



## REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, Health Laboratory Center, Room 200

10.05.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, October 5, 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

### *Council Member Excused Absence:*

- Dr. Daniel Phelan, President & CEO
- Mr. Mike Volk, Consulting Chief Financial Officer

### *Others Present:*

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

Ms. Cindy Allen called the meeting to order at 8:00am.

### **FIRST TEAMS**

The LC went over Our Work Together.

### **GOOD NEWS STORIES**

Mr. Globoker described his highly beneficial time shadowing each of his team members in the Business Office.

Ms. Crum announced that the 2022 Harold White Diversity Achievement Award has been awarded to Dr. Phelan. The 21st Annual Harold White Diversity, Inclusion, and Volunteer Awards Breakfast recognizes leaders in Diversity, Inclusion, and Volunteer efforts in the City of Jackson.

## **REQUIRED REPORTING**

### **Standing Reporting: Progress on 90/80/70, Equity Gap Elimination & Strategic Agenda**

Dr. Butler announced that his team is going to Minnesota next week for Achieving the Dream aspirations and reviewing undifferentiated outcomes.

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

The LC reviewed the monitoring report schedule.

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

Ms. Allen announced that 12 more hockey puck internet devices have been acquired and are currently being held by security, to then be transferred to the Solution Center for distribution to traveling employees.

## **ACTION ITEMS**

### **Jet Protocols**

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

- Jet Store Clerk

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

- PT Cleaning Team Member

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

- Director of Workforce Training

### **Policy Review**

The following policies were reviewed and approved as amended:

- Policy 2609 Threats and Violence
- Policy 1715 Tobacco and E-Cigarette Free Environment
- Policy 2701 Student Rights, Responsibilities, and Code of Conduct  
Amendments: The statement that electronic cigarettes may be used outside of buildings only was eliminated. The link to the Information Technology Electronic Account Policy 1613 was updated.
- Policy 2801 Access to Student Information  
Amendments: Directory Information – elimination of “Students’ phone number(s)”, “class (fresh, sophomore, etc.)”, “previous educational institutions attended”. Mr. Frew will schedule a conversation with legal counsel Bill Abbott to see if there is anything else that can be tightened up on the policy regarding personal information.

Ms. Allen will ensure that reminders for policies to be reviewed are being sent regularly to the responsible parties.

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

Ms. Allen reviewed expectations for the upcoming Board Fall Retreat on 10.18.22. Keith has sent an invite from beautiful.ai to the LC for them to collaborate on the presentation. Deadline for slides into beautiful.ai is EOD 10/12/22.

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

Ms. Allen asked that the LC continue to work on the deliverable of who is responsible for each area support strategy, as well as the actual strategies for their areas of support. This will be followed up with at the 10/12 LC meeting.

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

The LC discussed feedback received from employees on their current experience with remote work.

### **Communication Efficacy and Frequency**

The LC discussed feedback received from employees on the efficacy of current manners of sharing institutional information.

Mr. Globoker shared feedback that Administrator meetings have been appreciated in the past.

Ms. Allen described doing quarterly Administrator meetings, at round tables.

It was described that Dr. Phelan could conduct departmental meetings in a different department once a month rather than conduct the monthly Coffee & Conversations.

This will be considered further by Dr. Phelan.

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

Ms. Allen led the LC in discussions of AACC and League Excellence Awards nominees.

Leland Bassett was suggested by Ms. Hand for the Outstanding Alumni Award.

Dr. Butler described his gratitude for Trustee Donna Lake's attendance at nearly all CEP graduations this year.

### **CONSENT AGENDA ITEMS**

Prior to the meeting, the LC members reviewed prior meeting minutes from 9/21/22 and 9/28/22, MESSA updates, and the LC & President Score Cards.

Discussion ensued about the pros and cons of potential additions to MESSA options.

## **DISCUSSION OF THE LEADERSHIP COUNCIL**

Mr. Valente led a discussion on this year's holiday food drive, which will be a hygiene supplies drive as well as hats, gloves and mittens, which has been very widely received by the students. This form of drive is easier to manage and has a longer shelf life.

