Executive Council Updates April 2, 2013

Academic Affairs

1 - Accreditation

- A. 2012-13 Academic Audit AAS Public Safety and Justice Administration. Dr. Wang and program faculty have submitted the Academic Audit self-study report for the AAS Public Safety and Justice Administration degree program and are preparing for a site visit on April 8-9. Additionally, Lana Hamilton shall be chairing an Academic Audit site visit in April in AAS Public Safety at Walters State Community College, which is scheduled for April 3-4.
- B. Discipline-specific accreditations: On-going.
- 2 Off-campus Site Expansions Off-campus site expansion projects at Northeast State at Elizabethton, Johnson City, and Bristol continue.
 - A. Northeast State at Bristol Dr. Keith Young and other campus personnel shall be working in Bristol from a temporary office during the month of April. Plans are to offer Mini-Mester courses in April with Summer/Fall courses forthcoming. A website has been created so that information about Bristol is available. Additionally, an Open House is being planned for early May.
- 3 CCTA: Academic Advisement Committee The Spring 2013 Academic Advisement Professional Development initiative began on March 4 at 8:30 am (~12 sessions shall be available for faculty and staff in Academic Affairs) and appears to be going well. Participants have been positive about the *My Northeast* training as well as other advising informational items.
- 4- 2013-14 Catalog –The 2013-14 Catalog and Student Handbook did "go live" on April 1.
- 5 Academic Affairs Office Continuing to work on developing standard operating procedures for major projects/tasks in the office of Academic Affairs. The current project is building an electronic database for promotion and tenure files.
- 6 Dean of Health-Related Professions Search Ms. Connie Marshall has accepted the position of dean of Health-Related Professions (effective April 1).
- 7 TBR Prior Learning Assessment (PLA) Taskforce Don Coleman shall be attending the PLA Task Force meeting on April 9-10 on behalf of Northeast State.
- 8 Welcome to Northeast State! Academic Affairs would like to welcome Jessica Barnett (KCHE Events Coordinator) and Susan O'Connor (Nursing Division Secretary) to Northeast State.

Administrative Services

Plant Operations

- Last week:
 - o Fertilize at main campus.
 - o Removed and cleaned snow equipment.
 - Punch list inspection at Bristol.
 - Electrical repairs at RCAM.
 - o Furniture delivery to Elizabethton.
 - EH&S interviews.
 - Prep for Bristol opening.
- This week:
 - Security grilles at Johnson City.
 - Site lighting repairs at main campus.
 - Capital budget workshop at Pellissippi.
 - o Atrium Renovation progress meeting.
 - o Bristol cleaning and furniture delivery.

Print Shop

Normal printing jobs have been submitted and completed

RCPA/Auditorium

- Last Week:
 - Two campus tours were scheduled for the Auditorium, although one cancelled because of weather concerns
 - We held four movie showings in cooperation with the Spanish Club in the Auditorium
 - More pieces of the permanent Auditorium equipment arrived, and we began working on installing sound equipment
 - This past weekend was tech weekend in the RCPA for Treasure Island, and the Theatre faculty and students were working every day of the break.
- This Week:
 - o Two more student tours are scheduled for the Auditorium
 - Gail Sellinger, the expert on pirates brought in by the Cultural Activities Committee, will be presenting a lecture on Wednesday night and two more sessions for the students on Thursday
 - Treasure Island will open on Thursday night and the cast will perform 5 shows before the end of the weekend

Police and Safety

- Training three new police officers
- Working on security needs at Bristol
- Interviewing for the Assistant Director of Environmental Health and Safety position

Academic Computing

 Up to that point we have trained 70+ faculty inthe new version of D2L. Additional training is ongoing this week

Community Relations

- Tasks completed
 - Theatre program poster
 - o Registration guide delivered
- Tasks pending
 - Capital campaign student stories
 - Campus signage
 - Application for admission
 - Volunteer Northeast brochure
 - Updates to NE at Kingsport Web site
 - Career Focus
- News and Events posted/distributed
 - o 04-01-13 CAMP COLLEGE provides inside track to campus life
 - o 03-28-13 Debate teams hosts Spring Fling tournament
 - o 03-27-13 Northeast State to host Spring Career Fair 2013
- Northeast State in the News
 - o 03-30-13 'Piratologist' Gail Selinger sails into Northeast State Times-News
- News releases pending
 - Linda Calvert YWCA award
 - AAS auto body
 - Recycling center
 - NE Elizabethton expansion
 - New GED test
 - Math Learning Support high school program
- Other
 - Ongoing directory photos

Grant Development

- Reviewing, researching, and/or preparing proposals for the following external funding opportunities:
 - Trade Adjustment Assistance Community College and Career Training (TAACCCT)
 - o Grant Program (TAACCCT) RFP scheduled for release in March or April
 - Title III Strengthening Institutions Programs
 - National Science Foundation Advanced Technological Education (ATE)
 - Tennessee College Access and Success Network Grants Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom Challenge Grants Program
 - State Farm State Farm Youth Advisory Board National Grant Program
- Campus Workshops/Meetings/Activities:
 - Reviewing proposals for submission to the Tennessee College Access and Success
 Network (TCASN) grant program
 - Attended Extended Executive Council
 - o Facilitated NeSCC Foundation Internal Grant Application Workshop
 - Met with Matt Delozier to review funding opportunities for STEM/Early College programs
 - Participated in conference call with Pellissippi State to discuss possible TAACCT Grant consortium.
 - Met with Jeff McCord and Robin Byrd to discuss AMP grant closeout procedures

