

Jackson College Board of Trustees Special Meeting

Special Meeting

July 17, 2023 07:30 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 – 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.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023



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

Subject to be Discussed and Policy Reference:
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:



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023

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

Subject to be Discussed and Policy Reference:
2.0 Adoption of Minutes 2.1 Regular Board Meeting of 06.12.23 2.2 Board Summer Retreat of 06.23.23 <u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-01 Governing Style
Description:
Attached are the minutes of the most recent meeting of the Board for your review and consideration for placement into the formal record of the Jackson College Board of Trustees. Please note that, by 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.
Resource Impact:
None
Requested Board Action:
Consideration of the minutes for approval to the formal record of the Board.
Action Taken:



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, George E. Potter Center, 2nd Floor,
Boardroom

06.12.23

[DRAFT & UNOFFICIAL]

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 06.12.23, 6:30pm, at the Central Campus of Jackson College, George E. Potter Center, 2nd Floor, Boardroom.

Board Members Present: Chairman John Crist, Vice-Chairwoman Sheila Patterson, Trustee Donna Lake, Trustee Matt Heins, Trustee Philip Hoffman, Trustee Sam Barnes, and Trustee Christopher Simpson

Board Member Excused Absence: None

Others Present Include: Dr. Daniel Phelan, Ms. Cindy Allen, Mr. Jeremy Frew, Mr. Keith Everett Book, Ms. Sara Ann Tomczak, Mr. John Globoker, Ms. Ashley Van Heest, Ms. Clarinda Flannery, & Mr. Michael Marra

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

ADOPTION OF MINUTES

The draft minutes of the Regular Meeting of the Board of Trustees on 05.08.23 were reviewed by the Board and moved into the permanent record by Chairperson Crist, on behalf of the Trustees.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees for items appearing on the agenda for the meeting.

CAREHOLDERSHIP LINKAGE

PUBLIC COMMENTS:

None

BOARD COMMENTS:

Chairperson Crist congratulated the College on the Jets Sport Complex Ribbon Cutting Ceremony conducted just prior to the Board meeting. Trustee Lake shared her participation at the JC Pride Flag raising earlier in the day as well.

CEO COMMENTS:

CEO Phelan thanked the Board for their presence at the Ribbon Cutting Ceremony and their encouragement to create the Jackson College Advantage, which will go into effect in time for the FY'24 learners. The Jackson College Advantage pays for tuition and student service fees. It may be renewed for up to three academic years or the completion of an associate degree with satisfactory academic progress.

Specifically, the eligibility Requirements include:

1. Completion of the Free Application for Federal Student Aid (FAFSA) and other applications for federal, state, institutional, or private funding.
2. Be a Jackson County resident who is a 2023 graduate from a Jackson County public, private or charter high school or approved in-district high school (Chelsea High School, Homer High School, North Adams-Jerome High School, Leslie High School, Litchfield High School, Manchester High School, and Stockbridge High). Students completing a GED in 2023 are also eligible.
3. Enroll in an eligible associate degree program and take a minimum of 12 credit hours per semester (i.e., attend full-time in Fall and Spring semesters).
4. Students must have an annual household income of \$75,000 or less and an Estimated Family Contribution (EFC), as determined by the FAFSA, of \$11,000 or less.

Renewal Requirements Include:

1. Meeting the above eligibility requirements including filing a FAFSA, annual household income of \$75,000 or less and an EFC of \$11,000 or less and enrolling in a minimum of 12 credit hours per semester.
2. Maintain Satisfactory Academic Progress (SAP).
 - a. Cumulative GPA of 2.0 or higher.
 - b. Completion rate of 67% or higher.

The CEO also thanked the Board for their support of his work addressing legislation on the State level with the potential to assume State control and loss of local autonomy. He shared his concern over the lagging support of his efforts. He also noted a recent meeting with LEO and CSW, wherein they recommended stronger coordination and structures so as to not be limited by the lack of State control, such as a SHEEO. He shared priorities that these groups should minimally include in their work, versus concentrating on our local autonomy and the need for State systems of control. These included:

1. Better coordination and collaboration among groups, not less autonomy – this includes the work of the state as well as community colleges.
2. End the Proliferation of Student Financial Aid – there must be strategic investments to cover the full cost of attending classes, not just tuition – meaning, attend to student basic needs.
3. Junior standing for students who graduate with an Associates Degree and transfer to a Baccalaureate-granting institution.

4. Streamline and reduce the number of reports from the community colleges to the State.
5. Data source and determination understanding statewide that also provides for the State allowing access of student income data.

Trustee Hoffman congratulated CEO Phelan once again for being the recipient of the Harold White Award.

Chairperson Crist shared his experience of the MCCA Spring Board Meeting, having left the meeting with a loss of confidence with MCCA as it relates to the aforementioned lagging support.

