

# Jackson College Board of Trustees Meeting

Regular Meeting

September 12, 2022 06:30 PM



<b>Agenda Topic</b>	<b>Page</b>
Agenda	1
Entry Protocol	3
1. Call to Order & Pledge of Allegiance	4
2. Adoption of Minutes	5
2.1 Draft Board Meeting Minutes - 08.08.22	6
2.2 Draft Board Summer Retreat Minutes - 08.12.22	13
3. Declaration of Conflict of Interest*	18
4. Ownership Linkage	19
4.1 Public Comments (limit of 5 minutes per person)	19
4.2 Board & CEO Comments	20
4.3 Ownership Linkage Committee Status	21
5. Items for Decision	22
5.1 Governance Process	22
5.1.1 Robert's Rules of Order Guide	22
5.1.2 Updated Board Bylaws - Policy Review*	25
5.1.3 BCD-01 Unity of Control - Policy Review*	28
5.1.4 GP-05 Role of Vice Chair - Policy Review*	29
5.2 Executive Limitations	30
5.2.1 EL-01 Treatment of Students - Policy Review*	30
5.2.2 EL-01 Treatment of Students - Interpretations Review*	31

5.3	Consideration of Universal Fee Reduction*	39
6.	Consent / Required Approvals Agenda	40
6.1	Board Consideration: State Required Best Practices Resolution*	40
6.2	Board Consideration: Special License Application and Resolution*	57
7.	Monitoring CEO Performance	66
7.1	Follow-up CEO Performance Monitoring	66
7.1.1	EL-00 General Executive Constraint - Evidence Review*	66
7.1.2	EL-02 Treatment of Staff - Evidence Review*	69
7.2	CEO Compliance Review / Performance	75
8.	Monitoring Board Performance	86
8.1	BCD-03 Delegation to the President - Survey Results Review	86
8.2	BCD-04 Monitoring President Performance - Survey Results Review	93
9.	Information Requested by the Board	98
9.1	June 2022 Financial Report	98
9.2	Next Board Meeting Topics - October 10, 2022	111
10.	Self-Evaluation of Governance Process & Board Performance at this Meeting	112
10.1	Principles of Policy Governance	112
11.	Meeting Content Review	113
12.	Adjourn*	114

(\*) Indicates a roll-call item

# Jackson College COVID-19 Protocol – 9.12.22



## ***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.**

**BOARD OF TRUSTEES SUMMER RETREAT**  
**Action & Information Report**  
Board Meeting Date: August 12, 2022



**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  
(**BOARD POLICY:** 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:

**"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 SUMMER RETREAT**

**Action & Information Report**

Board Meeting Date: August 12, 2022



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

<b>Subject to be Discussed and Policy Reference:</b>
2.0 Declaration of Conflict of Interest  ( <b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-09 Board Code of Conduct)
<b>Description:</b>
<p>Consistent with Board Policy, By-laws, and the standard 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 note the item in question, even though no formal action is requested of the board at this time, given that this is a retreat meeting.</p> <p>A query will be made of each member about any conflict.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Consideration of any actual or perceived conflict of interest with agenda items.
<b>Action Taken:</b>



## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

Jackson College

Central Campus, George E. Potter Center, 2<sup>nd</sup> Floor,  
Boardroom

08.08.22

### **[DRAFT & UNOFFICIAL]**

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The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, August 8, 2022, 6:30pm, at the Central Campus of Jackson College, George E. Potter Center, 2<sup>nd</sup> Floor, Boardroom.

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

*Board Member Excused Absence:* Trustee Sam Barnes

*Others Present:* President Daniel Phelan, Ms. Cindy Allen, Ms. Kelly Crum, Mr. Jeremy Frew, Mr. Mike Volk, Ms. Julie Hand, Ms. Alana Tuckey, Dr. Wayne Rose, and Mr. Keith Book.

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

### **ADOPTION OF MINUTES**

The draft minutes of the Regular Meeting of the Board of Trustees on 06.13.22 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.

### **OWNERSHIP LINKAGE**

*PUBLIC COMMENTS:*

None.

*BOARD COMMENTS:*

Trustee Lake described having a positive experience at the Michigan Community College Association (MCCA) Summer Conference last month. Trustee Simpson shared that he, President Phelan, and Chairperson Crist attended the Association of

Community College Trustees (ACCT) Governance Leadership Institute (GLI) for New Trustees which was enlightening and informative.

*CEO COMMENTS:*

President Phelan heartily thanked Dr. Wayne Rose for his service to Jackson College since last October. Dr. Rose will be ending his time with Jackson College gradually over the course of the next couple of weeks. He noted that through CampusWorks, the new CIO has been selected, which is Collin Boyce. Dr. Phelan also introduced Mike Volk, an interim, fractional CFO consultant that the College has engaged to assist during a time of vacancies and turnover in the Business Office. Mr. Volk will spend 3 days a week in the Business Office for the near term. The CFO replacement interviewing process (following the departure of Darrell Norris) is currently underway as well.

*LINKAGE COMMITTEE STATUS:*

Trustee Lake provided an overview of the most recently executed Ownership Linkage meeting with the Jackson County Intermediate School District on 07.14.22. She noted that this meeting, and the several that came before it, over the course of the past year, will be further discussed at the August Board Retreat, along with next steps for the Ownership Linkage process.

**ITEMS FOR DECISION**

*CLOSED SESSION: Contract Negotiations*

Chairperson Crist asked the Board for a motion 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.

**MOTION BY TRUSTEE LAKE TO GO INTO A 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, HOFFMAN, LAKE AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

President Phelan asked Chairperson Crist if Ms. Cindy Allen could be included in the closed session, which was approved.

The Board went into Closed Session at 6:42pm.

At 6:53pm, Chairperson Crist asked the Board for a motion to come 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.

**MOTION BY TRUSTEE HEINS TO COME 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, HOFFMAN, LAKE AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

The Board came out of Closed Session at 6:53pm.

*BOARD CONSIDERATION: Approval of Employee Contract*

Chairperson Crist asked for a motion to approve the faculty union contract as presented.

**MOTION BY TRUSTEE HOFFMAN TO APPROVE THE FACULTY UNION CONTRACT AS PRESENTED.**

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

Chairperson Crist thanked Ms. Cindy Allen and Ms. Alana Tuckey for their particular efforts in the negotiation process.

*GOVERNANCE PROCESS ITEMS: Board Bylaws Review:*  
President Phelan invited the regular review of the Board's Bylaws.

**MOTION BY TRUSTEE HEINS TO APPROVE THE BOARD BYLAWS WITHOUT AMENDMENTS. TRUSTEES VOTED BY ROLL CALL VOTE:**

**TRUSTEES HEINS, SIMPSON, PATTERSON, HOFFMAN, LAKE AND CRIST VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*GOVERNANCE PROCESS ITEMS: Policy Review: BCD-04 Monitoring President Performance:* President Phelan presented policy BCD-04 Monitoring President Performance for the Board's regular review of the policy.

**MOTION BY TRUSTEE LAKE TO APPROVE POLICY BCD-04 MONITORING PRESIDENT PERFORMANCE WITHOUT AMENDMENTS.**



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

*GOVERNANCE PROCESS ITEMS: Board Consideration: Recommendation for Special Audit.*

President Phelan thanked the Board Audit Committee for their consultation regarding a special audit. The Board Audit Committee Chairman Crist, brought forth a recommendation for a special audit of cash and accounts payable to be conducted by Plante Moran.

Trustee Heins noted that the special audit is to be completed no later than December 31, 2022. Chairperson Crist added that the hope is for the special audit to be completed along with the regular audit in 11.22, but to Trustee Heins' point, completed no later than 12.31.22.

**MOTION BY TRUSTEE PATTERSON TO APPROVE PLANTE MORAN CONDUCTING A SPECIAL AUDIT TO BE COMPLETED NO LATER THAN DECEMBER 31, 2011.**

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

*ENDS POLICIES: Policy Review: E-01 Board ENDS*

President Phelan presented policy E-01 with his interpretations to the Board for their regular consideration. He noted a typo on page 2 of the report. The bullet points were updated to read as follows:

**INTERPRETATION:**

*I have interpreted "...students complete degrees and obtain industry recognized credentials of value in the workplace." in 1.1. Achievement of this together with the following will demonstrate achievement of this End:*

- a) The percentage of students who successfully complete degrees in a 2-year period; and*
- b) Three-, four-, five-, and six-year success ratings of students who complete degrees.*

**MOTION BY TRUSTEE PATTERSON TO APPROVE THE CEO'S INTERPRETATIONS FOR E-01 BOARD ENDS WITH THE MINOR TYPO CORRECTION.**

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

#### **CONSENT / REQUIRED APPROVAL AGENDA**

##### *BOARD CONSIDERATION OF SUMMER RETREAT AGENDA:*

President Phelan presented a draft agenda for the Boards' Summer Retreat on August 12<sup>th</sup> for the Board's consideration. The general consensus was that the list of agenda items is long and should time run out, items could be further discussed at the Board's October 18<sup>th</sup> Fall Planning Session.

*BOARD CONSIDERATION OF FALL PLANNING SESSION DATE – OCTOBER 18, 2022:* President Phelan requested approval for the date of October 18<sup>th</sup>, 2022 for the Board's Fall Planning Session.

**MOTION BY TRUSTEE PATTERSON TO APPROVE THE DATE OF OCTOBER 18, 2022 FOR THE BOARD'S FALL PLANNING SESSION.**

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

#### **MONITORING CEO PERFORMANCE**

##### *FOLLOW-UP CEO PERFORMANCE MONITORING: 2022 Monitoring: EL-03 Planning:*

At the June 13<sup>th</sup>, 2022 Regular Board of Trustees Meeting, President Phelan asked to bring the monitoring report back for consideration at the August meeting in order to further explain achieving less than 4.5% and 3.5% of the total operating budget allocated for plant and facilities maintenance and equipment. His report now indicates full compliance according to his interpretations, for the Board's consideration.

**MOTION BY TRUSTEE SIMPSON TO ACCEPT THE MONITORING REPORT FOR POLICY EL-03 PLANNING AS FULLY COMPLIANT.**

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

##### *REGULARLY SCHEDULED CEO PERFORMANCE MONITORING: 2023 Monitoring:*

*E-01 Ends:* President Phelan presented Policy E-01 Ends for review by the Board, indicating full compliance according to his interpretations.

Chairperson Crist pointed out that the comparison of Jackson College tuition with 4-year institutions shows how competitive Jackson College is.

**MOTION BY TRUSTEE LAKE TO ACCEPT THE MONITORING REPORT FOR POLICY E-01 ENDS AS FULLY COMPLIANT.**

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

*CEO COMPLIANCE REVIEW:*

President Phelan provided an update on the monitoring reports presented to the Board thus far, with the compliance status noted, as well as when compliance is expected.

Chairperson Crist noted that all are compliant except one, which was understandable.

**MONITORING BOARD PERFORMANCE**

None.

**INFORMATION REQUEST BY THE BOARD**

*Next Board Meeting Topics – September 12<sup>th</sup>, 2022:*

President Phelan provided the members a portend of items that are to come at the 09.12.22, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are the currently anticipated topics:

- Policy Review: EL-01 Treatment of Students
- Policy Review: BCD-01 Unity of Control
- Policy Review: BCD-03 Delegation to President
- Policy Review: GP-04 Role of Vice Chair
- 2022 Policy Monitoring Follow up: EL-02 Treatment of Staff
- 2022 Policy Monitoring Follow up: EL-00 General Executive Constraint
- 2023 Policy Monitoring: BCD-03 Delegation to President
- 2023 Policy Monitoring: BCD-04 Monitoring President Performance
- Consideration of the President's Contract
- Consideration of State Required Best Practices Resolution

Trustee Heins asked that the President's contract be sent to the Trustees for review. Chairperson Crist emphasized that there are not currently any intentions to make changes to the President's contract.

**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**

Trustee Simpson described the flow of the meeting as exemplary.

**ADJOURN**

**MOTION BY TRUSTEE HOFFMAN** “To adjourn.”

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

Meeting Adjourned at 7:14 pm ET.

DRAFT



## **SUMMER RETREAT OF THE BOARD OF TRUSTEES**

Wickwire House

08.12.22

**[DRAFT & UNOFFICIAL]**

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The Summer Retreat of the Board of Trustees of Jackson College was held on Friday, August 12, 2022, 8:00am, at the Wickwire House.

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

*Others Present:* President Daniel Phelan and Mr. Keith Book.

Chairperson John Crist called the meeting to order at 8:00AM 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

### **BOARD COMMENTS**

Chairperson Crist noted that Trustee Simpson will be honored by the Detroit Lions as a distinguished veteran this month.

Chairperson Crist encouraged Trustees to attend next year's ACCT GLI (Association of Community College Trustees, Governance Leadership Institute) that he attended in August with Trustee Simpson and President Phelan. He also reminded the Trustees that colleges must stay neutral politically, as emphasized at the GLI. Trustee Lake, Heins, and Hoffman noted that they would like to attend next year. Trustee Simpson noted learning how differently Boards are run from state to state. He also expressed that there were good networking opportunities at the Institute.

Chairperson Crist reminded the Trustees of how important it is to practice and review policies and the CEO's interpretations of the policies, as well as committing to the process of monitoring policies. President Phelan noted that of all governing methods, policy governance creates the greatest control for the Board.

It was discussed that 32% of Jackson County has some post-secondary education. Trustee Hoffman requested data points of comparison to other counties and states. Some demographics may be skewed as a lot of people that work in Jackson County do not live in Jackson County.

#### **OWNERSHIP LINKAGE COMMITTEE STATUS / NEXT STEPS**

Discussion of this year's efforts with the Ownership Linkage focus groups ensued.

Trustee Lake noted the following themes that emerged from the focus groups:

1. Better connections are needed with the workforce – manufacturing industries and beyond.
2. Many in the community do not realize that Jackson College is still a community college, and the reason for changing the name was connected to providing some of the 4 Baccalaureate degrees eligible for community colleges to offer.
3. Better understanding of tuition increases is needed.

It was suggested that the Ownership Linkage Committee conduct face-to-face meetings this Fall with the Lily Missionary Baptist Church, Queen of the Miraculous Medal Parish, and Jackson County Farm Bureau, as well as attend a Jackson City Council Board meeting.

Trustees conducting Townhalls next year within the County to communicate information was discussed.

President Phelan shared that Jackson College is engaged in a massive way with the manufacturing organizations, including Technique, who will attend the STEAM factory ribbon cutting. He noted that Jackson College is in the process of hiring a Public Relations Officer to advance information sharing efforts. Also, engagement with the Michigan New Jobs Training Program has been underway. President Phelan further described his efforts to keep organizations abreast of the various activities at Jackson College via his membership on the Board of the Enterprise Group and other organizations

Trustee Hoffman expressed the importance of making sure the College's success stories are out in the community, like the College's new program developing at Jackson Public Schools.

Trustee Heins described disappointment that the community is not more aware of Jackson College's programs and contributions. He also expressed the need for Jackson College to help Jackson County diversify their industries and work to keep local talent in Jackson.

#### **BOARD OFFICER VACANCIES – BYLAWS – PROPOSED TEXT**

President Phelan will draft a statement for the Bylaws to define the Board of Trustee process for filling Trustee vacancies, which will include an interviewing process involving the entire Board. The Trustee's approval process of JPEC and Foundation Board member nominees was also reviewed.

### **SUPREME COURT DECISION – BOARD MEMBER CENSURE**

Trustee Heins led discussion of a Supreme Court decision regarding Board member censures for speech uttered outside of the Board room.

### **PRACTICE REVIEW: BOARD TRAVEL PRECAUTIONS**

President Phelan suggested adding Trustee travel precautions to the Bylaws, which he will draw up for consideration by the Trustees.

### **POLICY REVIEW: COLLEGE BUILDING/ROOM NAMING**

President Phelan reviewed the current policy, recommending its retention which was supported favorably by the Trustees.

### **BUSINESS OFFICE / CFO UPDATE**

President Phelan provided an overview of the current state of the business office, the engagement of an interim, factional CFO consultant (Mike Volk), and the interviewing process currently underway for a permanent CFO.

