

President's Cabinet
Monday, July 20
Zoom Meeting
9:00 a.m. -11:00 a.m.

Present:

Dr. George Pimentel, JSCC President
Dr. Larry Bailey, Vice President for Academic Affairs
Steve Cornelison, Director of Athletics
Tim Dellinger, Vice President for Financial and Administrative Affairs
Heather Freeman, Administrative Assistant to the President
Jessica Gelinas, Representative for Classified Employees
Robin Marek, Interim Vice President for Student Services
Dr. Liz Mayo, Representative for Faculty
John McCommon, Director of Marketing and Public Relations
Chrystal Pittman, Interim Internal Auditor
Will Shull, Representative for Professional Technical
Dr. Bobby Smith, Vice President for Institutional Effectiveness and Advancement
Amy West, Director of Human Resources

Absent:

Shiloh Coleman, SGA Representative

Dr. Pimentel began the meeting at 9:02 a.m.

Update

1. Function of Cabinet

President's Cabinet will begin meeting every Monday from 9:00-11:00 a.m. It will change from an information sharing format to a working group. Items will be discussed at a meeting and action will be taken at a following meeting. Agenda items will be collected until noon on Thursday and a final agenda will be shared prior to each meeting. Personnel matters are the only items that will not be discussed at Cabinet. We want to speak openly, but we all need to be respectful and work toward the same goal.

A draft document on purpose and membership of the Cabinet and employee councils was shared for review, will be discussed, and action on approval will be taken at next week's Cabinet meeting. The council section of the document is just for information or consideration.

Discussion

1. Overview and Observations

Dr. Pimentel's observation so far, everyone has been welcoming. Unfortunately, with the enrollment, budget, and pandemic, the focus has not been on the normal getting to

visit and know campus. He will have a meet and greet in person and a Zoom option to meet the campus community soon.

It is important that we not work in silos. Cabinet needs to work together as a team. We will be reviewing campus policies and tightening controls with accountability.

2. Priorities

There are many priorities, but some are more pressing. Procedures and communication related to the Covid-19 pandemic are top priority. An adhoc pandemic response team will begin meeting each week to address these topics.

Budget is another priority. We are currently down approximately 26% in HC and more than that in FTE. We did not meet benchmarks with performance funding. That reduces our budget by approximately \$500,000. Dr. Pimentel has some bold strategies, but needs input and ideas. Typically, with strategic planning you approach the goals in stages. With our enrollment decline and not hitting outcome benchmarks, we can't afford the slow approaches to change.

The SACSCOC 5th year report is approaching. Dr. Hamilton made assignments for this report. He will be asking for status updates on those assignments.

Policy review, creation and updates will be reviewed along with continuing the work on campus committees.

We need a slogan that tells our service area about Jackson State. Why should a student come to JSCC with all the other options for higher education? That is the message we need to concentrate on for marketing.

3. 2020-2021 Budget

Budget meetings will be held soon to look at various options. We are still waiting on some guidance from TBR. All TBR community colleges seems to be hovering at the 20% down mark, but because of our budget, it is harder to cut from ours than those that receive more outcomes based funding.

We must submit a balanced budget in October and have a hiring freeze in place now. We can't completely reduce our operating and travel to make up the budget shortfalls. We have to have dollars to complete the mission. This budget will be difficult and Cabinet will be involve.

4. Compensation Plan

In reviewing the new compensation plan, approved at the June TBR Quarterly meeting, we recognize a need for revision. The plan submitted to TBR stated faculty would receive a 5% increase when promoting from one rank to the next. Later in the plan, it stated non-faculty employees would receive a 5% per grade increase unless such an

increase would not achieve the minimum of the new pay grade. In such a case, the employee's pay would be raised to the new minimum.

Although not stated explicitly for faculty, the college intended that all employees be paid at least at the minimum of their job's pay range. Therefore, if a faculty member's 5% raise would not achieve the new rank minimum, their new salary should be the new rank minimum. There are five faculty members impacted this promotion cycle. A revision will be requested and voted on at the September TBR Quarterly meeting. A letter will be send to those faculty that any raise due to them will be retroactive to July 1 for 12 month faculty and August 1 for 9 or 10 month faculty.

As we move forward, the Cabinet will discuss revisions to the compensation plan and discuss the need for additional committees for review of policies, procedure development. More information will come for discussion.

5. HR procedures

- Work Experience Certification Form
JSCC has a process to calculate work experience, Cabinet will be asked to review a process that clearly shows the calculations and tracks the approvals.
- Policy Template for Employee Degree Status
Cabinet will also be asked to review policy for employee degree obtainment.
- Policy Template for Employment Classifications
JSCC needs to consider adopting a policy that clearly defines employee types.

The meeting ended at 10:31 a.m.