CAREHOLDERSHIP LINKAGE COMMITTEE STATUS:

The Careholders that participated in the most recent Careholder-Linkage focus groups have been sent an updated email and hardcopy letter regarding how their input was implemented into the FY'23 Q4 Strategic Agenda. They were also invited to attend the Jets Sports Complex Ribbon Cutting Ceremony just prior to this meeting at 5:00pm.

ITEMS FOR DECISION

CLOSED SESSION: Contract Negotiations:

Chairperson Crist requested a closed hearing at 6:48pm for purposes of contract negotiations with the support staff union.

MOTION BY TRUSTEE LAKE TO GO INTO CLOSED SESSION AS PROVIDED BY PUBLIC ACT 15.268, SECTION 8, SUB-SECTION (C) FOR STRATEGY AND NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

At 6:58pm, Chairperson Crist requested a motion to move out of closed session.

MOTION BY TRUSTEE HEINS TO MOVE OUT OF CLOSED SESSION AS PROVIDED BY PUBLIC ACT 15.268, SECTION 8, SUB-SECTION (C) FOR STRATEGY AND NEGOTIATION SESSIONS CONNECTED WITH THE NEGOTIATION OF A COLLECTIVE BARGAINING AGREEMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

The Closed Session adjourned at 6:58pm. No Board Action was taken.

GOVERNANCE PROCESS ITEMS: Selection of Representative to the MCCA Board of Directors:

A Trustee-Director and Alternate Trustee-Director for the MCCA Board of Directors were considered for FY'24. Chairperson Crist confirmed his desire to remain the Trustee- Director and Trustee Barnes confirmed his desire to remain the Alternate Trustee-Director. CEO Phelan will serve as the President-Director by default.

MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE CHAIRPERSON CRIST AS TRUSTEE-DIRECTOR AND TRUSTEE BARNES AS ALTERNATE TRUSTEE- DIRECTOR. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

GOVERNANCE PROCESS ITEMS: GP-09 Board Code of Conduct – Policy Review, Part II:

Policy GP-09 was re-considered by the Board after its regularly scheduled review at the previous Board meeting (05.08.23). CEO Phelan and Chairperson Crist recommended some minor clarifying changes for the Board's consideration, especially around the definition of the word "reprimand".

MOTION BY TRUSTEE HEINS TO APPROVE POLICY GP-09 BOARD CODE OF CONDUCT AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: Line of Credit Re-authorization

The Board considered a resolution to re-authorize a line of credit of \$10MM for Jackson College which would allow Jackson College to secure funds for College operations, or to pay previous loans obtained for college operations, under the Community College Act. A Limited Tax Pledge Notice and Affidavit of Posting Notice were both posted June 6th on site and to the Jackson College Website.

He reminded the Board that he would never tap the funds without Board approval.

MOTION BY TRUSTEE LAKE TO APPROVE THE LINE OF CREDIT RE-AUTHORIZATION FOR \$10MM. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: EL-00 General Executive Constraints – Policy Review:

Policy EL-00 was considered by the Board for its regularly scheduled review. CEO Phelan and Chairperson Crist recommended some minor clarifying changes for the Board's consideration.

MOTION BY TRUSTEE SIMPSON TO APPROVE POLICY EL-00 GENERAL EXECUTIVE CONSTRAINTS AS AMENDED. TRUSTEES VOTED BY ROLL CALL

VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: EN-01 Board's ENDS – Policy Review:

Policy EN-01 was considered by the Board for its regularly scheduled review. CEO Phelan and Chairperson Crist recommended some significant changes for the Board's consideration.

CEO Phelan described the possibility of breaking the ENDS policy into 3 sections in a year to make the review of the ENDS more digestible, to focus on what completion looks like for each of the 3 major sections, which could be divided as 1) life and workforce skills, 2) general transfer education, and 3) community and lifelong service. He indicated that he would bring this modification back to the Board for consideration.

MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE POLICY EN-01 BOARD'S ENDS AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: EL-00 General Executive Constraints – Interpretations Review:

CEO Phelan presented his clarified interpretation recommendations for Policy EL-00 to the Board for their regularly scheduled review.

The adjustments to the policy itself as approved at this meeting will be added to this interpretation.

MOTION BY VICE-CHAIRPERSON PATTERSON THAT THE BOARD HAS ASSESSED CEO PHELAN'S AMENDED INTERPRETATIONS OF POLICY EL-00 GENERAL EXECUTIVE CONSTRAINS AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: EN-01 Board's ENDS – Interpretations Review:

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

The adjustments to the policy itself as approved at this meeting will be added to this interpretation.

CEO Phelan noted that reasonability of his interpretations has been offered throughout these updated interpretations, as well as a stronger commitment to student success (i.e., completion).

