

**Leadership Council  
Jackson College  
Collaboratorium  
January 10, 2018**

The Leadership Council of Jackson College was held on January 10, 2018 on central campus in Jackson, Michigan.

Leadership Members Present: Dr. Daniel Phelan, Jason Valente, Jeremy Frew, Jim Jones, Cindy Allen, Darrell Norris and Sara Perkin.

Absent: Dr. Kate Thirolf

Meeting start time: 9:00AM End time: 2:30PM

**WAYS OF BEING**

The group reviewed and agreed to abide to the “ways of being.”

**MINUTES**

The January 3, 2018 minutes were approved.

**MONTHLY BELIEF/GOOD NEWS**

Celebration of the monthly belief and good news stories were shared.

**TALENT REVIEW**

One year interviews were held with Jennifer Brooket and Patricia Guenther.

Six month interviews was held with Deborah Taylor and Samantha Behnke.

An interview was held for the assistant cross country coach. The group agreed to move forward with an offer.

**INFORMATION/ROUND TABLE**

Auto Awarding/Graduation – Jeremy Frew provided an update on moving forward with an auto awarding/graduation policy draft that is in progress. This will be effective Fall 2018. A policy will be brought forward for consideration.

Student Services Satisfaction Survey – Jeremy Frew shared updated survey results.

EAB – President Phelan shared the expectation that he would like to see an analysis of the current tools we are using and the gaps that we have. He would like to have these requests to be a part of the FY 19 budget.

Discussion was had around the development of a new weekly enrollment report. IT and IR will work together to develop a TSC2 report that shares the 90/80/70 goals institution wide along with overall BCH. Details of the report follow:

TCS2 Report – Name of the report (focus is on institution goals of 90/80/70)

- 1) Fall to winter persistence – goal/actual/variance
- 2) Fall to fall retention - goal/actual/variance
- 3) Completion rates - goal/actual/variance (6 year rates) Diploma (LPN), AA, BA, Credentials of industry recognized value
- 4) Billing Contact hours – goal/actual/variance
- 5) Course Completion rate (not Dev ed – only college credit)
- 6) At bottom of report add data definitions

Cindy Allen, VP of Administration and Human Resources provided an update on the changing role for Director of Multicultural Affairs with the addition of Chief Diversity Officer responsibilities.

BIF Interviews – The team discussed and determined the guidelines they will use for interviewing students regarding retention for the BIF initiative. Jeremy and Sara will work on pulling lists of students for the first test group.

Campus Mall - Jim Jones, VP of Facilities and provided an update on the estimated cost for the campus mall project. The President indicated he would like to stay on track with the scope of the project.

Round Table - Jeremy Frew shared that a meeting will occur this Friday regarding Jackson County Early College. Darrell Norris provided an update on housing for winter. They have assigned 234 students in housing. Campus view 1 will be closed for winter. He also shared that budget planning will begin in the next week or two. Jim Jones provided an update on staffing for temporary positions for custodial work.