



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

Jackson College

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

Boardroom

06.13.22

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, June 13, 2022, 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 Christopher Simpson, Trustee Sam Barnes, and Trustee Philip Hoffman

*Board Member Excused Absence:* Trustee Donna Lake and Trustee Matthew Heins

*Others Present:* President Daniel Phelan, Darrell Norris, Cindy Allen, Kelly Crum, Julie Hand, Dr. Todd Butler, Alana Tuckey, Jonathon Marowelli, Jonathan Williams, Michael P. Masters, and Keith Book.

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

### **ADOPTION OF MINUTES**

The draft minutes of the Regular Meeting of the Board of Trustees on 05.09.22 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.

### **OWNERSHIP LINKAGE**

*PUBLIC COMMENTS:*

None.

*BOARD COMMENTS:*

Trustee Simpson shared his positive experience of attending the Parnall and Cotton correctional facilities' CEP graduation ceremonies. He also expressed his appreciation for, and enjoyment of, the Dr. Ethelene Jones Crockett Distinguished Alumni Award Dinner held on June 9<sup>th</sup> where he received the 2022 Crockett Distinguished Alumni Award. He noted also that members of the Crockett family were present at the dinner, and he would have liked for their presence to have been acknowledged more fully. Vice

Chairperson Patterson also noted that more knowledge of attendees at the dinner would be helpful in the future, in order to acknowledge those that may be starting a new scholarship or anything of that nature.

Chairperson Crist thanked Trustee Simpson for his extra efforts in traveling to this Board meeting, considering his long drive for this particular meeting.

*CEO COMMENTS:*

President Phelan provided the Board of Trustees with the most recent copy of the ACCT Journal, which includes a promotion of his latest book, *The Community College Board 2.0: Covenant Governance*. He also shared a heartfelt thank you card received from former Trustee Ed Mathein. Trustee Hoffman's participation in the Rose Run was also celebrated.

*LINKAGE COMMITTEE STATUS:*

Chairperson Crist provided an overview of the recently executed Ownership Linkage meetings and the planning in place to schedule more. He noted that this will be further discussed at the August Board Retreat.

**ITEMS FOR DECISION**

*GOVERNANCE PROCESS ITEMS: Board Consideration of Audit Committee Members:*

With the recent retirement of Dr. Ed Mathein from the Jackson College Board of Trustees and given that he was a member of the Board's Audit Committee, the Board considered replacing Dr. Mathein's absence on the Board's Audit Committee. Chairperson Crist proposed appointing Trustee Heins, who was not present at the meeting, but who had expressed interest previously. This appointment was unanimously well received by the Board.

*GOVERNANCE PROCESS ITEMS: Board Consideration of Audit Committee Meeting Date:* The Board considered a Pre-Audit Committee Meeting date during the weeks of June 13 or June 20, 2022. Keith Book will schedule this meeting ASAP for the Committee.

*GOVERNANCE PROCESS ITEMS: Policy Review: GP-09 Board Code of Conduct:* President Phelan presented policy GP-09 Board Code of Conduct for the Board's regular review of the policy.

**MOTION BY TRUSTEE HOFFMAN TO APPROVE POLICY GP-09 BOARD CODE OF CONDUCT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

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

President Phelan presented policy EL-00 General Executive Constraints with his interpretations, for the first time to the Board. He noted that potential evidence sources were outlined alongside the interpretations for the Board, though it is not actual evidence yet.

Trustee Barnes suggested going forward to review the policies themselves first and then at a later date, a month later perhaps, to monitor the evidence. This course of action was favorably received by all Trustees present. Dr. Phelan will outline this change at the next Board meeting.

**MOTION BY TRUSTEE SIMPSON TO APPROVE THE CEO'S INTERPRETATIONS FOR EL-00 GENERAL EXECUTIVE CONSTRAINTS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: Policy Review: EL-03 Planning:*

President Phelan presented policy EL-03 Planning and his interpretations.

**MOTION BY VICE CHAIRPERSON PATTERSON TO APPROVE THE CEO'S INTERPRETATIONS FOR EL-03 PLANNING. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: Select Representative to MCCA Board of Directors:*

A Trustee-Director and Alternate Trustee-Director for the MCCA Board of Directors were considered for FY '23. Chairperson Crist shared his desire to remain the Trustee-Director and Trustee Barnes shared his desire to remain the Alternate Trustee-Director. Dr. Phelan will serve as the President-Director by default.

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

*EXECUTIVE LIMITATIONS ITEMS: JPEC Charter Re-authorization:*

Pursuant to Part 6A of the Revised School Code, being Sections 380.501 to 380.507 of the Michigan Compiled Laws, the Jackson College Board of Trustees considered the approval of issuing a contract to Jackson Preparatory and Early College (JPEC), to be effective 07.01.22, confirming the Academy's status as a public-school academy in this State. President Phelan welcomed the JPEC Superintendent Jonathon Marowell and JPEC President of the Board Jonathan Williams to the Board meeting and described the ever-strengthening relationship between Jackson College and JPEC. Superintendent

Marowelli expressed his gratitude to Jackson College and excitement for the future. He noted that the goal is long-term growth and staying committed to student success.

