

**Leadership Council  
Jackson College  
Potter Center, Boardroom  
September 24, 2020**

The Leadership Council of Jackson College was held on September 24, 2020.

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

Meeting start time: 9:00AM Meeting end time: 11:55AM

**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 September 17, 2020 were approved with a few minor corrections.

**ACTION ITEMS**

*JPEC Navigator*

Jeremy Frew shared a protocol to move one of our current navigators to focus on JPEC students. The request was approved.

*SCC Grant*

Jason provided an update on the SCC Grant. Discussion was had to ensure clarity around this project. If the grant is received, then a point person for the grant will be designated.

*Policy Review: 1715 Tobacco Free*

Policy 1715 Tobacco Free was approved with proposed changes.

*Resident Coordinator*

Darrell presented a proposal to post for a Resident Coordinator. The request was approved.

**INFORMATION**

*Scorecard Review*

The team reviewed the weekly Scorecard.

*Housing Update*

Darrell provided an update on housing. We are currently at 207 students in housing. Discussion was had around ensuring students in housing are going through the daily check point.

President Phelan asked Jim to get an update on the kiosks that have arrived. Jim will follow up with President Phelan with an update.

### *Tiny Homes*

Jim provided an update on tiny homes. Homes are scheduled to arrive on Tuesday. Darrell shared that he is still finalizing selection protocols with legal for tiny homes and will have soon. A small event will be planned with a limited group of people, likely the beginning of November. An update on tiny homes will be a continuing item under housing each week.

### *FEMA*

President Phelan inquired about the FEMA grant and where we are with expenditures we can submit for reimbursement. President Phelan would like us to ask for recovery on housing we supplied to emergency workers. Reimbursement for the emergency trailer being purchased will be pursued.

### *Restricted Funds*

Darrell will pursue recovery of laptops not returned through the State. Additional items being allocated are PPE and barriers. Darrell will look into marketing expenses to see if they are eligible for reimbursement. Restricted funds update will be carried over to the next agenda. President Phelan made it clear that he does not want to return any dollars to the state.

For FY 21, President Phelan wants to stay on track to purchase laptops that will be part of enrollment for new students. Students will have the opportunity to opt out if they already have a device. Faculty will be required to include the minimum device needed on their syllabi.

### *Cares Act*

Darrell provided an update on Cares Act.

### *COVID SCENARIOS*

This topic was put on hold.

### *Jets Future*

President Phelan will be mentioning this during today's Town Hall and will be asking volunteers to reach out to Sara.

### *Planning for Winter*

Jim shared that he is working on finalizing the plan for winter.

### *Article*

President Phelan shared an article related to rising Covid cases in schools.

### *Strategic Agenda Information Sessions*

A couple of information sessions related to the FY'21 Strategic Agenda. In addition, Coffee and Conversations will resume.

### *Flu Vaccines*

Cindy shared that flu vaccines will be offered on campus. For those not on campus they will be encouraged to visit a location near their homes.

### *21 Day Equity Challenge*

President Phelan shared a link and has asked that the Leadership Team complete this challenge.

### *Check in with LC*

Thursdays will still be a required on-campus day for Leadership. Aside from this day, the team members have flexibility to work from home when needed. When taking a vacation day, team members should send an all day invite to the entire leadership team.

### *Round Table*

President Phelan is thinking about a long-term college that is predominately virtually but would offer some drive-in services. He is also considering offering courses that would be offered via television. Lee shared that the diversity committees will be launching soon and that next week he will be bringing forward information on the affinity groups. Lee is also working on a proposal to expand RSJ to 100.