Executive Council Updates June 25, 2013

Academic Affairs

- Accreditation: On-going.
- Academic Division Offices: Preparing for Beginning-of-Semester Summer for Second Semester Responsibilities.
- Grant Opportunities: Various Northeast State units are working on a variety of national, state, and local grants. Grants are focused on Advanced Manufacturing, Business Technologies, Nursing, and wrap-around student support services.
- Articulation Agreements: Northeast State/ETSU are planning to sign a Reverse Transfer Agreement during the month of July. A signing date shall be forthcoming.
- High School Transitions CAP: The College Access team is gearing up for Summer 2013 CAMP College.
- Reporting, Projects, and Task Forces Various institutional and THEC/TBR reports, projects, and task forces are on-going.
- CHEA 2013 National Conference Lana Hamilton shall be attending the annual CHEA 2013
 Conference (Summer Institute) to learn more about MOOCS, PLAs, etc. from a national
 perspective.
- AA/SA Relocations Relocations are occurring between numerous AA/SA offices to assist in the development of a one-stop shop for student services.

Administrative Services

Institutional Effectiveness

- Assessment Institute Session for Academic Deans
- Compliance Assist Development
- FSPPM Updates
- Johnson City Prospectus Updates
- Major Accomplishment Reviews
- Performance Funding Report
- State Data Validations
- Updated/Developed Dashboards

Plant Operations

- Continued renovation of C1104
- Atrium Renovation progress meeting
- HVAC repairs at RCHP
- Bid documents for painting at Johnson City
- Updated Chemical Hygiene Plan
- Tree trimming on main campus
- Fire alarm tests at Atrium

Continued work on motor pool parking pad

Planned for this week:

- Renovation of C1104
- Kick-Off meetings for Emerging Technologies
- Preparation of bid documents for painting at Johnson City
- Work on motor pool parking pad

Community Relations

Northeast State press releases:

- 06-24-13 Still time to catch a summer class at Northeast State at Bristol
- 06-13-13 King University, Northeast State sign reverse transfer agreement
- 06-13-13 Registration now under way for Six Sigma courses
- 06-12-13 COMPASS, MyMathLab exams slated for Bristol site
- 06-12-13 Michael Bellar and AS-IS Ensemble in concert June 24

Northeast in the news:

- 06-21-13 Michael Bellar and AS-IS Ensemble in concert Monday at Northeast State JC Press
- 06-15-13 King University, Northeast State agreement makes sense Tricities.com
- 06-14-13 King University, Northeast State join forces Tricities.com

Tasks completed:

- Nursing pinning ceremony brochure w/graduate names
- TRiO bookmark

Tasks pending:

- Volunteer Northeast brochure
- Updates to NE at Kingsport Web site
- Leadership video for fall update

Computer Services

- Generated new hires report for HR
- Monthly payroll support
- BDMS troubleshooting and support
- Worked on Degree Works localizations
- Applied data updates to EDE Adjunct System
- Updated Runner Clean Address database
- Continued work/support with CSD system
- Website design work
 - o Completed initial design for Environmental Health & Safety
 - New design for Business and Industry tab on home page
 - New home page header with additions for new Cohorts and Mini-Mesters
 - Doyle Lawson Institute page
 - New page advertising the Next Step Cohorts
 - New section for TRiO Student Success Stories

- New menu for TRiO
- Updates and testing on Beta Bulletin Board (Distribution Email Alternative)
- Student Advisory Committee web application
- Evaluation web application
- Worked on Windows Phone app
- User account management
- Provide systems-related infrastructure support
- Met with Dell representatives to discuss systems / storage infrastructure
- Assisted with Loan Reconciliation
- Worked with FA to resolve document tracking issues
- Continued work on NeSCC General Scholarship Program Report
- Daily support of FA ISIR data loads
- Continued work on SciQuest implementation
- Applied software updates to Windows servers
- Daily monitoring of systems backups, server logs rebooting servers over the weekend to resolve issues with anti-virus software
- Racked replacement server for Polaris

Grants/Funding Opportunities

Reviewing, researching, and/or preparing proposals for the following external funding opportunities:

- Trade Adjustment Assistance Community College and Career Training (TAACCCT)
- Grant Program (Round 3)
- NC/FL/TN Consortium Welding, Machining and Manufacturing
- Houston (TX) Community College Consortium Cybersecurity
- Complete College America (CCA) Consortium GPS to Jobs
- Mountain Empire Consortium PLUGGEDIn
- NeSCC Single Institution –NeAMT (Advanced Manufacturing Technologies)
- NEH (National Endowment for the Humanities) Bridging Cultures at Community Colleges
- CashCourse Reimbursement Program 2013-Cycle 2
- Governor's Competitive Workforce Development Grant
- TBR/Lumina Foundation Grant

Campus Workshops/Meetings/Activities

- Participated in TN/FL/NC TAACCCT Advanced Manufacturing Consortium weekly conference call
- Sponsored webinar "Grants: How to find and Secure New Funds" for faculty/staff professional development
- Secured and submitted information to three TAACCCT consortium grant projects

Economic and Workforce Development

Northeast State at Kingsport (NSK)

- Attended the Holston Business Group Board of Directors Meeting
- Attended the NETWORKS Full Board Meeting
- Attended the TBR Quarterly Board Meeting at Walter State Community College
- Participated in the KCHE Director Search Committee meetings

