Cabinet Meeting
February 24, 2015

Dr. Blanding began the meeting at 3:03 p.m.

- The American Association of Community College's annual meeting will be held in April. If you or others in your area have not attended, are interested in participating and have travel dollars available, please contact Dr. Bailey or Dr. Blanding concerning registration.
- The Tennessee Higher Education Commission (THEC) is requesting proposals for grants up to $50,000. The grants will be available for a twelve month period to facilitate development and implementation of institutional projects to improve practices, policies and internal operations that support adult learner success.
- On March 10th Austin Peay State University is hosting a Veterans Academy. Linda Nickell and Kris Nakutis will be attending from JSCC.
- Several on campus will be participating in a continuation of the Completion Academy on February 25 and 26 in Nashville. This is a follow-up from the original Completion Academy resulting from the Complete College Act of 2010.
- Enrollment numbers for spring 2015 are as follows:
  HC: 4495 up 8.7% FTE: 2456 up 2.8%
  Compared to the twelve other community colleges, we are number one in headcount and number two in full-time enrollment. Our retention is up from fall to spring. Keep up the great work.
- A few notable things were included in the Governor's proposed budget.
    - Funding for the allied health building is added back to the budget.
    - A pay raise is included. Longevity was cut out for some state employees, not TBR employees.
    - Governor Haslam recommended full funding of the funding formula.
- Huron Group was on campus earlier this month. They are tasked with improving administrative efficiencies on community college campuses. They will report their findings to TBR for further review and study.

Dr. Liz Mayo, SACS Reaffirmation Coordinator

- All required SACS compliance documentation was mailed and received by all committee members and to Dr. Cuevas. The off-site committee will meet in April. Feedback from the committee will be received shortly after their meeting.
- Dr. Mayo reminded everyone that March is Women's' History month. A reception kicking off the month's events is scheduled for March 4

Mr. James Mayo, QEP Coordinator

- The QEP committee met and reviewed the first draft. Subcommittees are starting to work on marketing, assessment and budget plans. All are working toward a self-imposed deadline for the end of spring semester.

Mr. John McCommon, Institutional Advancement Representative

- Dee Henderson is working on arranging a date for the Excellence in Philanthropy Award that will be presented to Ms. Neta McKnight.
- Ms. Henderson continues her work on recruiting Foundation Board Members.
- Victor Garcia is at the half way point of data migration to new CMS.
- Shooting of footage and testimonials for the long form video is scheduled later this week. A photo project focused on students performing particular tasks is also scheduled over the next few days.
- John McCommon is working with Abby Lackey on a mayoral debate that will be held on campus April 23. WBBJ will live telecast the event from 6:00-7:00 that evening.

Linda Davis, Professional Technical Employee Council Representative

- The Professional Technical Employee lunch and learn date has been set for May 15.
- Changes have been made and approved to the Council's By-Laws.

Cindy Werner, Classified Employee Council Representative

- The Classified Employee Council met on February 13. Planning continues for the Classified Employee Professional Development Day scheduled for March 12. Dr. Jerry Woods will be the speaker.
- Ms. Werner expressed employee concerns that were brought to her regarding closing decisions during recent ice and snow. Dr. Blanding explained that it is very difficult to make the decision as to when to close. We cover a large service area and each employee and student has to make their own judgment call.

Ms. Vivian Grooms, Faculty Council Representative

- Faculty Council met on February 4, 2015. The faculty sick leave policy was reviewed and will be discussed with the Vice President of Academic Affairs and Deans for clarity. Best practices for late adds to courses was also discussed along with plans to pilot some of the co-requisite courses during summer.
- TBR has revitalization initiatives moving forward that will lead to more calls for grant proposals-related to entry level courses.
- The application criteria for the Otis Floyd Scholarship have been revised to include a larger population of students.
- Changes were also made to the Gillman Scholarships which should assist JSCC students with eligibility for study abroad.
- Heidi Lemming at TBR is heading up an Accessibility Task Force and gave a presentation at faculty sub-council.
- With the multi-term contract not being discussed at TBR faculty sub-council, JSCC Faculty Council felt that TBR faculty sub-council should address the issue of why shared governance was

not used for review of the multi term contract and that a letter of concern should be sent to the Vice Chancellor of Academic Affairs regarding the tenure practice at JSCC.

