



Cabinet Meeting September 22, 2014

Dr. Blanding began the meeting at 1:35.

- Over the past few days, a number of student and employee incidents have been covered by local media. The incident on September 11 involved a male student with weapons on campus. While many things were handled well, some areas need improving. Dr. Blanding asked the Director of Environmental Health and Safety and the Student Intervention Team to review the college's response and make recommendations for improvement. We are grateful for the response of our students, staff and police department.

We were also faced with the arrest of three basketball players and an employee. With these type cases, there will be things the institution can share and things that cannot be shared. We will send to campus information that is needed.

- We do not have the official 14 day count from the state. The preliminary numbers show our headcount up 7.4% and FTE up 2.3%. JSCC is first in headcount and second in FTE out of the thirteen community colleges. These results are due to the hard work of faculty and staff. Thank you. But please don't relax your efforts. Close to a third of our enrollment is dual enrollment.

Currently we are offering dual enrollment courses at a flat \$300 rate and using institutional scholarship dollars to cover the remaining balance. With the restructuring of lottery funds for dual enrollment courses, it appears that we cannot continue providing institutional scholarships for an unlimited amount of courses. This will ultimately impact our enrollment with this demographic.

- On Saturday, September 20, JSCC hosted a TN Promise Scholarship Saturday event. The intent of the event was to sign up high school seniors for TN Promise and have them complete their JSCC application. We had 52 students attended with parents. We had a lot of participation from the community as well.
- We are in the process of reviewing budget requests for the October revision. With an increase in fall enrollment, tuition revenue is up \$350,000 from projected totals. We are also projecting spring revenue to be up \$400,000, so we are moving forward with the 1.5% equity adjustment in line with our compensation plan. We also have to take into account the decrease in revenue from summer tuition and RODP. For the overall budget picture, we are approximately \$57,000 short. We will review our October revision and adjust spending to balance the budget before submitting it to TBR.

Amy West, Director of Human Resources

- Several employees fell below minimum of their pay range. We are spending roughly \$40,000 to get those individuals to minimum. An additional \$120,000 is being spent on getting everyone to 85.75% of their target pay. The Board meets later this week. They will notify us next week if the equity adjustment is approved. If the adjustments are approved, they will be paid in October

but retroactive to July 1. Employees that will be getting the increase will receive a letter from Human Resources the middle of October.

Dr. Bruce Blanding

- A Topping Out Ceremony for the Nursing Building is tentatively scheduled for October 1.
- JSCC Administration along with several from the QEP steering committee met with the Education Advisory Board to review a Student Success Portal designed to help with student advising.

Vivian Grooms, Chair of Faculty Council

- Faculty Council met on September 3rd and discussed the following items:
 - Student and Faculty Spaces
 - Tenure guidelines and training needs
 - Faculty handbook distribution
 - Assessment of administrators participation
 - Faculty evaluation form update-initial recommendations
 - Social and Behavioral Science Division resurrection
 - Guidelines for naming buildings
 - Review of relevant TBR news, including pilot grants to be offered in Spring 2015
 - Welcome new representative for the Math and Sciences Division, Tim Britt
 - Division polls/response letter

Angie Brown, Internal Auditor

- Ms. Brown is working on follow up reports for audits with recommendations.

Cindy Werner, Chair of the Classified Employee Council

- The Classified Employee Council met on September 16. Cindy was elected to replace Holley Wood as the chair.
- A BBQ fundraiser will be held in the fall. The proceeds will help with the JSCC food pantry and a classified professional development day that will be held in the spring.

Sara Cooper, Institutional Research and Accountability

- Performance funding final score is 93 out of 100. Next year our score will be around 93 or lower because of our graduation number dropped.
- Please have all 2013-2014 year end reports in to Institutional Research and Accountability by October 15.
- Course evaluations for online courses begin October 10. They begin October 15 for ground courses.

Dr. Liz Mayo, SACS Coordinator

- Weekly meetings are still being held each Thursday for SACS Team Leads.
- Progress continues to be made as we approach the October 31st deadline.
- Faculty readers are being recruited to review the document.

Mr. James Mayo, QEP Coordinator

- A new QEP committee has been formed. The committee met two weeks ago. They are working to gather the data to show advising is a problem. Another meeting is scheduled for Friday, September 26.

Victor Garcia, Institutional Advancement Representative and Chair of Professional Technical Employee Council

- The JSCC Foundation Internal Giving Campaign has kicked off.
- Manufacturing Day is planned for Tuesday, October 14.
- Victor Garcia and John McCommon are developing several spots for TN Promise that center around JSCC's Promise to our students.

Dr. Larry Bailey, Vice President of Academic Affairs

- Dr. Bailey is working with deans and faculty on pilots for the spring 2015 semester concerning co-requisite courses. We want to be prepared and in line with TBR mandates for embedded remediation.
- Terri Messer and Jack Laser are working with community leaders on a LEAP grant opportunity.
- Dr. Bailey will meet with faculty that are up for promotion and tenure on September 24 to address their concerns with the process.
- Interviews are moving forward to hire a Writing Center Director.
- The Board of Nursing has a site visit to campus scheduled later this week.
- Dr. Bailey is working with several faculty on our honors program and discussing plans to revive our PTK chapter.
- Dr. Bailey's highest priority is getting the SACS compliance report in order. He is working with Dr. Mayo and the SACS team leaders.
- Faculty evaluation forms have been reviewed and sent to Deans for review. It will be shared with faculty council later this week.

Amy West, Director of Human Resources

- Thursday, September 25 is the benefits fair. Nineteen vendors are signed up to participate. Flu shots will be available again this year.
- There are major changes to the flex spending benefits. Please watch for additional information to be sent to campus.

Bobby Smith, Vice President of Student Services

- For the time being, Ms. Linda Nickell will be working with veterans.
- Student Services is considering a Sunday FASFA workshop in January.
- Offices in Student Services are reviewing current processes to improve services provide to students and parents.
- The Admission office has historically sent our acceptance correspondence the semester before students come to campus. A lot of competitors are doing acceptance for fall of 2015 now. We are changing our process and processing fall 2015 applications now. We want to be the student's first choice.

Dr. Bruce Blanding, President

- Dr. Blanding will be off campus Wednesday, September 24 – Friday September 26 attending the TBR meeting at Pellissippi State Community College.

- The annual Bagels and Bluegrass bicycle ride is scheduled for Saturday, October 18.
- Congratulations to Miss Jackson, Madison Hurst. Madison is a JSCC student. She is eligible and plans to participate in the Miss Tennessee pageant.
- Congratulations also to Abby Lackey and Amy West. They were named two of Jackson's Top 40 under 40. A special publication will be in the October 19th Jackson Sun to recognize this group.

Meeting adjourned 3:08 p.m.