

**Leadership Council
Jackson College
Collaboratorium
February 28, 2018**

The Leadership Council of Jackson College was held on February 28, 2018 in the Collaboratorium in William Atkinson Hall, on the College's Central Campus in Jackson, Michigan.

Leadership Members Present: Dr. Daniel Phelan, Sara Perkin, Jeremy Frew, Cindy Allen, and Darrell Norris.

Absent: Dr. Kate Thirolf, Jason Valente and Jim Jones

Meeting start time: 9:00AM End time: 3:00PM

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 February 21, 2018 minutes were advanced as presented, with changes. Moving forward additional details will be added to the minutes to ensure transparency for those reviewing.

TALENT REVIEW

An interview was held for the bowling coach. An offer will be extended to the candidate.

ACTION ITEMS

Last Finish Scholarships

Jeremy Frew brought forward a proposal with scholarships. The finish line scholarship would provide a scholarship to students who are within 15 hours of graduation. This would be funded by redirecting funds already in place. President Phelan suggested the use of grant instead of scholarship. The team **APPROVED** the Last Finish Grant as a pilot program launched FY 19 and will be reviewed in a year before continuing on. Jeremy will touch base with Jason Valente to discuss potential raising of funds for this.

POLICY REVIEW

Policy 1803 CCE Course Cancellation was **APPROVED**.

BUDGET/POSITIONS

A review of vacant positions was held and recommendations were made to CFO Darrell Norris for budget planning. A final review of recommended positions will be held at the March 7th Leadership Council meeting following some additional research being done.

INFORMATION DISCUSSION

Article: Open for Business

Discussion was held surrounding this article which focused on customer focus.

DHI International

The team discussed using DHI to assist with searches for new employees, specifically hard to fill positions. The decision was made to do a test run with DHI to seek out the Director of Nursing position.

MCCALA Nominations

The group discussed potential nominees for the next MCCA Leadership Academy Cohort. Final recommendations will be decided on March 7th.

Article: New Program for high school diplomas, opportunities launches in Michigan

The team briefly discussed this article. Jeremy Frew shared he would pass this along to Tina Matz since she currently is working on other GED initiatives.

Rio Salado and Distance Learning

President Phelan led a conversation on potential partnering and/or benchmark opportunities with Rio Salado and Distance Learning. Further review of the current state of Jackson College distance learning is needed as well as a review of capacity of those who work on distance learning to determine next steps.

Marshall Plan

Discussion was had around the recent announcement of the Marshall Plan in Michigan.

TCS2 Award

Vice President Cindy Allen shared the nomination form that will be rolled out next week to employees regarding the new TCS2 award. This award will be given three times a year, at convocation.

Spring Convocation

A brief discussion of Spring convocation was held and a draft agenda was provided. President Phelan will provide all of the College updates during his State of the College. Cindy Allen will be scheduling professional development.

Knocking at the College Door: State Profiles

President Phelan shared a website with demographics regarding state profiles of students.

CQIN

Sara shared information on the upcoming CQIN CEO/Reps meeting in Kansas City. She and the President will brief the team on the outcomes of this meeting next week. She also shared that they are still a little short on students for the interviewing planned next Friday. The President would like to have 30 students. Team members should continue making calls and encouraging attendance.

Capacity

The team should begin considering capacity of their employees for additional conversation.

Digital Inclusion

The group met with Digital Inclusion and agreed to move forward with the partnership. Sara will let Kate know so they can begin plans to begin their operation on campus.