



## REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, Health Laboratory Center, Room 200

09.14.22

---

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, September 14, 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
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Mr. Jeremy Frew, Chief Academic & Student Services Officer
- Mr. Mike Volk, Consulting Chief Financial Officer
- Mr. Jason Valente, Chief Campus Operations Officer
- Mr. Collin Boyce, Chief Information Officer (via Teams)
- Ms. Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Dr. Daniel Phelan, President & CEO

### *Council Member Excused Absence:*

- Ms. Julie Hand, Chief Advancement Officer
- Mr. John Globoker, Chief Financial Officer

### *Others Present:*

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

President Phelan called the meeting to order at 8:00am.

## **FIRST TEAM NORMS**

LC focused on the Leadership Council's practices of the First Team.

## **GOOD NEWS**

Dr. Butler reported that Planewave had their first telescope class last night with 15 students.

Mr. Frew celebrated having redone the course review process successfully without push back, with every course now incorporating an equity lens.

Mr. Boyce shared that IT staff have been optimistic about progress made and the road ahead.

Dr. Phelan announced that JC has been awarded a Board retreat from the ACCT via their recent raffle.

Dr. Phelan also shared that \$5M has been allocated via legislature to fund anyone that wants to be a corrections officer starting in May of 2023; individually, 15 college credits will be awarded. \$10M is being advanced by MDOE which is available as catch-up grants. This is for individuals that will graduate or get a GED starting May 2023; they will be able to access this for tuition and fees for academic catch up. Discussion ensued about institutions offering developmental education being held accountable.

Mr. Volk shared that Mr. Globoker and he will start working together this week.

## **REQUIRED REPORTING:**

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

Ms. Crum shared that the Equity Design Team is finalizing which faculty members are going to Minnesota. She described data that illustrates students of color having higher success rates with 7-week programs (rather than 15-week programs). Enrollment is being accessed to see what could be done better to help with 90/80/70. College Initiatives are now down to 53 (from well over 100) to strategically prioritize. Planning of more communication to staff is underway to inform them of how their feedback is being implemented.

Dr. Phelan reported having had a one-on-one conversation with the ATD coach, Dr. Jacqueline Taylor, hoping she will commit to six years of the program. He shared his plan to have the ATD coaches in front of the LC four times a year. Ms. Crum added that more work is being done with Ready Set Jet alignment.

Ms. Allen noted that a review of faculty success rates is underway. Dr. Butler described the concentration on those that have high student success rates and how that can be emulated.

### **Monitoring Reporting**

The LC reviewed the monitoring report schedule, which is currently on track. Dr. Phelan noted that the final piece of policy governance was executed at the September Board meeting by equating the monitoring reports with the evaluation of the President, rather than making the President's evaluation a separate process.

Board Spring and Fall Planning Sessions will have LC in attendance, and pre-Board meeting dinners will be shared between the Board and the LC twice a year.

### **Cyber-security and Preparedness**

Mr. Boyce described working with IT staff for approval on the cyber-security design documents, to then present to the LC for business impacts.

## **ACTION ITEMS**

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

The LC reviewed the main portion of the Business Continuity template. Ms. Allen will work on completing who might best be responsible for each area, and then bring that back to the LC for review on 9/28.

### **Critical Incident Training Review**

Ms. Allen noted that security is speaking with the JC ISD to align building evacuation practices. She described the best practice of evacuating to the walking trails. Bags with maps and hard keys are being appropriately distributed. The OSINT Academy is being considered. She also shared that familiarization and training of local PD about our campus regularly takes place over the weekends.

## **CONSENT AGENDA ITEMS**

The Prior Meeting Minutes for the Regular LC Mtg. 9/7/22 were reviewed by the LC and moved into the record.

Prior to the meeting, the LC members reviewed the LC & President Score Cards.

## **DISCUSSION OF THE LEADERSHIP COUNCIL**

Dr. Phelan shared that communication assessments are underway. Zoom Webinar Townhalls are very well attended. The Coffee and Conversations tend to be less impactful. Convocations twice a year will remain. Mr. Valente shared his appreciation for just having the Townhalls once a month and Convocations twice a year.

Dr. Butler shared an experience with Odessa Community College of their once-a-month celebrations (with their campus shut down during that time). It was held at 3pm or 4pm in the afternoon, was very well attended, and was a celebration of one or two items. Dr. Butler will seek their protocols for these events, to potentially emulate.

Dr. Butler suggested that community service days may be something to bring back, and Ms. Allen agreed. She reported that work is being done to find a way back to that. It was discussed that even though we no longer have a May Convocation, a Community Day in May could be most effective, especially with outdoor activities.

Dr. Phelan asked that LC speak with their administrators and come back to the 9/28 LC meeting with that feedback on the efficacy and frequency of communication. Ms. Allen suggested seeing if administrators would appreciate a quarterly administrator's meeting. Dr. Phelan suggested possibly doing away with Coffee and Conversation, to be considered further following feedback from the administrators.

Mr. Frew described that the Ballfield and the STEAM factory ribbon cuttings will be celebrations like those that are being considered monthly. He suggested focusing on a program per month to celebrate as well.

