



Student Services Status Report as of March 13, 2018

Admissions and Records

Applications:

- Summer 2018 – 383 received compared to 518 this time last year
- Fall 2018
 - 1994 received compared to 2092 this time last year
 - 509 completed processing for acceptance compared to 479 this time last year

Other tasks:

- Our department encountered various physical illnesses over the last 4 weeks causing many of us to be out of the office
- Submitted 14th Day enrollment reporting for Spring 2018 and Clearinghouse Spring reporting
- Processed grades for 1st Fast Track session and 1st Part of term Spring 2018
- Participated in Records Training calls from TBR and the State of Tennessee
- Worked with Registration, Advising and OIT on streamlining required pin processes
- Paula and Robin attended Annual SACRAO meeting in Murfreesboro
- Paula, Ruthea and Robin attended the Tn Transfer Summit in Nashville
- Attended quarterly Admissions and Records meeting in Nashville
- Working again on Clearinghouse contracts for High School transcript receipt as well as the TBR electronic transfer process
- Ruthea and David attended the Tennessee Association of International Educators (TAIE) conference at Lipscomb University on March 9th to learn more about international student admission and the regulations
- Paula, David and Ruthea attended a meeting on campus with our SEVIS Representative
- Completed most DE grant consortium agreements
- Compiling a list of those students using a consortium agreement or are new to JSCC and have not used their 1st, 2nd & 3rd DE courses at JSCC for Brian's request to Dr. Hamilton to allow the scholarship application to these students. The Business Office will deny the scholarship without the president's approval.
- Working on DE grant certification and requesting high school course request for the fall 2018 semester
- Has diplomas ready for students to pick up and mailed out the remainder for Fall 2017 graduates
- All ProTech staff attended a Student Services Strategic Meeting
- Admission Officers –
 - Attended School visits and other locations as requested
 - Attended Mentor U meetings
 - Attended 2018 Avancemos Juntos Latino Higher Education Conference at Vols State
 - Providing campus tours for prospective students and groups requesting
 - Working with student appointments, assisting students with admission applications and communicating with student follow ups
 - Held 4 Reconnect Information Sessions with a total of 47

Financial Aid

- Ordered 1819 verification forms from the Print Shop
- Began sending “missing documents” letters to students for 1819
- Scanning 1718 files to BDMS
- Balanced Innovation account
- Working to award and post the remaining 1718 federal SEOG funds and balance that account
- Processing 201810 federal R2T4’s for withdrawals
- Processing 201810 Pell recalculations for students that never attended class
- 201810 TELS has been certified, posted, and reconciled
- Working on 201810 certification of Tennessee Promise
- Working on 201810 certification of TSAA
- Successfully automated the upload of the TSAA roster into eGRands
- Reviewed SAP appeals
- Auditing, correcting and awarding files for 201810
- Continue testing Program of Study in TEST (in progress)
- Participated in the monthly TBR Directors meeting at TBR
- Registered for the TASFAA conference scheduled for April 22-25
- Participated in the TN Reconnect sessions
- Attended Dr. Hamilton’s Open Forum
- Ran the ROPROLL Banner process to set up the new year 1819 in TEST and PROD
- Spent the remaining amount of PILOT TN Reconnect funds for 1718
- Went to Arlington Elementary to set up the tutoring process for federal workstudy
- Attended TN Reconnect meeting at Southwest TN Development District
- Participated in the Complete to Compete phone call
- Successfully tested and implemented dataload process for 1819 to receive ISIRs
- Attended ATD conference (John)
- Took NASFAA Cash Management class 3-1-18 (Beth)
- Hired 8 new workstudy students
- Made changes to the document tracking process, eliminated 2 forms, and eliminated file creation for the non-verified population
- Began reviewing Banner 9 in Test

Orientation and Registration

Registration Center

- Attended Green Zone training in an effort to develop ways to support and empower student veterans: Nov 28
- Attended Athletic Logo Focus group: Nov 30
- Facilitated Great Expectations Orientation and Registration: Dec 1

- Attended BSA meeting: Dec 4
- Attended Curriculum Committee meeting: Dec 5
- Attended Online Orientation webinar with Utah State University: Dec 6
- Facilitated Great Expectations Orientation and Registration: Dec 15
- Facilitated Great Expectations Orientation and Registration: Jan 10
- Classes began with late registration through January 25-extended hours
- Attended ME³ meeting: Jan 23
- Attended Jackson Civitan: Jan 23
- Black History Month kickoff: Feb 1

