

**Cabinet Meeting**  
**May 18, 2022**  
**Zoom**  
**9:00**

**Attendees:**

Dr. George Pimentel, President  
 Dr. Kyle Barron, Vice President of Student Services and Marketing/Public Relations  
 Kim Benson, Representative for Faculty  
 Tim Dellinger, Vice President of Financial and Administrative Affairs  
 Heather Freeman, Administrative Assistant to the President  
 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

**1. Welcome**

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

**2. Enrollment Update**

Cabinet reviewed the following enrollment data.

Cabinet info					Updated Daily: 5/18/2022				
Updated weekly: 5/13/2022									
<b>Summer 2022 Application Comparison</b>					<b>2022 Summer Date-to-Date</b>				
	2022	2021	Difference			2022	2021	Difference	% Change
Headcount					Headcount	1003	1023	-20	-1.96%
Apps Received	1008	1014	-6	-0.59%	FTE	418.20	438.07	-19.87	-4.54%
Apps Completed	551	615	-64	-10.41%					
<b>Fall 2022 Application Comparison</b>					<b>Fall 2022-2021 Day-to-Day</b>				
	2022	2021	Difference			2022	2021	Difference	% Change
Headcount					Headcount	1235	666	569	85.44%
Apps Received	2240	2096	144	6.87%	FTE	847.53	467.87	379.66	81.15%
Apps Completed	976	834	142	17.03%					

While fall enrollment looks great, registration opened earlier this year. The closer we get to start date, it will level out. The positive news, we are up 17.03% in completed applications for fall. Hopefully, that will continue and will convert to enrollments.

**3. Budget Update**

Vice President Dellinger noted that with a year over year comparison for summer budget, we are down approximately 8%. That equates to a negative \$134,152.

Dr. Pimentel for 2022-2023 budget submission, we only funded items that were must haves, like accreditation fees, TBR charge backs, etc. Items funded was sent to vice president's for sharing but will also be sent to President's Cabinet following this meeting.

We will focus on keeping fall enrollment flat or up from last year. We also need to keep them enrolled. Dr. Barron will send Cabinet fall to spring retention numbers. If we have additional funding in October, we will then take a look at budget requests and how best to reinvest in the college. Budget training was also discussed by Cabinet.

**4. President's Newsletter/e-mail updates**

Dr. Pimentel asked Cabinet for feedback on the end of semester update e-mail. Cabinet thought a periodic update e-mail to campus would be beneficial.

**5. 4% COLA Update**

Governor Lee's budget had proposed a 4% raise for state employees. Based on TBR guidelines, the 4% was included in JSCC's budget submission and the college has tentatively decided that due to inflation, we would use the entire 4% as a cost of living adjustment for JSCC employees.

With the review of the Job Analysis Questionnaires still in progress with the consultants, Cabinet was supportive of the 4% COLA decision and recommends a communication be sent to campus from administration.

**6. Strategic Planning Update**

The due date for vice presidents to have feedback on phase two of the strategic planning process is June 3. TBR would like the completed plan submitted for review at the July Board meeting.

**7. Steering Committee Recommendations**

Cabinet was sent a copy of the Steering Committee's standing committee appointment recommendations. Committee appointments begin with the new academic year, August 1. There are several positions that are vacant or individuals that have left the institution. The committee elected to hold on repopulating those seats on committees until the individuals actually left the institution and positions were refilled. Once the Steering Committee updates the committee structure for the academic year, they will send an updated list to Cabinet.

With no further discussion, Dr. Barron made a motion to approve the Steering Committee's recommendations for 2022-2023 standing committee appointments. Christi Tall seconded the motion. A vote was taken with no opposed. The recommendation is approved.

**8. Wayfinding Update**

The wayfinding proposal was approved and the contract has been signed off on by appropriate signatories. The RFP for the actual signage should be complete soon and the updates to campus will begin. We hope to have all new signage in place by fall.

Comments of concern have been expressed on several occasions regarding the sign by the McWherter Center entrance. The wayfinding project will add a sign that highlights JSCC more. Cabinet discussed the possibility of updating the existing McWherter entrance signage with the proposed West Tennessee Regional Workforce Training building that is a top contender for THEC Capitol Outlay funding. Those working on language for JSCC's Capital Outlay funding request will see if the sign update can be justified and added to the proposal.

#### **9. Summer Work Policy**

The summer work policy will allow a little more flexibility for work in the summer. Since we are already remote on Friday, you can't count Friday as a long day. Those hours have to be on campus. Cabinet discussed one-person offices and how best to manage those requests. Supervisors have the flexibility to approve or deny requests based on the needs of the office and institution.

