



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

Jackson College

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

09.11.23

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 09.11.23, 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 Donna Lake, Trustee Matt Heins, Trustee Sam Barnes, and Trustee Christopher Simpson

*Board Member Absence:* Trustee Philip Hoffman

*Others Present Include:*

Dr. Daniel Phelan, Cindy Allen, Jeremy Frew, Keith Everett Book, Jason Valente, Tiffany Thomas, Sandy DiCesare, Karissa Shay, Janel Elenbaas, Anthony Rana, Danielle Mackey, Karin Evans, Brenda Brandon, Kelly Holden Selby, Jidah Washington, Kaija Rose, Devin Eubanks, Ariel Maturine, Stephanie Waffle-Stephenson, L'Trell Hardiman, Muhammed Sangyang, Na'Tiyah Jones-Montgomery, Jacelia Dokes, Anabelle Turu, Rykia Tolbert, Sabria Tolbert, Lapree Brown-Russell, Emonie Doss, Demarian Robinson, Tyler Selby, Christina Coker, Zaria Newton, Myrian Williams, Madison Allen, Kyrsten Sheirpe, Tae Craishead, Precious Angel Shurn, Shailynn Ramero/Walker, Jessica Houston, Laura Thomas, Jacob Inosencio, Cindy Gilmore, Sara Perkin, Kelly Chambers, Heather Ruttkofsky

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

**A MOMENT OF SILENCE WAS TAKEN IN REMEMBRANCE OF THE EVENTS OF SEPTEMBER 11<sup>TH</sup>.**

### **ADOPTION OF MINUTES**

The draft minutes of the Regular Meeting of the Board of Trustees on 08.14.23 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 to speak, via the form provided at the Board Room entrance table, 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 “...as an on-going practice, the Board does not respond in this Board Meeting setting when the matter presented concerns personnel, student issues, or matters that are being addressed through the established grievance or legal processes, or otherwise are a subject of review by the Board of Trustees”.

Former Jackson College Affinity Liaison member, Jacob Inosencio asked the Board to listen to the students of Jackson College. He shared his disappointment that the Jackson Hispanic Heritage Festival is not being hosted by Jackson College this year and described the unique challenges faced by Hispanic students.

Ready Set Jet (RSJ) mentor Jidah Washington shared curfew confusion amongst students, staff, and security, but otherwise positive experience with and advocacy for the RSJ program, as she reported.

RSJ mentor Kaija Rose described positive experiences with and advocacy for the RSJ program, as she reported.

RSJ student Sabria Tolbert described her a negative experience with security during a search of her room, but otherwise positive experience with and advocacy for the RSJ program, as she reported.

RSJ student Devin Eubanks described strict RSJ rules, but otherwise positive experience with and advocacy for the RSJ program, as he reported.

RSJ mentor Precious Shurn described positive experiences with the structure and leadership of the RSJ program, as she reported, and shared hardcopies of reenforcing messages from the RSJ mentor group text with the Board.

RSJ mentor Shailynn Walker described positive experiences with and advocacy for the structure and leadership of the RSJ program, as she reported. She expressed her understanding that the RSJ program will be discontinued. She also shared that the minor-age RSJ program participants and curfew RSJ policies were well-communicated by RSJ leadership, but not understood by security, as she reported. Lastly, she shared concern for the treatment of students.

RSJ mentor La'Trell Hardiman expressed concern for the treatment of students and employees, as well as disagreement with the staffing choice overseeing campus housing.

RSJ mentor Jacelia Dokes described negative experiences on campus during the February 2023 ice storm, mitigated only by RSJ leadership supporting them, as she reported.

Student NaTiyah Jones-Montgomery described negative experiences working in the food service department on campus, as she reported, as well as her dissatisfaction with the way her grievances were handled by the College. She provided documentation of said experiences to the Board.

RSJ mentor Muhammed Sangyang described his shared negative experiences (with that of student NaTiyah Jones-Montgomery) working in the food service area on campus, as he reported, as well as disagreement with the staffing choice overseeing campus housing. He also expressed concern for the treatment of students.

