

President's Cabinet
Monday, May 17 2021
Zoom Meeting
9:00 a.m.

Dr. George Pimentel, President
Dr. Larry Bailey, Vice President for Academic Affairs
Dr. Kyle Barron, Vice President of Student Services
Tim Dellinger, Vice President for Financial and Administrative Affairs
Heather Freeman, Administrative Assistant to the President
Michelle Gurley, Representative for Classified Employees
Dr. Liz Mayo, Representative for Faculty
John McCommon, Director of Marketing and Public Relations
Kimberly Johnson, Representative for Workforce/Continuing Education
Don Myers, Director of Institutional Research
Will Shull, Representative for Professional Technical

1. Welcome

Dr. Pimentel began the meeting at 9:04 a.m. by welcoming Kimberly Johnson representing Workforce and Continuing Education for Dean Messer.

2. Discussion Items:

- **Summer/Fall Enrollment Update**

The following application and enrollment information was shared with Cabinet.

Summer 2021 Application Comparison			
	2021	2020	Difference
Apps Received	1018	1038	-20
Apps Completed	618	569	49

Fall 2021 Application Comparison			
	2021	2020	Difference
Apps Received	2096	2218	-122
Apps Completed	969	869	100

Summer Date-to-Date				
	202050	202150	Difference	% Change
Headcount	1036	1109	73	7.05%
FTE	458.93	476.27	17.34	3.78%
Summer if Constant Difference				
	202050	202150	Difference	% Change
Headcount	1215	1288	73	6.01%
FTE	477.5	494.84	17.34	3.63%
Summer if Constant % Change				
	202050	202050	Difference	% Change
Headcount	1215	1301	86	7.05%
FTE	477.5	495.54	18.04	3.78%

Fall 2020 - 2021 Day-to-Day				
	202080	202180	Difference	% Change
Headcount	689	760	71	10.30%
FTE	476.93	536.87	59.94	12.57%
Fall if Constant Difference				
	202080	202180	Difference	% Change
Headcount	4212	4283	71	1.69%
FTE	2638	2697.94	59.94	2.27%
Fall if Constant % Change				
	202080	202180	Difference	% Change
Headcount	4212	4646	434	10.30%
FTE	2638	2969.54	331.54	12.57%

Fall Day-to-Day				
	201980	202180	Difference	% Change
Headcount	1085	760	-325	-29.95%
FTE	789.13	536.87	-252.26	-31.97%
Fall if Constant Difference				
	201980	202180	Difference	% Change
Headcount	4893	4568	-325	-6.64%
FTE	3116	2863.74	-252.26	-8.10%
Fall if Constant % Change				
	201980	202180	Difference	% Change
Headcount	4893	3427	-1466	-29.95%
FTE	3116	2119.91	-996.09	-31.97%

Numbers were provided for comparison of years 2020 and 2019. New student orientation started last week. It is offered online, Zoom, and in-person. Most high schools do not provide dual enrollment (DE) registration information until August. JSCC is working to communicate the new DE bill and strengthen relationships with high schools. We hope this will increase our DE numbers for the fall. Student Services would also like to work toward receiving DE registrations in May to help Academic Affairs plan for faculty scheduling.

- **Hanover – Campus Climate Survey**

The top three areas discovered with the Hanover Campus Climate Survey were again discussed by Cabinet. An additional area of interest on the survey was improving JSCC's community engagement.

- Improve Communication between leadership and faculty/staff to increase transparency and inclusion in the decision making process.
- Provide a more equitable distribution of support, training, and resources, particularly with regards to diversity, equity, and inclusion.
- Work with faculty and staff to ensure they can maintain a sustainable work-like balance, providing additional support for those who are struggling.

Councils were encouraged to gather feedback from campus on addressing the three areas along with an interpretation of how campus feels JSCC could better engage in the community

In the fall, Dr. Pimentel plans to start a President's Advisory Council. The Council would include a representative from each department. The Council would meet monthly in an informal setting with no set agenda. It would be an opportunity to discuss things that are going well and areas for improvement on campus.

Dr. Pimentel also plans to meet with SGA each semester to hear from our students on their campus experiences and to move toward in-person open forums.

- **Dual Enrollment Bill**

The DE amendment for higher education passed. This allows four free classes for each DE student beginning in spring 2022. Cabinet discussed the impact this bill would have on our current JSCC DE scholarship structure and the potential need for modification. Business Services is pulling data from the last five years for further review and discussion.

