

Jackson College Board of Trustees Meeting

Regular Meeting

June 09, 2025 06:30 PM



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MISSION DOCUMENTS

MISSION

Together we inspire and transform lives.

VISION

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

STATEMENT OF BELIEFS

As employees of Jackson College, an innovative institution totally committed to student success (TCS²), **we believe:**

- The success of our students is always our first priority
- We must perform our jobs admirably, giving our best service and support every day, for everyone
- Teamwork is founded upon people bringing different gifts and perspectives
- We provide educational opportunities for those who might otherwise not have them
- In providing employees with a safe and fulfilling work environment, as well as an opportunity to grow and learn
- Our progress must be validated by setting goals and measuring our achievements
- We must make decisions that are best for the institution as a whole
- Building and maintaining trusting relationships with each other is essential
- Competence and innovation are essential means of sustaining our values in a competitive marketplace
- We make a positive difference in the lives of our students, our employees, and our communities
- In the principles of integrity, opportunity and fairness
- We must prepare our students to be successful in a global environment
- Our work matters!

MISSION DOCUMENTS

VALUES

- **Integrity** – We demonstrate integrity through professional, ethical, transparent, and consistent behavior in both our decision-making and in our treatment of others; being accountable for our work and actions is the basis of trust.
- **Caring** – We demonstrate caring through attentive and responsive action to the needs of students and others. We listen with open minds, speak kindly, and foster relationships based on mutual respect and trust.
- **Collaboration** – We demonstrate collaboration through the mutual commitment of individuals and organizations who come together for a common cause, encouraging self-reflection, teamwork, and respect for ourselves and others.
- **Quality** – We demonstrate quality through innovation in the continuous improvement of all processes and services, encouraging students and others to become creative thinkers.
- **Community** – We demonstrate community by encouraging involvement and providing access for all individuals to contribute to a culture of respect.
- **Service** – We demonstrate service by striving to make the communities we serve great places to live, work, and learn through our involvement, both as an organization and as individuals.
- **Leadership** – We demonstrate leadership by nurturing the full development of those we serve, identifying and empowering individuals' greatest strengths.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

5:45pm Board Dinner [No Board discussion/decisions]

BOARD POLICY: [Open Meetings Act – Act 267 of 1976](#)

Description:

In accordance with the [Michigan's Open Meetings Act \(OMA\)](#), 1976 PA 267, MCL 15.261 et seq, all public bodies are required to hold their gatherings in public, if a quorum of the Board is present.

As further clarified in the [Open Meetings Act Handbook](#), prepared by Michigan Department of Attorney General's Office, while the OMA "*does not apply to a meeting which is a social or chance gathering or conference not designed to avoid this act,*"²⁸ a meeting of a public body must be open to the public. Though no board discussion or decisions are undertaken during the Board's dinner, the Jackson College Board has broadly interpreted this gathering to be a 'meeting of a public body' and, as such, is open to the public, though there is no opportunity for the public's input during this dinner gathering.

Resource Impact:

None

Requested Board Action:

Board members partake in a purely social dinner gathering, prior to the regular Board meeting.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.



Roberts Rule of Order for Small Assemblies

Board of Trustees
Jackson College, MI

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

I. General Principles:

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

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

II. Unique Components to Small Assemblies:

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

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

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

III. Amendments:

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

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

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

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

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

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

1.0 Call to Order & Pledge of Allegiance of the United States

BOARD POLICY: GOVERNANCE PROCESS: GP-13 Special Rules of Order
 BOARD BY-LAWS

Description:

Chairwoman Patterson will call all Trustees to Order in preparation for the Board Meeting, followed by a recitation of the Pledge of Allegiance:

The Pledge:

“I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all”.

Resource Impact:

None

Requested Board Action:

Come to order, stand, and recite the Pledge of Allegiance to the United States.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

2.0 Adoption of Minutes

2.1 Regular Board Meeting, Dated 05.12.25

BOARD POLICY: GOVERNANCE PROCESS: GP-01 Governing Style

Description:

Attached are the minutes of the most recent regular meeting and planning session of the Board, for your review and consideration for placement into the formal record of the Jackson College Board of Trustees.

Please note that, by State law, a preliminary draft of these minutes is posted within 8 days of each Board Meeting and are finalized as a permanent record upon Board approval at this, the subsequent board meeting.

Resource Impact:

None

Requested Board Action:

Consideration of the minutes for approval to the formal record of the Board.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, Potter Center Boardroom

05.12.25

[DRAFT & UNOFFICIAL]

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 05.12.25, 6:30pm, at the Central Campus of Jackson College, Potter Center Boardroom.

