# Executive Council Updates May 21, 2013

## **Academic Affairs**

- Accreditation: On-going.
- Academic Division Offices: Intercession start-up for May 16 and preparing for beginning-ofsemester summer responsibilities.
- Grant Opportunities: Northeast State has agreed to serve as the lead institution for a TAACCCT grant which will focus on advanced manufacturing. Various individuals are participating in conference calls to learn more about the grant, the timeline, etc.
- Additionally, Lana Hamilton and Sam Rowell attended a C3T grant meeting at Mountain Empire
  Community College to discuss a potential grant initiative between Virginia Highlands Community
  College, Mountain Empire Community College, and Northeast State. The next steps will be for
  NeSCC to submit various informational items such as program information, budget requests,
  personnel requests, etc.
- THEC and TBR MOOC Lana Hamilton shall be attending a meeting at THEC on Thursday,
   May 23 to discuss MOOCs as related to credit courses.
- Academic Audit Planning Ahead: William Wilson conducted an UNPA meeting on Monday, May 13, to kick off the 2013-14 AA/AS Academic Audit. All UNPA faculty shall be involved in the audit.
- Articulation Agreements: The Northeast State/King University articulation agreement has been revised and revisions have been posted. Also, Academic Affairs is working with Tusculum College and Milligan College in developing additional course equivalencies, etc.
- 2013-14 Curriculum Guides: The 2013-14 Curriculum Guides are in the printing stage of review and shall be ready in one week.
  - o Governance and policy structures; TBR's role in initiative
  - Transfer of Credit
- Reporting, Projects, and Task Forces Various institutional and THEC/TBR reports, projects, and task forces are on-going.

## **Administrative Services**

#### **Institutional Effectiveness**

- Compliance Assist Development
- Johnson City Prospectus Development
- Institutional Researcher's Conference
- Assessment Institute Boot Camp I
- Proving data for the ACBSP quality assurance report
- Pulling data for the state and other ad hoc requests

## **Print Shop**

Began printing the new curriculum guides (qty 100+) which will take several weeks to complete

## **Plant Operations**

#### This week:

- Reviewed EH&S program with Chief Edens
- Delivered furniture to Elizabethton
- Assisted with graduation ceremony
- Amphitheater site visit with potential designers
- Field dimensions for security devices at Johnson City
- Atrium Renovation progress meeting
- ADA Updates project 1-year warranty inspection
- Planning for C1104 renovation
- Cleaned windows in Fine Arts
- Mowed main campus, Gray, Kingsport
- Recycled batteries and fluorescent tubes
- Continued building inspections
- F215 refurb
- Staff safety training
- Fire alarms testing

#### Next week:

- Meeting at ETSU with EH&S staff
- Replace tree at arboretum
- Continue building inspections
- Refurb P105

## **Marketing**

- Marketing for Bristol Classes start June 4th
- Fall Marketing Campaign planning/videoing
- TTP Marketing Updating materials

## **Police and Safety**

- Working on obtaining and integrating crime statistics from other agencies for Clery Act Report.
- Chief Edens working with new Assistant Director of Environmental Health and Safety.
- Coordinating with Bristol representatives and Tyco to get camera system functional at Bristol.
- Sent two officers to Active Shooter training in Knoxville.

## **Community Relations**

## News releases:

- 05-17-13 Scholars honor Tait White, reach \$10K goal
- 05-14-13 Northeast State graduates largest class ever

#### Northeast in the news:

- 05-19-13 After graduation: Local college grads are landing jobs JC Press
- 05-15-13 Skilled community college grads landing jobs in the region WCYB
- 05-15-13 More than 1,200 degrees, certificates awarded at NE State graduation JC Press
- 05-14-13 Town resident awarded for campus garden project Herald & Tribune

#### Tasks completed:

- Handbook for Families
- College video update for May 23 foundation meeting
- Updates completed for VP foundation reports
- Jump Start Ed & Grow application

## Tasks pending:

- Campus signage
- Volunteer Northeast brochure
- Updates to NE at Kingsport Web site

## **Grant Development**

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

- Trade Adjustment Assistance Community College and Career Training (TAACCCT)
  - Grant Program
- NC/FL/TN Consortium Welding, Machining and Manufacturing
- Houston (TX) Community College Consortium Cybersecurity
- Complete College America (CCA) Consortium GPS
- NEA Grants for Arts Projects: Challenge America Fast-Track
- NEH (National Endowment for the Humanities) Bridging Cultures at Community Colleges
- USDOJ (US Department of Justice) COPS Hiring Program (CHP)
- DOE Investing in Innovation Scale-up and Validation Grants
- Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (FY) 2013 Campus Suicide Prevention Grant Program

## **Campus Workshops/Meetings/Activities:**

- Participated in TBR Access and Diversity Grant conference call and met with David Haga and Erika Adams, grant recipients
- Participated in TAACCCT Advanced Manufacturing consortium grant conference call
- Worked with John Edens to complete narrative and application for COPS Hiring Program Grant
- Forwarded information to Dr. Wang regarding financial literacy programs and training

## **Economic and Workforce Development**

#### **Northeast State at Kingsport (NSK)**

- Participated in the Choice Neighborhood Initiative (CNI) Planning grant for the Education Focus
   Group
- Attended the Kingsport Chamber of Commerce monthly meeting
- Met with Carolyn Paskert to discuss The Who We Are Counts in Performance Management program
- Participated in a tour of Frontier Industries prior to the United Way Campaign Cabinet meeting.
- Attended the ribbon cutting ceremony at the new Kingsport Aquatic Center & YMCA Wellmont Center

