



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College
Central Campus, James McDivitt Hall, Rm. 127
03.2.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, March 2, 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

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

PRIOR MEETING REVIEW

The Prior Meeting Review (2/23/22) was reviewed by the LC and moved into the record without edits.

GOOD NEWS STORIES

Jeremy reported positive outcomes coming from the announcement of the COVID-19 Mitigation Step Down Plan. Dr. Phelan expressed his appreciation of the library's Ukraine display.

Dr. Phelan announced that Dr. Wayne Rose (Interim CIO) will be joining all weekly LC meetings starting March 16th. (This has been postponed to begin March 23rd.)

THE QUESTION

Dr. Phelan posed the following question to the LC:

At Jackson College, how should we measure student Success?

Jeremy suggested the measurements of completion and transfer. Darrell agreed, with an emphasis first on transfer, then completion. Cindy noted that the measurement should include CEP and the dual enrolled, though it currently does not.

Dr. Phelan asked if successful employment should be a measurement. Jason described the measurement of an individual achieving their educational goal, whatever that may be; if someone took three classes to enable them to acquire a promotion, that should be considered a success. Dr. Phelan summarized that success should be clearly defined, with transfer and completion being the lead measurements.

Discussed ensued on the importance of the two courses of deep dive student interviews being conducted.

Jeremy described the increasing need over time for a policy regarding the definition of success. Dr. Phelan described the barriers presented by the differentiating measurement standards used across ATD and IPEDS.

Dr. Phelan shared the importance of having multiple, defined, consistent measuring tools of success when reporting to the Board via monitoring reports and the strategic agenda.

CONSIDERATION OF WORK PRODUCTS

LC to provide updates to the current First Team Work Products Plan to Keith, who will keep the spreadsheet up to date going forward. Jason provided the update of transferring 5 projects from Dr. Phelan to himself.

MARCH 14TH REGULAR BOARD MEETING AGENDA

Darrell reported near completion with the monitoring report for EL-11 Entrepreneurial Activity, which he will provide to Keith ASAP. Keith will provide an updated CEO Compliance Review spreadsheet to Dr. Phelan.

MARCH 21ST BOARD SPRING PLANNING SESSION AGENDA

Regarding the slated budget discussion, Dr. Phelan will have Darrell review the assessment he is using. Discussion ensued regarding the best-case scenario for financial gains.

Keith to schedule run-through of the Spring Planning Session with all those presenting. This is to occur 2-3 days prior to the Session. (Scheduled for Mon., Mar. 14, 1-3pm and Fri., Mar. 18, 1-3pm)

JETS PROTOCOLS

Positions advanced to posting:

Assistant Volleyball Coach

Men's Assistant Basketball Coach

Positions for further discussion at the March 16th LC meeting:

Graphic Designer

Academic Support Staff

CEP Navigator Replacement

POLICY REVIEW

Policy 1211 – Tuition & Fees was unanimously approved and moved into the record as modified.

COVID-19 MITIGATION RESPONSE STEP DOWN PLAN

Discussion ensued about staff feedback thus far on the step-down plan.

EMPLOYEE GOAL SETTING FOR FY-23

Dr. Phelan emphasized his expectations for and the importance of all employees having 4 PMIs a year. He noted that each employee should have 2-3 goals identified for the following year.

CONSENT AGENDA

Keith will post the Organizational Charts to Diligent for access by the Leadership Council only.

DISCUSSION OF THE LEADERSHIP COUNCIL

- Jeremy reminded the LC of the March 30th ATD review.
- Jason reminded the LC of power disruptions on campus scheduled for March 9th, 10th, and 11th. He noted that Haddaway would be cleaning thoroughly at the conclusion of the remodel. Dr. Phelan requested that windows be cleaned as needed.
- Darrell described the interviews held thus far for the JPEC President.
- Cindy expressed the need for an in-housing interest page on the website, which she will cultivate.
- Discussion ensued regarding Jackson College Global pricing structure.
- Darrell noted that fees for budgeting could possibly be simplified and are a FY-23 strategic agenda goal for him. Fee structures will be hinted at in March, in preparation for pricing approval by the Board in June.
- Dr. Phelan requested that a banner be placed on the website clearly indicating change in COVID-19 protocols beginning March 14th. Cindy reported that communication of this is being worked on by RFT.

PLUS/DELTA OF THE MEETING

Appreciation for the new meeting space for the weekly LC meetings was expressed – Room 127 in the James McDivitt Hall.

TALENT CONSIDERATIONS

An interview for the role of Corporate and Continuing Education Associate was conducted. The candidate was moved forward in the hiring process.

In-person interviews will replace Zoom in Room 127 of the James McDivitt Hall starting on March 16th.

ACTION, MEETING AND COMMUNICATION REVIEW

Dr. Phelan summarized the following action items:

1. LC to provide updates to the current First Team Work Products Plan to Keith
2. Darrell to provide the monitoring report for EL-11 Entrepreneurial Activity to Keith ASAP.
3. Keith will provide an updated CEO Compliance Review spreadsheet to Dr. Phelan.
4. Regarding the slated budget discussion at the Board Spring Planning Session, Dr. Phelan will have Darrell review the assessment he is using.
5. Keith to schedule run-through of the Spring Planning Session with all those presenting.
6. Assistant Volleyball Coach and Men's Assistant Basketball Coach positions advanced to posting.
7. Further discussion at the March 16th LC meeting will be had regarding these positions: Graphic Designer, Academic Support Staff, and CEP Navigator Replacement
8. Policy 1211 – Tuition & Fees was unanimously approved and moved into the record as modified.
9. Employees will have 4 PMIs a year and identify 2-3 goals for the following year.
10. Keith will post the Organizational Charts to Diligent for access by the Leadership Council only.
11. Dr. Phelan requested that windows be cleaned as needed following the remodel.
12. Cindy to cultivate an in-housing interest page on the website.
13. Simplified fees for budgeting are a FY-23 strategic agenda goal for Darrell. Fee structures will be hinted at in March, in preparation for pricing approval by the Board in June.
14. Dr. Phelan requested that a banner be placed on the website clearly indicating change in COVID-19 protocols beginning March 14th.
15. Candidate interviewed for the Corporate and Continuing Education Associate will be moved forward in the hiring process.
16. In-person interviews will replace Zoom in Room 127 of the James McDivitt Hall starting on March 16th.
17. March 9th LC meeting to be cancelled.

Meeting adjourned at 9:30am.