

**Leadership Council  
Jackson College  
Collaboratorium  
May 23, 2018**

The Leadership Council of Jackson College was held on May 23, 2018 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Absent: Dr. Daniel Phelan

Meeting start time: 9:00AM End time: 12:10PM

**FIRST TEAM NORMS**

The team reviewed the first team norms.

**MONTHLY BELIEF/GOOD NEWS**

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

**MINUTES**

The May 16, 2018 minutes were advanced.

**CONVOCATION REVIEW**

The group discussed revamping the convocation presentation to be more engaging. Ideas included breaking into groups and allowing employees to choose which to attend (LC would present of varying topics), holding a State of the College address only in the fall and in the Spring just providing professional development and community service.

**SSI PRESENTATION**

Martha Petry and Shelah Amburgey presented findings from the 2018 SSI Survey. Discussion was held around frequency of implementing the survey, which currently happens every two years. Martha suggests that we need to include students in the improvement work.

**FOCUS ON THE WHOLE STUDENT**

Melissa Merkel shared updates on the food pantry, TRIO and ideas regarding assisting foster youth in the community.

**POLICY**

The following policies were approved as presented: 1102 Library Fines, 1103 Library Material Checkout, 2820 Course Auditing and 1404 Student Life Planning & Participation.

Policy 1107 Library Study Rooms was held over for additional review and potential edits and will be brought back when President Phelan is present.

The Customer Focus Committee Charter was discussed and Jeremy provided insight into the changes. He shared that conversation for the Committee includes the survey work being done and including students in the future. This will be brought back forward for continued discussion.

### **ROUND TABLE**

Jeremy Frew shared that we are over 20,000 BCH for summer, employee updates and an update that with auto awarding, we are looking at additional graduates.

Kate Thirolf shared an update on Summer JETS and the plan for the students they are working with now that the program is not running. She also shared an update on conversation between PEI and Student Services. The group discussed ensuring that we pace our growth in the program to ensure we are meeting customer needs.

Sara Perkin requested that we hold the holiday party off campus and folks were supportive.

Jim Jones shared an update on the paving schedule for the beltway. Changes for cleaning have been approved and will be communicated to employees.