

**Leadership Council  
Jackson College  
Potter Center, Boardroom  
October 1, 2020**

The Leadership Council of Jackson College was held on October 1, 2020.

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

Absent: Jason Valente and Jeremy Frew

Meeting start time: 9:00AM Meeting end time: 11:55AM

**FIRST TEAM NORMS**

The Leadership Council COVID-19 Commitments were reviewed.

**MONTHLY BELIEF/GOOD NEWS**

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

**MINUTES**

The minutes for September 24, 2020 were approved with a few minor corrections.

**ACTION ITEMS**

*Policy Review*

The following policies were reviewed and approved: 1730 Employee Drug and Alcohol and/or Alcohol Use; and 2609 Threats and Violence.

The remaining policies were carried over to next week. Academic Freedom will not be carried over, but Demonstrations Policy will be added for review.

**INFORMATION**

*Scorecard Review*

The team reviewed the weekly Scorecard.

*Housing Update*

Darrell provided the weekly housing update.

*Tiny Homes*

Darrell shared that there are currently 17 applicants. Rules will be incorporated into the contract, which is being finalized. President Phelan wants to ensure we have job options available on campus for these students.

*Restricted Funds*

Darrell provided an update on restricted funds.

### *Cares Act*

Darrell provided an update on Cares Act.

### *COVID SCENARIOS*

President Phelan led two scenario discussions.

### *JPEC Update*

Sara provided an update from the September JPEC board meeting. Sara will schedule a time for her, President Phelan and Mark Weinberg from NCIS to discuss the Board's request to stagger terms.

### *Survey*

President Phelan shared a survey from Wichita State as an informational item only.

### *Getset*

President Phelan shared a presentation that was recently shared with him related to mental health. He reminded the team that we need to ensure we are checking in on our employees.

### *Gym*

President Phelan shared that he is looking at moving some of the cardio equipment to a Federer Room to provide on campus employees an opportunity for exercise. Cindy and Jim will work on a plan.

### *League Excellence Awards*

Discussion was had around submission for this years recognition. Sara will take care of submitting this years name and connecting with marketing.

### *Affinity Groups*

Lee provided an update on affinity groups. He shared that in addition to the five current groups, they are planning on adding the following three groups: LGBTQ, Faith Based and Foster Care. He will be bringing forward a job description next week for the affinity group liaisons.

### *Checkpoint Signage*

Jim provided a couple of images from the checkpoint for signage. It was determined that Jim will ask Marketing for suggestions for artwork. Once the artwork is determined, Jim will pick out a paint color for the binblocks.

### *Round Table*

Lee shared that equity groups will be launched next week. Darrell shared an update on a fine owed to the IRS. Jim shared that he is working on next steps for Tiny Homes to get them ready. He shared that they are working on prep for winter as well. Regarding Wickwire House, facilities will likely be handling snow removal and invoice the Foundation. Darrell will let Jason know this discussion was had. Jim will be bringing forward a proposal next week related to staffing. Cindy shared that she has worked through messaging when closing for inclement weather given the current environment of virtual classes and employees working from home. President Phelan provided brief updates from his MCCA Presidents meeting.