



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, Health Laboratory Center, Room 200

07.06.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, July 6, 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

Council Member Excused Absence:

- Dr. Daniel Phelan, President & CEO
- Ms. Julie Hand, Chief Advancement Officer
- Mr. Jason Valente, Chief Campus Operations Officer
- 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 8:03am.

PRIOR MEETING REVIEW

The Prior Meeting Minutes for the Regular LC Mtg. 6/29/22 were reviewed by the LC and after minor edits from Ms. Allen and Dr. Rose were moved into the record.

GOOD NEWS STORIES

Mr. Frew and Ms. Crum shared that Ready Set Jets is still going well with 39 students.

Dr. Butler noted that a CEP graduation has been rescheduled due to a COVID outbreak. He announced that Sara Anne Tomczak, Theatre Faculty, is now officially on board. Also, at least 3 students in the Taste of JC are on a path to potentially enroll in the Fall. Dr. Butler and Ms. Crum discussed that in the future, holding the Taste of JC for 15 weeks might be the better option.

Ms. Allen noted the positive news of the nursing deal and college affordability in the Michigan higher-ed budget pact. She also shared that the kickoff call with engaged

marketing firm Level went very well this week, with the first creative meeting being held at the end of this week.

REQUIRED REPORTING

Standing Reporting: Progress on 90/80/70 goal, Equity Gap Elimination & Strategic Agenda

Mr. Frew remarked that the Fall-to-Fall numbers will be interesting and he hopes to see them on the next LC Scorecard.

Standing Reporting: Monitoring Reporting

The LC reviewed the schedule of Monitoring Reports for August.

CONSENT AGENDA ITEMS

Prior to this LC meeting, members of the LC reviewed the JC Weekly CampusWorks Report, LC Score Card, and the Bridge Michigan article “Nursing deal and college affordability in Michigan higher-ed budget pack”.

Dr. Rose shared that the promotion of Michael Young has been well received by the IT department. He noted that interviews for the 4 open positions are underway. In the next 2-3 weeks, it is expected to have final candidates for all of those positions to bring before the LC.

Dr. Rose reported that an Ethos and ILP kickoff meeting with Ellucian was held. Though the ability to support having this up and running for an August start date does not seem feasible, implementation will continue. He emphasized that the IT Transformation Plan is dependent upon Team Dynamix (Solution Center App), Provisioning, LMS (Ethos & ILP – Moodle/Canvas), and improving security. The hope is to have much of this done by Fall, to then be able to dig into the 3-year IT Strategic Transformation Roadmap.

Dr. Rose noted that hiring challenges are being addressed, work is being done to rollout the new awareness training parameters, and account provisioning continues to be explored to function optimally. The IT issue of culture change via expectations and behavior modeling continues to be addressed and take root. The departmental 9am standup meeting is being well received.

JETS PROTOCOLS

The position of full-time Nursing Simulation/Lab Facilitator replacement was brought forth by Mr. Frew. This posting will be moved forward.

DISCUSSION OF THE LEADERSHIP COUNCIL

Discussion of the Business Continuity Plan (BCP) ensued. Once agreement is reached upon who should be the incident team commander, it should be in good shape. This BCP is needed to become fully insured. This will be discussed further at the next meeting.

LC discussed the importance and benefits of requiring hiring committees to continue bringing forward only 1 final candidate for LC interviews.

Ms. Crum shared trying to get the final candidate for the Ombudsman in front of the LC next week.

Dr. Rose noted that the next IT maintenance is now scheduled for Sun., July 31st. If the communication goes out to the community properly, it was agreed that this should be fine.

Mr. Frew led a discussion on the optimization of staffing on Lenawee and Hillsdale campuses.

TALENT CONSIDERATIONS

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

- Ticket Sales Representative
- Graphic Designer
- Instructional & Adjunct Faculty Coordinator

BOB ALLEN LC 7/27 MTG QUESTIONS

The LC discussed posing the following questions to Bob Allen at the July 27th LC meeting in Traverse City:

- Why are stories powerful for business?
- How do stories drive our brand and marketing?
- What three stories do you need to tell about our organization?
- How do you create an effective branding strategy?
- How do we brand to generate attention and get people to see our organization differently?
- How do you remain kind, benchmark against other organizations, and share with them, but keep your own secret recipe?
- Elevator Stories – Do they work? What should they be?
- What should / could our internal storytelling be?
- Does storytelling have to be true? Could it be a story about a truth paradigm in the end?
- How do you message to an age-range of 16-70?
- Do we tell stories about who people want to be or are we connecting who they are now?
- Do we focus on directly recruiting our customer or building external recruiters?
- Should our stories tell or show?

ACTION, MEETING AND COMMUNICATION REVIEW

1. LC to review the Business Continuity Plan / Critical Incident Team roles and have proposed revisions ready for the 7/13/22 meeting.

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 – 2:15pm.