



## President's Cabinet Meeting September 22, 2015

**Dr. Blanding** began the meeting at 10:33 a.m.

- Head count for fall is down around 3% and FTE is up 2%. Students are registering for more credits. All enrollment is down for West Tennessee community colleges. We did not have a large bump in enrollment with TN Promise because most of our students already had access to last dollar scholarships with Ayers, REDI, and formerly Madison Achieves.
- Last week we hosted the TBR meeting. These events are always demanding on time and energy. Having said that, we did an outstanding job. Thanks for all the hard work to all involved with making this a success. Several participants mentioned how pleasant the staff were to the guests.
- Vice Chancellor Nichols presented the 9% graduation rate is first time, full time freshman that graduate within 150% of time. If you look at our population and a realistic timeline, you see a different perspective on our students. Then you look at the TCAT at 90% plus completion, then our data looks skewed. Our Regents want to see collaboration between the TCATs and community colleges.
- This week, Dr. Nuria Cuevas our SACSCOC VP will be on campus. Some of you will be involved in meeting with her. We are meeting with her to discuss QEP, focus report and logistics. She will come back with the team to make sure they stay on task.
- Next month, our ATD coaches will be on campus. They will be meeting with the operational teams and planning kickoff for January in-service.
- The nursing faculty gave a walking tour of the new building facilities to participants of the TBR meeting. On October 26<sup>th</sup>, we will have a building dedication and open house for the community.
- We are still on track to have a November groundbreaking for the Health Sciences Building.
- We are in good shape with our SACSCOC focus report. None of the standards are exceptionally problematic. If the team does not feel we have gotten there yet, it is not the end of JSCC. We will have five months to do it again and explain further.
- Dr. Blanding is not satisfied with the current status of the QEP. It is not done and not submitted. We have a long way to go and a short time to get there. He has not seen an assessment piece to the QEP. It is still a work in progress.
- An all employee meeting will be held on Friday, October 16 at 1:00 in the Ayers Auditorium to discuss the upcoming SACS visit. We will communicate more on the QEP at this meeting.
- TNPromise is low on mentors this year. Please consider signing up to participate.

**Ms. Haley Bunney, Representative for Student Services**

- Volunteers are still needed for Scholarship Saturday this weekend. Please contact Haley if you can help. Activities include current high school seniors applying for admission to JSCC and TNPromise.
- Two hundred and thirty more students participate in GE this year than previous years.
- 317 students actually received TNPromise dollars.  
665 are still eligible for TNPromise.
- Constitution Day was this past Thursday, September 17.
- This Thursday, Secretary of State Tre Hargett will be on campus to promote voter registration.

**Ms. Sara Cooper, Director of Institutional Research and Accountability**

- The SENSE survey ends this Friday.
- A self-assessment survey will be sent to all staff and faculty this fall on services we provide to our adult learners.
- The Achieving the Dream Data Team will meet Thursday.
- Mr. Bobby Smith is attending a THEC Reconnect + Complete Kickoff meeting today, he is working on whose attending snapshot of all students and building metrics for our strategic plan.

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

- Mr. McCommon has been working with others across campus on the “See Something Say Something” campaign.
- The JSCC journal will be ready soon.
- The Foundation is planning to host another fundraiser banquet in April 2016 with a well know guest speaker.

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

- The Annual enrollment transfer period is open until 4:30 on October 15. Please attend an information session if you have questions on vendor changes.
- There have been questions on when positions will be posted. Dr. Blanding stated that when a position becomes vacant, it has to be justified to fill. Recently when a secretarial position became available, we did not want to fill until a staffing conversation occurred. The conversation actually resulted in a decision to hire a full-time secretary in Nursing, a full-time secretary for Liberal Arts and a full-time secretary to be shared between Social and Behavior Sciences and Athletics. Other open positions include HR clerk and one Nursing faculty position and Dean of Academic Assistance Center. The custodian position was offered to someone today. The VP Student Services position will be advertised.
- A 2% equity adjustment was approved by TBR in line with JSCC’s compensation plan. Amy asked the Cabinet’s input if letters should be sent to those not receiving the adjustment. The Cabinet agreed an email could be sent to all campus explaining the equity adjustment and letters could be sent to those that will actually receive an increase in pay.
- The annual health fair is tomorrow in the gym. You can get bone density scans by RAD students. EMT students will be taking blood pressure readings. Flu shots will be given also.
- Ms. West is dealing with a student complaint issue that she must investigate and respond within 10 days.

