



REGULAR MEETING OF THE LEADERSHIP COUNCIL
Jackson College
Central Campus, Health Laboratory Center, Room 200
06.08.22

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

Leadership Council Members Present:

- Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer
- Darrell Norris, Chief Financial & Auxiliary Enterprise Officer
- Jeremy Frew, Chief Academic & Student Services Officer
- Dr. Todd Butler, Dean of Humanities and the Sciences (via Teams)
- Dr. E. Wayne Rose, Chief Information Officer
- Julie Hand, Chief Advancement Officer
- Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging

Council Member Excused Absence: Daniel Phelan

- Daniel Phelan, President & CEO
- Jason Valente, Chief Campus Operations Officer

Others Present:

- Keith Everett Book, Executive Assistant to the President & CEO

Ms. Cindy Allen called the meeting to order at 8:05am.

PRIOR MEETING REVIEW

The Prior Meeting Minutes for the Regular LC Mtg. 6/1/22 were reviewed by the LC. Following minor typographical errors, the minutes were moved into the record.

GOOD NEWS STORIES

Mr. Jeremy Frew led a discussion of how impressive and inspirational the CEP Graduations have been thus far.

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

Mr. Frew described enrollment for this Summer, with a deadline of June 12th. Discussion ensued about reopening or not reopening CV3 for the expected number of students.

STANDING REPORTING: MONITORING REPORTING

The LC reviewed the upcoming reports to be made to the Board of Trustees.

ACTION ITEMS

POLICY REVIEW

Policies to be reviewed at the June 22 LC mtg.:

Policy 1037 – Academic Freedom

Policy 2702 – Student Discipline

Policy 2705 – Mandatory New Student Orientation

Policy 2901 – Opt Out of Financial Aid for Books

Policy 2908 – Direct Loan Policy

Policy 2819 – Transfer Credit Evaluation Policy

MCCA LEADERSHIP ACADEMY

Jamie Vandenburg and Greg Klaus were nominated by LC to participate in the 2022 MCCA Leadership Academy.

JET PROTOCOLS:

Due to Mr. Jason Valente's absence at this meeting, he will bring forth cleaning positions to be considered (advance one PT to FT and add one additional PT) at the June 15th LC meeting.

Ms. Kelly Crum brought forth a proposal for the position of Student Ombudsman to be filled. Discussion ensued regarding the job description. References to the full scope of the role will be added to the job description and the posting will move forward.

CONSENT AGENDA ITEMS

Prior to this LC meeting, members of the LC reviewed the FY2023 Budget Book, JC Weekly CampusWorks Report, LC & President Score Cards, and a Detroit News article regarding civility.

Mr. Darrell Norris discussed the addition of the property tax to the budget and described the impact of the lower millage rate. Our new estimated rate for FY '23 is at 1.1327 mills, reduced from the previous year of 1.1351 due to Headlee provisions. Years of Headlee rollbacks now cost the college annually \$1,040,000 in lost local property tax revenues.

Dr. Rose described numerous tasks being done by IT that may not have been fully communicated previously. A timeline of major initiatives was reviewed. He noted that cybersecurity enhancement is well underway. Canvas LMS has moved up in the priority list. Provisioning is also being fleshed out more thoroughly. Moodle challenges are being addressed. Talent in IT is being fully realized and appreciated.

Civility Pledge Detroit News Article – Discussion ensued regarding treatment of one another as a breakout session of Fall Convocation, slated for August 23rd.

DISCUSSION OF THE LEADERSHIP COUNCIL

YMCA Summer Day Camp – Mr. Frew shared that 5 separate weeks with educational elements from Jackson College are being added to YMCA's Summer Camp, ages 4-14.

Ms. Crum shared that this, the taste of JC started. Jackson High School is transitioning into that. For sustainability of this programming, Ms. Crum is hoping to champion dual enrollment for these students. In JCEC, students of color have not been participating at the level hoped, so efforts are in place to reach out to JPS and other populations for their involvement. Dr. Todd Butler described the demographics of the prisons being affected by the programming in a positive manner over the past 7 years.

A celebratory discussion of JC at MLK ensued. Discussion of laptops and getting them to the students as needed ensued.

Dr. Rose described that the Board room microphones should be ready for the June 13th Board meeting.

Dr. Butler: Top theatre person will be sent through to the next interview. An English candidate is getting to the end of the process, as well as a Math candidate. He expressed that the Taste of JC is getting off to a slightly rocky start but is turning around quickly and going well.

Ms. Hand: Amanda Skinner started with two projects, the NSFATE grant and the scholarship awarding process. Chloe Minor, student employee, will be working as well. For the NSFATE grant, JC will have a mentor for the writing of the grant, which is moving ahead well with our consultant and staff. The Distinguished Award Dinner is tomorrow night – with 100 attendees.

Housing applications are up from last week at 75. Discussion of the use of the tiny homes and employee housing ensued.

Ms. Allen shared that 600 applicants have expressed interest in housing on campus and described how to keep momentum and provide support in the efforts of reaching a goal of 400 full-time students living on campus. All-hands-on-deck were offered to Mr. Norris in this endeavor.

Ms. Allen also shared that negotiations with faculty are going well.

TALENT CONSIDERATIONS

The LC interviewed a candidate for the position of Instructional and Adjunct Faculty Coordinator and moved the application forward.

ACTION, MEETING AND COMMUNICATION REVIEW

1. Due to Mr. Valente's absence at the June 1st meeting, he will bring forth cleaning positions to be considered (advance one PT to FT and add one additional PT) at the June 15th LC meeting.
2. Policies for review at 6/22/22 LC Mtg.:
 - Policy 1037 – Academic Freedom
 - Policy 2702 – Student Discipline
 - Policy 2705 – Mandatory New Student Orientation
 - Policy 2901 – Opt Out of Financial Aid for Books
 - Policy 2908 – Direct Loan Policy
 - Policy 2819 – Transfer Credit Evaluation Policy
3. 5/25/22 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.
4. 5/25/22 Forms and telephone tree formats shared by Mr. Frew with the LC at this meeting will be used across the institution and then sent to Mr. Book. Once we have 100% completion, the information will be held in a separate system and parceled out hardcopy.
5. 5/25/22 Off-site data storage space is being addressed this week as well.
6. 5/25/22 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. 5/25/22 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.
8. 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.
9. 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.
10. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
11. 5/4/22 Mr. Norris will canvas the LC to find a group to focus on the strategic continuity action plan.
12. 4/20/22 Ms. Crum to investigate what other schools are doing in the way of expanding ceremonies like the Kente Ceremony to other affinity groups.
13. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
14. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
15. 3/30/22: Mr. Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
16. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
17. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.

18.3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.

19.3/16/22 – Ms. Allen to cultivate an in-housing interest page on the website.

Meeting adjourned at 10:45am. Interviews were conducted 10:00-10:45am.