

**Leadership Council
Jackson College
Collaboratorium
December 5, 2018**

The Leadership Council of Jackson College was held on December 5, 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, Sara Perkin, Jim Jones, Dr. Kate Thirolf, Darrell Norris and Jason Valente.

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 no changes.

ACTION ITEMS

Innovation Fund

Sara Perkin shared recent innovation fund submissions for initial review. The team agreed to continue following the process and invite the submitter to attend an upcoming Leadership Council meeting to present their ideas. Sara will reach out to schedule each submitter.

Respiratory Therapy

Dr. Thirolf shared a proposal for a temporary hire for the Respiratory Care program. The group agreed to interview the candidate. Dr. Thirolf will be reaching out to schedule an interview.

INFORMATION/DISCUSSION

Guided Pathways Institute

Dr. Thirolf provided an update on the recently attended Guided Pathways Institute. She recommended that the team that attended come forward to LC to provide a progress update.

President Phelan asked for a landing page with all student services (i.e. food pantry, transportation, Oasis, etc.). Cindy commented she will talk with Dotty about developing this.

Darrell shared that they are in process of making changes to the meal plan for housing students. President Phelan requested that there be a meal plan that has a minimum of 2 meals. Darrell will bring forward a proposal of meal plans with pricing.

Debrief and Next Steps Diversity Breakfast Meetings

The team discussed the meetings and takeaways. The common theme from all was that they are willing to help us. Jeremy commented that one thing we heard from all groups was that they wanted us to go to them. President Phelan commented that there is discussion on hosting a SEM 140 at the King Center. Jim shared that we cannot drop the ball on following up with these groups. President Phelan said that after the first of the year he and Lee will be working to reach out and follow up with these groups.

Lenawee Community Advisory Group

Sara Perkin provided a brief update on the Lenawee Community Advisory Group meeting being held tomorrow.

Article

President Phelan shared an article on the underserved population of adult students. President Phelan will work with Sara to schedule focus groups with adult students.

W.J. Maher Campus

Jeremy and Jason provided an update on conversation regarding programming on the W.J. Maher Campus and the possible focus on CCE. Jeremy, Kate and Jason will work to bring forward a proposal.

Roueche Excellence Awards

President Phelan provided information on the Roueche Excellence Awards and encouraged the team to consider any possible candidates. Any submissions should be shared with Sara and she will submit.

ROUND TABLE

Jim Jones shared an update on a potential candidate for the Facilities Director. He also shared that he is working with an organization who will share a concept design likely in February on the tiny houses initiative. Dan commented that Darrell can begin considering pricing structure for these.

Darrell shared that the annual meeting was held for Jackson College Dormitories and provided brief updates from this meeting. Dan and Darrell will meet off-line to discuss possible early repayment.

Additionally, he shared that he has had a couple of meetings with budget software providers and will likely have an agreement for review shortly. He wants to ensure time is taken for proper implementation.

Cindy Allen provided an update on a position. She also shared that there is an upcoming basketball game over the holiday break. Jeremy will find the funds to cover any overtime or other costs. Jeremy will verify whom will be working.

Jason shared a brief update on gifts and the phonation. Lee shared an update that planning for the MLK Dinner is going good. Sara will send out an invite to get a count on Leadership attendance. Jeremy provided an update on enrollment and shared that PEI will be moving into

St. Louis. He commented that the team is ahead of schedule with registration. Cindy shared the comment that there is a stressor on faculty to find adjuncts. Jeremy also shared that the Wardens are coming to campus for a lunch. The objective of the lunch is to simply build relationships.

Dr. Thirolf shared that the 7 week implementation meeting is gathering this week. The goal is to determine what courses should be offered in what format. Professional development for teaching a hybrid class is being planned. She also shared that a Jets Protocol on learning module system will be brought forward. Allied health faculty will be exempt from offering 7 week courses in fall 2019. Kate recommended bringing forward allied health faculty to present at Administrative Council on their recent program reviews.

President Phelan shared an update on MDOC. He shared an update that a follow up meeting is being held with Wayne State University and also has a conversation scheduled for conversation with Western Michigan University. President Phelan shared that he is working with North Carolina State to develop leadership programming. He asked folks to provide feedback. President Phelan shared that he is considering a spring time open house. Sara will work with President Phelan on planning this event. President Phelan shared that he is working with Tina Matz to begin a Jackson Round Table event that will be held four times a year. The first will be held on March 5, 7:30am-9:00am. Sara will send an invite to the entire team so this is on scheduled.