### **ACCREDITATION**

President Phelan described the latest in the process of Accreditation, noting that a monitoring report requested by the peer reviewers will be submitted in 2 years. He noted that Jackson College has always enjoyed the highest standing by its Accreditor, the Higher Learning Commission, based in Chicago.

### **BSN**

President Phelan provided an overview of the current status of offering the BSN at the community college level, describing a community college and 4-year institution partnerships, made possible by the recent legislation signed by the Governor. Pursuit of the College offering a BSN entirely will be discontinued unless the universities fail at launching a site-based 3+1 agreement for Jackson College students, and the community.

### **BOARD CONSIDERATION OF FALL PLANNING SESSION TOPICS**

The Trustees offered their support for their Fall planning session to follow the same format as last year.

### **ROBERT'S RULES OF ORDER REVIEW**

President Phelan provided the Trustees with the newest edition of Robert's Rules of Order, suggesting a review of the Small Boards and Bylaws sections. At the Trustee's request, President Phelan will develop a document for the Trustees that will be included in the Diligent meeting packets going forward. This document will include an overview of the meeting and voting procedures for small assemblies, as well as the process for additional, important elements such as offering and accepting friendly amendments, motions, etc.

### **MONITOR REPORT SCHEDULING – STAGGERED VS. YEARLY**

President Phelan suggested that the Trustees review policies and the CEO's interpretations of those policies annually, but perhaps not monitor evidence of compliance with all policies annually. Trustees favored reviewing policies, reviewing the CEO's interpretations, and monitoring evidence of compliance with all policies annually for now.

### **BOARD MEMBER ATTENDANCE AT BOARD MEETINGS**

Discussion ensued about the Board's attendance record at Board meetings over the past few years.

### **CASE STUDIES**

The Trustees engaged in a case study exercise, brought forward from the GLI experience, exploring best practices for an instance of an individual Trustee requesting information.

### **ESG**

President Phelan and Trustee Hoffman provided an overview of what an ESG (environmental, social, and governance) reporting program is. Trustee Lake will discuss ESG at the next Foundation Board meeting.

### **IT SECURITY UPDATE**

President Phelan shared efforts underway for a comprehensive College Continuity Plan. He walked through 6 important IT security questions for Trustees and provided answers for the College.

Trustee Hoffman asked what the deductible is on the College's cyber-security insurance, which President Phelan will provide. Trustee Barnes suggested that President Phelan investigate an ISO certification for cyber-security to get into NIST out of UDC to lower deductibles. Trustees will consider if the College's policy goes far enough on these 6 IT security questions.

### **ANNUAL ACCT CONGRESS PREPARATIONS**

A logistical planning discussion ensued for the Board's upcoming attendance at the ACCT Congress in New York City in October.

### **STATE FY23 BUDGET SUMMARY**

President Phelan reviewed the State FY '23 budget advantages and areas of caution. He noted that Jackson College's universal fees have been lowered, which substantially offsets tuition increases. The College's Corrections Educational Program (CEP) is going to be available for all higher education institutions starting in July 2023, which creates some risk with regard to our enrollments. President Phelan indicated that Jackson College's experience and quality of delivery may continue to reduce the need for MDOC to welcome many newcomers to the work. Trustee Hoffman asked what percentage of the College's revenue comes for the CEP program, which President Phelan will provide. President Phelan highlighted that one-time funds from COVID relief (i.e., HEERF) are



going away, though Michigan Reconnect has received more funds to advance the program

Trustee Hoffman asked about the College's current lobbyist. President Phelan reported that a solid relationship with the lobbyist continues and is effective in his view.

**BOARD CONSIDERATION OF REGULAR MEETING FREQUENCY**

The Trustees favored keeping the same number of regular Board meetings per year and suggested including Leadership Council at some of the Trustee's Board Meeting dinners, for which President Phelan will consider opportunities.

**MEETING CONTENT REVIEW**

Chairperson Crist commended the Trustees' respect for one another and ability to have candid discussions. All were complimentary of the meeting's content and set up at the Wickwire House.

**ADJOURN**

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

Meeting Adjourned at 11:34 pm ET.



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>
3.0 Declaration of Conflict of Interest*  <b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-09 Board Code of Conduct
<b>Description:</b>
<p>Consistent with Board Policy, By-laws, and the standard 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 note the item in question, and abstain from any action concerning said item.</p> <p>A roll call vote is required for this item.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Roll Call Consideration of any actual or perceived conflict of interest with agenda items.
<b>Action Taken:</b>

**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
Board Meeting Date: September 12, 2022



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

<b>Subject to be Discussed and Policy Reference:</b>
4.0 Ownership Linkage 4.1 Public Comments (limit of 5 minutes per person)  <p><b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-11 Board Linkage with Ownership</p>
<b>Description:</b>
<p>This item is placed on the agenda for any citizen to provide comments to the Board of Trustees. This agenda item represents the only period during the Board Meeting wherein persons may address the Board directly. Public comments are limited to five (5) minutes, unless a significant number of people plan to speak, and, in that instance, the Board Chair may limit a person's comments to less than five (5) minutes.</p> <p>The Chairperson may offer the following statement prior to persons offering comment:</p> <p><b><i>"When addressing the Board, speakers are asked 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></b></p> <p><b><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></b></p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Receive comments from persons wishing to address the Board.
<b>Action Taken:</b>



<b>Subject to be Discussed and Policy Reference:</b>	
4.0 Ownership Linkage 4.2 Board & CEO Comments	<p><b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-07.2 Ownership Linkage Committee Terms of Reference</p>
<b>Description:</b>	
<p>This item is placed on the agenda for members, as well as the CEO, to make any prefatory comments before engaging in the board agenda and deliberations. As such, members can use this item to offer any comments of a non-action-oriented nature for the edification of other members and/or the CEO.</p>	
<b>Resource Impact:</b>	
None	
<b>Requested Board Action:</b>	
Receive non-action item comments from members and/or the CEO.	
<b>Action Taken:</b>	



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>	
4.0	Ownership Linkage
4.3	Ownership Linkage Committee Status
<b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-07.2 Ownership Linkage Committee Terms of Reference	
<b>Description:</b>	
<p>This item is placed on the agenda for both Chairperson Crist and Trustee Lake to provide an update on the scheduling of the final round of in-person Ownership Linkage meetings and receive any Board comment.</p> <p>Meetings are in the process of being scheduled with the following groups:</p> <ul style="list-style-type: none"> <li>• Jackson City Council – confirmed for 09.27.22</li> <li>• Lily Missionary Baptist Church – pending for September or October</li> <li>• Queen of the Miraculous Medal Parish – pending for September or October</li> <li>• Jackson County Farm Bureau – pending for September or October</li> </ul>	
<b>Resource Impact:</b>	
None	
<b>Requested Board Action:</b>	
Consider update from Trustees regarding Ownership-Linkage progress.	



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>
5.0 Items for Decision 5.1 Governance Process 5.1.1 Robert's Rules of Order Guide  <b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-13 Special Rules of Order
<b>Description:</b>
<p>Enclosed, please find a summary of Robert's Rules of Order as they apply to small boards. I put this guide together as a result of the Board's request at the 08.12.22 Summer Retreat. It will be included in all future Board meeting packs and will serve as a quick reference for conducting Board meetings most efficiently.</p> <p>I welcome your feedback and/or any additions you would like made.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Consideration of the Robert's Rules of Order guide.
<b>Action Taken:</b>



## **Roberts Rule of Order for Small Assemblies**

Board of Trustees  
Jackson College, MI

**Parliamentary procedure is a set of rules for conducting orderly meetings of the Board of Trustees that accomplish goals fairly. Excerpts from Robert's Rules of Order Newly Revised – 12<sup>th</sup> Ed. (RONR), includes provisions for small assemblies (i.e., a grouping of 12 or fewer members). These rules apply to the Board committees as well.**

### **I. General Principles:**

RONR provides that Board of Trustees meetings are not to be conducted with the formality of a large assembly, but some general principles apply. Namely:

1. A quorum must be present for business to be conducted.
2. All Trustees have equal rights, privileges and obligations.
3. No person should speak until recognized by the chairperson.
4. Personal remarks or sidebar discussions during debate are out of order.
5. Only one question at a time may be considered.
6. Only one person may have the floor at any one time.
7. Trustees have a right to know what the pending question is and to have it restated prior to a vote being taken.
8. Full and free discussion of every main motion is a basic right.
9. A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
10. Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
11. The chair should always remain impartial.

### **II. Unique Components to Small Assemblies:**

These rules/exceptions are called the *Rules of Order for Small Assemblies*. However, the following RONR modifications to the Rules for small assemblies are notable and must be adhered to:

1. Members are not required to obtain the floor before speaking or making a motion, which can be done while seated. The chairperson merely recognizes the person.
2. Motions need not be seconded, although the chair should repeat the motion so that the meeting knows what is being talked about and before there is a vote, the proposed resolution should be repeated by the chair unless the resolution is clear. (A long motion should be in writing to assist the chair.)

3. There is no limit on the number of times that a person can speak, although in boards and committees it is not proper for a member to speak if a person who has not spoken wishes to be recognized. It is never proper to interrupt.
4. Informal discussion on a topic is permitted, even though no motion is pending. (It is required, however, to stick to the agenda.)
5. When a proposal is perfectly clear to the assembly, a vote can be taken without a motion having been made, but the chair is responsible for expressing the resolution before it is put to a vote.
6. The chair need not rise while putting questions to a vote.
7. The chair can participate in the discussion and unless there is a rule or custom of the board or committee to the contrary, can make motions and vote.
8. In order to have the benefit of the committee's or board's matured judgment, no motions to close or limit debate (such as "calling the question") are permitted.

### **III. Amendments:**

A "motion to amend" can accomplish one or more of the following: 1) Inserting new language; 2) Striking language; and 3) Striking language in favor of adding new language.

Any motion can be amended by a subsequent motion. If the person who made the original motion consent to the amendment, the amendment is then deemed to be "friendly" amendment and it does not require additional support from another person; additionally, the matter is not subject to debate. If an amendment is not deemed friendly, it does require a person to second the amendment. Such a motion must then be debated and voted upon, before the debate resumes on the original motion.

A person wishing to make an amendment cannot interrupt another speaker. The chair should allow full discussion of the amendment (being careful to restrict debate to the amendment, not the original motion) and should then have a vote taken on the amendment only, making sure the board members know they are voting on the amendment, but not on the original motion.

If the amendment is defeated, another amendment may be proposed, or discussion will proceed on the original motion.

If the amendment carries, the meeting does not necessarily vote immediately on the "motion as amended." Because the discussion of the principle of the original motion was not permitted during debate on the amendment, there may be members who want to speak now on the issue raised in the original motion.





**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>
<p>5.0 Items for Decision</p> <p style="padding-left: 20px;">5.1 Governance Process</p> <p style="padding-left: 40px;">5.1.2 Updated Board Bylaws – Policy Review*</p> <p style="text-align: right;"><b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-03 Board Planning Cycle &amp; Agenda Control</p>
<b>Description:</b>
<p>Enclosed for your consideration, please find suggested updates to the Bylaws as discussed at the 08.12.22 Board Summer Retreat.</p> <p>Suggested updates include:</p> <ol style="list-style-type: none"> <li>1. Statement defining the Board of Trustee process for filling Trustee vacancies.</li> <li>2. Statement defining the Board of Trustee travel precautions.</li> </ol> <p>I look forward to your feedback and/or recommendations for change.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Consideration and approval of the Board's updated Bylaws.
<b>Action Taken:</b>

### **19. Indemnification [new]**

To the full extent authorized under the laws of the State of Michigan, Jackson College shall indemnify any Trustee, serving at request of the Board, or by the vote of the Jackson County electorate, against expenses actually and necessarily incurred by such Trustee, in connection with the defense of any action, suit, or proceeding in which that Trustee is made a party by reason of being or having been in such a governance position, except in relation to matters as to which that Trustee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which a Trustee may be entitled under any bylaw, agreement, or by resolution of the Board of Trustees.

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the College in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Trustees upon receipt of an undertaking by or on behalf of the Trustee to repay such amount if it shall ultimately be determined that such Trustee is not entitled to be indemnified hereunder.

The College may purchase and maintain insurance on behalf of any person who is or was a Trustee against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the College would have the power or obligation to indemnify such person against such liability.

### **20. Continuity of Governance [new]**

To ensure the governing viability of Jackson College, no more than three (3) members of the Board of Trustees of Jackson College may travel jointly in the same mode of transportation (i.e., car, van, aircraft, train, boat, or similar).

### **21. Filling of Board Member Vacancies for an Unexpired Term [new]**

In accordance with the Michigan Election Law (Act 116 of 1954), when less than a majority of a seats on the Board of Trustees become vacant, remaining members shall, within 30 days, undertake the meetings necessary to fill the vacancy(ies) with a qualified replacement. Such process shall include, but not be limited to the following: 1) Request recommendations for candidacy to the vacancy(ies) from all remaining members, inclusive of a resume and the completion of an application form signed by the candidate(s); 2) By means of voting, select the top three (3) for on-site interviews; 3) Conduct on-site interviews; 4) By means of voting, select the top vote receiving candidate(s) for placement to the vacancy(ies); and 5) At the next regular meeting of the Board of Trustees, said candidate(s) will be sworn into office for the unexpired term of the board seat(s).

Proposed Change:

**15. Rules of Order**

The latest edition of *Robert's Rules of Order*, and which sections pertain to "small-board rules", ~~Procedure for Small Boards~~ shall govern the board in its deliberations, except where it is inconsistent with these bylaws, or any applicable law(s). All members of the Board may vote on matters to be decided by the board unless excused by law.



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

**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 Governance Process 5.1.3 BCD-01 Unity of Control – Policy Review*  <u><b>BOARD POLICY:</b></u> BOARD-CEO DELEGATION: BCD-01 Unity of Control
Description:	
<p>Linked for your regularly scheduled review is the Board-CEO Delegation Policy for Unity of Control BCD-01. It can be viewed <a href="#">here</a>.</p> <p>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 <a href="#">here</a>.</p> <p>I look forward to receiving any comments or suggestions you may have on this item.</p>	
Resource Impact:	
None	
Requested Board Action:	
Consideration of approving or amending policy BCD-01 Unity of Control.	
Action Taken:	



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>
5.0 Items for Decision 5.1 Governance Process 5.1.4 GP-05 Role of Vice Chair – Policy Review*  <b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-05 Role of Vice Chair
<b>Description:</b>
Linked for your regularly scheduled review is the Governance Process Policy Role of Vice Chair GP-05. It can be viewed <a href="#">here</a> .  At this time, I am not recommending any changes, nor have I received any recommendations for change from members.
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Consideration and approval of policy GP-04 Role of Vice Chair.
<b>Action Taken:</b>



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>
5.0 Items for Decision 5.2 Executive Limitations 5.2.1 EL-01 Treatment of Students – Policy Review*  <b><u>BOARD POLICY:</u></b> EXECUTIVE LIMITATIONS: EL-01 Treatment of Students
<b>Description:</b>
Linked for its regularly scheduled review is policy EL-01 Treatment of Students. It can be viewed <a href="#">here</a> .  At this time, I am not recommending any changes, nor have I received any recommendations for change from members.
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Consideration of approving or amending policy EL-01 Treatment of Students.
<b>Action Taken:</b>



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>
5.0 Items for Decision 5.2 Executive Limitations 5.2.2 EL-01 Treatment of Students – Interpretations Review*  <u><b>BOARD POLICY:</b></u> EXECUTIVE LIMITATIONS: EL-01 Treatment of Students
<b>Description:</b>
Enclosed for its regularly scheduled review are my interpretations for policy EL-01 Treatment of Students.  At this time, I am not recommending any changes, nor have I received any recommendations for change from members.
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Consideration of approving or amending my interpretations for policy EL-01 Treatment of Students.
<b>Action Taken:</b>

**Jackson College  
Board of Trustees**

**INTERPRETATIONS REVIEW FOR EL – 01 TREATMENT OF STUDENTS**

**DATE: 9/12/2022**

**Board Policy is indicated in bold typeface throughout.**

I hereby present these interpretations regarding your Executive Limitations Policy: “Treatment of Students”, according to the schedule previously defined. I certify that the information contained herein represents a reasonable interpretation of the policy. Interpretations are unchanged from the previous report, unless otherwise noted.



