

**Leadership Council
Jackson College
Zoom
May 20, 2021**

The Leadership Council of Jackson College was held on May 20, 2021.

Leadership Members Present: Dr. Daniel Phelan, Jason Valente, Cindy Allen, Jim Jones, Darrell Norris, Jeremy Frew and Lee Hampton.

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

FIRST TEAM NORMS

The Leadership Council COVID-19 Commitments were reviewed.

MONTHLY BELIEF/GOOD NEWS

Celebration of the monthly belief and good news stories were shared:

- Lee made compliments about how nice the All College Celebration turned out.
- Michael Walraven did amazing video for the All College Celebration
- Jeremy feels blessed with all the staff and educators at Jackson College
- President Phelan reiterated how important we all are and what a great team we have at Jackson College.
- Jason announced that a very large donation is going to be made to the college from a previous faculty member.

MINUTES

The minutes for May 6, 2021 were reviewed, Cindy provided recommended changes and they were approved by all.

INTERVIEWS:

Interviews for Physical Plant Maintenance and Department Coordinator: Multi Cultural Affairs were held.

ACTION ITEMS

Follow Up on Action Items: This will be discussed next week, need information updated accordingly going forward.

Policy Review:

The Library Material Checkout policy was cleaned up to make it more accurate per Jeremy. Jim asked if there will be a difference in material limits and technology for full time and part time faculty, Jeremy suggested leaving things as written for now. President Phelan advanced the policy.

Library Fines, Jeremy indicated that more detailed information was added, and they are looking at eventually eliminating fines all together. President Phelan advanced the policy.

New Academic Standards for International Students, originally there was nothing specific in place for International Students for their academic standing, this policy addresses the

requirements along with the expectations they must follow. Darrell suggested there are few clean-up items to the policy, these will be corrected. President Phelan advanced the policy. Vaccination Consent will allow the health clinic to access records for students. Per Darrell, the final piece will be deciding which form of documentation will be honored for students who are vaccinated out of state. President Phelan recommended using the CDC vaccination card as proof. President Phelan advanced the policy.

President Phelan requested information to discuss at the Town Hall meeting today to provide the best information to the staff and faculty. Jeremy recommended that it will be important for everyone to be patient during the reintegration period. Cindy indicated that words matter and to explain that measures have been taken to ensure safety upon returning. President Phelan's biggest concern is that the students and staff are safe. There will be a Reconnect week the second week of July.

Job Posting Requests:

Per Cindy, it's a busy time of the year for Grounds and Cleaning and the positions will need to be filled to manage the increased demands. No co-mingling of positions at this time per President Phelan. President Phelan approved to move forward.

Jeremy talked about the Financial Aid Tech position that will need to be filled as it is a key role. President Phelan is approving to rehire for this position.

FY 21 Summer Temps positions will need to be filled before the student employees are back on campus. Per Jim, there is a lot of work to be done from June to August and these temporary positions will be key to accomplishing those tasks. President Phelan approved to move forward. Jim spoke briefly about the Learning Technology position, it is essential to have this job posted so this person can be onboarded in time for them to be part of the conversation prior to the big launch of Jackson College Virtual. President Phelan approved to move forward

INFORMATION ITEMS

Scorecard Review: Move to 5/27 LC Meeting Agenda

Student Computing: Jim placed an order for 800 computers and President Phelan requested an additional order for computers be made. Jim commented that this is officially the largest computer order placed at one time at Jackson College.

ASR Summary: Move to 5/27 LC Meeting Agenda

Resident Hall Name Suggestions: Darrell talked about the recommendation to have names on our residence halls and what those name suggestions were. This information is also needed for Jim, so he can continue working on the project for the new beltway signage.

FY '21 Budget Planning/Modification: Move to 5/27 LC Meeting Agenda

Reintegration Return Phasing Plan & Communication: Cindy is working on a memo to talk about the daycare at JC to make employees aware of the options on Campus along with the additional stimulus money from the Government that is going to be available to families requiring daycare.

Construction, Facilities and Grounds Updates: Move to 5/27 LC Meeting Agenda

Focus Group Summary: Move to 5/27 LC Meeting Agenda

Ready Set Jet Status Report: Move to 5/27 LC Meeting Agenda

Housing Update: Move to 5/27 LC Meeting Agenda

AFIT Conference 2021: Move to 5/27 LC Meeting Agenda

Title III Grant: Per Jason, he is meeting with grant writer today and moving forward. There will be more details for next week's LC meeting.

Grant Writer – Additional Time: Move to 5/27 LC Meeting Agenda

Other: Move to 5/27 LC Meeting Agenda

ACTION, MEETING AND COMMUNICATION REVIEW – Per President Phelan, carry forward items that were not discussed this week to the agenda for next week's LC meeting.

PLUS/DELTA Per Cindy, interviewing is very important, but takes up a great deal of time and other agenda items are rushed or moved to the following week.

MEETING END