



Student Services

Status Report as of September 25, 2017

Admissions and Records

Applications – Opened CRM Recruit Applications on 9-15-17

- Fall 2017 – 6111 received apps with 4106 of them accepted compared to 5701 this time last year with 3618 of them accepted
- Spring 2018 applications have been opened and we have received 526 so far

Other tasks:

- Working with OIT on change of major workflow we copied from Pellissippi State
- Working with Will Shull on advisor hold options
- Participated in eTranscripts conversations with TBR and the state task force
- Working on finalizing Dual Enrollment certifications and purge list for the fall 2017 semester, which includes consortiums agreements with UTM, Union University and TCAT Whiteville.
- Becoming more familiar with CRM Recruit and processing applications in it since it opened September 15th
- Sent in Summer 2017 ROG to TBR - Awarded 78 degrees and 48 certificates.
- Sending out 45+ report for Fall 2017 to advisors.
- Submitted Summer Graduate file to the Clearinghouse
- Submitted Fall beginning of term file to the Clearinghouse
- Mailing out certificates and degrees for summer.
- Working on training videos required to complete
- TBR end of term reporting for Summer and 14th Day enrollment reporting for Fall submitted
- Completed final BPA group session on Academic History and Graduation Processing
- Admission Officers:
 - Assisted with Welcome Back Bash
 - Assisted with TNP Lunch and Learn
 - Worked with Dual Enrollment registration and documents
 - Called students as needed for follow up for Fall classes and purge lists
 - College Fairs, Speaking at schools and other locations as requested and providing campus tours for prospective students
 - Working on student follow ups

- From the TN Promise realm, Kathy has:
 - Held TNP Lunch and Learn with more than 275 students in attendance
 - Mailed 644 letters to New TNP students to schedule a meeting with TNP Success Coach to discuss success
 - Conducted reviews of TNP Students Class Attendance followed up with emails and calls every Monday and Wednesday
 - Assisted students with questions, inquiries and concerns as requested – calls, walk-ins, emails
 - Working with Will Shull on Advisortrac
 - Attended tnAchieves 3rd meeting for College Freshmen in Hardeman, Henry, Weakley and McNairy Counties

Financial Aid

- Met with the Information Protection Committee to review institutional security policies.
- Participated in TBR financial aid quarterly meeting September 19th and 20th.
- Viewed NASFAA Webinar: *How to Find Answers to Your Regulatory Questions*.
- Viewed NASFAA Webinar: *Federal Work Study & Community Service*.
- Sent out financial aid consumer information to currently enrolled students as required by USDOE.
- Working on the fall certification rosters for state programs:
TN Reconnect Grant, TN Promise Scholarships, TN Student Assistance Awards, TN Hope Lottery Scholarships, TN Access Lottery Grants, TN Aspire Lottery Awards, TN Foster Care Lottery Grants, TN General Assembly Merit Scholarships, and TN Nontraditional Hope Scholarships.
- Working on our 2016-2017 Gainful Employment reporting which is due to USDOE by September 29.
- Working on the 2016-2017 fiscal operations report and 2018-2019 application for federal funds, which is due to the U.S. Department of Education on September 29.
- Will report on the FISAP/FISOP:
 - 3248 Enrolled applicants for financial aid (73% of unduplicated headcount)
 - 2103 Dependent student applicants (65% of total)
 - 1145 Independent student applicants (35% of total)
 - 1040 Automatic full eligibility for Federal Pell Grant (32% of total)
- Gearing up for the 2018-2019 FASFSa application cycle. This cycle will begin in October of 2017 using 2016 tax information. It is expected that the IRS Data Retrieval Tool will once again be available for students with increased security in place. We will begin the 2018-2019 financial aid Banner setup as soon as the October release is installed.
- Will travel to the Lexington, Savannah and Humboldt Centers to provide financial aid counseling.
- Will attend TN Summit October 16 & 17.

Orientation and Registration

Registration Center

- Completed GE participants attendance report: 1,370

Great Expectations Attendance Totals For Fall 2017											
Attendance Totals											
Jackson	1058		Over By: 58	Short By: 18	Short By: 22	Short By: 17					
Humboldt	32		TARGET: 1000	TARGET: 50	TARGET: 150	TARGET: 125					
Lexington	128	Health	Jackson	Humboldt	Lexington	Savannah					
Savannah	108	Non-Health	6/2/2017 95	6/6/2017 6	6/1/2017 11	6/1/2017 8	8/1/2017 10	7/31/2017 19	7/22/2017 1		
Paris	20	Health	6/9/2017 105	6/6/2017 6	6/6/2017 11	6/8/2017 9	8/16/2017 10				
AMT	19	Non-Health	6/16/2017 106	6/6/2017 6	6/7/2017 9	6/15/2017 9					
VA	5	Health	6/23/2017 101	6/6/2017 6	6/7/2017 9	6/22/2017 10					
Total	1370	Non-Health	7/7/2017 98	6/6/2017 6	6/7/2017 9	6/29/2017 7					
Target Attendance	1325	Health	7/14/2017 111	6/6/2017 6	6/7/2017 9	7/11/2017 9					
Total Over By	45	Non-Health	7/21/2017 104	6/6/2017 6	6/7/2017 9	7/18/2017 13					
		Health	7/28/2017 95	6/6/2017 6	6/7/2017 9	7/25/2017 9					
stdts w/GE codes:	1369	Open House/All Majors	8/4/2017 49	6/6/2017 6	6/7/2017 9	8/2/2017 20					
		Health	8/5/2017 59	6/6/2017 6	6/7/2017 9	8/17/2017 14					
Stdts Missing GE Code:	1	Non-Health	8/11/2017 52	6/6/2017 6	6/7/2017 9						
		Non-Health	8/18/2017 83	6/6/2017 6	6/7/2017 9						
			Total 1058	Total 32	Total 128	Total 108	Total 20	Total 19	Total 5		

