

**President's Cabinet**  
**Monday, November 16, 2020**  
**Zoom Meeting**  
**9:00 a.m.**

Present:

Dr. George Pimentel, President

Dr. Larry Bailey, Vice President for Academic Affairs

Heather Freeman, Administrative Assistant to the President

Jessica Gelinas, Representative for Classified Employees

Robin Marek, Interim Vice President for Student Services

Dana Nails, Representative for the Vice President for Financial and Administrative Affairs

Will Shull, Representative for Professional Technical

Candyce Sweet, Representative for Faculty

Lindsey Tritt, Director of Development and Foundation

Absent:

John McCommon, Director of Marketing and Public Relations

**1. Welcome**

Dr. Pimentel began the meeting at 9:00 a.m.

**2. Discussion Items:**

- **Faculty Course Evaluations – Update**

Faculty Course Evaluations will open Wednesday, November 18 and close on Tuesday, December 3. Cabinet discussed setting standing dates for course evaluations and adding them to the academic calendar. Dr. Pimentel requested that Faculty Council make a recommendation on the dates for course evaluations for Cabinet to review and adopt.

- **Faculty Promotion and Tenure**

Dr. Bailey provided the following update on the faculty promotion and tenure process.

In 2014, Jackson State Community College made the decision not to publicly publish the names of faculty up for promotion and tenure each academic year. There is no TBR policy that says it must be shared publicly. The Vice President for Academic Affairs shares the list with Human Resources and Deans to ensure accuracy of those applying for promotion and tenure.

Each fall, the Vice President of Academic Affairs meets with faculty members applying for promotion and tenure to review the process, deadlines, the rubric, and answer questions. The chairs of the promotion and tenure committees are also invited to participate in the meeting. After the meeting, the candidates work with the committee and committee chairs throughout the process.

In order to not have faculty learn a new software this year, JSCC will use eLearn for the submission of portfolios. A shell will be created in each candidate's

eLearn account. This process was reviewed with the candidates and suggested that they follow the headings that are included within the rubric to set up subfolders. The candidate will work with the committee chair to design the specific layout for presentation of the portfolio within eLearn. Patrick Davis and Jessica Reese will serve as technical assistants for candidates needing technical assistance throughout the process. A faculty member that has already been through promotion or in one case, promotion and tenure, and now promotion again that have paper portfolios already in place can make the choice of how they want to submit their information - paper or through eLearn.

Academic Affairs is exploring the use of Digication for e-portfolios, next year. If that is the direction decided, the plan is to train faculty that will be applying for promotion or tenure next year and the year after in using Digication and eLearn.

As we move forward with ATD, hopefully JSCC will begin a center for teaching and learning. Teaching and Learning can include the establishment of a mentoring process for new faculty.

Dr. Pimentel discussed researched best practices from other community colleges on the tenure and promotion application process and mentorship programs. The best practices discussed were ideas for JSCC to consider.

As JSCC was facing budget reductions this fall, we did not automatically convert term contracts to tenure track. A meeting will be scheduled to review those term contracts. When we begin hiring for faculty positions, Dr. Pimentel stated that he was supportive of moving away from faculty term contracts and advertising, in most cases as a tenure track position.

- **Business Continuity and Risk Assessment**

Several from JSCC participated in a two day workshop on the new software for Business Continuity. While we have a good start, we will need to bring others into the discussion. The President's Office will follow-up with TBR on a timeframe for expected completion.

This year, Risk Assessment will focus on Student Success. It is due to Internal Audit on January 8. We will set time aside in an upcoming Cabinet meeting to review and complete.

- **Madison County Regional Health Department update Friday, November 13**

The numbers for positive Covid-19 cases are rising and the capacity of the hospital is being challenged. A mask mandate has been issued through the end of year. At the special called meeting of the Pandemic Response Team at 11:00 today, we will discuss if there is a need for JSCC to take additional action from our current operating status.

### **3. Action Items:**

- **Vote on JSCC Employment Procedure**

- originally presented 9/21/2020
- updated version presented by e-mail 11/10/2020

The updated version of the JSCC Employment Procedure was presented for discussion or comments. No discussion occurred. A motion was made by Jessica Gelinias and seconded by Dr. Bailey to approve the JSCC Employment Procedure as presented. A vote was taken with no opposed. Attached is a copy of the approved procedure.

