

President's Cabinet
Monday, January 25, 2021
Zoom Meeting
9:00 a.m.

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 Gelinas, Representative for Classified Employees
Robin Marek, Interim Vice President for Student Services
Dr. Liz Mayo, Representative for Faculty
John McCommon, Director of Marketing and Public Relations
Terri Messer, Representative for Workforce/Continuing Education
Patti Tanski-Mego, Representative for Professional Technical
Lindsey Tritt, Director of Development and Foundation

1. Welcome

Dr. Pimentel began the meeting at 9:02 p.m.

Important Dates:

February 1 – No Cabinet meeting
February 5 – An invitation will be sent to Cabinet members for an Ocelot Chatbot demo.
February 8 – Next scheduled Cabinet meeting
February 15 – Cabinet meeting/strategic planning retreat

2. Discussion Items:

- **Enrollment/Budget**

Below are current enrollment numbers for Spring 2021. The last day to register was Thursday, January 21. There are approximately 80 dual enrollment students to register.

Headcount	2020	2021	Change	% Change
Overall	4249	3465	-784	-18.45%
Overall less DE	3026	2426	-600	-19.83%
First Time	105	102	-3	-2.86%
Continuing	2493	1915	-578	-23.18%
Dual Enrollment	1223	1039	-184	-15.04%
Readmit	242	238	-4	-1.65%
Special/Non-Degree	7	25	18	257.14%
Transfer	133	113	-20	-15.04%
Transient	46	33	-13	-28.26%

FTE	2020	2021	Change	% Change
Overall	2634.40	2047.60	-586.81	-22.27%
Overall less DE	2227.00	1699.86	-527.14	-23.67%
First Time	75.53	71.27	-4.26	-5.65%
Continuing	1899.67	1381.33	-518.34	-27.29%
Dual Enrollment	407.40	347.73	-59.67	-14.65%
Readmit	139.06	139.00	-0.06	-0.04%
Special/Non-Degree	2.27	12.60	10.33	455.07%
Transfer	94.60	82.53	-12.07	-12.76%
Transient	15.87	13.13	-2.74	-17.25%

Fiscal year 2020-2021 was budgeted on spring enrollment being down 15%. We will need to identify additional cuts. Dr. Pimentel asked all vice presidents to realistically review budgets within their areas. While we are hopeful CARES Act dollars will be allowed to help in the short term, JSCC must submit a balanced budget. We can't use reserve funds to cover recurring expenses. We have to build our FY 2021-2022 budget on what has occurred this year. The Cabinet will be involved in the review and decisions of the final budget. As a reminder, CARES Act funds used to offset revenue are dollars not available for Covid-19 or safety needs.

- **Compensation Plan**

Dr. Pimentel is working on a document that will list the objectives, timeline and responsibilities for phase II of the Compensation Plan. Cabinet will have a very important role in phase II. Once the study is completed by the outside consultants, it will be given to Cabinet for review and to ask questions. It will be Cabinet's decision to move the plan forward. We are hopeful the plan will be complete by July 1.

- **Seven and Seven Schedule**

The seven week schedule is currently being discussed by faculty and Academic Deans. The model may not work for some individual programs due to their accrediting agencies but it is something we need to research and consider for other areas. A committee to explore a seven week schedule will be formed soon.

- **Parking Decals**

JSCC is exploring use of student and employee parking stickers instead of handing tags to help with brand awareness. Designs were sent to Cabinet. Mock ups will be requested from the vendor for further review and consideration.

- **Policy and Procedure Vote**

- Campus Police Policies.

No questions were presented on the four policies below. Tim Dellinger made a motion to approve the four policies/procedure as a group. Dr. Liz Mayo seconded the motion. A vote was taken with no opposed. The motion carried. The four approved policies/procedure are attached.

1. Biased Base Policy
2. Preparation of Disclosure Crime Statistics Procedure
3. Racial Profiling Policy
4. Timely Warning Policy

- **Out of Office**

Dr. Pimentel will be out of the office January 25, 2021 – February 3, 2021. Depending on the need, Dr. Larry Bailey and Tim Dellinger will be signing in his absence.

