



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College
Central Campus, Health Laboratory Center, Room 200
04.13.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, April 13, 2022, 8:00am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

Leadership Council Members Present:

- Daniel Phelan, President & CEO
- Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer
- 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. Todd Butler, Dean of Humanities and the Sciences

Leadership Council Member Excused Absence: Dr. E. Wayne Rose, Chief Information Officer

Others Present:

- Keith Book, Executive Assistant to the President & CEO
- Ashley Van Heest, Director of Scheduling and Academic Initiatives
- Heather Ruttkofsky, Dean of Health Sciences, Career & Technical Trades
- Justin Gaeta, Director, Institutional Research and Effectiveness

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

FIRST TEAM NORMS

President Phelan acknowledged the First Team Norms, LC email protocols, and Board meeting protocols. JC Values were reviewed.

PRIOR MEETING REVIEW

The Prior Meeting Review for the Regular LC Mtg. 4/6/22 was reviewed by the LC and moved into the record with minor edits from Cindy Allen.

GOOD NEWS STORIES

Jeremy Frew shared that the MDOC enthusiastically approved the flat rate pricing pilot for the JC Corrections Certificate program within an hour of receiving it.

Julie Hand reported that the Myrna Berlet check presentation was successful with good coverage from JTV and Fox47.

Dr. Butler shared that 3 CEP students have been chosen as finalists in the League of Innovation writing contest.

President Phelan reported that PTK has included Jackson College in the top hundred chapter designations.

Kelly Crum shared a new employee's appreciation for how JC has embraced them, stemming from convocation to the visibility of the President.

THE QUESTION

President Phelan posed the following question to the LC:

As a leader, what is your purpose?

Kelly – My purpose is to serve others.

Julie – Be approachable, a model for others in terms of dedication and work ethic.

Jason – Everyday leaving things better than how we started the day, promoting quality and a safe place for students.

Butler – Sustainable and life changing work to our institution.

Jeremy – Be competent, purposeful and ethical.

Cindy – The whole employee, look at the whole employee.

Darrell – Enrich the lives of our students as the school has mine.

Dr. Phelan – Ensure that JC is given to the human development of all people through love, care, and service to each other and the students.

The process for the election of a new board member was discussed, considering the retirement of Dr. Ed Mathein.

The impacts of inflation and cultural development of our institution were discussed.

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

Policy Governance Orientation for all LC members has been arranged for Wednesday, May 25th, 8:30-11:30am.

ACTION ITEMS

POLICY REVIEW

The following policies were reviewed and approved:

Policy 1209: Purchasing – Approved. Going forward, the This Week at JC Newsletter will include policy updates. Darrell will ensure this is communicated to his team.

Policy 3040: Student Vaccination Policy – Approved.

It was noted that RTF work will continue, as we are still in a pandemic.

PRESIDENT'S ADVISORY COMMITTEE MEMBERS

Multiple manners of the LC receiving additional employee input and feedback were discussed, in addition to or instead of an advisory committee. President Phelan will discuss this further with the strategic agenda team.

CONSIDERATION OF JETS PROTOCOLS

Jeremy Frew proposed one position: Testing Lab Coordinator, which was approved for posting.

NSF ATE COMMUNITY AT INNOVATIONS GRANT FUNDING

Two faculty members are being trained in the writing of NSF grants.

President Phelan reported work being done to submit 2 Senate earmarks and asked the LC to reach out to their staff for additional proposals.

CONSENT AGENDA ITEMS

Prior to this LC meeting, members of the LC reviewed the JC Weekly CampusWorks Report, LC and President scorecards, and a recent article about Oberlin College.

President Phelan described the importance of a posture of patience, the need to have facts before speaking, and the liability of public statements.

DISCUSSION OF THE LEADERSHIP COUNCIL

Darrell Norris shared the story of a JC student who had been carrying a very large balance. The student was recently able to pay their full balance to JC after their success as a COVID nurse.

Dr. Butler shared that the face-to-face teaching with CEP began last week and the challenges therein.

Julie Hand shared that the Department of Justice grant would require a new hire to run the program. She asked the LC to consider in what department that new full-time hire might fit. The answer would be needed by Monday, April 18th. Julie will send out the bullet points of responsibilities to the LC.

ATD / HLC PRESENTATION

Ashley Van Heest, Heather Ruttkofsky, and Justin Gaeta presented on results from the Capacity Café held on March on 30th and the HLC Conference attended the first weekend of April. Ashley noted that employees have requested more information sharing like the Capacity Café. She also reported on the benefits of a strategic planning process. Her suggested next steps included sharing out the results of the Capacity Café to employees, increasing the ATD coaching relationship, creating an Equity by Design Team, and beginning a comprehensive strategic planning process.

President Phelan will meet with Ashley, Heather, and Justin to discuss the strategic planning process in two weeks. He asked them to include the roster of 100 initiatives created in their exercises with the ATD coach.

TALENT CONSIDERATIONS

A Student Success Navigator applicant was interviewed via Zoom and advanced to the next stage of the hiring process.

ACTION, MEETING AND COMMUNICATION REVIEW

1. The JC Newsletter will include policy updates going forward. Darrell will ensure this is communicated to his team.
2. President Phelan will discuss the value of a President Advisory Committee further with the strategic agenda team.
3. President Phelan asked the LC to reach out to their staff for additional earmark proposals.
4. The LC will consider in what department a new full-time hire might fit for the Department of Justice grant and report back to Julie Hand by 4/18. Julie will send out the bullet points of responsibilities to the LC.
5. President Phelan will meet with Ashley, Heather, and Justin to discuss the strategic planning process in two weeks. He asked them to include the roster of 100 initiatives created in their exercises with the ATD coach.
6. Policy Governance Orientation for all LC members has been arranged for Wednesday, May 25th, 8:30-11:30am.
7. 4/6/22 Cindy Allen and Darrell Norris will discuss the use of the work product roster going forward with Dr. Phelan.
8. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
9. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
10. 3/30/22: Jeremy Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
11. 3/30/22: Darrell Norris will assign a budget to the Lumen Christi Internship Program.
12. 3/30/22: Jason Valente will notify Lumen Christi of JC's intent to participate.
13. 3/30/22: Julie Hand will pen a grant application decision criteria / process for consideration.
14. 3/23/22 Ashley Van Heest will present the ICAT results at next month's Town Hall.
15. 3/23/22 President Phelan and Keith will be working on the JC Board Orientation Manual.
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 11:00am.