BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

Jackson College
Thursday, 10.29.26
8:00am – Board Breakfast [No Board Action] – President's Ready Room
8:30am – Board of Trustees Fall Planning Session – Potter Center Boardroom
12:00pm – Board Lunch [No Board Action] – President's Ready Room

TIME	AGENDA
8:00A	HOT BREAKFAST – President's Ready Room
8:30A	1.0 Call to Order & Pledge of Allegiance
8:31A	2.0 Declaration of Conflict of Interest*
8:32A	3.0 Communications 3.1 Public Comments (limit of 5 minutes per person)
8:45A	4.0 Board Governance 4.1 Ownership Linkage 4.2 Open Meetings Act Refresher 4.3 Board's Liability Insurance – Michael Desnoyer
9:45A	BREAK (ABC Academy Trick or Treaters Parade through Potter Center)
10:00A	Board Governance (continued) 4.4 Diligent vs. JetBooks 4.5 Board Case Studies 4.6 Board Pack Tools 4.7 Task Force & Special Board Meeting Consideration 4.8 2027 Board Meeting Considerations
11:00A	BREAK
11:15A	5.0 College Updates 5.1 Institutional Context Setting 5.2 Internal Employee Survey – Jennifer Dobbs 5.3 Training Updates – Jennifer Dobbs 5.4 Strategic Agenda Update – Ashley Van Heest 5.5 JC Community Engagement – Cierra Sylvester 5.6 History of JPEC – Jonathon Marowelli
12:00P	LUNCH (with State & Federal Delegates) – President's Ready Room
12:30P	6.0 State & Federal Updates 6.1 State & Federal Delegates
1:00P	7.0 Campus Tour with State & Federal Delegates
1:45P	8.0 Plus/Delta & Next Board Meeting Topics
2:00P	9.0 Adjourn*

(*) INDICATES A ROLL-CALL ITEM

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:

☐ Decision Request ☑ Information Only

Board Role Alignment: (Relevant Board Policy Quadrant and Number)

Open Meetings Act – Act 267 of 1976

Subject: (Topic or focus for consideration)

8:00am Board Breakfast [No Board discussion/decisions]

Description: (Concise explanation of the issue, item, or proposal)

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 undertaking during the Board's breakfast, 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: (As applicable)

None

Requested Board Action: (If any)

Board members participate in a purely social breakfast gathering, prior to the Board Fall Planning Session.

Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☑ Decision Request ☐ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: GP-13 Special Rules of Order BOARD BY-LAWS
Subject: (Topic or focus for consideration)
1.0 Call to Order & Pledge of Allegiance of the United States
Description: (Concise explanation of the issue, item, or proposal)
The Chairwoman 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: (As applicable)
None
Requested Board Action: (If any)
Come to order, stand, and recite the Pledge of Allegiance to the United States.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☑ Decision Request ☐ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: GP-09 Board Code of Conduct
Subject: (Topic or focus for consideration)
2.0 Declaration of Conflict of Interest *
Description: (Concise explanation of the issue, item, or proposal)
Consistent with Board Policy, By-laws, and the standard of the Board's 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 also requires members to act transparently. Should a conflict be present, it is requested that the member publicly note the item in question to the Board Chairwoman during the meeting and abstain from any action concerning said item. A roll call vote is required for this item.
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Roll Call Consideration of any actual or perceived conflict of interest with agenda items.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:

☐ Decision Request ☑ Information Only

Board Role Alignment: (Relevant Board Policy Quadrant and Number)

BOARD BY-LAWS

Subject: (Topic or focus for consideration)

3.0 Communications
3.1 Public Comments (limit of 3 minutes per person)

Description: (Concise explanation of the issue, item, or proposal)

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…the rest of the meeting is dedicated to the Board doing its own work, in a public setting. Public comments are limited to three (3) 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 Chairwoman may request that the group appoint a spokesperson to represent them and make remarks on behalf of the group. The Chairwoman reserves the right to conclude the public comment period if the comments become repetitive and do not add new information.

REMINDER: 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 Chairwoman reads the following statement prior to persons offering comment and 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: (If any)

Receive comments from people wishing to address the Board.

Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☑ Decision Request ☐ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: GP-11 Board Linkage with Ownership
Subject: (Topic or focus for consideration)
4.0 Board Governance 4.1 Ownership Linkage
Description: (Concise explanation of the issue, item, or proposal)
Linked is the Ownership Linkage History & Plan for FY '20-28. The consensus of the Board last Fall at the 10.13.25 Board meeting was to pursue a meeting with the Summit Township Board and also a conglomerate of Townships in FY '27.
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Review the Board's current Ownership Linkage activity and plan.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☐ Decision Request ☑ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
BOARD BY-LAWS Open Meetings Act – Act 267 of 1976
Subject: (Topic or focus for consideration)
4.0 Board Governance 4.2 Open Meetings Act Refresher
Description: (Concise explanation of the issue, item, or proposal)
This time has been set aside for the Board members to discuss Michigan's Open Meetings Act. The Board's OGC, Brendon Beer, and I will be presenting an overview of the OMA and respond to questions you may have. I'll also incorporate a mini case study for your consideration. The Board's OGC will be on hand also to respond to legal clarification you may require.
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Discuss any nuances of the OMA for clarity.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☑ Decision Request ☐ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: EL-05 Asset Protection
Subject: (Topic or focus for consideration)
4.0 Board Governance 4.3 Board's Liability Insurance – Michael Desnoyer
Description: (Concise explanation of the issue, item, or proposal)
The College's VP, Student Achievement & Financial Services will remind the Board of the liability protection and coverage levels afforded to them under the College's current insurance plan.
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Review the Board's current liability insurance affordance.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☐ Decision Request ☑ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
EXECUTIVE LIMITATIONS: EL-08 Communication & Support to the Board
Subject: (Topic or focus for consideration)
4.0 Board Governance 4.4 Diligent vs. JetBooks
Description: (Concise explanation of the issue, item, or proposal)
Foster Kusz, JC's Database Application Specialist, who presented AutoDocs to the Board back in September, will be back to present an in-house alternative to Diligent Boardbooks. We undertook this strategy in response to Board concerns and license cost. It is my intention to make a full transition from Diligent to JetBooks by the 01.11.27 Board meeting.
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Learn about JetBooks and ask any questions.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☐ Decision Request ☑ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: GP-01 Governing Style
Subject: (Topic or focus for consideration)
4.0 Board Governance 4.5 Board Case Studies
Description: (Concise explanation of the issue, item, or proposal)
This time has been set aside for the Board to stress test their policies and Policy Governance practices by means of case studies. We'll have some mini-cases for the board to work though and discuss.
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Stress test policies and practices by means of case study scenarios.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☑ Decision Request ☐ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: GP-01 Governing Style
Subject: (Topic or focus for consideration)
4.0 Board Governance 4.6 Board Pack Tools
Description: (Concise explanation of the issue, item, or proposal)
This time has been set aside for me to describe and demonstrate tools the Board might consider in their Board work (Recall the video I created with AI to assist the Board with their understanding of the most recent audit report.) I'll have a few more examples for your consideration. I would enjoy some discussion around your expectations and wishes going forward.
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Explore tools that could assist the Board in their work.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☐ Decision Request ☑ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: GP-03 Board Planning Cycle & Agenda Control
Subject: (Topic or focus for consideration)
4.0 Board Governance 4.7 Task Force & Special Board Meeting Consideration
Description: (Concise explanation of the issue, item, or proposal)
Regarding the CEO Contract Review, Chairwoman Lake and Vice-Chairman Heins request that the Board consider the following: 1. Hold an initial discussion of the CEO's contract at the 11.09.26 Board meeting. 2. Develop a Task Force, with the suggested membership of Chairwoman Lake, Vice-Chairman Heins, and Trustee Simpson. This Task Force will review collected CEO compensation reference documents and hold a meeting with the Board's Office of Legal Counsel (Brendon Beer) and the College's VP, Student Achievement & Employee Success (Marla Stuck) to review the CEO's contract and reference documents. This Task Force will then develop a recommendation for the Board's consideration. 3. Schedule a Special Board meeting before the end of 2026 to further review the CEO's contract and reference documents as a full Board, receive recommendations from the Task Force, and approve the CEO's contract, as amended, if amendments are determined and approved.
Requested Board Action: (If any)
Consider a Task Force & Special Board Meeting as described.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☐ Decision Request ☑ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: GP-03 Board Planning Cycle & Agenda Control
Subject: (Topic or focus for consideration)
4.0 Board Governance 4.8 2027 Board Meeting Considerations
Description: (Concise explanation of the issue, item, or proposal)
As the Board looks ahead to their meeting planning for 2027, I have a number of recommendations for the Board's consideration: 1. Consideration of a different day of the week or time for their regular Board meetings…I recommend Tuesday. 2. Consideration of a mid-day meeting time…I recommend 11:30A – 1:00P with a working lunch – out in 90 minutes. 3. Consideration or a restoration of our Summer Retreat…I recommend this. 4. Consideration of reducing the number of board meetings…I recommend 8 regular meetings (removing January and August), 2 planning sessions, and the summer retreat. I'll have more detail and rationale for your consideration at the meeting.
Requested Board Action: (If any)
Consider the 2027 Board meeting planning.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:

