

Executive Council Updates

September 24, 2013

Academic Affairs

- Accreditation: On-going.
 - ACBSP: Quality Assurance (QA) Report was submitted to ACBSP for continued monitoring and compliance.
 - 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.
 - 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.
 - ATMAE: Representatives from Northeast State's Academic Affairs, Advanced Technologies, and Business Technologies divisions shall be meeting with the ATMAE Board of Directors in November to review and finalize ATMAE accreditation.
- Grant Opportunities: Academic Affairs units shall continue to explore grant opportunities, as appropriate. Northeast State was a recipient of the Governor's Equipment Grant (\$843,000) to fund manufacturing related programs in Advanced Technologies.
- Articulation Agreements: Northeast State Academic Affairs and Student Affairs representatives and King University representatives are continuing to develop the Career Matrix for Northeast State students planning on transferring to King University. A timeline was developed to implement the software at Northeast State.
- 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 almost complete with plans to bring closure to the project by mid-Fall semester. Questions regarding relocations within Academic Affairs should contact Mr. Don Coleman at dscoleman@NortheastState.edu.

Administrative Services

Plant Operations

- Renovation of F102 – in progress
- Meeting with fire marshal re: card access system
- Johnson City Renovation pre-construction meeting
- Set-up and take-down for Pig Pickin'
- Prep for F103 renovation
- Attended HazMat course at UT
- Electrical service for KCHE security station
- Shrubbery trimming – in progress
- RCAM air compressor repairs

Planned for this week:

- Complete F102 renovation
- Begin F103 renovation
- Attend mold workshop in Nashville
- Prep for mobilization of JC renovation general contractor
- Electrical service to new RCAM air compressor
- BoY carwash
- Begin auto shop renovation

Grant Development

Funding Announcements

- Governor's Equipment Grant - \$ 843,000.00
- Department of Labor, Trade Adjustment Assistance Community College and Career Training grant program (TAACCCT) Southeastern Economic and Education Leadership Consortium (SEELC), NeSCC - \$1,863,419.00; (Total Consortium Award -\$12,665,720)

Grants/External Funding Opportunities

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

- Health Resources and Services Administration (HRSA) National Workforce Diversity Program
- Appalachian Regional Commission (ARC) /NACCE (National Association of Community College Entrepreneurship)
- National Council of State Boards of Nursing (NCSBN) Center for Regulatory Excellence Grant Program
- National Institute of Health (NIH) Bridges to the Baccalaureate partnership grant – East Tennessee State University
- National Science Foundation (NSF) Louis Stokes Alliances for Minority Participation (LSAMP)

Specific Grant Development Activities/Workshops/Meetings

- Met with Nursing Department to discuss grant funding opportunities
- Met with Dean of Science to review requirements of the ETSU partnership grant – National Institute of Health Bridges to Baccalaureate program
- Attended Monthly RxTN grant meeting (Round 2 TAACCCT Consortium Grant)
- Attended **NSF-ATE Evaluation 101 2013 webinar.**
- Met with President' Targeted Leadership Development Program (TLDP) participant to discuss funding to implement team projects

Other

- Attended TBR Maine Smith Fellows Dinner, Nashville
- Attended Greater Kingsport United Way Vision Council meeting

Computer Services

- Weekly Financial Aid support activities – daily ISIR loads and uploading/downloading files for Dept. of Ed. transmissions, generating reports
- Added document tracking code HSC14 to FA Dataload
- Provided IT support for 1213 FISAP reporting
- Assisted with resolving TGRFEED error

- Loan Reconciliation for 1213 aid year
- Banner bank tape reconciliation process for August
- Financial Aid FAFSA dataload technical modifications
- Modified report for CSD and created instructions with screenshots
- Generated and ran reports for Admissions and Veteran's Affairs
- Met with EDE to discuss additions to the Adjunct Faculty Database application
- Continued working with Admissions and Records to resolve data issues affecting Degree Works
- Completed Silent Auction application for TRiO Club
- Worked on design of Echoes and Images poetry submission page
- Financial Aid Help Center page header redesigned
- New Student Development web page
- Scholarship Programs page moved and redesigned with its own menu
- Redesigned Testing Services, Student Life, and Health Services web pages
- Theatre page moved and redesigned with its own menu
- apps. northeaststate.edu form pages template is now mobile. All new forms will be mobile
- Attended BPM session on graduation and awarding degrees at TBR
- Generated longevity report for Payroll
- Began work on creating a new testing term for MyMathTest

Print Shop

- Worked on BOYC and Glow Run printed materials

Economic and Workforce Development

Northeast State at Kingsport (NSK)

- Hosted visit from Dr. John Townsend, Executive Director of Workforce Development, at TBR Community Colleges Office
- Attended meetings and articulation agreement signing with Western Governors University (WGU)-Tennessee
- Attended United Way of Greater Kingsport (UWGK) Campaign Cabinet meeting
- Participated in *Building Coordinator/Assistant Building Coordinator Training* hosted at RCAM
- Hosted a *Regional Floodplain Management Training* sponsored by **First Tennessee Development District** at KCHE
- Hosted a free immigration services event sponsored by **UT College of Law** at KCHE. Local attorneys scheduled to attend for CLE credit.
- Northeast State Nursing Division hosted the **NURS (*Nurses Using Resources for Success*) Center** Open House in RCHP on September 18, 2013

