



**Cabinet Meeting
February 7, 2018**

Dr. Hamilton began the meeting at 1:32 p.m. by welcoming everyone.

- It has been one year since her first Cabinet meeting. One change made to the membership over the year, a student has been added. Dr. Hamilton proposed another change to the Cabinet members. Historically, this group has been information sharing. She would like to continue with this piece of communication, but she would like to add discussion and review of certain topics, an example would be new policy. Cabinet members were supportive of including a topic review and discussion as part of the meeting.
- Three JSCC students, Hailey Jones, Debra Davis, and Hunter Harris will be recognized next Tuesday at the PTK All Tennessee Academic Team luncheon in Nashville.
- The President's February Open Forum is scheduled for Thursday, February 15. The focused discussion will be financial state of the institution. Important information will be shared for budget managers.

Jennifer Cherry, Representative for Vice President of Academic Affairs

- Dr. Bailey is attending a SACSCOC seminar.
- Academic Affairs is working with additional high schools to expand dual credit offerings.
- TBR is updating the rubrics for general education courses. Academic Affairs is waiting for clarification on a couple of numbers before moving forward.
- Last semester, we had 45 JCM ECH students on campus. This semester we have 35 JCM ECH students.
- The Academic Affairs office has been short staffed due to illness, but they are working to complete FLAC entry for spring courses.

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

- Athletics
 - Basketball games are scheduled tonight and Saturday.
 - Baseball and softball games are scheduled for tomorrow and Friday.
 - Athletics has started a Captains Council. It is a group of student athletes that will meet with the coaches once a month to discuss issues/concerns. Steve Cornelison would like senior administrators to attend a meeting as topics arise where they could provide guidance.
- SGA
 - Tomorrow night there will be a Valentine's social in the gym.
 - SGA will restart a student reception this month. It is scheduled for next Wednesday afternoon in the Student Center.

Chrystal Pittman, Interim Internal Auditor

- Internal Audit is working on various consultations, audits within their annual plan, and a five year quality assessment review in which their office will be audited.

Ellen Kirby, Representative for Classified Employees

- The spaghetti lunch and silent auction raised over \$200.
- The Council did not meet in December. They plan to meet later in February to decide on a professional development day speaker.
- Ms. Kirby also discussed the need to identify and communicate lost and found locations on campus.

Tony Rafalowski, Representative for Faculty

- Faculty Council met on January 10. The biggest priority is the assessment of administrators. That committee is working with Victor Garcia on getting the instrument ready. They are hoping to have it up and available to employees by mid-February.
- Faculty Council's focus group meeting with President Hamilton is scheduled on February 14.
- The next business meeting for Faculty Council is scheduled for February 22.

Tim Dellinger, Representative for Vice President of Financial and Administrative Affairs

- Spring 2018 budget is \$6,059,270. Tuition received as of 2/5/2018 is \$5,806,778.50 for a variance of -\$252,491.50. At this point, we do not foresee drastic year-end cuts.
- As of January 31, we are 58% through the year. Including encumbrances, travel and operating expenditures are at 58% of the budget.
- New information will be shared at the open forum regarding budget submissions. Everyone is encouraged to please attend or watch the link. Dr. Hamilton mentioned that we are working to tie all budgets to our strategic plans and we are looking to move the budget planning meetings earlier in the process next year.

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

- JSCC Spring 2018 – We fall in the middle of the thirteen community colleges in both HC and FTE.
 - Headcount: 4,275 (down 0.3%)
 - FTE: 2,557 (down 0.7%)
- Statewide average Spring 2018
 - Headcount: down 1.0%
 - FTE: down 0.8%

John McCommon, Director of Marketing and Public Relations

- Basic guidelines for the new visual identity are complete. Mr. McCommon is now in the process of fine-tuning details and developing templates and additional visual/design elements. A committee of representatives across campus will be working on the new identity launch in the spring.
- He is working with UTM marketing department on potential collaborative efforts between the two institutions. This includes signage and ways that we might be able to leverage each other's brand.
- Radio ads have begun which promote TNReconnect. Reconnect will be the focus of most marketing efforts for the coming year.