Upcoming Events/Meetings

- ATD Conference: Feb 20-23
- Various Black History Month events

Counseling and Career Services

Dean of Students

- The Student Intervention Team (SIT) fielded 17 referrals between Feb. 1, 2018 – March 7, 2018. Some are referred to completion coaches for follow-up. The SIT referrals included:
 - Consistently poor or significant change in academic performance 8
 - Attendance/tardy problems 4
 - Serious health or personal circumstance 4
 - Childhood trauma 1
 - Death of important and only support 1
 - Depression 1
 - Financial challenges 1
 - Report of possible domestic abuse 1
 - Seemingly uncontrollable impulses 1
 - Serious attitude or disciplinary problem 1
 - Sleeping in class 1
 - Writing unwanted notes to female students 1
- Addressed additional student behavioral issues.
- Fulfilled two requests for Student Relief Fund assistance, one for utilities and one for gasoline.
- Prepared and submitted budget requests for the 2018-19 fiscal year.
- Attended the February President's Forum.
- Attended a Student Aid and Awards meeting.
- Attended the Women's History program March 1.
- Attended the Student Services Strategic Planning meeting March 7.
- Will attend TBR's Behavioral Intervention Team/Title IX/Conduct Officers' training March 9.
- Will attend the Counselor's Luncheon on campus March 13.

Counseling and Career Services and Placement Services

Tina Williamson reported that she attended:

- Counseling and Career Services staff meeting
- Farewell Reception for Zach Livelli
- The University of Memphis Partnership Announcement
- Black Student Association meetings (2)
- Black History Month Programs and Events:
 - Panel: African Americans in Times of War
 - A work of Art: Ms. Hattie Marshall-Duncan (Local Artist)
 - Donated items for the BSA Valentine’s Bake Sale
 - Equal Justice Initiative Memorial Program
 - State Representative Johnny Shaw History Presentation
 - Movie: The Immortal Life of Henrietta Lacks
 - Closing Ceremony and Reception
 - Assisted Dr. Billy Wesson with Voter’s Registration Drive and collected (40) forms during Black History Month.
- Scheduled these college recruiters and representatives’ campus visits: Austin Peay State University, Bethel University, MTSU -True Blue Event for Prospective students, UT Chattanooga, UT-Knoxville, both UT Martin main campus/UT Martin Jackson Center(JSCC campus), and Western Governors University Tennessee (WGU).
- Received 13 requests (28 people) to use the food pantry this period.
- Receiving and processing students’ graduation cap and gown order forms.

Annette Deaton reported:

Student Contact Data:

Activity	Number of Student Contacts
Job Placement Services	44
Scribe America Mini Job Fair	30+
Total Students	74

Other Data:

Employer Contacts	103
New Jobs	20
Student Job Referrals	12
Students “Self-Reported” As Being Hired	4

Activities:

- Hosted a mini job fair for Scribe America on Thursday, February 15, 2018. More than **30 JSCC students** participated in the job fair.
- A good part of the time was spent working on the 2018 JSCC Career and Job Fair that is scheduled for Wednesday, April 11, 2018. Followed up on the initial invitations by reaching out to **97 businesses and organizations** via telephone and email messages. As of March 7, **60 employers, organizations, as well as colleges and universities** from around the region including Arkansas and Missouri have submitted reservations. The deadline to submit reservations is April 4.
- Prepared and submitted 2018 budget proposals for Placement and Career Services as well as Counseling Services
- Covered for Linda Nickell in her absence.
- Attended an IRP committee meeting.

Upcoming Activities:

- Collaborating with MAT Industries in setting up a Student Employment Program partnership with Jackson State Community College. This will involve organizing a meeting with MAT Industries' HR Generalists and appropriate JSCC administrators, faculty, and staff.
- Continue preparing for the 2018 Jackson State Community College Career and Job Fair

Disability Resource Center

Linda Nickell reported she:

- Participated in the monthly TBR Disability Directors' conference call.
- Have 36 students currently registered with the DRC to receive accommodations this spring term.
- Working with one student requesting accommodations for study abroad this summer.

Veterans Affairs

Linda Nickell reported she:

- Submitted applications to hire two VA work study students to staff the Military Student Center. They will begin work the week after spring break.
- Submitted the college's renewal agreement to the VA Principles of Excellence.
- Will attend the Veterans Education Academy at Belmont University March 8.
- Currently have 82 students working through the VA office.

