



## **Cabinet Meeting June 6, 2017**

**Dr. Hamilton** began the meeting at 10:31 a.m. by welcoming new members.

- On May 17<sup>th</sup> West Tennessee Healthcare was presented the Regents Award for Excellence in Philanthropy. Prior to the presentation a lunch and tour of the Jackson Madison County General Hospital was held with administrators from WTH and JSCC. Since that meeting, Mr. James Ross was named new President and CEO of WTH.
- This summer, Dr. Hamilton plans to meet with JSCC's legislative delegation and have them on campus. She also plans to meet with high school administrators.
- A ribbon cutting for the Jim and Janet Ayers Center for Health Sciences will be held during the 50<sup>th</sup> anniversary week of celebration. We are finalizing the date and time, but it is tentatively scheduled for September 12.
- TBR requested a Reconnect Team per institution. The following have been identified as JSCC's team, by position: Brian Gann (lead), Dr. Hamilton (administrator), Veteran and Adult Coordinator (TBD), T. Messer (faculty ) and R. Marek (PLA Representative)

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

- Summer school is off to a good start.
- Many of the open faculty positions have been filled. Currently there are only two unfilled, Communication and Chemistry.
- Dr. Bailey will be traveling with Dr. Hamilton to Paris, TN on June 20<sup>th</sup> to meet with local leaders.
- On June 7<sup>th</sup>, JSCC will be awarded the National Center of Academic Excellence in Cyber Defense – Two Year Education designation at the National Cyber Summit. Twenty-three other institutions will be awarded. JSCC is the only college in Tennessee.
- We are waiting on SACS approval for the Respiratory Care program. Cathy Garner is working on a fall visit for CoARC.

**Steve Cornelison, Athletic Director**

- JSCC Baseball team finished 3<sup>rd</sup> with a record of 34-20. JSCC Softball team finished 4<sup>th</sup> with a record of 41-19. This is a school record for most wins in a season. Both teams had numerous athletes sign scholarship commitments beyond JSCC.
- Mr. Cornelison met with the new SGA members. Michael McFadden is the new SGA President. Caitlyn Malone is the new SGA Vice President. We have five sophomore senators. Freshmen elections will be held in the fall. The SGA retreat is tentatively scheduled for July 29 and 30.
- Coaches are busy recruiting. Mr. Cornelison is working on the end of year athletics report.

**Chrystal Pittman, Interim Internal Auditor**

- Ms. Pittman is working on audit recommendations and year end procedures.

**Kim Huey, Representative for Classified Employees**

- The Classified Employee Council met on May 25<sup>th</sup>. Kim Huey was elected Chair, but will be resigning the position due to work load. She will be replaced at the next meeting. Caitlin Wood was elected Vice Chair. Meredith Hoffman was elected Secretary.

**Tony Rafalowski, Representative for Faculty**

- Faculty Council last met in April. Tony Rafalowski was elected Chair. Sara Youngerman was elected Vice Chair. Dama Cooley was elected Secretary.

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

- The state auditors have completed their field work on campus. An unofficial briefing was held prior to their departure. We do not have the final report.
- Mr. Chase and the Business Services Accountants attended the TBR Financial Reporting workshop in Cookeville on May 17 and 18.
- Tim Dellinger returned to JSCC on Monday, May 15 as Director of Business Services.
- The spring budget is \$10,000 less than projections. Summer projections for FTE was set at 414. Currently we are at 446 FTE. Hopefully, this will hold and help us make up dollars lost in the spring.
- As of May 31, we are 92% through the year and expenditures are at 84% of the budget including encumbrances. Any dollars left over can be used toward capital maintenance projects.
- Road work at gate 1, by the ponds began May 22. It should take four weeks to complete.
- OTA and PTA moved into the health sciences building on May 9 and 10.
- HVAC updates to the Science Building began on May 25.
- Elevator modernization in the Library began on May 8. It is scheduled to be complete on August 14.

**Amy West, Director of Human Resources**

- Six of the nine faculty positions have been filled. The IT faculty position will be hard to fill. Human Resources and Dean Messer have worked with chambers and industry to fill the role without success. It will be put on hold for now.
- The search process is complete for the faculty positions in chemistry and communications. Human Resources is checking references.
- Interviews are scheduled for a Custodian, Financial Aid Clerk, and Physical Plant Director. That only leaves the Veteran and Adult Coordinator position open.
- Performance evaluations for staff will go out in two weeks. The evaluation period will cover July 1, 2016 - June 30, 2017. Evaluations will be completed by supervisors and submitted to Human Resources prior to meeting with staff.
- Faculty contracts were mailed.
- Every 3-4 years Human Resources needs to record veteran and disability status. A voluntary form will be sent to each employee to complete and return to Human Resources.
- To meet the Partnership Promise for insurance, biometric screenings must be complete and the form submitted by July 15.

