

**Leadership Council
Jackson College
Potter Center, Boardroom
July 29, 2020**

The Leadership Council of Jackson College was held on July 29, 2020.

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

Meeting start time: 9:00AM Meeting end time: 4:00PM

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 22, 2020 were approved with a minor change.

LEGAL DISCUSSION

POLICY REVIEW

Policy 2501 Appeals was reviewed and approved.

INFORMATION

Scorecard Review

The team reviewed the weekly Scorecard. Discussion was had around state aid.

Discussion was had around potentially having a group of ground based courses held in McDevitt Hall.

Housing Update & Decision

President Phelan asked for Lee to provide an update on the Ready Set Jet cohort. Discussion was had surrounding housing for fall. The team agreed to move ahead with housing. There will be no interactions between buildings. We are planning for around 50% but this could be higher.

Employees Returning to Campus

The team reviewed the list of employees who will be on campus was reviewed.

Staffing

Discussion was had around the work share program. Information is being prepared to share with employees.

Aviation

Discussion was had around the aviation program. The decision was made to close the program following notice from Solo Aviation that they will not be renewing our lease.

Industry 4.0

Jeremy shared a proposal related to industry 4.0 from Jan. He shared that we need to make a decision on whether we are moving ahead with the proposal or put on hold given the current environment. The decision was made to pause on moving ahead with manufacturing. Jeremy will work with Jan on a communications plan.

Employee Interactions During COVID

Cindy shared some of the initiatives that are underway to help keep morale up for those on campus.

Skillpointe Marketing Platform

President Phelan shared that the League is engaging colleges the opportunity to engage in Skillpointe Marketing Platform.

Faculty Professional Development

Discussion was had around allocating some professional development dollars. President Phelan said he would be ok to allocate funds for development associated with online learning only, as an institutional priority. It was agreed that targeted funds in the amount of \$20,000 allocated to Brian Newberry's work on Jackson College Virtual, and \$10,000 allocated to Steve Tuckey to continue his good work with faculty – these in addition to other faculty professional development for faculty learning days, training needed for continuing education hours and other certifications.

United States Naval Community College

Jason shared that we have been accepted as one of the colleges who can offer courses as part of the USNCC.

Strengthening Community College Grant

Jason provided an update on conversations with Natasha Goldman who is going to be working on the grant.

MCCA

President Phelan shared that we will only be renewing our base membership with MCCA. We are not renewing our agreement with the MCCA Center for Student Success and we are no longer going to participate in the MCCA MCO.

Equity Updates

Lee Hampton provided an update on his work related to diversity, equity and belonging. Lee indicated that is seeing the benefits of Ready. Set, Jet, and is working on multiple fronts to improve equity at the College. He noted that there will be a Town Hall on this issue on August 13th. He also shared that he is working on getting a speaker for convocation.

Emergency Guide

President Phelan requested that the guide be updated to include communicable disease information.

Travel

President Phelan led discussion on travel for FY '21. For this year, there will be no approved travel to conferences, seminars or other professional development opportunities off-campus. All professional development should be done remotely.

Overtime

President Phelan reiterated that there will be no overtime approved for FY '21. Schedules should be flexed in order to accommodate non-standard work requirements.

Coronavirus Vaccine Tracker

President Phelan shared the link to the coronavirus vaccine tracker and brief discussion was had.

Round Table

Jeremy asked if we can schedule another couple of days to come to campus to get additional equipment if needed. August 10th and 11th are the dates that President Phelan would like for this to occur. Karen Hocter has agreed to coordinate. Jeremy shared that conversations are occurring with Lenawee and Hillsdale campus's related to the middle college programs. President Phelan asked Jeremy to look into the status of the Horticulture building in Adrian. Jason provided a brief update on submitting reimbursements for COVID related expenses as part of the FEMA Grant. Jim provided brief project updates. Jim confirmed that all buildings that can be shut down are. Jim confirmed that they are working on arrangements to allow the athletic trainer to move into the front classroom in the Fieldhouse. Cindy shared that they are coordinating with those retiring to ensure they clean out their offices and have everything they need.