

## **Leadership Council August 4, 2021**

The Leadership Council of Jackson College was held on August 4, 2021.

Leadership Members Present: Jason Valente, Cindy Allen, President Phelan (via Zoom), Jeremy Frew, Jim Jones, and Darrell Norris.

Approved Absences: N/A

Meeting start time: 8:10 AM Meeting end time: 12:00 PM

### **FIRST TEAM NORMS**

#### **MONTHLY BELIEF/GOOD NEWS**

Per Cindy, there were 25,000 clicks for the Lineman program at JC when it was posted on social media. Follet has moved out of the bookstore and we are moving forward to get BibliU on board.

#### **MINUTES**

The minutes for July 28, 2021 were reviewed and approved.

#### **ACTION ITEMS**

*Review Task List Items:* Per President Phelan, he would like this task list to stay updated, information can be sent to Wendy or the LC can update accordingly.

*Switchboard Operator – Receptionist:* Cindy spoke about the position; it will be part time to ensure that hours are covered and outside callers are assisted as needed. Jim is going to provide call logs and requested data to evaluate the incoming calls to determine if an automated system would be useful in the future. Position was moved forward for posting.

*Assistant Dean of Instruction:* Per Jeremy, he explained the need for this position, it is important that this role provide extended support and it is essential to find the right person who is willing to work and have the skillsets in whatever area they are needed to assist with. This position will be a cost savings in the long run and very beneficial to the department. Position was moved forward for posting.

#### **INFORMATION ITEMS**

*Scorecard Review:* Darrell spoke about the cash on hand, which is slightly down from last week. He shared the BCH and the application count along with other data relevant to enrollments. Face to face orientations have started, per Jeremy, and numbers have exceeded last year. CEP enrollment is increasing and is expected to continue to grow.

*Academic Laptop Incentive Program:* Cindy spoke about the program, it is still being promoted, there are just under 400 computers that have been assigned at this time. Per Jim, disbursements start in 14 days.

*HEERF Funding Update:* No data provided at this meeting.

*Reintegration Task Force Update:* No data provide at this meeting.

*Construction, Facilities and Grounds Updates:* Per Jim, all projects are on schedule, playground, CV1, Sheffer Music Hall, Potter Center front entrance, ball fields, etc. Things are moving along.

*Residence Life Update:* Darrell talked about filling CV2 first. There are 64 students assigned to CV2 at this time. With 21 students in the housing pipeline that have at least 1 dose of the vaccine, special accommodations will be made accordingly until they are fully vaccinated.

*HR/Talent:* Cindy provided the list of available jobs, there are about 30 positions still open. Darrell shared information regarding the Jet Store inside the bookstore, more details to come.

*Potter Center Fire Update:* Darrell indicated that the electrical equipment bids have been sent out to three vendors asking for pricing and timelines. There is still HVAC cleaning in the process along with ongoing meetings to work through all the details.

*JPEC Updates:* Darrell shared that Shane Malmquist is no longer the president of JPEC. There is continuing talk about conducting a search to get that position filled.

*Colleague Security Audit 2021 - PROJ: p1023:* This will be moved forward to next weeks meeting.

*LC Retreat:* The location for the LC Retreat is being considered. This will be revisited next week for any updates.

*PC Flow:* Cindy shared that the cones have been repositioned to guarantee that everyone goes through the checkpoint. President Phelan is very concerned that not all individuals have been going through the checkpoint and he wants to ensure that will no longer happen. An email will be going out today to all JC employees to let them know the changes that have been made.

*VIP Tickets for Commencement:* President Phelan inquired to find out how many VIP tickets that LC would like for Commencement. Jeremy will have Zak reserve 30 VIP seats and more can be added if needed.

*Other:* N/A

**INTERVIEW: PT – GROUNDS**

**INTERVIEW: FT – GROUNDS**

**INTERVIEW: FOOD SERVICE**

**INTERVIEW: ASSISTANT SOFTBALL COACH**

**ACTION, MEETING AND COMMUNICATION REVIEW**

**PLUS/DELTA**

**MEETING END**