Board Members Present: Trustee Matt Heins, Trustee Philip Hoffman, Vice-Chairwoman Donna Lake, Trustee Danielle Mackey, Chairwoman Sheila Patterson, and Trustee Teshna Thomas

Board Member Absence: Trustee Christopher Simpson

Others Present Include: Dr. Daniel Phelan, Keith Everett Book, Dr. Kristin Stockbridge, Sara Anne Tomczak

Chairwoman Sheila Patterson called the meeting to order at 6:30 PM Eastern Daylight Savings Time.

ADOPTION OF MINUTES

The draft minutes of the Regular Board of Trustees meeting dated 04.21.25 were reviewed by the Board and moved into the permanent record by Chairwoman Patterson, 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.

COMMUNICATIONS

PUBLIC COMMENTS:

Chairwoman Patterson invited attending members of the public (who registered via the form provided at the Board Room door prior to this portion of the agenda) to offer their comments to the Board of Trustees (up to five minutes each).

Summary of Public Comments:

- On 03.14.25, students participated in a rare lunar eclipse observation event at the JC Observatory. 15 students collected data, engaged with community members, and demonstrated scientific curiosity and leadership at 3 a.m. Faculty

member Travis Marlow captured a composite photograph of the eclipse, to be displayed in McDivitt Hall to inspire curiosity and inquiry.

- Jackson College's respiratory therapy team, "Notorious BID," won the 2025 Michigan State Sputum Bowl for the first time in the college's history. The team will represent Michigan at the national competition in Phoenix this December. Faculty mentorship and training were credited as central to this achievement.
- Theatre Instructor Sara-Anne Tomczak's leadership is revitalizing the Theatre Program. New classes, growing enrollment, and collaborations with high school students and community members have increased program vitality. Plans for expanded community partnerships and offerings are underway for the coming year.
- The value of written PACE climate survey comments was described. It was requested that the full 2024 PACE Survey report be shared with employees.

BOARD COMMENTS & CEO REPORT:

CEO Phelan provided the CEO Report regarding on-going impacts on the Board's ENDS, as well as legislature, community college, and Jackson College updates.

Vice Chairwoman Lake shared her appreciation for all of the ceremonies held during the weeks around Commencement.

CEO Phelan shared efforts of the College, MCCA, ACCT, AACC, and ACE to communicate the negative impact on community colleges of two recent federal actions (i.e., the \$351 billion student aid reduction advanced through budget reconciliation and President Trump's proposed FY '26 "skinny" budget, which includes a \$163 billion cut to non-defense discretionary spending). These actions pose significant risks to the financial ecosystem that supports access, affordability, and opportunity at Jackson College and other institutions of higher education.

The Committee on Education and Workforce's [budget reconciliation bill](#) includes two changes to the Pell Grant program that, combined, will dramatically reduce the support that this program provides to our students. As best we can tell, it will eliminate hundreds of thousands of our students from the program and reduce support for thousands of others. This impact is created by the interaction of two changes: (i.e., defining full-time enrollment for Pell purposes as 30 credit hours each year and eliminating less-than-half-time students from the program).

The Committee's bill effectively defines a "full-time student" as one who enrolls in 15 semester hours, an increase from the current 12. Therefore, students who do not take 7.5 credits or more in a term or its equivalent (in practice, that will effectively be 9 credit hours) will lose their Pell Grant. This means that all our now half-time students, (i.e., those taking six credits in the fall and six credits in the spring term), will no longer qualify for Pell, in addition to those that are currently less-than-half time enrollees.

A disproportionate share of these “less-than-half-time” students are adult learners who have jobs, usually full-time, and often have families as well. They enroll for “less-than-full-time” because that is all the academic work they have capacity to undertake. After checking with a series of campuses, CEO Phelan learned that it is not generally feasible to use potential summer coursework (say, three credits) to count towards meeting half-time enrollment status in fall. One reason is that the “academic year” still has a traditional timeframe structure, and that structure is why there was a need to create a “year-round Pell” in the first place. Also, many students have their own children to take care of in the summer (Note: 26% to 30% of all community college students are parents).

As for the 15-credit “full-time student” standard, most but not all full-time community college students take a 12 or 13 credit course load. That is because they can’t handle a fifth class. Roughly 40% to 50% of all community college students work full-time. If you are a dependent residential student, you can generally manage 15 credits and students often do. But for other students, it’s just not feasible. Also, students have an inherent incentive to take as many credits as possible. They don’t need the potential loss of Pell Grant funding to do that for them.

Data received from across the country consistently show that roughly 20% of all community college Pell Grant students will lose their grants under the legislation, and a substantial percentage of current full-time students will see their grants reduced.