☐ Decision Request ☑ Information Only

Board Role Alignment: (Relevant Board Policy Quadrant and Number)

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

Subject: (Topic or focus for consideration)

5.0 College Updates
- 5.1 Institutional Context Setting – CEO Phelan
- 5.2 Internal Employee Survey – Jennifer Dobbs
- 5.3 Training Updates – Jennifer Dobbs
- 5.4 Strategic Agenda Update – Ashley Van Heest
- 5.5 JC Community Engagement – Cierra Sylvester
- 5.6 History of JPEC – Jonathon Marowelli

Description: (Concise explanation of the issue, item, or proposal)

The College updates provided at the Board Fall Planning Session (as listed above) will be driven via presentations from yours truly and my JC colleagues Jennifer Dobbs (Executive Director of Mission Alignment & Institutional Ethos), Ashley Van Heest (Chief Strategy Officer), Cierra Sylvester (Executive Director, External Engagement), and Jonathon Marowelli (JPEC President). This is also a great chance for you to meet some of our new staff as well as emerging college leaders.

Resource Impact: (As applicable)

None

Requested Board Action: (If any)

Receive the College Updates and ask presenters any questions the Board may have.

Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☐ Decision Request ☑ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
Open Meetings Act – Act 267 of 1976
Subject: (Topic or focus for consideration)
12:00pm Board Lunch [No Board discussion/decisions]
Description: (Concise explanation of the issue, item, or proposal)
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 undertaking during the Board's lunch, 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. **Our State and Federal delegation have been invited to join the Board for lunch. By the time of this agenda, Senator Sue Shink and Representative Nancy Jenkins-Arno are expected. (Congressman Tim Walberg had to cancel.)**
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Board members participate in a purely social lunch gathering, mid-way through the Board Fall Planning Session with Congressman Tim Walberg.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:

☐ Decision Request ☑ Information Only

Board Role Alignment: (Relevant Board Policy Quadrant and Number)

GOVERNANCE PROCESS: GP-12 Board Linkage with External Organizations

Subject: (Topic or focus for consideration)

6.0 State & Federal Updates
6.1 State & Federal Delegates
7.0 Campus Tour with State & Federal Delegates

Description: (Concise explanation of the issue, item, or proposal)

Following lunch, the Board's Fall Planning Session will reconvene with a 30-minute conversation with our State and Federal Delegates, and then a 45-minute tour of Central Campus with the Delegates.

Resource Impact: (As applicable)

None

Requested Board Action: (If any)

Enjoy time with the Delegates, ask any questions, and share the latest and greatest of Central Campus with the Delegates.

Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:

☐ Decision Request ☑ Information Only

Board Role Alignment: (Relevant Board Policy Quadrant and Number)

GOVERNANCE PROCESS: GP-03 Board Planning Cycle & Agenda Control

Subject: (Topic or focus for consideration)

8.0 Plus/Delta & Next Board Meeting Topics

Description: (Concise explanation of the issue, item, or proposal)

This item on the agenda provides the Board the opportunity to give the Board Chairwoman and the CEO 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.

This time is also available to help the Board anticipate topics for the Board's next regular meeting (11.09.26). Below are currently anticipated topics. Please feel free to offer other agenda items at this point on the agenda.

- Excellence Minute: Barrier Removal Grant – Julie Hand
- Policy Review: EN-01 (#4) Board's ENDS
- Evidence Review: EL-04 Financial Conditions
- Evidence Review: EL-08 Communication & Support to the Board
- Interpretations Assessment: EN-01 (#1-3) Board's ENDS
- CEO Monitoring Compliance Schedule & Summary
- MLK Medal of Service Award Recipient Decision
- 2027 Board Meeting Dates
- CEO Annual Contract Consideration
- FY '27 Budget Adjustments
- College Feature: Healthwise
- Next Board Meeting Topics

Requested Board Action: (If any)

Review this meeting and anticipated topics for the next Board meeting.

Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)

BOARD OF TRUSTEES FALL PLANNING SESSION
Action & Information Report
Board Meeting Date: October 29, 2026

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

Report Category:
☑ Decision Request ☐ Information Only
Board Role Alignment: (Relevant Board Policy Quadrant and Number)
GOVERNANCE PROCESS: GP-13 Special Rules of Order
Subject: (Topic or focus for consideration)
9.0 Adjourn *
Description: (Concise explanation of the issue, item, or proposal)
Board action is required to adjourn the meeting.
Resource Impact: (As applicable)
None
Requested Board Action: (If any)
Meeting adjournment.
Action Taken: (A record of action(s) taken is indicated in this meeting's minutes.)