President's Cabinet
Monday, August 24, 2020
Zoom Meeting
9:00 a.m. -11:00 a.m.

Present:
Dr. George Pimentel, President
Dr. Larry Bailey, Vice President for Academic Affairs
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
John McCommon, Director of Marketing and Public Relations
Will Shull, Representative for Professional Technical
Candyce Sweet, Representative for Faculty
Lindsey Tritt, Director of Development and Foundation

Guests:
Amy West, Director of Human Resources

1. **Welcome**
   Dr. Pimentel began the meeting at 9:07 a.m.

2. **Discussion Items:**

   - **Enrollment update**
     A total of 59 students were purged Friday. Below are current enrollment numbers as of this morning.

Headcount	2019	2020	Change	% Change
Overall	4552	3869	-683	-15.00%
Overall less DE	3483	3071	-412	-11.83%
First Time	1093	922	-171	-15.65%
Continuing	1651	1588	-63	-3.82%
Dual Enrollment	1069	798	-271	-25.35%
Readmit	450	327	-123	-27.33%
Special/Non-Degree	12	25	13	108.33%
Transfer	251	182	-69	-27.49%
Transient	26	27	1	3.85%

FTE	2019	2020	Change	% Change
Overall	3003	2560.45	-442.08	-14.72%
Overall less DE	2641	2272.32	-368.54	-13.96%
First Time	951	789.33	-161.54	-16.99%
Continuing	1182	1116.73	-65.14	-5.51%
Dual Enrollment	362	288.13	-73.54	-20.33%
Readmit	297	206.33	-91.13	-30.64%
Special/Non-Degree	4	17.80	13.47	311.09%
Transfer	196	130.20	-65.8	-33.57%
Transient	10	11.93	1.6	15.49%

Today marks the first day of DEI opt out. Student Services staff will target communication toward students being held for outstanding fees to pay or opt out. Dr. Pimentel noted that DEI is something that will be reviewed before spring.

- **Budget update**
  As of today's enrollment, we are $2,184,000 short of revenue expectation. Those projections were based on flat enrollment. A larger number of students are being held than normal. That could have a significant impact on our final fourteenth (14th) day enrollment number. In reviewing budget, we have to prepare for a significant percentage of those being held, not being retained. We also must consider retention data from fall to spring. The historical data on fall to spring retention numbers is currently being reviewed.

- **First Day of Fall 2020**
  Cabinet discussed the first day of class requests to swap class modalities and the need for more online classes that can be taken with learning support. Academic Affairs is working to balance the drop/add of modalities.

  With registration continuing through Wednesday, Dr. Pimentel made the decision to waive the late registration fee.

- **Policies being reviewed**
  Conversation on the policies below was tabled for a future Cabinet meeting.
  - **Alternative Work Arrangements**
  - **Committee Guidelines**
  - **Creating a Steering Committee**

- **New Policy**
  - **Face Covering Policy**
    Cabinet discussed the Face Covering Policy. The syllabus statement and disciplinary comments were removed based on discuss from the Pandemic Response Team. The

team agreed student exemptions should be reviewed by the Dean of Students. Faculty and staff exemptions should be reviewed by Human Resources.

The team unanimously agreed to approve this policy by exception to the thirty (30) day review. A motion was made by Will Shull and seconded by Dr. Larry Bailey to adopt the Face Covering Policy as discussed by Cabinet. A vote was taken with no opposed. The motion carried. The adopted Face Covering Policy is attached.

- **TBR Policy Updates**
  Amy West joined to discuss TBR Title IX policy templates. There were changes to federal law. On August 12th, TBR held a special call meeting to approve changes to their Title IX policies. All colleges must adopt them just as TBR approved.

  The Infectious Disease Policy was also approved at the August 12th TBR meeting. Cabinet will review the list of policies below and vote on them at the next Cabinet meeting.
  - **Equal Employment Opportunity and Affirmative Action**
  - **Sex Discrimination, Sexual Harassment or Sexual Misconduct**
  - **Sex Discrimination and Sexual Harassment**
  - **Sexual Misconduct**
  - **Discrimination and Harassment, Complaint, and Investigation Procedure**
  - **Infectious Disease**

  The numbering of policies was discussed. JSCC we will adopt the TBR policy number. If a policy is unique to JSCC, policies will be given a category number and policy number based on when they are adopted.