## **Workforce Solutions**

Delivered 16 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 E & I Performance Test
- Hosted a tour of RCAM for Johnson County High School students
- Hosted Kingsport Housing & Redevelopment Authority at RCAM
- Completed Eastman apprentice orientations for the summer 2013 semester
- Developed draft job information from Machinist DACUM
- Continue to work with Junior Achievement class at Liberty Bell Middle School
- Met with Amanda Adams and Jonathan Brooks to map out promotion of Workforce Solutions and fall classes
- Scheduled a Six Sigma class
- Met with Jim Kelly and Travis Brooks to further develop the summer workshop with Doyle Lawson
- Continue to work on webpage and Facebook (posted pictures and video from Emergency Readiness in the Dental Office class)

## President's Office

- BPM Oversight Committee Meeting May 20, 2013
- TBR Presidents' Council Meeting May 21, 2013
- Foundation Board Meeting May 23, 2013
- Working with Northeast State at Johnson City designer (Shaw and Shanks) on renovations sending out bid for construction
- Capital Campaign meeting with potential donors, Foundation Board members

#### **Finance**

- Budget preparation process
- Year-end calendar published
- Year-end training
- Risk Assessments on Auxiliaries and Student Affairs
- Food Service Bid Process
- AMP grant close-out procedures
- Testing on Banner upgrades
- IPEDS update

#### **Foundation**

- Preparing for annual board meeting and luncheon on May 23
- Attended graduation
- Completed capital campaign silent phase kick-off meeting at Strongwell
- Received \$110,000 in in-king donations from The Volkswagen Group of Chattanooga (Thanks Ernie!)

#### **Human Resources**

- Working to complete new report request from Tennessee Department of Labor regarding Occupational Employment Statistics.
- Training continues to prepare for implementation of People Admin online application system. Will attend training at TBR on June 4-5. Projected to go live has been changed to July 1, 2013.

- Participating in on-going webinars each week to prepare for People Admin on-line application process and system testing.
- Attended BPM meeting on position control at Nashville State on May 13-14.

#### **Internal Audit**

- Meetings and test work continue in relation to the Academic Advising and Data Security FY '13
  Workplan Audits
- Completed a review of Management's Risk Assessments for Financial Management, Physical Plant, Student Services, and Auxiliary Enterprises and sent to Finance for submission to TBR (due May 31)
- The on-site peer review portion of QAR for Northeast State Department of Internal Audit will likely be in June or 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**

- Error/Exception Report Team Meeting
- Cross Functional Team Meeting
- GRADUATION set up
- GRADUATION Program
- GRADUATION cleanup
- Johnson City Prospectus Kickoff Meeting
- End of Term Processing
- Transcript Processing
- Orientation session in Kingsport

## **Veterans Affairs**

- Completed application for Military Friendly Schools
- Orientation session in Kingsport
- Grade check for veterans

#### **Enrollment Services**

- Conducted first NSO for summer classes at KCHE 16 students attended
- Participated in Resource Fair at Northeast Correctional Facility in Mountain City
- Participated in commencement exercises
- Working with Amanda Adams to update recruiting brochure
- Continued stuffing packets for NSO programs
- 5 campus tours

## **Student Support Services**

- Attended NeSCC Commencement (May 14)
- Wrote up CashCourse Fall 2013 Reimbursement Proposal
- Attended New Student Advisor Training hosted by Student Success Center

- Attended Focus Group with Matt Delozier
- Assisted with NSO at the KCHE
- Met with President's Student Leadership Team
- Participated in video projects for Targeted Leadership Development Program and Student Affairs

#### **Center for Students with Disabilities**

- PACE video highlighting our office/ celebrating graduate
- Graduation used 4 wheelchairs-many disabled guests
- Met with students (schedules and appeals)
- New accommodation letter process implemented
- Called all CSD students who do not have fall schedules
- Construction work beginning on C1104 for expanded CSD services

#### **Career Services**

- Completed interviews for the Career Development Services Secretary II position
- Coordinated meeting with Sam Rowell and Eastman to establish an ongoing drafting internship
- Met with local employer to establish a referral system
- Worked with students at graduation to update contact and placement information
- Visited the Kingsport and Elizabethton teaching sites to provide career services
- Manned booth at Hiring Our Heroes Job Fair
- Met with students to provide assessments, career counseling and employment counseling services

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- Assisted with NSO at the KCHE
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- Participated in video projects for Targeted Leadership Development Program and Student Affairs

#### **Student Development**

- Continued work on 2013-14 Student Planner
- Assisted at Commencement Ceremony
- Completed New Student Advisor training

#### **Student Life**

- Helped with Graduation
- President's Student Leadership Academy evaluation and planning
- Generated report for TBR on Student Activity Fee expenditures for Speakers

## **Counseling and Testing Services**

- Neisha Linginfelter and Denise Walker attended Washington County Detention Center's GED graduation ceremony on May 15.
- Eleven Hispanic students took the Spanish version of the GED test in Gray.

## **Office of Scholarship Programs**

- Financial Aid Help Center staff attended USA Funds Spring Financial Aid Workshop Thursday, May 16
- Reviewed applications for the Cardiovascular Technology Program National Registry Examination Scholarship
- Worked on scholarship account review information for fall semester scholarships