



President's Cabinet Meeting October 20, 2015

Guests:

Dr. Stephen Murray, Achieving the Dream Leadership Coach

Dr. Charles Van Middlesworth, Achieving the Dream Data Coach

- **Dr. Blanding** began the meeting at 10:38 by welcoming and introducing the Achieving the Dream (ATD) Coaches. ATD captures best practices across community colleges to help students achieve success. **Dr. Van Middlesworth** stated that he has worked with eleven community colleges some benefited, some did not. Those that embraced change did, those that did not embrace change did not grow.

Dr. Blanding thanked both the coaches for their assistance and knowledge in helping us evaluate where we are, so we can determine where we want to go.

- Our SACS on site visit is scheduled for November 9-12. A tentative draft will be e-mailed to campus, but plan to be available.
- Please ask your colleagues to review the QEP and wear their name tags when on campus.
- ANCHOR week is November 2-6.
- Dedication for the Nursing Building has been scheduled for Monday, October 26 at 2:00 p.m.
- Groundbreaking for the new health sciences building is scheduled for Friday, November 20 at 1:30 p.m.

Ms. Abby Lackey, Faculty Council Representative

- Faculty Council met on October 7. Dual enrollment concerns were discussed. Faculty are working with Countance Anderson, Andrea Winchester and Dr. Bailey on resolving the issues.
- Problems with the transition to the new bookstore vendor were also discussed. Faculty Council plan to meet with the bookstore manager soon. Mr. Chase asked that the concerns be shared with Chrystal Pittman. Dr. Blanding mentioned that Vital Source gave a presentation to the community college president's recently. We have asked for them to come to campus and discuss their e-book options. We are currently trying to get a date set for the meeting.
- A proposal for faculty to use sick days as annual or personal days has been shared with Dr. Bailey and Dr. Blanding. It will be sent to TBR sub-council.
- Faculty liked the message from the FBI during in-service and would like more hands on training. Mr. Chase confirmed a second set of training with the FBI will be scheduled soon.

Ms. Angie Brown, Internal Auditor

- Ms. Brown continues her work on the president's expense audit for Volunteer State Community College and access and diversity funds.
- On November 5, 8th graders from Rose Hill will be on campus for a tour.

Mr. Bobby Smith, Vice President of Student Success and Institutional Effectiveness

- We are getting some feedback on projections for the TBR's Strategic Plan. We are expected to have a 3% annual increase each year for the next 10 years in order to reach the Drive to 55 for JSCC. JSCC should award 719 degrees in 2025 and 43,202 in 2025 for state.
- Mr. Smith attended a TN Reconnect Plus Complete seminar. This initiative is a marketing effort to reach out to adult students in our service area that have some college credit, but no degree.
- The JSCC Internal Giving campaign began October 19 and goes thru November 6. A campus wide breakfast will be held October 30. Wear green to join in the activities.

Ms. Sara Cooper, Director of Institutional Research and Accountability

- JSCC received 93 out of 100 for performance funding again this year. Thank you to Patrick, Deans and Programs Directors for distance education customer service and providing great information on response to alumni and employer satisfaction studies. We missed points on graduate subpopulations. We had a dip in credentials awarded 2013-2014.
- TBR sent funding data yesterday. THEC did not include reverse transfer degrees in our awards. We have asked if they are going to fix this oversight or not award. We saw an increase in our 12, 24 hour progressions, slight increase in 36. We had a substantial increase in workforce development hours.
- Course evaluations are taking place now. Faculty will receive results when they return in January.
- Ms. Cooper is working with Linda Nickell to get CORE survey out to students.
- JSCC will have an AST audit in March.
- JSCC will host academic auditor training on February 4.

Mr. John McCommon, Institutional Advancement Representative

- One hundred twenty-five responses were gathered for the media preferences survey.
- The JSCC Journal is finalized. We should have the finished product delivered to campus on October 28.
- Manufacturing Day is scheduled for October 28 from 8-12 at the Jackson Fairgrounds. They are expecting approximately 800 students. The event has been marketed in the high schools primarily to 9th graders to encourage careers on manufacturing.

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

- A RFP is out for our campus café. When Soup DeJour's owner passed away unexpectedly, TBR gave a temporary contract to Woodstock. Currently, we have five vendors that have expressed interest in submitting proposals for review.
- The October revision is due this Friday. Information has been received and it is ready to submit. We have a balanced budget.
- Looking at the end of September, we are 25% thru the year. Total expenditures including encumbrances is 24%. Including travel and operating we are 29%.
- The Business Office is working with OIT and Nelnet with the 4 payment option that we will be piloting in spring.
- We are in the process of compiling furniture and equipment costs for the new health science building. We hope to have a final figure next week.
- Hoar construction made substantial progress on the Nursing Building's punch list. They will plant trees in November. The media wall will also be redone.

Ms. Amy West, Director of Human Resources

- Interviews for the open HR Clerk position are scheduled this week.
- Changes have been made to the cell phone policy. Letters will be sent to those impacted.
- Letters have been sent to those impacted by the equity adjustment.
- Ms. West will schedule a meeting with the 40 individuals that are currently exempt and will go to nonexempt due to the changes in the Fair Standards Labor law.
- The annual benefits enrollment period has ended. All medical deductions and dental codes have to change, so there are many changes that have to happen in banner.
- TBR will be holding Title IX training for west Tennessee schools. The training will be held in the Foundation Board Room.

Ms. Cindy Werner, Classified Employee Council Representative

- The Classified Employee Council has not met since last Cabinet meeting.
- A chili cook off is scheduled for Thursday. Please enter the contest. You can bring \$2 or can goods for the food pantry to get a bowl.
- Just a reminder of the Veterans Day cook out. Veterans eat free with proof of service or in uniform.

Dr. Larry Bailey, Vice President of Academic Affairs

- Academic Affairs and the Division as a whole is preparing for the SACSCOC on-site visit.
- He is also working on meeting dates for faculty up for promotion and tenure.

Ms. Countance Anderson, Representative for Student Services

- Of the 694 TN Promise eligible students, 311 are actually received funding.
- Student Services created a TN promise support committee. This committee plans to meet Thursday to review data on how numbers started and if/where students were lost.
- A TNPromise mentorship sub-committee has also been formed to help maintain support for our current TN promise eligible students.
- JSCC has been selected as military friendly campus.
- We have Homecoming activities this week.
- A Transfer Fair is scheduled for November 3 from 9-12 in the gym.
- Great Expectations begins December 1

Mr. Patrick Davis, Representative for Professional Technical Employee Council

- Professional Technical Employee Council is moving forward with plans to assist during ANCHOR week and registration. A passport is available for students to pick-up from Distance Learning secretaries in the Academic Affairs areas. Student can get their passports checked at points in the registration and anchor week activities. Once registered, the students can leave their completed passports for a prize drawing.

Dr. Bruce Blanding, President

- Dr. Blanding participated in Danville Community College's recent SACS on-site visit as a SACS team member.
- Nell Senter and several from campus have volunteered to mentor 6th graders.
- TN Promise needs more mentors from our area. Please ask staff to consider signing up.
- Our staff did a great job again this year with the Bagels and Bluegrass ride.

The meeting adjourned at 12:08.