

**Jackson College  
Board of Trustees Meeting  
Regular Meeting - Monday, September 9, 2019  
6:30PM**



**AGENDA**

- 1.0 Call to Order & Pledge of Allegiance**
- 2.0 Adoption of Agenda**
- 3.0 Adoption of Minutes**
  - 3.1 Regular Meeting Dated: 08.12.19
- 4.0 Declaration of Conflict of Interest**
- 5.0 Ownership Linkage**
  - 5.1 Public Comments (limit of 5 minutes per person)
  - 5.2 Ownership Linkage Committee Update
  - 5.3 Introduction of Josnelly Aponte, New member of the JPEC Board of Governors
- 6.0 Governance Process Item for Discussion**
  - 6.1 Fall Planning Session – Draft Agenda
- 7.0 Executive Limitation Item for Decision**
  - 7.1 Consideration of Best Practices Resolution
- 8.0 Required Approvals Agenda**
  - 8.1 Consideration of Liquor License
- 9.0 Self-Evaluation of Governance Process & Board Performance at this Meeting**
  - 9.1 Principles of Policy Governance
- 10.0 Adjourn**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**Jackson College – Clyde LeTarte Campus**  
**Hillsdale, Michigan**  
**August 12, 2019**

The regular meeting of the Board of Trustees of Jackson College was held on Monday, August 12, 2019 at Jackson College's Clyde LeTarte Campus, located at 3120 W. Carleton Road, Hillsdale, Michigan 49242.

In the absence of the Board Chairman, Vice Chairman Crist called the meeting to order at 6:30pm Eastern Daylight Savings Time.

*Board Members Present:* Vice Chairman, John Crist; Trustee; Philip Hoffman, Treasurer, Donna Lake; Secretary, Sheila Patterson; Matt Heins, Trustee and Trustee Dr. Ed Mathein.

*Board Member Absent:* Chairman, Sam Barnes

*Others Present:* Dr. Daniel J. Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Darrell Norris, Jim Jones, Lee Hampton, Michael Masters, Amanda Janes, Sara Cornell, Nate Venske, Nicole Huepenbecker, Tennille Fenstermaker, Holly Clark, Nadia Monat and Alana Tuckey.

**ADOPTION OF AGENDA**

The agenda for the meeting was presented and accepted by the Vice Chairman on behalf of the Trustees.

**DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest on the agenda noted by Trustees.

**ADOPTION OF MINUTES**

The minutes of the regular Board meeting on June 10, 2019 and retreat minutes of June 21, 2019, were considered and moved into the record by Vice Chairman Crist on behalf of the Trustees.

**OWNERSHIP LINKAGE**

There were no comments.

**GOVERNANCE PROCESS ITEMS FOR DECISION**

*Consideration of Audit Service Company*

Vice Chairman, serving as Chairman of the Audit Committee, provided an overview of the audit committee's consideration of respondents to the Audit Request for Proposal. It was noted, following a previous recommendation of consideration by Trustee Hoffman, that the Committee believed that it was not necessary to engage another auditor, if additional audit elements were added. He then shared that the Committee would like to

remain using Rehmann Robson and have requested to have a different primary auditor, as well as increase the number of random audit file sampling to 50.

**MOTION BY TRUSTEE HOFFMAN** “to approve Rehmann Robson as the Audit Service Company.” **MOTION PASSED UNANIMOUSLY.**

## **ENDS ITEM FOR DECISION**

### *Ends Policy*

President Phelan provided an overview of the draft ENDS policy that resulted from the work completed during the Board’s retreat, with the help of Rose Mercier from The Governance Coach. No changes were recommended. **MOTION BY TRUSTEE PATTERSON** “to approve the Board Ends policy.” **MOTION PASSED UNANIMOUSLY.**

## **INFORMATION REQUESTED BY THE BOARD**

### *Hillsdale Building Project*

President Phelan shared an update on the Hillsdale Building Project, thanking Center Coordinator, Amanda Janes for her recommendation and assistance in the design of an improved look and functionality for the facility.

### *Closed Session*

As provided by Public Act §15.268, Section 8, sub-sections (c) for purposes of discussion negotiations of union collective bargaining agreements and (a) to consider a periodic personnel evaluation of a public officer President Phelan requested a closed session of the Board. **MOTION BY TRUSTEE HOFFMAN**” “To move into closed session for the purpose of discussing contract negotiations and to consider a periodic personnel evaluation of a public officer.” **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board moved into closed session at 6:46PM.

