

**Leadership Council
Jackson College
Collaboratorium
June 13, 2018**

The Leadership Council of Jackson College was held on June 13, 2018 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Meeting start time: 10:00AM End time: 2:35PM

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 June 6, 2018 minutes were advanced with minor changes.

WHOLE STUDENT

Jessica Houston, Kelly Crum and Antoine Breedlove shared their insight on student needs.

POLICY REVIEW

Policy 1101 Breakout Rooms was reviewed and approved. A new policy, Finals Week Guest Restriction was discussed and the group felt further changes were need. Darrell Norris will work on the policy revisions with housing staff.

OPERATIONS

Jeremy Frew provided an updated draft of the Financial Aid Award letter. What was presented was a design document only. The final may end up looking different once IT helps produce the final document.

Conversation was held around PEI staffing. Short term solutions to staffing are in place. Conceptually, PEI will be moving to Student Services. Kate and Jeremy will work on the timing and roll out and provide an update to Dan on location. Kate will continue to be involved over the next year.

Dan asked the group to think about us having a student attend every meeting.

CYBER SECURITY

Instructor Carlos Garcia provided an overview of his three year plan and suggested pilot program for Cyber Security. Kate, Darrell and Carlos will get together to discuss monetary implications.

ROUND TABLE

President Phelan held a debrief on the board meeting. It was determined that this will occur monthly.

Cindy Allen provided performance recognition certificates for staff and administrators. The team should have these distributed no later than June 25th.

Jeremy Frew shared brief updates on Jackson County Early College and the promotion work for summer Pell Grants.