

President's Cabinet
Monday, December 13, 2021
Zoom Meeting
9:00 a.m.

Attendees:

Dr. George Pimentel, President
Dr. Kyle Barron, Vice President of Student Services and Marketing/Public Relations
Tim Dellinger, Vice President for Financial and Administrative Affairs
Heather Freeman, Administrative Assistant to the President
Dr. Liz Mayo, Representative for Faculty
Terri Messer, Representative for Workforce
Don Myers, Director of Institutional Research
Dr. Tom Pigg, Vice President for Academic Affairs
Christi Tall, Representatives for Classified Employees
Patti Tanski-Mego, Representative for Professional Technical

• **Welcome**

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

• **Enrollment Update**

Cabinet reviewed the following application and enrollment data for spring 2022.

Updated weekly:	12/10/2021				
Spring 2022 Application Comparison					
	2022	2021	Difference	% Change	
Apps Received	1205	1122	83	7.40%	
Apps Completed	567	611	-44	-7.20%	

updated: 12/13/21

Spring 2022 - 2021 Day-to-Day

	2021	2022	Difference	% Change
Headcount	2028	2222	194	9.57%
FTE	1254.8	1353.13	98.33	7.84%

Spring 2022 - 2020 Day-to-Day				
	202010	202210	Difference	% Change
Headcount	2764	2222	-542	-19.61%
FTE	1887.9	1353.13	-534.77	-28.33%

	here is our current comparison to last year by Spring 2021 student type (Student Type is still related to Fall 2021, it has not been updated yet)			
	Student Type	2021	2022	Difference
	New	434	513	79
	Continuing	729	774	45
	Dual Enr.	483	434	-49
	Readmit	236	291	55
	Special	11	28	17
	Transfer	116	159	43
	Transient	18	23	5
	Total	2027	2222	195

Currently, we are only down in dual enrollment. JCM-Early College High students will be registered this week. We look to be trending in the right direction but will know more in January. Please continue to encourage current students to register. We will also review data on the number of students leaving fall with zero credit hours.

- **Advisor of the Year Nominations – Dr. Pimentel**

The Tennessee Board of Regents will be honoring the contributions of academic advisors during their 2022 SOAR Awards. JSCC's employee councils solicited input and submitted nominations to the President's Cabinet for the Award. The three nominations received were Nancy Hickey, Karen Perrin, and Cindy Werner. President's Cabinet discuss the outstanding service provided to our students by these advisors. They all have

consistently shown their ability to listen, connect, encourage, and point their advisees in the right direction for their educational and career goals. Ultimately, only one could be selected. By vote, Karen Perrin was select as JSCC's nominee for the TBR Advisor of the Year Award. The official nomination packet is due in early January. Please congratulation all those recommended by their peers for this recognition.

- **Compensation Plan update**

Recently, it was announced during a Cabinet meeting that Performance Point provided a preliminary analysis of the Job Analysis Questionnaires (JAQs) and leadership would begin review of the data. After further review of the information Performance Point provided, approximately forty JAQs were not included in the original submission to Performance Point. JSCC Administration and Human Resources will work on submitting the missing JAQs. Supervisors or employees may be contacted if replacement JAQs are needed.

Human Resources now reports to the Vice President of Financial and Administrative Affairs. As we are looking to transition Human Resources to TBR shared services, JSCC will continue to have a Human Resources contact on campus.

- **Spring Cabinet Meetings**

For the spring 2022 semester, President's Cabinet will meet every other Monday at 9:00 a.m. in person with a virtual option.

- **Performance Evaluation update**

We are delayed on the annual performance evaluation cycle. The instructions along with the evaluation form and timeline will be sent to supervisors today. The Human Resources Department is available to assist with additional support or questions. Completed evaluations will be due back in early March.

- **Policy approved by e-mail vote**

- **Satisfactory Academic Progress**

Thank you for the e-mail votes on this policy. The policy was approved unanimously as of December 6, 2021. The policy is posted on jWEb.

- **New Policies presented:**

- **Delegation of Authority Policy**

Language from JSCC's Approval of Institutional Policies states, "*Policy changes that are editorial in nature will not be subject to the full approval process (does not require thirty (30) day review), but will require approval by the President's Cabinet and president.*"

The modification to the policy is to remove the eliminated position of Vice President for Institutional Effectiveness and Advancement from the language.

