

Jackson College Board of Trustees Meeting

Regular Meeting

June 10, 2024 06:30 PM



Agenda Topic	Presenter	Page
Agenda		1
Jackson College Mission, Vision, Beliefs, & Values		3
5:45pm - Board Dinner - Board Dining Room [No Board Discussion / Decisions]		5
Robert's Rules of Order for Small Boards Guide		6
1. Call to Order & Pledge of Allegiance		8
2. Adoption of Minutes		9
2.1 Regular Board Meeting Minutes - 05.13.24		9
3. Declaration of Conflict of Interest*		21
4. Communications		22
4.1 Public Comments (limit of 5 minutes per person)		22
4.2 Board & CEO Comments		23
4.3 Excellence Minute	Julie Hand	24
5. Ownership Linkage		25
5.1 Ownership Linkage Update		25
6. Items for Decision		33
6.1 Governance Process		33
6.1.1 Selection of Representative to the MCCA Board of Directors*		33
6.2 Executive Limitations		36
6.2.1 EL-00 General Executive Limitations – Policy Review*		36

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.
- **Inclusion** – We demonstrate inclusion by seeking involvement and providing access for those with diverse backgrounds to work toward a culture of equality while maintaining differences in a respectful way.
- **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.

<p>BOARD OF TRUSTEES MEETING Action & Information Report Board Meeting Date: June 10, 2024</p>
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TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

<p>Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i></p>
<p>5:45pm Board Dinner [No Board discussion/decisions] <u>BOARD POLICY:</u> Open Meetings Act – Act 267 of 1976</p>
<p>Description:</p>
<p>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.</p> <p>As further clarified in the Open Meetings Act Handbook, prepared by Michigan Department of Attorney General's Office, while the OMA "<i>does not apply to a meeting which is a social or chance gathering or conference not designed to avoid this act,</i>"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.</p>
<p>Resource Impact:</p>
<p>None</p>
<p>Requested Board Action:</p>
<p>Board members partake in a purely social dinner gathering, prior to the regular Board meeting.</p>
<p>Action Taken:</p>
<p> </p>



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.



<p>BOARD OF TRUSTEES MEETING Action & Information Report Board Meeting Date: June 10, 2024</p>
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TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i>
1.0 Call to Order & Pledge of Allegiance of the United States <u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-13 Special Rules of Order
Description: Board Chairperson Crist 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:



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 10, 2024

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

<p>Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i></p>
<p>2.0 Adoption of Minutes 2.1 Regular Board Meeting of 05.13.24</p> <p><u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-01 Governing Style</p>
<p>Description:</p>
<p>Attached are the minutes of the most recent regular meeting of the Board, for your review and consideration for placement into the formal record of the Jackson College Board of Trustees.</p> <p>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.</p>
<p>Resource Impact:</p>
<p>None</p>
<p>Requested Board Action:</p>
<p>Consideration of the minutes for approval to the formal record of the Board.</p>
<p>Action Taken:</p>
<p> </p>



REGULAR MEETING OF THE BOARD OF TRUSTEES

Jackson College

Central Campus, George E. Potter Center, 2nd Floor,
Boardroom

05.13.24

[DRAFT & UNOFFICIAL]

The Regular Meeting of the Board of Trustees of Jackson College was held on Monday, 05.12.24, 6:30pm, at the Central Campus of Jackson College, George E. Potter Center, 2nd Floor, Boardroom.

Board Members Present: Chairperson John Crist, Vice-Chairperson Sheila Patterson, Trustee Matt Heins, Trustee Donna Lake, and Trustee Christopher Simpson

Board Member Absence: Trustee Phil Hoffman, and Trustee Teshna Thomas.

Others Present Include: Dr. Daniel Phelan, Keith Everett Book, Bill Abbott, Cindy Allen, Jason Valente, John Globoker, Doug Yenor, Antoine Breedlove, Heather Ruttkofsky

Chairperson John Crist called the meeting to order at 6:30PM Eastern Daylight Savings Time.

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:

Chairperson Crist 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). As was stated on said form, the Board does not respond in this setting when the matter presented concerns personnel, student issues, or matters are being addressed through the established grievance or legal processes, or otherwise a subject of review by the Board of Trustees.

Alana Tuckey (Current JC Employee – Jackson College Faculty Association representative) – Alana Tuckey described the recent publication of JC Biology faculty member, Dr. Curtis Blankespoor. She also thanked the Board for their thoughtful consideration of the FY'25 budget and fiscal security, and emphasized the essential role that people have in our work and workforce, as it relates to wages and benefits within the budget. Lastly, she congratulated the full-time Theatre Faculty member, Sara Ann

Tomczak, on the recent JC production of the play, *Sylvia*, in the Baughman Theatre, which was well attended and enjoyed a partnership with the Cascade Humane Society.

ADOPTION OF MINUTES

The draft minutes of the Regular Board of Trustees dated 04.15.24 were reviewed by the Board and moved into the permanent record by Chairperson Crist, on behalf of the Trustees.

COMMUNICATIONS

BOARD & CEO COMMENTS:

Trustee Heins shared his appreciation that Jackson College is on the list of Police Officer and Firefighter Survivor Tuition Grant participants.

