

**Leadership Council
Jackson College
Collaboratorium
December 4, 2019**

The Leadership Council of Jackson College was held on December 4, 2019 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Absent: Dr. Daniel Phelan and Jason Valente

Meeting start time: 9:00AM Meeting end time: 12:20 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 for November 20, 2019 were approved as presented.

ACTION

Policy

Policy 2605 Animals on Campus was approved as presented.

Cindy Allen shared an overview of the new hiring process. She addressed questions from the team.

Meal Plans

Darrell Norris shared a proposal to change our meal plans. Jeremy suggested we wait until the fall to make the change which would allow time for communicating. The group approved rollout for fall 2020.

Chosen Name

Jim Jones shared a proposal to provide students and employees with the opportunity to elect to go by a name other than their legal or birth name. The team approved the phased plan.

INFORMATION

International Update

Kate Thirolf provided updates following her trip to China. Guangdong Polytechnic is interested in sending students and faculty to JC for short-term stays. She will work with Darrell and his

team to determine what we would charge for those stays. She also shared the I-20 options available to students this year.

CBE

Kate shared that the second application for CBE in Business is nearly completed and should be ready for the President's review next week.

Transfer and Workforce Data Tools

Kate shared some transfer and workforce data tools that she received while at the Aspen Institute. She will be sharing with Academic Council. Jeremy will also be sharing with his folks to use to help evaluate current practices and identify improvements.

Inclement Weather

Cindy Allen brought up the topic of inclement weather. She requested that something be put in writing on the academic side to help provide some clarity on communications. Kate is going to connect with Del Belcher to review his learnings from the research he completed regarding other college policies.

Leadership Academy and Student Employee Pay Scales

Cindy shared the latest plan for the 2020 Leadership Academy. In addition she shared student employee pay scales and the different assessments tied to increases.

Criterion 1 Draft Narrative

Sara Perkin provided a draft of the narrative for criterion 1 for the HLC Assurance Filing. She will be bringing forward all five criterion that are drafted by the Accreditation Committee for Leadership review and input.

Round Table

Lee Hampton shared that the MLK Annual Dinner celebration has been moved to the Fieldhouse to provide more seating. He also provided an update on the progress of the King Center. Jeremy shared that tables are being purchased that can be used in the Fieldhouse. A floor cover is also being looked at for Fieldhouse. Jeremy shared that they are exploring intersession course offerings. He also provided an update on Wayne State University.

Kate reminded folks that CCRC is going to be on campus tomorrow and Friday doing research on cost related to Guided Pathways. Kate inquired about positions that are on hold. Darrell is going to discuss budget with President Phelan and then will touch base with Kate. Kate also provided an update regarding our application to be considered as an ARC program.

Sara reminded folks that the League celebration and Gathering to Giveback are coming up on and to encourage employees to attend. She also provided a brief update on the status of the vacant position in IRE.

Jim Jones provided an update on a security breach as well as brief updates on signage and the pottery room. He also shared an update on athletic fields project.