

Cabinet Meeting
September 26, 2022
Zoom and FBR
9:00 a.m.

Attendees:

Dr. Pimentel, President
Dr. Kyle Barron, Vice President of Student Services
Mr. Tim Dellinger, Vice President for Financial and Administrative Affairs
Ms. Heather Freeman, Administrative Assistant to the President
Dr. Jennifer Lopes, Vice President for Academic Affairs
Dr. Liz Mayo, Faculty Representative
Dr. Amber Nelms, Director of Institutional Research and Accountability
Ms. Jessica Reece, Professional Technical Employee Representative
Ms. Christi Tall, Classified Employee Representative

Absent:

Ms. Terri Messer, Dean of Workforce Solutions and Engineering Systems Technology

1. Welcome – Dr. George Pimentel

Dr. Pimentel began the meeting by welcoming all.

2. JSCC Service Area – Dr. George Pimentel

On Friday, the Tennessee Board of Regents voted to approve the change in Jackson State's service area. As of July 1, 2023 Crockett, Haywood, Henry and Weakley counties will transition to Dyersburg State. Jackson State will be picking up the Trenton site. Dr. Pimentel and Dr. Cook, Dyersburg State Community College's president will work together on communicating the change with county superintendents and principals. We will need to notify SACSCOC.

Cabinet discussed the loss of dual enrollment students will be the greatest impact felt from the service area change. With a smaller service area, we can now focus on providing better service to our remaining counties. Cabinet also discussed partnerships with other Tennessee colleges and non-profit agencies.

3. Enrollment update – Dr. Kyle Barron

At the fourteenth day of fall, FTE was down 14.5%. With late term enrollment, Dr. Barron's numbers have us down 9.9% in HC and down 6.4% in FTE.

4. October Budget revision update- Tim Dellinger

Dollar for dollar we are down 8.05%. The caveat, we are holding approximately 1000 dual enrollment students. They will not face purge until November 1. This is the first semester with no JSCC scholarship for dual enrollment students. We anticipate the purge number will be higher than normal. That will impact our enrollment percentage.

We have received TBR October budget guidelines. Deadlines to TBR include compensation plan decisions due October 22 and budget revisions due October 24. The budget revision due date proceeds the dual enrollment purge. We will have to do an estimate on that purge number. We can only use up to recurring funds the institution has available. We also need to consider we are losing four counties when we look at funding any new recurring expenses. An e-mail from Director of Business Services will be sent with a reminder of the budget revision deadline.

Dr. Pimentel prefers each division gather a list of budget request and prioritize the requests. The prioritized list will be reviewed in Cabinet where a college priority list will be decided. It will not be where we take turns funding each divisions priority. Requests need a strong justification.

5. Job Analysis Questionnaires- Dr. Pimentel

Dr. Pimentel shared that Performance Point has completed the review of Job Analysis Questionnaires (JAQ). A template letter will be shared with each division. Each division will send out a letter to each employee within their division that includes the employee's current skill level, the skill level decided from Performance Point based on the JAQ, and any dollars owed to the employee.

Performance Point graded the job on submission of the employee. If three positions with the same title and submitted different JAQs, they will be graded out differently. JAQs were completed by the employee but signed off by the employee supervisor and reviewed by vice presidents prior to submission to Performance Point.

If employees have concerns with their skills classification from Performance Point, they should not go to Human Resources with their concerns. Dr. Vicki Burton's amount of work is unbelievable on multiple levels. We are thinking about solutions to help with the load. Employees with skill classification concerns should carry the concern to their supervisor. If their supervisor is supportive of their concern and reclassification request, the supervisor can carry it to their vice president. If the vice president is supportive of the concern and request for reclassification, it will go back to Performance Point for review. Supervisors need to understand a skill level change does not go with the amount of work, that is an argument for adding an employee. Skill level increase comes with complexity of the work. A current job description and the additional duties to warrant a reclassification should accompany the appeal request.

Many are asking about when we will pay off the compensation plan. With the continued enrollment decline, we do not have the recurring dollars to pay toward salaries. Stopping the enrollment decline is our number one priority.

6. SOAR selections – Dr. Pimentel

Cabinet reviewed nominations and voted for the Tennessee Board of Regent's SOAR Awards. Congratulations to JSCC's Faculty, Staff, and Student Excellence Award nominees.

- Student Award: Elaine Scott
- Staff Award - Cindy Werner
- Faculty Award - Dr. Liz Mayo

Cabinet discussed the possibility of submitting a nominee for the Partner Award.

7. Community Garden- Dr. Pimentel

Interest has been expressed in starting a community garden. Volunteer State had one. It was coordinated by a volunteer. Those interested in pursuing the idea are working on a proposal to show volunteer support, donations, and campus location. Cabinet members also discussed interested JSCC employees could work with other local non-profits on established community gardens across the city.