

President's Cabinet
Monday, September 14, 2020
Zoom Meeting
9:00 a.m. -11:00 a.m.
Agenda

Attendees:

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 Gelinias, 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

1. Welcome

Dr. Pimentel began the meeting at 9:04 a.m.

2. Discussion Items:

- **Enrollment update:**

The standard enrollment report eliminates late added and second term classes. TBR is aware of the difference and funding is based on end of term verses start of term. Student Services will now provide Cabinet with two separate enrollment reports. One with standard enrollment and one with true enrollment numbers.

- **Budget update:**

As of the 14th day enrollment, we are \$2,274,000 short. A total of \$ 1.1 million has been cut from operating and travel. The residual balance will be salary and benefits. Cabinet also discussed fall to spring retention rates and projections for spring enrollment. Both will impact the October budget revision.

Cabinet discussed the need to see the fall application enrollment yield, monitor the withdrawals, especially those with a "WO" code for online withdrawals, and development of a Zoom tutorial.

- **Ad hoc Committees**

We have volunteers and recommendations for ad hoc committee members. We will review and determine final committee memberships soon.

- Branding Distinctiveness
- Advising Center
- One-stop
- DEI
- Strategic Planning - Will use current members by position.

- SACSCOC Steering- Will use current members by position.
- **Achieving the Dream (ATD) Core and Data Teams**
Cabinet along with a few others will be the ATD Core Team. Dr. Pimentel has asked Kim Warren-Cox to continue to serve in a committee chair capacity. One of the first things we need to do is create is a Data Team. Data has been an issue in the past, based on conversations with the ATD coaches. Without a Director of Institutional Research and Accountability, we are somewhat hindered. The position is posted and we need to move forward with hiring. Cabinet members were asked to send names of those that should be included on the ATD Data Team to the President's Office.
- **SOAR Award nominations**
Criteria for the SOAR Award nominees was shared with Cabinet members. Nominations are due to President's office on October 1. Communication on nominations can go out through all Cabinet members but recommendations must go back to vice presidents to submit through Cabinet.
- **Regional Workforce Coordinators**
 - TBR announced west Tennessee's representative is John Hodgson with TCAT Jackson.
- **Policy Review**
Cabinet will vote on the policies/guidelines noted below next week. If there are concerns or questions, please submit them to the President's Office before next week.
 - Committee Guidelines – presented 8/17/2020
 - Steering Committee- presented 8/17/2020
- **Communication**
As Cabinet representatives, please ensure that you are sharing information with your constituents. Cabinet minutes are published, but we need to appropriately share information within our chain of command.
- **IT Training and Phishing**
Phishing attempts are getting more frequent and sophisticated. Our IT Department is doing all they can to protect us from these efforts. They have sent test phishing e-mails and are providing training. These efforts are to make people stop and think before replying or clicking on a link. Cabinet discussed establishing a generic e-mail account where suspected phishing e-mails can be reviewed by JSCC IT staff.

3. Action

- **Policy Vote**
 - Alternative Work Arrangements – presented 8/10/2020.
A motion was made by John McCommon and seconded by Dr. Larry Bailey to adopt the Alternative Work Arrangement Policy. A vote was taken with no opposed. The motion carried. The approved policy is attached.
- **Approval of IRB request**
Until we have a Director of Institutional Research in place, Cabinet will review IRB requests. Cabinet reviewed an IRB request submitted by Lacey Harris. A motion was made by Dr. Larry Bailey and seconded by Will Shull to approve the IRB request. A vote was taken with no opposed. The IRB request was approved.

The meeting adjourned at 9:53.

**JACKSON STATE COMMUNITY COLLEGE
POLICY**

TBR Policy Reference: 5.01.01.20

JSCC Policy Number: 5.01.01.20

Subject: Alternative Work Arrangements Policy

Office Responsible: Human Resources

Approved By: Dr. George Pimentel, President

Date: September 14, 2020

Purpose

The purpose of this policy is to set the standards for a consistent process and treatment of employees regarding alternate work arrangements across Jackson State. Availability of an alternate work arrangement is at the discretion of the President and subject to change with or without notice. This policy applies only to full-time non-faculty employees. Future references to employees in this policy refer to non-faculty.

Definitions

- Telecommuting - A work arrangement in which supervisors authorize employees to perform their usual job duties away from their central workplace in accordance with work agreements.
- Flex Time - Adjusted work schedule where daily working hours may fall outside the hours of 8:00am to 4:30pm.
- Compressed Work Week - Adjusted schedule where the employee works a 37.5 hour week in less than 5 days.
- Flex Year - Any time period, greater than 9 and less than 12 months, scheduled to accommodate the cyclical workload of the Institution.
- Job Sharing - Two or more people share a single job for which they are equally accountable.
- Central Workplace - The employer's place of work where employees normally are located.
- Employee - A person employed by the institution pursuant to the Board of Regents policies.
- Alternate Work Arrangement Agreement (Work Agreement) - The written agreement between the institution and the employee that details the terms and conditions of an employee's work schedule whether away from or at the central workplace. Work agreements are required for any alternate work arrangement.
- Work Schedule - The employee's hours of work in the central workplace and/or in the alternate work location.

