

**Jackson College
Board of Trustees Meeting
Regular Meeting - Monday, September 14, 2020
6:30PM**



AGENDA

- 1.0 Call to Order & Pledge of Allegiance**
- 2.0 Adoption of Minutes**
 - 2.1 Regular Board Meeting, Dated 08.10.20
- 3.0 Declaration of Conflict of Interest**
- 4.0 Ownership Linkage**
 - 4.1 Public Comments (limit of 5 minutes per person)
 - 4.2 Ownership Linkage Committee Progress Update
- 5.0 Board-CEO Delegation Item**
 - 5.1 Policy Review: BCD-03 Delegation to President
- 6.0 Monitoring Board Performance**
 - 6.1 Board Self-Monitoring Worksheet of BCD-03 Delegation to President
- 7.0 Monitoring CEO Performance**
 - There are no items for decision at this meeting
- 8.0 Self-Evaluation of Governance Process & Board Performance at this Meeting**
 - 8.1 Principles of Policy Governance
- 9.0 Adjourn**

REGULAR MEETING OF THE BOARD OF TRUSTEES
Jackson College
Virtual/Electronic Meeting – Via Zoom Video Communications
August 10, 2020

The regular meeting of the Board of Trustees of Jackson College was held on Monday, August 10, 2020 electronically on the Zoom video platform.

Chairman Barnes called the meeting to order at 6:30pm Eastern Daylight Savings Time.

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

Board Member Excused Absence: Trustee Donna Lake

Others Present: Dr. Daniel J. Phelan, Cindy Allen, Sara Perkin, Darrell Norris, Lee Hampton, Jim Jones, Jason Valente, Alana Tuckey, Kelly Chambers, Glenn Richards and Michael Masters.

ADOPTION OF MINUTES

The minutes of the regular Board meeting of June 8, 2020 were moved into the record, without change, by Chairman Barnes on behalf of the Trustees.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest expressed by Trustees.

OWNERSHIP LINKAGE

There were no public comments.

BOARD-CEO DELEGATION ITEM

Presidents Evaluation [Closed Session]

As provided by Public Act §15.268, Section 8, sub-section (a) to consider a periodic personnel evaluation of a public officer President Phelan requested a closed session of the Board.

MOTION BY TRUSTEE MATHEIN “To move into closed session for the purpose of a periodic personnel evaluation of a public officer.” **ROLL CALL VOTE: TRUSTEES PATTERSON, HEINS, CRIST, MATHEIN, HOFFMAN AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board moved into closed session at 6:35PM.

MOTION BY TRUSTEE CRIST “To move back into open session”. **TRUSTEES PATTERSON, CRIST, HEINS, MATHEIN, HOFFMAN AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board reconvened to open session at 6:51PM.

Consideration of Presidents Contract

For the current year, President Phelan has requested to not have any increase made to his compensation. The Chairman noted that this 0% increase is not reflective of the President's performance, but is due to the current pandemic. On behalf of the Board, the Chairman will sign a contractual amendment that will reflect this change.

MOTION BY TRUSTEE HOFFMAN "To approve an amendment that will indicate a 0% increase to President Phelan's compensation for this year." **ROLL CALL VOTE: PATTERSON, CRIST, HEINS, MATHEIN, HOFFMAN AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**

EXECUTIVE LIMITATIONS ITEM

JC/JCD Resolution

President Phelan presented a resolution that transfers the title of Jackson College Dormitories to Jackson College. This will allow the College to manage the debt service and avoid future requirements of the funders regarding the management of the CV3 property.

MOTION BY TRUSTEE MATHEIN "To approve the JC/JCD resolution." **ROLL CALL VOTE: TRUSTEES HOFFMAN, MATHEIN, CRIST, HEINS, PATTERSON AND BARNES. MOTION PASSED UNANIMOUSLY.**

GOVERNANCE PROCESS ITEMS FOR DECISION

Review Board Bylaws

The board reviewed the Bylaws as part of the annual Policy Governance planning cycle. No changes were recommended.

