



President's Cabinet Meeting June 17, 2013

Dr. Blanding began the meeting at 10:03 a.m. by welcoming Kim Holland to the Cabinet.

Victor Garcia, Professional Technical Employee Representative

- Council elections will be held soon.

Kim Holland, Faculty Council Chair

- No report from the Faculty Council at this time.

Dee Henderson, Director of Institutional Advancement

- The JSCC Foundation has received the Jones Company funds from TBR. Dee Henderson and Horace Chase are working with Jones Company on the final contract.
- Work continues on two potential scholarships. One in memory of a former JSCC baseball player. The second is a leadership scholarship.

Scott Woods, Director of Institutional Research and Accountability

- CBASE scores have been received. Scores in all four subject areas increased. Based on these results, JSCC will increase one Performance Point from last year. Students that scored in the top 25% of each subject will receive a letter of recognition from JSCC.
- The search for a Director of Institutional Research and Accountability is moving forward. The final three candidates have been selected and campus interviews are being scheduled.
- Sara Cooper has completed as much of the National Community College Benchmark Project as possible with the data available to JSCC. We will participate in the study again in 2015.
- The Institutional Research and Accountability Department is working with THEC to ensure JSCC receives as many points as possible in our annual Performance Funding.
- Scott Woods and Sara Cooper are creating a working spreadsheet to use for listing all comprehensive standards, core requirements, and federal requirements; listing the specific types of supporting documentation SACS would like to see for each standard and requirement; and identifying the office responsible for compiling this information. Once the spreadsheet is completed, it will be sent out to campus leaders across our institution with detailed instructions.

Horace Chase, Vice President of Financial and Administrative Affairs

- As of the end of May, the financial standing of the college is good and on target for a balanced 2012-2013 budget.
- The conductivity for the geo-energy solution study is complete. TBR is awaiting replies from the designer on the design phase questions. At this point, there has not been a timeline received from TBR on moving forward.
- We are moving forward with the planning for the Health Sciences Building. Design packages are currently being accepted.

- Jackson State Community College has been in the process of acquiring property on the southwest side of the campus. The acquisition includes two properties totaling approximately 10 acres and a 25,000 square foot building. The closing on the property with 2.5 acres and the building was complete on June 14. The closing on the second property will be scheduled in the next couple of months.
- Several TBR, TCAT and JSCC staff met last week to discuss renewing our Lead Institution Agreement. A meeting to continue the discussion is scheduled for later this week.
- Effective January 1, 2014, JSCC will be a tobacco free campus.
- The hiring process for two campus police officers is moving forward. We plan to have them on campus July 1.

Bobby Smith, Interim Vice President for Academic Affairs

- Enrollment as of today:
 - Summer
 - Headcount: 1,384 – down 10.4%
 - FTE: 511.6 – down 11.4%
 - Fall
 - Headcount: 1,957 – up 5.4%
 - FTE: 1,278 – up 2
- Academic Affairs is working with Institutional Research and the Deans to identify high attrition courses, probable causes and potential solutions.
- Bobby Smith, Terri Messer and Tom Pigg are working with TBR and THEC on state-wide consortium programs and grants.
- JSCC and UT Martin are in discussion on a partnership in Precision Agriculture.
- An articulation agreement between JSCC and the University of Phoenix is being reviewed. The agreement would offer JSCC graduates a reduced tuition rate.
- The first two Fire Science courses have been approved by the Tennessee State Fire Commission. We plan to offer both courses during the Fall Semester.

Tori Cliff, Director of Communications

- The Communications Department has a summer intern. Today is his first day.
- A soft launch for the tobacco free campus campaign has begun in preparation for the January 1 policy implementation.

Amy West, Director of Human Resources

- JSCC currently has thirteen open positions.
- The summary report and goals for JSCC's Affirmative Action plan have been submitted to TBR.
- Performance evaluations have been delayed due to some recommended changes to the process.
- Amy West has been certified as an administrator for Fresh Start, a program designed to assist employees in their goal to quit smoking.

- Human Resources and Academic Affairs have discussed the idea of doing facelifts on classrooms. The projects would include removing clutter and broken furniture, touchup painting and cleaning. They will work with Deans to determine the rooms needing work. Faculty and staff volunteers would be needed to help during the short break between summer and fall classes.

Dr. Bill Seymour, Interim Vice President for Student Services

- The Student Services Leadership Team held their quarterly meeting last week. Directors gave year-end reports, progress on goals and set new goals for the upcoming year.
- Student Services currently has four open positions.
- June 15th, 3-Year Comparison on Fall Admissions

| | <u>2011</u> | <u>2012</u> | <u>2013</u> | <u>Change</u> |
|--------------|-------------|-------------|-------------|---------------|
| Applications | 2471 | 2529 | 2995 | +18.4% |
| Acceptances | 771 | 1027 | 1228 | +19.6% |
| Conversion | 31.2% | 40.6% | 41% | |

| | | | |
|-------------|------|------|--------|
| College APP | 2319 | 2668 | +15.5% |
| DE APP | 181 | 325 | +79.6% |

- Great Expectations started two and a half weeks ago. Sessions are held daily.

Rachel Hill, Classified Employee Council Chair

- Council elections are will be held on-line for two weeks. Paper copies will be sent to Physical Plant employees that do not have computer access in their daily work.
- The Council is working on their year-end report and 2013-2014 goals for Dr. Blanding's review.
- The Council is also working on a plan to welcome new classified employees to campus.

Angie Brown, Internal Auditor

- Angie Brown is working on year end procedures for State Audit.
- She is also working on cash receipting procedures for off campus sites.

Dr. Bruce Blanding, President

- Dr. Blanding will be attending the TBR Quarterly meeting on June 20th and 21st at Walters State Community College. Topics of discussion at this meeting include promotion/tenure recommendations and a likely 3% tuition increase for community colleges.
- Currently the number of applications and new students registering is up with our retention of students trending down. We need to take a serious look as to why they are leaving. We are 12th out of 13 community colleges in percentage of graduates.
- Every year as part of the budget process we look at the structure of the college. Pending Board approval, a fourth vice president will be added to our organization structure. In adding this position, we are preparing for the future. Currently our funding is made up of 60% tuition and 40% state appropriations. We are going to intensify our focus on fundraising, institutional development, and community service.
- The primary focus of this year's fall in-service will be change. We must maximize every opportunity to achieve our mission.
- The Complete College Committee's work has formally ended. Significant institutional changes have been made as a result of the work and input from across the college. We are preparing for

two major institution-wide initiatives. The first is our SACS “pre” self-study. The second is the TBR initiative, Access to Success. These initiatives will also be discussed at fall in-service.

Meeting adjourned 11:08 a.m.

Respectfully submitted:
Heather Freeman