

**Leadership Council  
Jackson College  
Zoom  
June 9, 2021**

The Leadership Council of Jackson College was held on June 9, 2021.

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

Meeting start time: 9:00AM Meeting end time: 12:00PM

**FIRST TEAM NORMS**

**MONTHLY BELIEF/GOOD NEWS**

President Phelan spoke about the generous donation coming to JC.

Jason spoke about meeting with County National, hoping to see some benefit from the meeting.

**MINUTES**

The minutes for June 2, 2021 were reviewed, with changes made they were accepted.

**INTERVIEW**

Interview for IT Support Specialist Position

**ACTION ITEMS**

*Review Task List Items:* President Phelan requested that each LC member review the task list and confirm that it is updated and to provide information to Wendy as needed.

*Communicable Disease Policy:* Per Cindy, there were a few updates on this policy. The policy is in front of the attorney for approval right now to be sure that all verbiage is correct as needed. Cindy shared her concerns regarding vaccinated vs. non-vaccinated staff/faculty. Jeremy requested clarification of the term “travel.” Cindy explained what is deemed travel. President Phelan advanced the policy.

*Contact Tracing Policy:* Per Cindy, there were a few changes, she will check with Jeff Whipple to be sure that QR Codes are on the doors. Jim asked the question regarding vaccinated vs. non-vaccinated staff/faculty on campus. Per Cindy, over 170 people have been confirmed to be vaccinated. It is hopeful that the checkpoint requirement and Campus screening test will be adjusted as needed. President Phelan will advance the policy.

*Custodial & Event Services Member Position:* Per Cindy she would like to get this position posted as Jeff Whipple and his department needs the help. President Phelan approved advancement of the position to be posted.

*Food Service Positions:* Cindy indicated that these positions were built into Greg's budget in order to make the food service entity successful. Very important to get these filled. President Phelan approved advancement of the position to be posted.

*Part-time to Full-time Security Positions (2 out of 3 positions)* Cindy talked briefly about the positions and what we currently have available for security on campus. Hiring at least 2 people going to full time would be beneficial to keeping the campus safe. These staff will not be on the same shift, per Cindy. President Phelan approved advancement of the position to be posted.

*Vaccination Incentive:* Cindy explained the incentive program to get staff/faculty vaccinated. The announcement went out yesterday in the JC Announcements that went out to all college employees.

## **INFORMATION ITEMS**

*Scorecard Review:* Darrell talked about the scorecard information. President Phelan appreciates the update. Darrell is working with Justin to make improvements on the scorecard data and presentation.

*Student Computing:* Cindy confirmed that all 1000 computers are on campus, she is waiting on Marketing campaign information and a landing page request has been made.

*Budget Planning/Modification:* Darrell talked about a new tab that was added to provide more information. He is preparing it for the Board of Trustees approval.

*Reintegration Task Force Update:* Cindy talked briefly about what is in the works and what is anticipated. Updates to checkpoint information will be changed accordingly. There is training in Jet Net that will need to be completed before coming back to campus. She spoke briefly about the reintegration welcome back event on July 12<sup>th</sup> & 13<sup>th</sup>.

*Construction, Facilities and Grounds Updates:* Per Jim, next week will be a big week. Bid going out for south Potter entrance. Athletic fields have been delayed. There are supply chain issues. Jeremy is requesting a date for completion on the ball field dugouts. President Phelan is not satisfied with the outcomes. Jason mentioned that he would like JC to work with a local vendor if possible.

*Ready Set Jet Status Report:* Per Lee the numbers were presented in his reports that indicate the majority of the students meet or exceed the 2.0 GPA. There were students that didn't make the deadline, but more students are applying. Lee is asking for consideration to look at students with higher GPA's to be pushed forward even if they don't make the deadlines for all requirements. Cindy is wanting to find out how many of the students have been vaccinated. Darrell intervened and said that some students have not completed the correct FAFSA. Lee is expecting to have two cohorts, Jeremy would like confirmation on that to plan accordingly. President Phelan has agreed to extend the deadline to June 22, 2021 to get all students that have already applied in compliance to participate in RSJ.

*Housing Update:* Fall application has been opened and they will follow the students that have applied. Letter has been sent to family in the tiny home regarding the requirement to be vaccinated to stay in the home.

*AFIT Conference 2021:* Jason is having Cindy Gilmore get pricing on meeting rooms in Lansing. He is also inquiring about how many people would LC like to have at the AFIT conference. Jason has received a reading list, he will review and get information to President Phelan. President Phelan would like to keep the attendees to the LC staff only to keep it distinctive.

*Oktoberfest:* Jason spoke briefly about bringing Oktoberfest back this year with an outside event. President Phelan is onboard with bringing this back, it is good for the college and community.

*MCCA Leadership Academy – Cohort V:* President Phelan requested the list of names of the JC staff that were nominated for MCCA this year. He approved of the staff that were nominated.

*Student Employees:* Per Cindy, the job descriptions are being developed at this time. Starting pay for these positions was a topic of discussion. This will be carried for.

*What it takes to be racially literate – Ted Talk Video:* This will be carried forward.

*Juneteenth 2021 Update:* Lee spoke about the celebration being virtual this year. There will be panels and there is a tremendous amount of community support to make this event happen. June 17<sup>th</sup> & 18<sup>th</sup> – Black Town Hall celebration at the Michigan Theatre downtown Jackson.

## **ACTION, MEETING AND COMMUNICATION REVIEW**

### **PLUS/DELTA**

### **MEETING END**