



## REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, Potter Center Boardroom

06.09.25

**[DRAFT & UNOFFICIAL]**

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 06.09.25, 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, Amber Collins, Jason Valente, John Globoker, Lisa Fellows, Brendon Beer, Cindy Allen, and Jason Valente

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 05.12.25 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:

- Lisa Fellows, JC Lead Faculty – Mathematics, reported on her and Nina Knight's recent attendance at the Inaugural Summit for Prison Education, held on 04.04.25 at Bowie State University in Maryland. The summit brought together

educators, policy makers, and formerly incarcerated individuals to discuss best practices and current challenges in prison education.

Fellows highlighted key themes from the conference, including:

- Racial disparities in incarceration rates nationwide and in Michigan.
- The importance of integrating prison education programs into the broader college culture.
- Strategies to protect funding and demonstrate program efficacy through data.
- The emotional and professional demands placed on faculty who teach in correctional settings.

Fellows emphasized the transformative impact educators can have on incarcerated students by bringing hope, healing, and the possibility of generational change. She noted that full institutional support is critical—prison education programs must not be siloed but embraced across all levels of the college.

Fellows expressed appreciation for the professional development funding that made this opportunity possible and extended an invitation to Board members to visit Jackson College's prison education classes.

#### ***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 described her attendance at the May MCCA Board Meeting.

Trustee Thomas shared her first experience of a Corrections Education Program (CEP) graduation ceremony and her pride in JC's exemplary involvement.

Chairwoman Patterson wished CEO Phelan and Trustee Heins a happy birthday.

CEO Phelan highlighted his experience in DC advocating for Pell Grant funding and or the Colleges NSF grants, and support of the \$9.9B funding for NSF-ATE, updates on construction of JC's Applied Center for Technology and Medical Simulation Center. He also acknowledged MDOC Director Heidi Washington and her team's commitment to the CEP program and JC.

#### ***EXCELLENCE MINUTE – Corporate and Continuing Education***

Amber Collins, JC Director of Workforce Training, shared exciting developments in the College's Corporate & Continuing Education programming.

She congratulated JC Apprenticeship Services Coordinator Jennifer Dobbs' work in apprenticeships, particularly with the healthcare apprenticeships. The first cohort of LPN

Apprentices will be in collaboration with Michigan Works Southeast, to include apprentices from Lenawee Medical and EHM Senior Solutions.

Talent gaps are being filled by growing from within via this apprenticeship. Students apply what they learn immediately on the job. The JC approach is about the relationship with the employer and the apprentice. CEO Phelan described the College's efforts toward human development via this workforce development.

## **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.

### Ownership Linkage Meetings Status:

- Blackman Township (CFO Globoker presented to the Board on 05.19.25)
  - From the Blackman Township Deputy Clerk on 05.20.25 via email:  
*“Please extend our thanks and appreciation to Mr. John Globoker for his presentation to the Board of Trustees at last evening’s meeting. He is passionate about the success of your facility expansion and the class offerings associated with it. The slideshow was informative and gave us a better understanding of funding, tuition, and the visual concept of the facility was quite impressive. Jackson College is a gem within our community, and we wish you much success with your future plans in expanding the learning opportunities within Jackson County.”*
- Hospital Board (At the Country Club of Jackson on 08.20.25)
  - Vice-Chairwoman Lake will be participating in this meeting.
- Accelerate Jackson (On Campus this Fall, TBA)

## **ITEMS FOR DECISION**

### *CLOSED SESSION: Collective Bargaining Negotiations*

As provided by Public Act 15.268, Section 8, Sub-section (c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, CEO Phelan requested a closed hearing at this time for the above purpose as it relates to the contract negotiations with the faculty union.

**TRUSTEES VOTED BY ROLL CALL VOTE TO GO INTO A CLOSED HEARING AS IT RELATES TO THE CONTRACT NEGOTIATIONS WITH THE FACULTY UNION: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

The Board went into a closed session at 6:57PM.

**TRUSTEES VOTED BY ROLL CALL VOTE TO ADJOURN THE CLOSED HEARING: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

The Board adjourned the closed hearing at 7:15PM and returned to the Regular Board Meeting at 7:19PM.