- Completed statistical analysis of GE participants

% of Fall 2017 Great Expectations Attendees that Enrolled/Did Not Enroll						
1370 attended & coded	GE Attendees *		Enrolled		Not Enrolled	
	1370		1176	85.84%	194	14.16%
First Time Freshman (N)	1075	78.47%	944	87.81%	131	12.19%
First Time Transfer (T) (X)	160	11.68%	125	78.13%	35	21.88%
Readmit (R) (L)	35	2.55%	26	74.29%	9	25.71%
Continuing (C) (B)	27	1.97%	24	88.89%	3	11.11%
Degree Seeking	1297	94.67%	1119	86.28%	178	13.72%
Special (non-degree) (S) (H)	73	5.33%	57	78.08%	16	21.92%
Male	509	37.15%	439	86.25%	70	13.75%
Female	861	62.85%	737	85.60%	124	14.40%
Traditional	1223	89.27%	1055	86.26%	168	13.74%
Non-Traditional**	147	10.73%	121	82.31%	26	17.69%
Credit Hrs (mean 11.83)						
Less than 12			101	8.76%		
Equal/greater than 12			1075	93.24%		
*Total signups on the GE weblink was 1418, 96.6% attendance rate						
**Age 25 or greater by August 28, 2017 (first day of class)						

- Attended TASSR Executive Board Meeting, Chattanooga: Sept 8
- Attended Jackson Civitan meeting: Sept 11
- Completed Title IX- Haven for Faculty and Staff OnLine Training: Sept 14
- Completing calls to students that attended GE but did not enroll; 96 calls attempted (73% completed): Sept 18
- Attended TBR Quarterly Board Meeting: Sept 21-22

Upcoming Events/Meetings

- Data Security Training
- Environmental Health & Safety Training
- Women in Higher Education Conference: Sept 28-29
- Tennessee Association for Student Success and Retention Conference: Oct 5-6
- Tennessee Association of Collegiate Registrars and Admissions Officers (TACRAO): Nov 15-17

Counseling and Career Services

Counseling and Career Services Status Report

Sept. 22, 2017

Dean of Students

- The Student Intervention Team (SIT) fielded 17 referrals between Aug. 17 and Sept. 22, which included:
 - Attendance/tardy problems 9
 - Consistently poor or significant change in academic performance 4
 - Serious attitude or disciplinary problem 4
 - Bullying tactics and behavior towards student employees 1
 - Financial challenges 1
 - Lack of basic problem solving skills to succeed 1
 - Odd behavior in club meeting 1
 - Serious health or personal circumstances 1
 - Significant change in behavior 1
 - Student's daughter passed away Saturday August 26th 1
 - Unauthorized media use (repeated) 1
 - Violent references or threat of harm to self or others, written or stated 1
- The SIT will host a lunch and learn Fri., Sept. 29 at 1 p.m. in the Foundation Board Room with Vivian Grooms presenting on "Supporting Autism Spectrum Students in Classroom and Advising Settings."
- Approved 21 emergency loans primarily for books, for a total of \$8,645.10. Was notified in the middle of this "season" for loans that the college no longer can use the same tools we have utilized to enforce repayment. Met with Dee Henderson, Director of Development and Community Relations, and Secretary Lisa Kincaid to discuss options and adjusted loan policies.
- Fielded two Student Relief Fund requests for gasoline vouchers.

- Issued notice to all first-time and transfer students about the college’s expectation that they do the free-to-them “Haven, Understanding Sexual Assault” online training and the “Transit Financial Literacy” online training. Also asked faculty to do all they can to encourage these students to complete the trainings. Reminders have been issued as the deadline for the first part is this Monday, Sept. 25.
- Attended the TBR Student Conduct Officers meeting Sept. 15.
- Attended/participated in 50th anniversary events throughout the week of Sept. 11-14.

