



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

Jackson College  
Central Campus, Health Laboratory Center, Room 200  
04.27.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, April 27, 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
- Julie Hand, Chief Advancement Officer
- Jason Valente, Chief Campus Operations Officer

*Leadership Council Member Excused Absence: None*

### *Others Present:*

- Keith Book, Executive Assistant to the President & CEO

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

### **FIRST TEAM NORMS**

The LC reviewed First Team Norms focusing on best practices for their work together.

### **PRIOR MEETING REVIEW**

The Prior Meeting Review for the Regular LC Mtg. 4/20/22 was reviewed by the LC and moved into the record.

### **GOOD NEWS STORIES**

Kelly Crum described the success of the Kente Ceremony and her hopes for adding other celebrations like Kente to Commencement week in the future.

Jeremy Frew described a CEP, Jackson College graduate thanking JC on the Washington panel. He also noted that 20 students having completed their 13<sup>th</sup> year will participate in the Saturday Commencement.

Dr. Phelan shared reports of additional community colleges now able to participate in CEP programs. He noted the importance of continuing a strong relationship with MDOC. He also shared that 7.5% of one-time state funding for operations may be in the pipeline, which is better than if may have been, but Jackson College's allocation is still at the bottom for the state. Dr. Phelan will get the related formula excel spreadsheet for Darrell.

Julie Hand described the first in-person Foundation Board meeting at Maher Campus this week as a good reminder of what a supportive group it is. She also noted that the Department of Justice grant has been a learning experience, but has been submitted successfully. She thanked Kim Abbott and Darrell Norris for their support.

Dr. Phelan described an AARP grant proposal that he has joined via a letter of support.

### **THE QUESTION**

Dr. Phelan posed the following question to the LC members:

What is one thing you believe to be true about college students?

- First generation students are 16% less likely to achieve a life affording certificate – Dr. Phelan.
- Students come here looking for something, and they don't know what it is. Our job to help them find that. – Cindy Allen
- Every college student can be successful via a supportive faculty relationship – Jason Valente.
- None are just a student; they are carrying heavy loads outside of that. – Julie Hand
- Motivation and support outside of the classroom will be needed for success – Dr. Rose.
- They need to feel wanted, nurtured, and away from bad situations. This is home to them. – Kelly Crum
- Students are patient of shortcomings if they feel that we are on their side. – Dr. Butler
- The uniqueness of the needs of each student changes and gets more complex every year. – Darrell Norris
- Every student wants to be heard. – Jeremy Frew

Further discussion ensued:

- It was noted that students are just like we are. Having someone that believes in them makes all the difference.
- Mental health is very concerning currently.
- Leaders need to treat each other like they treat their students.
- We have to be intentional about reaching out to students.
- It must be acknowledged that someone paid a price for the education we have available now.

## **STANDING REPORTING: PROGRESS ON STRATEGIC AGENDA**

President Phelan will be adding goals to the strategic agendas for the new members to discuss. Dr. Phelan met with Ashley Van Heest and Justin Gaeta this week regarding work with ATD. He would like ATD coaches coming to campus each quarter with Zoom calls in between. Kelly Crum, Ashley, and Justin will meet with Dr. Phelan every 2 weeks. The full roll out of ATD initiatives will be in Fall of 2023. All employees need to know how they contribute to the goal. An advisory group of 8-12 employees may be developed to collect JC voices.

## **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.

Verbal induction, swearing in, of Trustee Simpson will happen at the next Board meeting – May 9<sup>th</sup>.

## **ACTION ITEMS**

### **POLICY REVIEW**

The following Policies were reviewed and approved:

Policy 1039 Graduation Requirements – Credit for prior learning is key and policies are moving toward this.

Policy - Face Covering

Policy - Remote Service Policy

Policy - Communicable Disease

Appreciation for new and updated policies being noted in the JC Newsletter was shared.

Dr. Phelan emphasized the importance of reminding employees that those that are ill must not be on campus.

### **CONSIDERATION OF JETS PROTOCOLS**

Jeremy Frew proposed one position for consideration – Nursing Faculty and ADM, which will be advanced for posting.

Darrell Norris proposed one position for consideration – Shipping & Receiving Coordinator Position, which will be advanced for posting.

### **REMOTE WORK SURVEY RESULTS**

Cindy walked the LC through the results. Discussion ensued and will be revisited at the May 5<sup>th</sup> LC meeting. Dr. Phelan asked all members to come to the May 5<sup>th</sup> LC meeting with written scenarios to consider for their departments and JC as a whole.

### **CONSENT AGENDA ITEMS**

Prior to this LC meeting, members of the LC reviewed the JC Weekly CampusWorks Report and LC and President scorecards.

## **DISCUSSION OF THE LEADERSHIP COUNCIL**

Jason Valente shared that Commencement preparations are coming along. Reinforcement may be needed for the tents due to wind. Regarding Potter Center – ruling is awaited on what codes will be enforced by the County Building Commission. Stage lighting is a current focus. The estimated time of completion is another 6 months. Solutions for the stair lighting are actively being considered in the theatre.

Dr. Rose shared that the POS for the Jets Store is underway and IT is at the tail end of the MFA work. He noted that behind the scenes security has improved immensely. The department is working hard to understand what to focus on this summer. This summer the Support Center will be using a tracking system to help.

Kelly Crum reported that Liz Storey is doing a great job connecting JC to the elderly community. Jacob Inosencio is working the Dr. Butler to get undocumented students on campus. The LGBTQIA+ Affinity Liaison position is being discussed with HR. Disability may be added to the Elderly Affinity group.

Dr. Butler expressed that more faculty will be attending Kente going forward. Regarding his work with hiring committees, he described challenges with the NEOGOV software. He also noted that the labor market is different for faculty than other areas currently, and there are a lot of applicants.

Darrell Norris reported that a business continuity plan is being worked on by he and Dr. Rose. This will be added as an agenda item at a future LC. Darrell also reported that Kallie Hilts now has dual responsibilities for accounts payable and payroll, and he is working diligently to get the team together.

Jeremy Frew shared that there will be more volunteers than ever at Commencement.

Julie Hand will be focusing on scholarships soon as opposed to grants.

## **PLUS / DELTAS**

Jason expressed appreciation for the thorough conversations around remote work. Dr. Rose noted that everyone together will make a better decision than any one person by themselves.

Dr. Phelan encouraged the LC to celebrate Commencement week and participate as much as possible to reinvigorate themselves.

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

1. Dr. Phelan asked all members to come to the May 5<sup>th</sup> LC meeting with written scenarios to consider for their departments and JC as a whole.
2. Darrell Norris reported that a business continuity plan is being worked on by he and Dr. Rose. This will be added as an agenda item at a future LC meeting.

3. 4/20/22 Kelly Crum to investigate what other schools are doing in the way of expanding ceremonies like the Kente Ceremony to other affinity groups.
4. 4/6/22 Cindy Allen and Darrell Norris will discuss the use of the work product roster going forward with Dr. Phelan.
5. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
6. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
7. 3/30/22: Jeremy Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
8. 3/30/22: Darrell Norris will assign a budget to the Lumen Christi Internship Program.
9. 3/30/22: Jason Valente will notify Lumen Christi of JC's intent to participate.
10. 3/30/22: Julie Hand will pen a grant application decision criteria / process for consideration.
11. 3/16/22 - President Phelan requested that windows be cleaned as needed following the remodel.
12. 3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting adjourned at 10:30am.