Another harmful impact of the Pell Grant restrictions, and of personal interest to CEO Phelan and Jackson College, is that they would eliminate Pell Grant support for a huge swath of our student-inmates, because many of them enroll in only one to two classes per semester due to restrictions from the Michigan Department of Corrections regarding space and student availability. Pell Grant support for these individuals have been critically important to our mission, and we would hate to lose these students. We also have data from Sinclair Community College, which serves students across Ohio, on this as well. This data shows that 80% of incarcerated Sinclair college students had at least one term below 7.5 credit hours. The Pell dollars at risk for this population represent 50% of the total Pell Grant disbursed to all incarcerated Sinclair students during 2023-24.

Trustee Hoffman and CEO Phelan discussed the informational and advocacy efforts of MCCA and ACCT, as well as resource sharing with other institutions of higher learning.

CEO Phelan concluded his remarks by reminding the Board of the memorial service being held at the College on 05.14.25 in honor of Nicole Cossum-Ready.

EXCELLENCE MINUTE – JC Honors Leadership

The Board welcomed Dr. Kristin Stockbridge, Professor/Program Director to share the Jackson College Honors Leadership program. Starting fall '25, the Jackson College Honors Leadership will equip high-achieving students with essential supervisory skills through hands-on experience and dedicated classes.

To qualify students must have taken 12 JC credits and maintain a 3.5 GPA. Students will build a professional portfolio showcasing real leadership capabilities while making meaningful contributions to our community through service-based projects.

Dr. Stockbridge walked through the program with the Trustees via the [program's website](#). She also shared intentions to advance a scholarship for the program in Nicole Cossum-Ready's name, supported by the JC Foundation.

CEO Phelan recognized Cossum-Ready's contributions to this program and thanked Dr. Stockbridge for her dedication and expertise as she embarks on this journey with qualified students.

OWNERSHIP LINKAGE

Meetings Schedule:

In accordance with the schedule for Ownership Linkage (OL) actions for FY '25 – FY '28, as approved by the Board during the 01.13.25 Board meeting, in-depth interviews will begin in FY'25.

Proposed Schedule for Ownership Linkage: FY'25 - FY'26:

- 4 In-depth Interviews / Year
 - Ask: Group selects their top 3 of a list of 10 strategies that the College could execute. Proposed interviewees:
 - Blackman Township (CEO Phelan and CFO John Globoker will present to the Blackman Township Board on 05.19.25)
 - Hospital Board (On campus – 08.20.25)
 - Accelerate Jackson (On Campus this Fall, TBC)

ITEMS FOR DECISION

GOVERNANCE PROCESS ITEMS: GP-03 Board Planning Cycle & Agenda Control – Policy Review:

The Board's Governance Process policy GP-03 Board Planning Cycle & Agenda Control was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, Trustee Mackey, and CEO Phelan did not recommend any changes at this time.

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

The Board's Governance Process policy GP-09 Board Code of Conduct was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee

Hoffman, Trustee Mackey, and CEO Phelan did not recommend any changes at this time.

GOVERNANCE PROCESS ITEMS: GP-12 Board Linkage with External Organizations – Policy Review:

The Board's Governance Process policy GP-12 Board Linkage with External Organizations was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, Trustee Mackey, and CEO Phelan did not recommend any changes at this time.

GOVERNANCE PROCESS ITEMS: BCD-05 President & CEO Succession – Policy Review:

The Board's Board-CEO Delegation policy BCD-05 President & CEO Succession was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, Trustee Mackey, and CEO Phelan did not recommend any changes at this time.

MOTION BY VICE CHAIRWOMAN LAKE TO APPROVE GP-03 BOARD PLANNING CYCLE & AGENDA CONTROL, GP-09 BOARD CODE OF CONDUCT, GP-12 BOARD LINKAGE WITH EXTERNAL ORGANIZATIONS, AND BCD-05 PRESIDENT & CEO SUCCESSION. POLICY GP-03 BOARD PLANNING CYCLE & AGENDA CONTROL WITHOUT AMENDMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS: EL-03 Planning - Policy Review:

The Board's Executive Limitations policy EL-03 Planning was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, Trustee Mackey, and CEO Phelan recommended a minor wordsmithing change for the Board's consideration.

MOTION BY TRUSTEE HOFFMAN TO APPROVE POLICY EL-03 PLANNING AS AMENDED. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS: EL-05 Asset Protection - Policy Review:

The Board's Executive Limitations policy EL-05 Asset Protection was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, Trustee Mackey, and CEO Phelan did not recommend any changes at this time.

MOTION BY TRUSTEE HOFFMAN TO APPROVE POLICY EL-05 ASSET PROTECTION WITHOUT AMENDMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS: EL-06 Investments - Policy Review:

The Board's Executive Limitations policy EL-06 Investments was reviewed by the Board for its regularly scheduled review. Chairwoman Patterson, Trustee Hoffman, Trustee Mackey, and CEO Phelan did not recommend any changes at this time.