Student parent Kelly Holden Selby requested rationale behind RSJ ending abruptly, as she reported, as well as an update on her campus safety and security concerns. She also advocated for the RSJ leadership and expressed concern for the treatment of students.

JC Employee Sandy DiCesare shared her support of the students that spoke at this Board meeting. She expressed the love that she and fellow JC employees have for the students and her disappointment in the current treatment of employees and students, especially those in housing.

#### *BOARD COMMENTS:*

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

Trustee Barnes proposed that the concerns presented during the public comment section of this meeting be investigated via an independent party hired and managed directly by the Board. Vice-Chairperson Patterson supported this idea.

Vice-Chairperson Patterson thanked those that spoke and attended this meeting. She expressed her concern about the treatment of students and employees. She also suggested that student and employee surveys be closely reviewed, as well as employee exit interviews.

Chairperson Crist read a note of thanks from absent Trustee Hoffman for the condolences he received at the passing of his mother.

#### *OWNERSHIP LINKAGE ACTIVITY STATUS:*

No comments.

## ITEMS FOR DECISION

### *GOVERNANCE PROCESS ITEMS: BCD-01 Unity of Control – Policy Review*

The Board's Board-CEO Delegation policy BCD-01 Unity of Control was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Hoffman (prior to the meeting), Vice-Chairperson Patterson, and CEO Phelan proposed amendments for the Board's consideration.

### *GOVERNANCE PROCESS ITEMS: GP-05 Role of the Vice Chair – Policy Review*

The Board's Governance Process policy GP-05 Role of the Vice Chair was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Hoffman (prior to the meeting), Vice-Chairperson Patterson, and CEO Phelan did not have any amendments to propose for the Board's consideration.

### *GOVERNANCE PROCESS ITEMS: GP-08 Board & Committee Expenses*

The Board's Governance Process policy GP-08 Board & Committee Expenses was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Hoffman (prior to the meeting), Vice-Chairperson Patterson, and CEO Phelan proposed amendments for the Board's consideration.

**MOTION BY TRUSTEE LAKE TO APPROVE THE POLICY BCD-01 UNITY OF CONTROL AS AMENDED, TO APPROVE POLICY GP-05 ROLE OF THE VICE CHAIR WITHOUT AMENDMENTS, AND APPROVE POLICY GP-08 BOARD & COMMITTEE EXPENSES AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### *EXECUTIVE LIMITATIONS ITEMS: EL-01 Treatment of Learners – Policy Review*

The Board's Executive Limitations policy EL-01 Treatment of Learners was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Hoffman (prior to the meeting), Vice-Chairperson Patterson, and CEO Phelan proposed amendments for the Board's consideration.

Trustee Heins suggested that "proper training" be added as follows:

1. *Permit learners and others who use College property and equipment to be without **proper training** and reasonable protections against hazards or conditions that might threaten their health, safety, or well-being.*

**THE FOLLOWING MOTION WAS RESCENDED LATER IN THE MEETING: MOTION BY TRUSTEE HEINS TO APPROVE POLICY EL-01 TREATMENT OF LEARNERS AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-02 Treatment of Staff – Policy Review*

The Board's Executive Limitations policy EL-02 Treatment of Staff was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Trustee Hoffman (prior to the meeting), Vice-Chairperson Patterson, and CEO Phelan proposed amendments for the Board's consideration.

**THE FOLLOWING MOTION WAS RESCENDED LATER IN THE MEETING: MOTION BY TRUSTEE LAKE TO APPROVE POLICY EL-02 TREATMENT OF STAFF AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-01 Treatment of Learners – Interpretations Review*

CEO Phelan presented his clarified interpretation recommendations for policy EL-01 to the Board for their regularly scheduled review.

**THE FOLLOWING MOTION WAS RESCENDED LATER IN THE MEETING: MOTION BY TRUSTEE SIMPSON THAT THE BOARD HAS ASSESSED CEO PHELAN'S AMENDED INTERPRETATIONS OF POLICY EL-01 TREATMENT OF LEARNERS AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: EL-02 Treatment of Staff – Interpretations Review*  
CEO Phelan presented his clarified interpretation recommendations for policy EL-02 to the Board for their regularly scheduled review.