Trustee Lake described a grand Commencement week that was well executed and appreciated.

Dr. Alytrice Brown, Jackson College's new Chief Student Services Officer, was introduced by CEO Phelan and she shared a brief review of her background with the Trustees and those in attendance.

Chairman Crist thanked Trustee Lake for attending this Board meeting before leaving for vacation. He also reminded the Board, given the current attendance level, that any motion must have 4 'aye' votes to pass, as it is a majority of the electees that must vote 'aye' for a motion to pass, not the majority of those present at the meeting.

OWNERSHIP LINKAGE

OWNER LINKAGE UPDATE

As requested at the 04.15.24 Regular Board Meeting, Chairperson Crist and Trustee Lake will conduct an Ownership Linkage Session(s) to help the Board develop their Ownership Linkage Plan and its execution. They are currently scheduled to hold an Ownership Linkage Session on May 20th.

ITEMS FOR DECISION

GOVERNANCE PROCESS ITEMS: Governance Process: 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. Chairperson Crist, Trustee Lake, Trustee Simpson, and CEO Phelan proposed a minor amendment for the Board's consideration.

MOTION BY TRUSTEE LAKE TO APPROVE POLICY GP-09 BOARD CODE OF CONDUCT AS AMENDMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: 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. Chairperson Crist, Trustee Lake, Trustee Simpson, and CEO Phelan proposed amendments for the Board's consideration. CEO Phelan described efforts to reduce redundancies within the policy without changing the intention or scope of the policy.

MOTION BY TRUSTEE HEINS TO APPROVE POLICY EL-03 PLANNING AS AMENDMENT. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE. MOTION PASSED UNANIMOUSLY.

EXECUTIVE LIMITATIONS ITEMS: EL-03 Planning – Interpretations Review

CEO Phelan presented his interpretation recommendations for policy EL-03 to the Board for their regularly scheduled review.

MOTION BY TRUSTEE LAKE TO APPROVE THAT THE BOARD HAS ASSESSED CEO PHELAN'S INTERPRETATIONS OF POLICY EL-03 AND FINDS THAT THEY DEMONSTRATE A REASONABLE INTERPRATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE. MOTION PASSED UNANIMOUSLY.

FY'25 BUDGET PROPOSAL: Truth in Budgeting Public Hearing:

CEO Phelan thanked John Globoker (CFO) for his work on the budget, as well as to all budget administrators and staff for their help in the budget preparation process. The CEO noted that the FY '25 budget was being presented a full month sooner than previous years. He also thanked CFO Globoker for his commitment to new technology and processes that are advancing the inclusive budgeting process.

CFO Globoker thanked the Department of Equalization for providing the information the institution needed one month earlier, which benefits the institution and student decision-making significantly.

CFO Globoker discussed the millage rate, describing the difference between 1.33 mills originally in 1964 and the millage now – 1.1327 mills due to Headlee Amendment impacts, which result in a loss of over \$1MM in revenues annually. Jackson College stands alone among the 28 public 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.

CFO Globoker then presented the Board with the proposed FY'25 budget.

Trustee Simpson and CFO Globoker discussed what drives State appropriations, which are moving closer and closer to a performance basis.

Trustee Heins, CFO Globoker, and CEO Phelan discussed employee merit pay, which is currently more conservative for FY'25. CEO Phelan noted that the College's budget has been proposed 4 months before the State budget is finalized; therefore, it is a conservative budget. He explained that at the end of the year, if the College does well, additional merit pay has historically been provided.

Trustee Heins asked about the 106,500 BCH goal as it relates to a predicted nationwide enrollment cliff. CEO Phelan described that the said cliff is expected about a year from now, but colleges that are future-focused are currently growing. Private college enrollment is trending down. More in-person classes are trending up. The recruitment and retention strategies in which JC has invested are producing an incline in enrollment.

CEO Phelan explained at Trustee Heins' request that Capital Outlay and ITEMS Funding are being sought to accomplish needed building renovations. Also, there is promising potential for a policy change that would require community colleges to contribute 25% (rather than the current 50%) of funding to awarded Capital Outlay projects. Trustee Heins expressed the importance of paying off debt.

Vice-Chairperson Patterson and CEO Phelan discussed the pros and cons of him continuing as the Acting Chief Academic Officer (CAO) and Antoine Breedlove continuing as Acting Chief Diversity Officer (CDO) for FY'25. CEO Phelan described the positive impacts of this administrative strategy on not only the budget, but also on the performance of both the Academic and Inclusive Excellence departments. To Trustee Simpson's inquiry, CEO Phelan described the possibility of postings for the CAO and CDO positions in February 2025.

Chairperson Crist confirmed that a public notice announcing tonight's budget and millage consideration, was placed in the local newspaper, posted on site, and posted on the Jackson College website. He opened the formal public hearing regarding the proposed budget for FY'25.

**MOTION BY TRUSTEE HEINS TO MOVE INTO THE OPEN PUBLIC HEARING.
TRUSTEES VOTED BY ROLL CALL VOTE TO OPEN THE PUBLIC HEARING:
TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE.
MOTION PASSED UNANIMOUSLY.
THE PUBLIC HEARING WAS OPENED.**

There were no comments from the public.

