



REGULAR MEETING OF THE LEADERSHIP COUNCIL
Jackson College
Central Campus, Health Laboratory Center, Room 200
06.22.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, June 22, 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
- Dr. E. Wayne Rose, Chief Information Officer
- Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging

Council Member Excused Absence:

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

Others Present:

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

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

PRIOR MEETING REVIEW

The Prior Meeting Minutes for the Regular LC Mtg. 6/15/22 were reviewed by the LC. With a minor typographical edit for Ms. Allen, it was moved into the record.

GOOD NEWS STORIES

Mr. Frew reported that Ready Set Jet (RSJ) will just over 40 students starting July 5th. Dr. Butler also shared that the RSJ staffing is complete and feels really good; they are excited and ready. He noted that a constructive conversation about the soft bigotry of low expectations was had with the RSJ staff.

Ms. Crum and Dr. Butler discussed the hope to get more diversity involved with Vocal Point as a result of the students' experiences this summer with RSJ. Ms. Allen shared the potential of choir contests around the state once again being held at Jackson College.

Ms. Crum reported that Juneteenth had about 2700 people in downtown Jackson and was successful. She thanked so many for their support and noted that Channel 10 interviewed the College. Trustee Simpson and Vice Chairperson Patterson were also in attendance. The press provided by JTV was much appreciated.

Mr. Norris shared that housing applications (115) have surpassed Fall of last year. With student athletes, RSJ students, and general applicants, the hope is to have 250-300 students in housing.

Mr. Frew reported that retention rates are trending in a good direction:

Fall 2020 cohort:

Fall to Spring retention: 64%

Fall to Fall retention: 42%

Fall 2021 cohort:

Fall to Spring retention: 67.4%

Fall to Fall retention: 28.8%*

*Obviously as 22/FAL registration is ongoing, this number will change each day. It seems to be on a good pace though.

He noted that diverse enrollment pipelines have benefited the College and housing success rates will help improve this as well. Ms. Allen added that over-sized postcards regarding housing were sent to over 550 students.

Dr. Butler shared that his hiring committees have completed the hiring process for 4 new employees. A fifth candidate will be coming to interviews in the next two weeks. There are 2 positions on the table still in Art and English. He thanked Antoine Breedlove's for his involvement in many of the hiring committees.

Mr. Frew shared that he has two finalist candidates for the Nursing program. He noted that there are a lot of staff coming in, more so than in a long time. Also, the first day of the YMCA Summer camp was highly successful, off to a great start.

THE QUESTION

How can we identify and eliminate soft bigotry of low expectations?

Dr. Butler described a very good conversation with staff. He also described wanting to see if he could have the same instructors in RSJ teaching English also teaching English in the Fall, to provide more familiar support.

Ms. Crum described the importance of having designated people to support those continuing on in RSJ. She also emphasized that it is important not to set low expectations for under-represented populations. At the end of the day, it doesn't benefit our students. Just passing them through in early courses causes them to fail in the following courses, damaging retention. She asked what can we do to support and hold people accountable?

Dr. Butler noted that white guilt, white privilege, and soft bigotry walk hand in hand.

Ms. Allen described that in the past, previous expectations on 3rd and 4th graders were upgraded in math due to findings of new students at JC failing initial courses. Dr. Butler discussed that the summit worked with math, but there was no desire to keep moving from there. Ms. Crum noted that RSJ students are probably not where they need to be, but need to be held at as high a standard as possible.

Dr. Rose described a study of students conducted to understand when students wash out and why, which came down to math. He also recommended the book *White Fragility*, by Robin DiAngelo.

REQUIRED REPORTING

Standing Reporting: Monitoring Reporting

The LC reviewed the proposed staggered scheduling of reviewing and monitoring Board policies.

Standing Reporting: Cyber-security and Preparedness

Dr. Rose shared that cyber-security project planning is underway. The effectiveness of KnowBe4 tests of phishing emails was discussed. He is suggesting that security training be conducted quarterly rather than yearly.

Dr. Rose will meet with marketing regarding the Did You Know campaign. Assessing 2021 security findings and network security scanning is being drilled down on.

Dr. Rose reported out on his experience of a CIO webinar held by MCCA. He described that speakers discussed their cyberattacks. He asked the group if any were following the National Institute of Standards and Technology (NIST) and its Cybersecurity Framework (CSF). Apparently only 2 were aware of it. An article about NIST's CSF was sent by Dr. Rose and MCCA President Brandy Johnson to the entire group.