MOTION BY TRUSTEE HOFFMAN THAT THE BOARD HAS ASSESSED CEO PHELAN'S AMENDED INTERPRETATIONS OF POLICY EN-01 BOARD'S ENDS AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

FY'24 BUDGET PROPOSAL: Truth in Budgeting Public Hearing:

Chairperson Crist confirmed that a public notice was placed in the local newspaper, posted on site, and posted on the Jackson College website. He opened the formal public hearing regarding the proposed budget for FY'24.

MOTION BY TRUSTEE HEINS TO MOVE INTO THE OPEN PUBLIC HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO OPEN THE PUBLIC HEARING: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY. THE PUBLIC HEARING WAS OPENED.

There were no comments from the public.

MOTION BY TRUSTEE HOFFMAN TO MOVE OUT OF THE PUBLIC HEARING. TRUSTEES VOTED BY ROLL CALL VOTE TO CLOSE THE PUBLIC HEARING: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY. THE PUBLIC HEARING WAS CLOSED.

FY'24 BUDGET PROPOSAL: Consideration of FY '24 Authorization to Levy:

The Board considered a resolution to authorize a tax rate for Jackson College for FY'24 at 1.1327 mills. CEO Phelan described the difference between 1.33 mills originally in 1964 and the millage now – 1.1327 mills.

MOTION BY VICE-CHAIRPERON PATTERSON TO APPROVE THE RESOLUTION TO AUTHORIZE A TAX RATE FOR JACKSON COLLEGE FOR FY'24 AT 1.1327 MILLS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.



RESOLUTION FOR AUTHORIZATION TO LEVY A TAX

Jackson, Michigan

WHEREAS, the Jackson College Board of Trustees by resolution of June 12, 2023 proposes a total authorized levy of **1.1327** mills within the district for operating purposes for fiscal 2023-24; and

WHEREAS, the Jackson College Board of Trustees has carefully examined the financial circumstances of the college district for the 2023-24 fiscal year, including estimated expenditures, estimated revenue, taxable valuation of property located within the district, and determined that the levy of the millage rate will be necessary for the sound management and operation of the college; and

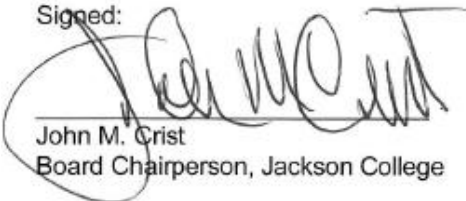
WHEREAS, the Jackson College Board of Trustees has complete authority to establish that a maximum of **1.1327** mills for operating purposes in 2023-24 from within its authorized millage rate; and

WHEREAS, the Jackson College Board of Trustees held a budget hearing on June 12, 2023 at 6:30 p.m. in the Boardroom, located in the Potter Center on Jackson College's Central Campus to receive comments from the public regarding the proposed budget; and the budget document contains the requisite "Truth in Budgeting Act" information.

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2023-24, the total millage rate of **1.1327** mills, shall be levied upon property located within the college district; and
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be and the same are hereby rescinded.

Signed:


John M. Crist
Board Chairperson, Jackson College

June 12, 2023

Date

FY'24 BUDGET PROPOSAL: Consideration of FY'24 Tuition and Fees:

The Board considered the administration's tuition recommendations as part of the FY'24 Budget. The percentages are below the cap authorized by the State.

Per subsequent work, administration made the following tuition recommendations as part of the FY'24 budget.

- In-District tuition at **\$185.00** (was \$176.00) a \$9.00 increase.
- Out-District at **\$209.00** (was \$199.00) a \$10.00 increase (113% of in-district)
- Out-of-State/International at **\$277.00** (was \$264.00) a \$13.00 increase (150% of in district)

Student Service Fee will be **\$49.50** for billing contact hour (was \$48.50).

MOTION BY TRUSTEE LAKE TO APPROVE THE ADMINISTRATION'S TUITION RECOMMENDATIONS AS PART OF THE FY'24 BUDGET. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

FY'24 BUDGET PROPOSAL: Consideration of FY'24 Budget Proposal:

The Board considered the FY'24 Budget Proposal of \$53,608,639 proposed by CEO Phelan.

CEO Phelan described that the hope to eliminate the remaining online course fees by 100% had to be pushed out another year, though it was still reduced by 50% for TY'24. Efforts toward learner completion needed to take priority with a pilot to increase the number of Navigators to only 150 learners / Navigator in the Nursing and Allied Health areas. Additionally, he noted that he decided that Navigators should be increased to get the number of learners per Navigator to 200 / Navigator, as was the original intent. Learner residents will also be required to invest in 2 hot meals a day.

