

## **Leadership Council September 8, 2021**

The Leadership Council of Jackson College was held on September 1, 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**

### **MINUTES**

The minutes for September 1, 2021: Jason will provide them for next week.

### **ACTION ITEMS**

*LeTarte FT Office Assistant Position:* Jeremy Spoke about the position and the need to have it become a fulltime position. The workload has increased drastically due to needing to provide all services to the students, including the Covid screening. Currently there are 189 students for this location. Position will not be posted, a part time person will be transitioned to fulltime. President advanced the change.

*Work-Based Learning & Career Services Coordinator Position:* Per Jeremy this position has a staff member leaving, he would like to be sure that this position will be filled. President Phelan advanced job to be posted.

*Student Vaccination Policy - Updated:* Darrell spoke about this policy being updated to include language regarding all students requiring a clinical education must be fully vaccinated. Policy was accepted and will be updated as written. (Wendy forwarded this policy to IRE to be updated accordingly.)

*Accounts Payable Technician – Business Office:* Darrell is requesting that this position be posted so that someone can be hired as soon as possible. President Phelan advanced job to be posted.

*General Ledger Accountant – Business Office:* This position has been unfilled for some time and Darrell feels this needs to be filled to assist the office and free up time from other employees in the office trying to perform multiple job responsibilities. President Phelan advanced job to be posted.

## INFORMATION ITEMS

*Scorecard Review:* Darrell talked about the cash on hand, cash was up for August. BCH 41,103 for Fall. He also spoke about BCH for the out of district students. Headcount is just under 3000 for Online, in person is just under 500 and hybrid is over 1,100. There are also 563 laptops that have been accepted. President Phelan would like to see a weekly burn rate added to this report.

*Academic Laptop Incentive Program:* Jim spoke briefly about the number of students who have been accepted to receive the laptop.

*HEERF Funding Update:* Darrell shared that the funds have not changed much from last week. There are some extra funds to be spent on the students with a few items that still need to be assigned. He would like to get a collective list of items that the remaining funds can be allocated to and have a decision well before May 2022, the date this funding expires.

*Reintegration Task Force Update:* Cindy indicated that all the policies have been updated and they are working on incidents of Covid exposures with staff/faculty.

*Construction Updates:* Jim talked about the bids for Phase I for the ball fields, this project is very expensive due to pricey materials and lack of workers, it will be starting October 1, 2021 through February 2022. Playground equipment supplier arrived yesterday. Music Hall, seats are starting to be installed. Potter Center entrance will be completed with lack of some lighting, however, this will not hinder the use of that entrance. Overall, the supply chain issues are workable, and deadlines should be met.

*Residence Life Update:* 118 students moved in, a move in this Friday will bring about 2-3 more students, per Darrell. There have been some Covid related incidents; and the students will be held accountable. Jet Jam and Ice Cream Social went over well. Student Government is non-existent, they are looking to get the positions filled and be active on campus.

*HR/Talent:* Cindy shared that there are a lot of jobs open at this time, she is hoping to get positioned posted as soon as possible.

*Potter Center Fire Update:* Darrell indicated that Ductz is cleaning the duct work at George Potter, he is hoping that it will be completed by 9/17/21. An electrical assessment will be done this week to provide a quote.

*JPEC Updates:* Nothing to share this week.

*LC Retreat Follow up:* Jason talked about the LC Retreat in the lounge at Maher. He will be sure the room is ready for the meeting. Meals will be provided or LC will go out to eat.

*Fletcher Technical Community College:* President Phelan shared that some institutions have been affected by the hurricanes and he would like to know what JC can do to assist them. He will share the details with Cindy and ask that it be in the next JC Announcements.

*Phone Issues:* President Phelan raised the issues with phones. Jason indicated the problem with using the laptops to make phone calls and his staff are having to use their personal phones to make and return calls to the donors. The reception is choppy and lagging which makes it difficult to hold a conversation. Jim indicated that Go-Connect is not a total phone replacement for all conversations. Teams is in the transition phase at this time.

*Jets Store:* Darrell has taken over the management of the Jet Store as of September 1, 2021. Greg is the interim Director for the Jet Store. Darrell is hoping to get the other positions filled soon so the Jet Store is staffed accordingly. There are still a lot of materials that are not available from Bibliu and the cost will be significant, it will take getting the faculty educated on the options to go to digital material in order to save the students money on their books whenever possible.

*Other:* President Phelan had a brief discussion regarding Commencements on 9/11/21. There will be another walk-through on Friday at 8:30am. Job posting for JPEC President has been approved, per Darrell, they are hoping to post and fill the position soon.

**LC INTERVIEW – Executive Assistant Position – President’s Office**

**ACTION, MEETING AND COMMUNICATION REVIEW**

**PLUS/DELTA**

**MEETING END**