- **Policy and Procedure vote**

  Policy - Approval of Institutional Policies and Procedures
  A motion was made by Dr. Larry Bailey and seconded by John McCommon to adopt the Approval of Institutional Policies and Procedures policy. A vote was taken with no opposed. The motion carried. The adopted Approval of Institutional Policies and Procedures is attached.

  Procedure - Covid-19 Emergency Remote Work
  The concern of faculty, staff, and students potentially missing twenty-four (24) days or more was discussed. Each situation will have to be addressed on a case by case basis.

  Faculty will not have documented work logs, but posted office hours. Executive Council will further discuss and provide guidance on employee work logs. Cabinet approved the COVID-19 Emergency Remote Work document. It is attached and will be sent to campus.

  Typically, this procedure would be an addendum to the Alternative Work Arrangements Policy. With that policy still in the review phase, Cabinet agreed to adopt and publish this emergency procedure.

- **Other**
  - **Faculty compensation and load**
    Faculty are interested in reestablishing the Compensation Committee to review issues with compensation. Dr. Pimentel is working with Dr. Bailey and the Deans on a Teaching Load Equivalency document that will define faculty responsibilities, load calculations, and overload pay for faculty positions. He asked Faculty Council to provide a proposed mission for the Compensation Committee for further review and discussion.

  - **Questions from faculty and staff**
    There are many questions from faculty and staff in relation to budget and enrollment that were discussed. Once we have fourteenth (14th) day fall enrollment, we can finalize budget and communicate next steps.

Dr. Pimentel acknowledged that many are working long hours and thanked all for their efforts. The meeting ended at 10:48 a.m.

JACKSON STATE COMMUNITY COLLEGE
POLICY

TBR Policy Reference: 1:03:10:00 **JSCC Policy Number:** 1:01:00:00

Subject: Approval of Institutional Policies and Procedures

Office Responsible: Office of Research and Accountability

Approved by: Dr. George Pimentel, President **Date:** August 24, 2020

Jackson State Community College is required to follow TBR policies and guidelines by incorporating them into institutional policies and procedures. JSCC recognizes that faculty, staff and students are essential members of the campus community and contribute to the progress of the College. The purpose of this policy is to ensure that appropriate campus constituents participate in and make recommendations concerning the formation and revision of institutional policies and procedures.
All institutional policies must be categorized into the following major areas.

Policies:

1 = Governance, Organization, and General (1.01.00, etc.)

2 = Academic (2.01.00, etc.)

3 = Student (3.01.00, etc.)

4 = Business and Finance (4.01.00, etc.)

5 = Personnel (5.01.00, etc.)

6 = Sexual Discrimination/Harassment/Misconduct (6.01.00, etc.)

7 = Safety and Security (7.01.00, etc.)

8 = Athletic (8.01, etc.)

Guidelines:

A = Academic (A-010, etc.)

B = Business and Finance (B-010, etc.)

G = General (G-010, etc.)

P = Personnel (P-010, etc.)

S = Student (S-010, etc.)

All policies will be sequentially numbered using a five digit number. Guidelines will use an alpha numeric character followed by three digit number.

I. All changes in existing and future institutional policies will be developed in accordance with the exact headings, margins, and format of this policy.

II. President's Cabinet members are responsible for ensuring that appropriate institutional policies are developed and/or revised for areas under their supervision. Offices responsible for updating are assigned during the initial approval process.

III. Approval Process

The approval process shall be as follows:

A. Proposed institutional policies or non-editorial policy revisions must be recommended by the President's Cabinet member responsible for the area proposing the policy.

B. Proposed new policies and policy revisions will be presented to the President's Cabinet for initial review and determination of routing for comments.

C. Policy changes that are editorial in nature will not be subject to the full approval process (does not require thirty (30) day review), but will require approval by the President's Cabinet and president.

