



## Student Services

### Status Report as of October 19, 2017

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### Admissions and Records

**Applications** – Opened CRM Recruit Applications, creating process flow and best practice information

- Spring 2018 – 696 received compared to 475 this time last year
- Summer 2018 – 12 received compared to 25 this time last year
- Fall 2018 – 611 received with 30 of them accepted or ready to accept compared to 653 this time last year with 34 of them accepted

**Other tasks:**

- Continuing to work with OIT on change of major workflow we copied from Pellissippi State – we have successfully updated the major on 7 test students in TEST so far – Yay!!!
- Working on 1<sup>st</sup> part of term grading
- Working with Will Shull and OIT on advisor pin setup in TEST
- Continued participation in eTranscripts conversations with TBR and the state task force
- Continues working on finalizing Dual Enrollment certifications and purge list for the fall 2017 semester that 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 15<sup>th</sup>
- Sending out 45+ report for Fall 2017 to advisors.
- Submitted Fall subsequent term file to the Clearinghouse
- Admission Officers:
  - College Fairs, Speaking at schools and other locations as requested and providing campus tours for prospective students
  - Working with student appointments, assisting students with admission applications and communicating with student follow ups
  - Assisted with Student Activities JSCC has Talent
  - Assisted with Manufacturing Day
- From the TN Promise realm, Kathy has
  - Conducting 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
  - Lead the search committee for the two Completion Coaches

## Financial Aid

- Completed the TELS and TN Student Assistance Award fall certification rosters. Continuing to work on the TN Promise fall certification roster.
- Submitted the 2016-2017 Gainful Employment reporting to USDOE on September 26.
- Submitted the 2016-2017 fiscal operations report and 2018-2019 application for federal funds to the U.S. Department of Education.
- Participated in the Clearinghouse Enrollment Reporting Webinar on October 3.
- Visited the Lexington, Savannah and Humboldt Centers to provide financial aid counseling.
- Will attend TN Summit October 16 & 17.
- Several professional staff will attend the TASFAA Fall Training Workshop and Federal Update on October 31.

## Orientation and Registration

- Completed calls to students that attended GE but did to register for classes (SurveyMonkey): Sept 24
- Attended Strategic Planning Committee meeting: Sept 25
- Attended President's Open Forum: Sept 20
- Attended Women in Higher Education Conference: Sept 28-29
- Attended Leadership Meeting w/VPSS: Oct 3
- Participated in webinar: Identifying Predictors of Credential Completion Among Beginning Community College Students: Oct 5
- Completed Environmental Health & Safety Training: Oct 16
- Completed Title IX – HAVEN for Faculty and Staff: OnLine Training Part 2: Oct 16
- Developing logistics for GE for Spring 2018; dates to be announced

### Upcoming Events/Meetings

- Data Security Training
- MTSU True Blue Tour Luncheon: Oct 18
- President's Open Forum: Oct 19
- Technology Implementation for Spring 2018 meeting: Oct 27
- National Orientation Directors Association Conference: Nov 5-8
- Priority registration begins: Nov 6
- ME<sup>3</sup> (ATD) meeting: Nov 10
- Tennessee Association of Collegiate Registrars and Admissions Officers (TACRAO): Nov 15-17

## Counseling and Career Services

### Dean of Students

- The Student Intervention Team (SIT) fielded 18 referrals between Sept. 22 and Oct. 13, which included:
  - Attendance/tardy problems 6
  - Consistently poor or significant change in academic performance 5
  - Serious attitude or disciplinary problem 2
  - Distracted by life events 1
  - Financial challenges 1
  - Mental health concerns 1
  - Seems detrimentally stressed 1
  - Serious problems related to transportation and schedule/energy 1
  - Significant change in behavior 1
  - Sleeping in class 1
  - Talking while instructor is lecturing 1
  - Unauthorized media use (repeated) 1
  - Very emotional low self-esteem 1
  - Violent references or threat of harm to self or others 1
  
- The SIT met Sep. 28, Oct. 12 and will continue meeting every two weeks- and as needed- through the fall semester.
- The SIT hosted a faculty lunch and learn Fri., Sep. 29 with Vivian Grooms presenting on “Supporting Autism Spectrum Students in Classroom and Advising Settings.”
- Reached out to Sonny Davis in OIT to build a new anonymous referral system to address issues with employees, students, or others at JSCC. When it is ready, will contact Web Administrator Victor Garcia to locate this tool on the college’s home page and other locations on the web site.
- Approved one more emergency loan for books and fielded several Student Relief Fund requests for gasoline vouchers and other emergency support.
- Attended the monthly Community Anti-Drug Coalition meeting.
  - Will host a presentation, “TN’s Opioid Crisis Is SCARY” at 1 p.m. Tues., Oct. 24, in the Foundation Board Room, as part of Red Ribbon Week. The presentation will be by Angie Bryant, Regional Overdose Prevention Specialist working in conjunction with the Coalition and the West Tennessee Healthcare Foundation. She will address statistics, the risks, who is targeted, and how we can work toward prevention.
  - Will hand out “Be Smart – Be Drug Free” silicone bracelets on campus.
- Attended the Strategic Planning Committee meeting
- Attended the TN Achieves Mentor meeting with one of my mentees and signed up to mentor again next year.
- Attended the President’s Open Forum.
- Attended the THEC Veterans Recognition event
- Held a staff meeting the day following our Student Services Leadership Team meeting.
- Completed Haven Sexual Assault Prevention and OIT Security online trainings.

