

**Leadership Council  
Jackson College  
Collaboratorium  
January 16, 2019**

The Leadership Council of Jackson College was held on January 16, 2019 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

Leadership Members Present: Jeremy Frew, Lee Hampton, Cindy Allen, Sara Perkin, Jim Jones, Dr. Kate Thirolf, Darrell Norris and Jason Valente,

Absent: Dr. Daniel Phelan

Meeting start time: 9:00 AM Meeting end time: 3:55 PM

**FIRST TEAM NORMS**

The team reviewed the first team norms.

**MONTHLY BELIEF/GOOD NEWS**

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

**MINUTES**

The minutes were advanced with no changes.

**SCHEDULING SYSTEM**

Conversation was held around class cancellations and improvement plans were discussed.

**ACTION ITEMS**

Jim Jones requested the position of Building Maintenance Mechanic and Glazing Coordinator be posted. The request was approved.

Jeremy Frew shared a proposal for commencement and holding two ceremonies. The team approved the proposal. Regarding communication, Jeremy will request this information be shared with employees. LC will share with their administrators and staff.

Jeremy Frew requested the position of Student Services Specialist be posted. The request was approved.

Jim Jones requested a part time position be posted. The team agreed to post.

The team agreed to interview for the cashier position as well as the full time IT position.

Darrell reminded everyone that all Jet Protocol forms for positions are due to LC members by February 1, 2019.

**POLICY REVIEW**

Mandatory Assessment 1027 was approved. Due to time, the additional policies will be carried over.

**TALENT REVIEW**

Interviews were held for the positions of Dental Clinic Receptionist (Part time), Solutions Center Coordinator and Payroll Coordinator.