

# Jackson College Board of Trustees Special Meeting

Special Meeting

October 25, 2023 05:15 PM



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(\*) Indicates a roll-call item

# Jackson College COVID-19 Protocol – 8.8.22



## ***Campus Arrival:***

- Emmons Road Entrance has been reopened

## ***Testing, Vaccinations & Illness:***

- Continue to test 3-5 days after travel or large gatherings (note: The Health Clinic has the Pfizer booster available, appointment needed)

## ***Classrooms & Campus Spaces***

- Masks are encouraged in larger spaces (e.g., fieldhouse, community rooms, Music Hall etc.).
- Masks may be required in certain areas such as Health Clinic, specific work spaces and full capacity classrooms. *Signs will be posted.*
- *We also highly encourage you to keep a mask on you at all times, should the spaces you visit necessitate the usage of one*

**As a matter of College Policy, at all times, all students, employees and visitors are required to remain off campus if they are exhibiting any level of illness, whether or not they believe it to be COVID-19.**



## **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 – 12<sup>th</sup> 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.

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| <p align="center"><b>BOARD OF TRUSTEES MEETING</b><br/> <b>Action &amp; Information Report</b><br/> Board Meeting Date: October 25, 2023</p> |
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**TO:** Jackson College Board of Trustees  
**FROM:** Dr. Daniel J. Phelan, President & CEO

|   |
|---|
| <b>Subject to be Discussed and Policy Reference:</b>  |
| 1.0 Call to Order & Pledge of Allegiance of the United States<br><u><b>BOARD POLICY:</b></u> GOVERNANCE PROCESS: GP-13 Special Rules of Order   |
| <b>Description:</b>   |
| <p>Board Chairperson Crist will call all Trustees to Order in preparation for the Board Meeting, followed by a recitation of the Pledge of Allegiance:</p> <p>The Pledge:</p> <p><b>“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”.</b></p> |
| <b>Resource Impact:</b>   |
| None  |
| <b>Requested Board Action:</b>  |
| Come to order, stand, and recite the Pledge of Allegiance to the United States.   |
| <b>Action Taken:</b>  |
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| <p align="center"><b>BOARD OF TRUSTEES MEETING</b><br/> <b>Action &amp; Information Report</b><br/> Board Meeting Date: October 25, 2023</p> |
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**TO:** Jackson College Board of Trustees  
**FROM:** Dr. Daniel J. Phelan, President & CEO

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| <b>Subject to be Discussed and Policy Reference:</b>  |
| <p>2.0 Declaration of Conflict of Interest*</p> <p><b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-09 Board Code of Conduct</p>  |
| <b>Description:</b>   |
| <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> |
| <b>Resource Impact:</b>   |
| None  |
| <b>Requested Board Action:</b>  |
| Roll Call Consideration of any actual or perceived conflict of interest with agenda items.  |
| <b>Action Taken:</b>  |
|   |



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: October 25, 2023

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

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| <b>Subject to be Discussed and Policy Reference:</b>   |
| <p>3.0 Ownership Linkage</p> <p>3.1 Public Comments (limit of 5 minutes per person)</p> <p><b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-11 Board Linkage with Ownership</p>  |
| <b>Description:</b>  |
| <p>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 otherwise established at the call of the Board Chair.</p> <p>The Chairperson should read the following statement prior to persons offering comment, but regardless, is expected to be adhered to by persons wishing to address the Board:</p> <p><b><i>“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”.</i></b></p> |
| <b>Resource Impact:</b>  |
| None   |
| <b>Requested Board Action:</b>   |
| Receive comments from persons wishing to address the Board.  |
| <b>Action Taken:</b>   |
|  |



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: October 25, 2023

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

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|---|
| <b>Subject to be Discussed and Policy Reference:</b>  |
| 3.0 Ownership Linkage<br>3.2 Board & CEO Comments<br><br><u><b>BOARD POLICY:</b></u> GOVERNANCE PROCESS: GP-11 Board Linkage with Ownership   |
| <b>Description:</b>   |
| <p>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, members can use this item to offer any comments of a non-action-oriented nature for the edification of other members and/or the CEO.</p> <p>However, good governance practice suggests that this is not an occasion to make statements to the attending audience, but rather is an opportunity for sharing items of interest among Trustees.</p> |
| <b>Resource Impact:</b>   |
| None  |
| <b>Requested Board Action:</b>  |
| Receive non-action item comments from members and/or the CEO.   |
| <b>Action Taken:</b>  |
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| <p align="center"><b>BOARD OF TRUSTEES MEETING</b><br/> <b>Action &amp; Information Report</b><br/> Board Meeting Date: October 25, 2023</p> |
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**TO:** Jackson College Board of Trustees  
**FROM:** Dr. Daniel J. Phelan, President & CEO

