

**Leadership Council
Jackson College
Collaboratorium
July 11, 2018**

The Leadership Council of Jackson College was held on July 11, 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, Sara Perkin, Jeremy Frew, Cindy Allen, Lee Hampton, Jason Valente and Darrell Norris.

Meeting start time: 9:00AM End time: 3:45PM

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 20, 2018 minutes were advanced with minor changes.

OPERATIONS

Dr. Kate Thirolf provided recent program reviews completed. Dan commented that he is looking for a critical review of the demand in the marketplace for jobs. He has requested an in depth review of our programs. He would like to ensure that we are offering programs that offer life sustaining wages. Going forward, all program reviews will be shared with LC.

President Phelan reminded the team that:

- 1) Only LC has the ability to enter into contracts.
- 2) All contracts must be reviewed by legal.
- 3) We walk away from contracts that do not have indemnity clause.

The Contract Authority Policy will be reviewed at an upcoming LC meeting. This topic will also be reviewed at an upcoming convocation.

President Phelan shared that he would like each Leadership Council member to be thinking of succession planning. As part of this planning, category three employees will be asked to begin attending monthly board meetings.

Board Meeting Debrief

President Phelan reviewed the July board meeting. He reminded the team of some protocols including not speaking unless requested by the Chairman.

Strategic Agenda

FY 18 initiative updates will be provided to Sara Perkin for closeout. In addition, new initiatives as well as any adjustments to the three year goal will also be provided.

Bright Walls Initiative

Cindy Allen provided an overview of the Bright Walls Initiative in Downtown Jackson. In addition, the College will host the Jackson Young Professionals for an upcoming gathering. We will use this opportunity to gain insight from this community audience.

Jeff Whipple is going to review classrooms and offices prior to classes beginning to ensure windows are not covered.

Policy Review

2903 Satisfactory Academic Progress was reviewed and approved as presented.

Article Review

Discussion was held around the article, Leading in the Midst of Higher Ed Disruption: Experts Discuss Paths to Innovation. Conversation was had around how do we ensure customer service is being provided even through the eyes of a first generation student. This includes internal customer service. This topic will be brought forward on the agenda.

Position Discussion

The following positions will be posted: Nursing faculty, Payroll Coordinator, Resident Coordinator and Director of Facilities. Dr. Thirolf is still reviewing faculty needs and program data.

JOLC Survey Data

Data from the Juniors over the local circuit initiative was shared. Consensus is that we continue to support this initiative.

NAU Visit

President Phelan shared an email thanking the Leadership team for participating in their onsite visit.

Auto Program

Dr. Thirolf provided an update on the auto program.

AFIT Video Conference Call

Conversation with Business Innovation Factory regarding the current initiative the College is working on focusing on the "Student as a Whole." One recommendation Saul Kaplan shared was that we do not need to necessarily have all of the right services. Focusing on the relationship with students is most important. Less about services we offer and more about the attitude we have. Regarding prototyping, the focus will be on the Jet Pack prototype. Saul shared that the different to prototyping a service (like the Jet Pack) and thinking about the model holistically from transactional to relationship. Measurement piece is that by doing this, we will end up with better learner outcomes. We will always be prototyping new services, but the magic is not about one of these services, but is about our philosophy as a whole. This will allow us to

create better outcomes. We need to be careful about just looking at each service. This conversation raised the question about what the Business model should be – TCS2 and the Whole Student. If we go too far down the path focusing on services as opposed to the journey we may not get the culture results we want. What matters is if we connect the student with what they need to be successful and not offering the services.

ROUND TABLE

Jim Jones provided an update on projects including the security dispatch center in the Hangar, the walking path and athletics master planning.

Darrell Norris provided an update on the end of year budget, items still open with the Department of Higher Education and that the audit is now underway.

Jason Valente shared that building operations at Maher are not being handled by him and no longer Julie and Emily. External events are now being handled by Cindy Gilmore. Discussion of a formal communication was had and it was determined that he would share these updates at the next Administrative Council. He also shared that he will be talking with Jeff Whipple to talk about some security barriers. Construction at Maher will begin August 1st.

Jeremy Frew shared an update on the navigator search committee as well as an upcoming JCEC event.

Kate Thirolf shared an update on conversations with Cengage as well as faculty and dean searches. She shared that they are getting a group together to participate in the HLC Assessment Academy.