



Cabinet Meeting
Thursday, November 8, 2018

Dr. Allana Hamilton began the meeting at 2:00. This semester, we partnered with the other colleges in the Lifeline Battle of the Colleges blood drive. JSCC was the winner. Most importantly, over 250 units of blood were donated. The winner's trophy was presented to the Cabinet.

- Communication updates:

- Focus Group:

Meetings with Faculty Council and SGA have already been held this semester. Examples of the topics from the discussion with SGA include, parking, food services, students removing parking tags and parking in visitor spots, way finding signage. All of these topics were shared with the appropriate vice president and office.

Focus Group meetings with the Professional Technical and Classified Employee Councils are scheduled for next week.

- Open Forum:

The next Open Forum is scheduled for November 29 from 3:00-4:00 in NU 203. Mr. Tim Dellinger will present the focused topic on JSCC's financial health.

- Cabinet meetings:

While the Cabinet meetings will remain informational in nature, today we will begin reviewing and discussing special topics/policies/procedures. While some policies/procedures are department specific, they will not need the Cabinet review. An example is the athletic credit card policy. That is a narrow focus and is specific to business services and the athletic department. Those areas will review and provide input on the policy, it will not be a wise use of time to have Cabinet review. However, there are other policies that will have impact campus wide and we will take time for the Cabinet to review these policies. Our pilot policy for review will be the social media policy. It has been sent to TBR legal for review prior to our Cabinet review.

To begin policy review, we need a framework. We will e-mail Cabinet members a draft copy of the 2014 framework for review and consideration prior to our next Cabinet meeting.

Dr. Larry Bailey, Vice President for Academic Affairs

- Congratulations to Dr. Hamilton for the Jackson Award she will receive Saturday. It is a tremendous honor and well deserved. Dr. Hamilton thanked the Cabinet and all JSCC employees. She considers it a JSCC Award.
- There are several policies going thru sub-council at TBR. Co-requisite remediation is one of them. The A100 Guideline on co-requisite remediation is being shifted to policy. If approved, it

will alter our current process. It would be going back to all students in one room for English, no matter the ACT score. Concerns will be expressed at appropriate sub-council meetings.

- TBR is piloting a digital text book project. The intent is good but Student Services and Business Services were left out of the conversation from the TBR level. JSCC has postponed our pilot implementation for spring, until we can get further guidance. Our five faculty who planned to pilot are aware of the delay.
- Dr. Bailey met with a few Academic Deans, Will Shull, Melissa Lyles, and Division Secretaries to review the process for assigning advisors with the automation of change in majors. A process was developed that advisors will be assigned as students apply in the registration center. If there is a need for a change, the division secretaries make a new advisor assignments.

Steve Cornelison, Director of Athletics

- We have eighteen active student clubs. One new club status petition has been received.
- Eleven athletes on both the men's and women's basketball teams have been certified. We have two-three other students that could be certified at a later date.
- We are in the process of updating the gym with the new logo and colors as dollars are available.
- Paula Fuller was nominated and will be inducted into the TCCAA hall of fame. The induction ceremony will be held later this season at a home game. The date will be announced to campus when set. Paula is the fourth person from JSCC to be inducted. Jack Martin, Jim Swope and Marsh Goodson are the other three.

Chrystal Pittman, Interim Internal Auditor

- Internal Audit is finishing the follow-up report for State Audit. It will be complete this week. They continue work on active investigations and audit plan items.

Stacey Williams, Representative for Classified Employees

- Classified Council restarted the employee of the month recognition. Gretchen Lambert was named as October's employee of the month.
- Classified Council will be helping with the Star Tree and encouraging employee participation in the monthly HR trainings.

Dr. Kim Holland, Representative for Faculty

- Faculty's Executive Council met with Dr. Bailey on October 31st. The Faculty Council as a whole will meet tomorrow at 12:00. It will be a full agenda. The completion coaches have been invited to provide an update on what they are currently working on with students.
- The faculty that planned to pilot the E-textbook, will update the Council on this project.
- Dr. Holland also plans to distribute the Outcomes Based Funding and Quality Assurance Funding overview sheets that were given at the THEC Strategic Planning meeting.
- Sub-committees were developed to review the Faculty Handbook and the Faculty Constitution and By Laws. Dr. Holland will Chair both subcommittees. They plan to begin work next week.

