

Jackson College Board of Trustees Special Meeting

Special Meeting

July 09, 2026 05:30 PM



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(*) Indicates a roll-call item



MISSION / VISION / MAROON & GOLD STANDARDS

MISSION

Together we inspire and transform lives.

VISION

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

MAROON & GOLD STANDARDS:

Why

Over the past few years, we've all seen just how quickly the world around us can change. Surely, our country is living through a period of division, uncertainty, and shifting values. In many workplaces, and even in higher education, clarity about purpose and expectations has been eroded, or at the very least, seems blurred. In moments like these, it's easy for the noise of the times to distract us from the core of what truly matters.

In my view, at Jackson College, we don't have the luxury of losing sight of a shared mission and purpose. The work we do here is too important, indeed the stakes for our students and community too high. Over the summer, I concluded that it is now the time to recenter ourselves, to keep first things first, and to speak plainly about who we are, what we stand for, and how we work together.

The following modified Vision Statement, Statement of Beliefs, and the companion lists of what employees can reasonably expect from Jackson College and what Jackson College can reasonably expect from its employees, are a way of doing that. They are not just words on paper. They are a reaffirmation of our shared purpose and a clear commitment to one another.

These statements make it unmistakable that student success is our highest priority, that professionalism and respect are non-negotiable, and that the greater good of the College must guide our decisions. I believe that they remind us that Jackson College is a place where people can grow, where input is valued, where we are responsible people, and where we treat each other with dignity, even when decisions do not go the way we might prefer.

We are, and must remain, an institution where excellence is expected, where integrity is lived, and where we willingly subordinate our personal preferences when the mission and direction call for it. This is how we honor our students, our colleagues, our community, and the trust the public has placed in us. It is how we create legacy.

This is now the moment to be intentional about our culture and not just yield to the changing attitude. We seek to create a place where people enjoy working, where they know they are appreciated, and where the work is worthy of the best we have to give.



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The following statements build upon a strong foundation for that kind of college. And they are a promise to one another...a noble pledge to Maroon & Gold Standards that currently struggle to find voice, no matter the challenges of the times.

Daniel J. Phelan, MBA, Ph.D.,
Jackson College
President & CEO

Jackson College Values

Introduction:

At Jackson College, our values are more than ideals, indeed they are lived commitments. They shape how we teach, lead, serve, and grow together. In a time of complexity and change, these values offer clarity and direction. They remind us of who we are, what we stand for, and how we carry our mission into every classroom, office, and conversation.

These values are aspirational by design and are intended to guide our daily work and elevate our collective purpose. They reflect our belief in the power of education, the importance of human connection, and the responsibility we hold to the public and one another.

Draft Jackson College Values:

1. We pursue truth through learning, dialogue, and discovery - We believe education begins with curiosity and thrives in a culture of evidence, inquiry, and intellectual courage;
2. We embrace the dignity of every person through compassion and respect - We care deeply for our students, employees, and communities, and honor each voice as essential to who we are;
3. We create opportunity through access, support, and belief in human potential - We are committed to helping every learner advance toward a better future;
4. We serve our communities with purpose and pride - Our mission compels us to strengthen the region we call home—through education, workforce development, and civic engagement;
5. We cultivate innovation to meet the challenges of tomorrow - We are future-focused, always learning, and unafraid to rethink how we teach, lead, and serve; and
6. We lead with integrity and are accountable to the public trust - In every decision and every action, we uphold the highest standards of ethics, transparency, and stewardship.



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Jackson College Beliefs

Introduction:

At Jackson College, our mission is more than a statement...it is a commitment lived out daily through the work of every one of us. In a time of complexity, rapid change, and increasing fragmentation across society, we are choosing to be a community grounded in shared purpose, high standards, and mutual respect.

This *Statement of Beliefs* reflects who we are and how we serve. It connects our individual roles to the College's larger mission and provides a common foundation for our decisions, actions, and relationships.

