



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

Jackson College  
Central Campus, Health Laboratory Center, Room 200  
03.30.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, March 30, 2022, 8:00am, 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
- 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:* Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer

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

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

### **FIRST TEAM NORMS**

President Phelan reviewed LC meeting requirements, email protocols, First Team Norms, and the Four-Way Test. He also led a review of the Statement of Beliefs.

### **PRIOR MEETING REVIEW**

The Prior Meeting Review for the Regular LC Mtg. 3/23/22 was reviewed by the LC and moved into the record.

### **GOOD NEWS STORIES**

Jeremy Frew announced that course review realignment has been completed, tested, and will go live when the time comes. This will systemize equity in all courses.

Dr. Butler announced that Nina Knight (JC Foundation Studies / Composition Instructor) was named Chair of the Modern Language Association's Community College Committee.

Jeremy Frew announced that two faculty members, Brian Gemalsky (Math Instructor) and Patti Lawrence (Nursing Instructor), will be continuing contract.

#### **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. President Phelan asked that these recommendations be sent to him by the end of this week.

#### **LUMEN CHRISTI INTERSHIP PROGRAM**

Jason Valente walked the LC through some details of the program and his support of it. Jeremy Frew offered his support as well, noting that this is a recruitment strategy. Jeremy Frew will check with his team to determine who could best champion the program. It was discussed that the supervisory piece will live with the program housing the internship. Darrell Norris will assign a budget to it. Jason Valente will notify Lumen Christi of JC's intent to participate.

#### **STRENGTHENING COMMUNITY COLLEGES TRAINING GRANT**

Julie Hand walked the LC through details of the grant opportunity. A discussion ensued on the various resources that would be requested. Ms. Hand described additional grant opportunities for which JC is currently applying. Prioritization was explored considering the bandwidth available. Grant application best practices thus far at JC were discussed. Julie will pen a grant application decision criteria / process for consideration. The general consensus was to move forward with this application.

#### **POLICY REVIEW**

The following policy was approved:

Jason Valente reviewed a draft of the Hazard Communication Policy, which was approved.

#### **REVIEW CUSTOMER VOICE QUESTIONS**

Darrell Norris walked through the customer voice questions, and they were approved.

## **ICAT CAPACITY CAFÉ WITH ATD COACH**

President Phelan adjourned this Leadership Council meeting at 9:00am in order for the Council to attend the ICAT Capacity Café with the ATD Coach Leon Hill. The below agenda items will be carried over to the next LC meeting:

- JACKSON COLLEGE GLOBAL UPDATE
- FEDERAL EARMARK OPPORTUNITY
- CONSENT AGENDA ITEMS - JC Weekly CampusWorks Report and the LC Score Cards.
- DISCUSSION OF THE LEADERSHIP COUNCIL

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

1. LC to provide updates to the current First Team Work Products Plan to Keith.
2. President Phelan will be adding goals to the strategic agendas for the new members to discuss.
3. LC to provide recommendations for Members of the President's Advisory Committee to President Phelan by April 1<sup>st</sup>.
4. Jeremy Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
5. Darrell Norris will assign a budget to the Lumen Christi Internship Program.
6. Jason Valente will notify Lumen Christi of JC's intent to participate.
7. Julie Hand will pen a grant application decision criteria / process for consideration.
8. 3/23/22 Orientation to policy governance for new LC members to be arranged.
9. 3/23/22 Ashley Van Heest will present the ICAT results at next month's Town Hall.
10. 3/23/22 A JC Fact Sheet will be created for the Board's Ownership Linkage meetings.
11. 3/23/22 President Phelan and Keith will be working on the JC Board Orientation Manual.
12. 3/23/22 Jason Valente will assist with a one-page update on the Sedum roof for the Board.
13. 3/23/22 President Phelan will add New LC members to the JC Leadership Council team in Teams.
14. 3/23/22 LC members will consider federal earmark opportunities and get those proposals to President Phelan for consideration by Monday (3/28).
15. 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.
16. 3/16/22 - President Phelan requested that windows be cleaned as needed following the remodel.
17. 3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting adjourned at 9:00am.