

President's Cabinet
Monday, September 21, 2020
Zoom Meeting
9:00 a.m. -11:00 a.m.
Agenda

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

1. Welcome

Dr. Pimentel began the meeting at 9:01 a.m.

2. Discussion Items:

• **Budget Reorganization update/Open Forum**

Dr. Pimentel will host an open forum on Friday, September 25 to address campus questions on the reorganization and budget announcement sent last week. Questions will be collected in advance so he can address them, except for anything related to personnel specific

None of the cuts were easy to make, but a balanced budget must be submitted. For the budget process next year, budget requests, including positions we need for the future will be collected. There may not be funds to fill the positions in the spring or soon, but we need to develop the goals and strategies to move the campus forward. The Cabinet will see the priority listings for budget discussion.

The next major milestone is spring enrollment. If fall to spring retention is not at least at 75%, additional budget cuts may occur.

• **Ad hoc Committees**

The ad hoc committee recommendations were reviewed and discussed. The committee members will be notified and meetings set soon.

- Branding Distinctiveness
- Advising Center
- One-stop
- DEI
- Strategic Planning

- SACSCOC Steering
- **ATD Core and Data Teams**

Currently, Cabinet is the ATD Core Team with Kim Warren-Cox. Additional members will be added and work will begin. Establishing the Data Team is the next big step. Volunteers or recommendations for Data Team members was requested.
- **Policy/Procedure Review**

JSCC Employment Procedure and the JSCC Employment Search Procedure Manual were sent to Cabinet this morning to begin the thirty day review. These policies are intended for full-time employee searches, not temp hourly employees.
- **Compensation Committee**

This committee will be pulled together to review salary calculations for degree attainment and review of the next phase of the compensation plan. A salary plan with goals and how to fund the plan needs to be developed. With the 2020-2021 committee not being established, the roster for the standing committee will be used with Dr. Pimentel also serving on the committee.

3. Action

- **Policy Vote**
 - **Committee Guidelines – presented 8/17/2020**

A motion was made by Dr. Larry Bailey and seconded by Candyce Sweet to adopt the Committee Guidelines. A vote was taken with none opposed. The motion carried. The approved guideline is attached.
 - **Steering Committee Guideline- presented 8/17/2020**

A motion was made by Will Shull and seconded by Tim Dellinger to adopt the Steering Committee Guideline. A vote was taken with none opposed. The motion carried. The approved guideline is attached.

4. Action items:

As a follow-up to the campus e-mail on budget and reorganization, Dr. Pimentel will hold an open forum to address questions. Please gather questions for the forum and send them to the President's Office by noon on Thursday, September 24.

The meeting ended at 9:39 a.m.

JACKSON STATE COMMUNITY COLLEGE
Guideline

Subject: Committee Guidelines

Office Responsible: Director of Institutional Research and Accountability

Approved By: Dr. George Pimentel, President

Date: September 21, 2020

Membership - Selection and Responsibility

The purpose of standing committees at Jackson State Community College (JSCC) is to implement and ensure shared governance of the College by making recommendations concerning said governance. A key consideration in determining committee membership should be equitable representation of the College and its diversity. Membership on College Standing Committees is one of several opportunities and obligations available to faculty, staff, and students to serve the College and the greater community.

- Faculty and staff may volunteer or be appointed to serve on committees.
- Full-time faculty and staff are eligible to serve on committees after their 1st year of employment at JSCC.
- Students may volunteer or be recommended by college faculty or staff to serve on committees which require student representation.
- Due to specified guidelines for federally funded grant programs, employees who are funded 100% by a grant may only serve on standing committees or councils that are related to the grant's objectives.
- The College Steering Committee will make recommendations to the President's Cabinet for membership on committees.
- Faculty members in the promotion and tenure process will receive priority in committee appointments and should, therefore, self-identify in their second year of eligibility for promotion and/or tenure.
- After review and approval by the President's Cabinet, the College Steering Committee chair will notify faculty, staff and students regarding committee assignments.
- The members of each committee are responsible for fulfilling each committee's purpose and for maintaining effective two-way communication between the committee and their constituencies they represent.
- Members of each committee shall serve a maximum of three (3) years on the same committee unless they are voted as Chair during their 2nd or 3rd year on the committee, at which time their maximum service would be four (4) or five (5) years respectively. Maximum years of service does not apply to membership service by title or Ex. Officio.
- Participation in committee activities is an important function and will be reflected in employee evaluations.

