

Leadership Council September 15, 2021

The Leadership Council of Jackson College was held on September 15, 2021.

Leadership Members Present: President Phelan, Jeremy Frew, Cindy Allen, Jim Jones, Darrell Norris, and Jason Valente

Approved Absences: N/A

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

FIRST TEAM NORMS

MONTHLY BELIEF/GOOD NEWS

Jeremy- Commencement employees who worked so hard to make it happen. Bryan Murphy working early a lot of people here to make it happen.

President- great lakes power is doing well with helping with getting the Potter Center up and running. New \$500k available for

Cindy says that Dotty is feeling better everyday.

Darrell- Subway, meal plans and cash only currently.

MINUTES

The minutes for September 1 & 8, 2021: No comments

ACTION ITEMS

Jets Protocol – Jets Store Clerk: 2nd position, that will support the Jet Store Manager and Jet Store Operations. \$60k impact. Needs graded. Would also like some student workers or temp help for peak times. This would provide two full time people. Laptops Program will also be ran out of the Jets Store. It may take a year or two to break even. Darrell will keep President Phelan updated. This will be a blended book bookstore. Fall semester 4300 courses. This store will have a strong convenience store. All food service employees will be cross trained to also work there. When it was Follett it was two FTE and two PT. This would also be the standard hub for college apparel, this will help with all employee apparel as well. Small section of higher end apparel. Darrell will work with Courtney to see what athletics is doing as well. This is something for next Fall. Approved.

Jets Protocol - Diversity and Inclusion Programming Coordinator: Antonine's replacement, there are recruitment goals, summer bridge program as well. Need to make sure it is not the same title as Mykayla's. Cindy will work with Jeremy on adjusting this. Approved

Jets Protocol – Director of Admissions and New Student Engagement: Julie Hands' replacement, although it has been lowered. This is a customer service role that will report to Monica, the front-

line employees will also report to this person. This way all areas will report to the same person. This will reduce the Admissions staff count again. Monica and this position along with Jeremy will have enrollment oversight. For Jackson College virtual we will need to add additional staffing for that, for more attention to those virtual students who have provided inquiries. Discussion was had about the future or recruiting and branding that what that will look like.
Approved

Darrell will bring a staffing position update for the October meeting.

INFORMATION ITEMS

Scorecard Review;

BCH – own 4% fall 2020

112% BCH budgeted

Out of District- lowest of the falls, there will be additional

Goals should be in line with Fall 2019 numbers

86% Faculty Attendance Reporting

Academic Laptop Incentive Program;

623 accepted agreements

We will be doing this practice moving forward even past HEERF funding

Intent to have laptops for purchase in the JetsStore as well

HEERF Funding Update:

\$14 million spent, \$3.6 million left facilities projects we will start looking at like lighting and HVAC systems, door handles etc

There may be a need to replenish Harriet Myer.

Reintegration Task Force Update;

Desire to create on campus protocol for events so that each meeting there are Integration plans to use.

COVID-19 Form will be updated for current COVID-19 Cases so this will be only for those with symptoms or those who are testing positive. Then notify the person of 14 days and work with Academics to communicate with faculty. We need to be prepared to move completely online, does everyone have a laptop and is ready to move remotely.

Need and update from Jim weekly of who still needs laptops excluding essential workers. This does not include an entire office set up. Adjuncts will be handled on an individual basis.

Continue to meet Bi-Weekly. Keep the long ball view in mind as we continue this work, sustainable practices. Fluidity, communications and consistency in adherence to protocols for students and employees.

Construction Updates:

Music Hall is running about 5 days behind. Should still be done for October.

Parking Lot identification getting ready for production.

Signs installed this Friday.

All Pos are in for the Beltway Project

GP entrance, concrete Friday, sculptures now, pavers now, landscaping next week.

Fields are moving along as planned.
Fountains removed from pond today, other parts being repaired.
The second crew of contractors are gone and new crew is now working on playground.
Waiting on date for replacement pieces on Housing
Gold Hall meetings this week for new schedule, as it is behind.

Residence Life Update:

124 on campus
5 checks in progress
Resident mentor programming in process
Family in Housing is doing well, looking for additional mentors
Marketing has a call to student government out
Student Life has Trivia coming up and event for voter registration

HR/Talent:

32 positions on the list, 3 are hired that will start next week
May be additional adds from today's approvals

Potter Center Fire Update:

Action plan was submitted to township, and it has been received no word back from inspectors
Nights and weekends approved by insurance
New bids back from Insurance for electrical
Baughman finished mid October
Cleaner says we may need new curtains

JPEC Updates:

Working on getting the President position posted, CSI is taking the lead on the search
There has been a few COVID-19 issues that have been addressed

LC Retreat Follow Up:

Looking for activities to do
Ideas for consideration
Make sure you have the book read

Other: October goal for a plan for advertising and recruiting for RSJ

LC INTERVIEW

Keith Book - Executive Assistant Position – President's Office
Sharneice Jelks – Resident Life Coordinator

PLUS/DELTA

Next meeting will be moved back to the Board Room. Face to Face interviews moving forward following protocols

MEETING END