



**Cabinet Meeting
March 14, 2019**

Dr. Allan Hamilton began the meeting at 11:32 a.m.

Brian Gann, Vice President of Student Services

- Adam Kuykendall has been hired as the Financial Aid Officer. His first day, will be April 1.
- Beth Jenkins' job responsibilities are changing. She will be focused on student compliance with program of study guidelines. She will also be working to automate filing and student communication.
- Student Services staff are working on event planning for the April 4th CMT resource fair and JSCC graduation ceremony.

Seth Harden, Representative for Professional Technical Employees

- The Professional Technical Employee Council continues work on updating their constitution and by-laws. A final draft will be sent to Dr. Hamilton for approval in the next few weeks.
- The Council is appreciative of the professional development opportunities Human Resources is providing campus. Additional professional development topics will be submitted to Human Resources for consideration.

Heather Freeman, presented on behalf of Human Resources

- Wellness Incentive plan is confirmed for 2019. Mailers were 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.
- Affirmative Action Plan data has been submitted to Berkshire consulting firm.
- Finishing HR IPEDS data entry with Institutional Effectiveness (actual deadline end of March 2019)
- Training Update:
 - Customer Service Training- Feb 1, 8, 22 and March 8 on campus. Almost 100 staff members participated. Mostly Student Services and Financial & Administrative Affairs employees. Excellent feedback.
 - Time Management Training for any employee. Date changed to March 27 and 29. Email for registration went out March 8 to all full time employees.
 - Coaching Employee Performance training scheduled for April 16 and 17.

- New hires:
 - Custodian (2nd shift), Morris Williams, starts March 18, 2019
 - Financial Aid Officer, Adam Kuykendall, starts April 1, 2019

<u>Position</u>	<u>Position Type</u>	<u>Skill Level</u>	<u>Date Job Posted</u>	<u>Applications Closed</u>	<u>On Campus Interviews</u>	<u>Notes</u>
VP, Finance & Administration	ProTech	VP	10/17/2018	12/18/2018	Feb 19-21 and March 14	Replacing Horace Chase
Executive Assistant, VPSS	Classified	7	1/14/2019	2/1/2019	-	Replacing Stephanie Traylor. Reviewing candidates now using rubric.
Instruction Librarian	ProTech	4	1/11/2019	2/11/2019	Delayed to first week of April	Replacing Robyn Hicks
Admissions Officer	ProTech	3	1/28/2019	2/28/2019	-	Replacing Stephanie Tanksley. Reviewing candidates now using rubric.
Assistant Professor of Nursing	Faculty	F9	Reopened 1-10-2019; originally posted 8/28/2018	3/10/2019		
EMT/Paramedic Instructor	Faculty	FA	1/17/2019	3/17/2019	-	Replacing Kenneth Oxford as Clinical Director
Technology Specialist, OIT	Classified	10	1/28/2019	3/25/2019	-	Replacing Brad Eubanks
Assistant Professor of Biology	Faculty	F9	3/7/2019	4/7/2019	-	Replacing Erin Fore
Campus Police Officer (2)	Classified	8	Reopened 1-10-2019; originally posted 3/20/2018	3/20/2019	3/22/2019	Replacing Shane Young and Brandon Dorris
Director of Development and Community Relations	ProTech	9	3/15/2019	4/30/2019	-	Replacing Dee Henderson (retiring 6/20/2019)

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

- As noted in the HR information, the Director of Development and Community Relations position has posted.
- Marketing continues for the April 4th CMT Empowering Education Tour. Please encourage prospective students or parents of prospective students to visit campus. In addition to the concert, there will be resource fair with information on JSCC services and programs. If you would like to volunteer to help with the event, please contact Lisa Kincaid.

John McCommon, Director of Marketing and Public Relations

- The Red Sofa will be in the Student Center until March 21. Go by, take a picture and tell why you Go Red for Women with a photo or video and post on social media. Please use #WestTNGoRed and #jscCGoRed with your post. Also, if you have a personal story about heart disease and stroke, Leaders Credit Union is looking to interview you. They will be filming in the Student Center on March 15 between 9:00-9:30 a.m.

