

**Leadership Council
Jackson College
Zoom
May 13, 2020**

The Leadership Council of Jackson College was held on May 13, 2020 via Zoom.

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

Meeting start time: 9:00AM Meeting end time: 12:05PM

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 May 6, 2020 were approved.

PANDEMIC APPEALS PROCESS

Jessica Houston joined the group to provide an overview of the proposed pandemic appeals process. The team agreed to use this moving forward. She has been given the approval to post online. The team will discuss two items that Jessica brought up, appeals submitted prior to this and also appeals for courses for students applying to second admit programs.

Discussion was had around time permitted for students to receive an incomplete.

ACTION ITEMS

IT Engagement Letter

Darrell provided an overview of the IT Engagement Letter from Rehmann to perform an IT Audit and risk assessment. Discussion followed and the decision was made to engage for the annual audit and the risk assessment.

Policy Review

Policies 2803 Attendance was discussed. It was determined that edits would be made to include statements that attendance will be taken every day by faculty. The edited policy will go back to Academic Council and then come back to Leadership Council. Policy 1004 Academic Honesty was approved.

INFORMATION

Reintegration Planning

Darrell Norris provided an overview of the plan for reintegration for the Business Office.

Discussion was had around the draft Presidents Charge for the Task Force.

Board Meeting Debrief

A short debrief was held of the board meeting.

HLC Letter

Sara shared a brief overview of the confirmation letter from the Higher Learning Commission that the continuity plans were received and that no waiver or additional action is needed for distance learning.

Grants Management

Jason provided an overview of a proposal from a grant writer.

A testing session was held for the upcoming convocation.