



**President's Cabinet Meeting
January 13, 2014**

Dr. Blanding began the meeting at 11:08.

- According to the Center for Disease Control, Tennessee is in the widespread flu category. Due to concerns about transmission of the flu virus, Cabinet members agreed to cancel Tuesday's all faculty and staff in-service meeting.
- Spring enrollment is down 2.4 % in headcount and down 6.4 % in FTE. Several purges have occurred. Class cuts are currently being processed.
- According to projections, we are going to have a decrease in expected revenue for the spring. Business Services staff will review and calculate the dollar amount.
- We continue to look at everything we can do to further the completion agenda. Our annual legislative lunch was held Friday, January 10. We talked with state legislators and TBR staff about dual enrollment, capital funding, and the Drive to 55 Initiative. The Allied Health Building is currently number five on TBRs list. We asked our legislators to lobby for this funding. The State Budget is down 100 million in expected revenue.
- After discussion, the decision has been made to have both printed and electronic copies of the college catalog for 2014-2015.
- Linda Nickell has been asked to form an ad hoc committee to draft a policy regarding the management of our School Cast system.
- Congratulations to Dr. Bill Seymour, newly named President of Cleveland State Community College. The Institutional Advancement Division will report to Dr. Blanding until a Vice President search is complete.
- On Friday, January 10th, Dr. Blanding had his annual evaluation with Chancellor Morgan. The completion agenda was a primary topic of the evaluation discussion. Our QEP should be an institutional decision but should further the completion agenda and the success of our students.
- U.S. Senators Lamar Alexander and Bob Corker along with U.S. Representatives Diane Black and Phil Roe worked with the U.S. Department of Veterans Affairs to reverse the previous decision not to fund innovative learning support classes for Tennessee veterans pursuing further education under the G.I. Bill.

Linda Nickell, Vice President for Student Services

- Admissions staff continues work on entering dual enrollment applications.
- Out of 2,024 fall Pell recipients, 534 (26%) went on financial aid suspension. This is down from 33% last year, and 36% in the fall of 2011 and 2010.
- Tina Williamson and Victor Garcia are working to get a group created on jWeb for students interested in carpooling.
- Work has begun on a Student Services survey to come out in February. The survey will be placed on eLearn.

- Robin Marek is working with Academic Affairs to cancel classes.
- Veterans Affairs is looking to offer online training for faculty and staff to assist veterans in the classroom.

Amy West, Director of Human Resources

- The Director of High School Initiatives position has been posted internally. This office will stay in Students Services but will work closely with Academic Affairs.
- The Human Resource office is working on photo identification badges for faculty and staff. They will work with Victor Garcia to load these pictures to the online directory.
- January and February are busy for Human Resources concerning Business Process Modeling.
- HR IPEDS and Affirmative Action reports are coming up in the next few months.
- The first step in the Partnership Promise is to have your well-being assessment complete by March 15.

Kim Holland, Faculty Council Representative

- Faculty Council plans to meet next Wednesday.

Dr. Liz Mayo, Self-Study Coordinator

- Jackson State's Compliance Assist website is up and working. A PowerPoint will be sent to campus explaining the purpose and process for SACS reaffirmation.
- Additional training on Compliance Assist is scheduled this Wednesday for team members.
- The timeline for reports and visits is available on Compliance Assist.
- As you have information that may impact our reaffirmation process, please notify Dr. Blanding and Dr. Mayo. For example: The 2011 and 2012 state audit ended last week. Auditors will return in December for review of the 2013 and 2014 years. We will ask for the audit report by March 2015, but in reality this will not happen. Our reaffirmation review will show that we are noncompliant because we will not have the final audit report. State auditors will focus on getting us the report for the SACS on-site visit later in 2015.

Angie Brown, Internal Auditor

- Ms. Brown is working on the funding formula audit. The first phase of the audit is due to TBR mid-February.
- TCATs will submit Risk Assessments this Friday for review before submission to TBR.

Horace Chase, Vice President for Financial and Administrative Affairs

- Jackson State submitted two incidental fee changes to TBR for consideration. One is the elimination of the parking fee for employees and the other is a \$25 fee per credit hour for the high cost Nursing Program. Both of these items have already been approved, in prior submissions, for other TBR Colleges.
- The Tobacco and Smoke Free Campus policy took effect January 1, 2014.
- The new Nursing and Health Science Buildings will share some common plaza or quad type areas. There is ongoing discussion as to how funding will be allocated for these projects.
- The entrance and parking in front of the Student Center will be closed once construction begins on the Nursing Building.
- The completion date for phase II of the Student Center renovation has been moved to February 6th. Soup Du Jour will provide food services. Their target opening date is currently around February 12th.

- An ad hoc committee has been formed to look at standardization of campus designs and colors schemes. JSCC contracted with a design consultant that will meet with the committee. As renovations occur, standard colors will be consistent across campus.

Heather Freeman, Administrative Assistant to the President

- The Cabinet members agreed that Thursday morning meetings best fit everyone's calendar this spring. A list of dates and times will be e-mailed to members later this month.

Bobby Smith, Vice President for Academic Affairs

- Deans are finalizing schedules and faculty contracts.
- Mr. Smith and several from campus attended the SACS annual conference in Atlanta.
- Several individuals from Student Services and faculty have been working on a dual enrollment handbook. The handbook will provide information to faculty, high school administrators, students and parents.
- Assessment of Administrators will be coming up this semester.
- Terri Messer and Roger James will be on *Six in the City* to promote the Advanced Maintenance Technician program. Dr. Tom Pigg will be on *Six in the City* and *Prime Time Drive* to promote the CIS and Fire Science classes.
- We are continuing efforts with our OTA Director search.

Sara Cooper, Representative for Institutional Research and Accountability

- Ms. Cooper is working with Dr. Senter and Dr. Mayo on the upcoming self-study and QEP.
- If you have minutes from committee meetings that are not being placed online, please send them to Sara Cooper.
- Institutional Research and Accountability is collecting information for winter IPEDS, due next month.
- JSCC Fast Facts are being updated for 2012-2013. If you have relevant information to be included in this update, please notify Sara Cooper.
- Academic Audit training will be held on campus February 5. JSCC has six individuals that plan to participate in this training.

Dr. Nell Senter, QEP Coordinator

- Nell Senter learned a great deal about best practices at the SACS annual meeting concerning broad involvement across campus in collecting QEP topics. Student response on QEP discussion has been great. A faculty roundtable on QEP topics is scheduled for later this week. Six Topics emerged from the fall QEP activities. Faculty will vote on these topics. The top three will be taken to the viability team for review.
- Dr. Senter hopes to have the first draft of the QEP by May.

Rachel Hill, Classified Employee Council Representative

- The Classified employee council hopes to have their first meeting of 2014 in a couple of weeks, after the spring semester begins.

Dr. Blanding, Bobby Smith, Horace Chase, Dr. Nell Senter and Dr. Liz Mayo will be attending a SACS Orientation meeting on January 27th in Atlanta. The purpose of the orientation session is to make sure institutions understand the purpose and process of reaffirmation.

With the recent shooting on Liberty High School's campus, remind everyone to review and be familiar with our emergency preparedness plan.

The meeting adjourned at 12:28 p.m.