**JACKSON STATE COMMUNITY COLLEGE
POLICY****TBR Policy Reference:****JSCC Policy Chapter: 7:01:10:00****Subject: Biased Based Policing****Office Responsible: Campus Police****Approved By: Dr. George Pimentel, President****Date: January 25, 2021**

Biased Based Policing**I. PURPOSE**

The purpose of this policy is to establish policy and procedures to protect citizens and officers from bias based policing.

II. DEFINITIONS

- A. **Bias Based Policing**: means the practice of using race, color, ethnicity, national origin, gender, age, sexual orientation, gender identity, cultural group, disability, or some other identifiable common trait of a group as the sole reason for stopping, detaining, searching pedestrians and motorists, or in asset seizure and/or forfeiture efforts. For purposes of this policy, Bias Based Policing includes the term Racial Profiling as defined in Tenn. Code Ann. § 38-1-502.
- B. **Racial Profiling**: The detention or interdiction of an individual in traffic contacts, field contacts, or asset seizure and forfeiture efforts solely on the basis of the individual's actual or perceived race, color, ethnicity, or national origin as defined by TCA § 38-1-502.
- C. **Law Enforcement Agency**: A lawfully established state or local public agency that: (a) is responsible for preventing and detecting crime and enforcing laws or local ordinances; and (b) has employees who are authorized to make arrests for crimes while acting within the scope of their authority. Includes an institution considered a "law enforcement agency" pursuant to TCA § 49-7-118 (which addresses public and private educational institutions).

III. POLICY

This policy is established in accordance with Tennessee Code Annotated Title 38, Chapter 1, Sections 501-503, governing Racial Profiling which states each law enforcement agency shall adopt a written policy that prohibits racial profiling by its employees. It is the policy of the Jackson State Community College Campus Police Department ("Department") to patrol in a proactive manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce the motor vehicle laws while requiring that any person will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are

committing, or are about to commit an offense. Jackson State Community College Campus Police Department policy prohibits racial profiling by its employees.

Police officers are reminded that the Jackson State Community College Campus Police Department does not engage in “bias-based policing”. These procedures are intended to assist personnel in accomplishing the mission of the Jackson State Community College Campus Police Department while respecting the dignity of all persons.

IV. PROCEDURES

A. Bias Based Policing Prohibited

1. While profiling can be a useful tool to assist officers in carrying out their duties, the use of bias based policing, i.e., the practice of using race, color, ethnicity, national origin, gender, age, sexual orientation, gender identity, cultural group, disability or some other identifiable common trait of a group as the sole reason for stopping, detaining, searching pedestrians and motorists, and in asset seizure and forfeiture efforts is prohibited except that officers may rely on the listed characteristics in a specific suspect description.
2. Even if the police officer or employee was mistaken in his/her perception that the victim was a member of the group he or she was acting against, it is still bias based policing because the police officer or employee was motivated, in whole or in part, by bias against the group.

a. Proactive Enforcement

Proactive enforcement requires officers to be observant and identify and act upon any unusual occurrences and law violations. These efforts keep our campus community free from crime and our roadways safe to drive upon and deter, detect, and apprehend criminals. Proactive patrol is an effective strategy to:

- 1) Protect the public from the devastation caused by drug abuse and suppress the activities of drug couriers;
- 2) Reduce traffic-related death and injury while increasing the apprehension of drunk drivers;
- 3) Combat illegal trafficking and possession of weapons and drugs;
- 4) Capture and arrest fugitives and other wanted persons at-large;
- 5) Identify and target violent gangs, terrorists and others who pose a threat to public safety;
- 6) Otherwise promote and maintain an orderly and law abiding society.

b. Role of Supervisors

Traffic enforcement, detention, interviews, and search procedures will be accompanied by periodic supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness and lawfulness in conducting such activities.

c. Documentation of Motor Vehicle Stops

Motorists and pedestrians shall only be subjected to stops, seizures, or detentions upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. When a motorist is stopped, the officer shall notify dispatch of the location of the stop, registration number or the description of vehicle being detained, and the number of occupants in the vehicle. Communication personnel shall log all pertinent information including the reason for the stop. All required reports and/or forms shall be completed by the officer as soon as reasonable upon completion of the stop.