Workforce Solutions

- Delivered 21 hours of hands-on instruction to Eastman Maintenance apprentices
- Delivered and completed one Eastman Apprentice Specialty Mechanical Performance Test
- Delivered and completed one Eastman Apprentice Basic Electrical Performance Test
- Completed another Eastman Apprentice Basic Electrical Performance Test
- Hosted second week of AMP Camp for rising 8th and 9th graders
- Worked with the TN Department of Education to coordinate a "CTE Teacher Externship" pilot program with Eastman Chemical
- Attended a Phlebotomy curriculum/program webinar
- Continue to attend Phlebotomy program planning meetings
- Attended meeting to plan recording segment of Summer Institute Workshop
- Met with Computer Science faculty to further discuss non-credit program offerings
- Attended "Linking Education, Economic & Workforce Development Community Discussion"

President's Office

- MOOCs Online Taskforce Meeting
- Emerging Technologies Complex Design Kick-Off Meeting
- Capital Campaign meeting with potential donors
- TLDP Project Meetings

Finance

- Preparing for year-end; submitting year-end documents to TBR
- Year-end calendar has been distributed to all staff with required duties
- Began weekly Sciquest conference calls preparation has begun on implementation
- Risk Assessments on Auxiliaries and Student Affairs
- Food Service Bid Process has been completed
- Prepared first TBR President's quarterly report for the year using new format
- AMP grant close-out procedures ongoing
- Purchasing close-out procedures have been distributed to campus
- Business Office has been remodeled; open for business

Foundation

- Preparing for Because of You Workshop
- Working on mascot suit reveal for fall
- Planning capital campaign visits for lead gifts
- Attended a conference on "Developing Major Gifts"

Human Resources

Conducting annual evaluation process.

- Conducting annual policy review process and working on the draft of new policies.
- Reviewing/testing on-line training modules.
- Met with Assistant Director of Environmental Health & Safety to review on-line training for safety.
- Participated in TBR Affirmative Action Officers conference call June 19.
- TBR HR Officers meeting June 26.
- Ordering scanners for all HR offices to begin BDMS.
- Continuing fiscal year-end close process.

Internal Audit

- Meetings and test work continue in relation to the Academic Advising and Data Security FY '13
 Workplan Audits
- TBR System-wide Internal Audit special project assistance
- TBR System-wide Internal Audit is currently working on the audit methodology for auditing the THEC funding formula; the plan at this point is to break it down into a series of audits with the first one focusing on student Progression
- The on-site peer review portion of QAR for Northeast State Department of Internal Audit will likely be in July, 2013 (TBR is scheduling and will let us know when the date has been set)
- Reminder that Northeast State Internal Audit will be performing the end-of-year testwork/procedures (i.e., cash counts, etc.) done in previous years by ETSU Internal Audit; please contact Shane Lewis with any questions/comments.

Student Affairs

Enrollment Management

- Continue performance evaluations
- Routine meetings
- New Student Orientation
- DegreeWorks prep work
- Furniture meeting for Atrium
- Roll out of Clearinghouse Enrollment Verification on NE webpage
- Math Learning Support Boot Camp
- Sheila Bray move to Elizabethton
- Set up interview schedule for Director of Financial Aid

Veterans Affairs

- Planning for Because of You campaign
- Registration/advising
- SVA Student Veteran Association approved and planning

Financial Aid

- Continuing to process for upcoming fall semester
- Reviewing applications submitted for Director

Enrollment Services

- Conducted first NSO for fall classes 91 students attended plus 21 family members, 58 students met with FA representative
- Added July 19th NSO at our new Bristol teaching site
- Interviewed 5 candidates for Technical Clerk position
- Met with Chris Ramsey, UT Extension Agent, and Reece Barringer about gardening plans
- Assisted Admissions with mailings
- Conducted campus visits for two people

Student Support Services

- Worked on annual Performance Report.
- Worked with marketing and print shop on brochures and bookmarks.
- Tonya Cassell presented TRIO at Camp College
- Worked at recruiting TRIO participants during NSO.
- Submitted CashCourse Reimbursement Grant Application

Center for Students with Disabilities

- Continue to meet with new students and parents
- Disability Presentation to Camp College students
- Working with teachers to arrange test accommodations
- Disability Presentation to Friends and Family for Orientation
- Scheduled students' tests with Accommodation Specialist
- Scholarship Review Meeting
- Many phone calls inquiring about disability services

Career Services

- Met with Tennessee Department of Education/Eastman Externship Program 2013 attendees
- Completed staff evaluations
- Prepared students for the upcoming Eastman Drafting Internship interviews
- Met with Institutional Effectiveness staff concerning surveys
- Conducted presentation to the New Student Orientation Friends and Family group
- Attended "Linking Education, Economic & Workforce Development" work session
- Provided services to the Elizabethton training site

Student Success Center

Student Development

- 2013-2014 Student Planner and Handbook submitted to publisher.
- Office temporarily relocated to C2107 while C2110 is renovated.
- Working with David Haga on Student Needs Project

Student Life

- Spoke to Camp College students
- Helped with New Student Orientation
- Continued training/orientation with Tony Kay
- Communicated with TBR staff regarding the Skills Competition
- Worked on mascot suit reveal event
- Conducted Interview for CLASS and Student Traffic Court
- Planned training for Student Traffic Court

Counseling and Testing Services

- Denise attended Grants Webinar.
- GED at Johnson County Jail on 6/18 and Spanish GED test in Gray on 06/20
- COMPASS testing ongoing on main campus and at the RCAT

Office of Scholarship Programs

- Review of Student Emergency Scholarship Program
- Attended Math Learning Support Boot Camp meeting Friday, June 21
 Continued work on new report for the 2013-2014 Northeast State General Scholarship Program