

**Leadership Council
Jackson College
Zoom
October 8, 2020**

The Leadership Council of Jackson College was held on October 8, 2020.

Leadership Members Present: Jason Valente, Jeremy Frew, Cindy Allen, Darrell Norris, Sara Perkin, Jim Jones and Lee Hampton.

Absent: Dr. Daniel Phelan

Meeting start time: 9:00AM Meeting end time: 11:55AM

FIRST TEAM NORMS

The Leadership Council COVID-19 Commitments were reviewed.

MONTHLY BELIEF/GOOD NEWS

Celebration of the monthly belief and good news stories were shared.

MINUTES

The minutes for October 1, 2020 were approved.

REVIEW LAST WEEKS ACTION ITEMS

The following items were reviewed from last weeks meeting:

- Sara – schedule meeting with Mark Weinberg and Dan to discuss concern of staggered terms from JPEC Board
- Cindy and Jim – work on implementation plan to move some cardio equipment to a Federer room for on campus employees to use. (worked on plan that will be presented to RTF)
- Sara – submit name to the League for this year’s Excellence Awards and connect with marketing for ad.
- Lee – bringing forward job description for affinity group liaisons next week
- Jim – connect with marketing for checkpoint signage and paint binblocks – Jim has had conversations with marketing.
- Darrell – follow up with Jason regarding conversation about facilities taking care of Wickwire – this conversation regarding snow removal is taken care of.

ACTION ITEMS

Policy Review

The following policies were reviewed and approved: 1009 Section Cancellations, 1026 Deans List, 1030 New Course Proposals, 1036 Course Fees, 1039 Graduation Requirements, 2801 Student Record Access (FERPA), 2816 Obsolete Courses, 2820 Course Auditing, 2830 dual Enrollment and 1614 Information Technology.

The team approved the sunset of policy 1001 Faculty Qualifications.

Policy 1010 Course Review will be sent to the President for review and carried over.

Policy 2612 Demonstrations is being reviewed by the President and will be carried over.

Affinity Group Liaison Position

Leadership Team approved the job description knowing that the salary/financing of these positions is still being worked through.

INFORMATION

Scorecard Review

The team reviewed the weekly Scorecard.

Housing Update

Darrell provided the weekly housing update.

Discussion was had around students checking out laptops, specifically around students in quarantine who are in need of a laptop.

Tiny Homes

Darrell shared the handbook and the application that will be used for CV4. He shared that he is working on one more piece of language in the handbook with legal counsel. Darrell brought up the topic of having a mandatory meal plan and that this may not be what is best. Darrell will discuss with President Phelan. Darrell will also discuss with President Phelan the best term to move students into CV4 and that Winter may be the better option.

Cares Act

Darrell provided an update on Cares Act.

COVID SCENARIOS

A debrief on the last couple of days was had.

Restricted Funds

Darrell provided an update on restricted funds.

Sections Report

Jeremy shared section reports from 2020 and 2019 comparing number of courses held in various formats.

RA Programs

Darrell provided an update on programming that the RA's will be offering, not just for housing students, but all students.

Board Meeting Agenda

Sara shared the upcoming October 12th board agenda and monitoring report. Sara will send out the word version for everyone to review and make any corrections or suggested changes they have.

League Arts Committee

Sara shared an email from the League asking for committee members for the art award. The group recommended Todd Butler and Clarinda Flannery. Sara will reach out to them to see if they have interest in serving on this committee.

Round Table

Jim shared a list of items that are being considered for submission for reimbursement. Kelly and Randy will be covering the IT Audit Committee meeting on Monday. Discussion was had around the kiosks and the quality and it was determined they will be returned. Lee shared an update on equity committees and shared that the League recently published on equity.