MOTION BY VICE CHAIRWOMAN LAKE TO APPROVE POLICY EL06 INVESTMENTS WITHOUT AMENDMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS: EL-03 Planning - Interpretations Assessment:

CEO Phelan presented his interpretation recommendations for policy EL-03 to the Board for their regularly scheduled assessment. Updates to the interpretations were minor language clarifications identifying direct and indirect technology.

MOTION BY TRUSTEE THOMAS THAT THE INTERPRETATIONS FOR POLICY EL-03 PLANNING DEMONSTRATE A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS: EL-05 Asset Protection - Interpretations Assessment:

CEO Phelan presented his interpretation recommendations for policy EL-05 to the Board for their regularly scheduled assessment. Updates to the interpretations were centered around third-party consultation and legal counsel considerations.

MOTION BY TRUSTEE HOFFMAN THAT THE INTERPRETATIONS FOR POLICY EL-05 ASSET PROTECTION DEMONSTRATE A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS: EL-06 Investments - Interpretations Assessment:

CEO Phelan presented his interpretation recommendations for policy EL-06 to the Board for their regularly scheduled assessment. Updates to the interpretations were minor to eliminate redundancy.

MOTION BY TRUSTEE MACKEY THAT THE INTERPRETATIONS FOR POLICY EL-06 INVESTMENTS DEMONSTRATE A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

FY '26 BOARD PLANNING UPDATE:

CEO Phelan referred to his comments offered near the top of this meeting which explained the intent of rescheduling the FY '26 budget presentation to the June Board

meeting to allow additional time to recalibrate JC budget documents in response to several pressing, and potentially transformational, federal policy shifts.

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EL-12 Land Use – Evidence Review:

CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-12 Land Use indicating Full Compliance according to his previously approved interpretations.

This same agenda item was accidentally skipped at the 04.21.25 Board meeting.

MOTION BY TRUSTEE HEINS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-12 LAND USE AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKEY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: CEO Monitoring Compliance Schedule & Summary:

CEO Phelan provided an update on reports presented to the Board over the preceding 12 months with the compliance status noted.

INFORMATION REQUESTED BY THE BOARD

College Feature: Theatre Department:

The Board welcomed Jackson College Theatre Instructor Sara Anne Tomczak who shared progress on the resurgence of theatre at the College and where the department is heading.

Trustee Mackey shared her appreciation for the community outreach the Theatre Department is accomplishing.

FY '25 Q3 Financial Report:

The Board reviewed the FY '25 Q3 Financial Report. CEO Phelan thanked faculty, staff, and administration for their solid and timely financial reporting.

Next Regular Board Meeting Topics – June 9, 2025:

Below are currently anticipated topics.

- Excellence Minute: TBD
- Policy Review: EL-00 General Executive Restraint
- Policy Review: EN-01 (#1-3) ENDS
- Policy Review: EL-13 Artificial Intelligence & Machine Learning
- Interpretations Review: EL-00 General Executive Restraint
- Interpretations Review: EN-01 (#1-3) ENDS
- Interpretations Review: EL-13 Artificial Intelligence & Machine Learning

- FY '26 Budget Proposal Approval
- Evidence Review: EL-03 Planning
- Evidence Review: EL-05 Asset Protection
- Evidence Review: EL-06 Investments
- CEO Monitoring Compliance Schedule & Summary
- Consideration of Fall Board Planning Session Date
- Consideration of Personnel Practices Manual/Compensation
- College Feature: TBD

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

Principles of Policy Governance:

Members discussed the Policy Governance principles of monitoring institutional performance, executive limitations, and governance process.

MEETING CONTENT REVIEW

Chairwoman Patterson described her appreciation for the program presentations at this meeting which help keep the Board connected to College activities.

ADJOURN

MOTION BY TRUSTEE HOFFMAN “To adjourn.”

TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES HEINS, HOFFMAN, LAKE, MACKAY, PATTERSON, AND THOMAS VOTING AYE. MOTION PASSED UNANIMOUSLY.

Meeting Adjourned at 7:38pm ET.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

3.0 Declaration of Conflict of Interest*

BOARD POLICY: GOVERNANCE PROCESS: GP-09 Board Code of Conduct

Description:

Consistent with Board Policy, By-laws, and the standard of the Board's Fiduciary Duty of Loyalty, this item is placed on the agenda for members to formally consider and disclose any item on the agenda wherein they may have any apparent or actual conflict of interest. This duty standard also requires members to act transparently.

Should a conflict be present, it is requested that the member publicly note the item in question to the Board Chairwoman during the meeting and abstain from any action concerning said item.

A roll call vote is required for this item.

