



# Jackson College Board of Trustees

## Monitoring Report: EL – 10 Access to Education

Report Date: 02.01.21

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

I hereby present to the Jackson College Board of Trustees this monitoring report which addresses the Board’s Executive Limitations Policy: “Access to Education”. I certify that the information contained in herein is true and represents compliance, within a reasonable interpretation of the established policy, unless specifically stated otherwise. Please note that all of my interpretations of the policy remain unchanged from the previous report, unless otherwise noted.

02.01.21

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

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Date

**POLICY STATEMENT: The President shall not allow conditions that unnecessarily restrict student or potential student access to education.**

INTERPRETATION:

I report 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. Cause or allow the setting of tuition and/or fees that do not provide for a reasonable balance of fiscal responsibility between students and taxpayers, do not consider forecasted enrollment, the level of anticipated State appropriations, union contracts, major strategic initiatives, requirements for total cost recovery, or a contribution to the overhead of the College.**

INTERPRETATION:

Compliance will be demonstrated when, prior to setting tuition and fees:

- a) Billing contact hours have been forecasted;

- b) State appropriations have been estimated;
- c) Requirements to meet union contracts have been calculated;
- d) Projected costs for major strategic initiatives have been estimated;
- e) Contribution to overhead has been calculated; and
- f) Tuition and fee comparisons against community colleges within our comparison group (i.e., ASC Group 2) have been completed.

This interpretation is reasonable because it ensures a solid process for determining an appropriate tuition and fee structure, and where possible, provides comparisons to like-sized peers in the State.

**EVIDENCE:**

- a) On January 26, 2021, the CFO confirmed that, as part of the annual budget planning process for FY 2021, a review of billing contact hour trends was completed to forecasted enrollment. The College’s annual operating budget book is available [online](#).
- b) On January 26, 2021, the CFO confirmed that, as part of the annual budget planning process for FY 2021, estimated state appropriations were contemplated. The College’s annual operating budget book is available [online](#).
- c) On January 26, 2021, the CFO confirmed that the financial contract requirements of both unions were considered during the FY 2021 budget planning process. The College’s annual operating budget book is available [online](#).
- d) On January 26, 2021, the CFO confirmed that projected costs for major strategic initiatives were estimated as part of the FY 2021 budget planning process. The College’s annual operating budget book is available [online](#).
- e) On January 26, 2021, the CFO confirmed that projected expenses/overhead were considered as part of the FY 2021 budget planning process. The College’s annual operating budget book is available [online](#).
- f) On January 26, 2021, the CFO confirmed that, as part of the FY 2021 budget planning process, a review of Michigan peer group (i.e., ACS Group 2: Jackson, Kellogg, Lake Michigan, Muskegon, Northwestern, and St. Clair) community college tuition and fee rates were contemplated. The College’s annual operating budget book is available [online](#).

**2. Allow students and potential students to be without timely notice of future tuition and fee increases.**

**INTERPRETATION:**

Compliance will be demonstrated when:

- a) The College has a communication process in place to share new tuition and fees rates with students.

This interpretation is reasonable because it ensures prompt communication with students to inform them of tuition and fee changes.

**EVIDENCE:**

- a) On 1/22/21, the College Controller confirmed that the following process is in place for communicating new tuition rates and fees following Board approval each year:
  - Providing the Marketing Department with the updates for the College website, and verification that these values are correct;
  - Communication is made to Student Services staff with the new rates so as to use for advising current and future students;
  - For students who have already registered for Fall classes, the College rebills their accounts with the new rates so they can access their new bill in JetStream;
  - College Board of Trustee minutes annually record Board action regarding tuition and fee setting, which are also placed on the College's web page.

**3. Be without a consistent method that provides for appropriate recognition of learning outside of College programs.**

INTERPRETATION:

Compliance will be demonstrated when:

- a) The College has a policy in place to recognize and award prior learning opportunities for students.
- b) The College has a policy in place to recognize the transfer of credits from other institutions.

This interpretation is reasonable because the college takes into consideration recognition of learning outside of the College's own instructional programs.

EVIDENCE:

- a) On January 26, 2021, the Chief of Staff confirmed that the College's Credit for Prior Learning (CLP) policy is up to date. This policy was last reviewed on 1/15/20 and is reviewed biennially. This policy is accessible online at <https://www.jccmi.edu/wp-content/uploads/1042.pdf>.
- b) On January 26, 2021, the Chief of Staff confirmed that the College's Transfer Credit Evaluation policy is up to date. This policy was last reviewed on 3/6/19 and is reviewed biennially. This policy is accessible online at <https://www.jccmi.edu/wp-content/uploads/2819.pdf>

**4. Permit academically qualified students with disabilities, or insufficient economic means, to be without a supportive environment that, without compromising academic standards, wherever possible, enables them to complete their programs.**

INTERPRETATION:

Compliance will be demonstrated when:

- a) The College provides services in place for students with disabilities to ensure they have opportunity for academic success.

- b) The College provides clear communication to students how they can receive financial aid assistance.

This interpretation is reasonable because it ensures support services and information is available to keep students from having barriers.

**EVIDENCE:**

- a) The College operates a Center for Student Success, housed in Walker Hall on the Central Campus, that provides accommodations for students with disabilities, tutoring support, mental health referral, temporary assistance with transportation as well as the Federal TRIO program. (i.e., a program that provides opportunities for academic development, assists students with basic college requirements, and works to motivate students toward the successful completion of their postsecondary education.
- b) On January 26, 2021, the Chief of Staff confirmed with the Associate Dean, Enrollment Management, that there is a communication plan in place to provide students with information on applying for financial aid. Specifically, as part of the admission process, immediately upon applying to the College, information is sent to the student providing them with the next steps on applying for financial aid assistance.

**5. Permit activities, circumstances, or decisions that jeopardize the ability of students to enroll in available courses or to obtain the instructional hours required to complete their course of studies.**

**INTERPRETATION:**

Compliance will be demonstrated when:

- a) The College has ‘teach-out plans’ when programs of study are cancelled which ensures that no student to be academically/instructionally stranded.
- b) Students are placed in alternative courses when a course is cancelled.
- c) A policy is in place that allows students, called to active military duty, support and guidance to withdrawal from classes in order to serve their country.

This interpretation is reasonable because it considers factors outside of the student’s control that may impact their program completion.

**EVIDENCE:**

- a) During the monitoring period, the following instructional programs were closed (see following table). Notification was made to the Higher Learning Commission (HLC) as required. The following table summarizes the closed programs and the date that the Higher Learning Commission was notified.

Program	Date of HLC Notification
Health Administration/Insurance Specialist AAS	May 8, 2020

eCommerce/Web Tech Certificate	May 8, 2020
Law Enforcement Certificate	May 8, 2020
Computer Support Specialist AAS	May 8, 2020
Marketing Certificate	May 8, 2020
Automotive AAS	May 8, 2020
Paramedic AA	May 8, 2020
Culinary AAS	May 8, 2020
Aviation	October 30, 2020

- b) On January 26, 2020 the Chief of Staff confirmed that a process is in place for when a class is cancelled. The process is that when a course is cancelled, a class roster is pulled and each student receives a call from their Student Success Navigator to inform them of the cancellation and to help them find an alternative class that will fit in within their program requirements.
- c) On January 26, 2021, the Chief of Staff confirmed that the policy Military Withdrawal due to Orders is up to date and accessible online at: <https://www.jccmi.edu/wp-content/uploads/3115.pdf>