



Cabinet Notes
June 18, 2019

Dr. Hamilton began the meeting at 1:02 p.m. by welcoming new members, Jessica Gelinias and Colin Perry.

- Dr. Hamilton met with the three employee councils and SGA in the fall and spring. Meetings with these groups are typically not held in summer, but if needed, Dr. Hamilton is open to a summer session. Please reach out to our office, if you would like a meeting scheduled.
- The June Open Forum begins at 3:00 p.m. Our proposed budget is the topic for today. The TBR Quarterly Board meeting is this week. The proposed budget will be reviewed and hopefully approved by the Board on Friday.
- Work continues on JSCC's policy and procedures manual. The goal is have JSCC's manual in alliance with the TBR manual. The framework for the manual was discussed at the January Open Forum. Dr. Bobby Smith is working on organizing this framework and updating our jweb interface. We hope to have this go live on July 1. Some of the policies are still out of date, but this is the first step, then we will begin reviewing and updating policies. Ex. Athletic chapter 8. When you click on a link, it will carry you to TBR Athletic policies and JSCC Athletic policies will be listed. By June 30, 2020, oversight of policy will be managed by VPIE. The other VPs will get their assignment to review their policies soon. Long-term, we will number our policies. For now we want policies in chapters.
- Review of campus committee structure also continues. We are trying to structure committees on a July 1- June 30 cycle. When looking at membership of committees, they are based on position, not the person. One change made to the President's Cabinet was adding a student. Sometimes a student can attend, sometimes they cannot. Before next meeting, if there is a position that is not represented on the Cabinet that you all feel should be a member, please e-mail Dr. Hamilton and Heather Freeman. We will discuss adding those positions at the next meeting.

Dr. Larry Bailey, Vice President for Academic Affairs

- JSCC received approval from TBR to introduce new technical certificates that are embedded in our CIT program.
- Three new concentrations have been approved by TBR in Fire Sciences: Firefighter, Leadership, and EMT are the concentrations.
- Respiratory Care curriculum was approved and updated to the common core curriculum.
- The DEI initiative is a great option for our students. We are working on the process and communication. Follett is working on getting the prices, but with the volume we are approaching this fall, it takes time. Faculty make the decision on materials and TBR is asking that

if it is available in electronic form, we have that option for students. A taskforce was pulled together that includes representatives from business services, student services, deans, public relations, and bookstore. Students have to the 14th day of class to opt out/opt back in. Faculty communication is important. Ann, will Follett will come to convocation to introduce DEI to everyone, but will have a separate session with faculty on how to communicate DEI with students. Amy West, HR at TBR is working on access and diversity side of the blue light issues with the use of technology.

- The Accessibility focus for this year will be on Nursing and the Gen. Ed. requirements for that program.
- JSCC received the Adult Education Grant for Madison, Gibson and Henry counties. We are working on hiring personnel to run this program. They will be contract employees, not employees of JSCC. We want to hire folks that are familiar with this training. We will move quickly, so we can get training done soon. This is a one year grant.

Steve Cornelison, Director of Athletics

- Below is data from JSCC Athletic Coaches.
 - Athletic graduation numbers for coaches:
 - Baseball 12 out of 16
 - Softball 9 out of 10
 - Men's Basketball 2 out of 2
 - Women's Basketball 4 out of 6
- Scholarships to continue at a four year college
 - Baseball 12 of 16
 - Softball 6 of 10
 - Men's Basketball 2 out of 2
 - Women's Basketball 3 out of 6
- Returning freshmen: (One year and transfer is more common in our league.)
 - Baseball 12 of 13
 - Softball 8 of 12
 - Men's Basketball 5 of 9
 - Women's Basketball 3 of 4
- This summer, the Athletic Department will focus on NJCAA compliance. Every 10 days to 2 weeks, Athletic Director Cornelison will send an e-mail on compliance topics and a workshop will be held with coaches.
- Mr. Cornelison is reviewing the priority funding list for SGA. Five students were elected to serve in SGA for next fall, all sophomores. Elections for freshman will be held in September.
- The SGA retreat is tentatively scheduled for the third weekend in August. Some of you will get invitations to speak.

Chrystal Pittman, Interim Internal Auditor

- Internal Audit is working to complete year end audit activities and completing investigation reports.
- The conflict of interest audit is complete.
- Work will begin on the audit plan for 2019-2020.

Stacey Williams and Jessica Gelinas, Representatives for Classified Employees

- The classified employee professional development day was held on April 26th. Thank you to Dr. Bobby Smith for being the presenter.
- Elections were held during the professional development event. On May 7, new council representatives were named. They include Vivian Cumberlander, Connie Geary, Jessica Gelinas (chair), Michelle Gurley and Berlie HiEagle (vice chair). Monica Hayes will continue as the Secretary/Treasurer. The next meeting is tentatively scheduled for July.

