



## **REGULAR MEETING OF THE LEADERSHIP COUNCIL**

Jackson College

Central Campus, Health Laboratory Center, Room 200

06.15.22

---

The Regular Meeting of the Leadership Council of Jackson College was held on Wednesday, June 15, 2022, 8:00am, at the Central Campus of Jackson College, Health Laboratory Center, Room 200.

### *Leadership Council Members Present:*

- Cindy Allen, Chief Legal, Talent, Equity & Administrative Officer
- Darrell Norris, Chief Financial & Auxiliary Enterprise Officer
- Jeremy Frew, Chief Academic & Student Services Officer (via Teams0
- Dr. Todd Butler, Dean of Humanities and the Sciences
- Dr. E. Wayne Rose, Chief Information Officer
- Julie Hand, Chief Advancement Officer
- Kelly Crum, Chief Diversity Officer / Director, Diversity, Equity, and Belonging
- Daniel Phelan, President & CEO
- Jason Valente, Chief Campus Operations Officer

### *Council Member Excused Absence:*

None

### *Others Present:*

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

President Phelan called the meeting to order at 8:00am.

### **FIRST TEAM NORMS**

President Phelan led the LC through a review of our Values.

### **PRIOR MEETING REVIEW**

The Prior Meeting Minutes for the Regular LC Mtg. 6/8/22 were reviewed by the LC. With minor typographical corrections from Ms. Julie Hand and Mr. Jason Valente, they were moved into the record.

### **GOOD NEWS STORIES**

Mr. Darrell Norris – We have an approved budget which will be posted to Jet Stream for all to see.

Dr. Todd Butler and Ms. Kelly Crum celebrated Ready Set Jet starting out very strongly with 33 students locked in and 10 more in process. Credit was given to Mr. Antoine Breedlove for his commitment to and passion for the program.

The data base encryption completion was celebrated. Dr. Wayne Rose shared the status of help being put into place from CampusWorks and described transitioning within the IT department as going well and accomplishing a tremendous amount.

Ms. Hand described the Distinguished Awards Dinner held on June 9<sup>th</sup> as very successful and enjoyed by attendees.

### **THE QUESTION**

President Phelan shared that ATD has complimented the snappy, data driven goal of 90/80/70. He noted that societal pressures add to the on campus pressures. After providing a quote from George W. Bush (“We have to be mindful of the soft bigotry of low expectations”) Dr. Phelan asked, are there instances at our College of a soft bigotry of low expectations? Would we know it if we saw it and what would we do about it? Can we get to the place where we don’t judge people and put them into boxes? Dr. Phelan expressed believing this soft bigotry of low expectations may exist in employment, our classrooms, and in society and noted that JC needs to address this in order to address 90/80/70. He asked: How can we identify and eliminate the soft bigotry of low expectations? This will be discussed further next week.

### **ACTION ITEMS**

#### **JET PROTOCOLS:**

Mr. Jeremy Frew brought forth a proposal for the position of Multicultural Affairs Engagement Coordinator which has been moved forward.

Mr. Norris brought forth a proposal for the position of Residence Life Coordinator which was moved forward.

Mr. Valente brought forth a proposal for cleaning positions to be considered (advance one PT to FT and add one additional PT). Dr. Butler inquired about accessing more student workers for cleaning, which Mr. Valente noted as having been a challenge. Mr. Andrew Hosmer’s work was celebrated. Ms. Hand suggested that we keep the inside looking as neat as the outside now. Dr. Phelan suggested hiring one FT person, which was agreed upon by Mr. Valente and the LC. This will be adding off budget one FTE, at a \$70,000 rate of pay.

Ms. Valente also brought forth a proposal for Director of Development, JC Foundation to be considered. Consideration was made to take this role off and add a PT Coordinator position at this time instead. The Director of Development will be sent forward. A request for a PT Coordinator position will be brought back next week. Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.

Dr. Rose brought forth a proposal for two Administrative Systems Coordinators, that will be posted internally only. This will move forward.

Dr. Phelan reminded the LC to provide a Jets Protocol Form for future submissions.

### **ADMINISTRATOR ACADEMY UPDATE**

Ms. Jennifer Dobbs provided an update from the Administrator Academy (an updated evaluation process) to consider for implementation on July 5th. Dr. Phelan and the LC approved the implementation, with an announcement of this process at the June 22<sup>nd</sup> Town Hall. Administrators will be trained on the process June 27<sup>th</sup>. Then departmental training will take place during the month of July. These trainings will be in-person. A survey will be used to measure the effectiveness of the process. Mr. Book will send the departmental training dates to the LC so that they may then send invites for those trainings to their teams.

### **CONSENT AGENDA ITEMS**

Prior to this LC meeting, members of the LC reviewed the JC Weekly CampusWorks Report, LC & President Score Cards, Recent Ownership Linkage Meeting Minutes, and the Residence Life Weekly Report.

In regard to ownership linkage, Dr. Phelan described a misinformed public that needs to be both educated and listened to. He emphasized that marketing and public relations will be increasingly more important.

Dr. Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.

Residence Life – Mr. Norris and Dr. Rose shared that Cadence and texting are going to be used to help further process the housing applications. Texting has been the best form of communication to date. Dr. Rose suggested monitoring the text campaigns so that students don't get inundated and begin ignoring the messages. Ms. Hand suggested creating a Teams calendar to populate with the marketing campaigns. Ms. Crum suggested prioritizing students that are applying to JC. Oversized post cards will be sent out to the 554 housing applicants. Dr. Rose described that phone calls to parents between 5-6pm has proven successful for institutions in the past. Mr. Valente suggested marketing that vaccines are no longer required.

