



## **REGULAR MEETING OF THE LEADERSHIP COUNCIL**

Jackson College  
Central Campus, Health Laboratory Center, Room 200  
10.19.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, October 19, 2022, 9:00am via Zoom.

*Leadership Council Members Present:*

- Dr. Todd Butler, Dean of Humanities and the Sciences
- 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:*

- Mr. Jeremy Frew, Chief Academic & Student Services Officer

*Others Present:*

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

President Phelan called the meeting to order at 9:00am.

### **ACTION ITEMS**

#### **Jet Protocols**

President Phelan brought forth the following position for consideration, which was sent forward to posting:

- Institutional Research Analyst

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

- CEP Navigator Replacement Position

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

- Coordinator, Administrative Services

Mr. Valente announced that he will be bringing forth a position for additional assistance in Facilities.

### **Policy Review**

President Phelan emphasized the importance of considering any unintentional exclusionary or defamatory references in all Board and College policies.

### **Website Review**

Mr. Yenor shared his approach to systematically addressing challenges with a recent website service update.

### **Spring Convocation**

President Phelan shared his intent to have a comprehensive focus on the singular topic of student success at Jackson College during Spring Convocation. He also highlighted a Culture-of-Care handbook from Amarillo College that he hopes to expound upon. He asked that LC read the entire handbook.

### **Event Attendance**

In regard to events attended by the Leadership Council and the Board of Trustees, President Phelan asked that the LC help to prioritize specifically the local events that are attended by LC, or part thereof, and consider what can be removed (or added). This is important to ownership linkage in Jackson County and the community abroad. Dr. Butler will speak to Michael Masters in regard to Lenawee events he regularly attended.

### **Non-Profit Network**

President Phelan shared contact from the Non-Profit Network regarding the use of space at the Central Campus of Jackson College. Discussion ensued.

### **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. This should be done by next Wednesday's LC meeting – 10/26.

### **CONSENT AGENDA ITEMS**

Prior to the meeting, the LC members reviewed prior meeting minutes from 10/12/22, remote work data, and LC / President Scorecards.

### **PROFESSIONAL DEVELOPMENT – DEVELOPING SOUND JUDGEMENT**

Angie Morgan conducted a 2-hour exercise with the LC centered around progress on 90/80/70/UO and personal professional goals.

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

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

2. LC to read the Culture-of-Care handbook from Amarillo College
3. In regard to events attended by the Leadership Council and the Board of Trustees, President Phelan asked that the LC help to prioritize specifically the local events that are attended by LC, or part thereof, and consider what can be removed (or added).
4. Dr. Butler will speak to Michael Masters in regard to Lenawee events he regularly attended.
5. 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?
6. 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.
7. LC will offer dates of departmental meetings for Dr. Phelan to attend.
8. Mr. Frew will share information with the LC on the Collaborative Community Efforts.
9. 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.
10. 9/21/22 Ms. Allen will work to provide updated emergency plan booklets for each classroom (it's on-line for employees) .
11. 9/21/22 Mr. Yenor will send his IT Strategic Plan to Keith to include in Diligent for the LC's review. (In progress)
12. 9/7/22 Mr. Yenor will provide updates on the audit initiatives progress for the LC meetings to Keith. (In progress)
13. 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.
14. 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.
15. 8/17/22 Ms. Allen will be working with different departments to finalize the Business Continuity Plan. (Departmental plans are also complete)
16. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contracts standpoint with legal counsel.
17. 6/15/22 Ms. Hand will develop a scorecard for the Foundation to be reviewed regularly.
18. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
19. 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.

20. 5/25/22 Off-site data storage space is being addressed this week as well.

21. 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.

22. 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.)

23. 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

24. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.

Meeting adjourned at 12:00pm.