

**Leadership Council
Jackson College
Collaboratorium
January 3, 2018**

The Leadership Council of Jackson College was held on January 3, 2018 on central campus in Jackson, Michigan.

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

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 December 13, 2017 minutes were approved.

MONTHLY BELIEF/GOOD NEWS

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

TALENT REVIEW

Six month interviews were held with Jered Smart and Emily Mathein.

Feedback from interviews: Jered suggested changes to the housing web page as well as adding housing criteria to the admissions application online. Emily asked what we are doing to assist the group of students who lack basic technology skills. Additionally, she shared a suggestion that it would be helpful to get a follow up call from colleagues when students are handed off to ensure students are taken care of.

For future interviews, LC members will prep employees prior to their six month interviews. Jason is going to look into innovation fund utilization for those who bring forward ideas.

INFORMATION/ROUND TABLE

Institutional Surveys – These were reviewed by the leadership council.

Robotics – President Phelan shared his intention to move forward with robotics and create an advanced manufacturing/robotics center. He has asked Jolene Chapman to research what is needed for this.

Enrollment – a discussion was held on enrollment as well as the efficacy of the weekly enrollment snapshot. The team was asked to review some suggested elements for inclusion and respond with suggestions to Sara by Friday, January 5th. This list will be brought back for additional discussion.

Budget – Darrell shared an overview of the budget.

Verification – Jeremy shared a document sharing benefits and challenges associated with increasing verification to 100%.

President Phelan shared that he would like Financial Aid Services to visit campus every other year. The President would also like to ensure process mapping continues on at the College. He has been in conversation with Cindy about possibilities. The decision was made to complete 33.3% verification each year.

Housing over break – discussion was had on how to handle providing food over break going forward. Darrell will work with Liz to come up with a plan to provide food to those who move in prior to the semester beginning as well as over winter break. This plan should also continue offer busing as well as snow clearing, gym accessibility and the hangar. Darrell will bring forward a plan for consideration.

JCEC – Jeremy provided an update on Jackson County Early College (JCEC). There are currently 13 verbal commitments to JCEC but they are expected to have all 14 Jackson County schools. Interviews were held for the coordinator of the program. An offer has been extended and they hope to have the candidate on board mid-January. Jeremy will work to coordinate a time for the candidate to meet with LC once they are on board.

Steelcase Grant – the group agreed that it will not hurt to re-submit application for this grant.

BIF – Focus will be on retention. An additional meeting will be scheduled to work out logistics, timeframe and questions.

Summer JETS – Kate provided an update on the Summer JETS program. The President approved moving ahead with the program and requested a budget.

Round Robin – Kate shared that adjunct learning days and faculty learning days are coming up. Jason asked for feedback to contract the upcoming phone a thon. The group agreed that this was a good option.