**MOTION BY TRUSTEE HOFFMAN** “To move back into open session”. **TRUSTEES MATHEIN, LAKE, CRIST, PATTERSON AND HOFFMAN VOTING AYE. MOTION PASSED UNANIMOUSLY.** The Board reconvened to open session at 7:18PM.

## **EXECUTIVE LIMITATION ITEMS FOR DECISION**

### *Consideration of JPEC Governor Appointment*

President Phelan asked for the Board to consider the appointment of Josnelly Aponte to the JPEC Board of Governors. She will be filling a vacant seat that will expire on December 31, 2020. **MOTION BY TRUSTEE PATTERSON** “to approve the appointment of Josnelly Aponte to the JPEC Board of Governors.” **MOTION PASSED UNANIMOUSLY.** Dr. Phelan noted that he would invite her to a future Board meeting on the Central Campus for an introduction.

### *Consideration of Faculty Contract*

Cindy Allen provided a brief overview of the proposed changes to the faculty union contract. **MOTION BY TRUSTEE LAKE** “To approve the faculty union contract.” **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, HEINS, MATHEIN AND LAKE VOTING AYE. MOTION PASSED UNANIMOUSLY.**

*Consideration of Presidents Contract*

Cindy Allen stated that the President's contract has been updated and reviewed by legal counsel. She commented that this is a five-year rolling contract that only needs action taken to extend for a year, given that the contract period has run down to four years.

**MOTION BY TRUSTEE HOFFMAN** "To approve the extension of President's contract for another year, making it 5 years. **ROLL CALL VOTE: TRUSTEES HOFFMAN, PATTERSON, CRIST, HEINS, MATHEIN AND LAKE VOTED AYE. MOTION PASSED UNANIMOUSLY.**

*Consideration of Bonus*

Trustee Hoffman proposed that President Phelan be awarded a one-time 5% bonus. Trustee Lake commented that given his successful evaluation, based upon the achievement of Board ENDS and Executive Limitations, she agreed that a 5% bonus be provided. **MOTION BY TRUSTEE LAKE** "To provide a one-time 5% bonus to President Phelan. **MOTION PASSED UNANIMOUSLY.**

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

This time provides an opportunity for the Board to reflect on how well Policy Governance principles were incorporated into each meeting. No comments were offered.

**ADJOURN**

**MOTION BY TRUSTEE HOFFMAN** "To adjourn." **MOTION PASSED UNANIMOUSLY,** Meeting adjourned at 7:40PM.

The foregoing minutes of the regular meeting of the Board of Trustees held on Monday, August 12, 2019 were approved at the regular meeting of the Board held on September 9, 2019.

*Sheila Patterson*

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Secretary

*Samuel R. Barnes*

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Chairman

**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 9, 2019



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

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

- 5.0 Ownership Linkage
  - 5.1 Public Comments (limit of 5 minutes per person)
  - 5.2 Ownership Linkage Committee Update
  - 5.3 Intro of Josnelly Aponte, New member of the JPEC Board of Governors

**(BOARD POLICY: EXECUTIVE LIMITATIONS: Communication and Counsel to the Board)**

This agenda item is set aside for any public comments that come forward. Additionally, this time has been set aside for an update from the Ownership Linkage Committee following their first meeting, held today and to introduce Josenlly Aponte the new member of the JPEC Board of Governors.

**Resource Impact:**

None

**Requested Board Action:**

None

**Action Taken:**

None



## **Josnelly Aponte**

3628 Kibby Rd, Jackson MI 49201

e-mail: japontediaz@gmail.com

Cell: 517 960-3428

Josnelly Aponte is a Principal Rate Analyst Lead with Consumers Energy, a CMS Energy subsidiary, in Jackson, Michigan. In this position, she represents the Company as cost accounting expert before the Michigan Public Service Commission in electric and gas regulatory proceedings. Ms. Aponte holds a Master of Business Administration from Spring Arbor University and she earned her Bachelor of Accounting degree in her home country, Venezuela.