MOTION BY TRUSTEE HEINS TO APPROVE THE PROPOSED FY'24 BUDGET OF \$53,608,639. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

CONSENT / REQUIRED APPROVAL AGENDA

Note of Gratitude from Ron Douglass:

The Board received a note of gratitude from Ron Douglass, one of the 2023 recipients of the Distinguished Service Award.

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EL-03 Planning – Evidence Review:

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-03 Planning indicating Full Compliance according to his previously approved interpretations. Work on the Strategic Agenda specifically appears in the evidence.

MOTION BY TRUSTEE SIMPSON THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL- 03 PLANNING AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES HEINS, SIMPSON, PATTERSON, LAKE, BARNES, HOFFMAN, AND CRIST 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. He also provided a schedule of policy, interpretation, and evidence reviews for calendar year 2023, along with the schedule for the Trustee's policy pre-review process.

INFORMATION REQUEST BY THE BOARD

FY'23 Q4 Strategic Agenda:

CEO Phelan shared the FY '23 Q4 Strategic Agenda with the Board. Last October (2022), the Jackson College Leadership Council began building a list of important, strategic targets as they apply toward the achievement of the updated Jackson College Board ENDs. The College will operationalize the strategic targets over the course of the next 18 months and evaluate them quarterly. These strategic targets have now been codified by combining Careholder focus group input with that of Learners and expert employees across the institution, whose input was collected via employee surveys (conducted both internally and externally), student experience workshops (facilitated externally), and multiple College departmental and committee meetings.

CEO Phelan described the 4 buckets of goals, 1) Those for our learners; 2) Those for our employees; 3) Those for our community; and 4), Per executive privilege, those strategies to advance completion through improved accountability and disciplined leadership practices.

IT & Financial Audit Update:

The Audit Committee provided an update following their meeting earlier today with auditors of Rehmann. Rehman recently finalized their FY'22 IT Audit and Assessment for Jackson College. The Board also received the actual FY'22 IT Audit and Assessment report itself, as well as the engagement letters confirming the arrangement for Rehmann to provide Jackson College services in connection with the College's FY'23 Information Technology Audit and Assessment, the College's

FY'23 Financial Audit and Assessment, the Foundation's FY'23 Financial Audit and Assessment, and the FY'23 Professional Services Plan for Jackson College and Jackson College Foundation.

Chairperson Crist noted that documentation of procedures is a focus of the FY'22 Audit and the approval of engagement of Rehmann of the aforementioned audits. There will not be any special audit request this year.

To Vice-Chairperson Patterson's inquiring on steps going forward with IT documentation of procedures, CEO Phelan clarified that the findings were recommendation as best practices, not audit violations, but the intention will be to address each of the findings, incorporating the best elements at the College. He also indicated that Doug Yenor, JC CIO, is working to provide enhanced cyber protection to the College by our recent decision to move our data and coding to the Google Cloud.

Consideration of Fall Planning Session Date:

The Board received results from a scheduling survey indicating the most preferred date of Friday, November 17th, 2023 (8am-2pm) for the 2023 Fall Planning Session. This date was mutually agreed upon by the JC Board of Trustees.

Next Board Meeting Topics – August 14, 2023:

CEO Phelan provided the members with a portend of items that are to come at the 8.14.23, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

- Policy Review: Bylaws
- Policy Review: BCD-03 Delegation to President
- Policy Review: BCD-04 Monitoring President Performance
- Evidence Review: EL-00 General Executive Constraint
- Evidence Review: EL-01 ENDS
- Survey Results Review: GP-09 Board Code of Conduct
- FY'23 Q4 Financial Report
- Negotiations (If needed)

SELF-EVALUATION OF GOVERNANCE PROCESS & BOARD PERFORMANCE AT THIS MEETING

Principles of Policy Governance:

Members noted that, in their view, the meeting went per plan utilizing the 10 principles of Policy Governance.

MEETING CONTENT REVIEW

Trustees expressed that the content was sufficient, but also expressed their desire for the Board meeting packets to continue to strive for conciseness.

Trustee Lake shared her excitement for the upcoming CEP graduations.

Trustee Hoffman shared that he will not be able to attend the September Board meeting. There will be discussion of this at the Board's Summer Retreat as it relates to rescheduling his participation in the September policy pre-review.

ADJOURN

MOTION BY TRUSTEE LAKE "To adjourn."

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

Meeting Adjourned at 7:44pm ET.

DRAFT



SUMMER RETREAT OF THE BOARD OF TRUSTEES

Wickwire House

06.23.23

[DRAFT & UNOFFICIAL]

The Summer Retreat of the Board of Trustees of Jackson College was held on Friday, 06.23.23, 8:00am, at the Wickwire House.

