



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College
Central Campus, Health Laboratory Center, Room 200
05.25.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, May 25, 2022, 8:00am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

Leadership Council Members Present:

- Daniel Phelan, President & CEO
- Darrell Norris, Chief Financial & Auxiliary Enterprise Officer
- Jeremy Frew, Chief Academic & Student Services Officer (via Teams)
- 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: None

- Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Jason Valente, Chief Campus Operations Officer
- Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer

Others Present:

- Keith Book, Executive Assistant to the President & CEO

President Phelan called the meeting to order at 8:00am.

PRIOR MEETING REVIEW

The Prior Meeting Review for the Regular LC Mtg. 5/18/22 and Special LC Mtg. 5/19/22 were reviewed by the LC and moved into the record.

STANDING REPORTING: PROGRESS ON 90/80/70, Equity Gap Elimination & Strategic Agenda

Dr. Phelan reported out on his most recent meeting with the Strategic Agenda Team – Ashley Van Heest, Justin Gaeta, and Kelly Crum. He shared that a budget is being put together for some site visits to other campuses. Letters of invitation were sent to proposed Equity by Design team members to consider. Additional software is being explored to aid in data collection and analysis. Dr. Phelan asked the Strategic Agenda Team for additional sampling to be surveyed, both current students and alumni. He also asked that the sampling expand beyond Trio and on campus students, to also include commuter students. All this is to ensure a statistically valid survey.

Ashley, Justin, and Kelly will provide an update to the LC at the June 1st meeting.

STANDING REPORTING: MONITORING REPORTING

A two- and half-hour Policy Governance Orientation for all LC members was conducted by Governance Coach Rose Mercier.

STANDING REPORTING: PROGRESS ON WORK PRODUCT ROSTER

Going forward, the Strategic Agenda Team will fold this into the strategic agenda and 90/80/70.

STANDING REPORTING: PROGRESS ON CYBER-SECURITY & PREPAREDNESS

- Dr. Rose reported that the LMS strategic meeting is helping to move the project forward positively.
- The business continuity plan is being formalized by Dr. Rose and Darrell.
- Dr. Rose shared that the staff's orientation with CampusWorks employees is going well, and 2 positions in IT are being addressed for hire/posting.
- The use of links in emails is being addressed – no hyperlinks should be used going forward.
- Dr. Rose will provide an update to the LC on the completion of personal contact information collection campus-wide. Email addresses of previous employees, students, and retirees are being double checked to ensure they have been properly handled / deactivated, and the process of offboarding was reviewed.
- Forms and telephone tree formats shared by Jeremy Frew with the LC at this meeting will be used across the institution and then sent to Keith. Once we have 100% completion, the information will be held in a separate system and parceled out hardcopy.
- Database encryption completion is being ramped up immediately/this week.
- Off-site data storage space is being addressed this week as well.
- There was discussion of the types of emails to avoid, as well as test e-mails that have been sent and evaluated.
- IT is working through some newly understood process flaws.
- IT team will meet with every department to assess the calendar, to work around hotspots when support is needed, and when shutdowns should be avoided. Payroll will also be consulted.
- Discussions of mindset and collaboration are being addressed with IT.

ACTION ITEMS

POLICY REVIEW

Policies reviewed and approved:

Policy 1004 Form – Academic Dishonesty Reporting

Policy 1008 – Distance Learning Courses

Policy 1012 – Credit by Examination

Policy 1042 – Credit for Prior Learning

Policies reviewed requiring further consideration:
Policy 2819 – Transfer Credit Evaluation

TRAVERSE CITY LEADERSHIP COUNCIL MTG. & MCCA SPEAKER ATTENDANCE

All Leadership Council will be attending on July 27th. All Leadership Council except Dr. Butler will be attending on July 28th. Keith has reserved hotel rooms accordingly.

MCCA LEADERSHIP ACADEMY

Three nominees will be chosen. Recommendations will be presented at the 6/1 meeting. Keith will collect and then notify MCCA.

CONSENT AGENDA ITEMS

Prior to this LC meeting, members of the LC reviewed the FY2023 Budget Book, JC Weekly CampusWorks Report, and LC & President Score Cards.

Darrell shared the proposed Budget. The Board will take this up on June 13th. Just waiting on property tax assessment.

DISCUSSION OF THE LEADERSHIP COUNCIL

Darrell asked about the process for items that need review by legal counsel. It was confirmed that all contracts require review by legal counsel and each LC member is responsible for working directly with legal counsel for this review of any contract. Dr. Phelan will create a document to share regarding the legal counsel document review SOP. Signing SOPs for Dr. Phelan will be reviewed as well in the document.

Jeremy shared that enrollment is continuing to go up for Summer, surpassing the budgeted number. He also noted that although the softball Team lost recently, they behaved admirably with integrity when the winning team behaved otherwise. He also noted that Student Services is enjoying working with Eric from CampusWorks.

TALENT CONSIDERATIONS

The LC interviewed a candidate for the position of Math Instructor and a candidate for the position of Director of Residence Life.

PLUS / DELTA

Julie Hand described the introduction to policy governance presentation as very helpful.

ACTION, MEETING AND COMMUNICATION REVIEW

1. Ashley, Justin, and Kelly will provide an update to the LC at the June 1st meeting.
2. Dr. Rose will provide an update to the LC on the completion of personal contact information collection campus-wide. Email addresses of previous employees, students, and retirees are being double checked to ensure they have been properly handled / deactivated, and the process of offboarding was reviewed.
3. Forms and telephone tree formats shared by Jeremy Frew with the LC at this meeting will be used across the institution and then sent to Keith. Once we have

100% completion, the information will be held in a separate system and parceled out hardcopy.

4. Database encryption completion is being ramped up immediately/this week.
5. Off-site data storage space is being addressed this week as well.
6. IT team will meet with every department to assess the calendar, to work around hotspots when support is needed, and when shutdowns should be avoided. Payroll will also be consulted.
7. Policy 2819 will be brought back to the LC after some language clean-up.
8. MCCA Leadership Academy candidates will be discussed at the 6/1 LC Mtg.
9. Dr. Phelan will create a document to share regarding the legal counsel document review SOP. Signing SOPs for Dr. Phelan will be reviewed as well in the document.
10. 5/18/22 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.
11. 5/18/22 Dr. Phelan recommended that everyone develop a plan on how their unit could operate for at least 4 weeks during an emergency.
12. 5/4/22 Darrell and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
13. 5/4/22 Darrell will canvas the LC to find a group to focus on the strategic continuity action plan.
14. 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.
15. 4/6/22 Cindy Allen and Darrell Norris will discuss the use of the work product roster going forward with Dr. Phelan.
16. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
17. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
18. 3/30/22: Jeremy Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
19. 3/30/22: Darrell Norris will assign a budget to the Lumen Christi Internship Program.
20. 3/30/22: Jason Valente will notify Lumen Christi of JC's intent to participate.
21. 3/30/22: Julie Hand will pen a grant application decision criteria / process for consideration.
22. 3/16/22 - Cindy to cultivate an in-housing interest page on the website.

Meeting adjourned at 11:30am. Interviews were conducted 2:00-3:30pm.