

President's Cabinet
Monday, November 9, 2020
Zoom Meeting
9:00 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 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 9:00 a.m.

2. Discussion Items:

• **Spring Class offerings and messaging**

For the spring semester, JSCC will maintain our current operating status of providing flex, online, and hybrid courses. The campus will remain open by appointment. A press release has been drafted and shared with Cabinet for review and feedback. That will be released to campus and community soon.

For students needing additional resources, such as computer labs and printing, they will be provided a direct campus contact noted in the press release.

• **Spring/Winter Term/Maymester/Summer – online fee revenue**

With the continuation of online/flex/hybrid classes for spring 2021, Cabinet discussed not charging the online fee for the remainder of the 2020-2021 academic year. The estimated revenue loss for not collecting the fee is \$191,760. However, most felt it would be in the best interest of the students to remove the fee.

A motion was made by Dr. Bailey and seconded by Will Shull to discontinue the online fee charge for the remainder of the 2020-2021 academic year. A vote was taken with no opposed. The motion passed.

• **JSCC Operating Status and Personnel Expectations**

Cabinet discussed the priority of keeping everyone safe but still fulfilling the college mission. Every job is different. Some will be required to report to campus while others can work from home. Supervisors are expected to monitor each situation to ensure our students are getting the support needed. Dr. Pimentel will work with Public Relations

and Marketing to draft a campus communication specific to our operating status and employee expectations.

- **Faculty Evaluations**

Typically, student evaluations of faculty go out the second week of November and are left open for two-three weeks. Institutional Research and Accountability will be asked to move forward with the surveys for this fall. The Promotion and Tenure Committee will be asked to develop a statement as to the unique situation of this year.

- **TN eCampus Courses –**

JSCC publishes all TN eCampus Courses. The Registration Center works with students to ensure they understand the differences in TN eCampus Courses and JSCC online courses prior to registering. JSCC will continue this practice.

- **Policy/Procedure Review**

- JSCC Employment Procedure – presented 9/21/2020
 - The JSCC Employment Procedure will be updated to mimic the JSCC Employment and Search Procedure Manual and sent to Cabinet for review and voting.

- **Business Continuity and Risk Assessment**

A review of business continuity and risk assessment along with a timeline for finalizing will be added to the next President's Cabinet agenda.

3. Action Items:

- Vote
 - JSCC Employment and Search Procedure Manual
 - originally presented 9/21/2020
 - updated version including social media language presented by e-mail 11/6/2020

A motion was made by Will Shull and seconded by Dr. Bailey to approve the JSCC Employment and Search Procedure Manual. A vote was taken with no opposed. The JSCC Employment and Search Procedure Manual was approved. The approved Manual is attached.

**JACKSON STATE COMMUNITY COLLEGE
PROCEDURE**

TBR Policy Reference: 5:01:00:00; 5:01:02:00; P-010 **JSCC Procedure Chapter:** Personnel

Subject: Employment and Search Procedure Manual

Office Responsible: Human Resources

Approved By: Dr. George Pimentel, President

Date: November 9, 2020

I. Introduction

The Employment and Search Procedure Manual is intended to assist in the search and hiring processes for Jackson State Community College (JSCC). It will also help to ensure that the College's interests are served by hiring and retaining the most qualified candidates and to protect the integrity of the search process for both the candidates and the institution.

Jackson State Community College, an AA/EEO employer, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law.

II. Recruitment Process

Careful recruitment planning and execution can assist in hiring candidates who are qualified and well matched for the positions. Therefore, it is worth the effort to perform each search carefully.

When a vacancy occurs, the hiring authority and Human Resources work in conjunction to review/revise the position description as applicable, post the vacant position, and advertise the position. The hiring authority is defined as the immediate supervisor of the vacant position. At JSCC, the hiring authority is typically a Coordinator, Director, Dean, or Vice President.

It is the responsibility of the hiring authority to provide the following:

1. Resignation/Retirement Letter
2. Changes to position description
3. Position Requisition which includes naming the search committee chair and members (See Search Committee Process for more information)

Human Resources will then complete the following for the requisition/posting:

1. Route position requisition for approvals
2. Initiate requisition/posting in TBR Connector (Cornerstone)
3. Post on JSCC website
4. Advertise in diverse locations

In order to comply with TBR Policies 5:01:00:00 and 5:01:02:00, and TBR Guideline P-010, the requisition/posting must be posted for the following length of time:

- 14 calendar days for Clerical/Support, Adjunct Faculty and Temporary Part-Time Positions
- 30 calendar days for Administrative/Professional, Faculty and Executive Positions

Human Resources will advertise in a variety of sites to generate a diverse pool of applicants. The hiring authority is encouraged to provide additional advertising avenues specific to the position. Every effort will be made to consider academic calendar when hiring faculty, to ensure the broadest possible applicant pool.

