

**Leadership Council
Jackson College
Zoom
April 8, 2020**

The Leadership Council of Jackson College was held on April 8, 2020 via Zoom.

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

Absent: Lee Hampton

Meeting start time: 9:00AM Meeting end time: 2:00 PM (break for lunch 12:00-1:00pm)

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 1, 2020 were approved pending some corrections.

6 MONTH INTERVIEWS

Six month interviews were held with Josh Kutchinksi and Jerry Ruttkofsky.

ACTION ITEMS

Jeremy provided an overview of a proposal to fill the soon vacant Trio Director positions. It was agreed that the position will be posted.

Policy Review

The following policies were approved 2402 Campus Reservations, 2610 ID and Key Control and 1730 Employee Drug Alcohol Policy.

INFORMATION

Budget

Darrell provided an overview of FY '21 draft budget and shared assumptions. He will provide logins to everyone for review of their respective areas.

Universal Fee/Tuition

Darrell provided a breakdown of a potential proposed universal fee. Discussion was had around this as well as tuition.

ROUND TABLE

President Phelan reminded us that if any of our employees become aware of a student or employee with COVID that we notify he and Jeff Whipple immediately.

Darrell is working on completing a draft budget. Once completed, President Phelan and he will review.

President Phelan asked for an update on the online chat. Jeremy said that they are in process of testing. Jim shared that some licensing questions are being worked out.

President Phelan shared that we will leave the simulation trailer on campus. Other options are being explored. He also indicated that once we are back on campus, the priority will be on getting labs up and running.

Sara shared that she is working on cleaning items up with HLC for new programs, amended programs and eliminated programs.

Darrell shared that students are looking for more flexible payment plan options and Teresa is exploring these. Dan is supportive, but wants to ensure that we are including the pell as a paycheck option. Darrell will also look at giving students the ability to sign up for a plan without any money down. Darrell also shared an update on the Bond refinance option for Jackson College Dormitories.

Jim shared that it would be beneficial for some IT folks to participate in any upcoming conversations with Follett for planning purposes. Cindy will setup and include Kelly who will extend the invite to appropriate individuals. Jim asked to not put up the sails or put out the furniture for now given no one is on campus. Dan agreed to this request. Jim confirmed that Dan would like LC to be considering at least 10 feet difference between all employees when they return to campus. Dan confirmed.

Kate suggested including a link of Matt Badtke recent interview on JTV in the newsletter. She inquired about paperwork for CEP and the possibility of it getting scanned to a concerned faculty member. Kate will send the faculty members name to Jeremy.

Jeremy shared that the CEP team will be collecting documents from the facilities. He asked for a recommended location on central campus for the documents to be dropped off. Dan suggested the Automotive Lab and will work with Cindy to finalize. Jeremy also shared that the fall schedule is in process. The draft schedule will be shared with Kate's team and will need any feedback by 4/24. They will need to manually build out to be ready for June 15th registration.

Jason shared he is working through requests submitted via the online request form. He shared that Lauren Kroa has been pulled in to help work through the requests.