Board Members Present: Chairperson John Crist, Vice-Chairperson Sheila Patterson, Trustee Donna Lake, Trustee Matt Heins, Trustee Sam Barnes, and Trustee Philip Hoffman

Board Member Absences: Trustee Christopher Simpson

Others Present: CEO Daniel Phelan and Chief Assistant Keith Everett Book.

Chairperson John Crist called the meeting to order at 8:24AM Eastern Daylight-Savings Time.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees for items appearing on the agenda for the meeting.

PUBLIC COMMENTS (LIMIT OF 5 MINUTES PER PERSON)

NONE

OWNERSHIP LINKAGE CONSIDERATIONS / NEXT STEPS

CEO Phelan noted that Owners have been invited to as many events on Central Campus as possible, including the 06.23.23 Jackson College Open House, 07.11.23 Grand Valley State University and JC Agreement Signing and Ribbon Cutting Ceremony, and 08.14.23 Ribbon Cutting Ceremony for the Astronomical Observatory.

CEO Phelan discussed the cadence of Ownership Linkage. He noted that The Governance Coach recommends linkage with the Owners formally every 2-3 years.

He also noted the different methodologies to collect the Owner's voice, such as surveys, written and via phone, and focus groups (as recently done). Discussion ensued. Trustee Lake noted that a mailing could be a significant financial endeavor. She noted that we need to make ourselves as visible as possible, suggesting tours of the campus be offered. Chairperson Crist shared his appreciation for the face-to-face meetings.

CEO Phelan shared his work with the JC marketing department, marketing partner, the Level organization, and JTV expanded service initiatives underway. Trustee Barnes noted that the presence on LinkedIn is a marked improvement. CEO Phelan also shared his work with a recent focus group the College held with African American Community Leaders of Jackson.

Chairperson Crist noted that a sign on Hague Road for the College might be an improvement. CEO Phelan noted that perimeter signage is in the master plan currently. Chairperson Crist shared positive feedback from the community on the impressive current state of Central Campus.

Trustee Lake described offering more communication on where funding for buildings on campus is derived.

The general consensus was that, in 2 years, focus groups will be revisited with half a dozen community groups, information that will be used to amend ENDS. CEO Phelan will present splitting the ENDS into 3 policies, rather than 1 large policy, at the August regular Board meeting. This will assist with monitoring of and ensuring thorough compliance with the ENDS.

Discussion of phraseology ensued between “careholder”, “principal stakeholder”, and “owner”. Going forward, the Board will return to using the word “owner” and “ownership” as originally provided by John Carver, and will be used in the context of policy governance.

TRUSTEESHIP IN COMMUNITY COLLEGES: BOOK REVIEW

The Trustees engaged in reading the ACCT book Trusteeship in Community Colleges, for in depth discussion at this Summer Retreat. They engaged in a shared discussion about key findings from the book, including the following:

1. Subject areas of affirmation for the Board
2. Subject areas of interest by the Board
3. Subject areas of disagreement by the Board
4. Recommendations for the Board and/or CEO

Chairperson Crist shared his opinion that the Board is using a significant majority of the philosophies presented by the book. Trustee Hoffman shared that he found the book reassuring, rather than revolutionary. He also noted that interactions with internal groups of the College was encouraged by the book, though Policy Governance suggests otherwise.

CEO Phelan shared that this book outlines the current state of play at many colleges throughout the country, though it veers from the Board’s Policy Governance model.

The Board discussed succession planning within the Board. Trustee Lake shared her appreciation for the history presented in the book. The Board shared their mutual appreciation of and respect for the current Board practices and culture. The general

discussion spoke to the high level of effectiveness of the Policy Governance Model at Jackson College.

CEO Phelan noted that the book does recommend that a Board be policy driven.

Chairperson Crist noted the importance of the Board's input on policy, Board-driven creation and review of policy.

CEO Phelan suggested that, at the Board's Fall Planning Session, a Board Governance performance survey be conducted by The Governance Coach (i.e., Rose Mercier). Doing so would be a chance to hear from Rose about our progress, and would also provide the opportunity to learn where we might tighten up some aspects of our Policy Governance work. This suggestion was supported by the Board.

Trustee Barnes shared his surprise that the College is in the bottom 3rd of the IPEDS FTIAC data. CEO Phelan explained the narrow parameters of this data capture. He noted specifically that it does not include dual enrollment, transfers, or non-credit workforce efforts. CEO Phelan noted that work on increasing the FTIAC completions is well underway. The new goal for JC is to be in the top 10% of FTIAC scores within the next 3 years. This focus will have a much broader impact across all completions across the College.

Discussion ensued on work regarding challenges with transfer credits.