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| <b>Subject to be Discussed and Policy Reference:</b>   |
| <p>4.0 Items for Decision</p> <p>4.1 Governance Process</p> <p>4.1.1 Consideration of External Investigation Focus / RFP *</p> <p><b><u>BOARD POLICY:</u></b> EXECUTIVE LIMITATIONS: EL-05 Asset Protection</p>  |
| <b>Description:</b>  |
| <p>Per the passed motion to undertake an external investigation at the 10.19.23 Board meeting, this time has been set aside to first consider the Board's focus of the investigation which would be included in a request for proposal (RFP) to be distributed to possible firms. Former Trustee Barnes suggested the enclosed RFP as a basis for RFP consideration.</p> |
| <b>Resource Impact:</b>  |
| <p>Legal Budget</p>  |
| <b>Requested Board Action:</b>   |
| <p>Determination of investigation focus and RFP.</p>   |
| <b>Action Taken:</b>   |
| <p></p>  |

# Jackson College Board of Trustees

## Request for Proposal

### Independent Investigation of Sexual Harassment, Racism and Systemic Issues at Jackson College

September 25, 2023

DRAFT

**Objective:**

The objective of this investigation is for the Board of Trustees of Jackson College to gain a deeper understanding of allegations related to sexual harassment, racism, and concerns about the treatment of Black students and potentially other marginalized groups at Jackson College. The primary goal is to uncover the root causes, systemic issues, and organizational challenges. The investigation aims to improve the institution's environment and culture, focusing on fostering understanding and growth rather than individual accountability.

**Scope of the Investigation:**

1. Examination of allegations of sexual harassment and racism within the college community that were brought to the Board of Trustees at the September 11<sup>th</sup>, 2023 Board meeting.
2. Clarification of the reasons for the resignation of members of the Jackson College leadership who have departed in the last two years.
3. Analysis of pertinent documents, emails, and other records.
4. Assessment of the college's responses to these allegations.
5. Determine if the incidents under investigation suggest systemic problems within the college.

**Systemic Problem Assessment:**

1. Identify recurring patterns or trends in the incidents under investigation.
2. Examine institutional policies, practices, and culture that may contribute to or perpetuate the issues.
3. Evaluate any broader organizational challenges that may need to be addressed to enhance the college's environment.
4. Provide actionable recommendations for organizational and cultural improvements.

**Independence and Impartiality:**

The selected Consultant shall maintain complete independence and impartiality throughout the investigation process.

**Methodology:**

The investigation will involve:

1. Interviews with both current and former employees, as well as students, who were either involved in or aware of the incidents.
2. Review of pertinent documents, emails, and records.
3. Any additional investigative methods deemed necessary by the Consultant.

**Deliverables/Expected Outcomes:**

1. **Initial Assessment:** A preliminary report within the first month detailing the Consultant's approach, list of potential interviewees, and initial findings, if any. This will ensure alignment between the board and the Consultant's process.

2. **Interim Updates:** Bi-weekly updates on the investigation's progress, highlighting any challenges faced, preliminary findings, and feedback needed from the board. These updates can be in the form of a brief written report.
3. **Detailed Analysis:**
  - A comprehensive breakdown of each major incident or allegation, including:
    - Summary of the incident
    - Involved parties
    - College's response
    - Systemic implications (if any)
  - Clarity on the resignations of leadership members, highlighting any linkages to the allegations if present.
4. **Systemic Evaluation:**
  - Identified patterns, trends, and commonalities among incidents.
  - Analysis of the existing policies, practices, and cultural aspects of the institution, pointing out areas of concern or those needing improvement.
5. **Recommendations:**
  - Suggestions for improving institutional policies, practices, and cultural elements.
  - Best practices from comparable institutions that have successfully addressed similar concerns.
  - Proposed changes in training, awareness programs, or student orientation to address the issues at hand.
  - Any suggestions for third-party interventions, such as workshops or experts that can assist in the implementation phase.
6. **Final Comprehensive Report:** A consolidated document including all of the above, presented in a clear, organized, and actionable manner. This report should be suitable for internal distribution among the board and potentially for external stakeholders, if the need arises.
7. **Presentation:** A formal presentation to the Board of Trustees summarizing findings, conclusions, recommendations, and next steps. This should be interactive, allowing board members to ask questions and seek clarifications.