Tim Dellinger, Interim Vice President for Financial and Administrative Affairs

- State Audit is still on campus, but they are getting closer to wrapping up the audit.
- Financial and Administrative Affairs is preparing for the 2019-2020 budget cycle. For spring 2018-2019, budget is \$5,854,800.00. Tuition received as of 3/13/2019 is \$6,201,417 for a variance of \$346,617.00.
- CPR/AED training was held on March 1, 2019. Stair lift training is scheduled for March 22, 2019 in the classroom building on the second floor.
- Interviews for campus police are scheduled for March 22, 2019.
- Banner 9 training is being done campus wide.
- IT and Student Services staff continue work on e-transcripts.
- The Science Building roof is at substantial completion. A change order to replace ductwork in room 208 is in process. Work should begin in a few weeks to correct the roof leak. All other work is complete.
- The Classroom Building HVAC project is at substantial completion. Physical Plant is working with the contractor on correcting a programming issue with the controls.
- Bids for the Physical Plant roof project will go out in April.
- Bids for the Library HVAC project will go out in March with work expected to begin in summer 2019.
- The Ayers Auditorium has been repainted. The carpet replacement is scheduled to begin on March 18.
- The contract with Pathways of Tennessee has been renewed for another year.

Dr. Kim Holland, Representative for Faculty

- Faculty Council is scheduled to meet Friday, March 15.
- Work continues on the Constitution and By-Laws.
- Kim Holland is working to schedule a meeting with the Assessment of Administrators Committee to discuss the IOTA 360 software.
- A few comments from faculty have been received on the Social Media policy. The policy will be on the Faculty Council agenda for March 15.

Stacey Williams, Representative for Classified Employees

- The Classified Council discussed and finalized our plans for the Silent Basket Auction. The auction will take place on April 4th in the Foundation Board Room. A portion of the proceeds will go to benefit the recent flood victims. We want to encourage Faculty and Staff to donate items for the baskets, baskets, or both.
- The Council is accepting nominations for the Outstanding Classified Employee Award for spring of 2019. Nominations will be taken through March. The award will be given in April.
- Plans are being finalized for the Classified Employee Professional Development Day. It will be held on April 26th in Nursing 203. Dr. Bobby Smith will be the speaker. The title of each session will be "Know Yourself & Start with WHY."
- Voting for new Council members will also be held on April 26.

Chrystal Pittman, Interim Internal Auditor

- Work continues on required audits within the 2018-2019 Audit Plan.

Dr. Larry Bailey, Vice President for Academic Affairs

- Dr. Anna Esquivel and Professor Tammy Prater are working on a proposal to involve, support, and recognize adjunct faculty for fall 2019. Two academic deans will work with Anna and Tammy on the proposal. It will be reviewed and presented to Dr. Hamilton.
- Dean Grooms is looking at ways to offer hybrid classes on Fridays that will lead to an A.S. in General Studies. College Career to Navigation Course is one of the courses being discussed as offering as a hybrid class.
- Will Shull will assist students that are registering for TN eCampus courses.
- JSCC's co-requisite model is being revamped to comply with TBR policy. The primary concern is trying to staff the section. Academic Affairs is looking at how best to spread the number of students in the courses over the fall and spring semesters. Academic Affairs gap advisors will work with learning support students.
- Due to DEI (E-textbook initiative) and changes to co-requisite offerings, Academic Affairs will be requesting to delay fall registration by one week.

Steve Cornelison, Director of Athletics

- The college life fair is scheduled for April 2-4 across all JSCC centers/sites.
- Three of JSCC's athletes were voted on by the coaches and recognized at the TCCAA basketball tournament for the play throughout the year.
 - Semajia Ogburn - All TCCAA 2nd team
 - Johnna Jones - All TCCAA 2nd team
 - Famous Jones - All TCCAA 2nd team
- The Athletic Department is monitoring all basketball players' academic progress. That is a common practice after the season ends. We want players to stay engaged and active in their course work, not just for eligibility purposes. We want them to have an earned credential from JSCC.
- The Athletic Department is looking at ways to display plaques and awards in the gym lobby.

The meeting adjourned at 9:24 a.m.

