



## **President's Cabinet Meeting October 29, 2013**

**Dr. Blanding** began the meeting at 8:33.

- The purpose of the Cabinet meetings is for all direct reports to the President, including the three council representatives to take information shared back to their departments and constituent groups.
- Later this week, Dr. Blanding will host meetings to discuss campus wide initiatives and topics that are specific to Classified and Professional Technical employee groups. To accommodate schedules and keep offices open, he will host two separate meetings for each employee group. Employees are strongly encourages attend one of the meetings.
- Chancellor Morgan and his senior staff will be on campus Monday, November 4. The purpose of the meeting is for us to look at our trend lines for enrollment. The discussion will include the continued decrease of state appropriations and the current funding formula made up of enrollment and completion. The TBR is looking for input from JSCC on what they can do from the state level to help institutions and students succeed.
- Progress is being made on campus projects. Phase II of the Student Center is moving forward and expected to be complete the end of December. The Nursing Building is starting to come together with ground breaking planned for spring. Renovations to the Classroom Building lower concourse area are moving forward. A design firm for the Allied Health Building has been identified.
- Thank you to everyone that helped with Bagels and Bluegrass on October 12. It was a successful event again this year. The check presentation is scheduled for Friday, November 8.
- The JSCC General's Basketball season kicks off soon. Please support our athletic teams. With the loss of a teammate, Tre Polk, our men's team could really use campus support on and off the court.
- Spring registration begins November 11.

**Linda Nickell, Interim Vice President for Student Services**

- Advisor Awareness Day is scheduled for tomorrow, October 30 from 11:00 – 1:00 in the Student Center commons area. This is an effort to make sure students know their academic advisor. All faculty are invited attend.

- The Records Office is attempting to have students update their contact information. As students log into jweb for the first time after the new software was installed, they are taken to a screen to verify or correct their personal contact information.
- Banner has a form for faculty to leave messages for students. This is just another way for faculty to communicate with students. It will be piloted during the second session this fall and fully utilized in the spring.
- We currently have 662 students that have General Studies declared as their major. These students will receive a postcard to promote career counseling.
- Ms. Nickell is examining the college's status related to publishing and pushing out to students and employees mandated notifications under Title IV, Title VI, Title IX, and Cleary Act. She will be meeting with several on campus this week to examine where we are and how to better address these requirements.

**Amy West, Director of Human Resources**

- Open enrollment ends October 31. If you have benefit changes, enter them in Edison as soon as possible.
- Ms. West will be addressing employee appearance and dress at the professional technical and classified employee meetings later this week. A photo identification badge will be part the employee dress code. The i.d. badges will be made during spring in-service. The badge will show the employees first and last names, title and division.
- Time reporting will also be discussed during the employee meetings. The professional technical employees will move to exception only report beginning November 1.
- Open positions include:  
OTA Director  
Human Resources Clerk  
Senior Circulation Assistant in the Library  
Police Officer  
Nursing Faculty

**Angie Brown, Internal Auditor**

- Ms. Brown completed Nashville State Community College's President Expense Audit.
- The TBR Internal Audit department has hired an IT auditor. They have scheduled a review of JSCC's IT controls, functions and processes beginning November 6, 2013.
- Ms. Brown will be reviewing JSCC's Emergency Preparedness Plan.

**Paula Fuller, Professional Technical Employee Representative**

- Victor Garcia is the newly elected Chair of the Professional Technical Employee Council. The Council has a scheduled meeting tomorrow to elect officers.

### **Horace Chase, Vice President of Financial and Administrative Affairs**

- Financial Statements have been submitted and approved by TBR. However, they have not been audited. The audit for years ending 2011 and 2012 are complete but the exit conference has not been held. We had no findings and are hoping the exit conference can be done by conference call.
- We are currently trying to fill a third campus police officer position. We are also considering a fourth campus police officer from internal staff to serve as backup. We will review internal candidates to make sure they meet all requirements for post certification.
- A new roof for the McWherter Center will be funded by capital maintenance funds. This is a large and expensive project. Funding was split between fiscal years.
- Slight modifications will be made to the Records Office in the Student Center.
- We are hoping to have four proposals submitted for food services on campus.
- A consultant will be on campus in the near future to design the layout and equipment needs for our fitness center. Once we have their results, we can solicit bids for construction and equipment.
- During renovation discussions for the F.E. Wright Administration Building, staff asked if the restrooms located at the end of the building could be converted to unisex bathrooms. Mr. Chase has researched the request and determined they can be converted to unisex bathrooms.
- AEDs have been purchased for the McWherter Center and Library. Once received, all buildings on campus will have an AED. An AED is also located in the Campus Police car at all times.
- A request was made that additional furniture be added in halls for students to wait between classes. Fire code prevents furniture blocking egress. We can keep furniture on one wall in the Nelms Classroom building that leads down the hall to teachers offices. Several have complained about the noise level created by students gathering in this location. Administration will be glad to meet with Faculty Council to discuss the concerns with the noise level and the request for additional seating.

