



**Cabinet Meeting
June 16, 2015**

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

- The purpose of Cabinet meetings is for information to be taken back and shared with constituent groups. While notes of the meetings are available on jWeb for individual reading, we all have a responsibility to share the information.
- Full-time faculty and staff have been given new name badges. They should be worn when on campus.
- Dr. Blanding asked Bobby Smith to provide an enrollment update.
 - Summer enrollment is down 8.9% HC and 9.4% FTE. This is the sixth summer in a row that enrollment has been down for summer.
 - Fall enrollment is up as of today 14.6% HC and 18.4% FTE.
- Summer enrollment has dropped dramatically over the past few years. One reason is Pell funding is not available in the summer. However, we are not sure that is the only cause. An analysis of summer enrollment will be done.
- Tennessee Senator and former Governor Lamar Alexander held roundtable discussions on the JSCC campus Friday, May 29. The senator is currently heading up legislation that will update and streamline two current educational initiatives: No Child Left Behind and FAFSA (Free Application for Financial Student Aid).
- Dr. Blanding and Robin Marek attended a meeting hosted by Governor Haslam. The meeting provided community college leaders an opportunity to share best practices, receive up-to-date program projections, and discuss the opportunities and challenges related to TNPromise.
- Governor Haslam paid for two institutional memberships to Achieving the Dream, a national network focused on reforming student success in higher education. Jackson State and Roane State are the two institutions selected to participate. Being a member of Achieving the Dream is an opportunity for us to look at best practices, improve policies and procedures and tie many of our ongoing initiatives together to promote the success of our students.
- JSCC's SACS reaffirmation report was sent off for review and came back with a few areas of non-compliance which will be addressed in our focus report. As a result of reviewer's comments, Dr. Blanding is looking at an institutional change to address institutional effectiveness and using the data we collect.

Mr. John McCommon, Institutional Advancement Representative

- Neta McKnight will be awarded the Chancellor's Award for Excellence in Philanthropy on Friday, July 10th at 2:00 p.m. in the McWherter Center Lobby.
- John McCommon and Dee Henderson met with WBBJ's, VP and General Manager Mr. Mark Brooks. WBBJ has agreed to provide a 50% in-kind match on all spending.
- Victor Garcia continues his work on the CMS migration.
- The JSCC Journal is scheduled to be published the first of August.

Dr. Larry Bailey, Vice President of Academic Affairs

- Dr. Bailey is working on the SACS focus report. Data for the last four years is being documented. The off-site review shows we are trying to comply with all requirements. Where we are lacking is the process for institutional effectiveness. We are working on documentation to show the on-site team improvements we have made.
- The academic deans are working on learning outcomes. We are receiving great cooperation from faculty. June 30th is the self-imposed deadline to have assessments and learning outcomes together for our consultant to review. We hope to have the first draft of the focus report by August 1. The due date is September 28.
- Academic Affairs has been involved with interviewing for the English and Communication faculty and Librarian positions.
- Schedules for Bolivar and Dresden have been finalized.

Ms. Linda Davis, Representative for Professional Technical Employee Council

- Thirty-eight professional-technical employees attended the professional development day lunch. The Council is looking to host the event again next year.
- New Council members have been elected. Effective July 1, Patrick Davis is the Chair, Kris Nakutis is the Vice Chair, and Countance Anderson is the Secretary. New members include Jack Laser and Gayla Phillips.

Ms. Angie Brown, Internal Auditor

- Angie Brown will be conducting the President's Audit at Volunteer State.
- She is also working on the third phase of the funding formula audit and reviewed the risk assessment plan for Physical Plant.
- Audit Plans for next year include review of the study abroad funds, Access and Diversity and continued review of the funding formula.

