

**Leadership Council  
Jackson College  
Zoom  
May 27, 2021**

The Leadership Council of Jackson College was held on May 27, 2021.

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

Meeting start time: 9:00AM Meeting end time: 11:47PM

**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:  
Per Jim, A large order of computers should be on campus soon.  
Lee said that employee's coming back is good.

**MINUTES**

The minutes for May 20, 2021 were reviewed and approved

**ACTION ITEMS**

*Follow Up on Action Items:*

*Policy Review:*

Academic Freedom: This will be rejected and request more information for next week.

Form No Trespass Order: This will be rejected and request more information for next week.

Student Discipline Suspension or Expulsion: This will be rejected and request more information for next week.

Mandatory New Student Orientation: This will be rejected and request more information for next week.

Missing Student Notification: Darrell spoke briefly about this policy along with the forms and procedures. Darrell will make a few changes and resend to Wendy. Policy was approved.

*Job Posting Requests:*

Residence Life Coordinator Position: Darrell is trying to be proactive and secure at least one person for this position. Would like to get a pool of potential candidates in place. President Phelan moved position forward to be posted.

Assistant Softball Coach Position: President Phelan moved position forward to be posted.

*Other:*

Fall Housing Capacity: Per Darrell they are looking at having 380 students fully vaccinated in housing. Testing will be required if there is a positive case on campus. Housing applications will start coming in soon. Proof of the vaccination will be the CDC card. President Phelan posed the question as to what we will allow if a CDC card is not available. President Phelan moved this forward

## **INFORMATION ITEMS**

*Scorecard Review:* Darrell talked about the cash on hand. April is not closed yet so he didn't have an accurate burn rate. Contact hours for the semester were discussed. Fall semester enrollment starts next week. Darrell is going to look into a few items and report on them next week.

*Student Computing:* Per Cindy a bunch of computers have arrived on campus and are stored in a secure location. She believes that all of the computers will need to be opened and tagged. Bill did review the contract and Cindy thinks we are ready to go. Zak is identifying which students started in the Spring and will be identifying who will be eligible to receive a computer. Marketing has a campaign ready to go out to the students, President Phelan would like to see the campaign verbiage before it launches. Darrell talked about the insurance on the computers and what makes sense is to self-fund damage on the computers if needed. Jim discussed the software licenses, perhaps devaluing the amount on the contract per unit, tagging the computers with the JC asset barcode, self-insurance on the computers, may want to hold back 50-100 computers to use as a quick swap if a unit is damaged. President Phelan indicated that students are only given one device, he would like a couple dozen held back for unpredictable software or manufacturing issues. Jason indicated that they did ask for additional funding when writing a grant for extra computers.

*ASR Summary:* Darrell discussed the work of ASR that was put together by Sara and Justin. ASR meetings are weekly, and they have identified more information that they will be able to provide. They are looking at what it would cost to renew the contract and continue working with ASR. Jim talked about the initial commitment between ASR and JC and how pleased he is with the outcomes of working with ASR. President Phelan would like to have two updates a year for the LC meeting regarding the work of ASR.

*FY '21 Budget Planning/Modification:* Darrell has been working on recommended changes and will have more information next week. President Phelan is looking at wage adjustments for employees due to the market changes.

*Reintegration Task Force Update:* Cindy spoke about the RTF policies that were discussed at the RTF meeting yesterday. More talk about the check-in point and health screens based on vaccinated and non-vaccinated staff/faculty status. President Phelan talked briefly about what our rules and standards are going to be with bringing everyone back including how the policies will be addressed for the public coming on campus as well.

*Construction, Facilities and Grounds Updates:* Potter Center interior is moving along nicely per Jim. The ADA format is in the process. Fixed seating and handrails should be completed in August. CV5 design work is put on hold. Abbie is working on the beltway signs. Signage for the CV units, ABC and the Hanger is in progress. The water fountain may be too expensive. The fitness trail will have some work done. CV4 is getting some changes. New pandemic checkpoint will start being erected on June 15<sup>th</sup>. Doors for the kitchen are on back order so this will be completed accordingly. McDevitt remodel has been put on hold at this time. JW painting and chair rail will take place soon.

*Focus Group Summary:* Move forward to next LC meeting to discuss with Jeremy.

*Ready Set Jet Status Report:* Lee went over the number of students and status of them. All 84 students are being contacted every week to stay in touch with them and this information is being documented. We should know by the next LC meeting what the enrollment numbers are going to be. Per Lee, students are experiencing COVID fatigue and there is not as much response to the attempts to reach out to them, they aren't even responding to their high school. Lee is optimistic that going forward when we can be face to face it will be more successful.

*Housing Update:* Per Darrell, the family is moving out of the tiny home, vaccine requirement is the reason. He is going to try different methods to advertise the family housing in hopes to get interested candidates. Student housing has 13 students on campus now and about half of them are vaccinated, confident that the others will get vaccinated and stay on campus. RSJ has 16 applications. Fall application will open June 1<sup>st</sup>. According to Admissions Department, students are expressing that they want to live on campus. President Phelan spoke about making changes to accommodate a single person in the tiny homes, with their housing cost increased accordingly, if they could potentially be vacant for the winter. This will be a continued conversation.

*AFIT Conference 2021:* Jason had a meeting with AFIT last week. There were some change recommendations from this meeting in order to get people engaged even though it is virtual. A packet of reading materials is being sent to Jason, he will distribute once he receives it. President Phelan was at the Spring AFIT conference and was very pleased with the presenters and enjoyed the conference. President Phelan reiterated how important it is to be innovated and keep the student as the most important part of everything we do. Jason is purposing to have everyone together to attend this conference so everyone is involved and it is productive. President Phelan recommended LC stay in Lansing at a hotel with breakout rooms. Carry this forward to next week for additional discussion.

*Title III Grant:* Jason discussed what they are looking to support with this grant and that they are meeting regularly to meet these goals.

*Grant Writer – Additional Time:* Per Jason, the contract is coming to an end with the Grant Writer and he would like to see an extension is possible. He is possibly looking at requesting a part time staff to help with the grant writing, there is a lot of busy work required.

*Strategic Work Plan/Summaries:* President Phelan would like this completed within the next couple weeks.

*Strada Education Network/Back to Class:* President Phelan discussed the article and the helpful information it provided on many different topics.

*Other:* N/A

**ACTION, MEETING AND COMMUNICATION REVIEW**

Jim took time with Wendy after the meeting to explain the LC task list document and it's location.

**PLUS/DELTA**

**MEETING END**