Discussion ensued about requiring students to use a multi-factor authentication (MFA) when logging in, like employees. Authentication codes can be sent to a cell phone or via email. Having both options will be key.

Regarding the JC Business Continuity Plan (how the College runs during an emergency), Dr. Rose described that the key piece will be understanding who the key coordinator will be during an emergency. Dr. Rose is building this out in Teams and will revisit this topic in the coming weeks. In regard to Security Audit timing, the vulnerability test is scheduled in late July.

Mongoose training will occur on Thursday of this week. Dr. Rose also shared that CampusWorks is bringing forward 4 people to put in place during IT's transitional period. These individuals will be brought to an LC meeting.

Lastly, a new ticketing system is being implemented in July for the Support Center, which has a lot of moving parts to consider.

ACTION ITEMS

JET PROTOCOLS:

Ms. Allen brought forth a more detailed proposal for the position of PT Foundation Coordinator on behalf of Mr. Jason Valente, which was moved forward to posting.

Mr. Jeremy Frew brought forth a proposal for the position of Additional Assistant Baseball Coach, which was also moved forward to posting.

POLICY REVIEW

The LC reviewed the following policies:

- Policy 1037 – Academic Freedom – Mr. Frew will check notes on the previous review and see if it was approved. It may be brought to Academic Council again.
- Policy 2702 – Student Discipline – This policy was approved by LC.
- Policy 2705 – Mandatory New Student Orientation – With edits to language referencing COVID that Mr. Frew will implement, this policy was approved by LC
- Policy 2901 – Opt Out of Financial Aid for Books – This policy will be renamed to Opt Out of Financial Aid for Bookstore. Other amendments will include removal of a COVID note and reference to all three campuses. Mr. Frew will bring this back to the LC for approval.
- Policy 2908 – Direct Loan Policy – This policy was approved by LC.
- Policy 2819 – Transfer Credit Evaluation Policy – This policy was approved by LC.

CONSENT AGENDA ITEMS

Prior to this LC meeting, members of the LC reviewed the JC Weekly CampusWorks Report and LC & President Score Cards.

DISCUSSION OF THE LEADERSHIP COUNCIL

Dr. Butler described a Michigan liaison of HLC recently describing some costly, time-consuming regulations that may be coming down the pike, though the intel is being evaluated.

Mr. Frew described the movement of the LMS project and encouraged attending the CEP graduations.

Ms. Crum is out plugging for the MLK Center classes. Taste of JC is still going well. Mr. Frew suggested setting up the soccer field such that the students could play, perhaps with the JC team and coaches. Dr. Butler shared that they are getting into a rhythm. He also noted that a database could be created for what languages JC employees speak, which would be helpful to both the community and our hiring data.

Mr. Norris shared that the Audit Committee has met and the audit has been kicked off. A special project is being focused around Financial Aid Services. The IT audit has been broken up at the request of Dr. Rose's team. A subsequent auditor may be hired by the Audit Committee. In regard to Fall applied vs. enrolled, Mr. Norris pointed out that we have enrolled 40 more since last week and applications are up to 2056.

Dr. Rose described that the new help desk application has an asset management piece, which may be useful. Dr. Rose will discuss the benefits and capabilities of Ellucian and Asset Panda with IT and the Business Office.

Ms. Allen shared being close to hiring a marketing firm. She also noted that an invite will be coming out soon for Convocation, currently slated for August 23rd, followed by 2 days of faculty training. A security keynote speaker that JC has had in the past is being considered for Convocation. She also noted that performance pay will be hitting employee paychecks this week.

ACTION, MEETING AND COMMUNICATION REVIEW

1. 6/15/22: Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
2. 6/15/22: Policies to be revisited at future LC Mtg.:
Policy 1037 – Academic Freedom
Policy 2901 – Opt Out of Financial Aid for Books
3. Dr. Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
4. 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.
5. 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.
6. 5/25/22 Off-site data storage space is being addressed this week as well.
7. 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.
8. 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.
9. 5/18/22 Dr. Rose requested that staff in the President's office help to confirm a conference call number for the LC and verify the functionality of the CIT system in the President's conference room.
10. 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.
11. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.

12. 5/4/22 Mr. Norris will canvas the LC to find a group to focus on the strategic continuity action plan.
13. 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.
14. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
15. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
16. 3/30/22: Mr. Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
17. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
18. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
19. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.
20. 3/16/22 – Ms. Allen to cultivate an in-housing interest page on the website.

Meeting adjourned at 10:00am.