



**REGULAR MEETING OF THE LEADERSHIP COUNCIL**  
Jackson College  
Central Campus, Health Laboratory Center, Room 200  
10.12.22

**[DRAFT & UNOFFICIAL]**

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, October 12, 2022, 8:00am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

*Leadership Council Members Present:*

- Dr. Todd Butler, Dean of Humanities and the Sciences
- Mr. Jeremy Frew, Chief Academic & Student Services Officer
- Ms. Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Ms. Julie Hand, Chief Advancement Officer
- Mr. John Globoker, Chief Financial Officer
- Mr. Doug Yenor, Chief Information Officer
- Mr. Jason Valente, Chief Campus Operations Officer
- Ms. Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer
- Dr. Daniel Phelan, President & CEO

*Council Member Excused Absence: None*

*Others Present:*

- Keith Everett Book, Executive Assistant to the President & CEO

President Phelan called the meeting to order at 8:00am.

**FIRST TEAMS**

The LC reviewed their First Team Norms.

**GOOD NEWS STORIES**

Ms. Crum shared that the ATD trip to Minnesota had many takeaways. Mr. Frew noted that JC should be proud of the initiatives we have already in place, and have for a long time, as compared to exemplary community colleges. It is hoped ATD may send a group to JC.

Dr. Butler reported that his departments have been having more and productive department meetings.

Dr. Phelan welcomed and shared appreciation for Doug Yenor and his anticipated contributions. Mr. Yenor shared his appreciation for the IT staff and the student employees as well.

Dr. Phelan reported that Detroit Drives Degrees would like to collaborate with JC, which could include some possible grant opportunities as well. He also shared that recent conversations with Wayne State University have been informational and ongoing. He particularly noted Sam Fonseca's excellent efforts and follow-up with both organizations.

## **QUESTION**

The below question was posed to the LC, requesting that they come to the 10/17 LC Strategic Planning Session with a written response, as well as with hardcopies of that response for the LC.

What is the one idea you have to improve the college, to advance its mission and student achievement, or the one item that you would eliminate from our work that is a distraction from our mission and student achievement?

## **REQUIRED REPORTING**

### **Standard Reporting: Monitoring Reporting**

The LC reviewed the monitoring report schedule.

### **Standard Reporting: Cyber-security and Preparedness**

Mr. Yenor noted that the audit was strong, but he would like for JC to be tougher on themselves than the audit. He also shared the need to refresh our WIFI by March and for a concrete plan for audit follow-ups.

## **ACTION ITEMS**

### **Jet Protocols**

Mr. Frew brought forth the following position for consideration, which was sent forward to posting:

- Student Resource Coordinator

President Phelan emphasized the need for this role to help facilitate student access, as well as to help address student mental health and the currently troublesome suicide rate.

President Phelan also noted that there will be schedules attached to our budgets going forward, to help monitor staffing expenditures.

### **Board Fall Retreat Draft Agenda – 10.18.22**

President Phelan reviewed expectations for the upcoming Board Fall Retreat on 10.18.22.

### **Jackson College Business Continuity Plan**

Ms. Allen asked that the LC continue to work on the deliverable of the actual strategies for their areas of support. She will reach out directly to those with outstanding deliverables.

### **Remote Work after 12/31/22**

The LC discussed feedback received from employees on their current experience with remote work. LC will seek to understand if employees are indeed taking appropriate PTO and vacation, as opposed to using remote work in place of either. This topic will be revisited at the November 2<sup>nd</sup> LC meeting.

### **Communication Efficacy and Frequency**

The LC discussed feedback received from employees on the efficacy of current manners of sharing institutional information. It was determined that Coffee and Conversations with President Phelan will be discontinued. In place of those meetings, President Phelan will attend a different departmental meeting in-person once a month starting as soon as possible. LC will offer dates of departmental meetings for Dr. Phelan to attend.

