

JACKSON COLLEGE REINTEGRATION TASK FORCE PROCEDURES

Prior to your arrival to Central Campus but no earlier than the morning of, you will need to complete the **COVID-19 Health Screening**.

Please review the Current Health Screening Questions that would stop you from coming to campus:

- **In the past 14 days did you participate in any of the following:**
 - Attend a mass gathering like a sporting event, concert, or parade.
 - Travel on a cruise ship or river boat.
 - Travel with people who don't live with you via airplane, car, public transit etc.
- **In the past 14 days did you participate in any of the following:**
 - Go to a large social gathering like a wedding, funeral, or large party or gathering at someone's home
 - Visit a restaurant that exceeded 50% capacity or 100 people and others were not wearing masks during times other than eating
- Do you have any symptoms of COVID-19 (fever, cough, chills, shortness of breath, muscle aches, runny nose/congestion, sore throat, upset stomach, loss of taste or smell)
- Have you been in close contact with someone with COVID-19 in the last 14 days?

Once on campus you will be directed to the COVID-19 Health Screening checkpoint:

- You will have your temperature scanned
- We will check to see if you have completed the online Health Screening
- We will check to see if you have completed the mandatory COVID-19 training
- If you have completed the training and passed the Health Screening you will be admitted to campus for your approved areas.
- If you have not completed training, you will be asked to do so prior to entering
- If you have not completed the health screening you will be asked to do so prior to entering
- If you have a fever you will be asked to leave campus and follow up with your physician for clearance.

Once on campus you must wear a mask and have your ID and badge in clear vision for others at all times.

As of 4/19/21



**Jackson College
Board of Trustees Meeting
Regular Meeting - Monday, August 9, 2021
6:30PM**

AGENDA

- 1.0 Call to Order & Pledge of Allegiance**
- 2.0 Consideration of Member Electronic Participation**
- 3.0 Declaration of Conflict of Interest**
- 4.0 Adoption of Minutes**
 - 4.1 Special Board Meeting, Dated 6.21.21
- 5.0 Ownership Linkage**
 - 5.1 Public Comments (limit of 5 minutes per person)
 - 5.2 Board Comments
- 6.0 Monitoring Board Performance**
 - N/A
- 7.0 Items for Decision**
 - 7.1 Governance Process
 - 7.1.1 Review – Board bylaws
 - 7.2 ENDS
 - 7.2.1. Policy Review – E - 01 Ends
 - 7.3 Consideration of Award Presenters at Commencements
- 8.0 Consent/Required Approvals Agenda**
 - 8.1. Consideration of Liquor License
- 9.0 Monitoring CEO Performance**
 - N/A
- 10.0 Information Requested by the Board**
 - N/A
- 11.0 Self-Evaluation of Governance Process & Board Performance at this Meeting**
 - N/A
- 12.0 Meeting Content Review**
- 13.0 Adjourn**

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: August 9, 2020



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

Subject to be Discussed:	
2.0	Consideration of Member Electronic Participation
Description:	
<p>As you are aware, the By-Laws of the Jackson College Board of Trustees provides for remote participation by individual members, though there are some caveats for doing so (You can review the By-Laws here).</p> <p>More specifically, in section: 4. Meetings, the following is provided regarding attendance and remote participation: “...All members of the Board should use every reasonable effort to attend all meetings of the Board of Trustees in person. If this is not possible because of extenuating circumstances, participation by conference call or other electronic communication shall be permitted under the following circumstances:</p> <ul style="list-style-type: none"> • A quorum of the Board shall be physically present at the meeting location; • Electronic participation must be approved by the majority of the Board...” <p>Trustee Patterson has requested remote participation for our August Board Meeting. This item is on the agenda for consideration of same.</p>	
Resource Impact:	
None	
Requested Board Action:	
Consideration of remote board meeting attendance by Trustee Patterson	
Action Taken:	
None	

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
3.0 Declaration of Conflict of Interest
Description:
Consistent with Board Policy, 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. Should a conflict be present, it is requested that the member note the item in question, and abstain from any action concerning said item.
Resource Impact:
None
Requested Board Action:
Roll Call Consideration of any actual or perceived conflict of interest with agenda items.
Action Taken:
None

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
4.0 Adoption of Minutes 4.1 Special Board Meeting (06.21.21)
Description:
Attached are the minutes of the most recent meeting(s) of the board for review and consideration for placement into the formal record of the Jackson College Board of Trustees.
Resource Impact:
None
Requested Board Action:
Consideration of the minutes for approval to the formal record of the Board.
Action Taken:
None



SPECIAL MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, Sheffer Music Hall

6.21.21

The special meeting of the Board of Trustees of Jackson College was held on Monday, June 21, 2021 at the Central Campus of Jackson College, Sheffer Music Hall.