### **DISCUSSION OF THE LEADERSHIP COUNCIL**

Ms. Hand shared that scholarship awarding will begin in July, with a possibility for students who missed the deadline to apply for scholarships in August.

Mr. Valente reported that the STEAM factory is on track to be ready by Fall. The fields are just about done. Work on the sidewalks, parking lot, and concessions building will begin soon. The telescope dome is being ordered from Germany with a 12-month lead time. Exact site location is being considered. A meeting on Baughman Theatre lighting

is happening this week and a new panel to stabilize the Potter Center electricity is in process.

Ms. Crum reported a lot of work being done at Jackson's 21<sup>st</sup> Annual Juneteenth with up to 95 vendors. She also shared that Woody Wilson's brother has passed away and Ms. Crum will be sending flowers on behalf of the College.

Ms. Allen reported that negotiations with faculty are going amazingly well; 2/3 of the articles are already agreed to. Performance pay will be coming out in the next paycheck. Essential workers/staff are also receiving their \$100 gift cards.

Dr. Phelan provided an update on legislation in Lansing and his efforts therein.

Mr. Norris and Dr. Rose clarified that data encryption makes stolen data unusable.

Mr. Norris drew the LC's attention to the LC Scorecard, comparing the number of Fall applications to the number of enrollments. He emphasized that all should be done to fill housing but the best is yet to come with enrollment numbers.

Dr. Butler described that the Taste of JC is going really well. He announced that his department is hosting an open house community education event that continues to be well-received. Biblio breakdowns seem to be in the past. Lastly, he and Mr. Valente discussed attention needed to the McDivitt Hall chiller.

Dr. Rose reported that the upcoming toughest challenge for IT may be getting students into the JC technology and processes, but the IT department is now committed as a team and working in one direction. Final touches are being done on the anticipated Security Awareness Training, to be brought to LC soon. On Friday, Dr. Rose will attend a CIOs meeting hosted by MCCA about which he will report back at the next LC meeting. Dr. Rose also reviewed the correct process of sharing links via e-mail – offering an address to be cut and pasted into the recipient's browser rather than embedding hyperlinks into the email.

Mr. Frew described the success of the Canvas Camp Day with 40 FT faculty and 3-4 adjunct faculty in attendance. 30-40% of sessions will be on Canvas for the Fall.

## **TALENT CONSIDERATIONS**

The LC interviewed a candidate for the position of Theatre Faculty and moved the application forward.

They also interviewed a candidate for a part-time cleaning position and moved the application forward.

## **ACTION, MEETING AND COMMUNICATION REVIEW**

1. LC to consider how we can identify and eliminate soft bigotry of low expectations for the 6/22/22 LC Mtg.
2. Mr. Valente will bring a request for a PT Coordinator position to the 6/22/22 LC mtg.
3. Mr. Valente will develop a scorecard for the Foundation to be reviewed regularly.
4. The LC will send invites for the Evaluation trainings to their teams.
5. Policies for review at 6/22/22 LC Mtg.:
  - Policy 1037 – Academic Freedom
  - Policy 2702 – Student Discipline
  - Policy 2705 – Mandatory New Student Orientation
  - Policy 2901 – Opt Out of Financial Aid for Books
  - Policy 2908 – Direct Loan Policy
  - Policy 2819 – Transfer Credit Evaluation Policy
6. Dr. Phelan will request that the LC read Daniel Kahneman's book (Thinking, Fast and Slow) in the Fall.
7. Ms. Allen and Mr. Norris will see that oversized post cards will be sent out to the 554 housing applicants.
8. Dr. Rose will report back to the LC on the CIO meeting hosted by MCCA that he attends on 6/17/22 at the 6/22/22 LC Mtg.
9. 5/25/22 Dr. Rose 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.
10. 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.
11. 5/25/22 Off-site data storage space is being addressed this week as well.
12. 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.
13. 5/25/22 Dr. Phelan will create a document to share regarding the legal counsel document review SOP. Signing SOPs for Dr. Phelan will be reviewed as well in the document.
14. 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.
15. 5/18/22 Dr. Phelan recommended that everyone develop a plan on how their unit could operate for at least 4 weeks during an emergency.
16. 5/4/22 Mr. Norris and Justin Gaeta will gather data for the impact of the hybrid work pilot on students.
17. 5/4/22 Mr. Norris will canvas the LC to find a group to focus on the strategic continuity action plan.
18. 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.

19. 4/6/22: Dr. Butler will reach out to some programs regarding the participation of graduate students in JC Residence Life.
20. 3/30/22: President Phelan will be adding goals to the strategic agendas for the new members to discuss.
21. 3/30/22: Mr. Frew will check with his team to determine who might be best to champion the Lumen Christi Internship Program.
22. 3/30/22: Mr. Norris will assign a budget to the Lumen Christi Internship Program.
23. 3/30/22: Mr. Valente will notify Lumen Christi of JC's intent to participate.
24. 3/30/22: Ms. Hand will pen a grant application decision criteria / process for consideration.
25. 3/16/22 – Ms. Allen to cultivate an in-housing interest page on the website.

Meeting adjourned at 11:30am. Interviews were conducted 10:00-11:30am.