

Executive Council Updates March 19, 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. Additionally, Lana Hamilton shall be chairing an Academic Audit site visit in April in AAS Public Safety at Walters State Community College.
- 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 Ms. Lisa Lobdell shall be working in Bristol from a temporary office during the month of March. 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.

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 – Academic Affairs Office (Don, Teresa, and Hannah) are continuing to develop the *2013-14 Catalog and Student Handbook* for a “go live” date of 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 – The HRP Search Committee has submitted a recommendation to Human Resources and has received a response from TBR. The next step is for the candidate to meet with Dr. Gilliam and Dr. Hamilton.

7 - Retirements: Ms. Nancy Forrester and Ms. Kathy Thacker have announced their retirements effective June 30, 2013.

Administrative Services

Plant Operations

- Set up for event at KCHE
- Floor stripping and waxing at Gray and General Studies
- Window washing in Fine Arts hallways
- Started mulching at main campus
- Furniture removal, patch/paint walls, and cut door opening at New Maintenance
- Refurb of P201 and P202
- Started in-fill of P205B window
- Planned for this week:
 - Install new door and frame at New Maintenance
 - Furniture removal and installation at Library, New Maintenance
 - Furniture installation at Elizabethton
 - Continue mulching; first mow of season
 - JC Protocol meeting with Belfor, Terracon
 - Atrium Renovation progress meeting
 - NeSCC @ Bristol progress meeting

Police and Safety

- Director completed crime statistics training with TBI.
- Officers continued in-service training with the Sullivan County Sheriff's Office
- Continued personnel activities with the hiring of three police officers
- Provided extra security for Sullivan County School Board meeting in RCPA
- Worked on quote for talk-a-phones and cameras for Bristol

Community Relations

- Tasks completed
 - Registration guide sent to printer
 - NE at Bristol temporary signage in production
 - Nursing pinning ceremony tickets and program
- Tasks pending
 - Capital campaign student stories
 - Registration Guide
 - Campus signage
 - Application for admission
 - Volunteer Northeast brochure
 - Updates to NE at Kingsport Web site
 - Career Focus
- News and Events posted/distributed
 - 03-13-13 Northeast State at Bristol announces spring 2013 classes
 - 03-12-13 Career Expo hosts 1,400 8th graders
- Northeast State in the News
 - 03-14-13 Milligan music professor presents story about Alma Rose
 - 03-09-13 Atlantic Steps to perform March 15 at Northeast State – Kingsport Times-News
- News releases pending
 - NE at Bristol summer classes
 - Recycling center

- o NE Elizabethton expansion
- o Northeast State Career Fair
- o New GED test
- o Math Learning Support high school program
- Other
 - o Ongoing directory photos
 - o Framing of donor photos

Print Shop

- Submitted the Bristol mailer (qty. 18,000) to the Post Office Thursday morning to be mailed out.
- Working on the Educate and Grow mailer

RCPA/Auditorium

- Meetings with event organizers early in the week
- Completing Work Orders and beginning work on equipment installation in the Auditorium
- Held the Sullivan County School Board Meeting on Thursday
 - o Every news organization in the region was here to cover this event
 - o 500 people attended, most of whom were parents of children in local middle and/or high schools
- Hosted the Atlantic Steps in conjunction with the Kingsport Arts Council on Friday
- This Week:
 - o Alumni Advisory Council & Budget Hearings on Monday
 - o Host two sessions with Dr. Kelly Brown on Tuesday
 - o Host two sessions with Esther Bower on Wednesday
 - o Give Tours for Career Day on Friday
 - o Also host the major presentation of Dr. Angelo on Friday
 - o Host the Grascals concert on Saturday

Grant Development

- Reviewing, researching, and/or preparing proposals for the following external funding opportunities:
 - o Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program (TAACCCT) – RFP scheduled for release in March or April
 - o Title III – Strengthening Institutions Programs
 - o Make it in America Challenge Grant
 - o National Science Foundation Advanced Technological Education (ATE)

 - o Extension of Invitation to Participate in the Experimental Sites Initiative
 - o Tennessee College Access and Success Network Grants
 - o Secondary Education, Two-Year Postsecondary Education, and Agriculture in the K-12 Classroom Challenge Grants Program
- Campus Workshops/Meetings/Activities:
 - o Finalized grant application process and forms for NeSCC Foundation.
 - o Worked with Marketing to develop brochure for Educational Access and Diversity Scholarship Program.
 - o Attended TBR Access2Success (A2S) Summit in Franklin, TN.

