



**Cabinet Notes**  
**August 1, 2019**

**Dr. Hamilton** began the meeting at 1:34 p.m.

- At the last meeting, she asked we look at Cabinet membership. One change this past year, we added a SGA member. If there is another role we should include on Cabinet, please e-mail Dr. Hamilton with a copy to Heather Freeman.
- Dr. Hamilton welcomed Lindsey Tritt, JSCC's new Director of Development. Dr. Smith is attending Tennair. Ms. Tritt will be introduced to campus at fall convocation. Dr. Hamilton provided Ms. Tritt and the new Council representatives an overview of the Cabinet's purpose. The Cabinet meeting is a time to report out on top informational items. It is also used as an advisory group to discuss campus wide topics. One example: Last spring, Cabinet reviewed the Social Media Policy, since it was a campus wide policy. The policies that are very specific, like the Athletic Credit Card policy, will not vet thru Cabinet. They will be reviewed at the functional office level.
- We are always looking for ways to strengthen communication across campus and within units. One communication is the Open Forum. The first year holding Open Forums, Dr. Hamilton selected the topics. Second year, a survey was created to submit topics. The topics need to be campus wide interest and cannot be personnel related. Last year, a vice president panel discussion was added. We will move forward with that structure again this year. Dr. Hamilton has asked her direct reports to look at ways to improve communication in their areas.
- Fall convocation is scheduled for Thursday, August 22 in Ayers Auditorium. Light refreshments will be available at 8:00 with the meeting beginning at 8:30. Convocation is another way to communicate campus updates.
- Dr. Hamilton will work with Council Chairs and SGA to schedule focus groups again this fall.

**Dr. Larry Bailey, Vice President for Academic Affairs**

- JSCC was awarded the Adult Education Grant for Madison, Gibson, and Henry counties. Mr. Barry Buchanan and Ms. Jennifer Curtis were hired full time to assist with running the program. Their offices are located in the Nelms Classroom building, in the suite with the Dean of Math and Natural Sciences. Instructors have also been hired. We are scheduled to begin offering classes on Monday, August 5 in all three counties. In the future, we will look at expanding testing locations within the three counties. We hope to encourage the HiSET graduates to attend JSCC and/or TCAT Jackson.
- Academic Affairs is working with Human Resources to fill vacant positions, including faculty and the library position that was opened in the spring and reposted last week.
- TBR has passed into policy the expectations on learning support. It requires lab to be taught within the college level class for those that need it. Deans have worked to design classes so the

students and faculty will have a successful class. Classes are more balanced and have been designed to have peer support. We are in full compliance with TBR policy.

#### **Steve Cornelison, Director of Athletics**

- Steve Cornelison and two SGA members attended Secretary of State, Tre Hargett's voter registration luncheon in Nashville.
- The SGA retreat had to be rescheduled. October dates are being considered now. Once confirmed, invitations to speakers will be sent.
- As previously announced, Tyson Malik resigned his position as Baseball Coach. Michael Winders was offered and has accepted the Baseball Coach position. This move created an opening with Softball Coach position. That position has posted and applications are being accepted.

#### **Chrystal Pittman, Interim Internal Auditor**

- Internal Audit completed the year end audit activity, including creating a 2019-2020 audit plan that has been reviewed and approved by Dr. Hamilton.
- Work has begun on 2019-2020 audits. **Dr. Hamilton** added that some audits are TBR mandated for all community colleges, some are follow-up from previous year, and some are president identified audits.

#### **Jessica Gelinas, Representatives for Classified Employees**

- Classified Employee Council met July 3. The Council discussed new fundraising ideas. The Council decided to focus fundraising efforts to benefit the NEST and the Classified Council agency account.
- The Council discussed developing a questionnaire for classified employees to educate employees on the purpose of the Classified Council and to gather input.
- Their next meeting is scheduled for August 7<sup>th</sup>. At that meeting, the Council will tally the votes for the summer outstanding employee.

#### **Emily Fortner, Representative for Faculty**

- Faculty Council had a called meeting two Monday's ago to address the DREAM discussion on JSCC's withdrawal survey and DEI concerns.
- There is some confusion with DEI among faculty. Faculty Council was told that there would be a flat fee for student DEI books. However, this appears to be a miscommunication. **Dr. Bailey** confirmed there would not be a flat fee, but there is one publisher used by some units that has a flat fee, Cengage. TBR is negotiating a contract with Cengage, but that has not been implemented thru Follett yet. Dr. Bailey will have a meeting with faculty the week of in-service to provide an update on DEI. That meeting will include information to share with students the first day of class. Ms. Ann Barlow with Follett will be in that meeting. All TBR schools will be at full scale DEI next fall. He will meet with the Faculty Executive Council prior to DEI workshops at in-service.