**Timeline:**

The Consultant shall complete the investigation and provide a draft report by **January 8, 2024**. The final report, encompassing findings, conclusions, recommendations, and an assessment of systemic problems, shall be submitted by **February 7, 2024**.

**Budget:**

The allocated budget for this investigation, including the systemic problem assessment, stands at \$100,000. This budget encompasses all investigation-related expenses. The budget is fixed, with potential for minor negotiation based on justifiable needs.

**Qualifications:**

The Consultant should possess a minimum of 5 years of demonstrated expertise in conducting impartial investigations and evaluating systemic issues within educational institutions.

**Conflict of Interest Disclosure:**

The Consultant is required to disclose any potential conflicts of interest and outline a strategy to manage or mitigate them.

**Selection Process:**

Consultants are invited to submit their proposals through [specific submission method, e.g., "via email to [email@address.com] by [Submission Deadline]. Proposals will be assessed based on qualifications, experience, suggested methodology, and cost-effectiveness. Please direct all inquiries about this RFP to the same email address used for submission.

**Confidentiality:**

Confidentiality is paramount. The selected Consultant must ensure that the identities and details of all involved parties are kept confidential, safeguarding the interests and privacy of the Jackson College community.

**Conclusion:**

The Jackson College Board of Trustees seeks insights into organizational improvements and cultural enhancements. Our primary aspiration is to restore trust, foster confidence within our college community, and promote a more inclusive, respectful, and positive environment for all members of the community.

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| <p align="center"><b>BOARD OF TRUSTEES MEETING</b><br/> <b>Action &amp; Information Report</b><br/> Board Meeting Date: October 25, 2023</p> |
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**TO:** Jackson College Board of Trustees  
**FROM:** Dr. Daniel J. Phelan, President & CEO

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| <b>Subject to be Discussed and Policy Reference:</b>   |
| <p>4.0 Items for Decision</p> <p>4.1 Governance Process</p> <p>4.1.2 Consideration of Firms for External Investigation *</p> <p><b><u>BOARD POLICY:</u></b> EXECUTIVE LIMITATIONS: EL-05 Asset Protection</p>  |
| <b>Description:</b>  |
| <p>This time has been established for the Board's consideration of possible firms to undertake the external investigation. The Board attorney, Mr. Bill Abbott, will be on hand at this meeting to assist the Board with questions you may have.</p> |
| <b>Resource Impact:</b>  |
| <p>Legal Budget</p>  |
| <b>Requested Board Action:</b>   |
| <p>Determination of firm to conduct an external investigation.</p>   |
| <b>Action Taken:</b>   |
|  |



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: October 25, 2023

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

**Subject to be Discussed and Policy Reference:**

- 4.0 Items for Decision
- 4.1. Governance Process
- 4.1.3 Consideration of Board Process for Filling a Member Vacancy
- BOARD POLICY:** Bylaws

**Description:**

Upon the resignation of former Trustee Barnes from the Board, effective 10.20.23, the Board has until 11.19.23 (30 days) to fill the vacancy. Below is the applicable Bylaw statement established by the Board:

**20. Filling of Board Member Vacancies for an Unexpired Term:**

*In accordance with the Michigan Election Law (Act 116 of 1954), when less than a majority of a seats on the Board of Trustees become vacant, remaining members shall, within 30 days, undertake the meetings necessary to fill the vacancy(ies) with a qualified replacement.*

*The Board's process shall include, but not be limited to the following: 1) Request recommendations for candidacy to the vacancy(ies) from all remaining members, inclusive of a resume and the completion of an application form signed by the candidate(s); 2) By means of voting, select the top three (3) for on-site interviews; 3) Conduct on-site interviews; 4) By means of voting, select the top vote receiving candidate(s) for placement to the vacancy(ies); and 5) At the next regular meeting of the Board of Trustees, said candidate(s) will be sworn into office for the unexpired term of the board seat(s).*

