

**Leadership Council
Jackson College
Collaboratorium
November 7, 2018**

The Leadership Council of Jackson College was held on November 7, 2018 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Absent: Jim Jones

Meeting start time: 9:15 AM Meeting end time: 11:10 AM

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.

INFORMATION/DISCUSSION

Board Meeting Agenda

The team reviewed the upcoming agenda for the November Board meeting.

Safety and Security Monitoring Report

Cindy Allen provided an overview of the upcoming Safety and Security.

Meal Plans

Discussion was had around meal plans.

Commencement

Jeremy Frew provided an overview of the proposal for commencement. There will no longer be an invocation, but instead a moment of silence for self-recognition. The Nursing Department is working to determine when they will hold their ceremony.

ROUND TABLE

Sara Perking shared that next week is International Education Week, with Lunch Around the World being held on Tuesday, with a parade of nations walk occurring as a kick off to the luncheon.

Darrell Norris shared an update on a budget management software product being reviewed.

Discussion was had around the Student Handbook and if printing was the best option. Cindy will wait to determine how far out we are from an app.

Jeremy shared that Melissa Merkel is looking at expanding TRIO to the prison population.

Kate shared a suggestion for continuing education to move to the space across the hall from the current location. Kate will complete a Jets Protocol and bring this back for additional conversation. She also shared an update from the visit with Glenn Stephens from MichAuto.

President Phelan shared that he and Sara are participating in a Policy Governance program and this may help with review of the current processes in place.

Darrell provided an update on the recent accident related to insurance.

TALENT REVIEW

An interview was held for the position, Shipping and Receiving Coordinator.