**Dr. Hamilton** updated Cabinet that JSCC requested a tweak to the DEI TBR model regarding student holds and opt in/opt out deadlines. We are waiting on feedback from TBR on that request. **Mr. Tim Dellinger** clarified that no student will be purged on the first large purge date because of e-book charges. We are doing all we can to ensure this is a student friendly process.

**Mr. Brian Gann** noted the opt out e-mail from Follett should be send to students with e-book charges on August 5, according to Follett. The Completion Coaches will create an opt out tutorial that will be shared with students, faculty and staff.

- TBR has a new policy that requires peer review for the tenure and promotion process. Dr. Bailey confirmed that JSCC's process of a peer committee review meets with this new policy.

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

- Academic Affairs, Student Services and Financial and Administrative Affairs are working together on DEI to make it as painless as possible to students. It is a TBR driven project that came with preconceived notion of what it would look like. We are making a few necessary changes for our students.
- Safety and Security are working to schedule the install of panic buttons in the Health Science Building and three emergency call stations in parking lots.
- Information Technology will be working on the following upgrades to technology:
  - STS Banner will be down from midnight on August 9 to noon on August 10.
  - PROD Luminis, jWeb, is scheduled for an upgrade on August 10.
  - Oracel Luminis, jWeb, is scheduled for an upgrade on September 14
  - All Windows 7 computers at all JSCC locations will be updated to Windows 10. This will be done over the fall semester.
  - The phone console was hit with ransomware. The hard ward was removed, replaced, and the console reconfigured and put back in service. No calls were dropped during the work.
- Physical Plant has the following on-going projects:
  - Bids to replace the roof on the Physical Plant building were opened July 24. Elite Construction was awarded the project.
  - The Library HVAC construction is scheduled to begin on August 12. Building staff will be moved to alternated campus locations the week of August 5.
  - Painting of the Science Building hallways will be done in August.

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

- Mr. McCommon is working with Safety and Security to update JSCC's ALICE video and just completed work on a Wellness and Fitness Video.
- The JSCC brand and style guide is being updated.

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

- Human Resources is working on a professional development training schedule for the year. The goal is to have one training topic each month.
- Performance Evaluations for the President, Financial and Administrative Affairs and Institutional Effectiveness and Advancement's units are scheduled for August. Performance Evaluations for Academic Affairs and Student Services will be scheduled for later in the fall.
- Human Resources worked with several on campus to apply for a West Tennessee Healthcare wellness grant for \$10,000. JSCC is one of five finalist for the grant. If awarded, we are hoping to have updates to our campus fitness center, a fridge for NEST, etc. Amy West and Anna Higgs will have five minutes to pitch the project to a panel on August 23. They will use the wellness video as part of the presentation.

- The Annual Benefits Fair is scheduled for September 25. More information will be sent to campus soon.
- For active employees, there will be no changes to benefits this year.
- Review of open positions.

Position	Division	Position Type	Date Job Posted	Interviews	Notes
Campus Police Officer (2)	Financial & Administrative Affairs	Classified	1/10/2019	On campus 3/22. Contingent offers extended.	Replacing Shane Young and Brandon Dorris. Originally posted 3/20/2018. Two candidates have passed all screenings and should be starting in August.
EMT/Paramedic Instructor	Academic Affairs	Faculty	1/17/2019	On campus interviews the week of June 24th	Replacing Kenneth Oxford as Clinical Director; Position was offered and declined. Will remain open for Fall 2019.
Assistant Professor of Nursing	Nursing	Faculty	4/10/2019	On campus interviews week of April 8th. No qualified candidate.	Replacing Joanna Smith & Kim Holland; waiting on qualified applicant pool. Originally posted 8/28/2018. Interviews conducted July 2019.
Executive Assistant, VPSS	Student Services	Classified	5/8/2019		Replacing Stephanie Traylor. Originally posted 1/14/2019. First search was unsuccessful in finding a viable candide.
Assistant Professor of Business	Academic Affairs	Faculty	5/14/2019		Replacing Mary Joe Boehms. Offer extended Christy Young.
Instructor/Assistant Professor of Health Sciences	Academic Affairs	Faculty	5/23/2019	On Campus interviews first week of August	New position for 2019-2020 FY Budget; interviews first week of August.
Financial Aid Officer	Student Services	ProTech	6/10/2019	Phone interviews scheduled 8/2/19	Replacing Jacob Moore.
Groundskeeper	Financial & Administrative Affairs	Classified	7/15/2019		Replacing Derek Cobb
Head Coach, Softball	President's Office	ProTech	7/22/2019		Replacing Tyson Malik
Instruction Librarian	Academic Affairs	ProTech	7/24/2019		
Admissions Officer	Student Services	ProTech			Replacing Toni Stanford