The Affirmative Action Officer will review the composition of the pool to certify a diverse pool of applicants and will monitor the overall Affirmative Action policy for the College.

New Position –When a new position has been requested and approved in the budget, the hiring authority and Human Resources will work together to create the position description, post the new position, and advertise the position.

Temporary positions- temporary staff, faculty and adjunct are not subject to the search committee process, vacancies must be posted within the online application system and Department/Division Heads are responsible for ensuring that all appointments are based on job related factors assessed through a competitive, fair, and open process. An employee who has worked as temporary staff for the maximum time of one (1) calendar year must be completely separated and off the payroll for fourteen (14) calendar days before becoming eligible for re-employment in a temporary position pursuant to Tennessee Board of Regents Policy 5:01:01:00 and P-010. Temporary faculty and adjunct employees are employed subject to Tennessee Board of Regents Policy 5:02:07:00.

III. Search Committee Process

Jackson State Community College has adopted a practice that requires the formation of search committees to screen, interview and recommend qualified applicants to fill open positions within the College.

The search committee acts in an advisory capacity to the hiring authority. The hiring authority receives input from the search committee and recommends the final selection to the President for final approval.

Search committees must be composed of five or more members for Administrative/Professional, Faculty, and Executive positions.

It is recommended that search committees for Clerical/Support positions are composed of three or more members.

Choosing Search Committee Members

The search committee should be composed of individuals who have a vested interest in and/or direct knowledge of the position and who represent the diverse population the College employs and serves. Collectively, persons with a wide variety of experiences, backgrounds, circumstances and departments offer the committee a broader base of knowledge and a holistic perspective that is critical in appointing an inclusive body of faculty and staff.

- A minimum of one employee from a different department/academic division is required.
- Together, committee members should reflect the diversity of the College's employees and students. A diverse search committee may include persons from differing races, ethnic or national origins, sexes, etc. and should encompass a range of persons that is representative of the College's population as a whole.

Committee members must remain professional and objective, maintain confidentiality and exhibit ethical conduct.

Committee members may not serve on search committees that create a potential conflict of interest.

Role of the Search Committee Chair (may be the hiring authority or someone delegated by the hiring authority)

Assist hiring authority with selection of search committee members. Serve as liaison between the search committee and hiring authority.

Facilitate all communications and meetings of the search committee and ensure the hiring process moves forward in a timely and efficient manner.

Consult with hiring authority and search committee members to compile interview questions and applicants for interview submit to Human Resources for review and approval.

Guarantee no action is taken by the search committee until the position has been posted for the required number of days.

- 14 days calendar for Clerical/Support, Adjunct Faculty and Temporary Part-Time Positions
- 30 calendar days for Administrative/Professional, Faculty and Executive Positions

Oversee scheduling of interviews once candidates are selected by search committee.

Guide the search committee in the evaluation of applicants in order to assist the hiring authority with a final selection. Human Resources will provide a rubric to aid in the evaluation of applicant.

Confirm the final selection with the hiring authority and make certain the following items are completed and submitted to the Office of Human Resources.

1. Background check release form

2. Disposition spreadsheet (required for all except pool postings)
3. Interview notes from all search committee members

Role of the Search Committee Members (including the Search Chair)

Remain professional and objective, maintain confidentiality and exhibit ethical conduct.

Review and evaluate application material for each candidate in terms of required and preferred qualifications listed in the job posting.

Select the candidates to interview once the position has been posted the required number of days.

Participate in interviews and complete interview notes for each candidate interviewed.

Provide feedback in the evaluation of applicants in order to assist the hiring authority with a final selection.

Role of Social Media in the Search Process

To ensure every search is fair, consistent and non-discriminatory, the College strongly discourages all members of the search committee, including the search chair, from using social media to screen, evaluate or qualify/disqualify candidates at any stage in the search to avoid intentionally or unintentionally obtaining information about candidates that would be otherwise illegal to ask during an actual interview for employment.

Search committee members will not discuss during the search committee meetings any information they may discover on social media outlets or through internet searches of candidates to qualify or disqualify someone from a position, regardless of whether they discover information accidentally or purposefully.

Background checks will be conducted on all successful candidates prior to offering a position.

Request for Exception to the Search Committee Process

The established search practices of JSCC are designed to meet all applicable federal and state laws and regulations regarding equal employment opportunity. They are also designed to assist in ensuring a fair and equitable process that will strengthen the College's commitment to diversity and inclusion. Deviations from these practices are, therefore, considered to be an exception.

There are special circumstances which allow for an appointment rather than conducting an external search. With appropriate justification, exceptions to these practices may be made for the following reasons:

1. Interim Appointments – Position is a limited interim appointment up to twelve (12) months. The College's established search process should happen concurrently with the interim

appointment. The interim appointee may apply for the regular appointment.

