an overview of MCCA Conference requests of our legislators for fiscal '25, as outlined below:

#### **MCCA CONFERENCE REQUESTS:**

##### Community College Operations

We request a 3.3% ongoing increase for community college operations as proposed in HB 5504 (H-1).

##### Infrastructure, Technology, Equipment, Maintenance, and Safety (ITEMS) Grants

We request a meaningful \$32 million investment in ITEMS grants for community colleges. If one-time funding is available, we request it be utilized for ITEMS grants.

##### Tuition Restraint

If tuition restraint is maintained, we request including the language from Sec. 217b (2) of the executive budget recommendation that sets maximum tuition increases for FY 2025 and FY 2026. The forward-looking language would provide colleges with information they need to set tuition rates within the stated limits.

#### MPSERS Payroll Cap Reduction

We request the \$5.7 million one-time SAF investment to lower the employer payroll contribution cap included in HB 5504 (H-1) and the executive budget recommendation.

#### Local Heroes Program

We request maintaining the \$850,000 one-time GF/GP investment in the Local Heroes program proposed in SB 753 (S-2). This investment will support the creation of college access pathways for our local heroes including future teachers, firefighters, and police officers. The program seeks to eliminate workforce shortages in critical public service areas and build a pathway to prosperity for families.

#### Michigan Achievement Scholarship – Community College Guarantee

We request a tuition-free path for recent high school graduates attending their local community college or a tribal college as included in SB 752 (S-2) and the executive budget recommendation and a last dollar scholarship (like Reconnect) for all other eligible students who are enrolled at an eligible community college. In addition, we request students who are Pell eligible receive a \$2,000 additional payment for cost of attendance payment as defined in HB 5505 (H-1) Sec. 248 (2)(a).

#### FAFSA Completion Incentive and College Awaits Programs

Community and tribal colleges stand ready to partner with the state to incentivize FAFSA completion and help students, especially underserved and underrepresented students, realize their postsecondary potential. We request adding community and tribal colleges as eligible grant recipients in the FAFSA completion Incentive and College Awaits Programs in SB 752 (S-2) Sec. 236 (14).

#### University Best Practices – Associate Degree Policy

Students with an associate degree who transfer to 4-year institutions are more likely to earn a bachelor's degree within four years than those who do not have an associate degree. We support incentivizing universities to adopt, and make publicly available, a policy that guarantees associate degree earners junior status upon acceptance as included in SB 752 (S-2) Sec. 236q (g). Transparent transfer policies will go a long way to making bachelor's degrees more accessible and affordable.

#### Registered Apprenticeship for State Construction Projects

If a training model or credential is required for construction, repair, or remodeling projects as included in HB 5516 (H-2) Sec. 228, we request adding an industry

recognized credential in a program of study related to skilled trades from an accredited institution of higher education.

#### Michigan Skills Fund

We support the \$5 million GF/GP one-time appropriation included in HB 5505 (H-3) for a workforce credential program through Michigan Works! agencies to provide tuition assistance to obtain an industry-recognized credential or certificate in a high demand occupation.

#### Small Business Development

We support the \$3 million GF/GP one-time appropriation included in HB 5505 (H-3) to assist institutions that serve as Small Business Development Center regional hosts, including several community colleges, with operating costs and federal match requirements.

#### Hunger Free Campus Pilot

We support the Hunger Free Campus Pilot included in HB 5501 (H-1) and request including two community colleges as part of the pilot along with the two stated public universities. Food insecurity is a barrier to student success and many of Michigan's community colleges are actively seeking resources to support students by addressing hunger.

#### Reconnect Program

We oppose Sec. 706 of HB 5501 (H-1) which creates the potential for newly enrolled students to be ineligible to receive Reconnect scholarships due to no fault of their own. This new language conflicts with The Reconnect Grant Act, PA 84 of 2020.

#### Michigan College Access Network

We support sustaining the FY24 \$5 million appropriation for the College Access Program administered in collaboration with the Michigan College Access Network (MCAN).

Chairperson Crist welcomed the return of Trustee Teshna from her recent leave.

#### *EXCELLENCE MINUTE:*

This new feature was placed on the agenda as an opportunity to celebrate a sampling of the good that Jackson College is doing each day. During this portion of the agenda, a student, alumni, community member, or colleague will provide a highlight of the College's impactful and excellence practices.

