



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

Jackson College

Central Campus, Bert Walker Hall,

Community Rooms 144/145

09.09.24

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 09.09.24, 6:30pm, at the Central Campus of Jackson College, Bert Walker Hall, Community Rooms 144 /145.

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

*Board Member Absence:* Trustee Phil Hoffman

*Others Present Include:* Dr. Daniel Phelan, Keith Everett Book, Brendon Beer, Cindy Allen, Ashley Van Heest, Jamie Vandenburg, Zak McNitt, John Globoker, Heather Ruttkofsky, Julie Hand, Joe Gebhardt, Kristin Stockbridge, Nacoya Weatherspoon.

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 08.12.24 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 that Communications Professor, Dr. Becky Belter-Roberts, recently wrote an article titled "Teaching During Times of Personal Crisis" that was well-received. It was published in the Summer 2024 edition of "Practitioner to Practitioner" - the journal for the National Organization for Student Success. Her article addresses the often-overlooked challenges educators face during personal difficulties. Also, Language, Literature, and Arts faculty Holly Taylor wrote the feature article for the "Health Care Angels" issue of the September issue of Jackson Magazine that was published this month. This article profiled Jackson College alumna Philicia Richmond, who is a Psychiatric Mental Health Nurse Practitioner working at Henry Ford Hospital here in Jackson.

Dr. Ott provided the below QR codes (scannable with your phone) that link to the journals containing each of the articles,

Dr. Robert's Article:



Holly Taylor's Article:



Dr. Ott shared gratitude for receiving the results of the external investigation conducted by Miller Johnson and eagerness to collaborate on improving the culture of the institution.

Dr. Kristine Stockbridge (Current JC Employee) – Dr. Stockbridge asked to state for the record that she was misquoted in Miller Johnson’s Investigation Report Executive Summary. She reminded the Board that the statement “Everyone knows JC is racist.” shared by her during public comment at the 9.25.23 Board meeting was not her own, but that of her husband’s friend.

Additionally, she offered that she has seen significant positive changes at the College lately and thanked CEO Phelan for his contributions to those changes.

*BOARD & CEO COMMENTS:*

CEO Phelan distributed a book (Better Boards for a Better World, An Integrated Practice of Policy Governance and Servant-Leadership) that will be used for the Board’s Planning Session in November. He also thanked Trustee Lake and Chairperson Crist for their participation in the Govern for Impact Conference this past June, where he learned about the book.

CEO Phelan also shared a hardcopy of the “Flight Guide” mini booklet that was created by Student Services to help students easily access campus resources, particularly via QR codes. He thanked Dr. Alytrice Brown (Chief Student Services Officer) and her team for the innovation of that tool.

**CLOSED SESSION**

As provided by Public Act 15.268, Section 8, Sub-section (h) to consider material exempt from discussion or disclosure by state or federal statute (Attorney-Client Privilege), Chairperson Crist requested a closed session for the above purpose as it relates to review of the Miller Johnson Investigation Report.

No action shall be taken by the Board of Trustees while in closed session.

**MOTION BY VICE-CHAIRPERSON PATTERSON TO GO INTO A CLOSED SESSION AT 6:40PM. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, PATTERSON, LAKE, THOMAS AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

The Board began a Closed Session at 6:43pm.

**MOTION BY VICE-CHAIRPERSON PATTERSON TO MOVE OUT OF CLOSED SESSION AT 8:04PM. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, PATTERSON, LAKE, THOMAS AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Chairperson Crist asked for a motion to adopt the recommendations as stated in the executive summary by Miller Johnson and to task CEO Phelan with coming to the next Board meeting with an outline and timeline for how to address said recommendations, with a prioritization of amending the policies and procedures identified by Miller

Johnson. The College's legal counsel will work closely with the CEO to amend identified policies and procedures needing attention.

**MOTION BY TO ADOPT THE RECOMMENDATIONS AS STATED IN THE EXECUTIVE SUMMARY BY MILLER JOHNSON AND TO TASK CEO PHELAN WITH COMING TO THE NEXT BOARD MEETING WITH AN OUTLINE AND TIMELINE FOR HOW TO ADDRESS SAID RECOMMENDATIONS, WITH A PRIORITIZATION OF AMENDING THE POLICIES AND PROCEDURES IDENTIFIED BY MILLER JOHNSON. THE COLLEGE'S LEGAL COUNSEL WILL WORK CLOSELY WITH THE CEO TO AMEND IDENTIFIED POLICIES AND PROCEDURES NEEDING ATTENTION. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, PATTERSON, LAKE, THOMAS AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

Chairperson Crist thanked the Miller Johnson attorneys, Leigh Schultz and Adam Blaylock.

## **OWNERSHIP LINKAGE**

### *OWNERSHIP LINKAGE – CONSIDERATION OF MILLAGE INFORMATION FLYER*

CEO Phelan shared a draft Millage Information Flyer for the Board's consideration, proposed for distribution throughout the county, to the public, prior to the 11.05.24 election. CEO Phelan thanked marketing and Trustee Simpson for their input into the creation of the flyer. The flyer would be used in addition to other strategies for disseminating information about the millage proposal, strategies that include in-person information sharing throughout the community.

