



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College
Central Campus, Health Laboratory Center, Room 200
11.9.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, November 9, 2022, 8:00am in HLC 200.

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
- Dr. Todd Butler, Dean of Humanities and the Sciences

Council Member Excused Absence:

None

Others Present:

- Keith Everett Book, Chief Assistant to the President/CEO
- Angie Morgan – Partner, LeadStar

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

GOOD NEWS ITEMS / THE QUESTION

All shared their excitement for the Paws and Pies event today.

Dr. Phelan reported on the Dallas Herring Lecture he attended earlier this week in North Carolina. The annual lecture invites community college leaders from across the country to speak on urgent and emerging topics, framing how to address the issues and proposing a path forward. Much of what Dr. Phelan heard is already being done here at Jackson County. He noted that discussions on generational poverty were well done. One example of what a leading community college is celebrating that Jackson College exceeds is 1 navigator to 300 students.

ACTION ITEMS

Jet Protocols

Ms. Allen brought forth the following position for consideration, which was sent forward to posting:

- PT Safety Security Officer

Mr. Valente brought forth the following position for consideration, which was sent forward to posting:

- PT Cleaning

Mr. Valente noted that word of mouth seems to be a positive recruiting method, and perhaps the College could consider a referral bonus for employees in the future.

Mr. Yenor brought forth the following positions for consideration, which were sent forward to posting:

- Telecommunications and Infrastructure Technician
- Support & Network Technician
- Solution Center Coordinator
- Multimedia Services Coordinator
- Computer Support and Customer Service Specialist
- Customer Experience Director

Policy Review

Mr. Frew brought forth the below policies for review, which were approved as amended:

- Access to Student Information, Policy 2801
- Military Withdrawal due to Orders, Policy 3115 – with Ombudsman to Student Resolution Specialist language amendment.

Personal Management Interview: Connecting Our TCS² Culture

Dr. Phelan offered further clarification on the process and efficacy of Personal Management Interviews (PMIs). He added the below questions to the process:

1. What is your current assessment of the College culture and how are you advancing it?
2. What are your professional goals, and how can I help you achieve them at JC?

Remote Work Decision

It was decided that we will continue with the current COVID-Emergency Remote Work Schedule (i.e., a floating remote 8-hours, and a fixed Friday remote) through 06.30.23. The Friday fixed remote will continue through 06.30.24 and will be concluded.

This action will be communicated through the College's newsletter which goes out on Monday morning (9/14).

Information for Consideration

Dr. Phelan offered updates on two Reconnect bills, as passed to the House which have been transmitted to the Senate. He warned of some intrusive language that could grant unspecified regulations to the State. He asked that Mr. Frew have key members of his team well read on the two bills.

He also offered information on AFIT's Learning Design for 2023 – Entrepreneurial Mindset, encouraging that the LC attend once again.

CONSENT AGENDA ITEMS

Prior to the meeting, the LC members reviewed prior meeting minutes from 11/2/22 and LC / President Scorecards.

DISCUSSION OF THE LEADERSHIP COUNCIL

President Phelan shared that 4 goals for the year will be worked toward at the Strategic Agenda meeting on 11/10. Further discussion ensued on committee structures.

Ms. Allen shared the potential for using a company that assesses candidates before they are hired. She also reported that the adjunct training event could garner some adjuncts, an event to possibly be considered again for next year.

Mr. Globoker suggested that conversations be held with the business office before position requests are sent to the LC agenda. He also noted that a position control roster is underway to help collective management of the budget. Lastly, Colleague and the business office's budget management module are being assessed.

Mr. Valente noted that a conversation with the gas company is to be considered in regard to projected gas costs that could impact the budget. UVC lighting is going to be installed presently also.

Dr. Butler shared that searches for English and Psychology faculty are moving to in-person interviews, 10 individuals from Jackson College attended the National CEP conference that was beneficial, and the faculty manual is getting finishing touches this week.

PROFESSIONAL DEVELOPMENT SESSION W/ ANGIE MORGAN (9:00am-12:00pm)

Session Focus:

- Competency Focus: Forging Synergy
- Team Accountability Moment:
 - “How are we doing?”
 - What have you done differently?
- Six capabilities of strategic thinking
- Aligning actions to outcomes
- Developing and implementing interdependence

ACTION, MEETING AND COMMUNICATION REVIEW

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

1. 10/19/22 LC to read the Culture-of-Care handbook from Amarillo College
2. 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).
3. 10/19/22 Dr. Butler will speak to Michael Masters in regard to Lenawee events he regularly attended.
4. 10/19/22 LC will offer dates of departmental meetings for Dr. Phelan to attend.
5. 10/19/22 Mr. Frew will share information with the LC on the Collaborative Community Efforts.
6. 9/21/22 Mr. Yenor will send his IT Strategic Plan to Keith to include in Diligent for the LC's review. (In progress)
7. 9/7/22 Mr. Yenor will provide updates on the audit initiatives progress for the LC meetings to Keith. (In progress)
8. 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.
9. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contract's standpoint with legal counsel.
10. 6/15/22 Ms. Hand will develop a scorecard for the Foundation to be reviewed regularly.
11. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
12. 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.
13. 5/25/22 Off-site data storage space is being addressed this week as well.
14. 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.)**
15. 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
16. 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.