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

- The Classified Council met August 28. They discussed having the annual chili cook off on October 22 to coincide with homecoming. They are also planning to grill hamburgers and hotdogs on Veterans Day. Military will eat for free. Others will be charged a small fee to cover cost.

**Ms. Angie Brown, Internal Auditor**

- Ms. Brown continues her work on the access and diversity audit and the president's expense audit for Volunteer State Community College.

**Mr. Patrick Davis, Representative for Professional Technical Employee Council**

- The Professional Technical Employee Council met yesterday. They are working on a retention event to coincide with ANCHOR week.

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

- Financial statements for year-end are due to TBR this week.
- We now have to record full disclosure on pension liability that we have not shown in the past. This hits our fund balance, creating a negative fund balance. We know we have to record the liability, but we are waiting to find out if it has to be shown on the budget
- Financial Ratio - Three ratios that exist - One major is net operating revenue ratio-, which is net profit versus expenses. We typically balance the out the revenue and expenses. Now we have to set aside a percentage of our revenue.
- We currently offer deferred payment for student tuition. The plan is 50% down and two equal installments of 25% during the semester. The TBR is allowing a second option. The new option is four payments of 25%. This should be a benefit to the student with a smaller down payment and longer to pay.

Universities can select their own individual options. Community Colleges have to select one option for all thirteen schools. JSCC received a Reconnect Grant that will help pay for us to pilot the second option this spring. Then we can report findings and the system can make a decision on moving forward.

- The punch list for the Nursing Building is being worked on with an expected completion date of October 26.
- The building design for the Health Sciences Building will be presented to Chancellor Morgan on September 9 and to the State Building Commission on September 10. Site work will begin in late November.
- The McWherter Center roofing project is 75% complete. The final completion date is projected for October 15.
- We have an upcoming campus restroom renovation. The areas being considered for renovation include the second floor of the Nelms Classroom Building, first and second floor of the Math and Science Building, and the gym lobby. With the available funding, it is likely that one of the three areas will not be done at this time. A decision will be made once the bids are received.

**Ms. Abby Lackey, Faculty Council Representative**

- Dual Enrollment has been a topic of conversation with Faculty Council. There seems to be a few areas of miscommunication between high schools and JSCC. For example, how the course is going to be taught, book assignments, etc. Dr. Bailey is interested in bringing back the dual enrollment committee. A dual enrollment handbook was started but never completed. This is

the first impression of JSCC for these students, we want it to be positive. Faculty Council is collecting concerns so the issues can be addressed.

**Dr. Bruce Blanding, President**

- This is the time of year when weather starts turning bad. If weather is dangerous, each person staff, faculty and student makes their own decision. A general decision will be made based on our Jackson campus area. If campus is open, it is not a free day for faculty and staff to take off but please encourage people to use good common sense. This is a large service area.
- Dr. Blanding will be out of the office for most of the next two weeks on personal leave and participating in a SACSCOC onsite. We have an automatic leadership structure, if President is off campus, VPAA is automatically acting president, next VPF&A, next VPSS, next is VPSS & IE.
- Amy West mentioned the TBR HR officers will meet on October 7 to discuss faculty absences and when and if leave is charged. Inclement weather and other misses will be discussed.
- Remember as the political debates and elections begin, we work for a state agency. We are apolitical, and must leave politics at the door. If you are active in politics personally, you are not representing JSCC.

Our next meeting is scheduled for October 20<sup>th</sup>. The meeting adjourned at 12:24 p.m.