

Jackson College Board of Trustees Meeting

Regular Meeting

October 14, 2024 06:30 PM



Agenda Topic	Page
Agenda	1
Jackson College Mission, Vision, Beliefs, & Values	3
5:45pm - Board Dinner - Board Dining Room [No Board Discussion / Decisions]	5
Robert's Rules of Order for Small Boards Guide	6
1. Call to Order & Pledge of Allegiance	8
2. Adoption of Minutes	9
2.1 Regular Board Meeting Minutes - 09.09.24	9
3. Declaration of Conflict of Interest*	21
4. Communications	22
4.1 Public Comments (limit of 5 minutes per person)	22
4.2 Board Comments & CEO Report	23
4.3 Excellence Minute	32
5. Ownership Linkage	33
5.1 Ownership Linkage - Millage Update	33
6. Items for Decision	34
6.1 Governance Process	34
6.1.1 Consideration of February 2025 Regular Board Meeting Date Change*	34
6.2 Executive Limitations	35
6.2.1 EL-04 Financial Conditions & Activities - Policy Review*	35
6.2.2 EL-08 Communication & Support to the Board - Policy Review*	38

MISSION DOCUMENTS

MISSION

Together we inspire and transform lives.

VISION

Jackson College is a world-class institution of higher education where learners succeed and community needs are met.

STATEMENT OF BELIEFS

As employees of Jackson College, an innovative institution totally committed to student success (TCS²), **we believe:**

- The success of our students is always our first priority
- We must perform our jobs admirably, giving our best service and support every day, for everyone
- Teamwork is founded upon people bringing different gifts and perspectives
- We provide educational opportunities for those who might otherwise not have them
- In providing employees with a safe and fulfilling work environment, as well as an opportunity to grow and learn
- Our progress must be validated by setting goals and measuring our achievements
- We must make decisions that are best for the institution as a whole
- Building and maintaining trusting relationships with each other is essential
- Competence and innovation are essential means of sustaining our values in a competitive marketplace
- We make a positive difference in the lives of our students, our employees, and our communities
- In the principles of integrity, opportunity and fairness
- We must prepare our students to be successful in a global environment
- Our work matters!

MISSION DOCUMENTS

VALUES

- **Integrity** – We demonstrate integrity through professional, ethical, transparent, and consistent behavior in both our decision-making and in our treatment of others; being accountable for our work and actions is the basis of trust.
- **Caring** – We demonstrate caring through attentive and responsive action to the needs of students and others. We listen with open minds, speak kindly, and foster relationships based on mutual respect and trust.
- **Collaboration** – We demonstrate collaboration through the mutual commitment of individuals and organizations who come together for a common cause, encouraging self-reflection, teamwork, and respect for ourselves and others.
- **Quality** – We demonstrate quality through innovation in the continuous improvement of all processes and services, encouraging students and others to become creative thinkers.
- **Inclusion** – We demonstrate inclusion by seeking involvement and providing access for those with diverse backgrounds to work toward a culture of equality while maintaining differences in a respectful way.
- **Service** – We demonstrate service by striving to make the communities we serve great places to live, work, and learn through our involvement, both as an organization and as individuals.
- **Leadership** – We demonstrate leadership by nurturing the full development of those we serve, identifying and empowering individuals' greatest strengths.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: October 14, 2024



TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

5:45pm Board Dinner [No Board discussion/decisions]

BOARD POLICY: [Open Meetings Act – Act 267 of 1976](#)

Description:

In accordance with the [Michigan's Open Meetings Act \(OMA\)](#), 1976 PA 267, MCL 15.261 et seq, all public bodies are required to hold their gatherings in public, if a quorum of the board is present.

As further clarified in the [Open Meetings Act Handbook](#), prepared by Michigan Department of Attorney General's Office, while the OMA "*does not apply to a meeting which is a social or chance gathering or conference not designed to avoid this act,*"²⁸ a meeting of a public body must be open to the public. Though no board discussion or decisions are undertaken during the Board's dinner, the Jackson College Board has broadly interpreted this gathering to be a 'meeting of a public body' and, as such, is open to the public, though there is no opportunity for the public's input during this dinner gathering.

