



**Cabinet Meeting
August 24, 2017**

Dr. Hamilton began the meeting at 10:34 a.m. by welcoming everyone to the 50th fall semester at JSCC.

- The purpose of the Cabinet is to serve in an advisory role to President's Office. The Cabinet meets monthly to share information and discuss overarching concerns. Dr. Hamilton asked the Cabinet members to consider adding one additional position, a Student Government representative. The Cabinet agreed we should hear a student's perspective and for students to be aware of the issues brought to this group. Steve Cornelison will speak with the Student Government Association to identify a representative to attend each Cabinet meeting. With everyone in agreement on a student representative, the meeting dates for the second half of the calendar year will be forthcoming.
- Dr. Hamilton provided an update on communication. She will continue to ask for feedback on how best to communicate to campus and what information is needed. Below is a list of current ways communication is provided to campus.
 - Open forums will be held for the months of September, October, and November. Attendance is not mandatory. Dr. Hamilton intends to cover three to four topics at each forum.
 - The Executive Council meets every two weeks. The vice presidents take information back and share as appropriate.
 - The President's Cabinet meets monthly. Information is taken back and shared as appropriate. Cabinet notes are posted on jWeb.
 - College knowledge is a weekly publication placed in campus bathrooms. It prints each Friday afternoon for dissemination on Monday mornings. If you have information that needs to be shared, please get the information to Meredith Hoffman by Wednesday.
 - The Statesman shares noteworthy information with the JSCC campus and community. Please send all information for this publication to John McCommon.
 - Information is also shared by post to social media or minutes posted on jWeb.
 - If you see another way to communicate information to campus, please inform the President's Office.

Dr. Larry Bailey, Vice President of Academic Affairs

- The construction updates to the Science Building will not be complete for at least the first week of fall classes. Dr. Bailey's office is working with Dean Coppings on relocating all science classes for the first week or two of the semester. Room numbers will be updated in Banner and a text will go to those students to recheck their schedule. Faculty are also e-mailing room locations to students in their classes. Physical Plant personnel will also be

outside the science building the first few days of class to redirect students to temporary classes. A list of room changes will be given to all volunteers directing students.

- Academic division meetings are scheduled for next week. They will be looking at attendance taking and a few other things.
- Academic Affairs is currently working with nine, and potentially a tenth, high schools on duplicating what we offer at JCM - Early College High with dual credit. JSCC faculty are training high school teachers on our course materials for College Success, Health and Wellness, and Computer Literacy and Applications. Special thanks to Jennifer Cherry, Lisa Matlock and Deron Hines for providing this training.
High schools are challenged with getting students college hours when many of their students do not meet the dual enrollment requirements. JSCC will be looking at other potential offerings for dual credit to help high schools with this challenge.
- This semester we have 45 JCM-Early College High students on campus.

Steve Cornelison, Athletic Director

- The Student Government Association held their annual retreat July 28-30. Thanks to all that presented. It was a great learning event for our student leaders.
- JSCC had three athletes named as Academic All Americans. Issac James had the highest GPA for male athlete.
- This fall we have at least 85 athletes on campus.
- The first two days of the fall semester, Farmer's Perk will be set-up in the Nelms Classroom Building with free coffee.
- The program schedule for all student activities is set for the semester.

Chrystal Pittman, Interim Internal Auditor

- Internal Audit is working on follow-ups from prior year audits and working on 2017-2018 fiscal year audits.
- The fraud waste and abuse brochure will be e-mailed to campus today. As state employees, we have to be good stewards of state dollars and we must report any suspected abuse.

Ellen Kirby, Representative for Classified Employees

- The Classified Employee Council is looking at potential events for this year, including the annual professional development day. A request for ideas has been sent to all classified employees.

Tony Rafalowski, Representative for Faculty

- Faculty Council will meet Thursday, September 7.

Horace Chase, Vice President of Financial and Administrative Affairs

- Having not closed out on the second month of the fiscal year, updates on our current financial position are not available. An update will be provided at the next meeting.
- Exception reports will be sent out to areas that are exceeding spending expectations for that point in the fiscal year.
- Summer enrollment was up. Budget is based on a three year average. We are approximately \$70,000 over summer estimated budget.

- Fall enrollment budget is based on the end of semester numbers. The FY 2017-2018 budget is based on 2888 FTE. Currently we are at 2682 FTE. We need an additional 206 to break even. The difference in FTE equates to approximately \$495,000 that we are down. If numbers do not improve, the deficit will be addressed during the October budget revision to meet our net operating revenue ratio. In summary, in a year, we want to spend less than we generate.
- Work continues with the Science Building HVAC project. The expectation is for it to be complete the first week of class. The Science Building roof project is funded, but will be later in the academic year before it begins. Physical Plant will continue to work on the roof as need arises until the project begins.
- Maintenance and police will assist with parking and traffic the first few days of class.
- Mr. Chase thanked John McCommon for his work with the ALICE video.