9/12/22

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Daniel J. Phelan, Ph.D.  
President and CEO

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Date

**POLICY STATEMENT: The President shall not cause or allow conditions, procedures or decisions related to the treatment of students that are unsafe, unfair, disrespectful, or unnecessarily intrusive.**

**INTERPRETATION:**

I declare full compliance with this policy statement unless specified within the following report.

**Further, without limiting the scope of the above statement by the following list, the President shall not:**

- 1. Permit students and others who use College property to be without reasonable protections against hazards or conditions that might threaten their health, safety or well-being.**

**INTERPRETATION:**

Compliance will be demonstrated when:

- a) There are operational policies in place to protect students from any conditions that might threaten their health, safety or well-being, all of which are accessible on the College’s web page, which are reviewed every two years to ensure relevancy and currency. Specifically, these policies are:
  - a. Tobacco Free Environment 1715.
  - b. Threats and Violence 2609.
  - c. Student Rights, Responsibilities and Code of Conduct 2701.



- b) Safety Data Sheets (SDS) are maintained and accessible to employees and students in compliance with OSHA standard 1910.1200(b)(4)(ii) *College maintains copies of any SDS that are received with incoming shipments of the sealed containers of hazardous chemicals, The College obtains a safety data sheet as soon as possible for sealed containers of hazardous chemicals received without a SDS. The College shall ensure that the safety data sheets are readily accessible during each work shift to employees when they are in their work area(s)".*
- c) There is a current plan in place for snow accumulation and ice removal.
- d) A current emergency reference guide is available on-line and new Emergency Posters have been installed on hallway walls throughout all College buildings. The guide content and placement of the guide is consistent with advice from local police and fire departments.
- e) A Drug Free Schools and Campus Plan, which is reviewed every two years and complies with the Drug Free Schools and Campuses Regulation (EDGAR Part 86), is accessible on the website. Additionally, Institutions of Higher Education (IHEs) receiving Federal funds or financial assistance are required to maintain programs which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
- f) A Campus Security Report is published annually and presents statistics for crimes reported to the Office of Campus Safety and Security during the last three years. This meets the requirement of Clery Act that colleges and universities publish a Campus Crime Annual Report.
- g) A pandemic plan is current and accessible on the College's website together with the most up to date information on COVID-19 for students and employees. All pandemic related efforts, including prototyping and reintroduction of College activities are reviewed by the College's Reintegration Task Force (RTF), and subsequently by the College's Leadership Council.
- h) Students and employees have easy access system which communicates campus closings and cancellations due to weather or other emergency situations and are aware of how to access the system.
- i) Annual elevator inspections, boiler inspections and fire system inspections are completed.
- j) Mental and physical health services, through Family Services & Children's Aid, and Henry Ford Allegiance Health respectively, provide related services for all students and employees.

This interpretation is reasonable because it ensures compliance with some key legal requirements to ensure the safety of all who are on campus.

**1.1. Allow students to be without current, enforced policies that minimize the potential for exposure to harassment, provide remedy for harassment situations, and provide methods for dealing with individuals who harass.**

INTERPRETATION:

Compliance will be demonstrated when:

- a) The College has a Sexual Discrimination/Harassment Policy which is accessible to students and employees that is reviewed every two years, including legal review.
- b) An Incident Reporting Form and anonymous tip line are available to students to report issues of harassment and is easily accessible.
- c) The College has identified a full-time Compliance Officer who also assumes responsibilities of Title IX Coordinator and their contact information is easily accessible to students.
- d) Initial information is gathered in response to any incident report or anonymous tip of harassment and when warranted, the Title IX Officer works with the College investigator and the College attorney until there is a resolution.
- e) Results of all sexual discrimination and harassment investigations are retained by Human Resources.
- f) The annual federal filing of the Clery Act report includes a report of all harassment incidents.
- g) All employees complete the required periodic training on recognizing harassment.
- h) New employees review all College policies which includes the Sexual Discrimination/Harassment Policy.

The interpretation is reasonable because it includes all elements required for compliance with legal requirements required by the Clery Act and it is consistent with College's zero tolerance focus.

**2. Deliver programs in a manner that is insensitive to students' culture.**

INTERPRETATION

Compliance will be demonstrated when:

- a) The College delivers or makes available equity training, cultural training and ongoing professional development to all employees.
- b) The Chief Diversity Officer ensures the curriculum is unbiased, is inclusive, and creates a sense of belonging.
- c) The College works with focus groups of students and staff, Affinity Group Representatives of various populations to increase understanding and connection with the respective local communities. This helps the College to better serve these diverse populations, and encourages a more welcoming institution. These affinity groups include African American, LatinX, Asian/Pacific Islander, Pakistani and East

Indian. Additional groups to be added will LGBTQI+, Faith Based and Foster Care are in progress of starting up.

The interpretation is reasonable because the processes reflects of best practices and current thinking and research.

**3. Permit violation of student confidentiality and privacy, except where specific disclosure is required by legislation or regulation.**

INTERPRETATION

Compliance will be demonstrated when:

- a) A policy is in place and current (reviewed every two years) that demonstrates the college is in compliance with the Family Educational Rights and Privacy Act (FERPA).
- b) Training is mandatory for all new employees and ongoing training is available for all employees.

The interpretation is reasonable because it ensures compliance with legal requirements and is a required training for new employees.

**3.1. Use forms or procedures that elicit information for which there is no clear necessity.**

INTERPRETATION

Compliance will be demonstrated when:

- a) No requests for data/information are approved without having a necessary reason to do so as outline in policy 2801 Access to Student Information policy.
- b) Internal forms that undergo content change are reviewed by respective committees.

The interpretation is reasonable because it ensures compliance with the Colleges policy, which meets legal requirements.

**3.2. Use methods of collecting, reviewing, storing or transmitting student information that inadequately protects against improper access to personal information.**

INTERPRETATION

Compliance will be demonstrated when:

- a) Student information is collected, stored and transmitted using methods that are consistent with FERPA standards for protecting against improper access. These practices are defined through policy 1614 Information Security.
- b) An annual external Information Technology Security audit is conducted every year.

The interpretation is reasonable because these standards are aligned with FERPA standards and that external audit provides transparency and helps systematically review the colleges policies and practices to identify any potential security issues.

#### **4. Permit admission, registration, evaluation, or recognition processes that treat students unfairly.**

##### **INTERPRETATION**

Compliance will be demonstrated when:

- a) There is an academic complaint process for incidents where students feel they have been unfairly graded with successive levels of complaint.
- b) The College offers a wide variety of recognition methods which celebrate our students' differences. These include the Kente Celebration, Ready Set Jet ceremony, academic achievement celebration, Phi Theta Kappa honors, outstanding student award, student excellence awards, and academic and athletics scholarships.

The interpretation is reasonable because it identifies intentional actions which are consistent with the philosophical foundation in College's Equity statement.

#### **5. Permit unfair, inconsistent or untimely handling of student complaints.**

##### **INTERPRETATION**

Compliance will be demonstrated when

- a) A timeline that is prescribed for [non-academic](#) and [financial aid](#) appeals is in place and these timelines are included in the respective forms.
- b) Regarding academic complaints, the faculty follow a process that is outlined [online](#).

The interpretation is reasonable because timelines are provided for students.

##### **5.1. Permit students to be without a process for registering a complaint or concern, including an appeal process, or to be uninformed of the process.**

##### **INTERPRETATION**

Compliance will be demonstrated when:

- a) College employs a fulltime Ombudsman whose identity and contact information are on the website and accessible by students.

- b) Academic Complaint, Financial Aid Appeal and Non-Academic Appeal forms are accessible online with timelines
- c) Student Appeals policy and processes are reviewed every two years.

The interpretation is reasonable because the practices and policies have been developed over time with experience and with reference to practices by other Colleges and are subject to a third-party audit that verifies their appropriateness.

**6. Permit students to be uninformed of student rights and responsibilities, including expectations for student behavior, and the consequences of failure to adhere to the expectations.**

INTERPRETATION

Compliance will be demonstrated when:

- a) The Student Rights, Responsibilities and Code of Conduct Policy is accessible on website and reviewed every year.
- b) There is standardized communication to new students regarding the Student Rights, Responsibilities and Code of Conduct Policy

The interpretation is reasonable because it is based on best practices used by other institutions.

**7. Retaliate against any student for non-disruptive expression of dissent.**

INTERPRETATION

Compliance will be demonstrated when:

- a) The college has a Demonstrations Policy in place and up to date that protects student free expression.

The interpretation is reasonable because it is consistent with federal law and interpreted by legal counsel as a practical application

**8. Permit decisions affecting students to be taken without appropriate notification to students.**

INTERPRETATION

Compliance will be demonstrated when:

- a) The College maintains Student Consumer Information as required by the Higher Education Opportunity Act of 2008 and notifies students three times per academic year that this information is available.
- b) The College maintains a Transparency Reporting Web page as required by the State of Michigan Public Act 62 of 2013.

- c) The College maintains multiple methods of communication to include a weekly announcement sent out to students and social media sites.

The interpretation is reasonable because it ensures the College meets state and national requirements and that communication methods are in place for notifying students.

<p align="center"><b>BOARD OF TRUSTEES MEETING</b>  <b>Action &amp; Information Report</b>  Board Meeting Date: September 12, 2022</p>
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**TO:** Jackson College Board of Trustees  
**FROM:** Dr. Daniel J. Phelan, President & CEO

<b>Subject to be Discussed and Policy Reference:</b>
<p>5.0 Items for Decision</p> <p>5.3 Consideration of Universal Fee Reduction*</p> <p><b><u>BOARD POLICY:</u></b> EXECUTIVE LIMITATIONS: EL-08 Communication &amp; Support to the Board</p>
<b>Description:</b>
<p>As I informed you of previously, the 5% tuition and fee cap applied by the Legislature and Governor is now calculated in a way that puts the College outside of participation state aid allocation for FY '23, as well as capital outlay funding (should it become available). I therefore reduced our universal student fees rate from the Board Approved \$50 to \$48.50. This change has a downward pressure of about \$125K on the College's FY '23 budget, to which I have made adjustments.</p> <p>I seek the Board's formal affirmation of this fee change.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Consideration and approval of Universal Fee Reduction.
<b>Action Taken:</b>

<p align="center"><b>BOARD OF TRUSTEES MEETING</b>  <b>Action &amp; Information Report</b>  Board Meeting Date: September 12, 2022</p>
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**TO:** Jackson College Board of Trustees  
**FROM:** Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference:	
6.0	Consent / Required Approval Agenda
6.1	Board Consideration: State Required Best Practices Resolution*
	<b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-03 Board Planning Cycle and Agenda
Description:	
<p>Michigan Public Act 144 of 2023, originates from an omnibus public education bill passed by the Michigan Legislature that includes appropriations for Jackson College. Among the components of the appropriations for all Michigan community colleges is performance funding based on “local strategic value,” which is defined in terms of three categories. Each category covers five standards of local strategic value, called “best practices”. The law requires the Jackson College Board of Trustees to pass a resolution certifying that the College meets at least four out of five of the best practice standards under each of the three categories.</p> <p>Enclosed for the Board’s review is the resolution certifying that the College not only meets, but exceeds all of the best practice standards required by State appropriations.</p>	
Resource Impact:	
None	
Requested Board Action:	
Consideration and approval of the State Required Best Practices Resolution.	
Action Taken:	





GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
STATE BUDGET OFFICE  
LANSING

CHRISTOPHER M. HARKINS  
DIRECTOR

August 17, 2022

TO: Community College Presidents

This letter is to inform you of requirements in Section 230 of PA 144 of 2022, the Fiscal Year 2023 community colleges appropriations bill. This section contains the qualifications that must be met to receive the portion of each college's performance funding appropriation earmarked for local strategic value. The statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy 4 of 5 best practices in each of 3 different categories.

To demonstrate eligibility for this funding, Section 230 requires that each community college certifies compliance to my office by means of a board of trustees resolution certifying that the college has met 4 of 5 best practices in each category. Further, each board resolution "shall provide specifics as to how the community college meets each best practice measure within each category." This resolution must be properly passed by the board and submitted to this office on or before October 15, 2022. However, if a resolution from a prior year is still in effect and factually correct, you may resubmit this resolution. Please send a copy with an indication of the date of its passage.

I have attached the pertinent section of law, as well as a template to assist your institution in fulfilling this requirement. Thank you for your assistance in providing this information. Please submit materials to [DTMB-SBO-Postsecondary@michigan.gov](mailto:DTMB-SBO-Postsecondary@michigan.gov).

Thank you for your assistance in providing this information to our office.

Sincerely,

A handwritten signature in black ink that reads "Christopher M. Harkins".

Christopher M. Harkins  
State Budget Director

Attachments

Cc: Sen. Kimberly LaSata, Chair, Senate Appropriations Subcommittee on Universities and Community Colleges  
Rep. Ben Frederick, Chair, House Appropriations Subcommittee on Higher Education and Community Colleges  
Josh Sefton, Senate Fiscal Agency  
Perry Zielak, House Fiscal Agency  
Brandy Johnson, Michigan Community Colleges Association  
State Budget Office, Office of Education

Sec. 230. (2) Money included in the appropriations for community college operations under section 201(2) for local strategic value shall be allocated to each community college that certifies to the state budget director, through a board of trustees resolution on or before October 15, 2022, that the college has met 4 out of 5 best practices listed in each category described in subsection (3). The resolution shall provide specifics as to how the community college meets each best practice measure within each category. One-third of funding available under the strategic value component shall be allocated to each category described in subsection (3). Amounts distributed under local strategic value shall be on a proportionate basis to each college's fiscal year 2020-2021 operations funding. Payments to community colleges that qualify for local strategic value funding shall be distributed with the November installment payment described in section 206.

(3) For purposes of subsection (2), the following categories of best practices reflect functional activities of community colleges that have strategic value to the local communities and regional economies:

(a) For Category A, economic development and business or industry partnerships, the following:

(i) The community college has active partnerships with local employers including hospitals and health care providers.

(ii) The community college provides customized on-site training for area companies, employees, or both.

(iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.

(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.

(v) The community college has active partnerships with local or regional workforce and economic development agencies.

(b) For Category B, educational partnerships, the following:

(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs.

(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or Science Olympiad.

(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.

(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, a high school equivalency test preparation program and testing, or recruiting, advising, or orientation activities specific to adults. As used in this subparagraph, "high school equivalency test preparation program" means that term as defined in section 4.

(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.

(c) For Category C, community services, the following:

(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.

(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.

(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations.

(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.

(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.

(4) Payments for performance funding under section 201(2) shall be made to a community college only if that community college actively participates in the Michigan Transfer Network sponsored by the Michigan Association of Collegiate Registrars and Admissions Officers and submits timely updates, including updated course equivalencies at least every 6 months, to the Michigan transfer network. That state budget director shall determine if a community college has not satisfied this requirement. The state budget director may withhold payments for performance funding until a community college is in compliance with this subsection.

State Budget Office  
Office of Education

## Community Colleges Local Strategic Value Template

Michigan Public Act 144 of 2022, originates from an omnibus public education bill passed by the Michigan Legislature that includes appropriations of \$13,337,700 for Jackson College (JC). Among the components of the appropriations for all Michigan community colleges is performance funding based on “local strategic value,” which is defined in terms of three categories as shown below. Each category covers five standards of local strategic value, called “best practices”. The law requires the Jackson College Board of Trustees to pass a resolution certifying that the College meets at least four out of five of the best practice standards under each of the three categories.

Jackson College not only meets, but exceeds the best practice standards required by State appropriations, as the following table demonstrates.

