

**Leadership Council  
Jackson College  
Presidents Conference Room  
March 21, 2018**

The Leadership Council of Jackson College was held on March 21, 2018 in the Presidents Conference Room in the Potter Center, on the College's Central Campus in Jackson, Michigan.

Leadership Members Present: Dr. Kate Thirolf, Jason Valente (via phone), Sara Perkin, Jeremy Frew, Cindy Allen, and Darrell Norris.

Leadership Members Absent: Dr. Daniel Phelan and Jim Jones

Meeting start time: 9:00AM End time: 12:50PM

**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 March 7, 2018 minutes were advanced.

**INFORMATION DISCUSSION**

*Probation Evaluation Revisions*

Cindy Allen brought forward revised probation evaluation forms. The group AGREED to move forward with these forms. Cindy Allen will provide an update to Administrators at Administrative Council.

*Identification Verification*

Discussion was held around verifying identification for new students as part of the Identity Theft Prevention Program which is currently being reviewed. The group AGREED that we continue our current practice which does not require identification during orientation and that the Program verbiage be adjusted to reflect current practice.

*Math Program Review*

Dr. Kate Thirolf, shared the program review for Math. The team agreed that this format was very complete and would encourage other faculty to use this format for future reviews.

*TCS2 Report*

Discussion was held around the new weekly report to be developed. The team agreed to have the following items in the report. Further definition will occur with IT, IR and others to determine appropriate report definitions. Sara will be pulling this group together.

- Fall to winter persistence – goal/actual/variance

- Fall to fall retention - goal/actual/variance
- Completion rates - goal/actual/variance (6 year rates) Diploma (LPN), AA, BA, Credentials of industry recognized value
- Billing Contact hours – goal/actual/variance
- Course Completion rate (not Dev ed – only college credit)

#### *American Honors Pricing Model*

Discussion was had around the value received for the Honors pricing model. Honors students have a different curriculum, because this program will be more difficult to get into this will provide a more prestigious status, auto programs to 4 year school honors programs are in progress of being develop and there will be more support for instruction. The team APPROVED moving forward with recommending this pricing model to the President.

#### *LC Retreat*

The group briefly reviewed logistics for the retreat coming up on Monday. The retreat will be held at Wickwire House.

#### *Budget*

Darrell Norris shared he will have a high level draft budget for Monday's retreat. He shared some of the changes he will be making to the next years budget forecast. He shared variables that have been used as part of the regression model used for budget forecast.

### **ROUND TABLE**

Darrell Norris provided an update on staffing in the business office. A brief JPEC update on building options was provided by Darrell and Jeremy. Kate provided an update on the PEI tuition model.

Jennifer Adams, Ellen Young and Charlotte Finnegan will be reporting to Kate directly. Kate would like to add discussion of the Pathways National resource site to the next agenda. Kate shared that the Odessa and Trident are both scheduled for mid April.

#### *Summer Jets*

Kate shared the group met and is recommending that by May 1 they need 15 solid applications in order to move forward and by June 1 they need 30 solid applications in order to move ahead with the program. The team AGREED that this is a great plan. Regarding the mentor program, Darrell is going to chat with Liz to see if they can utilize RA's to fill this role.

Sara shared with the group that there are two upcoming HLC deadlines next week, one is the HLC Action Project update and the other is the HLC Institutional Update. She will share both with the group once they are completed.