MOTION BY TRUSTEE CRIST "To approve the bylaws as presented." **ROLL CALL VOTE: TRUSTEES PATTERSON, HEINS, HOFFMAN, MATHEIN, CRIST AND BARNES. MOTION PASSED UNANIMOUSLY.**

INFORMATION REQUESTED BY THE BOARD

JPEC Preparedness Plan

President Phelan presented the JPEC COVID-19 Preparedness and Response Plan, the JPEC COVID-19 Workplace Preparedness Response Plan and the resolution approving the plans by the JPEC Board, which he initially approved for submission to the State, per prior authorization from the Board to manage the authorizer responsibilities of the Board. He requested the Board's affirmation of that prior approval.

MOTION BY TRUSTEE HEINS "To approve the enclosed JPEC Preparedness Plan." **ROLL CALL VOTE: TRUSTEES PATTERSON, HEINS, HOFFMAN, MATHEIN, CRIST AND BARNES. MOTION PASSED UNANIMOUSLY.**

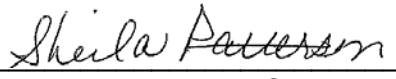
SELF-EVALUATION OF GOVERNANCE PROCESS & BOARD PERFORMANCE AT THIS MEETING


This agenda item provided an opportunity for the Board to reflect on how well Policy Governance principles were incorporated into each meeting.

ADJOURN

MOTION BY TRUSTEE HOFFMAN "To adjourn." **MOTION PASSED UNANIMOUSLY**,
Meeting adjourned at 7:07PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, August 10, 2020 were approved at the regular meeting of the Board held on September 14, 2020.


Secretary


Chairman

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: September 14, 2020



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

Subject to be Discussed:

- 4.0 Ownership Linkage
 - 4.1 Public Comments (limit of 5 minutes per person)
 - 4.2 Ownership Linkage Committee Update

Description:

This item is placed on the agenda for members of the community to provide comments to the Board of Trustees. There is one open forum period during each regularly scheduled board meeting. Comments are limited to five (5) minutes unless a significant number of people plan to speak, in that instance the Chair may limit a person's comments to less than five (5) minutes.

When addressing the Board, speakers are asked to be respectful and civil, and are encouraged to address individual, personnel or student matters directly with the appropriate College department, rather than the Board. As a practice, the Board does not respond in this 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.

Additionally, Trustee's Lake and Crist will provide an update on the work the Ownership Linkage Committee has completed and next steps under item 4.2.

Resource Impact:

None

Requested Board Action:

None

Action Taken:

None

JPEC Board Ownership Meeting June 8, 2020 Summary

Question #1: What is the purpose of JC? Why does JC exist?

- Jackson College is
 - First step into higher education
 - Affordable
 - Has a good Location
 - A community resource
 - Designed to offer a “fast” track to an education
 - Less expensive than four year institutions
 - Accessible to all people
- Jackson College’s purpose
 - Elevate the educational status within our tri-county area
 - College degree or technical certificate
 - JC can take the lead in to help raise the educational status in our tri-county area
 - Provides opportunity to our community at large
 - Low cost
 - Job preparedness
 - People who are educated and ready to go to work
 - To help our students to be able to communicate well with others, to be emotionally strong.
 - Good eye contact, social skills
 - Interpersonal skills
- Questions from the JPEC board members
 - What is the percentage of Jackson County residents that do not have a college degree or certificate? Does JC have this information?
 - How do we help make people ready for the world of work?
 - How does JC make sure that our students are ready for whatever career they are choosing?

Question #2: Are there any particular needs that you would like the college to address?

- A connector for people who do not know how to get on the right path to higher education
- Have a presence in the community
- A resource for first generation students
- We need to mirror our minority population
- African American Hispanic
- Serve our underserved
- Work on outreach
- Too many people are applying for jobs and do not know how to dress appropriately, cannot do basic math , and they are lacking in social skills
- There is a need to bring the county superintendents together with JC so that we are all working together to improve the K-12 education for our students.
- Help students see the service industry as a part of their career path

Question #3: What role should JC play in the community?

