



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

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

08.14.23

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 08.14.23, 6:30pm, at the Central Campus of Jackson College, George E. Potter Center, 2nd Floor, Boardroom.

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

Board Member Absence: None

Others Present Include: Dr. Daniel Phelan, Ms. Cindy Allen, Dr. Todd Butler, Mr. Keith Everett Book, Ms. Kelly Holden-Selby, Mr. Jonathon Marowelli, Ms. Janel Elenbaas, Ms. Monica Pierce, Mr. Mohammed Sanyang, and Ms. Dharyayna Pierce.

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

ADOPTION OF MINUTES

The draft minutes of the Special Meeting of the Board of Trustees on 07.17.23 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:

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). As was also stated on said form, Chairperson Crist reminded those offering comments that the Board does not respond in this setting when the matter presented concerns personnel, student issues, or matters are being addressed through the established grievance or legal processes, or otherwise a subject of review by the Board of Trustees.

Kelly Holden-Kelby expressed her dissatisfaction with the near conclusion of the Ready Set Jet pilot program, a pilot program from which her 'mentee child had benefitted, and her appreciation that it will carry on with this cohort. She also described first- and third-hand knowledge of concerns with campus security, hospitality, and inclusivity on the Central Campus of Jackson College.

Ready Set Jet Mentor Dharyayna Pierce and her mother Monica Pierce both thanked those involved for ensuring the current cohort of Ready Set Jet Mentors will continue their work in the pilot program.

Monica Pierce praised the Ready Set Jet Mentors for their commitment to the continuation of the pilot program. She also described a need for additional, inclusive security and greeters on the Central Campus of Jackson College.

BOARD COMMENTS:

Chairperson Crist thanked the speaking public for their comments and assured them that their comments will be taken into consideration.

Vice-Chairperson Patterson confirmed with Monica Pierce that her concerns with the Ready Set Jet pilot program have been fully addressed, and assured the speaking public that their areas of concern are shared and will be addressed.

Trustee Barnes expressed his disappointment in the near conclusion of the Ready Set Jet pilot program.

Trustee Simpson expressed his appreciation for the public comments, especially when there are security concerns. He assured the speaking public that Jackson College is committed to keeping students, employees, and community members safe.

Trustee Lake shared her appreciation of the recent MCCA Summer Conference that she attended in Traverse City, MI, with fellow Board members Vice-Chairperson Patterson and Trustee Hoffman. Vice-Chairperson Patterson agreed that it was one of the better MCCA conferences she has attended, describing that it kept her engaged the entire time, was well-organized, had a well-aligned agenda, and had good speakers. Trustee Hoffman shared that in the future, if offered, he would like advanced copies of the relevant books written by the speakers.

OWNERSHIP LINKAGE COMMITTEE STATUS:

No comments.

ITEMS FOR DECISION

GOVERNANCE PROCESS ITEMS: Bylaws – Review

The Board's Bylaws were reviewed by the Board for their regularly scheduled review. Chairperson Crist, Trustee Simpson, Trustee Lake, and CEO Phelan proposed amendments for the Board's consideration.

MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE THE BYLAWS AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

GOVERNANCE PROCESS ITEMS: Board-CEO Delegation: BCD-03 Delegation to CEO

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 Simpson, Trustee Lake, and CEO Phelan proposed amendments for the Board's consideration.

MOTION BY TRUSTEE LAKE TO APPROVE POLICY BCD-03 DELEGATION TO THE CEO AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

GOVERNANCE PROCESS ITEMS: Board-CEO Delegation: BCD-04 Monitoring CEO Performance

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 Simpson, Trustee Lake, and CEO Phelan proposed amendments for the Board's consideration.