Resource Impact:

None

Requested Board Action:

Roll Call Consideration of any actual or perceived conflict of interest with agenda items.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025

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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

4.0 Communications

4.1 Public Comments (limit of 5 minutes per person)

BOARD POLICY: BYLAWS

Description:

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 the time is modified by a majority vote of the Board. If a large group wishes to communicate the same message, the Board Chairwoman may request that the group appoint a spokesperson to represent them and make remarks on behalf of the group. The Chairwoman reserves the right to conclude the public comment period if the comments become repetitive and do not add new information.

Trustees are not to engage the presenters, per Board Policy, though the Board Chair will thank each presenter noting that the Board will take presenter comments under advisement. Doing so avoids potential legal liability for the Board (individually and collectively), as well as disruption of the Board-CEO Delegation policies and related authority and duties.

The Chairwoman reads the following statement prior to persons offering comment, but regardless, it is expected to be adhered to by persons wishing to address the Board:

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

Requested Board Action:

Receive comments from persons wishing to address the Board.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

4.0 Communications
 4.2 Board Comments & CEO Report

BOARD POLICY: BYLAWS

Description:

This item is placed on the agenda for members, as well as the CEO, to make any prefatory comments before engaging in the board agenda content and deliberations. As such, Trustees can use this item to offer any comments of a non-action-oriented nature for the edification of other members and/or the CEO.

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

Also enclosed is my CEO Report, offered as a routine, transparent communication tool regarding on-going impacts on Board's ENDS, as well as College updates.

Resource Impact:

None

Requested Board Action:

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

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.



CHIEF EXECUTIVE OFFICER'S REPORT

06
09
25

DR. DANIEL J.
PHELAN

Mission: Together we inspire and transform lives...

NATIONAL UPDATES

CEO REPORT

JC CFO GLOBOKER IN WSJ

MARKETS & FINANCE | INVESTING

Trump's War Against Higher Education Hits the Sector's Bonds

Analysis say the threat is contributing to an increase in the yields investors are demanding to finance higher education

By *Paulo Trevisani* Following

May 22, 2025 10:26 am ET



The Trump administration's moves against prominent colleges and universities have spread concerns that a wide swath of higher-education institutions could see their borrowing costs rise. PHOTO: JOSEPH PREZIOSO/AGENCE FRANCE-PRESSE/GETTY IMAGES

The Trump administration's moves against prominent colleges and universities have spread concerns that a wide swath of higher-education institutions could see their borrowing costs rise, while some investors could end up with a win.

President Trump and the Republican-controlled Congress have discussed increasing taxation on, limiting tax benefits for and curbing federal funds to colleges and universities. The rising hostility has municipal-bond investors worried that higher-education institutions could lose an exemption that allows the buyers of their bonds to avoid federal income taxes on their returns.

NATIONAL UPDATES

CEO REPORT

JC CFO GLOBOKER IN WSJ - CONTINUED

The threat is contributing to an increase in the yields investors are demanding to finance higher education, according to analysts and portfolio managers. That means costs of capital investments, such as the construction of a new dorm or cafeteria, could go up, likely increasing tuition expenses.

"There is a little bit of a premium that's being demanded in the market for some of those higher-education [bonds]" as a result of the unfriendly political climate, said George Catrambone, head of fixed income, Americas, at DWS Group.

Eliminating the tax exemption "would raise capital costs and make it more difficult to finance infrastructure cost-effectively" for U.S. colleges, said Emily Raimes, an associate managing director at Moody's Ratings.

The risks come on top of a longer-term trend of falling college admissions in the U.S. as the population ages.

In March, Moody's revised the outlook for the sector to negative from stable, as "potential federal policy changes create a more difficult operating environment for colleges and universities."

In a potential positive twist for some investors, if the so-called private-activity municipal bonds, which include those issued by colleges, lost the tax-exempt status, outstanding debt could increase in value. "These outstanding tax-exempt bonds would actually become more valuable and more attractive to investors," said Margot Kleinman, head of muni credit research at Nuveen.

The new policies seem to be hurting municipal bonds issued by colleges more than they do other, comparable securities.

Yield-to-maturity in the S&P Municipal Bond Higher Education Index rose to 4.5% as of May 21 from 4.3% in early January. In contrast, yield-to-maturity in the S&P Treasury Bond Index declined slightly, to 4.3% from 4.4%, in the same period.

More specifically, the yield on a Harvard bond maturing in 2036 was 4.1% on May 19, up from 3.2% on Jan. 3, according to fixed-income market-data provider Solve.

Both Harvard and Princeton University have mentioned federal policy changes as a potential risk in prospectuses for recent bond issues.

