



## **REGULAR MEETING OF THE LEADERSHIP COUNCIL**

Jackson College

Central Campus, Health Laboratory Center, Room 200

08.17.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, August 17, 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
- Ms. Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Ms. Julie Hand, Chief Advancement Officer
- Dr. Daniel Phelan, President & CEO
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Mr. Jeremy Frew, Chief Academic & Student Services Officer
- Mr. Mike Volk, Interim Chief Financial Officer
- Mr. Jason Valente, Chief Campus Operations Officer
- Mr. Collin Boyce, Chief Information Officer

### *Council Member Excused Absence:*

None

### *Others Present:*

- Keith Everett Book, Executive Assistant to the President & CEO

President Phelan called the meeting to order at 8:00am.

### **FIRST TEAM NORMS**

President Phelan and the LC focused on the Jackson College Statements of Beliefs.

### **PRIOR MEETING REVIEW**

The Prior Meeting Minutes for the Regular LC Mtg. 8/10/22 were reviewed by the LC and moved into the record. Moving forward, the prior meeting minute review will be included in the consent agenda section of LC meetings.

### **GOOD NEWS STORIES**

Mr. Frew shared that the Ready Set Jet reception went amazingly. Also, 15 Jackson High students (hopefully to become 20) have been registered for the Jackson Pathway Highschool.

Mr. Volk shared meeting a lot of people in New Employee Orientation this week and enjoying the process.

Ms. Hand shared delight at having a new Director of Development on board.

Dr. Butler described the potential for a “library of things”, things that students, employees, community members might need that could be checked out from a library – items from a leaf blower to an art isle. Ms. Allen and Mr. Valente suggested a review of the policy for loaning out college property. A Jets protocol will be presented at a future LC meeting.

The book *The Great Upheaval* by Arthur Levine was distributed to the LC, to be read in preparation for the September 27<sup>th</sup> LC Strategic Agenda Retreat for Q3.

## **THE QUESTION**

President Phelan posed the following question to the LC:

When was the last time you used institutional data in making a decision for Jackson College?

Mr. Frew – We just built a whole schedule from it when the Gus Harrison Correctional Facility closed.

Ms. Hand – I used data from Razor’s Edge, database the Foundation uses, for an important mailing yesterday.

Mr. Valente – We use a lot of institutional data to determine what buildings to start putting UV lighting in and what kind of landscaping to place around the ball fields. We use it frequently. We used it to determine the building of the STEAM factory.

Ms. Crum – We don’t have a solid equity rubric, but it is currently being developed using institutional data.

Dr. Butler – We used it yesterday in a low enrollment meeting, to determine what courses need to be added in real time.

Mr. Volk – I use data to develop / confirm my questions about what I am hearing at NEO and in the Business Office.

Mr. Boyce – This is where we are heading from an IT perspective with institutional data: Data comes in four main ways – incidents, help desk requests, tracking maintenance, and project type work. By taking those four things and pulling them together, it helps us determine what resources we need. We are exploring a “data library”, similar to a “library of things”.

Ms. Allen – Most of the data we are looking at lately is for wages and marketing, like google analytics explorations with our marketing consultant for example.

President Phelan noted that making decisions needs to start first with asking what policy says about it and what data says about it.

Mr. Valente described using institutional data when looking at the student emergency process, using a cross-functional team to oversee the Harriet Myer Student Emergency Fund, to review what is needed by the whole student. This is all based on data to get people what they need to be successful.

President Phelan expressed concern with the brief amount of time legislation currently has left to develop / pass important initiatives for community colleges. He also highlighted the legislation's use of data points that could pose hurdles for participating in Michigan Reconnects. As ever, it is important for community colleges to get their truths out / heard.

President Phelan also re-emphasized the safety importance for all staff to wear ID Badges that are visually available.

## **REQUIRED REPORTING:**

### **Standing Reporting: Monitoring Reporting**

President Phelan shared that the Board wants to continue monitoring all policies yearly.

### **Standing Reporting: Cyber-security and Preparedness**

Ms. Allen will be working with different departments to finalize the Business Continuity Plan.

## **ACTION ITEMS**

### **Jackson College Business Continuity Plan (this stays on the agenda)**

Mr. Boyce asked to look at the cyber-security insurance policy. President Phelan will offer a copy of this to him.

### **Jets Protocols**

Ms. Allen brought forth the following position for consideration by the LC, which was moved forward to posting:

- Health Clinic Medical Assistant

### **Contract Approval Authorization & Process**

President Phelan noted that nearly all contracts need to be approved first by legal counsel and then by the President. When contacting legal counsel, he asked that LC be certain to offer the context around each ask. For review and signing by the President, please send the entire contract to President Phelan, not just the signature page. President Phelan also noted that planning enough time for this process is important. Also, renewal contracts still need to be reviewed by legal counsel. Ms. Allen will speak with Mr. Boyce about how to contact legal counsel. Mr. Boyce noted that software contracts are important to be reviewed for the correct language, the language as stated within the insurance policy. Mr. Valente and President Phelan will review what needs to be addressed from a facilities contracts standpoint with legal counsel.

### **Interview Questions & Handling**

President Phelan emphasized that the future of a college lacking a meaningful culture cannot be helped by a beautiful campus or buildings. It all has to start with people, which makes our interviewing process of the utmost importance. Our culture is given to the love, care, and commitment to our students and employees, which must be central in our hiring process.

## **JC Global Ownership Management**

President Phelan, Mr. Frew, and Ms. Allen confirmed the point people of JC Global and a *full* launch by the date of January 1, 2023.