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

- The contractor for the Nursing Building is confident that substantial completion will be reached by mid-July with the calculated completion date the first week of September. The furniture expense was less than budgeted. These funds can be used in other areas related to the building. We could potentially receive back some of the contingency funds that were set aside.
- The schematic design on the health science building has been approved. We have approval to move forward with the design phase. We hope to have a groundbreaking between March – May 2016 with a tentative completion of August 2017.
- Renovation of faculty offices on the second floor of the Nelms Classroom is close to completion. This was a deferred maintenance project.
- Our bookstore, Nebraska (Neebo) has been bought by Follette. We have been assured that they are committed to maintaining consistency as they navigate the change.
- Our spending is in the limits of the fiscal year time frame.
- Our 2015-2016 budget is being adjusted to ensure we meet the new policy for financial ratios.
- As a result of a recent IT Audit, TBR has acquired a contractor to help develop a business continuity plan. We have a disaster recovery plan but this is much broader in scope.

Ms. Amy West, Director of Human Resources

- Classified and Professional Technical employee evaluations are due to vice presidents by the end of June.

- Faculty contract renewals went out last week. Nine and ten month faculty contracts were mailed to their home addresses. Twelve month faculty contracts were sent out in campus mail.
- The following positions have been filled:
 - 2 English Faculty
 - 1 Communication Faculty
 - 1 Catalog and Reference Librarian
- Staffing could potentially be a big focus for HR this summer. Depending on budgets, between new position requests and retirements there are 13 positions for posting.
- There are significant changes to benefits beginning January 1, 2016. Annual enrollment this fall will be from September 15- October 15. Multiple meetings will be held this fall to go over all the changes. Some of the changes are, a high deductible plan will be offered, new employees will need to be employed for 30 days before coverage begins, spouses both employed by the state will not be eligible for optional life insurance thru both work places. There are several other changes. Please encourage co-workers to attend a meeting this fall.
- Each full-time faculty and staff will be given a name badge. If you lose the badge or want another photo taken, you can pay \$2.00 to replace your current badge.
- HR has held supervisor training on performance evaluations.
- HR is also working on annual reports.

Ms. Heather Freeman, Administrative Assistant to the President

- We have several events that will be held on campus this fall. Please add these dates to your calendars.
 - Fall In-Service August 17-21
 - Community College President's Retreat September 15
 - TBR Quarterly Meeting September 16-17
 - SACS on-site review November 10-12

Ms. Abby Lackey, Faculty Council Representative

- Several faculty retired at the end of the spring semester, Richard Skelton, Tish Hudlow, and Carol Norman.
- The following awards were handed out at the last Faculty Council Meeting:
 - Outstanding Staff: John McCommon
 - Outstanding Adjunct: Derek Moseley
 - New Horizon Co-Recipients: Anna Esquivel and Candyce Sweet
 - Outstanding Professional/Technical Faculty: Kim Todd
 - Outstanding Arts and Sciences Faculty: Abby Lackey
- Amy West discussed sick leave with Faculty Council.
- Faculty expressed a need for additional CINTAS containers in the classroom building for proper disposal of student information. Mr. Chase will follow-up on the request with Dart Hemrick, Director of Purchasing.
- Sara Cooper spoke to Faculty Council about a new metric in TBR's strategic plan that involves documenting faculty involvement in career furthering activities.
- Elections were held at the end of the semester, Abby Lackey is the new Chair, Scott Woods is the Vice Chair and Mark Walls is the Secretary.

- Positive feedback has been received regarding the carpet, paint and blinds in the newly renovated faculty offices. Physical Plant has been gracious and helpful in coordinating the renovations but several things have been lost or broken during the move. A detailed list will be sent to Mr. Batchelor so it can be shared with the hired contractor.
- Faculty Council is looking at fun social things to welcome new faculty members to campus.

Ms. Sara Cooper, Institutional Research and Accountability Representative

- Sara Cooper met with Faculty Council to go over TBR's ten year strategic plan and the faculty career furthering metric. The metric is not fully developed. It will be done over the next few years. Each school and division will tailor the metric for their division needs.
- Performance Funding is now called Quality Assurance Funding. A discussion will need to be had to pick our new sub-populations for the next cycle. Ms. Cooper is also serving on the TBR Quality Assurance Scoring Subcommittee that is deciding the scoring for the next five year cycle.
- The new JSCC Fact Book is on our website. The consultant is working with Victor to get the enrollment portal online. This portal will have five years of enrollment data. The graduation portal will be added in the fall.
- The analysis of the graduate exit survey went out to campus stakeholders.
- Ms. Cooper plans to meet with deans and allied health directors to gather data for performance funding and gather additional data TBR is requesting.

