

**The Leadership Council Meeting Minutes
Jackson College
Virtual Meeting via Zoom
06.02.21**

The Leadership Council of Jackson College met on June 2, 2021 (NOTE: Meetings were moved to Wednesdays beginning in June 2021).

Leadership Members Present: Dr. Daniel Phelan, Jason Valente, Cindy Allen, Darrell Norris, and Lee Hampton.

Approved Absence: Jim Jones

Meeting start time: 9:00A Meeting end time: 11:47P

FIRST TEAM NORMS

MONTHLY BELIEF/GOOD NEWS

MINUTES

The minutes for May 27, 2021 were reviewed and advanced into the record

INTERVIEWS

The following behavioral-based interviews were conducted for the following positions, with candidates noted:

- FT Cleaning Team Position – Annette Henry
- FT Financial Aid Technician - Mary Beth Blank

All candidates were advanced to President Phelan for final consideration.

ACTION ITEMS

Follow Up on Action Items:

Policy Review: The following policies were considered due to changes and updates, all having been approved by Council.

- Program Authorization Compliance
- Veteran Standards of Progress
- Financial Aid Reporting
- GED Tuition Waiver
- Cost of Attendance

INFORMATION ITEMS

Scorecard Review:

Vice President Norris provided an update on the scorecard data. A few data point indicated were lagging and needed updated. A format change was also suggested.

Student Computing:

Sr. Vice President Allen provided an update on the Academic Excellence Laptop Incentive & Support Program. President Phelan noted that this should not be considered a 'give-away' and requested a strong promotional program be developed and launched by the Marketing Department as soon as possible.

Financial Aid Services Review:

Vice President Frew provided discussion about financial aid services.

FY '21 Budget Planning/Modification:

Vice President Norris noted the need to make a few additional modifications to the budget prior to Board consideration later in the month, due to a number of factors, including federal and state changes.

Reintegration Task Force Update:

Senior Vice President provided an update on the most recent meeting of the RTF. Policies are being proposed regarding employees and their return on July 6th – these will be advanced to LC for consideration. Additional policy recommendations for student and public access will be advanced to LC shortly as well. She noted that through all employees will be welcomed back to campus operations, documentation of vaccination status will be required for all employees. Non-vaccinated persons will have a few and varied requirements beyond those of all other vaccinated employees.

Construction, Facilities and Grounds Updates

In the absence of Vice President Jones, President Phelan provided updates on the following:

- Jet's Checkpoint – expected to be completed before July 6;
- Baseball/Softball fields – bid documents are being finalized. The project will likely begin in 60 days;
- Potter Center – the Sheffer Hall interior is on track with the ADA pad just completed. The external work on the grand entrance is being bid shortly, but expected to be completed prior to the first fall event.

Focus Group Summary:

Ready Set Jet Status Report

Vice President Hampton provided an activity scorecard and related data. The total number of students is not as high as previously expected, and may not approach last year's numbers. Intensive and continuing recruitment efforts are being made by Vice President Hampton, as well as by the Multi-Cultural Center staff.

Housing Update:

Vice President Norris provided an update on housing, housing staff, and applications approved thus far for the summer-bridge Ready-Set-Jet Program. He noted that the level of interest in housing is particularly high for FY '23.

AFIT Conference 2021:

Vice President Valente provided an update based upon a recent virtual meeting that was held with all AFIT Liaisons. He noted that the program was particularly strong. President Phelan noted that had heard the former Disney Innovation speaker's presentation and noted that his message was particularly relevant to the College. President Phelan also indicated that the theme of the AFIT Conference can help the College ensure distinctiveness and relevance in hyper-changing/competitive higher education landscape. Vice President Valente suggested that the team meet off-site, as in the past, as a way to intently focus on the work – which he will coordinate. He was also going to recommend a book for prior reading.

Other:

ACTION, MEETING AND COMMUNICATION REVIEW

PLUS/DELTA

MEETING END