I. Procedures

- A. Requests for alternate work arrangements should be initiated by the employee's supervisor, and should establish the business justification for the alternate work arrangement. Requests are then forwarded to the appropriate Vice President for final approval.
- B. Alternate work arrangements are not to be considered a universal employee benefit or right. No employee is entitled to or guaranteed the opportunity to an alternate work arrangement. Management is responsible for the continued successful operations of the Institution and thus management has the sole discretion to designate positions and/or individuals for an alternate work arrangement.

- C. Alternate Work Arrangements do not change the conditions of employment or required compliance with laws and policies. Employees working on an alternate work arrangement are subject to the same policies, statutes, and procedures applicable to all employees including, but not limited to, time and attendance and leave policies. Supervisors must ensure that procedures are in place to document the work hours of employees in alternate work arrangements ensuring compliance with the Fair Labor Standards Act. Supervisors may require employees to report to a central workplace or video conference as needed for work-related meetings or other events or may meet with employees in the alternative work location as needed to discuss work progress or other work related issues. If a holiday falls on an employee's scheduled day off as a result of an alternate work arrangement, the employee's supervisor will make appropriate schedule adjustments to accommodate the holiday.
- D. If approved for an alternate work arrangement, the employee is expected to maintain appropriate levels of productivity and quality of work. If working from a home-based location, the employee will be expected to make arrangements which allow the work site to be a productive work environment during the agreed-upon work hours. The supervisor will use the institution's normal performance management system to clearly define the performance expectations and to assess the employee's performance. If a decline in performance is noted, the arrangement will be cancelled.
- E. Approved alternate work arrangements must be initiated through a formal alternate work arrangement agreement. At a minimum, this agreement will establish:
 - 1. That the agreement may be revoked any time without cause by written notification of the Institution or upon request by the employee;
 - 2. That the agreement will be reviewed periodically for compliance and to insure the continued business justification for the work agreement;
 - 3. The employee's work schedule;
 - 4. The employee's work location(s);
 - 5. How communications between the employee, supervisors, colleagues and others will be maintained;
 - 6. Exclusions of liability for the institution and the State related to injury or property damage to third persons at employee maintained home-based work locations;
 - 7. An indemnification and hold harmless clause releasing the institution and the State from any and all claims, demands, judgments, liabilities, losses, damages, or expenses resulting or arising from any injury or damage to any person, corporation or other entity caused directly or indirectly by the employee's acts, omissions, bad faith, willful misconduct or negligence excluding acts within the scope of the employee's employment pursuant to TCA 9-8-307(h);
 - 8. The institution's right to inspect home-based work facilities upon request;
 - 9. The employee's status during emergency or weather-related closings.
- F. An Alternate Work Arrangement Agreement is provided in Exhibit 1.
- G. Employees working from a location within their home are responsible for maintaining their work environment as a safe and productive work space. Work related injuries occurring at the employee's home-based work location are subject to Tennessee Worker's Compensation laws. Alternate work locations are considered extensions of the employee's central work location during the time period outlined in the Alternate Work Arrangement Agreement.
- H. The supervisor should consider material and equipment needs when drafting a proposal for an alternate work arrangement with the goal of making the arrangement cost neutral, i.e., no more equipment, supplies or expense should be necessary as a result of the alternate work arrangement than would be needed in the original work location. However, at the Institution's discretion, appropriated funds may be used to:

1. Pay for leased telephone lines in employee's alternate work location;
 2. Install and provide basic telephone service in employees' alternate work location or;
 3. Provide cell phones or cell phone allowances to employees for business use;
 4. If cell phones or cell phone allowances are not provided, the Institutions may reimburse employees for business-related long distance calls made from their personal telephones upon submission of appropriate documentation.
- I. The Institution will not be responsible for any additional costs associated with alternate work locations such as utilities, home maintenance, etc. The employee will be responsible for any tax implications of a home-based work location. For a home-based work location, the employee will be responsible for providing insurance coverage for equipment, supplies, etc. provided by the employee. The employee will be responsible for compliance with any local zoning ordinances or other restrictions related to maintaining a home-based work site. The Institution will not be liable for any fines, penalties, taxes or other expenses that may accrue as a result of any violation of applicable restrictions.
 - J. Employees must follow institution approved data security policies and procedure for protecting confidential information. The employee will be responsible for any materials and documents transported from the Institution

Original Date Effective: 9/14/2020 President's Cabinet