Resource Impact:

None

Requested Board Action:

Board members partake in a purely social dinner gathering, prior to the regular Board meeting.

Action Taken:



Roberts Rule of Order for Small Assemblies

Board of Trustees
Jackson College, MI

Parliamentary procedure is a set of rules for conducting orderly meetings of the Board of Trustees that accomplish goals fairly. Excerpts from Robert's Rules of Order Newly Revised – 12th Ed. (RONR), includes provisions for small assemblies (i.e., a grouping of 12 or fewer members). These rules apply to the Board committees as well.

I. General Principles:

RONR provides that Board of Trustees meetings are not to be conducted with the formality of a large assembly, but some general principles apply. Namely:

1. A quorum must be present for business to be conducted.
2. All Trustees have equal rights, privileges and obligations.
3. No person should speak until recognized by the chairperson.
4. Personal remarks or sidebar discussions during debate are out of order.
5. Only one question at a time may be considered.
6. Only one person may have the floor at any one time.
7. Trustees have a right to know what the pending question is and to have it restated prior to a vote being taken.
8. Full and free discussion of every main motion is a basic right.
9. A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
10. Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
11. The chair should always remain impartial.

II. Unique Components to Small Assemblies:

These rules/exceptions are called the *Rules of Order for Small Assemblies*. However, the following RONR modifications to the Rules for small assemblies are notable and must be adhered to:

1. Members are not required to obtain the floor before speaking or making a motion, which can be done while seated. The chairperson merely recognizes the person.
2. Motions need not be seconded, although the chair should repeat the motion so that the meeting knows what is being talked about and before there is a vote, the proposed resolution should be repeated by the chair unless the resolution is clear. (A long motion should be in writing to assist the chair.)

3. There is no limit on the number of times that a person can speak, although in boards and committees it is not proper for a member to speak if a person who has not spoken wishes to be recognized. It is never proper to interrupt.
4. Informal discussion on a topic is permitted, even though no motion is pending. (It is required, however, to stick to the agenda.)
5. When a proposal is perfectly clear to the assembly, a vote can be taken without a motion having been made, but the chair is responsible for expressing the resolution before it is put to a vote.
6. The chair need not rise while putting questions to a vote.
7. The chair can participate in the discussion and unless there is a rule or custom of the board or committee to the contrary, can make motions and vote.
8. In order to have the benefit of the committee's or board's matured judgment, no motions to close or limit debate (such as "calling the question") are permitted.

III. Amendments:

A "motion to amend" can accomplish one or more of the following: 1) Inserting new language; 2) Striking language; and 3) Striking language in favor of adding new language.

Any motion can be amended by a subsequent motion. If the person who made the original motion consent to the amendment, the amendment is then deemed to be "friendly" amendment and it does not require additional support from another person; additionally, the matter is not subject to debate. If an amendment is not deemed friendly, it does require a person to second the amendment. Such a motion must then be debated and voted upon, before the debate resumes on the original motion.

A person wishing to make an amendment cannot interrupt another speaker. The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the board members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the "motion as amended." Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.



<p align="center">BOARD OF TRUSTEES MEETING Action & Information Report Board Meeting Date: October 14, 2024</p>
--

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i>
1.0 Call to Order & Pledge of Allegiance of the United States <u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-13 Special Rules of Order
Description: Board Chairperson Crist will call all Trustees to Order in preparation for the Board Meeting, followed by a recitation of the Pledge of Allegiance: The Pledge: “I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all”.
Resource Impact:
None
Requested Board Action:
Come to order, stand, and recite the Pledge of Allegiance to the United States.
Action Taken:



<p align="center">BOARD OF TRUSTEES MEETING Action & Information Report Board Meeting Date: October 14, 2024</p>
--

