



## REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, William Atkinson Hall, Room 202

11.30.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, November 30, 2022, 8:00am in WA 202.

### *Leadership Council Members Present:*

- Ms. Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- 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
- Mr. Jeremy Frew, Chief Academic & Student Services Officer
- Dr. Daniel Phelan, President & CEO
- 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

### *Council Member Excused Absence:*

- Ms. Julie Hand, Chief Advancement Officer

### *Others Present:*

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

President Phelan called the meeting to order at 8:00am.

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

Mr. Yenor shared his appreciation for the posting of open IT positions online. He also described a constructive discussion held with his team following the November 29<sup>th</sup> Monthly JC Employee Townhall.

Dr. Butler described a productive conversation with the MDOC Warden of the Cotton Corrections Facility resulting in appropriate parameters for positively moving forward. (JC had to pull out this semester due to safety concerns.)

## **ACTION ITEMS**

### **Information for Consideration**

#### **Weekly Fall 2022 to Spring 2023 Retention Numbers**

Ms. Van Heest shared the Fall to Spring retention percentage as of the week of Nov. 28 = 34.78%

This number is an overall number and includes dual-enrolled and CEP students. (*Removing dual and CEP: 39.13%.*)

#### **Committees / Charters Review**

To understand and streamline efforts, President Phelan asked the LC to help him conduct a complete review of all committees, task forces, and councils. He also presented an updated charter request form.

LC members will forward any updates to the list of committee, council, and work force charters to Mr. Book. Dr. Phelan noted that those committees that meet for the excess of a year should be evaluated for the proper charter and level of efficacy. He also suggested that committees report out annually to the LC.

Dr. Phelan will start the LC with this review at the next LC meeting (12/7) by presenting his charter for his Coordinating Council.

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

Mr. Yenor described benefits of prevention software and recovery / restoration cloud solution tactics for cybersecurity. He and Ms. Allen also discussed considering further phishing staff training. Mr. Globoker described benefits of repetitive live feedback on problematic emails. Dr. Butler and Mr. Yenor discussed best practices for student email and learning platform activity.

#### **ACUE Webinar**

Dr. Phelan suggested a micro credential webinar that ACUE is offering on belonging being held December 1<sup>st</sup>. He would like the LC to consider participating in the webinar.

#### **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. She noted also that a problem the college would like to solve is meant to be brought to the conference to dive into there with the coaches. Broader LC attendance at the Equity Institute was considered. The team may be Ms. Crum, Ms. Hand, Mr. Globoker, Ms. Ruttkofsky, President Phelan, and Ms. Van Heest. Mr. Justin Gaeta is likely to attend as well. The LC will encourage attendance of faculty and housing staff possibly as well.

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

President Phelan requested that the LC begin reading the book *The Great Upheaval* in preparation for the December 20<sup>th</sup> LC Strategic Planning Session. Discussion of the Trustee Quarterly article on the book ensued.

Mr. Globoker broached the topic of disconnect between higher education and federal financial aid. President Phelan noted that the ubiquity of the internet is to be explored in self-learning. He described CTE Pell or sub-Pell efforts underway. Short-term immediate access and a financial model that students can afford for this is on the foreground. \$2300-\$8600 is the range of tuition amongst community college's nationally. Price caps are being put on by state government. He described being observant of signaling, signals of events that could have implications on higher education.

Ms. Ruttkofsky described some free courses / series of learning that the College is working toward offering through a store front via the campus catalog, in partnership with workforce employers. She will present on this at the December 7<sup>th</sup> LC meeting. Dr. Phelan described a subscription model (as apposed to a tuition model) across all higher education to consider.

### **Policy Review**

President Phelan led the LC through a broad discussion about policy management at the College. He asked if we have the policies we need, or if some policies are actually procedures.

Dr. Butler described a gap between employees and knowledge of policy. President Phelan requested that as an issue arises, LC and the whole organization should ask themselves, "What policy do we have that speaks to that issue?"

JC Policy 3101 (Policy and Procedure Development and Approval) will be reviewed by the LC in preparation for the December 7<sup>th</sup> LC meeting. Ms. Van Heest will discuss the current policy process with Mr. Gaeta. LC will also review what policies are allocated to their areas. One best practice may be found in not repeating law in a policy, but rather providing links to referenced laws instead. Dr. Phelan posed the question, "Is our orientation to new employees or new supervisors about our policies appropriately thorough." Dr. Butler noted that our policies are the syllabus of the College.

