



**Cabinet Meeting
November 28, 2017**

Dr. Hamilton began the meeting at 1:02 p.m.

- Dr. Hamilton has been holding monthly open forums. Information at the forums covers JSCC, TBR, and a focused topic. We will not have an open forum in December. In January, the annual convocation will take the place of the open forum. A date for the February forum will be announced in early 2018.

Brian Gann, Vice President of Student Services

- Application numbers:
 - Spring 2018 applications- 1147 received compared to 947 this time last year
 - Summer 2018 applications -36 received compared to 48 this time last year
 - Fall 2018 -1025 received with 58 of them accepted compared to 995 this time last year with 103 of them accepted. With the rollout of TNReconnect, it is expected that fall applications will increase.
- Student Services is working toward individualized degree plans for every student. The THEC – Outcomes Improvement Grant will assist with software for the project. A Degree Works consultant was on campus earlier this month to assist with implementation. A paper form will be completed for the 1030 students this year. The paper plans will be loaded as software is moved forward. Staff will monitor the process to determine if they continue with paper then electronic entry or start with loading electronically.
- JSCC was awarded one of five THEC – Lumina Grants. The grant is for \$100,000 over two years. The grant focuses on equity and ties to the ATD group that is working to close equity gaps for African American students.
- Student Service staff are working with others across the campus on technical challenges that ties student course work with their program of student for financial aid needs. Please continue to advise students that they need to take classes in their program of study, but we do not have the puzzle of technology put together to support that at this point. There are several updates that will run this weekend, then we can see if we have worked out the bugs and how badly will it shock the system for us to implement before spring 2018. We are making a good faith effort, we just may not be right there. Rule of thumb other than developmental classes, if the class falls in a program of study, financial aid will pay for it. If something is falling thru, we will need to update their major, catalog year, or see if there is another program. If we do not get the technology in place for spring, we have to be there for summer and fall.

Dillon Tripp, Representative for Professional Technical Employees

- The three council chairs have a meeting with Dr. Hamilton on Thursday, November 30 to discuss the assessment of administrators.
- Mr. Tripp is working to schedule a meeting of the Professional Technical Employee Council prior to the holiday break. The main topic for the council is communication with the other employee councils.

- Scot Cohen held his directors meeting this month. He would like to have a campus wide professional development activity.

Amy West, Director of Human Resources

- Vacant Positions & Staffing
 - Newly Hired Positions:
 - Circulation & Instruction Librarian – Robyn Hicks promoted November 1st
 - Workforce Development Director- Kimberly Johnson started November 18th
 - Completion Coach in Allied Health- Sherry Channel starts November 29th
 - Reference & Cataloging Librarian- Vanessa Jones starts December 4th
 - Director, Financial Aid- offer extended 11/27
 - Vacant Positions:
 - Custodian 2nd shift- Interviews occurred October 18th.
 - Grounds Manager- Committee interviewed November 6th. Waiting to make recommendation until after holidays.
 - Admissions & Records Clerk- Committee interviewed November 13th. Waiting for recommendation to hire.
 - 9 month Nursing Faculty- still actively recruiting. Accepting applications.
 - Maintenance Technician- new position this FY, actively recruiting.
 - Maintenance Utility Clerk- new position this FY, actively recruiting.
 - Coordinator of Paris & Dresden location- new position this FY, actively recruiting.
 - JHub Coordinator- position to be posted on or before December 2nd
 - Research Analyst- position to be posted on or before December 2nd.
- Remember that benefit deductions for most insurance changes will show on the December paycheck for your January 1, 2018 selections.
- We still have about 50 employees (out of 514 total) that need to complete Part 1 of the Title IX training. We already have over 64% that have completed Part 2.
- Tennessee Human Rights Commission (THRC) has notified TBR that they will conduct on-site audits at four of the TBR schools this fall. We have provided a response to THRC's request for information. We are yet to know if JSCC is one of the four schools that will be selected.
- Cornerstone/ TBR Connect- JSCC will post our first advertisement in the Cornerstone/TBR Connect system this week. We are working with TBR to get the two positions posted by Friday, December 2nd.
- Please remember to renew part time contracts for hourly employees. Most of the contracts end December 22, 2017 or sooner. You will need to renew contracts starting January 2, 2018 or later.
- The 2018 Holiday calendar is on JWeb in Departmental Information under Human Resources.
- Faculty in terminal programs can be hired without a master's degree and given a limited time to complete their degree. That has been done with a staff position. The person is in the position with the understanding that the degree must be completed within a specified timeframe.