**MOTION BY TRUSTEE SIMPSON TO MOVE OUT OF THE PUBLIC HEARING.
TRUSTEES VOTED BY ROLL CALL VOTE TO CLOSE THE PUBLIC HEARING:
TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE.
MOTION PASSED UNANIMOUSLY.
THE PUBLIC HEARING WAS CLOSED.**

FY'25 BUDGET PROPOSAL: Consideration of FY '24 Authorization to Levy:

The Board considered a resolution to authorize a tax rate for Jackson College for FY'25 at 1.1327 mills.

MOTION BY TRUSTEE LAKE TO APPROVE THE RESOLUTION TO AUTHORIZE A TAX RATE FOR JACKSON COLLEGE FOR FY'25 AT 1.1327 MILLS. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE. MOTION PASSED UNANIMOUSLY.

DRAFT



RESOLUTION FOR AUTHORIZATION TO LEVY A TAX

Jackson, Michigan

WHEREAS, the Jackson College Board of Trustees by resolution of May 13, 2024 proposes a total authorized levy of **1.1327** mills within the district for operating purposes for fiscal 2024-2025; and

WHEREAS, the Jackson College Board of Trustees has carefully examined the financial circumstances of the college district for the 2024-2025 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 **1.1327** mills for operating purposes in 2024-2025 from within its authorized millage rate; and

WHEREAS, the Jackson College Board of Trustees held a budget hearing on May 13, 2024 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 2024-2025, the total millage rate of **1.1327** 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:



John M. Crist
Board Chairperson, Jackson College

May 13, 2024

Date

FY'25 BUDGET PROPOSAL: Consideration of FY'24 Tuition and Fees:

The Board considered the administration's tuition recommendations as part of the FY'25 Budget. The percentages are below the cap authorized by the State.

Per subsequent work, administration made the following tuition recommendations as part of the FY'25 budget.

- In-District tuition at **\$193.00** (was \$185.00) an \$8.00 increase.
- Out-District at **\$225.00** (was \$209.00) a \$16.00 increase (116% of in-district)
- Out-of-State/International at **\$288.00** (was \$277.00) an \$11.00 increase (150% of in district)
- Student Service Fee for Dual Enrollment and Middle and Early College at **\$35.00** per billing contact hour (was \$30.00) a \$5.00 increase.
- Student Service Fee for In-District, Out of District, Out of State/International and Veterans at **\$52.00** (was \$49.50) a \$2.50 increase.

MOTION BY VICE-CHAIRPERSON PATTERSON TO APPROVE THE ADMINISTRATION'S TUITION RECOMMENDATIONS AS PART OF THE FY'25 BUDGET. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE. MOTION PASSED UNANIMOUSLY.

FY'25 BUDGET PROPOSAL: Consideration of FY'25 Budget Proposal:

The Board considered the FY'25 Budget Proposal of \$56,487,179 proposed by CEO Phelan.

MOTION BY TRUSTEE LAKE TO APPROVE THE PROPOSED FY'25 BUDGET OF \$56,487,179. TRUSTEES VOTED BY ROLL CALL VOTE:

**CHAIRPERSON CRIST – AYE
TRUSTEE HEINS – AYE
TRUSTEE LAKE – AYE
VICE-CHAIRPERSON PATTERSON – NO
TRUSTEE SIMPSON – AYE**

THE MOTION PASSED 4:1.

MONITORING CEO PERFORMANCE

MONITORING CEO PERFORMANCE: EL-05 Asset Protection – Evidence Review
CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-05 Asset Protection, indicating Full Compliance according to his previously approved interpretations.

MOTION BY TRUSTEE HEINS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-05 ASSET PROTECTION AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: VICE-CHAIRPERSON WAS ABSENT DURING THIS VOTE. TRUSTEES CRIST, HEINS, LAKE, AND SIMPSON VOTING AYE. MOTION PASSED UNANIMOUSLY.

MONITORING CEO PERFORMANCE: EL-06 Investments – Evidence Review
CEO Phelan presented the evidence (i.e., monitoring report) for Policy EL-06 Investments indicating Full Compliance according to his previously approved interpretations.

MOTION BY TRUSTEE HEINS THAT THE BOARD HAS ASSESSED THE MONITORING REPORT FOR POLICY EL-06 INVESTMENTS AND FINDS THAT IT DEMONSTRATES COMPLIANCE WITH A REASONABLE INTERPRETATION OF THE POLICY. TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON 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. He also provided a schedule of policy, interpretation, and evidence reviews for calendar year 2024, along with the schedule for the Trustee's policy pre-review process.

MONITORING BOARD PERFORMANCE

MONITORING BOARD PERFORMANCE: GP-03 Board Planning Cycle & Agenda Control – Survey Results Review:
Chairperson Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-03 Board Planning Cycle & Agenda Control.

MONITORING BOARD PERFORMANCE: GP-12 Board Linkage with External Organizations – Survey Results Review:
Chairperson Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of GP-12 Board Linkage with External Organizations.

MONITORING BOARD PERFORMANCE: BCD-05 CEO & President Succession – Survey Results Review:
Chairperson Crist presented the aggregate responses from Board members to a Self-Evaluation Survey of BCD-05 CEO & President Succession.