**MOTION BY TRUSTEE LAKE TO MOVE FORWARD IMMEDIATELY WITH THE DISTRIBUTION OF THE MILLAGE INFORMAOITN FLYER WITHOUT AMENDMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, PATTERSON, LAKE, THOMAS AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

## **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, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan did not have any recommended changes.

### *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, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan did not have any recommended changes.

*GOVERNANCE PROCESS ITEMS: GP-08 Board and Committee Expenses - Policy Review*

The Board's Governance Process policy GP-08 Board and Committee Expenses was reviewed by the Board for its regularly scheduled review. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan recommended a minor edit for the Board's consideration.

**MOTION BY TRUSTEE SIMPSON TO APPROVE POLICY BCD-01 UNITY OF CONTROL WITHOUT AMENDMENT, POLICY GP-05 ROLE OF THE VICE CHAIR WITHOUT AMENDMENT, AND POLICY GP-08 BOARD AND COMMITTEE EXPENSES AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, LAKE, PATTERSON, SIMPSON, AND THOMAS 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, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan recommended consolidation edits (grouping of related policy items) for the Board's consideration.

*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, Vice-Chairperson Patterson, Trustee Hoffman, and CEO Phelan recommended a minor edit for the Board's consideration.

**MOTION BY TRUSTEE THOMAS TO APPROVE POLICY EL-01 TREATMENT OF LEARNERS AS AMENDED AND POLICY EL-02 TREATMENT OF STAFF AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, LAKE, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

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

CEO Phelan presented his interpretation recommendations for policy EL-01 to the Board for their regularly scheduled review. He thanked Dr. Alytrice Brown for her assistance with the clarification within the updated interpretations around registration and acceptance processes of learners.

*EXECUTIVE LIMITATIONS ITEMS: EL-02 Treatment of Staff – Interpretations Assessment*

CEO Phelan presented his interpretation recommendations for policy EL-02 to the Board for their regularly scheduled review. Updates to the recommendations were minor language clarifications.

**MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S INTERPRETATIONS OF POLICY EL-01 AND POLICY EL-02 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICIES. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*FY-25 POLICY PRE-REVIEW SCHEDULE:*

Board members considered a proposed FY'25 Policy Pre-review Schedule. Efforts were made to provide a rotation of Board members pre-reviewing different policies each year.

**MOTION BY TRUSTEE SIMPSON TO APPROVE THE PROPOSED FY'25 POLICY PRE-REVIEW SCHEDULE WITHOUT AMENDMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

**CONSENT / REQUIRED APPROVAL AGENDA**

*CONSIDERATION OF COMMUNITY COLLEGE LOCAL STRATEGIC VALUE RESOLUTION:*

As per Section 230(2) of the State School Aid Act (MCL.338.1830), a community college must demonstrate that it meets the Local Strategic Value qualifications 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.

A community college must certify by means of a board of trustees' resolution 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." This resolution must be properly passed by the board and submitted to the State Budget Office on or before October 15, of each academic year.

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

**MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE THE COMMUNITY COLLEGE LOCAL STRATEGIC VALUE RESOLUTION. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, THOMAS, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

**MONITORING CEO PERFORMANCE**

*MONITORING CEO PERFORMANCE: EN-01 Board's ENDS (#4) – Evidence Review*

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EN-01 Board's ENDS (#4), indicating Full Compliance according to his previously approved interpretations. He thanked Jamie Vandenburg and Heather Ruttkofsky for their assistance with the monitoring report.

**MOTION BY TRUSTEE HEINS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EN-01 BOARD'S ENDS (#4) AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, 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.

#### **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.

*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.

**MOTION BY TRUSTEE THOMAS TO ACCEPT THE BOARD SURVEYS FOR BOARD POLICIES BCD-03 AND BCD-04 AS AFFIRMING COMPLIANCE. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, SIMPSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.**

#### **INFORMATION REQUEST BY THE BOARD**

*Excellence Minute:*

The Board welcomed Jamie Vandenburg (Dean of Workforce, Technical, and Professional Education) to the meeting, who shared the College's recent success with fresh food donations hosted through the South Michigan Foodbank on JC's Central Campus.



The opportunity to host this distribution came through the success of [Harriet's Hub](#) – Jackson College's innovative campus hunger solution which effectively makes Jackson College a hunger free campus. Participation in the free food donations nearly doubled between July and August, with the final donation of the season on 09.19.24. Jamie Vandenburg described the intent to continue offering donations next season and expressed her gratitude to all those who have volunteered to help distribute fresh food.

At Trustee Simpson's request, Vandenburg provided an opportunity for the Board to participate in the 09.19.24 donation. Vice-Chairperson Patterson shared her appreciation for the wide window of time offered for donation pick-ups, which is 3+ hours.

#### *College Feature: Enrollment / Lenawee Campus*

The Board welcomed Zak McNitt, Jackson College Registrar and Director of Jackson College @ LISD TECH, who provided an update on the College's enrollment efforts, with an emphasis on efforts in Lenawee County.