Ms. Aponte has worked for the CMS Energy Corporation for nearly 20 years. She was transferred from a former affiliate in Venezuela to the headquarters in Michigan in 2006, due to her knowledge of International Accounting Standards and her ability to communicate in Spanish, Portuguese, and English. Throughout her career with CMS Energy, Ms. Aponte has been recognized for her leadership and key contribution in various initiatives and projects, such as, the development of the culture model and values that support the corporate strategy, the organization of diversity and inclusion summits addressing unconscious bias, and the implementation of waste reduction and continuous improvement measures in financial and operational processes.

Committed to the betterment of her community, Ms. Aponte joined the Jackson Junior Welfare League in 2010, where she served as volunteer board member for six years in a number of capacities, including Treasurer and President. Under her leadership, the organization funded several educational programs through the Jackson School of the Arts (The Ensemble Theater), The Reading Writing Connection (Summer reading camp), Marriage Matters Jackson (Marriage Restoration workshops), Junior Achievement of the Michigan Edge (Economics for Career and Financial Success), College and Career Access Center (Kids 2 College, My Path to Success), and The Shop Rat Foundation (The Shop Rat Education Program).

Ms. Aponte and her husband Francisco Martinez live in Jackson with her daughter, Angela, and golden doodle, Austria. She enjoys sharing her passion for dancing by teaching Zumba on a weekly basis and salsa for couples on special occasions.

**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 9, 2019



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

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

6.1 Fall Planning Session – Draft Agenda

(**BOARD POLICY**: Governance Process: Governing Style)

Enclosed for discussion is the draft for the November 6, 2019 Fall Planning Session. A final draft will be brought forward next month for your consideration. Rose Mercier will be on hand for the planning session to continue provide an overview of proposed Executive Limitations Policies and work through the reasonable interpretation principle. Additionally, we will provide a brief training on password protection.

**Resource Impact:**

None

**Requested Board Action:**

None

**Action Taken:**

None

**Jackson College Board of Trustees  
Fall Planning Session  
November 6, 2019  
Bert Walker Room 145**



**Agenda:**

- |                 |   |
|-----------------|---|
| <b>8:00 AM</b>  | <b>0.0 Breakfast</b>  |
| <b>8:15 AM</b>  | <b>1.0 Call to Order</b>  |
| <b>8:16 AM</b>  | <b>2.0 Roll Call</b>  |
| <b>8:17 AM</b>  | <b>3.0 Executive Limitation Policy Review, Rose Mercier</b>         |
| <b>11:30 AM</b> | <b><i>Break for Lunch</i></b>                                       |
| <b>12:30 PM</b> | <b>4.0 Reasonable Interpretation of Policies, Rose Mercier</b>      |
| <b>2:00 PM</b>  | <b>5.0 Password Protection Training</b>                             |
| <b>2:20 PM</b>  | <b>6.0 Wickwire House</b>   |
| <b>2:35 PM</b>  | <b>7.0 Article: 8 Key Principles for Community College Trustees</b> |
| <b>2:45 PM</b>  | <b>8.0 Govern For Impact Conference</b>                             |
| <b>2:50 PM</b>  | <b>9.0 Plus/Delta</b>   |
| <b>3:00 PM</b>  | <b>10.0 Adjournment</b>   |

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**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
 Board Meeting Date: September 9, 2019



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

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

7.1 Consideration of Best Practices Resolution  
 (**BOARD POLICY**: EXECUTIVE LIMITATIONS: Communication and Counsel to the Board )

Each year, an omnibus public education bill, which includes State Aid for Michigan Community Colleges, is advanced. The distribution of funds occurs through an agreed-to funding formula that includes multiple categories, one of which is best practices. While we are still waiting for legislation to pass this bill, and indeed the state budget, in anticipation of the advancing process, I hereby present a Best Practices Resolution for the Board's consideration.

**Resource Impact:**

None

**Requested Board Action:**

Consideration of Best Practices Resolution.

**Action Taken:**

**MOTION BY TRUSTEE CRIST** "To approve the Best Practices Resolution as presented." **MOTION PASSED UNANIMOUSLY.**



## Jackson College Best Practices Resolution

### Community Colleges Local Strategic Values

Michigan public Act 52 of 2019, originates from an omnibus public education bill passed by the Michigan Legislature that includes appropriations of \$12,802,900 for Jackson College (JC). Among the components of the appropriations for all Michigan community colleges is performance funding based on “local strategic value,” which is defined in terms of three categories as shown below. Each category covers five standards of local strategic value, called “best practices”. The law requires the Jackson College Board of Trustees to pass a resolution certifying that the College meets at least four out of five of the best practice standards under each of the three categories.

