



## **SUMMER RETREAT OF THE BOARD OF TRUSTEES**

Wickwire House  
08.12.22

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The Summer Retreat of the Board of Trustees of Jackson College was held on Friday, August 12, 2022, 8:00am, at the Wickwire House.

*Board Members Present:* Chairperson John Crist, Vice-Chairperson Sheila Patterson, Trustee Christopher Simpson, Trustee Donna Lake, Trustee Matt Heins, Trustee Sam Barnes, and Trustee Philip Hoffman

*Others Present:* President Daniel Phelan and Mr. Keith Book.

Chairperson John Crist called the meeting to order at 8:00AM Eastern Daylight-Savings Time.

### **DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest expressed by Trustees for items appearing on the agenda for the meeting.

### **PUBLIC COMMENTS (LIMIT OF 5 MINUTES PER PERSON)**

NONE

### **BOARD COMMENTS**

Chairperson Crist noted that Trustee Simpson will be honored by the Detroit Lions as a distinguished veteran this month.

Chairperson Crist encouraged Trustees to attend next year's ACCT GLI (Association of Community College Trustees, Governance Leadership Institute) that he attended in August with Trustee Simpson and President Phelan. He also reminded the Trustees that colleges must stay neutral politically, as emphasized at the GLI. Trustee Lake, Heins, and Hoffman noted that they would like to attend next year. Trustee Simpson noted learning how differently Boards are run from state to state. He also expressed that there were good networking opportunities at the Institute.

Chairperson Crist reminded the Trustees of how important it is to practice and review policies and the CEO's interpretations of the policies, as well as committing to the process of monitoring policies. President Phelan noted that of all governing methods, policy governance creates the greatest control for the Board.

It was discussed that 32% of Jackson County has some post-secondary education. Trustee Hoffman requested data points of comparison to other counties and states.

Some demographics may be skewed as a lot of people that work in Jackson County do not live in Jackson County.

### **OWNERSHIP LINKAGE COMMITTEE STATUS / NEXT STEPS**

Discussion of this year's efforts with the Ownership Linkage focus groups ensued.

Trustee Lake noted the following themes that emerged from the focus groups:

1. Better connections are needed with the workforce – manufacturing industries and beyond.
2. Many in the community do not realize that Jackson College is still a community college, and the reason for changing the name was connected to providing some of the 4 Baccalaureate degrees eligible for community colleges to offer.
3. Better understanding of tuition increases is needed.

It was suggested that the Ownership Linkage Committee conduct face-to-face meetings this Fall with the Lily Missionary Baptist Church, Queen of the Miraculous Medal Parish, and Jackson County Farm Bureau, as well as attend a Jackson City Council Board meeting.

Trustees conducting Townhalls next year within the County to communicate information was discussed.

President Phelan shared that Jackson College is engaged in a massive way with the manufacturing organizations, including Technique, who will attend the STEAM factory ribbon cutting. He noted that Jackson College is in the process of hiring a Public Relations Officer to advance information sharing efforts. Also, engagement with the Michigan New Jobs Training Program has been underway. President Phelan further described his efforts to keep organizations abreast of the various activities at Jackson College via his membership on the Board of the Enterprise Group and other organizations

Trustee Hoffman expressed the importance of making sure the College's success stories are out in the community, like the College's new program developing at Jackson Public Schools.

Trustee Heins described disappointment that the community is not more aware of Jackson College's programs and contributions. He also expressed the need for Jackson College to help Jackson County diversify their industries and work to keep local talent in Jackson.

### **BOARD OFFICER VACANCIES – BYLAWS – PROPOSED TEXT**

President Phelan will draft a statement for the Bylaws to define the Board of Trustee process for filling Trustee vacancies, which will include an interviewing process involving the entire Board. The Trustee's approval process of JPEC and Foundation Board member nominees was also reviewed.

### **SUPREME COURT DECISION – BOARD MEMBER CENSURE**

Trustee Heins led discussion of a Supreme Court decision regarding Board member censures for speech uttered outside of the Board room.

### **PRACTICE REVIEW: BOARD TRAVEL PRECAUTIONS**

President Phelan suggested adding Trustee travel precautions to the Bylaws, which he will draw up for consideration by the Trustees.

### **POLICY REVIEW: COLLEGE BUILDING/ROOM NAMING**

President Phelan reviewed the current policy, recommending its retention which was supported favorably by the Trustees.

### **BUSINESS OFFICE / CFO UPDATE**

President Phelan provided an overview of the current state of the business office, the engagement of an interim, factional CFO consultant (Mike Volk), and the interviewing process currently underway for a permanent CFO.

