



**Cabinet Meeting  
February 14, 2019**

**Dr. Hamilton** began the meeting at 9:00 a.m.

- Update on campus communication.
  - The President's Office will schedule focus group meetings this spring with Classified, Faculty, and Professional Technical Employee Councils and the Student Government Association.
  - January's open forum was spring convocation. The February open forum is scheduled for Tuesday, February 26<sup>th</sup> at 3:00. The featured topic for February is JSCC's completion coaches. Brian Gann is the scheduled presenter.
- Congratulations again to JSCC's SOAR nominees, Dana Nails, Dr. Bob Raines, and Natalie Coffman. They are traveling to Memphis tomorrow to compete in the SOAR regional competition. The statewide competition and celebration is the week of March 18.
- The Tennessee General Assembly is back in session. If we call or need assistance quickly, please know that the TBR office staff are working at the legislative plaza daily on several bills that require community college response or information. For example, last year a pilot was approved for five counties to have a private company provide EMS services instead of the community college. TBR proposed a 10 county continued pilot, but there are legislators wanting the private provider.

In order to provide accurate information to TBR staff, we needed Kenneth Oxford and Dr. Tom Pigg to provide information to our office within a short timeframe. Please know that we will do our best not to interrupt your schedule, but if the data is needed on a tight timeline we may reach out to you.

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

- Important Dates:
  - February 18, 2019 – JSCC and Murray State MOU signing at Paris City Hall at 1:30 p.m.
  - February 27, 2019 – tnAchieves Mentor Breakfast hosted at JSCC
  - February 28, 2019 – JSCC and TDOT Reconnect signing in McWherter Center at 11:00 a.m.
  - March 1, 2019 – Harold Love Community Service recommendations are due.
  - March 15-17, 2019 – Regional PTK Conference will be held at JSCC.

**Jennifer Cherry, Representative for Vice President for Academic Affairs**

- Last year, JCM-ECH had 45 students. This year, junior and seniors are on campus. So far, 17 graduation proposals have been filed for the seniors, 6 spring and 11 summer. Most are transfer programs.

- Dual credit efforts are moving forward. The last report showed 1100 students, an additional 351 have been processed. Of the 351 students, 266 received college credit.
- The Curriculum Committee is meeting tomorrow at 1:00.

**Brian Gann gave the report on behalf of Steve Cornelison**

- On Saturday, February 23 a ceremony will be held to honor Paula Fuller. She was inducted to the TCCAA Basketball Hall of Fame in December.
- On March 20, two of our SGA members, Natalie Coffman and Amanda Jones, will participate in TBR's SGA/SkillsUSA Day on the Hill.

**Chrystal Pittman, Interim Internal Auditor**

- Internal Audit continues work on audits, investigations, and follow-ups. They are starting on a TBR required audit soon.
- Budget and IE plans have been submitted for the President to review.

**Stacey Williams, Representative for Classified Employees**

- The Classified Employee Council met on January 8<sup>th</sup> and February 5<sup>th</sup>. Highlights of the Council's work:
  - The Council worked on plans for the April 26<sup>th</sup>, professional development day. Dr. Bobby Smith will be the speaker.
  - On April 4, Classified Council will host a silent auction fundraiser.
  - The Council discussed transitioning from an employee of the month to employee per semester - fall, spring, and summer.
  - The February 11<sup>th</sup> Souper Bowl event raised \$350. Almost \$1000 have been raised for NEST this year.

**Dr. Kim Holland, Representative for Faculty**

- The Faculty Council met in January and February. Highlights of the Council's work:
  - Identifying a place on e-learn to post TBR policies for faculty review and feedback. Five have been posted.
  - Erin Fore and Dr. Holland met with Sara Vonderheide to discuss the roll out of IOTA360 this semester. It was an excellent meeting. It was rolled out to faculty and all went well. Dr. Hamilton also noted, this software platform will also allow for assessment of administrator survey.
  - Erin Fore met with Will Shull to discuss Advisor Track and faculty participation in using and documenting in advisor track. Work continues on the best process.
  - There were faculty concerns on course transfer with UTM. Dr. Holland has worked with Wanda Brundidge at UTM. She provided an equivalency table that was shared with faculty and provided Ms. Brundidge's contact information, should additional questions arise.
  - Committee populations have been shared with council members. Committee members have been encouraged to provide information on their committee work.
  - Shane Young is working with Dr. Holland on input from faculty on location of panic buttons.

Tim Dellinger added that Safety and Security have an inventory on where panic buttons are currently located on campus. We know that more are needed and there are plans to increase the number across campus.

- Faculty Council have two sub- committees working the Faculty Handbook and Constitution and Bylaws. A draft should be ready soon for faculty first review.

