

**Leadership Council
Jackson College
Zoom
February 18, 2021**

The Leadership Council of Jackson College was held on February 18, 2021.

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

Meeting start time: 9:00AM Meeting end time: 11:55 AM

FIRST TEAM NORMS

The Leadership Council COVID-19 Commitments were reviewed.

MONTHLY BELIEF/GOOD NEWS

Celebration of the monthly belief and good news stories were shared.

MINUTES

The minutes for February 11, 2021 were approved with corrections.

ACTION ITEM

CNS Faculty

Jeremy provided a proposal for a CNS faculty member. President Phelan asked to add the expectation of being willing to teach inside the facilities and online be added to this job description and all future faculty positions. The request was approved.

INFORMATION

Scorecard Review

A brief discussion of the scorecard was held. Sara shared the nightly report and also shared the Headcount and BCH trend report in the BI launchpad.

Housing Update

Darrell provided an update on housing. He shared that women's soccer (5 students) are moving in March 1st. He also shared that a fitness kit will be provided to students. Darrell asked for guidance on summer interns. President Phelan asked Darrell to get a deadline for when we would need to respond about interns. He also shared that he has one family who fits the criteria to move into CV4. They are planning additional information sessions to attempt to fill the other homes. President Phelan shared that he is working on taking CV1 offline for Henry Ford Allegiance Health use.

Jackson Global 2025

President Phelan declared that this next decade will be about legacy. He wants us to prepare the institution for the future and having employees who are engaged and empowered. Sara Perkin will lead the work of this group. The goal is to engage everyone at the institution. The team will discuss potential participants at the retreat next week.

Ready Set Jet

Lee provided an update on RSJ planning. He shared that there is a concern about the students being here 14 days in advance with nothing to do. This topic will be considered and a solution will be designed to begin engagement. Lee also inquired to Darrell about quarantine suites in CV3. Darrell shared that we could have 94 students with isolation suites or 100 students if we don't include isolation suites.

Virus Updates

President Phelan shared comments regarding inoculation. We will continue being a virus informed campus.

Bookstore and Access Update

Cindy provided an update on how Follett Access has been going. She shared that one of our learnings was that there was a delay in mail with some of the suppliers, especially with having 7-week semesters. She shared that adding FAQs online has been helpful. Navigators and customer service employees received hard copies of the FAQs so they have at their fingertips to assist students.

Jim asked on suggested timeframe to get feedback from the voice of the customer.

Focus Group (Conversations) Series

Sara provided a draft of potential topics for focus groups this year. She will create a process document with additional details and bring back to the group.

Zoom Speaker Bureau

Jason shared that we may want to consider offering a speaker series via zoom to keep connections going with folks.

Culture of Respect – Collective Training

Jason shared information about the Culture of Respect – Collective Training program. Jason will be leading this effort.

Publication – Why its time to double Pell

President Phelan shared a publication for review.

Wissen Grant Consultants

Jason shared that President Phelan would like to increase the number of grants we ask our consultant to go after for us, which means securing additional funding. Darrell inquired if there have been any grants identified and Jason shared the USDA Rural Grant. It was determined this item will be carried over.

Catastrophic Policy

Discussion was had around a new question on the NC – SARA application and whether or not we have a catastrophic policy in place. Darrell recommended that we connect with Bill Abbott to get his insight. Sara and Darrell will connect.

LC Planning Session

President Phelan shared that we will hold the planning session virtually. Budget, staffing, targets for the Board, diversity related issues and reintegration are the big topics. Additionally, discussion on our legacy decade will be discussed if time allows. The outcomes to be achieved this day are clear goals on budget, reintegration and a communication plan to students and employees.

Round Table

Darrell shared that one question that has come up is around families in housing with custody arrangements. It was agreed that the expectation is that children are with the parent(s) at least 50% of the time. Darrell also shared that he and Teresa are working on the academic financial model and he will be ready to review with President Phelan next week. Lee expressed his appreciation on the opportunity to utilize the ATD equity coaching. Jason shared that the Foundation team has been working on the changes with the scholarship process to remove barriers. Jason also shared that the Foundation is going to take over using DocuSign. Cindy shared that positions have been picking up. Jim provided updates on the Sheffer Music Hall, CV4, South Entrance of Potter and food services projects. Regarding a wi-fi lot, the booster is scheduled to be shipped today. Jim confirmed that the televisions for the Tiny Homes will be ordered.