- There is a state initiative to digitize or shred old records. Several staff have been in the Science Building basement reviewing and salvaging or shredding documents. These staff members have been supplied with masks and gloves to wear while working. When faculty return, we will ask them to clean student records in their office per records retention policy. We will report to TBR what paper records we have on campus and what space they are occupying.

#### **Brian Gann, Vice President of Student Services**

- The Welcome Back Bash is scheduled for August 29. Additional information will be sent to campus.
- Student Services and Academic Support Services are preparing for J- State Ready. It is a program for new and special admission students. During the two hour program, the students are given

campus tours with their schedule in hand. They will get an E-Learn tutorial and an overview of academic and support services available to them. Last year approximately 230 students attended. This is a targeted initiative.

- The Open House had over 200 in attendance. The Admissions and Financial Aid Offices are doing follow ups with walk in attendees.
- Letters are sent every morning at 9:00 to students who registered the day prior and have an e-book charge. Student Services is working with Follett to have a resource table in the Classroom building the first week of class to assist with DEI questions/opt out.
- Twenty Reconnect Ready sessions were held this summer in all of our fourteen county service area. At this point our Reconnect numbers are down compared to last year. With TNPromise, there are new eligible participants each year. With TNReconnect, the only new participants are those who change to independent on the FASFA.
- The QUEST orientation starts Monday. There are 25 registered to participate.

#### **Colin Perry, Representative for Professional Technical Employees**

- There are four vacant positions on the Professional Technical Employee Council. A digital vote will be held to fill these new members. A meeting will be scheduled once the four members are selected.

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

- Today, Dr. Hamilton attended a Board meeting for the Carl Perkins Center for the Prevention of Child Abuse. Their Board is planning for the annual telethon in August and had a guest speaker to present the theme of the telethon and the story behind the theme. That guest speaker was Ms. Rachel Hill. Rachel started her educational career at JSCC and was an employee at JSCC before going to the Carl Perkins Center. She is just one example of a successful student that we have served.
- When Dr. Hamilton arrived on campus, she began asking about policies and committee structure. We found that some committees were functioning and some were not functioning. Dr. Bailey was tasked with reviewing our committee structure, as far as institutional standing committees not taskforces or adhoc committees. Dr. Bailey reviewed history and worked with others to collect an inventory summary of the 2018-2019 committees. We are working to build a complete inventory.

The attached draft inventory was handed out to Cabinet. Dr. Hamilton asked that everyone please take this inventory back to our units and look at it. Please review this document for any committees that may be omitted, any that are active/inactive, membership structure, etc. You will see that Achieving the Dream (ATD) is not listed as a committee. ATD is a support organization for student success. The key principles promoted by ATD have been incorporated into our strategic plan. Please e-mail your comments and input to Dr. Bailey with a copy to Ms. Melissa Lyles by August 9. During fall in-service, we hope to finalize standing committees for 2019-2020. Each summer, we will review the committee structure prior to fall committee assignments. Thank you to Dr. Bailey and all that worked on pulling together this committee inventory.

