



Cabinet Notes
November 19, 2019

Dr. Sisk began the meeting at 2:02 p.m.

- He appreciated Dr. Hamilton's communication efforts with monthly Open Forums and Cabinet meetings. He intends to continue the same plan. The purpose of the Cabinet was reviewed from the agenda. President's Council shall discuss topics that may impact the overall effectiveness of the institution. Cabinet meetings are a time for open discussion. Dr. Sisk also reviewed the membership and asked if others should be brought to the table, please send the request to the President's Office.
- Dr. Sisk has a meeting with Executive Council tomorrow and an Open Forum will be held prior to faculty leaving on December 13.

Dr. Larry Bailey, Vice President for Academic Affairs

- JSCC's SACSCOC 5th year report is due 2021. Dr. Bailey is planning to pull the steering committee together prior to leaving for the year to begin work on the document. This report is not as inclusive as the ten year review, but is a check point within key areas.
- The QEP team has met three teams this semester to review data. This is an ongoing conversation and they will meet again in early spring.
- Dr. Sisk will be attending the new president session at the SACSCOC meeting. His role as interim is keep things between the ditches but to ensure we are moving forward and meeting our accreditation and strategic planning efforts.
- Dr. Bailey holds division meetings twice a semester. He is in the process of having the second set of divisional meetings. One of the topics being discussed at the division level is accessibility. JSCC's Nursing program is completely accessible. The software purchased will be a tremendous tool for faculty. In-service week, accessibility training specific to discipline will be held. It will be required, as requested by Faculty Council. Some training will be held prior to the holidays for those wishing to attend.
- Most of the college's standing committees have met and reported information to Dr. Bailey. Melissa Lyles is working with Victor Garcia on a template for meeting minutes to be published on jweb. The Distance Ed committee has been reestablished.
- Dr. Sisk noted that TBR has an articulation agreement statewide for six programs between TCATS and Community Colleges. This is a great way to grow programs and help students achieve their educational goals.

Steve Cornelison, Director of Athletics

- Taylor Moore is the new softball coach as of October 29.
- Mr. Cornelison requested and received information from PrestoSports, an athletic website to report scores, stats, schedules, etc.. Currently, the first point of contact for this information is social media or JSCC's website. Athletics would like to have access to update the athletic website. Mr. Cornelison will work with appropriate campus staff on this access.
- Mr. Cornelison reviewed the 2018-2019 TCCAA Year in Review Report with Cabinet members by providing this following JSCC stats:
 - 4 Athletes of Distinction – 3.6-3.79 GPA
 - 14 Sophomore Athletic Honors – GPA above 3.0 but below 3.6
 - 6 Freshman Athletic Honors - GPA above 3.0 but below 3.6
 - Paula Fuller inducted into the Hall of Fame
 - TCCAA - 235 out of 446 sophomore graduated for a league graduation rate of 52.7%
 - JSCC – 24 out of 34 sophomores graduated for a graduation rate of 70.6% (in 2018, our graduation rate was 47.8%)
 - Baseball graduation rate – 68.8%
 - Men's basketball graduation rate – 100%
 - Women's basketball graduation rate – 83.3%
 - Softball graduation rate – 60.0%
- The TCCAA is finally apart of TBR. We now have policies in place that benefit the institutions and increase legitimacy. We are still waiting on TBR Legal review of the drug policy. We will continue with our current policy until TBR legal approves a new policy. The current athletic policy mirrors the same policy used by the Health Sciences division.
- Dr. Anthony Miksa was reelected as a member of the NJCAA Board.
- Dr. Sisk added that research shows when students are plugged into the campus, like athletics, Innovations, and student clubs, they tend to persist at a higher rate that those not engaged. Please encourage students to connect to campus, clubs, etc.

Chrystal Pittman, Interim Internal Auditor

- Internal Audit continues to work on TBR required audits and follow up with management on internal reviews.

