



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, Health Laboratory Center, Room 200

05.11.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, May 11, 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
- Jason Valente, Chief Campus Operations Officer
- Julie Hand, Chief Advancement Officer (via Teams)

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 the Four-Way Test.

PRIOR MEETING REVIEW

The Prior Meeting Review for the Regular LC Mtg. 5/4/22 was reviewed by the LC and moved into the record.

GOOD NEWS STORIES

Kelly Crum shared FestiVista Culture Day (5/9/22) success, noting that a lot of JPEC students attendance, along with employees.

President Hugh Kusaba of MACI joined Dr. Phelan honoring the AAPI Heritage Month with the planting of a cherry tree on campus on 5/10/22. This being President Kusaba's first time at JC, Kelly described him as very impressed. She hopes this relationship with MACI will continue to grow.

Jason Valente reported facilities using a morning line-up process that is going well and is beneficial.

Cindy Allen shared that the in-person professional development session on campus for the women of Jackson College led by Dr. Adriana Phelan on 5/10/22 was well received, with hopes for more session with Dr. A. Phelan to follow.

Dr. Phelan reported on promising meetings he held with Senator Zorn and Senator LaSata in Lansing earlier in the week.

Undersheriff Simpson was sworn into the Board of Trustees this week.

THE QUESTION

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

If you could choose one thing that the institution could stop doing, what would it be, and why?

- Answers to this question will be shared in September when the vetted list of initiatives is presented.

STANDING REPORTING: PROGRESS ON STRATEGIC AGENDA

Dr. Phelan is meeting with the Strategic Agenda team today.

STANDING REPORTING: MONITORING REPORTING

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

ACTION ITEMS

JETS PROTOCOLS

Darrell Norris proposed a post for the Student Life Coordinator Position, which was approved.

Jeremy Frew proposed purchase of the Ally Tool, used to review electronic course material for accessibility, which was also approved.

MONTHLY JC EMPLOYEE TOWNHALL TOPICS – MAY 11, 3:00pm

Dr. Phelan will discuss how essential it is for the entire institution to be optimally connected electronically, an effort that will increasingly involve CampusWorks.

Other topics:

Remote Work

Information security

Cherry Tree planting

CONSENT AGENDA ITEMS

Prior to this LC meeting, members of the LC reviewed the LC and President scorecards, Zennovation, and MCCA Week at a Glance.

President Phelan invited the LC to join him in Traverse City on the morning of July 27th with Bob Allen, a Disney veteran, for a conversation on storytelling, branding, and thinking through the lens of your customer. Keith will make reservations for all LC members for the night of July 26th at the Grand Traverse Resort & Spa. Topics of discussion at this meeting with Bob Allen will be an agenda item for the next LC meeting.

Dr. Phelan reported that the MCCA, at the next Board meeting, will accept the applications for the three Tribal colleges of Michigan.

DISCUSSION OF THE LEADERSHIP COUNCIL

Darrell Norris shared that the first monthly meeting with the Superintendent of JPEC, Dr. Phelan, and himself is scheduled for next week. An enrollment and marketing plan for JPEC is expected in early June. JPEC will be integrated into JC as much as possible. Jonathon Marowelli has also been invited to join the County Superintendents for the first time.

Dr. Rose shared that IT is working on the summer strategy and a “did you know” campaign with marketing. The new security awareness program will be engaging. Cindy Allen and Jeremy Frew commented that the Outlook phishing tool seems to be useful.

Dr. Butler shared that all 7 of his open position searches are proceeding well. He also noted that this has been the least number of people with late grades that he can remember.

Dr. Rose reminded the LC that the solution center hours of operation have increased to cater to the student’s needs more effectively.

Julie Hand shared that the scholarship review process is underway, with 180 applicants. She noted some conversations are being held with non-profits to possibly lease space at Maher. She also shared that NSFATE grant work has begun.

Kelly Crum shared that Jacob Inosencio has been working tirelessly on getting undocumented students on campus. Close to 10 will start in June. Each student will be case worked on an individual basis. The class will be in-person, not online.

Jeremy Frew reported out on positive discussions with the Jackson YMCA.

INITIATIVE PRESENTATION

Jamie Vandenburg, Jennifer Dobbs, Stephanie Waffle-Stephenson, Ashely Van Heest, and Janel Elenbaas presented on JC initiative collection, organization, rationale, and next steps. The goal is to have this list completed by September.

Dr. Phelan suggested language clarification around the definitions of pilots, initiatives, operationalized scenarios, and projects, noting that a charter for this work could also be useful to help indicate the type and duration of initiatives. Scorecards of initiatives were requested by the LC.

Jason Valente shared that all is moving well with the STEAM Factory. Around campus, hands free sinks are all completed. Paper towel dispensers have been added. We are still waiting to receive the hands-free soap dispensers. Hands free doors and door security are in further discussion. The Observatory is confirmed to be placed south of EIT. It will take a year to build the dome. Potter Center work continues with important panel and transformer replacements.

Cindy Allen shared that there are 33 open positions on the list that are moving well. She noted that the All-College Celebration being held this week (5/12) should have about 100 people attending.

TALENT CONSIDERATIONS

The LC interviewed a candidate for the position of Accountant General Ledger who was advanced in the hiring process. They also interviewed a candidate for the position of Manufacturing 4.0 Faculty, to be discussed further.

PLUS / DELTA

Julie Hand shared appreciation for being able to join remotely. Jeremy shared appreciation for the Initiative Presentation.

ACTION, MEETING AND COMMUNICATION REVIEW

1. Keith will make reservations for all LC members for the night of July 26th at the Grand Traverse Resort and Spa (Done 5/12/22).
2. 5/4/22 Darrell and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
3. 5/4/22 Darrell will canvas the LC to find a group to focus on the strategic continuity action plan.
4. 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.
5. 4/6/22 Cindy Allen and Darrell Norris will discuss the use of the work product roster going forward with Dr. Phelan.
6. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
7. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.

8. 3/30/22: Jeremy Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
9. 3/30/22: Darrell Norris will assign a budget to the Lumen Christi Internship Program.
10. 3/30/22: Jason Valente will notify Lumen Christi of JC's intent to participate.
11. 3/30/22: Julie Hand will pen a grant application decision criteria / process for consideration.
12. 3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting adjourned at 11:35pm.