**THE FOLLOWING MOTION WAS RESCENDED LATER IN THE MEETING: MOTION BY TRUSTEE SIMPSON THAT THE BOARD HAS ASSESSED CEO PHELAN'S AMENDED INTERPRETATIONS OF POLICY EL-02 TREATMENT OF STAFF AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*EXECUTIVE LIMITATIONS ITEMS: Adrian Building Resolution*

The Board considered 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). CEO Phelan noted that once the Board approves this resolution then he can work with colleagues at the LISD to advance the sale of the facility. When the transition of ownership is completed with the LISD, Jackson College will enter into a rental agreement for classroom and office space in the building as student demand indicates.

**MOTION BY TRUSTEE HEINS TO APPROVE THE ADRIAN BUILDING RESOLUTION. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

A RESOLUTION OF THE BOARD OF TRUSTEES  
OF JACKSON COLLEGE REQUESTING CONVEYANCE  
OF PROPERTY FOR THE LENAWEE EXTENSION CENTER AND ACCEPTING  
OBLIGATIONS FOR THE FACILITIES

A RESOLUTION of the Board of Trustees of Jackson College (the "Educational Institution") requesting and approving the conveyance of property and to provide matters relating thereto.

WHEREAS, the State Building Authority (the "Authority"), a statutory body corporate created under provisions of 1964 PA 183, as amended, is authorized to acquire, construct, furnish, equip, own, improve, enlarge, operate, mortgage and maintain buildings, necessary parking structures or lots and facilities and sites therefore for use by the State or any of its agencies including institutions of higher education created pursuant to Sections 5, 6 and 7 of Article VIII of the Michigan Constitution of 1963; and

WHEREAS, the Educational Institution has been created and is maintained pursuant to Sections 7 of Article VIII of the Michigan Constitution of 1963; and

WHEREAS, the Authority has previously acquired the Lenawee Extension Center and the site upon which it was constructed (the Lenawee Extension Center and the site together are the "Facilities") and the Authority leased the Facilities to the Educational Institution and the State of Michigan (the "State") pursuant to a lease dated as of January 1, 2005, as amended (the "Lease"); and

WHEREAS, under the terms of the Lease, the Authority agreed to convey title to the Facilities to the Educational Institution upon request by the Educational Institution after the Bonds which financed the Facilities (the "Bonds" as defined in the Lease) and any additional bonds or other obligations as provided in the Lease are paid in full or provision for the payment thereof is made as provided in the Lease for consideration of one (\$1.00) Dollar and the assumption by the Educational Institution of all monetary obligations and legal responsibilities for the operation and maintenance of the Facilities; and

WHEREAS, the Bonds have been paid in full and all conditions established by the Lease as conditions precedent to conveyance of title to the Facilities by the Authority to the Educational Institution have occurred.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE EDUCATIONAL INSTITUTION THAT:

1. The Educational Institution hereby requests that the Authority convey title to the Facilities by Quitclaim Deed to the Educational Institution.
2. The consideration for the conveyance of the Facilities shall be one (\$1.00) Dollar and the assumption by the Educational Institution of all monetary obligations and legal responsibilities for the operation and maintenance of the Facilities.
3. The conveyance of the Facilities pursuant to the terms and conditions set forth above is approved and the President & CEO of the Educational Institution is authorized and directed to execute any documents to accomplish the conveyance in such form as may be requested by the Authority and approved by counsel for the Educational Institution.
4. All ordinances, resolutions and orders or parts thereof in conflict with this resolution are, to the extent of such conflict, repealed.
5. This resolution shall be effective immediately upon its adoption.



CERTIFICATE REGARDING RESOLUTION  
JACKSON COLLEGE  
LENAWEE EXTENSION CENTER

I, the undersigned, hereby certify that:

1. I am the Chairperson of the Board of Trustees of Jackson College, a Michigan body corporate.

2. The attached resolution is a full, true and compared copy of the Resolution of the Board of Trustees of Jackson College (the "Board" ) Requesting Conveyance of Property for the Lenawee Extension Center, Acceptance of Same and Accepting Obligations for the Facilities duly presented and adopted at a regular meeting duly called and held by said Board at Jackson, Michigan, on September 11, 2023, at which a quorum was present and voting.