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

EXECUTIVE LIMITATIONS ITEMS: Adrian Building Resolution

This agenda item was deferred to the September 11, 2023, Regular Board meeting as the actual resolution, and related property conveyance documents were not received in time for this Board meeting. At the September 11, 2023, regular Board meeting, the Board will consider a resolution for the State Building Authority (SBA), notifying same that the Board willingly commits to the complete responsibility of the building from the State of Michigan. (NOTE: The SBA has technically owned the building until the construction bonds were retired – which now has been done). Once the Board approves this resolution, CEO Phelan can work with colleagues at the LISD to advance the sale of the facility. Once in the possession of the LISD, Jackson College will enter into a rental agreement for classroom and office space in the building as area demand indicates.

MONITORING CEO PERFORMANCE

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

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

MOTION BY VICE-CHAIRPERSON PATTERSON THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL- 00 GENERAL EXECUTIVE CONSTRAINT AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: EN-01 Board's ENDS – Evidence Review:

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EN-01 Board's ENDS indicating Full Compliance according to his previously approved interpretations.

He also reminded the Board that upon the review of the ENDS policy itself in the next cycle (i.e., June 2024) the policy pre-review committee will bring forward for consideration a new ENDS policy approach with the current ENDS policy distributed into three separate ENDS policies. Doing so should provide a clearer focus for the Board's review.

Chairperson Crist expressed his agreement that breaking the policy up into smaller sections would be helpful for monitoring purposes.

Trustee Barnes requested that future monitoring of this report reflect what *increase* there has been in the number of learners that complete degrees and obtain industry recognized credentials of value in the workplace.

CEO Phelan shared the College's commitment to be in the top 10% of FTIAC IPEDS data in Michigan with a completion rate of 40% within 3 years.

MOTION BY TRUSTEE HEINS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EN-01 BOARD'S ENDS AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST 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 2023, along with the schedule for the Trustee's policy pre-review process.

MONITORING BOARD PERFORMANCE

MONITORING BOARD PERFORMANCE: Governance Process: GP-09 Board Code of Conduct – Survey Results Review:

Chairman Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-09 Board Code of Conduct. Brief discussion ensued as full compliance was mutually agreed upon.

The Board expressed appreciation for the added choices within the survey of "N/A" and "Not yet experienced by the Board".

INFORMATION REQUEST BY THE BOARD

FY'23 Q4 Financial Report:

CEO Phelan reviewed highlights of the FY'23 Q4 Financial Report. He noted that this is an unaudited financial report. The FY'23 Audit Report will be presented at the October 16, 2023, Board meeting.

Next Board Meeting Topics – September 11, 2023:

CEO Phelan provided the members with a portend of items that are to come at the 09.11.23, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

- Policy Review: EL-01 Treatment of Students
- Policy Review: EL-02 Treatment of Staff
- Policy Review: BCD-01 Unity of Control
- Policy Review: GP-05 Role of Vice Chair
- Policy Review: GP-08 Board & Committee Expenses
- Interpretations Review: EL-01 Treatment of Students
- Interpretations Review: EL-02 Treatment of Staff
- Survey Results Review: BCD-03 Delegation to CEO
- Survey Results Review: BCD-04 Monitoring CEO Performance
- Board Consideration: State Required Best Practices Resolution
- Board Consideration: CEO's Contract
- ACCT Annual Congress Preparations (October 9-12, 2023)
- Adrian Building Resolution
- 8.14.23 Board Meeting Public Comment Follow-up

A discussion of the Board's expectations for the September 11th Regular Board meeting ensued. At said meeting, CEO Phelan will offer the following:

1. An overview of the Ready Set Jets pilot program experience to date.
2. Learnings from that experience, particularly as they apply to applicable Board policies.
3. What has been put in place going forward.

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

Trustees expressed that the content was sufficient.

ADJOURN

MOTION BY TRUSTEE HOFFMAN "To adjourn."

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

Meeting Adjourned at 7:34pm ET.

The foregoing minutes for the regular meeting of the Board of Trustees held on Monday, August 14, 2023 were approved at the regular meeting of the Board of Trustees on Monday, September 11, 2023.


Chairperson