



## President's Cabinet Meeting February 20, 2012

**Dr. Blanding** began the meeting at 10:00 a.m.

- Jackson State Community College is looking to establish an iPad policy. Once established, faculty/staff can request to purchase an iPad, but must demonstrate the intended use in the classroom/office.
- JSCC will be hosting the TCCAA Basketball Tournament March 6-10. Faculty and staff are encouraged to volunteer.
- JSCC is now awarding degrees in May and December. Ruthea Coleman will be chairing a committee to review the feasibility of having two commencement ceremonies.
- Proposed FY 2012-2013 budgets are due to Vice Presidents on March 1<sup>st</sup>. In preparing budgets, several areas have identified need for new positions. These requests will be carefully examined. Please be prepared by submitting a strong position justification.

**Dr. Bill Seymour**

- The Student Services Leadership Team had a half-day planning retreat on February 9<sup>th</sup>. They identified short-term planning needs and priorities.
- Dr. Seymour is chairing an ad-hoc committee to discuss the possibility of developing an opening convocation program.
- Student Services is gathering campus feedback on developing an early alert system that would identify at risk students.
- The Admissions Office is working on a pre-college orientation.
- Revisions to student disciplinary procedures are due to TBR on March 1.
- Dr. Seymour is working on a proposal that will shorten the period of time we allow a student to register after the semester begins. This proposal will be shared with faculty council and other campus groups for review and feedback.

**Tori Cliff**

- The Communications Department designed the student reimbursement card. They are waiting on a proof back from the card company for Dr. Blanding's approval. Ms. Cliff will be working with Mr. Chase for the internal and external marketing launch of the card. Mr. Chase stated there is no fee to JSCC or the student for using the card.
- The Communications Department is currently collecting data to implement a mobile application strategy.
- The Emergency Manual will be posted to JSCC's website soon.

- The Publication Policy is under review to ensure employees are clear about the process.

#### **Anna Major**

- The Classified Employee Council is working to complete the Classified Employee Handbook.

#### **Dr. Bob Raines**

- Faculty Council met Wednesday, February 15<sup>th</sup>. They shared a list of recommendations regarding dual enrollment with Interim Vice President, Bobby Smith.
- The Council will be asking for nominations for faculty awards.
- Dr. Raines requested that JSCC revisit the hiring process for faculty. Currently there are twenty-five tenure track positions open in Tennessee community colleges.
- Dr. Raines also requested the promotion and tenure process to be reviewed. With the changes to the Dean and Vice President positions, faculty feel there is not a clear set of criteria for promotion or tenure.

Dr. Blanding stated that we have not done a lot of faculty hiring, and most have been on temp or term contracts because of financial commitments. Dr. Blanding agreed faculty should have a clear indication on their performance toward tenure. We will take a look at faculty mentoring and measuring performance.

#### **Horace Chase**

- The gym renovations are on schedule for a February 24<sup>th</sup> completion date.
- As of the end of January, we are on target for spending.
- JSCC and TBR are evaluating the three designers for the JSCC Master Plan.

#### **Heather Freeman**

- The Harold Love Outstanding Community Involvement Award programs are administered by the Tennessee Higher Education Commission and recognize outstanding community service performed at the campus level by students, faculty and staff. Nominations are due to the President's Office by Wednesday, March 7.
- It is time to review and update the college catalog and handbook. All changes need to be given to Jennifer Cherry by Wednesday, February 29.

#### **Amy West**

- Below is the list of jobs currently posted on the JSCC website.
  - English Faculty (2 positions)
  - Director, Writing Center
  - Benefits Coordinator
  - Maintenance Lead
- The Human Resources Office is working with Mr. Chase and the Compensation Committee.
- Ms. West is also working with the SPEC committee on campus communications.

- Quarterly reports and the Affirmative Action Plan are due to TBR March 1.

#### **Sara Cooper**

- “Fast Facts” have been updated. It is available on JSCC’s IE page as well as on jWeb.
- 2010 and 2011 graduate job placement data is being collected for Performance Funding.
- Data is being collected for retention projects.
- Self-studies for both the CIS program and the Arts and Sciences University Parallel program were sent to TBR. Academic Audit site visits are schedule for April 4<sup>th</sup> and 11<sup>th</sup>.
- Institutional Effectiveness and Accountability is currently working on compiling an annual calendar of all reports done through or in conjunction with their office that will allow any stakeholder involved in these reports to have a clear understanding concerning due dates and data needed. This calendar will be sent out several times throughout the year as well as posted on jWeb.
- JSCC must lock all spring IPEDS data by April 11<sup>th</sup>.

#### **Bobby Smith**

- The Dean and Assistant Deans are working on building summer and fall schedules.
- TAF requests are due March 24.

#### **Dr. Bruce Blanding**

- As a result of the Complete College Tennessee Act of 2010, an ad-hoc committee has been identified to address the ideas that were discussed during our spring in-service. This ad-hoc committee is charged with taking the ideas the college has collectively identified, prioritize, and actualize them.

The committee will be asking for campus input and will tap into campus expertise as needed. The committee will also keep the campus community informed of their efforts.

The meeting adjourned at 11:20 a.m.