Dr. Hamilton adjourned the meeting 3:14

**JSCC Standing Committees**

2018 -2019		2019-2020			
Committee	Active/ Inactive	Committee	Chair/Permanent Members	Membership	Purpose
Academic Council	Active	Academic Council	VPAA (Chair), Dean of Academic Support, Dean of Business/Industry, Dean of CIT/Health Sciences, Dean of Communications/Humanities, Dean of Math/Science, Dean of Nursing, Dean of Social/Behavioral Sciences,	VPAA (Chair), Dean of Academic Support, Dean of Business/Industry, Dean of CIT/Health Sciences, Dean of Communications/Humanities, Dean of Math/Science, Dean of Nursing, Dean of Social/Behavioral Sciences,	Coordinates the operations of the Division of Academic Affairs
Access and Diversity Fund Review Committee	Active	Access and Diversity Fund Review Committee	President (Chair), VPAA, VPIEA, VPFA, VPSS	President (Chair), VPAA, VPIEA, VPFA, VPSS	The Executive Council is tasked with reviewing and approving expenditure requests for JSCC's Access and Diversity Grant funding. The council shall review and approve funding requests for programs/support for underrepresented students (and other targeted populations), faculty, and other diversity initiatives. The Equity Officer shall present requests to the council monthly or as deemed appropriate for review and approval.
Accessibility Task Force	Active	Accessibility Task Force	Dean of Academic Support (Chair), Dean of Students (Vice-Chair) OIT Director                      Webmaster Director of Program Innovation	Two faculty members Academic dean.	Oversees accessibility efforts and training across the college.

JSCC Standing Committees

<p>Admissions and Standards</p>	<p>Active</p>	<p>Admissions and Standards</p>	<p>Director of Admissions and Records (Chair)*                  Counseling Staff Member*                  Registration Center Director*                  * non-voting</p>	<p>Minimum of two (2) faculty - 12-month or 9-month (Even Year/Odd Year)                  One representative from:                  - Business and Industry (Even year)                  - Health Sciences/ CITC (Even year)                  - Nursing (Odd year)                  - Communication/ Humanities (Even year)                  - Math/Sciences (Odd year)                  - Social/Behavioral Sciences (Odd year)                  Non-faculty representative (Optional) (Annually)</p>	<p>Grants or denies appeals of students who are seeking enrollment but do not fulfill academic standards or admissions requirements, appeals of academic standing of currently enrolled students, appeals of students who are classified as out-of-state students and are seeking residency status, appeals of transfer students on disciplinary suspension at another institution.</p>
<p>Assessment of Administrators</p>	<p>Active</p>	<p>Assessment of Administrators</p>	<p>Director of Institutional Research*                  Representative OIT*                  Faculty Council Chair*                  Internal Auditor                  non-voting</p>	<p>One representative from:                  -Business/Industry or Health Sciences/CITC (Alternate Even years)                  * - Nursing (Odd year)                  - Communication and Humanities (Even year)                  - Math/Sciences or Social/Behavioral Sciences (Alternate Odd years)                  - Classified staff (Even year)                  - Pro / Tech staff (Odd year)                  - Faculty Council (Annually)                  - Financial and Administrative Affairs (Even year)                  - Student Services (Odd year)                  - One student representative (Optional) (Annually)</p>	<p>Oversees administration of annual assessment of administrators, a program for college personnel to evaluate JSCC administrators</p>

JSCC Standing Committees

<p>Athletics</p>	<p>Active</p>	<p>Athletics</p>	<p>Director of Athletics non-voting</p>	<p>* One representative from:                  - Business and Industry or Health Sciences/CITC (Alternate Even years)                  - Nursing (Odd year)                  - Communication/Humanities (Even year)                  - Math/Sciences or Social/Behavioral Sciences (Alternate Odd years)                  - Classified staff (Even year)                  - Pro/Tech staff (Odd year)                  - Financial and Administrative Affairs (Even year)                  - Student Services (Odd year)                  Student representative (Optional) (Annually)</p>	<p>Acts in an advisory and regulatory capacity to the JSCC intercollegiate athletic program, act as a liaison among the faculty, administration, and athletic program to be evaluated by the committee, review the athletic budget, scholarships, games schedules, and policies to ensure compliance with TJCCAA and NJCAA rules, evaluate the JSCC athletic program to ensure the education of athletes is in keeping with the educational purposes of the institution, submit recommendations concerning improvement of the athletic program in a report of the committee to the VPSS.</p>
<p>Banner Team</p>	<p>Active</p>	<p>Banner Team</p>	<p>Director of OIT, Chair</p>	<p>Banner Users from each division.</p>	<p>Reviews Banner ERP issues affecting the entire college and make recommendations regarding implementations, projects, upgrades, patches, and revisions. Committee will consider value and impact of revisions and upgrades and how and when the college should adopt those changes,. Should meet on a bi-monthly basis and make their recommendations.</p>

