



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, George E. Potter Center, 2nd Floor,
Boardroom

08.12.24

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 08.12.24, 6:30pm, at the Central Campus of Jackson College, George E. Potter Center, 2nd Floor, Boardroom.

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

Board Member Absence: Trustee Matt Heins

Others Present Include: Dr. Daniel Phelan, Keith Everett Book, Jonathon Marowelli, Sandy DeCesare, Dr. Mark Ott, Stephanie Waffle-Stephenson, Brendon Beer, Cindy Allen, Ashley Van Heest, John Globoker, Suzanne R. Jones, Heather Ruttkofsky, Julie Hand

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 06.10.24 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) – Dr. Ott shared the faculties' contributions (specifically those of Angel Fonseca and Dianne Hill) to the College's recently awarded NSF ATE grant, to be used toward building a new blockchain education program and professional development. He described challenges that the College has faced in their efforts to pass a millage over the years and encouraged a broader inquiry into the cause of those challenges.

Dr. Ott quoted a recent email sent by CEO Phelan to all employees and offered hopes that the words will be turned into observable actions:

I understand that the concerns raised last fall, related to learner and employee experiences, have been a source of frustration and stress for many in our community. I take full responsibility for this and want to assure you that these matters will not be forgotten. We have entered into a fresh mindset that will continue to evolve, informed further by the upcoming report. While there is much to celebrate about what Jackson College is and does, I recognize that not everyone has shared in the experience of Jackson College as a place of warmth and care. We are committed to doing better.

Lastly, Dr. Ott described expanded Academic leadership considerations being made, guided by CEO Phelan as Acting CAO. He requested that faculty be consulted heavily in the redesign of the Academic Council. At the request of Trustee Hoffman, Dr. Ott provided the Board with a hardcopy of his comments made at this Board meeting.

Sandy DiCesare (Current JC Employee) – Sandy DiCesare shared her high regard for higher education and how that has contributed to her experience of events at Jackson College in the past year. She encouraged the Board to recall the public comments from Fall 2023 and to continue asking why negative perceptions of Jackson College have been experienced. As she reported, actions taken by the institution thus far toward improvement have generally not had an impact.

BOARD & CEO COMMENTS:

Trustee Hoffman shared his positive experience at the MCCA Summer Conference, describing the experience as reaffirming of the College's commitment to Policy Governance, as well as Jackson College's governance leadership in the State.

Trustee Lake concurred with Trustee Hoffman. Chairperson Crist described an equally reaffirming experience at the Govern for Impact conference he attended in Atlanta with Trustee Lake and CEO Phelan this past June.

Chairperson Crist described appreciation for a recent Center Stage Jackson production of the musical Hello, Dolly! performed in the Potter Center's Baughman Theatre this past July.

EXCELLENCE MINUTE:

The Board welcomed Heather Ruttkofsky, Jackson College Dean of Heather Sciences, Career & Technical Trades, to share the news of Jackson College's PN & RN pass rates. Both cohorts accomplished a 100% pass rate, a first-time and record accomplishment for the programs at Jackson College. CEO Phelan thanked Dean Ruttkofsky, Nursing Program Director Julie Bullinger-Ballow, and her faculty for their commitment to student success and operating a high-quality program.

Dean Ruttkofsky highlighted the Jets Success Program, which provides notifications to students and instructors when peer tutoring should be engaged to boost student learning.

Dean Ruttkofsky also described that pass rates in 2021 and 2022 were averaging 70%, making this climb to a pass rate of 100% in 2024 a particularly impressive leap. She left the Board with the anticipation of Jackson College's new Medical SIM Center, which will offer effective hands-on opportunities for learners.

OWNERSHIP LINKAGE

OWNER LINKAGE UPDATE

Trustee Lake shared that there were no updates to report at this time.

ITEMS FOR DECISION

GOVERNANCE PROCESS ITEMS: Bylaws Review

The Board's Bylaws were reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Lake, Trustee Simpson, and CEO Phelan offered some revisions for the Board's consideration.

Discussion ensued about the timing of Board meetings in the future, which will be further discussed at the Board's Fall Planning Session in November.