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

<p>Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i></p>
<p>2.0 Adoption of Minutes 2.1 Regular Board Meeting of 09.09.24</p> <p><u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-01 Governing Style</p>
<p>Description:</p> <p>Attached are the minutes of the most recent regular meeting of the Board, for your review and consideration for placement into the formal record of the Jackson College Board of Trustees.</p> <p>Please note that, by State law, a preliminary draft of these minutes is posted within 8 days of each Board Meeting and are finalized as a permanent record upon Board approval at this, the subsequent board meeting.</p>
<p>Resource Impact:</p> <p>None</p>
<p>Requested Board Action:</p> <p>Consideration of the minutes for approval to the formal record of the Board.</p>
<p>Action Taken:</p>



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, Bert Walker Hall,

Community Rooms 144/145

09.09.24

[DRAFT & UNOFFICIAL]

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 INFORMATION 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.



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: October 14, 2024

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i>
3.0 Declaration of Conflict of Interest* <u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-09 Board Code of Conduct
Description:
<p>Consistent with Board Policy, By-laws, and the standard of the Fiduciary Duty of Loyalty, this item is placed on the agenda for members to formally consider and disclose any item on the agenda wherein they may have any apparent or actual conflict of interest. This duty standard also requires members to act transparently.</p> <p>Should a conflict be present, it is requested that the member publicly note the item in question to the Board Chairperson and abstain from any action concerning said item.</p> <p>A roll call vote is required for this item.</p>
Resource Impact:
None
Requested Board Action:
Roll Call Consideration of any actual or perceived conflict of interest with agenda items.
Action Taken:



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: October 14, 2024

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

4.0 Communications

4.1 Public Comments (limit of 5 minutes per person)

BOARD POLICY: BYLAWS

Description:

This item is placed on the agenda for any citizen to provide comments to the Board of Trustees. This agenda item represents the only period during the Board Meeting wherein persons may address the Board directly. Public comments are limited to five (5) minutes, unless the time is modified by a majority vote of the Board. If a large group wishes to communicate the same message, the Board Chairperson may request that the group appoint a spokesperson to represent them and make remarks on behalf of the group. The Chairperson also reserves the right to conclude the public comment period if the comments become repetitive and do not add new information.

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.*

The Chairperson reads the following statement prior to persons offering comment, but regardless, it is expected to be adhered to by persons wishing to address the Board:

“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”.

Requested Board Action:

Receive comments from persons wishing to address the Board.



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: October 14, 2024

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

4.0 Communications

4.2 Board Comments & CEO Report

BOARD POLICY: BYLAWS

Description:

This item is placed on the agenda for members, as well as the CEO, to make any prefatory comments before engaging in the board agenda and deliberations. As such, Trustees can use this item to offer any comments of a non-action-oriented nature for the edification of other members and/or the CEO.

However, Board Policy and good governance practice suggests that this is not an occasion to make comments / respond to the attending public, *as this is a meeting of the Board, not the public.* Thus, this item is provided solely an opportunity for sharing items of interest among Trustees.

Also enclosed is my CEO Report, a new Board meeting feature for the Board's consideration going forward, offered as a routine, transparent communication tool regarding on-going impacts on Board's ENDS, as well as Collegiate updates.

Resource Impact:

None

Requested Board Action:

Receive non-action item comments from members and/or the CEO.

Action Taken:



CHIEF EXECUTIVE OFFICER'S REPORT

10
14
24

**DR. DANIEL J.
PHELAN**



Mission: Together we inspire and transform lives...

ENDS HIGHLIGHT

CEO REPORT



EN.01.01

CITIZENS EXPERIENCE A DISTINCTIVE, COLLABORATIVE, INNOVATIVE INSTITUTION THAT IS RESPONSIVE TO THE REGIONAL NEEDS OF WORKFORCE TRAINING, CAPACITY BUILDING, AND ECONOMIC DEVELOPMENT...



Millage Advancement: Work continues with the promotion of the Jackson County Millage. I elected to have yard signs developed to distribute throughout the community. I will have signs at the Board meeting for you to take with you...