**JACKSON STATE COMMUNITY COLLEGE  
PROCEDURE**

**TBR Policy Reference:** 5:01:00:00; 5:01:02:00; 5:02:07:00; 1:12:01:00; P-010      **JSCC Procedure Chapter:** 5

**Subject:** Employment Procedure

**Office Responsible:** Human Resources

**Approved By:** Dr. George Pimentel

**Date:** November 16, 2020

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**Purpose**

Jackson State Community College is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to 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, and shall fully comply with Executive Order 11246, as amended; the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; the Vietnam Era Veterans Readjustment Act of 1974, as amended; the Equal Pay Act of 1963; as amended; the Age Discrimination in Employment Act of 1967, as amended; the Age Discrimination Act of 1975; the Pregnancy Discrimination Act; applicable state statutes and all regulations promulgated pursuant thereto as indicated in Tennessee Board of Regents Policies and Guidelines.

Jackson State Community College employment procedures are designed to permit promotion from within whenever possible, assuming there are qualified employees available for promotion to a particular higher level position. All regular positions will be filled according to this policy and procedure; but are subject to the discretion of the President. The authorization to establish positions, fill vacancies, and make appointments is subject to approval by the President.

**Guideline**

**1. Newly Created Positions and Existing Position**

New positions to departmental budgets are proposed during the annual budget hearing process. When a department identifies the need for the addition of a regular full-time or regular part-time position, the position must be established within the authorized departmental and divisional budget and appropriate approvals including cabinet approval.

Once the position has been approved, the position will then be posted in the online application system and advertised in accordance with the College's policy regarding recruitment and hiring.

Existing positions to which a vacancy occurs should be submitted for authorization using the position requisition form whereby the appropriate approvals are obtained. Upon final approval, the vacancy will

then will be posted online and advertised in accordance with the College's policy regarding recruitment and hiring.

## 2. Recruitment Procedures

The Office of Human Resources is responsible for the recruitment of all vacancies. Jackson State Community College will use recruitment avenues that insure the process facilitates good faith efforts toward attainment of Affirmative Action goals and objectives as set forth in Jackson State Community College's Affirmative Action Plan.

a. All vacancies (full time and part time) are to be posted within the online application system and must be submitted for approvals per the guidelines specified in the Jackson State Community College Employment & Search Procedure Manual. All employment records will be maintained in the Office of Human Resources and retained according to Tennessee Board of Regents Policy 5:01:00:00 and Tennessee Board of Regents Policy 1:12:01:00, Records Retention and Disposal of Records.

b. Once the required approvals have been obtained, The Office of Human Resources will place advertisements as appropriate utilizing the source suggestions from the Department/Division Head's information listed in the position requisition.

The Office of Human Resources is responsible for recruitment advertising for vacant positions and provides assistance to departments in identifying advertisement media sources. Recruitment advertisement is used to generate a diverse pool sufficient to generate as many qualified applicants as possible. The advertisement to fill a position should clearly state the position title, experience, educational, and other qualifications required. All advertisements will use the appropriate language and embody the College's position as an equal opportunity employer.

## 3. Request for Search Waiver

The established search procedures at Jackson State Community College for administrative/professional and faculty positions are designed to meet all applicable state and federal laws and regulations regarding equal employment opportunity. These procedures assist in ensuring a fair and equitable process that will strengthen the College's commitment to diversity and inclusion. Deviations from these procedures are, therefore, strongly discouraged. There are special situations which dictate an appointment rather than to conduct a search to fill a position. Exceptions to these procedures will be made upon the request of the appropriate Vice President. Each request will be reviewed by the Director of Human Resources and requires the approval of the President. Specific instances under which a waiver may be considered are noted in the Jackson State Community College Employment & Search Procedure Manual.

## 4. Application Procedures

The Office of Human Resources has initiated an online application system. Within this system all application materials and statistical data will be retained. A preliminary review of applications can be

done by Human Resources to ensure that each applicant meets the minimum qualifications for the position and to assist in the identification of minority applicants prior to release for review by the search committee. The online application system has automatic notifications to all applicants appropriate to the current status of their application, the search status, and that the position has been filled. Guidelines are specified in the Jackson State Community College Employment & Search Procedure Manual.