- Help our students develop a desire to return to Jackson to live after they go onto a four-year college.
- How do we help students who have grown up without the support and encouragement that many of us grew up with? Many children today are living with one parent or with grandparents. Education is not a part of their growing up. How do we help these students? They need strong mentors.
- How do we get the word out about what JC is doing? Is what you are doing the right way to do it?
- Bring businesses in to find out what their needs are, and what they would like to see from our students.
- Jackson is very blue collar, are we giving them what they need to keep people here in Jackson?

Question #4: What do value most at JC?

- We have great educational programs, so we are the shapers of Jackson's future.
- Access, anyone who wants a degree and further their education, or improve their remedial skills, can find that offered at JC.
- The extra benefit that they can bring to us is to try to be the leader in education with the K-12 schools to bring us all together to work together as a team.
- Try to reach out to the community, in all areas, not just those with kids, like the Easter Egg Hunt, and the Halloween event. Reach out to others without children, we need unity. On-line hinders socialization. They are losing their already hindered social skills

Question#5: What positive changes would you like to see Jackson College make in regards to this community, the professions and industry?

- Make it affordable
- JC goes the extra mile for its students
- We need to educate our community to love life with music and the arts. Having music programs that allow students to participate with great leaders in front of them, to be able to take the stage, or work behind the stage, whatever. It's teaching them that there is more to life than a job. Whether it's an art studio, a pottery class, or a music class, all of those things are valuable.

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: September 14, 2020



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

Subject to be Discussed:

5.1 Policy Review: BCD-03 Delegation to President

Enclosed for your review is policy BCD-03 Delegation to President. The current policy can be viewed [here](#).

The current review schedule is located within [GP-03 Board Planning Cycle and Agenda Control](#).

Resource Impact:

None

Requested Board Action:

Consideration and approval of policy BCD-03 Delegation to President.

Action Taken:

MOTION BY TRUSTEE CRIST "To approve policy BCD-03 Delegation to the President as presented". **ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, HOFFMAN, PATTERSON, MATHIEN AND BARNES VOTING AYE. MOTION PASSED UNANIMOUSLY.**



Governance Process	Ends
Board-CEO Delegation	Executive Limitations

BOARD OF TRUSTEES POLICY

Policy Type: Board-CEO Delegation

Policy Title: Delegation to the President

Policy Number: BCD - 3

Date Adopted: 05/11/20

Version: 1.0

Date Last Reviewed: 05/11/20

Office Responsible: President's

Reviewing Committee: Board of Trustees

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.

1. The Board will develop Ends policies instructing the President to achieve specified results, for specified recipients at a specified worth.
 - 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.
 - 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 the Ends.
2. The Board will develop Executive Limitations policies which limit the latitude the President may exercise in choosing the organizational means.
 - 2.1. These limiting policies will describe those practices, activities, decisions and circumstances that the Board would find unethical or imprudent, and therefore unacceptable, even if they ~~were to~~would be effective.
 - 2.2. The Board will never prescribe organizational means delegated to the President.
3. All policies will be developed systematically from the broadest, most general level to more defined levels.
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 organizational policies, make all 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.
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~~ interpretation by the President 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~~laws.

BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: September 14, 2020



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

Subject to be Discussed:

6.1 Board Self-Monitoring of BCD-03 Delegation to President

As part of Policy Governance practice, it is recommended that the Board complete a Self-Evaluation Worksheet of Governance Process and Board CEO Delegation policies at the time they are reviewed (this will be our regular practice going forward).

The purpose of the evaluation is to determine if the Board feels they are in compliance with the policy statements.

Enclosed is the compiled worksheet to help guide the boards discussion. As a reference, the planning schedule can be viewed within the [GP-03 Board Planning Cycle and Agenda Control](#) policy.

Resource Impact:

None

Requested Board Action:

Review of the Worksheet to determine compliance with policy statements.