Dr. Butler reported that ongoing security issues at the Cotton Correctional Facility have been addressed and escort expectations have been updated. Some challenges with codes and links in JetNet were discussed. Mr. Frew is coordinating debriefs across all his areas discussing what can be done differently to assist with starting up the semester.

Dr. Phelan suggested conducting a more conscious technology “run thru” prior to the beginning of the semester. Discussion ensued about the need for a dummy student link for every course that can be tested. Ms. Allen suggested going back to Canvas to see if there is a way to coordinate Moodle more effectively. Mr. Frew will report out to Dr. Phelan about the issues around BiBlio and semester preparation strategies.

Mr. Valente noted that the parking lots are coming along well and are on schedule to be done in the next 10 days. The concession field building is underway, with the goal to be finished by late winter. Additional circuitry is being addressed in the STEAM Factory. Also, all fire dampers are nearly done in the Potter Center. The JPEC parking lot is being worked on as well.

Mr. Frew reported that the STEAM Factory walls are being erected. Housing is still at 213 residents. The housing position search will need to be restarted as the previously selected candidate fell through. Also, housing applications will reopen tomorrow with an October move in date.

Mr. Volk reported that Mr. Globoker will be meeting with each LC member. Rehman auditors are coming to campus next week to get started. Plant Moran will conduct a special audit soon as well.

Ms. Allen provided an update on employee health benefits. A list of holidays will be sent out to faculty, noting that the first day back after the holidays in January will be a Tuesday, which is Convocation. Dr. Phelan expressed his willingness to make the Convocation consist of just his State of the College, all things considered.

At the 9/28 LC mtg., Dr. Phelan would like the LC to come prepared to decide upon the best course of action for remote work starting January 1<sup>st</sup>, 2023.

Ms. Crum reminded the LC of the JC Hispanic Heritage event tomorrow (9/15). Also, 40 students from Parkside and Jackson High will be doing a tour of the campus. She reported that Saturday’s (9/17) Jackson Hispanic Heritage celebration will have 10 community organizations involved, 14 food vendors, and a presentation check from True Community Credit Union to the JC Foundation. Ms. Crum described Jacob Inosencio’s efforts to get the word out about all that Jackson College is doing. The six enrolled students at MLK Center are doing well. And signage indicating JC at the MLK center has been helpful for awareness.

Dr. Phelan shared his efforts underway to provide a daily hot meal to the students of JPEC.

### **Plus / Deltas of the Meeting**

Mr. Volk shared that he has been impressed to see even long-standing JC practices being assessed for value, and eliminated if need be.

### **TALENT CONSIDERATIONS**

The LC interviewed candidates for the following roles. All candidates were moved forward in the hiring process.

- Academic Support Staff
- Cashier

### **ACTION, MEETING AND COMMUNICATION REVIEW**

1. Ms. Allen will work on completing who might best be responsible for each area of the Business Continuity Plan, and then bring that back to the LC for review on 9/28.
2. Dr. Butler will seek Odessa Community College's protocols for their once a month celebrations.
3. Dr. Phelan asked that LC speak with their administrators and come back to the 9/28 LC meeting with that feedback on the efficacy and frequency of communication.
4. Remote work after December 31, 2022 will be further discussed at the 9/28 LC meeting.
5. 9/7/22 Mr. Boyce will provide updates on the audit initiatives progress for the LC meetings to Keith.
6. 9/7/22 Mr. Frew will bring back his Canvas Catalog for Workforce Programming Jets Protocol to the LC at a future date.
7. 9/7/22 Ms. Allen will seek to secure 12 additional internet pucks to be checked out by traveling employees, possibly to be housed in the same location as loaner laptops. Ms. Allen will work with Mr. Boyce on this.
8. 9/7/22 Ms. Allen and Dr. Phelan will look to incorporate critical incident topics like avoiding financial harm and inability to engage in ongoing operations.
9. 9/7/22 The League Excellence Awards deadline on December 1<sup>st</sup> will be discussed again in October.
10. 8/31/22 Mr. Volk is putting together financial metrics that should be reviewed and will share them at a future LC meeting.
11. 8/31/22 Regarding critical incidents, an incident response plan postcard with the first 5 actions to take in the occurrence of an emergency will be considered. It was agreed upon that more documentation of critical incident processes would be an improvement.
12. 8/17/22 Ms. Allen will be working with different departments to finalize the Business Continuity Plan.
13. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contracts standpoint with legal counsel.
14. 8/17/22 LC will share their team discussions of the League Excellence and ATD Awards at the next LC meeting.
15. 8/17/22 Mr. Boyce will develop an LC group email.
16. 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.

17. 6/15/22 Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
18. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
19. 5/25/22 Mr. Boyce 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.
20. 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.
21. 5/25/22 Off-site data storage space is being addressed this week as well.
22. 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.
23. 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.
24. 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.
25. 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.
26. 5/4/22 Mr. Globoker and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
27. 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.
28. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
29. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
30. 3/30/22: Mr. Globoker will assign a budget to the Lumen Christi Internship Program.
31. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
32. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.

Meeting adjourned at 11:15pm. Interviews were conducted 10:00am – 11:15am.