- **College Ready Bootcamp/Summer Bridge Classes**

Cabinet discussed JSCC's College Ready Bootcamp/Summer Bridge Classes that are in support of TnPromises' Summer Bridge Classes. There will be no tuition charged. Participants that attend each day will receive a stipend. It is not co-requisite remediation. It is designed to help students that need to enhance their reading, writing, math, and technology skills. They will be given the Accuplacer at the end of the program. It is offered on JSCC's main campus, Lexington, Humboldt, and Savannah centers.

- **TBR Update – Dr. Pimentel sent to Cabinet on 5/13/21**

TBR had a robust call with President's last week. Information from the call was shared with Cabinet following the meeting. No questions or comments were presented from Cabinet on the materials shared.

- **Innovation Awards Update – Will Shull**

The Innovation Awards Committee met to review nominations the Innovation Award, Innovation Award and a Team/Department Innovation Award. The Staff Innovation Award will be awarded at fall 2021 convocation.

The Innovation Awards Committee plans to work on a rubric and additional language to help with nomination criteria for the 2021-2022 academic year.

- **Admission Requirement Policy Vote**

With the vote to forgo the 30 day review, the Admissions Requirement Policy was presented for approval. No discussion or questions were presented. Dr. Larry Bailey made a motion that was seconded by Will Shull to approve the policy. A vote was taken with no opposed. The motion passed and the attached policy was approved.

- **Green Jay - Marketing**

John McCommon showed Cabinet the new Green Jay power mark.



- **Pay for Federal Work Study**

Student Services would like to increase federal work study pay to \$10 an hour. Dr. Barron will send the proposal to Cabinet for review and feedback prior to the next Cabinet meeting.

**JACKSON STATE COMMUNITY COLLEGE
POLICY**

TBR Policy Reference: 02:03:00:00
02:03:00:02

JSCC Policy Chapter: 02:03:00:00

Subject: Admissions Requirement Policy

Office Responsible: Admissions

Approved By: Dr. George Pimentel

Date: 5/17/2021

INTRODUCTION

Jackson State Community College is committed to serve the post-secondary educational needs of the community. The College develops specific admissions policies consistent with the TBR policy. The College provides opportunities for collegiate education to all qualified applicants without regard to race, color, gender, sexual orientation, religion, national origin, age, veteran status, or disability. In order to be admitted as a credit student, individuals must meet the requirements of admission to the category for which they are applying.

DEGREE ADMISSION

Applicants seeking admission to Jackson State to enroll in credit courses for a degree must comply with the following requirements:

- Submit a completed application for admission.
- Provide official academic transcripts and test scores as applicable.

Admission of First-time Freshmen

Graduation from high school

Except as provided for below in the section on high school equivalency diploma, applicants for degree admission as first-time freshmen must provide an official transcript showing graduation from high school. The high school transcript must be a “regular” or “honors” diploma. A special education diploma or certificate does not meet this requirement. The transcript of a graduate of a Tennessee public high school must include a notation that the student passed the required proficiency examination.

High School equivalency diploma

Applicants for degree admission as first-time freshmen may present a high school equivalency diploma in lieu of a high school diploma provided that their composite scores meet the College's requirements.

Standardized examination scores

Applicants for admissions as first-time freshmen must submit valid ACT or SAT scores or be placed into the appropriate co-requisite learning support courses with the option to take the Accuplacer challenge test. Valid ACT or SAT scores are those earned within five years prior to the first day of class for the first term of enrollment.

Admission of Transfer Students

Any degree-seeking applicant who has attended another college or university shall be considered a transfer student. Transfer students who earned credits but not a degree at another college and are eligible for readmission to the last institution attended are eligible for admission to Jackson State. Those who do not meet the readmission standards of the last institution attended may be admitted on academic probation or other established condition.

Transfer students must meet the criteria outlined above for degree admission and must submit to Admissions and Records official transcripts from each school previously attended.

Readmission to Jackson State

A student who has not attended Jackson State continuously (not counting summer term) must complete a new admissions application. If the student has attended any other college(s) since leaving Jackson State, he or she must submit complete official transcript(s) from the college(s) attended in addition to the admissions application. Failure to provide official college transcripts and report all institutions attended will result in delay of financial aid processing.

Placement Testing

For placement in college level courses, applicants must meet one of these criteria:

- Applicants who do not present valid ACT, SAT, or other approved valid assessment scores, that demonstrate college readiness based upon established cut scores, or other documentation to the contrary, will be placed into the appropriate co-requisite learning support course(s) or interventions for reading, writing, and/or mathematics as defined by the academic program requirements.
- Transfer students whose previous academic records from a college or university indicate college-level English, Mathematics and Reading proficiency will be considered for regular admission. Students whose records do not include transfer credit in English, Mathematics or reading intense courses will be placed in correlating corequisite learning support and college-level courses with an opportunity to take the Accuplacer to challenge that placement.