Patti Tanski-Mego made a motion to approve the exception of the 30-day review. Christi Tall seconded the motion. A vote was taken with no opposed. The motion to approve the exception of the 30-day policy review passed.

Dr. Pigg made the motion to approve the Summer Work Policy. The motion was seconded by Vice President Dellinger. A vote was taken with no opposed. The attached Summer Work Schedule Policy was approved.

Vice Presidents will send out the policy information. Typically, the end date has been the last date of summer school classes. Supervisors should set the date that best supports their areas.

#### **10. IR Director and VPAA Search Update**

The IR Director hiring committee has candidate interviews scheduled for next Monday. A recommendation should be made to the President's Office by the end of next week.

The VPAA search is still in progress. We hope to make an announcement by June 1.

#### **11. Summer Cabinet Meetings**

We will meet once a month or when information needs to be shared. If a Cabinet member has an agenda topic that needs to be discussed prior to the next meeting, please let us know. We can schedule additional meetings as needed.

#### **12. Dr. Pimentel's Out of Office Dates**

Dr. Pimentel will be out of the office on the following days this summer.

June 7-13 – He will be on annual leave but will reply to e-mails and attend virtual meetings as needed.

June 15 – He will be out of office for pre-operation procedures.

June 16-17 – He will be attending the TBR Quarterly Board meeting at Columbia State.

June 21-24 – He will have surgery on June 21 and will be unavailable through the 24<sup>th</sup> of June. He will reevaluate the need for leave after the 24<sup>th</sup>. During that timeframe, we will follow our administrator in charge policy for the next in line to make decisions.

**13. Campus Facemask Signage**

The decision was made that the campus facemask signage can be removed.

**JACKSON STATE COMMUNITY COLLEGE  
POLICY**

**TBR Policy Reference:** 5.01.01.20-Alternate Work Schedule

**JSCC Policy Chapter:** 5.01.01.21

**Subject:** Summer Work Schedule Policy

**Office Responsible:** Human Resources

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**Policy**

In an effort to provide greater work schedule flexibility for Administrative, Professional, and Support Staff, the College will grant regular non-faculty employees the opportunity to have an alternate work schedule during the summer months. The specific dates in which the program is in effect will be determined by the president. Department heads have the flexibility to begin and end the program for their unit any time during this period dependent upon such factors as workload, etc. Department heads will be responsible for scheduling work hours and providing the appropriate documentation for timekeeping and leave reporting pursuant to the Fair Labor Standards Act, Tennessee Board of Regents policies and guidelines, and Jackson State Community College policies.

**Definition**

Summer work schedule allows employees to work hours that are not within the standard 8 a.m. to 4:30 p.m. range, while maintaining a high level of service to students, faculty, staff and the public. It also allows employees to work the minimum 37.5 hours per week in a four-day schedule.

All full-time employees of the College shall work a minimum of 37.5 hours per week. **The official workday is 7.5 hours and a one-hour lunch break. The core hours of College operation are from 8 a.m. to 4:30 p.m.** Some departments require irregular schedules or work hours to effectively perform required responsibilities.

Summer work schedule will result in a change in the daily regular working hours from the normal 8 a.m. to 4:30 p.m. Supervisors must insure that services are maintained during peak work hours.

**The following guidelines will be used to administer the program:**

Alternate work schedules will be available for a period during summer months as designated by the president.

While the college will maintain its five days per week normal operating schedule and summer hours, individual employees will be afforded the following 37.5 hours per-week-work schedule options:

1. A regular 37.5-hour work week, five days per week at 7.5 hours per day.
2. A 37.5-hour work week in four days with three 9.5-hour days and one 9.0-hour day. (All hours must be worked at the employee's central work place- where employee is normally located.)
3. A 37.5-hour work week in five days with four 8.5-hour days and one 3.5-hour day is worked.
4. Should an exempt employee work either of the summer work schedules and work the fifth day or the last half of the fifth day during the week the employee may bank the hours worked on the fifth day. The banking of hours and the use of them must be approved in advance by the employee's supervisor. Any banked hours must be used by the employee during the summer by a date designated by the president.
5. Should a non-exempt employee work more than 37.5 hours per week compensatory time off will accrue under our normal comp-time policy.
6. During weeks with a holiday all employees will work four 7.5-hour days and will be off on the holiday. Summer work schedules will not be in effect during those weeks.
7. Employees working the alternate four-day work schedule as described in number two above will be granted 20-minute breaks instead of the normal 15 minutes.