Utility Field Operations (UFO): This temporary site, located immediately south of the Victor Cuiss Fieldhouse continues to move forward. Ultimately, The project will feature a large pole circle, a 4-pole X, and one of the Covid Emergency Response trailers for equipment storage and minor operations. Special thanks go to the following:

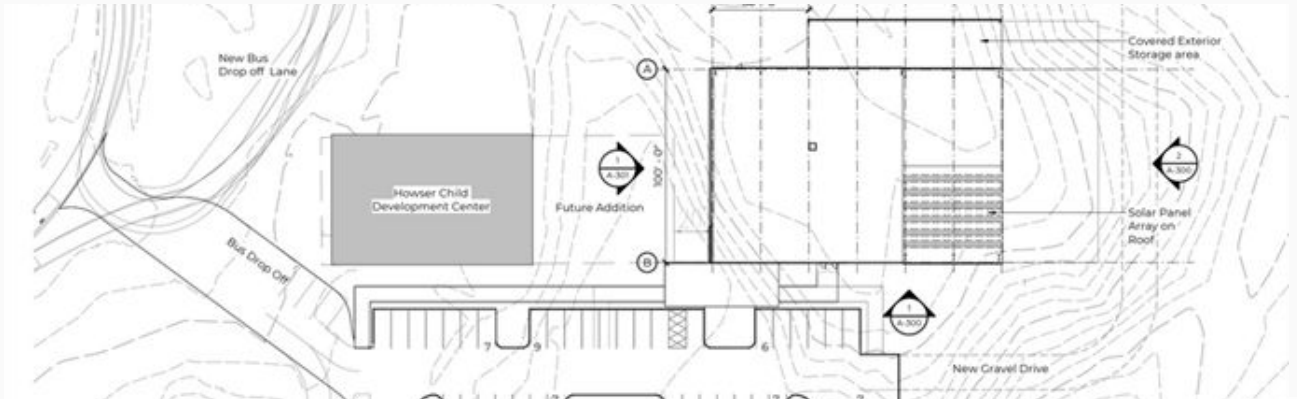
- Consumers Energy who has donated 30 poles;
- Powerline who provided 6 sets of Craftsman electric tools;
- Buckingham who contributed safety harnesses and other personal protective equipment (PPE); and
- The Michigan Municipal Electric Association for their counsel and guidance.

Special thanks also go to Jim Jones for his design work and Jamie Vandenburg for her leadership with the various utility groups...



ENDS HIGHLIGHT

EN.01.01



Center for Applied Technologies (CAT): As I have shared previously in the Trustee Briefing, we have collaborated with industry partners to identify a space for flexible workforce training and development. For example, we recently met with Jackson Water Department and Director of Public Works, Mike Osborn, regarding programming related to water filtration, water treatment and wastewater. The City wants to partner with us to help fill their labor shortage. After planning for over a year, I believe that a structure on our Central Campus is needed. Regarding design, we believe that such a facility should contemplate a utility line-worker lab, an indoor climbing arena, specialized labs for green energy, energy efficiency, a heating, ventilation, & air conditioning (HVAC) lab, and a water and wastewater lab. Most importantly, this space would be flexible and adaptable in design to respond to future workforce training needs. The preferred site is east and north of the Howser Childcare facility. Early estimated costs for the building and equipment is \$5M. I have been working with John Globoker looking at financial options to be able to meet this cost. I will have a detailed report for your consideration at our November planning session...



ENDS HIGHLIGHT

EN.01.01



On behalf of Jackson College, the Foundation will submit a **MiLeap, Reconnect Community Action Grant application**.

The objective of this grant is to establish a 2030 Attainment Goal and create a collaborative framework involving business, workforce, and nonprofit sectors to partner with higher education institutions. This initiative aims to increase the enrollment of individuals at Jackson College, with a focus on degree and certification attainment. Jackson College will serve as the fiscal intermediary, channeling funds to the Jackson County Chamber of Commerce to facilitate the establishment of the Workforce Development Collaborative Committee and engage a third-party vendor to perform an environmental scan of Jackson County.

