

**Leadership Council
Jackson College
Potter Center, Boardroom
August 5, 2020**

The Leadership Council of Jackson College was held on August 5, 2020.

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

Absent: Sara Perkin

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

FIRST TEAM NORMS

The Leadership Council COVID-19 Commitments were reviewed.

MONTHLY BELIEF/GOOD NEWS

Celebration of the monthly belief and good news stories were shared.

MINUTES

The minutes for July 29, 2020 were approved with minor changes noted.

MEMCA PRESENTATION

Jean Logan, Nathan Venske and Ashley VanHeest shared part of their presentation they are doing at the upcoming MEMCA conference. The LC received copies of the complete PowerPoint, including JCEC performance data, and asked questions of the presenters.

INFORMATION

Scorecard Review

The team reviewed the weekly Scorecard. President Phelan asked that the Scorecard regularly include the use and distribution of CARES Act funds.

Housing Update & Decision

Darrell provided an update on housing. Dr. Phelan led a table-top exercise with three unique simulations. Discussion followed regarding the handling of emergency situations in housing related to COVID.

Jets Checkpoint Location Consideration

Discussion was had around potentially moving the location of the checkpoint to the Emmons Road entrance. It was determined that the checkpoint location will stay where it is. A building capable of holding four cars at a time, with door closures, and a connector to the Emergency Services trailer, will be constructed in a few weeks. The building will provide for continuing COVID-19 checks during inclement and winter conditions.

Bubble Protection Level Discussion

Dr Phelan led a discussion regarding the level of protection, or 'bubble' would be around the College for the year. Strict adherence to the Reintegration Task Force Plan requirements was discussed, as well as implications for employees and/or students to fail to comply.

Bus Services Discussion

The college will maintain current schedule and JPEC will work to add their needed run times.

RSJ Update and Graduation

An update on RSJ was provided by Lee Hampton. He shared a graduation ceremony is being planned and encouraged all LC members to attend..

Lecture Hall Course Blocks

Jeremy Frew provided what a potential lecture course block schedule would look like and discussion was had. Specific courses to be offered will be promoted ASAP.

CARES Funding Distribution Update

Darrell Norris provided an update on the CARES Act funding. Dr. Phelan noted that the allocation of the institutional portion of funding was proceeding well, however the student portion was significantly underutilized. He proposed a new strategy for student support in increase the funding amount from \$500 per student to \$2,000 for the fall 2020 semester. He asked marketing to begin immediately to promote this funding.

Securing the Human Training/Rehmann Phishing Campaign

Jim provided more information on the employees involved in the last phishing campaign and steps being taken as a follow up communication. Unfortunately, too many employees are not only clicking on the item, but also supplying information.

August Board Meeting

The agenda for the upcoming August 10th board meeting was shared and briefly reviewed by Dr. Phelan.

Federal and State Update

President Phelan shared the latest federal and state updates.

Golf Outing

Jeremy Frew presented information related to this year's outing. Conversation was had and it was determined this event would be cancelled for this year.

Audiosinc

President Phelan shared information on Audiosinc, an automated visual note taking software for STEM courses.

Purchasing Procedure Changes

Darrell presented changes that are being made to the purchasing goods and services procedures.