

**Leadership Council  
Jackson College  
Potter Center, Boardroom  
July 15, 2020**

The Leadership Council of Jackson College was held on July 15, 2020.

Leadership Members Present: Dan Phelan, Cindy Allen, Jeremy Frew, Sara Perkin, Darrell Norris, Lee Hampton and Jason Valente.

Absent: Jim Jones

Meeting start time: 9:00AM Meeting end time: 2:22PM (Break for lunch 11:45AM – 1:20PM)

**FIRST TEAM NORMS**

The Leadership Council COVID-19 Commitments were reviewed.

**MONTHLY BELIEF/GOOD NEWS**

Celebration of the monthly belief and good news stories were shared.

**MINUTES**

The minutes for July 8, 2020 were approved.

**INFORMATION**

*Scorecard Review*

The team reviewed the weekly Scorecard.

*Work Share Program*

Discussion was had around the work share program.

*Housing Update*

Darrell provided housing reports for two weeks. Discussion was had around the steps to be taken when students do not wear mask. First step is the signing of the contract, second will be a verbal warning, third is a fine of \$50 and then final step will be removal from housing. Going forward no one aside from the student will be allowed in housing. It was determined that these steps need to be included as part of the judicial process.

Housing capacity will be at 90%. No guests will be allowed. If students are removed due to the pandemic, a refund will be prorated for the upcoming months that have not yet begun. Discussion was had and it was decided students will return after Thanksgiving break.

Discussion was had if 10% of rooms being held for quarantine is needed. Darrell will discuss with Glenn. Sonography students will be able to request reserved quarantine rooms.

*RSJ Update*

Lee shared how things have went with RSJ. Twenty five students moved in and two are in process of being removed.

#### *Efficacy of Clearance Center*

Jeff Whipple was on hand to share an update on how the clearance center is going.

#### *Athletics Update*

Jeremy provided an update that the decision was made to move all fall sports with the exception of cross country to winter. Dan asked for Cindy to put an update in the weekly news and on the website.

#### *League Modules*

Cindy shared a notice that the League of Innovation has upcoming modules. President Phelan shared that to the extent these make sense for folks, then they can enroll.

#### *JPEC Reintegration Plan*

A draft of the reintegration plan was shared. Shane will be attending the RTF meeting this week. Following the JPEC Board approval of the plan, President Phelan will approve the plan prior to submission to the Department of Education.

#### *Essential Employee List*

The team reviewed a list of names of employees that may need to come to campus to complete work, both periodically and regularly.

August 3<sup>rd</sup> someone will staff the switchboard. There will be no on campus meetings until further notice from the Governor. Everyone on campus including JPEC will go through reintegration orientation. Everyone coming to campus needs to go through the check point. There will be no periodical visitors on the list. For periodic visitors, the LC member must approve then send the name(s) to Jeff. Athletic Offices will not be opened.

#### *PTK/Honors*

Jeremy provided an update on where the PTK/Honors program. Jeremy will bring back a plan that will identify a sole lead for the program. The goal is to be up and running no later than winter.

#### *FEMA Kiosk*

Jason provided an overview of the kiosks that could be used for screening. He shared that there is no guarantee that we can be reimbursed from the FEMA grant. It was agreed that four will be ordered for deployment.

#### *Strengthening Community Colleges Grant*

Discussion was had around whether or not we should pursue this grant. Jason will reach out to Natasha to discuss.

#### *Round Table*

President Phelan shared that those employees who are approved and are needed to get things up and ready for the fall semester should begin coming to campus on August 3<sup>rd</sup>. Attire is business casual. He also shared that he will not be sending out weekly newsletter while he is hosting the town hall.

Jason shared that although Maher will remain closed, Winston will continue taking care of the building. In addition, he will also be doing some grounds work as needed at Wickwire.

Darrell provided that we were recently audited by the ORS for FY 19.

Lee shared that the RSJ students are meeting and working on completing the reintegration training. Lee also shared that there is some concern related to the continued leadership for the equity work. Lee and Jeremy will continue to have conversations.