



## President's Cabinet Meeting February 13, 2014

**Dr. Blanding** began the meeting at 9:08 a.m.

- The job announcement for Vice President of Academic Affairs will be posted today. Dr. Blanding thanked Mr. Bobby Smith for the great job he has done as interim. A hiring committee will be formed but the whole campus will have opportunity to meet candidates. We hope to have the search complete by the end of spring semester. At that time Mr. Smith will return to his position as Vice President of Student Services. Linda Nickell, who has done a great job in the interim position, will move back to the Dean of Students position.
- Once the Vice President of Academic Affairs is hired, then we will look at the Vice President of Institutional Advancement position.
- We need to continue to ask, how do we meet the needs of tomorrow verses the needs of yesterday? We are currently 11<sup>th</sup> in enrollment out of 13 community colleges in Tennessee. We need to recognize where we are and improve in reaching our service area.
- The Governor's proposed budget recommendation has funding for JSCC down a little over \$200,000. In addition to this reduction, a 1% COLA adjustment is proposed. JSCC would have to pay a portion from institutional funds for this increase. Meaning, the proposed budget has us close to \$300,000 down from current year.
- Tennessee Promise, as proposed would be a last dollar scholarship allowing high school graduates beginning in 2015, to attend a community college or Tennessee college of applied technology free. The Hope Scholarship would provide qualifying students \$3000 the first two years and \$5000 the second two years. If this passes, it will have a positive impact on community colleges across the state. Dual enrollment students currently receive \$300 in Hope Scholarship money for their first four classes. The proposal changes that amount to \$500 for their first class and \$150 for next three. This will have a negative impact on dual enrollment. Currently we charge a \$300 flat rate for dual enrollment students to take a class and provide institutional scholarships to pay the balance. If the proposal passes as is, we do not have the resources to pick up the difference. Bobby Smith attended the House Education Committee meeting on February 12<sup>th</sup>. Budget concerns were addressed by THEC and TBR.
- Dr. Blanding and Bobby Smith have recently met with representatives from several school systems that are interested in looking at potential for students to simultaneously graduate with their high school diploma and associates degree. Dr. Blanding, Bobby Smith and Andrea Winchester will continue working with these school systems.
- Spring commencement is scheduled for Saturday, May 10 at 2:00 p.m. Please encourage students to submit graduation proposals by the March 7<sup>th</sup> deadline.
- The Governor is planning a follow-up event to the College Completion Academies held in fall 2011. This event will be held on Thursday, March 27.
- We have the certificate of occupancy for phase II of the Student Center renovation.
- Please look for additional information that will be coming out soon on our capital campaign.

**Linda Nickell**, Vice President of Student Services

- The High School Initiatives and Recruitment Office and the Records Officer are preparing for office moves later this week. An e-mail will be sent to campus regarding their new locations.
- JSCC will host Jackson Madison County School System's college and career fair on Saturday, April 5<sup>th</sup>.
- Financial Aid hosted FASFA workshops. They have been well attended.
- Postcards have been mailed to students notifying them that advisors have been assigned and to make appointments with their advisor prior to spring registration.
- Veterans Affairs is working with the Records Office staff on evaluation of veteran students' military transcripts.

**Dr. Nell Senter**, QEP Coordinator

- Six topics emerged from fall QEP discussions across campus. Faculty voted on the top three. Three workgroups have been formed and are developing white papers on their assigned topic. White papers are due the end of February. The Data and Viability Team will review the papers and a QEP topic will be selected early March.

**Rachel Hill**, Classified Employee Council and Human Resource Representative

- The Classified Employee Council meeting is planned for February 19<sup>th</sup>.
- The Human Resource Office continues work on faculty/staff photo identification and adjunct/overload contracts.

**Kim Holland**, Faculty Council Representative

- Safety was a topic at recent faculty sub-council meetings. From discussion, JSCC is better prepared than other TBR institutions.
- A recent all call was sent to campus for those interested in CPR certification. A large response was received. Kim Holland and Darron Billings are looking into the best dates and times to hold classes.
- An ad hoc committee has been formed to discuss concerns with adjunct faculty pay, training and mentoring.
- Kim Holland is researching efforts to offer free vaccines to students.

**Dr. Liz Mayo**, SACS Coordinator

- On March 19<sup>th</sup>, Dr. Brian Van Brunt will be on campus. He will speak on how to handle disruptive behavior in the classroom. Four sessions are planned, two for faculty and two for staff. He will also record a webinar on how to fight mid semester burn out. Please attend one of the sessions and feel free to invite others from the community.
- Dr. Mayo has met with all SACS committees. A self-imposed deadline of March 17 has been set to have narratives and links complete. May 12<sup>th</sup> is the deadline to have everything reviewed and complete.

**Angie Brown**, Internal Audit

- Ms. Brown has been working on TBR's funding formula audit, specifically progression points and dual enrollment information. The audit is due to TBR tomorrow. Future audits will review other data sets of the funding formula.
- An art exhibit is being planned with our partner in education, Rose Hill Middle School.

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

- The Campus Standards Committee met with consultants. A campus design standard has been set. The final report from the consultant should be received later this month. The committee we will now look at bulletin boards, classroom standards and other areas of concern on campus.
- The draft audit has been received. We have no findings and will submit responses to exception items.
- An internal search for the campus police position is ongoing.
- The target for ground breaking on the Nursing Building is mid-April. Due to budget constraints, we had to make a few changes to the original design. The changes are not program related but are related to landscaping.
- The Governor's proposed budget does not include funding for the Allied Health Building. We are number five on TBR's list. The recommendation only funded the top two.
- Soup Dejour plans to open on Monday, February 24.
- The new fitness center is targeted to be open by the end of spring semester.
- Mr. Chase' annual financial presentation is scheduled for 2:00 this afternoon in the Frank Dodson Science Auditorium.

**Heather Freeman**, Administrative Assistant to the President

- 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 and faculty. If you would like to nominate someone for this award, contact the President's Office for additional information.

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

- Please send updated catalog information to Jennifer Cherry by Thursday, March 27.
- Congratulations to Alaina Taylor and Addison for being nominated to the PTK All Tennessee Academic Team. They were honored at a luncheon in Nashville on February 4.
- Congratulations also to Patrick Davis for being accepted into the Maxine Smith Fellows Program.
- Several from campus attended academic audit training last week.
- A committee has been formed to review the process for our assessment of administrators.
- The spring schedule will be out March 21, two weeks before priority registration begins. We are going to have a drop in Advising Center open during early registration again this spring.

The meeting adjourned at 10:38 a.m.