

**Leadership Council  
Jackson College  
Collaboratorium  
November 14, 2018**

The Leadership Council of Jackson College was held on November 14, 2018 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

Leadership Members Present: Jeremy Frew, Lee Hampton (departed 2:30pm), Cindy Allen, Sara Perkin, Jim Jones, Darrell Norris and Jason Valente (departed at 10:15am).

Absent: Dr. Daniel Phelan and Dr. Kate Thirolf

Meeting start time: 9:00 AM Meeting end time: 4:00 PM

**FIRST TEAM NORMS**

The team reviewed the first team norms.

**MONTHLY BELIEF/GOOD NEWS**

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

**MINUTES**

The minutes were advanced with minor changes.

**TALENT REVIEW**

Interviews were held for the W.J. Maher Campus Coordinator, Student Success Navigator for Maher, two part time cleaning team members and Student Success Navigator for Hillsdale.

**ACTION ITEMS**

*Great Lakes Alternative Loan*

The team approved the use of Great lakes for alternative loan processing.

*SmartThinking*

Discussion was had around SmartThinking by Pearson. This will be brought forward for additional conversation and consideration.

*Policy Review*

Cindy Allen brought back forward the following policies which were shared with legal counsel, who did not suggest any changes. 1709 Background Checks for Employees, 1719 Nepotism, 1723 Conflict of Interest and 1728 Relationships with Students.

**INFORMATION/DISCUSSION**

Cindy shared a draft for the upcoming winter convocation. Discussion was had on the facilitator for the breakout session to review Mission Documents.

**SECURITY DISCUSSION**

Jeff Whipple was on hand to share updated “go bags” for the team. He asked the group to think of any other additions they feel are needed and to get him a list in December. He shared that Disability Connections is doing an audit and that we are due to schedule a table top exercise. It was agreed that we should hold quarterly trainings, regardless of whom is present at the meetings.

### **ROUND TABLE**

Brief discussion was held on the recent PMI training the team attended. Cindy will be reaching out to the trainer to invite to campus. Sara Perkin shared that President Phelan would like to review returning to a minimum of monthly PMI's. Jim Jones shared an update on the upcoming planned power outage.

Darrell Norris provided a brief update on meal plans. Jet Dollars will be moved to additional meal swipes. Students can follow a process to request to keep their Jet Dollars prior to the start of the semester. These changes will begin for the winter 2019 semester.