Trustee Simpson acknowledged the celebrated accomplishments of JPEC thus far and also asked if any shortcomings had been reported. President Phelan noted that there have been a small number of students that have not done well, usually due to a home life condition which is difficult to address, but the majority of students that go to JPEC for a different kind of experience excel, leading the County in a number of criteria. Superintendent Marowelli reported that in the last two years, JPEC students have had the highest SAT scores that the County has ever had. He described cultivating a CTE program that starts in 6<sup>th</sup> grade rather than the usual 11<sup>th</sup> grade. He also shared his excitement for the STEAM Factory being built by Jackson College as well, a facility JPEC is in line to utilize heavily.

Trustee Barnes noted that data supporting no cherry picking of students by JPEC is important. Superintendent Marowelli shared that the diversity rate at JPEC is second only to JPS and that meal subsidization is participated in highly by JPEC students as a whole. President Williams described that his son's "education-first attitude" came from his experience at JPEC. President Phelan described the goal to realize the original vision of 800 JPEC students enrolled.

Chairperson Patterson asked what JPEC's current enrollment is, to which Superintendent Marowelli reported 300 in grades 6-12. For this Fall, the goal is to be at 330 students, hoping to grow 100 per year after this year. President Phelan expressed his gratitude to both Superintendent Marowelli and President Williams.

**MOTION BY TRUSTEE SIMPSON TO APPROVE THE JPEC CHARTER RE-AUTHORIZATION FOR 10 YEARS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: Line of Credit Re-authorization:*

The Board considered a resolution to re-authorize a line of credit for Jackson College which would allow Jackson College to secure funds for College operations, or to pay previous loans obtained for college operations, under the Community College Act. A Limited Tax Pledge Notice and Affidavit of Posting Notice were both posted June 9<sup>th</sup> on site and to the Jackson College Website.

President Phelan described that this would only be used during a catastrophic event and only with the approval of the Board. Trustee Hoffman asked if this could be useful in the event of ransomware. President Phelan reported that the important data protection and due diligence necessary to get under the protective umbrella of the insurance has already been completed, so this funding would not be necessary.

**MOTION BY VICE CHAIRPERSON PATTERSON TO APPROVE THE LINE OF CREDIT RE-AUTHORIZATION FOR \$10MM. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: Consideration of Millage Decision:*

The Board considered whether or not to pursue putting a new millage request on the November election ballot. All members present were in agreement not to pursue a new millage or Headlee overhead at this time.

*FY '23 BUDGET PROPOSAL: Truth in Budgeting Public Hearing:*

Chairperson Crist confirmed that a public notice was placed in the local newspaper, posted on site, and posted on the Jackson College website. He opened the formal public hearing regarding the proposed budget for FY '23.

**TRUSTEES VOTED BY ROLL CALL VOTE TO OPEN THE PUBLIC HEARING: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. THE PUBLIC HEARING WAS OPENED.**

There were no comments from the public.

**TRUSTEES VOTED BY ROLL CALL VOTE TO CLOSE THE PUBLIC HEARING: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. THE PUBLIC HEARING WAS CLOSED.**

*FY '23 BUDGET PROPOSAL: Consideration of FY '23 Authorization to Levy:*

The Board considered a resolution to authorize a reduced tax rate as prescribed by Headlee for Jackson College for FY '23 at 1.1327 mills.

**MOTION BY TRUSTEE HOFFMAN TO APPROVE THE RESOLUTION TO AUTHORIZE A REDUCED TAX RATE AS PRESCRIBED BY HEADLEE FOR JACKSON COLLEGE FOR FY'23 AT 1.1327 MILLS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**



## RESOLUTION FOR AUTHORIZATION TO LEVY A TAX

Jackson, Michigan

**WHEREAS**, the Jackson College Board of Trustees by resolution of June 13, 2021 proposes a total authorized levy of **1.1327** mills within the district for operating purposes for fiscal 2023; and

**WHEREAS**, the Jackson College Board of Trustees has carefully examined the financial circumstances of the college district for the 2022-23 fiscal year, including estimated expenditures, estimated revenue, taxable valuation of property located within the district, and determined that the levy of the millage rate will be necessary for the sound management and operation of the college; and

**WHEREAS**, the Jackson College Board of Trustees has complete authority to establish that a maximum of **1.1327** mills for operating purposes in 2022-2023 from within its authorized millage rate; and

**WHEREAS**, the Jackson College Board of Trustees held a budget hearing on June 13, 2021 at 6:30 p.m. in the Boardroom, located in the Potter Center on Jackson College's Central Campus to receive comments from the public regarding the proposed budget; and the budget document contains the requisite "Truth in Budgeting Act" information.

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

1. For 2022-2023, the total millage rate of **1.1327** mills, shall be levied upon property located within the college district; and
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be and the same are hereby rescinded.

Signed:

A handwritten signature in black ink that reads "John M. Crist".

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John M. Crist  
Board Chairperson, Jackson College

June 13, 2021

\_\_\_\_\_  
Date

*FY '23 BUDGET PROPOSAL: Consideration of FY '23 Tuition and Fees:*

The Board considered the administration's tuition recommendations as part of the FY '23 Budget.