MOTION BY TRUSTEE SIMPSON TO APPROVE THE BYLAWS AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HOFFMAN, LAKE, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

GOVERNANCE PROCESS ITEMS: BCD-03 Delegation to the CEO – Policy Review
The Board's Board-CEO Delegation policy BCD-03 Delegation to the CEO was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Lake, Trustee Simpson, and CEO Phelan did not have any recommended changes.

MOTION BY TRUSTEE LAKE TO APPROVE POLICY BCD-03 DELEGATION TO THE CEO WITHOUT AMENDMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HOFFMAN, LAKE, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

GOVERNANCE PROCESS ITEMS: BCD-04 Monitoring CEO Performance – Policy Review

The Board's Board-CEO Delegation policy BCD-04 Monitoring CEO Performance was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Lake, Trustee Simpson, and CEO Phelan offered some revisions for the Board's consideration. CEO Phelan described clarifying language but no change in intent by the Board.

MOTION BY TRUSTEE LAKE TO APPROVE POLICY BCD-04 MONITORING CEO PERFORMANCE AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HOFFMAN, LAKE, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

DECISION ON MILLAGE REQUEST:

Board members considered a resolution proposing a Headlee Override Millage request that would restore Jackson College's millage rate to its original 1964 voted millage of 1.33, up from its current rate of 1.1327, (an increase of 0.1973 mills) which would net approximately \$1.2M if approved by Jackson County voters. This request would be submitted for placement on the November 2024 ballot.

CEO Phelan described the purpose exclusively for workforce training and development, and Jackson College's need to be a stronger presence therein. He described that a major millage campaign would not be pursued, but appropriate efforts would be made via media and a mailing to get the facts out to voters. To Trustee Simpson's question, CEO Phelan clarified that all professional trades would be eligible for consideration of millage funds allocation.

Trustee Lake described her appreciation for the ballot proposal language. Trustee Simpson shared that an information pamphlet demystifying ballot language is crucial for voters to have. Trustees Thomas and Hoffman both offered their support for the ballot proposal language and information pamphlet.

MOTION BY TRUSTEE HOFFMAN TO APPROVE A HEADLEE OVERRIDE MILLAGE REQUEST TO RESTORE JACKSON COLLEGE'S MILLAGE RATE TO ITS ORIGINALLY ESTABLISHED BY ELECTION IN 1964 RATE OF 1.33, TO BE

**SUBMITTED FOR PLACEMENT ON THE NOVEMBER 2024 BALLOT USING THE
BALLOT PROPOSITION LANGUAGE PRESENTED WITHOUT AMENDMENT.
TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HOFFMAN, LAKE,
PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED
UNANIMOUSLY.**

Signed resolution on following pages.



Jackson College, Michigan (the "College")

A regular meeting of the board of trustees of the College (the "Board") was held in the Boardroom of the George Potter Center, within the boundaries of the College district, on the 12th day of August, 2024, at 6:30 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by John M. Crist, Chairperson.

Present: Trustees John M. Crist, Philip E. Hoffman, Donna L. Lake, Sheila A. Patterson, Christopher A. Simpson, Teshna Thomas

Absent: Trustees Matthew R. Heins

The following preamble and resolution were offered by Trustee John M. Crist and supported by Trustee Philip E. Hoffman:

WHEREAS:

1. Pursuant to the Michigan Election Law, the College's regular college election shall be held on the first Tuesday after the first Monday in November of even years.
2. It is necessary to conduct the College's regular election on Tuesday, November 5, 2024, to fill one or more Board positions.
3. On or before 4:00 p.m. on Tuesday, August 13, 2024, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the College (the "Election Coordinator").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The regular college election of the electors of the College be called and held on Tuesday, November 5, 2024.
2. The proposition to be voted on at the regular college election shall be stated on the ballots in substantially the form as set forth in Exhibit A.
3. The Election Coordinator is requested to:
 - a. Utilize Jackson Citizen Patriot, a newspaper published or of general circulation within the College, for publication of notices in accordance with the election law requirements.
 - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.
 - c. Provide a proof copy of the ballot to the College and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the College by 4:00 p.m., on Tuesday, August 13, 2024.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

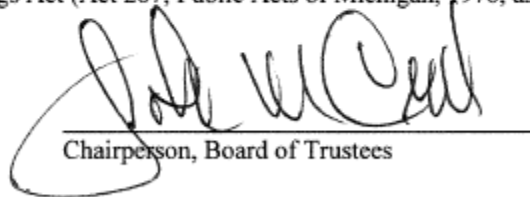
Ayes: Trustees John M. Crist, Philip E. Hoffman, Donna L. Lake, Sheila A. Patterson, Christopher A. Simpson, Teshna Thomas

Nays: Trustees None

Resolution declared adopted.


