

**President's Cabinet
Monday, July 26, 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
 Terri Messer, 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, Interim Vice President for Academic Affairs
 Christi Tall, Representatives for Classified Employees
 Patti Tanski-Mego, Representative for Professional Technical
 Amy West, Director of Human Resources

Guest:

Lindsey Tritt, Director of Community Development and Foundation

1. Welcome

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

2. Discussion Items:

- **Summer/Fall Enrollment Update – Dr. Barron**

Cabinet reviewed the following enrollment numbers.

Updated:	7/26/2021			
Summer Date-to-Date				
	202050	202150	Difference	% Change
Headcount	1261	1259	-2	-0.16%
FTE	521.47	532.47	11	2.11%
Summer if Constant Difference				
	202050	202150	Difference	% Change
Headcount	1215	1213	-2	-0.16%
FTE	477.5	488.5	11	2.30%

Summer if Constant % Change				
	202050	202050	Difference	% Change
Headcount	1215	1213	-2	-0.16%
FTE	477.5	487.57	10.07	2.11%

Fall 2020 - 2021 Day-to-Day				
202080	202180	Difference	% Change	
2323	2298	-25	-1.08%	
1688.67	1666.67	-22	-1.30%	
Fall if Constant Difference				
202080	202180	Difference	% Change	
4212	4187	-25	-0.59%	
2638	2616	-22	-0.83%	
Fall if Constant % Change				
202080	202180	Difference	% Change	
4212	4167	-45	-1.08%	
2638	2603.63	-34.37	-1.30%	

Fall 2019-2021 Day-to-Day				
	201980	202180	Difference	% Change
Headcount	3190	2298	-892	-27.96%
FTE	2326.73	1666.67	-660.06	-28.37%
Fall if Constant Difference				
	201980	202180	Difference	% Change
Headcount	4893	4001	-892	-18.23%
FTE	3116	2455.94	-660.06	-21.18%

Fall if Constant % Change				
	201980	202180	Difference	% Change
Headcount	4893	3525	-1368	-27.96%
FTE	3116	2232.04	-883.96	-28.37%

We have hit the point in the enrollment cycle where enrollment is up and down. New student orientation is scheduled for each day of the week. Currently, orientation sessions are about 80% full each day.

A call campaign will be conducted to encourage registration for students that finished spring in good standing but have not registered for fall. All are encouraged to be recruiters for the college.

- **Co-requisite Plans – Dr. Pimentel (update from call with Dr. Deaton)**

Dr. Pimentel reached out to the Tennessee Board of Regents (TBR), Dr. Russ Deaton to update them on JSCC's plans with co-requisite remediation. Student success rates with our current plan were a concern with TBR. They are supportive of our proposed efforts to improve our co-requisite remediation model and are willing to help with sending data and best practices. The changes we are implementing this fall will not be our final plan. This is the first step that will be reviewed, evaluated, and modified as we move forward. Cabinet went on to discuss the need to focus more of our resources on supporting co-requisite remediation.

- **KJ100 and Fall Festival – John McCommon and Lindsey Tritt**

The KJ100 plus 5K event is scheduled for October 9. As a result of the City of Jackson and Madison County Bicentennial discussions, JSCC's planning group discussed having a fall festival in conjunction with the KJ100 activities. With the event falling during JSCC fall-break and volunteer support needed, planners wanted Cabinet's input prior to moving forward with adding the festival activities this year.

With the City and County's Bicentennial celebration, October is Education month. The Cabinet discussed the KJ100/5K/festival as an opportunity to invite community and alumni back to campus and provide students needing volunteer hours the opportunity to work shifts to meet the requirement. All were in favor of moving forward with the planning for the fall festival event.

- **Fall Plans**

The rise in the Delta variant of COVID has been the topic of discussion across TBR and on campus. TBR's guidance is for each college to monitor local environments and base decisions on what works best for the local community. Community college presidents have a weekly phone call. They have decided should decisions need to be made for COVID cases they will move as one voice with common practice.

We can't ask employees or students if they are vaccinated but we can remind all that if they are unvaccinated to please wear a mask. We will reach out to our local health department and offer our campus as a vaccination site, if they still have a need to be in the community.

Academic Affairs needs to work to develop a consistent plan to be prepared with courses should students or classes need to shift to a remote learning environment. Cabinet discussed the need to stay current with guidance from the Center for Disease Control on quarantines and isolation for vaccinated and non-vaccinated cases. It appears that more and more clinical sites are going to require vaccination for students at their sites.

