



Cabinet Notes
September 12, 2019

Dr. Hamilton began the meeting at 2:00 p.m.

- At the June and August meetings, Cabinet was asked to consider the membership of the group. No input for additional membership was received. Membership is open for discussion, we will review the membership of Cabinet again next year.
- Dr. Hamilton provided an update on communication:
 - Focus group meetings are being scheduled for this fall with Classified, Faculty, Professional Technical, and SGA Councils.
 - This month's Open Forum is scheduled for September 24 at 3:00 p.m. in NU 203. A campus announcement will be sent soon. This month's focused topic will be the workers compensation insurance and damage report packet all full-time employees received in campus mail.
- Dr. Hamilton provided an update on JSCC policy and procedures.
 - JSCC is in the process of reviewing, revising and updating our policy manual on jWeb. Current policies have been placed in chapters that align with TBR chapters. Some policies are narrowed in focus and do not warrant a campus wide review, for example: Athletic Credit Card Policy. Some policies impacted the campus. Those policies will be reviewed by department, vice president, president and TBR legal, when needed, prior to coming to Cabinet. One example is the Social Media Policy. When a policy comes before the Cabinet for review it will be in the final draft version. That version can be shared with constituents and discussed at Cabinet meetings prior to approval.

Since August 1, we have had several policies that have come thru for approval. These did not come before the Cabinet because they are very specific requirements that are in alignment with TBR and must meet with IT compliance. These policies are more prescriptive. Below is a list:

Policy	Chapter
Access Control	1
Accounts Receivable	4
Conflict of Interest	4
Data and Report Request	1
Data Classification and Handling	1
Downtime	1
E-Mail Acceptable Use	1
Information Technology Resources	1
IT Acceptable Use	1
Key Control	1
Wireless Network	1

A TBR policy that will be up for approval at next week's TBR meeting is the Academic Freedom Policy. Once TBR approves the policy, JSCC will develop our own policy that aligns with TBR.

Dr. Larry Bailey, Vice President for Academic Affairs

- Last cabinet meeting Dr. Bailey provided an inventory of committees to Cabinet for review and input. Many on campus have been helpful with providing information to update the inventory of committees.

For this year, committees will be populated as they are defined. Each committee will be asked to meet early fall. During the fall semester, the committee can look at the purpose, membership and report back to Dr. Bailey. Dr. Bailey will compile the information and report the updated purpose and membership structure to Dr. Hamilton. Once approved the information will be added to jWeb. Some committees review and discuss confidential information. It will be up to the committee's discretion if the minutes are posted on jWeb. However, the location of committee minutes, if not published publicly, will be noted on the inventory of committees.

Tim Dellinger, Interim Vice President for Financial and Administrative Affairs

- Financial and Administrative Affairs staff are providing administrative support for the DEI initiative with the opt-out lists, task force, and re-opening the payment plan option through September 20th.
- OIT staff are working with JSCC Foundation to implement Raiser's Edge and Financial Edge.
- Payroll is working on moving student services, nursing and the athletic department to web time entry on leave.
- In October, Business Services will provide budget training to all budget managers.

- Environmental Health and Safety continues working on finalizing plans to have call towers in the parking lots and installation of a panic button in the Science Building.
- Review of the Adult Education Grant agreement and MOUs along with account set-up is being done.
- Physical Plant has received the notice to proceed with the new roof on the Physical Plant building. The contractor will begin electrical work soon.
- The Library HVAC upgrades began on August 9. The project is expected to be complete the first week of October.
- JSCC prioritized a list of projects to increase safety on the main campus and off campus locations. The current project is to change out all doors that possess the old style panic hardware. The priorities are the exterior doors in the Nelms Classroom Building, Gym, and Administration Building along with interior doors in the corridor and stairwells in the Nelms Classroom Building, Library, and Administration Buildings.
- The McWherter HVAC design phase began August 9. Due to funding, the project will be two phases. Bids are expected to go out in February. The building will be closed during the renovations.