#### **Tim Dellinger, Interim Vice President for Financial and Administrative Affairs**

- Base budget information went out to budget managers. We will follow the same timeline as last year. It will go to supervisor, then VP. Vice Presidents will prioritize funding. We will fund priority order as far as funding allows.
- We have offered a position to one police officer. We are waiting on post certification to approve. We also have viable candidates for the second position. We hope to begin those interviews soon.
- We are a little behind in Environmental Safety training. ETSU previously provided this training, but no longer offers it. We had to find a new training provider. Email information on training will go out soon.
- Banner 9 training information sessions were sent out to campus this morning. Please sign up for one of the three that went out this morning.
- IT continues work on e-transcripts.
- 1099, 1098T, W2 and 1094 have all been sent to the IRS.
- Update on Physical Plant projects:
  - There is a leak in room 208 of the Science Building coming through the mechanical system. This work was not part of the original scope of work during the roof repair. A request has been issued to research the cause of the leak and a change order will be issued when the additional scope of work is identified.
  - Physical Plant is working with the contractor on correcting issues with the HVAC controls in the west office wing of the Nelms Classroom Building. Fans are not cutting off when the desired temperature is achieved.
  - The Physical Plant roof is in the design phase. Work is projected to begin in spring 2019.
  - The Library HVAC project is in the construction document phase. It is expected to go out for bid in March 2019, with work beginning summer 2019.

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

- The *See Something, Say Something* video will be filmed on March 13 from 2:00-6:00. We need student participation with this filming.
- Next week, student videos will be shot for the CMT Empowering Education event on April 4. The videos will be repurposed for recruitment ads. JSCC has four students and TCAT Jackson has one.
- The American Heart Association Red Sofa Selfie Tour will be in the student center March 7-21. Go over and make photos on the red couch and post them to social media. Information about the event will go out to campus.

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

- Just a reminder, if there is an event, assume John McCommon does not know and reach out to him. We prefer he receive multiple communications than none.

- CMT has partnered with TBR to host an Empowering Education tour. Jackson State, Dyersburg State, Pellissippi State and Motlow State were the winners. Our event will be held on April 4. There has been a lot of planning on the front side. The press release is scheduled for next week. The plan is to highlight community and technical colleges. We will have student panelist from JSCC and TCAT Jackson, local artist, and resource fair. There are volunteer opportunities. This will not be promoted to our internal audience. It is designed as a recruiting event.
- Dee Henderson's last day is February 28<sup>th</sup>. A reception will be held that afternoon. Her duties have already been transferred to Bobby. Please include Dee on current communication, but Bobby will follow-up.
- The Foundation voted to postpone the President's Leadership Luncheon from March 15 to another date in September. We wanted to have a new person in the position as we begin this event. The planning will still continue.
- We would like to take the Foundation Student Emergency Loan fund and merge it with the Student Relief fund. The BIF committee met and approved the merge. The vote will now go to the full Foundation Board in March.

#### **Amy West, Director of Human Resources**

- Form 1095 is in HR office and ready to be picked up. All benefits eligible employees receive this form annually, on or before March 31<sup>st</sup>.
- Wellness Incentive plan is confirmed for 2019. Mailers have been sent to all employees with health insurance explaining the details. Employees can earn up to \$250 in incentives.
  - Wellness Survey online
  - Wellness screening with a form submitted to Healthways.
  - JSCC has requested to be an onsite screening location. Screenings do not start until April; so we do not yet have a date. We will try to get an early date so nine month faculty will still be on campus.
- Affirmative Action Plan data is due to Berkshire Consulting Firm by February 15. They develop the plan.
- TBR Compensation Reporting is due February 22, 2019.
- HR IPEDS reporting is due February 28, 2019. Human Resources is working with TBR to correct a few issues in Banner so our report will pull accurate information.
- Training Update-
  - Customer Service Training dates are February 1, 8, 22 and March 8 on campus. Almost 100 staff members will be participating. Mostly Student Services and Financial & Administrative Affairs employees. Excellent feedback has been received from the first two sessions.
  - Time Management Training for any employee will be held on March 11 and March 14. Email will go out next week with times and locations.
- FLAC processing is how we get adjunct and overload pay entered for faculty. We as an institution struggle to get that in a timely fashion. We just got it loaded last week for spring. We will need to work on retraining to meet the TBR 3 day requirement.
- Amy West is going to Martin Westview High School on February 28 to conduct interview trainings. If you are looking for a student services/retention goal on performance evaluations, please contact Human Resources or Student Services for opportunities.