JSSC Standing Committees

<p>Campus Projects</p>	<p>Active</p>	<p>Campus Projects</p>	<p>VPFA* Director of Physical Plant* * non-voting</p>	<p>One representative from: - Business and Industry or Health Sciences/CITC (Alternate Even years) - Nursing (Odd year) - Communication/Humanities (Even year) - Math &amp; Natural Science or Social/Behavioral Sciences (Alternate Odd years) - Classified staff (Even year) - Pro/Tech staff (Odd year) - Faculty Council (Annually) -Financial and Administrative Affairs (Even year) - Student Services (Odd year) Student representative (Optional) (Annually)</p>	<p>Recommends projects for capital funding.</p>
<p>College Completion</p>	<p>Inactive</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Compensation Committee</p>	<p>Active</p>	<p>Compensation Committee</p>	<p>HR Director, Chair* *non-voting</p>	<p>One representative from: - Business and Industry or Health Sciences/CITC (Alternate Even years) - Nursing (Odd year) - Communication/Humanities (Even year) - Math &amp; Natural Science or Social/Behavioral Sciences (Alternate Odd years) - Classified staff (Even year) - Pro/Tech staff (Odd year) - Faculty Council (Annually) -Financial and Administrative Affairs (Even year) - Student Services (Odd year) Student representative (Optional) (Annually)</p>	<p>Considers revisions to/new compensation plan.</p>

**JSCC Standing Committees**

Conflict of Interest Disclosure Review Committee	Active	Conflict of Interest Disclosure Review Committee	VPFAA (Chair) Director of Human Resources Director of Purchasing Academic Dean (Dean of Business and Industry) Sponsored Programs Officer	VPFAA (Chair) Director of Human Resources Director of Purchasing Academic Dean (Dean of Business and Industry) Sponsored Programs Officer	Receives and evaluates disclosures generated under TBR Policy 1:02:03:10, Sections VII and VIII.
Curriculum Committee	Active	Curriculum Committee	Curriculum Coordinator, Chair* Representative from Registration* Representative from Library* Representative from Banner/Records* Representative of New Programs* * non voting	Faculty Representatives from: - Nursing (1) - Math/Science (2) - Allied Health/CIS faculty (2) - Communication/Humanities (2) - Social/Behavioral Sciences (1) - Learning Support Reading/Writing - Learning Support Math - Business/Industrial Technology	Makes recommendations on all changes, additions, and, or deletions to the curriculum.
Developmental Studies	Inactive	N/A	N/A	N/A	N/A
Distance Education	Inactive	N/A	N/A	N/A	N/A

JSCC Standing Committees

<p>Diversity</p>	<p>Active</p>	<p>Diversity</p>	<p>HR Director, Chair* *non-voting</p>	<p>One representative from: - Business and Industry or Health Sciences/CITC (Alternate Even years) - Nursing (Odd year) - Communication/Humanities (Even year) - Math &amp; Natural Science or Social/Behavioral Sciences (Alternate Odd years) - Classified staff (Even year) - Pro/Tech staff (Odd year) - Faculty Council (Annually) -Financial and Administrative Affairs (Even year) - Student Services (Odd year) Student representative (Optional) (Annually)</p>	<p>Meets as needed to review and award all Access and Diversity Scholarships</p>
<p>DREAM</p>	<p>Active</p>	<p>DREAM</p>	<p>President (Chair) VPAA VPFA VPSS</p>	<p>VPIEA Membership appointed by President and Executive Council</p>	<p>Reviews data from nationally recognized and locally-developed assessment measures, use the data to guide the College in decision making</p>
<p>Executive Council</p>	<p>Active</p>	<p>Executive Council</p>	<p>President (Chair) VPAA VPIEA VPSS</p>	<p>VPFA President (Chair) VPAA VPIEA VPFA VPSS</p>	<p>Discusses and advises the president about any matter concerning the institution. The council may refer certain items that need particular attention to appropriate administrative offices or college committees. The Executive Council shall develop and propose policies and procedures to the President for approval.</p>

