



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College
Central Campus, Health Laboratory Center, Room 200
06.01.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, June 1, 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 (via Teams)
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Dr. E. Wayne Rose, Chief Information Officer
- Julie Hand, Chief Advancement Officer
- Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Jason Valente, Chief Campus Operations Officer (via Teams)

Council Member Excused Absence: Daniel Phelan

- Daniel Phelan, President & CEO

Others Present:

- Jesse Wallenfang, Administrative Assistant

Cindy Allen called the meeting to order at 8:00am.

PRIOR MEETING REVIEW

The Prior Meeting Minutes for the Regular LC Mtg. 5/25/22 were reviewed by the LC and moved into the record.

GOOD NEWS STORIES

Crum: Today we are at the MLK Center to start registering students for the fall. It's still getting started but marketing will be rolling out materials soon. We also have 9 students for the Taste of JC.

Valente: Around 3:30 yesterday we had a power issue for a few minutes. SW of campus along Kimmel and Hague had some outages effecting local homes. The Potter Center was the last to bring fully back online. We will be following up to see if the recloser engaged.

Hand: When I pulled into campus today, the lawns look great. The grounds crews have done a great job.

Frew: We have one strong cohort of 24 students in Ready Set Jet so far, but we expect to have two cohorts again this year.

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

Ashley, Justin, and Kelly provided an update to the LC at the June 1st meeting detailing the purpose and objectives of the 90/80/70 initiative.

Jason asked about staffing/budget for this initiative. Ashley assured the LC that the team would reach out if the workload becomes an issue.

Dr. Butler inquired about the equity audit cost on the budget – placeholder value for now. The full scope of the equity audit is still being determined through our existing equity initiatives.

Timelines for the project were reviewed along with the project committee structure and success metrics.

Dr. Butler discussed the value of a dashboard with information on our most frequent courses.

Physical invitations to the team were sent to the list of team members included in Justin Gaeta's email.

STANDING REPORTING: MONITORING REPORTING

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

STANDING REPORTING: PROGRESS ON CYBER-SECURITY & PREPAREDNESS

Dr. Rose: As reported at 3am Friday, the final encryption of the College DB was completed.

Sometime early Friday morning, the main phone number of the campus stopped working. After an hour, we found and eventually resolved the issue. This stressed the importance of establishing back-up contacts and the ability to push an emergency announcement to the College's website.

ACTION ITEMS

POLICY REVIEW

Policies to be reviewed and approved next week/meeting (rescheduled from this week):

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

MCCA LEADERSHIP ACADEMY

Three nominees will be chosen. Recommendations should be emailed to Jesse/Keith for inclusion in review and approval at next week's LC meeting.

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 with no revisions since the last update to the LC. The Board will take this up on June 13th. Just waiting on property tax assessment. Members of the LC should report any issues to him before his meeting with Keith on Friday, 6/3.

Dr. Rose/CW – At this point, we know what we don't know in order to plan our course of action. Our IT transformation plan is moving forward to classify and document everyone's roles. We're looking at job descriptions for items that need to be changed to reflect what is going on within the department. I should start to have statistics from our network security tests in upcoming meetings. Cindy Allen commended the hourly IT staff on their work and cooperation in the job description reviews and updates.

Frew: We're only about 6-7% lower than typical years for summer enrollment. We need to keep watching the total credit loads of our students as many of our initiatives are premised on students attending full-time, not part-time.

DISCUSSION OF THE LEADERSHIP COUNCIL

Jason discussed the opening of Campus View for the fall and associated staff and equipment improvements. The prioritization of this work may change depending on enrollment.

Roundtable:

Dr. Butler: Described helping a student whose high school was not going to let her walk at graduation. He also provided progress updates on faculty searches.

Crum: Jessica has left, as we all know. Thanks to Jeremy for letting us use Klarissa in the interim. I'll be in talks with Cindy on how to move forward on the position search.

Dr. Rose: A lot is going on. We're looking to build a plan to summarize IT progress and document processes. Rolling out and supporting a second LMS simultaneously is a big undertaking for the current IT team. Balancing the increased stress level is an ongoing concern among IT staff. A big challenge is that we're dealing with a home-made system that's broken in several ways, mostly on the enterprise application side of things. We've reached out the CampusWorks for advice on the process of fixing these issues correctly. The red-flag date for the fall is still to be finalized.

Valente: A lot of this is expected consequences of not investing in IT, both systems and personnel, over the long-term. Cutting IT budgets year after year led us to a lot of the cobbled-together solutions that we're encountering in these reviews.

Hand: We were working on our contingency plan and were asked if we are transitioning to Google Voice or a similar service? Is there a good point of contact for departments to ask questions as we go through the process?

Dr Rose: We don't have a point person yet, but developing that role is part of the Disaster Recovery Plan (DRP) process.

Valente: The STEAM Factory is moving along well. Designing the pod layout is the next step and we should meet the deadlines for the fall. I've suggested some changes to the landscape plan and discussed them with President Phelan. The lighting for the baseball fields should be up ahead of schedule. Meetings and discussion for the Space Observatory are ongoing. Maroon and Gold Hall clean are almost done ahead of the fall. We are currently around 20 active construction projects around campus. Parking lot resealing and restriping are going to upcoming later this summer. (Jason leaves the meeting.)

Frew: We are still moving forward with summer YMCA programming and classes at MLK, JHIGH. CEP graduations will start next week. We have not yet had a chance to hear student and faculty feedback on the Canvas system.

Hand: Our scholarship applications closed yesterday; thanks to Dr. Rose and IT for their assistance. The Crockett Dinner is currently at about 97 RSVPs. Work on the MSFATE grant will be starting this week.

Norris: The upcoming Board of Trustees meeting will include a big budget review. Some HR/job positions will be pending to revise some of the reporting structures.

Allen: Faculty negotiations continue this afternoon. Information on the process for LC members to contact Bill Abbott will go out soon. The performance pay list for hourly employees will be prepared soon.

Dr. Rose: I urge everyone to check their staff's progress in providing back-up/alternate contact information. Cindy offers to provide sorted lists split by LC member to assist.

Crum: What is the procedure to get notebooks into the hands to Taste of JC students? They aren't currently pursuing an Associate's. Dr. Rose: We have older laptops that we would otherwise be retiring.

TALENT CONSIDERATIONS

The LC interviewed a candidate for the position of Chemistry, and moved their application forward.

ACTION, MEETING AND COMMUNICATION REVIEW

1. Policies for review at 6/8/22 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
2. MCCA Leadership Academy candidates will be discussed at the 6/8 LC Mtg.
3. Budget - Members of the LC should report any issues to him before his meeting with Keith on Friday, 6/3.
4. Back-up/alternate contact information: Cindy to provide sorted lists split by LC member to assist.
5. 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.
6. 5/25/22 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.
7. 5/25/22 Off-site data storage space is being addressed this week as well.
8. 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.
9. 5/25/22 Policy 2819 will be brought back to the LC after some language clean-up.
10. 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.
11. 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.
12. 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.
13. 5/4/22 Darrell and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
14. 5/4/22 Darrell will canvas the LC to find a group to focus on the strategic continuity action plan.
15. 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.
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 10:00-10:45am.