

**Leadership Council  
Jackson College  
Collaboratorium  
August 21, 2019**

The Leadership Council of Jackson College was held on August 21, 2019 in the Collaboratorium in William Atkinson, on the College's Central Campus in Jackson, Michigan.

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

Meeting start time: 9:00 AM Meeting end time: 4:50 PM

**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 for August 14 were advanced with minor edits.

**TALENT REVIEW**

An interview was held for an English Learning Facilitator, Part Time Grounds and Facilities Specialist and Corrections Education Program Navigator.

**ACTION ITEMS**

*Assistant Basketball Coach*

Jeremy Frew brought forward a protocol to fill the assistant basketball coach position. The team approved to post and fill.

*Work Study*

Darrell Norris presented an overview of the upcoming work study budget. President Phelan requested to have an allocation for work study or federal work study for tiny home residents in the next year's budget. In addition, President Phelan requested funds in next year's budget for facilities.

*Director of Institutional Effectiveness and Research*

Sara Perkin presented a protocol to fill a Director of Institutional Effectiveness and Research position. The team approved the request.

She also shared that the changes with the Perkins Grant will have an impact on resources.

*JPEC Space*

Darrell Norris provided an update on the JPEC space. President Phelan told Jeremy to keep room 182 on the books for scheduling.

*League Application*

A brief review of the League agenda was had. The team was reminded to submit PowerPoint slides and supporting documents need to be sent to Sara by September 3<sup>rd</sup>.