Committees have the ability to delegate projects to sub-committees which report findings and results to the main committees. Sub-committee members may be existing members of the primary committee, may volunteer, or may be appointed by the primary committee Chairs.

All committees and sub-committees will keep minutes which, after approval, are to be recorded, stored, and available electronically and accessible by all College employees. Minutes are accessible on the “V” Drive. Sub-committees must record and store minutes as above, but may do so by including them in the minutes of the larger committee under which they serve. The College Steering Committee Chair will send reminders during the fall and spring semesters to the college community about the electronic availability of committee minutes.

Timeline for Committee Selections

- **August**
 - Membership list and guidelines will be sent to faculty and staff.
 - Chair and Recorder Training will be conducted by the end of the first week of classes.
- **January Meeting:**
 - College Steering Committee identifies committee vacancies.
- **February 1:**
 - Submit request for Survey for committee vacancies to Office of Institutional Effectiveness, Research, Planning and Assessment (IERPA.)
- **February 15:**
 - Surveys emailed to faculty and staff by IERPA.
- **March 1:**
 - Responses due from faculty and staff. Promotion and Tenure List from faculty’s responses.
- **March Meeting:**
 - Committee List completed by Steering Committee. Committees submit Chairs and Recorders for next year of service.
- **April 1:**
 - Submit Committee List and Guidelines for Approval to President’s Cabinet.
- **April 15**
 - After approval, faculty/staff notified of assignments for the coming academic year.

Changes to JSCC Standing Committee Membership or JSCC Standing Committee Guidelines

All requests for changes to the JSCC Standing Committee List or the JSCC Standing Committee Guidelines shall be submitted via email to the Chair of the College Steering Committee by the 15th of each month (August-March). The change request should include justification and supporting details (i.e. committee name, guidelines page number, faculty/staff name, title and department, and/or any other details outlining the changes). They will be voted upon by the College Steering Committee and then submitted to Cabinet for a final vote. The status of the requests will be communicated to requestor as soon as Cabinet makes a final decision. Routine membership replacements throughout the year (change in position, retirement, resignation, etc.) will be handled/assigned by the College Steering Committee.

Chairperson - Selection and Responsibility

Each current standing committee will elect a Chair for the upcoming academic year no later than the last meeting in February. Faculty or staff may not serve as chair if their job responsibilities would be

impacted by the decisions of the committee. If a Chair is not elected by the committee, then the College Steering Committee will recommend the Chair. Chairs should not chair more than one Standing Committee or Council concurrently. Only faculty and staff may serve as Chair. A Chair's term is two years and concludes at the end of the spring semester of their 2nd year; the new Chair's term shall begin at this point. First-time committee Chairs will attend a Committee Chair and Recorder Training provided by the College Steering Committee. Chairs will:

- Solicit agenda items.
- Conduct all meetings.
- Act as liaison with Vice President to whom the committee reports.
- Approve and ensure accurate reporting and posting of committee minutes.
- Be a nonvoting member but serve as a tie breaker in the event of tie.
- Identify and invite persons with expertise as the need arises.
- Submit recommendations to the Vice-President to whom the committee reports and maintain communication until feedback is received. If there is no communication from Vice-President, then the recommendations should be submitted to the College Steering Committee for feedback.
- Follow Robert's Rules of Order as appropriate.
- Advise the College Steering Committee of members who are no longer in service (resignation, retirement, change in position, etc.).

Monitor attendance, along with the Recorder, to ensure that alternates, substitutes, or proxies are not sitting in for members who are unable to attend a meeting. Alternates, substitutes, and proxies are not allowable.

Recorder - Selection and Responsibility

The Recorder is elected by volunteer or through nomination, voted on by the committee membership, and approved by the Chair for a term of at least one year unless appointed by the Office of the Vice President to whom the committee reports. The Recorder should be a voting member of the committee and should be appointed without regard to the person's position within the college. If the committee cannot select a recorder, then the College Steering Committee will make the appointment. First-time committee Recorders will attend a Committee Chair and Recorder Training provided by the College Steering Committee.