Dr. Blanding stated that the TBR materials sent for quarterly meetings are typically several hundred pages. If that information was pushed down, everyone would be overwhelmed with information. To improve processes, policies and communication, TBR has sub-councils. Many of the President's Cabinet members serve on sub-councils. Every sub-council will discuss topics related to their respective areas. When the topic reaches the presidents' council, the presidents do not always know the sub-councils position. As topics come along that are a point of contention in your sub-council, please bring your point of view to your vice president and Dr. Blanding's attention. We need to speak with one voice from across the institution.

The president's council asked the Vice Chancellor of Academic Affairs if multi term contracts were discussed at faculty sub-council and was told they were from the university perspective. A motion was made at the president's council to add community colleges and was unanimously approved. The multi-term contract gives institutions more flexibility in hiring.

Mr. Horace Chase, Vice President of Financial and Administrative Affairs

- As of the end of January or 58% thru the fiscal year, JSCC is in good financial position. Including encumbrances, 55% of the budget has been spent.
- Each department should have received base budget information. Projected budgets for FY 2015-2016 are due to vice presidents on March 1 and to Mr. Chase on March 15. Budget guidelines should be received from TBR by the first of April. The budget is due to TBR typically the first week of May. If you are requesting additional dollars above base budget, please give a copy of your IE plan to Mr. Chase with your budget.
- Business Service staff are working with state audit to complete required documentation for the SACS off site review by the April 7 due date. At this point state audit has drafted results. We have one finding. It is not a financial statement finding. It is an internal control item related to terminating employees and their access to Banner and being terminated in a timely fashion. There are also three exceptions that are being addressed.
- The planning and design work on the health sciences building is moving forward again.
- Financial and Administrative Affairs staff are working on a five year financial strategic plan that will be tied into our TBR strategic plan.

Dr. Larry Bailey, Vice President for Academic Affairs

- Dr. Bailey, the Deans and Students Services staff are working with Henry County representatives on expanding course offerings in their area. Henry County is also moving from UTM to JSCC for dual enrollment this fall.
- Curriculum has been pulled together by academic deans and Jackson Madison County School System staff for early college. Superintendent Ruffin is working on a detailed budget for the School Board to review and approve. The Board is in favor but needs assurance that early college can be funded.
- Lifetime Learning will now be responsible for coordinating Service Learning, PTK and International Education activities.
- The deans will recommend one faculty member per division to work with Scott Woods on updating learning outcomes.

- Dr. Nell Senter is chairing a group that will be developing the new 60 + 3 course. The course will replace college success and include career exploration and personal discovery. It will be piloted in the fall and spring with the hope that all students will take the course beginning fall 2016.

Ms. Sara Cooper, Institutional Research and Accountability Representative

- Approved IE plans are due with 2015-2016 budget requests.
- The Strategic Planning Review Committee began discussion last week. The next call is scheduled for Friday.
- Requested reports have been sent to the Education Advisory Board. They are reviewing data to help improve the student on boarding experience.
- TBR is working toward a common data repository. TBR will have access to all schools data and can pull information. Each institution will have access to a dashboard to pull information.
- Veterans will be added to the funding formula. It is currently not clear if it is veteran enrollment or completion that will be counted.
- TBR is pulling together a data standards steering committee to standardize coding.

Ms. Haley Bunney, Representative for Mr. Bobby Smith, Vice President of Student Services

- The final meeting with Huron Group is scheduled for March 9.
- The Education Advisory Board's Student Success Collaborative for Community College is moving forward with biweekly meetings. A marketing demo will be presented during their next campus visit in early April.
- Due to the inclement weather, SGA homecoming activities were cancelled.
- Around 100 students have participated in the online understanding sexual assault training.
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Dr. Bruce Blanding, President

- This morning, a memorandum of understanding was signed by JSCC and U of M to assist in the alignment of the curriculum in courses of study that are a part of the Tennessee Transfer Pathways, as well as certain two-year programs that have not traditionally been designed to transfer to a four year college or university.
- A ceremony was also held earlier today to recognize ARJ and their donation of a robotic welder.

The meeting adjourned 4:40 p.m.