Board Members Present: Chairman, Sam Barnes; Vice Chairman, John Crist; Trustee; Philip Hoffman, Trustee, Matt Heins, Trustee Lake and Trustee Dr. Ed Mathein.

Board Member Excused Absence: Trustee Sheila Patterson

Others Present: Dr. Daniel J. Phelan, Jeremy Frew, Cindy Allen, Jason Valente, Darrell Norris, Alana Tuckey, and Wendy Barnes

Chairman Sam Barnes called the meeting to order at 6:30PM Eastern Daylight Time.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees.

ADOPTION OF MINUTES

The minutes of the Regular Board Meeting of June 14, 2021 were reviewed by the Board. With no changes the minutes were moved into the record by Chairman Barnes, on behalf of the Trustees.

BOARD COMMENTS

No Board comments.

MONITORING BOARD PERFORMANCE – N/A

BOARD CEO DELEGATION – N/A

EXECUTIVE LIMITATIONS

Review of FY '22 Tuition and Fee Rates:

President Phelan reviewed the FY '22 tuition rates that were presented and approved by the Board at the 6.14.21 Board meeting.

- In-District tuition at \$168.00 (was \$163.46 in FY '21) a 2.8% increase

- Out-District at \$190.00 (was \$245.19 in FY '21) a 22.5% decrease (113% of In-District)
- Out-of-State/International at \$327.00 (was \$326.91 in FY '21) a 0.0% increase
- Student Service Fee will be \$46.00 for billing contact hour was \$46.00 a 0.0% increase

FY '22 Budget Presentation:

President Phelan detailed the proposed FY '22 budget and provided a power-point which illustrated a very conservative budget. There was concern about the budget being too modest so as to limit achievement of goals, however, President Phelan reminded the Board that a future, special meeting could be called at any time to review the budget and make adjustments if needed.

MOTION BY TRUSTEE LAKE, ROLL CALL VOTE: TRUSTEES LAKE, MATHEIN, HEINS, CRIST, HOFFMAN, AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE – N/A for June Special Meeting

INFORMATION REQUESTED BY THE BOARD

- President Phelan provided documentation regarding staff numbers at Jackson College that was requested at the Board meeting on June 14, 2021. He noted that from a financial perspective, Jackson College will be minimally affected by inflation.
- President Phelan also provided HEERF funding and expenditures documentation that was requested at the Board meeting on June 14, 2021.

SELF-EVALUATION OF GOVERNANCE PROCESS & BOARD PERFORMANCE AT THIS MEETING – N/A

MEETING CONTENT REVIEW

There were no comments or discussion.

ADJOURN

MOTION BY TRUSTEE HOFFMAN “To adjourn.” ALL TRUSTEES VOTING AYE. MOTION PASSED UNANIMOUSLY.

Meeting adjourned at 6:42PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, June 14, 2021 were approved at the special meeting of the Board held on June 21, 2021.

Secretary

Chairman

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
5.0 Ownership Linkage 5.1 Public Comments (limit of 5 minutes per person)
Description:
<p>This item is placed on the agenda for citizens 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. Comments are limited to five (5) minutes, unless a significant number of people plan to speak, and, in that instance, the Chair may limit a person's comments to less than five (5) minutes.</p> <p>When addressing the Board, speakers are asked be respectful and civil. Should speakers wish to address the Board on matters of an individual, personnel or student nature, they are requested to present such matters to the appropriate College department, in advance of presenting them to the Board.</p> <p>Be advised that, as an on-going practice, the Board does not respond in the 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.</p>
Resource Impact:
None
Requested Board Action:
Receive comments from persons wishing to address the Board.
Action Taken:
None

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
5.0 Ownership Linkage 5.2 Board Comments
Description:
This item is placed on the agenda for Trustees to discuss non-action items for Board information and consideration.
Resource Impact:
None
Requested Board Action:
Receive comments from colleague Trustees wishing to address the Board.
Action Taken:
None