**ITEMS FOR DECISION**

*FY' 26 BUDGET PROPOSAL: Truth in Budgeting Public Hearing:*

CEO Phelan thanked CFO John Globoker for his efforts these past 3 years as he moves on to Grand Rapids Community College.

CEO Phelan set the context for the budget setting process, a process that is complicated by the timeframe difference, executive orders and dear colleague letters, budget reconciliation, and President Trump's "Skinny Budget".

Trustee Hoffman requested a single page of key points to share in his advocacy meetings with legislators.

CEO Phelan shared that his discussions with Senate Appropriations Chair, Sarah Anthony last week suggested that Capital Outlay would be possible.

The economy is responding positively to a number of initiatives.

CEO Phelan described adapting as follows:

- Increased funding for growth compliance
- Data-Driven Budget revisions
- Strategic Partnerships for Adaptation
- Streamlined workflow integration.

CFO Globoker and Jason Valente (JC Chief Facilities and Logistics Officer) shared the updated 5-Year Facilities Master Plan (FY 2026-2030).

CFO Globoker provided a debt review.

The Billing Contact Hours (BCH) history was contemplated, with the FY '26 budget projected at 114,500 BCH. The proposed FY '26 tuition rates were contemplated. (The Board provides approval of the in-district tuition rate.)

CFO Globoker described that a year from now, we are likely to have a tier-style pricing model in the Jets Store that could benefit students for pricing of textbook access. Online course fees continue to ratchet down.

FY '26 housing and meal plan rates were outlined in the revenue assumptions. Property tax history was shared, as it affects the millage rate and causes the Headlee Rollback.

The estimated FY '26 wages and merit pay were described. There are no changes to FY '26 retirement and benefits rates. The transfers for plant have increased to 7.06% of operating annual operating expenses. The definition of capital equipment was offered.

Trustee Simpson inquired about the contract revenue. CFO responded that \$225K of annual revenues are from partnerships, housing, meal plans, grant revenues, cultural affairs, and the bookstore. He explained for Trustee Heins that 62% of expenses for wages, fringes, and staff agency is common.

Each year, the College must satisfy its legal obligation of publicly presenting the coming year's budget with appropriate "Truth in Budgeting" disclosures to the public. As required by law, a public notice was placed in the local newspaper (affidavit of posting enclosed) and on the Jackson College website (<https://www.jccmi.edu/board-of-trustees/meetings/>). The Truth in Budgeting document, and the required resolution, were shared.

Chairwoman Patterson confirmed that a public notice announcing the budget and millage consideration, was placed in the local newspaper, posted on site, and posted on the Jackson College website. She opened the formal public hearing regarding the proposed budget for FY '25.



Jackson Citizen Patriot  
LEGAL AFFIDAVIT

AD#: 0010996090

State of Ohio,) ss

County of Cuyahoga)

Joe Rosa being duly sworn, deposes that he/she is principal clerk of MLive Media Group; that Jackson Citizen Patriot is a public newspaper published in the city of Jackson, with general circulation in Jackson county, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

Jackson Citizen Patriot 06/01/2025

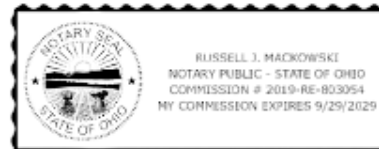
Joe Rosa

Principal Clerk of the Publisher

Sworn to and subscribed before me this 02th day of June 2025

Russell  
Mackowski

Notary Public



Online Notary Public. This notarial act involved the use of online audio/video communication technology. Notarization facilitated by SIGNiX®

**NOTICE OF PUBLIC HEARING  
ON PROPOSED 2025-2026 BUDGET**

**PLEASE TAKE NOTICE** that on June 9, 2025, at 6:30 p.m. on the Central Campus of Jackson College, 2111 Emmons Road, Jackson, MI 49201, in the Boardroom on the 2<sup>nd</sup> Floor of the George E. Potter Center, the Board of Trustees of Jackson College will hold a public hearing to consider the district's proposed 2025-2026 budget.

The Board may not adopt its proposed 2025-2026 budget until after the public hearing. A copy of the proposed 2025-2026 budget including the proposed property tax millage rate is available for public inspection electronically and can be obtained by reaching out to Keith Everett Book at [bookkeithe@jccmi.edu](mailto:bookkeithe@jccmi.edu).

