



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

Jackson College  
Central Campus, Health Laboratory Center, Room 200  
04.20.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, April 20, 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
- Jeremy Frew, Chief Academic & Student Services Officer
- Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Dr. E. Wayne Rose, Chief Information Officer (remotely)

*Leadership Council Member Excused Absence:* Julie Hand, Chief Advancement Officer; Jason Valente, Chief Campus Operations 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 acknowledged the First Team Norms.

### **PRIOR MEETING REVIEW**

The Prior Meeting Review for the Regular LC Mtg. 4/13/22 was reviewed by the LC and moved into the record.

### **GOOD NEWS STORIES**

The JPEC robotics team is on their way to Texas for the Worlds Tournament.

45% of faculty have already completed their Book store adoptions, which is exemplary.

The Board of Trustees has a new Trustee, Christopher Simpson, as of April 11<sup>th</sup>, who will be formally sworn in at the May 9<sup>th</sup> Regular Board meeting.

Cindy Allen and Dr. Phelan shared stories of appreciation from employees for the recent organization-wide salary increases.

Kelly Crum shared that Mykayla Giles (Department Coordinator, Diversity, Equity, and Belonging) is graduating with a Bachelor's degree in May from Sienna Heights.

Dr. Phelan shared that productive conversations with Albion College are in the works.

Dr. Phelan shared a PBS news story about Compton College, describing how relationships are the common denominator that help get students across the finish line. A sense of belonging through relationships continues to be important. Compton College's enrollment of African American males fell from 1000 to 200 during COVID.

Cindy Allen reminded the LC of changes that will be beginning on April 25<sup>th</sup> for the COVID protocol step-downing.

Dr. Phelan described his appreciation to the Board of Trustees for continuing to communicate a broader, diverse direction.

### **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 25<sup>th</sup>, 8:30-11:30am.

The staggering of monitoring reports will be important to discuss at the Board's Summer Retreat. Dr. Phelan also noted that the Board may decide to decrease the number of regular Board meetings a year to 9, rather than the current 10.

### **ACTION ITEMS**

#### **PRESIDENT'S ADVISORY COMMITTEE MEMBERS**

Further discussion of LC receiving additional employee input and feedback ensued.

Contributing groups discussed included:

Equity by Design Team (newly being developed by leaders of ATD)

Administrator Academy – could contribute to the Customer Service Voice

Coffee & Conversation with Dr. Phelan

Monthly Townhalls

Dr. Phelan will meet with the ATD team (Ashley Van Heest, Justin Gaeta, and Heather Ruttkofsky) the week of April 25<sup>th</sup>, potentially followed by a meeting with Ashley and Kelly Crum TBD.

## **CONSIDERATION OF JETS PROTOCOLS**

Cindy Allen proposed one position for consideration – Ticket Sales Representative Position. This will be advanced.

Darrell Norris proposed one position for consider – Director of Residence Life. This will be advanced.

Dr. Rose asked about soliciting alumni for employment. Darrell shared that data is being purchased from the state employment agency. Cindy suggested that Brigette Robinson (Director of Alumni Relations) could promote the openings to alumni. Dr. Rose noted that this could be effective way to recruit.

## **MONTHLY JC EMPLOYEE TOWNHALL TOPICS**

Suggested topics included:

- Listing of all the events coming up.
- Recent student success stories.
- Commencement
- LC will send any additional topics that they think of.

## **SENATE EARMARKS**

This will be placed as a topic of discussion during December's LC meetings.

## **RTF RECOMMENDATIONS**

The RTF will continue to monitor data. Cindy Allen noted that testing after being in large groups or after travel is still required, and masks may be necessary in certain areas as posted (i.e. Heath Clinic). For busier classes, there will be the request to wear masks as well.

## **CONSENT AGENDA ITEMS**

Prior to this LC meeting, members of the LC reviewed the LC and President scorecards.

## **DISCUSSION OF THE LEADERSHIP COUNCIL**

Cindy Allen will be sharing the results of the remote work survey to the employees. This will also a conversation for the next LC meeting.

Jeremy Frew noted the dates for the CEP graduations are nearly all confirmed. He encouraged LC to attend as possible. Keith will send out the e-mail with the CEP graduation dates/locations to LC and the Board ASAP. He also noted that April 28<sup>th</sup> is Simulation Day and encouraged LC to attend. Keith will send this information out to the LC as well.

Kente Ceremony – Kelly shared that 12 students are attending. Attendance in total should be 50-60 people. Dr. Phelan suggested expanding the celebrations to additional affinity groups. Kelly will investigate what other schools are doing.

Dr. Butler gave an update on the Chinese partnership and described a proposal that will be brought to the LC for action. The proposal may include suggestions for expansion in specific programming that has done well and hard conversion numbers to be added to the contract. Dr. Phelan shared that he will keep watch of the bill regarding additional labor and filing requirements regarding relationships with China.

Tina Matz's efforts in non-credit programming was applauded, and it was discussed that non-credit could be offered to differentiate Jackson Global.

Dr. Rose shared the following updates:

- A help desk application is in the works for the Support Center.
- KnowB4 is being explored and will be brought to LC. Dr. Rose will suggest this be rolled out twice a year. Security must be ongoing and not one and done.
- MFA Security work is being done to ensure the college can get cybersecurity insurance. Hopefully this will be done by the end of the month.
- LMS support project is still ongoing.

### **TALENT CONSIDERATIONS**

An Assistant Director of Residence Life applicant was interviewed in person and advanced to the next stage of the hiring process.

An Instruction & Adjunct Faculty Coordinator applicant was interviewed in person and will be discussed further.

A Cook applicant was interviewed in person and advanced to the next stage of the hiring process.

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

1. Kelly Crum to investigate what other schools are doing in the way of expanding ceremonies like the Kente Ceremony to other affinity groups.
2. 4/13/22: The JC Newsletter will include policy updates going forward. Darrell will ensure this is communicated to his team.
3. 4/13/22: President Phelan will discuss the value of a President Advisory Committee further with the strategic agenda team.
4. 4/13/22: 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.
5. 4/13/22: Policy Governance Orientation for all LC members has been arranged for Wednesday, May 25<sup>th</sup>, 8:30-11:30am.
6. 4/6/22 Cindy Allen and Darrell Norris will discuss the use of the work product roster going forward with Dr. Phelan.
7. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
8. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.

9. 3/30/22: Jeremy Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
10. 3/30/22: Darrell Norris will assign a budget to the Lumen Christi Internship Program.
11. 3/30/22: Jason Valente will notify Lumen Christi of JC's intent to participate.
12. 3/30/22: Julie Hand will pen a grant application decision criteria / process for consideration.
13. 3/23/22 Ashley Van Heest will present the ICAT results at next month's Town Hall.
14. 3/23/22 President Phelan and Keith will be working on the JC Board Orientation Manual.
15. 3/16/22 - President Phelan requested that windows be cleaned as needed following the remodel.
16. 3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting broke at 9:00am, reconvened for interviews at 9:50am, then adjourned at 11:30am.