



Cabinet Meeting October 15, 2014

Dr. Blanding began the meeting at 1:33

Horace Chase, Vice President of Financial and Administrative Affirms

- The October budget revision is due to TBR tomorrow. Our headcount is up 7.3%. Dual enrollment accounts for a large portion of that increase. With the associated scholarship given to dual enrollment students and with decrease in revenue from summer school and RODP, the equity adjustment, and purchasing the EAB Student Success Collaborative, we are submitting a balanced budget.

Dr. Bruce Blanding, President

- The Manufacturing Summit was held yesterday. Advanced Maintenance Technician Co-op was the primary focus. The event was well attended by our partnering industries and the community. A ribbon cutting ceremony for the AMT lab was part of the day's activities.
- The deadline for high school seniors to apply for TnPromise is November 1. Madison County public high schools have 100% student participation. Mentors are still needed.
- JSCC has an institutional briefing scheduled on October 22nd with TBR administration. This provides JSCC the opportunity to discuss initiatives both the Board and JSCC are pursuing to achieve our mission.
- The Complete College Act of Tennessee established a community college system to create consistency across the thirteen community colleges in the state. An early phase of creating the system was the Business Process Model. It looked at major tasks to improve processes. The Board is also looking at commonality in academic programs. Now they are moving to the next phase. Huron Consulting has been hired to review administrative efficiencies. At this time we do not know specifically what they will be reviewing. Additional information will be forthcoming.
- The Bagels and Bluegrass event is scheduled for Saturday, October 18.
- Congratulations to Patrick Davis. He graduated from the Maxine Smith Fellowship Program.

Cindy Werner, Chair of the Classified Employee Council

- The Council met on Friday, September 26. Ms. Janice Taylor was elected to fill the Vice President position.
- A BBQ fundraiser is scheduled for November 6. A Chili Cook off is scheduled for October 30.

Bobby Smith, Vice President of Student Services

- A dodge ball tournament is scheduled for the week of October 20. Information will go out to club advisors and students this week.
- October 27th is Advisor Awareness Day. Students and advisors are invited to eat lunch together in the Student Center.
- We are entering the season for flu and other illnesses. Currently the enterovirus d68 and Ebola are in the news. Two cases of the enterovirus d68 have been reported in Tennessee. This is just a reminder to wash hands and stay home when sick. Managers and faculty, please be lenient with staff and students that need to be out due to illness.

Amy West, Director of Human Resources

- Annual enrollment meetings are being held on and off campus.
- Human Resources continue their work with hiring committees and budget managers on open positions.
- Training on sexual assault and misconduct will be held for all employees in the near future.
- The Human Resource Office is looking to hire temporary help while Anna Higgs is on maternity leave.

James Mayo, QEP Coordinator

- The QEP steering committee discussed the pros and cons of our advising center as it previously existed on campus. They are reviewing the academic coaching concept that Union University is currently using. Roane State and Walter State Community Colleges have successful advising/student's success centers that Mr. Mayo plans to visit this fall.

Dr. Liz Mayo, SACS Self-Study Coordinator

- Tremendous progress has been made with the compliance report. It is not a complete draft but we are in a good place for the October 31 deadline.

Vivian Grooms, Chair of Faculty Council

- FC was primarily an information-presenting session related to questions being answered and asked related to specific topics. No motions were made or passed regarding administrative recommendations during the meeting.
- Agenda was distributed and information presented related to the following primary topics:
 - Presentation of information regarding possible dual enrollment needs and adjunct faculty because most DE students are taught by adjunct faculty, who have no handbook, no specific DE training to our knowledge, nor previous supervisor evaluation process. Concerns were presented and discussion held, related to adjunct behavior and teaching minors as it related to JSCC reputation.
 - Update on FTE, Headcount numbers and pay request information was presented to increase pay to 85.75% of target.
 - Discussion of faculty evaluation, due dates with Dr. Bailey's input, including the need to quickly settle on a consistent form. Discussed need to share expectations with the faculty for evaluation plans that were due today.
 - Dr. Bailey provided an update on embedded remediation.
 - Update on bringing back Social and Behavioral Science division
 - Tenure and Promotion discussion:
 - of publishing the promotion/tenure list this semester

- clarification needed for when we offering/converting tenure-track contracts
- Primary discussion centered on developing a specific mentoring focus for faculty—especially those up for tenure or promotion.
- Brief update on 9-11-14 incident; impressions from faculty gathered related to what to report about and when to report student activity to all-campus.

Horace Chase, Vice President of Financial and Administrative Affairs

- Drilling for the 89 of the 96 geothermal wells for the Nursing Building is complete.
- The designer is working on finalizing the schematic layout of the Health Sciences Building.
- The McWherter Center roofing project is moving forward as planned.
- We expect to have the campus police officer position filled by November 1.
- The employee break room in the Administration Building is ready to be occupied. The contractor began work on the employee break room in the Classroom Building on September 24th. The project is scheduled to be complete November 28th.
- A camera system has been purchased for the campus police office. This will help monitor campus when officers are in the office.

Angie Brown, Internal Auditor

- Ms. Brown is gathering information for Dr. Blanding's president expense audit that will be conducted by Nashville State's internal auditor.
- Mr. Brown is also working with Rose Hill Middle school on new PIE partner projects.

Sara Cooper, Institutional Research and Accountability

- Course Evaluations are ongoing.
- Year-end plans are coming in and being loaded into compliance assist.
- Ipedds are complete for fall.
- An Idea consultant visited campus last week. Thirty –three faculty attended. The presentation was recorded and emailed to all faculty.

Mary Jane Bassett, Representative for Dr. Larry Bailey

- Deans are working on building spring and summer schedules

Linda Davis, Chair of the Professional Technical Employee Council

- Linda Davis has been elected as the chair of the Professional Technical Employee Council. Patrick Davis was elected as the Vice Chair.
- The Council met on October 2nd. The minutes are posted on jWeb.

Dr. Blanding, President

- Our next meeting is scheduled for November 19.

The meeting adjourned at 2:46.