**Proposed Process & Timeline for discussion:**

1. 10.26.23: Board members will submit nominations inclusive of a resume and the completion of an application form signed by the candidate (attached);
2. 10.30.23: By means of voting at a Special Board meeting during the week, the Board will select the top three (3) for on-site interviews;
3. 11.06.23: During the week, the Board will conduct on-site interviews (Special Meetings);
4. 11.06.23: During the week, immediately following the conclusion of the last interview, by voting, the Board will select the top vote receiving candidate for placement; and
5. 11.13.23: At the Board's regular meeting, said candidate will be sworn into office for the unexpired term of the board seat. The President and Board Chair will provide an orientation for the new member subsequent to the appointment.

**Requested Board Action:**

Determination of process and timeline to fill the current Board seat vacancy.



**JACKSON COLLEGE  
APPLICATION FOR BOARD APPOINTMENT**

**PERSONAL INFORMATION**

I hereby request appointment to the Jackson College Board of Trustees.

Full Name: \_\_\_\_\_  
First Middle Last

Home Address: \_\_\_\_\_  
Street Number  
City State Zip Code

Employer: \_\_\_\_\_ Position/Job Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_  
Street Number  
City State Zip Code

Home Phone Number: ( ) \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

Work Phone Number : ( ) \_\_\_\_\_ Fax Phone Number: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Spouse/Partner's Name (if applicable)

First Middle Last

Are you a United States Citizen? \_\_\_\_\_ Are you a Michigan resident? \_\_\_\_\_  
Yes/No Yes/No

Are you a resident of Jackson County, MI? \_\_\_\_\_  
Yes/No

Do you have children who are or will be enrolled in Jackson College? \_\_\_\_\_  
Yes/No

If yes, how many? \_\_\_\_\_

Jackson College  
Application for Board Appointment

Page 1



### PERSONAL INFORMATION CONTINUED

Please check your highest education level:

☐ High School/GED      ☐ Associate's Degree      ☐ Master's Degree  
☐ Trade/Business School      ☐ BA or BS Degree      ☐ MD, DO, JD, PhD, etc.

Please check each area of expertise you would contribute to the board:

☐ Community Service      ☐ Education      ☐ Finance  
☐ Fundraising      ☐ Law      ☐ Management  
☐ Marketing/Public Relations      ☐ Personnel      ☐ Parent Programs  
☐ Other (please specify) \_\_\_\_\_

If there is additional information that you would like to be considered such as, government experience, employment and/or volunteer experience, honors and awards, please attach a résumé or include on a separate sheet of paper.

### CONFLICT OF INTEREST

For the following questions, all "yes" answers require detailed responses. Use a separate sheet to provide an explanation. Please label the responses with the corresponding question.

|  |                 |
|--|-----------------|
| <p>1. Do or will you or any immediate family member have any contractual agreements with the Jackson College?<br/> <i>(For purposes of this questionnaire, the term "immediate family member" includes mother, mother-in-law, father, father-in-law, son, son-in-law, daughter, daughter-in-law, sister, sister-in-law, brother, brother-in-law, spouse or same-sex domestic partner.)</i></p> | _____<br>Yes/No |
| <p>2. Do or will you or any immediate family member have any ownership interest in any educational service provided or any other company contracting with Jackson College?</p>   | _____<br>Yes/No |
| <p>3. Did or will you or your spouse/partner lease or sell property to Jackson College?</p>  | _____<br>Yes/No |
| <p>4. Did or will you or your spouse/partner sell any supplies, materials, equipment or other personal property to Jackson College?</p>  | _____<br>Yes/No |
| <p>5. Have you or your spouse/partner guaranteed any loans for Jackson College or loaned it any money?</p>   | _____<br>Yes/No |
| <p>6. Are or will you or your immediate family member be employed by Jackson College, its education service provider or other contractor?</p>  | _____<br>Yes/No |
| <p>7. Did you or your spouse partner provide any start-up funds to Jackson College?</p>  | _____<br>Yes/No |