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

- The Institutional Research Analyst position is open and applications are being reviewed.
- There is a change to the license agreement for the website software. Victor Garcia will be working with campus departments as the new agreement will limit the number of users to update information on departmental webpages.
- There are two types of fundraisers. One for the JSCC Foundation and the other for JSCC the Institution. Please know that Lindsey Tritt will be glad to help with everyone interested in raising funds for either.
- The department is in the final stages of implementing the Financial Edge/Raisers Edge install.
- AT&T is working on a project called AT&T Believes. In Tennessee, their focus is education. Each of the 13 Community Colleges will be working with AT&T. JSCC is partnering with them to get school supplies for Alexander Elementary. Dr. Smith will work with student services to identify ten students to help AT&T with that supply drive and delivering the supplies to the school. Our ten students will each get a \$500 scholarship. The tentative date is November 14. Dr. Smith has a call next week with an AT&T representative to gather additional details.
- Lindsey Trill has established a partnership between JSCC's NEST and RIFA. Seven hundred pounds of food were delivered last Friday. We will continue to receive additional supplies. Now, Amy West and Lindsey Trill are working with RIFA on ways JSCC employees and students can support them. Additional information will be shared on this opportunity as the plans are developed.

- Census Enrollment Numbers

HEADCOUNT					
14th day Sep 4	14th day Sep 10	14th day Sep 9	14th day Sep 8	2018 to 2019 % Change	2016 to 2019 % Change
2016	2017	2018	2019		
4,690	4,745	4,852	4,893	0.8	4.3

John McCommon, Director of Marketing and Public Relations

- A focus group is scheduled next week to discuss a reshoot of the See Something Say Something Video.
- The Bagels and Bluegrass Bicycle ride has been rebranded. It is now called the KJ100. Please help get the word out on the October 12 event.
- There are several photo/video projects:
 - TBR will be on campus September 24 shooting video and photography.
 - Next Thursday, Craig Thompson will be on campus to shoot photography for the Health Sciences programs.
 - A new AMT promotional video will also be done soon.
- Please make sure to use new logo on projects.

Amy West, Director of Human Resources

- JSCC did not receive the Well Tank Grant. However, a judge at the event called with another grant opportunity. Up to ten \$1,000 grants will be awarded. The videos with the most likes and shares will be the recipients. John McCommon sent the information to campus. Please share and like this video. The purpose of the JSCC grant will be to fund the Nest.
- Staff Performance Evaluations are underway for the President’s Office, Finance & Administration Division, and Institutional Research & Effectiveness Division. They are due to the Human Resources Office next week. The Student Services and Academic Affairs Divisions will begin their annual performance evaluation review at the end of September.
- The Compensation Plan will be overhauled this year. We are in the early stages of working with our consultant now to start the process. One concern that faculty have raised is the pay for instructors and adjuncts. That will be reviewed with the plan.
- Benefits Fair set for September 25, 2019. We encourage all full-time employees to attend. Flu and B-12 shots are available again.
- Annual enrollment will be September 30-October 11. No premium or vendor changes this year for active employees. The meeting schedule will go out next week.

- Vacant Positions and Staffing

<u>Position</u>	<u>Division</u>	<u>Position Type</u>	<u>Date Job Posted</u>	<u>Interviews</u>	<u>Notes</u>
Executive Assistant, VPSS	Student Services	Classified	5/8/2019	Waiting on VP/Search Committee	Replacing Stephanie Traylor. Originally posted 1/14/2019. First search was unsuccessful in finding a viable candidate.
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.
Groundskeeper	Financial & Administrative Affairs	Classified	7/15/2019		Replacing Derek Cobb. Reviewing applicants.
Head Coach, Softball	President's Office	ProTech	7/22/2019	On campus interviews Sept 16-20	Replacing Tyson Malik; top 6 candidates identified for interviews.
Instruction Librarian	Academic Affairs	ProTech	7/24/2019	Final Interviews on Sept 20 & 27th	Replacing Robyn Hicks; this is a reposted position. Final interviews scheduled for end of September.
Admissions Officer/Recruiter	Student Services	ProTech	8/15/2019		Replacing Toni Stanford
Information Research Analyst	Institutional Research & Effectiveness	ProTech	8/22/2019		Replacing Meredith Hoffman
EMT/Paramedic Instructor	Academic Affairs	Faculty	Target 10/1/2019		Replacing Kenneth Oxford as Clinical Director; Position was offered and declined. Will remain open for Fall 2019. Will advertise in October 2019.
Assistant Professor of Nursing	Nursing	Faculty	Target 10/1/2019		Replacing Kim Holland; Position was interviewed for. Will remain open for Fall 2019. Will advertise in October 2019.
Director, Small Business Dev Center	Academic Affairs	ProTech	Target 10/1/2019		Replacing Ron Acree after retirement. Looking to fill 1-1-2020.