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
6.0 Monitoring Board Performance
Description:
No items for consideration.
Resource Impact:
None
Requested Board Action:
n/a
Action Taken:

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
7.0 Items for Decision 7.1 Governance Process 7.1.1 Review – Board bylaws
Linked for your review are the Board's By-Laws. They can be viewed here . As a reference, the Board's schedule for policy review is defined within GP-03 Board Planning Cycle and Agenda Control, and can be viewed here
Resource Impact:
None
Requested Board Action:
Consideration and approval of the Board's By-Laws
Action Taken:

<p align="center">BOARD OF TRUSTEES MEETING Action & Information Report Board Meeting Date: August 10, 2020</p>



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

Subject to be Discussed:
7.0 Items for Decision 7.2 ENDS 7.2.1. Policy Review: E – 01 Board ENDS
<p>Linked for your review is ENDS E - 01. It can be viewed here.</p> <p>As a reference, the Board's schedule for policy review is defined within <u>GP-03 Board Planning Cycle and Agenda Control</u>, and can be viewed here</p>
Resource Impact:
None
Requested Board Action:
Consideration and approval of the ENDS policy
Action Taken:

<p align="center">BOARD OF TRUSTEES MEETING Action & Information Report Board Meeting Date: August 10, 2020</p>



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

Subject to be Discussed:
7.3 Consideration of Award Presenters at Commencement
<p>As I have previous shared with the Board, we will have only one, combined ceremony for graduates of FY '20 and "21. As part of the event, we will recognize both Crockett Award Recipients and Distinguished Award Recipients.</p> <p>In the attached document, we need to identify those Trustees who will introduce the recipients, which will be documented in the commencement program and other related publications.</p>
Resource Impact:
None
Requested Board Action:
Obtain Board Members who will introduce award recipients for FY '20 and FY '21
Action Taken:

Distinguished Service Award Recipients:

- ❖ 2020 - Evelyn A. Jones
- ❖ 2020 - Dr. Albert Krieger
- ❖ 2021 - Greg O'Connor

Dr. Ethelene Jones Crockett Award Recipients:

- ❖ 2020 – Woodrow N. Wilson, Jr.
- ❖ 2021 – Charles A. Birney



Commencement Ceremony Class of 2020 Saturday, September 11th at 10:00 a.m.

General Commencement Information

Graduates/Candidates:

- Each graduate/candidate will be required to RSVP to the event. **If you do not RSVP you will not be permitted to attend the event.** The RSVP link will open on May 17th and close on August 1st. Each graduate will be allowed to invite 4 guests to the event, and you will need to include your guests' names when you RSVP to the event. **PLEASE NOTE:** Tickets will be mailed to you for your guests. **NO GUESTS WILL BE PERMITTED TO THE EVENT WITHOUT A TICKET. There will be no exception to this rule.**
- You can order your cap and gown from the Jackson College Bookstore and RSVP for the event at the following link: <https://www.jccmi.edu/registration-records/commencement-ceremony/>. Please order regalia from the Bookstore for the appropriate year that you graduated. This will ensure you get the correct tassel.
- **Report to the parking lot in front of Bert Walker Hall on Commencement day, September 11, 2021, for rehearsal at 8:30 a.m. Masks and social distancing will be enforced.**
- Appropriate attire
 - Women: dress, suit, or slacks/skirt with blouse.
 - Men: suit or slacks with a shirt and tie.
- After rehearsal graduates will meet in the west parking lot next to Bert Walker Hall to don their caps and gowns. You may want to consider bringing hair pins to secure your cap.
- Graduates will line up and begin proceeding to their assigned seats in front of Bert Walker Hall – don't worry we'll show you where during rehearsal.
- No flowers, corsages, pins, medallions or jewelry, unless issued by Jackson College, are to be worn during the Commencement ceremony. *PTK stoles are permitted.*

National Anthem:

- During the National Anthem, we ask that all graduates stand and place their hand over their heart; gentlemen, please remember to remove your caps.

