



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, Health Laboratory Center, Room 200

04.06.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, April 6, 2022, 8:00am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

Leadership Council Members Present:

- 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. E. Wayne Rose, Chief Information Officer (remotely via Teams)
- Dr. Todd Butler, Dean of Humanities and the Sciences

Leadership Council Member Excused Absence: Daniel Phelan, President & CEO

Others Present: Keith Book, Executive Assistant to the President & CEO

Cindy Allen called the meeting to order at 8:00am.

FIRST TEAM NORMS

Cindy Allen acknowledged the First Team Norms.

PRIOR MEETING REVIEW

The Prior Meeting Review for the Regular LC Mtg. 3/30/22 was reviewed by the LC and moved into the record with a minor edit from Dr. Butler.

GOOD NEWS STORIES

Jeremy Frew described the power of hearing all the voices at the ATD event.

Kelly Crum reported that the Elder Community Affinity Liaison, Elizabeth Storey, is working with Ms. Marilyn Sanderson who is 71 and wants to finish her Associates Degree. Ms. Sanderson would be first in her family to finish an Associates Degree.

Dr. Rose reported that the KnowB4 security awareness application has been approved for purchase, which will allow such security as being able to delete phishing emails before people open them.

Jason Valente described a \$100K donation received from Al Glick who recently passed away in appreciation for the care he received from Henry Ford Health nurses in Jackson, nurses that received training from Jackson College. He also reported the success of the auction on campus, garnishing around \$200K after fees. There was not a single thing in the auction that did not sell. On the heels of this success, similar auctions may be held in the future, to possibly include old IT equipment.

Jason Valente reported that there will be a check presentation from Myrna Berlet just prior to the Board meeting on April 11th. Dr. Butler will invite department Chairs in the sciences to attend the presentation, if possible.

THE QUESTION

Cindy Allen posed the following question to the LC:

If you had to make a hashtag about Jackson College and where we are at right now, what would it be?

#changeyourlife – Darrell Norris

#seriouspossibilities – Jason Valente

#thebestisyettocome – Julie Hand

#onthemove – Dr. Rose

#wearefamily – Kelly Crum

#placeofhope – Dr. Butler

#opportunity – Jeremy Frew

#weareopenagain – Cindy Allen

STANDING REPORTING: PROGRESS ON 90/80/70 GOAL

Darrell will have the 90/80/70 data that has been posted around campus to share in upcoming LC meetings.

The importance of focusing initiative lists was discussed. Jeremy Frew described the priority of the LMS project and how it is guaranteed to touch every student and faculty. Jason Valente noted that ATD's report may help focus the direction. The ATD team will present at the next LC meeting. Cindy Allen described fanatical discipline and laser focus needed to garnish significant improvement. Dr. Rose will present a 3-year IT Strategic Plan in a couple of weeks to the LC.

STANDING REPORTING: PROGRESS ON EQUITY GAP ELIMINATION

Cindy Allen noted the growing list of open positions but that HR will be rolling out a list of internal promotions to support evidence of forward movement. Kelly Crum added that there will be information to share from the equity audit being done by Leon Hill of ATD. JC's equity statement has also been added to another location on the website for more visibility and awareness.

STANDING REPORTING: PROGRESS ON STRATEGIC AGENDA

President Phelan will be adding goals to the strategic agendas for the new members to discuss. Darrell Norris shared that Justin Gaeta may be able to assist LC members with KPIs in the future.

STANDING REPORTING: MONITORING REPORTING

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

STANDING REPORTING: PROGRESS ON WORK PRODUCT ROSTER

LC provided updates to the current First Team Work Products Plan to Keith.

Jason Valente reported the following completions:

- Playground installation
- Parking lot identification
- Work on CV1 exterior

Cindy Allen and Darrell Norris will discuss the use of the work product roster going forward with Dr. Phelan.

CAPACITY CAFÉ WITH ATD COACH – FOLLOW-UP DISCUSSION

The LC discussed the need to prioritize next steps for Leon Hill of ATD.

ACTION ITEMS

PRESIDENT’S ADVISORY COMMITTEE MEMBERS

A broader conversation about members of the President’s Advisory Committee and how those meetings may be run will be discussed at the next LC meeting. LC members were encouraged to continue adding to the list of nominees.

MCCA 2022 OUTSTANDING FACULTY & ALUMNUS NOMINATIONS

Nominations of Eddie Burkhead and Christopher Simpson will be submitted on April 7th.