Vote:

Dr. Kyle Barron made a motion that was seconded by and Patti Tanski-Mego to approve the Delegation of Authority Policy. There was no additional discussion. A vote was taken with no opposed. The attached policy was approved.

- **Policies presented for vote:**

- **Conflict of Interest Policy**
 - **International Education Program Policy**

After receiving feedback from campus, only editorial changes were made to the two proposed policies. There was no additional discussion on the editorial changes made. Cabinet agreed to vote on the two policies with one vote.

Vote:

Tim Dellinger made a motion that was seconded by Christi Tall to approve the Conflict of Interest and International Education Program Policy. There was no additional discussion. A vote was taken with no opposed. The two attached policies were approved.

- **Policies under 30-day review:**

- **Add/Schedule Change Policy and form**
 - **Late Drop Withdrawal Policy**

Cabinet discussed the feedback received from campus on the two policies under review. They will be shared with Cabinet once the 30-day review period has ended for an e-mail vote.

- **Open discussion/questions**

Cabinet discussed that new policies containing committee structure or revision of committee structure within policy needs to be communicated to the Steering Committee for tracking.

**JACKSON STATE COMMUNITY COLLEGE
POLICY**

TBR Policy Reference: 1.03.02.20

JSCC Policy: 1.03.02.20

Subject: Delegation of Authority

Office: Responsible: President's Office

Purpose:

Automatic delegation of authority when the President is unavailable.

Policy:

Whenever the President is unavailable, the Vice President of Academic Affairs will automatically assume the duties of President. If both the President and the Vice President for Academic Affairs are unavailable, the Vice President for Financial and Administrative Affairs will automatically assume the duties of President. In the situation where the President and both the Vice President for Academic Affairs and the Vice President for Financial and Administrative Affairs are unavailable, the Vice President for Student Services will automatically assume the duties of President.

Original Date Effective: 5/30/2014, President Bruce Blanding

Revision Date Effective: 1/6/2016, President Bruce Blanding
10/16/2017, President Allana Hamilton
10/30/2019, Interim President Jeff Sisk
12/13/2021, President's Cabinet

**JACKSON STATE COMMUNITY COLLEGE
PROCEDURE**

TBR Policy Reference: 1:08:01:00

JSCC Procedure Chapter: 1:08:01:00

Subject: Conflict of Interest Disclosure Procedures

Office Responsible: Financial & Administrative Affairs

Conflict of Interest – Occurs when the personal interests, financial or otherwise, of a person who owes a duty to the Tennessee Board of Regents and its constituent institutions (Regents and all employees) actually or potentially diverge with the person's professional obligations to and in the best interest of the TBR and its institutions.

In order to ensure that no conflict of interest occurs, the following institutional procedure has been created:

1. General Disclosure – Persons who believe a conflict of interest may exist either personally or with respect to another person covered by TBR policy shall make a written disclosure of the facts and circumstances surrounding the situation. No particular format is required, but the disclosure should adequately describe the pertinent facts and circumstances. Disclosures are submitted to the President's Office for review by the Conflict of Interest Disclosure Review Committee.
2. Grant Investigator – Investigator is defined as the principal investigator, co-principal investigators, and any other person responsible for the design, conduct, or reporting or research or educational activities funded or proposed for funding.

Investigators seeking funding from federal, state and/or local grants are required to disclose all significant financial interests: 1.) that would reasonably appear to be effected by the scope of the grant; 2.) in entities whose financial interests would reasonably appear to be affected by such activities. Such disclosures must be submitted prior to the time the proposal is submitted to the funding agency. Further, such disclosures must be updated during the period of the award; either annually or as new reportable financial interests arise. To facilitate such disclosures, the Jackson State Community College Disclosure of Interest Form (Attachment A) will be used for local, state and federal grants. Investigator's seeking funding from federal grants from the Public Health Services (including the National Institutes of Health) or the National Science Foundation, must also complete the Jackson State Community College Disclosure of Interest for Federal Grants.