d. Contact with the Public

- 1) Officers shall be familiar with all department policies pertaining to traffic stops, including the provisions requiring professionalism and courtesy, which may influence the degree of cooperation from the motorist. Officers should never forego their command presence, safety, and control of the situation during a public contact.
- 2) While engaging in routine or spontaneous law enforcement decisions, such as ordinary traffic stops, Jackson State Community College Campus Police Department officers may not use race, color, ethnicity, national origin, gender, age, sexual orientation, gender identity, cultural group, disability, or some other identifiable common trait of a group as the sole reason for making those decisions, except that officers may rely on the characteristics in a specific suspect description.

e. Detention and Search

- 1) No motorist, once cited or warned, shall be detained beyond the point where there exists no reasonable suspicion of further criminal activity and no person or vehicle shall be searched in the absence of a warrant, a legally recognized exception to the warrant requirement, or the person's voluntary consent.
- 2) In each case where a search is conducted, the legal basis and results for the search should be documented. It is strongly recommended that consent searches only be conducted with written consent using the proper department form (form attached).

- 3) If the individual indicates that they will consent to a search but refuse to sign the form, the officer should fill out the form and indicate “consented to search but refused to sign” before inserting the officer’s initials along with the signature of any witness in the signature block. Motorists should be informed that they are free to leave before the consent to search is requested (form attached).

f. Completion of Required Reports

Appropriate enforcement action should be completed in the form of a warning, citation, or arrest. Police reports shall indicate the reason for the stop.

g. Pretext Traffic Stops

The police may initiate the stop of a motorist whom they have probable cause to believe has committed a traffic violation. The officer’s subjective motive for stopping the vehicle plays no role in determining whether or not probable cause exists, even if the stop of the motorist was a pretext to conduct a criminal investigation. However, motor vehicle stops, including pretext stops, are prohibited when based solely upon prohibited considerations, such as race, color, ethnicity, national origin, gender, age, sexual orientation, gender identity, cultural group, disability, some other identifiable common trait, or any combination therein.

B. Training

1. Officers should receive initial and ongoing documented training, at a minimum every three years. Training should include proactive enforcement tactics, training in officer safety, courtesy, cultural diversity, discrimination, racial profiling, bias based policing, field contacts, traffic stops, the laws governing search and seizure, and interpersonal communications skills.
2. This training should address the issues pertaining to the practice of bias based policing to include racial profiling, including its impact on police and society. Training programs should emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.

C. Corrective Measures

1. Any person may file a complaint with the department if they feel they have been stopped or searched based on bias based policing, and no person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint. All complaints shall be forwarded to the Assistant Chief of Police for investigation with corrective measures taken if it is determined that bias based policing has occurred.

2. All officers shall provide the name and contact information of their immediate supervisor and the telephone number of the department when notified that a person wishes to file a complaint. Such accusations can often be prevented or mitigated by explaining to the motorist the reason for the stop. An officer who is accused on the scene of discrimination, bias based policing, racial profiling, an illegal stop, frisk, and/or search by any person shall report the incident to his/her supervisor as soon as reasonable. All officers shall be alert to any pattern or practice of possible discriminatory treatment or bias-based policing and report any witnessed or perceived behaviors to a supervisor as soon as reasonable.

D. Annual Review of Department Practice and Citizen Concerns

1. The Assistant Chief shall provide the Chief of Police with periodic reports on the characteristics of persons stopped on traffic stops by race, ethnicity, gender, sexual orientation, and gender identity when available. Annually, the Assistant Chief shall conduct an Administrative Review of all department policy, practices, and citizen concerns/complaints relating to bias based policing.
2. The Assistant Chief shall prepare and forward a report of his/her findings and recommendations, if any, to the Chief of Police annually.

Original Date Effective:

1/25/2021 President's Cabinet



CONSENT TO SEARCH

DATE

TIME

Jackson State Community College Police Department

TO BE COMPLETED PRIOR TO SEARCH

I, _____, have been advised of my constitutional right not to have a search made of the premises/vehicle/bag/clothing described below without a search warrant first being obtained. I have also been advised that I do not have to consent to this warrantless search unless I wish to do so.

Having been advised that I do not have to consent to a warrantless search, I hereby authorize and give my consent to _____ who has identified himself as a Jackson State Community College Police Officer.

In addition, I hereby authorize and give my consent to the above-named officer to obtain and remove from the searched premises/vehicle/bag/clothing any materials, documents, or other items that may be used in connection with a legitimate law enforcement purpose.