In order to schedule coverage for functions/offices it may not be possible for every employee to work a summer work schedule every week.

Your office is expected to be open for business as you would normally be during the summer months. Under the alternate summer work schedule the office may be closed for regular business before or after normal operating hours. For example, if the business office is normally from 8:00 a.m. until 4:30 p.m. and there are employees on an alternate summer work schedule working until 6:30 p.m. they would only be required to be open to serve customers during the 8:00 a.m. to 4:30 p.m. period. After 4:30 p.m. they could close the office and use the time to perform other regular tasks.

Employees **may not** skip the lunch hour and leave one hour early.

Excluding overtime hours, employees are required to either work or account for, by leave or other means 37.5 hours per week. For non-exempt employees, overtime hours will be approved and compensated in accordance with the regular overtime and compensatory time policy.

An employee working a summer work schedule above 7.5 hours in a normal workday and is absent from work will be charged the number of hours scheduled to work that day. For leave purposes, for example, if an employee is scheduled to work 9.5 hours on a specific day and is out sick; they would be charged 9.5 hours of sick leave. Please note, an employee's accrual rate for annual and sick leave hours per month **will not** be adjusted based upon their alternate work schedule.

Employees desiring to work a summer work schedule must submit a request for work schedule change form to their department head. All offices must be covered from 8:00 a.m. to 4:30 p.m., Monday through Friday. Department heads must ensure coverage and have the right to reserve 8:00 a.m. to 4:30 p.m. schedules for specific positions and work areas. Although it is the college's intent that all employees that wish to participate in the program may do so, employee participation in this program is not guaranteed and is subject to the needs of the department and the College. Supervisors have the responsibility to approve or disapprove (with justification) summer work schedules.

Employees eligible for summer work schedules who do not submit a Request for Work Schedule Change Form for approval will work their regular assigned work schedule.

Department Heads may end the summer work schedule if problems develop with the employee or if operational needs require a change.

When the alternate work schedule ends or changes, proper notification to the Human Resources Office will be given from the department head indicating when the adjustment period was completed. A new form will be required to establish a different schedule other than 8:00 a.m. to 4:30 p.m.

A copy of the completed request for work schedule change form will be provided to the employee, copy to the department's files, and original filed in the employees personnel file.

Personnel actions or disagreements resulting from this program are not subject to the Complaint or Grievance Procedure.

### **Application Procedure**

To apply for alternate work schedule, an employee must complete the request for work scheduled change form and submit it to his/her immediate department head for approval.

### **Approval Procedure**

To approve an employee's request for summer work schedule, a supervisor must sign the employee's alternate work schedule form and obtain approval/signature from the appropriate vice president.

A copy of the form must be given to the employee, a copy maintained by the department head, and the original filed in the employee's personnel file. and the original filed with Payroll Services Office.

Department heads will be responsible for scheduling work hours and providing the appropriate documentation for timekeeping and leave reporting pursuant to the Fair Labor Standards Act, Tennessee Board of Regents policies and guidelines, and College policies and procedures.

Summer work scheduling must be approved **in advance** by department head and the vice president with documentation on file in the Human Resource office.

### **Disapproving or Revoking Procedure**

The immediate department head or vice president may limit the privilege of summer work schedule based upon the operational needs of the department.

Summer work schedule is a privilege, and if abused can be ended at the discretion of the department head.

The department head must provide adequate justification for disapproving or revoking a request. The supervisor is required to give the employee a copy of the application, informing him/her of the disapproved/revoked schedule, and then file the original with the Office of Human Resources.

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Original Date Effective:

5/18/2022, President's Cabinet





### Request for Work Schedule Change Form

Employee Name: \_\_\_\_\_

Agreement Begin Date: \_\_\_\_\_ Agreement End/Review Date: \_\_\_\_\_

Select summer work schedule requested:

A 37.5-hour work week in four days with three 9.5-hour days and one 9.0-hour day.  
 (All hours must be worked at the employee’s central work place- where employee is normally located.)

A 37.5-hour work week in five days with four 8.5-hour days and one 3.5-hour day is worked.

Enter proposed work days and hours worked on those days.:

<input type="checkbox"/> Exempt employee <input type="checkbox"/> Non-exempt employee (1 hr. lunch break must be scheduled).	Summer Alternate Work Schedule (hours)				Total hours
	On-Site		Off-Site		
	Begin	End	Begin	End	
Days					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Total Hours</b>					

Employee Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Denied

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor and/or Vice President Comments:

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