



**REGULAR MEETING OF THE LEADERSHIP COUNCIL**  
Jackson College  
Central Campus, Health Laboratory Center, Room 200  
05.18.22

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The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, May 18, 2022, 9:30am, 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 (via Teams)
- 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
- Julie Hand, Chief Advancement Officer

*Council Member Excused Absence:*

- Jason Valente, Chief Campus Operations Officer

*Others Present:*

- Jesse Wallenfang, Administrative Assistant

President Phelan called the meeting to order at 9:30am.

**PRIOR MEETING REVIEW**

The Prior Meeting Review for the Regular LC Mtg. 5/11/22 and Special LC Mtg. 5/17/22 were reviewed by the LC and moved into the record.

**STANDING REPORTING: MONITORING REPORTING**

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

**ACTION ITEMS**

**JETS PROTOCOLS**

Cindy Allen proposed a post for the Social Media Specialist Position, which was approved via email following the meeting.

### **COVID-19 RISING NUMBERS IN OUR COUNTRY**

Cindy Allen shared data regarding increased COVID-19 case rates. Dr. Phelan confirmed that mandatory masking on campus will go back into effect when the CDC reclassifies the community transmission rate for the Jackson College area from moderate to high.

### **CONVERSATIONS WITH THE PRESS**

Dr. Phelan discussed the best practices for members of the Jackson College community to follow when they are contacted by the media or see news crews or reporters on campus. Cindy Allen will prepare an announcement to remind staff that only limited individuals are authorized to speak on behalf of the College and to contact her office immediately if any members of the press reach out to employees for comments. Outside of work, students and staff are of course free to comment on topics and issues so long as they do not identify themselves as an employee of Jackson College, identify their title at Jackson College, or indicate that they are speaking on behalf of the College.

### **BOB ALLEN & BEN WHITING SESSIONS IN TRAVERSE CITY DURING THE MCCA SUMMER INSTITUTE**

Dr. Phelan discussed the upcoming Leadership Council trip to Traverse City this summer including preparation for Bob Allen's presentation on July 27 and noted that he has authorized any Council members who wish to stay an extra day to attend Ben Whiting's presentation on July 28 to do so.

### **CONSENT AGENDA ITEMS**

Prior to this LC meeting, members of the LC reviewed the JC Weekly CampusWorks Report, LC and President scorecards, Michigan Post Secondary Success Rates Report, and Confirmation of HLC Evaluation: Jackson College (June 13-July 11, 2022).

### **ATD – STRATEGIC AGENDA – NEXT STEPS / FURTHER WORK: PRESENTATION**

Ashley Van Heest and Justin Gaeta presented updates on the ATD strategic plan and a timeline for the project moving forward. The plan will stay in review through the calendar year until transitioning into strategy development next year until the rollout for Fall 2023. Ashley Van Heest requested additional updates and changes from the Council by the end of day on Wednesday, May 25.

### **DISCUSSION OF THE LEADERSHIP COUNCIL**

LC discussed the threat of ransomware attacks and other cybersecurity issues considering recent events at KCC and KVCC. Dr. Phelan inquired about the availability of back-up or alternate systems in place in case of an attack, particularly back-up that would allow JC to establish lines of communication if campus email and phone systems become compromised. Cindy Allen reported that HR was building a back-up list of alternate contact information and will be urging employees to provide such information through college-wide announcements this week.

Dr. Phelan recommended that everyone develop a plan on how their unit could operate for at least 4 weeks during an emergency. Once they are all prepared, then the

individual plans can be merged into a campus-wide initiative. In preparing these plans, LC members were told to assume that tools such as Outlook and the networked drives are unavailable. Dr. Rose requested that staff in the President's office help to establish a conference call number for the LC and verify the functionality of the CIT system in the President's conference room.

Dr. Rose encouraged everyone to work on these alternate tools outside of the systems at risk of attack as much as possible to avoid wasted effort if an attack comes while the College is still preparing. Dr. Phelan instructs his staff to add a standing item of cyber-security and preparedness to the LC agendas for regular updates and discussion.

### **TALENT CONSIDERATIONS**

LC discussed starting interviews at 1:00pm on the day of the LC meeting going forward, to allow for all needed LC discussions and interviews to co-exist.

The LC interviewed a candidate for the position of Biology, Anatomy & Physiology Instructor who was advanced in the hiring process.

### **ACTION, MEETING AND COMMUNICATION REVIEW**

1. Keith will make reservation for LC members who wish to stay both July 26<sup>th</sup> and 27<sup>th</sup> at the Grand Traverser Resort and Spa for the MCCA Summer Institute speakers.
2. Dr. Rose requested that staff in the President's office help to establish a conference call number for the LC and verify the functionality of the CIT system in the President's conference room.
3. Dr. Phelan recommended that everyone develop a plan on how their unit could operate for at least 4 weeks during an emergency.
4. Dr. Phelan instructs his staff to add a standing item of cyber-security and preparedness to the LC agendas for regular updates and discussion.
5. 5/4/22 Darrell and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
6. 5/4/22 Darrell will canvas the LC to find a group to focus on the strategic continuity action plan.
7. 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.
8. 4/6/22 Cindy Allen and Darrell Norris will discuss the use of the work product roster going forward with Dr. Phelan.
9. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
10. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
11. 3/30/22: Jeremy Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
12. 3/30/22: Darrell Norris will assign a budget to the Lumen Christi Internship Program.
13. 3/30/22: Jason Valente will notify Lumen Christi of JC's intent to participate.
14. 3/30/22: Julie Hand will pen a grant application decision criteria / process for consideration.

15.3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting adjourned at 11:30am.