Colin Perry, Representative for Professional Technical Employees

- An election was held to fill four vacant Council seats. The new members include, Kimberly Johnson, Will Shull, Shelbi Lansdell and Sherry Channell. The first meeting of the Council is tentatively scheduled for September 26.
- Dates are being considered for the Professional Technical Employee Professional Development Day. The topic has been selected and they are awaiting on availability of speaker.
- The Council is working with the Classified Council on the chili/soup fundraiser.

Steve Cornelison, Director of Athletics

- SGA had their first meeting on Tuesday. The two major topics of discussion included recruiting freshmen senators and DEI. Their retreat is scheduled for October 25.
- Athletics is working with Human Resources on scheduling interviews for the Softball Coach position.
- Club registration is due next week. Currently we have twenty-two clubs, but will have a more accurate count next week. Also, training for club sponsors will be held in the near future.

Dr. Larry Bailey, Vice President for Academic Affairs

- Dr. Bailey is working with Dr. Hamilton and others from the community on a THEC initiative to establish stackable credentials. West Tennessee's focus is on an industry pathway that will facilitate high schools students building transferable credit across all colleges. JSCC, TCAT Jackson, UTM and Jackson Madison County School System have partnered on the THEC Give Grant. The grant award is \$1,000,000. JSCC requested \$278,000.
- TBR with THEC are asking colleges to look at Gen Ed requirements and to have universities at the table in the discussion. The goal is to move toward a global outcome, allowing our students to have general competencies.

Chrystal Pittman, Interim Internal Auditor

- Internal Audit continues work on TBR required audits.
- The TBR Internal Audit Retreat is scheduled for October.

Berlie Hieagle, Representative for Classified Employees

- Daniel Mayfield was named, the Classified Employee of the Summer 2019 semester.
- Faculty, Pro-tech, and Classified Council will team up to do a soup and chili fundraiser to raise money for The Nest. Tentative date is Monday, October 21 from 10:30-2:00.
- A survey was emailed to classified employees on Thursday, September 5. Employees will have until the end of September to respond. The e-mail mentioned the classified council members' focus group meeting with Dr. Hamilton. This survey is a way to solicit feedback from classified employees for that discussion. Sara Vonderheide will receive the survey responses and put together a report for the Council members.
- The Classified Council's Focus Group meeting with Dr. Hamilton is scheduled for on Thursday, October 10th at 9:30 a.m.

Anna Esquivel, Representative for Faculty

- Faculty Council had two vacant seats left by Kim Holland and Emily Fortner. Elections were held. Candyce Sweet was elected to the at large seat. Rebecca Fisher was elected to fill the Nursing Department seat. Faculty Council's Executive Council will be elected tomorrow. Next month there will be a new Faculty Council chair at the Cabinet meeting.
- Faculty Council would like to work with Dr. Bailey on re-envisioning the Distance Learning Review Committee.
- Amy West will be meeting with Faculty Council to review adjunct and overload pay.
- Faculty continue to have concerns with DEI. Dr. Bailey asked for feedback on fall experiences. Faculty are asked to copy their Faculty Council representatives on the feedback provided to Academic Affairs.
- It has been requested that clear written instructions from Distance Education be provided to show exactly what is expected from faculty to meet the accessibility audit.

Dr. Hamilton ended the meeting by thanking everyone for attending. It takes time to provide these updates, but communication and sharing of information is important. The meeting adjourned at 3:08 p.m.