## **Board Retreat Outcomes**

President Phelan offered the following highlights from the JC Board of Trustees Summer Retreat held on August 12<sup>th</sup>:

- Chairperson Crist and Trustee Simpson were impressed by their ACCT GLI (Association of Community College Trustees Governance Leadership Institute) experience in early August, encouraging other Trustees to attend next year. Three Trustees anticipate participating next year.
- There are four more Ownership Linkage meetings yet to be held. Mr. Valente suggested including Lumen Christi Catholic School in the conversations.
- Process for how the Board fills member vacancies will be added to the Bylaws.
- Best travel practices will be added to the Bylaws.
- Business Office updates were provided to the Trustees.
- The Accreditation peer result audit was shared with the Trustees.
- Updates on the pursuit of the BSN pathways / partnerships were provided to the Trustees.
- Trustee Fall Planning Session, Robert's Rules of Order, and policy monitoring were reviewed with the Board.
- The Board worked on a case study to help instill best practices, and will be doing so on a regular basis.
- Once a semester, the LC will be dining with the Board in the Dove Commons prior to Board Meetings.

## **Jet Jam**

President Phelan asked LC to all be involved at Jet Jam on September 8<sup>th</sup>, 11am – 3pm.

## **2022-2023 League of Innovation Awards / Achieving the Dream Awards**

President Phelan noted that these awards provide a important celebratory element. LC will share these opportunities for discussion with their teams and bring those conversations to the next LC meeting.

## **CONSENT AGENDA ITEMS**

Prior to this LC meeting, members of the LC reviewed the LC Score Card.

Mr. Frew shared the current Fall enrollment of 39,500, which is on track and doing well. He warned that LCC is down 12% from last Fall.

Regarding housing, 165 student resident applications are completed, while 20 are still being processed, and another 35 are expected. Mr. Frew added that the more JC can do continuous enrollment, the more it will help.

## **DISCUSSION OF THE LEADERSHIP COUNCIL**

Ms. Allen spoke to a law change for retirees participating in MERS: All who retire after July 25, 2022 cannot come back to work until after 9 months.

LC will send their topic suggestions / shares to Keith Book for President Phelan's State of the College.

Mr. Volk will set up meetings with each LC member and send them his home phone number.

Mr. Boyce will develop an LC group email.

Dr. Butler discussed the major improvement in the Bookstore from last year. He noted that it could be interesting to partner with a local restaurant where students can use their swipe cards.

Ms. Crum reported out on the interest being shown in classes offered at MLK, but there is a need to encourage actual enrollment. 1 student has enrolled at this point. More discussions are being had about the 34 RSJ students to get them through the 2 years.

Ms. Crum reported positive outreach by the Affinity Groups and the hire of new LGBTQIA+ liaison who will be coming onboard. She described intentionally asking employees how they are doing and offering pats on the back as a high priority during this busy time of the year.

Mr. Valente shared that Maher Campus needs to be discussed, especially since no classes have been offered there recently. Development options are being explored; selling at this time is not advisable. Regarding the Potter Center fire, there are 14 months of the restoration left. The Baughman Theatre is 20-26 weeks out from being usable. Insurance conversations remain at an intense stage. UVC lighting is being fully installed across campus to assist with warding off viruses, etc. Jax Place should be completed in the next two weeks. McDevitt Hall HVAC system is being addressed. Parking lot patching is underway. Exterior signage with logos of our partners will be posted soon. The STEAM factory is nearly done and will be ready to go for classes. Ribbon cutting needs to be scheduled. All field lighting has been refocused. Field support buildings will go out to bid next week, hopefully to break ground next month. Space observatory may be on course for a Spring opening. Preparations for more tiny homes are being considered. McDevitt Hall capital outlay plans are hopeful.

Ms. Hand reported on Maher and wishing to bring the community back to the remarkable facility. Getting the Director of Development up to speed is important for the Foundation right now. Also, the hiring search for a part-time Foundation coordinator position is underway.

Mr. Frew expressed the challenges facing the CEP currently. The current focus is to get the Fall started.

### **TALENT CONSIDERATIONS**

LC interviewed candidates for the following positions, which were all moved forward in the interviewing process:

- Director of TRIO/Student Support Services
- Multicultural Affairs Student Engagement Coordinator

### **ACTION, MEETING AND COMMUNICATION REVIEW**

1. Ms. Allen will be working with different departments to finalize the Business Continuity Plan.
2. Ms. Allen will speak with Mr. Boyce about how to contact legal counsel.
3. President Phelan will send Mr. Boyce a copy of the cyber-security insurance policy.
4. Mr. Valente and President Phelan will review what needs to be addressed from a facilities contracts standpoint with legal counsel.
5. LC will share their team discussions of the League Excellence and ATD Awards at the next LC meeting.
6. Mr. Volk will set up meetings with each LC member and send them his home phone number.
7. Mr. Boyce will develop an LC group email.
8. 8/10/22 Mr. Frew and Dr. Butler will get data on what the checkout demand has been for devices in housing and the library.
9. 8/10/22 A Residence Life report will be brought by Mr. Frew at the next LC meeting.
10. 6/15/22 Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
11. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
12. 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.
13. 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.
14. 5/25/22 Off-site data storage space is being addressed this week as well.
15. 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.
16. 5/25/22 President Phelan will create a document to share regarding the legal counsel document review SOP. Signing SOPs for President Phelan will be reviewed as well in the document.
17. 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.
18. 5/18/22 President Phelan recommended that everyone develop a plan on how their unit could operate for at least 4 weeks during an emergency.
19. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
20. 5/4/22 Mr. Norris will canvas the LC to find a group to focus on the strategic continuity action plan.

21. 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.
22. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
23. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
24. 3/30/22: Mr. Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
25. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
26. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
27. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.
28. 3/16/22 – Ms. Allen to cultivate an in-housing interest page on the website.

Meeting adjourned at 10:15am. Interviews were held from 10:45am to 2:15pm.