D. Exceptions to the thirty (30) day review period can be made with unanimous vote by the President’s Cabinet.

E. Comments may be requested from Faculty Council, Staff Council, ProTech Council, and Student Government Association as appropriate. When comments are received, they should be presented to President's Cabinet for review prior to final approval of the policy. If no comments are received within thirty days from the date of the initial request for comments, the policy may be presented to President's Cabinet for final approval. The Office of Research and Accountability (ORA) will coordinate receipt of comments by representatives of these campus groups.

F. The President's Cabinet member assigned responsibility for maintenance of the policy must complete a Policy Transmittal form.

G. The president must formally approve the Policy Transmittal form for each policy and/or policy revision.

H. After formal approval, a hard copy of new or revised policies, along with the completed Policy Transmittal form signed by the president, will be forwarded to the ORA by the office responsible for the policy. In addition, a copy of new or revised policies should be forwarded electronically to the ORA for addition to the on-line policy manual.

I. Upon receipt of approval of new or revised institutional policies, the ORA will provide campus-wide notification via electronic mail indicating the name of the new or revised policy, the date approved, and the availability of the updated policy on the JSCC website.

J. The ORA will maintain the official copy of all institutional policies, including archival copies. Offices that wish to maintain hard copies of the institutional policy manual should use the JSCC on-line policy manual as their reference resource for making copies.

K. The ORA will be responsible for initiating reviews of all policies.

L. Upon approval of new or revised TBR or college policies, any conflicting provisions/language of existing college policies will become null and void. In addition to responsibility for modifications to policies arising from TBR actions, designated offices shall also be responsible for modifying JSCC policies when college practices change.

IV. The institutional process for policy review shall be as follows:

A. Annually in July, the ORA will conduct a review of policies for editorial changes, such as change of job titles, committee titles, etc., and bring these changes to President's Cabinet for approval.

B. The ORA will review system policy approvals made following each quarterly TBR meeting to determine if modifications to existing JSCC policies should be made or new institutional policies developed. The ORA will notify the responsible President's Cabinet member and request that a policy modification or new policy be brought before the President's Cabinet.

C. A full review of JSCC policies will be conducted on a three-year rotating basis, with the ORA developing a 3-year matrix for review, assigning 1/3 of college policies per year across all major areas. The designated President's Cabinet member will be responsible for conducting the review and bringing any modifications to the President's Cabinet for review and approval.

D. The dates a policy is revised should be indicated at the bottom of the last page of each policy.

Jackson State Community college is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degree. As a member institution of the SACSCOC, Jackson State is required to comply with all policies of the commission. The Director of the ORA, as accreditation Liaison with the commission, shall be responsible for continually auditing Jackson State policies and practices to ensure the college is in compliance with SACSCOC policies, including the

establishment of any institutional policies required by the commission. Any finding of non-compliance will be brought before the President's Cabinet for appropriate resolution.

Original Date Effective:	10/1/14 Bruce Blanding, President
Revision Date Effective:	10/17/17 Alana Hamilton, President, editorial change to new president
	3/18/19 President's Cabinet February 2019
	8/24/20 President's Cabinet

JACKSON STATE COMMUNITY COLLEGE
POLICY

TBR Policy Reference: **JSCC Policy Chapter:** 7:03:10:00

Subject: Face Covering Policy

Office Responsible: Vice President for Student Services

Approved By: Dr. George Pimentel, President **Date:** August 24, 2020

Policy Purpose

The purpose of this policy is to establish requirements for faculty, staff, students and other persons (including visitors, guests, contractors, etc.) present on campus at Jackson State Community College (JSCC) to wear a Center for Disease Control (CDC) recommended face coverings in classrooms and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons.

Policy Statement

I. Applicability and Scope

In accordance with guidance issued by the CDC, it is the policy of JSCC to require faculty, staff, students and other persons to wear face coverings while present on campus in classrooms and other indoor areas, as well as outdoor areas where physical distance between persons cannot be maintained.