In an April 15 offering memorandum, Harvard referred to "actions at the federal level that may have the direct or indirect effect of reducing or eliminating federal support



NATIONAL UPDATES



CEO REPORT

JC CFO GLOBOKER IN WSJ - *CONTINUED*

for the university,” concerns echoed by Princeton in a similar document a few days later.

Although the budget bill passed Thursday by the House of Representatives doesn't include changes to the tax exemption, municipal-bond analysts said lawmakers looking for revenue sources to offset tax cuts backed by the Trump administration could still plug them in.

“There are still a lot of unknowns related to the tax bill making its way through Congress,” said Liz Clark, vice president for policy and research for the National Association of College and University Business Officers, a trade group that works with financial executives of higher-education institutions.

While the robust credit ratings of large institutions such as Harvard and Princeton allow them to find affordable financing in the taxable municipal-bond market, the tax-exempt segment is more vital for smaller colleges.

“Higher education is very much a sector of haves and have-nots,” Kleinman said.

In southern Michigan, Jackson College—a community college focused on training accountants, lineworkers and other professionals—has been a frequent issuer of tax-exempt municipal bonds. As recently as March, it issued a \$5.4 million bond to finance an expansion of its educational facilities.

With 7,800 students, including around 1,000 inmates in a re-education program, the institution hopes it will continue to be able to offer tax-exempt bonds.

“There is potential for additional debt issuance on the horizon for Jackson College,” said John Globoker, the institution's chief financial officer.

Globoker estimates that, on a possible \$45 million 30-year facilities bond, the college would pay roughly \$11 million more due to higher interest rates if Jackson lost its tax-exemption status.

CONGRESSIONAL & LEGISLATIVE UPDATES

CEO REPORT

Congressional Panel Capitol Hill Briefing: How NSF Funding Opens Community College Pathways to the Future of Work and the American Dream

06.03.25



I had the opportunity to serve on a congressional panel with Congressmen Bill Foster (D-IL) and Jim Baird (R-IN), Co-Chairs of the R&D Congressional Caucus. Sponsored by the National Science Foundation (NSF) and the American Association of Community Colleges (AACC), my focus was to retain our ability to keep our first-ever NSF grants, as well as to provide support for NSF, avoid the 75% cuts, and to request a total \$9.9B investment. I had great conversation with Celeste Carter, president of NSF, as well as a colleague from Sinclair Community College. I also spent time with the Deputy Chief of Staff for Congressman Walberg regarding Pell reductions and other budget reconciliation matters...

JACKSON COLLEGE UPDATES

CEO REPORT



The Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) has announced the awarding of \$920,029 in a Reconnect Community Grant to Jackson College. Jackson College is one of seven Michigan community colleges to receive this award.

In collaboration with the Jackson County Chamber of Commerce, College and Career Access Center and Michigan Works! Southeast, Jackson College will launch a new Workforce Development Collaborative, support College and Career Navigators, and conduct an environmental scan of county needs.

"We're proud to collaborate on this initiative that strengthens our local workforce and expands opportunity for access to higher education across Jackson County," said Jamie Vandenburg, Dean of Workforce, Technical and Professional Education. "By partnering with our business, education, and nonprofit communities, we're creating clear pathways to credentials and careers—and we're excited to support our community partners in helping students succeed every step of the way."

The Reconnect Community Action Grants are part of Michigan's broader effort to achieve the Sixty by 30 goal, which aims to ensure that 60% of working-age residents have a postsecondary degree or credential by 2030. Each grantee project was selected for its place-based strategy to serve adult students and foster collaborative, long-term approaches to educational attainment and workforce readiness.

JACKSON COLLEGE UPDATES

CEO REPORT

JACKSON COLLEGE FOUNDATION

A planned gift in the amount of \$176,100 was received by the Foundation to create an endowed memorial scholarship in memory of Raymond C. and Jeanne W. Schrader. Per the donors' wishes, the scholarships will assist students with a demonstrated financial need.

JACKSON COLLEGE UPDATES

CEO REPORT



~~The Jets Air Station at Jackson College is offering a special summer membership offer!~~

Have some fun indoors with the multiple courts and indoor track through Aug. 22 for just \$50! Members are welcome during all open hours. For the summer, hours are Monday through Friday, 9 a.m. to 8 p.m., and Saturday and Sunday, 12-6 p.m. Youth under the age of 16 require adult supervision.

Get moving at the Jets Air Station!

~~Jackson College Athletics Offering Summer Sports Camps~~





JACKSON COLLEGE UPDATES

CEO REPORT



APPLIED TECHONOLGY CENTER

Coming along
nicely!





JACKSON COLLEGE UPDATES

CEO REPORT



MED
SIM LAB

On target for an
October Ribbon
Cutting!



