



**Cabinet Meeting
April 22, 2015**

Dr. Bruce Blanding began the meeting at 1:32 p.m.

- We are currently in priority registration for summer and fall semesters. Bobby Smith provided the following enrollment numbers.
 - Summer 2015 – 530 registered down 15.6% from this time last year (628) and FTE 189.87 down 16.9% from this time last year (228.53)
 - Fall 2015 – 540 registered down 21.2% from this time last year (647) and FTE 381.27 down 20.1% from this time last year (435.84)
- Summer course loads are extremely important to faculty. However, with our current enrollment numbers, classes may not make. Open enrollment for summer and fall begins May 11. We need to encourage our currently enrolled students to register now.
- This is the most challenging budget year that we have faced since Dr. Blanding has been President. Only 45% of our budget comes from state appropriation. We have anticipated revenue and received requested expenditures. There simply is not enough revenue to cover all the requests. We have the results of our outcomes funding and we have a serious shortfall. We only received \$89,000 above last year. Dyersburg State received approximately \$400,000 and another institution received almost \$1.6 million in additional dollars. The initial analysis of our eight funding categories, show the negative dollars attributed to our student progression of the 12, 24, 36 hour markers. We need to continue our work to find out why our students are not meeting these credit hour milestones.

On top of that, we are facing major changes in academics with embedded remediation. JSCC is moving forward with a co-requisite model. If we go forward with this plan, we will need additional master level faculty to cover the course load. Academic Affairs requested nine additional positions to support the co-requisite model. Other TBR schools are also requesting additional faculty and staff. When fee recommendations were submitted to TBR, a higher tuition request was submitted to provide funding for these positions. Governor Haslam supported a tuition increase last year, so we would not ask this year. Now we are asking.

- The state budget passed. We do not have details of the budget. We are assuming it was approved as proposed.
- The Nursing Building is ahead of schedule. The new substantial completion date is July 1. Now we are working to ensure the equipment and furniture are here on time. We expect to have the certificate of occupancy between late August and early October. The building naming and dedication will take place after the certificate of occupancy is received.
- We are assuming the funding for the new allied health building was in the state budget. Flemming and Associates have the initial design stages complete. The next phase of designs will begin soon. We hope to have the groundbreaking in the fall.
- Commencement is May 9th at 2:00 p.m. Volunteers are needed to make this a successful event.

- Tomorrow is the mayoral debate. John McCommon and Abby Lackey have done a great job pulling this event together.

Dr. Larry Bailey, Vice President of Academic Affairs

- Co-requisite planning is moving forward. It is vital that everyone understands the direction we are moving toward this fall. Faculty are the qualified professionals. They will decide if a student that has tested at developmental level but is in their college level course, has met the desired outcomes. Some students will be successful and can move through the lab quickly freeing up space for students that need additional support. This plan will take a lot of communication and coordination. We feel it is the best plan for JSCC passed on TBR's recommendation.
- A new drop process will be proposed for the fall semester. Each student would be required to meet with their advisory prior to withdrawing from a course.

Ms. Vivian Grooms, Faculty Council Representative

- Faculty Council last met on March 18th. The next meeting is scheduled for April 29th. The new executive committee members will be elected at that time.

Mr. James Mayo, QEP Coordinator

- The QEP Committee is recommending that mid-term progress reports be mandatory, not a suggestion.
- The Assessment Subcommittee turned in their report. The Marketing and Budget subcommittees are completing their reports.
- Our consultant, Dr. Sullivan is looking at the QEP action chapter now. We should hear back from her early next week.

Dr. Liz Mayo, SACS Reaffirmation Coordinator

- The SACS Off-Site Reaffirmation Committee meets tomorrow and Friday. We should have their report in a couple of weeks.

Ms. Angie Brown, Internal Auditor

- Ms. Brown is working on the third part of the funding formula audit and completing the financial aid review and report.

Ms. Dana Nails, Representative for Vice President of Financial and Administrative Affairs

- No report at this time.

Ms. Cindy Werner, Classified Employee Council Representative

- The Classified Employee Council BBQ fundraiser made a nice profit with a percentage of the proceeds going to the student relief fund.
- Ballots for next year's council representatives will be on jWeb soon.

Mr. Bobby Smith, Vice President of Student Services

- As of today, we have 411 graduation proposals. That is down 10.7% from last year's ending numbers. We will continue to accept proposals until the end of the summer semester.
- Thank you to all that participated in the Anti-Drug and Alcohol Abuse Day, the Career and Job Fair, and the Student Life Fair. All were successful events.
- Voting for SGA will take place in the Student Union the final week of classes.

- JSCC partnered with the local Alpha Kappa Alpha sorority on a voter registration drive. We had seventy-seven students register to vote.
- Mr. Smith completed and submitted JSCC's Achieving the Dream application.

Ms. Sara Cooper, Institutional Research and Accountability Representative

- Ms. Cooper finalized the report on Southwest Tennessee Community College's academic audit.
- A call is scheduled on April 28th with the TBR Strategic Planning Review Committee.
- The analysis of the student withdrawal survey is complete. The results have been shared with deans and administrators.
- JSCC is contracting with Rion McDonald to build a JSCC Fact book and enrollment portal.
- The QEP assessment chapter is complete and has been sent to James Mayo.
- Ms. Cooper is working with Mary Jane Bassett and Countance Anderson on the EAB platform configuration.

Mr. John McCommon, Institutional Advancement Representative

- Tomorrow night is the Jackson Decides Mayoral Debate. A team of twenty-three from MTSU will assist WBBJ in the live broadcast. Please encourage faculty, staff and students to attend. It will be an hour long production. The doors to McWherter's Ayers Auditorium close five minutes to 6:00 p.m.
- Victor Garcia continues work on the CMS migration.
- Ms. Neta McKnight will be given the Chancellor's Award for Excellence in Philanthropy. Dee Henderson is working with Ms. McKnight and TBR to schedule a date for the award presentation.

Mr. Patrick Davis, Representative for Professional Technical Employee Council

- The Professional Technical Employee Council met on April 9th. Another meeting is scheduled for May 11 to finalize details on the Professional Development Luncheon Scheduled for Friday, May 15.

Ms. Amy West, Director of Human Resources

- The HR IPEDS report is complete.
- The Affirmative Action Plan and placement goals are complete. They will be sent to TBR later this week. The plan's focus is on recruitment and placement of minorities in faculty rank.
- Staff performance evaluations for 2014-2015 will be sent to all supervisors prior to April 30 to be completed and turned back into HR by end of May. HR will review and return the evaluations to supervisors for employee meetings in June.
- Faculty contract renewals for those on temp and term contracts will be given to Deans on Monday, April 27.
- We have several employees retiring in the next 3-4 months.

Dr. Bruce Blanding, President

This fall is going to be an exciting time on campus. We will have the Nursing Building dedication, the Community College President's Retreat, the TBR Quarterly Meeting, SACS On-Site Reaffirmation Committee visit and hopefully a groundbreaking for the new allied health building.

The meeting adjourned 2:46 p.m.