- Marketing and Public Relations will be finalizing plans in the next couple of weeks to wrap-up the 50th anniversary year with an event or ceremony to seal a time capsule and conclude with our graduation ceremony.

Amy West, Director of Human Resources

- **Vacant Positions & Staffing**

- There are several positions posted right now in the TBR Connect system. We have more to post once each position is approved to be posted/filled.
 - Maintenance Mechanic (new this FY)
 - Maintenance Utility Clerk (new this FY)
 - Coordinator, Paris & Dresden Locations (new this FY)
 - Senior Circulation Assistant in Library
 - Research Analyst in IR
 - Custodian- 2nd shift
 - Assistant Professor in Nursing
 - Secretary in Athletics/Student Activities
 - Technology Specialist in OIT
 - Veteran & Adult Student Coordinator (not yet requested to fill)
 - Developmental Studies Coordinator (not yet requested to fill)
 - Senior Assistant in Library (not yet requested to fill)
- Several positions have been filled in the last few weeks. Look for the new faces on JWeb.

- **Benefits Update**

- Wellness incentives for 2018 are still on hold due to appeal at the state level. Anna Higgs will forward information as we receive additional news on this.
- Tax form 1095 (Affordable Care Act) are due to employees by March 2, 2018. The goal is to get them to employees by Friday, February 23, 2018.

- **Other HR Related Topics**

- Ms. West has been working with departments to create a staffing plan for the upcoming year. Adding Holiday term and the May term are making it increasingly difficult to staff student support areas (AAC, Writing Center, Library, etc.) with temporary employees that require a 2 week break in the contract.
- Education Reimbursement is exhausted for faculty and staff for this fiscal year. We are approximately \$15,000 short of requested reimbursements. No reimbursement funding is available for summer 2018 classes. We are evaluating how to proceed with planning for 2018-2019 budget.

Dillon Tripp, Representative for Professional Technical Employees

- The first meeting of the Assessment of Administrators Committee met on January 11. Victor Garcia is currently working on the instrument to be used, and how best to implement it.
- The search committee has finished the first round of interviews for the Senior Circulation Assistant and will be submitting its recommendation soon.
- The Library withdrawal process is moving forward.

- The professional/technical employees have expressed a desire to have recognition of service celebrated again. Professional/technical council will discuss ideas on when and how best to recognize.

Brian Gann, Vice President of Student Services

- New employees in Student Services:
 - Erin Delle is the new jHub Manager
 - John Brandt the new Director of Financial Aid will start next week.
- The HOSA event went well. Thanks to all that volunteered to help with the event.
- A luncheon for high school counselors in our service area will be held on March 13. The new health sciences building will be highlighted.
- Student Services will have TNReconnect information sessions on campus. Information will go out soon. The application opens on February 15. We will have a small event on that date.
- With Pell Grants being available in the summer, we are hoping summer enrollment will help offset the decreased enrollment this spring. Student services staff is working with John McCommon on a campaign launch to make students aware that financial aid will cover summer courses.
- A special thank you to the dual enrollment team. Dual Enrollment headcount is just under 1500 or 34% of spring enrollment.
- The application deadline for Student Regents is February 23. If you have a first year, high performing, interested student, please send them to Brian Gann for additional information on the role and application process.
- We have many positive things happening on campus. With funding from the outcomes improvement grant, we have hired completion coaches. Now, almost every non dual enrollment student has a completion coach assigned in banner. Student notification is going out on coaches and how to reach them. Mr. Gann is working with Dr. West Sands for nursing students. Currently, they do not have a completion coach assigned.
- Between early November and end of January, Kara Reeves and Sam Raines have made contact with 851 students.

Dr. Hamilton, President

- We had a rough start to semester due to weather, but everything else has gone as smooth as possible. Thank you for accommodating our students.

Meeting adjourned at 2:35.