MOTION BY VICE-CHAIRPERSON PATTERSON THAT THE BOARD HAS ASSESSED THE SURVEY RESULTS FOR COMPLIANCE WITH BOARD POLICIES GP-03, GP-12, AND BCD-05. TRUSTEES VOTED BY ROLL CALL VOTE:

**TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE.
MOTION PASSED UNANIMOUSLY.**

INFORMATION REQUEST BY THE BOARD

College Feature: Facilities Master Plan & FY'25 Master Plan Projects:

CEO Phelan described that a "College Feature" will be an agenda item at each regular Board meeting, at the request of the Board.

Postponed from the 04.15.24 Regular Board Meeting, Jason Valente reviewed the College's facilities master plan and deferred maintenance for 2023-2024.

Information highlights included:

- The College's building and site fund is a restricted fund per Board policies.
- Restricted gifts and donations also fund projects.
- Federal and state grants are funding for restricted projects as well.
- The facilities master plan is a living document, constantly shifting to accommodate real-time scenarios.
- Valente presented the FY '24 facilities project list, adding a library renovation and office reallocations for Institutional Research and the JC Foundation to the list of nearly 30 projects.
- He also discussed how deferred maintenance is being addressed.
- Donations are making the Medical Simulation Center Retrofit possible.
- The housing back up power project will be able to happen within the year. Agreements with CAT will now make access to mobile generators possible within 2 hours.
- Renovations to William Atkinson Hall are in consideration to allow for more think tank and intimate spaces.
- A Utilities and Power project via MCAN is also being planned.

Trustee Heins complimented Valente, Jim Jones, and their teams for the number of projects they are able to beautifully accomplish.

Valente described the 2024 Deferred Maintenance Study recently conducted. Each campus building has a report with repair considerations for health and safety, code compliance, and operations and maintenance. He described the total building value versus total cost of deferred maintenance, implicating an impressive return on investment.

Valente also described next steps for the Deferred Maintenance Study, which include:

- Determining methodology and approach.
- Full-time staff assignment for Morgan Phillips.
- Agreement on categorization (health safety vs. Code vs. Maintenance)
- Multi-year improvement plan that aligns major maintenance, capital outlay and deferred maintenance.

Valente thanked his team for loving JC and treating the College like it is their own home.

Valente described for Trustee Heins that the Parson's Group (firm that conducted the Deferred Maintenance Study) offers a subscription for project planning in real-time, as well as for planning deferred maintenance that the College intends to exercise. He also described a new work order system recently implemented that allows for barcodes to be assigned on all assets which will dramatically improve asset data capture and historical accessibility.

CEO Phelan noted for Trustee Heins that the current insurance carrier will be assessed again next year.

Valente described for Trustee Simpson that although Jim Jones is the project manager of all projects, of which there are many, there is significant outside assistance with upcoming projects.

Trustee Lake thanked Valente for his presentation and all the work he and the Facilities team have done for the College.

Chairperson Crist shared his excitement for the current student headcount of over 7,200, which is starting to surpass pre-Covid numbers.

FY'24 Q3 Financial Report

The Board received and reviewed the FY'24 Q3 Financial Report.

Next Board Meeting Topics – 06.10.24:

CEO Phelan provided the members with a portent of items that are to come at the 06.10.24, Jackson College Board of Trustees Meeting and took agenda suggestions.

Below are currently anticipated topics:

- Policy Review: EL-00 General Executive Restraint
- Policy Review: EN-01 ENDS
- Interpretations Review: EL-00 General Executive Restraint
- Interpretations Review: EN-01 ENDS
- Evidence Review: EL-03 Planning
- CEO Monitoring Compliance Schedule & Summary
- Board Survey Review: GP-09 Board Code of Conduct
- Consideration of Representatives to the MCCA Board of Directors
- Consideration of Personnel Practices Manual/Compensation
- Consideration of Millage Request
- Miller Johnson Audit Report
- College Feature: TBD

CEO Phelan noted that if the Board were to consider millage support, he would propose asking for a Headlee adjustment, with a focus on job placement, job training, and apprenticeships. The deadline to apply for millage support is August 13, the day after the August 12th JC Board meeting. He stated that he will have draft ballot language for consideration at the June Board meeting.

Bill Abbott clarified for Vice-Chairperson Patterson that Miller Johnson's audit report is currently on target for completion in June.

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

All was appreciated by the Board.

ADJOURN

MOTION BY TRUSTEE LAKE "To adjourn."

TRUSTEES VOTED BY ROLL CALL VOTE: TRUSTEES CRIST, HEINS, LAKE, PATTERSON, AND SIMPSON VOTING AYE. MOTION PASSED UNANIMOUSLY.

Meeting Adjourned at 8:08pm ET.

