

President's Cabinet
Monday, June 28, 2021
Zoom Meeting
9:00 a.m.

Attendees:

Dr. George Pimentel, President
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 and Christi Tall, Representatives for Classified Employees
Kimberly Johnson, Representative for Workforce/Continuing Education
Dr. Liz Mayo, Representative for Faculty
John McCommon, Director of Marketing and Public Relations
Don Myers, Director of Institutional Research
Dr. Tom Pigg, Vice President for Academic Affairs
Will Shull, Representative for Professional Technical
Amy West, Director of Human Resources

1. Welcome

Dr. Pimentel began the meeting at 9:00 a.m. by thanking Will Shull and Michelle Gurley for their work with the employee councils and for serving on Cabinet this past year.

2. Discussion Items:

- **Cabinet Membership Changes - Dr. Pimentel**
 - Director of Community Development and Foundation – This position has been removed from Cabinet. They will be invited to participate as topics relative to the JSCC Foundation are a part of the agenda.
 - Director of Human Resources has been added back to Cabinet as an ex-officio member/non-voting member.
 - Classified Council Representative – new chair effective July 1
 - Professional Technical Council Representative – new chair effective July 1

Summer 2021 Application Comparison			
	2021	2020	Difference
Apps Received	1195	1283	-88
Apps Completed	851	855	-4

Fall 2021 Application Comparison			
	2021	2020	Difference
Apps Received	2814	2860	-46
Apps Completed	1618	1413	205

Summer Date-to-Date				
	202050	202150	Difference	% Change
Headcount	1251	1249	-2	-0.16%
FTE	516.73	529.8	13.07	2.53%
Summer if Constant Difference				
	202050	202150	Difference	% Change
Headcount	1215	1213	-2	-0.16%
FTE	477.5	490.57	13.07	2.74%
Summer if Constant % Change				
	202050	202050	Difference	% Change
Headcount	1215	1213	-2	-0.16%
FTE	477.5	489.58	12.08	2.53%

Fall 2020 - 2021 Day-to-Day				
	202080	202180	Difference	% Change
Headcount	1615	1735	120	7.43%

FTE	1141	1242.87	101.87	8.93%
Fall if Constant Difference				
	202080	202180	Difference	% Change
Headcount	4212	4332	120	2.85%
FTE	2638	2739.87	101.87	3.86%
Fall if Constant % Change				
	202080	202180	Difference	% Change
Headcount	4212	4525	313	7.43%
FTE	2638	2873.52	235.52	8.93%

Fall Day-to-Day				
	201980	202180	Difference	% Change
Headcount	2176	1735	-441	-20.27%
FTE	1646.47	1242.87	-403.6	-24.51%
Fall if Constant Difference				
	201980	202180	Difference	% Change
Headcount	4893	4452	-441	-9.01%
FTE	3116	2712.4	-403.6	-12.95%
Fall if Constant % Change				
	201980	202180	Difference	% Change
Headcount	4893	3901	-992	-20.27%
FTE	3116	2352.17	-763.83	-24.51%

- **Cabinet Meeting Schedule**
Fall 2021 Cabinet will return to face to face meetings.

- **Summer/Fall Enrollment Update**

Cabinet reviewed the above application and enrollment numbers for summer and fall.

With the earlier start to registration this year, the gap should be closed by July 15. At that point, we will have a better idea where we stand with fall enrollment numbers.

The continuing student percentage has improved. We are currently, down about 10% in continuing students for fall. Health Sciences may have a few more continuing students to register but most have already registered. Thank you to all that helped with these efforts.

JSCC Recruiters have a table at the Farmer's Market on Saturdays. If anyone would like to help represent JSCC at the Farmer's Market, please let them know.

- **Work Study Wage Proposal**

Cabinet discussed a proposal submitted from Dr. Barron on increasing pay for federal work study students to \$10 an hour. JSCC needs to be more competitive with wages across the board, tutors, and work study, etc. We want to attract employees for a fair wage. This will not increase our pot of funding. This will limit hours we can pay. However, it will help attract and retain employees. This is something we would like to approve as an exception to the 30 day review, since it is not a policy but a practice.

Will Shull made a motion that was seconded by Dr. Liz Mayo to approve the proposal. Cabinet discussed if the proposal would also replace the current temp hourly pay structure. If not, we could have student workers making more than temp hourly employees. JSCC also uses separate budgets for temp hourly and student workers. If student workers drop classes and fluctuate to temp hourly employment, we want their rate of pay to remain consistent.

With the increase to the hourly rate of pay but no increase to the available budget, the burden of managing funds will fall to managers. CARES Act funds may help some this year but it will come to an end. We must know true needs moving forward. This maybe a good year to transition to the higher rate of pay. We did not depend on these positions as much over the past year. There is an expectation of increased need for tutors, but Academic Assistance is working on ideas for tutoring to help students and improve retention.

Following the discussion, Dr. Pimentel asked Cabinet to vote on the adoption of proposed work study employment rate, including temp hourly workers, going up to \$10 an hour. A vote of hands was taken with no opposed. The motion passed and will be effective July 1, 2021. Contracts already entered will need to be adjusted.

- **Policy Discussion – Dr. Pimentel**

- **Faculty/Staff Background Check Policy**

The following information was provided on the Faculty/Staff Background Check policy. The policy is for all employees. We must have a policy for audit purposes. The only exemption is federal student workers. The policy sent to Cabinet for review was blessed by TBR and adopted by other community colleges. We will take that policy and modify language based on feedback received. All current employees will be grandfathered in and will not require the background check. If a current employee moves positions,

there would be a background check. The check only goes back seven years and is looking for higher class misdemeanors and felonies.

Currently, background checks are done on Nursing faculty because West Tennessee Healthcare requires them. State law requires fingerprints to teach in high schools. High schools with dual enrollment courses may require fingerprints for JSCC employees. We will either comply with the request, lose enrollment, or ask for the employee to be grandfathered.

TBR has a statewide contract with a vendor for background checks. If someone is not hired due to the result of a background check, they receive a copy of the report and a letter of explanation.

The policy will be modified based on feedback received. It will be sent to TBR legal for review before bringing back to Cabinet for review and voting.

- **Cost of Textbooks Policy**

The Comptroller's Office was asked by the legislature to study the issue of textbook affordability for higher education in Tennessee. They have asked for JSCC's policy. The Tennessee Board of Regents has a policy but JSCC does not currently have a policy. A draft policy was provided to Cabinet for review.

Cabinet discussed the need to ensure faculty have the academic freedom to select the course materials but we also have a responsibility to ensure we are minimizing the cost of textbooks. JSCC is responsible for monitoring the cost of the course materials, providing students the most cost effective option or a competitive option to the lowest price and publishing information for students.

Tim Dellinger made the motion that was seconded by Dr. Pigg to waive the 30 day review for the policy. There was no further discussion. A vote was taken by show of hands with no opposed. The motion passed.

Dr. Pimentel asked all to review the draft policy and provided feedback as soon as possible. He would like to vote on the policy at the next Cabinet meeting.

The meeting adjourned at 10:03 a.m.