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

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

Best Practices by Category	Examples of Adherence
	<p>Hygiene Lab which opened for classes last year. Furthermore, our community is served by our program’s Dental Hygiene Clinic, which opened in January 2019. It provides students, employees, as well as citizens of the area the opportunity to have highly discounted teeth cleaning and oral hygienic services.</p> <p>The College is also engaged with many companies that are new to the area, or are expanding, through the Michigan New Jobs Training Program (MNJTP). A sampling of employers being served through various MNJTP training initiatives includes Lifeways CMH, Technique Inc., Brembo North America, Michigan Automotive Compressor, Inc., Commonwealth Associates, Inc., and CF Federal Credit Union.</p> <p>Jackson College is a partner in the Jackson Area College and Career Connection Early/Middle College along with the Jackson County Intermediate School District and the Jackson Area Career Center. The College is also an active collaborator with the Enterprise Group, Inc. (the local economic development organization), Jackson Area Manufacturers Association (JAMA), and several local manufacturers including Miller Tool &amp; Die, Orbitform, Industrial Steel Treating, LeMatic, Petty Machine, Diversified Precision Products, Northwest Tool, Alro Steel, and Lomar.</p> <p>This past year, the college has collaborated closely with Consumers Energy to ensure our Energy Systems program is in full alignment with their workforce needs. Furthermore, all our students in occupational programs require a robust work-based learning experience. The Work-Based Learning Program at Jackson College is an academic program where students earn academic credit and learn to apply classroom skills while establishing professional contacts with employers on the job. These opportunities are offered through collaboration with local business, industry and governmental</p>

Best Practices by Category	Examples of Adherence
	organizations. This program has strengthened our relations and collaborations with local employers.
(ii) The community college provides customized on-site training for area companies, employees, or both.	On-site and customized training is available to local companies through Jackson College’s Corporate and Continuing Education (CCE) office, providing an ongoing series of programs for various occupations including Supervisory Skills, Microsoft Office Programs, Human Resources, Advanced Manufacturing, Professional Continuing Education and Pre-Licensure, Technology, Basic Life Support, Geometric Dimensioning and Tolerancing and Welding. The College has also been very active in the use of the Michigan New Jobs Training Program (MNJTP), providing diverted tax funding to assist with new worker training and development. Within the college’s service area, this results in about \$1 million dollars provided to assist area employers each year.
(iii) The community college supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses. (Is it too soon to talk about our Sports Management Program, International Marketing and other specialties we just added with the addition of new faculty)	Jackson College’s Business program offers a skill set, certificate, and Associate Degree in Entrepreneurship. This college credit credential provides for introduction to business plan development and prepares students to analyze market potential and devise strategies to creatively meet the needs of clients and communities. The lead faculty for the entrepreneurship program is an active member and supporter of the Jackson Inventors Network and the College routinely operates as the host for their monthly meetings. The College recently hired an additional full-time faculty member to support and strengthen our entrepreneurship offerings and services. We have plans to offer targeted seminars and workshops to assist small business owners in the area to aid in the successful operations of their respective businesses. The College also works in partnership with Spring Arbor University, and our local economic development units, in advancing small business development. We are a supporter of RocketLab, a business incubator in downtown Jackson, and share a reserved space there with our Small Business Development Center

Best Practices by Category	Examples of Adherence
	colleagues. Our lead faculty member serves on its advisory team.
<p>(iv) The community college supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.</p>	<p>Jackson College works closely with employer partners to seek external funding collaboratively to increase advanced technology instruction at the College as informed by those in industry. Partnership with Wacker Chemical Corporation in chemical process technology curricula and with several employer members of the Lenawee ISD Advanced Manufacturing Advisory Board in robotics/automation curricula are examples.</p> <p>Jackson College has redesigned and launched new credit-bearing offerings in Advanced Manufacturing Technology which includes open lab and flexible completion options. In addition, Jackson College has partnered with the Jackson Area Manufacturers Association (JAMA), the Enterprise Group, the Jackson Area Career Center, and the Jackson County Intermediate School District creating a manufacturing-focused education program known as the Jackson Area College and Career Connection Early/Middle College (JAC<sup>3</sup>E/MC). Beginning with the students' junior year, participants will simultaneously earn their high school diploma, college credit, and a technical/career credential within three years, with no out-of-pocket tuition costs for the student or the family. It includes company internships and partnerships with area employers.</p>
<p>(v) The community college has active partnerships with local or regional workforce and economic development agencies.</p>	<p>Jackson College has strong partnerships with the Jackson Chamber of Commerce (member), Michigan Works South East (MWSE)! the Jackson Area Manufacturer's Association (Articulation agreement for the Academy of Manufacturing Careers), as well as the three primary economic development agencies in the region: The Enterprise Group, Hillsdale Economic Development Partnership, and Lenawee Economic Development Corporation. The Jackson College President served as the Chairman of the Enterprise Group Board of Directors, and also serves as a board member on the Lenawee Economic Development Corporation Board, and previously</p>

