

# Executive Council Updates

## February 5, 2013

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### Academic Affairs

#### 1 – Accreditation

- A. Chris Lefler, Matt Delozier, Don Coleman, and Lana Hamilton will be finalizing the SACSCOC prospectus to expand high school offerings to the 50% threshold. (Note: 17 high schools are included within the report.)
- B. ATMAE is coming to NeSCC - March 3-5. - Northeast State is in the process of preparing for a site visit on March 3-5. Fourteen programs within the divisions of Advanced and Business Technologies are scheduled for review. The document has been printed and 30 notebooks have been prepared.
- C. 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.
- D. Discipline-specific accreditations: On-going  
February 4 - Dr. Webb will be hosting an ACNEP meeting at Northeast State at Kingsport (RCHP Building). One purpose of this meeting will be to review clinical sites for the 2013-14 academic year with both public and private institutions offering nursing programs.

#### 2 – Off-campus Site Expansions – Off-campus site expansion projects at Northeast State at Elizabethton, Johnson City, and Bristol continue.

- A. Academic deans have developed and loaded a *Spring 2013 Schedule of Classes* at Bristol. The lease has been approved by TBR; therefore, plans to move forward in developing the teaching site. Additionally, the office of Evening and Distance Education will be staffing someone at Bristol as soon as possible.

#### 3 - TBR Common Curriculum Project. TBR staff are currently being scheduled for the following AAS degree programs for 2012-13.

- A. Business Management (Carol Cole/Danny Lawson),
- B. Early Childhood Education (Mitzi Neeley, Xiaoping Wang),
- C. Emergency Medical Services (David Bryant, Connie Marshall),
- D. Surgical Technology (Jeff Coalson, Connie Marshall),
- E. Welding (Sam Rowell).

Dr. Ellen Weed is planning for an Early Childhood Education meeting in late January/early February.

#### 4 – CCTA: Reverse Transfer Meeting – Lana Hamilton will be meeting with representatives from ETSU and Walters State Community College to discuss reverse transfer in East Tennessee on February 21.

#### 5 – Grant:

- A. RxTN Grant. Dr. Webb, Robin Byrd, and Linda Calvert are continuing to work with Roane State Community College in the start-up phase of the grant.

6 - 2013-14 Catalog – Academic Affairs Office (Don, Teresa, and Hannah) are continuing to develop the *2013-14 Catalog and Student Handbook*.

7 – Academic Affairs Office – Continuing to work on developing standard operating procedures for major projects/tasks in the office of Academic Affairs.

## Administrative Services

### Police and Safety

- Dealt with two criminal incidents, three non criminal incidents, and two minor traffic accidents.
- Provided security for Governor Haslam’s visit.
- Working on 2012 Hazardous Waste Report.
- Officers continue to work on annual law enforcement in service training.
- Assisted the Sullivan County Department of Education by participating in a school security task force.
- Working on annual budget.
- Working with Tyco with regards to cameras at Johnson City.

### Community Relations

- Tasks completed
  - Open house mailer
  - Curriculum guides for Visual Art and Design, Welding and Metal Fabrication, Electromechanical, Automotive Service Technology, and Pre-Radiography
- Tasks pending
  - Foundation newsletter content
  - Capital campaign student stories
  - Registration Guide
  - Campus signage (bid verbiage under way)
  - Application for admission
  - Volunteer Northeast brochure
  - Updates to NE at Kingsport Web site
  - No smoking signs for building entrances
- News and Events posted/distributed
  - 02-01-13 Gov. Haslam announces funding for Northeast State's Emerging Technology
  - 01-31-13 Owls, Jets, Bears - You make the call
  - 01-31-13 Step Afrika! to perform at Northeast State Feb. 8
  - 01-30-13 TBR memo outlines budget impact
  - 01-23-13 Debate team competes at UT-Knoxville
- Northeast State in the news
  - 02-02-13 Haslam touts new facility plans at Northeast State – Kingsport Times-News
  - 02-01-13 Northeast State seeks input on new mascot – Tricities.com
  - 01-31-13 Northeast State making progress on Johnson City campus – WJHL
  - 01-31-13 Haslam proposes \$33 million in capital funding for Northeast State – Kingsport Times-News