CEO Phelan shared his work on the legislative level on impending funding formulas and potential loss of State autonomy. Discussion ensued of the give and take approach to working with the State via MCCA, honoring where MI community colleges are falling short and improving upon those areas.

CEO Phelan described the controls being put in place at the College toward accomplishing a 40% level of completion with FTIAC learners (i.e., top 10% statewide). He also described the book *The Four Principles of Execution* that the College Leadership Council is putting into practice.

CEO Phelan shared the planned increase of 2 Navigators to get the number of Learners:Navigator for the pilot within Nursing and Allied Health to 150 Learners:Navigator. Additionally, 4 Navigators will be added to the current general pool so that there are only 200 Learners:Navigator. Completion rates will be closely monitored to realize the effects of these efforts.

Trustee Barnes shared the positive impact of intelligent and focused data scraping used toward data-driven decisions. CEO Phelan described the PRR (Process Review and Reimagine) working its way through the College, instilling fanatical discipline across the institution.

Trustee Heins impressed upon the Board that the narrow slice of learners contributing to the State's data point on completion should not deter the work toward the full body of Learners that the College serves. CEO Phelan noted that the College staff are working hard on all fronts. The Jackson College Advantage is also an initiative to get more learners to complete their pathways of study.

GOVERNANCE PROCESS SURVEY RESULTS

The Board reviewed the results of board survey questions over the past 12 months, wherein larger variations occurred in voting (i.e., 3 or more trustees voting alternatively). Discussion provided clarity regarding areas for improvement by either the Board or the CEO. Vice-Chairperson Patterson shared her perspective that the Board adequately addresses the issues of Governance Process Surveys in the regular Board meetings.

Regarding professional development, CEO Phelan asked if there are additional conferences the Board would like to attend or subscriptions they would like to have. The National Legislative Summit (NLS) attendance will be reserved for critical times, when there are significant issues for discussion. The goal will continue to be to affect the most impact and be a most efficient use of the Board's time and resources.

Legislators being brought to the College is most effective and will be continued. Trustee Hoffman suggested doing this at least once a year, and preferably twice a year.

ATTENDANCE AT REGULAR BOARD MEETINGS EXPECTATIONS

The Board discussed expectations they would like to have regarding member attendance expectations at Board meetings.

Trustee Barnes expressed his view that trustees attend as often as possible, though requirements are not in place.

Trustee Hoffman noted his preference for an excused absence process. He described that his absence at the 09.11.23 regular Board meeting will be due to advocating on behalf of the College via invitation with Senator Peters, Representative Walberg, and Representative Mueller. He described that if a Trustee is doing College business, that could be the definition of an excused absence. Trustee Patterson shared her preference that the absences just be noted as absences, not as excused absences, regardless of the reason. Discussion ensued, and support was given to absences being noted as such, and no longer qualified further as excused absences.

CEO Phelan shared that 320 prospective students, parents, and community members are attending the Open House being held on Central Campus today.

BOARD POLICY REVIEW PROCESS

The Board discussed the draft Policy Pre-review Process for consideration. The proposed plan is to officially begin the new Board member engaged policy pre-review process at the 08.14.23 Board meeting. This was supported by all. Trustee Lake and

Simpson's policy pre-review for the August regular Board meeting will be scheduled before the July MCCA Conference.

STANDING COMMITTEES VS. AD HOC COMMITTEES

CEO Phelan led a discussion with the Board about the Policy Governance approach on the matter concerning standing committees versus ad hoc committees. He expressed that the full board, given its small size, would benefit from a discontinuation of the use of the committees. He noted that if all Members were apprised of what currently happens in the committees, there would be an improved level of knowledge among the Board, which would help during any future transitions of Board Members. He noted that John Carver's view on the use of committees was the 'less is more' and that none is better.

Below is Section 7 of the Bylaws relating to Board Committees:

7. Committees of the Board

- Standing Committee – Audit: The Board of Trustees shall have a standing Audit Committee. The Audit Committee will bring forward recommendations to the entire Board for consideration and appropriate action, as warranted. The Committee alone holds no authority for decision making, as this is retained by the full Board only.
- Standing Committee – Ownership-Linkage: The Board of Trustees shall have a standing Ownership-Linkage Committee. The Committee will bring forward recommendations to the entire Board for consideration and appropriate action, as warranted. The Committee alone holds no authority for decision making, as this is retained by the full Board only.
- Special Committee(s): The Board of Trustees shall authorize such special committees as are deemed necessary. A special committee shall report recommendations to the board for appropriate action. A special committee shall be dissolved when final action on its report is taken by the Board.

CEO Phelan recommended that the Board no longer have standing committees, at least to try this as a pilot for a year. He described the full Board hearing the totality of the audit, rather than a report out from a committee. CEO Phelan will bring forth an amendment to the Bylaws to reflect no standing committees at the August regular Board meeting.