- Attended Institutional Effectiveness Strategic Planning Review Team Chairs Training Session
- Working on Access and Diversity Scholarship Recipients meeting
- Other
 - o Attended Eastman Chemical Company's Regional Leaders Breakfast
 - o Attended Rotary Club of Kingsport meeting; recognized as a Paul Harris Fellow

Economic and Workforce Development

- Kingsport Higher Education Commission approved for Tusculum and Milligan College to offer programs in KCHE beginning in fall 2013
- Attended Kingsport Higher Education Commission quarterly meeting
- Attended Legislative Affairs Committee meeting
- Cohosted visitors from Beaufort and Jasper counties in South Carolina to discuss higher education efforts at the Kingsport site
- Attended Eastman Chemical Company's Regional Leaders Breakfast 2013
- Participated in development of draft Values statements

Workforce Solutions

- Delivered 85 hours of hands-on instruction for Eastman Maintenance apprentices
- Delivered and completed one Eastman Apprentice Basic Mechanical Performance Test
- Delivered and completed one Eastman Apprentice Basic Electrical Performance Test
- Hosted a tour of RCAM for Eastman Chemical new hires
- Presented NAO robot to 5th grade STEM students on the Blountville campus
- NAO robot participated in the Blood Mobile Event at RCHP
- Kicked off 35-hour D2L Pulp & Paper non-credit class
- Coordinated schedules for 7 apprentices in the upcoming summer semester
- Coordinated schedules for 35 apprentices in the upcoming fall semester
- Met with Danny Lawson to discuss WFS partnering with Business Technologies in offering noncredit training
- Continued to work with Amanda Adams on developing a tagline and marketing avenues
- Attended the internal Grant Application Workshop

President's Office

- PTK Annual Convention April 4-6
- 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

- Planning mascot reveal for April 25 (to follow values skit presentation)
- Hosted an alumni table at Grad Kick-off received almost 200 alumni contact cards
- Organizing outstanding alumni award presentation
- Helping prep for donor visits with Dr. Gilliam
- Attended "Managing the Capital Campaign" in Chicago
- Selling Derby hats www.derbynortheast.com
- Requesting volunteers for the Derby on May 4
- Raised \$2600

Human Resources

- Salary Study was submitted to TBR on March 28. The plan will be reviewed by the Compensation Committee and submitted for approval at the June TBR meeting.
- Training continues to prepare for implementation of People Admin online application system Projected to go live May 1, 2013.
- Working to complete IPEDS report which is due April 10.
- Working on annual Affirmative Action Plan which will incorporate new 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.

Internal Audit

Work continues on FY '13 Audit plan projects

Student Affairs

Enrollment Management

- Registration begins
- Kevin Shutt meeting and planning
- Grad Kickoff went well...considering the snow
- Veteran Brochure submitted and approved printing underway

Enrollment Services

- Recruiting visits to East HS and University School
- Met with returning Navigators to discuss changes to their group for next year
- Hosted group of 40 Talent Search students and two chaperones
- Administered two CSSEE surveys
- Sent email to 1202 students who participated in New Student Orientation (both for F12 and S13 entry) reminding them about priority registration on April 1st
- Finalized dates & rooms for New Student Orientation programs over the summer

Student Support Services

- Attended HEP Program Directors Meeting in Washington DC
- Accompanied 12 TRiO Participants to ETSU Open House
- Assisted with tickets and greeting at the Grascals Concert
- Attended NeSCC Foundation Grant Application Workshop

Center for Students with Disabilities

- Continued to assist CSD students with: Appeals/Advising/NA's & Accommodation Letters.
- Coordinator taught Note-Taking Workshops.
- Coordinator and Learning Specialist worked the Graduation Finale.
- Coordinator traveled to KCHE to do Needs Assessments for CSD students.
- Learning Specialist travelled to both KCHE and Elizabethton to work with CSD students.
- Learning Specialist administered the CCSSE Survey to various classes.

Student Success Center

- Visited Elizabethton and Kingsport sites
- AB&T coordination meeting
- Assisted with middle school tours
- Administered CCSSE surveys
- Preparing for registration

Career Services

- Attended Johnson City Chamber Workforce/Education Committee meeting
- Attended Jacobs Creek Job Corps Industry Council Meeting
- Attended Expanded Executive Council meeting
- Began counseling sessions with Pulp and Paper students
- Presentation to career planning class
- Preparing for Spring Career Fair to be held April 17

Student Life

- Planning and coordination of Spring Fling
- Planning and coordination of Honors Convocation
- Coordination of and registration of participants for the 3 on 3 Basketball Tournament

College Nurse

- Blood Drive Northeast State Blountville, Elizabethton, Kingsport
- Social Norms Media Campaign Grant
- Health Services to Northeast State Gray

Office of Scholarship Programs

- Priority deadline to submit 2013 Educate and Grow Scholarship applications March 31
- Worked on "The Scholars Attic-A Rummage Sale" event