STRENGTHENING COMMUNITY COLLEGES TRAINING GRANT – FOA-ETA-22-02

Julie Hand walked the LC through details of the grant opportunity once again. A discussion ensued on the various additional resources that would be requested that could also impede the success of the two grant applications already in process. The general consensus of the LC was not to move forward with this application.

CONSIDERATION OF JETS PROTOCOLS

Jeremy Frew proposed two nursing faculty positions. Dr. Butler shared his support of both positions. Further discussion will ensue.

FLAT RATE PRICING PILOT

Jeremy Frew walked the LC through the pilot description. Darrell Norris expressed support for this as a next step. Dr. Butler suggested reviewing the practices of Eastern Gateway. Jeremy offered his department’s time to arrange the needed marketing. Discussion ensued about the locations that could be proposed for the hybrid experience. Zak McNitt will be the champion of this project as it moves forward.

JACKSON COLLEGE GLOBAL UPDATE

Cindy Allen shared efforts being made to differentiate between Jackson College Global and a JC student just taking courses completely on-line.

NSF ATE COMMUNITY AT INNOVATIONS GRANT FUNDING

Further discussion with Dr. Phelan is needed, to see what else is needed besides the proposal offered by Jeremy Frew. Julie Hand will send additional information to Keith. Discussion of computers at the MLK Center ensued. Cindy reported on work being done with Sienna Heights.

CONSENT AGENDA ITEMS

Prior to this LC meeting, members of the LC reviewed the JC Weekly CampusWorks Report, Open Positions, Gov. Whitmer having highlighted the impact of tuition-free higher education programs in Jackson (particularly the efforts of Jackson College), and the LC scorecards.

Dr. Rose offered a list of CampusWorks' recent accomplishments:

- Provided documentation and instructions to campus community on MFA smartphone changes
- Began project management planning for Team Dynamix, ticketing application
- Contract agreement for KnowBe4 security awareness application
- Provided students with instructions on how to change their password and encouraged them to do so.

DISCUSSION OF THE LEADERSHIP COUNCIL

Darrell shared an update on the Business Office staffing assessment.

Darrell also discussed the opportunity for operational alignment between Residence Life and Student Services. Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.

It was reported that the fall adoption survey has been submitted to faculty with improvements and that the Jets Store market is up and running.

Jason Valente shared that he and staff visited an automation factory in Indiana to research the potential of improving the campus climate control with significant cost savings. Handsfree restrooms are nearly finished. Work on doors and locks is to begin soon. Water on campus will be checked the first week of May, to then consider bottle water fillers. Boardroom and Board Dining Room are almost done. Transformers on the sports fields may arrive sooner than August. Potential placement for the telescope has been established. Camera alternative in the Boardroom has been successfully tested.

Julie Hand gave an update of the grant applications being submitted. Kelly Crum reported work being done on outside diversity statements in the beltway - #youbelonghere banners and international flags. Kelly also shared information about

the upcoming Kente ceremony (April 26th) and a May cultural celebration with music & games. She also shared plans for a cherry blossom tree planting being scheduled.

Dr. Butler shared the hiring progress of 6 positions. He also noted that Erik Brown (Faculty Liaison for JC@LISD, Lead Faculty for MAT 130) has executed a fascinating historical study of JC's math success rate as his master's thesis.

Cindy Allen shared that a survey on how remote work is working for employees has been sent out to employees. She reported on efforts being made for retention and marketing, noting the desire to continue in the direction of JC being the place students choose, not fall back on.

ACTION, MEETING AND COMMUNICATION REVIEW

1. Policy Governance Orientation for all LC members has been arranged for Wednesday, May 25th, 8:30-11:30am.
2. Cindy Allen and Darrell Norris will discuss the use of the work product roster going forward with Dr. Phelan.
3. LC members were encouraged to continue adding to the list of members of the President's Advisory Committee nominees.
4. NSF ATE Community at Innovations Grant Funding - Further discussion with Dr. Phelan is needed, to see what else is needed besides the proposal offered by Jeremy Frew. Julie Hand will send additional information to Keith.
5. 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. 3/23/22 Ashley Van Heest will present the ICAT results at next month's Town Hall.
12. 3/23/22 President Phelan and Keith will be working on the JC Board Orientation Manual.
13. 3/23/22 President Phelan will add New LC members to the JC Leadership Council team in Teams.
14. 3/16/22 - President Phelan requested that windows be cleaned as needed following the remodel.
15. 3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting adjourned at 10:30am.