Dr. Liz Mayo, SACS Reaffirmation Coordinator

- Accurate information is being shared in a format for the SACS reviewers to easily understand. The number one goal of the focus report is to create a cultural shift where we regularly document how we are helping students and how the money ties back to our mission.
- The SACS Committee is looking at a Campus Labs software to track future data.

Ms. Cindy Werner, Classified Employee Council Representative

- The Classified Employee Council met on May 1 to discuss election results. Derrick Cobb, Sara Saddler, Beth Murley, and Casey Williams were appointed to the Council. New officers will be elected at the next meeting scheduled for June 26.

Mr. Bobby Smith, Vice President of Student Services

- Mr. Smith serves on the Community College Efficiency Advisory Committee. The Huron Report is complete. Feedback has been gathered from campuses. The Steering Committee is still gathering input and has not made decisions. The Advisory Committee will be given an update at their next meeting.
- A meeting was held with Sara Cooper, Haley Bunney, Robin Marek, and Heather Freeman to discuss tracking our TNPromise students. The system is set-up, once they lose eligibility, they fall off the report. We want to track those students.
- We still have 992 students that are TNPromise eligible and have JSCC listed as their number one choice. Those students still have an August 1 deadline for service hours. We are going to reach out to these students, and let them know we are glad they are coming to JSCC. TnAchieves has been very involved in walking students thru until enrollment. We are looking at continuing the mentor roll once they register.
- The success rate of GE attenders verses non-attenders for fall 2014 was presented:

Great Expectations Attenders		Non-Great Expectations Attenders	
A-C	67.20%	A-C	54.50%
A-D	72.50 %	A-D	59.70%
F-W	27.50%	F-W	40.30%

- An analysis of summer students from 2010-2015 to identify trends contributing to diminishing enrollment is complete. An analysis of summer course offerings for summer 2010 and summer 2015 is being conducted.

Mr. James Mayo, QEP Coordinator

- All reports from the QEP subcommittees were submitted in early May. A draft of the QEP has been sent to Dr. Bailey and on to Dr. Sullivan, the consultant for review. The first draft is in good shape but the assessment piece is needed. The template used by the deans for student learning outcomes will be the same template used for the QEP. The second draft will be ready for Dr. Bailey's review later this week.

Dr. Bruce Blanding, President

- Dr. Blanding handed out Terry O'Banion's book entitled *Community College Curmudgeons, Barriers to Change*. He asked that Cabinet members read the book and be prepared to discuss at the next Cabinet meeting. Once read, share the book with others.
- TBR will be voting on the 2015-2025 Strategic Plan at the June Board meeting. After reviewing the plan, we will likely develop a supplemental plan for JSCC.
- With the Huron study, there is no secret list of firing certain departments. The focus is to be more systematic and save money when possible. Changes are likely going to happen, but not as draconian as people are speculating. If services go away that impact our students and institutional missions, the Presidents will be vocal.
- The Jackson Area Chamber of Commerce has been coordinating quarterly meetings with college and university presidents in Madison County. On September 10th, JSCC along with the Chamber, Union, Lane, University of Memphis Lambuth and TCAT Jackson will be participating in a Back to School Event for all of our students. The event is in the early planning stages, but additional information will be shared as it becomes available.
- The TBR will vote on a 1.5% equity increase at the June Board meeting. It is an equity increase, not everyone will receive the 1.5% raise. If approved at the meeting, it will take effect on the October payroll. Those impacted will receive a letter.
- This fall is going to be extremely busy. Our next meeting is scheduled for August 19. We will focus on the agenda for fall.

The meeting adjourned at 3:30 p.m.