Jessica Gelinas, Representative for Classified Employees

- The Classified, Faculty and Professional Technical Employee Councils worked together on the October soup and chili fundraiser. We raised \$369 for the NEST.
- Nominations are being received for the Outstanding Classified Employee of the 2019 fall semester. The winner will be announced after Thanksgiving.
- The Classified Council conducted a survey to find out what employees want to see as a focus for the Council. The survey results are being analyzed to see how best to serve classified employees. Security at night was a topic that came up within the survey results. Jessica is meeting with Shane Young and Preston Turner tomorrow to further discuss.
- Mr. Tim Dellinger commented that the parking lot call boxes were delivered this week.

Candyce Sweet, Representative for Faculty

- The key request policy addressed some issues with regard to unlocking classroom doors, but generated discussion on identifying new policies. Dr. Bobby Smith will check with Victor Garcia to determine if a new/modified policy can be flagged in jWeb.
- Faculty Council is working on scheduling a time to meet with Dr. Bailey on the student withdrawal survey.
- A United Campus Workers Representative met with Faculty Council and provided information. I

Tim Dellinger, Vice President for Financial and Administrative Affairs

- Budget training is being provided to all budget managers prior to February. If you as a budget manager have not been trained, you will receive an e-mail regarding upcoming training soon.
- The Paris location now has internet service, meaning they can begin work with Banner and TouchNet. Charter is now installed at all off campus centers and work will be installed at JSCC campus soon. This will correct our current bandwidth issues.
- Work continues on THEC's safety and security priorities by replacing old panic push bars door handles.
- THEC will fund a threat assessment on campuses. They will have an expert come to campus and spend time to produce a report on anything they see as a threat or security issue. We requested JSCC be first in line when they start the process.
- The Library HAVA project is complete.
- Painting the Nelms Classroom Building second floor will be done over the holidays.
- The September Open Forum was planned to focus on fringe benefits regarding parking and the change in the IRS code that states any nonprofit that has designated employee parking is a fringe benefit to employees. NACUBO tried to have this decision rescinded but was not successful and with the change in leadership, the Open Forum was delayed.

Mr. Dellinger provided the following overview for Cabinet. All TBR colleges are in the same position we are. Our options are to remove employee parking or charge a campus access fee to employees that is equal to or greater than the actual taxable benefit. To get that total, the college would have to total the number of parking spots for employees, and the dollar amount associated with the upkeep on parking lots. That total would be divided by the number of parking spots on campus and employees would have to pay taxes on that benefit. This would still be an employee benefit for adjuncts that never visit campus. Student workers with six credit hours or more, would not be assessed the fee. Their student status trumps the employee status. The original plan was to have the open campus forum, gather campus feedback with a survey, and make a decision. However, there is not time as a decision has to be made by December 31.

We will move forward with the November Open Forum, and poll campus for input. However, we will pull employee signs for now until we have an institutional decision after the open forum and feedback.

Note: On November 20, Mr. Dellinger e-mailed Cabinet members an update on the taxable benefit of employee parking. "As a FYI to everyone prior to the open forum, we are working on a possible institutional solution that may remove the potential burden from faculty and

staff. Contrary to the Cabinet update yesterday, we will not proceed any further with sign removals at this time. We hope to have a finalized solution to announce at the open forum.”

John McCommon, Director of Marketing and Public Relations

- Three new testimonial videos are currently being run and Mr. McCommon is interviewing another student tomorrow for a possible student testimonial.
- Rickey Smiley’s campus visit has been rescheduled for Friday December 13 from 10:00 -noon.
- Public Relations and Marketing are brainstorming with others to rebrand DEI. Members from student clubs will be included along with faculty and staff in this discussion.
- An AMT recruitment video was recently approved and produced.
- Dr. Sisk commented that the THEC GIVE Grant was awarded to TCAT Jackson, JSCC, JMCSS, and UTM. JSCC will use our portion of the grant dollars for equipment upgrades in the Business and Industry Division.