(Attachment B) Disclosures are submitted to the President's Office for review by the Conflict of Interest Disclosure Review Committee. Disclosure of financial interests made pursuant to this special disclosure requirement, does not eliminate the responsibility for making disclosures under general disclosures, when specific conflict of interest situations arise.

3. President – The President is required to annually file an online Statement of Disclosure of

Interests Form with the Tennessee Ethics Commission (Form SS-8005). Along with review by the Tennessee Ethics Commission, a copy is forwarded to the Tennessee Board of Regents, Office of General Counsel.

4. JSCC Administration – The Vice Presidents, Deans, Business Services Director, Director of Workforce, Small Business Development Director, and Director of Purchasing are required to file a Jackson State Community College Statement of Disclosure Form (Attachment A) within one month of their initial appointment and annually thereafter in January. Disclosures are submitted to the President’s Office for review by the Conflict of Interest Disclosure Review Committee.
5. Athletic Department – Coaches, assistance coaches, and exempt employees of the athletic department are required to complete the Tennessee Ethics Commission’s Statement of Disclosure Form (Form SS-8008) within one month of their initial appointment and annually thereafter in January. Disclosures are submitted to the President’s Office for review by the Conflict of Interest Disclosure Review Committee.

All original Statement of Disclosures will be kept in personnel files with copies to the President’s Office and the Director of Purchasing for review to assure compliance with purchasing and contracting policies.

Original Date Effective: 10/09/2013, Dr Bruce Blanding, President

Revision Date Effective: 9/13/2019, Dr. Allana Hamilton, President
12/13/2021, President’s Cabinet

Attachment A**JACKSON STATE COMMUNITY COLLEGE
DISCLOSURE FORM**

INSTRUCTIONS: This form must be used by Jackson State Community College faculty and staff to report all interests required to be disclosed under Tennessee Board of Regents Policy 1:02:03:10. Terms used are defined in the Policy. In paragraphs 4, 5, and 6 below, please specify which relationships or business affiliations could reasonably constitute a conflict of interest with the TBR system.

Disclosures statements must be filed annually or as new reportable financial interests arise.

The disclosure statement must be signed and the signature attested to by a witness. Attach additional pages as necessary. Please type or print all information legibly.

1. Name of JSCC Faculty/Staff _____

2. Street Address _____

City _____

State _____

Zip _____

Phone _____

3. Please list all relationships or business affiliations where you are, or a member of your immediate family is, an officer, director, trustee, partner, employee or agent of such organization.

4. Please list all relationships or business affiliations where you are, or a member of your immediate family is, the actual or beneficial owner of more than 4% of the voting stock or controlling interest in such organization.

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5. Please list all relationships or business affiliations where you have, or a member of your family has, any direct or indirect dealings with such organization (other than those listed in #3 and #4 above) from which you knowingly materially benefit (i.e. through receipt directly or indirectly of cash or other property in excess of \$4,000 per year exclusive of dividends or interest).

6. ADDITIONAL INFORMATION: List any additional information you wish to disclose.

7. Signature (must be attested to by a witness).

I certify that the information contained in this disclosure is true and that it is a complete and accurate report of all matters that I am required to disclose by the TNR Policy 1:02:03:10.

Signature

Date

I, the undersigned, do hereby witness the above signature which was signed in my presence.

Signature

Date

Attachment B

**JACKSON STATE COMMUNITY COLLEGE
DISCLOSURE OF INTEREST FOR FEDERAL GRANTS**

Financial Conflict of Interest Disclosure Form for Proposals made to the Public Health Service (including the National Institutes of Health) or to the National Science Foundation.

Disclosure by each investigator of all significant financial interests (including those of the investigators' spouse and dependent children) which a.) reasonably appear to the affected by the research or educational activities funded or proposed for funding, or b.) exist in entities whose financial interests would reasonable appear to be affected by such activities.

"Investigator" means the principal investigator, co-principal investigators, and any other person at TNR institution who is responsible for the design, conduct, or reporting of research or educational activities funded or proposed for funding.

"Significant financial interest" means anything of monetary value, including, but not limited to, salary or other payments for services (greater than \$10,000 per year from sources other than the employee's TBR institution), equity interest (greater than \$10,000 in value or more than 5% of the ownership interest in a single entity), and intellectual property rights.