Best Practices by Category	Examples of Adherence
<b>Category A: Economic Development and Business or Industry Partnerships (must meet 4 of 5)</b>	
(i) The community college has active partnerships with local employers including hospitals and health care providers.	<p>Jackson College has several partnerships with Henry Ford Health, the area’s regional community hospital, as well as other health care providers. The Henry Ford Health System supports on-campus health services; provides clinical sites for our nursing and allied health students; and Jackson College staff participate in community collaborative and governance efforts of the health system. Additionally, Jackson College has created an on-campus Health Clinic in partnership with Henry Ford Jackson Hospital. It is used both as a clinical site for our allied health students, as well as a medical clinic for students, employees and their families. The College has a partnership with Family Service and Children’s Aid, a health care organization with Community/Behavioral Health as their primary medical specialization, to provide a wide range of behavioral health services on campus to students and employees in the College-created Oasis Center.</p> <p>Jackson College continues to partner with other local employers and training partners to develop new curricula, training programs, and seek external funding in support of shared initiatives. For example, numerous local dentists worked with the College to create a new dental hygiene program and a Dental Hygiene Lab which opened in 2019. Furthermore,</p>

Best Practices by Category	Examples of Adherence
	<p>our community is served by our program's Dental Hygiene Clinic, which opened in January 2020. It provides students, employees, as well as citizens of the area the opportunity to have highly discounted teeth cleaning and oral hygienic services.</p> <p>The Dental program graduated the first cohort, June 2020. All of the nine graduates earned employment and passed the licensure exams, earning the licensed dental hygienist credential (RDH)</p> <p>Jackson College is partnering with Technique, Inc. to offer JC courses as part of their new employee training programs. Currently, Technique has embedded JC courses into a Welding and CNC new hire training program, called TechniqueU. During SU22, 5 new employees enrolled in training through Corporate and Continuing Education.</p> <p>The College is also engaged with many companies that are new to the area, or are expanding, through the Michigan New Jobs Training Program (MNJTP). A sampling of employers being served through various MNJTP training initiatives includes Lifeways CMH, Technique Inc., Brembo North America, PlaneWave Instruments, ACME Graphics, LLC., Commonwealth Associates, Inc., and TRUE Community Credit Union. Additionally, Jackson College has worked with MNJTP employers to purchase over \$350K in advanced manufacturing equipment to expand current programs for upskilling of the area workforce.</p> <p>Jackson College is a partner in the Jackson Area College and Career Connection Early/Middle College along with the Jackson County Intermediate School District and the Jackson Area Career Center. The College is also an active collaborator with the Enterprise Group, Inc. (the local economic development organization), Jackson Area Manufacturers Association (JAMA), and several local</p>

Best Practices by Category	Examples of Adherence
	<p>manufacturers including Technique, Alro Steel, SeaLandAire, Planewave, Acme Graphics, and Lomar.</p> <p>The past two years, the college has collaborated closely with Consumers Energy to ensure our Energy Systems program is in full alignment with their workforce needs. Also the college has begun working with Consumers Energy to develop and deliver a statewide pre-apprentice Lineworker program. Furthermore, all our students in occupational programs require a robust work-based learning experience. The Work-Based Learning Program at Jackson College is an academic program where students earn academic credit and learn to apply classroom skills while establishing professional contacts with employers on the job. These opportunities are offered through collaboration with local business, industry and governmental organizations. This program has strengthened our relations and collaborations with local employers.</p>
(ii) The community college provides customized on-site training for area companies, employees, or both.	<p>On-site and customized training is available to local companies through Jackson College's Corporate and Continuing Education (CCE) office. CCE provides an ongoing catalog of trainings for various occupations including Supervisory, Microsoft Office, Information technology, Manufacturing and Professional Continuing Education and Pre-Licensure trainings. Additionally, customized training services assist employers with developing curriculum, Train the Trainer (T3), and highly customized training outlines to assist the employer with their workforce needs. The College is also very active in the use of the Michigan New Jobs Training Program (MNJTP), providing diverted tax funding to assist with new worker training and development. Within the college's service area, this results in about \$1 million dollars in new MCJTP training agreements to assist area employers each year.</p>

Best Practices by Category	Examples of Adherence
(iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.	Jackson College's Business program offers a certificate, and Associate Degree in Entrepreneurship. This college credit credential provides for introduction to business plan development and prepares students to analyze market potential and devise strategies to creatively meet the needs of clients and communities. The lead faculty for the entrepreneurship program is an active member and supporter of the Jackson Inventors Network and the College routinely operates as the host for their monthly meetings. The College recently hired an additional full-time faculty member to support and strengthen our entrepreneurship offerings and services. We have plans to offer targeted seminars and workshops to assist small business owners in the area to aid in the successful operations of their respective businesses. The College also works in partnership with Spring Arbor University, and our local economic development units, in advancing small business development. In addition, the Business department has added an associate degree in Sports Management focused on the business of sports from ticket sales and event management to sports agents, and certificates in Esport Management and Esport Game Design to meet the growing demands of the Esport industry from marketing and promotion to coaching. Jackson College recognized the workforce needs in advancing public leadership and non-profit management by adding the new Public Administration and Management program.
(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.	Jackson College works closely with employer partners to seek external funding collaboratively to increase advanced technology instruction at the College as informed by those in industry. Partnership with Wacker Chemical Corporation in chemical process technology curricula and with several employer members of the Lenawee ISD Advanced

Best Practices by Category	Examples of Adherence
	<p>Manufacturing Advisory Board in robotics/automation curricula are examples.</p> <p>Jackson College has redesigned and launched new credit-bearing offerings in Advanced Manufacturing Technology which includes open lab and flexible completion options. In addition, Jackson College has partnered with the Jackson Area Manufacturers Association (JAMA), the Enterprise Group, the Jackson Area Career Center, and the Jackson County Intermediate School District creating a manufacturing-focused education program known as the Jackson Area College and Career Connection Early/Middle College (JAC3E/MC). Beginning with the students' junior year, participants will simultaneously earn their high school diploma, college credit, and a technical/career credential within three years, with no out-of-pocket tuition costs for the student or the family. It includes company internships and partnerships with area employers. JAC3 has demonstrated significant promise since it's inception in 2017. To date, 38 participants have completed the program with another 13 currently enrolled. Of these total participants, 40 are employed with a variety of the 42 sponsoring companies.</p>
(v) The community college has active partnerships with local or regional workforce and economic development agencies.	<p>Jackson College has strong partnerships with the Jackson Chamber of Commerce (member), Michigan Works Southeast (MWSE), the Jackson Area Manufacturer's Association (Articulation agreement for the Academy of Manufacturing Careers), as well as the three primary economic development agencies in the region: The Enterprise Group, Hillsdale Economic Development Partnership, and Lenawee Economic Development Corporation. The Director of Workforce Training currently serves on the MWSE Executive Workforce Development Board and the Workforce Intelligence Network (WIN) Board. The Jackson College President served as the Chairman of the Enterprise Group Board of Directors, and also served as a board member on the Lenawee Economic</p>



Best Practices by Category	Examples of Adherence
	<p>Development Corporation Board, and previously served on the SCMW! Board. Additionally, other College employees have served on the boards of the aforementioned organizations. Examples include joint delivery of programs including the Jackson Area College and Career Connection Early/Middle College, assistance in business recruitment, and company training. The College also represents the educational sector for the Region 2 Planning Commission's Comprehensive Economic Development Strategy collaborative. In Hillsdale, JC has employee representation on the Economic Development Council. A focus on economic development in the region also is featured in our College's mission documents as a priority for the institution.</p>
<b>Category B: Educational Partnerships (must meet 4 of 5)</b>	
<p>(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs.</p>	<p>Jackson College has articulation agreements with many area high schools and the Intermediate School Districts in the Tri-County area and beyond. In partnership with the Lenawee Intermediate School District (LISD) Jackson College has established a Middle College. In partnership with the Jackson County Intermediate School District (JCISD) and all Jackson County high schools, JC established the Jackson Area College and Career Connection Early/Middle College. Jackson College also teaches college classes at the JC @ LISD TECH and the LISD sites. Jackson College also partners in the delivery and management of a Middle College on the JC @ LISD TECH site. The College also created a public school academy in 2014, known as the Jackson Preparatory &amp; Early College (JPEC) located on the College's Central Campus, now in its seventh year of operation. It is a year-round school and has CEB programming for students grades 6-13 providing a high school diploma and an Associate's Degree at the end of year 13, at no cost to the student or the student's family. As of Fall 2017, Jackson College is offering a county-wide early/middle college program</p>

Best Practices by Category	Examples of Adherence
	<p>in Hillsdale County, in partnership with all Hillsdale County Superintendents, The Hillsdale County EMC has graduated 80 students, with approximately 100 more students pending graduation over the next two years. The Fall 2021 saw a 100% completion rate for Hillsdale County EMC students. Also as of Fall 2018, the College partnered with the county high schools to offer a county wide Early College, Jackson County Early College (JCEC) which provides students a pathway to begin their college degree as early as ninth grade and earn an associates by the end of year 13, on the Central Campus. Currently 458 students are enrolled in this program. There are an additional 50-60 students in the application pipeline of this program.</p> <p>The College also serves all area public schools by making dual credit options available to all high school students. Currently 480 high school students in the tri-county area are participating in dual enrollment with the college.</p> <p>Through all collaborations with local tri-county high schools Jackson College is serving over 1050 high school students.</p> <p>Since January 2020, the CTE division of the College has been working diligently with JAMA, JACC, Northwest Schools, and LISD to align curriculum and instructional equipment to implement new technologies in manufacturing. Driving the alignment are common industry-recognized credentials, such as SACA, MSSC, AWS, SENS and others. A comprehensive strategic plan has been submitted to the Leadership Council as a result of this collaborative work.</p>
(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.	Jackson College hosts onsite College visits and tours; participates in MCAN's College Application Week, and hosts College Goal Sunday in partnership with other local Institutions of Higher Education (IHEs). Jackson

Best Practices by Category	Examples of Adherence
	<p>College recruiters make visits to every school district in the tri-county region multiple times throughout the year. Jackson College was the leader on a Reading Summit with Vandercook High School. The College hosts educational theatrical programs for elementary students that provide valuable lessons on a wide range of topics such as diversity, bullying and teamwork. The College also hosts a number of academic and athletic campus during the summer months. The College has continued their partnership with the Jackson County Career and College Access Center to host tours for all Jackson County juniors, providing them with information about pursuing a post-secondary credential. Corporate and Continuing Education hosted 8-weeks of fun and educational sessions for YMCA youth summer day-camp attendees. The sessions introduced youth to various programs, faculty, and buildings on campus. We hosted over 130 local secondary students for MFG Day last year (2019). Furthermore, Jackson College participated in Careers in Energy Week this year by hosting an open house in October 2019. Consumers Energy will have representatives from different job families to discuss careers and opportunities. We will share information on our associate's degree and the bachelor's degree in Energy Systems. In Hillsdale we host an annual Taste of College event and participate on an ongoing basis with the Hillsdale County Career Access Planning initiative. Lastly, we had a Vice President and a Dean serve as judges for the new Jackson FIRST Robotics District event in March 2019.</p>
<p>(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.</p>	<p>Jackson College has actively supported the creation, development and funding of the Jackson College and Career Access Center, the College President having previously served on that board of directors. Jackson College recruiters make visits to every school district in the tri-county region multiple times each year. Jackson College was the lead with Vandercook High School on a Reading Summit.</p>

Best Practices by Category	Examples of Adherence
	<p>The College also has been successful in obtaining and implementing a number of related national federal and private grants including: Achieving the Dream, TRiO, Veterans' Education Initiative, and others that provide additional supports for student success. The College also actively participates in the Breaking Through Network and the Michigan Center for Student Success to leverage best practice models for implementation across the institution. Finally, the College has developed a Ready-Set Jet summer program to assist students in transitioning academically and behaviorally to campus-based housing.</p>
<p>(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation and testing, or recruiting, advising, or orientation activities specific to adults.</p>	<p>Student success supports are available through the TRiO Program, Veteran Education Initiative and in large part through the College's Student Success Navigator advising model. This model is a proactive, relational, customer-based advising approach geared at improving student satisfaction and success as measured by student persistence, retention, and completion. The College's Men of Merit (MOM) Program and Sisters of Strength Program is designed to assist adult minority male and female students in entering college and being successful in same.</p> <p>Jackson College collaborates with Michigan Works! Southeast to offer HSE preparation and/or remedial assistance for our tri-county service areas. We have recently expanded services to offer Ability to Benefit, allowing eligible students to receive financial aid to complete college courses, while working on a High School Diploma or Equivalency. Through this partnership, students also receive employment services assisting with identifying transferable skills relatable to new industries, assessments to assist students with selecting a program of study that aligns to their workplace preferences and sense of purpose, and job search resources, such as resume assistance.</p>

Best Practices by Category	Examples of Adherence
	<p>Through Connect with My Future, this partnership expands wrap-around services available to eligible students by braiding WIOA and Federal Financial Aid funding and community resources.</p> <p>Lenawee we partner with MWSE, which holds HSE (e,g, GED) courses onsite at JC @ LISD TECH. In Hillsdale County, we partner with the HCISD and Michigan Rehabilitation Services in providing Transitions Programming for students with IEP's/504's, onsite at the JC LeTarte's Center.</p> <p>In addition, Jackson College was chosen by the Federal Government, together with 68 other institutions of higher education across the country, to provide educational programming and degree completion options for incarcerated individuals in the State of Michigan. Indeed, Jackson was awarded the highest allocation of Pell participants at 1,305 inmates, and is active in educating student-inmates across the state. Further, the College was the first in the nation to provide academic excellence recognition to student-inmates with the Phi Theta Kappa program. Jackson college currently serves approximately 530 (fall 2022) actively enrolled students across eight correctional facilities.</p>
(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.	<p>Jackson College has articulation agreements with numerous university and collegiate partners. The college is a part of the MiTransfer Network that recently completed multi-institutional associate to bachelor's degree transfer paths, MiTransfer Pathways. Jackson College's University Center hosts both Siena Heights University and Wayne State University. Recently, the college and Siena Heights University worked to develop six new articulated 3+1 transfer pathways. Within the year, Jackson College has finalized new articulation agreements the following institutions and programs in addition to</p>

Best Practices by Category	Examples of Adherence
	those with Siena Heights University; Central Michigan University RN-BSN Completion, Eastern Michigan University – Sport Management, Ferris State University – Reparatory Therapy, University of Detroit Mercy – Dental Hygiene, University of Michigan Flint – RN-BSN Completion, and more in development. The college also has reverse transfer agreements with the following 4-year institutions; Central Michigan University, Concordia University, Davenport University, Eastern Michigan University, Grand Valley State University, Ferris State University, Michigan State University, Trine University and the University of Michigan - Ann Arbor. Additionally, Jackson College is committed to transfer partnerships and success hosting various transfer events (in-person and virtual) with 4-year institutions to provide transfer information and make the transfer processes as seamless as possible.
<b>Category C: Community Services (must meet 4 of 5)</b>	
(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.	Jackson College's Corporate and Continuing Education Office offers life-time learning, continuing education, professional development, and leisure programming, easily assessable online or on-campus. Courses range from family development, basic computer skills, real estate, grant writing, personal fitness, teacher SCECHs., wellness and stress management, foreign language and human resources certification. Students may enroll in numerous classes in the arts, including instrumental and voice classes as well as studio arts. Through the college's Health Wise event hosted over the summer, it welcomes nearly 100 community members to campus for free health screenings and to participate in a heart healthy walk around campus.
(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.	Jackson College operates a multi-stage/auditorium performing arts center; has a fully operational fitness center; and library services operated in conjunction with Jackson District Library. Jackson College offers

Best Practices by Category	Examples of Adherence
	public access to a wide-range of state-of-the art facilities, athletic fields, and grounds, which provides access to technology and other instructional equipment. Jackson College is host to the Jackson Community Concert Band, the Michigan Shakespeare Festival, the Jackson Symphony, and other annual cultural events at Potter Center for the Arts. As mentioned above, the College hosts a very popular Health Wise event open to the community each summer.
(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations.	Jackson College has fully operational library services provided in conjunction with Jackson District Library. The College also offers community members' free use of computers located in our Information Commons on campus. The College also maintains an art gallery in the College's performing arts building, as well as a "black box" (i.e., experimental theater) on campus. The College also partners with the Michigan Shakespeare Festival (which is held on campus each summer). Additionally, JC is the performance home of the Jackson Symphony Orchestra.
(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.	Jackson College operates a fully operational fitness center, and athletic facilities that are open to the public and used for lifetime learning and credit courses in fitness, stress management, and wellness. The College also has numerous athletic fields that are routinely used by other external groups. Additionally, the College has an 18-hole disc golf course for use by the public. Newly completed is the Jets Fitness Trail, a 1.2 mile fitness pathway that loops around the Central Campus.
(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.	Student Life, Community Event and Multicultural activities are a staple of the College with a range of activities scheduled annually. A building dedicated to student life, called the Jets Hangar opened on September 14, 2015 and has dedicated student life space for gaming, mailboxes, a Pizza/Grill, outdoor volleyball and basketball courts, a stage for concerts

Best Practices by Category	Examples of Adherence
	<p>and other entertainment and a cardio room. Activities include Constitution Day, the Martin Luther King Celebration, International Day, Cinco de Mayo, and Welcome Week. Jackson College supports 13 Sports teams and all events are open to the public. The college also is an active participant in Challenge Day providing interactive support and coaching to area 7th graders addressing bullying and working to provide a safe and supportive environment for young people. As in the past, the college will host Challenge Day on its central campus this year. The College also hosts community programs such as Drug Summits, African-American Male Summits, etc., and also provides space for elected officials to meet with community members. Finally, the College also host a free Easter Egg Hunt in the spring and a Halloween Spooktacular open to the entire community to come and celebrate the holiday with games, candy, and a variety of activities. Twice a year during our Convocation days, all Jackson College employees engage in community service projects ranging from volunteering at local public schools, non-profits, community agencies, and community parks.</p>

**NOW, THEREFORE**, be it resolved that the Jackson College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Michigan Public Act 165 of 2020.