- o Followed up with contacts for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program Consortium in Welding, Machining, and Manufacturing Industrial Maintenance; and Cybersecurity.
- o Processed Pre-Grant Application form for TCASN grant program.

Economic and Workforce Development

- Hosted nearly 1,500 8th graders for the 8th Grade Career Expo during March 12-15
- Attended Legislative Affairs Committee meeting
- Attended United Way of Greater Kingsport -Public Service Campaign Strategy meeting

Workforce Solutions (WFS)

- Delivered 160 hours of hands-on instruction for Eastman Maintenance apprentices
- Delivered one Eastman Basic Mechanical Performance Test
- Delivered and completed one Eastman Basic Electrical Performance Test
- Hosted a tour for United Electric Controls and received instrumentation donation
- Participated in the 8th Grade Career Expo at RCAM to encourage welding, machining programmable logic control and robotics. AMP Camp was marketed as well.
- Continue to work with Amanda on marketing efforts
- Completed preparation for Pulp & Paper and Journey of Excellence classes
- Updated records for THEC Workforce Development Reporting
- Began scheduling process for summer and fall semester apprentices

President's Office

- Budget Hearings
- Degree Compass Meeting
- Working with Northeast State at Johnson City designer (Shaw and Shanks) on renovations – sending out bid for construction
- Capital Campaign
- Targeted Leadership Development Program
- Salary Study

Finance

- No updates reported.

Foundation

- Completed Outstanding Alumni of the Year Award Process
- Mascot meeting to plan for reveal at Fall Convocation
- Completed first Alumni Advisory Council Meeting
- Planning for spring fundraiser – The Derby
- Doing follow-up work from Foundation Board Retreat
- Started a project on the history of the Foundation Board
- Working with Grants Office to distribute internal grant applications
- Raised over \$1,000

Human Resources

- Progress continues on the Salary Study – Plan due to TBR in late March.

- Training continues to prepare for implementation of People Admin online application system – Projected to go live May 1, 2013.
- Training and testing continues for changes with IPEDS. Due date is April 10, but there are still problems with the Banner IPEDS report.
- Working on annual Affirmative Action Plan which will incorporate new census data. New census data should be available by March 31.
- Annual HR Officers retreat – Fall Creek Falls

Internal Audit

- Work continues on FY '13 Audit plan projects

Student Affairs

Enrollment Management

- Preparations for Bristol teaching site
- Budget Hearings
- Scanning in Financial Aid
- Updating Application for Admission
- Updating Registration Guide

Enrollment Services

Student Support Services

- Budget Hearing
- Breakfast with the President TRIO event

Center for Students with Disabilities

- Coordinator and Learning Specialist attended Dyslexia Webinar.
- Coordinator presented at annual budget meeting.
- Coordinator attended graduation meeting and TRIO's breakfast.
- Planning for upcoming:
 - o Note-Taking and Test-Taking Workshops
 - o Vocational Rehab Counselors Luncheon to be held in April
 - o CSD student's graduation celebration to be held in April

Student Success Center

- Student Services began the installation of web cams in in each department and at off campus locations to enhance the delivery of services to students at our off campus locations.
- Correspondence mailed to all first time freshmen emphasizing the need for them to meet with their academic advisor in preparation for pre-registration which begins on April 1st

Student Development

- Attended TBR Access to Success Conference in Nashville.
- Continued work on SIFT pilot test results.
- Initiated Community Resources and Student Housing web page planning

Career Services

- Participated with local employer to provide presentations to 8th Grade Expo attendees

- Provided Behavioral Interviewing workshop to Eastman co-op applicants
- Provided Career Services informational workshop to career planning class
- Gathered data for Employer Satisfaction Survey mailings
- Provided services to the Kingsport training site

Counseling and Testing Services

- Proficiency Profile Exit Exam testing started for spring graduates
- A2 testing for the nursing program started
- Debi Denney and Denise Walker attended meeting with Academic Affairs to discuss the implementation of make-up tests

Student Life

- Attended Ektron Content Management Training
- Presented to students at Sullivan North High School
- Consolidated plans for the 3-on-3 Basketball Tournament with Pastor Christopher Brown of Wheeler's United Methodist Church.

College Nurse

Office of Scholarship Programs

- Erin Blevins attended the Innovations 2013 Conference in Dallas, TX (March 10-13).
- Spring 2013 Kingsport Achieves Scholarships awarded.
- Spring 2013 Unicoi County Educate and Grow Scholarships awarded.