

**Leadership Council
Jackson College
Zoom
March 25, 2020**

The Leadership Council of Jackson College was held on March 25, 2020 via Zoom.

Leadership Members Present: Dan Phelan, Jason Valente, Cindy Allen, Lee Hampton, Dr. Kate Thirolf, Sara Perkin, Jeremy Frew, Darrell Norris and Jim Jones.

Meeting start time: 9:00AM Meeting end time: 11:00 AM

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 minutes for March 4, 2020 were approved.

UPDATES

Jim shared that CV1 will be brought online for Thursday morning. CV3 will be ready 8am on Saturday morning. Grounds will be hit hard next week. Jim shared an update on the process for delivering laptops to students. When they get to 20 being distributed, then they will bring to the attention of LC. Remote1 has been enhanced. There is concern that Big Blue Button is getting pressed into service hard. Jim shared a couple of facility updates, specifically the big dig and family housing, Dan reminded that bid documents need to note that we are prioritizing local bids. Regarding preparing CV1 and CV3 and any other building being used by external folks, once we have cleaned, our teams will not be going back into the space.

Darrell shared that he is still working on connecting with JTA to make adjustments to the frequency of the bus route. He is working on the budget.

Jason shared they have worked through the resource requests submitted online and that the process has worked well. He also shared that the Maher Campus is closed.

Kate shared that faculty and navigator relationships are working well. Faculty are focused on connecting with students and keeping them retained. She shared that the Dean's team is continuing to talk about programs that have low enrollment and high expenses. The decision process for this will be using the program vitality scorecard.

Cindy shared that Jeff has swipes ready for CV1 and will work on CV3 next. She also provided an update on the Red Cross Blood Drive. Cindy shared that the Outstanding Committees will meet in a couple of weeks. She shared that Deans may want to look at faculty goals that may need to be adjusted to make sense for our current environment. She shared that Jennifer Dobbs

is continuing to have the Leadership Academy meet. Cindy and Jim will connect off line to review signage for buildings.

Lee shared that his team is focused on retention and engagement with students. He shared recruitment for Ready Set Jet is continuing. President Phelan reiterated we will continue to use the verbiage 'indefinitely' in communications. Darrell shared that we are taking housing applications, but communicating we don't know if we will be able to offer housing.

Jeremy shared that he would like to move to getting a live chat up on our web. He shared an example. He shared that he will need assistance from IT and Marketing to get this up, but he would be able to staff. Jim shared that we have a quote he will share with Dan and Darrell and that he believes we have a product selected to pursue.

Jeremy shared a proposed plan for the spring schedule. Dan approved that he put together a team to discuss operational details that will include Kate, Cindy and Darrell.

ACTION ITEM

Policy 1003 Incomplete Grades was reviewed and approved. Kate will share with Academic Council. Sara will have this updated online.

INFORMATION

A campus map was shared with suggested street names. Recommendations were to remove service drive and double check on needing a name for ABC and EIC.

Dan shared RACI and would like us to begin using this for decision making. He requested that everyone review in more detail and this will be carried over to next week's agenda.

ROUND TABLE

Jeremy asked if Dan would join the student services Fast Facts Friday. Dan said if anyone else would like for Dan to pop in to department/group meetings he is happy to do so.

Darrell will work on FAQ for housing students. He brought up pricing for spring. This will need to a topic for the planning session.

Jim inquired about whether we should have something in writing for essential employees reporting to work physically. Dan will work with Cindy on this.

Dan asked for folks to work on rumor control. React to these with concrete information and communication. Dan asked Cindy to comment on marketing being done via social media and capacity. She suggested a contracted employee to help with the work load.

For budget, everyone should consider what is needed for our departments moving forward.

Next week's agenda: RACI, Budget

Future items for newsletter: Reminder about commencement communication.