The Workforce Development Collaborative Committee, formed under the Jackson County Chamber of Commerce, will consist of members from the Enterprise Group, Jackson College, Jackson Intermediate School District (ISD), Michigan Works! Southeast, Jackson Area Manufacturers Association (JAMA), and key business stakeholders. The committee will develop a system to assess the current baseline of college degree attainment in Jackson County and identify the degree levels being achieved.

Public Policy Associates will conduct an environmental scan of Jackson County to identify organizations involved in workforce development, credentialing, and college credit awarding. This analysis will be compared with labor market data, focusing on projected growth and workforce needs within the county. The comparison will identify successful strategies and gaps in the current system, providing data-driven recommendations for best practices to advance Jackson County's workforce. Based on the data collected by Public Policy Associates, the committee will establish a 2030 attainment goal for Jackson County. This goal will define specific responsibilities and accountabilities for various community organizations, aligning educational achievements with labor market demands.

ENDS HIGHLIGHT

EN.01.01



Once again, Jackson College has been noticed by the Michigan Community College Association (MCCA) that we have received another \$500,000 allocation for in training dollars available to local business and industry!

Our Corporate and Continuing Education Office (CCE) at Jackson College is hosting an event to help organization leaders in the area understand that the Michigan New Jobs Training Program (MNJTP) is a unique economic incentive that allows businesses to partner with Jackson College to develop employee training programs to increase their competitive edge.

The event will be held on Tuesday, October 29, 2024 12 - 1 p.m.. If you are interested you can [Register Here](#)

COLLEGIATE UPDATES

CEO REPORT



Jackson College Recognized as 2025 **BEST ONLINE MEDICAL CODING DEGREE PROGRAM**

by Intelligent.com

Intelligent.com, a widely recognized source for higher education rankings and research, has included Jackson College in its annual assessment, awarding it the Best Online Medical Coding Degree Programs for 2025.

Unlike conventional rankings, Intelligent.com employs a rigorous, data-driven methodology designed to provide students with the most accurate and meaningful evaluations. Each university is assessed on a proprietary scale of 0 to 100 (JC's score was 92.43, number 14 out of 46), with scores derived from four key factors: academic quality, graduation rates, cost and return on investment (ROI), and student resources. This distinctive approach ensures that institutions with strong academic rigor, affordable programs, and exceptional student support rank higher, helping prospective students make the most informed decisions.



COLLEGIATE UPDATES

CEO REPORT



- Adriana and I look forward to joining Chairperson Crist, Vice-Chairperson Patterson, and Trustee Thomas at the **NAACP's 83rd Annual Freedom Fund Banquet** 5:00pm, Sunday, 10.20.24 at the Gene Davis and Sons Banquet Center. This year's theme: All in for Democracy with Keynoter: Bishop Eric Lloyd, Pastor and Founder of Rhema International Television Network



- A group of our country's community college leaders have formed a networking group called **Education for All**, which has been convening to share ideas about how to navigate these widely varying environments, especially those that have clamped down on DEI. I am a participating member of this group, which is chaired by my colleague, Mike Gavin, from Delta College.

Pierce College Chancellor Julie White explains: "Inquiry and dialogue are necessary, but you can do that and also acknowledge that there are historical patterns of power, privilege and oppression, and create space for that inquiry and dialogue. You have to do both. And we have a lot of, again, either-or-thinking sometimes. And many of us have been creating these spaces for a long time, especially in colleges that serve diverse groups of students."

