

**Leadership Council  
Jackson College  
Collaboratorium  
January 23, 2019**

The Leadership Council of Jackson College was held on January 23, 2019 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Absent: Dr. Kate Thirolf

Meeting start time: 9:00 AM Meeting end time:

**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.

**ACTION ITEMS**

Jeremy Frew provided a proposal to implement a College and Career Readiness curriculum for all early college students. He shared this is a first reading and that he will be bringing back forward with additional information next week.

Jim Jones provided an overview of the Instructional Coordinator position. Approval was given to post the position with the current job description and not adding advanced manufacturing to the description.

**SCHEDULING CONVERSATION**

Dr. Thirolf phoned in for this conversation. A follow up conversation was had around scheduling concerns. Short term conversations are being called course review meetings. These will occur Tuesdays and Thursdays at least five weeks prior to courses starting. Jeremy and navigators will be in attendance. Deadlines were discussed. Goal is that one week before courses start there will be no cancellations.

Long term, restructuring of scheduling. Jolene is assisting with research on centralized scheduling. Kate is hopeful she will have some recommendations in the next couple of weeks, but certainly prior to the next term.

Discussion was had around year round schedule. Kate confirmed that a year round schedule is the absolute goal. President Phelan commented that Kate should work with HR to ensure we

could use the year round schedule to recruit adjuncts. Cindy shared HR is reaching out to adjuncts to see if they have received additional skills and their interest.

Dr. Phelan commented that there is nothing more important than this issue right now. This is the top priority to ensure that course cancellations cannot occur. Kate, Jeremy and Cindy are the key folks for this. To be included in the recommendation that must be brought forward on February 13<sup>th</sup> the following must be included: How long is needed to accomplish year round contract for adjuncts, year round scheduling, low enrollment classes not running, staffing solution, operational location, review of current staffing, benchmarking and not cancelling courses at the last hour.

## **INFORMATION/DISCUSSION**

Discussion was held on the proposed list of attendees for the Chambers Disney Institute training in June. President Phelan shared that he wants us to move towards the JC Way. His goal is for us to come up with a standards list for customer service at Jackson College. He would like a group of 5 or 6 employees to attend and then come back as a work group with Human Resources. Then we will hold a Zingermans training using our guidelines for front line customer service training. This approach would be rolled out at fall convocation. Cindy asked for recommendations for the sub work group by the end of the week.

### *Faculty Offices*

Dr. Thirolf phoned in for this conversation. Jim Jones shared a spreadsheet and provided an update on faculty office assignments. Kate will have conversation with Deans to review locations for four faculty. President Phelan asked to move ahead with remodeling William Atkinson (WA) to provide students with easier access to the faculty offices. Timeline for WA work will be approximately 10 weeks until completion.

### *eSports*

Dr. Thirolf phoned in for this conversation. Jeremy is going to work on getting updated numbers. He has asked Kate to tie this to the Sport Management curriculum. As a starting point, a classroom will be utilized to see watch growth. The curricular part will be tied to sport management and the sport side would live under athletics. Jeremy shared that the team is researching new numbers and this will be brought back forward. The team will do some research and bring back forward recommendations for space.

### *Future Workforce*

President Phelan shared this article and asked that it be brought back forward for additional discussion.

### *Jackson Business Roundtable Series*

President Phelan shared that the Enterprise Group and Jackson College will be hosting a roundtable series. Depending on seat availability this may be a great event for entrepreneurship students to attend.

### *LC Scholarship*

Discussion was held around moving ahead with a scholarship for the Leadership Council.

*Contributing Factors to Higher Eds Financial Crisis*

An article with some data points impacting the financial crisis of higher education was shared.

*The Hard Truth about Innovate Cultures*

Dr. Phelan spoke briefly on this article. This will be carried over for future more in depth conversation.

*Odessa Leadership Institute*

This was tabled to a future meeting where Kate is present.

**POLICY REVIEW**

2603 Weapons on Campus was approved. All other policies will be held over.