## JSCC Standing Committees

Faculty Development	Active	Faculty Development	None	<p>One representative from</p> <ul style="list-style-type: none"> <li>- Business and Industry (Even year)</li> <li>- Health Sciences/CITC (Even year)</li> <li>- Nursing (Odd year)</li> <li>- Communication/Humanities (Even year)</li> <li>- Math/Sciences (Odd year)</li> <li>- Social/Behavioral Sciences (Odd year)</li> <li>- Faculty Council (Annually)</li> </ul>	Considers requests for faculty development. It is supported by the institution and provides a mechanism to assist faculty in fulfilling their individual goals.
Honors Council	Active	Honors Council	Honors Coordinator, Chair	<p>One representative from:</p> <ul style="list-style-type: none"> <li>- Business and Industry (Even year)</li> <li>- Health Sciences/CITC (Even year)</li> <li>- Nursing (Odd year)</li> <li>- Communication/Humanities (Even year)</li> <li>- Math/Sciences (Odd year)</li> <li>- Social/Behavioral Sciences (Odd year)</li> <li>Non-faculty representative (Optional) (Annually)</li> </ul>	Coordinates the Honors Program.
Institutional Review Board	Active	Institutional Review Board	Director of IR (Chair) Sponsored Programs Officer VPIEA	Academic Dean faculty members with research experience Community Support Member	3 Considers research requests and makes recommendations to the President.
International Education Committee	Active	International Education Committee	International Coordinator, Chair Student Activities Coordinator	<p>One representative from</p> <ul style="list-style-type: none"> <li>- Business/Industry (Odd year)</li> <li>- Health Sciences/CITC (Even year)</li> <li>- Nursing division (Odd year)</li> <li>- Communication/Humanities (Even year)</li> <li>- Math/Science (Odd year)</li> <li>- Social/Behavioral Science (Even year)</li> <li>- Classified staff (Even year)</li> <li>- Pro/Tech staff (Odd year)</li> <li>- Faculty Council (Annually)</li> </ul>	Recommends use of funds from the international education fee

**JSCC Standing Committees**

<p>IRP Lottery</p>	<p>Active</p>	<p>IRP Lottery</p>	<p>Lottery Coordinator, Chair</p>	<p>One representative from:                      - Business and Industry, Nursing or Health Sciences/CITC (Even)                      - Social/Behavioral Sciences, Communications/Humanities or Math/Sciences (Odd)                      - Faculty Council (Annually)                      - Academic Dean (Even)                      - Academic Support (Odd)                      - Classified staff (Even year)                      - Pro/Tech staff (Odd year)                      - Financial and Administrative Affairs (Even year)                      - Student Services (Odd year)                      Student representative (Optional) (Annually)</p>	<p>Reviews appeals by students for TN Promise, Lottery, and TN reconnect eligibility.</p>
<p>Job Classification Committee</p>	<p>Inactive</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p>Online Quality Council</p>	<p>Active</p>	<p>Online Quality Council</p>	<p>VPAA (Chair), Dean of Academic Support, Dean of Business/Industry, Dean of CIT/Health Sciences, Dean of Communications/Humanities, Dean of Math/Science, Dean of Nursing, Dean of Social/Behavioral Sciences, Director of Distance Education, Faculty Council Chair, One Faculty Member</p>	<p>VPAA (Chair), Dean of Academic Support, Dean of Business/Industry, Dean of CIT/Health Sciences, Dean of Communications/Humanities, Dean of Math/Science, Dean of Nursing, Dean of Social/Behavioral Sciences, Director of Distance Education, Faculty Council Chair, One Faculty Member</p>	<p>Responsible for managing the budget for online course development and for the quality of online/distance education instruction.</p>
<p>Pie Partners</p>	<p>Active</p>	<p>Pie Partners</p>	<p>Special Programs Coordinator, Chair</p>	<p>Representatives from: -                      Business Services (2)                      OIT (2)                      Faculty (2)                      HR (1)</p>	<p>Works throughout the year in support of activities for Pie Partners</p>

**JSCC Standing Committees**

<p>Publication Committee</p>	<p>Not Active</p>	<p>Publication Committee</p>	<p>Director of PR, Chair Director of Printing Services</p>	<p>One representative from:                  - Business and Industry or Health Sciences/CITC (Alternate Even years)                  - Nursing (Odd year)                  - Communication/Humanities (Even year)                  - Math &amp; Natural Science or Social/Behavioral Sciences (Alternate Odd years)                  - Classified staff (Even year)                  - Pro/Tech staff (Odd year)                   -Financial and Administrative Affairs (Even year)                  - Student Services (Odd year)                  Student representative (Optional) (Annually)</p>	<p>Reviews all campus publications and marketing materials.</p>
<p>President's Cabinet</p>	<p>Active</p>	<p>President's Cabinet</p>	<p>President, Chair</p>	<p>Athletic Director, Internal Auditor, Classified Employee Council Representative, Faculty Council Representative, Human Resources Director, Professional Technical Employee Council Representative, Public Relations and Marketing Director, Student Government Association Representative, VPAA, VPFA, VPSS, VPIEA, Executive Assistant to the President</p>	<p>The President's Cabinet shall discuss matters which impact the overall effectiveness of the institution.</p>

