



**President's Cabinet Meeting  
March 24, 2015**

**Dr. Blanding** began the meeting at 1:30 p.m.

- We have a lot of grant opportunities come to our attention that may quite appropriately be things we want to pursue. But, we do not have a coordinated handle on all of those opportunities, who within the college is interested, who is taking the lead in applying, what the current deadlines are and where we are in meeting those deadlines, etc. In order to better manage our institutional response to those opportunities, Dr. Blanding asked Bobby Smith to assume the responsibility for coordinating our efforts. Bobby Smith will not be responsible for handling any of those grants possibilities, but he will be developing a spreadsheet of information about each of them. If you are involved or aware of a grant or similar opportunity that may be appropriate to Jackson State and that we might wish to pursue, or that we are in some stage of responding to, please contact Bobby Smith.
- Governor Haslam has included two institutional memberships to Achieving the Dream in the proposed 2015-2016 budget. Jackson State and Roane State were the two schools selected by the Governor's Office and TBR to participate. Achieving the Dream would aid student success initiatives we have already begun.
- We are continuing our training of campus emergency procedures. Fire and tornado drills have been held this semester. Lock down drills will be held in the future. Our goal is for all on campus to be prepared in emergency situations.
- Many from Jackson State have been working with Jackson Madison County School System on an early college. A press conference was held at North Side High School on March 23<sup>rd</sup> to announce the partnership between JMCSS with JSCC and TCAT Jackson. Early College High will start with ninth graders next year in dual credit courses. Course load will increase during their tenth, eleventh and twelfth grade years.
- Graduation is scheduled for 2:00 p.m. on Saturday May 9<sup>th</sup> at the Oman Arena. Volunteers are needed.
- Early registration for summer and fall begins April 6.
- Dr. Blanding will be attending the Tennessee College Association meeting tomorrow and the TBR Quarterly Board meeting at Tennessee Tech University on Friday. JSCC will be hosting the TBR Quarterly meeting on September 16 and 17.

**Dr. Larry Bailey, Vice President of Academic Affairs**

- Work continues on the co-requisite model of instruction. Several faculty members will be attending training sessions on the English, reading and math co-requisite models. Meetings have been held with the Deans and Academic Affairs staff and Student Services State to work out the implementation details.

- A committee lead by Dr. Nell Senter continues their work on the new first year seminar, 60 + 3 orientation course.
- Dr. Bailey, the Academic Deans and Student Services staff will be meeting with Henry County officials tomorrow to discuss dual enrollment and fall offerings in Henry County.

**Mr. James Mayo, QEP Coordinator**

- Mr. Mayo presented the Education Advisory Board's flow chart of JSCC's students on boarding experience. It is a maze of back and forth lines between campus offices. We are not the worst EAB has seen but there is room for improvement. Advising should be part of the student's intake. The QEP will help improve this maze into a more straight line process.
- Mr. Mayo gave the example of a student who passed English Composition I and II but registered for Learning Support Writing. Another student was waiting outside their advisor's office but the faculty member retired over Christmas break. Mr. Mayo went on to give additional examples to show the need for improved advising and communication with students.

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

- The exit conference with State Audit has been conducted. We are waiting on the official management letter. Once we have the letter, a copy will be sent to SACS by the extended deadline. We had one finding. A good approach has been taken to correct the issue.
- One million dollars has been paid toward development of the new allied health building. The additional \$800,000 for match has been requested by TBR. If the building is funded or not, plans for back filling vacant areas, including QEP space, have been developed. Mr. Chase will give all plans to Dr. Blanding for review and approval.
- August 11<sup>th</sup> is currently the expected completion date for the Nursing Building.
- Revenue projections for the next fiscal year are a challenge to calculate. Some of the major impacts are TNPromise, dual enrollment and the funding structure change by TSAC, and TAF funds not being charged to dual enrollment students. Our fourteen day count and end of semester numbers are different, the number change impacts projections. Business Services staff are looking at adjusting revenue to better reflect enrollment trends due to dual enrollment being a large percentage of headcount.

JSCC has always operated on a balanced budget. Now, we have to show profit at the end of the year. We also understand budgets may not go as expected. With the proposed increase in salary of 1.5% and additional expenses associated with the co-requisite model, JSCC responded to a request from TBR for an increase in tuition of 6.47% to cover our costs. Vice Chancellor Nichols will take all the community college's responses and submit a tuition increase request to the Board for consideration.

We expect to have the budget guidelines in early April.

- As of the end of February or 67% thru the fiscal year, JSCC is in good financial position. Including encumbrances, 62% of the budget has been spent.

**Ms. Angie Brown, Internal Auditor**

- Ms. Brown continues work on the financial aid audit and is reviewing the change of address process for students.

**Ms. Vivian Grooms, Faculty Council Representative**

- Faculty Council met on March 4<sup>th</sup>. Faculty feedback for midterm grade reporting was discussed along with faculty attendance at the upcoming American Association of Community College conference April 18-21.
- The recording of faculty sick leave is a concern. Faculty Council requested Amy West attend the next meeting to provide clarity for consistent practice.
- Student late add policy was discussed. It was left as an action item for further follow-up and potential modification.
- A request for recycling and way to dispose of confidential material is needed in the Classroom Building. Vivian Grooms will meet with Dart Hemrick to discuss adding a container from our CINTAS agreement.
- The Memorandum of Understanding with the University of Memphis was reviewed. There were questions from Council concerning “sharing faculty” and the rate of compensation. Amy West explained that faculty would be paid on a dual service contract. The rate of pay would not differ. Dr. Blanding stated the purpose of the MOU is to say we are two TBR institutions working together.
- Ballots have been distributed and collected for electing new members. New Council members should be announced in the near future.
- Dr. Tom Pigg gave the Council an update from the co-requisite committee.
- Ms. Grooms will be meeting with Dr. Tristan Denley, Vice Chancellor for Academic Affairs and another representative from TBR faculty sub-council to discuss multi-term contracts and a position statement on tenure.