Best Practices by Category	Examples of Adherence
	<p>served on the SCMW! Board. Additionally, other College employees have served on the boards of the aforementioned organizations. Examples include joint delivery of programs including the Jackson Area College and Career Connection Early/Middle College, assistance in business recruitment, and company training. The College also represents the educational sector for the Region 2 Planning Commission's Comprehensive Economic Development Strategy collaborative and serves on the Workforce Intelligence Network Board. A focus on economic development in the region also is featured in our College's mission documents as a priority for the institution.</p>
<p><b>Category B: Educational Partnerships (must meet 4 of 5)</b></p>	
<p>(i) The community college has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, direct credit, middle college, or academy programs.</p>	<p>Jackson College has articulation agreements with many area high schools and the Intermediate School Districts in the Tri-County area and beyond. In partnership with the Lenawee Intermediate School District (LISD) Jackson College has established a Middle College. In partnership with the Jackson County Intermediate School District (JCISD) and all Jackson County high schools, JC has established the Jackson Area College and Career Connection Early/Middle College. Jackson College also teaches college classes at the JCISD and the LISD sites. Jackson College also partners in the delivery and management of a Middle College on the LISD site. The College also created a public school academy in 2014, known as the Jackson Preparatory &amp; Early College (JPEC) located on the College's Central Campus, now in its fifth year of operation. The College also serves all area public schools by making dual credit options available to all high school students. It is a year-round school and has CEB programming for students grades 6-13 providing a high school diploma and an Associate's Degree at the end of year 13, at no cost to the student or the student's family. As of Fall 2018, Jackson College is offering a county-wide early/middle college program in Hillsdale County, in partnership with all Hillsdale County Superintendents, and is currently under</p>

Best Practices by Category	Examples of Adherence
	<p>discussion with all Jackson County Superintendents to the same end. Also as of Fall 2018, the College partnered with the county high schools to offer a county wide Early College, Jackson County Early College (JCEC) which provides students a pathway to begin their college degree as early as ninth grade and earn an associates by the end of year 13, on the Central Campus.</p>
<p>(ii) The community college hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.</p>	<p>Jackson College hosts onsite College visits and tours; participates in MCAN's College Application Week, and hosts College Goal Sunday in partnership with other local Institutions of Higher Education (IHEs). Jackson College recruiters make visits to every school district in the tri-county region multiple times throughout the year. Jackson College was the leader on a Reading Summit with Vandercook High School. The College also hosts a number of academic and athletic campus during the summer months. The College has continued their partnership with the Jackson County Career and College Access Center to host tours for all Jackson County juniors, providing them with information about pursuing a post-secondary credential. We hosted over 100 local secondary students for MFG Day last year (2018) and plan to do the same this year. Furthermore, Jackson College will participate in Careers in Energy Week this year by hosting an open house in October 2019. Consumers Energy will have representatives from different job families to discuss careers and opportunities. We will share information on our associate's degree and the bachelor's degree in Energy Systems. Lastly, we had a Vice President and a Dean serve as judges for the new Jackson FIRST Robotics District event in March 2019.</p>
<p>(iii) The community college provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.</p>	<p>Jackson College has actively supported the creation, development and funding of the Jackson College and Career Access Center, the College President having previously served on that board of directors. Jackson College recruiters make visits to every school district in the tri-county region multiple times each year.</p>