Trustee Simpson inquired as to when tuition was last increased. Last year was the last increase, confirmed by Chairperson Crist. Trustee Hoffman described few alternative options considering the low millage that is getting lower by the year. Vice Chairperson Patterson described that tuition has increased every year during her tenure.

Trustee Simpson asked how Jackson College compares with other Community College tuition rates. President Phelan noted that Jackson College looks better by comparison, especially considering the reduction of out-of-state/international tuition, only to be increased for this population by the property tax percentage of 13%. He noted that the \$400 Pell Grant for FY '23 increase may help students as well.

Per subsequent work, administration made the following tuition recommendations as part of the FY '23 budget.

- In-District tuition at **\$176.00** (was \$168.00) a \$8.00 increase
- Out-District at **\$199.00** (was \$190.00) a \$9.00 increase (113% of in district)
- Out-of-State/International at **\$264.00** (was \$327.00) a \$63.00 decrease (150% of in district)

**Student Service Fee** will be **\$50.00** for billing contact hour (was \$46.00)

**MOTION BY VICE CHAIRPERSON PATTERSON TO APPROVE THE ADMINISTRATION'S TUITION RECOMMENDATIONS AS PART OF THE FY '23 BUDGET. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*FY '23 BUDGET PROPOSAL: Consideration of FY '23 Budget Proposal:*

The Board considered the FY '23 Budget Proposal of \$45,571,283. President Phelan walked the Board through explanations of projected billing contact hours, major revenue assumptions, major expense assumptions, the campus master plan, as well as a 3-year budget forecast.

**MOTION BY CHAIRPERSON CRIST TO APPROVE THE PROPOSED FY'23 BUDGET OF \$45,571,283. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, PATTERSON, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

## **CONSENT / REQUIRED APPROVAL AGENDA**

### *BOARD CONSIDERATION OF FALL PLANNING SESSION DATE:*

The Board discussed proposed dates for their Fall Planning Session. Trustee Hoffman noted that he prefers the morning sessions. Present Trustees will review the dates once more and report back to Keith Book with their availability.

## **MONITORING CEO PERFORMANCE**

### *REGULARLY SCHEDULED CEO PERFORMANCE MONITORING: 2022 Monitoring: EL-03 Planning:*

President Phelan asked to bring the monitoring report back for consideration at the August meeting in order to further explain achieving less than 4.5% and 3.5% of the total operating budget allocated for plant and facilities maintenance and equipment.

### *CEO COMPLIANCE REVIEW:*

President Phelan provided an update on the monitoring reports presented to the Board thus far, with the compliance status noted, as well as when compliance is expected. This schedule will change to reflect the offsetting of policy reviewing, to be followed by policy monitoring at the following Board meeting.

## **MONITORING BOARD PERFORMANCE**

### *REGULARLY SCHEDULED BOARD SELF-MONITORING SURVEY RESULTS: GP-09 Board Code of Conduct*

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

Trustee Simpson noted that his survey responses were based on a short amount of time on the Board. Trustees mutually agreed upon the overall positive aggregate responses.

## **INFORMATION REQUEST BY THE BOARD**

### *Annual ACCT Congress and the MCCA Summer Institute:*

The Board discussed preparations for their in-person attendance at the MCCA Summer Institute in Traverse City, 07.27-29.22.

The Board also discussed in-person attendance at the ACCT 2022 Leadership Congress in New York City, 10.26-29.22. Chairperson Crist and President Phelan will be presenting at the event this year. Trustee Hoffman asked for keynote speaker's books before their sessions at the event. Keith Book will send out surveys for attendance and logistics planning.



*Next Board Meeting Topics – August 8, 2022:*

President Phelan provided the members a portend of items that are to come at the 08.08.22, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are the currently anticipated topics:

- Review Board Bylaws
- 2022 Monitoring: EL-00 General Executive Constraints
- 2022 Monitoring: EL-03 Planning
- Policy Review & 2023 Monitoring: E-01 Ends
- CEO Compliance Review – Offset Policy Review/Monitoring Schedule
- Discuss Preparations for the August 12<sup>th</sup> Board Summer Retreat
- Closed Session regarding Faculty Negotiations

**SELF-EVALUATION OF GOVERNANCE PROCESS & BOARD PERFORMANCE AT THIS MEETING**

*Principles of Policy Governance:*

Members noted that, in their view, the meeting went per plan utilizing the 10 principles of Policy Governance.

**MEETING CONTENT REVIEW**

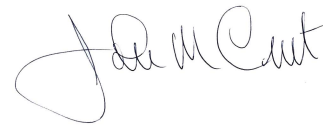
None.

**ADJOURN**

**MOTION BY TRUSTEE HOFFMAN “To adjourn.” ROLL CALL VOTE: TRUSTEES BARNES, SIMPSON, CRIST, HOFFMAN, AND PATTERSON VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Meeting Adjourned at 7:42 pm ET.

The foregoing minutes for the regular meeting of the Board of Trustees held on Monday, June 13, 2022 were approved at the regular meeting of the Board held on Monday, August 8, 2022.



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Chairperson