



## REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, William Atkinson Hall, Room 202

11.16.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, November 16, 2022, 8:30am in WA 202.

### *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
- Dr. Daniel Phelan, President & CEO (Joined at 9:30am)
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Ms. Ashley Van Heest, Executive Director of Student Success & Retention
- Ms. Heather Ruttkofsky, Dean, Career & Technical Training (Joined at 9:30am)

### *Council Member Excused Absence:*

None

### *Others Present:*

- Keith Everett Book, Chief Assistant to the President/CEO

Ms. Cindy Allen called the meeting to order at 8:30am.

## **TALENT CONSIDERATIONS**

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

- Jets Store Clerk
- Program Manager

## **GOOD NEWS ITEMS / THE QUESTION**

Ms. Crum shared that the Jackson College and Jackson City partnership signage is now in place at the MLK Center for the Jackson College classes now being held there, with a ribbon cutting ceremony being scheduled as well.

Ms. Van Heest described public appreciation of having the Reverse Raffle on November 12th back in person. Mr. Valente and Ms. Van Heest both described a seemingly fun time had by all.

## **ACTION ITEMS**

### **Information for Consideration**

#### **Cyber-security Review**

Mr. Yenor described recovery being made with the cyber-security breach of the JPS, Hillside, and ISD data.

#### **ATD Conference**

Ms. Van Heest shared that the ATD coaches have recommended that the entire LC attend the Feb. 14<sup>th</sup> Equity Institute. Aside from that, Ms. Van Heest might appreciate some LC representation at the ATD conference starting the evening of February 14<sup>th</sup>. Attendance will be considered.

#### **Trustee Quarterly – The Great Upheaval**

President Phelan requested that the LC receive the Trustee Quarterly for review and begin reading the book The Great Upheaval.

#### **JC Credit Cardholders**

Mr. Globoker reviewed the roster of Jackson College credit cardholders. He shared that the business office has offered recommendations on the roster. Mr. Frew shared his support of the Business Office's suggestion of changing the coaches' limitations. Mr. Yenor and Mr. Globoker will speak further on continued need for particular JC credit card holders in their departments. Ms. Van Heest will fill out a request form for a credit card. The LC gave their support of following the Business Offices' suggestions.

#### **Success Rate Data**

Ms. Van Heest and Mr. Frew noted that the on-line seven-week programs are dominating participation success for certain populations.

It was noted that much of the MI School Data is defined differently than JC defines them internally.

#### **Potential Goals – Big Organizing Ideas**

LC reviewed Dr. Phelan's 8 goals as derived from the Nov. 10<sup>th</sup> Strategic Agenda Planning Session. Dr. Phelan explained that the LC will begin sharing the top 8 big ideas with their teams, to discuss in particular which 4 or 5 might be best pursued first. Then at the Dec. 20<sup>th</sup> LC Strategic Planning Session, the LC will decide upon 4 goals for the whole of the organization to focus on over the course of the next 18 months. Further discussion will then follow to consider what 4 strategies and tactics might be for achieving said goals, and who might best take ownership of achieving them. This

strategy setting may be done with the assistance of a reimagining and redesign process.

### **CONSENT AGENDA ITEMS**

Prior to the meeting, the LC members reviewed prior meeting minutes from 11/9/22 and 11/10/22, as well as the LC / President Scorecards.

### **CAMPUSWORKS PRESENTATION**

CampusWorks' Keith Myers (Sr. Vice President, Client Engagement) and Kevin David (Executive Account Director) presented on a PRR (Process Reimagine & Redesign), a forward-looking review of the desired alignment of people, processes, technology, and information to achieve the desired strategic institutional goals.

### **DISCUSSION OF THE LEADERSHIP COUNCIL**

Dr. Butler described English interviews that continue. He noted that 2 candidates for the Psychology faculty position are being considered to move forward in the interviewing process. Discussions ensued.

Ms. Hand shared that the Foundation's first small donor event will take place with the Michael Bolton concert, with an hors d'oeuvres reception prior to the performance.

Ms. Crum shared that the JC Multicultural Center is collecting food for a Thanksgiving Dinner giveaway. Also, local law enforcement has offered dinner to any that need it. The contact information of those in need can be shared with the local law enforcement who will reach out to offer them a Thanksgiving dinner option. Ms. Crum also mentioned the Native American Celebration on campus this week at 12pm on 11/17.

Ms. Ruttkofsky shared that on December 12<sup>th</sup> the 2022 Respiratory Care Graduation Pinning Ceremony will be held.

Dr. Butler reported on CEP challenges at Cotton and Parnell with the potential of the usual seasonal illness quarantines to be expected.

Ms. Van Heest reported on recent retention numbers:  
2022 Fall – 2023 Spring: 31.5% retention overall (Full-time 43.4%; Part-time 27%).

Mr. Frew shared that starting in Fall of 2023, first time freshmen will be required to register for both Fall and Spring semesters at the same time, as a retention effort.

Mr. Globoker shared his excitement for efficiency opportunities in the Business Office. On Dec. 5<sup>th</sup>, the Business Office will hold a meeting to include goal-setting, to help guide the next 6, 12, and 18 months. Mr. Yenor and Mr. Globoker reported on a meeting with Fresno Pacific, which encouraged the prospects of leveraging the Colleague budget management function at JC.

Mr. Valente shared work being done on the 5-year master plan to tighten processes. UVC installation has started in the Potter Center. The Jets Air Station (air dome name) is now confirmed to start, with a 40-50 week lead time. The field concession stands should be completed by February 2023.

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

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

1. LC to consider attendance at the ATD Conference February 14-16, 2023 in Chicago.
2. Mr. Yenor and Mr. Globoker to discuss need for particular cardholders in their departments.
3. LC to discuss 8 big ideas with their teams in preparation for the Dec. 20<sup>th</sup> Strategic Planning Session.
4. 10/19/22 LC to read the Culture-of-Care handbook from Amarillo College
5. 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).
6. 10/19/22 Dr. Butler will speak to Michael Masters in regard to Lenawee events he regularly attended.
7. 10/19/22 LC will offer dates of departmental meetings for Dr. Phelan to attend.
8. 10/19/22 Mr. Frew will share information with the LC on the Collaborative Community Efforts.
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. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contract's standpoint with legal counsel.
13. 6/15/22 Ms. Hand will develop a scorecard for the Foundation to be reviewed regularly.
14. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
15. 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.
16. 5/25/22 Off-site data storage space is being addressed this week as well.
17. 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.)**
18. 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
19. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.

Meeting adjourned at 12:00pm. Talent Consideration was considered 1:30-2:30pm.