



Jackson College Board of Trustees

Monitoring Report: EL – 10 Access to Education

Report Date: 02.14.22

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.

02.09.22

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

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 01.21.22, the CFO confirmed that, as part of the annual budget planning process for FY '22, a review of billing contact hour trends was completed to forecasted enrollment. The College's annual operating budget book is available [online](#).
- b) On 01.21.22, the CFO confirmed that, as part of the annual budget planning process for FY '22, estimated state appropriations were contemplated. The College's annual operating budget book is available [online](#).
- c) On 01.21.22, the CFO confirmed that the financial contract requirements of both unions were considered during the FY '22 budget planning process. The College's annual operating budget book is available [online](#).
- d) On 01.21.22, the CFO confirmed that projected costs for major strategic initiatives were estimated as part of the FY '21 budget planning process. The College's annual operating budget book is available [online](#).
- e) On 01.21.22, the CFO confirmed that projected expenses/overhead were considered as part of the FY '22 budget planning process. The College's annual operating budget book is available [online](#).
- f) On 01.21.22, the CFO confirmed that, as part of the FY '22 budget planning process, a review of Michigan Community College 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 fee 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 01.21.22, the College CFO 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/was 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 Trustees' 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 01.21.22, the Provost confirmed that the College's Credit for Prior Learning (CLP) policy is up to date. This policy was last reviewed on 03.23.21 and is reviewed biennially. This policy is accessible online at <https://www.jccmi.edu/wp-content/uploads/1042.pdf>. Additionally, the college offers a credit by exam option for students to participate in. This policy was last reviewed on 03.23.21 and is reviewed biennially. This policy is accessible online at <https://www.jccmi.edu/wp-content/uploads/1012.pdf>
- b) On 01.21.22, the Provost confirmed that the College's Transfer Credit Evaluation policy will be reviewed and updated by Academic Council on 02.14.22 and by Leadership Council, 02.16.22. This policy was last reviewed on 03.06.19 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, physical and mental health referral, temporary assistance with transportation as well as the Federal TRIO program. (i.e., a program that provides opportunities for academic and personal development, assists students with basic college requirements, and works to motivate students toward the successful completion of their postsecondary education.
- b) On 01.24.22, the Provost confirmed with the Associate Dean, Student Services, 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) On 01.21.22, the Provost confirmed that a process is in place for when a class is cancelled. The process is that when a course is cancelled, a classroster 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.
- b) On 01.21.22, the Provost confirmed that the policy MilitaryWithdrawal due to Orders is up to date and accessible online at:
<https://www.jccmi.edu/wp-content/uploads/3115.pdf>. The college also has a military leave due to orders policy. It is up to date and accessible online at: <https://www.jccmi.edu/wp-content/uploads/3114.pdf>.

The Jackson College Board of Trustees accepted this monitoring report as fully compliant at the regular Jackson College Board Meeting on February 14, 2022.