Student Activities and Athletics

- Attended Student Activity Directors meeting at TBR offices on 2/9. The group shared how their individual campus promote and engage students. We discussed meeting regularly to share program and engagement ideas. I was unable to attend the our last scheduled meeting on 3/8 due to a scheduling conflict but will receive the information via email.
- SGA sponsored a Valentines social on 2/8 with a DJ and refreshment.
- Attended Jackson Madison County Sports Hall of Fame meeting on 2/13. JSCC Athletes of the Year are Madison Ellis (softball) and Ty Taylor (men's basketball). These students will be honored at a luncheon on April 19th and later that evening at the banquet.
- SGA meeting held on 2/14. Final arrangements were made for 3 on 3 basketball tournament (3/15), caricature artist (4/3) and Student Life Fair (4/4).
- Attended President's Forum on 2/15.
- Participated in Anchor Week planning committee on 3/2.
- Participated in Student Services workshop on division strategic planning. Work centered around the student experience from application to graduation.
- Attended TCCAA basketball tournament in Chattanooga on 3/2 - 3/3. Women lost in the first round. Our men won their first round game but were defeated Saturday in round two.
- 3/8 met with basketball coaches to review the season and discuss recruiting, scheduling and any needs they project for 2018-19.
- Met with baseball and softball coaches on 3/8 to discuss budget expenditures, guidelines for scheduling make-up games and projected needs for 2018-19.

Completion Coaches

Events/Meetings/Trainings

- 1/31/18: Met with Josh Britt about online math labs, codes
- 1/31/18: Attended BSA Meeting
- 1/31/18: Participated in TSAC Conference Call: Complete to Compete
- 2/1/18: Attended Black History Month Opening Ceremony hosted by BSA
- 2/1/18: Attended Southwest TN Reconnect Community Launch
- 2/5/18: Visit to and class appearance at Paris campus
- 2/6/18: Visit to and class appearances at Lexington campus
- 2/7/18: Visit to and class appearances at Savannah campus
- 2/8/18: Attended BSA-Panel Discussion: African Americans in Times of War
- 2/8/18: Visit to and class appearance at Humboldt campus
- 2/10/18: Participated in JCM ECH Interviews
- 2/12/18: Attended BSA-Work of Art
- 2/14/18: Attended Tennessee Reconnect Meeting with Tina Shreeve
- 2/15/18: Attended BSA: Times of War-A Realistic Perspective
- 2/16/18: Attended Prep Meeting for 2018 Counselors Luncheon
- 2/19/18: Hosted grant-funded Transfer Talk with University of Memphis for academic transfer majors
- 2/20/18 – 2/23/18: Participated in Achieving the Dream conference in Nashville
- 2/23/18: Participated in SignalVine Kickoff Call
- 2/23/18: Attended BSA Dinner and a Movie: Black Panther
- 2/25/18 – 3/2/18: Participated in LifeBound Coaching training in Indianapolis
- 3/6/18: Toured Lane College with students on HBCU Transfer Trip through TIE Grant funding
- 3/7/18: Participated in Student Services Strategic Planning Meeting

Completed

- Appeared in front of every College to Career Navigation class on campus to talk about Completion Coaching
- Held talks with all of Dr. Wesson's College Success classes to discuss resources available to them on campus
- Developed an Excel document that automatically tracks patterns in student attendance and provides a fast, efficient way to reach out to target students
- Introductory email sent to Kara and Sam's students
- Multiple mass emails to students regarding attendance, academic performance, upcoming events, etc.

Active Projects

- Planning Transfer Trips for academic transfer students for three universities
- Push for TNP Community Service
- Ongoing meetings with TN Promise students with less than a 2.0
- Planning upcoming MTSU Transfer Talk
- Planning a Summer Pell Grant Campaign
- Finalizing data for communication plan to 12-, 24-, and 36-credit hour students
- Planning ME3 March Student Workshop with Captain Derick Tisdale
- Planning for Males of Color Empowerment and Retention Conference and SEED Training
- Planning postcard campaign for Kara and Sam's students
- Implementing Textbook Loan Program for students of color through TIE Grant funding
- Uploading 600+ individual academic plans to Degree Works
- Overseeing implementation of Early Alert system

Student Contacts

- In-person meetings with students: 62
- Phone calls with students: 77
- Individual emails to students: 315