Project Title:

I certify that I do not have any significant financial interests associated with the aforementioned proposal/project.

I do have a significant financial interest associated with the aforementioned proposal/project. I have disclosed this interest in accordance with TBR system and institutional policy.

Investigator:

Printed Name

Signature

Date

**JACKSON STATE COMMUNITY COLLEGE
POLICY**

TBR Policy Reference: 2:08:10:00

JSCC Policy: 2:08:10:00

Subject: International Education Program Policy

Office Responsible: Office of Academic Affairs

Authority

Jackson State Community College is a comprehensive community college in West Tennessee offering associate degrees in arts, sciences, teaching, and applied sciences. The college also offers technical certificates and non-credit continuing education programs. Classes are offered on the main campus in Jackson and at centers in Lexington, Savannah, Humboldt, and other areas. The college is also a member of the Tennessee Consortium for International Studies (TnCIS).

In 2010, Jackson State submitted a request and with subsequent approval by the Tennessee Board of Regents, the college instituted an international fee. The approved international fee is ten dollars for each term of enrollment. The fee is unrestricted current funds revenues and is refundable on the same basis as maintenance fees, or as established by the institution. Unspent funds are held in reserve for re-allocation by the committee and are not returned to the general fund of the college at the end of the fiscal year.

Purpose

The term "international" is defined as reaching beyond the national and cultural experiences of our students and enabling them to study the affairs of other nations and cultures. The International Education Committee (IEC) will determine how the international education fee will be utilized and dispensed, and will act as an advisory council to the Global Learning Coordinator (GLC).

As a student fee, the International Education Fee should be used for direct student benefit. Built on the foundation that emphasizes learning outcomes, applied experiences, and celebration of global diversity, the international fee is utilized to provide diverse cultural and international experiences for students. These experiences provide:

- professional growth, personal enrichment, and lifelong learning;
- cultural enrichment programs and activities that promote the arts and illuminate the heritage of the contemporary world;
- public service efforts in support of global economic, workforce, and community development;

- programs, services, and activities designed to enhance student learning, achievement, personal development, sense of civic responsibility, leadership skills, and general welfare from an international perspective; and
- opportunities for international travel/travel study which provides cultural enrichment through a travel study program.

Allocation of Funds

Jackson State will utilize the International Education Fee to provide an extensive variety of global learning experiences to students throughout its service area as is feasible.

Funds will be allocated as follows:

- Administrative costs (e.g., memberships, supplies, event coordination travel expenses, and Global Learning Coordinator [GLC] compensation); included in these costs is a \$500 discretionary fund, renewable each fiscal year, for the GLC to use for promotions and programming, including but not limited to printing, event refreshments and supplies, and program supplies;
- \$10,000 will be held in reserve each year for emergencies;
- 30% of available funds beyond administrative costs and reserve will be allocated to:
 - Campus/local/regional events and on-campus learning experiences with the goal of providing opportunities for global education to the greatest number of JSCC students possible;
- 70% of available funds beyond administrative costs and reserve will be allocated to:
 - Travel Study student scholarships and associated maintenance fees.

If approved, travel expenses for faculty, administration or staff will be funded through unrestricted, recurring institutional funds, unless the employee's travel is included in the program costs.

International Ambassador Scholarship

The Jackson State International Ambassador Scholarship is intended to support student travel study. The scholarship covers up to 90% of the program cost after any other scholarships are applied. Applicants must be a minimum of 18 years of age at the time of travel, must be currently enrolled at JSCC with good academic standing, must complete 12 college-level credit hours prior to travel, must agree to obtain a valid passport, if necessary, prior to travel, and must participate in an interview conducted by IEC.

A complete application for this scholarship will include:

- Application cover letter
- 500-word essay addressing the topic: Why I want to participate in travel study.
- Two letters of support, one from a JSCC faculty member
- Interview with the GLC and/or IEC.