### CONFLICT OF INTEREST - CONTINUED

|   |                            |
|---|----------------------------|
| <p>8. Does any other individual, board, group or corporation believe it has a right to control or have input on votes you will cast as a member of the Jackson College board?</p>   | <p>_____</p> <p>Yes/No</p> |
| <p>9. Do you currently serve as a member of the board of any public school district or school other than the board for which you are applying?</p>  | <p>_____</p> <p>Yes/No</p> |
| <p>10. Do you currently serve as a public official? (If you are being re-nominated to the same public school board and do not serve as a public official any other capacity, please select "No" as your response.)</p>  | <p>_____</p> <p>Yes/No</p> |
| <p>11. To the best of your knowledge, are there situations not described above which may give the appearance of a conflict of interest between you and Jackson College or which would make it difficult for you to discharge your duties or exercise judgment independently on behalf of Jackson College.</p> | <p>_____</p> <p>Yes/No</p> |
| <p>12. Did or do you or any member of your immediate family have ownership interest, directly or indirectly, in any corporation, partnership, association, or other legal entity which would cause you to answer "Yes" to questions 1 – 12?</p>   | <p>_____</p> <p>Yes/No</p> |

### ETHICAL MATTERS

For the following questions, all "yes" answers require detailed responses. Use a separate sheet to provide an explanation. Please label the responses with the corresponding question.

|  |                            |
|--|----------------------------|
| <p><b>CITATIONS</b></p> <p>Have you ever been cited for a breach of ethics for unprofessional conduct, or been named in a complaint to a court, administrative agency, professional association, disciplinary committee or other professional group?</p> | <p>_____</p> <p>Yes/No</p> |
| <p><b>AGENCY PROCEEDINGS/CIVIL LITIGATION</b></p> <p>Are you presently or have you ever been involved in administrative agency proceedings or civil litigations?</p>   | <p>_____</p> <p>Yes/No</p> |
| <p>Has any business involving you, your spouse/partner, close family members or close business associates been part of any administrative agency proceedings or civil litigation relevant to the board members position?</p>                             | <p>_____</p> <p>Yes/No</p> |

### CRIMINAL BACKGROUND DISCLOSURE

Jackson College will perform a criminal records check from local, state and federal law enforcement agencies prior to your appointment. If the reports received from these agencies do not match your representations listed below, appointment to the board may be voided at the sole discretion of Jackson College.

Complete this section by placing your initials in the spaces that are true statements. If you initial options 1 and/or 2, please use a separate sheet to provide an explanation.

1. \_\_\_\_\_ I have been convicted or pled either guilty or no contest to one or more crimes.
2. \_\_\_\_\_ I am currently charged with one or more crimes.
3. \_\_\_\_\_ I have not been convicted or pled either guilty or no contest to any crimes, nor am I currently charged with one or more crimes.

### CONDITIONS OF APPOINTMENT

The following questions indicate the minimum conditions that must be met in order to be considered for appointment. Please complete the following section by indicating Yes or No.

- |   |        |
|---|--------|
| 1. Will you be able to attend regularly scheduled board meetings?   | _____  |
| 2. Do you agree to complete board orientation and development during the first year of your appointment and professional development provided each year thereafter? | _____  |
| 3. Do you agree to read board communications provided?  | _____  |
| 4. Do you agree to complete an annual conflict of interest disclosure?  | _____  |
|   | Yes/No |
|   | Yes/No |
|   | Yes/No |
|   | Yes/No |

### APPLICATION VERIFICATION

By signing this document, I recognize that all information submitted with this application or gathered by Jackson College as a result of this application becomes a matter of public record, subject by law to disclosure upon request to members of the general public. I will hold Jackson College, its trustees, officers, employees or authorized agents harmless from liability for the disclosure of any information it reasonably believes is true based upon my representations or resulting from this application.

I, \_\_\_\_\_, certify that the information provided in this statement is, to the best of my knowledge, true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **APPENDIX**

### **BOARD OF TRUSTEES Jackson College 2023 / 2024 Regular Meetings**

Regularly scheduled meeting dates of the Board of Trustees are listed below for the 2023 / 2024 year. Regular meetings are held in the Boardroom on the 2<sup>nd</sup> floor of the George E. Potter Center, 2111 Emmons Road, Jackson, Michigan (unless otherwise indicated) at 6:30 PM.

