

**Leadership Council  
Jackson College  
Zoom  
April 15, 2020**

The Leadership Council of Jackson College was held on April 15, 2020 via Zoom.

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

Meeting start time: 9:00AM Meeting end time: 2:50PM (lunch break 12:15 – 1:15pm)

**FIRST TEAM NORMS**

President Phelan shared the Leadership Council COVID-19 Commitments.

**MONTHLY BELIEF/GOOD NEWS**

Celebration of the monthly belief and good news stories were shared.

**MINUTES**

The minutes for April 8, 2020 were approved pending some corrections to be sure proper details are included.

**ACTION ITEMS**

Darrell shared a proposed plan for a bi-monthly payment plan. Included is a zero down payment plan. The plan will also align with multiple entry points. There is a \$30 fee for using the payment plan. Dan asked for this to be run out through next Fiscal Year. This plan takes into consideration student feedback, which was seeking more flexibility.

*Policy Review*

The following policies were approved: 1303 Housing Acceptance Criteria, 2107 College Sponsorships, 2809 Student Residency, 2810 Late Enrollment, 3103 Memorandum of Agreement, 3105 Supplanting Prohibition-Perkins Act and 3107 Code of Ethics.

Policy 3104 Lobbying Prohibition was tabled for additional edits. Policy 3102 Political Party Involvement was tabled for legal review.

**INFORMATION**

*Follett Access and \$25 Books*

Discussion was had around this topic. Cindy shared that a meeting is scheduled for this Friday with IT. The item was tabled and a decision will be made at Monday's CIT meeting.

*Lab Fees/Contact Hours*

Discussion was had on how labs will function once we begin reintegration and how we handle lab fees. A credit voucher will be used for purposes of undertaking a lab or simulation at another time. Darrell told Kate he will need to know what courses this will be for. Regarding nursing students, we will not graduate any until they are able to complete labs in person.

### *Campus/Conferences*

Darrell shared we will continue to postpone Shakespeare, Glenn will share communication with Sandra to share. Regarding interns, we will not take any new, but for those we have committed to we will still maintain housing.

### *Athletics/Scholarships*

Jeremy provided an overview of revenue the institution gains from student athletes. Jeremy is hopeful the decision will be to postpone the season and fall will be moved to winter/spring.

### *Chronicle of Higher Education*

Kate shared the recent electronic issue from the Chronical of Higher Education.

Dan asked for Sara to see that everyone received CCDaily updates from AACC. Sara will send the link out to the team.

### *Budget FY '21*

Darrell provided an overview of budget assumptions for FY '21. Discussion was had. These proposed assumptions will be shared at the Board's April 29<sup>th</sup> planning session.

### *Reintegration*

President Phelan shared multiple items for consideration that must be made for reintegration. He shared that we will continue to be online for spring/summer and fall. First priority will be around labs. Each Leadership Council member should work on a reintegration plan for each area/department. Initial review of this plan will be two weeks from now (April 29).

## **ROUND TABLE**

Darrell shared that the bid process for insurance has been put on hold. He received acknowledgement that the CARES act contract has been received from the federal government.

Lee shared that RSJ students will have the opportunity to request a laptop. He also shared that the first affinity group meeting will be held tomorrow.

Kate shared that they are working on getting purchase orders ready for when cash is available to move ahead with getting equipment back. Darrell asked thoughts on our monthly commitments with Airgas and reducing/eliminating. Dan also shared that Emmons service could potentially be reduced.

Dan asked for Darrell to work with Chas to setup a plan to ensure that student contact is occurring and strong. Darrell will get a plan from Chas and share.

Jim asked if we needed to look at loading more computers to prepare for dispatch given we have hit the 20 mark. Dan confirmed additional devices should be prepared for dispatch.

Jeremy suggested that we connect with the ISD to see if mass purchases of equipment are happening? Jim and Randy will reach out. Jim shared that he spoke to the Drain Commissioner

about any potential delay in the storm water project. He is reluctant to delay. Jim shared he needs to get with Dan and Cindy to pick out materials for family housing. Dan confirmed to keep the chiller on task for Potter Center.