<p>BOARD OF TRUSTEES MEETING Action & Information Report Board Meeting Date: June 10, 2024</p>
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TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

<p>Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i></p>
<p>3.0 Declaration of Conflict of Interest*</p> <p style="text-align: center;"><u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-09 Board Code of Conduct</p>
<p>Description:</p>
<p>Consistent with Board Policy, By-laws, and the standard of the 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.</p> <p>Should a conflict be present, it is requested that the member publicly note the item in question to the Board Chairperson and abstain from any action concerning said item.</p> <p>A roll call vote is required for this item.</p>
<p>Resource Impact:</p>
<p>None</p>
<p>Requested Board Action:</p>
<p>Roll Call Consideration of any actual or perceived conflict of interest with agenda items.</p>
<p>Action Taken:</p>
<p> </p>



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 10, 2024

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

Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i>
4.0 Communications 4.1 Public Comments (limit of 5 minutes per person) <u>BOARD POLICY:</u> BYLAWS
Description:
<p>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 otherwise established at the call of the Board Chair. 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 Deligation policies and related authority and duties.</p> <p>The Chairperson should read the following statement prior to persons offering comment, but regardless, is expected to be adhered to by persons wishing to address the Board:</p> <p><i>“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”.</i></p>
Resource Impact:
None
Requested Board Action:
Receive comments from persons wishing to address the Board.
Action Taken:

<p>BOARD OF TRUSTEES MEETING Action & Information Report Board Meeting Date: June 10, 2024</p>
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TO: Jackson College Board of Trustees
FROM: Dr. Daniel J. Phelan, President & CEO

<p>Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i></p>
<p>4.0 Communications 4.2 Board & CEO Comments</p> <p><u>BOARD POLICY:</u> BYLAWS</p>
<p>Description:</p>
<p>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 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.</p> <p>However, Board Policy and good governance practice suggests that this is not an occasion to make comments / respond to the attending public, as <i>this is a meeting of the Board, not the public.</i> Thus, this item is provided solely an opportunity for sharing items of interest among Trustees.</p>
<p>Resource Impact:</p>
<p>None</p>
<p>Requested Board Action:</p>
<p>Receive non-action item comments from members and/or the CEO.</p>
<p>Action Taken:</p>
<p> </p>



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 10, 2024

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

Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i>
4.0 Communications 4.3 Excellence Minute <p style="text-align: right;"><u>BOARD POLICY:</u> EXECUTIVE LIMITATIONS: EL-08 Communication & Support to the Board</p>
Description:
<p>In response to Board comments, I've added this new feature to the agenda as an opportunity to celebrate the good that Jackson College is doing each day. During this portion of the agenda, I'll have a student, alumni, community member or colleague provide a highlight of the College's impactful and excellence practices.</p> <p>Our inaugural Excellence Minute will be introduced by Julie Hand, who will highlight the journey of recent Jackson College graduate, Tina Covic.</p>
Resource Impact:
None
Requested Board Action:
Celebrate a Jackson College student or colleague.
Action Taken:



BOARD OF TRUSTEES MEETING
Action & Information Report
Board Meeting Date: June 10, 2024

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

Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i>
5.0 Ownership Linkage 5.1 Ownership Linkage Update <u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-11 Board Linkage with Ownership
Executive Summary:
<p>As requested at the 04.15.24 Regular Board Meeting, Chairperson Crist and Trustee Lake conducted an Ownership Linkage Session on 05.20.24 to help the Board develop its Ownership Linkage Practice and its execution.</p> <p>Enclosed, please find an updated Ownership Linkage Practice document which includes the following for the Boards' consideration. Trustee Lake and Chairperson Crist will provide an overview of the work that includes:</p> <ol style="list-style-type: none">1. Ownership Linkage Practice Overview2. Defining the JC Owners3. Most Recent Ownership Linkage History4. Ownership Linkage Methodologies5. What to Ask JC Owners6. Proposed Schedule for Ownership Linkage: FY'25 - FY'28
Requested Board Action:
Review the Ownership Linkage Practice and provide any feedback.
Action Taken:



Ownership Linkage Practice Board of Trustees Jackson College, MI

Overview:

Ownership linkage work is pivotal for the Board of Trustees in its governance leadership work as it bridges the gap between governance and the Owners' aspirations for the community. Engaging in this process allows the Board to capture and integrate the nuanced perspectives and evolving priorities of those with a vested interest in the success of Jackson College, ensuring that governance decisions resonate with their core values.

This proactive, generative, strategic and future-focused engagement is vital in steering the organization's strategic trajectory, and underpinning decision-making with a deeper understanding of ownership expectations. It reinforces a culture of transparency and accountability within the Board's Policy Governance framework, strengthening trust and participation among Owners, as well as Stakeholders. Ultimately, Ownership Linkage is key in formulating policies and strategic directions that are not only responsive to the current regional ecosystem, but also reflective of the Owner's collective vision and future needs, thereby bolstering Jackson College's effectiveness and alignment with its fundamental mission.

In essence, the principal of Ownership Linkage is about effectively connecting with, understanding, and incorporating the perspectives of those with a moral stake in the success of Jackson College, into the governance process, aligning the Board's actions and decisions with the values and needs of its Owners, thereby enhancing the organization's effectiveness, relevance, and accountability.

According to Janice Moore, John Carver's Policy Governance model suggests several key purposes through the use of Ownership Linkage in effective governance:

- Clarifying Accountability - This process ensures that the Board genuinely represents and is accountable to the organization's 'Owners' - those with a moral investment in Jackson College's conduct and outcomes.
- Informing Decision-Making - Interacting with Owners provides the Board with critical insights that shape its decisions, particularly concerning the organization's goals and impacts.
- Ensuring Relevance and Responsiveness - Regular engagement with Owners ensures the organization remains aligned with their evolving needs, values, and expectations, adapting as necessary.
- Fostering Trust and Transparency - Ownership linkage demonstrates the Board's commitment to openness, building trust by showing that Owner perspectives are considered in decisions.

