



President's Cabinet Meeting April 16, 2012

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

- A proposed budget meeting is scheduled with the vice presidents and business office staff on Friday, April 20 at 9:00 a.m.
- Campus projects are moving along. The Student Center is gutted and on track for the completion date of September 24th. We are still in the planning stages for the Allied Health – Nursing Building.
- JSCC's Commencement is scheduled for Saturday, May 5 at 2:00 p.m. Mr. James Ross, Vice President and Chief Operating Officer for West Tennessee Healthcare will be the speaker. Volunteers are needed to help make the day a successful event for our students. Nonexempt employees will receive compensatory time.
- Enrollment numbers:
Summer - 649 HC down 24.5% from last year 243.4 FTE down 33.0% from last year
Fall – 725 HC down 16.8% from last year 482.3 FTE down 17.7% from last year
Please encourage currently enrolled students to register for their summer/fall classes.
- It is the time of year for inclement weather. Please read the emergency management procedures on jWeb.
- The Library is hosting a staff and student appreciation day tomorrow beginning at 11:00 a.m.
- Tuesday, April 17th is JSCC night day at Pringles Park. Employees can pick up tickets in the Communications Office. SGA bought tickets for students.
- Dr. Blanding will be out of office next week attending the AACC conference. Whenever the President is unavailable, the Vice President for Academic Affairs will automatically assume the duties of the President. If both the President and the Vice President for Academic Affairs are unavailable, the Vice President for Financial and Administrative Affairs will automatically assume the duties of President. And, in the situation where the President and both the Vice Presidents for Academic Affairs and for Financial and Administrative Affairs are unavailable, the Vice President of Student Services will automatically assume the duties of President.

Angie Brown, Internal Auditor

- Ms. Brown has been working on finalizing an audit for the Tennessee Technology Center at Jackson.

Bobby Smith, Interim Vice President for Academic Affairs

- The building of Degree Works is complete. It is scheduled to go live on or before July 1.
- The Facility Use Committee is wrapping up their work and will send a recommended policy to Dr. Blanding for approval.
- JSCC has been Designated a National Center of Academic Excellence in Information Assurance 2-Year Education for academic years 2012-2017. Congratulations to the CIS Department.
- The Nursing pinning ceremony is scheduled May 4 at 2:00 p.m. in the gym.

- The Physical Therapy Assistant program is celebrating its 20th graduating class this year. The recognition ceremony is scheduled for May 4 at 7:00 p.m. in the gym.

Tori Cliff, Director of Communications

- Ms. Cliff is working on designs for the catalog, new admissions application, various newspaper ads.
- The commencement program is printed and in the process of being assembled in the Print Shop.
- The Communication Department is awaiting confirmation of the dates selected for ground breaking of the softball field for coordinating invites and media release.

Dee Henderson, Executive Director of Institutional Advancement

- The Foundation Board of Trustees met on April 3rd.
- Ms. Henderson will be meeting with a representative from Trust Mark Bank this week for potential involvement with the Foundation.

Anna Major, Representative of the Classified Employee Council

- The Classified Employee Council continues to work on the Classified Employee Handbook. The Council is also working with the JSCC Relay for Life team on a several fundraisers.

Sara Cooper, Representative for Director of Inst. Effectiveness and Accountability

- Spring IPEDS data has been entered.
- Academic Audits for University Parallel and CIS are complete. Both programs received positive feedback. We will receive final reports in May.
- Two faculty members are doing online SIRS this spring. They will be open April 1-23.
- Reports will go to TBR on programs that have undergone reaccreditation and audits.

Amy West, Director of Human Resources

- A couple of new positions that will be posted soon. They are a Custodian and System Administrator position.
- The process for hiring English faculty and a Writing Center Director is moving forward.
- Performance evaluation information will go out this week for classified and professional technical employees. Training for new managers will be the first week of May.
- Human Resources originally planned to have faculty contracts available in April. However, renewal contracts will be postponed pending the outcome a review of contracts types.
- Two things are required to comply with your Partnership Promise this year. You must keep your address and contact information current and if a health coach calls, participate in the prescribed health plan.
- Human Resources completed an I-9 Audit on all employee files.
- We have recently seen an increase of employee injuries as a result of falls. Please remind everyone to be aware of their surroundings

Heather Freeman, Administrative Assistant to the President

- Cabinet notes are now posted on jWeb. Click on the “work life” tab. They are listed under the “Committees” channel under “President’s Cabinet minutes”.

Dr. Bill Seymour, Interim Vice President for Student Services

- Robin Marek is transitioning to her new position in Academic Affairs. She will continue to work in the Registration Center until a replacement is named. The position will be posted internally.
- Admissions Office is receiving summer and fall applications. Staff is working to convert the applicants into registered students.
- Six to seven different dates have been scheduled across our service area for a Recruitment Roadshow.
- The Student Awards program is scheduled for Thursday, May 3rd at 6:30 p.m. in the JSCC gym.
- The program and schedule for Great Expectations required orientation and registration is being developed. Student Services staff is working to incorporate online class readiness into this program.

Chrystal Pittman, Representative for the Vice President of Financial and Administrative Affairs

- Several from Financial and Administrative Affairs will be attending the SACUBO conference in Louisville next week.
- Business Services continues to work with Heartland in preparation of the student refund card introduction.
- Darron Billings will be planning additional emergency preparedness drills.
- Financial and Administrative Affairs continues to work on Risk Assessment, TTC contract renewal, and implementation of the new telephone system.
- The bid date for the softball field has been set for May 9 at 2:00 p.m.
- Project costs are being assessed for an upgraded exterior sounds system and camera installations in Lexington and Savannah
- Electric cars have been purchased for campus use.

Dr. Bruce Blanding, President

- About every ten years THEC and TBR require we update our campus master plan. A consulting firm has been identified. They had initial meeting on campus and are currently gathering information and data. They will request forums with faculty, students and staff. Their finished product will be available by mid-October early November.

The next meeting is scheduled for Monday, May 21st. The meeting adjourned at 11:00 a.m.