- o 01-29-13 Northeast State Community College gets funding for news building - WCYB
- News releases pending
  - o AACC college/corporate finalist announcement
  - o NE Elizabethton expansion
  - o New GED test
  - o Master plan approval
- Other
  - o Ongoing directory photos
  - o Framing of donor photos

## Plant Operations

- Last week:
  - o Johnson City site visit with mold abatement contractor
  - o Johnson City CDP Meeting
  - o Additional portraits displayed in Fine Arts Gallery
  - o Auditorium Update progress meeting
  - o L301 area refurb underway
  - o Fire alarm inspection at Elizabethton
  - o Snow/ice removal
- Planned this week:
  - o Elizabethton fire alarm follow-up inspection
  - o Complete L301 area refurb
  - o Atrium Renovation progress meeting
  - o Bristol site visit, progress

## Grant Development

- Reviewing, researching, and/or preparing proposals for the following external funding opportunities:
  - o TBR Access and Diversity Grants
  - o Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program (TAACCCT)
  - o Scholarship America-Dreamkeepers
  - o National Endowment for the Humanities (NEH) Challenge Grants for Two-Year Colleges
  - o Coca Cola Recycle Program
  - o Title III – Strengthening Institutions Programs
  - o HEAL Appalachia Grant
  - o Nursing Workforce Diversity Program (HRSA)
  - o Gro1000 Grassroots Grant
  - o Smart Policing Initiative
  - o U.S. Holocaust Museum Teacher Fellowship Program
  - o Bank of America Charitable Foundation Giving
  - o Advanced Technological Education (ATE)
- Campus Workshops/Meetings/Activities:
  - o Conducted additional meetings with Humanities faculty members to discuss College Challenge Grants for Two-Year Colleges
  - o Continued meetings with faculty and staff to finalize six TBR Access and Diversity Grant proposals for submission by February 1, 2013:
    - GED to Community College Bridge Program – Erika Adams

- Seamless Alignment and Integrated Learning Support (SAILS) – Nancy Forrester & Malissa Trent
  - Campus Safe Zones – Frances Canedo
  - The Student Needs Project: Helping Students with Real Life Problems – David Haga
  - Retaining Nursing Majors – Teresa Dobbs
  - Enhancing and Facilitating Campus Diversity Programming – Linda Calvert & Dayna Smithers
- o Attended Expanded Executive Council
- o Attended Governor Haslam’s announcement of \$32.6 billion budget proposal for the Northeast State technical education complex
- Other
  - o Attended Chamber of Commerce annual dinner

### Information Technology

- Working with Jeff Frazier and others on the RCAM renovation project
- Working with the Bristol Project team, furniture contractors, and others on projects related to the new Bristol site
- Continuing work on various aspects of the 2013-2018 technology plan/budget
- AT&T Rooms at KCHE and ITV classroom connectivity issues have been resolved. It is now possible to have the two AT&T rooms at the KCHE and any ITV classroom used as a videoconference endpoint if the need were to arise
- New digital sign is now operational on 3<sup>rd</sup> floor of Pierce building

### Economic and Workforce Development

- As part of the Appalachian Regional Committee, Jeff McCord attended the AACC’s Center for Workforce and Economic Development annual conference , the *2013 Workforce Development Institute* in San Diego, California
- Met with the assistant city manager of Kingsport to discuss a joint signage project for the Kingsport site to meet city codes and match current signage
- Met with the City of Kingsport to discuss crosswalk between RCAM and RCHP
- ETSU classes in downtown Kingsport have started very well due to the efforts of the **RCAT team!**

### Workforce Solutions (WFS)

- Delivered and completed one Eastman Apprentice Basic Mechanical Performance Test
- Delivered 48 hours of hands-on instruction to Eastman Maintenance apprentices
- Hosted a site visit at RCAM for students from Cora Cox Academy
- Planning for 8<sup>th</sup> Grade Career Fair Expo during spring break in categories of Welding, PLC, Robotics, Machining, 3D Printer, and Solidworks
- Met with Elizabeth Ross to discuss alumni recruitment
- Met with Amanda Adams to develop plans for increasing the visibility of Business Related Workforce Solutions and promoting events a minimum of two months prior to actual occurrence
- Received additional training from Russell Bowman to assist with efforts to update the Workforce Solutions web page
- Worked with Bob Carpenter in developing fliers and press releases for upcoming courses
- Continued efforts to recruit sufficient enrollment for Pulp and Paper course

