



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, Health Laboratory Center, Room 200

06.29.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, June 29, 2022, 8:00am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

Leadership Council Members Present:

- Daniel Phelan, President & CEO
- 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
- Jason Valente, Chief Campus Operations Officer (via Teams)

Council Member Excused Absence:

- Julie Hand, Chief Advancement Officer

Others Present:

- Jesse Wallenfang, Administrative Assistant

President Phelan called the meeting to order at 8:00am.

PRIOR MEETING REVIEW

The Prior Meeting Minutes for the Regular LC Mtg. 6/22/22 were reviewed by the LC and moved into the record.

GOOD NEWS STORIES

- Ms. Kelly Crum – Our Pride flag raising event yesterday went very well. JTV was good as was turnout, about 36 attendees). Lots of positive feedback.
- Mr. Jeremy Frew – To add to Kelly, the Mayor's stories was very moving. Also, yesterday we met with South Central Univ., very powerful meeting with a good team that we'll be visiting soon. Everyone is very enthusiastic following the meeting.
- Dr. Rose – Last week's Mongoose training had about 9 team members attend and went well. They were very supportive of training our team and following up for additional training.

REQUIRED REPORTING

Standing Reporting: Progress on 90/80/70 goal, Equity Gap Elimination & Strategic Agenda

- President Phelan - With the help of Mr. Frew and Mr. Justin Gaeta, we will be participating in a study with SESE to examine dual enrolled students to get some normative data to help in our discussions with Superintendents. Mr. Frew will make sure that students and faculty are aware of the study ahead of time. This is a new pilot study/program, so it will be free for the College for the initial year.

We will be getting about \$180,000 additional funds for scholarships through Michigan Reconnect. These scholarships are currently targeted at students over 25 years old but we're working to negotiate that down to 19.

- Ms. Crum – Mr. Gaeta and Ms. Ashley Van Heest have been fantastic on the 90/80/70 team. Conversations are ongoing about expanding the team as we move forward. We will also be replacing our ATD coach following feedback from employees.

President Phelan – We're also working to develop standards of success in line with our peer institutions.

- Ms. Allen – We're working with a new marketing company (Level) to develop a new branding initiative with a strong graphic design element. This will be a big part of our digital initiative launch. Mr. Frew requests that we bring Ms. Stephanie Waffle-Stephenson into the loop so everyone is on the same page.

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 discussed a recent meeting with other Chief IT officers from other institutions. While JC is doing well in comparison, we will still be pushing for several initiatives to improve security practices on campus – more robust password requirements for students as well as staff (already in effect), best practices to prepare for emergencies, etc. Students without mobile phones can still access emergency communications through email without a smartphone – physical tokens can be used to provide 2FA access. Additional training will be offered as the initiatives come into focus.

Jackson College Business Continuity Plan

Dr. Rose shared the progress of and an overview of the BCP. We need to move this forward to pin down assignments with the group's consensus. Mr. Jason Valente and Dr. Rose discussed the best role for Ms. Julie Hand in the BCP. We need one person who 'owns' the BCP and someone who serves as the CIT commander. This plan has been under development since January as part of securing disaster insurance for the

College and assigning these roles are needed for the plan to keep progressing. Ms. Allen recommended developing the team roles further before assigning additional members so we can match people with the skillsets needed for the roles. These roles are not just for a cyber/IT related disaster, but any disaster so we can have prepared a unified response process. President Phelan requests that the LC review and propose some additional ideas at the next meeting.

ACTION ITEMS

JET PROTOCOLS:

Dr. Rose brought forth a proposal for the position of Director of Infrastructure through CampusWorks and the possibility of an internal candidate for the position. The LC approved the candidate and their materials for consideration by the hiring team at CampusWorks.

Ms. Crum brought forth a new proposal for the position of LGBTQIA+ Liaison which had been open since February. The proposal was approved and was moved forward as a posting.

POLICY REVIEW

The LC reviewed the following policies:

- Policy 2901 - Opt Out of Financial Aid for Books was reviewed/approved by LC and added to the record with the changes as submitted by Mr. Frew.

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

President Phelan led a discussion to plan for the Council's upcoming retreat in Traverse City and the sessions with Bob Allen and Ben Whiting. He will need questions that our group wants to cover with Bob Allen in advance. The afternoon of the 27 is largely open, we will be coordinating for meals, so LC members were asked to let Mr. Keith Book and Mr. Wallenfang know their travel itineraries for the day. While in TC, we want to capitalize on an opportunity to meet with Angie Morgan, a friend of ours who does a lot of coaching and worked with the Community College Leadership Academy. We can benefit from a discussion of the Leadership Team as a group and bringing the group together to include all of our new members. We'll be working with Angie on this issue not just in TC, but over the next 6 months. Angie is very good at leadership development and should help us bring everyone together as a team and examine how our team fits in with the rest of the College. Angie will work with us as a group and individually toward these goals. President Phelan will also share a biography and some sample materials from Angie for the LC to familiarize themselves with her work.

- Ms. Allen discussed the problems in the current faculty search system, specifically the long time it takes for applicants to work their way through the process. This is a hinderance to filling our open faculty searches and changes to it will allow HR to start extending offers in a timelier fashion.
- Mr. Darrell Norris thanked Ms. Allen for her assistance with the restructuring of the Business Office. Processes should be shared ahead of his departure on July 15. Justin Gaeta is also working on a report regarding Residence Life that will need to be discussed at the LC level that will be ready soon.
- Mr. Valente shared that within the past week, there have been multiple instances of high-value items being purchased as emergency acquisitions that Facilities lacks the infrastructure needed to support, so please have teams reach out to facilities for discussion before placing these orders to prevent long delays or other problems with these high-value purchases. Dr. Rose discussed the possibility incorporating these controls into the current IT purchasing process or a similar framework. Work orders are being received in greater quantity than is typical. Customer feedback from facilities surveys was shared with the Council and was overwhelmingly positive.
- Dr. Butler shared that there's been an unexpected gap in ESL student technical literacy. More details will be known after a meeting this week. Faculty are preparing for the move to reopen campus and CEP is working to resolve changing and conflicting standards from MDOC.

TALENT CONSIDERATIONS

The LC held interviews for the following positions. All interviewees were moved for in the hiring process:

- Nursing Faculty – 2 positions
- Shipping and Receiving Coordinator
- Math Instructor

ACTION, MEETING AND COMMUNICATION REVIEW

1. LC to offer questions for the LC meeting w/ Bob Allen prior to the 7/27 meeting.
2. LC to review the Business Continuity Plan / Critical Incident Team roles and have proposed revisions ready for the 7/6/22 meeting.
3. 6/15/22: Policies to be revisited at future LC Mtg.:
Policy 1037 – Academic Freedom
4. 6/15/22 Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
5. Dr. Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
6. 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.

7. 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.
8. 5/25/22 Off-site data storage space is being addressed this week as well.
9. 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.
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 confirm 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 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
14. 5/4/22 Mr. Norris will canvas the LC to find a group to focus on the strategic continuity action plan.
15. 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.
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: Mr. Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
19. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
20. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
21. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.
22. 3/16/22 – Ms. Allen to cultivate an in-housing interest page on the website.

Meeting adjourned at 10:00am. Interviews were held 10:00am – 2:30pm.