International High School/College Transcripts

Students who have attended an international high school, college or university must provide all transcripts and other credentials written in English or accompanied by an English translation and certified as official copies. If transfer credit is requested, the academic transcripts must be evaluated by an educational credential service that is a member of the National Association of Credential Evaluation Services (NACES). Transfer credit awarded will take into consideration the credit recommendations provided by the educational credential service.

NON-DEGREE ADMISSION**General requirements for all non-degree applicants**

A non-degree-seeking student is one who is not working toward a degree. To be admitted as an undergraduate non-degree-seeking student, a person must hold a regular high school diploma or a high school equivalency diploma. Exceptions may be made as listed in the high school section below. Non-degree-seeking students must (1) meet entry-level standards for each course in which they enroll, (2) be able to complete assignments, and (3) be able to read and write at the required level.

Non-degree students who wish to take college-level English or math courses or to take another college-level course that is the second course in a two-course sequence (e.g., Accounting I and II) must (1) provide evidence that they have successfully completed all college-level prerequisites or (2) provide evidence of other equivalent experiences before enrolling. Non-degree students are not eligible for financial aid.

High School Students**Dual enrollment of high school students**

Dual enrollment is the enrollment of a high school student in one or more college courses for which the student is eligible to earn both high school and college credits. The Dual Enrollment program is a cooperative effort between Jackson State and high schools in our designated service area counties and qualified home school students. Qualified high school students may accelerate their college education through dual enrollment courses; all requirements of both the high school and Jackson State must be met by students participating in the program.

Dual enrollment students are classified as non-degree seeking students who must meet entry-level standards for each course in which they enroll.

GENERAL REQUIREMENTS**Residency Classification**

Upon a student's admission to the College, Admissions and Records classifies each student as resident or nonresident.

In order to comply with the Tennessee Eligibility Verification of Entitlements Act, Jackson State must verify the citizenship or lawful presence of students who apply for admission and are assigned a residency category that is eligible for state benefits. State benefits include in-state tuition, lottery scholarship, academic scholarship, or any other form of tuition assistance or waiver funded with state-appropriated funds.

If the initial assessment of records indicates nonresident status, an application for in-state residency is available on the Admissions and Records website. Proof of relevant facts regarding residency must be included with the application.

Admission of International Applicants

International applicants who plan to study in the United States on an F-1 student visa must:

- Submit all required admission documentation by the deadline published on the Admissions webpage for International Students. Exceptions to the deadline may be granted by a Jackson State Student and Exchange Visitor Program Designated School Official.
- Provide proof of language proficiency:
 - A minimum score on the paper, computer or internet based TOEFL (Test of English as a Foreign Language) or
 - A minimum score on the IELTS (International English Language Testing System) or
 - A passing score on the Michigan test or
 - A transcript showing graduation from an American high school or
 - A transcript from another U.S. institution showing a C grade in college English composition
- Provide all transcripts, test scores, and other credentials written in English or accompanied by an English translation and certified as official copies. Students who have attended international colleges or universities and request to be awarded transfer credit must have their academic transcripts evaluated by an educational credential service that is a member of the National Association of Credential Evaluation Services (NACES). Copies of the credit recommendations from the educational credential service must be provided, in addition to copies of English translated transcripts from colleges/universities attended. Transfer credit awarded will take into consideration the credit recommendations provided by the educational credential service.
- Provide evidence of sufficient financial resources to pay for the cost of one full year of school attendance and 12 months of living expenses in U.S. currency. The financial verification documentation must be current within six months, and must be issued by a financial institution.
- Provide documentation substantiating official status with the United States Customs and Immigration Service.
- Provide a copy of their passport, which must be valid for at least 6 months from the first day of classes.
- Submit within 30 days from the first day of classes a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis. Failure to submit such certification shall result in denial of admission or of continued enrollment. In the event that a student has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditional upon the determination by a licensed physician that further

enrollment is not a risk to others and upon the student's compliance with any prescribed medical treatment.

- As a condition of admission and continued enrollment, students must provide proof of enrollment in an approved health insurance policy by the first day of classes.

Current test score and financial requirements can be found on the Admissions webpage for international students.

Original Date Effective: 5/17/2021, President's Cabinet