John McCommon, Director of Marketing and Public Relations

- Mr. McCommon is working on finalizing details for the 50th anniversary week. Activities include:
 - All week Scavenger Hunt for students
 - A Celebration of the Past – open reception
 - The ribbon cutting for the Jim and Janet Ayers Center for Health Sciences
 - The student Welcome Back Bash
 - An employee appreciation event
- Candyce Sweet and Amanda Pugh are helping Mr. McCommon with a JSCC 50th anniversary Facebook page. Content will be uploaded throughout our 50th anniversary year.
- Steve Bowers and Kelli McAlister are hosting a new show, *Schools in Session*. It is every Tuesday at 7:30 a.m. JSCC is the primary sponsor. If you have something that needs to be shared with the community, Mr. McCommon will assist with scheduling you a time to present on the show.

Sara Vonderheide, Representative for Vice President of Institutional Effectiveness and Advancement

- TBR is working on a common data repository or warehouse. JSCC is a test school for this process. Once the testing phase is complete, TBR will start pulling information from those records and will take some reporting responsibility JSCC.
- A draft of JSCC's data dictionary is ready for individuals to review. If you are willing to review, please contact Ms. Vonderheide. Once finalized, the data dictionary will be available to the public.
- Ms. Vonderheide serves on the TBR's IR advisory committee. They are working with TBR on common definitions between JSCC, TBR, and THEC.
- JSCC's fact book is online. Fall information will be added as it comes available.

Amy West, Director of Human Resources

- Since May, fifteen individuals have been hired. While there are a few open positions, staffing looks good for fall.
- Decision Guides from the state of Tennessee will be mailed out soon. Please read them and/or attend a benefits meeting. There will be changes to insurance that all need to be aware of this year. Meeting dates will be listed on jWeb. This year, meetings will be recorded for those unable to attend a meeting time.

- The annual Benefits Fair is scheduled for Thursday, September 21 in the gym. New vendors are scheduled to participate. Again this year, B12 and flu shots will be given.
- During the large in-service meeting, TBR Legal Counsel, Heather Stewart provided a condensed training on Title IX and VI. On September 6, Title IX and VI training will be open online for all full and part-time JSCC faculty and staff. The software is Everfi. The course is Haven training. There are two parts to the training. Part one will be sent out in early September. Once complete, you will have a 30 day window and an e-mail with part two of the training will be sent to you. Our students have been doing this for two years. Participation originally was optional. Now participation is a requirement. A report is given on participation to TBR and the Governor's Office.
- TBR was selected for a random audit by the TN Human Rights Commission. They will be visiting four campuses. At this point the four campuses have not been identified. JSCC is preparing now by submitting a list of interviewees should we be selected. It will be front line employees that interact most with students. Ms. West will provide training to the individuals that would be interviewed, if JSCC is selected.
- Twelve month employees received the 1.7% COLA adjustment on their July pay check. Nine month employees will receive the 1.7% COLA adjustment on the August paycheck.
- Four TBR institutions elected to make equity adjustments this year. JSCC is one of the four. JSCC's adjustment totaled \$151,000. It will be voted on at the September TBR meeting.
- Performance evaluations are wrapping up for staff.
- One of JSCC's ATD goals is the recruitment and retention of African American male students. An ATD subcommittee is working on an orientation meeting for this group of students. The orientation entitled, QUEST is scheduled for August 31st at 5:00 p.m. At least 30 students have signed up as of today.
- On October 26, JSCC will host a diversity conference on campus. A RFP has gone out to others with the primary focus on classroom diversity. It is a faculty lead and driven effort however, staff are welcome to participate.
- All 13 community college human resource offices are moving toward a new applicant tracking system that will be web based. It is scheduled to go live in January 2018. Training will be held for those on hiring committees. Human Resources will add a station in their offices for applicants to us.

Dillon Tripp, Representative for Professional Technical Employees

- Professional Technical Council has elected officers.
- At the last meeting, the dress code and shared services was discussed.

Brian Gann, Vice President of Student Services

- Next Thursday, a lunch and learn is scheduled for TN promise students. Campus resources will be highlighted.
- On September 14, a few from campus will be attending a TNReconnect Academy with TBR. More information will be shared as we move toward the fall 2018 TNReconnect launch. This fall semester, we were able to assist 23 students with Reconnect pilot dollars.
- Current enrollment has HC at 4129 and FTE at 2682. Looking at last year's year to date numbers, we are up in enrollment. However that is false. We are ahead of the game on

entering dual enrollment. So far 1025 dual enrollment students have been registered. Student Services staff continue to work with high schools, but we are expecting our total to cap around 1300 dual enrollment students.

At this point, new student enrollment and readmits are down. Student Services is still working and looking at ways to improve these numbers.

The meeting adjourned 12:10 p.m.