PASSED AND APPROVED THIS 12<sup>th</sup> DAY OF SEPTEMBER, 2022.

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John M. Crist, Chairperson  
Board of Trustees  
Jackson College



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022



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

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

- 6.0 Consent / Required Approvals Agenda  
 6.2 Board Consideration: Special License Application and Resolution\*

**BOARD POLICY:** EXECUTIVE LIMITATIONS – Asset Protection

**Description:**

Enclosed for your review are two (2) applications affiliated with the Jackson College Reverse Raffle on November 12, 2022 and the Annual Sportsman Banquet on February 11, 2023, both held in the Jackson College Fieldhouse.

The first is a Special License Application requiring the Board's roll call vote approving the affiliated Resolution.

The second is the affiliated Resolution requiring the signature of the Board's Chairperson.

**Resource Impact:**

None

**Requested Board Action:**

Board's approval of the Special License Application Resolution, as well as the signature of the Board's Chairman on the Resolution.

**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](http://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: 517-740-9301	Email: smithrichardt@jccmi.edu
Alternate contact name: Courtney Ivan	Phone: 814-823-3515	Email: civan@jccmi.edu
1. Has the applicant organization previously received a Special License? <input checked="" type="radio"/> Yes <input type="radio"/> No		Leave Blank - MLCC Use Only
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.)		
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): 01/01/1928		
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. Jackson, Mich. 49201	
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: <b>Submit a clear diagram of the outdoor service area with your application form.</b>	
Width	Length
Describe type and height of the barrier that will be used to enclose the outdoor area: N.A.	
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:  Jackson College Security will be present at the events. The sales of beer will be regulated on a ticket system and each person purchasing beer will have to show proof of age. Each person can buy up to and not exceeding 5 tickets only. Security will be monitoring throughout the event too.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No  
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No  
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No  
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.

10. Will marijuana be sold and consumed under a Temporary Marihuana Event License issued by the Cannabis Regulatory Agency (CRA) within the proposed event area where alcoholic liquor will be sold and consumed? ☐ Yes ☒ No

11. Is the event location within the commons area of a Social District? ☐ Yes ☒ No  
If Yes, you must obtain written documentation from the local governmental unit, including a clear diagram, that delineates the part of the commons area of the Social District to be used exclusively for your event and the part to be used exclusively by the Social District permittees during the time period for your event pursuant to MCL 436.1551(3). Submit the documentation and the diagram with this application.

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	11/12/22		Describe event being held: Jackson College Reverse Raffle held in the Jackson College field house.	
	Date			
	4pm	10pm	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	2/11/23		Describe event being held: Annual Sportsman Banquet held in the Jackson College field house	
	Date			
	4pm	10pm	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			Describe event being held:	
	Date			
			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			Describe event being held:	
	Date			
			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			Describe event being held:	
	Date			
			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			Describe event being held:	
	Date			
			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: <i>(per Special License requested)</i>		<b>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.</b>  Make checks payable to: <b>State of Michigan</b>	Leave Blank - MLCC Use Only
2 x Number of Special Licenses:	50.00		
= Special License Fees: MLCC Fee Code: 4008			
+ Sunday Sales Permit (P.M.) Fees: MLCC Fee Code: 4032			
+ Sunday Sales Permit (A.M.) Fee: MLCC Fee Code: 4033			
<b>= TOTAL FEES DUE:</b>	\$ 50.00		

**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.

Dan Phelan (517) 796-0800

Print Name and Phone Number of President

Signature of President

Date

Keith Everett Book

Print Name of Notary

Signature of Notary

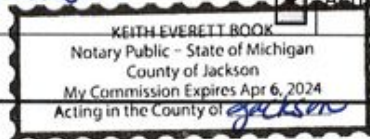
Date

Notary Public, State of Michigan, County of Jackson

Acting in the County of Jackson

My commission expires

4-6-24



Courtney Ivan (814) 823-3515

Print Name and Phone Number 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

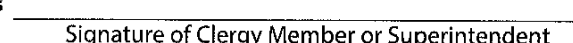
**Part 5 - Local Law Enforcement Approval\***

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

Name of law enforcement agency: <u>Jackson County Office of the Sheriff</u>	
Name & title of reviewing officer: <u>Lt. Jeremy Barnett</u>	
Phone number of officer: <u>517 768 7941</u>	Email of officer: <u>jlbarnett@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	
<b>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.</b>	
<div style="text-align: right;">             Signature of Reviewing Officer         </div> <div style="text-align: right;"> <u>9-6-22</u>            Date         </div>	

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

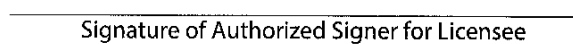
If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's 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:	
<b>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.</b>	
<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:	
<b>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.</b>	
<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](http://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](http://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: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Card Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Check One:

Phone: \_\_\_\_\_

☐ MasterCard

☐ Visa

☐ Discover

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

Security Code/CVV Code: \_\_\_\_\_

Applicant/Licensee Name: \_\_\_\_\_ Request or Business ID #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Payment is for: \_\_\_\_\_

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 type="checkbox"/> Special License Fee(s):	_____	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: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>
<p>7.0 Monitoring CEO Performance</p> <p style="padding-left: 20px;">7.1 Follow-up CEO Performance Monitoring</p> <p style="padding-left: 40px;">7.1.1 EL-00 General Executive Constraint – Evidence Review*</p> <p style="padding-left: 40px;"><b><u>BOARD POLICY:</u></b> EXECUTIVE LIMITATIONS: EL-00 General Executive Constraint</p>
<b>Description:</b>
<p>Enclosed for your review is the evidence (i.e., Monitoring Report) for EL-00 General Executive Constraint.</p> <p>You will note that my report indicates <u>full compliance</u> according to previously established and approved interpretations.</p> <p>I will respond to any questions you have about the report.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Board consideration of, and agreement with the monitoring report and my policy compliance.
<b>Action Taken:</b>



## Jackson College Board of Trustees

### Monitoring Report: EL – 00 General Executive Constraint

Report Date: 06.13.22

**Note: Board Policy is indicated in bold typeface throughout the report.**

I present this monitoring report to the Jackson College Board of Trustees which addresses the Board's Executive Limitations Policy: "General Executive Constraint". I certify that the information contained herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise below.

06.13.22

---

Daniel J. Phelan, Ph.D.  
President and CEO

---

Date

#### **POLICY STATEMENT:**

**The President shall not cause or allow any practice, activity, decision or organizational circumstance which is either unlawful, imprudent or in violation of commonly accepted business and professional ethics.**

#### **INTERPRETATION:**

I have fully interpreted the practices, activities, decisions, and organizational circumstances that the Board considers to be imprudent or in violation of commonly accepted business and professional ethics in its Executive Limitations EL-01 through EL-12. Compliance with those policies, in addition to the following, will constitute full compliance with EL-00.

The legal context in which the College operates is complex and ever-changing. As such, there may be occasions when there is an inadvertent violation of the law due to the addition of case law, nuanced interpretations of the law, the litigious nature of society, as

well as the potential for inconsistent interpretations of case situations by the courts, judges, and juries. Therefore, Jackson College, potentially could be found guilty of noncompliance with law through no fault of, or intentional action of the Board, the CEO, or College employees.

Compliance will be demonstrated when:

a) Independent legal review of relevant College operations confirms that there has been no intentional violation of relevant laws as they pertain to EL-01 to EL-12.

- EL-02, #1, 1.1, and 3 – HR policies and procedures are consistent with state and federal labor laws.
- EL-07, #3 – Compensation and benefits do not deviate from current collective bargaining agreements.
- EL-10, #4 – Academically at-risk students are allowed be without sufficient support systems to encourage their success.

b) There are no material findings discovered in the auditor's report related to:

- EL-04, #6 – The filing or accuracy of tax or other government ordered payments.
- EL-06, #3 – Investment of cash accounts in other than high interest savings or FDIC insured repurchase agreements.

This is reasonable because it assures that there is objective, third-party review by those with technical and/or legal expertise or knowledge.

#### EVIDENCE:

- a) The College's Legal Counsel affirmed on 09.09.22 that there are no known intentional violations of known and applicable federal, state, and local laws by the Board, CEO or College employees. Further, the Chief Legal, Talent, and Operations Officer of the College on 09.09.22 confirmed no deviations from the faculty or staff union bargained agreements. Finally, the Chief Instructional and Student Services Officer confirmed on 09.09.22 that academically challenged students have a significant breadth of support services available to them, consistent with those in the higher education ecosystem, to needed provide for their success.
- b) A review of the single audit report, which had been considered by the Board's Audit Committee on 10.05.21, and ultimately presented by the Board of Trustees on 11.08.21, confirmed that that there were no overdue or inaccurate filings of taxes, government ordered payments, or improper investment practices.

Based upon the aforementioned evidence, I am reporting full compliance with this policy.



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

<b>Subject to be Discussed and Policy Reference:</b>
<p>7.0 Monitoring CEO Performance</p> <p style="padding-left: 20px;">7.1 Follow-up CEO Performance Monitoring</p> <p style="padding-left: 40px;">7.1.2 EL-02 Treatment of Staff – Evidence Review*</p> <p style="padding-left: 40px;"><b><u>BOARD POLICY:</u></b> EXECUTIVE LIMITATIONS: EL-02 Treatment of Staff</p>
<b>Description:</b>
<p>Enclosed for your review is the evidence (i.e., Monitoring Report) for EL-02 Treatment of Staff, which was last approved as fully compliant at the April 11, 2022 Board Meeting.</p> <p>You will note that my report indicates <u>full compliance</u> once again according to previously established and approved interpretations.</p> <p>I will respond to any questions you have about the report.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Board consideration of, and agreement with the monitoring report and my policy compliance.
<b>Action Taken:</b>



## Jackson College Board of Trustees

### MONITORING REPORT:

#### EL – 02: Treatment of Staff – Full Compliance

09.12.22

**Board Policy is indicated in bold typeface throughout.**

I hereby present this monitoring report regarding your Executive Limitations Policy (EL – 02) “Treatment of Staff”, in accordance with the schedule previously defined and approved by the Board of Trustees. I certify that the information contained in herein is true and represents compliance, according to the reasonable interpretation of the policy, which the Board has previously approved, unless specifically stated otherwise. Interpretations are unchanged from the previous report, unless otherwise noted.



Daniel J. Phelan, Ph.D.  
Chief Executive Officer

9/12/2022

Date

**POLICY STATEMENT: With respect to treatment of staff, employees, consultants, independent contractors and volunteers, the President/CEO shall not cause, or allow, a workplace environment that is unfair, disrespectful, unsafe, disorganized, or otherwise interferes with College staff’s ability to do their jobs.**

### INTERPRETATION:

I report full compliance with this policy statement and subsequent policy subsections as noted below.

**Further, without limiting the scope of the above statement by the following list, the President/CEO shall not:**

- 1. Allow staff to be without current, enforced, written human resource policies that clarify expectations and working conditions, provide for effective handling of grievances, and protect against wrongful conditions.**

**INTERPRETATION:**

Compliance will be demonstrated when:

- a) Human Resource/Talent/Legal Department policies and procedures clarify expectations and working conditions, and they are available to all employees.
- b) There is a clear grievance process for employees to present grievances and instances of wrongful conditions, including harassment and bias.
- c) All employees have clear and measurable performance goals each year.

This is a reasonable interpretation because the Human Resources/Talent Department maintains all employment procedures and policies, as well all employee records to verify grievances and performance goals.

**EVIDENCE**

- a) On 08.24.22, the Chief Legal, Talent, Equity & Administrative Officer verified that working conditions are outlined in the Jackson College Educational Support Personnel (JCESP) union agreement, the Jackson College Faculty Association (JCFA) union agreement, as well as in the Jackson College Administrative Manual
- b) On 08.24.22, the Chief Legal, Talent, Equity & Administrative Officer verified that the grievance process is clearly outlined in the union agreements and the Administrative Manual. Additionally, there is a separate operational policy and procedure regarding Title IX discrimination, including provision of a Tip 411 anonymous tip line to report dishonest, deceitful or fraudulent acts.
- c) The Human Resources Director confirmed on 08.24.22 that all employees have current clear and measurable performance goals in their personnel files.

- 2. Permit workplace conditions which do not comply with current collective bargaining agreements or the rules and regulations pertaining to staff and faculty labor unions or union labor agreements.**

**INTERPRETATION**

Compliance will be demonstrated when:

- a) There are no grievances filed by either union for contract violations, regarding workplace conditions, that are deemed valid.

This is a reasonable interpretation because the Human Resources/Talent/Legal Department maintains all labor agreements, is the location where grievances are filed, and is the lead department for union labor relations.

#### EVIDENCE

- a) The Chief Legal, Talent, Equity & Administrative Officer confirmed on 08.24.22 that no grievances have been filed regarding workplace conditions within the 12 months prior to this reporting period. One grievance was filed by a union member who did not get a job to which they applied, but this grievance has since been recalled by the union.

This is a reasonable interpretation because the Human Resources/Talent/Legal Department is where all grievances are formally filed and is ultimately responsible to ensure compliance with all labor agreements and manuals.

### **3. Retaliate against any staff member for non-disruptive expressions of dissent.**

#### INTERPRETATION

Compliance will be demonstrated when:

- a) There are no formal complaints filed with the Human Resources/Talent Office, the College Attorney, nor any tips on the anonymous 411 line, that are deemed valid.

#### EVIDENCE

- a) The Chief Legal, Talent, Equity & Administrative Officer confirmed on 08.24.22 that no formal complaints were filed, nor anonymous tips on the 411 reporting line.

### **4. Allow staff to be unprepared to deal with emergency situations.**

#### INTERPRETATION

Compliance will be demonstrated when:

- a) The College's Critical Incident Team (CIT) members regularly participate in, and command knowledge from, table-top and related simulations of possible emergencies.
- b) Minimally, on an annual basis, Employee Convocations consist of emergency preparedness presentations from content experts.
- c) The College's Security Department will participate in new employee Security Department's phone number appear on the back of College-issued ID cards.
- d) Employee newsletters and special live video and communications from the



President include discussion on urgent quickly changing situations such as pandemics, fires, cybersecurity, health and safety concerns, etc.

This is a reasonable interpretation because the research has shown that emergency simulations, regular communications, and quickly available emergency information are an effective practice in preparation for actual emergencies.

#### EVIDENCE

- a) The Chief Legal, Talent, Equity & Administrative Officer confirmed that the Critical Incident Team met recently to discuss possible/potential large-scale demonstrations and how to address the situation and communicates it to all employees. The CIT also received a training by Ron Biggs/Threat Suppression on emergency preparedness, assailant training.
- b) The Chief Legal, Talent, Equity & Administrative Officer confirmed that this past Fall's convocation consisted of training in mental health and wellness as well as emergency procedures.
- c) The HR Director confirmed that the security department has participated in monthly New Employee Orientation sessions this past reporting year.
- d) The Chief Legal, Talent, Equity & Administrative Officer/ Marketing, confirmed that we communicated with employees this past year regarding the pandemic, false bomb threats, and cyber security concerns.