Additionally, President Phelan will instate Quarterly Administrator Mtgs., which will also be in-person, held in the Community Rooms of Bert Walker Hall. These will be scheduled as soon as possible also.

### **AACC & League Excellence Awards Nominations**

President Phelan expressed hoping that LC will plan to attend the AACC conference, to think holistically about decisions for the whole institution. He also encouraged them to present a paper.

Ms. Hand led discussion of an AACC Outstanding Alumni Award nominee for 2024.

Mr. Frew noted that his staff are discussing the AACC's Award of Excellence for Outstanding College / Corporate Partnership.

Dr. Butler led discussion of a possible Jackson College Distinguished Service Award nominee.

### **CONSENT AGENDA ITEMS**

Prior to the meeting, the LC members reviewed prior meeting minutes from 10/5/22, Institutional Actions Council of the HLC Letter, and the LC & President Score Cards.

Dr. Phelan shared that he and Mr. Globoker are working toward a process for responding to the HLC's monitoring report request, as well as a process for budget development.

## **ACHIEVING THE DREAM (ATD) UPDATE**

ATD Coach Francesca Carpenter (ATD's Director of Equity Initiatives) introduced herself to the LC. She asked the LC what their intention is for doing this equity work. Responses included:

- Uncover what we don't know, the systemic items we have not uncovered, and learn how to correct them.
- How might practices and processes need to be re-evaluated?
- Regarding campus, classroom, and curriculum – what more can we do so that our students see themselves in the classroom. We want to be accessible without barriers.
- We want to have systemic change that is grounded in data. We need to understand the unique, individual, whole student. Equity happens at JC; it is not just talked about, and this is communicated to our community. We want to be active, not performative.

Ms. Carpenter asked the LC what the community would say about JC. Is it welcoming? Have there been good or bad experiences that people in the community are sharing? Do marginalized students feel they have an opportunity at JC?

Responses included:

- We do not want to chase demographics; we want to work on serving the students that are here and make sure they feel seen. We want to keep the students we have and let that success entice others.
- We have worked very hard on this for a long time, but we are not there. I want coaches to help us see what we cannot and help us design systems that are going to pull all of us forward. There is a real hunger here for the change to happen.
- When you've met one student, you've met one student. We need to meet each individual where they are at holistically.
- We want to own a broader definition of what diversity is. It is just part of who we are within the institution, not just number comparisons.

Justin Gaeta presented an in-depth analysis of focus group data to the LC. Prominent themes of importance centered around communication and student connection to the instructor.

## **DISCUSSION OF THE LEADERSHIP COUNCIL**

Ms. Crum noted that this Saturday is a Big 3 Basketball tournament. In regard to the appeals process, she is making sure needs are being met equitably.

Mr. Valente reported that Central Campus parking lots are complete. Ballfield Concession work is moving fast with hopes of being completed before snow flies, as well as the new parking lot. Site plans for the dome (to be on the footprint of the tennis courts – 40,000 sq. ft. total) and the observatory are underway. The telescope is under construction. The power needs of our system are being considered closely as not to exceed the current allotment. Potter Center bids for Baughman Theatre lighting are in.

The Potter Center electrical panel is being worked on. The Hanger fryer has also arrived for Jax Place.

Mr. Valente also noted the value of conducting regular PMIs with employees, to learn what is going on in their lives.

Mr. Frew reported on JC's collaborative community efforts. He announced that from 9am to 11am on a Friday in the Bert Walker Community Rooms, Student Services will go through all of this in person. Mr. Frew will share this information.

Mr. Globoker shared an update on the audit and thanked his team. He thanked Kim Abbott and Mike Volk specifically. There were no findings in the college audit. The cyber-security audit will have some recommendations to offer. The audit will be shared at the November Board meeting. Plante Moran is on site doing a special external audit.

Ms. Allen shared that there will be 2 additional employee health insurance plans being offered in the coming year, bringing the offering to a total of 4.