Receipt of Degree and Certificates:

- Graduates in the first row will walk (while maintaining social distancing) directly up the right side of the stairs up to the podium in front of BW Hall. Graduates will be directed to the correct place. We will rehearse this.
- Graduates seated in the subsequent rows will be directed up to the front stairs of BW Hall by JC staff.
- Each graduate will be issued a **blue** commencement card with their name and degree listed on it; you will hand this card to the dean before crossing the stage.
- Each graduate will also be issued a **yellow** card, you will hand your yellow card to the photographers assistant before crossing the stage.
- As your name is called, proceed to President Phelan; receive the paper scroll in your hand. After receiving your scroll, proceed down the opposite side of the front stairs and you will be guided back to the photo area. Again, this will be rehearsed.
- Finally, the graduate will move to the photo area in front of the flag (remember, the photographer is looking, *smile!*)
- After the photograph is taken, the graduate will be guided to **sit** in their original seat.

Diploma Processing:

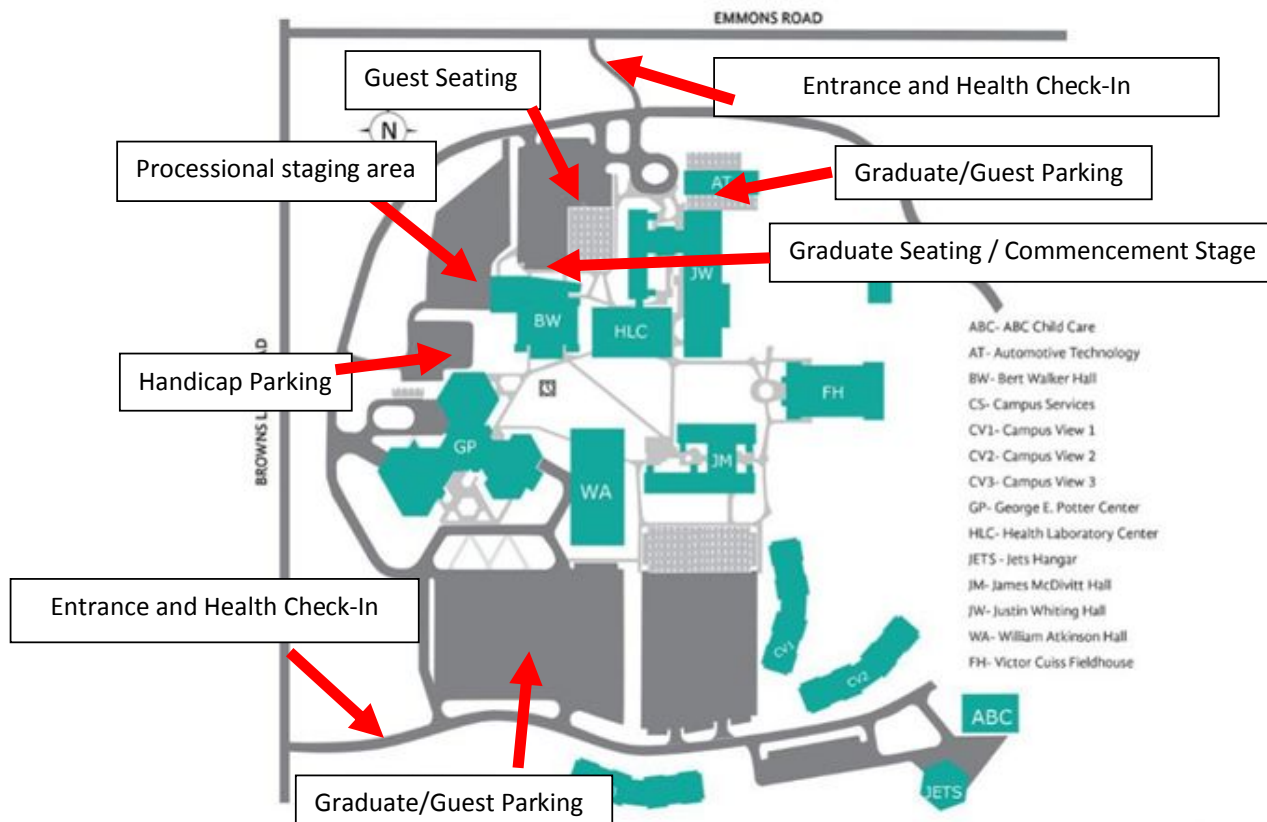
- Grades are recorded for the semester.
- Participation in the ceremony **does not** guarantee that the degree/certificate requirements have been completed in full.
- Final graduation audits will be completed for all students.
- Verification will be conducted to ensure that the student does not have any financial obligations with Jackson College. Diplomas and transcripts cannot be mailed to students with financial obligations to the College.
- **Diplomas will be mailed eight to twelve weeks after the conclusion of the semester.**

