

Executive Council Updates

September 10, 2013

Academic Affairs

- Accreditation: On-going.
 - A. ACBSP: Quality Assurance (QA) Report shall be submitted prior to September 15.
 - B. AA/AS Academic Audit: Mr. Wilson and the focal area committee chairs continue to work on the Audit process and tasks for Fall 2013 semester.
 - C. ACEN Self-Study Report: Dr. Webb submitted the ACEN (formerly NLNAC) Self-Study Report for initial review and revisions from the Academic Affairs Office perspective.
- Grant Opportunities: Academic Affairs units shall continue to explore grant opportunities, as appropriate.
- Articulation Agreements: Northeast State Academic Affairs Office is working with Western Governors University – Tennessee in developing an articulation agreement. A tentative date for the signing is scheduled for September 18 at 10:00 am in the Basler Library. More specific details shall be forth coming.
- September 5 – Northeast State Academic Affairs and Student Affairs representatives and King University representatives met to discuss the utilization of Career Matrix for Northeast State students planning on transferring to King University. A timeline was developed to implement the software at Northeast State. Once all paperwork is completed and timeline are completed, more information shall be forth coming.
- Reporting, Projects, and Task Forces - Various institutional and THEC/TBR reports, projects, and task forces are on-going.
- Relocations: Academic Affairs and Student Affairs relocations have gone well. Renovations are ongoing. Questions regarding relocations within Academic Affairs should contact Mr. Don Coleman at dscoleman@NortheastState.edu .

Administrative Services

Institutional Effectiveness

- Ad hoc data requests
- Academic Audit Data Request Assistance
- Administrative and Support Unit Assessments
- CCSSE/CCFSSE Assessment
- CCTA Monitoring
- Compliance Assist Development/Pilot Testing
- Internal Constituents' Survey Results Assessment
- Strategic Planning Survey Results
- Updated/Developed Dashboards

Grant Development

Grants/External Funding Opportunities

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

- National Science Foundation – Advanced Technological Education (NSF-ATE)
- National Science Foundation (NSF) ADVANCE – Increasing the Participation of and Advancement of Women in Academic Science and Engineering Careers
- Health Resources and Services Administration (HRSA) National Workforce Diversity Program
- **The Plus 50 Encore Completion Program (AACC)**
- AAUW Community Action Grants
- National Institute of Standards and Technology (NIST) - Advanced Manufacturing Technology Consortia (AMTECH) Program
- Appalachian Regional Commission/NACCE

Specific Grant Development Activities/Workshops/Meetings

- Participated in Appalachian Regional Commission (ARC) /NACCE (National Association of Community College Entrepreneurship) conference call
- Met with David Haga to review Student Needs Project implementation and management

Other

- Facilitated the Access and Diversity Scholars Orientation/Dinner

Plant Operations

- Completed relocation of Financial Aid to General Studies
- Began F102 renovation, demolition in progress
- EH&S site visits to Kingsport and Elizabethton
- Removed temporary sidewalk at airport parking lot
- Received/reviewed record documents for Pierce Entry project
- HVAC repairs at RCAP; corridor painting at KCHE
- Stump grinding/removal near Tech Ed
- Repair of heating/cooling water lines completed

Planned for this week:

- Continue renovation of F102
- Set up for Fall Carnival
- Continue input of MSDS into online database
- Set up tent for Pig Pickin'

Computer Services

- New TRiO Resources page on web site
- Silent Auction application on web site for TRiO Club
- Continued work on Bulletin Board Policy
- Menu redesign for Disability Services and Grant Development
- Redesign the Contact Us web page to retrieve the information from a web service like the Directory
- Grant Development Survey created for faculty
- Worked on page design for Echoes and Images poetry submission
- Work on new Student Development web page
- Uploaded RODP attendance files for Fall term – assisted with verification for four of the classes
- Processed CLEP cycles
- Processed RODP enrollment files