Dr. Kim Holland, Representative for Faculty

- Dr. Holland is communicating with faculty on several topics this summer.
 - Graduation debriefing
 - Updates on TBR policies that are being vetted and discussed. Faculty should have feedback to Dr. Holland by June 21. A response is due to TBR by June 24.
- Dr. Hamilton provide Dr. Holland an update on the assessment of administrators. Dr. Holland shared the information with the committee and asked for any questions or feedback to be sent to her by June 21. Dr. Hamilton added that she will give the vice presidents their assessment information tomorrow and will schedule performance evaluations later in the summer.
- Faculty are interested in hearing the outcome of the campus committee review. If they can be of help on that work, they are happy to do so.

Tim Dellinger, Interim Vice President for Financial and Administrative Affairs

- Information Technology is working with the JSCC Foundation on implementing Raiser's Edge and Financial Edge, this will allow on-line donations and data mining abilities, etc.
- Information Technology, Business Office, Human Resources and other are working on Dynamic Forms, which automates forms that we are currently use paper forms for such as PAF, budget revisions, etc....
- Business Office, Academic Affairs and Student Services are working together on the DEI project for fall.
- The audio/visual technology has been updated in the Foundation Board Room, NU 203 and Ayers Auditorium.
- Panic buttons have been installed in the Nelms Classroom Building and McWherter Center. Work will begin soon on panic button instillation in the Nursing Building.
- Emergency exit plans have been updated in all buildings/locations except Savannah, Paris, and the Science Building. New plans will be installed at these locations soon.
- Safety and Security is gathering information to install emergency call stations in the main campus parking lots.
- The Science Building roof project is complete.
- The bid for the Physical Plant roof project came in over budget. The designer is reducing the scope of work and the project will be rebid.
- The Library HVAC project has been awarded. We are waiting on the construction schedule to finalize the plan for library staff and functions during construction.
- The Safety and Security funding plan continues with making sure the all conference rooms and offices are lockable by button from the inside. All classrooms, lecture halls and labs are complete. Work is still underway for the Library, Administration and Gymnasium.

- Painting in the Science Building hallways will begin soon.

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

- As work begins on moving policies into chapters, all policies will still be located in jWeb, they will just be listed under chapters.
- There is one more interview for the Director of Development tomorrow.
- Institutional Research will be offering training on SPOL. The training will cover how to update and close out goals from last year and enter new goals for this year.

Amy West, Director of Human Resources

- There are several open positions listed on JSCC's website. Human Resources is working with departments to staff these positions.
- A list of professional development training for 2019-2020 is being developed. A survey was sent to campus for training ideas, eighty-three responded. The schedule will be announced at convocation.
- Human Resources is working on a once a quarter onboarding training for new hires.
- Faculty contract renewals for 2019-2020 have been mailed, except four. TBR is updating the language on the tenure track form, so it is currently not available.
- Performance evaluation timeline will change this year for some areas on campus. The President, Financial and Administrative Affairs, and Institutional Effectiveness will still take place in July. Academic Affairs and Student Services' performance evaluations will be in September with employee meetings in October.
- The onsite wellness screenings were held on May 13. Employees have been paid \$4225 as of May paychecks. To date, we only have four employees and one spouse that have received all of their eligible dollars up to this point.
- A white noise system has been installed in the Human Resources Office to assist with providing private conversations.
- Amy West and Robin Marek are working on a retention audit. Human Resources are required to keep records for seventy-three years. They are identifying paper records that have been digitized and need to be shredded. The report is due to TBR the end of July, but they have been given until the end of August, if we intend to eliminate paper. Effective July 1, we will put an open purchase order for shredding, we need to go back to TBR records retention policy and see if our paper records can be shredded. More information will be coming out on this audit and process.

Colin Perry, Representative for Professional Technical Employees

- Work continues on the Professional Technical Employee Handbook and elections for positions with the Council.

Brian Gann, Vice President of Student Services

- DEI is a campus focus for this summer. Communication to students will begin on July 8. The draft communication plan is being reviewed by the DEI Taskforce. The message will be sent to the student's JSCC e-mail, personal e-mail, and we have the option to text.
- Review continues on the Student Life Handbook. The updated Handbook should be available around fall convocation.

- Gainful employment notifications were suspended in 2017, but it is back as of July 1, 2019. Admissions and Records Directors are working on that with TBR this week. Gainful employment only impacts, EMT, basic EMT, and Health Care Technician. We have to provide them information on employment prior to the start of their program.
- Great Expectations (GE) session number six of twenty is taking place now. Things are running smooth with the changes. We are seeing on average fifty-seven or fifty-eight students attend these sessions. The cap is sixty. All of centers have had at least two GE sessions. New student enrollment is still tracking the same as last year. Applications are down a little from last year, likely from last year being the first year of TN reconnect.
- The new in-take survey was launched with GE. We are seeing good student participation. It takes seven-ten minutes to complete. Most are completing it prior to arriving for GE. Mr. Gann will share additional information on the survey at fall convocation.
- The NEST activities went well this year. The number of fundraisers from the Classified Employee Council was a great partnership. We want to this partnership to continue with all three councils. Ideas on what sustainability looks like for the NEST are being considered.

Dr. Hamilton adjourned the meeting at 2:17.