JACKSON COLLEGE UPDATES

CEO REPORT



CFO John Globoker accepts new role at Grand Rapids CC

We share with mixed emotions that our Chief Financial Officer, John Globoker, will be departing Jackson College at the end of the fiscal year to accept the position of Vice President of Finance and Administration at Grand Rapids Community College.

John has been a steady hand at the wheel — bringing diligence, calm, and integrity to every interaction. He has provided compassionate and competent leadership, consistently demonstrating a keen and caring ear for the voice of the customer and all employees.

His student-centered approach has guided meaningful improvements, and his strategic modernizations in the Business Office have strengthened our financial foundation while enhancing the service experience for students and employees alike.

John partnered closely with the Auxiliary Services team, supporting enhancements to campus dining, the Jet Store, and other services that contribute to a vibrant and high-quality student experience. This includes championing customer-focused adjustments to the digital textbook program, ensuring accessibility, affordability and options for students while streamlining operations.

Remarkably, John has made a daily commute of more than 200 miles for nearly three years — a testament to his dedication and professionalism. While we will certainly miss his leadership, his sense of humor and kind heart, we are thrilled for him and his family as he steps into this exciting new opportunity just 13 miles from home.

A search for John's successor will begin immediately to ensure a smooth transition and continued momentum in our financial operations.

Effective June 9th, executive-level leadership of Auxiliary Services will transition to Jason Valente, Chief Facilities & Logistics Officer. Jason brings nearly 30 years of experience in higher education administration, including 20 years at the executive level. He will be a strong advocate for the Auxiliary Services team and the critical role they play in student, employee and stakeholder experiences at the College.

Please join us in thanking John for his outstanding service to Jackson College and in wishing him every success in this next chapter.

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

4.0 Communications

4.3 Excellence Minute: Corporate & Continuing Education

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

Description:

Amber Collins, our Director of Workforce Training, will be on hand to highlight exciting developments in the College's Corporate & Continuing Education programming.

Requested Board Action:

Receive the community offering highlight and ask any questions.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025

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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

5.0 Ownership Linkage

5.1 Ownership Linkage Update

BOARD POLICY: GOVERNANCE PROCESS: GP-11 Board Linkage with Ownership

Executive Summary:

In accordance with the schedule for Ownership Linkage (OL) actions for FY '25 – FY '28, as approved by the Board during the 01.13.25 Board meeting, in-depth interviews will begin in FY '25.

Ownership Linkage Meetings Status:

- Blackman Township (CFO Globoker presented to the Board on 05.19.25)
 - From the Blackman Township Deputy Clerk on 05.20.25 via email: *“Please extend our thanks and appreciation to Mr. John Globoker for his presentation to the Board of Trustees at last evening’s meeting. He is passionate about the success of your facility expansion and the class offerings associated with it. The slideshow was informative and gave us a better understanding of funding, tuition, and the visual concept of the facility was quite impressive. Jackson College is a gem within our community, and we wish you much success with your future plans in expanding the learning opportunities within Jackson County.”*
- Hospital Board (At the Country Club of Jackson on 08.20.25)
- Accelerate Jackson (On Campus this Fall, TBA)

I kindly request that the Board determine which Trustees will participate and which will facilitate each OL opportunity.

Requested Board Action:

Consider what how many OL meetings this year, with whom, and which Board members might attend.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

6.0 Items for Decision

6.1 Closed Session – Collective Bargaining Negotiations*

BOARD POLICY: EXECUTIVE LIMITATIONS: EL-02 Treatment of Staff

Description:

As provided by Public Act 15.268, Section 8, Sub-section (c) for strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement, I hereby request closed hearing at this time for the above purpose as it relates to the contract negotiations with the faculty union.

Resource Impact:

None

Requested Board Action:

Affirm the request and move to closed session.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

6.0 Items for Decision

6.2 FY' 26 Budget Proposal

6.2.1 Truth in Budgeting Public Hearing

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

Description:

Each year, the College must satisfy its legal obligation of publicly presenting the coming year's budget with appropriate "Truth in Budgeting" disclosures to the public.

As required by law, a public notice was placed in the local newspaper (affidavit of posting enclosed) and on the Jackson College website (<https://www.jccmi.edu/board-of-trustees/meetings/>).

The Truth in Budgeting document, and the required resolution, are attached for your consideration.

As part of the process, the Board Chairwoman must open a formal public hearing. Any public comments are received by the Board, regarding the proposed budget, and then the hearing is concluded.

Resource Impact:

None

Requested Board Action:

Open the Public Hearing, consider any comments, and close the hearing, as required.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.