#### 5. Selection Procedures

Selection of candidates for the position should not take place prior to the announced deadline or initial review date. Candidates must be selected on the basis of the qualifications for the positions as described in the online applicant system and in the job description and other qualities associated with the effective execution of the job. As indicated in the Jackson State Community College Employment & Search Procedure Manual, the Search Committee Chair is responsible for upholding the selection procedures and updating the online application system as to the current status of each applicant and the search committee.

a. For positions requiring prior approval for on-campus interviews, no invitation to interview can be extended until Tennessee Board of Regents Form A-1, has been submitted by the Office of Human Resources and actually signed by the Vice Chancellor or his/her designee as indicated in Tennessee Board of Regents Personnel Policy 5:01:00:00 and Guideline P-010.

b. When an applicant travels more than 300 miles roundtrip for an interview as a result of a national search, the College will reimburse mileage at the rate approved by the State of Tennessee for employee travel. Outside of the west Tennessee area, mileage, airfare, and one night's lodging as appropriate will be reimbursed. Additionally the College will reimburse rental car cost when it is necessary for the interview schedule. These travel arrangements should be made in conjunction with the search committee and made by Human Resources as needed.

#### 6. Reference Checks

As outlined in the Jackson State Community College Employment & Search Procedure Manual, a minimum of three (3) professional reference checks are to be conducted prior to recommendation for hire. In addition, the Department/Division Head may request letters of recommendation.

#### 7. Employment Offer

The President must grant approval before Human Resources can make a tentative offer to the final candidate. No offer of employment can be made for positions requiring the Chancellor's approval until the required Tennessee Board of Regents appointment form, Tennessee Board of Regents Form A-2, has been submitted by the Office of Human Resources and actually signed by the Chancellor or his/her designee and the monitor, where required as indicated in Tennessee Board of Regents Personnel Policy 5:01:00:00 and Guideline P-010. All offers become official with final approval by the President and/or Chancellor.

## 8. Procedure for Hiring Temporary Employees

While temporary positions, 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. The specific role/responsibilities of the Department/Division Head are outlined in the Jackson State Community College Employment & Search Procedure Manual.

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.

## 9. Promotion/Transfer Procedure for Regular Clerical/Support Employees

The purpose of the promotion/transfer is to provide greater opportunities for promotion from within and to improve the upward mobility potential for qualified Jackson State Community College support staff. The policy is designed to provide equal employment opportunity to all support staff, support career advancement of Jackson State Community College's employees, provide effective placement of employees, and assure compliance with the Jackson State Community College's Affirmative Action Program. The primary objective is the selection of applicants that meet the minimum qualification as indicated in the online posting and reflected in the job description for each position opening. Selection shall be based upon job-related factors which shall include, but are not limited to, relevant work experience and performance history, applicable education and/or training, and required skills, knowledge and abilities.

### A. Internal Promotions

Jackson State Community College permits the internal promotion of its employees to other positions for which they are qualified. The standard procedures for posting a vacancy on the online application system are the same for those positions advertised externally. However, the advertisement is designated for Jackson State Community College in the "Position Announcement" and is limited as an internal posting only. All regular full-time and regular part-time position openings will be made available for promotional purposes to qualified employees within the department.

### B. Transfers

Jackson State Community College permits the selections of "transfers" for positions within the College when the current employee has given valuable service to the College and possesses the necessary qualifications for the new position.

All current employees seeking another position within Jackson State Community College must create an application via the online application system at <https://tbr.csod.com/ux/ats/careersite/6/home?c=tbr>

or by going to [www.jsc.edu](http://www.jsc.edu). When an employee is transferred, a two (2) weeks' notice is normally expected. However, special accommodations can be made at the discretion of the department to allow the employee to begin their new position prior to that date.

A position opening may be filled by the transfer of an employee from one department to another department under the following conditions:

- 1) Employees may be considered for a transfer after completing six (6) months in their present position to a position outside their division. It is recommended that an employee complete a new hire probationary period before applying for another position within their division.
- 2) Although permission to transfer is not required after six (6) months of service, the employee should give the present supervisor two (2) weeks' notice.
- 3) The employee meets and/or exceeds the minimum qualifications for the position.
- 4) No increase in pay is awarded at the time of transfer if it is to a position with the same job title or salary range.
- 5) Transferred employees are subject to a new probationary period of six (6) months.

#### 10. Probationary Period

All new employees will serve a probationary period of six (6) months before being considered regular employees. This period will be used for training and evaluation of the employee to establish that the employee has the ability and qualifications to justify classification as a regular employee and continued employment. Department heads will closely observe the employee's work, secure the most effective adjustment of the new employee to this position, and recommend termination of any employee whose performance does not meet required standards. An evaluation will be completed at the conclusion the six (6) month probationary period on each new employee.

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Original Date Effective: 11/16/2020, President's Cabinet meeting