Workforce Solutions

- Attended Pig Picken' event to celebrate partnerships with public/private schools
- Attended the reception for Barbara McCray in honor of her retirement from AB&T
- Met with Amanda Adams and Jonathan Brooks to discuss promoting WFS
- Attended RxTN Advisory Committee meeting
- Attended RxTN video/webpage promotion meeting
- Began *Six Sigma Black Belt* class
- Delivered and completed one Eastman Apprentice Specialty Mechanical Performance Test

- Delivered and completed one Eastman Apprentice Basic Mechanical Performance Test – retake: Precision Measuring section only.
- Hosted an *Advanced Pump Operations Class* for Eastman Chemical
- Delivered 89 hours of hands-on instruction to Eastman Maintenance Apprentices
- Hosted *Kingsport Police Department Training* at RCAM

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 #4
- Completed mascot birthday celebration
- Alumni working on Lecture Series and advisory council meeting

Human Resources

- Conducting annual policy review process and working on the draft of new policies.
- BPM process on position control.
- Purging inactive files in order to empty/remove file cabinets from storage room.
- Establishing processes/procedures for scanning of documents.
- Completing hiring process for Secretary HRP, Director of Student Support Services
- Web Time Entry Conference Call

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; 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; Working on incorporating selected recommendations as unit goals and objectives in the annual strategic planning process
- 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 including completion of an Internal Control Questionnaire
- Participated in the Quarterly TBR System-wide Internal Audit Meeting/Conference Call on 9/18/13
- Assessing risks and controls of the Internal Audit program to be used in conjunction with Finance's Risk Assessment of Institutional Support activities
- Will be out of the office attending the Annual ACUA Conference (Association of College and University Auditors) September 23-26, 2013

Student Affairs

Enrollment Management

Veterans Affairs

Enrollment Services

- Worked on updates for Student Referral Guide & Online Catalog revisions
- Preparation for ETSU Day (put up flyers; announcement on online calendar, website, and campus cable; put info in adjunct mailboxes)
- Continued to work on recruiting brochures for school visits
- Cathy attended RxTN Grant meeting
- Mailed 39 info packets
- Conducted 5 tours

Student Support Services

- Continuing to receive New Applications for TRIO

- TRiO Staff assisted TRiO SSS returning/New participants with training on Appointment Plus and going over new online handbook
- Attended Monthly RXTN Meeting (Jenny Reed)
- Continued Planning participant College visitation to King University
- Planning TRiO Sponsored Transfer Days at the Kingsport Center for Higher Education
- TRiO Staff worked on NeSCC Because of You Campaign
- 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
- Provided new information for distribution in Student Health101
- A&P Study Group Auditorium
- Probs & Stats Study Group TRiO Lab
- TRiO Staff assisted with Mobil Food Pantry Elizabethton (Donna Addington)
- TRiO Staff recruitment in Elizabethton, Spin to Win (Donna Addington)
- TRiO Recruitment classroom visits Kingsport (Wendy Taylor)
- TRiO Staff completed SIFT facts

Center for Students with Disabilities

- CSD staff worked with students on Needs Assessments, Accommodation Letters, Advising
- CSD Staff held 2nd DAW meeting
- Betty taught two Note-Taking Workshops & spoke at the TN Achieves Program
- Betty attended Pig Pickin'
- Students utilized the CSD lab for testing and studying/homework
- Amanda traveled to KCHE and Elizabethton to meet with CSD students

Career Services

- Hosted Tennessee Electric for on-site recruitment
- Attended Performance Funding Planning Meeting
- Attended Johnson City Chamber of Commerce's meeting with Western Governor's University
- Presented information on career planning to the TN Achieves students
- Attended RxTN Grant meeting
- Worked with students in an effort to assist in identifying a major

Student Success Center

- Advisement visits to Bristol, Elizabethton, and Kingsport conducted
- Faculty Advisor Training development underway for October
- Processing new student intake data and follow-ups with students has begun
- Inside Track coaching continues

Student Development

Student Life

Leadership Programs

- Met w/ Dr. Gilliam and concerned parties re: Student Activity Fee funds and budgeting/planning
- President's Student Leadership Academy planning and promotion
- Council for Leadership, Advocacy, and Student Success meeting

Campus Activities

- Meeting to discuss Student Activity Fee
- Phone conference with other community colleges to discuss Skills Competition and meeting to discuss establishing Reporting templates for it.
- Veteran's Day, Intramurals, and Campus Activities planning meetings.
- Meeting with Russell Bowman regarding online follow up survey for the Fall Carnival

Counseling and Testing Services

- New Social Work Intern, David Ross, started on September 19th.
- Christa Powell, counseling intern, conducting two DORA workshops for student leaders on 09/19 and 09/20.
- Christa also facilitated "Handling Stress" in EDUC 1010 on 09/19.
- Denise attended the Pig Pickin Event and facilitated MBTI in EDUC 1030 A70 on 09/17.
- Denise attended General Education Meeting 09/19 and Monthly RX-TN Advisory Meeting 09/20

Office of Scholarship Programs

Health Services

- Publicity for upcoming blood drive and depression screenings
- Hired a student worker dedicated to increasing activity on FB and Twitter Health Service Accounts