- Long term care has been a TBR benefit not a state benefit. The state put out an RFP and coverage went up 300%. Additional information will be provided during annual enrollment, October 1-14.
- JSCC's Title IV report has been submitted. Our Title IX report is due soon.
- Monica Hayes is the new Human Resource Specialist.
- Ms. West will be in Haiti June 21-29. Anna Higgs will assist with Human Resource needs during Ms. West's absence.

#### **Dillon Tripp, Representative for Professional Technical Employees**

- The Professional Technical Employee Council has not met since elections. They are looking to schedule a meeting in June.
- The annual professional development lunch was held in May. Activities centered on team building. The event was well attended.

#### **Brian Gann, Vice President of Student Services**

- Tina Shreeve is the new Admissions and Records Clerk.
- The Veterans Coordinator job was reviewed and modified to task someone with paying attention to the services we offer adults with Reconnect.
- We do not have the final rules for Reconnect. Students will not be required to attend fulltime like TnPromise. We have approximately \$65,000 to pilot Reconnect students this academic year.
- Student Services is working on a more student friendly application, communication, and tracking students in the application process.
- We awarded 533 degrees this academic year. This is our largest number awarded in several years. Around 200 certificates were awarded, but that number is still fluid.
- New student applications are up 4% this fall. We are running 2-3 percentage points ahead on accepted students.
- We still have a long way to go on dual enrollment numbers for the fall. We expect to retain all dual enrollment schools from this spring.
- JSCC is in the early stages of conversations with state and national groups along with local superintendents to help them meet their new target and metrics on early college credit.
- Ms. West asked about rumors that JSCC has given Dyersburg State Community College two counties (Gibson and Crockett) in our service area. Dr. Hamilton explained that she met with Chancellor Tydings and Vice Chancellor Denley earlier in the semester. We have agreed to share these two counties as a pilot. The pilot request was not because the schools were unhappy with the services JSCC is providing. Chancellor Tydings wanted us to share resources. For example, JSCC does not offer early education and DSCC does, if Crockett has a need, they can use DSCC for that program.

#### **John McCommon, Coordinator of Marketing and Public Relations**

- Mr. McCommon is working on procurement of visual assets on campus to make 50<sup>th</sup> anniversary more prevalent, pole banners, pens, etc..
- Business cards with the 50th logo can be ordered and printed in house.

- Stationary with the 50<sup>th</sup> logo can be printed in house. John can send a PDF version to those wanting to send electronic documents.
- Last Thursday approximately 20 individuals met in the library to look thru and identify pictures/people/events for 50<sup>th</sup> visual project. Mr. McCommon should have this project finished in June with the final product in house by the end of July. A photo album of the images will be made for JSCC faculty and staff.
- Interviews will conclude this month to wrap up content for 50<sup>th</sup> commemorative book.
- The planning committee for the 50<sup>th</sup> anniversary will meet later this month to work on plans for the celebration week.

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

- Enrollment
  - Summer HC up 4.9% FTE up 9.4%
  - Fall HC down 26.7% FTE down 24%
- For Quality Assurance Reporting, we will be asking for 87 out of 100. This is lower than normal based on a couple of reasons. We are reporting 15-16 numbers, a low graduation year. Changes were made to the academic audit scoring. We had great audits, but scoring is now lower. We received full funding on the exit exam results. Our graduate scores are higher than the national average. One hundred and twenty nine of our graduates scored in the top 25% nationally. Letters are sent to these students recognizing their achievement.
- A call for IE plans and training on the new strategic planning online software will be held soon.
- Mr. Smith is working with Advancement on offering training to fund managers for Foundation scholarships. Anyone with interest is welcome to attend.

**Dr. Allana Hamilton, President**

- Historically, Cabinet meetings have been held monthly. Dr. Hamilton is fine with continuing this method, but would like input from the Cabinet on the time structure of meetings. Cabinet members discussed and agreed to continue the monthly meeting structure.

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

- The date of the next meeting will be during in-service week. Once a detailed plan of the week's activities is developed a calendar invitation will be mailed for the August meeting. Looking forward to fall, it appears a meeting time of 10:30 on Tuesdays works for everyone's schedule. Meeting invitations will be sent for the remainder of 2017.

The meeting adjourned at 11:53 a.m.