#### **5. Permit staff to be without reasonable opportunity for professional growth and development.**

#### INTERPRETATION:

Compliance will be demonstrated when:

- a) All Jackson College employees have access to several appropriate on-line professional development opportunities.
- b) All employees have the ability to participate in professional development during convocations, minimally, twice per year.
- c) Professional development programming is offered to employees, based upon their particular work-related needs.
- d) The Human Resources/Talent Department regularly offers a Leadership Academy available to all interested employees who have been employed at the College for a minimum of a year.

This interpretation is reasonable because interactive, collective, and individual-based professional development programming is a time-honored means for providing professional growth.

## EVIDENCE

- a) The Human Resources/Talent Director confirmed on 08.24.22 that employees completed 210 hours of on-line Professional Development during this 12-month reporting period (this includes mandatory annual training).
- b) The Workforce Development Committee planned and confirmed 960 hours of Professional Development for 240 employees for Fall Convocation. Additionally, there were 1,040 hours for the Spring Convocation.
- c) The Comptroller confirmed on 08.02.22 that the college spent \$298,811 for FY '22 on professional development opportunities.
- d) Confirmed with the Coordinator of Administrative Services in Human Resources/Talent, that 11 Administrators completed 10 weeks of Professional Development, including three stretch projects over an additional 6 weeks, which have now been completed. Specifically: Administrator Onboarding Process, Performance Management Interview (PMI) structure and a new employee evaluation model and related process.



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022



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

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

- 7.0 Monitoring CEO Performance  
 7.2 CEO Compliance Review / Performance

**BOARD POLICY:** BOARD-CEO DELEGATION: BCD-04 Monitoring President Performance

**Description:**

Enclosed is the report that provides an update on my monitoring reports, presented to the Board over the preceding 12 months with the compliance status noted. When 'partial compliance' is indicated, the expected date of full compliance is noted. Oftentimes, this is due to factors beyond my control (i.e., timing).

These monitoring reports constitute the full measure of evaluation of the Chief Executive Officer. As noted by John Carver, "... if the board has a CEO, the results of proper evaluation of organizational success is the only fair evaluation of CEO performance. Since the CEO's job is to see to it that the organization meets the board's expectations, there is nothing more and nothing less to evaluate when assessing the CEO. Thus, the board's evaluation of organizational performance is the same as board evaluation of CEO performance." (Carver, 1997).

To this end, given our expanded and more fulsome work in Policy Governance, and the direction of Chairman Crist, the historical process of utilizing an additional tool (i.e., a presidential survey evaluation) is no longer used, in favor of the Monitoring Reports, which are reviewed each month as compliant, partially compliant, or non-compliant.

Finally, the CEO's contract is evergreen, thereby not requiring any board action unless there is a desire to do so. Per Board request, I have included a copy of my contract and the two subsequent amendments.

**Requested Board Action:**

Discussion surrounding the President's compliance review.

**Action Taken:**



## President/CEO Monitoring Report Compliance

### Jackson College

Policy	Date Monitoring Report Presented	Presented as Compliant? Yes/No Partial	Deficient Items?	Expected Date for Full Compliance	Date Deficiencies corrected	Extenuating Circumstances	Board's Formal Judgement
E – 01 Board Ends	8.8.22	Yes	n/a`	n/a	n/a	n/a	Compliant 8.8.22
EL – 00 General Executive Constraint	To be first monitored 6.13.22, with a follow-up 9.12.22		As this is the first review of the policy, only the interpretations are available for review. Evidence will need to be collected for review on 9.12.22.			No capacity for monitoring as scheduled in September 2021.	
EL – 01 Treatment of Students	10.12.20	Yes	n/a	n/a	n/a	n/a	Compliant 10.12.20
EL – 02 Treatment of Staff	4.11.22, - Fully Compliant Potential follow-up 9.12.22	Yes	n/a	n/a	n/a	n/a	Compliant 4.11.22
EL – 03 Planning	8.8.22	Yes		n/a	n/a	n/a	Compliant 8.8.22



## President/CEO Monitoring Report Compliance

### Jackson College

EL – 04 Financial Conditions & Activities	11.9.20 – Partially compliant 1.11.21 – Fully compliant	No Partial	Item 6. Allow tax payments or other government ordered payments or reports to be overdue or inaccurately filed.	120 days	We received word from the state on 1/7/21 that they will be refunding us for our fine.		Compliant 1.11.21
EL – 05 Asset Protection	5.9.22	Yes	n/a	n/a	n/a	n/a	Compliant 5.9.22
EL – 06 Investments	5.9.22	Yes	n/a	n/a	n/a	n/a	Compliant 5.9.22
EL – 07 Compensation and Benefits	1.10.22 (Mtg. cancelled) 2.14.22	Yes	n/a	n/a	n/a	n/a	Compliant 2.14.22
EL – 08 Communication & Support to the Board	11.9.20	Yes	n/a	n/a	n/a	n/a	Compliant 11.9.20
EL – 09 Organization Culture	1.10.22 (Mtg. cancelled) 2.14.22	Yes	n/a	n/a	n/a	n/a	Compliant 2.14.22
EL – 10 Access to Education	2.14.22	Yes	n/a	n/a	n/a	n/a	Compliant 2.14.22



## President/CEO Monitoring Report Compliance

### Jackson College

EL – 11 Entrepreneurial Activity	3.14.22	Yes	n/a	n/a	n/a	n/a	Compliant 3.14.22
EL – 12 Land Use	4.11.22 – Partially Compliant	No Partial	Item 1: A master plan begun, and will be updated following the installation of the Space Observatory, but is anticipated to begin in FY '23, post- pandemic.	FY'23		Installation of the Space Observatory not anticipated to begin until FY '23, post- pandemic.	Partially Compliant 4.11.22



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

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

8.0 Monitoring Board Performance

8.1 BCD-03 Delegation to the President – Survey Result Review

**BOARD POLICY:** BOARD-CEO DELEGATION: BCD-03 Delegation to the President

As part of Policy Governance practice, the Board completes a Self-Evaluation Survey of Governance Process and Board CEO Delegation policies following the month the respective policy is reviewed.

The intention is effort to assist members in assessing the Board's compliance with Governance Process and Board CEO Delegation policies. The Board discussion at the meeting will consider aggregate responses from members and insights obtained from the compilation, relative to amending the policy in question, as well as points for consideration in future policy development and review.

Enclosed are the results to help guide the board's discussion.

**Resource Impact:**

None

**Requested Board Action:**

Review of the results to determine compliance with policy statements and any changes that might be needed.

**Action Taken:**



## Jackson College Board of Trustees

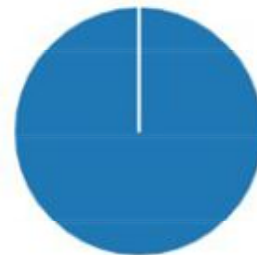
### BOARD SELF-MONITORING SURVEY RESULTS: BCD-03 Delegation to the President DATE: 09.02.22

1. *Number of Response: 7*
2. *Policy opening statement:*

*The Board will instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, i.e. Executive Limitations, allowing the President to use any reasonable interpretation of these policies.*

**Have we acted consistently with this item of policy?**

Always	7
Most of the time	0
Some of the time	0
Rarely	0
Never	0



3. Provide specific representative examples to support your above response when applicable.
  - N/A



4. **Item 1:**

***The Board will develop Ends policies instructing the President to achieve specified results, for specified recipients at a specified worth.***

**Have we acted consistently with this item of policy?**

Always	7
Most of the time	0
Some of the time	0
Rarely	0
Never	0



5. Provide specific representative examples to support your above response when applicable.

- N/A

6. **Item 1.1:**

***Policies that do not address the subjects of results, recipients or worth will not be included in Ends, as they relate to means.***

**Have we acted consistently with this item of policy?**

Always	7
Most of the time	0
Some of the time	0
Rarely	0
Never	0



7. Provide specific representative examples to support your above response when applicable.

- N/A

8. **Item 1.1.1:**

*Specifically, documents such as the college's Strategic Agenda and Organizational Budgets will not be considered Ends, as they relate to operational means of achieving Ends.*

**Have we acted consistently with this item of policy?**

Always	7
Most of the time	0
Some of the time	0
Rarely	0
Never	0



9. Provide specific representative examples to support your above response when applicable.

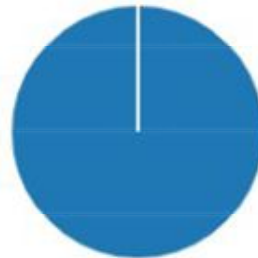
- N/A

10. **Item 2:**

*The Board will develop Executive Limitations policies which limit the latitude the President may exercise in choosing the organizational means.*

**Have we acted consistently with this item of policy?**

Always	7
Most of the time	0
Some of the time	0
Rarely	0
Never	0



11. Provide specific representative examples to support your above response when applicable.

- "The executive policies gives the President the expectations or the intent and he has stayed within the intent."

12. **Item 2.1:**

*These limiting policies will describe those practices, activities, decisions and circumstances tat the Board would find unethical or imprudent, and therefore unacceptable, even if they were to be effective.*

**Have we acted consistently with this item of policy?**

Always	7
Most of the time	0
Some of the time	0
Rarely	0
Never	0



13. Provide specific representative examples to support your response above when applicable.

- *“Unethical or imprudent is never effective. The question framed is misleading.”*

14. **Item 2.2:**

*The Board will never prescribe organizational means delegated to the President.*

**Have we acted consistently with this item of policy?**

Always	5
Most of the time	2
Some of the time	0
Rarely	0
Never	0



15. Provide specific representative examples to support your response above when applicable.

- N/A

16. **Item 3:**

***All policies will be developed systematically from the broadest, most general level to more defined levels.***

**Have we acted constantly with this item of policy?**



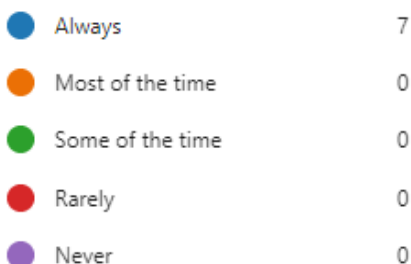
17. Provide specific representative examples to support your response above when applicable.

- N/A

18. **Item 4:**

***As long as the President uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President is authorized to establish all further policies, make decisions, take all actions, establish all practices and develop all activities. Such decisions of the President shall have full force and authority as if decided by the Board.***

**Have we acted consistently with this item of policy?**



19. Provide specific representative examples to support your response above when applicable.

- "President understands the ends and establishes the means as it is approved through the President's interpretations."

20. *Item 5:*

*The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the Board will respect and support any reasonable President interpretations of the policies. This does not prevent the Board from obtaining information from the President about the delegated areas, except for data protected by privacy legislation.*

**Have we acted consistently with this item of policy?**



21. Provide specific representative examples to support your response above when applicable.

- N/A

22. **Other Board Comments:**

- *“Dan has followed our directions to a ‘T’ and so we operate on the same page 99% of the time. Great leadership!”*

**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022



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

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

8.0 Monitoring Board Performance

8.2 BCD-04 Monitoring President Performance – Survey Result Review

**BOARD POLICY:** BOARD-CEO DELEGATION: BCD-04 Monitoring President Performance

As part of Policy Governance practice, the Board completes a Self-Evaluation Survey of Governance Process and Board CEO Delegation policies following the month the respective policy is reviewed.

The intention is effort to assist members in assessing the Board's compliance with Governance Process and Board CEO Delegation policies. The Board discussion at the meeting will consider aggregate responses from members and insights obtained from the compilation, relative to amending the policy in question, as well as points for consideration in future policy development and review.

Enclosed are the results to help guide the board's discussion.

**Resource Impact:**

None

**Requested Board Action:**

Review of the results to determine compliance with policy statements and any changes that might be needed.

**Action Taken:**



## Jackson College Board of Trustees

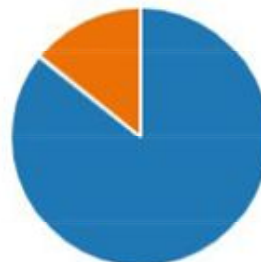
### BOARD SELF-MONITORING SURVEY RESULTS: BCD-04 Monitoring Presidential Performance DATE: 09.02.22

1. *Number of Response: 7*
2. *Policy opening statement:*

*President job performance will be measured solely by systematic and rigorous monitoring of the President's job performance in comparison to the Board's required President job outputs: organizational accomplishment of the President's reasonable interpretation of Ends policies and organizational operation within the boundaries of the President's reasonable interpretation of Executive Limitations policies.*

**Have we acted consistently with this item of policy?**

Always	6
Most of the time	1
Some of the time	0
Rarely	0
Never	0

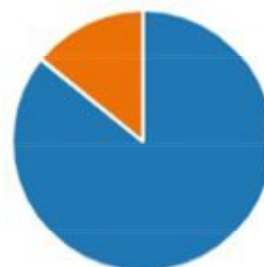


3. Provide specific representative examples to support your above response when applicable.
  - N/A

4. **Item 1:**

*The purpose of monitoring is simply to determine the degree to which Board policies are being fulfilled. Only information which achieves this purpose will be considered to be monitoring.*

**Have we acted consistently with this item of policy?**



5. Provide specific representative examples to support your above response when applicable.

- N/A

6. **Items 2:**

*A given policy may be monitored in one or more of three ways:*

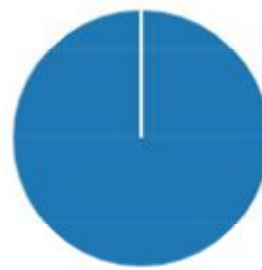
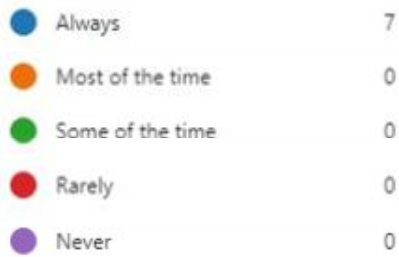
**2.1. Internal report:** *Disclosure of compliance information by the President, along with his or her explicit interpretation of Board policy, and justification for the reasonableness of interpretation.*

**2.2. External report:** *Discovery of compliance information by an external, disinterested third party, who has appropriate qualifications and a suitable level of independence from management, who is selected by and reports directly to the Board. The President should be notified of this activity.*

**2.3. Direct Board Inspection:** *Discovery of compliance information by a designated Board member, a committee or the Board as a whole. Such an inspection is only undertaken at the instruction of the Board and with notification of the President.*

**Have we acted consistently with this item of policy?**





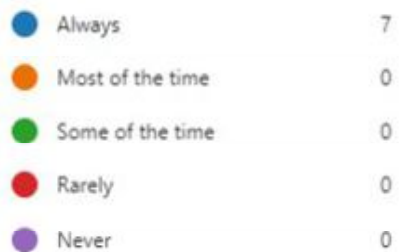
7. Provide specific representative examples to support your above response when applicable.

- *“Internal reports have been apparent with options of external and direct if needed.”*

8. **Item 3:**

*Regardless of the method of monitoring, the standard for compliance shall be any reasonable President interpretation of the Board policy being monitored. The Board is the final arbiter of reasonableness, but will always judge with a “reasonable person” test rather than interpretation favored by Board members, the disinterested third party, or even the Board as a whole.*

**Have we acted consistently with this item of policy?**



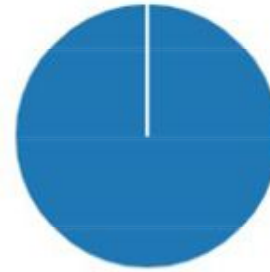
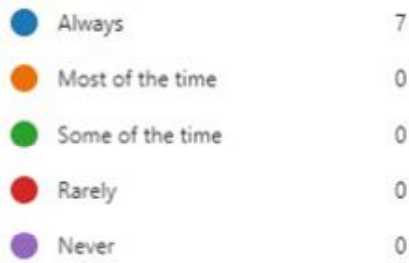
9. Provide specific representative examples to support your above response when applicable.