**Counseling and Career Services and Placement Services**

**Tina Williamson reported:**

- Food pantry experiencing dramatically heavier use than at any time we can remember. In last two weeks have had six people come in to get items to feed and care for 16 people, plus seven athletes coming repeatedly. Donations always needed.
- Made a mini-video promoting the Internal Giving Campaign for the JSCC Foundation.
- Assisted the AKA Sorority ladies/Jackson chapter with the National Voters Registration Day Drive held on campus.
- Attended the THEC Veterans Recognition Program for Jackson State.
- Served on the screening committee with phone interviews and in-person interviews for the new Completion Coaches.
- Mailed 50 invitation letters to colleges and universities inviting them to our Annual College Transfer Fair, scheduled from 9 a.m. to 12 p.m. November 2, 2017, in the Gymnasium.
- Attended the Counseling and Career Center staff meeting.
- Completed the Data Security Training required for all employees.

**Annette Deaton reported:**

**Student Contact Data:**

Activity	Number of Student Contacts
Job Placement Services	115 Students
Kuder Journey for Adults Career Planning System	41 Students
	<b>Total 156 Students</b>

**Other Data:**

Employer Contacts	18
New Jobs	23
Student Job Referrals	68
Students "Self-Reported" Hired	11

**Activities:**

- Hosted a Mini Job Fair Wednesday, September 26, at the Jackson campus. The Mobile American Job Center (aka Tennessee Career Coach) and Lowes participated in the event. Student turnout and participation was excellent. The Mobile American Job Center parked in the new quad area and was at capacity from 9:00 am until just before 3:00 pm. The Lowes' representative reported obtaining at least 30 viable applicants during the mini job fair.
- Set the date for the 2018 Career and Job Fair, which will be held from 9:00 am until 12:00 pm on Wednesday, April 11, 2018, in the gymnasium.
- Met with the Monday night COL 1010 College Success class to share information about services offered through the Counseling /Career Center. Also administered the Kuder Journey Career Planning program
- Made the October Student Services visits to the Lexington, Savannah, and Humboldt campuses
- Assisted Tina Williamson with the JSCC Food Pantry
- Attended the following meetings:
  - SIT Committee
  - Counseling and Career Services staff meeting

**Upcoming Activities:**

- Meeting with COL 1010 College Success classes
- Continue to work on updating the JSCC Career Resource Center website
- Continue preparations for the 2018 Career and Job Fair

**Disability Resource Center**

Linda Nickell reported ongoing support and problem solving with the 54 students currently utilizing accommodations in their classes this fall term and those now inquiring about services.

**Veterans Affairs**

Lynda Davis reported the following projects/activities:

- JSCC Student Veterans Week Activities were an overwhelming success!
  - The Sept. 27 Vietnam Veterans/Student Veterans Association (SVA) President Speakers and Hotdog Fundraiser culminated with front-page coverage of the Vietnam Veteran's presentation by "The Jackson Sun." WNBX-TV also did a television interview with him.
- Participated in the VA Education Quarterly Service Webinar Sept. 27 and obtained very relevant and helpful information.
- During the THEC on-campus visit Sept. 28 to recognize JSCC for receiving the Veterans Reconnect grant and designation as a VETS campus, VA Work Study Bobert Shumpert was called upon to speak as a representative of the SVA (due to the unavailability of the club President) – and did an outstanding job!
  - THEC's Executive Director and entourage requested a tour of the Military Student Center and were extremely complimentary of the space and resources available to veterans. The Veteran and Adult Student Coordinator's adjacent office also was viewed as a positive, strategic location to give access to veterans. As SCO, I also fielded questions about capacity; and was advised of a potential December audit.
- Traveled with Annette Deaton and Beth Jenkins Oct. 9 to the Lexington and Savannah centers and Oct. 11 to the Humboldt center for our monthly visits.
- Plans are being finalized for the Nov. 10 Veterans' Day Program and participation Nov. 11 in the Jackson Veterans Day Parade.
- Met with VP Brian Gann to discuss instituting a monthly communication to all employees regarding veterans' issues and opportunities and to revitalize the Green Zone awareness/training on campus.

**Student Activities and Athletics**

- SGA meeting was held on 9/27/17. Officers reviewed parking citation appeals, discussed upcoming events and discussed homecoming events.
- Coaches meeting was held on 9/27/17. Review of gym policies and use. Discussed athletic travel, roster limitations for men's sports and notification procedures for faculty on travel days.
- JSCC Has Talent tryout held its first audition on 9/28/17 at 5pm in the Student Center. To date we have had over 25 acts audition. The last audition is scheduled for Thursday, October 26.
- Athletic staff meeting on 10/3/17. All athletic travel schedules have been sent to companies for bid.
- SGA meeting on October 4 covered office procedures and decorum. Officers discussed committee assignments and continued planning for campus activities.