Dr. Bobby Smith, Vice President of Institutional Effectiveness and Advancement

- Registration numbers as of this morning:
 - Headcount: 1674 (down 14.3%)
 - FTE: 1,279 (down 6%)

- Priority registration numbers (ended Nov. 26):
Headcount: 1,554 (down 12.5%)
FTE: 1,209 (down 2.3%)
- Ms. Dee Henderson will be holding Foundation account manager training. Sessions will be held this Thursday and Friday at 11:00 a.m. in the Student Center Conference Room.
- Internal giving campaign results:
 - This year: 67% participation (up 43%); \$31,591 pledged (up 38%).
 - Last year: 47% participation; \$22,882 given
- Focus Groups will meet later this week to take a look at a new concept for JSCC's Athletic logo.

John McCommon, Director of Marketing and Public Relations

- New ads are currently running. There are five spots that feature alumni.

Horace Chase, Vice President of Financial and Administrative Affairs

- On Thursday, Darron Billings will hold AED Training at 2:00 in the Student Center Conference Room.
- Business Services staff completed the financial statements. They are finalized, printed, bound, and ready for distribution to appropriate campus staff.
- For the FY 2017-2018 budget year, we are still about 30,000 above projections for fall 2017.
- As of the end of October, we are 33% through the fiscal year. Expenditures including salary and encumbrances are at 32%.
- State auditors finished their work in May/June. An informal exit was held. They have now asked a few follow up questions. We are answering them and hope to have a final report soon.
- Our CFI is calculated at the end of each fiscal year. With financial statements complete, the CFI was calculated to determine the institutions financial health. JSCC is above what is expected. We are below what is expected in net revenue operating ratio. We are not at the watch level because it is based on a several year average. With all three ratios combined, we have a strong CFI. TBR staff and Board members will be reviewing CFIs.

Tony Rafalowski, Representative for Faculty

- Faculty Council met on November 7.
- By the efforts of many on campus with the Star Tree project, 54 children of JSCC student were provided gifts this holiday season. Student Services will be collecting and distributing the gifts. Gratitude was expressed to all on campus that made this idea a reality for our students and campus.
- At the November 7 meeting, the Faculty Council passed a resolution calling on the college to hire at least one full-time counselor by fall 2018.
- Representatives of all three employee councils will be working together with the President's Office and the Internal Auditor to conduct the assessment of administrations.

Ellen Kirby, Representative for Classified Employees

- This Thursday, the Classified Council will have a fundraiser with a spaghetti lunch and silent auction of donated gift baskets. The auction begins at 9:00 in the Foundation Board Room. The meal begins at 11:00 in the Student Center. Cost of the meal is \$5.

Chrystal Pittman, Interim Internal Auditor

- Ms. Pittman completed the review on managements risk assessment and has submitted the document to the TBR.
- She is currently working on audit follow-ups and audit plan items identified by TBR.

Steve Cornelison, Athletic Director and Representative for Vice President of Student Services

- Basketball:
 - Men's team is 4-3. They have their third round of conference games this weekend.
 - Women's team is 5-3. They also play this weekend.
- With social media postings related to athletic events this year, the hashtag of #jscfamily will be used.

Cody Tubbs, Student Government Association Representative

- Over the winter break, SGA plans to have a couple of team bonding activities. One of which, is to take a look back and assess their summer goals and develop a plan to move forward.
- During finals week, SGA is looking to help ease student stress by making hand written notes with a treat attached to handout across campus.
- SGA decorated their office to bring in the holiday spirit.
- They are collecting information on student clubs to have available for students that come in wanting to learn more about student activities.

Dr. Larry Bailey, Vice President of Academic Affairs

- JSCC has requested preliminary approval from SACSCOC to offer a Fire Science AAS, Criminal Justice AAS, and Health Science AAS. We have TBR approval and hope to have the official letter from SACSCOC after their Annual December meeting.
- Dr. Bailey and Brian Gann met with Milan and Gibson County High Schools to discuss dual credit. They will be on board with us this spring. Hopefully it will lead to more dual enrollment opportunities.
- Respiratory Care Program received their official approval from CoARC. They have provisional approval to enroll the first class in January. Students have been admitted.
- Dr. Bailey is preparing information to send to SACSCOC requesting to acknowledge the Paris location as a center.

The meeting adjourned at 2:19 p.m.