- Guiding Strategic Direction - Owner input is vital for aligning the organization's goals and strategies with Owner expectations and needs.
- Enhancing Board's Knowledge and Perspective - These activities expand the Board's understanding of the operational environment, aiding informed, strategic decisions.
- Balancing Diverse Interests - It assists the Board in balancing the varied interests within the Ownership, ensuring decisions reflect broader ownership interests.
- Building Engagement and Participation Culture - The practice encourages Owners to actively participate in governance and the organization's success.
- Creating a Feedback Loop - Establishes continuous feedback between the Board and Owners, enabling governance and organizational performance improvement.
- Supporting Policy Development - Owner input is crucial in developing and refining policies, especially those defining Jackson College's desired outcomes.

Defining the JC Owners:

As the Board considers who the Owners of Jackson College are, the Board asks itself the following:

1. Who has the long-term interest in the success of Jackson College – electors, taxpayers, citizens?
 - a. Electors
 - i. Electors in MI (individuals living in the College districts who are MI residents, US citizens, 18 years of age, and not currently serving a sentence in jail or prison) have the authority to hire and fire the Board.
 - ii. Electors could be considered “legal Owners”.
 - b. Taxpayers
 - i. Taxpayers have a financial interest in the College because as the College does well, then values, reasonably, improve – through an educated populous, etc.
 - ii. If the College were to dissolve, the remaining assets would be distributed amongst the property taxpayers of Jackson County.
 - iii. Taxpayers could be considered “funders”, to which the College has an accountability.
 - c. Citizens
 - i. Not all citizens are electors or taxpayers. Not all electors are taxpayers.
 - d. 2024 Consideration: The category of taxpayers encompasses those that are both citizens and electors, making ‘taxpayers’ the most inclusive Owner focus group to consider when defining and engaging the Owners of Jackson College.
 - e. **2024 Board Conclusion: The Owners of Jackson College are the citizens of Jackson County.**

Most Recent Ownership Linkage History:

From June of 2020 to October of 2022, with a wide reach into the community focus group meetings, the Ownership-Linkage Committee met with members, particularly Board members, of the below organizations.

June 2020

Jackson Preparatory & Early College

February 2021

Jackson Public Schools

March 2021

- Jackson County Chamber of Commerce (Part I)
- Vandercook Lake Board of Education

January 2022

- Jackson County Chamber of Commerce (Part II)
- Northwest Community Schools

March 2022

- East Jackson Schools
- Jackson Area Manufacturers Association

May 2022

- Summit Township Board
- Jackson City Council

June 2022

- Big Brothers Big Sisters of Jackson County
- Jackson County Board of Commissioners
- United Way of Jackson County

July 2022

- Jackson County Intermediate School District Board of Education

October 2022

- Jackson County Farm Bureau

Additional organizations that were unable to participate logistically during this same timeframe included:

- Queen of the Miraculous Medal Pastoral Council
- Lily Missionary Baptist
- Jackson Enterprise Group
- Jackson Young Professionals Board

Two organizations that declined participation included:

- Blackman Township Board

- Liberty Township Board

Organizations / Groups to possibly include for future ownership linkage:

- Queen of the Miraculous Medal Pastoral Council
- Lily Missionary Baptist
- Jackson Enterprise Group
- Jackson Young Professionals Board
- Township Boards
- Vista Grand Villa
- School Principals
- Technicians
- Henry Ford Jackson Hospital Board
- Nurses
- Jackson Catholic Schools
- Rotary
- Lions
- Kiwanis
- Frist Responders – Police, Sheriff, and Fire Departments

Ownership Linkage Methodologies:

There are a variety of methodologies that the Jackson College Board of Trustees can use in order to gather relevant, forward-thinking, future-focused insights that can assist the Board in its ENDS policy development that will ultimately require the Chief Executive Officer's attention and delivery. The means of gathering this important information can be used concurrently, over months or over many years. Finally, the collection of Ownership Linkage is not required to acquisition each year. Indeed, there should be sufficient time provided to the CEO in order to effectuate changes to ENDS policy statements as they are updated by the Board. Tools for Ownership Linkage information gathering include:

- Owner Advisory Groups: The methodology involves creating groups made up of Owners to provide advice and share their views on specific matters.
- In-depth Interviews and Focus Groups: Individual interviews offer rich, nuanced data, while focus groups leverage the dynamic of group interaction to extract diverse perspectives and deeper insights into collective behaviors and attitudes.
- Digital Footprint Analysis and Social Media Scrutiny: Leveraging sophisticated tools to scrutinize online interactions and social media engagements can yield insights into prevailing trends, preferences, and public opinions.
- Examination of Public Archives and Existing Datasets: Utilizing pre-existing data from public domains or prior research studies can furnish valuable insights without necessitating primary data collection.
- Crowdsourcing Techniques: Engaging distributed crowds through platforms like Amazon Mechanical Turk or utilizing social media networks enables the aggregation of extensive data sets from diverse demographics.