## President's Office

- TBR Business Process Model Committee Meeting
- TBR Presidents' Council Meeting and PTK All-Tennessee Academic Team Luncheon & Recognition Ceremony
- Dr. Mark Milliron Presentation on February 7
- 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

- The Business and Payroll offices have completed and distributed the W-2 forms, 1098T forms, and 1099 forms.
- Financial Aid disbursements have been completed.
- Risk Assessment is being started on Physical Plant Operations.
- A Kiosk will be installed soon on the first floor to take payments from students and print schedules.

## Foundation

- Revising first draft of Capital Campaign brochure
- Proofing additional resource materials for capital campaign
- Mascot voting open until Feb 15 – Choices are Jets, Owls and Bears
- Updating alumni website
- Raised over \$7,000

## Human Resources

- Salary Study
- Training continues to prepare for implementation of People Admin online application system
- Training and testing continues for changes with IPEDS
- Banner training via WebEx for new release/updates
- Catalog review/revisions
- Affirmative Action Plan

## Internal Audit

- Annual Risk Assessment for TTC at Elizabethton has been reviewed and was submitted to TBR by the Director (1/30/13)

## Student Affairs

### Enrollment

- Continuing preparations for Spring Open House (Feb. 12<sup>th</sup>)
- Coordinating tour guides for *If I Had A Hammer* project
- Helping to facilitate My Northeast training for faculty
- Recruiting visit to Boone HS
- Meeting with EdFinancial Services folks (Call Center)
- Finalizing Call Center details for “go live” set for next week

## Student Support Services

- Met with Jim Kelly, Amanda Adams, Heather Cook and Travis Brooks to plan Grascals Benefit for TRiO Concert.
- Study sessions for A&P and Prob and Stats began in the TRiO lab this week.
- Submitted final draft of Cultural Diversity Grant to assist nursing majors to Linda Calvert

## Student Life

- Met with Jennifer Thacker and Dr. Keith Young to discuss Elizabethton's plans of operation for use of their gym. Did conference call with Jennifer Thacker to follow up with meeting.
- Met with Greg Walters regarding skills competition; finalized the "project outline" with Greg and sent finalized "project outline" to Dr. Gilliam and to skills competition committee members. Had individual meetings with Elizabeth Sloan, Dr. Rick Merritt, and Sam Rowell, following up with particular directives pertaining to skills competition.
- Spoke to Ruth Davis' class regarding health and fitness and what NE State has to offer students concerning health and fitness
- Had a brief meeting with a student to discuss planning intramural activity
- Contacted vendors and generated Purchase orders and contracts for the President's Student Leadership Academy on February 8<sup>th</sup>.

## Center for Students with Disabilities

- Downloading books in PDF format for students with that accommodation.
- Continuing to work with Tamra Harris on updating our database.
- Learning Specialist available at KCHE & Elizabethton once per week

## Counseling and Testing Services

- Denise, as a member of the Tennessee ACT Council, worked at the TN ACT State Organization Summit; "Aligning Education and Business for a Better Tennessee" in Murfreesboro on January 29<sup>th</sup> and 30<sup>th</sup>.
- Staff are making changes in all the MyMathTest "testing courses" and revising handouts to facilitate an easier testing process for the students.
- Kathy attended "Removing Suicidal Students from Campus: The Significance of Recent Changes in Federal Policy" webinar.

## Student Development

- Worked with Student Life to develop outline for TBRCCS Skills Competitions and Reporting Program
- Confirmed a 62% graduation rate for Workforce Development Scholarship recipients since Fall 2008.
- Developed flow chart of unit departments and major functions.

## Career Services

- Hosted Bell Helicopter for on-campus recruitment
- Career Services Presentations to Career Planning classes
- *Finding Your True Colors* workshop at Happy Valley High School
- Resume Drop In Assistance on main campus

## Office of Scholarship Programs

- Participated in FAFSA and scholarship workshops at Sullivan Central and Sullivan East high schools

- Continued to evaluate students for Educate and Grow Scholarship eligibility
- Continued training with new Scholarship Program Specialist in the Office of Scholarship Programs and Technical Clerks in the Financial Aid Help Center