Mr. Frew brought forth the following policies for review. All were approved as amended:

- Policy 2701 - Student Rights, Responsibilities, and Code of Conduct
- Policy 3116 – Student Drug and/or Alcohol Use

### **CONSENT AGENDA ITEMS**

Prior to the meeting, the LC members reviewed prior meeting minutes from 11/16/22, as well as the LC / President Scorecards.

## **DISCUSSION OF THE LEADERSHIP COUNCIL**

Ms. Crum reminded the LC that the City of Jackson / Jackson College partnership sign unveiling ceremony at the MLK Center is on December 1<sup>st</sup>.

Mr. Frew shared that the Jax Place taste testing was wonderful, and the opening should be exciting for students.

Ms. Allen reminded all of the RSVP needed by December 1<sup>st</sup> to the Jackson College Holiday Gathering on December 15<sup>th</sup>. She reminded LC that offices will be closed for the party.

The Dick Wendt Raffle on December 7<sup>th</sup> was also noted by Ms. Allen, as well as how to purchase tickets.

## **PLUS / DELTA**

Dr. Butler suggested asking the behavioral interview questions of each other.

## **PROFESSIONAL DEVELOPMENT WITH ANGIE MORGAN OF LEADSTAR**

Angie Morgan conducted a virtual professional development exercise with the LC consisting of the following:

- Our leadership development review to catch everyone up on where we've been, where we are, and where we're going
- What's new: *An accountability moment*
- Conflict styles
- Next steps

## **TALENT CONSIDERATIONS**

The LC interviewed candidates for the following roles. One candidate was moved forward in the hiring process.

- Corrections Education Student Support Specialist (Two candidates)

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

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

1. LC members will forward any updates to the list of committee, council, and work force charters to Mr. Book. Dr. Phelan will start the LC with this review at the next LC meeting (12/7) by presenting his charter for his Coordinating Council.
2. Dr. Phelan suggested a micro credential webinar that ACUE is offering on belonging being held December 1<sup>st</sup>. He would like the LC to consider participating in the webinar.
3. ATD Conference: In addition to the attendance of Ms. Crum, Ms. Hand, Mr. Globoker, Ms. Ruttkofsky, President Phelan, Ms. Van Heest, and Mr. Justin Gaeta, the LC will encourage attendance of faculty and housing staff possibly at the conference.

4. Ms. Ruttkofsky will report on the free courses / series of learning that JC is working toward offering at the 12/7 LC meeting.
5. In preparation for 12/7 LC meeting, JC Policy 3101 (Policy and Procedure Development and Approval) will be reviewed by the LC. Ms. Van Heest will discuss the current policy process with Mr. Gaeta. LC will also review what policies are allocated to their areas.
6. 11/16/22 Mr. Yenor and Mr. Globoker to discuss need for particular cardholders in their departments.
7. 11/16/22 LC to discuss 8 big ideas with their teams in preparation for the Dec. 20<sup>th</sup> Strategic Planning Session.
8. 10/19/22 LC to read the Culture-of-Care handbook from Amarillo College
9. 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).
10. 10/19/22 Dr. Butler will speak to Michael Masters in regard to Lenawee events he regularly attended.
11. 10/19/22 LC will offer dates of departmental meetings for Dr. Phelan to attend.
12. 10/19/22 Mr. Frew will share information with the LC on the Collaborative Community Efforts.
13. 9/21/22 Mr. Yenor will send his IT Strategic Plan to Keith to include in Diligent for the LC's review. (In progress)
14. 9/7/22 Mr. Yenor will provide updates on the audit initiatives progress for the LC meetings to Keith. (In progress)
15. 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.
16. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contract's standpoint with legal counsel.
17. 6/15/22 Ms. Hand will develop a scorecard for the Foundation to be reviewed regularly.
18. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
19. 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.
20. 5/25/22 Off-site data storage space is being addressed this week as well.
21. 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.)**
22. 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
23. 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 1:45-2:45pm.