- Interactive Workshops and Community Dialogues: Facilitating forums where participants can engage in collective deliberation and feedback offers unique insights, particularly for community-focused initiatives.
- Targeted Polling Methods: Conducting succinct polls, whether digitally, telephonically, or face-to-face, provides immediate feedback on specific queries, although with a potential trade-off in depth for speed.
- Direct Conversations: Talking to Owners in person, like at casual café meetups or formal annual meetings, to get their thoughts and feedback.
- Informed Opinion Polls: Bring together a group of representative Owners, give them detailed information on certain topics, and then ask for their opinions.
- Special Invitee Meetings: Ask important people or experts in the Owner group to meet and talk about specific issues in depth.
- Quick On-the-Spot Surveys: Do short surveys in places where people naturally gather, like malls or parks, to get quick opinions.
- Visiting Established Groups: Go to places where people already meet, like community centers or churches, to talk and listen to their views.
- Collaboration with Similar Boards: Work together with other boards that have similar types of Owners to understand what's important to them.

What to Ask JC Owners:

The following list is designed to elicit detailed and forward-looking responses from the Ownership of Jackson College, guiding its strategic direction and ensuring alignment with the community's evolving needs:

1. **Adapting Curriculum to Future Trends**: "How should our Jackson College modify its curriculum to align with technological advancements and societal changes expected over the next decade?"
2. **Enhancing Lifelong Learning Opportunities**: "What approaches should Jackson College take to bolster lifelong learning and adult education, in response to the growing demand for continuous skill development in a rapidly evolving world?"
3. **Global Perspective Integration**: "What methods can Jackson College employ to incorporate global perspectives into its programs, preparing students for a globally interconnected society?"
4. **Community College's Role in Digital Shifts**: "In the context of widespread digital transformation across industries, what should be Jackson College's role in facilitating our community's adaptation to these changes?"
5. **Emphasizing Sustainability Education**: "Given the increasing concerns about environmental sustainability, what level of focus should Jackson College place on environmental education and sustainable practices?"
6. **Mental Health Support Initiatives**: "What initiatives or programs should be implemented by Jackson College to enhance student mental health and overall well-being?"
7. **Promoting Equity and Social Justice**: "What measures can Jackson College take to actively foster equity and social justice in our community?"

8. Collaborative and Experiential Learning Models: "What is your viewpoint on Jackson College developing partnerships with businesses and industries to provide experiential, hands-on learning opportunities?"
9. Focus on Emergent Study Fields: "Which emerging study fields should Jackson College prioritize to equip students for the future job market?"
10. Improving Community Feedback Mechanisms: "How can we better our feedback systems to ensure continuous alignment with community needs and effective adaptation to future challenges and opportunities?"
11. Addressing Changing Demographics: "What strategies should Jackson College implement to adapt its services and programs to the evolving demographic composition of our community in the next decade?"
12. Role of Artificial Intelligence in Future Education: "What role do you envision for artificial intelligence in the future educational landscape, and how should Jackson College prepare for this integration?"
13. Fostering Entrepreneurial Capabilities: "How critical is it for Jackson College to nurture entrepreneurial skills in students, and what specific initiatives would you suggest for this purpose?"
14. Developing Student Resilience: "In an era marked by uncertainties, how can Jackson College contribute to cultivating resilience and adaptability in its students?"
15. Cultural Competence Enhancement: "What strategies should Jackson College employ to boost cultural competence and global awareness amongst students in a diversifying world?"

Proposed Schedule for Ownership Linkage: FY'25 - FY'28:

FY'25

- In-depth Interviews – Ask: Group selects their top 3 of a list of 10 strategies that the College could execute.
Proposed interviewee:
 - Hospital Board (On campus)

FY'26

- In-depth Interviews – Ask: Group selects their top 3 of a list of 10 strategies that the College could execute.
Proposed interviewee:
 - Enterprise Group (On Campus)

FY'27

- In-depth Interviews – Ask: Group selects their top 3 of a list of 10 strategies that the College could execute.
Proposed interviewee:
 - Summit Township
 - Conglomerate of Townships – (at their meeting)

FY'28

- County Owners Survey – Owners respond by prioritizing a group of suggested strategies that the College could execute.

Next Steps:

Board Fall Planning Session (November 18, 2024):

1. Confirm Proposed Ownership Linkage Plan for FY'25-FY'28
2. Generate the 10 strategies that the College could execute for the interviewees to consider during in-depth interviews.
3. Revisit the College's Mission & Vision Statements for possible revision.