JSCC Standing Committees

<p>President's Classified Advisory Council</p>	<p>Active</p>	<p>President's Classified Advisory Council</p>	<p>President, Chair</p>	<p>Classified Advisory Council Chair                  Classified Advisory Council Co-Chair                  Classified Advisory Council Secretary                  Others, as appropriate</p>	<p>Serves in an advisory capacity to the President relating to matters of concern to (faculty, classified, professional/technical) members. The advisory council provides the President an opportunity to meet directly with (faculty, classified, professional/technical) in a small group-informal setting to gain added perspective relative to teaching, learning, and processes at JSCC.</p>
<p>President's Faculty Advisory Council</p>	<p>Active</p>	<p>President's Faculty Advisory Council</p>	<p>President, Chair</p>	<p>Faculty Advisory Council Chair                  Faculty Advisory Council Co-Chair                  Faculty Advisory Council Secretary                  Others, as appropriate</p>	<p>Serves in an advisory capacity to the President relating to matters of concern to (faculty, classified, professional/technical, student) members. The advisory council provides the President an opportunity to meet directly with (faculty, classified, professional/technical, student) in a small group-informal setting to gain added perspective relative to teaching, learning, and processes at JSCC.</p>
<p>President's Professional Technical Advisory Council</p>	<p>Active</p>	<p>President's Professional Technical Advisory Council</p>	<p>President, Chair</p>	<p>Professional Technical Advisory Council Chair                  Professional Technical Advisory Council Co-Chair                  Professional Technical Advisory Council Secretary                  Others, as appropriate</p>	<p>Serves in an advisory capacity to the President relating to matters of concern to (faculty, classified, professional/technical, student) members. The advisory council provides the President an opportunity to meet directly with (faculty, classified, professional/technical, student) in a small group-informal setting to gain added perspective relative to teaching, learning, and processes at JSCC.</p>
<p>President's Student Advisory Council</p>	<p>Active</p>	<p>President's Student Advisory Council</p>	<p>President, Chair</p>	<p>Student Government President                  Student Government Officers                  Others, as appropriate</p>	<p>Serves in an advisory capacity to the President relating to matters of concern to (faculty, classified, professional/technical, student) members. The advisory council provides the President an opportunity to meet directly with (faculty, classified, professional/technical, student) in a small group-informal setting to gain added perspective relative to teaching, learning, and processes at JSCC.</p>

JSCC Standing Committees

Retention	Inactive	N/A	N/A	N/A	N/A
Safety Committee	Active	Safety Committee	Environmental Safety and Health Coordinator OIT Representative	One representative from: - Business and Industry or Health Sciences/CITC (Alternate Even years) - Nursing (Odd year) - Communication/Humanities (Even year) - Math & Natural Science or Social/Behavioral Sciences (Alternate Odd years) - Classified staff (Even year) - Pro/Tech staff (Odd year) -Financial and Administrative Affairs (Even year) - Student Services (Odd year) Student representative (Optional) (Annually)	Identifies and evaluates potential hazards or deficiencies, recommend action and provide follow-up on implemented recommendations, ensure all safety precautions are taken on campus.
Service Learning	Active	Service Learning	Service Learning Coordinator, Chair	One representative from - Business and Industry (Even year) - Health Sciences/CITC (Even year) - Nursing (Odd year) - Communication/Humanities (Even year) - Math/Sciences (Odd year) - Social/Behavioral Sciences (Odd year) Non-Faculty Representative (Optional)(Annually)	Coordinates service learning activities across the college.
Strategic Planning Committee	Active	Strategic Planning Committee	President (Chair) VPAA VPFA	VPIEA VPSS	Members appointed by President and Executive Council Monitors Strategic Plan: oversees five-year strategic planning cycle, develops annual college-wide goals and objectives that support the five-year planning cycle, provides support to reaffirmation and accreditation efforts, coordinates institution-wide planning and evaluation processes that result in continuing