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

- Thank you to all that have participated in the JSCC Foundation Internal Giving Campaign. As of today \$11,300 has been given. There was one change made this year to the pledge, there is now a recurring giving. It will continue until you tell the Foundation to make a change. Just a reminder that it is never too late to give and 100% of monies donated are given to the fund designated.
- Last week JSCC volunteers participated with the AT&T Believes Campaign. JSCC collected approximately 820 boxes of crayons for a local school. The schools kids were provided TCAT program coloring books, TBR bags and water bottles, gloves, hats, pens and the donated crayons. JSCC received \$5000 for the NEST relief fund and TCAT Jackson received \$3000 from AT&T.
- JSCC’s Strategic Plan is due next December. This next year, we will begin having collaborative meetings to gather information and data for that process. The new president will have opportunity to provide input into the final plan submitted.
- Please welcome the new Information Research Analyst, Allison Todd.

Amy West, Director of Human Resources

- All employees received information on Haven training. If you are trying to access the training between 9:00 – 2:00 Monday through Thursday, we are experiencing bandwidth issues. If possible, please try to complete on Friday or after 2:00 during the week. A reminder will be sent to those that have not completed the first of the two part training.
- Several reports have been submitted to TBR, including Title IX, Title, VI and others.
- The October HR Training focused on employee benefits. The November focus is the Title IX training.
- HR is working with the Professional Technical Employee Council to coordinate the Professional Technical professional development day.
- Due to several campus events, the employee service awards will not be held in December. We are going to postpone the employee recognition event until January. Dr. Sisk wants to explore offering gifts to employees for years of service awards. He and Ms. West will further explore.
- An announcement went to campus regarding the \$500 bonus on checks the end of November.

- Open positions
 - EMT Faculty
 - Art Faculty
 - VPSS Executive Assistant
 - Instructional Librarian
 - Financial Aid Specialist
 - Custodian
- Ms. West reminded all of the importance to monitor and manage time worked for part-time employees.

Colin Perry, Representative for Professional Technical Employees

- This Thursday is the professional technical employee’s professional development day. It will focus on making the holidays happier.
- The Professional Technical Employee Council is working to fill seats on standing committees.

Brian Gann, Vice President for Student Services

- Spring Enrollment – day 17

Headcount	Spring 20	Spring 19	Diff	% Diff
Total	1706	1691	15	0.9%
FTE	Spring 20	Spring 19	Diff	% Diff
Total	1242.95	1164.14	78.81	6.8%

- There is a cross divisional team working on a TBR focused initiative on Strategic Enrollment Management (SEM). A workshop was held on November 15. More will be shared as it the planning moves forward.
- Financial Aid and IT have done a great job of improving the process to pull in Pell grant applications. We hope to pull this in next week. This allows more item for processing and verification.
- Work on the JSCC Star Tree is underway. Eligible students are being contacted. The goal is to serve 90 children. The information on tag pick up should be out soon.
- Amy West mentioned that last year, Human Resources was made aware of employees that had a need for support at the holidays. She has not been made aware of a need this year. If you hear of one, please let Ms. West know.

Heather Freeman, Administrative Assistant to the President

- On Friday, November 15, Greenwood/Asher and Associates, the search firm hired by TBR was on campus to meet with faculty, staff, students and the search advisory committee. The search firm will begin collecting applications and nominations for the position to build a candidate pool.

The next meeting of the search committee is scheduled for February 4. At this meeting, the committee will review all applicants and narrow the pool for round one interviews. Round one of interviews will be held off site on February 13 – 14. At the end of the interviews, the committee will decide who to move forward for reference checking.

On February 25th, the committee will review the references of those they wanted to further explore following round one of interviews. At the end of this meeting, the committee will decide who they will recommend to be moved forward for the campus interviews. Until this point all candidates are confidential and committee members have signed a confidentiality agreement. Once finalist have been approved and accepted an on campus interview, their names will be released.

March 16-18 are the dates tentatively scheduled for the finalist to visit campus for interviews. There will be opportunity for all faculty, staff, students and community to meet the candidates. Following the on campus interviews, all will be given the opportunity to provide input to Chancellor Tydings. That is typically done thru an electronic survey. She will consider feedback and hopes to make a recommendation for hire at the March Quarterly Board meeting (March 26). The plan is to have the new president start on/around July 1.

Dr. Jeff Sisk adjourned the meeting at 3:38 p.m.