



## President's Cabinet Meeting June 21, 2016

**Dr. Blanding** began the meeting at 9:00 a.m.

- Effective July 1 full-time employees will be allowed to carry guns on campus. There are a number of steps that an individual will need to take to be approved to carry. The Board will vote on the policy at the June Tennessee Board Regent's (TBR) meeting. Once approved at TBR, we will have the JSCC policies and procedures out to campus.
- This will be our first full-year as an Achieving the Dream institution (ATD). In-Service week will have a day set aside for an all faculty and staff ATD related activity. Also a reminder that Wes Moore will be speaking to campus in September.
- Dr. Nuria Cuevas informed Dr. Blanding that the SACSCOC review committee met and reviewed a couple of the standards that we had been asked to provide additional information. Acting upon the recommendations of the onsite team and the SACS staff, the SACSCOC review committee approved our responses to those remaining standards. We have completed all reaffirmation requirements. We will receive official notice in the next few weeks. Again, congratulations to all involved in the reaffirmation process. Now, we continue with what we are doing and we will be prepared for the next decennial review. ATD will help us do this very thing.
- We are starting our second year of TnPromise. There was an ongoing issue with recording student's last date of attendance. Part of the issue was misinformation from TSAC. Some of the issue was from recording classroom attendance.
- Every year at graduation we strongly advise students to dress and act appropriately for the occasion. The same goes for our faculty and staff. This is an event where professional behavior and dress is expected.
- Dr. Blanding will be attending the TBR Quarterly meeting at Northeast State Community College. The Board will be approving the Job Description for the President of Jackson State Community College and the Chancellor of the TBR system. The Chancellor position is critical. The system will go through a dramatic culture shift without the universities. You will hear more information on both searches as they move forward.

**Ms. Anna Higgs, Representative for Human Resources.**

- Faculty contract renewals have been mailed.
- Partnership Promise deadline for Wellness Screening is quickly approaching.
- Staff (full time classified and professional-technical) evaluations for 2015-2016 year were sent to supervisors June 10<sup>th</sup>.
- Currently posted/open positions:
  - Executive Secretary VPSS
  - OIT Technician
  - Catalog/Reference Librarian
  - CIS Faculty
  - Nursing Support Services Coordinator
  - Financial Aid Clerk (using applicant pool from early summer)

- Positions to be reviewed before posting:
  - JHub Clerk
  - Director, High School Initiatives & Recruitment
  - Recruitment Officer (using a temp right now)
  - Admission & Records Clerk (using a temp right now)
  - Women's Coach (New position in 2016-17 budget)
  - Licensed Counselor (New position in 2016-17 budget)

**Ms. Countance Anderson, Representative for Vice President for Student Services**

- The new VPSS, Mr. Brian Gann will be on campus Monday, June 27.
- Fall applications:
  - 3414 application have been received. This is down 13.3% from this time last year. (Pre-Promise, two years ago, we had received 2757 applications by this time, which has us 23.8% higher than two years ago)
  - 546 dual enrollment applications have been received. This is about average compared to 542 Fall 2015 and 531 Fall 2014
  - 1226 applications have been completed. This is down compared to 1475 this time last year (Pre-Promise, two years ago, we had processed 528 apps by this time which has us 132.2% higher this year than 2 years ago)
- As of June 3<sup>rd</sup>, 480 students have attended Great Expectations.

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

- Mr. Davis will be transitioning into the ex-officio role for the Council. Ms. Kris Nakutis will be the next Council chair. Ms. Countance Anderson, Mr. Scott Cohen and Mr. John McCommon will also be rolling off the Council. New members include Mr. David Clark, Ms. Jessica Reese, Ms. Ruthea Coleman and Mr. Dillon Trip. The vice-chair will be elected at their next meeting.