Action Taken:

None

Worksheet for Board Self-Monitoring of Governance Process and Board–CEO Delegation Policies

This worksheet is intended to assist you in assessing your Board's own compliance with your Governance Process and Board-CEO Delegation policies and expediting relevant discussion at the Board meeting. You may choose to have each board member complete the worksheet for any given policy, or assign a policy to one or two board members to monitor, with a discussion following. The template for discussion of the monitoring report should help you to focus on areas for improvement. For **EACH ITEM** and sub-item in the attached monitoring report, please circle your responses to the following questions, and provide examples.

Policy NumberBCD-3 Delegation to President **Time period being monitored** 2020 (usually a one-year period)

Item Number	Have we acted consistently with this item of policy?	Specific representative examples to support your response
		<ol style="list-style-type: none"> 1. Yes 2. Yes 3. Yes 4. Yes 5. Yes
Opening statement	Always Most of the time Some of the time Rarely Never	<ol style="list-style-type: none"> 1. Always 2. Always 3. Always 4. Always – we have policies in place that describe limitations 5. Always - Our ENDS have been written down for as long as I have been on the board. 6. Always 7. Always
1	Always Most of the time Some of the time Rarely Never	<ol style="list-style-type: none"> 1. Always 2. Always 3. Always 4. Always - I believe this is a work in progress and are currently complying with this statement. I am certain we will continue to tweak these as we become more comfortable with the process. 5. Always - We just begun our journey into Policy Gov with respect to defining the specified worth. So this is a work in progress and getting refined with each policy that we will be reviewing using the new lens of Policy Gov. 6. Always 7. Most of the time – We are in the processing of updating our Ends
2	Always Most of the time	<ol style="list-style-type: none"> 1. Always 2. Always



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	Some of the time Rarely Never	<ol style="list-style-type: none"> 3. Always 4. Always - I know we do this, but I am not certain I can come up with an example. I do know any time we question the legal aspect of an issue we always require the President to seek legal counsel. 5. Always - These limitations have been written down since I have been on the board. 6. Always 7. Most of the time
3	Always Most of the time Some of the time Rarely Never	<ol style="list-style-type: none"> 1. Always 2. Always 3. Always – We generally use the 50,000 ft approach. 4. Most of the time - I believe we are accomplishing this item. Although, at this point, I believe it takes some effort to maintain focus, so we do not get down into the weeds. 5. Always - Again, this is a work in progress, and I highlighted Always because this board has committed to a deeper dive into Policy Gov. 6. Always 7. Always
4	Always Most of the time Some of the time Rarely Never	<ol style="list-style-type: none"> 1. Always 2. Always 3. Always 4. Always - Examples: The President's decision to move to all online classes. This was within his scope of decision making. He kept the Board informed of his decision. 5. Example: Seeking a line of credit. He felt the need to purchase, kept the Board informed, & made the final decision not to pursue due to assessed fees. 6. Most of the time - I chose Most of the time because I get the sense that the President will make a decision and then have to take time to “bring one or more up to speed” even though the decision is the president's prerogative to make such as keeping students and staff safe during COVID. I suppose there is a grey line between keeping us informed and justifying the decision. 7. Always
5	Always Most of the time Some of the time Rarely Never	<ol style="list-style-type: none"> 1. Always 2. Always 3. Always 4. Most of the time 5. Always - The Board will change Ends or Limitations when the need is identified. This process is an example of the need being identified and the Board taking steps to further incorporate the Governance Process into the Boards operations.



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		<p>6. Always - Since we revised our delegation policy(ies) that includes the Policy Gov concept of “any reasonable interpretation” we have not had a lot of practice in reviewing a stated interpretation. So for now I have marked Always but also not that this too is a work in progress.</p> <p>7. Always</p>
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BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: September 14, 2020



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

Subject to be Discussed:

8.1 Principles of Policy Governance

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.

The URL link below will provide an overview of the principles that you can use for determining the effectiveness and efficacy of the Board's work both in terms of this meeting and in general governance practice.

<https://governforimpact.org/resources/principles-of-policy-governance.html>

Resource Impact:

None

Requested Board Action:

Evaluation of the effectiveness of the board meeting relative to Policy Governance practice.

Action Taken:

None