



REGULAR MEETING OF THE LEADERSHIP COUNCIL
Jackson College
Central Campus, Health Laboratory Center, Room 200
10.26.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, October 26, 2022, 8:00am in HLC 200.

Leadership Council Members Present:

- 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 (via Teams)
- Ms. Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer
- Mr. Jeremy Frew, Chief Academic & Student Services Officer

Council Member Excused Absence:

- Dr. Daniel Phelan, President & CEO
- Dr. Todd Butler, Dean of Humanities and the Sciences

Others Present:

- Jesse Wallenfang, Administrative Assistant

Cindy Allen called the meeting to order at 8:01am.

GOOD NEWS ITEMS

Cindy Allen reminded everyone that today is Spirit Day on campus.

Jeremy Frew announced that Jackson College was selected as a YMCA partner of the year.

Jeremy Frew reported that JC was 3rd out of 7 schools with increased enrollment figures for Fall 2022.

Jason Valente reported that yesterday's Foundation board meeting was his last one as part of Julie Hand's transition to Chief Advancement Officer.

REQUIRED REPORTING

90/80/70 Progress

Mr. Frew reported on features of the new LMS and how that will help with student success. Many of these features required manual work in the old LMS.

Ms. Crum provided comments on coaching, ATD, and who to send to conferences going forward.

ACTION ITEMS

Jet Protocols

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

- Student Engagement Coordinator

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

- Dining and Culinary Operations Cook

Jackson College Business Continuity Plan

Mr. Globoker reported that his section of the Business Continuity Plan will be updated ahead of the 11/2 Leadership Council meeting.

CONSENT AGENDA ITEMS

Prior to the meeting, the LC members reviewed prior meeting minutes from 10/19/22 and LC / President Scorecards.

DISCUSSION OF THE LEADERSHIP COUNCIL

Mr. Valente discussed the current state of the Field Support Building, Potter Center Fire Renovation, Capital Outlay, and Baughman Theater Lighting projects around campus.

Mr. Frew discussed hosting an employee party at Jax's Place once it is opened.

Ms. Allen confirmed the reservation of the Cascades Manor House for the Jackson College Holiday Party. This will allow Food Services to enjoy the event instead of working it.

Ms. Crum reported that Men of Merit / Sisters of Strength meetings are starting to be held at Jackson Highschool. She also reported on some issues impacting students in the Ready Set Jet program this fall and that the program will be examined for ways to reduce the issues for students in upcoming years.

Mr. Frew reported that registration is now open for the Spring and that staff and faculty will be asked to focus on preparing for the semester transition so that it goes smoothly.

Mr. Yenor reported on the budgeting process discussions with Mr. Globoker and that CampusWorks has asked for a suitable time to start their Process Reimagine and Redesign workshops.

Ms. Allen followed-up on the JC Holiday party, noting that invitations should go out early to ensure that people reserve the date on their calendars and that the invitations may need to be sent through the President's Office for the same.

Ms. Allen also announced that she may have a reworked job description ready for LC review at next week's meeting and that December NEO is under consideration due to the number of vacancies.

Mr. Globoker reported that the Capital Outlay and 5-year master plan processes have been more time consuming than expected across campus. The Capital Outlay report is still on schedule for timely submission next week and updates to the College's project management processes will be provided soon.

Ms. Hand reported on addressing the needs of the whole student with a particular focus on issues like housing, childcare, food security, and scholarship opportunities that can often go unnoticed despite their impact on student success.

TALENT CONSIDERATIONS

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

- Health Clinic Admin/Medical Support
- Jax Place Cook FT

ACTION, MEETING AND COMMUNICATION REVIEW

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

2. 10/19/22 LC to read the Culture-of-Care handbook from Amarillo College
3. 10/19/22 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. 10/19/22 Dr. Butler will speak to Michael Masters in regard to Lenawee events he regularly attended.
5. 10/19/22 LC will offer dates of departmental meetings for Dr. Phelan to attend.
6. 10/19/22 Mr. Frew will share information with the LC on the Collaborative Community Efforts.
7. 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.
8. 9/21/22 Ms. Allen will work to provide updated emergency plan booklets for each classroom (it's on-line for employees).

9. 9/21/22 Mr. Yenor will send his IT Strategic Plan to Keith to include in Diligent for the LC's review. (In progress)
10. 9/7/22 Mr. Yenor will provide updates on the audit initiatives progress for the LC meetings to Keith. (In progress)
11. 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.
12. 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.
13. 8/17/22 Ms. Allen will be working with different departments to finalize the Business Continuity Plan. (Departmental plans are also complete)
14. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contract's standpoint with legal counsel.
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 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.
18. 5/25/22 Off-site data storage space is being addressed this week as well.
19. 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.
20. 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.)
21. 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
22. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.

Meeting adjourned at 11:00am.