Jackson Citizen Patriot

LEGAL AFFIDAVIT

AD#: 0010996090

State of Ohio,) ss

County of Cuyahoga)


Joe Rosa being duly sworn, deposes that he/she is principal clerk of MLive Media Group; that Jackson Citizen Patriot is a public newspaper published in the city of Jackson, with general circulation in Jackson county, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

Jackson Citizen Patriot 06/01/2025

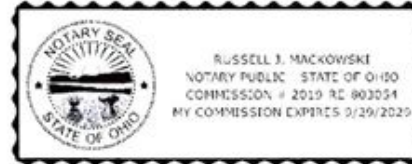
Joe Rosa 

Principal Clerk of the Publisher

Sworn to and subscribed before me this 02th day of June 2025

Russell
Mackowski 

Notary Public



Online Notary Public. This notarial act involved the use of online audio/video communication technology. Notarization facilitated by SIGNIX®

NOTICE OF PUBLIC HEARING ON PROPOSED 2025-2026 BUDGET

PLEASE TAKE NOTICE that on June 9, 2025, at 6:30 p.m. on the Central Campus of Jackson College, 2111 Emmons Road, Jackson, MI 49201, in the Boardroom on the 2nd Floor of the George E. Potter Center, the Board of Trustees of Jackson College will hold a public hearing to consider the district's proposed 2025-2026 budget.

The Board may not adopt its proposed 2025-2026 budget until after the public hearing. A copy of the proposed 2025-2026 budget including the proposed property tax millage rate is available for public inspection electronically and can be obtained by reaching out to Keith Everett Book at bookkeithe@jccmi.edu.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

This notice is given by order of the Board of Trustees.

Sheila A. Patterson, Chairwoman

32796290-01

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

6.0 Items for Decision

6.2 FY '26 Budget Proposal

6.2.2 Consideration of FY '26 Authorization to Levy*

(BOARD POLICY: EXECUTIVE LIMITATIONS: EL-08 Communication & Support to the Board)

Description:

Enclosed is a resolution to authorize the tax rate for Jackson College for the next fiscal year.

Recall that the College's original enabling millage, established in 1964, was 1.33 mills. Our new estimated rate for FY '26 is at 1.126 mills due to Headlee Amendment impacts, which result in a loss of over \$1.3MM in revenues annually. Jackson College stands alone among the 28th community colleges in Michigan as having the lowest millage rate, and the only Michigan Community College to not have received additional millage support beyond the initial millage, nor Headlee override support.

Resource Impact:

None

Requested Board Action:

Consideration and approval of the Authorization to Levy the estimated tax rate.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.



RESOLUTION FOR AUTHORIZATION TO LEVY A TAX

Jackson, Michigan

WHEREAS, the Jackson College Board of Trustees by resolution of June 9, 2025 proposes a total authorized levy of **1.126** mills within the district for operating purposes for fiscal 2025-2026; and

WHEREAS, the Jackson College Board of Trustees has carefully examined the financial circumstances of the college district for the 2025-2026 fiscal year, including estimated expenditures, estimated revenue, taxable valuation of property located within the district, and determined that the levy of the millage rate will be necessary for the sound management and operation of the college; and

WHEREAS, the Jackson College Board of Trustees has complete authority to establish that a maximum of **1.126** mills for operating purposes in 2025-2026 from within its authorized millage rate; and

WHEREAS, the Jackson College Board of Trustees held a budget hearing on May 12, 2025 at 6:30 p.m. in the Boardroom, located in the Potter Center on Jackson College's Central Campus to receive comments from the public regarding the proposed budget; and the budget document contains the requisite "Truth in Budgeting Act" information.

NOW THEREFORE, BE IT RESOLVED THAT:

1. For 2025-2026, the total millage rate of **1.126** mills, shall be levied upon property located within the college district; and
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be and the same are hereby rescinded.

Signed:

Sheila A. Patterson
Board Chairwoman, Jackson College

June 9, 2025

Date

BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 9, 2025



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

Subject to be Discussed and Policy Reference:

ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?

6.0 Items for Decision

6.2 FY '26 Budget Proposal

6.2.3 Consideration of FY '26 Tuition and Fees*

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

Description:

Per subsequent work, administration makes the following tuition recommendations as part of the FY' 26 budget.

- In-District tuition at **\$201.00** (was \$193.00) an \$8.00 increase.
- Out-District at **\$234.00** (was \$225.00) a \$9.00 increase (116% of in-district)
- Out-of-State/International at **\$300.00** (was \$288.00) a \$12.00 increase (149% of in district)
- Student Service Fee for Dual Enrollment and Middle and Early College at **\$35.00** per billing contact hour (no change).
- Student Service Fee for In-District, Out of District, Out of State/International and Veterans at **\$55.00** (was \$52.00) a \$3.00 increase.

Resource Impact:

None

Requested Board Action:

Approval of proposed tuition and fees for FY' 26.

Action Taken:

A record of action(s) taken will be indicated in the minutes for this meeting.