Best Practices by Category	Examples of Adherence
	<p>Jackson College was the lead with Vandercook High School on a Reading Summit.</p> <p>The College also has been successful in obtaining and implementing a number of related national federal and private grants including: Achieving the Dream, TRiO, Veterans' Education Initiative, and others that provide additional supports for student success. The College also actively participates in the Breaking Through Network and the Michigan Center for Student Success to leverage best practice models for implementation across the institution. Finally, the College has developed a Ready-Set Jet summer program to assist students in transitioning academically and behaviorally to campus-based housing.</p>
<p>(iv) The community college provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation, GED testing, or recruiting, advising, or orientation activities specific to adults.</p>	<p>Student success supports are available through the TRiO Program, Jobs for Michigan Graduates Program, Veteran Education Initiative and in large part through the College's Student Success Navigator advising model. This model is a proactive, relational, customer-based advising approach geared at improving student satisfaction and success as measured by student persistence, retention, and completion. The College's Men of Merit (MOM) Program and Sisters of Strength Program is designed to assist adult minority male and female students in entering college and being successful in same. The Corporate and Continuing Education (CCE) Office works with MWSE! to offer online HSE preparation courses as well as provides referrals to MWSE! for additional HSE resources. Students also receive career coaching services assisting with identifying transferable skills relatable to new industries.</p> <p>In addition, Jackson College was chosen by the Federal Government, together with 68 other institutions of higher education across the country, to provide educational programming and degree completion options for incarcerated individuals in the State of Michigan. Indeed, Jackson was awarded the highest allocation of Pell participants at 1,305 inmates, and is active in educating student-inmates</p>



Best Practices by Category	Examples of Adherence
	<p>across the state. Further, the College was the first in the nation to provide academic excellence recognition to student-inmates with the Phi Theta Kappa program.</p>
<p>(v) The community college has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.</p>	<p>Jackson College has articulation agreements with many university and collegiate partners. The College is also part of the MiTransfer Network that is building build multi-institutional associate to bachelor's degree transfer pathways Siena Heights University exists in the University Center on Jackson College's Central Campus. At present, the College President has Wayne State University to also have a formal presence in the Center as well. With WSU, we have several articulation agreements in place or in process, including in business, sports management, and engineering. Additionally, the College just initiated a 3+1 agreement with Ferris State University for a Law Enforcement program, and also have collaborated for an online nursing program. Jackson College also has reverse transfer agreements with EMU, UMAA, Ferris, MSU, GVSU, Spring Arbor, Concordia, and Davenport.</p>
<p><b>Category C: Community Services (must meet 4 of 5)</b></p>	
<p>(i) The community college provides continuing education programming for leisure, wellness, personal enrichment, or professional development.</p>	<p>Jackson College's Corporate and Continuing Education Office offers life-time learning, continuing education, professional development and leisure programming, easily assessable online or on-campus. Courses range from family development, basic computer skills, real estate, grant writing, personal fitness, teacher CEUs, wellness and stress management, foreign language and human resources certification. Students may enroll in numerous classes in the arts, including instrumental and voice classes as well as studio arts. Through the college's Health Wise event hosted over the summer, it welcomes nearly 100 community members to campus for free health screenings and to participate in a heart healthy walk around campus.</p>

Best Practices by Category	Examples of Adherence
<p>(ii) The community college operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.</p>	<p>Jackson College operates a multi-stage/auditorium performing arts center; has a fully operational fitness center; and library services operated in conjunction with Jackson District Library. Jackson College offers public access to a wide-range of state-of-the art facilities, athletic fields, and grounds, which provides access to technology and other instructional equipment. Jackson College is host to the Jackson Community Concert Band, the Michigan Shakespeare Festival, the Jackson Symphony, and other annual cultural events at Potter Center for the Arts. . As mentioned above, the College hosts a very popular Health Wise event open to the community each summer.</p>
<p>(iii) The community college operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations.</p>	<p>Jackson College has fully operational library services provided in conjunction with Jackson District Library. The College also offers community members’ free use of computers located in our Information Commons on campus. Jackson College provides community access to environmental education in cooperation with the Dahlem Center, 300-acre nature park. The College also maintains an art gallery in the College’s performing arts building, as well as a “black box” (i.e., experimental theater) on campus. The College also partners with the Michigan Shakespeare Festival (which is held on campus each summer). Additionally, JC is the performance home of the Jackson Symphony Orchestra.</p>
<p>(iv) The community college operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.</p>	<p>Jackson College operates a fully operational fitness center, and athletic facilities that are open to the public and used for lifetime learning and credit courses in fitness, stress management, and wellness. The College also has numerous athletic fields that are routinely used by other external groups. Additionally, the College has an 18-hole disc golf course for use by the public. Nearly complete is the creation of the Jets Fitness Trail, a 1.2 mile fitness pathway that loops around the Central Campus.</p>