- Lots of adjunct positions posted. All applications are now received electronically. No more paper applications accepted.
- Interviews for the Vice President of Financial and Administrative Affairs will take place next week. An e-mail will go to campus today with the dates for open interview times.

<u>Position</u>	<u>Position Type</u>	<u>Date Job Posted</u>	<u>Applications Closed</u>	<u>Phone Interviews</u>	<u>On Campus Interviews</u>	<u>Notes</u>
VP, Finance & Administration	ProTech	10/17/2018	12/18/2018	n/a	Feb 19-21	Replacing Horace Chase
Executive Assistant, VPSS	Classified	1/14/2019	2/1/2019		-	Replacing Stephanie Traylor
Financial Aid Officer	ProTech	1/3/2019	2/3/2019	Feb 19-20	-	Position reclassified from CL to AD. Replacing Joretta Ellison
Assistant Professor of Nursing	Faculty	Reopened 1-10-2019; but originally posted 8/28/2018	2/10/2019			
Campus Police Officer	Classified	Reopened 1-10-2019; but originally posted 3/20/2018	2/10/2019			Position left vacant is replacing Shane Young as officer.
Instruction Librarian	ProTech	1/11/2019	2/11/2019		-	Replacing Robyn Hicks
Technology Specialist, OIT	Classified	1/28/2019	2/11/2019		-	Replacing Brad Eubanks
Custodian, 2nd Shift	Classified	1/17/2019	2/17/2019		-	Replacing Courtney Hampton
EMT/Paramedic Instructor	Faculty	1/17/2019	2/17/2019		-	Replacing Kenneth Oxford as Clinical Director
Admissions Officer	ProTech	1/28/2019	2/28/2019		-	Replacing Stephanie Tanksley
Assistant Professor of Biology	Faculty				-	Replacing Erin Fore

Kim Holland noted that Erin Fore has been an outstanding Vice Chair for Faculty Council. All on Cabinet expressed their sincere appreciation for all Erin has done and wish her the best.

### **Seth Harden, Representative for Professional Technical Employees**

- The Professional Technical Employee Council will meet today at 2:00. Highlights of the Council's work:
  - The Council is reviewing the constitution and by-laws.
- The professional development on quality service /Disney style training is great.
- Thank you to Stacey Williams and Dr. Kim Holland for working on the Souper Bowl fundraiser event.

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

- We are glad to have Jacqueline Currie on board. She has experience in retention and completion work.
- We are looking forward to having high school counselors on campus February 26.
- Process and communication for students have made great improvements.
  - One big project is the E-transcript. Robin Marek has been a leader in the state working toward this goal. She has done a great job. Once complete, it will improve both send and receive time for student transcripts.
  - The online change of major is up and running. Hopefully that is helping students, advisors, and student services staff.
  - Admissions processing has been driven up because of TNPromise. As of January 15, 33% of fall applicants have been accepted.
  - John and the Financial Aid team have reduced the application processing time.
  - Beth Jenkins will take the role of improving program of student and student communication through an automated process.
  - Thank you to David Clark and Admissions staff. Over 30 percent of enrollment is dual enrollment. We are doing our best to meet the needs of the students and high schools. Dual Enrollment MOUs are in the process of being updated.

It is a lot of good work that others would not see. Hopefully students are getting clear, timely information that will move them from inquiry to student.

### **Dr. Allana Hamilton, President**

- TBR is in the process of updating policies and procedures manual and making guidelines, policies. JSCC- we know that we need to look at our policies/procedures. Dr. Hamilton would like JSCC's structure to follow the TBR structure. Page 1 of the handout is a snapshot of TBR's policy structure of chapters. So, next steps will be structuring JSCC policies into the same chapters and be assigned to a President's cabinet member. Each VP, Amy West, and Steve Cornelison will get a copy of their assigned policies for review. Some will be linked directly to TBR. Some will be specific to JSCC.

An existing policy, approval of institutional policies/procedures, was reviewed and updated by Dr. Hamilton. A copy of the changes was given to Cabinet Members. Please look at the policy, it will not be perfect but we will get on an annual review of all policies.

Social Media Policy draft. Small editorial changes or very specific topics, like IT, will not be vetted through Cabinet, to be respectful of time. The Social Media Policy is one that will impact the whole college. It has been reviewed by Executive Council, and TBR legal (HR/first amendment language). As policies are brought to Cabinet, they will be as clean as possible prior to our review. Cabinet was comfortable with the framework presented by Dr. Hamilton.

Cabinet members were asked to review the Social Media and the Approval of Institutional Policies/Procedures and send comments or questions back to the President's Office. We will not be able to adopt or address all comments, but we would like to have them.

The next meeting is scheduled for March 14, 2019. The meeting adjourned at 10:45.