- **Policy Discussion – Dr. Pimentel**

Dr. Pimentel reviewed the procedure for policy review for new Cabinet members.

- **Faculty/Staff Background Check Policy**

Modifications were made to the Faculty and Staff Background Check policy based on feedback received after the July 12, 2021 Cabinet meeting. The updated version was sent to Cabinet for consideration for this week's discussion and vote.

There were no concerns or discussion presented with the updated policy. Dean Messer made a motion that was seconded by Dr. Pigg to approve the Faculty and Staff Background Check Policy as presented. A vote was taken with no opposed. The JSCC Faculty and Staff Background Check Policy was approved. A copy of the approved policy is attached.

- **Complaint Procedures – under 30 day review**
- **Mailroom Policy – present for 30 day review**
- **Classroom Safety Policy – present for 30 day review**
- **Charge Back System Policy for Print Services – present for 30 day review**
- **Traffic and Parking Policy – present for 30 day review**
- **Accounts Receivable Holds Policy – present for 30 day review.**

- **Budget update**

JSCC's FY2021-2022 budget was submitted just north of a \$500,000 deficit. TBR has given JSCC one year to fix that deficit. If we do not increase recurring revenue/enrollment, we will have to cut the overage out of next year's budget.

Some people were frustrated with compensation letters that went out last week. There are two major frustrations that we are hearing. One, we are currently paying at least at 90.06% of mid-point. Some want to know why we can't pay at 100% of mid-point now. Cabinet discussed the current compensation plan that was developed by Performance Point consultants. Performance Point has worked with other TBR Colleges in developing a compensation plan. JSCC's old compensation plan did not have an intent of reaching target. The scales were indexed every year. JSCC's new compensation plan is designed to be paid off and then a new market study will be done so salary data can be evaluated and adjusted.

The second frustration being expressed is that new people are being brought in at mid-point, if they have the years of experience needed. We are running into the issue of not being able to recruit or hire based on salary. Some believe the Job Analysis Questionnaires

(JAQs) completed earlier this year may results in an increased job grade. While that may be true for a few, it may show that we need more positions to fulfill our mission.

Cabinet discussed seeking input on institutional priorities related to paying toward the salary plan, hiring new personnel or a combination of both. If it is a combination, what is the percentage toward the salary plan each year and what positons are considered critical for hire? Feedback will be collected and discussed. Dr. Pimentel is considering holding an open forum with staff and another forum with faculty to discuss the compensation plan and institutional priorities. This will continue to be a topic for Cabinet at our next meeting.

**JACKSON STATE COMMUNITY COLLEGE
POLICY**

TBR Guideline Reference: P-010

JSCC Policy Chapter: 5.01.00.03

Subject: Faculty and Staff Background Check

Office Responsible: Human Resources

Approved By: Dr. George Pimentel

Date: July 26, 2021

This policy incorporates the guidelines and procedures delineated in TBR Guideline P-010, Personnel Transactions and Recommended Forms. This policy also complies with regulations and requirements of the federal Fair Credit Reporting Act (FCRA).

This policy is consistent with our commitment to providing the highest level of quality education and to take reasonable measures to ensure the safety of our students, staff, customers, and property.

It has been the practice of Jackson State Community College to conduct background checks on candidates recommended for hire (including but not limited to hired, promoted, reclassified, or transferred) into specified positions. Historically, the college has conducted background checks on Executive Council level positions and Campus Police Officers.

Effective July 26, 2021, it is the policy of Jackson State Community College to conduct background checks on all candidates recommended for hire and for employees who are appointed (including but not limited to hired, promoted, reclassified, or transferred) into a new position. This policy applies to full-time faculty, adjunct faculty or staff recommended to temporary or permanent positions, both part-time and full-time. The exception to the policy is students hired and paid through the Federal Work Study program.

Circumstances may also arise for which background checks of current employees will be necessary in order to fulfill requirements of other state agencies such as Dual Enrollment instruction. In an effort to comply with the recommendation of the Joint Commission on Accreditation of Healthcare Organization, major healthcare facilities and agencies utilized by Jackson State Community College for our clinical training requires that each faculty (adjunct or full-time) member engaged in clinical participation undergo a background check. The background checks for these faculty will be processed in accordance with the clinical agreement/contract with the college.

This process is necessary to ensure that individuals are selected who possess the qualifications to perform the duties of the position most effectively and who are best able to serve the institution.