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 10, 2024

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

<p>Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i></p>
<p>6.0 Items for Decision 6.1 Governance Process 6.1.1 Selection of Representative to the MCCA Board of Directors*</p> <p style="text-align: right;"><u>BOARD POLICY:</u> GOVERNANCE PROCESS: GP-12 Board Linkage with External Organizations</p>
<p>Description:</p>
<p>The Michigan Community College Association (MCCA) requires the certification of each member college’s President/CEO Director, a Trustee Director, as well as an Alternate Trustee Director, to serve as institutional delegates by July 15 of each year. Currently, I am designated as the President-Director to the MCCA Board. Last year, Chairperson Crist was reappointed as the MCCA Trustee-Director, with Trustee Barnes serving as the Alternate Trustee-Director. A Trustee-Director and Alternate Trustee-Director will need to be selected for FY ‘25.</p> <p>Enclosed you will find the memorandum from MCCA President Brandy Johnson, as well as the actual certification form.</p>
<p>Resource Impact:</p>
<p>None</p>
<p>Requested Board Action:</p>
<p>Consideration of MCCA Board Certification re: Board Membership and Executive Leadership Director designations.</p>
<p>Action Taken:</p>



MEMORANDUM

TO: MCCA Board of Directors

FROM: Brandy Johnson, Secretary, MCCA Board of Directors

DATE: June 1, 2024

SUBJECT: Certification of Appointments to the 2024-25 MCCA Board of Directors

Article VII, Sec. 1 and 2 of the Michigan Community College Association (MCCA) Bylaw states:

“There shall be a Board of Directors composed of the chief administrative officer of each member college and one member of the governing board. The governing board of each member college shall also designate an alternate who shall serve in the absence of its governing board member Director of the Association.

...Prior to July 15 each year, each member college shall certify to the Secretary of the Association its members of the Board of Directors.”

Attached is a copy of a Certification Form for the designation of 2024-2025 representatives to the MCCA Board of Directors. Please indicate and certify the names of the President Director, Trustee/Regent Director, and Alternate Trustee/Regent Director from your member college.

Please return a signed copy of the Certification Form to the MCCA office before July 12, 2024, so the composition of the 2024-2025 MCCA Board of Directors may be known before the July 2024 Summer Conference meeting.

Please contact me if you have any questions regarding this procedure.



Brandy Johnson

110 West Michigan Ave. • Lansing, Michigan 48933-1000 •
Phone: (517) 372 4350 • Fax: (517) 372 0905 • www.mcca.org



Michigan Community College Association
110 W. Michigan Ave., Suite 650
Lansing, Michigan | 48933
Phone: (517) 372-4350

CERTIFICATION OF APPOINTMENT FORM
MICHIGAN COMMUNITY COLLEGE ASSOCIATION
2024-2025 BOARD OF DIRECTORS

At a _____ meeting of the Board of Trustees/Regents or Board of
Special/Regular
Education of _____ held on _____
College Date
the following were designated as the chief administrative officer and governing board
representatives of _____ to the Board of Directors of
College
the Michigan Community College Association for the year beginning July 1, 2024 and
ending June 30, 2025.

MCCA BOARD OF DIRECTORS REPRESENTATIVES

President/Chancellor Director _____
Name

Trustee/Regent Director _____
Name College Board Title

Alternate Trustee/
Regent Director _____
Name College Board Title

Submitted by: _____
Signature of Authorized Agent

Date

Return this completed form by July 12, 2024 to:

MCCA – 110 West Michigan, St. 650, Lansing, MI 48933-1611

Fax to: (517) 372-0905 or

e-mail to michelle@mcca.org

Thank you!



BOARD OF TRUSTEES MEETING
Action & Information Report
 Board Meeting Date: June 10, 2024

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

<p>Subject to be Discussed and Policy Reference: <i>ARE WE STAYING IN OUR POLICY GOVERNANCE LANE?</i></p>
<p>6.0 Items for Decision 6.2 Executive Limitations 6.2.1 EL-00 General Executive Limitations – Policy Review*</p> <p style="text-align: right;"><u>BOARD POLICY:</u> EXECUTIVE LIMITATIONS: EL-00 General Executive Limitations</p>
<p>Description:</p>
<p>Enclosed for its regularly scheduled review is policy EL-00. Chairperson Crist, Vice-Chairperson Patterson, Trustee Hoffman, and I do not have any recommended changes at this time.</p>
<p>Resource Impact:</p>
<p>None</p>
<p>Requested Board Action:</p>
<p>Consideration of policy EL-00 General Executive Limitations.</p>
<p>Action Taken:</p>



Governance Process	ENDs
Board – CEO Delegation	Executive Limitations

JACKSON COLLEGE BOARD OF TRUSTEES POLICY

Policy Type: EXECUTIVE LIMITATIONS

Policy Title: General Executive Limitation

Policy Number: EL 00

Date Adopted: 11.11.19

Version: 4.0

Date Last Reviewed: 6.12.23

Responsible Party: Chief Governance Officer

Reviewing Committee: Chairperson Crist,
Vice-Chairperson Patterson,
& Trustee Hoffman

GLOBAL EXECUTIVE LIMITATIONS STATEMENT:

The CEO shall not cause or allow any practice, activity, decision or organizational circumstance which is unlawful.

Date Of Change	Version	Description of Change	Reviewing Trustees
11.11.19	1.0	First release following Policy Governance consulting work.	Chief of Staff
6.13.22	1.0	Regular Review – Approved	CEO
1.9.23	2.0	Special Review – Approved removal of “ imprudent or in violation of commonly accepted business and professional ethics.”	CEO
6.12.23	3.0	Regular Review – Approved Minor changes to responsible party (CGO) and CEO reference (as opposed to President)	CGO
8.30.23	4.0	Renaming of the policy for general consistency to “General Executive Limitation” (as opposed to General Executive Constraint).	CGO