# Executive Council Updates November 26, 2013

# **Academic Affairs**

- Accreditation: On-going.
  - A. ACBSP: Quality Assurance (QA) Report was submitted to ACBSP for continued monitoring and compliance.
  - 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 and the Nursing faculty and staff are finalizing the self-study document and preparing for the site visit.
  - D. 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. Additionally, Northeast State Academic Affairs continues to implement the RxTN and SEELC (Southeastern Economic and Education Leadership Consortium) grants.
- Academic Affairs deans and faculty submitted the TBR Revitalization Grant Letter of Intent to TBR Academic Affairs on 11.14.13. Additional information shall be forthcoming as to the proposals.

#### 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. Phase I of the timeline was to load the Tennessee Transfer Pathways into the Matrix. The Pathways are now loaded and "live".
- Northeast State EDE/Cohort Programs met with King University representatives to discuss an additional cohort – A.S. Business in spring 2014 semester. Additional information shall be forthcoming.
- Northeast State Academic Affairs met with Milligan College representatives on 11.11.13 to discuss current and potential articulation agreements

#### Reporting, Projects, and Task Forces:

- Various institutional and THEC/TBR reports, projects, and task forces are on-going.
  - A. TBR General Education Course Lists Submitted to TBR 10.25.13
  - B. TBR General Education Assessment Submitted to TBR
  - C. THEC Performance Funding 1F Report Submitted to THEC
  - D. TBR Task Force Northeast State's Academic Affairs Office has submitted (or will be submitting) names to represent the College on various upcoming task forces to include, but are not limited to,

- 1. English Task Force (William Wilson + 2 faculty Michael Pagel, Lisa Buchanan),
- 2. Mathematics Task Force (Malissa Trent + 2 faculty Mark Taylor, Cindy McNabb)
- 3. Library Consortium Task Force (Duncan Parsons)
- 4. Academic Affairs Personnel Task Force (Lana Hamilton)
- TBR Common Curriculum Projects are expanding to include:
  - 2012-13 Program Areas: Business Management, Early Childhood Education, EMS Education, Surgical Technology, and Welding,
  - o 2013-14 Program Areas: Nursing, Accounting, Computer Science, AST
- TBR International Education and TnCIS Meeting Billy Benton shall be representing Northeast State Academic Affairs/Student Affairs.
- Various initiatives are on-going related to developing and/or modifying current academic programs of study.

## **Administrative Services**

## **Grant Development**

# **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
- National Council of State Boards of Nursing (NCSBN) Center for Regulatory Excellence Grant Program
- National Science Foundation (NSF) Mentor-Connect Grant Program
- Appalachian Regional Commission (ARC) Non-Construction Grant
- Rural College Summit Grants
- TBR Course Revitalization Initiative
- Department of Education Title III, Strengthening Institutions Programs Grant
- TBR Student Engagement, Retention, and Success Grant Proposal
- NSF Improving Undergraduate STEM Education
- DOL-TAACCCT Round 4
- TRIO Student Support Services
- Department of Education Gear Up

## **Specific Grant Development Activities/Workshops/Meetings**

- Completed and submitted ARC pre-Application for Entrepreneurship Education in Johnson
- County, TN
- Compiled five-year grant history report for the president
- Approvals for Perkins IV grant modification
- Met with Erika Adams to formulate plan for possible Gear Up solicitation to be released in 2014
- Followed up on possible DOL-TAACCCT consortium groups for Round 4

### Other

- Attended Century Link Faith the Future Awards Luncheon
- Attended NeSCC Foundation Scholars Reception
- Attended "Accountability in the Workplace" facilitate by Dr. Iwana Ridgill

#### **Plant Operations**

Produce site utilities plan for outdoor amphitheater area

- Repairs to salt spreader (in progress)
- Renovations in Admissions (in progress)
- Marked curb at RCAM as fire lane
- Installed CO<sub>2</sub> detectors at RCHP
- Mow/collect leaves and pine needles
- Repairs to salt spreader and tractor
- Johnson City site visit
- Mowed at RCAM; mowed and mulched at RCHP
- Two meetings with JA Street re: concrete at Fine Arts
- Continued work in auto shop engine room
- Input MSDS into online database
- Transported metal for recycling

#### Planned for this week:

- JC Renovation Sub-Project A Progress Meeting
- Grind stumps; mow/mulch leaves
- Continue work in Admissions, auto shop engine room
- Install pipe bollards at maintenance building