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

- Academic Affairs is working with Terri Messer, Jack Laser, Vicki Lake, and other partners on development of application for the LEAP 2.0 grant and to secure letters of support from school systems in Jackson-Madison County and Weakley County.
- Research is being done on a potential grant opportunity with the Department of Labor. A determination will be made soon on our intent.
- Mr. Patrick Davis and Dr. Bailey have a meeting scheduled with the Brownsville Chamber of Commerce and school superintendent to discuss course offerings in Brownsville.
- Paperwork has been submitted to TBR for the A.A.S. in Criminal Justice and certificate in Patient Care Technician.

**Mr. John McCommon, Coordinator of Public Relations and Marketing**

- Mr. McCommon introduced Ms. Cassie Duck, our guest at Cabinet. Ms. Duck is an alumni of JSCC and a journalism major at Union University. She is job shadowing Mr. McCommon this summer.
- Mr. McCommon is working on ad scripts for non-traditional students. He plans to meet with Dr. Bailey and Mr. Gann to get ideas on marketing and advertising efforts.
- The JSCC Journal should be complete by mid-July. Our SACSCOC reaccreditation will be the focus.

- Public Relations and Marketing is working on a proposal for a small video studio on campus. The plans will be submitted for review and approval to appropriate campus staff.
- The article on our dual enrollment student, Mikinze Anne Collins receiving her associate's degree and graduating from high school just a few days apart is the highest performing post on JSCC's Facebook page.
- Regions Bank was approved to be the investment manager for the JSCC Foundation. BancorpSouth will remain the bank account manager. Contracts with both institutions have been drawn and are in the process of completion.
- Ms. Henderson met with Cary Vaughn, Chair of the Foundation Board of Trustees to discuss the financial contracts, prospective trustees, incoming Chair position, and Trustee involvement for the next Foundation Banquet.
- Working continues on forming the Friends of JSCC Group. This group will be made up of alumni, retirees, and those from the community that support JSCC.

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

- We would like to move forward with revising the names of the Math and Science Building and the Art and Fitness Building to accurately reflect their purpose. It has been proposed and we will move forward with the Math and Science Building be renamed Science Building and the Art/Fitness Building be renamed Art and Music Building. Appropriate directional sign will be ordered for campus.
- In an effort to control space access on campus, we have been bringing in all master keys. The President will have keys to all facilities. Vice Presidents have grand master keys. Deans and Directors have a building master key, if they are responsible for the building. If they are responsible for rooms in a building, they will have keys for those rooms. This procedure is based on trust that those that should not have keys will turn them in. If they do not turn in keys, and we find out, it will be addressed by Human Resources.
- The road between the Student Center and the Jim Moss Center for Nursing is now blocked and will remain that way. It will become a pedestrian area and eventually a new quad. With this road closure traffic flow will increase on the one entrance off North Parkway.
- The new road from the pond by the new health sciences building will be complete early 2017.
- We will also look at parking areas on campus to keep everyone safe. The traffic in front of the gym has been a problem with students. The parking lot has been restriped and speed bumps will be placed on either side of the gym building. We will also look at parking areas on campus to keep everyone safe. As part of the master plan, we are looking at moving the road from the front of the gym to behind the building.
- The music room is being renovated for a proper music space. It should complete in the next couple of months.
- State auditors are on campus. They are working in the SGA conference Room.
- We are 92% thru the current fiscal year. Expenses are currently running at 83%. Accrued expenses will be added, that will increase the percentage.

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

- The Classified Employee Council last met April 28. New members include Brad Eubanks, Eric Jackson, Ellen Kirby, and Seth Harden.

- The Council discussed concerns from classified employees about lack of staff notification when there is an irate student or parent. Classified employees thought at least office managers in the building should be notified of the issue.

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

- Current enrollment numbers
  - Fall Headcount is 2151 -0.4% from fall 2015 and +6.3% from fall 2014
  - Fall FTE is 1530 +1.47% from fall 2015 and +14.9% from fall 2014
  - Summer Headcount is 1121 -6.1% from summer 2015 and -15.6% from summer 2014
  - Summer FTE is 406 -4.4% from summer 2015 -13.3% from summer 2014

This marks the sixth summer in a row enrollment has decreased. For fall, we still have dual enrollment students to enter, but even with these students, we are lagging behind where we should be for enrollment.

