

**Leadership Council  
Jackson College  
Potter Center, Boardroom  
September 3, 2020**

The Leadership Council of Jackson College was held on September 3, 2020.

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

Meeting start time: 9:00AM Meeting end time: 12:00PM

**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.

For next week's good news, each LC members should identify one thing learned during COVID that they would like to carry forward.

**MINUTES**

The minutes for August 26, 2020 were approved.

**TALENT REVIEW**

6 month interviews were held with Alaysia Gutierrez and Aysia Washington.

**ACTION ITEMS**

Jeremy Frew presented a proposal to host a cross country meet on September 26<sup>th</sup>. The team approved the request.

**INFORMATION**

*Scorecard Review*

The team reviewed the weekly Scorecard. The conversation related to the scorecard will remain focused on comparison of BCH using same time snapshot.

*Housing Update*

Darrell provided an update on housing.

*Cares Act*

Darrell provided an update on Cares Act spending. For the current year, we will continue to charge the online fee and award scholarships to offset the charge for students.

*Strategic Agenda*

President Phelan shared the new FYI 21 Strategic Agenda. For any LC member who would like to discuss their goals, they should connect with President Phelan. The goal is to have the plan

finalized next week. He shared that monthly meetings will be set up by Sara with each LC member.

### *Student Forums*

President Phelan shared that he wants to ensure we are making connections with students regarding world topics such as racial injustice and political issues. Darrell shared that Chas has this work on his radar.

### *Synchronous Courses*

Discussion was had around building additional synchronous courses. The short-term goal for winter is that 30% of courses will be synchronous, but President Phelan set the expectation that 50% of the schedule will be synchronous long term.

### *Article*

President Phelan shared an article that spoke to the difference between clarity and certainty. He shared this supports his goal of ensuring he is being direct with expectations.

### *Marketing USNCC*

Brief discussion was held around this topic. President Phelan will connect with Jason to determine who the point person will be. Jeremy recommends Zak and Randy be the contact persons for this program.

### *DocuSign*

Jim provided an update on docuSign. He will send out an email to the team and asked for a response with the areas that each person sees as utilizing this service.

### *Round Table*

Jeremy shared an update related to Student Connections. They have connected with three references and the company has agreed to lock in the rates for three years. President Phelan approved the switch to using this organization. He asked that Jeremy contact Judith from EdFinancial to inform her of the change.

Ward of the state – for each of these students, he would like the navigators to communicate with the counselors for each of these students. President Phelan would like us to get legal advice on how we deal with these students.

President Phelan shared that we should be thinking about what decisions will be made once we know if the State will no longer be under a state of emergency. The majority of next week's meeting will be focused on post-state of emergency. Cindy shared that HR is getting ready to kick off the online leadership development program next week. Marketing is working on updating pictures of students wearing masks. She also shared that there is very minimal interest in the work share program. She will be touching base with the respective supervisors. Jim shared that they will be looking at Federer B as a space for the solutions center to set up. He also shared that the checkpoint work is underway. He shared that Blackboard Transact has a product available for students to submit their photographs online that would help with getting ID's issued to students. Darrell shared he is continuing to work on the line of credit. President Phelan

inquired about where we are with getting individuals placed in tiny homes. This will be on the agenda for next week. President Phelan asked for an ETA on the delivery of furniture. He would like to try and house students for the second 7 weeks.