**JSCC Standing Committees**

<p>Student Activity Fee Allocation Committee</p>	<p>Active</p>	<p>Student Activity Fee Allocation Committee</p>	<p>Dean of Students, Chair Director of Student Activities</p>	<p>SGA Members</p>	<p>Recommends use of student activity fees.</p>
<p>Student Aid and Awards</p>	<p>Active</p>	<p>Student Aid and Awards</p>	<p>Director of Financial Aid, Chair Director of Business Services Counseling Staff Member Dean of Students</p>	<p>Minimum of two (2) faculty - 12-month or 9-month (Even Year/Odd Year) One representative from: - Business and Industry and Health Sciences/ CITC (Alternate Even year) - Nursing (Odd year) - Communication/ Humanities (Even year) - Math/Sciences and Social/Behavioral Sciences (Alternate Odd year) Faculty Council Representative (Annually)                      Student Representative (Optional) (Annual)</p>	<p>Hears financial aid appeals multiple times each semester up to the 14th day.</p>
<p>Student Intervention Team</p>	<p>Active</p>	<p>Student Intervention Team</p>	<p>Dean of Students, Co-Covener, Psychology/Social Work Faculty Member, Co-Covener</p>	<p>Dean of Student, Co-Covener, Psychology/Social Work Faculty member, Co-Covener, Vice President for Student Services as needed, Dean of Communication and Humanities, Director of Environmental Health and Safety/Law Enforcement, Student Success Counselor, Director of Athletics and Student Activities, Off-campus Centers Lead Director</p>	<p>Identifies current strategies to be utilized when students are identified as at-risk for withdrawal or harm, to educate college employees on existing intervention strategies, and to monitor current strategies for continuous improvement</p>

JSCC Standing Committees

<p>TAF</p>	<p>Active</p>	<p>TAF</p>	<p>Academic Affairs TAF Coordinator, Chair* Internal Auditor* OIT Representative* OIT Director* non-voting</p>	<p>One representative from: - Business and Industry (Even year) - Health Sciences/CITC (Odd year) - Nursing (Odd year) * - Communication/Humanities (Even year) - Math/Sciences (Odd year) - Social/Behavioral Sciences (Even year) - Classified staff (Even year) - Pro/Tech staff (Odd year) - Faculty Council (Annually) - Financial and Administrative Affairs (Even year) - Student Services (Odd year)</p>	<p>Meets annually to review and prioritize TAF proposals for the next year to be submitted to the VPAA for approval</p>
------------	---------------	------------	--	--	---

Structures (Revised August 2012):

A. For committees made up of faculty only:

- One representative from Business and Industry (Even year)
- One representative from Nursing (Odd year)
- One representative from Allied Health/ CIS (Even year)
- One representative from Communication and Humanities (Even year)
- One representative from the Math and Natural Sciences (Odd year)
- One representative from the Social and Behavioral Science (Odd year)
- One non-faculty representative (Optional) (Annually)
- Permanent Member (If applicable)

B. For committees made up of faculty and staff:

- One representative from Business and Industry, or Allied Health/CIS (Alternate between divisions - Even years)
- One representative from Nursing (Odd year)
- One representative from the Communication and Humanities (Even year)
- One representative from the Math and Natural Sciences or Social and Behavioral Sciences (Alternate between divisions – Odd years)
- One representative from Classified staff (Even year)
- One representative from Pro / Tech staff (Odd year)
- One representative from the Faculty Council (Annually) –as noted on each individual committee
- One representative from Financial and Administrative Affairs (Even year)
- One representative from Student Services (Odd year)
- One student representative (Optional) (Annually)
- Permanent members (If applicable)

The rotation of members is in parenthesis. A committee member will serve one, two-year term only.

Each committee will have a chair determined in one of two ways:

1. Voted on from the membership of the committee at the beginning of the year or,
2. A permanent chair working in the area of concern for the committee.

Operating Policies

1. Elections will be held during inservice in the fall semester annually.
2. All committees will operate from fall inservice to fall inservice.
3. All committees must meet during the first month of the fall semester annually accomplish the following:
  - a. Elect officers
  - b. Submit names of members for the list serve
  - c. Submit initial set of minutes
4. Minutes from each meeting must be placed on JWeb. You should email minutes to Melissa Lyles for placement on JWeb.
5. Committee vacancies should be announced in advance of elections.

Implementation Process

## JSCC Standing Committees

### Implementation Process

1. To reduce confusion due to the organization of two (2) new divisions, all "A" structure committees were freshly populated in Fall 2012.
2. All committees will be required to review mission statements during the first month of Fall 2014. Proposed changes to mission statements will be submitted to Melissa Lyles and forwarded as a group for review and approval.