Mr. Yenor shared that he is onboarding a couple contractors into the IT infrastructure that are within the CampusWorks agreement. We shared his enthusiasm for the talent in JC's IT and emphasized the need for them to be appreciated and kept.

Ms. Hand reported that her staff are currently enjoying a conference to help reignite community outreach following the pandemic.

Dr. Butler reported the success of the science faculties' science weekend with PlaneWave Instruments. Dr. Phelan discussed capital outlay potential and encouraged the science department to start considering what McDivitt Hall could become.

## **TALENT CONSIDERATIONS**

The LC interviewed candidates for the following roles. All candidates were moved forward in the hiring process.

- Cook
- Jax Place Frontline Coordinator

## **ACTION, MEETING AND COMMUNICATION REVIEW**

**1. LC WILL REVIEW THE BELOW LIST AND LET KEITH KNOW WHAT CAN BE ELIMINATED.**

2. The below question was posed to the LC, requesting that they come to the 10/17 LC Strategic Planning Session with a written response, as well as with hardcopies of that response for the LC:

What is the one idea you have to improve the college, to advance its mission and student achievement, or the one item that you would eliminate from our work that is a distraction from our mission and student achievement?

3. Ms. Allen asked that the LC continue to work on the deliverable of the actual strategies for their areas of support. She will reach out directly to those with outstanding deliverables.
4. LC will offer dates of departmental meetings for Dr. Phelan to attend.
5. Mr. Frew will share information with the LC on the Collaborative Community Efforts.
6. 10/5/22 Mr. Frew will schedule a conversation with legal counsel Bill Abbott to see if there is anything else that can be tightened up on policy 2801 regarding personal information.
7. 9/21/22 Ms. Allen will work to provide updated emergency plan booklets for each classroom (it's on-line for employees) .
8. 9/21/22 Mr. Yenor will send his IT Strategic Plan to Keith to include in Diligent for the LC's review. (In progress)
9. 9/7/22 Mr. Yenor will provide updates on the audit initiatives progress for the LC meetings to Keith. (In progress)
10. 9/7/22 Ms. Allen and Dr. Phelan will look to incorporate critical incident topics like avoiding financial harm and inability to engage in ongoing operations.
11. 8/31/22 Regarding critical incidents, an incident response plan postcard with the first 5 actions to take in the occurrence of an emergency will be considered. It was agreed upon that more documentation of critical incident processes would be an improvement.
12. 8/17/22 Ms. Allen will be working with different departments to finalize the Business Continuity Plan. (Departmental plans are also complete)
13. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contracts standpoint with legal counsel.
14. 8/17/22 Mr. Yenor will develop an LC group email. (DONE)
15. 6/15/22 Ms. Hand will develop a scorecard for the Foundation to be reviewed regularly.
16. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
17. 5/25/22 Mr. Yenor will provide an update to the LC on the completion of personal contact information collection campus-wide. Email addresses of previous employees, students, and retirees are being double checked to ensure they have been properly handled / deactivated, and the process of offboarding was reviewed. (DONE – HAND OVER TO HR.)
18. 5/25/22 Forms and telephone tree formats shared by Jeremy Frew with the LC at this meeting will be used across the institution and then sent to Keith. Once we have 100% completion, the information will be held in a separate system and parceled out hardcopy.
19. 5/25/22 Off-site data storage space is being addressed this week as well.
20. 5/25/22 President Phelan will create a document to share regarding the legal counsel document review SOP. Signing SOPs for President Phelan will be reviewed as well in the document.
21. 5/18/22 President's office to verify the functionality of the CIT system in the President's conference room. (To be done over Thanksgiving Break.)
22. 5/18/22 President Phelan recommended that everyone develop a plan on how their unit could operate for at least 4 weeks during an emergency

23.4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.

Meeting adjourned at 11:45am. Interviews were conducted 11:00 – 11:45am.

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