Upon accepting an International Ambassador (IA) Scholarship, the applicant would agree to the following terms and conditions:

- The IA will keep a daily journal/portfolio of experiences that details their activities and analyzes the differences between their native culture and the one in which they are immersed. This journal/portfolio will be reviewed by the GLC at the conclusion of the travel study experience and must be turned into the GLC no later than one month after the end of the program.
- After the funded travel, the IA will present their experiences to a minimum of two classes/college groups, either in person, video conference, or via a recorded video
- After the funded travel, the IA will provide JSCC three pictures from their travel and a quote to be used by JSCC for recruitment purposes.
- IA program participants will maintain a positive and respectful attitude at all times and will conduct themselves in a way that is appropriate for an Ambassador of the college.
- Students are eligible for one IA Scholarship while at JSCC. Requests for an additional scholarship may be granted but funding will be contingent on available funds and number of first-time applicants.

International Ambassador Scholarship recipients who fail to meet the terms and conditions of this scholarship will be referred to the Vice President for Student Services for potential action as is appropriate within the JSCC Student Handbook. Also, the student will not be eligible for future International Ambassador Scholarships. Any appeal of actions pursuant to this policy should be addressed to the Vice President for Student Services.

International Education Committee Membership

A committee comprised of Jackson State students, faculty, staff and administrators recommend how funds will be allocated. Committee members include:

- One representative from the BIC division (Business, CIS, IT) (Odd year)
- One representative from Allied Health division (Even year)
- One representative from Nursing division (Odd year)
- Two representatives from the Humanities and Social Sciences Division (Even year)
- One representative from the Math and Natural Science subdivision (Odd year)
- One At-Large faculty representative (Even year)
- One Academic Support representative (Odd Year)
- One representative from Classified staff (Even year)
- One representative from Pro/Tech staff (Odd year)
- One representative from the Faculty Council (Annually)
- One SGA representative (Annually)
- Permanent representative - Global Learning Coordinator (Ex-Officio)
- Permanent representative - Director of Student Life

The International Education Committee will meet a minimum of once per semester and as needed to respond to requests for funding within 10 working days of submission.

Global Learning Coordinator

The Vice President of Academic Affairs, in consultation with the faculty council, will recommend an Academic Dean and a Global Learning Coordinator to the President to oversee the Global Learning program, which includes the IEC and the International Education fee budget.

The Global Learning Coordinator position will be responsible for:

- Serving as the campus point of contact for information concerning the Global Learning program and TnCIS programs.
- Coordinating interaction with the TnCIS organization.
- Collaborating with the Director of Communications to promote all travel study opportunities offered by JSCC and TnCIS, as well as events and activities on campus and among faculty.
- Keeping the VPAA, VPSS, and IEC apprised of all travel study matters.
- Participating as the college representative on TnCIS Advisory Board.
- Creating and maintaining a database of international contacts.
- Compiling/presenting proposals for spending and presenting these to the International Education Committee.
- Consulting with Dean to prepare budget documents, keeping track of expenditures, and presenting expenditure reports to the committee.
- Tracking the number of participants/attendees at events and those who participate in travel study and, if possible, evaluate those activities.
- Completing appropriate paperwork associated with various Global Learning/IE activities.
- Coordinating with the IEC to draft and maintain minutes of all International Education Committee meetings.
- Organizing international education events ensuring access to all JSCC students.
- Helping coordinate travel study opportunities and student scholarships associated with travel.

Specific duties of the Global Learning Coordinator may include:

- Working directly with the Dean on annual budgets and spending.
- Working with the IEC on reading proposals and making recommendations for approval/denial of applications for international activities on campus, including inviting speakers and performers to JSCC.
- Reviewing proposals for the internationalization of courses and making approval/denial recommendations to the IEC.
- Managing a small discretionary budget for public relations and printing cost associated with Global Learning programming.
- Assisting JSCC faculty who are teaching travel study programs with recruiting and recruitment strategies.
- Engaging in public relations and helping with recruiting activities for faculty teaching in TnCIS and other approved travel study programs.

- Developing recommended changes to student application paperwork, public relations, award letters, and IA funding levels.
 - Developing recommended changes to faculty and staff applications for on-campus international events, performers, artists, speakers, etc.
 - Developing recommended JSCC IE website changes to the JSCC web administrator.
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History of Committee Review:

Approved by International Education Committee on September 14, 2021.

Original Date Effective: 1/1/2013, Dr. Bruce Blanding, President

Revision Date Effective: 12/13/2021, President's Cabinet