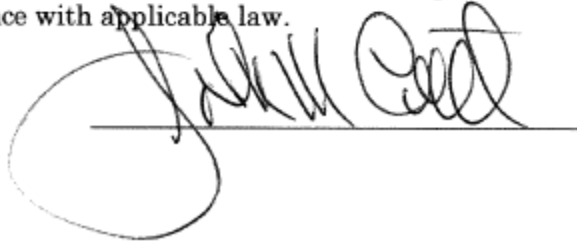
The following were present: John M. Crist – Chairperson, Sheila A. Patterson – Vice Chairperson, Sam R. Barnes – Trustee, Matthew R. Heins – Trustee, Philip E. Hoffman – Trustee, Donna L. Lake – Trustee, and Christopher A. Simpson - Trustee

And the following were absent: none

3. The attached resolution will be duly recorded in the minute books of the Board and is still in full force and effect.

4. Notice of the meeting at which the attached resolution was adopted was given pursuant to and in full compliance with applicable law.

Dated: 9-11-23



2023-0382897-A/SBA Jackson CC Lenawee Ext Center Reconveyance/Certificate

## CONSENT / REQUIRED APPROVAL AGENDA

### *Board Consideration: State Required Best Practices Resolution*

Section 230 of PA 103 of 2023, the Fiscal Year 2024 community colleges appropriations bill contains the qualifications that must be met to receive the portion of each college's performance funding appropriation earmarked for local strategic value. The statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy 4 of 5 best practices in each of 3 different categories. To demonstrate eligibility for this funding, Section 230 requires that each community college certifies compliance to the State Budget Office by means of a Board of Trustees resolution certifying that the

college has met 4 of 5 best practices in each category. Further, each board resolution “shall provide specifics as to how the community college meets each best practice measure within each category.”

The Board considered the resolution certifying that the College not only meets but exceeds all the best practice standards required by State appropriations.

**MOTION BY TRUSTEE LAKE TO APPROVE THE STATE REQUIRED BEST PRACTICES RESOLUTION. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

### **MONITORING CEO PERFORMANCE**

*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: BCD-03 Delegation to CEO – Survey Results Review:*

Chairperson Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of BCD-03 Delegation to CEO.

Vice-Chairperson Patterson expressed her concerns with the use of Policy Governance. She requested that the Board consider requesting a review of staff and faculty surveys regularly again, along with presentations from staff of where the College needs to improve. She also suggested the Board request review of exit interviews.

Trustee Simpson suggested policy changes that may be needed to enhance the interpretation and evidence of compliance the Board may like to request going forward.

CEO Phelan reviewed the history of the Board’s use of Policy Governance (since 1994) and reviewed the process by which the Board uses Policy Governance to determine and measure outcomes, generally through systematic development and approval of the following: policy, CEO interpretations, and evidence of compliance.

Trustee Barnes suggested the Board consider reviewing policies of concern at the next Board meeting. Trustee Heins noted that the Board currently requests fewer reports by their own action.

Trustee Lake suggested that policies approved earlier in this meeting are the policies that may need further review (i.e., EL-01 Treatment of Learners and policy EL-02 Treatment of Staff). Discussion ensued, landing on the suggestion that Vice-Chairperson Patterson and Trustee Hoffman (who pre-reviewed these 2 policies this month) will do another pre-review of said policies and lead discussion of them once again at the November Board meeting.

**MOTION BY TRUSTEE LAKE TO RESCEND THE PRIOR BOARD APPROVALS OF POLICY EL-01 TREATMENT OF LEARNERS AS AMENDED AND POLICY EL-02 TREATMENT OF STAFF AS AMENDED, AS WELL AS RESCEND THE PRIOR BOARD ASSESSMENTS OF CEO PHELAN'S AMENDED INTERPRETATIONS OF POLICY EL-01 TREATMENT OF LEARNERS AND POLICY EL-02 TREATMENT OF STAFF AS FINDING DEMONSTRATION OF A REASONABLE INTERPRATION OF THE POLICIES. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY**

*MONITORING BOARD PERFORMANCE: BCD-04 Monitoring CEO Performance – Survey Results Review:*

Chairperson Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of BCD-04 Monitoring CEO Performance. Brief discussion ensued as full compliance was mutually agreed upon.