Information highlights included:

#### Jackson College Lenawee

- Standard Services Provided
  - 2 full-time Student Success Navigators dedicated to serving students within Lenawee County.
  - 1 full-time Dual Enrollment / EMC Navigator.
  - In-Person Services Include: walk-in advising, financial aid assistance, registration, admissions assistance, standard advising appointments, new student orientations, and business offices services.
  - Virtual options for all the above services are available.

- Major Updates / New work in Lenawee County
  - Eleven school districts in Lenawee County and the LISD now receive in-district advising support.
  - New articulation agreements are now signed in place with Adrian College for students pursuing Business Administration degrees.
  - Strong relationship in place with Siena Heights University, leveraging our 90/30 program.
  - Onsite weekly open advising for all students attending LISD College now and EMC programming.
- Lenawee Data Trends
  - A streamlined effort has been made to regain JC's presence in Lenawee County High Schools.
  - Bi-weekly visits are being conducted in each district to meet with students and counselors.
  - Weekly advising conducted at Hudson CSI center. JC is their primary college for their independent EMC program.
  - Enrollment growth has been shown in 10 out of 12 districts from 2023/Fall to 2024/Fall
  - The average face-to-face classroom fill rate for 24/SPR was 7.1 students per class. 24/FAL face to face fill rates are currently at 16.5 students per class.
- Larger Vision for Lenawee County
  - Future Action Items include:
    - Build on-site offerings for CTE programs
    - Continued push for larger dual enrollment growth.
    - Potential for offering on-site courses at our K-12 districts
    - Further expansion with Hudson CSI with our partnerships. Potential for offering JC programming at their location.
  - Lenawee County Early Middle College:
    - Conducting a traditional Early Middle College option within Lenawee County.
      - This model would mimic our JCEC (Jackson County Early College) model that JC conducts in Jackson County.
      - Full county participation by all districts would be the goal.
      - The Michigan Community College Guarantee has changed how districts view the need for an EMC model in Lenawee County.
      - JCEC
        - Started in Fall of 2018 with a little over 250 students.
        - 24/SPR enrollment broke 700 students.
        - 24/FAL enrollment has broken 800 students.
        - The program is operating currently with a 90.5% success rating.
        - Fully embedded model with our K-12 partners.

### Corrections Education Program

- Largest enrollment of any prison program in the state of Michigan.
- Operating fully in six state prisons and one federal facility.
- Enrollment broke over 750 students in the 2020 winter semester before Covid-19.
- Enrollment fell as low as 350 students during the height of the pandemic.
- Enrollment for 24/SUM is 675.
- Enrollment for 24/FAL is 618 students.

### Veteran Services / Accreditation Update

- Over 200 military connected students for Fall 2024. Highest number in my tenure at Jackson College.
- The Veteran Services Team has successfully passed our last 6 audits.
- Earned Gold Status as military friendly school in the state of Michigan 8 years running.
- Earned Silver Status national ranking as military friendly college in 23/24. (up from bronze in 22/23).
  - Named a spouse friendly military friendly college designation in 23/24. First ever award in this category.

CEO Phelan thanked Zak and Stephanie Waffle-Stephenson (Director of New Student Engagement / Director of Jackson College Hillsdale) as their work and presence in Lenawee and Hillsdale respectively have been beneficial to both.

Chairperson Crist thanked Zak. CEO Phelan added that it is entirely possible that next year JPEC could be the largest high school in Jackson County.

### *Next Board Meeting Topics – 10.14.24:*

CEO Phelan provided the members with a portent of items that are to come at the 10.14.24, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

- Excellence Minute
- Policy Review: EL-04 Financial Conditions & Activities
- Policy Review: EL-08 Communication & Support to the Board
- Interpretations Assessment: EL-04 Financial Conditions & Activities
- Interpretations Assessment: EL-08 Communication & Support to the Board
- Consideration of February 2025 Regular Board Meeting Date Change
- Evidence Review: EN-01 Board's ENDS (#5)
- Evidence Review: EL-01 Treatment of Learners
- Evidence Review: EL-02 Treatment of Staff
- CEO Monitoring Compliance Schedule & Summary
- Board Survey Results: BCD-01 Unity of Control
- Board Survey Results: GP-05 Role of Vice Chair

- Board Survey Results: GP-08 Board & Committee Expenses
- College Feature: PACE Survey Review / Strategic Agenda
- Investigation Recommendations Outline & Timeline

## **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.

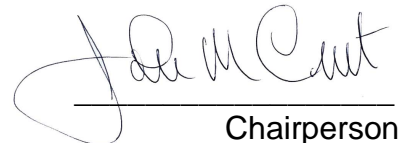
## **ADJOURN**

**MOTION BY VICE-CHAIRPERSON PATTERSON “To adjourn.”**

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

Meeting Adjourned at 8:37 pm ET.

The foregoing minutes for the Regular Meeting of the Board of Trustees held on Monday, September 9, 2024 were approved at the Regular Meeting of the Board of Trustees on Monday, October 14, 2024.

  
Chairperson