II. Responsibilities

a. Faculty, staff, students and other persons (including visitors, guests, contractors, etc.) will furnish their own face covering and wear the face covering properly, covering their full mouth and nose.
b. Face coverings shall be worn on campus while:
    a. Inside all campus buildings and facilities
    b. Outside when physical distancing between persons cannot be maintained
c. Face coverings are not required on campus while:
    a. Alone in one's own private office
    b. Alone in one's own private vehicle
    c. Eating or drinking
        i. To the extent possible, a physical distance of 6 feet between persons should be maintained while eating or drinking.
    d. In outdoor areas where physical distance between persons can be maintained
d. If a student is completing JSCC course requirements in organizations external to JSCC (schools, hospitals, clinics, organizations), the student will follow the safety guidelines and protocols in place at those organizations except to the extent those guidelines or protocols are less restrictive than JSCC.

III. Exemptions

a. Students who are unable to wear a face covering due to a medical or other condition should contact the Disability Resource Center, by telephone at 731-424-3520 ext 50354 or by email at lnickell@jscc.edu to request an accommodation.
b. Faculty and staff who are unable to wear a face covering due to a medical or other condition should contact the Human Resources Office, by telephone at 731-425-2643 or by email at awest12@jscc.edu to request an accommodation.

c. Classroom activities that cannot be completed while wearing a face covering may be exempt at the discretion of the faculty member. To the extent possible, a physical distance of 6 feet between persons should be maintained while participating in classroom activities exempt from wearing face coverings.
d. The College may evaluate and consider other exemptions on a case-by-case basis as additional information about COVID-19 becomes available.
e. In accordance with the CDC, children under age 2, or anyone who is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance should not wear a face covering.

IV. References

a. CDC Guidance
   i. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html
   ii. https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html

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Original Date Effective: 8/24/20 President's Cabinet

JSCC COVID-19 Emergency Remote Work Procedure

Jackson State is committed to the health and safety of our Faculty, Staff, Students, and community. To meet the challenge presented by COVID-19, employees may work from home, when Pandemic Response is necessary, where determined appropriate, or necessary due to health concerns.
Please see the following for additional information:

- You should ensure you have a suitable workspace to conduct business free of background noise and distractions during work hours.
- During this time, an exception has been made to the **JSCC Policy 05:01:01 Alternate Work Arrangement.**
- Please make every effort to minimize distractions and background noise, particularly when communicating with others (i.e., students, faculty, staff, etc.)
- You must have access to sufficient technology (i.e. internet, telephone) required to perform work duties remotely.
- While you have been authorized to work from home during this emergency, you acknowledge that your supervisor retains the discretion to require you to report to the office (or another location) if necessary to perform assigned job responsibilities.
- You will adhere to all JSCC policies and procedures, including requirements (if you are an hourly employee) to obtain advance approval for overtime work. You will ensure all working time is accurately recorded and reported so you can be accurately paid.
- This emergency work from home arrangement does not alter your responsibilities to perform your role at JSCC, including but not limited to your responsibility to:
    - Perform all duties as scheduled, assigned and required, and meet or exceed all performance expectations;
    - Maintain normal business working hours;
    - Maintain appropriate, regular contact with your internal and external stakeholders and be responsive as you would if you were at a JSCC work site;
    - Comply with JSCC Dress code if using Zoom or other video conferencing platforms;
    - Comply with applicable federal, state/province, or local laws or regulations;
    - Adhere to JSCC requirements to safeguard confidential and proprietary information;
    - Immediately contact your supervisor or Human Resources in the event of a work-related injury or illness for further instructions; and
    - Notify your supervisor as soon as possible if there are conditions at the home office that prevent you from performing your assigned duties, including illness, illness of a family member, sustained loss of internet or telephone service, or otherwise.

    - Your supervisor may include additional requirements as appropriate (e.g. publish office hours online, completing work log).
- This emergency arrangement does not alter any previously approved FMLA and/or ADA policies.
- This arrangement will be subject to ongoing review. The arrangement may be modified or terminated at the sole discretion of Jackson State at any point.