



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College
Central Campus, Health Laboratory Center, Room 200
03.23.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, March 16, 2022, 9:30am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

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 Officer
- Jeremy Frew, Chief Academic & Student Services Officer
- Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Julie Hand, Chief Advancement Officer
- Dr. E. Wayne Rose, Chief Information Officer
- Dr. Todd Butler, Dean of Humanities and the Sciences

Leadership Council Member Excused Absence: Jason Valente was excused after the first hour of the meeting.

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

President Phelan called the meeting to order at 9:30am.

FIRST TEAM NORMS

President Phelan welcomed the new members and reviewed purpose and First Team Norms. Keith will give the new members copies of *The Five Dysfunctions of a Team* and *Good to Great*.

PRIOR MEETING REVIEW

The Prior Meeting Review for the Regular LC Mtg. 3/16/22 was reviewed by the LC and moved into the record.

GOOD NEWS STORIES

Cindy Allen announced that the MLK event was run at its highest level. Kelly Crum thanked Antoine Breedlove and Julie Hand for the assistance of their teams. Dr. Todd Butler shared that courses are off the ground this semester and goals have been reached for this year – right at 20%.

Julie Hand announced the creation of a new scholarship in the name of Gretchen Marshall's mother.

Dr. Wayne Rose shared that half of the problematic servers have been secured. The entire network infrastructure of the college was touched without losing a day. He thanked Randy Bentley, Kelly Chambers, and the IT team.

Jeremy Frew announced that JCEC has broken their record for enrollment at 400 with a completion rate of 91%. (The first semester completion rate was 78%.)

President Phelan shared a handwritten thank you note he received from Delta during a recent flight. He noted the power of such a thank you.

STANDING REPORTING: PROGRESS ON 90/80/70 GOAL

In review of the ICAT results, Julie Hand noted that questions about internal and external stakeholders could be separated from one another. 139 employees took the survey – 50% of employees. Weakness in communication seemed to be a theme. Keeping all employees apprised of where we are toward the 2028 goals was discussed. Ashley Van Heest will present the ICAT results at next month's Town Hall.

STANDING REPORTING: PROGRESS ON EQUITY GAP ELIMINATION

President Phelan emphasized that the equity gap elimination goal has equal importance to the 90/80/70 goal.

STANDING REPORTING: PROGRESS ON STRATEGIC AGENDA

President Phelan will be adding goals to the strategic agendas for the new members to discuss.

STANDING REPORTING: MONITORING REPORTING

Orientation to policy governance for new LC members to be arranged.

STANDING REPORTING: PROGRESS ON WORK PRODUCT ROSTER

LC to provide updates to the current First Team Work Products Plan to Keith.

ACTION ITEMS

PRESIDENT'S ADVISORY COMMITTEE MEMBERS

Members of the President's Advisory Committee and how those meetings will be run will be considered at the next LC meeting (3/30).

MARCH 21ST BOARD SPRING PLANNING SESSION FOLLOW-UP / ACTIONS

A JC Fact Sheet will be created for the Board's Ownership Linkage meetings. President Phelan and Keith will be working on the JC Board Orientation Manual. Jason Valente will assist with a one-page update on the Sedum roof for the Board.

MONTHLY JC EMPLOYEE TOWNHALL – 3/23, 3PM – TOPICS DEVELOPMENT

Discussion of developing policy to maintain and grow culture ensued. President Phelan requested that all LC members attend JC Board Meetings. New LC members will be added to the JC Leadership Council team in Teams by President Phelan. This houses the Issue Brief Template.

CONSIDERATION OF JETS PROTOCOLS

The following position was advanced to posting:
Database Application Specialist

POLICY REVIEW

Jason Valente was not present for this portion of the meeting to review a draft Hazard Communication policy. This will be discussed at the next LC meeting (3/30).

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

President Phelan noted that he is lobbying for ARPA funds at the state level with deferred maintenance in mind. LC members will consider federal earmark opportunities and get those proposals to President Phelan for consideration by Monday (3/28).

Additional HEERF dollars are being considered by Julie Hand. She will reach out to Brandy Johnson of MCCA.

CONSENT AGENDA ITEMS

In preparation for this LC meeting, the LC reviewed the JC Weekly CampusWorks Report, the LC Score Cards, and the Merger Approved for 5 Minnesota Community Colleges. A discussion of mergers ensued.

DISCUSSION OF THE LEADERSHIP COUNCIL

AFIT – All LC members were asked to attend the AFIT Summer Institute (July 20-23). Keith will send the LC members information on the event.

Darrell Norris discussed the use of micro-positions. Leveraging collaborations with peers in the state, as well as with CampusWorks, BibliU, and ATD was also discussed.

ACTION, MEETING AND COMMUNICATION REVIEW

1. LC to provide updates to the current First Team Work Products Plan to Keith.
2. Keith will give the new members copies of *The Five Dysfunctions of a Team* and *Good to Great*.
3. Ashley Van Heest will present the ICAT results at next month's Town Hall.
4. President Phelan will be adding goals to the strategic agendas for the new members to discuss.
5. Orientation to policy governance for new LC members to be arranged.
6. Members of the President's Advisory Committee and how those meetings will be run will be considered at the next LC meeting (3/30).
7. A JC Fact Sheet will be created for the Board's Ownership Linkage meetings.
8. President Phelan and Keith will be working on the JC Board Orientation Manual.
9. Jason Valente will assist with a one-page update on the Sedum roof for the Board.
10. President Phelan will add New LC members to the JC Leadership Council team in Teams.
11. Jason Valente will check with Security & Facilities about a Hazard Communication policy possibly already in place.
12. Jeremy Frew's team will be making submissions for the Innovation of the Year Award.
13. LC members will consider federal earmark opportunities and get those proposals to President Phelan for consideration by Monday (3/28).
14. Additional HEERF dollars are being considered by Julie Hand. She will reach out to Brandy Johnson of MCCA.
15. Keith will send LC members information on the AFIT Summer Institute.
16. 3/23/22 - 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 President Phelan.
17. 3/16/22 - President Phelan requested that windows be cleaned as needed following the remodel.
18. 3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting adjourned at 11:38am.

The meeting minutes were approved at the regular meeting of the Leadership Council on March 30, 2022.