The Recorder will:

- Record attendance and advise the chair of any variance (substitute, alternate, proxy).
- Report the proceedings of each meeting accurately.
- Post public minutes of meetings in the official repository (V Drive). Confidential details and records will be housed in the Office of the Vice President to whom the committee reports or area designated by that Vice President.

Follow Robert's Rules of Order as appropriate.

Ex-Officio Members

Ex-Officio members will:

- Serve as non-voting members.
- Be selected due to their expertise.
- Serve as liaison between the committee and the departments they represent.
- Not be included in the total membership ranges nor be counted for quorum.
- Attend meetings at their discretion.
- Not be eligible to serve as Chair.

Members-at-large

Members-at-Large will be selected from any area of the College to fill the slots specified in the committee guidelines.

Meetings - Number

Standing Committees should meet once a month or as needed and should try to conclude all business by the end of spring term. Standing Committees typically do not meet during the summer; however, some Standing Committees may need to do so at the discretion of the Vice President to whom those committees report. Refer to the schedule for the calendar of committee meetings.

Reporting Relationships

Reporting relationships are described in the guidelines for each committee.

Annual Report

An annual report of committee actions and/or recommendations must be completed and submitted to the President's office by April 1st of each year. Brief descriptions of the work of sub-committees should be included.

Guidelines for *Ad Hoc* Committees

Only the President or a Vice-President may form an ***Ad Hoc*** committee, and he or she must notify the College Steering Committee of the proposed committee formation with guidelines, membership, and a Chair and Recorder before the committee is established.

The function of the college's ***Ad Hoc*** committees (formerly known as task forces) is to take action on a specific task as the need arises. An ***Ad Hoc*** committee should only be appointed to fulfill a task that falls outside the assigned function of an existing standing committee. The administrators overseeing the work of the committee will appoint members. When an ***Ad Hoc*** committee's task is accomplished and its report delivered to the appointing authority, the committee automatically ceases to exist. ***Ad Hoc*** committees must conform to the same reporting rules of standing committees in regards to recording, storing, and publishing minutes.

Suggested Committee Calendar

Insert Committee Calendar – This will be determined by the JSCC Steering Committee.

The following Standing Committees do not have a regularly scheduled time since meetings are set as needed.

- Bookstore
- Discipline
- Financial Disclosure Review
- Food Service
- Intellectual Property

Original Date Effective: 9/21/2020 President's Cabinet

JACKSON STATE COMMUNITY COLLEGE
Guideline

Subject: JSCC Steering Committee

Office Responsible: President's Office

Approved By: Dr. George Pimentel, President

Date: September 21, 2020

Purpose

The College Steering Committee will act as a repository for the plans and proposals of other committees. Its primary function is to keep track of the committee proposals and clearly communicate their status to appropriate constituents on campus. The Committee will also be responsible for the creation of committees for each academic year.

Committee Activities

1. Makes recommendations concerning membership for standing committees.
2. Follow up on recommendations and plans from standing committees when standing committees have not received feedback from their reporting Vice-President.
3. Communicates status of plans and initiatives from standing committees to appropriate constituents.
4. Hears appeals regarding committee placement, attendance or other issues and make recommendations.
5. Confirms posting of standing committee minutes.
6. Reviews and recommends specific improvements regarding standing committees' structure, purpose, goals/activities and membership.
7. Appoints chairs and recorders of college committees, if chairs and recorders are not selected by the committees themselves.
8. Conducts standing committee New Chair and Recorder Training.
9. Implementation of Timeline for Committee Selections

Reporting Relationship

President of the College

Membership

- Faculty Council Speaker
- ProTech Speaker
- Staff Council Speaker
- One (1) Dean
- Four (4) Faculty representatives (from Divisions not represented by Dean)
- Five (3) Staff representatives (one from each Grand Division – Academic Affairs, Business & Finance, Student Services)
 - Three (3) Professional Staff

- Two (2) Classified Staff
- **Total Membership: 16**
- Ex-Officio: *Vice President for IERPA*

Meeting Day and Time: (A set meeting time will be determined by the committee.)

Original Date Effective: 9/21/2020 President's Cabinet