Executive Council Updates April 30, 2013

Academic Affairs

- 1. Accreditation: On-going.
- 2. Off-campus Teaching Sites Bristol: Continuing to market Bristol for summer classes and to prepare for Open House on May 6 2:00-6:00 pm.
- 3. Grant Opportunities:
- A. RxTN Grant Ms. Laura Jones has been hired as the grant coordinator and will begin serving as coordinator on May 20. She will work with Dr. Webb on establishing a LPN to RN pathway with the first summer class starting in 2014.
- B. TAACCCT Grant Initiatives 2 consortium projects: 1) Cybersecurity and 2) Welding/Maching/Manufacturing and 1 single college application.
- 4. Academic Division Offices: Preparing for Final Exam Week, End-of-Semester Divisional Responsibilities, and Beginning-of-Semester Summer Responsibilities.
- 5. The Academic Council Assessment Institute The first session of the Institute was conducted on April 24 by Academic Affairs and Institutional Effectiveness. The session went well and members are preparing for the second session in May.
- 6. Reporting, Projects, and Task Forces Various institutional and THEC/TBR reports, projects, and task forces are on-going.

Administrative Services

Plant Operations

Last week:

- Toilet repairs at KCHE
- Restroom door repairs at RCHP
- Mowed main campus, Kingsport, and Gray
- Installed 10 tree posts and plaques
- Custodial equipment repairs
- Repairs to irrigation systems at RCAM and RCHP
- Replaced two trees at RCAM
- Serviced mowing equipment
- Several jobs at the Bristol site: cleaning, room numbers and white board installs, etc.
- Owner training at Bristol
- Installed hose bib for gardens

- Started building inspections at main campus
- HVAC repairs at Gray

This week:

- Atrium Renovation progress meeting
- 1-yr. Warranty inspections for Faculty and General Studies roofs
- Mowing at main campus, Kingsport, and Bristol
- Prep for Bristol open house
- Replace tree at arboretum
- Planning for F215 renovation
- Continue building inspections
- Programming for Financial Aid relocation/renovation

Community Relations

Tasks completed

- Toyota Kata photography
- TRiO Tea photography
- Scheduling for foundation update videography

Tasks pending

- Campus signage
- Volunteer Northeast brochure
- Updates to NE at Kingsport Web site
- Handbook for Families
- Jump Start Educate and Grow application

News and Events posted/distributed

- 04-26-13 Northeast State, Eastman noted in top five finalists for AACC national award
- 04-25-13 Meet the Northeast State Bears
- 04-24-13 College partners with Second Harvest to aid in-need students
- 04-22-13 College welcomes 93 new members into PTK chapter

Northeast State in the News

- 04-27-13 Tennessee teacher wins screenplay contest Kingsport Times-News
- 04-25-13 Look out for the Bears (mascot) on the Northeast State campus Tricities.com

News releases pending

- NE Elizabethton expansion
- Math Learning Support high school program

Other

- Foundation video update
- Ongoing directory photos

Institutional Effectiveness

According to our IE Assistance Request System, below are some of the major initiatives completed this week and/or in progress:

- Initiated the contract process for the Economic Development Reports for Johnson City and Kingsport
- Updated the Financial Aid Awards dashboards, including the paid awards and ISIR counts by month
- Created the Professional Development Survey
- Continued creation of the new strategic planning/budgeting template
- Hosted first Assessment Institute
- Prepared presentation and co-presented new Values to the College
- Continued development of non-academic unit assessments
- Researched questions regarding funding formula data; awaiting responses from state

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 (TAACCCT)
- National Science Foundation Advanced Technological Education (ATE)
- Office of Elementary and Secondary Education (OESE): Small, Rural School Achievement (SRSA)
 Program CFDA Number 84.358A
- NEA Grants for Arts Projects: Challenge America Fast-Track

Campus Workshops/Meetings/Activities:

- Conference call update with TAACCCT Advanced Manufacturing consortium members
- Conference call with Les Fout, Pellissippi State Director of Major Giving, regarding TAACCCT projects
- Prepared and submitted revised budget for TBR-funded Student Needs Project
- Attended NeSCC Foundation Scholarship Committee luncheon to discuss internal grant applications
- Attended and participated in the Values and Mascot Reveal
- Facilitated Committee for Recruitment, Enrollment, and Retention of Underrepresented Populations meeting
- Met with Interim Vice-President of Student Affairs to discuss TBR Access2Success initiative; phone calls to Assistant Vice-President of academic Affairs and Dean of Enrollment Management regarding the same
- Met with Dean of Advanced Manufacturing to review TAACCCT grant options
- Presentation to Phi Theta Kappa for Honors in Action Project

Other

- Recipient of YWCA Tribute to Women Award in Education; Awards Banquet on April 25th
- Attended Hands on Museum Hot Tea and Totes fundraiser (member of Board of Directors)

Economic and Workforce Development

- Attended American Association of Community College (AACC) 93rd Annual Convention in San Francisco, CA. Northeast State was nationally recognized as one of five finalists for the AACC Awards of Excellence in the Outstanding College/Corporate Partnership category.
- Participated in an on-camera interview with Bob Carpenter as part of the video update for the upcoming Foundation Board meeting