## **INFORMATION REQUEST BY THE BOARD**

*8.14.23 Safety & Security, and RSJ Information Update:*

CEO Phelan offered a memo in response to the Board's 8.14.23 request for additional information regarding Safety and Security, as well as the Ready Set Jet Program.

He noted that he had been working with Staff at making changes to the College's security operations for a number of months. He also thanked Trustee Heins and Trustee Simpson for the expertise they contributed to a recent meeting with him and security staff, which included a review of State laws related to community college law enforcement. Trustee Heins described the advantages of bringing security in-house as employees, noting that the team will take time to assemble and assimilate, but it will be a better system focused on key components of security. Trustee Simpson described the advantages of an in-house structure and knowledge of the College's fabric, as well as the opportunities to train staff correctly and provide proper supervision. CEO Phelan noted that the student criminal justice program may also benefit as a component of this security infrastructure.

Trustee Barnes requested the credentials of the individual overseeing JC security and housing. CEO Phelan will provide this to the Board.

At Vice-Chairperson Patterson and Trustee Barnes' requests, CEO Phelan explained further that the one-time grant funds for the RSJ program have concluded, but the College will continue to have a summer bridge program each summer going forward.

*Millage Restoration Proposal Draft Presentation:*

In preparation for the Board's upcoming millage restoration proposal on the November 7, 2023, ballot, CEO Phelan walked the Board through a draft of the presentation and handouts to be offered during upcoming meetings with owners. Trustee Simpson and Trustee Lake offered suggestions on the handouts, including indication of the minimal cost of a Headlee Override to homeowners with a taxable home valuation of \$100K monthly and the inclusion of a QR code. Trustee Lake and Chairperson Crist volunteered to participate in meetings with the owners.

At 8:30pm, Chairperson Crist requested a motion to continue the meeting past the 2-hour duration as stated in the Bylaws.

**MOTION BY TRUSTEE BARNES TO CONTINUE THE MEETING PAST THE 2-HOUR DURATION AS STATED IN THE BYLAWS. TRUSTEES VOTED BY ROLL CALL VOTE:**

**TRUSTEES HEINS – NO**

**TRUSTEE SIMPSON – YES**

**VICE-CHAIRPERSON PATTERSON – YES**

**TRUSTEE LAKE – YES**

**TRUSTEE BARNES – YES**

**CHAIRPERSON CRIST – YES**

**THE MOTION PASSED.**

*ACCT Annual Congress Preparations:*

In preparation for the Board's upcoming trip to the ACCT Leadership Congress in Las Vegas this October, the Board considered their itinerary. Upon review of the topics that will be reviewed in a policy governance experience share with North Central State College while at the conference, the consensus of the Board was positive.

*Next Board Meeting Topics – October 16, 2023:*

CEO Phelan provided the members with a portend of items that are to come at the 10.16.23, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

- Policy Review: EL-04 Financial Conditions & Activities
- Policy Review: EL-08 Communication & Support to the Board
- Interpretations Review: EL-04 Financial Conditions & Activities
- Interpretations Review: EL-08 Communication & Support to the Board
- Survey Results Review: BCD-01 Unity of Control
- Survey Results Review: GP-05 Role of Vice Chair

- Survey Results Review: GP-08 Board & Committee Expenses
- FY'23 Financial Audit Report

## **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.

Trustee Simpson shared appreciation for the suggestions to revisit the policy and interpretations reviews of policies EL-01 and EL-02.

## **MEETING CONTENT REVIEW**

Trustees expressed that the content was sufficient.

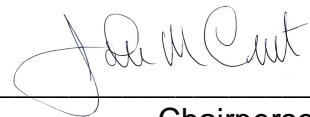
## **ADJOURN**

**MOTION BY TRUSTEE LAKE “To adjourn.”**

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

Meeting Adjourned at 8:35pm ET.

The foregoing minutes for the regular meeting of the Board of Trustees held on Monday, September 11, 2023 were approved at the regular meeting of the Board of Trustees on Monday, October 16, 2023.

  
Chairperson