**The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

This notice is given by order of the Board of Trustees.

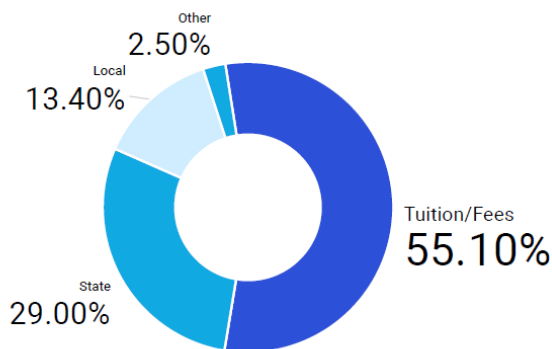
Sheila A. Patterson, Chairwoman

Trustee Simpson asked how raising tuition helps students. CFO Globoker explained that the modest increase aids in affording alternative plans, course flexibility and adaptation. CEO Phelan also shared that increasing student momentum assists completion.

Trustee Mackey asked if efforts for more hybrid course opportunities were considered in this budget, to which CEO Phelan responded yes, both high flex and hybrid opportunities, as well as synchronous; there is a wide portfolio of offerings.

Chairwoman Patterson shared her appreciation the revenue % fund by type below.

**FY '26**  
**General Fund Revenue % by Type**



CEO Phelan described that the tuition cost for the CEP program will be directly related to the cap for Pell, currently at \$7,395.

Trustee Heins shared his appreciation for the presentation.

**MOTION BY TRUSTEE HOFFMAN TO EXTEND THIS BOARD MEETING TO 9:00PM. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

**MOTION BY VICE-CHAIRWOMAN LAKE TO MOVE INTO THE OPEN PUBLIC HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO OPEN THE PUBLIC HEARING: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY. THE PUBLIC HEARING WAS OPENED AT 8:22PM.**

There were no comments from the public.

**MOTION BY CHAIRWOMAN LAKE TO MOVE OUT OF THE PUBLIC HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO CLOSE THE PUBLIC HEARING: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY. THE PUBLIC HEARING WAS CLOSED AT 8:23PM.**

*FY' 26 BUDGET PROPOSAL: Consideration of FY '26 Authorization to Levy:*

The College's original enabling millage, established in 1964, was 1.33 mills. The College's new estimated rate for FY '26 is at 1.126 mills due to Headlee Amendment impacts, which result in a loss of over \$1.3M in revenues annually. Jackson College stands alone among the 28th community colleges in Michigan as having the lowest millage rate, and the only Michigan Community College to not have received additional millage support beyond the initial millage, nor Headlee override support.

Below is the signed resolution to authorize the tax rate for Jackson College for the next fiscal year.

DRAFT





## RESOLUTION FOR AUTHORIZATION TO LEVY A TAX

Jackson, Michigan

**WHEREAS**, the Jackson College Board of Trustees by resolution of June 9, 2025 proposes a total authorized levy of **1.126** mills within the district for operating purposes for fiscal 2025-2026; and

**WHEREAS**, the Jackson College Board of Trustees has carefully examined the financial circumstances of the college district for the 2025-2026 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 **1.126** mills for operating purposes in 2025-2026 from within its authorized millage rate; and

**WHEREAS**, the Jackson College Board of Trustees held a budget hearing on May 12, 2025 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 2025-2026, the total millage rate of **1.126** 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:

Sheila A. Patterson  
Board Chairwoman, Jackson College

June 9, 2025

\_\_\_\_\_  
Date

**MOTION BY TRUSTEE HEINS TO APPROVE THE RESOLUTION TO AUTHORIZE A TAX RATE FOR JACKSON COLLEGE FOR FY '26 AT 1.126 MILLS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*FY '26 BUDGET PROPOSAL: Consideration of FY '26 Tuition and Fees:*

The Board considered the administration's tuition recommendations as part of the FY '26 Budget. The percentages are below the cap authorized by the State.

Per subsequent work, administration made the following tuition recommendations as part of the FY' 26 budget.

