

**Leadership Council
Jackson College
Collaboratorium
October 17, 2018**

The Leadership Council of Jackson College was held on October 17, 2018 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, Dr. Kate Thirolf, Sara Perkin, Jim Jones, Darrell Norris and Jason Valente (departed at 11:00am).

Meeting start time: 8:50 AM Meeting end time: 3:35 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 minor changes.

LEGAL

Legal Counsel Bill Abbott was on hand to provide an overview of the checklist that Leadership Team members should consider prior to sending contracts to him for review. President Phelan reiterated that only Leadership Council members should be reaching out to legal for review.

FIRST READING

Jeremy Frew shared a proposal to fill the TRIO Program Coordinator position. It was approved to post the position as a part time position. Jeremy will research the possibility of this being a full time position, which would impact the college budget.

Dr. Kate Thirolf shared a proposal for funding for continuation of co-req math in the Quantitative Reasoning Pathway. During discussion, the following questions were brought up. What would full scale look like? Of the students not persisting in the pilot, why are they not? Where are we at with taking attendance? Kate shared that Marcie has developed a tool that will be required for use, hopefully in winter 2019. Dr. Phelan approved fully scaling this for the winter semester, no matter how many sections are needed. President Phelan would also like to see economic modeling and arithmetic modeling of the results. What is the relationship of the teaching team with the navigators? What is the work between these teaching teams and the CSS. Dr. Phelan wants to ensure we are aligning and leveraging. Cindy also that Human Resources and Scheduling are in the loop to ensure input is correct for wage payment. President Phelan would like a full report of the students who do not pass the class and why.

SECOND READING

Jeremy Frew's proposal on bringing alternative loans forward was approved.

POLICY REVIEW

The following policies were approved as presented: 2605 Animals on Campus, 2606 Video Surveillance, 2609 Threats and Violence, 2611 Critical Incident Team, 2614 Timely Warning, 2615 Parking, 2616 Firearms – Safety and Security Personnel, 2617 Safety and Security Interventions and 2618 Use of Force.

Jim Jones will touch base with Jeff Whipple to ensure that signage is on all doors that we use video surveillance. Cindy Allen will work with Marketing to update the parking map that is linked in the Parking Policy.

INFORMATION/DISCUSSION

Jeremy provided an update on the Finish Line Grant. There was discussion on allocating dollars for prison education students as well. Cindy suggested looking to see if there is potential on partnering with the John George Fund.

Lee Hampton shared results of a survey that was distributed to employees of color and discussion followed. The intention is to look for trends that will help guide us as we work to diversify our workforce.

A discussion on complaints was led by President Phelan. He would like to have a methodology in place that we register and track complaints how we handle. For accreditation purposes, we need to have this in place.

For the upcoming Leadership Retreat, he would like to review the five criteria for accreditation and ensure the team has some knowledge of these areas.

Discussion was had on providing places for students and employees for breastfeeding. Cindy will reach out to legal for counsel.

A debrief on the student forum held yesterday was held. Going forward, an invite will be extended to the entire Leadership Council to attend if they would like to.

TALENT REVIEW

One year conversations were held with Jolene Chapman and Jennifer Adams. A six month conversation was held with Holly Clark.

ROUND TABLE

Dr. Thirolf shared that conversations are being had about locations for practice space for music students. Jeremy reminded that registration for winter begins next week. He shared that we may want to talk in further depth on the impact of dual enrollment for the institution. Jim shared a Da Vinci appraisal will be ready for review tomorrow. Darrell is working on the five year master plan for the State of Michigan.