These beliefs affirm our dedication to student success, professional integrity, innovation, and the public trust. They are not abstract ideals. They are commitments we live by, each of us, every day, and hold ourselves in account to, because our work is important, our service to students is essential, and the College we build together must be impactful.

As employees of Jackson College, we believe...

- **student success is our highest calling.**
- **in acting with integrity and in service to the public trust.**
- **in pursuing truth through inquiry, evidence, and dialogue.**
- **in serving others with professionalism, respect, and compassion.**
- **innovation is vital to meet the challenges of today and tomorrow.**
- **we grow together through shared purpose and mutual responsibility.**

Reasonable, Sustainable, and Actionable Expectations Employees Should Have of Their Employer

Introduction:

At Jackson College, we believe that a thriving workplace is built not only on shared mission and values, but also on mutual understanding between the College and its employees. In an era marked by rapid change, increasing demands, and new ways of working, it is important to articulate what employees can reasonably expect from their employer.

These expectations are not abstract ideals; they are grounded in respect, professionalism, love, care, and service, as well as a commitment to institutional sustainability. They reflect our belief that a healthy organization honors its people by providing clarity, fairness, and support, while also upholding the standards necessary to serve our students and our communities well.



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Not every decision will include every employee, and not every challenge will have an easy answer. But we are committed to creating a work environment that is intentional, just, and human-centered. The following list outlines the foundational commitments that employees may reasonably expect from Jackson College in our shared work.

At Jackson College, employees may reasonably expect from their employer to:

1. Be Treated with Respect and Professional Courtesy - All employees should expect to be treated with civility, fairness, and basic human decency in the course of their work;
2. Receive Clear and Timely Communication - Employees should expect important and relevant information to be shared in a timely, clear, and consistent manner to help them perform effectively;
3. Work in a Safe and Orderly Environment - The workplace should be free from undue hazards, harassment, or dysfunction, and provide the tools needed for employees to succeed in their roles;
4. Have Clearly Defined Responsibilities and Expectations - Employees should expect to know what is required of them, receive feedback on their performance, and be supported in meeting clear, reasonable expectations;
5. Be Offered Opportunities for Skill Development and Growth - Every employee should expect access to tools for professional development, learning, and improvement; however, such development does not guarantee career advancement.
6. Maintain a Reasonable Workload and Time for Renewal - The College should strive to ensure employees are not consistently overburdened and have the time and space necessary to recharge and sustain high-quality work;
7. Receive Fair Compensation and Benefits - Employees should expect to be paid fairly, and on time, for their work and to have access to benefits that support their personal and family needs, within the College's resources and contractual parameters;
8. Be Recognized for Contributions - Employees should expect their efforts to be reasonably noticed, acknowledged, and appreciated, whether informally or through formal recognition efforts;
9. Be Trusted to Do Their Job - Employees should expect a baseline of trust, professional autonomy, and respect for their ability to carry out their duties, with accountability to same, but without unnecessary micromanagement; and
10. Have Opportunities for Input Where Appropriate - While not all employees will be involved in all decisions, they should expect that their input will be welcomed in areas relevant to their responsibilities and that supervisors and leadership will listen with sincerity when feedback is sought.



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Reasonable, Sustainable, and Actionable Expectations Jackson College Should Have of Its Employees

Introduction

As a public institution, Jackson College exists to serve the people of Jackson County and beyond through education, opportunity, and community impact. Our employees are the stewards of this mission. Whether in classrooms, offices, labs, or remote workspaces, each employee plays a vital role in fulfilling the promise of the College.

Excellence is not accidental—it is the product of clear expectations, ethical conduct, personal responsibility, and shared engagement. The following list outlines what Jackson College may reasonably expect from all employees. These expectations reflect standards of highly effective workplaces and are aligned with both the mission of the College and the trust placed in us by the students, families, and taxpayers we serve.