Meetings of the Board of Trustees are open to the public. Citizens who wish to present any matter of concern to the College shall make a written request to the President using the Speaker Request Form five minutes prior to the meeting. The Board may in case of emergency, by majority vote, give visitors who have not presented a written request an opportunity to present matters of concern to the Board. The Chairperson shall allot a visitor, at the appropriate time, not more than five (5) minutes, unless the time is increased or decreased by the majority of the Board.

November 13, 2023 (Location: Bert Walker Hall, Community Room 145, 2111 Emmons Rd.)  
January 8, 2024 (Location: Boardroom, 2<sup>nd</sup> Floor, George E. Potter Center, 2111 Emmons Rd.)  
February 12, 2024 (Location: Boardroom, 2<sup>nd</sup> Floor, George E. Potter Center, 2111 Emmons Rd.)  
March 11, 2024 (Location: Boardroom, 2<sup>nd</sup> Floor, George E. Potter Center, 2111 Emmons Rd.)  
April 8, 2024 (Location: Boardroom, 2<sup>nd</sup> Floor, George E. Potter Center, 2111 Emmons Rd.)  
May 13, 2024 (Location: Boardroom, 2<sup>nd</sup> Floor, George E. Potter Center, 2111 Emmons Rd.)  
June 10, 2024 (Location: Boardroom, 2<sup>nd</sup> Floor, George E. Potter Center, 2111 Emmons Rd.)  
August 12, 2024 (Location: Boardroom, 2<sup>nd</sup> Floor, George E. Potter Center, 2111 Emmons Rd.)  
September 9, 2024 (Location: Boardroom, 2<sup>nd</sup> Floor, George E. Potter Center, 2111 Emmons Rd.)  
October 14, 2023 (Location: Bert Walker Hall, Community room 144 & 145, 2111 Emmons Rd.)

### **BOARD OF TRUSTEES Jackson College 2023 / 2024 Planning Sessions & Special Meetings**

November 17, 2023, 8:00am-2:00pm – Fall Planning Session  
(Location: Bert Walker Hall, Community Room 145, 2111 Emmons Rd.)

March / April 2024 (TBD) - Spring Planning Session

June /July / August 2024 (TBD) – Summer Retreat

September/ October / November 2024 (TBD) – Fall Planning Session

**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: October 25, 2023



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

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|---|
| <b>Subject to be Discussed and Policy Reference:</b>  |
| 5.0 Self-Evaluation of Governance Process & Board Performance at this Meeting<br>5.1 Principles of Policy Governance<br><br><b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-01 Governing Style   |
| <b>Description:</b>   |
| <p>This time has been set aside for the Board, as part of our continuous improvement work in order, to assess the Board's work and commitment towards the Ten Policy Governance principles, as well as its governance practice.</p> <p>The URL link below will provide an overview of the Policy Governance principles that you can use for determining the effectiveness and efficacy of the Board's work both in terms of this meeting and in general governance practice.</p> <p><a href="https://governforimpact.org/resources/principles-of-policy-governance.html">https://governforimpact.org/resources/principles-of-policy-governance.html</a></p> |
| <b>Resource Impact:</b>   |
| None  |
| <b>Requested Board Action:</b>  |
| Define particular areas for improvement in the governance process.  |
| <b>Action Taken:</b>  |
|   |

**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: October 25, 2023



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

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| <b>Subject to be Discussed and Policy Reference:</b>  |
| 6.0 Meeting Content Review<br><br><u><b>BOARD POLICY:</b></u> GOVERNANCE PROCESS: GP-01 Governing Style   |
| <b>Description:</b>   |
| This item on the agenda provides the Board the opportunity to give the Board Chairman and the President feedback on the quality of the content provided during this Board Meeting. We would appreciate receiving suggestions wherein you would like to see changes made to future Board Meetings. |
| <b>Resource Impact:</b>   |
| None  |
| <b>Requested Board Action:</b>  |
| Consideration of areas for meeting content improvement  |
| <b>Action Taken:</b>  |
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**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
Board Meeting Date: October 25, 2023



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

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| <b>Subject to be Discussed and Policy Reference:</b>   |
| 7.0 Adjourn*<br><br><b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-13 Special Rules of Order |
| <b>Description:</b>  |
| Board action is required to adjourn the meeting.   |
| <b>Resource Impact:</b>  |
| None   |
| <b>Requested Board Action:</b>   |
| Meeting Adjournment  |
| <b>Action Taken:</b>   |
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