Below are the sub-committee members.

- Faculty Handbook Sub-Committee
 - Dr. Kim Holland, Chair
 - Erin Fore, Math and Natural Sciences
 - Ben Lawrence, Business and Industry
 - James Mayo, Communication and Humanities
 - Tammy Prater, Social and Behavioral Sciences
 - Kim Benson, Health Sciences
- Faculty Council Constitution and By Laws Subcommittee
 - Dr. Kim Holland, Chair
 - Erin Fore, Math and Natural Sciences
 - Terry Mullins, Business and Industry
 - Dr. Anna Esquivel, Communication and Humanities
 - Dr. Bob Raines, Social and Behavioral Sciences
 - Carla Simpson, Health Sciences
- There have been so many changes at TBR. Faculty Sub-Council meets quarterly. Typically, each Sub-Council meeting begins with a Faculty Collaborative Meeting. The Collaborative group was created to discuss topics of mutual interest. Now the Universities are no longer governed under TBR and are Local Governing Institutions (LGIs). Once the Collaborative ends, representatives from the thirteen community colleges and the 27 TCATS meet to discuss agenda items. At this time, TCAT representation includes two members from each west, middle, and east regions of Tennessee.

Tim Dellinger, Interim Vice President for Financial and Administrative Affairs

- Chief Young is working with the Paris Police Department to get a Memorandum of Understanding between our departments for our Paris location.
- JSCC took part in the Great Central U.S. Shake Out Earthquake drill on October 18, 2018. Thanks to all that participated.
- Banner 9 link for PROD should be on the website by first part of next week. Users will have the ability to use either Banner 8 or Banner 9, for now.
- Work continues on E-transcripts. JSCC was able to send and receive a transcript to clearinghouse. Training is at TBR on November 6-7.
- The Science Building roof project is scheduled for 75 days. Notice to proceed was given on August 20th. However, weather delays will lengthen the number of contracted days.
- The Nelms building HVAC project is substantially complete. There are three office in need of work that Physical Play will complete.
- The Physical Plant roof project is scheduled to begin in December-January timeframe.
- The Library HVAC project is in the design phase.
- Bank bids have been received and are being scored.

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

- All staff located in the Nelms Building lower level are moved back into their offices.
- The Foundation Board is close to finalizing a speaker for the spring foundation event. The information will be shared after the Board's vote is finalized. They are planning on a luncheon during the spring
- The Foundation's Internal Giving campaign officially goes thru end of the calendar year. Last year, we had 72% of our employees participate. Currently, we are at 34% for employee participation. Pledges can be made to the accounts indicated by the donor. Dr. Smith will send a list of all accounts to campus.

John McCommon, Director of Marketing and Public Relations

- A photo shoot for new student life images was done two weeks ago. Another photo shoot day will be schedule for the spring.
- A focus group has been pulled together from several across campus to develop a signage policy. A student will be added to the group. Topics of discussion include way finder signage and temporary signage. The goal is to have a policy in place by the end of the academic year.
- Mr. McCommon handed out a decal of the new JSCC logo. A communication will go out next week to all faculty, staff and students about the decals. We hope it will increase brand visibility.
- Mr. McCommon is working with SGA, Linda Nickel and Shane Young on a video for *See Something Say Something*.
- Production is almost complete on video for study abroad.

Amy West, Director of Human Resources

- Like others, MEP has consumed a lot of time. Ms. West serves on the steering committee for HR Payroll. Currently all schools have different positon classes set for compensation reporting. Ms. West is the lead in developing a common chart for position classes across all community colleges.
- November Training-
 - All faculty and staff have received an e-mail on Haven training for Title IX compliance. Part one is due November 26. As of today 86 have completed part 1 (16%), 32 more have started part 1 (6%) and 422 have done nothing (78%). An e-mail will be sent each week to vice presidents with an update for their divisions.
 - Training is scheduled and open to all employees on time management/managing multiple priorities.
 - Training for managers on coaching employee performance and recognizing top performers, improving performance of underperformers will be scheduled.
- Human Resources is working to collect final evaluations for the 2017-18 performance year for our classified and pro-tech staff members.
- Employee Service Recognition will be held on December 14th. Be looking for more details via email on this topic.
- Most faculty and staff received the \$500 bonus at the end of October. The medical insurance premium holiday will occur for December 2018 premiums. This means there will not be a medical insurance deduction on the November 30th paycheck.

