

**Leadership Council  
Jackson College  
Collaboratorium  
April 10, 2019**

The Leadership Council of Jackson College was held on April 10, 2019 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Absent: Dr. Daniel Phelan

Meeting start time: 9:00 AM Meeting end time: 11:50 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 were advanced with no minor edits.

**ACTION ITEMS**

*CV Positions*

Darrell Norris, CFO presented a protocol to fill two resident coordinators. The team approved moving forward with posting for both positions.

*Music Faculty*

Kate Thirolf presented a protocol to pursue a full time music faculty member. The team was supportive to pursue this opportunity.

*Math Facilitator*

Kate Thirolf presented a protocol to fill a vacancy for a math facilitator. The team approved this request.

*CNS Faculty*

Kate Thirolf presented a protocol to fill a recently vacated position for Cyber Security and Network faculty member. The team approved this request.

*ISI Coordinator*

Jeremy Frew presented a protocol to fill the International Student Institute Coordinator position. The team approved the request.

**POLICY REVIEW**

The policy 2201 Student Body Diversity was presented for sunset. The team approved the sunset of this policy.

The following policies were approved: Registration Restriction Policy and 1008 Distance Learning.

## **INFORMATION ITEMS**

### *Financial Planning*

Jeremy Frew shared a link to a draft site that provides a breakdown of cost. The group provided feedback and Jeremy will bring back when additional details are worked out.

### *Student Payment Due Dates*

Darrell Norris provided an update on upcoming student dates.

### *Automotive Program Message*

Dr. Thirolf shared a message that has been added online that provides clarity on the state of the automotive program, which is currently on hiatus.

### *SANS Training Results*

Jim shared a list that provided insight on completion of the last offered SANS training required for all students.

### *Statement of Associated Fees Aviation*

Dr. Thirolf provided a draft document that would be presented to students to provide an understanding of tuition and costs associated with the program.

### *Round Table*

Dr. Thirolf shared that we are stepping away from the business program accreditation as well the automotive program accreditation being it is no longer offered. She also shared that there is a dental site visit next week. The Guangdong group will not be attending commencement. She shared she should have a CENGAGE unlimited update shortly.

Sara Perkin shared that the Institutional Effectiveness department is working on developing a request process similar to that of the Solutions Center. She also shared a couple of observations following attendance of the Higher Learning Commission's Accreditation Workshop with Debbie Schissler and Dr. Stephen Young.