Best Practices by Category	Examples of Adherence
<p>(v) The community college promotes, sponsors, or hosts community service activities for students, staff, or community members.</p>	<p>Student Life, Community Event and Multicultural activities are a staple of the College with a range of activities scheduled annually. A building dedicated to student life, called the Jets Hangar opened on September 14, 2015 and has dedicated student life space for gaming, mailboxes, a Subway, outdoor volleyball and basketball courts, a stage for concerts and other entertainment and a cardio room. Activities include Constitution Day, the Martin Luther King Celebration, International Day, Cinco de Mayo, Welcome Week and Project Success Day. Jackson College supports 12 Sports teams and all events are open to the public. The college also is an active participant in Challenge Day providing interactive support and coaching to area 7<sup>th</sup> graders addressing bullying and working to provide a safe and supportive environment for young people. As in the past, the college will host Challenge Day on its central campus this year. The College also hosts community programs such as Drug Summits, African-American Male Summits, etc., and also provides space for elected officials to meet with community members. Finally, the College also host a free Easter Egg Hunt in the spring and a Halloween Spooktacular open to the entire community to come and celebrate the holiday with games, candy, and a variety of activities. Twice a year during our Convocation days, all Jackson College employees engage in community service projects ranging from volunteering at local public schools, non-profits, community agencies, and community parks.</p>

**NOW, THEREFORE**, be it resolved that the Jackson College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Michigan Public Act 52 of 2019.

PASSED AND APPROVED THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2019.




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Sheila Patterson, Secretary  
Board of Trustees  
Jackson College

**BOARD OF TRUSTEES MEETING**  
**Action & Information Report**  
Board Meeting Date: September 9, 2019



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

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

8.1 Consideration of Liquor License

**(BOARD POLICY:** EXECUTIVE LIMITATIONS: Communication and Counsel to the Board)

**Executive Summary:**

Enclosed for your consideration is a proposed resolution authorizing the application for a special liquor license, as required by the State of Michigan, for fundraising events to be held on the College's Central Campus. This particular application will cover the Reverse Raffle and the Sportsman's Banquet, sponsored by Jackson College.

**Resource Impact:**

None

**Requested Board Action:**

Consideration of resolution to approve liquor license.

**Action Taken:**

**MOTION BY TRUSTEE HEINS** "To approve the resolution to apply for a special license for the raffle and sportsman's banquet." **ROLL CALL VOTE. TRUSTEES LAKE, MATHEIN, HEINS, BARNES AND CRIST VOTING AYE. MOTION PASSED ANANOMOUSLY.**



Michigan Department of Licensing and Regulatory Affairs  
 Liquor Control Commission (MLCC)  
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
 Mailing Address: P.O. Box 30005, Lansing, MI 48909  
 Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
 Request ID: \_\_\_\_\_  
 (For MLCC Use Only)

**Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License**

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a  Regular  Special meeting of the  Membership  Board of Directors

called to order by Chairman Samuel Barnes on September 9, 2019 at 6:30 pm  
(Date) (Time)

the following resolution was offered:

Moved by Trustee Matthew Heins and supported by unanimous

that the application from Jackson College  
(Name of Organization)

for a Special License to serve alcohol on 11/9/2019 and 2/8/2020  
(Event Date or Dates)

to be located at Jackson College, Fieldhouse, 2111 Emmons Rd, Jackson MI 49201  
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be recommended for issuance.  
(Recommended or Not Recommended)

**Approval Vote Tally**

Yeas: 5  
 Nays: 0  
 Absent: 2

**Certification by Authorized Officer of Organization:**

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership  Board of Directors at a  Regular  Special meeting held on September 9, 2019  
(Date)

Samuel Barnes, Board Chairman Samuel R Barnes 9-9-19  
Print Name & Title of Authorized Officer Signature of Authorized Officer Date

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**TO:** Jackson College Board of Trustees  
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**Subject to be Discussed and Policy Reference:**

9.1 Principles of Policy Governance

(**BOARD POLICY**: Governance Process: Governing Style)

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 it's 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:**

None

**Action Taken:**

None