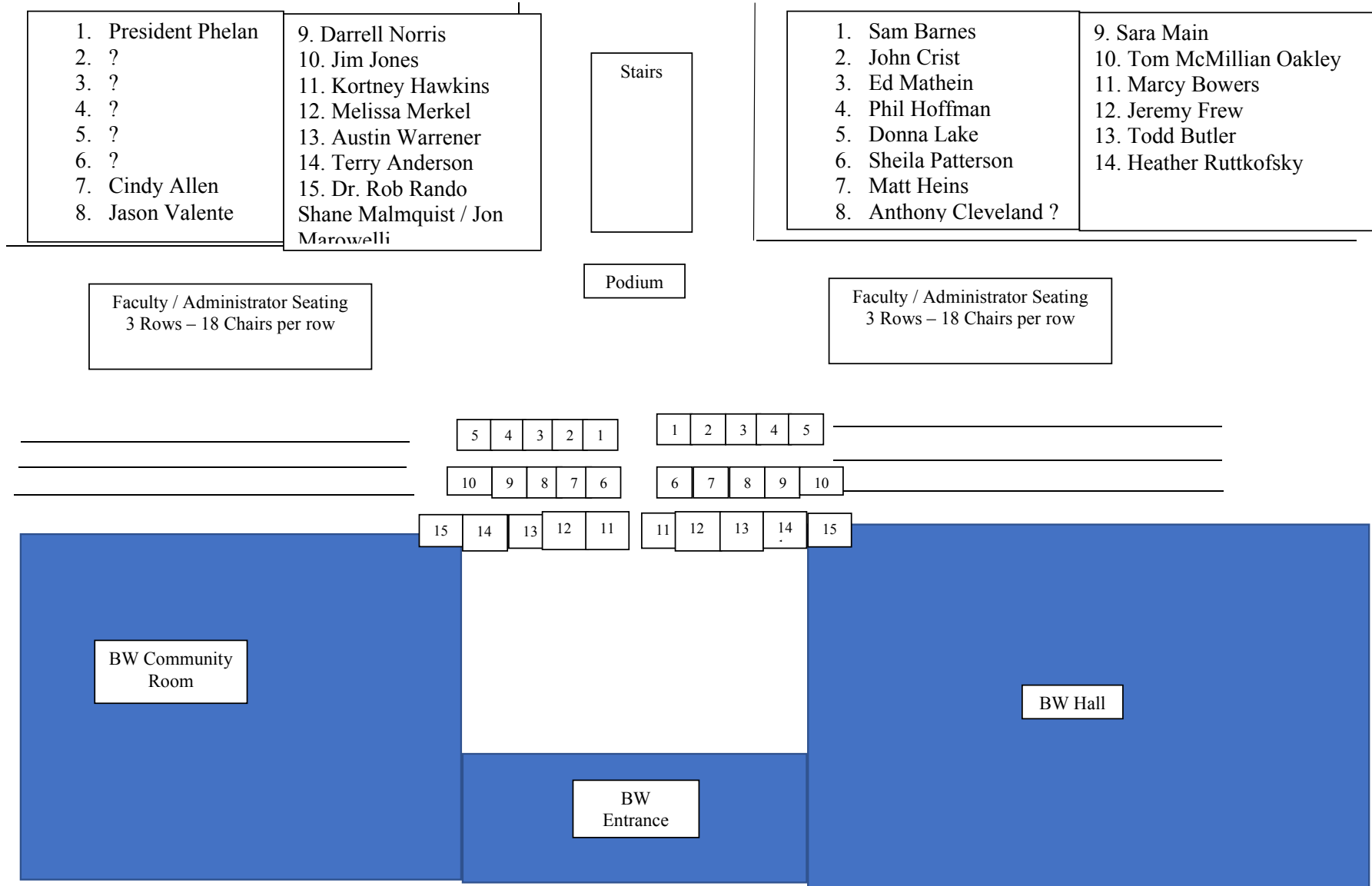
Pictures:

- APM Photo will take your graduation photograph as you receive your scroll and as you exit the stage. Within a week of the ceremony, you will receive a free color proof via mail or e-mail. There is no obligation to purchase additional prints. For further information, please contact APM Photo directly at 800.482.0321.

