

**Leadership Council  
Jackson College  
Zoom  
November 12, 2020**

The Leadership Council of Jackson College was held on November 12, 2020.

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

Meeting start time: 9:00AM Meeting end time: 2:00PM (break for lunch 12:00-1:00pm)

**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 November 5, 2020 were approved.

**TALENT REVIEW**

A six-month interview was held with Miranda Penn.

**REVIEW LAST WEEKS ACTION ITEMS**

Action items were reviewed from last weeks meeting. Darrell provided an update on the AT&T wifi puck program and Jason provided an update on the holiday meal distribution plan. The team was in support of the distribution plan which will be held on Central campus on December 11<sup>th</sup> and 12<sup>th</sup>.

**ACTION ITEMS**

*MLK Day*

Kelly Crum and David Smith were on hand to present a proposal for MLK Day. The team approved the request to have MLK Day be a day off from class and will hold several celebrations.

*Housing Laundry*

Darrell provided an overview of a proposal to eliminate coin laundry in the housing units. This cost will be built into the housing costs. The team approved the request.

*Fall and Winter Plans*

President Phelan proposed the following: after the Thanksgiving Break we will close campus. Minimal staff on campus including leadership, facilities and security and those employees who LC approves. Through the end of December, we will not allow any students back on campus after thanksgiving except those cannot go home because of covid at home or those who do not have a home to go to. Clinicals would continue. Students who choose to leave earlier than

Thanksgiving, can leave earlier can choose to and they will be handled on an individual basis. We will inform students to take all of their personal items with them. Face to face classes will continue on virtually. Glen will review each students case individually to determine who needs to stay on campus. The goal will be to move students to a single facility, preferable CV2. Cindy will put together some communication for employees to see who may have interest in furlough or work share.

President's proposal for the winter 2021 semester: Remain predominately online for winter 21. Jeremy will ask Heather and Todd for those allied health labs that cannot be held online. We will hold off on tiny homes program for the time being. Glen will deploy a screening process to determine if they need to stay on campus or not, otherwise housing is closed. We will cancel all indoor sports. Food will be provided for students and employees on campus for the winter semester. One meal a day will be provided to essential employees at no cost. A decision for spring will be made in March (mid to late). If there are any changes to athletics through the state or national conferences, notifications will be made.

## **INFORMATION**

### *Scorecard Review*

The team reviewed the weekly Scorecard.

### *Housing Update*

Darrell shared the weekly housing update.

### *Tiny Homes*

No update discussed. It was decided that the Tiny Home program will be put on hold for the time being during the semester planning discussion.

### *Cares Act*

No new update.

## **COVID SCENARIOS**

No scenario was reviewed this week.

### *Restricted Funds*

Darrell provided an update on restricted funds.

### *Articles*

President Phelan shared an article for the group to review called Lessons on Leading Through Chaos from US Special Ops.

### *Jackson Global 2025*

President Phelan share that Sara will keep a running list of those interested in leading this group. He will be working on the charge, but putting on hold to get through upcoming semester planning.

### *Employees working from home*

This was discussed as part of Jackson Global 2025 and will be incorporated into future planning given the new environment.

#### *Bonuses*

A discussion was held around performance bonuses.

#### *HLC Multi Location Visit*

The College received notification that they are due for their multi location visit. Given the College will be predominately online, Sara will contact HLC to inform them and see what the next steps will be.

#### *Director, MDHHS*

President Phelan shared information on the States Director of MDHHS.

#### *Focus Groups – Student Success Navigator Experience*

President Phelan shared that he will be conducting focus groups soon to gain further insight into the experiences students are having related to their relationship with their navigators.

#### *Round Table*

Sara confirmed that everyone has the ASR training on their calendar for December 17<sup>th</sup> and also shared that JPEC is virtual starting today. Darrell shared an update on the sale of the building at the airport. Jason shared an update related to grants and potential grants that he and the grant consultant have discussed pursuing.