



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College
Central Campus, Health Laboratory Center, Room 200
07.13.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, July 13, 2022, 8:00am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

Leadership Council Members Present:

- Ms. Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer
- Mr. Jeremy Frew, Chief Academic & Student Services Officer
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Dr. E. Wayne Rose, Chief Information Officer (via Teams)
- Ms. Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Mr. Jason Valente, Chief Campus Operations Officer (via Teams)
- Ms. Julie Hand, Chief Advancement Officer (via Teams)

Council Member Excused Absence:

- Dr. Daniel Phelan, President & CEO
- Mr. Darrell Norris, Chief Financial & Auxiliary Enterprise 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. 7/06/22 were reviewed by the LC and moved into the record.

GOOD NEWS STORIES

Ms. Allen reviewed The Four-Way Test of the things we think, say, and do.

Mr. Frew noted that all the interviewing and hiring in motion is good news. Dr. Butler shared that MDOC has cleared the Fall schedule for a full return, face-to-face. And Ms. Allen announced that resident housing for the Fall is currently at 157 and poised to double.

ACTION ITEMS

Leadership Council – AFIT – July 20-23, 2022 – Preparations

LC reviewed the draft agenda for AFIT and decided upon a 7:30pm dinner reservation on July 21st. Ms. Allen pointed out the importance of LC and Board members spreading out amongst flights as an organizational security precaution.

Leadership Council – Traverse City – July 26-28, 2022 – Preparations

LC reviewed the draft agenda for Traverse City and the questions for Bob Allen. LC will let Keith know in which dinners they would like to participate.

Jackson College Business Continuity Plan

Dr. Rose noted that there will be ongoing documentation of quarterly team meetings. These records/minutes will go into the plan, to illustrate the procedural activities. Ms. Allen noted that the IT part of the document may need to be more fleshed out. It was also noted that anytime that there is an incident, someone must be appointed as the recorder of the incident, action by action.

Ms. Allen suggested a separate critical incident playbook to house action plans best disclosed only to individuals responsible for specific actions.

Jets Protocols

Ms. Allen brought forth the following positions for consideration by the LC, which were all moved forward to posting:

- Barista Food Service Frontline Worker
- Jax's Place Food Service cook
- Food Service Frontline Coordinator Jax's Place
- Dining & Culinary Operations Frontline Worker

CIT Training

Maggie McDevitt, Jeff Whipple, John Van Heest, and Dan Sullivan of JC Security led a tabletop exercise of a critical incident simulation.

CONSENT AGENDA ITEMS

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

Dr. Rose walked the LC through the timeline of major IT initiatives. He noted that the report will become a little more granular soon in order to allow for more transparency and illustrate the charting week by week, as well as to indicate the individuals responsible for each initiative. Dr. Rose also updated the LC on progress thus far on four key position placements within IT.

DISCUSSION OF THE LEADERSHIP COUNCIL

Mr. Frew shared that Courtney Ivan will be leading housing going forward.

Mr. Valente shared that the fire damper inspections are completed and being assessed. The dome project is currently undergoing consideration of potential obstacles. The ball fields are moving along with construction of auxiliary buildings and restrooms. Progress on the STEAM Factory is ongoing and positive, even amidst air conditioner challenges. Replacing the roof will be handled in the Spring. A green space design for the STEAM factory is also being explored. There are currently 3 Consumer Energy projects on campus.

Ms. Hand joined at 8:30am to report that scholarship applications are currently being reviewed with the hopes of being awarded within the week.

Ms. Crum described her efforts toward equity initiatives on campus, including discussions held with employees of color. Feedback from the discussions was positive regarding JC's values and beliefs. Constructive takeaways included seeing more pathways for advancement. Ms. Joyce Dunbar and Ms. Crum will work to further train hiring committees on diversity question practices. More discussions are underway regarding how to improve employee retention. Ms. Crum reported feedback that new administrators would like a quarterly administrator's meeting with the President to be considered.

Dr. Butler shared losing 4 top candidates during the process of his recent hires, all candidates that were diverse and were on course to a potential JC offer. He described trying to understand this pattern. What could be adjusted to move forward? Ms. Allen noted that job seekers are interviewing with multiple organizations seeking diverse candidates and purse strings are opening. The faculty pay scale placement process is currently being addressed during faculty negotiations. Dr. Butler noted that the interviewing process is a minimum of 21 days before an offer can be extended. Mr. Valente suggested inquiring with the candidates that withdrew seeking to understand what the pattern could be.

Dr. Butler reported behind the scenes challenges with Ready Set Jet, but students continue to excel. He will be checking in with Taste of JC and reporting out again soon to the LC on progress there.

TALENT CONSIDERATIONS

The LC interviewed candidates for the follow roles. All candidates were moved forward in the hiring process.

- Nursing Faculty
- Student Resolution Advocate
- Multi Cultural Affairs Student Engagement Coordinator
- Assistant Men's Basketball Coach
- Cook

ACTION, MEETING AND COMMUNICATION REVIEW

1. LC to review the Business Continuity Plan / Critical Incident Team roles and propose revisions.
2. 6/15/22: Policies to be revisited at future LC Mtg.:
Policy 1037 – Academic Freedom
3. 6/15/22 Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
4. Dr. Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
5. 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.
6. 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.
7. 5/25/22 Off-site data storage space is being addressed this week as well.
8. 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.
9. 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.
10. 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.
11. 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.
12. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
13. 5/4/22 Mr. Norris will canvas the LC to find a group to focus on the strategic continuity action plan.
14. 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.
15. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
16. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
17. 3/30/22: Mr. Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
18. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
19. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
20. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.
21. 3/16/22 – Ms. Allen to cultivate an in-housing interest page on the website.

Meeting adjourned at 10:00am. Talent interviews we conducted from 10am – 3:45pm.