



## **Financial & Administrative Affairs**

**Status Report as of  
September 12, 2019**

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### **Business Office**

- On track to meet TBR's deadline of September 17<sup>th</sup> for Financial Statement Reporting of JSCC and component unit JSCC Foundation.
- Administrative support of DEI initiative with opt-out lists, supporting the task force, and re-opening the payment plan option through September 20<sup>th</sup>.
- Engaged in the Dynamic Forms project; currently exploring automated budget workflow processes.
- The plan is to convert financial information of the Foundation into Financial Edge by Blackbaud by October 1.
- Leave on the web will roll out to Academic Affairs, followed by Student Services. Currently, temporary hourly employees in Nursing and Athletic departments are in conversion to reporting time on JWeb.
- Business Services is providing budget training to all budget managers in October.

### **Environmental, Health & Safety**

- Talking with Verizon and AT&T about Sim cards for the cellular interface for the call towers.
- Waiting on Alarm Works to start panic button installation in Science building.

### **Office of Information Technology**

- Working with Business Services on developing processes in support DEI.
- Cloned 14 Day Census data to TSTF.
- Upgrade to Luminis 5.3 this weekend. jWeb will be offline most of the day Sunday, September 15.
- Continue working with Dynamic Form implementation.
- Continue working with Raiser's Edge and Financial Edge implementation.

- Circuit has been installed at Humboldt in advance of joining Spectrum fiber. Fiber has been installed at Paris and at JSCC main campus. The rest of the Spectrum installation for the main campus is tentatively scheduled for 09/20/2019.
- TABE testing for AdultEd has been installed in the off-campus locations at requested.

## Physical Plant

### Projects

#### Physical Plant Roof

- Notice to Proceed issued 8/29/19.
- Contractor will begin the electrical work in the upcoming weeks.

#### Library HVAC updates

- Construction began August 9
  - New units are installed.
  - System start up expected to occur August 19.
  - Electrical inspections scheduled for August 18.
  - Control work and commissioning scheduled for the week of August 23.
  - Projected to move in the first week of October.

#### 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 change out all doors that possess the old style panic hardware.
- Priorities established:
  - **Exterior doors in the Classroom, Gym, and Administration building.**
  - **Interior doors (corridor doors and stairwell doors) Classroom, Library, Administration**

#### McWherter Center HVAC updates

- Design phase began August 9 to update the HVAC and associated controls in the McWherter Center.
  - Due to funding, the project will be phased.
  - Project expected to be out for bid in February (1-2 months earlier than previous projects).
  - Building expected to be closed during these renovations.

## **Sponsored Programs**

- DEI- scheduled & attended meetings, helped resolved issues, assisted with Help Desk
- Adult Education- Reviewed updates to Agreements & MOUs, worked through account setup issues