To that end, Julie Hand (Chief Advancement Officer) presented the journey of recent Jackson College graduate, Tina Covic (who was also one of the commencement speakers for the Class of 2024), as follows:

*Student Excellence Moment featuring Tina Covic:*

*It's a pleasure to be here with you tonight and to have the opportunity to share more about one of our amazing students.*

*You've all had the pleasure of meeting Tina Covic during her time at Jackson College, with the most recent occasion being Commencement just last month and also, the*

*GVSU Nursing partnership announcement. Tina has had many roles and here are just a few of the roles that she has played:*

*A daughter A sister*

*A scholar and honor society member*

*The captain of a college athletics team – our women's soccer team A volunteer*

*A mentor*

*A student employee*

*A scholarship recipient An ICU Nurse*

*And on her first day at McLaren in Lansing, a lifesaver*

*I first met Tina when she interviewed for a scholarship last summer and I knew she was going places.*

*Tina is also a first generation American and her journey, and that of her family, on the road to JC is nothing short of remarkable. Through Tina's scholarship application, she wrote of the following which she has given permission for me to share with you tonight.*

*When asked about her inspiration, Tina said:*

*"My family is from Ex-Yugoslavia, and my dad was put into a concentration camp during the civil war for years. He had to leave his family behind not knowing if he was ever going to see them again. He was shot a total of 12 times and got down to 97 pounds. A story from that time that stuck with me was when another prisoner was chosen to retrieve weapons on the battlefield wearing a bomb vest. My father knew he had a family and had them take him to the field instead. The amount of courage amazes me and pushes me throughout the day. Furthermore, my parents came to America with nothing. They only knew how to say "Hi" and "Bye". They came to the US with my older sister who was born during the war. They both worked so hard to get money to go to college and find careers to support our family. My father became a carpenter, and my mom is a nurse. The life they have made for us today also inspires me to believe that I can get through any hardships I may face."*

*As you can see, Tina story is truly remarkable and the value that her family placed on the importance of higher education – not only for themselves, but their children is inspiring. Tina's sister is a graphic designer, and her brother is working in cybersecurity – both as a result of pursuing a college degree.*

*Trustees and Dr. Phelan, thank you for making dreams for a better life possible for Tina and so many students like her through your service and commitment to Jackson College.*

*We are better because of you.*

## **OWNERSHIP LINKAGE**

### **OWNER LINKAGE UPDATE**

As requested at the 04.15.24 Regular Board Meeting, Chairperson Crist and Trustee Lake conducted an Ownership Linkage Session on 05.20.24 to help the Board develop their Ownership Linkage Practice and its execution.

An updated Ownership Linkage Practice document was shared, which included the following for the Boards' consideration:

1. Ownership Linkage Practice Overview
2. Defining the JC Owners
3. Most Recent Ownership Linkage History
4. Ownership Linkage Methodologies
5. What to Ask JC Owners
6. Proposed Schedule for Ownership Linkage: FY'25 - FY'28

Trustee Lake shared that she is looking forward to attending this week's Govern for Impact Annual Conference in Atlanta, along with Chairperson Crist and Trustee Hoffman, which will likely inform the forementioned ownership linkage plan. More on this process will be discussed at the Board's Fall Planning Session on 11.18.24.

Trustee Heins suggested that the Jackson County Chamber's Leadership Jackson might be a good group with whom to meet.

## **ITEMS FOR DECISION**

### **GOVERNANCE PROCESS ITEMS: Selection of Representative to MCCA Board of Directors**

A Trustee-Director and Alternate Trustee-Director for the MCCA Board of Directors were considered for FY'25. Chairperson Crist offered to remain the Trustee-Director. Vice-Chairperson Patterson expressed her desire to be the Alternate Trustee-Director. CEO Phelan will continue to serve as the President-Director by default.

**MOTION BY TRUSTEE HEINS TO APPROVE CHAIRPERSON CRIST AS TRUSTEE-DIRECTOR AND VICE-CHAIRPERSON PATTERSON AS ALTERNATE TRUSTEE-DIRECTOR. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: Executive Limitations: EL-00 General Executive Limitations – Policy Review*

The Board's Executive Limitations policy EL-00 General Executive Limitations was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan did not have any recommended changes.

*EXECUTIVE LIMITATIONS ITEMS: ENDS: EN-01 Board's ENDS – Policy Review*

The Board's ENDS policy EN-01 was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan recommended that the policy be divided into 3 separate ENDS policies to allow for more consumable and thorough monitoring of each, rather than continuing to monitor compliance for the entirety of the Board's ENDS all at once.

**MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE POLICY EL-00 GENERAL EXECUTIVE LIMITATIONS WITHOUT AMENDMENT AND POLICY EN-01 BOARD'S ENDS AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-00 General Executive Limitations – Interpretations Review*

CEO Phelan presented his interpretation recommendations for policy EL-00 to the Board for their regularly scheduled review. The recommendations omitted redundancy within previous versions of the interpretations for this policy.

**MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S INTERPRETATIONS OF POLICY EL-00 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EN-01 Board's ENDS – Interpretations Review*

CEO Phelan presented his interpretation recommendations for policy EN-01 to the Board for their regularly scheduled review. The recommendations were in alignment with approved edits made to the policy at this meeting and omitted redundancy within previous versions of the interpretations for this policy.

**MOTION BY TRUSTEE HOFFMAN TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S INTERPRETATIONS OF POLICY EN-01 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

**CONSIDERATION OF MILLAGE REQUEST:**

The Board considered a proposal to restore the millage rate for Jackson College and the following *draft* filing language:

*Shall the limitation on the amount of taxes which may be assessed against all property in Jackson College, Michigan, be increased by 0.2 mills (\$0.20 per \$1,000 of taxable valuation) for a period of 10 years, from 2024 to 2033, inclusive? This restoration of the previously authorized millage rate of 1.33 mills (reduced to 1.13 mills by required millage rollbacks) will provide funds for enhancing job training, job placement, apprenticeship training, and professional trades education programs. If approved and levied in full, this increase is estimated to raise approximately \$1,200,000 in the first year the millage is levied.*

CEO Phelan noted that the dominant theme across party lines is the need for jobs and workforce development. This millage restoration would allow for Jackson College to build up their workforce development program. CEO Phelan described having the proposal language reviewed by legal counsel (i.e., Thrun Law Firm) prior to the Board's August Board meeting for approval.

Trustee Hoffman described his support of clearly stating the funds' uses in the ballot language. Trustee Lake supported the draft proposal language. Trustee Heins described that JPS, Parks & Recreation, and the Jail millage are expected to be on the November ballot. He described waiting to learn who is on the November ballot before authorizing a filing.

Trustee Thomas provided her support for pursuing a millage restoration.

**MOTION BY TRUSTEE HOFFMAN FOR MILLAGE PROPOSAL LANGUAGE TO BE PREPARED AND PRESENTED TO THE BOARD AT THE AUGUST 12, 2024, REGULAR BOARD MEETING FOR APPROVAL. TRUSTEES VOTED BY ROLL CALL VOTE:**

**CHAIRPERSON CRIST: AYE**

**TRUSTEE HEINS: AYE**

**TRUSTEE HOFFMAN: AYE**

**TRUSTEE LAKE: AYE**

**VICE CHAIRPERSON PATTERSON: NAY**

**TRUSTEE THOMAS: AYE**

**THE MOTION PASSED 5:1.**

For the November 2024 election, the deadline to file a proposal is 08.13.24 by 4:00pm. The decision to file a proposal and the language to be used will be made at the 08.12.24 Board meeting.



## **CONSENT / REQUIRED APPROVAL AGENDA**

### *FY'25 Audit and Assessment Engagement Letter:*

The Board considered letters from auditing firm Rehmann Robson to confirm the arrangement for Rehmann Robson to provide Jackson College (the "College") services in connection with the audit and assessment of the College's finances and information technology for the fiscal year ending June 30, 2025.

**MOTION BY VICE-CHAIRPERSON PATTERSON TO CONFIRM THE ARRANGEMENT FOR REHMANN ROBSON TO PROVIDE JACKSON COLLEGE (THE "COLLEGE") SERVICES IN CONNECTION WITH THE COLLEGE'S FINANCIAL AND INFORMATION TECHNOLOGY AUDIT AND ASSESSMENT FOR THE FISCAL YEAR ENDING JUNE 30, 2025. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

## **MONITORING CEO PERFORMANCE**

### *MONITORING CEO PERFORMANCE: EL-03 Planning – Evidence Review*

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-03 Planning, indicating Full Compliance according to his previously approved interpretations. He thanked John Globoker, Ashley Van Heest, and Cindy Allen for their assistance in generating the report.

**MOTION BY TRUSTEE LAKE THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-03 PLANNING AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, 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. He also provided a schedule of policy, interpretation, and evidence reviews for calendar year 2024, along with the schedule for the Trustee's policy pre-review process.

CEO Phelan requested that the Board formally approve the monitoring of the Board's ENDS policy (split into 3 separate policies earlier in this Board meeting) annually across three months.