COLLEGIATE UPDATES

CEO REPORT

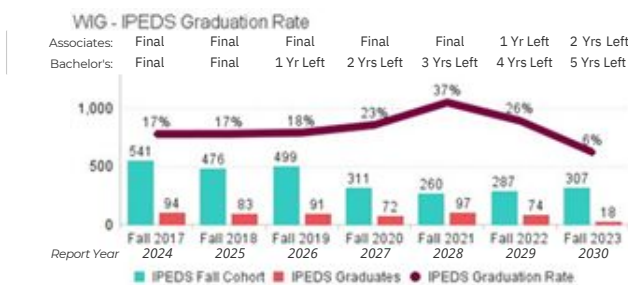
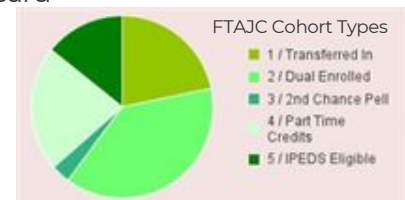
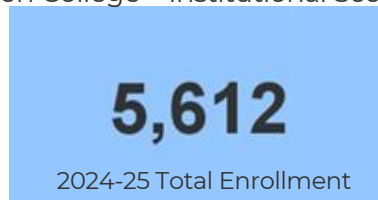
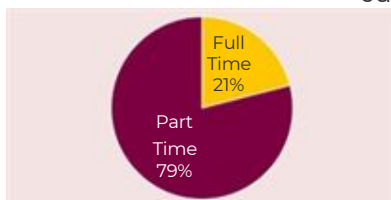
Below is the College's institutional scorecard, which I will share monthly via this report going forward. This is reviewed weekly by the Leadership Council as a key indicator of the College's successes and goals.

I would like to point out that we are currently at our
highest Fall-to-Fall retention rate in the past 6 years.

Some acronyms to remind yourselves of when reviewing the scorecard:

- IPEDS = Integrated Postsecondary Education Data System
- FTIAC = First Time in Any College
- FTAJC = Full Time at Jackson College
- WIG = Wildly Important Goal: Jackson College will be in the top 10% of FTIAC IPEDS data in Michigan with a completion rate of 40% within 3 years
- BHAG = Big Hairy Audacious Goal: 90/80/70/UO - Fall-Winter Persistence * Fall-Fall Persistence * Graduation Rate * Undifferentiated Outcomes by 01.01.28

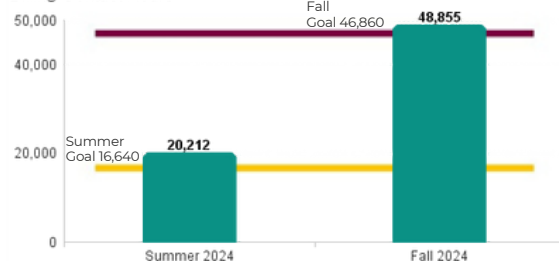
Jackson College ~ Institutional Scorecard



IPEDS Cohort compared to all First Time at Jackson College



Billing Contact Hours



BHAG - 90/80/70 - Retention - First Time at Jackson College



Updated 10/9/24



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: October 14, 2024

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

4.0 Communications

4.3 Excellence Minute – Surgical Technology Program (Heather Lauer, Faculty Instructor, Surgical Technology / Heather Ruttkofsky, Dean of Health Sciences, Business, & IT)

BOARD POLICY: EXECUTIVE LIMITATIONS: EL-08 Communication & Support to the Board

Description:

This is an opportunity to celebrate an example of the good works that Jackson College is doing each day. During this portion of the agenda, a student, alumni, community member or colleague will provide a highlight of the College's impactful and excellence practices.

We are excited to welcome Heather Ruttkofsky (Jackson College Dean of Health Sciences, Career & Technical Trades) and Heather Lauer (Jackson County Faculty Instructor, Surgical Technology) to share exciting developments within JC's Surgical Tech Program.

Resource Impact:

None

Requested Board Action:

Celebrate a Jackson College student or colleague.

Action Taken:



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: October 14, 2024

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:
ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

5.0 Ownership Linkage

5.1 Ownership Linkage – Millage Update

BOARD POLICY: GOVERNANCE PROCESS: GP-11 Board Linkage with Ownership

Executive Summary:

Chairperson Crist, Trustee Lake, and CEO Phelan will provide updates on the Board's ownership linkage, including feedback from the Millage Information Flyer that was distributed throughout the county, radio, JTV, other media, and speaking engagements held / scheduled by CEO Phelan, Trustees, and JC administrators:

[Jackson College Millage | WKHM-AM - Jackson, MI](#) (click for audio recording)

- [By Ashley Smith](#)
- [October 11, 2024](#)

On the November ballot, Jackson College will be asking voters to restore their originally authorized charter millage of 1.33 mills. This is essentially a Headlee override. Headlee has knocked Jackson College down to 1.1327 mills. If voters say yes to the 1964 level it would mean about \$1.2 million in additional yearly revenue. For property owners for a home valued at \$100,000 it would cost less than \$10 a year. If your home is valued at \$200,000 the cost is \$19.75 a year.