Counseling and Career Services and Placement Services

Tina Williamson reported:

- Attended a Retirement Reception in honor of Gloria Hester.
- Attended the Counseling and Career Center staff meeting.
- Attended the signing of the scholarship memorandum of understanding between UT Martin and JSCC.
- Assisted with preparations for the reception starting the week of Celebrations of the Past. Also, attended other events, which included the Ribbon Cutting and Dedication for Jim and Janet Ayers Center for Health Sciences, and the Faculty & Staff Appreciation featuring music by the Dirt Pilgrims.
- Scheduled the local chapter AKA Sorority women for a Voter Registration Drive on campus September 26, 2017.
- Passed out Voters Registration forms during the Constitution Day event sponsored by the Student Government Association.
- Attended the Completion Coach screening committee meeting and phone interviews.
- Received seven families (20 people) requests for the food pantry and ongoing restocking with Annette Deaton of the pantry as donations come in.
- Participated in the Employee Benefits Fair.
- Completed the Haven for Faculty and Staff Online Training.

Annette Deaton reported:

Student Contact Data:

Activity	Number of Student Contacts
Placement Services	109 Students
TRA,WIOA and Workforce Solutions	1 Student
Outreach Activities:	
TN Promise Lunch and Learn / JSCC Services	40+ Students
Welcome Back Bash / JSCC Services	100+ Students
	Total 250 students

Other Data:

Employer Contacts	9
New Jobs	30
Student Job Referrals	24
Students Reported Hired	3

Activities:

- Participated in the JSCC Employee Benefits Fair
- Participated in the TN Promise Lunch and Learn/JSCC Services by setting up an informational table.
- Participated in the JSCC 50th Anniversary Future Celebration Welcome Back Bash by setting up a JSCC Services informational table.
- Participated in the JSCC 50th Anniversary Celebration of the Past Celebration Reception and in the JSCC Employee Appreciation Day event.
- Still waiting for response after contacting Advance CTE requesting permission to use the phrases *Career Clusters* and *Career Pathways* on the JSCC Online Career Resource Center website. The phrases are registered trademarks of Advance CTE.
- Collaborated with Victor Garcia in obtaining permission to incorporate *OnNet Online* on the JSCC Career Resource Center website. Victor will integrate *OnNet Online's* information and programs onto the website.
- Met with Victor Garcia about *Siteimprove* reports.
- Prepared for the upcoming *Mini Job Fair* with Lowes and the Mobile American Job Center that is scheduled from 9:00 am until 2:00 pm on Tuesday, September 26th in the Student Center.
- Attended the following meetings:
 - ANCHOR Week Planning
 - Student Aid and Awards Committee
 - Admissions and Standards Committee
 - Fall 2017 In-service
 - Counseling and Career Services staff meeting

Disability Resource Center

- Linda Nickell reported creating Accommodation Agreement forms for 53 students so far this fall semester.
- Attended the TBR Disability Directors' meeting Sept. 15.

Veterans Affairs

Lynda Davis reported the following projects/activities initiated/completed since she assumed the role of Veterans and Adult Students Coordinator:

- | | |
|--------------------|--|
| 8/9-Ongoing | Training for VA Student/Advising/Certifying. Lynda reported having 85 veterans certified for benefits this fall semester. |
| 8/31/17 | Submitted surveys for Military Friendly Schools recognition and <i>Military Advanced Education & Transition's</i> 2018 Guide to Colleges & Universities. |
| 9/6/17 | Appointed new Student Veterans Association (SVA) President David Sarnik, Vice President George Warren, and Secretary Parshay Estes. |
| 9/7/17 | Participated in the Multicultural Student Association Meeting |
| 9/7/17 | Military Student Center VA Work Study Bobert Schumpert participated as a Quest Panelist |
| 9/13/17 | Submitted and received annual approval from THEC for our catalog packet authorizing VA certifications for our degree and certificate programs. |
| 9/14/17 | Attended TN Reconnect Academy |

9/14/17 SVA members participated in the Welcome Back Bash with an information table and handing out snow cones.

Upcoming Scheduled Events/Activities:

9/23-9/30 JSCC Student Veterans Week Activities Scheduled

- Military Recruiters/People Library
- Rotel Luncheon Fundraiser
- Vietnam Veterans/SVA President Speakers and Hotdog Fundraiser

9/26 TN Strong Briefing – Jackson Armory

9/27 Participant – VA Education Service Webinar

9/28 THEC on campus to recognize JSCC for receiving the Veterans Reconnect grant and Designation as VETS campus

11/11 Participant in 2017 Jackson Madison County Downtown Veterans Celebration Parade

Student Activities and Athletics

- Welcome Back Bash planning with staff members. Final preparations and work order review on 8/25.
- Spoke with Farmer's Perk by phone to review setup and discuss what they would need on 8/25.
- Head Coaches meeting on 8/29 regarding NJCAA compliance
- Held first SGA meeting on 9/6. Discussed invitation from the President's cabinet to attend meetings. We will develop a schedule to give as many officers as possible the chance to attend.
- Met with Coach Winders and SNA advisor regarding JSCC Rocks on 9/6. SNA is already involved in this activity and shared some information. We also discussed a start date for the activity.
- 9/11 met with staff and reviewed Welcome Back Bash final details.
- Attended 50th Anniversary activities from 9/11 thru 9/14.