- Generated mailing list for ETSU Days at Northeast State mailout
- Weekly Financial Aid support activities – daily ISIR loads and uploading/downloading files for Dept. of Ed. transmissions, generating reports
- Continued support of SciQuest implementation – go live was on 9/3/2013
- Generated various FA reports as requested
- Provided reports and scripts to aid with Student Purge process
- Processed Fall bookstore charges into Banner
- Created Argos RHACOMM – EDVINC report for Verification process
- Generated reports for Admissions, Veterans' Affairs, and Learning Support math
- Modified withdrawal notification trigger email
- Generated reports for CSD to help clean up and populate 201380 student information
- Modified the GLRLETR process in AppWorx
- Modified course begin/end dates and equivalencies to correct DegreeWorks data
- Created and scheduled AppWorx job to populate student campus email addresses in Banner
- Cloned PROD to CENSUS for fall enrollment reporting
- Corrected grade information and updated enrollments in Pearson's MyMathLab
- Transmitted Vista Eligibility and Reduction files to FBMC
- Began installing Q1 updates in BAN8

Economic and Workforce Development

Northeast State at Kingsport (NSK)

- Attended TBR Workforce Development Unit Meeting in Nashville

Workforce Solutions

- Delivered and completed one Eastman Apprentice Field Mechanic Basic Performance Test
- Delivered and completed one Eastman Apprentice Basic Electrical Performance Test
- Completed one Eastman Apprentice Basic Mechanical Performance Test
- Delivered and completed one Eastman Apprentice Basic Mechanical Precision Measuring Performance Test re-take.
- Delivered 8 hours of hands-on instruction to Eastman Maintenance Apprentices
- Participated in site visit for Rx TN Grant
- Attended Business Appreciation Luncheon hosted by Erwin Chamber of Commerce.
- Attended TN scholars meeting at Bristol Chamber.
- Continued work on TBR contact hours report.
- Met with Keith Glover to plan WWAC Leadership class for Student Targeted Leadership.

President's Office

- Working on Capital Campaign for Emerging Technologies Complex (ETC)
- Visits to model advanced technology centers in SC, VA, KY, NC and SC are being scheduled
- Sam Rowell, Danny Lawson, and Don Coleman will be visiting Steel Case Showroom in Michigan through an all-expenses paid trip; John Fisher, Designer for the new ET Complex set up the visit and will make the trip with the NeState team. Steel Case is the state contractor for classroom and office equipment.
- Setting up meetings with designer for ETC with faculty and staff
- Northeast State has been notified of two grant awards:

- \$843K from the Governor's Equipment grant to Advanced Technologies
- \$1.9M TAAACCCT Grant partnership with Pellissippi State and other community colleges
- Elizabethton teaching site expansion is near completion, open house planned soon
- Johnson City: Phase 1 construction/renovation will begin soon, by Armstrong Contractors, fall 2014 opening planned
- Northeast State Selected to be part of an ARC (Appalachian Region Commission) pilot as one of 12 community colleges for entrepreneurship integration and leadership; Dr. Gilliam, Dr. Keith Young, and Cindy Tauscher have been awarded grant funds to attend a National Entrepreneurial Conference in Charlotte NC in October.

Finance

- Year-end Financial Statement preparation (NeSCC, NeSCC Foundation, TCAT-Elizabethton)
- New purchasing system(SciQuest) implementation and training
- Fee payment deadline process
- Risk Assessment on Institutional Support
- AMP grant close-out procedures

Foundation

- Working individually with BOYC participating programs
- Planning BOYC Team Leader Meeting #3
- Finalizing mascot birthday celebration
- Alumni working on Lecture Series and advisory council meeting
- Completed mascot auditions

Human Resources

- Conducting annual policy review process and working on the draft of new policies.
- BPM process on position control.
- TSAC/Title VI annual report.
- Purging inactive files in order to empty/remove file cabinets from storage room.
- Participating in IPEDS tutorials.
- Establishing processes/procedures for scanning of documents.

