

**Leadership Council  
Jackson College  
Zoom  
April 29, 2021**

The Leadership Council of Jackson College was held on April 29, 2021.

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

Meeting start time: 9:00AM Meeting end time: 12:00 PM

**FIRST TEAM NORMS**

The Leadership Council COVID-19 Commitments were reviewed.

**MONTHLY BELIEF/GOOD NEWS**

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

- Spring Enrollment is up this year compared to last year
- Great Admin Council Meeting yesterday

**MINUTES**

The minutes for April 15, 2021 were approved.

**INTERVIEW**

Interview was held for CSS Support Specialist.

**ACTION ITEMS**

*Follow Up on Action Items*

- Darrell confirmed that the Student Vaccination Policy has been updated to say students need to be vaccinated before moving on to Campus. Better definition of what “fully” vaccinated means was added. Jim recommended changing title of Policy to refer to COVID specifically. Jeremy suggested that the policy should be sent to RTF for final approval. President Phelan & LC approved for Housing Policy criteria to move forward.
- Jeremy discussed Materials Developer position and the importance of having this role filled. President Phelan approved to move forward on this position for posting.
- Jeremy discussed Financial Aid Technician position vacancy. President Phelan approved to move forward on this position for posting.
- Jim talked about Summer Temps to help get through this time with the tremendous amount of work to be completed, they will be temporary positions and he is not expecting to request to have it extended past the dates being requested. President Phelan would like to table this and move to next week’s meeting.

## INFORMATION ITEMS

*Scorecard Review:* Sara shared that BCH is looking good. Burn rates have been updated.

*Student Computing:* President Phelan would like to provide any new student a new computer by Fall. If they drop out and not complete they would need to surrender the computer. If they obtain their Associates Degree they will be able to keep the device. Insurance would be provided, within reason, for lost/damaged computers. Would need to determine how the maintenance would be handled. Great advertising tool for JC. Jason suggested to put a work group together and work through the details. President Phelan would like to table this and move to next week's meeting and he will provide more details soon.

*Future of Chief of Staff Role:* Sara Perkin is leaving JC. Position has been posted. New title will be Executive Assistant. Responsibilities will be different than previous role.

*Student Employment:* President Phelan would like to double/triple the work study money to engage more students in working at JC. A universal form will be created to use for hiring. Would like in place by September 2021. Tabling for next week's meeting.

*FY '21 Budget Planning/Modification:* Discussion on higher education emergency relief funds provided to the college and how they will be used. Money has been moved appropriately to cover as needed.

*Reintegration Return Phasing Plan & Communication:* President Phelan is targeting July 6, 2021 as a start date to phase in bring staff back. Being vaccinated is going to be a requirement, this message will need to get out so everyone knows. Per Cindy, layout should be determined in departments by next week for phasing back to the college. They will also be putting a video together to show employees what to expect as they start coming back to campus. Information on meeting adequate needs to be shared for departments working face to face and virtually.

*Construction, Facilities and Grounds Updates:* Per Jim, working on music hall (carpeting & painting, all seating has been removed.) no immediate concerns with this. CV projects are moving forward and trying to determine costs. Beltline signs are being designed by Marketing. Playground is being renovated. Pandemic checkpoint is being torn down with new building arriving by the end of May. Temporary and permanent WiFi lots will be set-up. Some dining changes are being worked on.

*Strategic Agenda:* President Phelan will be reviewing to start making future plans.

*Ready Set Jet Status Report:* Lee shared that there are changes happening that are positive and expecting things to move smoothly. Could be 200+ students and mentors in the program, there is a question about how the CV's would be utilized with capacity increasing. Lee is hoping to have all items updated next week accordingly to make sure that all things are coordinated.

### *Housing Update*

Darrell shared that one student has been struggling with the requirements for testing. The student has received a warning. If she does not show up for her testing again, she will be removed from campus. Discussion regarding Line Worker students using housing, they will be considered like any other student coming to campus. Not a lot of changes at this point, students are planning to return. One of the Tiny Homes is occupied, concerns about WiFi connection, possibly need to look at how the Tiny Homes are furnished as people have some belongings before moving in and there is no storage space for them.

*AFIT Conference Decision:* President Phelan would like LC to participate virtually and have some virtual planning to see how we will be focused on JC going forward.

*LC Meeting Date Discussion:* President Phelan would like to move LC meetings back to Wednesdays. Starting remote June 2, 2021 on Wednesdays. Starting in July, LC will be meeting face to face.