

**Leadership Council  
Jackson College  
Walker Hall Room 145  
June 10, 2020**

The Leadership Council of Jackson College was held on June 10, 2020.

Leadership Members Present: Dan Phelan, Dr. Kate Thirolf, Cindy Allen, Sara Perkin, Jeremy Frew, Jim Jones, Darrell Norris, and Jason Valente.

Absent: Lee Hampton

Meeting start time: 9:00AM Meeting end time: 2:45PM (Break for lunch 12-1pm)

**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.

**MINUTES**

The minutes for June 3, 2020 were approved with some corrections.

*Communication*

Discussion was had around ensuring important plans and documents are added to the COVID-19 Resource page on the Intranet, to which employees will be guided to for up to date information.

**POLICY REVIEW**

The following policies were reviewed and approved: 1005 Copyright Policy and 2803 Participation and Attendance Reporting.

**ACTION ITEM**

Kate Thirolf presented a request to replace a Nursing Simulation Lab coordinator position. Following discussion, this request was denied.

**INFORMATION**

*Scorecard Review*

The team reviewed the weekly Scorecard.

*CEP Enrollment*

Jeremy provided an update on CEP Enrollment. He shared we are unable to enroll students from the Milan facility due to a total lock down they are under because of COVID 19.

*CBE*

Kate provided an update on CBE. Conversation was had around timeline and cost. To fully realize JetFlex, we will need to pursue customizations in Colleague. Kate and Jim will connect with their teams and provide an update at the July 8<sup>th</sup> meeting.

#### *Crossbraining*

Discussion was had on what next steps should be with Crossbraining. Kate will get the summary from the focus group held around this topic.

#### *FYS Discipline Review*

Kate shared the recent discipline review on FYS. President Phelan asked for some adjustments to the action items, addition of opportunities and threats as related to COVID and budget implications. Kate will relay these requests.

#### *Housing Update*

Darrell Norris provided an update on housing. The question was posed on how we would define an at risk student respective to the process of determining who can live in housing. Discussion was also had about ensuring equity exists across campus.

Regarding Family Housing, President Phelan asked Darrell to move ahead with the team coming up with an equitable process to select six individuals to live on campus with two alternates.

#### *External Events for Employees*

Jeremy Frew inquired about employees attending external events. In light of the Governor's update, if the employee feels safe, President Phelan said they are free attend.

#### *Dental Competency Plan*

Kate provided the plan to bring dental hygiene students in to complete their final competency. President Phelan confirmed he is good with the plan and asked for a post-hoc review. He asked Kate to continue bringing forward additional plans for review. After each post-hoc, discussion should be had related to scaling and what will the implications will be for scheduling.

#### *Clinical Reintegration Protocol*

Kate presented a proposal to reintegrate students into clinicals. The team approved the proposal.

#### *Round Table*

Jason provided an update on the Foundation Board and shared two members have resigned. Kate provided an update on PTK/Honors. A meeting will be scheduled to determine next steps for moving ahead with PTK/Honors for fall.