**Mr. Bobby Smith, Vice President of Student Services**

- Mr. Smith is working on JSCC’s application for Achieving the Dream.
- He is also tracking and monitoring all of our upcoming grant initiatives.
- The Education Advisory Board representatives will be back on campus on April 2. They will meet with different teams to craft the information and language used on the dashboard. A request for a campus wide viewing of the marketing demonstration of the dashboard has been sent to EAB. Additional information regarding the agenda of the visit will be sent to campus closer to the April 2<sup>nd</sup> date.
- The Huron Consulting Group visited campuses and collected feedback. The next phase is for them to take all the comments and come up with a short list to closer analyze. They are looking for ways to improve quality and efficiency. Job cuts are not their focus. Their report will be sent to the TBR steering committee to discuss direction.
- Priority registration begins April 6.  
A total of 561 Summer applications have been received.  
A total of 2334 Fall applications have been received.
- The baseball team has an overall record of 14-8. The softball team has an overall record of 6-10.
- Several student activities are planned for the upcoming days. A caricature artist will be on campus March 30-April 1. A Student Life Fair is planned for March 31<sup>st</sup>. Anti-Drug Abuse and Sexual Violence Prevention Week is planned for April 7-9. Thursday, April 16 is JSCC Night at the ball park. Tickets will be available at the jHub and Human Resources. The Student Awards dinner will be held the evening of May 7<sup>th</sup> on campus.

**Mr. John McCommon, Institutional Advancement Representative**

- JSCC will host the Jackson Decides mayoral debate on April 23. It will be broadcast live on WBBJ from 6:00-7:00 p.m. that evening. Kellie McAlister will be the moderator for the event.
- Victor Garcia continues his work on migration to the new CMS.
- Dee Henderson is working with TBR to select a date to award the Chancellor's Award for Excellence in Philanthropy to JSCC's nominee. The recipient will be named once the date is selected.
- Mr. McCommon is always seeking JSCC alumni for promotions. If you are aware of successful alumni in the community, please send their contact information to him.

**Ms. Sara Cooper, Institutional Research and Accountability Representative**

- Ms. Cooper received the majority of IE plans for 2015-2016. Only five are still needed.
- Mr. Bobby Smith and Ms. Sara Cooper will be on an academic audit team at Southwest Tennessee Community College on March 26.
- Ms. Cooper is serving as JSCC's representative on TBR's Strategic Planning Review Committee.
- JSCC will be working with a consultant to build a JSCC fact book similar to the one produced by THEC. The consultant will also build enrollment and graduation data portals.

**Ms. Cindy Werner, Classified Employee Council Representative**

- The Classified Employee Professional Development Day held on March 12<sup>th</sup>. Dr. Jerry Woods spoke about customer service. Approximately fifty classified employees participated.
- A BBQ fundraiser is tentatively scheduled for April 16. Additional information will be sent to campus closer to the date.
- Elections for the Council will be held soon.

**Ms. Amy West, Director of Human Resources**

- Compensation Plan review is due to TBR March 31. A proposed equity increase of 1.5% is in the Governor's budget, with the state funding 1%. This is not an across the board raise, but an equity adjustment.
- H.R. IPEDS report, affirmative action plan and placement goals are due April 15.
- Staff performance evaluations for 2014-2015 will be sent to all supervisors late April to be completed and turned back into HR by end of May. Then supervisors would meet with employees during the month of June. This will get evaluations back on track with the academic year cycle.
- Twenty-six proposed bills are currently being discussed that could impact JSCC. One is Veteran's Day being recognized as one of our closed campus holidays. Another would allow state agencies access to employees' personal information one time every six months. Right now your personal information is not part of public records. Lobbyist are working to have an opt out for employees. There is also a push to remove employees' spouses from state health coverage, if they are eligible for health care elsewhere. Another proposal includes removing retirement coverage for medical beginning with new hires as of July 1.
- If you were selected for health coaching, you must complete a biometric screening by July 15<sup>th</sup> to keep you Partnership Promise.
- Several new positions have been advertised with a note of pending budget approval. If budget supports the position, applicants will be ready to be interviewed.
- Due to the recent state audit finding, procedures for notifying HR on employees that are terminating or stopping work will change. HR will now need to be notified the last working day

for each part-time, temporary hourly employee as well as adjuncts and student workers. TBR has four new guidelines relating to Banner access, network access and passwords that are requiring us to change our procedures.

**Ms. Linda Davis, Professional Technical Employee Council Representative**

- The Professional Technical Employee Council met on March 16<sup>th</sup>. The Professional Technical Employee Luncheon will be held on Friday, May 15<sup>th</sup> from 11:00-1:00. A representative from the Employee Assistance Program will speak on bringing out the best in others. Woodstock Bake Shop will provide the catered meal.
- Ballots will be available at the Friday, May 15<sup>th</sup> luncheon to elect new members.
- Scott Cohen would like for there to be a directors meeting or forum so that activity across all functional areas of the college is better known. This will be further discussed at the next meeting on April 9.

**Dr. Bruce Blanding**

- Tennessee is leading the nation on higher education initiatives. You can't pick up a community college publication without an article about Tennessee. This is a special time for our system. Community colleges are in the spotlight and it is only the beginning stages. If we are successful in these initiatives, it will improve the lives of our students.

Meeting adjourned at 3:16 p.m. The next Cabinet meeting is scheduled for April 22.