

**Leadership Council
Jackson College
Collaboratorium
May 9, 2018**

The Leadership Council of Jackson College was held on May 9, 2018 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Meeting start time: 11:00AM End time: 2:45PM

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 2, 2018 minutes were advanced.

OPERATIONS

The team reviewed and prepared for the upcoming board planning session.

A debrief of the community advisory group meeting was held. For future meetings, we will provide specific topics in advance as well as include questions related to the value proposition.

The team met with a group of employees this morning to discuss student needs. This item will be carried over on future agendas for additional planning.

Debrief on Commencement was held. Jeremy Frew will bring forward recommendations for future commencements being participation has grown so much. For future ceremonies, the awards for the honorees will be given out during the ceremony, any baccalaureate recipient will cross the stage first and be hooded on stage and following the ceremony security will help leave a path open for post ceremony. Sara will have an additional set of flags ordered. The new flags will go into the boardroom and the old will be used for commencement.

An update on projects was provided. East Beltway is expected to be completed June 2018, West Beltway will be completed Spring 2019 and the fitness trail will be completed fall 2020.

BUDGET/POSITIONS

An update was provided on the positions that will be posted. The positions being posted were the scheduling position, assistant dean of health sciences, math faculty, accounts payable and the dean position.

Once ten day enrollment is reviewed, additional positions will be reviewed.

AQIP

Sara Perkin shared a proposed list of members for the AQIP Committee and suggested the Leadership Council serve as ad hoc members. Sara will reach out to all proposed members to invite to participate.

POLICY

Policy 2201 Diversity of Student Body will be held over while Lee reviews further.

Sara Perkin will schedule affinity group representatives to visit and share with Leadership Council in continued preparation for the AFIT Summer Institute.