- Going through the SACS reaffirmation helped us update processes and practices that we need to continue. Achieving the Dream will just reinforce those efforts. We need to continue on with reviewing the data, setting goals, analyzing the results, and documenting changes. Software for reporting our strategic planning on-line will be customized for JSCC and ready to use for the next IE planning cycle.
- With Achieving the Dream, we have been involved with our year of introspection. We will still be data gathering, but now we will be coming up with action plans focused on African American males, non-traditional students, and learning support students. You will hear more and be involved in various aspects of that as plans are pulled together and implemented.
- Performance Funding is now Quality Assurance Funding and an adult learner category has been added. Institutional Research and Effectiveness will be working to write up our standard and will tie into the ATD Core team working on recruiting adult learners.
- Wes Moore will be here this fall. If you need a book, please contact Mr. Smith.
- EAB Navigate on-boarding software is now live. It will be promoted to incoming students.

**Ms. Heather Freeman, Administrative Assistant to the President**

- Ms. Angie Brown, Internal Auditor and Mr. Scott Woods, Faculty Council Chair were unable to attend this month's Cabinet meeting. Both submitted status reports that were handed out during the meeting. (See attached)
- Our next meeting will be held in August. Each representative is asked to send in a status report by the Friday prior to each month's Cabinet meeting.

**Dr. Bruce Blanding, President**

- Again, this is our sixth year in a row enrollment has dropped for summer. There are two major issues with summer. One, Pell does not pay for summer classes. There is pending legislation to change that funding. If it passes, it will have a major impact on enrollment. Second, is the way we have courses structured and Academic Affairs is wrestling with this. We are trying Maymester and other flexible schedules. If things do not turn around, someone will eventually have to decide if summer school continues.
- All supervisors should have information on employee evaluations. Please ensure we meet the requested timelines.

The meeting adjourned at 10:06 a.m.

## Internal Audit Status Report

June 21, 2016

- Completed and submitted the CCTA Outcome Measures audit report for 2014-15 and the fall term 2015 on May 19, 2016.
- Reviewed the risk assessment process at JSCC for the auxiliary and student services major process. The internal audit letter was submitted to TBR on June 1, 2016.

Currently:

- Conducting a follow up on the State Audit Finding for the years ended June 30, 2014 and June 30, 2013. The finding related to the termination of banner access for terminated full time employees.
- Conducting a Quality Assessment Review self-assessment in compliance with the Institute of Internal Auditor guidelines as requested by TBR.
- Conducting an audit of payroll processes.
- Preparing documents for year-end procedures as requested by State Audit.

PRESIDENT'S CABINET MTG. (JUNE 2016)  
NOTES – FACULTY COUNCIL

1. To our knowledge, all full-time faculty are participating in Great Expectations sessions this summer.
2. Faculty who are teaching summer courses are working hard to insure that students succeed in these courses.
3. Tim Britt will be teaching Statistics and Probability in Paris, Amsterdam, and Berlin during the July Program. Tammy Prater taught World Civilizations I in Siena, Florence, Cinque, Terre, and Rome during the June and July Program. Anna Esquivel taught English Comp II in Budapest, Prague, and Vienna during the May Program.
4. According to the numbers provided, we are serving over 1100 students this summer and over 400 Full-time students. Because of summer school, these students are catching up, staying on course, or getting ahead in terms of achieving their dreams. If we did not offer summer classes, all of these students' summer academic goals would have been deferred or taken elsewhere. Simply put, we can't serve students if our doors are closed to them.
5. The Faculty Council looks forward to partnering (and continuing to build bridges) with the Institution as a whole to achieve our goals regarding the College's QEP and Achieving the Dream transformation.