MILLAGE CONSIDERATION AND TACTICS

The Board had a discussion about the possibility of pursuing a millage, the history on this matter, the Board's priority, and a recommendation from CEO Phelan for their consideration, as well as possible timing. He noted that it took 3 attempts from 1962 to 1964 to get the first millage approved, and then 11 attempts have been made for an increase since. 3 of those attempts were only for the Headlee override. Discussion ensued about the pursuit of the Headlee override. Pursuit of a millage for November would have to start in August. Based upon the discussion, CEO Phelan will prompt A Special Board Meeting, to be scheduled in July, wherein the Board can formally consider this matter further.

CASE STUDIES

The Trustees engaged in a case study exercise, exploring best practices for an instance of how we are protecting our Learner-Athletes. CEO Phelan noted that Title IX training is enforced for everyone, including the Board of Trustees. At the Henry Ford Health Clinic, on campus, the Hospital handles health incidents. Physical Therapy is also provided by Henry Ford Health System. Cameras continue to be added to campus.

Trustee Heins suggested that a third-party conduct interviews with Learner-Athletes to understand the level of safety they are experiencing at the College. Trustee Lake suggested that the hotline in place should be strongly promoted, for anonymous feedback, to which CEO Phelan noted that this is currently in place. It was asked if it is advisable during physical therapy session, if another individual of the same sex as the Learner be present in the room. Residences have cameras, 24-hour security, and the College has the ability to make wellness and maintenance inquiries of residents.

BOARD CONSIDERATION OF FALL PLANNING SESSION TOPICS

The Board discussed topics for the Board's Fall Planning Session, currently slated for Friday, November 17, 2023. CEO Phelan again noted that Rose Mercier of The Governance Coach join the Fall Planning Session to provide a Policy Governance booster, after having reviewed the Board's progress. She would also bring an assessment tool called "Real Board Blueprint" that she would use with the Board.

Additional topics will include:

- Strategic Agenda
- Administrator Presentations – College Features
- Policy Review Process – Assessment

CEO Phelan announced the start of his third governance book in collaboration with Dr. George Boggs, President and CEO Emeritus of AACC.

ANNUAL ACCT CONGRESS PREPARATIONS

A logistical planning discussion ensued for the Board's upcoming attendance at the ACCT Congress in Las Vegas in October.

PEER BENCHMARKING DISCUSSION TOPICS

In preparation for the Board's upcoming trip to the ACCT Leadership Congress in Las Vegas this October, they considered discussion topics for the time to be scheduled with the North Central State College's Board.

Some suggested topics included:

- Challenges with Policy Governance
- Ownership Linkage
- Committee Usage
- Policy Review Process
- Monitoring Report Process

Questions will be shared by each institution ahead of time.

Trustee Hoffman noted that he would like to review their policies ahead of time. Keith Book will send the Board links to NCSC's policies, minutes, and general information.

MEETING CONTENT REVIEW

Trustees expressed that the content was fulsome and engaging.

They shared appreciation for CEO Phelan's hospitality at the Wickwire House. They asked that case studies be chosen ahead of time in the future, case studies that are specific to this Board and Policy Governance. The frank and respectful discussions were mutually appreciated. Chairperson Crist shared his appreciation for the one voice cultivated by the Board.

ADJOURN

MOTION BY TRUSTEE HOFFMAN "To adjourn." TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, PATTERSON, HOFFMAN, LAKE, BARNES AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.

Meeting Adjourned at 12:17 pm ET.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023



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

Subject to be Discussed and Policy Reference:
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 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: July 17, 2023



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

Subject to be Discussed and Policy Reference:
<p>4.0 Ownership Linkage</p> <p>4.1 Public Comments (limit of 5 minutes per person)</p> <p><u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-11 Board Linkage with Careholdership</p>
Description:
<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 may offer the following statement prior to persons offering comment, but regardless, is expected to be adhered to by persons wishing to address the Board: <i>“When addressing the Board, speakers are asked to be respectful and civil. Should speakers, who wish to address the Board on matters of an individual, personnel or student nature, are requested to first present such matters to the appropriate College department, in advance of presenting them to the Board.</i></p> <p><i>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, or matters that are being addressed through the established grievance or legal processes, or otherwise are a subject of review by the Board of Trustees”.</i></p>
Resource Impact:
None
Requested Board Action:
Receive comments from persons wishing to address the Board.
Action Taken:

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023



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

Subject to be Discussed and Policy Reference:
5.0 Items for Decision 5.1 Consideration of Millage Question* <u>BOARD POLICY:</u> EXECUTIVE LIMITATIONS: EL- 08 Communication & Support of the Board
Description:
Attached for your consideration, please find a resolution proposing a Headlee Override Millage request that would restore Jackson College's millage rate to its original 1.33, up from its current rate of 1.1327, an increase of 0.1973 mills. I propose that we place this item on the November 2023 ballot.
Resource Impact:
None
Requested Board Action:
Consideration of placement of a millage request on the November ballot.
Action Taken:

Jackson College, Michigan (the “College”)

A special meeting of the board of trustees of the College (the “Board”) was held in the Boardroom of George Potter Center on Central Campus, within the boundaries of the College, on the 17th day of July, 2023, at 7:30 o’clock in the p.m. (the “Meeting”).