- In-District tuition at **\$201.00** (was \$193.00) an \$8.00 increase.
- Out-District at **\$234.00** (was \$225.00) a \$9.00 increase (116% of in-district)
- Out-of-State/International at **\$300.00** (was \$288.00) a \$12.00 increase (149% of in district)
- Student Service Fee for Dual Enrollment and Middle and Early College at **\$35.00** per billing contact hour (no change).
- Student Service Fee for In-District, Out of District, Out of State/International and Veterans at **\$55.00** (was \$52.00) a \$3.00 increase.

**MOTION BY VICE-CHAIRWOMAN LAKE TO APPROVE THE ADMINISTRATION'S TUITION RECOMMENDATIONS AS PART OF THE FY '26 BUDGET. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*FY' 26 BUDGET PROPOSAL: Consideration of FY '26 Budget Proposal:*

The Board considered the FY '26 Budget Proposal of \$60,963,976 proposed by CEO Phelan.

**MOTION BY CHAIRWOMAN LAKE TO APPROVE THE PROPOSED FY '25 BUDGET OF \$60.963.976. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

## **CONSENT / REQUIRED APPROVAL AGENDA**

The following agenda items were considered in mass for approval:

**ENDS:**

- EN-01 (#1-3) Board's ENDS – Policy Review
- EN-01 (#1-3) Board's ENDS – Interpretations Review

**EXECUTIVE LIMITATIONS:**

- EL-00 General Executive Limitation – Policy Review
- EL-13 Use of AI & Machine Learning – Policy Review
- EL-00 General Executive Limitation – Interpretations Assessment
- EL-13 Use of AI & Machine Learning – Interpretations Assessment

**MOTION BY TRUSTEE THOMAS TO APPROVE POLICY EN-01 (#1-3) BOARD'S ENDS WITHOUT AMENDMENT, POLICY EL-00 GENERAL EXECUTIVE LIMITATIONS WITHOUT AMENDMENT, AND POLICY EL-13 USE OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING AS AMENDED. ALSO MOTION THAT THE INTERPRETATIONS FOR POLICY EN-01 (#1-3) BOARD'S ENDS, EL-00 GENERAL EXECUTIVE LIMITATION, AND EL-13 USE OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING DEMONSTRATE REASONABLE INTERPRETATIONS OF THE POLICIES. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, 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.

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

*MONITORING CEO PERFORMANCE: EL-05 Asset Protection – Evidence Review:*

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-05 Asset Protection indicating Full Compliance according to his previously approved interpretations. CEO Phelan shared that administration continues to ensure 100% coverage of loss at this institution for equipment and facilities.

Trustee Heins would like to know what 80% coverage of loss for equipment and facilities (instead of 100%) would be like for a future planning session.

**MOTION BY VICE-CHAIRWOMAN LAKE THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-05 ASSET PROTECTION 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-06 Investments – Evidence Review:*  
CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-06 Investments indicating Full Compliance according to his previously approved interpretations.

**MOTION BY TRUSTEE HEINS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-06 INVESTMENTS 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.

**MOTION BY VICE-CHAIRWOMAN PATTERSON TO ACCEPT THE MONITORING COMPLIANCE SCHEDULE & SUMMARY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, SIMPSON AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

#### **INFORMATION REQUESTED BY THE BOARD**

*Consideration of Fall Board Planning Session Dates:*

The Board considered the following dates for their Fall Board Planning

Monday, November 17 (8am-2pm)

Tuesday, November 18 (8am-2pm)

Thursday, November 20 (8am-2pm)

The consensus was for the Fall Board Planning Session to take place on Monday, November 17 (8am-2pm).

*Next Regular Board Meeting Topics – August 11, 2025:*

Below are currently anticipated topics.

- Policy Review: Bylaws
- Policy Review: BCD-03 Delegation to CEO
- Policy Review: BCD-04 Monitoring CEO Performance
- Policy Review: EN-01 (#4) Board's ENDS
- Interpretations Assessment: EN-01 (#4) Board's ENDS
- Evidence Review: EL-00 General Executive Limitations
- Evidence Review: EN-01 (#1-3) ENDS
- CEO Monitoring Compliance Schedule & Summary
- Q4 Financial Report
- Housing Occupancy Rate

- CAO & CFO Hiring Process Update
- 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. They also reviewed the results of the 05.12.25 Regular Board Meeting Self-Assessment Summary.

### **MEETING CONTENT REVIEW**

No comments.

### **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 8:25pm ET.