



## **REGULAR MEETING OF THE LEADERSHIP COUNCIL**

Jackson College  
Central Campus, James McDivitt Hall, Rm. 127  
03.16.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, March 16, 2022, 8:00am, at the Central Campus of Jackson College, James McDivitt Hall, Room 127.

### *Leadership Council Members Present:*

- Daniel Phelan, President & CEO
- Darrell Norris, Chief Financial & Auxiliary Enterprise Officer
- Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer
- Jason Valente, Chief Campus Operations & Development Officer
- Jeremy Frew, Chief Academic & Student Services Officer

*Leadership Council Member Excused Absence:* None

*Others Present:* Keith Book, Executive Assistant to the President & CEO

President Phelan called the meeting to order at 8:00am.

### **PRIOR MEETING REVIEW**

The Prior Meeting Reviews for the 2/23/22 LC Strategic Planning Meeting – Q3 and the Regular LC Mtg. 3/2/22 were reviewed by the LC and moved into the record.

### **GOOD NEWS STORIES**

Jeremy Frew congratulated the women's and men's bowling teams.

Dr. Phelan noted a nice piece covering the teams on JTV.

Jeremy mentioned appreciation for all the social media postings that have started.

Cindy gave an overview of events associated with this week's Employee Appreciation.

### **CONSIDERATION OF WORK PRODUCTS**

LC to provide updates to the current First Team Work Products Plan to Keith, who will continue to keep the spreadsheet up to date going forward.

### **PRESIDENT'S ADVISORY COMMITTEE**

Dr. Phelan led discussions of additional Leadership Council (LC) membership. From this discussion the following announcement was made to all JC employees:

**From:** Phelan Daniel J <PhelanDanielJ@jccmi.edu>

**Sent:** Friday, March 18, 2022 5:02 PM

**To:** JC Employees <JCEmployees@jccmi.edu>  
**Subject:** FIRST NEWS: Leadership Council Additions  
**Importance:** High

Happy Friday, Jackson College!

As Spring is starting to deliver some good news weatherwise, I too would like to share some good news with you. Specifically, and in a continuing effort to better serve our students and you, I have made the following adjustments to our organization, effective immediately:

- Julie Hand is advanced to Chief Advancement Officer. Under the tutelage of Jason Valente, Julie has amplified her work as a true ambassador for our College. We are grateful that she has agreed to serve in this essential role of identifying new revenue streams and creating new relationships with the donor community.
- Jason Valente is advanced as Chief Campus Operations Officer. Jason deserves our many thanks for his hard work in protecting and expanding upon the College's tremendous physical assets. Jason will continue to provide some support to Julie Hand, and the Jackson College Foundation, through the end of the year.
- I have also decided to expand the size of the College's Leadership Council in an effort to double-down on our 90/80/70 goal, as well as to improve upon student outcomes, and significantly reduce any equity barriers, all while actively living our commitment to the love, service, care, and support of others. The following leaders are joining the President's Leadership Council:
  - Dr. Wayne Rose – Chief Information Officer
  - Dr. Todd Butler – Dean of Humanities and the Sciences
  - Julie Hand – Chief Advancement Officer
  - Kelly Crum – Chief Diversity Officer/Director, Diversity, Equity, And Belonging

These changes will not disrupt any of the reporting structure currently in place. I am deeply grateful that these leaders have agreed to offer their expertise on another level to the Leadership Council. Ultimately, these changes will help Jackson College move the needle on our Total Commitment to Student Success (TCS<sup>2</sup>) agenda.

As part of next week's Jackson College Employee Townhall (on 03.23.22 at 3:00P), I will be reviewing these changes, as well as addressing other relevant topics. And, as a reminder, if you have any topics or questions you would like discussed at the Townhall, please send them to Keith Everett Book in my office.

Thank you for the invaluable service you provide to our students and to each other. I look forward to the future of our work inspiring and transforming lives together.

Have a good weekend.

Dan...

New LC members will be invited to the 3/21/22 Board Spring Planning Session. Their presence and contribution will also be requested at all LC and Board meetings going forward.