1. Serve Others with Excellence

Employees are expected to provide consistently high levels of service to students, coworkers, and the public. This includes demonstrating professionalism, kindness, responsiveness, and a willingness to go beyond minimum requirements to solve problems and improve experiences.

2. Act in the Interest of the Mission, Not Self

Decisions and behaviors must reflect a commitment to the College's mission and to those it serves—not personal convenience, recognition, or self-interest. Employees should remain mindful of how their choices impact the greater good.

3. Demonstrate Loyalty and Constructive Support for the College

Loyalty includes supporting the College's goals, representing the College positively, in the community, and contributing to a healthy, united workplace. Constructive feedback and respectful disagreement are welcome—but must be rooted in a spirit of shared success.

4. Uphold the Highest Standards of Ethics and Professional Behavior

Employees are expected to act with integrity, honesty, and fairness. This includes avoiding conflicts of interest, protecting confidential information, honoring commitments, and complying with College policies and applicable laws.



MISSION / VISION / MAROON & GOLD STANDARDS

5. Be Present, Reliable, and Ready to Contribute

Regular attendance, punctuality, and active engagement are essential. Employees should come prepared each day—whether in person or remote—and take full ownership of their responsibilities and work quality.

6. Strive for Excellence and Continuous Learning

A commitment to growth is expected. Employees shall pursue opportunities to improve their skills, stay current in their fields, and adapt their work to changing needs and new ideas.

7. Use College Resources Responsibly and Honorably

All College resources—time, technology, funding, and facilities—should be used efficiently, ethically, and solely for professional purposes. Employees are expected to avoid waste and treat public assets with care.

8. Foster a Respectful, Collaborative, and Engaged Work Environment

A healthy workplace depends on respect of the hierarchy of decision-making, on-going communication, and cooperation. Employees should actively contribute to a positive environment by engaging with others professionally and avoiding divisive or counterproductive behaviors.

9. Adapt to Change and Support Institutional Priorities

As the College evolves to meet new challenges, employees must remain flexible and responsive. This includes being open to new tasks, new technologies, and new ways of working that support Jackson College's strategic direction.

10. Communicate with Honesty, Clarity, and Purpose

Effective communication is essential. Employees should speak and write clearly, listen actively, and provide feedback constructively. Employees must understand that not everything can be known by everyone, and in the moment – that there is a difference between 'needing to know' for one's job duties, and 'wanting to know' which is idle curiosity. Communication should support understanding, alignment, and the successful pursuit of College goals.



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 SPECIAL MEETING
Action & Information Report
Board Meeting Date: July 9, 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".

Following the Pledge, if there are new guests present, CEO Phelan will lead the room through a safety tailboard briefing for the newly remodeled Boardroom, as well as for visitors to the College.

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 SPECIAL MEETING
Action & Information Report
 Board Meeting Date: July 9, 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 SPECIAL MEETING
Action & Information Report
 Board Meeting Date: July 9, 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. 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.

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, but regardless, it is expected to be adhered to by persons wishing to address the Board:
"When addressing the Board, speakers are asked to be respectful and civil. Be advised that, as an on-going practice, the Board does not respond in this Board Meeting setting when the matter presented concerns personnel, student issues, operations, or other matters that are being addressed through the established grievance or legal processes, or otherwise are a subject of review by the Board of Trustees".

Requested Board Action: (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 SPECIAL MEETING
Action & Information Report
 Board Meeting Date: July 9, 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
 3.2 Board Comments & CEO Comments

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

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 content and deliberations. As such, Trustees can use this item to offer any comments of a non-action-oriented nature for the edification of other members and/or the CEO.

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

Resource Impact: (As applicable)

None

Requested Board Action: (If any)

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

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

BOARD OF TRUSTEES SPECIAL MEETING
Action & Information Report
 Board Meeting Date: July 9, 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-02 Treatment of Employees

Subject: (Topic or focus for consideration)

4.0 Consent / Required Approval Agenda
 4.1 Closed Session: Contract Negotiations *

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

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: (As applicable)

None

Requested Board Action: (If any)

Affirm the request and move to closed session.