By my signature on this document, I hereby state and certify that this consent to search is being given by me to the above-named officer knowingly, voluntarily, and without having received any threats, promises, or duress of any kind.

SIGNATURE _____

WITNESS (NON-DEPARTMENT MEMBER, IF AVAILABLE)

PRINT NAME _____

SIGNATURE _____

**JACKSON STATE COMMUNITY COLLEGE
PROCEDURE****TBR Policy Reference:****JSCC Procedure Chapter: Chapter 7****Subject: Preparation of Disclosure of Crime Statistics****Office Responsible: Campus Police****Approved By: Dr. George Pimentel, President****Date: January 25, 2021**

PREPARATION OF DISCLOSURE OF CRIME STATISTICS**I. BACKGROUND**

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**, codified at 20 U.S.C. § 1092(f) et seq. as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose campus crime, arrests, and referral statistics reported to campus security authorities and local law enforcement. These statistics may also include crimes that occurred on campus, on public property within or immediately adjacent to the campus and in or on non-campus buildings or property the college owns or controls. In accordance with this Act, the Jackson State Community College Campus Police Department is responsible for collecting and reporting the annual crime statistics.

II. PURPOSE

To prepare and disclose crime statistics in compliance with the Clery Act. This federal mandate requires the disclosure of certain crime statistics so that current and potential students and employees can be knowledgeable about the safety of college campuses. This information is included in the Jackson State Community College's (JSCC) Annual Security Report by October 1 of each year. A copy of the report is available upon request at the Campus Police Department and is also available at: <https://www.jsc.edu/about-jackson-state/administration/safety-and-security/>. The crime statistics are also submitted to the U.S. Department of Education on an annual basis.

III. DEFINITIONS

Clery Act: Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act.

CSA: Campus Security Authority – A Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- a. a campus police department or campus security department of an institution;
- b. any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department;
- c. any individual or organization to which students and employees should report criminal offenses;
- d. an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

IV. RESPONSIBILITIES

Campus Police Department.

- Collect crime statistics.
- Send an annual request for statistical information from law enforcement agencies for crimes occurring on non-campus properties as well as public property within or immediately adjacent to JSCC campuses.

Campus Security Authority (CSA).

- Provide the Campus Police Department appropriate crime statistics.

V. PROCEDURES

The Campus Police Department collects its own statistics, which includes statistics from student conduct, the Title IX/EEO Coordinator or his/her designee, and other CSA's. Annually the Campus Police Department requests statistical information from the appropriate law enforcement agencies for non-campus properties as well as public property within or immediately adjacent to JSCC campuses. Clery reporting covers the preceding calendar year, January 1 to December 31.

Criminal offenses not limited to but including: aggravated assault, arson, biased motivated crimes, burglary, drug abuse violations, intimidation, larceny, liquor law violations, murder/non-negligent manslaughter, negligent manslaughter, robbery, simple assault, vandalism, and weapons law violations will be reported to Campus Police. Cases of dating violence, domestic violence, sexual assault, and stalking will be reported to the Campus Police Department or the Title IX/EEO Coordinator in compliance with JSCC Sexual Misconduct Policy.

The Campus Police Department annually compiles and submits all relevant crime statistics to the U.S. Department of Education by October 15th, as well as, publishing an Annual Security Report which contains policy statements, procedures, and crime statistics as required by the Clery Act.

Original Date Effective:

1/25/2021 President's Cabinet

**JACKSON STATE COMMUNITY COLLEGE
POLICY****TBR Policy Reference:****JSCC Policy Chapter: 7:01:20:00****Subject: Racial Profiling****Office Responsible: Campus Police****Approved By: Dr. George Pimentel,****Date: January 25, 2021**

President**Racial Profiling****I. PURPOSE**

The purpose of this policy is to provide Jackson State Community College Campus Police Department members with constitutional policing principles that protect citizens from racial profiling and send clear direction to officers that racial profiling is never permitted.

II. DEFINITIONS

- A. Racial Profiling: The detention or interdiction of an individual in traffic contacts, field contacts, or asset seizure and forfeiture efforts solely on the basis of the individual's actual or perceived race, color, ethnicity, or national origin as defined by TCA § 38-1-502.
- B. Law Enforcement Agency: A lawfully established state or local public agency that is responsible for preventing and detecting crime and enforcing laws or local ordinances; and has employees who are authorized to make arrests for crimes while acting within the scope of their authority; and includes an institution considered a "law enforcement agency" pursuant to TCA § 49-7-118 (which addresses public and private higher educational institutions).