Chairperson, Board of Trustees

The undersigned duly qualified and acting Secretary of the Board of Trustees of Jackson College, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, Public Acts of Michigan, 1976, as amended).


Chairperson, Board of Trustees

CJI/sew

EXHIBIT A

**JACKSON COLLEGE
MILLAGE PROPOSAL**

This proposal will allow the college to restore its originally authorized charter millage rate of 1.33 mills on all property, with the revenue of this proposal to be used for enhancing job training, job placement and professional trades education programs.

Shall the limitation on the amount of taxes originally established by election in 1964 which may be assessed against all property within the community college district boundaries of Jackson College, Michigan, be increased by 0.1973 mill (\$0.1973 per \$1,000 of taxable valuation) for a period of 10 years, from 2025 to 2034, inclusive, to provide funds for enhancing job training, job placement, and professional trades education programs; if this millage is approved and levied in full in 2025, it is estimated to raise approximately \$1,200,000 (this millage is to restore millage lost as a result of the reductions required by the Michigan Constitution of 1963)?

EXHIBIT B

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

**JACKSON COLLEGE
MILLAGE PROPOSAL
0.1973 MILL FOR 10 YEARS TO RESTORE HEADLEE REDUCTION**

Full text of the ballot proposition may be obtained at the administrative offices of Jackson College, 2111 Emmons Road, Jackson, Michigan 49201-8335, telephone: (517) 787-0800.

CONSIDERATION OF REGULAR BOARD MEETING DATES 11/24-11/25:

Board members considered the following dates for the 11/24-11/25 Regular Board Meeting dates:

1. Considering that 11.11.24 is Veteran's Day, the Board will move the November 2024 Regular Board Meeting to 11.04.24.
2. Proposed 2025 Regular Board Meeting Dates (related holidays noted):
 - January 13, 2025
 - February 10, 2025 (This meeting date will be discussed further at the next Board meeting on September 9, 2024. The Board will discuss if they will attend the 2025 Community College National Legislative Summit - February 9 - 12, 2025, in which case this meeting would be moved to February 17, 2025).
 - March 10, 2025
 - April 14, 2025 (Easter is 04.20.25.)
 - May 12, 2025
 - June 9, 2025
 - August 11, 2025
 - September 8, 2025 (Labor Day is 09.01.25.)
 - October 13, 2025
 - November 3, 2025 (Veteran's Day is 11.11.25.)

MOTION BY TRUSTEE THOMAS TO MOVE THE NOVEMBER 2024 REGULAR BOARD MEETING TO 11.04.24 AND APPROVE THE 2025 REGULAR BOARD MEETING DATES AS PROPOSED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HOFFMAN, LAKE, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EL-00 General Executive Limitations – Evidence Review

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-00 General Executive Limitations, indicating Full Compliance according to his previously approved interpretations.

MOTION BY TRUSTEE HOFFMAN THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-00 GENERAL EXECUTIVE LIMITATIONS AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HOFFMAN, LAKE, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: EN-01 Board's ENDS (#1-3) – Evidence Review
CEO Phelan presented the evidence (i.e., monitoring report) for Policy EN-01 Board's Ends (#1-3), indicating Full Compliance according to his previously approved interpretations.

CEO Phelan noted that Jackson College's tuition continues to be a bargain, which may be further enhanced by the Michigan Community College Guarantee. He thanked members of the Leadership Council for their deepened dive into the evidence for this ENDS report.

Trustee Simpson described the evidence as overwhelmingly thorough.