President Dr. Dan Phelan told WKHM recently this could really assist their Jobs program.

Dr. Phelan said the college is not asking voters for an additional authorization, but a return to the original 1.33 mills. However, on the ballot language, the word "increase" is required.

Prior / Upcoming Speaking engagements:

- League of Women Voters: 9/24, 9/26
- JTV: 10/22, 10/30

Requested Board Action:

Receive an update on the Board's ownership linkage.



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: October 14, 2024

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

6.0 Items for Decision

6.1 Governance Process

6.1.1 Consideration of February 2025 Regular Board Meeting Date Change*

BOARD POLICY: GOVERNANCE PROCESS: GP-03 Board Planning Cycle
 and Agenda Control

Description:

This agenda item is a carry-over from the 08.12.24 Regular Board Meeting: Should the Board keep the proposed Regular Board meeting on 02.10.25 or move it to 02.17.25, if any Board member is attending the [2025 ACCT Community College National Legislative Summit – 02.09-12.25?](#)

Resource Impact:

None

Requested Board Action:

Consider the proposed dates for the Regular Board Meeting in February 2025.

Action Taken:



BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: October 14, 2024

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

6.0 Items for Decision

6.2 Executive Limitations

6.2.1 EL-04 Financial Conditions & Activities – Policy Review*

BOARD POLICY: EXECUTIVE LIMITATIONS: EL-04 Financial Conditions & Activities

Executive Summary:

Enclosed for its regularly scheduled review is policy EL-04. Chairperson Crist, Trustee Lake, Trustee Simpson, and I are recommending a minor edit for the Board's consideration.

The enclosed version tracks the recommended edit. I appreciate your consideration of this policy.

Resource Impact:

None

Requested Board Action:

Consideration of policy EL-04 Financial Conditions and Activities.

Action Taken:



JACKSON COLLEGE BOARD OF TRUSTEES POLICY

Policy Type: EXECUTIVE LIMITATIONS

Policy Title: Financial Conditions and Activities

Policy Number: EL 04

Date Adopted: 11.11.19

Version: 3.0

Date Last Reviewed: 10.16.23

Responsible Party: Chief Governance Officer

Reviewing Committee: Chairperson Crist,
Trustee Lake, &
Trustee Simpson

EXECUTIVE LIMITATIONS STATEMENT:

With respect to financial conditions and activities, the CEO shall not cause, or allow, the development of fiscal jeopardy, or actual expenditures not aligned with achievement of the Board's ENDS.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Expend more funds than ~~have been~~ received in the previous fiscal year ~~to-date~~ unless the debt guideline below is met:
 - 1.1. Incur debt in an amount greater than can be repaid by certain unencumbered revenues within the current fiscal year or that can be repaid to accounts previously established by the Board for that purpose.
2. Use funds from restricted or designated accounts for purposes other than that for which the account was established.
3. Allow the College's cash position in any month to be less than is needed to satisfy obligations in that month.
 - 3.1. Allow a combined operating fund balance reserves to be less than the fiscal year average of two months' operating expenses.
4. Allow the untimely payment of payroll and debts.
5. Write off receivables without having first aggressively pursued payment after a reasonable grace period.

6. Allow tax payments or other government ordered payments or reports to be overdue or inaccurately filed.
7. Acquire, encumber or dispose of land or buildings.