- Attended the Kingsport Board of Mayor and Aldermen (BMA) Meet & Greet and Candidate
 Forum
- Attended the AMP Budget/Finance meeting
- Continue to work on updates for Northeast State at Kingsport web pages

Workforce Solutions

- Provided informational tour of RCAM for representatives from Haywood Community College
- Delivered 72 hours of hands-on instruction to Eastman Maintenance apprentices
- Delivered and completed one Eastman Apprentice Basic Mechanical Performance Test
- Delivered and completed one Eastman Apprentice Basic E & I Performance Test
- Hosted Domtar Reliability Workshop at RCAM
- Hosted Sullivan Central Welding Cohort at RCAM
- Hosted a tour of RCAM for students from the Morrison School of Bristol, VA
- Hosted a team building workshop for Holston Medical Group at RCAM
- Hosted the AMP Budget/Finance Committee meeting at RCAM
- Hosted Toyota Kata seminar for 21 participants with some traveling from West Tennessee and Chattanooga
- Attended MOOC webinar on Wednesday
- Attended Derby planning meeting on Friday

President's Office

- US Chamber of Commerce Small Business Summit in Washington, DC
- 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
- Preparing for Commencement

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

- Completed script for Dr. Gilliam to use for mascot reveal
- Planning for spring fundraiser The Derby
 - Heather Cook and Anne Rowell were on Daytime Tri-Cities to promote the Derby
 - Completed final committee meeting
 - Finalizing sponsorships
 - Creating seating chart
 - Working with Foundation Event Facility on logistics
 - o Tickets available on <u>www.derbynortheast.com</u>
- Preparing for annual board meeting and luncheon on May 23

- Awarded innovation grant and internal grant applications
- Raised over \$6,000

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 Projected to go live has been changed to June 1, 2013.
- Participating on two webinars each week to prepare for People Admin on-line application process and system testing.
- Working on annual Affirmative Action Plan which will incorporate 2010 census data. New census data should be available by March 31.
- Beginning preliminary budget work to prepare for budget submission to TBR by May 3.
- Preparing for BPM meeting on position control to be held in Nashville, May 13-14.

Internal Audit

- Meetings and testwork continue in relation to the Academic Advising and Data Security FY '13
 Workplan Audits
- Review Management's Risk Assessment completed by Finance for Auxiliaries

Student Affairs

Enrollment Management

- Cover Bristol site
- Bristol Prospectus
- YWCA recruiting event
- Routine meetings

Enrollment Services

- Met with Keith Glover to discuss Navigator transition
- Hosted group of 14 students and 2 adults from Johnson County Gear Up
- Continued preparations for Orientation Leader training and New Student Orientation
- Attended Values Presentation in RCPA

Student Support Services

- CCTA Academic Advisement Meeting
- PTLA Meeting with Dr. Gilliam and Diversity Team
- Attended Mascot and Values Statement Reveal
- TRiO Tea
- Worked with Disabilities to help with proctoring in Kingsport for TRiO Participants

Center for Students with Disabilities

- Learning Specialist traveled to Kingsport and Elizabethton to work with CSD students.
- Coordinator attended (?) at the Chamber of Commerce.
- Secretary attended Administrative Professionals Luncheon
- Learning Specialist attended Mascot Reveal.
- Secretary proctored 15+ students taking tests in the CSD lab.

Accommodations Specialist read for students with this accommodation.

Student Success Center

- Pre-registration activities for summer/fall ongoing
- New Student Advisor training dates set for May
- Met extensively with the internal auditor about academic advisement processes
- Continued campaign to encourage students to register for fall classes prior to the end of the spring semester via posters, emails, and postcards

Student Development

- Greg Walters attended the Midway Honors Project Reveal for Tait White at ETSU, worked on the Student Planner with Counseling and Testing Services, worked with the Office of Scholarship Programs on award procedures, and hosted the Student Development monthly meeting.
- Kim Bellamy worked on the Workforce Development database verifying student information, worked with the Office of Scholarship Programs on the scholarship verification process, and attended the Student Development monthly meeting.

Student Life

- Met with CFA for office furniture planning
- Participated in college's value reveal and mascot reveal
- Student Development monthly division meeting
- 3-on-3 basketball tournament follow-up with team captains
- Distribute remaining Honors Convocation certificates
- Begin Event planning for Fall

Counseling and Testing Services

- Met with the Premier Sales Consultant to plan the 2013-2014 planner/handbook.
- Met with Russell Bowman on Community Resources webpage.
- Attended Committee for Recruitment, Enrollment, and Retention
- All attended Student Development monthly staff meeting.
- Christa Powell, intern, facilitated Professional Development workshop for Institutional Effectiveness on Setting Boundaries.

College Nurse

- Student Health 101 Conference Call
- Alcohol Social Norms Campaign
- TLD Mascot Reveal

Office of Scholarship Programs

- Attended Student Development staff meeting Wednesday, April 24
- Attended Scholarship Committee meeting Thursday, April 25
- Attended Committee for Recruitment, Enrollment, and Retention meeting Friday, April 26