MOTION BY TRUSTEE SIMPSON THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EN-01 BOARD'S ENDS (#1-3) AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HOFFMAN, LAKE, 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. He also provided an updated schedule of policy, interpretation, and evidence reviews for calendar year 2024 (reflecting the policy review and monitoring of the Boards' ENDS policies across three months), along with the schedule for the Trustee's policy pre-review process. Chairperson Crist will offer the 2025 schedule for the Trustee's policy pre-review process at the 09.09.24 Board meeting

INFORMATION REQUEST BY THE BOARD

FY'24 Q4 Financial Report:

The Board received and reviewed the FY'24 Q4 Financial Report. CEO Phelan noted that there is a lag effect that occurs due to timing of the budget as compared to that of State Aid. He thanked CFO John Globoker and his team for their efforts on this report.

Consideration of the Administrative Manual:

The Board received and reviewed the Jackson College Administrative Manual, which is provided to the Board annually. CEO Phelan thanked COO Cindy Allen and the HR office, as well as the College's legal counsel, Brendon Beer, for his legal review. All legal updates have been incorporated into the manual, but there have been no major changes. The consensus of the Board was to continue receiving this manual annually.

College Feature: JPEC:

Jackson Preparatory and Early College President, Jonathon Marowell & JPEC Chairperson, Suzanne R. Jones provided an update on the good work of the Jackson Preparatory Early College (JPEC).

Information highlights included:

- President Marowell has been with JPEC for 10 years now. His doctorate was also recently approved by UofM.
- 2023's largest JPEC graduating class saw 33 JPEC students earning 56 degrees and certificates from Jackson College. Students are averaging more than 1 degree and certificate. Also 1/3 of these graduating students were of marginalized identities.
- Partnerships with outside organizations are providing STEAM education starting at 6th grade, including Arts and Technology just as much as English, Science, and Math.
- Exposure to Health Occupations is being well-received by JPEC students from Jackson College.
- President Marowell was recently invited to the College Board National Conference to present work that JPEC and Jackson College does together. The weekly commitment of JPEC advisors meeting with Jackson College advisors to monitor student progress and challenges is exemplary.
- President Marowell and Chairperson Jones thanked the Board and CEO Phelan for the ongoing positive and collaborative nature of JPEC and Jackson College's partnership.
- Chairperson Jones highlighted appreciation for the leadership and support that the Jackson College Board provides to JPEC.
- CEO Phelan noted that the JPEC Board also uses Policy Governance.

Next Board Meeting Topics – 09.09.24:

CEO Phelan provided the members with a portent of items that are to come at the 09.09.24, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

- Excellence Minute
- Policy Review: EL-01 Treatment of Learners
- Policy Review: EL-02 Treatment of Staff
- Policy Review: BCD-01 Unity of Control
- Policy Review: GP-05 Role of the Vice Chair
- Policy Review: GP-08 Board & Committee Expenses
- Interpretations Assessment: EL-01 Treatment of Learners
- Interpretations Assessment: EL-02 Treatment of Staff
- Consideration of February 2025 Regular Board Meeting Date
- Evidence Review: EN-01 Board's ENDS (#4)
- CEO Monitoring Compliance Schedule & Summary
- 2025 Policy Pre-review Schedule

- Consideration of State Required Best Practices Resolution
- Board Survey Results: BCD-03 Delegation to CEO
- Board Survey Results: BCD-04 Monitoring CEO Performance
- College Feature: Registrar / Director of Jackson College @ LISD TECH
- Miller Johnson Audit Report – Executive Summary

Chairperson Crist and CEO Phelan discussed datapoints that CEO Phelan recently provided the Board, indicating that the College's diverse identity faculty of 9% is in close standing with national percentages of the same. CEO Phelan described for Trustee Simpson that the goal is to reflect the demographic of the community, and as CAO, it is his intention to grow Jackson College's diversity, especially in the classroom.

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. Trustee Simpson shared his appreciation for the reports from JPEC and the College's Financial Report.

ADJOURN

MOTION BY TRUSTEE HOFFMAN "To adjourn."

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

Meeting Adjourned at 7:30pm ET.

The foregoing minutes for the Regular Meeting of the Board of Trustees held on Monday, August 12, 2024 were approved at the Regular Meeting of the Board of Trustees on Monday, September 9, 2024.

