



REGULAR MEETING OF THE LEADERSHIP COUNCIL

Jackson College

Central Campus, Health Laboratory Center, Room 200

09.28.22

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, September 28, 2022, 9:30am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

Leadership Council Members Present:

- Dr. Todd Butler, Dean of Humanities and the Sciences
- Mr. Jeremy Frew, Chief Academic & Student Services Officer
- Ms. Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Dr. Daniel Phelan, President & CEO
- Ms. Julie Hand, Chief Advancement Officer
- Mr. John Globoker, Chief Financial Officer

Council Member Excused Absence:

- Mr. Jason Valente, Chief Campus Operations Officer
- Mr. Mike Volk, Consulting Chief Financial Officer
- Ms. Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer
- Mr. Collin Boyce, Chief Information Officer

Others Present:

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

President Phelan called the meeting to order at 9:45am.

GOOD NEWS STORIES

President Phelan expressed how 'over the moon impressed' he and the Lt. Governor were with our institution and staff during yesterday's tour of Jackson College.

Discussion ensued about the current somewhat sour state of our country.

- The importance of grounding, of spending time with our employees, must not be underestimated. We need to cascade hope throughout the ranks, visit and listen to how people are doing.
- We have to equip people with tools to help themselves and others get through stressful times.
- We need to have a strategy with the community for more comradery.

Dr. Butler shared a story of faculty performance above and beyond, that should be used carefully, as not to make employees feel they must always work outside of hours.

Mr. Frew shared that consistent integrity and having a voice is more important than salary to many employees.

Dr. Phelan encouraged LC to push back on some agenda items in order to prioritize reaching out to our employees.

Ms. Crum described the important of a human touch during this time.

ACTION ITEMS

Jet Protocols

Dr. Phelan presented Jets Protocol information and action templates to be used for each item of the LC meeting agenda going forward. Keith will send the Word forms to the LC.

Dr. Phelan brought forth the following position for consideration, which was sent forward to posting:

- Cook Full time

Dr. Phelan noted that a wage analysis is underway to assist with recruitment and retainment.

Dr. Butler shared that recruitment for face-to-face instruction is currently more challenging than online recruitment. He also shared information about culinary students in the CEP and a correlation that could be drawn between the prisons and our college needs in dining.

Policy Review

The following policy was reviewed and approved as amended:

- Policy 2612 Free Speech & Demonstrations – Contradictory references to alcohol will be clarified under “Scheduling”, Item C and under “Governing Conditions”, Item N.

Presentation of MichiganWorks! Southeast

Tina Matz presented on her work with MichiganWorks! Southeast. The LC also took this opportunity to thank Ms. Matz for her 13 years of service at JC, and wished her well in her next endeavor.

Ms. Matz noted the important of adding links to MichiganWorks! Southeast on the main JC webpage. She will also investigate an opportunity for an WIOA office on the JC campus.

AACC 2023 Annual Conference

President Phelan requested that the AACC 2023 Annual Conference being held in April 1-4, 2023 in Denver, CO be kept on the LC's radar for attendance.

CONSENT AGENDA ITEMS

Prior to the meeting, the LC members reviewed the LC & President Score Cards and the Corrections Officers Postsecondary Grant Program.

TALENT CONSIDERATIONS

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

- New Student Engagement Coordinator
- Residence Life Coordinator

ACTION, MEETING AND COMMUNICATION REVIEW

1. The following topics of discussion will be carried forward to the 10/5/22 LC meeting:
 - Jackson College Business Continuity Plan - discussion of who is responsible for each area support strategy.
 - The following policies will be reviewed at the 10/5/22 LC Mtg.:
 - Policy 2609 Threats and Violence
 - Policy 1715 Tobacco and E-Cigarette Free Environment
 - Remote Work after 12/31/22
 - Communication Efficacy and Frequency
 - AACC Awards Nominations
 - Review of the 9/21/22 LC meeting minutes.
2. 9/21/22 Ms. Allen will work to provide updated emergency plan booklets to all employees.
3. 9/21/22 Mr. Boyce will send his IT Strategic Plan to Keith to include in Diligent for the LC's review.
4. 9/21/22 Dr. Butler will seek Odessa Community College's protocols for their once a month celebrations.
5. 9/21/22 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.
6. 9/21/22 Remote work after December 31, 2022 will be further discussed at the 9/28 LC meeting.
7. 9/7/22 Mr. Boyce will provide updates on the audit initiatives progress for the LC meetings to Keith.
8. 9/7/22 Mr. Frew will bring back his Canvas Catalog for Workforce Programming Jets Protocol to the LC at a future date.
9. 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.
10. 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.

11. 9/7/22 The League Excellence Awards deadline on December 1st will be discussed again in October.
12. 8/31/22 Mr. Volk is putting together financial metrics that should be reviewed and will share them at a future LC meeting.
13. 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.
14. 8/17/22 Ms. Allen will be working with different departments to finalize the Business Continuity Plan.
15. 8/17/22 Mr. Valente and President Phelan will review what needs to be addressed from a facilities contracts standpoint with legal counsel.
16. 8/17/22 LC will share their team discussions of the League Excellence and ATD Awards at the next LC meeting.
17. 8/17/22 Mr. Boyce will develop an LC group email.
18. 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.
19. 6/15/22 Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
20. President Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
21. 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.
22. 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.
23. 5/25/22 Off-site data storage space is being addressed this week as well.
24. 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.
25. 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.
26. 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.
27. 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.
28. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
29. 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.

30. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
31. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
32. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
33. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
34. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.

Meeting adjourned at 11:30am. Interviews were conducted 1:30 – 2:45pm.