- N/A

10. **Item 4:**

*Upon the choice of the Board, any policy can be monitored by any of the above methods at any time. For regular monitoring, however, each Ends and Executive Limitations policy will be classified by the Board according to frequency and method.*

**Have we acted consistently with this item of policy?**



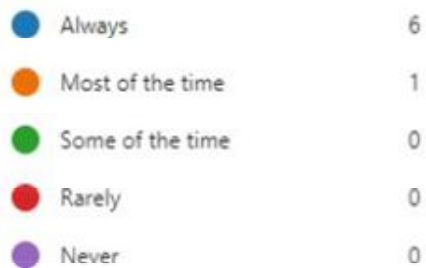
11. Provide specific representative examples to support your above response when applicable.

- N/A

12. **Item 5:**

*A formal evaluation of the President by the Board will occur annually in August, based on the achievement of the Board's Ends Policies and non-violation of its Executive Limitations policies. This formal evaluation will be conducted by cumulating the regular monitoring data provided during the year and the Board's recorded acceptance or non-acceptance of the reports, and identifying performance trends evidenced by that data.*

**Have we acted consistently with this item of policy?**



13. Provide specific representative examples to support your response above when applicable.

- N/A

14. **Other Board Comments:**

- N/A

<p align="center"><b>BOARD OF TRUSTEES MEETING</b>  <b>Action &amp; Information Report</b>  Board Meeting Date: September 12, 2022</p>
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**TO:** Jackson College Board of Trustees  
**FROM:** Dr. Daniel J. Phelan, President & CEO

<b>Subject to be Discussed and Policy Reference:</b>
<p>9.0 Information Requested by the Board</p> <p>9.1 June 2022 Financial Report</p> <p align="right"><b><u>BOARD POLICY:</u></b> EXECUTIVE LIMITATIONS: Financial Conditions and Activities</p>
<b>Description:</b>
<p>For the Board's review is the June 2022 Financial Report.</p> <p>I am happy to answer any questions you may have.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Review of June 2022 Financial Report.
<b>Action Taken:</b>



## Financial Report

Presented to  
President Daniel Phelan  
Jackson College Board of Trustees



Prepared by the Business Office  
June 30, 2022

**Jackson College**  
**Memo From Kim Abbott, Comptroller**  
**For the June 30, 2022 Financial Report**

Following is the June 30, 2022 Treasurer's Report summarizing the components of the major revenue and expense lines. Explanations for variances greater than 2% are included in this memo.

Note: Budgeted amounts reflect the 2021-2022 Budget as adopted at the June 2021 Board of Trustees meeting.

**Revenues**

- **Tuition and fees** - Favorable to budget, 21/FL and 22/SPR enrollment were higher than projected.
- **Housing** - Unfavorable to budget as occupancy was lower than expected due to continued social distancing considerations.
- **Property taxes** - Favorable to budget due to higher than anticipated property tax collections.
- **Contract training** - Favorable to budget, due to a conservative budget related to COVID-19 uncertainties.
- **Potter Center** - Favorable to budget, due to a conservative budget related to COVID-19 uncertainties.
- **Hospitality** - Unfavorable to budget, this is a new revenue stream for the College and we anticipate this to gain traction once on campus activity increases.
- **Miscellaneous** - Unfavorable to budget, due to the budget for bookstore commissions being approved prior to the College bringing the bookstore in house.
- **Transfers** - Favorable to budget, due to a conservative budget.
- **Transfers Federal grant funds** - Unbudgeted revenue, this Federal HEERF monies being used to offset lost revenues.

**Expenses**

- **Wages** - Favorable to budget, due to difficulty filling open positions.
- **Retirement** - Unfavorable to budget, due to conservative budgeting.
- **Benefits** - Unfavorable to budget, due to conservative budgeting.

Jackson College  
Memo From Kim Abbott, Comptroller  
For the June 30, 2022 Financial Report

- **Services - Staffing Agency** - Favorable to budget.
- **Services** - Unfavorable to budget, due to carrying costs associated with initiatives started with
- **Rent, utilities, insurance** - Favorable to budget due to timing of purchases. We anticipate this variance to diminish over time.
- **Other operating costs** - Unfavorable to budget, do to increased costs.
- **Transfers - deferred maintenance and life safety** - New fund created within the Building and Site Fund to address deferred maintenance and life safety expenses.
- **Transfers - Jets Store** - the Jets Store is a mission support activity that is created to be financially self sufficient, but in this start up year it has needed general fund support.
- **Capital Equipment** - Favorable to budget due to timing of purchases. We anticipate this variance to diminish over time.

**Other Notes**

- **Cash and Investments** - The Board directed MILAF investment strategy was operationalized in June 2018. At March 31, 2022 interest revenues have exceeded \$421,000. These earnings are designated for future operations. In June 2021, the College made a \$4 million investment in U.S. Government bonds, which is separately presented on the cash and investment summary.
- **Looking Ahead** - Expense controls have been put in place in anticipation of reduced revenues resulting from COVID-19 pandemic.
- **Operating Reserves** - Board policy requires the College have combined operating fund balance reserves greater or equal to two months' operating expenses. As of March 31, 2022 the College is meeting this requirement.
- **HEERF Funds** - The College has been awarded funds through the Higher Education Emergency Relief Funds (HEERF) and these funds may be used throughout the fiscal year to reduce expenses or supplement lost revenues.

Jackson College Board of Trustees Meeting - Information Requested by the Board

Jackson College  
Revenue and Expense Statement  
General Fund - FY 22  
For the Twelve Months Ended June 30, 2022  
Preliminary - Unaudited

	<b>2021-2022 Original Budget</b>	<b>Percentage of Original Budget</b>	<b>Actual Year to Date</b>	<b>Actual Percentage of Budget</b>	<b>Planned Percentage to Date</b>	<b>Variance of Planned Percentage to Actual</b>	<b>Prior Year to Date</b>
<b>Revenue</b>							
Gross tuition and fees	\$ 21,433,000	51.7%	\$ 23,732,917	110.7%	100.0%	\$ 2,299,917	\$ 25,025,374
Less Institutional Scholarships	(800,000)	-1.9%	(735,049)	91.9%	100.0%	64,951	(706,819)
Net tuition and fees	20,633,000	49.8%	22,997,868	111.5%	100.0%	2,364,868	24,318,555
Housing	1,400,000	3.4%	696,560	49.8%	100.0%	(703,440)	587,861
Property taxes	5,300,000	12.7%	5,621,776	106.1%	100.0%	321,776	5,462,111
State appropriations	12,735,720	30.7%	14,786,846	116.1%	100.0%	2,051,126	14,328,119
Contract training	4,000	0.0%	91,806	2295.2%	100.0%	87,806	27,518
Potter Center activities	200,000	0.5%	308,072	154.0%	100.0%	108,072	-
Hospitality	750,000	1.8%	607,109	80.9%	100.0%	(142,891)	-
Miscellaneous	450,000	1.1%	349,376	77.6%	100.0%	(100,624)	816,581
Transfers	7,500	0.0%	49,619	661.6%	100.0%	42,119	302,453
Transfers - Federal grant funds	-	0.0%	5,303,876	0.0%	0.0%	5,303,876	524,189
<b>Total revenues</b>	<b>41,480,220</b>	<b>100.0%</b>	<b>50,812,908</b>	<b>122.5%</b>	<b>88.9%</b>	<b>9,332,688</b>	<b>46,367,387</b>
<b>Expenses</b>							
Wages	16,496,606	39.7%	15,868,988	96.2%	100.0%	(627,617)	14,950,540
Retirement	4,439,364	10.7%	4,965,336	111.8%	100.0%	525,972	5,007,310
Benefits	2,934,720	7.1%	3,133,793	106.8%	100.0%	199,073	2,995,352
Services - Staffing Agency	3,697,700	8.9%	3,623,862	98.0%	100.0%	(73,838)	3,413,057
Services	2,545,525	6.1%	3,132,574	123.1%	100.0%	587,049	2,213,873
Materials	1,994,765	4.8%	1,880,257	94.3%	100.0%	(114,508)	1,741,382
Rent, utilities, insurance	1,708,000	4.1%	1,554,794	91.0%	100.0%	(153,206)	1,463,185
Other operating costs	3,155,000	7.6%	3,230,687	102.4%	100.0%	75,687	1,659,209
Transfers-major maintenance	64,926	0.2%	7,822,009	12047.6%	100.0%	7,757,083	8,469,719
Transfers-deferred maintenance	-	0.0%	1,056,349	0.0%	0.0%	1,056,349	-
Transfers-debt service	4,087,895	9.9%	4,087,895	100.0%	100.0%	-	4,160,813
Transfers-Jets Store	-	0.0%	195,107	0.0%	0.0%	195,107	-
Capital equipment	355,000	0.9%	260,538	73.4%	100.0%	(94,462)	292,428
<b>Total expenses</b>	<b>41,479,501</b>	<b>100.0%</b>	<b>50,812,189</b>	<b>122.5%</b>	<b>90.9%</b>	<b>9,332,689</b>	<b>46,366,868</b>
<b>Income over (under) expenses</b>	<b>\$ 719</b>		<b>\$ 719</b>			<b>\$ (1)</b>	<b>\$ 519</b>

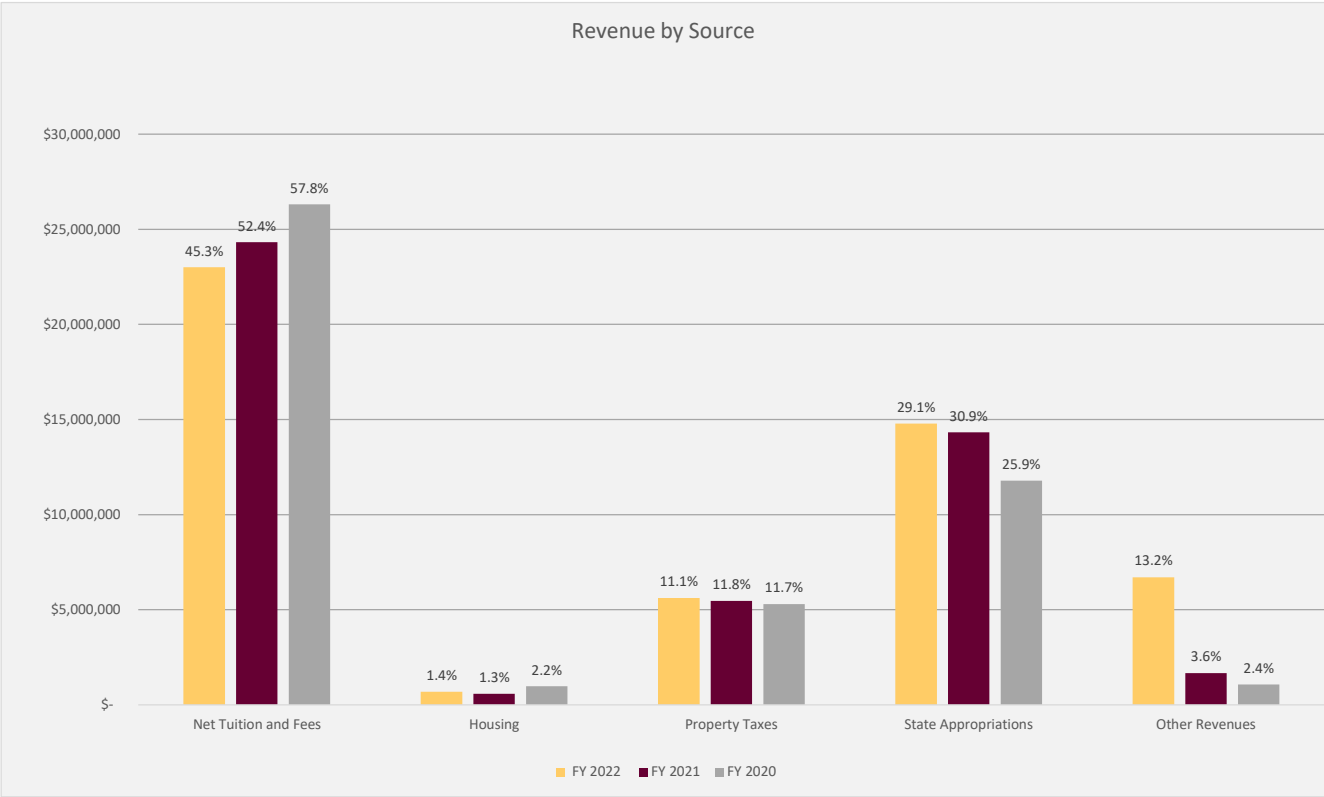
Jackson College  
Revenue and Expense Schedule  
HEERF Funds - FY 22  
For the Twelve Months Ended June 30, 2022  
Preliminary - Unaudited

	CARES/HEERF I Student Funding	CARES/HEERF I Institutional Funding	CARES/HEERF I Strengthening Institutions Funding	CRRSAA/ HEERF II Student Funding	CRRSAA/ HEERF II Institutional Funding	ARP/HEERF III Student Funding	ARP/HEERF III Institutional Funding	Restricted State CARES Funding	Total
Prior years revenues	\$ 1,946,067	\$ 1,946,067	\$ 524,189	\$ 1,690,458	\$ 4,235,343	\$ -	\$ 45	\$ 1,429,600	\$ 11,771,769
Prior years expenses	1,946,067	1,946,067	524,189	1,690,458	4,235,343	-	45	1,429,600	11,771,769
<b>Net prior year activity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fiscal Year 2022 Revenue</b>									
Grant revenue - State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant revenue - Federal	-	-	556,398	255,609	1,933,410	6,850,567	6,262,659	-	15,858,643
Transfers	-	-	-	-	-	-	-	-	-
<b>Total revenues</b>	<b>-</b>	<b>-</b>	<b>556,398</b>	<b>255,609</b>	<b>1,933,410</b>	<b>6,850,567</b>	<b>6,262,659</b>	<b>-</b>	<b>15,858,643</b>
<b>Fiscal Year 2022 Expenses</b>									
Online course fee scholarships	-	-	-	-	1,090,089	-	839,767	-	1,929,856
Emergency grants to students	-	-	-	255,609	-	6,850,567	-	-	7,106,176
Student retention	-	-	-	-	1,600	-	-	-	1,600
Wages	-	-	-	-	213,022	-	96,349	-	309,371
Retirement	-	-	-	-	65,478	-	28,133	-	93,611
Benefits	-	-	-	-	32,756	-	15,861	-	48,617
Services	-	-	-	-	56,809	-	239,330	-	296,139
Materials	-	-	-	-	58,578	-	20,936	-	79,514
Other operating costs	-	-	-	-	109,587	-	31,873	-	141,460
Transfers to general fund	-	-	556,398	-	-	-	4,747,478	-	5,303,876
Capital equipment	-	-	-	-	305,491	-	242,932	-	548,423
<b>Total expenses</b>	<b>-</b>	<b>-</b>	<b>556,398</b>	<b>255,609</b>	<b>1,933,410</b>	<b>6,850,567</b>	<b>6,262,659</b>	<b>-</b>	<b>15,858,643</b>
<b>Income over (under) expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>