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

BOARD OF TRUSTEES SPECIAL MEETING
Action & Information Report
 Board Meeting Date: July 9, 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-02 Treatment of Employees

Subject: (Topic or focus for consideration)

4.0 Consent / Required Approval Agenda
 4.2 Consideration of Union Contract *

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

Firstly, I express my sincere thanks to the Board's negotiating team of John Randle, Jason Valente, Joyce Dunbar, and Brendon Beer; the support staff team of Kimberly Seaburg, Bradley Choate, and Karissa Shay; and Laura Griffith from MEA. The proposed agreement has been ratified by the support staff union membership.

I ask that the Board consider approval of the 2-year Union Contract upon review of the [linked Executive Summary](#) of the contract revisions.

Resource Impact: (As applicable)

None

Requested Board Action: (If any)

Consideration of approving the Union Contract.

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

BOARD OF TRUSTEES SPECIAL MEETING
Action & Information Report
 Board Meeting Date: July 9, 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)

[Jackson College Foundation Board of Directors Bylaws](#)

Subject: (Topic or focus for consideration)

4.0 Consent / Required Approval Agenda
 4.3 Consideration of Foundation Board Nominee *

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

Rachel Witgen has been nominated to serve on the JC Foundation Board. Ms. Witgen's resume is enclosed for your review.

I support the recommendation.

Foundation Board bylaws require your consideration and approval prior to appointment to the Jackson College Foundation Board.

Resource Impact: (As applicable)

None

Requested Board Action: (If any)

Consideration of appointing Rache Witgen to the JC Foundation Board.

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

Rachel R. Witgen

SUMMARY

Experienced and compassionate registered nurse with a transformational leadership and business mindset, with purpose and dedication rooted in building lasting relationships for healthcare excellence. Able to achieve quality outcomes and while maintaining fiscal stewardship with strategic planning and creative interventions. Established a track record of success in leading and mentoring teams to become highly functional and cohesive.

CORE COMPETENCIES

- ✓ Strategic Planning & Execution
- ✓ Succession Planning and Mentoring
- ✓ Business Finance
- ✓ Team Building
- ✓ Clinical Quality Improvement
- ✓ Change Management
- ✓ Data-Driven Decision Making
- ✓ Continuous Quality Improvement

PROFESSIONAL EXPERIENCE

Director – Emergency Service Line, Observation, Central Monitoring, Virtual Nursing, Respiratory Therapy, Infusion Therapy

Henry Ford Health- Jackson MI November 2025 – Present

- Director overseeing five managers and 300 FTE's as well as Stroke Program Coordinator; Reporting directly to Chief Nursing Officer

Clinical Nurse Manager • Emergency Service Line

Henry Ford Health – Jackson MI • December 2020 – November 2025

- Manage and oversee 148 FTE's, 204 clinical and administrative employees, providing operational oversight of 60 bed, 80,000 annual visit Level II trauma center (330 bed hospital): responsibility for annual evaluations and individual goals setting, development and education- Overseeing strategy, operations, and performance
- With front end redesign and team collaboration with Medical Director, have achieved and maintained a LWBS of <1%
- Managed budgets and staffing efficiency to fall between 99-108% productivity consistency
- Maintained standards of care of regulatory and licensing bodies for a citation free triannual Joint Commission survey in 2022.

