



Financial & Administrative Affairs

Status Report as of February 14, 2019

Business Office

- Base budget information emailed to budget managers for next fiscal year.
- IRS reporting for 1099, 1098T and W2 are complete.

Spring 18-19 budget is \$5,854,800.00. Tuition received as of 2/10/19 is \$6,200,707.25 for a variance of \$345,907.25.

Environmental, Health & Safety

- MOU with Paris Police Department has been signed and added to our Emergency Management Plan.
- Emergency Management Plan has been updated and is awaiting final approval.
- One of our Campus Police Positions has been offered and we are waiting on Tennessee POST to clear them for a start date.
- Waiting to receive an ARGOS report to get all information for our safety training, after this has been sent to Vivid Learning Systems, emails will be sent out to complete all assigned training.
- The Faculty Council has been asked to assist in determining locations and number of panic buttons needed in each area.

Campus Crime Statistics

Reporting Period: December 2018 to February 2019

Date of Crime	Date Reported	Type of Crime	Status of Investigation	Incident
----------------------	----------------------	----------------------	--------------------------------	-----------------

12/5/18	12/05/18	Vandalism >500	Closed by Arrest	This incident occurred on our Savannah Campus. Vehicle of a student was scratched up by a visitor.
01/29/19	01/31/19	Theft >500	Open	\$620 was taken from a locker in the women's softball locker room.
01/29/19	01/31/19	Theft <500	Open	\$50 was taken from a locker in the women's softball locker room.
01/28/19 & 01/29/19	01/30/19	Sexual Battery	Closed Unsubstantiated	Female student stated that a male student grabbed her backside and rubbed her leg

Office of Information Technology

- STS outage for Banner to patch Oracle and OS in PROD will be March 3, 2019.
- Banner 9 Online Navigation training is being scheduled.
- Work is continuing on E-transcripts.
- 1099-Misc, 1098T, W2, and 1094C were all sent to IRS.
- Survey capture being created for Student Services should be operational in the next couple of weeks.

Print Shop/Mailroom

Printing:

- Obtained a Banner/Sign machine in middle January
- Training took place on the machine & in the accounting software: keeps tabs on paper & ink usage costs

Mail:

- New staff member was selected by the hiring committee to work in the Mailroom early January
- To date staff member has caught on faster than expected and is very conscientious in the duties assigned to her

Physical Plant

Projects

Science Building Roof

- ❖ Project is at substantial completion.
- ❖ There is a leak in room 208 coming through the mechanical system (ductwork). This work was not a part of the original scope of work. A request has been issued to research the cause of the leak and a change order will be issued when the additional scope of work is identified. (This leak was an existing leak that was originally thought to be a roof issue.)
- ❖ There were 2 other small leaks in the roof that were reported February 6th and the contractor corrected them on February 8th.
- ❖ All other work has been completed.

Nelms Classroom West Office Wing HVAC upgrade

- The project is at substantial completion.
- Physical Plant is working with contractor on correcting issues with the controls. Fans are not cutting off when the desired temperature is achieved.

Physical Plant Roof

- *Project is in design*
- *Projected to begin work spring 19'.*

Library HVAC updates

- Project is in design in the Construction Document Phase.
- Expected to go out for bid in March 19'.
- Work to begin summer 19'.

Safety and Security Funding Expenditure Plan

- JSCC prioritized a list of projects to increase safety on the main campus and off campus locations.
 - Current project is to make all offices and conference rooms lockable by button from inside the room. (*All classrooms, lecture halls and labs are complete*)
 - Main Campus offices, Conference rooms, Etc.- **McWherter**

Purchasing

Purchasing General

- 40 new vendors have been added to the JSCC Banner vendor database, and 15 vendors have been revised since the last status report on 11/05/18.
- 10 new equipment items have been added in to the JSCC Banner Fixed Asset Inventory, and 4 old/surplus items have been deleted since the last status report.
- The Fixed Asset Equipment Verification for FY'2019 was issued on 1/23/19. A list of Fixed Asset Equipment Items was sent to each Banner Fixed Asset Equipment Custodian on campus. They were instructed to verify the tag #, serial #, and physical location of each item. All completed verifications are due back to the Purchasing Office on Wednesday, 2/27/19.
- The Banking Services RFP was completed on Friday, 11/30/18. FirstBank was the winning proposer.
- The following reports for the 2nd Quarter of FY'2019 (October – December, 2018) were submitted to the TBR:
 - Contracts \$5000 and above was submitted to the TBR on 1/04/19.
 - Diversity Purchasing Report was submitted to the TBR on 1/11/19.
 - Small, Minority, Woman Owned Business Report was submitted to the TBR on 1/29/19.
- The JSCC Director of Purchasing is currently participating in the TBR's Multifunctional Device RFP Committee. The winner of this RFP will supply copiers to the TBR schools for the next 5 years.

Contracts

- 45 Contracts have been completed since the last report
 - 9 - Clinical Affiliation Agreements
 - 2 - Dual Service Agreements
 - 12 - General Services Contracts

- 10 - MOU's to teach classes at local industries through JSCC Workforce Development
- 12 - Facilities Use Agreements
- Of these 44 completed contracts, the following may be of particular interest:
 - Banking Services Agreement with FirstBank
 - Disaster Recovery Site Agreement with TCAT-Jackson
 - Small Business Training & Consulting with SJN Associates
 - Drone Pilot Training Class with Cross Flight Solutions
 - Banner 9 Training with Stata Information Group
- 9 additional contracts are currently pending final approval/signatures.

Sponsored Programs

- Closed NSF Puzzle Base Learning Grant
- Continued working on MEP Workbook until notice to cease all work
- Attended first DREAM meeting
- Met with Regional Manager of Follett along with bookstore manager, Interim VP Finance, VP of Student Services, and Business office Manager to discuss DEI issues