Should you have any questions, you may contact Student Services at 517.796.8425.

Congratulations!





Order of Events: 2020-2021 Commencement:

Prelude – Normally done by the Jazz band – I don't believe Dan Bickel will have them ready though. We may need a recording

Processional – Normally done by the Jazz - I don't believe Dan Bickel will have them ready though. A recording will be needed.

National Anthem – I will ask Allana Tuckey to sing it again.

Reflection – Anthony Cleveland is doing this.

Presentation of Jackson College Distinguished Service Award – NAMED BY THE PRESIDENTS OFFICE.

Distinguished Alumni Award – NAMED BY THE PRESIDENTS OFFICE.

Introduction of Graduating Class Reps – Terry Anderson is presenting Austin Warrener, Melissa Merkel is presenting to Kortney Hancock.

Presentation of Graduates and Candidates – Bachelors Degree – Sarah Main, Associate Degree is Tom McMillian-Oakley, Certificates Marcy Bowers.

Presentation of Degrees of Certificates – Todd Butler, and Heather Ruttkofsky

Recessional – Recording.

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
8.0 Consent/Required Approvals Agenda 8.1. Consideration of Liquor License
<p>From time to time, we are required to obtain Board approvals that are inconsistent with Policy Governance practice. We recognize these few instances in this agenda item.</p> <p>In this particular case, I am seeking your recorded approval for the enclosed liquor license.</p>
Resource Impact:
None
Requested Board Action:
Approval of the enclosed liquor license.
Action Taken:



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Jackson College		
Applicant address: 2111 Emmons Rd.		
City: Jackson	Zip Code: 49201	
Contact name: Rick Smith	Phone: 5177409301	Email: smithrichardt@jccmi.edu
Alternate contact name: Katie Fall	Phone:	Email: fallkatiel@jccmi.edu
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		Leave Blank - MLCC Use Only
2. Has the applicant organization been established for one (1) year or longer? <input checked="" type="radio"/> Yes <input type="radio"/> No Date the applicant organization was established (month/day/year): _____		
3. Is the applicant organization a municipality? <input type="radio"/> Yes <input checked="" type="radio"/> No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 2111 Emmons Rd.	
City, township, or village where event will be held: Jackson	County: Jackson
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form. <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 80px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">feet X</div> <div style="border: 1px solid black; width: 80px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">feet =</div> <div style="border: 1px solid black; width: 80px; height: 20px; margin-right: 5px;"></div> <div style="margin: 0 5px;">square feet</div> </div> <div style="display: flex; justify-content: space-around; margin-top: -10px;"> Width Length </div> Describe type and height of the barrier that will be used to enclose the outdoor area:	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons:	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? If Yes, attach a copy of your documentary proof of approval to use the state owned land.	<input type="radio"/> Yes <input checked="" type="radio"/> No
8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)	<input type="radio"/> Yes <input checked="" type="radio"/> No
9. Will the event(s) involve an auction of donated wine? If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.	<input type="radio"/> Yes <input checked="" type="radio"/> No
10. Have you applied for or been issued a Temporary Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)?	<input type="radio"/> Yes <input checked="" type="radio"/> No
11. Is the event location in a Social District? If Yes, you must obtain written confirmation from the local governmental unit that the Social District Permit holders will not sell or serve alcohol for consumption in the Social District during the time period of the event(s) pursuant to MCL 436.1551(3). Submit the written confirmation with this application.	<input type="radio"/> Yes <input checked="" type="radio"/> No

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	11/6/21	Describe event being held: Reverse Raffle	
	Date		
	5pm 11pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

2	02/12/22	Describe event being held: Sportsman Banquet	
	Date		
	5pm 11pm	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

3	Date	Describe event being held:	
	Date		
	5pm 11pm	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

4	Date	Describe event being held:	
	Date		
	5pm 11pm	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

5	Date	Describe event being held:	
	Date		
	5pm 11pm	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

6	Date	Describe event being held:	
	Date		
	5pm 11pm	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

12. Special license date information Continued from Page 2.

7	Date		Describe event being held:	
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
8	Date		Describe event being held:	
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
9	Date		Describe event being held:	
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
10	Date		Describe event being held:	
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
11	Date		Describe event being held:	
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
12	Date		Describe event being held:	
	Special License will be used for:		<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time	End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <small>(per Special License requested)</small>	\$ 25.00
x Number of Special Licenses:	2
= Special License Fees: <small>MLCC Fee Code: 4008</small>	\$ 50.00
+ Sunday Sales Permit (P.M.) Fees: <small>MLCC Fee Code: 4032</small>	
+ Sunday Sales Permit (A.M.) Fee: <small>MLCC Fee Code: 4033</small>	
= TOTAL FEES DUE:	\$ 50.00

If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

Make checks payable to:
State of Michigan

Leave Blank - MLCC Use Only

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.


