

**President's Cabinet**  
**Monday, February 22, 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 Gelinias, 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  
Will Shull, Representative for Professional Technical  
Lindsey Tritt, Director of Development and Foundation

**Guest:**

Dr. Kyle Barron, Vice President of Student Services effective March 1, 2021

**1. Welcome**

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

**2. Discussion Items:**

• **Institutional Research Director Update**

In hopes to recruit a larger qualified applicant pool, the IR Director position description is being updated to include language allowing for remote work. Until a full-time person can be hired, a temporary contract for a consultant will be considered. Please notify the President's Office or Human Resources if you know of someone that would be interested in the consultant position.

At the Achieving the Dream, DREAM conference, the Tennessee Board of Regents (TBR) demonstrated their data portals. The portals can be used for some raw data as JSCC is working toward building our own data repository.

• **Budget Update**

Including Governor Lee's proposed 4% raise, JSCC's budget is short \$636,000. Currently, no decision has been made on how cuts will be allocated across the divisions. This deficit does not include the shortages to the adjunct pool. Dr. Bailey is working to find dollars to cover the spring shortage but summer funding remains a challenge. JSCC's budget was built on projected revenue for summer. JSCC must review summer course offerings and set an enrollment number to break even on courses. We must offer enough classes to make the revenue projects but we are not in a position to run negative for summer. Dr. Bailey and the Academic Deans are reviewing course offerings.

The TBR are continuing discussions with the Department of Education on the use of CARES Act funds for lost revenue. The funds could potentially be used to cover our current revenue shortfalls, but would not be available for any shortfalls next year. Meaning, the proposed budget will need to reflect the current revenue shortfalls with budget cuts. We are a financially healthy institution. We have challenges and need to work smart but will be fine.

- **Strategic Priorities**

Thank you to all that submitted ideas on creating efficiencies, generating revenue and cost savings. Ideas will be compiled and shared with Cabinet for strategic planning.

Currently, JSCC's top three priorities are:

1. Balance the budget
2. Salary plan
3. Focus on recruitment, enrollment, retention, completion. Equity will be a focus in all efforts.

- **IE Goals**

Each area should have Institutional Effectiveness Goals that are tied to the colleges' priorities and goals. Dr. Pimentel asked for I E plans to be developed in support of the college's goals. They should be measurable and tracked for progress. IE Goals should be submitted by March 30.

- **Create Steering Committee (for committees)**

The Steering Committee guidelines were approved last semester. Cabinet was asked to review the guidelines. Recommendations for committee membership will be collected soon.

- **7 & 7 (8 & 8) Ad hoc committee**

A cross campus representation will be needed for the review and discussion of transitioning to a seven and seven week schedule. The committee will review data, best practices, and decide if JSCC should pursue this scheduling structure. IR is pulling data that will be shared once complete. A pilot in the fall, could be an option.

- **Commencement Plans**

After surveying students, faculty and staff, the graduation committee recommended a face to face commencement be held in May. A firm deadline for graduates to indicate participation will be set and communicated. Safety protocols will be followed with social distancing, masks, and limited number of tickets per graduate. The event will be livestreamed and recorded for those unable to attend. Depending on the number participating, multiple ceremonies could be needed.

Dr. Bailey and the Academic Deans are discussing the Nursing and Health Sciences pinning ceremonies serving as the programs graduation ceremony. This could limit the number of participants at the larger commencement.

A communication plan needs to be sent to graduates with the understanding that plans could change.