III. POLICY

This policy is established in accordance with TCA § 38-1-501 through 503, governing Racial Profiling. The Jackson State Community College Campus Police Department prohibits racial profiling by any employee. The Jackson State Community College Campus Police Department requires officers to investigate and detect crime in a proactive manner. This requirement is fulfilled through actively investigating suspicious persons and circumstances, and enforcing criminal and motor vehicle laws. At a minimum, reasonable suspicion must exist that someone is committing, has committed, or is about to commit an offense before any stop or detention is attempted or initiated. No law enforcement action shall ever commence solely on the basis of the individual's actual or perceived race, color, ethnicity, national origin (suggest replacing this part with the words "Racial Profiling"). Jackson State Community College Campus Police Department personnel shall not engage in racial profiling and shall respect the dignity of all

persons while accomplishing the mission of the Jackson State Community College Campus Police Department.

Original Date Effective:

1/25/2021 President's Cabinet

**JACKSON STATE COMMUNITY COLLEGE
POLICY****TBR Policy Reference:****JSCC Policy Chapter: 7:01:30:00****Subject: Timely Warnings****Office Responsible: Campus Police****Approved By: Dr. George Pimentel, President****Date: January 25, 2021**

TIMELY WARNINGS**I. BACKGROUND**

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**, codified at 20 U.S.C. § 1092(f) et seq. as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. In accordance with this Act, the Jackson State Community College Campus Police Department in coordination with the Office of Public Relations is responsible for issuing timely warnings. These warnings are provided to keep the campus community informed about safety and security matters in an effort to prevent similar crimes from occurring. The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Act and considering all available facts. The timing of the notification shall, in the first instance, be based upon whether the crime is considered a serious or a continuing threat to campus community and the possible risk of compromising law enforcement efforts. Upon receipt of all relevant information, such warnings will, as circumstances warrant, be issued in a manner to best protect the campus community.

II. PURPOSE

The purpose of this policy is to issue timely warnings to the campus community when a crime has occurred on or near campus and is considered to represent a serious or continued threat to the safety of JSCC students, employees, and guests or to JSCC properties.

III. DEFINITIONS

These definitions apply to these terms as they are used in this policy:

Clery Act: Jeanne Clery Disclosure of Campus Safety Policy and Campus Crime Statistics Act.

CSA: Campus Security Authority – A Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- a campus police department or campus security department of an institution;

- any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department;
- any individual or organization to which students and employees should report criminal offenses;
- an official of an institution who has significant responsibility for student and campus activities, including but not limited to, student discipline, and campus judicial proceedings. **An official is defined as** any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

IV. INCIDENTS SUBJECT TO TIMELY WARNING

A timely warning will be issued for incidents or circumstances that may pose a serious or continuing threat to the campus community that occurs within our campus geography that has been:

- Reported to the College, Campus Police, a CSA or local law enforcement; and
- Considered by the college to represent a serious or continuing threat to students, employees and guests.

Timely warnings are not limited to incidents of violent crimes or crimes against persons. Incidents will be evaluated on a case by case basis to determine if there is a serious or continuing threat to the campus community. Law enforcement efforts will be taken into consideration and as a result some investigative information will not be released.

V. EXAMPLES OF INCIDENTS THAT MAY WARRANT A TIMELY WARNING

Incidents that may warrant the issuance of a timely warning includes, but is not necessarily limited to:

- Homicide – murder and non-negligent manslaughter, negligent manslaughter
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes

VI. RESPONSIBILITIES

In the event a Clery incident that poses a threat to the campus community occurs, the Chief of Campus Police, the Director of Public Relations, or their designee shall order the issuance of a timely warning.

A warning will be distributed as soon as possible after an incident is reported to the Campus Police Department.

Anyone with information warranting a Timely Warning should immediately report the circumstances to the Campus Police Department by calling (731)225-5952 or (731)425-2627 or in person at the Campus Police Department, located in the Student Center, Room 160 (Near the bookstore).

Original Date Effective:

January 25, 2021 President's Cabinet