Date Of Change	Version	Description of Change	Responsible Party
11.11.19	1.0	First release following Policy Governance consulting work.	Chief of Staff
11.9.20	2.0	Edits – removed statements not belong in this policy.	Chief of Staff
10.10.22	2.0	Regular Review – Approved	CEO
10.16.23	3.0	Regular Review – minor wordsmith amendment – Approved with amendment	CGO



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: October 14, 2024

TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

6.0 Items for Decision

6.2 Executive Limitations

6.2.2 EL-08 Communication & Support to the Board – Policy Review*

BOARD POLICY: EXECUTIVE LIMITATIONS: EL-08 Communication & Support to the Board

Executive Summary:

Enclosed for its regularly scheduled review is policy EL-08. Chairperson Crist, Trustee Lake, Trustee Simpson, and I have minor edits for the Board's consideration.

The enclosed document illustrates those minor edits. I appreciate your consideration of this policy.

Resource Impact:

None

Requested Board Action:

Consideration of policy EL-08 Communication & Support to the Board.

Action Taken:



JACKSON COLLEGE BOARD OF TRUSTEES POLICY

Policy Type: EXECUTIVE LIMITATIONS

Policy Title: Communication & Support to the Board

Policy Number: EL 08

Date Adopted: 11.11.19

Version: 3.0

Date Last Reviewed: 10.16.23

Responsible Party: Chief Governance Officer

Reviewing Committee: Chairperson Crist,
Trustee Lake, &
Trustee Simpson

EXECUTIVE LIMITATIONS STATEMENT:

The CEO shall not permit the Board to be uninformed or unsupported in its work.

Further, without limiting the scope of the above statement by the following list, the CEO shall not:

1. Withhold, impede, or confound information relevant to the Board's informed accomplishment of its job.
 - 1.1. Allow the Board to be without timely decision information to support informed Board choices.
 - 1.2. Neglect to submit timely monitoring data including, interpretations of Board policies that provide the observable metrics or conditions that would demonstrate compliance, rationale for why the interpretations are reasonable and evidence of compliance.
 - 1.3. Let the Board be unaware of any actual or anticipated non-compliance with any ENDS or Executive Limitations policy, regardless of the Board's monitoring schedule.
 - 1.4. Let the Board be unaware of any incidental information it requires, including:
 - Anticipated media coverage;
 - Actual or anticipated legal actions;
 - Material or publicly visible internal changes or events, including changes in executive personnel Leadership Council and Academic Council leadership;
 - Anticipated noncompliance with federal law, state law or local;

- Quarterly financial statements;
 - Annual year-end financial report;
 - ~~Names and titles of two executive administration members familiar with Board and CEO matters and processes; ?????~~
 - At least every quarter a presentation from a designated area;
 - On a timely basis, an overview of new projects or initiatives;
 - Relevant trends and significant external changes.
- 1.5. Allow the Board to be unaware that, in the CEO's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board behaviour which is detrimental to the work relationship between the Board and the CEO.
 - 1.6. Present information in unnecessarily complex or lengthy form, or in a form that does not clearly differentiate among monitoring, decision preparation, and general incidental or other information.
 2. Allow the Board to be without reasonable administrative support for Board activities.
 - 2.1. Allow the Board to be without a workable, user-friendly mechanism for official Board, officer or Board committee communications.
 3. Impede the Board's holism, misrepresent its processes and role, or impede its lawful obligations.
 - 3.1. Deal with the Board in a way that favors or privileges certain Board members over others, except when (a) fulfilling individual requests for information or (b) responding to officers, or committees duly charged by the Board.
 - 3.2. Neglect to supply for the Required Approvals agenda all items delegated to the CEO, yet required by law, regulation or contract to be Board-approved, along with the applicable monitoring information.

Date Of Change	Version	Description of Change	Responsible Party
11.11.19	1.0	First release following Policy Governance consulting work.	Chief of Staff
11.9.20	2.0	Edits to accurately reflect college processes and edits to reflect board requests following planning session	Chief of Staff
10.10.22	2.0	Regular Review – Approved	CEO
10.16.23	3.0	Regular Review – omissions and additions – approved as amended.	CGO