



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College
Central Campus, Health Laboratory Center, Room 200
08.24.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, August 24, 2022, 1:30pm, 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. Julie Hand, Chief Advancement Officer
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Mr. Jeremy Frew, Chief Academic & Student Services Officer
- Mr. Mike Volk, Interim Chief Financial Officer (via Teams)
- Mr. Jason Valente, Chief Campus Operations Officer (via Teams)
- Mr. Collin Boyce, Chief Information Officer

Council Member Excused Absence:

- Dr. Daniel Phelan, President & CEO
- Ms. Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging

Others Present:

- Jesse Wallenfang, Administrative Assistant

Ms. Cindy Allen called the meeting to order at 1:30pm.

FIRST TEAM NORMS

Ms. Allen and the LC focused on the Jackson College Statements of Beliefs.

GOOD NEWS STORIES

Ms. Allen reminded the Council about tomorrow's parking lot party for new student move in. Mr. Jeremy Frew added that additional students are moving in early today as well.

REQUIRED REPORTING:

Progress on 90/80/70 Goal, Equity Gap Elimination & Strategic Agenda

The LC reviewed the improved report numbers for Fall 2022 to the past two years but noted that the figures are still not recovered to pre-pandemic levels.

Standing Reporting: Monitoring Reporting

The LC reviewed the annual monitoring report schedule without additional comment.

Standing Reporting: Cyber-security and Preparedness

Ms. Allen continues to work with different departments to finalize the Business Continuity Plan.

ACTION ITEMS

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

Mr. Collin Boyce continues his review of the cyber-security insurance policy.

Jets Protocols

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

- Assistant Cross Country Coach
- FT Safety and Security Manager
- FT Cleaning Team Member
 - Mr. Valente announced that due to the recent departure of an additional cleaning team member, this search will be expanded to include two positions following a review to ensure good coverage of duties.
- FT Faculty, Psychology
 - Dr. Todd Butler emphasized the importance of securing this position as a lack of faculty has led to several courses getting cancelled or changed and the infeasibility of filling the courses using adjunct instructors.
 - Mr. Frew reminded the LC that we remain well below budget with this and other faculty positions remaining unfilled.

2022-2023 League Excellence Awards

Mr. Frew reported that nomination criteria and questionnaires will be sent out in early September.

ATD Awards

Mr. Frew reported that the ATD Award application will also be submitted in September. Ms. Julie Hand noted the shorter deadline for these Awards compared to the League Excellence Awards – September 30.

Policy Review

Ms. Allen brought forth the updated Nepotism Policy for review, noting the change to eliminate exceptions to the policy.

Student Employment Budget Approval

Ms. Allen presented the current budgets for Federal Work Study and General Fund Student Employment for approval so that hiring processes can begin.

Mr. Mike Volk inquired how many prior years were used in building the requested budget amounts and was referred to Kim Abbott for the historical buildup documentation.

The budgets were approved for submittal to the Business Office for processing next week and historical review.

CONSENT AGENDA ITEMS

The Prior Meeting Minutes for the Regular LC Mtg. 8/17/22 were reviewed by the LC and moved into the record.

Early residence move ins numbers were reviewed and Mr. Frew inquired about the threshold at which CV3 will need to be opened for residents.

Mr. Frew reported a very productive Faculty Learning Day.

Ms. Hand expressed how thrilled they have been with Margaux Dever starting as the new Director of Development.

Mr. Volk reported that he is looking forward to working with everyone that he has been meeting with and is adjusting to the campus culture at JC.

Dr. Butler shared comments from Joe Shackelford expressing relief at having the faculty contract in place prior to the Faculty Learning Day and commending the faculty who are splitting the CEP courses as that is not an easy feat. Mr. Frew noted the need to review the budget for CEP as recent changes have made it difficult to find enough instructors for the program. Moving to true online courses for CEP will help considerably but that has its own obstacles in implementation.

Candidates for JC representatives at the League for Innovation in the Community College Executive Leadership Institute were discussed. Ashley Van Heest attended last year and Justin Gaeta has expressed interest in attending this year.

Mr. Boyce reported that hiring of additional IT staff continues.

Ms. Hand inquired whether we will be holding a ribbon cutting ceremony for the STEAM Factory. The event will be in September but details are still being developed.

Mr. Frew reported that Athletics will be showing the new baseball/softball fields to employees when the construction project nears completion. Student athletes have requested President Phelan to throw the first pitch on the new fields.

Ms. Hand reported some new ideas being developed for the Foundation's annual gold tournament to allow for more participants/donors. The changes won't be implemented for this year's tournament due to its impending date, but will improve future events.

Open Positions

Mr. Valente reported that the Foundation Coordinator position will need to be reposted following the withdrawal of the previous candidate.

LC & Presidential Score Cards

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

JC Strategy, Culture and Commitment Survey

The LC reviewed the draft survey prepared by Dr. Rose.

Mr. Frew inquired if the survey had been presented to IRB for review yet. Ms. Allen said that IRB will be contacted for their review.

TALENT CONSIDERATIONS

- No candidate interviews were scheduled with the LC due to the abbreviated meeting for the day.

ACTION, MEETING AND COMMUNICATION REVIEW

1. Ms. Allen will forward the draft JC Strategy, Culture & Commitment survey to IRB for review.
2. Mr. Volk will be working with Kim Abbott to review the student employment and work study budgets so that hiring processes can be implemented next week.
3. 8/17/22 Ms. Allen will be working with different departments to finalize the Business Continuity Plan.
4. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contracts standpoint with legal counsel.
5. 8/17/22 LC will share their team discussions of the League Excellence and ATD Awards at the next LC meeting.
6. 8/17/22 Mr. Boyce will develop an LC group email.
7. 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.
8. 8/10/22 A Residence Life report will be brought by Mr. Frew at the next LC meeting.
9. 6/15/22 Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
10. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
11. 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.
12. 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.
13. 5/25/22 Off-site data storage space is being addressed this week as well.

14. 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.
15. 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.
16. 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.
17. 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.
18. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
19. 5/4/22 Mr. Norris will canvas the LC to find a group to focus on the strategic continuity action plan.
20. 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.
21. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
22. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
23. 3/30/22: Mr. Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
24. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
25. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
26. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.
27. 3/16/22 – Ms. Allen to cultivate an in-housing interest page on the website.

Meeting adjourned at 2:30pm.