



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, Health Laboratory Center, Room 200

08.03.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, August 3, 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
- Mr. Jason Valente, Chief Campus Operations Officer (via teams)
- Ms. Julie Hand, Chief Advancement Officer

Council Member Excused Absence:

- Dr. Daniel Phelan, President & CEO
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Dr. E. Wayne Rose, Chief Information Officer
- Mr. Jeremy Frew, Chief Academic & Student Services Officer

Others Present:

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

Cindy Allen called the meeting to order at 8:00am.

FIRST TEAM NORMS

Ms. Allen reminded the LC of the LC protocols, norms, and the JC Mission, Vision, Statement of Beliefs, and Values.

PRIOR MEETING REVIEW

The Prior Meeting Minutes for the Regular LC Mtg. 7/13/22 were reviewed by the LC. With minor edits from Ms. Allen, they were moved into the record.

The LC attended the Alliance for Innovation & Transformation (AFIT) Summer Institute the week of 7/20/22. The week of 7/27/22, the LC participated in professional development with Bob Allen of Ideas Brand & Experience Design and Angie Morgan of leadstar. They also attended portions of the Michigan Community College Association (MCCA) Summer Conference that same week. The usual decision-making LC Mtgs. were not held the weeks of 7/20/22 and 7/27/22.

CURRENTLY DEVELOPING MATTER

At the top of the meeting, Ms. Allen shared that college bomb threats have become prevalent in Michigan and security has heightened their awareness even further. Via email following the meeting, Ms. Allen shared JC's bomb treat protocols and the FBI's intelligence on who is being targeted and the pattern of the threats.

GOOD NEWS STORIES

Ms. Crum shared that the Elderly Community Affinity Liaison, Ms. Liz Storey, arranged for 15 elderly community members to experience the JC campus this week; some have already enrolled in classes and others are considering it.

Mr. Valente shared that a strong candidate has been interviewed for the Director of Development and will be brought to LC at the August 10th meeting.

Ms. Allen will send an email to Mr. Jeremy Frew requesting an email update on the current enrollment status.

REQUIRED REPORTING:

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

Ms. Crum shared that the equity initiative list and student surveys are currently being considered. She also noted that the selection of an ATD equity data coach is being anticipated.

ACTION ITEMS

Jackson College Business Continuity Plan

Discussion ensued about CFO interviews being conducted the week of August 8th, as well as the onboarding of new CIO Collin Boyce.

Additional work needed on the Jackson College Business Continuity Plan (originally spearheaded by ex-CFO Darrell Norris and Interim CIO Dr. Wayne Rose) will be discussed via a meeting between Ms. Allen and Mr. Valente. This plan is needed to complete insurance eligibility.

Jets Protocols

During a meeting of the LC on 7/22/22 at AFIT, Mr. Frew brought forth the following positions for consideration by the LC, which were all moved forward to posting:

- Men's Basketball Coach
- JC TRIO SSS Director
- CEP Navigator Replacement Position

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

- Theatre House Manager
- Assistant Coordinator/Cook FT – Ms. Allen will correct the 40-hour week allocation on the vacancy form (currently indicating 8am-9am, 7 days a week).

Ms. Allen shared that the Potter Center Theatre Season is selling exceedingly well. She also noted that Culinary is currently experiencing some staffing challenges logistically.

Ahead of this LC meeting, Mr. Frew brought forth the following positions for consideration by the LC, which were all moved forward to posting:

- New Student Engagement Communication Technology Manager
- New Student Engagement Coordinator

Discussion ensued about recent employee resignations.

Policy Review

The following policies were reviewed:

- Policy 1037 Academic Freedom Revision 2021
- \$10.00 Retake Policy for Blended Developmental Education Courses

Policy 1037 was passed and will be placed into the normal policy formatting for posting.

The \$10.00 Retake Policy for Blended Development Education Courses was reviewed and approved for elimination.

Monthly JC Employee Townhall – August 10th – Potential Topics

The LC offered the following as potential topics at the August 10th Monthly JC Employee Townhall:

- Evaluation Process Update from Jennifer Dobbs
- Announcement of Hispanic Heritage Celebration in September
- Request for Spooktacular volunteers
- Reminder of Convocation dates and activities

CONSENT AGENDA ITEMS

Prior to this LC meeting, members of the LC reviewed the JC Weekly CampusWorks Report, LC Score Card, and an Inside Higher Ed article.

DISCUSSION OF THE LEADERSHIP COUNCIL

Ms. Allen provided updates on IT staffing and department status.

Ms. Hand noted that scholarships are being finished up this week.

Mr. Valente shared that of the numerous projects underway, caulking around the windows and brick repair on Potter Center are currently taking place. The fields projects are coming to a close, following final reconfiguration of the lighting.

Ms. Crum reported that interviews for the LGBTQIA+ Community Affinity Liaison are underway. Regarding the Taste of JC, 1 student of the 8 passed the course. There was a lot that came out of this that was positive, though outside support for the students and language barriers did pose obstacles, which will be addressed for next year. The language barriers were particularly challenging.

Ms. Allen shared that the faculty negotiations and contract are virtually completed.

ACTION, MEETING AND COMMUNICATION REVIEW

1. Ms. Allen and Mr. Valente will meet regarding the Business Continuity Plan.
2. Ms. Allen will request an enrollment status update from Mr. Frew via email.
3. 7/13/22 LC to review the Business Continuity Plan / Critical Incident Team roles and propose revisions.
4. 6/15/22 Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
5. Dr. Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
6. 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.
7. 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.
8. 5/25/22 Off-site data storage space is being addressed this week as well.
9. 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.
10. 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.
11. 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.
12. 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.
13. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
14. 5/4/22 Mr. Norris will canvas the LC to find a group to focus on the strategic continuity action plan.

15. 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.
16. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
17. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
18. 3/30/22: Mr. Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
19. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
20. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
21. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.
22. 3/16/22 – Ms. Allen to cultivate an in-housing interest page on the website.

Meeting adjourned at 9:00am with further follow-up via email from Ms. Allen and Mr. Frew to ensue, considering the limited number of LC members available to attend this meeting and lack of interviews.