Daniel J. Phelan 517-796-8443

Print Name and <u>Phone Number</u> of President	Signature of President	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		

Print Name and <u>Phone Number</u> of Secretary	Signature of Secretary	Date
Print Name of Notary	Signature of Notary	Date
Notary Public, State of Michigan, County of	Acting in the County of	
My commission expires		


Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: Jackson County Office of the Sheriff	
Name & title of reviewing officer: <u>LT. Jeremy Barnett</u>	
Phone number of officer: <u>517 768-7941</u>	Email of officer: <u>jbarrett@mijackson.org</u>
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
<div style="text-align: right;">  Signature of Reviewing Officer </div> <div style="text-align: right;"> <u>7/28/21</u> Date </div>	

Part 6 - Church/School Consent (If Applicable)*

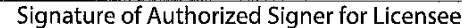
If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
<div style="text-align: right;">  Signature of Clergy Member or Superintendent </div> <div style="text-align: right;"> Date </div>	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
<div style="text-align: right;">  Signature of Authorized Signer for Licensee </div> <div style="text-align: right;"> Date </div>	



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Mailing Address: P.O. Box 30005, Lansing, MI 48909
Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
Request ID: _____
(For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☐ Special meeting of the ☐ Membership ☐ Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from _____
(Name of Organization)

for a Special License to serve alcohol on _____
(Event Date or Dates)

to be located at _____
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____

Nays: _____

Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☐ Board of Directors at a ☐ Regular ☐ Special meeting held on _____
(Date)

Print Name & Title of Authorized Officer

Signature of Authorized Officer

Date



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:			Wine auction date:
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

 Print Name of Authorized Officer Signature of Authorized Officer Date



**Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services**

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

*** IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED ***

Name on Card: Richard Smith

Payment Amount: \$50.00

Billing Address: 2111 Emmons Rd.

Card Number: 5569200000972529

City: Jackson State: MI Zip Code: 49201

Check One:

Phone: 517-796-8592

☒ MasterCard ☐ Visa ☐ Discover

Email: smithrichardt@jccmi.edu

Security Code/CVV Code: 928

Applicant/Licensee Name:

Request or Business ID #:

Expiration Date: 08/23

Jackson College

10656441

Payment is for:

Special License- Beer and Wine only

Richard Smith

Richard Smith
Signature

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
<input type="checkbox"/> Inspection Fee(s):		4036
<input checked="" type="checkbox"/> Special License Fee(s):	\$50.00	4008
<input type="checkbox"/> Temporary Authorization Fee:		4037
<input type="checkbox"/> License Renewal Fee(s):		4004
<input type="checkbox"/> Manufacturer License(s):		4038
<input type="checkbox"/> Wholesaler License(s):		4085
<input type="checkbox"/> New Retailer License(s):		4012
<input type="checkbox"/> Transfer Retailer License(s):		4034
<input type="checkbox"/> Conditional License		4012
<input type="checkbox"/> New Add Bar <input type="checkbox"/> Transfer Add Bar:		4012/4034
<input type="checkbox"/> Sunday Sales Permit (AM):		4033
<input type="checkbox"/> Sunday Sales Permit (PM):		4032
<input type="checkbox"/> Catering Permit:		4031

LARA Revenue Services is not a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 10, 2020



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

Subject to be Discussed:
9.0 Monitoring CEO Performance
No items for consideration.
Resource Impact:
None
Requested Board Action:
N/A
Action Taken:
None

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
10.0 Information Requested by the Board
No information was requested.
Resource Impact:
None
Requested Board Action:
N/A
Action Taken:
None

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
11.0 Self-Evaluation of Governance Process & Board Performance at this Meeting
<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 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:
None

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
12.0 Meeting Content Review
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:
None
Action Taken:
None

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: August 9, 2020



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

Subject to be Discussed:
13.0 Adjourn
Resource Impact:
None
Requested Board Action:
None
Action Taken:
None