### **Dr. Liz Mayo, Self-Study Coordinator**

- JSCC is in the process of purchasing a service called Compliance Assist. It will download all SACS standards. Everyone on campus will have read only access. Team members will have the ability to upload information. The product has a built in style sheet for consistency. The company provides tech support and helps build a customized website.

### **Kim Holland, Faculty Council Chair**

- On Wednesday, October 23 faculty voted and ratified the Constitution and Bylaws. Elections will be held for two at large positions. These positions will serve a two year term. Each year, the Vice President of Academic Affairs will assign a Dean to serve in an advisory role.

- Faculty Council will submit a proposal to Administration for a safe and protected manner for displaying student art.

**Bobby Smith, Vice President of Academic Affairs and Institutional Research and Accountability**

- Major Christopher McDaniel with ARMY ROTC, UT Martin, notified Academic Affairs that fall 2013 will be the last time Military Science Leadership (MSL) 100 and 200 level courses will be offered. The UT Martin ROTC program is being closed along with 2 other programs across the state. Only those that have already committed will be allowed to continue. Written notification of the closure has been requested.
- The Advanced Maintenance Technician program has 16 consortium partners. The Governor's equipment grant contributed to this program. Additional information on this particular program will be announced soon.
- We are offering our first Fire Science class the second fall session. Two more Fire Sciences classes are scheduled for the spring.
- November 1<sup>st</sup> is e-Mobilization Day. Robbie Melton will be on campus. A lot of sessions are geared toward faculty but all employees are welcome to participate.
- Academic Auditor training will be held on campus February 7, 2014. Seven from JSCC plan to participate.
- Sara Cooper is still missing some IE and Year-end plans. IE plans are to be turned in with budgets in March. Year-end plans are to be turned in with budget revisions in October. If you have not turned yours in, please get them to Sara as soon as possible.

**Rachel Hill, Classified Employee Council Chair**

- The Classified Employee council hosted a BBQ Fundraiser. They raised \$545 dollars. A total of \$165 went to the JSCC food pantry. The difference will be used toward a professional development event in the spring.
- The Classified Employee Council met with Dr. Senter to discuss the QEP and how best to encourage classified staff to be engaged in the QEP topic discussion.

**Dr. Bill Seymour, Vice President of Institutional Advancement**

- JSCC's Internal Giving Campaign is up 23% in participation and 10% in giving total. Donations continue to come in.
- Ms. Dee Henderson met with Jim Ayers to discuss the Foundation Community Campaign.
- The Foundation Board Campaign will kick off at a dinner on Thursday, November 7.
- We are currently reviewing new standards and data to determine if JSCC should continue offering the GED.
- The Manufacturing Partnership Summit was a success.

- Community Education has been proactive in developing upcoming course offerings. A published brochure will be available for the community.
- Jackson State Community College will be presenting a conference on the subject of bullying. The first planning meeting, which is open to community members as well, is November 8<sup>th</sup> at 2 p.m. in the Science Auditorium.
- New sixty second commercials ran this month. New thirty minute commercials will follow over the next several months.
- The electronic sign on the corner of F.E. Wright and North Parkway will be revamped to current technology standards. This will be a great way for JSCC to communicate with the community.

**Dr. Nell Senter, QEP Coordinator**

- Three campus wide meetings have been scheduled in November. They are follow-ups to meetings with the faculty, professional technical, classified councils and SGA. Please encourage others to attend and to speak out on their ideas for QEP topics.

**Dr. Bruce Blanding, President**

- SACS is an opportunity to make sure we are doing a great job and completing our mission. We are affirming the fact that we are doing the things we have said we are doing.
- Quality Enhancement is an opportunity to focus on something we want to do as an institution that will better serve our students and meet our mission.
- The photo identification for faculty and staff is needed from a security standpoint. In an emergency situation, we want first responders to easily identify our employees.
- Tennessee state law created a community college system. We have 13 different colleges and TBR is working to standardize processes and adopt common curriculum. The nursing curriculum and the faculty load and compensation reviews are moving forward.
- Dr. Blanding will be attending the TBR's Presidents meeting on Tuesday, November 5. He will be off campus the week of November 11.

The next meeting is scheduled for Monday, November 18 at 10:00 a.m.

The meeting adjourned at 10:09 a.m.