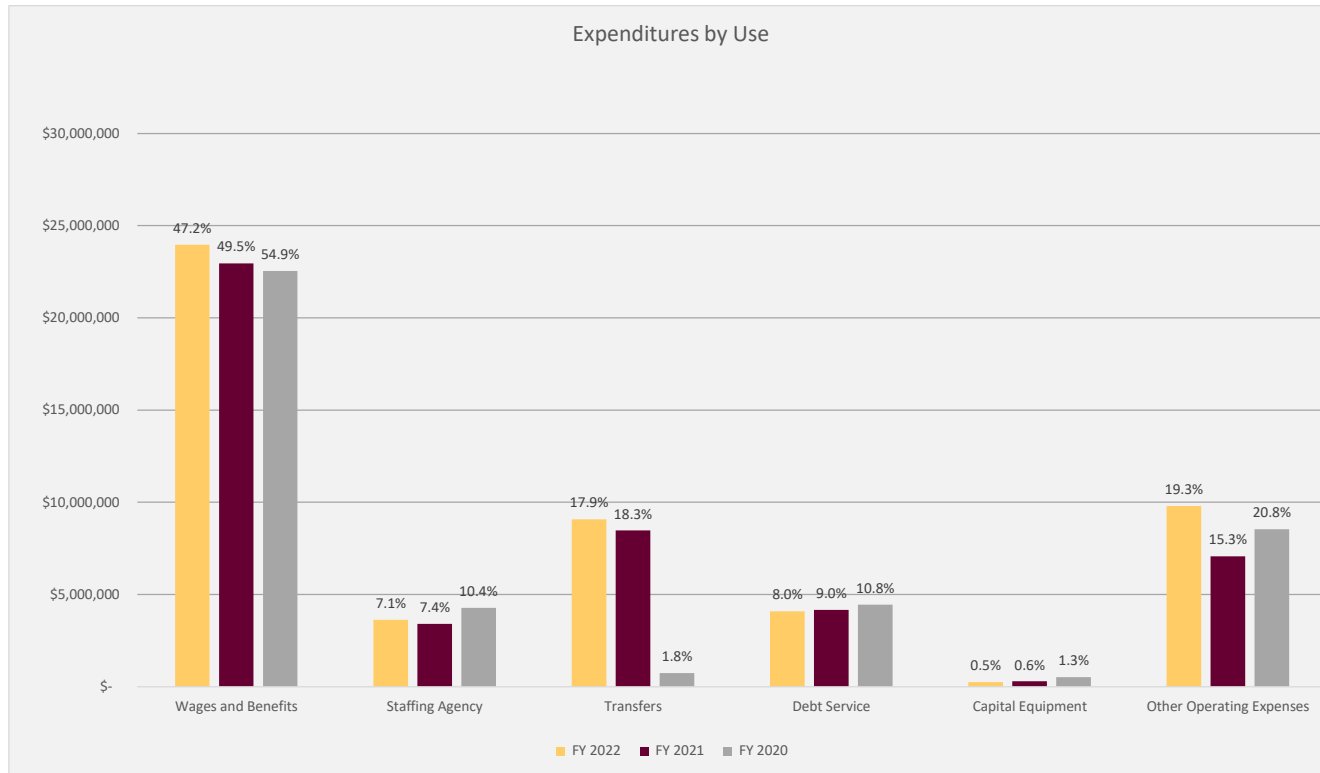
Jackson College  
General Fund Revenue Comparison  
For the Twelve Months Ended June 30, 2022

\$50,812,908



Jackson College  
General Fund Expenditure Comparison  
For the Twelve Months Ended June 30, 2022

\$50,812,189



Jackson College Board of Trustees Meeting - Information Requested by the Board

Jackson College  
Balance Sheet and Changes in Fund Balance - FY 22  
June 30, 2022  
Preliminary - Unaudited

	General Fund	Designated Fund	Restricted Fund	CARES Fund	Bookstore Fund	Endowment Fund	Debt & Property Fund	Activities Fund	Total
<b>Assets</b>									
Cash	\$ (371,687)	\$ 12,013,894	\$ (454,074)	\$ -	\$ (157,354)	\$ 17,383	\$ 14,652,371	\$ 536,510	\$ 26,237,043
Restricted cash in escrow	-	-	-	-	-	-	-	-	-
Investments	-	-	-	-	-	16,793	-	-	16,793
Accounts receivable	4,064,111	37,501	5,439,004	-	-	-	604,079	-	10,144,695
Inventories	29,672	-	-	-	106,689	-	-	-	136,361
Other assets	4,431,378	-	392,653	-	191,399	-	77,773,156	154	82,788,740
<b>Total assets</b>	<b>8,153,474</b>	<b>12,051,395</b>	<b>5,377,583</b>	<b>-</b>	<b>140,734</b>	<b>34,175</b>	<b>93,029,606</b>	<b>536,664</b>	<b>119,323,631</b>
<b>Liabilities and Fund Balance</b>									
Accounts payable	1,039,839	-	314,672	-	35,297	-	779,587	11,528	2,180,923
Accrued liabilities	2,617,210	-	11,696	-	8,157	-	31,766,120	-	34,403,183
Deferred liabilities	2,591,634	-	723,277	-	-	-	-	-	3,314,911
Unearned revenue	204,597	-	-	-	-	-	-	-	204,597
Other liabilities	995,691	-	4,351,552	-	31,029	-	1,671	11,794	5,391,737
<b>Total liabilities</b>	<b>7,448,971</b>	<b>-</b>	<b>5,401,197</b>	<b>-</b>	<b>74,483</b>	<b>-</b>	<b>32,547,378</b>	<b>23,322</b>	<b>45,495,351</b>
Fund balance	704,503	12,051,395	(23,614)	-	66,251	34,175	60,482,228	513,342	73,828,280
<b>Total liabilities and fund balance</b>	<b>\$ 8,153,474</b>	<b>\$ 12,051,395</b>	<b>\$ 5,377,583</b>	<b>\$ -</b>	<b>\$ 140,734</b>	<b>\$ 34,175</b>	<b>\$ 93,029,606</b>	<b>\$ 536,664</b>	<b>\$ 119,323,631</b>
<b>Beginning fund balance</b>									
Net investment in capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,412,811	\$ -	\$ 45,412,811
Major Maintenance and Equipment Replacement	-	-	-	-	-	-	8,588,594	-	8,588,594
Restricted	-	178,467	361,625	-	-	35,146	-	-	575,238
Future Operations	703,784	11,938,888	-	-	-	-	-	519,736	13,162,408
	\$ 703,784	\$ 12,117,355	\$ 361,625	\$ -	\$ -	\$ 35,146	\$ 54,001,405	\$ 519,736	\$ 67,739,051
Current year income	50,812,908	(55,960)	34,335,210	-	760,655	(971)	16,207,684	182,879	102,242,405
Current year expenses	50,812,189	10,000	34,720,449	-	694,404	-	9,726,861	189,273	96,153,176
<b>Ending fund balance</b>	<b>\$ 704,503</b>	<b>\$ 12,051,395</b>	<b>\$ (23,614)</b>	<b>\$ -</b>	<b>\$ 66,251</b>	<b>\$ 34,175</b>	<b>\$ 60,482,228</b>	<b>\$ 513,342</b>	<b>\$ 73,828,280</b>

Jackson College  
Balance Sheet  
Building and Site Fund - FY 22  
June 30, 2022  
Preliminary - Unaudited

	<b>Building and Site Fund</b>
<b>Assets</b>	
Cash	\$ 12,007,480
Investments	-
Accounts receivable	604,084
Due from other funds	94,470
	<u>12,706,034</u>
<b>Total assets</b>	<u>12,706,034</u>
<b>Liabilities and Fund Balance</b>	
Accounts payable	779,590
Other liabilities	1,671
	<u>781,261</u>
<b>Total liabilities</b>	<u>781,261</u>
Fund balance	11,924,773
<b>Total liabilities and fund balance</b>	<u><u>\$ 12,706,034</u></u>

Jackson College  
Statement of Changes in Fund Balance  
Building and Site Fund  
For the Twelve Months Ended June 30, 2022  
Preliminary - Unaudited

	<b>Balance July 1, 2021</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Balance June 30, 2022</b>
Major Maintenance and Equipment Replacement	\$ 8,588,594	\$ 10,822,004	\$ 8,451,898	\$ 10,958,700
Deferred Maintenance and Life Safety	<u>-</u>	<u>1,056,349</u>	<u>90,276</u>	<u>966,073</u>
<b>Total</b>	<u><u>\$ 8,588,594</u></u>	<u><u>\$ 11,878,353</u></u>	<u><u>\$ 8,542,174</u></u>	<u><u>\$ 11,924,773</u></u>

**Jackson College**  
**Revenue and Expense Statement**  
**Auxiliary Services**  
**For the Twelve Months Ended June 30, 2022**  
**Preliminary - Unaudited**

	<b>Hospitality Services</b>	<b>Housing</b>	<b>Jets Store Bookstore</b>	<b>Potter Center Performing Arts</b>
<b>Revenue</b>				
Housing	-	696,560	-	-
Sales	-	-	565,549	-
Potter Center activities	-	-	-	308,072
Hospitality	607,109	-	-	-
Miscellaneous	-	-	-	-
Transfers - General Fund	-	-	195,107	-
Transfers - Federal grant funds	-	1,943,976	-	-
<b>Total revenues</b>	<b>607,109</b>	<b>2,640,536</b>	<b>760,656</b>	<b>308,072</b>
<b>Expenses</b>				
Wages	482,280	173,229	129,826	263,097
Retirement	103,013	28,560	34,470	84,822
Benefits	104,697	24,067	21,844	53,226
Services - Staffing Agency	18,902	-	-	-
Services	20,370	8,888	10,761	12,140
Materials	395,402	7,696	446,434	2,457
Rent, utilities, insurance	90	-	-	-
Other operating costs	12,176	19,020	8,605	228,354
Transfers	-	-	-	-
Transfers-debt service	-	1,200,000	-	-
Capital equipment	11,955	2,195	42,464	-
<b>Total expenses</b>	<b>1,148,885</b>	<b>1,463,655</b>	<b>694,404</b>	<b>644,096</b>
<b>Income over (under) expenses</b>	<b>\$ (541,776)</b>	<b>\$ 1,176,881</b>	<b>\$ 66,252</b>	<b>\$ (336,024)</b>

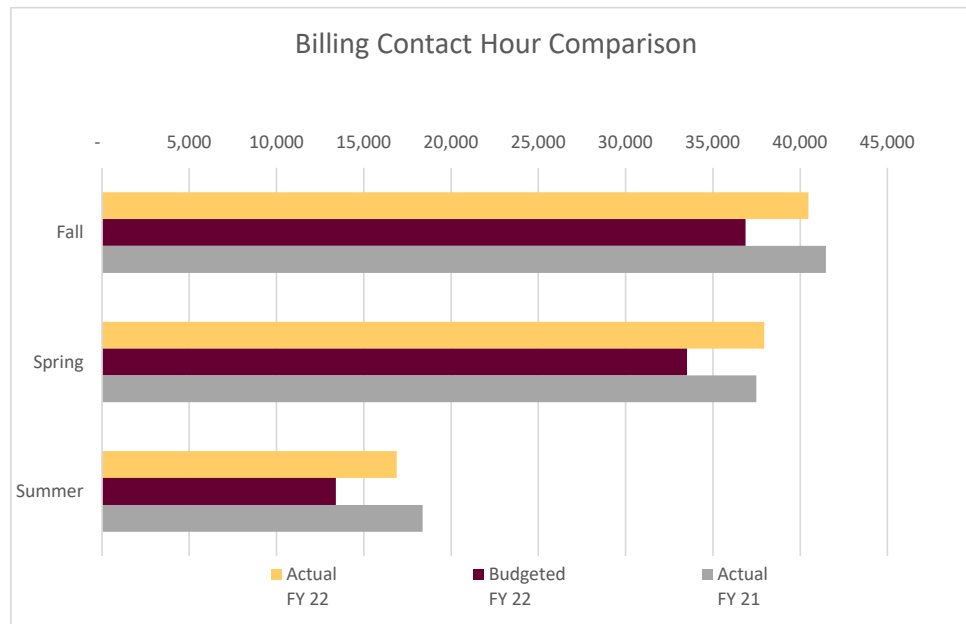
Jackson College Board of Trustees Meeting - Information Requested by the Board

Jackson College  
Cash and Investments by Fund - FY 22  
June 30, 2022  
Preliminary - Unaudited

	General Fund	Designated Fund	Restricted Fund	CARES Fund	Grants Fund	Bookstore Fund	Endowment Fund	Building and Site	Physical Plant	Activities Fund	Total
Cash											
Petty Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,309	\$ 4,309
Cash-Comerica Bank Pooled	(7,197,957)	(167,784)	2,168,865	-	451,524	(87,984)	17,383	12,007,480	2,644,891	533,371	10,369,789
Cash-Comerica Federal Funds	(572)	-	79,758	-	(228)	-	-	-	-	-	78,958
VISA Account	81,542	-	-	-	-	990	-	-	-	-	82,532
Cash-United Bank	-	-	-	-	-	-	-	-	-	-	-
Cash-Federal Direct Loan	-	-	2,268	-	-	-	-	-	-	-	2,268
Cash-Comerica State Wire	23,645	-	-	-	-	-	-	-	-	-	23,645
Cash-Payroll	4,226,851	-	(2,646,961)	-	(1,509,886)	(70,360)	-	-	-	(1,170)	(1,526)
County National Bank	492,403	-	46,598	-	-	-	-	-	-	-	539,001
Ref Pay	872	-	-	-	-	-	-	-	-	-	872
Cultural Affairs Checking	1,529	-	-	-	-	-	-	-	-	-	1,529
MNJTP	-	-	-	-	953,988	-	-	-	-	-	953,988
U.S. Government Bonds	-	3,758,042	-	-	-	-	-	-	-	-	3,758,042
MILAF	2,000,000	8,423,636	-	-	-	-	-	-	-	-	10,423,636
	(371,687)	12,013,894	(349,472)	-	(104,602)	(157,354)	17,383	12,007,480	2,644,891	536,510	26,237,043
Investments											
Common Stock	-	-	-	-	-	-	16,793	-	-	-	16,793
Total cash and investments	<u>\$ (371,687)</u>	<u>\$12,013,894</u>	<u>\$ (349,472)</u>	<u>\$ -</u>	<u>\$ (104,602)</u>	<u>\$ (157,354)</u>	<u>\$ 34,176</u>	<u>\$ 12,007,480</u>	<u>\$ 2,644,891</u>	<u>\$ 536,510</u>	<u>\$ 26,253,836</u>

Jackson College  
Billing Contact Hours  
June 30, 2022  
Preliminary - Unaudited

	Budgeted FY 22	Actual FY 22	Actual Percentage	Actual FY 21	Prior Year Percentage
Semester:					
Fall	36,872	40,474	109.8%	41,477	97.6%
Spring	33,520	37,936	113.2%	37,490	101.2%
Summer	13,408	16,894	126.0%	18,378	91.9%
Total	83,800	95,303	113.7%	97,345	97.9%



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022



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

<b>Subject to be Discussed and Policy Reference:</b>
<p>9.0 Information Requested by the Board</p> <p>9.2 Next Board Meeting Topics – October 10, 2022</p> <p><b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-03 Board Planning Cycle and Agenda</p>
<b>Description:</b>
<p>This time has been set aside to help the Board anticipate topics for the next regular Board meeting (October 10, 2022). Below are currently anticipated topics:</p> <ul style="list-style-type: none"> <li>• Policy &amp; Interpretations Review: EL-04 Financial Conditions &amp; Activities</li> <li>• Policy &amp; Interpretations Review: EL-08 Communication &amp; Support to the Board</li> <li>• Evidence Review: EL-01 Treatment of Students</li> <li>• Survey Results Review: BCD-01 Unity of Control</li> <li>• Survey Results Review: GP-04 Role of Vice Chair</li> <li>• Audit Committee Meeting</li> <li>• FY2023 Q1 Financial Report</li> <li>• Fall Planning Session Agenda – 10.18.22</li> <li>• ACCT Leadership Congress – 10.26-29.22 in NYC</li> </ul> <p>Please feel free to offer other agenda items at this point on the agenda.</p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Review of currently anticipated topics.
<b>Action Taken:</b>



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022



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

<b>Subject to be Discussed and Policy Reference:</b>
10.0 Self-Evaluation of Governance Process & Board Performance at this Meeting 10.1 Principles of Policy Governance  <b><u>BOARD POLICY:</u></b> GOVERNANCE PROCESS: GP-01 Governing Style
<b>Description:</b>
<p>This time has been set aside for the Board, as part of our continuous improvement work in order, to assess the Board's work and commitment towards the ten Policy Governance principles, as well as its governance practice.</p> <p>The URL link below will provide an overview of the Policy Governance principles that you can use for determining the effectiveness and efficacy of the Board's work both in terms of this meeting and in general governance practice.</p> <p><a href="https://governforimpact.org/resources/principles-of-policy-governance.html">https://governforimpact.org/resources/principles-of-policy-governance.html</a></p>
<b>Resource Impact:</b>
None
<b>Requested Board Action:</b>
Define particular areas for improvement in the governance process.
<b>Action Taken:</b>



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

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



**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 12, 2022

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

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