

**Leadership Council
Jackson College
Collaboratorium
December 19, 2018**

The Leadership Council of Jackson College was held on December 19, 2018 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Meeting start time: 9:00 AM Meeting end time: 5:00 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.

TALENT REVIEW

Interviews were held for the positions of Payroll Coordinator and Resident Coordinator.

INNOVATION FUND PRESENTATIONS

Chas Lietaert and Anthony Rana were both guests to present recently submitted Innovation Fund Proposals. Discussion was held. Sara will follow up with both individuals.

CO CURRICULAR

Chas Lietaert and Melissa Merkel provided an update on the work the Co-Curricular Committee is doing and what next steps are. Brief updates will be shared at the Winter Convocation.

ACTION ITEM

Darrell Norris provided a proposal for an intern in the summer. The group approved this request.

Jeremy Frew brought forward a proposal to replace the Alternative Text Position. The group approved to post the position.

Jim Jones shared a proposal to consider a software setting that will preview emails that contain social security numbers and would bounce back a message that they are violating policy. There are no budget implications and can be implemented quickly. Jeremy brought up the concern to ensure employees are being educated on proper policy. Jim will talk with Randy regarding this concern. Discussion was had around policy and ensuring employees are aware of protocol and being held accountable. Cindy and Jim will review the Information Security Policy and bring back any recommendations. The group agreed to move forward with this initiative.

Jim shared a proposal to fill the Solutions Center Coordinator position. The team approved moving forward with posting and filling this position

Darrell Norris proposed filling the Financial Services Representative position and to move this position to full time. The recommendation is to post (only) financial representative and PT IT Position. The group agreed to this recommendation.

INFORMATION/DISCUSSION

Audit Letter

Darrell Norris shared the audit closure letter from the State of Michigan.

Disney Institute

President Phelan shared an upcoming training with the Disney Institute. The group will send names to Sara to compile a list. Dr. Phelan will work with Cindy Allen to bring forward a Jets Protocol form and to develop an assessment matrix for those who attend.

Scholarships

The subject of scholarships was tabled.

Innovation Fund Process

Jeremy and Sara will work to further define the innovation fund process and bring forward recommendations.

IT Student Consultant Celebration

Jim provided an overview of an end of the year celebration being planned for IT student consultants.

POLICY REVIEW

The following two policies were approved: Individualized Learning and Independent Study.

ROUND TABLE

Dr. Phelan shared that second chance pell is not part of the First Grant and he also shared that he is still waiting to hear on Capital Outlay.

Kate shared that they are working on communications regarding 7 week terms. She has an FAQ sheet in progress.

Conversation was had about office space for coaches.

Lee reminded the team of the upcoming MLK Dinner Celebration. In addition, he commented that some great work is being done with the faculty diversification committee. Lee shared a suggestion that we take a monthly field trip to a different area/department on campus. Lee and Sara will work on mapping this out.

Jason shared a brief update on fundraising.

Cindy Allen shared an update on the respiratory program. She also provided a brief legal update.

Jim shared that the floor will be refinished in the field house this upcoming weekend.