- Professional collaborations to maintain quality standards as a Stroke Gold+ Center through AHA, Primary Heart Center for activation and intervention, and redesignation of a Level II Trauma Center by ACS
- Rebuild and development of an effective SANE program outlining communication needs and corresponding partnership with a community SART team- offering inhouse SANE-A education and peer review processes
- Reduced agency FTE utilization from 30.0 to 3.6 within 10 months using hiring and retention strategies, with an 8% first year turnover 2024
- Implemented functional LPN care model to departmental flow and position control
- Led quality improvement taskforce with focus on current MEDIC Pay for Performance Emergency Department Collaborative Wide Measures
- Outperformed NDNQI national benchmarks for Emergency Department staff satisfaction 2019, 2022
- Collaborated with C-level executives to align departmental goals with broader company objectives regarding patient experience, accessibility to care and community engagement
- Patient Experience Champion: Press Ganey EDCAPHS Nurse Communication Performance 11/12 months at target with 5.1 variance from 2023 to 2024

Clinical Unit Leader/House Shift Supervisor

Emergency Department/ Organizational Throughput Department
Henry Ford Health – Jackson, MI · March 2018 – December 2020

- Supervise and manage assignments and fluctuate staffing ratios hospital wide according to workload, space availability, acuity and throughput needs.
- Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel hospital wide as House Shift Supervisor, with direct report to Executive Administrator on Call
- Develop plans for hospital wide throughput from Emergency Department to inpatient setting to ensure patient continuity, safety and satisfaction
- Assured compliance for survey readiness with safety and quality audits hospital wide.

Registered Nurse – Emergency Department

Henry Ford Health, Jackson, MI · May 2015 – March 2018

- Direct patient care to all acuity levels, preceptor to 8 successful graduate nurses
- Mentored in role of charge nurse for department with balancing staff assignments, placing EMS calls and supplementing department resources where necessary
- Chair or Emergency Department Unit Based Council
- SANE-A within completion of 200+ forensic examinations

EDUCATION

C

Master of Business Administration (MBA)

Health Care Administration and Business Finance

- Spring Arbor University, Michigan – Est. Graduation June 2025

Bachelor of Science: Nursing (BSN)

- Chamberlain University, Illinois- 2020

Associate of Science: Nursing (ADN)

- Jackson College, Michigan- 2015

EXTRACURRICULARS AND COLLABORATIONS

- Co-Chair Workplace Violence Prevention Committee 2023-present
- Panelist for Al Glick Scholarship Endowment for Workforce Development
- Collaborated with and provided education to pre-hospital partners for quality improvements related to trauma, sepsis and stroke pathway outcomes
- Improved Pediatric Readiness Survey score by 21% to 78/100 with collaboration from Emergency Department Unit Based Council and hospital wide committee for Pediatric Excellence in Care across the continuum

AWARDS & CERTIFICATIONS

- Manager of the Year, Michigan – Emergency Nurse Association (ENA) 2023
- Daisy Leadership Award Winner Henry Ford Hospital 2020
- Leadership Jackson 24' Cohort Through Jackson County Chamber of Commerce
- Sexual Assault Nurse Examiner Adult and Adolescent -International Association of Forensic Nurses (IAFN) 2017
- Certified Emergency Nurse -Board of Certification for Emergency Nursing (CEN) 2023

BOARD OF TRUSTEES SPECIAL MEETING
Action & Information Report
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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)

5.0 Self-Evaluation of Governance Process & Board Performance at this Meeting
 5.1 Principles of Policy Governance

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

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.

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.

<https://governforimpact.org/resources/principles-of-policy-governance.html>

Hardcopies of the Policy Governance Self-Assessment form are provided for your completion at the conclusion of this meeting.

Resource Impact: (As applicable)

None

Requested Board Action: (If any)

Define particular areas for improvement in the governance process.

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

BOARD OF TRUSTEES SPECIAL MEETING
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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)

6.0 Meeting Content Review

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.

Resource Impact: (As applicable)

None

Requested Board Action: (If any)

Consideration of areas for meeting content improvement.

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

BOARD OF TRUSTEES SPECIAL MEETING
Action & Information Report
 Board Meeting Date: July 9, 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)

7.0 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.)