Internal Audit

- On-site peer review portion of QAR (Quality Assurance Review) for the Northeast State Dept. of Internal Audit took place on July 24, 2013; Auditors from Auburn University and Georgia State University spent the day on our main campus assessing the internal audit program; Initial feedback received from the reviewers last week was favorable and indicated an overall general conformance to the spirit and intent of Institute of Internal Auditors (IIA) Standards; Feedback submitted by reviewers to statewide coordinator for input to report likely to be issued in late August; TBR Quality Assessment Review report was issued on August 29, 2013 which determined that the internal audit activity of the TBR system Generally Conforms with the IIA Standards and included recommendations to improve conformance and offer opportunities for continuous improvement
- Audit work continues in relation to the Academic Advising and Data Security FY '13 Workplan Audits; currently working on draft reports
- In communications with Mark Ortlieb, the Internal Auditor at Walters State who will be performing the NeSCC President's Audit for FY ' 13
- TBR System-wide Internal Audit has scheduled the first two cycles of the formula funding audits that will be completed in FY '14; the first cycle will be an audit of the "progression" elements in

the formula covering the academic year 2012 and will be completed in the first half of FY '14, while the second cycle will be an audit of the "completion" elements in the formula covering academic year 2013 and will be completed in the second half of FY '14; Preparation work for the "Progression" audit is being performed

- The FY '14 Audit Plan for NeSCC has been completed and a draft of the NeSCC FY '14 Audit Plan has been submitted to TBR System-wide Internal Audit for review/approval/presentation to the Audit Committee
- Assessing risks and controls of the Internal Audit program to be used in conjunction with Finance's Risk Assessment of Institutional Support activities

Student Affairs

Enrollment Management

Veterans Affairs

Enrollment Services

- Conducted Navigator training for 6 Student Navigators
- Participated in Building Coordinator training
- Met with Amanda Adams about banners for recruiting, New Student Orientation and Open House
- Participated in the Club Fair for GREENS club
- Sent 2nd week email to students who attended NSO reminding them of upcoming events and services available via The Learning Center, Career Services and the Student Information Center
- Scheduled 8 high school visits
- Sent information packets to 58 students
- Campus visits by 2 students
- Preparing for ETSU Day at Northeast State

Student Support Services

- Received 24 Applications for TRIO
- TRiO Staff assisted TRiO SSS returning/New participants with training on Appointment Plus and going over new online handbook
- Attended Building Coordinator Training
- Planning participant College visitation
- TRiO Staff worked on NeSCC Because of You Campaign (items for Silent Auction)
- TRiO Staff worked on Online Resources & Set up tutor scheduling
- Continued Uploading information to Info2Know and Facebook about TRiO
- TRiO Staff continued to work on Transfer information and 4-year college visits
- Worked on Prob. & Statistics Study Lab
- Attended Access/Diversity Scholarship Orientation Diner (Jenny Reed)
- Met with BCOY Northeast State Board Member Mentor Terry Gillenwater (Jenny Reed, Tonya Cassell, TRIO Club President Olivia Orten)

Center for Students with Disabilities

Career Services

Student Success Center

Student Development

Student Life

Leadership Programs

- Planning for President's Student Leadership Academy
- Club Fair
- CLASS (Student Council) meeting

Campus Activities

- Meeting with Jessica Barnett
- Meeting with Mascot Committee and Mascot Auditions
- Intramurals planning meeting
- Access and Diversity Scholarship Dinner

Counseling and Testing Services

- SACTAT monthly meeting on 09/04.
- Access and Diversity Scholarship Fall Kick-off Dinner on 09/05.
- Pre-Nursing Advisory Meeting on 09/06

Office of Scholarship Programs

Health Services

- Student Health 101 content
- College Committees: Mascot/SACTAT/Building Coordinator Training
- Increasing Health Services Utilization (Club Fair)