

**Leadership Council  
Jackson College  
Zoom  
April 1, 2020**

The Leadership Council of Jackson College was held on April 1, 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: 11:30 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 25, 2020 were approved.

**UPDATES**

- No additional students have reported they are ill with COVID.
- Dan would like Kate to work with our faculty and get them here over the span of the next two days to get their equipment no later than Friday at 5:00pm. This will be whatever equipment is needed for spring/summer and fall.
- We will be completely online for spring/summer and fall.
- President Phelan provided an update on the recent discussions regarding K-12.
- President Phelan provided some updates related to the CARES Act and the use of dollars will be allocated to students.
- Darrell is putting together a detailed summary of expenses related to COVID-19.
- Darrell commented that we will need to review our incarcerated students. Dan is continuing to advocate that we provide individual learning for our incarcerated students.
- Student loan forgiveness is on the table for discussion.
- We should be thinking about grants and who could be doing some of this grant writer.
- We are still waiting on guidance on how to pay work study students.
- Dan has asked Jeff to connect with Jason to gather supplies from Maher to get all supplies to central campus. This should be done by end of this week.

**INFORMATION**

*Budget*

Darrell shared an update on budget and provided some potential assumptions.

*Enrollment/Drop Report*

Jeremy provided an overview of enrollment and drop rates.

### *Upcoming Virtual Presidential Update and Coffee and Conversations*

Sara provided an overview of the planned livestream event for this Friday which will focus on updates from the President. She also shared that Wendy is working on setting up Coffee and Conversation options for the upcoming five weeks. Communication for these events will be going out today and tomorrow.

### **ROUND TABLE**

Lee Hampton asked for some guidance on Ready Set Jet being moved online. Kate suggested that this ratio be 1 to 20 for this group of students. Darrell suggests that we potentially house this group of students if possible. Dan asked Lee if he would be able to reach out to his affinity groups to touch base with them.

Jim shared an update on building cleaning. Jim, Kate and Cindy will work out a plan for faculty coming to pick up materials needed for spring/summer and fall. Jim shared that April will be the bidding process and May will be the mobilization of these projects (Family Housing and Storm Water).

Cindy suggested maintaining a small amount of PD funds for those who have required continuing education requirements. She will be connecting with union leadership later today. Cindy provided brief overview of the COVID FMLA guidelines.

Kate shared that the Chairs are meeting tomorrow to review the spring schedule and that an additional faculty Q & A will be held on Thursday night. Given we are keeping the Respiratory Therapy faculty position in the budget, she inquired on protocol for moving this ahead. She shared that August 6<sup>th</sup> is the deadline to have a permanent full time faculty member for accreditation purposes. Dan told Kate we ask strongly if we can have some flexibility with this date/have an extension. Kate will connect with Cindy regarding a temporary contract if needed.

Kate asked for clarification if we need to submit anything to HLC for movement of classes online. Dan said no, we are completely authorized to offer courses online so we do not need to submit anything.

Jason shared that items from Maher will be picked up later today. He has his staff working on private grants. He said his team may be able to assist with grants.

Dan shared that he would like for Kate and Jeremy to ensure we are clear on break options in between semesters. He wants to ensure we have clear communication. He shared that MSU is also planning on a fully online environment.

Dan asked for any items for his newsletter today and for feedback from today's meeting. Jeremy asked to have a message via form of an email that can be sent to CEP students via the prisons communication session.