2. Existing Diverse Pool – A search was conducted for the same job title and qualifications within the last ninety (90) days. The search, therefore, generated a sufficient pool of applicants.
3. Direct Line of Promotion – The position is in the direct line of promotion and is the expected next level for an internal candidate who is uniquely qualified. The promotion must leave a position vacant which will then be subject to an external search.

IV. Application Process

The College has established hiring processes to ensure the College employs qualified candidates and maintains employment practices that neither intentionally nor inadvertently discriminate on the basis of unlawful consideration.

All applicants, both external and internal, are required to apply through the online applicant system and attach any required documents in order to be considered for positions at JSCC.

The applicant is required to certify that all information contained in the application is correct. Falsification of the application constitutes grounds for refusing to hire or for discharge if the applicant is hired. Falsification of academic credentials is a Class A misdemeanor.

An Affirmative Action survey is included within the online application. Completion of this portion of the application is voluntary. This information is used for statistical reporting and does not circulate through the screening process with the applicant's materials.

The search committee is given access to the online pool of applicants. It is the search committee's responsibility to review the applicant pool and screen for minimum and preferred qualifications. The Affirmative Action Officer will review the composition of the pool to certify a diverse pool of applicants and monitors the overall Affirmative Action policy for the College.

If an applicant has previously worked for JSCC, the Office of Human Resources should be contacted immediately to verify the applicant is eligible for rehire prior to moving through the search process.

V. Interview Process

The purpose of an interview is to gather information about the applicant, present a description of the position, ensure a fair selection process, establish adequate records for justification purposes, and determine whether a candidate would succeed in the position.

JSCC adheres to a structured interview plan in which the same standard set of interview questions shall be asked of each applicant. Interview questions must be submitted to Human Resources for approval prior to the interviews.

After review of minimum and preferred qualifications, the search committee selects the applicants to interview. There is no specific number of applicants that must be interviewed as the number of candidates to be interviewed depends on the size of the qualified applicant pool. However, fair

consideration to all qualified applicants must be given to guarantee an unbiased and nondiscriminatory search process.

Certain positions, typically executive level appointments, require TBR approval of selected applicants before the interviews may begin.

The search committee chair or designee will schedule interviews. In some cases the search committee may want to conduct telephone interviews prior to conducting in-person interviews. This can be especially helpful if there are a number of qualified individuals in the applicant pool.

All interview notes and documentation must be submitted to the Office of Human Resources once a candidate has been hired.

The interview should be concluded by explaining the next steps in the process, which may include background checks, professional reference checks, a possible second interview, and a timeframe for the interview and selection process.

The search committee should provide feedback to the hiring authority to assist with a final selection.

VI. Selection Process

Candidates must be selected based on the qualifications listed in the requisition/posting.

Once the hiring authority has made a final selection, the following items must be submitted to the Office of Human Resources:

1. Background check release form
2. Disposition spreadsheet (required for all except pool postings)
3. Interview notes from all search committee members

It is the responsibility of the search chair to submit the disposition spreadsheet to the Human Resources Office in a timely manner. This will allow them to disposition the applicants which generates an automated e-mail notifying them the position has been filled.

Human Resources will complete the following:

1. Submit background check
2. Obtain three professional reference checks
3. Update status in TBR Connector (Cornerstone)
4. Obtain approvals for full-time positions
5. Prepare work experience certification for full-time positions

Certain positions, typically executive level appointments, require TBR approval of final selection before the official offer can be made.

Once the above items are complete, Human Resources will make the official offer to the candidate of choice. Once the official offer has been accepted, Human Resources will prepare a Personnel Action Form (PAF), obtain signatures from the department head and applicable Vice President. The hiring authority will submit the following to the Office of Human Resources:

1. Signed work experience certification form for full-time positions
2. Faculty Academic Qualifications Checklist for faculty and adjunct faculty
3. Certification of Proficiency in Spoken English for faculty and adjunct faculty

Once paperwork has been processed, the Office of Human Resources will contact the new employee regarding new hire paperwork. For full-time positions, orientation is typically scheduled for the first day of employment and lasts approximately 3 - 4 hours. New hire orientation acquaints the employee with the College's policies, procedures, and benefits.

Official transcripts must be submitted directly to the Office of Human Resources from the institution(s) within 30 calendar days of hire. Transcripts identified as "student copy" or "issued to student" are not considered official. Failure to provide proof of educational requirements within 30 calendar days of hire may be considered sufficient cause for dismissal.

VII. **Conclusion**

The search and hiring process is crucial to the success of Jackson State Community College. Participation and commitment to the process will ensure the College is hiring and retaining the most qualified candidates.

Jackson State Community College, an AA/EEO employer, does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights

Original Date Effective: 11/9/2020 President's Cabinet