**MOTION BY TRUSTEE THOMAS TO APPROVE THE MONITORING OF THE BOARD'S ENDS POLICY ANNUALLY ACROSS THREE MONTHS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, HOFFMAN, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

## **MONITORING BOARD PERFORMANCE**

### *MONITORING BOARD PERFORMANCE: GP-09 Board Code of Conduct – Survey Results Review:*

Chairperson Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-09 Board Code of Conduct.

## **INFORMATION REQUEST BY THE BOARD**

### *College Feature: Resident Life:*

Norma Espinoza-Aguilar, JC's Director of Residence Life, presented the culture of and services provided to JC's resident students.

Information highlights included:

#### Summer 2024:

- Resident Assistants (RAs) now understand expectations and are enjoying the position.
- 55 residents in Maroon Hall, including 5 interns.
- No judicial incidents to date.
- Security is having positive interactions with residents as they understand policies and are serious learners.
- Interdepartmental collaboration is underway.
- Housing is participating in the College's 06.21.24 College-wide open house (It's a Great Day to be a Jet, 11am-3pm). 600 new students have RSVP'd to the event. Housing will provide tours/t-shirts.
- Residence Life is focusing on building community and getting residents engaged.
- Resident Assistants (RAs) – practices implemented:
- Student Check-in's (well-being and academic) 3-5 a week.
- Passive Programming through bulletin boards, traditions, flyers, building programming, and all residents invited to larger event.
- RA bios, door decks and monthly tradition flyers are put on every door.
- Required time to work at the front desk.
- Professional clothing provided.

#### Fall 2024 Application Update:

- As of June 4, 101 residents have submitted a housing application.
- 81% (85) new to Jackson College and first year students. Collecting deposits at this stage, not waiting to move in.
- Tiny Homes are currently full.
- Included Gender Inclusive Application Process.

#### Fall 2024 Plans:

- With collaboration from other departments, housing is planning a Jet Jam event in early September.

- Residence Life Handbook and Policies have been revised to eliminate any ambiguity.
- Robust and inclusive mandatory Housing Orientation for all housing residents.
- Events planned for engagement and clear expectations for RAs and Residents.
- Look forward to a community of engaged learners at full capacity.

*Miller Johnson Audit Report Status:*

Brendon Beer, legal counsel to the Board, provided the status of the Miller Johnson Audit Report, which is slated to be completed by 06.30.24.

As per a letter from Miller Johnson that Board members received directly, Beer described that the external investigation interviews (i.e., 17 individuals) have been completed and the review of approximately 6000 documents has been completed. Beer advised the Board to wait to set a Special Meeting of the Board and Closed Session after the report itself has been completed, and when Miller Johnson attorneys can be present. Beer will ask the Miller Johnson attorneys to begin looking at their schedules to offer when they might be available.

Beer described that the report will be under client / attorney privilege. It may include student records or discipline suggestions that would require a Closed Session of the Board to review and discuss. The report will be released to legal counsel and Chairperson Crist. Trustee Hoffman requested a fact sheet of best practices for handling the report.

Beer shared that Miller Johnson's Executive Summary of the external investigation may be shared with the public. Miller Johnson will provide guidance on how the report should be distributed.

Board members described preferring a Closed Session in a Special Board Meeting to review the Miller Johnson Audit Report as opposed to adding it to a Regular Board Meeting agenda.

*Next Board Meeting Topics – 08.12.24:*

CEO Phelan provided the members with a portent of items that are to come at the 08.12.24, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

- Excellence Minute
- Policy Review: Bylaws
- Policy Review: BCD-03 Delegation to CEO
- Policy Review: BCD-04 Monitoring CEO Performance
- Evidence Review: EL-00 General Executive Restraint
- Evidence Review: EN-01 Board's ENDS (#1-3)
- CEO Monitoring Compliance Schedule & Summary
- FY'24 Q4 Financial Report

- Consideration of the Administrative Manual
- Decision on Millage Request
- Miller Johnson Audit Report – Executive Summary
- College Feature: JPEC

Vice-Chairperson Patterson shared her appreciation for the Excellence Minute and the College Feature at this Board meeting.

## **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.

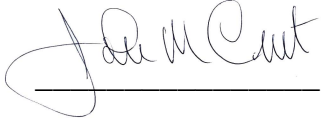
## **ADJOURN**

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

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

Meeting Adjourned at 7:45pm ET.

The foregoing minutes for the Regular Meeting of the Board of Trustees held on Monday, June 10, 2024 were approved at the Regular Meeting of the Board of Trustees on Monday, August 12, 2024.



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