

President's Cabinet
Monday, October 4
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
Don Myers, Director of Institutional Research
Dr. Tom Pigg, Interim Vice President for Academic Affairs
Patti Tanski-Mego, Representative for Professional Technical
Amy West, Director of Human Resources

Absent:

Victoria Harper, Representatives for Classified Employees

Guest:

Lindsey Tritt, Director of Community Development and JSCC Foundation

- **Welcome**
Dr. Pimentel welcomed all to the meeting.

- **Graduation**
Graduation will be held on May 7, 2022. We will continue with two ceremonies at Oman Arena for this academic year. The ceremony times will be 10:30 a.m. and 2:30 p.m. We will continue to explore alternate locations to host the event for future years. Cabinet discussed the idea of bringing back a guest speaker. Members will gather campus input and report back prior to making a final decision.

- **Present New Policies/Procedures:**
 - Vice President, Tim Dellinger presented the three Information Technology policies.
 - **Access Control Policy**
 - **Enterprise Information System Updates Policy**
 - **Personally Identifiable Information Policy**All policies are sent from TBR and updated to include JSCC's information. Tim Dellinger made a motion that was seconded by Terri Messer for an exception to the thirty day review with a Cabinet vote to approve the three policies on October 18. JSCC is set for an IT Audit in the near future and these policies need to be in place for the audit. There was no further discussion on the three policies. A vote was taken to approve the exception to the thirty day review with no opposed. These three policies will be voted on at the next scheduled Cabinet meeting on October 18.

- Director, Amy West presented the following Human Resources policies.
 - **Annual Leave Policy**
 - **Employment Classification Policy**
 - **Unemployment Compensation Policy**
All three of the policies noted above are TBR policies. The only change is changing TBR to JSCC in the policy language. All changes are tracked on the copies provided to Cabinet.
 - **Cell Phone Stipend Policy**
This policy has gone back and forth on who owns the policy. The stipend rate and positions that receive the stipend were changed on July 1, 2015 based on email conversations but the policy was not updated. Market rates were reviewed and stipend rates were set. Ms. West noted some areas that could be updated. The positions that were removed from receiving stipends in July 2015 are marked through in red on the policy presented.
- Director, Lindsey Tritt presented the following Community Development procedure.
 - **Fundraising Procedures**
This procedure will provide oversight for compliance and ensure we do not duplicate fundraising efforts.
- **Policies under 30 day review – Will vote on these policies at the October 18 Cabinet meeting.**
 - Prevention of Workplace Violence Policy- presented 9/13/2021
 - Employee Disciplinary Action Policy – presented 9/13/2021
 - Employment of Minors Policy – presented 9/13/2021
 - Nepotism Policy – presented 9/13/2021

Cabinet members were reminded that policies should be position centric and not list individual names and e-mail addresses within policy language.

- **Green Jacket Society**
Cabinet discussed honoring retirees with asking their interest in staying connected with the college by joining the Green Jacket Society. Those interested would receive a green jacket as their gift upon retirement. Twice a year (once each semester), the President’s Office will invite all Green Jacket members back to campus for a breakfast event to learn of campus news and ways they can still be involved in serving the mission of the college and community. Cabinet discussed how far we go back to retroactively include members. Human Resources is going to pull a list of retirees that have not been celebrated due to COVID and we will work on implementation.
- **Ford announcement**
The announcement of the Ford and SK Innovation’s announcement is a game changer for our community. It will have a direct and indirect impact on almost every area of our society. We need to ensure JSCC is prepared to meet their needs and not a secondary thought in this process.