- Vacant positions and staffing:
 - Director of Orientation & Student Retention- Final interviews are occurring this week.
 - Nine month Nursing Faculty- Interviews will be held in the next two weeks.
 - Campus Police Officer- Now that a Chief has been hired, we will move forward with hiring for two police officer positions.
 - Vice President FAA- The position has been approved by TBR. It is posted and we are accepting applications.
 - Custodian- Interviews were conducted this week.
 - PT Postal/Printing Clerk- The position was posted and has closed. The committee is currently reviewing applicants.
 - Adjunct positions- There are a lot of positions posted. All applications are now received electronically in Cornerstone.

Colin Perry, Representative for Professional Technical Employees

- The Professional Technical Employee Council met on October 25th. Cathy Roberts was elected as Secretary and Colin Perry was elected Vice Chair.
- Professional Technical employees have submitted topics to discussion with Dr. Hamilton during the open forum.
- The Council will also be working on updating the Professional Technical Employee handbook.

Brian Gann, Vice President of Student Services and Representative for Athletic Director

- JSCC is in the process of working on E-transcripts. Robin Marek and Patti Tanski-Mego are on the TBR working group and have done a lot of work toward making this electronic process possible. We are not at the go live point, but getting closer.
- Two of the candidates for the Director of Orientation and Retention have been interviewed. Interviews with the third and final candidate are scheduled for tomorrow. We hope to have someone in place by end of year.
- The change of major process is moving to an online form. It has been about a yearlong build out. Thanks to Pellissippi State for providing their workflow. We have found a way to ensure it does not negatively impact financial aid. There will continue to be a paper form, should that be requested. Students accepted into competitive programs will still be a manual change of major process.
- There is a policy change at TBR, it will be a state version of FERPA that will dictate confidentiality of student records. If approved as is, only directory information could be shared. For example, we could not list athletes' height and weight, we could not list magna cum laude in the graduation program. All community college Student Services Vice Presidents are collecting concerns to be shared with TBR.
- JSCC is moving forward with the Star Tree again this year. The goal is to serve 75 children with in the age range of newborn – 12. Calls are underway to qualifying students. We hope to have tags out before Thanksgiving. Dr. Hamilton will send out the official invite, when information is ready for pick-up. Something new this year, if you have a tag with a letter attached to the number that means your child has a sibling. We hope to do a better job of having equity of gifts among families.

Dr. Allana Hamilton, President

- We began the fall semester with a positive impact in the community with the Lifeline Blood Drive and we are ending the semester with a positive impact on the community/our students with the Star Tree.
- As we prepare for May 2019 graduation, Dr. Hamilton inquired as to why we do not have students that receive a certificate participate in commencement. We reviewed history and it appears that years ago, most of the certificates were CEUs or with programs that had their own ceremony, like EMT. Our state's Drive to 55 initiative recognizes diplomas, certificates, and degrees all as credentials. Our academic program inventory, has certificates and degrees. We are funded on short and long term certificates. Dr. Bailey, Dr. Holland, Mr. Gann all reached out and gathered information from other schools.
 - Brian Gann- Eleven out of twelve other community currently allow degree and technical certificates to walk at the commencement ceremony.
 - Dr. Kim Holland received responses from seven community college faculty members. All indicated they include certificate students in their ceremony.
 - Dr. Larry Bailey came from a state and school where they awarded and allowed certificates seekers to walk in the ceremony. He polled the academic deans. All were supportive of certificate students participating.

The Cabinet was supportive of having certificate students have the opportunity to walk. We have current certificate students that are requesting to walk, so it is a timely request. Dr. Holland will poll Faculty Council at their meeting tomorrow and provide an update to Dr. Hamilton and Dr. Bailey. Dr. Hamilton will send Mr. Gann a final after reviewing Faculty Council input.

- As we begin reviewing, updating and developing policy, we need a framework. A policy on JSCC policy and procedure adoption was developed in 2014. Dr. Hamilton has made a few modifications to the policy. It will be sent to Cabinet for review and consideration prior to our next meeting.

Heather Freeman, Administrative Assistant to the President

- No Cabinet meeting is scheduled for December. We will look at the 2019 dates and send them out soon.

The meeting adjourned 3:19 p.m.