

**Leadership Council  
Jackson College  
Collaboratorium  
August 15, 2018**

The Leadership Council of Jackson College was held on August 15, 2018 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Meeting start time: 9:00AM End time: 4:30PM

**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 minutes were advanced.

**POLICY REVIEW**

Information Security 1614 was approved as presented. The Work Based Learning 1041 will be tabled while Dr. Thirolf looks into how the hours required fits in with HLC requirements.

**TALENT**

Interviews were held for the EMT Director/Instructor and for two Student Success Navigators.

**ACTION ITEMS: FIRST READING**

*Cengage Unlimited*

Dr. Thirolf brought forward information on Cengage Unlimited for a first reading. The team determined that we should not move forward with this opportunity at this time. The recommendation is to prototype to test with a small group of students and that this pilot would not cause increased costs to students during the prototype. This item does not need to come back for a second review. An update when available will be provided.

*Respiratory Therapy*

Dr. Thirolf brought forward a proposal to move forward with hiring a respiratory therapist program director/faculty. We agreed to move forward with this position and Dr. Thirolf will be sure expectations on transition plan is in place. This proposal does not need to be brought back for a second reading.

*TCS<sup>2</sup> Award*

The TCS<sup>2</sup> award will remain in HR and will be awarded three times a year and will remain at \$500. The Outstanding Awards will remain at \$1,000. The workforce focus will continue to

handle the TCS2 award recipient. The outstanding award process will all be handled by HR/Workforce focus. This issues has been settled and does not need to be brought back forward for a second reading.

Clarification was also provided for the innovation fund. Submissions are handled through Sara Perkin and the award amount given to the submitter is provided by the Foundation.

#### *First Robotics Kick-Off*

Dr. Thirolf shared a request to assist with funding for an upcoming event. There were no concerns with providing this assistance.

Conversation surrounding items that should be brought forward for consideration should be strategic items that impact policy or accreditation.

President Phelan reminded the team that only leadership council members should be handling contract conversations and that all contracts should be reviewed by legal. Darrell Norris suggested that other team members copy him when contracts are sent to legal for review.

### **INFORMATION/ROUND TABLE**

#### *JTA Contract*

Discussion was had around the current JTA contract. Dr. Thirolf will be working with JTA to add a 9:35AM drop off in the morning to see if this provides additional support for our students. She will also be requesting additional data on the number of students getting dropped off on central campus and what would a different financial model look like.

#### *Careers Act*

The President shared this information and would like to be sure we are accessing this funding. Specifically, what are we doing with technical pursuits and getting additional navigators. Jeremy suggested that Cheryl research this act being she is the Perkins expert.

#### *Board Meeting Debrief*

President Phelan held a debrief on the board meeting.

#### *Monitoring Reports*

A review of what the monitoring report executive summaries should consist of was held. The executive summary is all of the high points of the report. Include goals from prior 12 months, what has occurred, upcoming goals and end judgment.

Jim Jones suggested links to the monitoring reports be shared in the weekly announcements.

#### *Work Study Budget*

Darrell provided an overview of the proposed federal work study budget, which is an increase of \$56,000.

#### *Article EMU Free Tuition*

President Phelan shared a recent article with the team for discussion only.

*Round Table*

Dr. Thirolf shared that Manufacturing Day is coming up. Lee Hampton shared an update on the upcoming alumni diversity event. Cindy Allen shared that there is a new safety compliance document that is required. With this is the requirement for a new policy regarding minors on campus, which will be brought forward soon for consideration. Darrell Norris shared an update on housing. Jim Jones shared an update on facilities staffing as well as reminded folks to ensure they are putting in requests in advance for event setup.