

**Leadership Council  
Jackson College  
Zoom  
May 6, 2021**

The Leadership Council of Jackson College was held on May 6, 2021.

Leadership Members Present: Dr. Daniel Phelan, Jason Valente, Cindy Allen, Jim Jones, Darrell Norris, Sara Perkin 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 mentioned Woody Wilson Scholarship – Student accomplished now
- President Phelan talked about State money being increased so the total amount of money going to Community Colleges will not be taken away. Hopeful it gets approved.
- Cindy mentioned two international students graduated from Sienna and heading home

**MINUTES**

The minutes for April 29, 2021 Darrell will send Wendy corrections.

**ACTION ITEMS**

*Follow Up on Action Items*

President Phelan asked about any changes to the master Task List, Darrell will update his after reviewing the policies.

Darrell talked about the Policy 1410 for student athletes in housing waiver extension. President Phelan advanced the policy.

Per Darrell and President Phelan - Student Vaccine Policy will not be approved at this time  
Jim talked about open IT positions – part time to full time Support Specialist. This position will be to help out with the one on one work and other things regarded to reintegration. (Per Cindy, job will be posted for a short time to follow protocol.) Jim is unsure if this position will continue to be full time or if it will go back to part time. President Phelan is requesting clarification for the budget to fund this position.

Jim also would like to hire a part time person for the IT Support Tech employee. Technology requirements are going to be changing and a good support team is going to be imperative. Depending on work load this position may be able to go away at a later date. Main reason for this is to assist students having their own laptops which President Phelan is supporting. Darrell talked briefly about the budget and feels it may get tougher than originally thought, however, is hopeful it can be worked out. President Phelan agrees to move forward with these two positions.

## INFORMATION ITEMS

*Scorecard Review:* Darrell talked about the scorecard, no update on monthly burn rate once the month is closed he will update. Information is that Fall application trend is going up, hopeful that means higher enrollment. Darrell will handle the scorecard for 2-3 weeks and a decision will be made after that as to how it will move forward.

*Student Computing:* Cindy will be the chair for Student Computing. Per President Phelan discussion needs to be move forward so that students will have computers in hand by Fall.

*Student Employment - Temps:* Cindy discussed the information that she provided for the student employees to become employed at JC. Jen is working with Cindy to get this rolled out. Jim mentioned that he is excited to see this moving forward. President Phelan would like the wages reconsidered and raised accordingly in order to get students to apply. This will start in the Fall, July 1, 2021. President Phelan would like everyone to consider what they will need for work study students. This information needs to be sent to Wendy within the two weeks.

*MCCA Leadership Academy Recommendations:* Names were shared to consider who could go to this. Three people will be notified to confirm they are interested in participating, Jeremy and Jason will touch base with them.

*FY '21 Budget Planning/Modification:* President Phelan will work with Darrell to discuss, more to come.

*Reintegration Return Phasing Plan & Communication:* President Phelan knows there will be changes coming forward based on our discussion this morning. Cindy would like to reach out to the Unions and give them a heads up regarding the changes, President Phelan approved this communication.

*Construction, Facilities and Grounds Updates:* Jeff and Jim difficult to get people engaged to move checkpoint, most of the structure has been moved. Trailer is relocated and pathway is being rerouted for data and power. New structure will arrive by end of the month. Carpet choice was made for the music hall. Infinity group discussion will be moved. Per Darrell, he has a person that needs to be relocated to second floor reception area.

*Strategic Agenda:* President Phelan explained what he is looking for with the Strategic Agenda. Annual FY '22 worksheet needs to be sent to Wendy with your plans/expectations for the new year. He would like to discuss everyone's work plans.

*Ready Set Jet Status Report:* Lee shared that numbers are up this year compared to last year. 68 have completed the application and 10 have completed the housing application. He reviewed the document that he shared for the meeting. Overall thoughts is that he is expecting to increase the number of students. Hopeful that there could be 150 students by end of May. June 1, 2021 hard deadline for COVID vaccine and other requirements, what will be the decision on deadlines and requirements? He would like to background checks done in house. Darrell thinks we should stick with the hard deadline of June 1, 2021 for everything except for the COVID vaccine. There

are a lot of interest in student housing he is anticipating that there will be no issue with filling student housing. Students will have until July 6, 2021 to have vaccine completed in order to move into housing.

*Housing Update:* Darrell discussed the housing update, no change. Students are inquiring about vaccinations. Concern with Family Housing vaccine requirements. Marketing is working on advertising to help fill the Tiny Homes. Jim included that landscaping and curbing are starting to look good. We will need to have vaccination piece worked out per Darrell.

*AFIT Conference Additional Conversation:* President Phelan would like to have LC participate and then have a retreat to discuss this conference. Jason is onboard with having a retreat and hopeful they can meet in person at that time.

*Monitoring Reports:* Sara mentioned that Rose Mercier would be very helpful moving forward. Darrell suggested that perhaps how the information may be presented is not always conducive to Jackson College. Jim wanted to make sure that everyone's changes be recorded to be sure everything moves smoothly through that process.

*Focus Group Results:* Sara talked reports and shared that students enjoy the online learning and the flexibility it offers. Students have missed feelings about learning. Darrell will discuss more next week. President Phelan would like Jeremy and Dotty to have this info.

*Other:* Jason discussed briefly about the responsibilities of the grant writer and it could require more money going forward in order to get more value added to their services. Jim requested information about the grants that have been written for.

## **MEET WITH NEO'S**

President Phelan introduced the LC and explained the Board of Trustee and LC responsibilities. LC was asked to share some of their past with the NEO's.

- Ariel Maturine - PT CSS Support Specialist
- Tyler Maruschak - Residence Life Coordinator
- Jerrimiah Turner - Assistant Director of Residence Life

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

Sara is sending out forms on the strategic agenda items.  
Work study information needs to be sent to Wendy.

## **PLUS/DELTA**

## **MEETING END**