### **ACCREDITATION**

President Phelan described the latest in the process of Accreditation, noting that a monitoring report requested by the peer reviewers will be submitted in 2 years. He noted that Jackson College has always enjoyed the highest standing by its Accreditor, the Higher Learning Commission, based in Chicago.

### **BSN**

President Phelan provided an overview of the current status of offering the BSN at the community college level, describing a community college and 4-year institution partnerships, made possible by the recent legislation signed by the Governor. Pursuit of the College offering a BSN entirely will be discontinued unless the universities fail at launching a site-based 3+1 agreement for Jackson College students, and the community.

### **BOARD CONSIDERATION OF FALL PLANNING SESSION TOPICS**

The Trustees offered their support for their Fall planning session to follow the same format as last year.

### **ROBERT'S RULES OF ORDER REVIEW**

President Phelan provided the Trustees with the newest edition of Robert's Rules of Order, suggesting a review of the Small Boards and Bylaws sections. At the Trustee's request, President Phelan will develop a document for the Trustees that will be included in the Diligent meeting packets going forward. This document will include an overview of the meeting and voting procedures for small assemblies, as well as the process for additional, important elements such as offering and accepting friendly amendments, motions, etc.

## **MONITOR REPORT SCHEDULING – STAGGERED VS. YEARLY**

President Phelan suggested that the Trustees review policies and the CEO's interpretations of those policies annually, but perhaps not monitor evidence of compliance with all policies annually. Trustees favored reviewing policies, reviewing the CEO's interpretations, and monitoring evidence of compliance with all policies annually for now.

## **BOARD MEMBER ATTENDANCE AT BOARD MEETINGS**

Discussion ensued about the Board's attendance record at Board meetings over the past few years.

## **CASE STUDIES**

The Trustees engaged in a case study exercise, brought forward from the GLI experience, exploring best practices for an instance of an individual Trustee requesting information.

## **ESG**

President Phelan and Trustee Hoffman provided an overview of what an ESG (environmental, social, and governance) reporting program is. Trustee Lake will discuss ESG at the next Foundation Board meeting.

## **IT SECURITY UPDATE**

President Phelan shared efforts underway for a comprehensive College Continuity Plan. He walked through 6 important IT security questions for Trustees and provided answers for the College.

Trustee Hoffman asked what the deductible is on the College's cyber-security insurance, which President Phelan will provide. Trustee Barnes suggested that President Phelan investigate an ISO certification for cyber-security to get into NIST out of UDC to lower deductibles. Trustees will consider if the College's policy goes far enough on these 6 IT security questions.

## **ANNUAL ACCT CONGRESS PREPARATIONS**

A logistical planning discussion ensued for the Board's upcoming attendance at the ACCT Congress in New York City in October.

## **STATE FY23 BUDGET SUMMARY**

President Phelan reviewed the State FY '23 budget advantages and areas of caution. He noted that Jackson College's universal fees have been lowered, which substantially offsets tuition increases. The College's Corrections Educational Program (CEP) is going to be available for all higher education institutions starting in July 2023, which creates some risk with regard to our enrollments. President Phelan indicated that Jackson College's experience and quality of delivery may continue to reduce the need for MDOC to welcome many newcomers to the work. Trustee Hoffman asked what percentage of the College's revenue comes for the CEP program, which President Phelan will provide. President Phelan highlighted that one-time funds from COVID relief (i.e., HEERF) are

going away, though Michigan Reconnect has received more funds to advance the program

Trustee Hoffman asked about the College's current lobbyist. President Phelan reported that a solid relationship with the lobbyist continues and is effective in his view.

**BOARD CONSIDERATION OF REGULAR MEETING FREQUENCY**

The Trustees favored keeping the same number of regular Board meetings per year and suggested including Leadership Council at some of the Trustee's Board Meeting dinners, for which President Phelan will consider opportunities.

**MEETING CONTENT REVIEW**

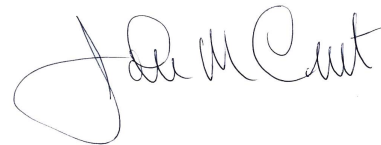
Chairperson Crist commended the Trustees' respect for one another and ability to have candid discussions. All were complimentary of the meeting's content and set up at the Wickwire House.

**ADJOURN**

**MOTION BY TRUSTEE HOFFMAN "To adjourn." TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, HOFFMAN, LAKE AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Meeting Adjourned at 11:34 pm ET.

**The foregoing minutes for the Special Summer Retreat meeting of the Board of Trustees held on Friday, August 12, 2022 were approved at the regular meeting of the Board held on Monday, September 12, 2022.**



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**Chairperson**