The Meeting was called to order by John M. Crist, Chairperson.

Present: Trustees Christopher A. Simpson, Donna L. Lake, Philip E. Hoffman, Matthew R. Heins, Sam R. Barnes, John M. Crist

Absent: Trustees Sheila A. Patterson

The following preamble and resolution were offered by Trustee John M. Crist and supported by Trustee _____:

WHEREAS:

1. This Board intends to submit a proposition at a special election to be held on Tuesday, November 7, 2023.

2. On or before 4:00 p.m. on Tuesday, August 15, 2023, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the college district (the “Election Coordinator”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the electors of the College be called and held on Tuesday, November 7, 2023.

2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.

3. The Election Coordinator is requested to:

a. Utilize Jackson Citizen Patriot, a newspaper published or of general circulation within the college district, for publication of notices in accordance with the election law requirements.

b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.

c. Provide a proof copy of the ballot to the College and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.

4. The College President or designee is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the College district by 4:00 p.m., on Tuesday, August 15, 2023.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Trustees

Nays: Trustees

Resolution declared adopted.

Secretary, Board of Trustees

The undersigned duly qualified and acting Secretary of the Board of Trustees of Jackson College, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Trustees

CJI/clw



EXHIBIT A

JACKSON COLLEGE MILLAGE PROPOSAL

This proposal will allow the college to restore its originally authorized charter millage rate of 1.33 mills on all property for college purposes.

Shall the limitation on the amount of taxes which may be assessed against all property within the community college district boundaries of Jackson College, Michigan, be increased by 0.1973 mill (\$0.1973 on each \$1,000 of taxable valuation), to be levied in perpetuity, to provide funds for college purposes; the estimate of the revenue the college will collect if the millage is approved and levied in 2024 is approximately \$1,151,810 (this millage is to restore millage previously lost as a result of the reduction required by the Michigan Constitution of 1963)?

EXHIBIT B

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

JACKSON COLLEGE
MILLAGE PROPOSAL
0.1973 MILL IN PERPETUITY TO RESTORE HEADLEE REDUCTION

Full text of the ballot proposition may be obtained at the administrative offices of Jackson College, 2111 Emmons Road, Jackson, Michigan 49201-8335, telephone: (517) 787-0800.



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023



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

Subject to be Discussed and Policy Reference:
5.0 Items for Decision 5.2 Closed Session: Contract Negotiations* <u>BOARD POLICY:</u> EXECUTIVE LIMITATIONS: EL-02 Treatment of Staff
Description:
As provided by Public Act 15.268, Section 8, Sub-section (c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, I hereby request closed hearing at this time for the above purpose as it relates to the contract negotiations with the support staff union.
Resource Impact:
None
Requested Board Action:
Affirm the request and move to closed session.
Action Taken:

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023



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

Subject to be Discussed and Policy Reference:
5.0 Items for Decision 5.3 Consideration of Union Contract* <u>BOARD POLICY:</u> EXECUTIVE LIMITATIONS: EL-02 Treatment of Staff
Description:
<p>Firstly, I express my sincere thanks to the Board's negotiating team of Brenden Beer, Cindy Allen, and Jason Valente, as well as the support staff team of Kimberly Seeburg, Karissa Shay, Brad Choate, and Sandy Paesens from the MEA. The proposed agreement has been ratified by the support staff union membership.</p> <p>I ask that the board consider approval of the attached 3-year Union Contract.</p>
Resource Impact:
None
Requested Board Action:
Consideration of approving the Union Contract.
Action Taken:

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023



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

Subject to be Discussed and Policy Reference:
6.0 Self-Evaluation of Governance Process & Board Performance at this Meeting 6.1 Principles of Policy Governance <u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-01 Governing Style
Description:
<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>https://governforimpact.org/resources/principles-of-policy-governance.html</p>
Resource Impact:
None
Requested Board Action:
Define particular areas for improvement in the governance process.
Action Taken:

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023



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

Subject to be Discussed and Policy Reference:
7.0 Meeting Content Review <u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-01 Governing Style
Description:
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.
Resource Impact:
None
Requested Board Action:
Consideration of areas for meeting content improvement
Action Taken:



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: July 17, 2023

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

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