The type and extent of each background check will be determined by the nature of the position to be filled by the recommended candidate or employee. Only specified sensitive positions may include a financial/credit report.

The President (or other such college officials as the President may delegate) shall designate positions requiring background checks within the institution. The Office of Human Resources will maintain a list of the type of background checks that will be required based upon responsibilities of the position.

Background checks may include the following:

1. Social Security Number Trace & Address Locator which includes name, social security number, current and former addresses
2. Seven-year multi-county or statewide misdemeanor and felony arrest/conviction record
3. National Criminal search
4. Motor Vehicle Record
5. Employment/Reference Verification — the search chair and search committee are responsible for ensuring that prior employment and reference checks are completed on applicants for employment
6. Education Verification — the Office of Human Resources is responsible for ensuring the official college transcripts are received, if applicable
7. Professional licensure/certification verification, if applicable
8. Violent Sexual Offender and Predator Registry search
9. Tennessee Abuse Registry maintained by the Tennessee Department of Health pursuant to T.C.A. Section 68-11-1004
10. Health and Human Services/Office of Inspector General (HHS/OIG) list of excluded individuals/entities:
 - a. General Services Administration (GSA) list of parties excluded from federal programs
 - b. US Treasury, Office of Foreign Assets Control (OFAC)
 - c. List of Specially Designated Nationals (SDN)
11. Financial/credit report, if applicable

The individuals subject to background checks must be made aware of this practice at the earliest possible stage in the process. All notices for recruitment, advertisements, job descriptions, and position

vacancy announcements shall include a statement indicating that applicants may be subject to background checks. Appointment to a specified position is contingent upon successful completion of a background check. Employment contracts and/or appointment letters should state that employment is conditional upon the candidate's successful completion of the agency background check. Background checks are to be completed prior to appointing a person to the position. However, should a check be initiated after employment has begun, the results shall be used to assess the employee's suitability for continued employment.

The Jackson State Community College, Office of Human Resources is responsible for correspondence with the candidate regarding the background check... The third-party vendor conducting the background check provides the platform for candidates to enter data necessary to consent to a background check. If the candidate/employee refuses to complete the Disclosure and Authorization with the third-party vendor, no further consideration will be given to this candidate/employee. The background check agency is expected to respond within 24 to 48 hours of receipt of the form. Once received, the Office of Human Resources will evaluate the information, decide whether the candidate should be approved for hire, and notify the hiring department regarding its decision.

Detention and/or arrest without conviction does not constitute valid ground for employment decisions and cannot play a part in the decision-making process. Only criminal convictions will be considered in determining a candidate's/employee's suitability for employment or continued employment. In determining suitability for employment where there is a record of criminal conviction, consideration shall be given to such issues as the specific duties of the position, the number of offenses and circumstances of each, how long ago the conviction occurred, whether the circumstances arose out of an employment situation, and the accuracy of the explanation on the application.

In all instances where information is obtained that would disqualify the candidate/employee or, make him/her a questionable risk for hire, promotion, reclassification, transfer or continued employment, the Office of Human Resources shall discuss the information with Tennessee Board of Regents legal counsel to ensure the decision is fair and legal based upon the information.

Any faculty member with the following findings will be excluded from on-site supervision in clinical placement programs at affiliate hospitals and clinics:

1. Persons with a history of any felony conviction within the last seven (7) years.
2. Persons with a history of Class A Misdemeanor conviction within the last five (5) years.
3. Persons with a history of Class B Misdemeanor conviction within the last two (2) years.
4. Persons on the registry maintained by the Department of Health pursuant to T.C.A. Section 68-11-1004.
5. Persons listed on the HHS/OIG list of excluded individuals.

6. Persons with an encumbered license (current or prior) in a health-related field.

Failure to maintain eligibility to perform faculty job duties, including assigned clinical duties, will constitute failure to maintain necessary certification or credential and will be cause for termination of employment with a thirty (30) day notice.

If adverse action is to be taken based in whole or in part on the information obtained from the background check, additional provisions of the Fair Credit Reporting Act (FCRA) shall be followed. Prior to taking adverse action, the Office of Human Resources must provide the candidate or employee with a copy of the background check report, along with a summary of rights. After the adverse action is taken, the candidate or employee must be given an adverse action notice.

The background check agency conducting the check will charge a fee for each check that is conducted. The fee will be charged to the Office of Human Resources.

The Office of Human Resources will serve as the custodian of the records for background check results.

Original Date Effective: 7/26/2021, President's Cabinet