Discussion of Hunger Free campus ensued and the free meal coupon process in place.

Mr. Valente noted that parking lots are nearly finished, and the checkpoint has been removed.

Ms. Crum shared that the Men of Merit and Sisters of Strength meetings are going strong. For Ready Set Jet, 32 students are here for the Fall semester, and staff are learning the students' support needs. 6 students are in the LatinX Affinity Group. The Faith-based and Asian Affinity liaisons are out in the community steadily. Elder and LGBTQIA+ liaison positions remain posted.

Dr. Butler shared the negative academic impacts of COVID on math and public speaking, but that there seem to be some exceptional students in bio this Fall. The "library of things" is being worked on and will be presented at a future LC meeting.

Ms. Hand noted that the laptop policy may need to be revisited as students are needing laptops for longer periods of time.

Mr. Yenor (JC's new CIO) will be scheduling meetings with LC members.

Mr. Globoker shared that the financial audit is inching toward conclusion. He thanked the Business Office, especially Kim Abbott for her close work with the auditors.

Mr. Frew shared a second residence move-in date of October 20<sup>th</sup>. He reported that Take Me Out to the Ballpark and Jets Night went very well, and financial aid packets are underway.

Ms. Hand shared some end of the year appeals and thankful acknowledgements being conducted. Smaller events for premier partners and new donors are being arranged with invitations to shows at the Potter Center and hors d'oeuvres prior to. She also noted that Brigette Robinson and Margaux Dever are attending a donor relations conference.

## **TALENT CONSIDERATIONS**

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

- Cleaning Team Member
- Part-time Cook

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

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

2. 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.
3. Ms. Allen will ensure that reminders for policies to be reviewed are being sent.
4. Mr. Valente will reach out to the team organizing Food Boxes to get their input on what could be done this holiday season.
5. Per Dr. Butler, the “library of things” is being worked on and will be presented at a future LC meeting.
6. 9/21/22 Ms. Allen will work to provide updated emergency plan booklets to all employees.
7. 9/21/22 Mr. Boyce will send his IT Strategic Plan to Keith to include in Diligent for the LC’s review.
8. 9/21/22 Dr. Butler will seek Odessa Community College’s protocols for their once a month celebrations.
9. 9/21/22 Dr. Phelan asked that LC speak with their administrators and come back to the 9/28 LC meeting with that feedback on the efficacy and frequency of communication.
10. 9/7/22 Mr. Boyce will provide updates on the audit initiatives progress for the LC meetings to Keith.
11. 9/7/22 Mr. Frew will bring back his Canvas Catalog for Workforce Programming Jets Protocol to the LC at a future date.
12. 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.
13. 9/7/22 The League Excellence Awards deadline on December 1<sup>st</sup> will be discussed again in October.
14. 8/31/22 Mr. Volk is putting together financial metrics that should be reviewed and will share them at a future LC meeting.
15. 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.
16. 8/17/22 Ms. Allen will be working with different departments to finalize the Business Continuity Plan.
17. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contracts standpoint with legal counsel.
18. 8/17/22 LC will share their team discussions of the League Excellence and ATD Awards at the next LC meeting.
19. 8/17/22 Mr. Boyce will develop an LC group email.
20. 8/10/22 Mr. Frew and Dr. Butler will get data on what the checkout demand has been for devices in housing and the library.
21. 6/15/22 Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.

22. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
23. 5/25/22 Mr. Boyce 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.
24. 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.
25. 5/25/22 Off-site data storage space is being addressed this week as well.
26. 5/25/22 IT team will meet with every department to assess the calendar, to work around hotspots when support is needed, and when shutdowns should be avoided. Payroll will also be consulted.
27. 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.
28. 5/18/22 President's office to verify the functionality of the CIT system in the President's conference room.
29. 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.
30. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
31. 4/20/22 Ms. Crum to investigate what other schools are doing in the way of expanding ceremonies like the Kente Ceremony to other affinity groups.
32. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
33. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
34. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
35. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
36. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.

Meeting adjourned at 11:15am. Interviews were conducted 10:00 – 11:10am.