Discussion of the President's Advisory Committee began and will be continued at the March 23<sup>rd</sup> LC meeting. Dr. Phelan described the goal and steps being taken to be a community college without equity gaps by 2028. He noted that the strategic agenda will be discussed every week.

### **FY2023 DRAFT BUDGET**

A deep-dive discussion of updates on the FY2022 budget and draft FY2023 budget ensued in preparation for the March 21<sup>st</sup> Board Spring Planning Session.

### **MARCH 21<sup>ST</sup> BOARD SPRING PLANNING SESSION AGENDA DISCUSSION**

The below edits were made to the Board Spring Planning Session Agenda:

- 8.2.1 College Brand – Removed
- 8.4 2022 Govern for Impact – Removed
- 6.2 Jackson College Foundation Leadership Transition – Added

### **JETS PROTOCOLS**

The following positions were advanced to posting:

Graphic Designer  
Academic Support Staff  
CEP Navigator Replacement

### **POLICY REVIEW**

Policies APPROVED as of this meeting:

1. Lockout/Tagout Policy – Approved – Cindy Allen noted the value of tagging who worked on something and when.
2. Policy 1904: Employee Office Move/ Add/Change Requests – Updates Approved.

Jason Valente offered a draft Hazard Communication policy. After discussion of the LC, Jason will check with Security & Facilities about such a policy possibly already in place. He will also check to ensure the howitzer is gone and work has been concluded with the nuclear regulatory commission.

### **LEAGUE FOR INNOVATION: INNOVATION OF THE YEAR AWARD SUBMISSIONS**

Jeremy Frew's team will be making submissions for the Innovation of the Year Award.

## **FY23 PRELIMINARY DETAILED CDS ACCOUNT LIST AND REQUIREMENTS**

Jason Valente and Julie Hand are getting the interpretation of being over 50% PELL. Keith to send the FY23 Preliminary Detailed CDS doc to Jason.

## **JACKSON COLLEGE GLOBAL**

Marketing and pricing discussion ensued.

## **CONSENT AGENDA ITEMS**

In preparation for this LC meeting the LC reviewed a Cash Control Update, the JC Weekly CampusWorks Report, and the LC Score Cards.

## **AFIT CEO FORUM & REP MTG. FOLLOW-UP**

Keith Book provided an overview of the AFIT CEO Forum and Rep Mtg. attended by him and Dr. Phelan in Nashville, TN on March 9-11<sup>th</sup>. The AFIT Summer Institute (July 20-23<sup>rd</sup>) will be attended by all on the LC this year.

## **LC MTG. ISSUE BRIEF TEMPLATE**

An Issue Brief template was discussed and approved. Said Issue Brief will be submitted to Keith along with any materials submitted for discussion at the LC meetings going forward. Keith will place the template in the LC Teams file.

## **DISCUSSION OF THE LEADERSHIP COUNCIL**

Jeremy Frew will consider sending staff to the proposal writing workshop being hosted by MSF. He will get the names and preference of in-person or Zoom to Dr. Phelan.

## **ACTION, MEETING AND COMMUNICATION REVIEW**

1. LC to provide updates to the current First Team Work Products Plan to Keith.
2. Jason Valente will check with Security & Facilities about a Hazard Communication policy possibly already in place. He will also check to ensure the howitzer is gone and work has been concluded with the nuclear regulatory commission.
3. Jeremy Frew's team will be making submissions for the Innovation of the Year Award.
4. Jason Valente and Julie Hand are getting the interpretation of being over 50% PELL. Keith to send the FY23 Preliminary Detailed CDS doc to Jason.
5. Issue Briefs will be submitted to Keith along with any materials submitted for discussion at the LC meetings going forward. Keith will place the template in the LC Teams file. This Issue Brief Template will replace the Jets Protocol.
6. Jeremy Frew will consider sending staff to the proposal writing workshop being hosted by MSF. He will get the names and preference of in-person or Zoom to Dr. Phelan.
7. 3/16/22 - Dr. Phelan requested that windows be cleaned as needed following the remodel.
8. 3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting adjourned at 11:30am.

These meeting minutes were approved by the Leadership Council at the regular Leadership Council meeting on March 23, 2022.