# **Economic and Workforce Development**

# **Northeast State at Kingsport (NSK)**

- Presented Supervisory Performance Feedback Training by Jeff McCord for members of both the EEC and the TLDP, Year 3 – Advanced Leadership Cohort
- Attended the United Way of Greater Kingsport (UWGK) Campaign Lunch to celebrate exceeding their 2013 campaign of \$3.875 million
- Attended Appreciation Luncheon in Honor of Paul Montgomery for his service on the Tennessee Board of Regents
- Attended Retirement Reception for Jim Rogers, Chief Executive Officer of Eastman Chemical
- Joined the AMP Budget/Finance Committee meeting
- Joined the Kingsport Chamber of Commerce monthly meeting
- Hosted the first annual One-Stop-Shop at KCHE on November 20-21. Representatives from advising, disability services, counseling, student affairs, financial aid, scholarships, and the bookstore offered services to all NeSCC students in preparation for the spring 2014 semester.
- Hosted Aid and Assist at Home recruitment on November 20 sponsored by the Tennessee Career Centers' Career Coach in the RCHP parking lot
- Participated in the Kingsport Christmas parade on November 23. Amanda Adams and Jessica Barnett escorted JP along with other mascots from the Kingsport Commission institutions.
- Presented "Spies and Lies: An Introduction to the World of Espionage" at KCHE on November 19 at 7:00 pm by Dr. Fitsanakis, director of the King Institute for Security and Intelligence Studies (KISIS) at King University
- Viewed the Salary Study Sessions on November 20 via videoconferencing in RCHP and RCAM
- Represented by Connie Marshall, Dean of Health Related Professions, at the Science Hill High School Career and Technical Education Advisory Committee on November 21

#### **Workforce Solutions**

Delivered 168 hours of hands-on instruction to Eastman Maintenance Apprentices

- Coordinated by Ron Broadwater, the RCAM Mobile Unit traveled to South Greene High School to present catapult equipment, virtual welder and thermal imaging equipment to 200 students with assistance from Jeff Burleson
- RCAM Mobile Unit traveled to Virginia Middle School in Bristol for a catapult project with assistance from Electro-Mechanical Corporation personnel
- Continued to identify Certification agencies for Phlebotomy
- Attended the Office Administration Technology Advisory Committee meeting
- Participated in Sam's Club Shared Vision Plan on entrepreneurism

# **President's Office**

- Working with TBR and JCDA on Johnson City Teaching Site; Phase 1 complete by end of November, Phase 2 beginning Jan 2 (HVAC), Phase 3 bidding process soon
- Fall Foundation meeting and the 5<sup>th</sup> Annual Scholarship Reception well attended
- In process of installing a second ITV at NS at Elizabethton
- Design for outdoor theatre to begin soon.
- Design for Emerging Technologies Complex underway.

#### **Finance**

- Budgets for NeSCC and TCAT-Elizabethton have been submitted to TBR
- New purchasing system(SciQuest) implementation and training
- Risk Assessment on Institutional Support
- AMP grant financial statements
- NeSCC Foundation IRS form 990 completion and review
- Preparation for Foundation committee meetings
- Institutional Briefings Budget and Completion Initiatives

## **Foundation**

- Planning alumni advisory council meeting
- Working on Christmas card and Derby save-the-date lists
- Starting TBR-mandated alumni survey
- Working with board members to create three task forces for strategic planning
- Preparing "ask" report for President's Office
- Raised over \$8,500

## **Human Resources**

- Currently conducting IPEDS testing and beginning preliminary work on IPEDS annual report.
- Preparing catalog revisions.
- Preparing annual CUPA report.
- Joel Myers conducted four information sessions on November 20 regarding the recent salary study.
- Working with Business Office to pull information regarding professional development.
- Preparing service awards/certificates.

#### **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 Data Security FY '13 Workplan Audit; initial draft report for the audit has been completed and shared with leadership for comment
- The Internal Audit Report on the Academic Advising functions at Northeast was completed and issued to TBR on November 20, 2013; Internal Audit would like to thank each of the individuals and departments involved in the audit for their help and assistance as it was/is greatly appreciated!
- 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 which is scheduled to 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 which is scheduled to 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 and progression testwork is being performed on the student sample which became available from THEC on 11/18/13
- Held initial discussions with Travis Brooks to discuss the Theatre Services audit which is included
  in the audit workplan for FY '14 and have requested information that Travis is assimilating for
  the audit
- Handed out State Comptroller's Office "Hotline" posters (detailing how to report fraud, waste, and abuse via the Comptroller's toll-free Hotline) in EEC (10/28/13); these posters are required to be posted by the institution in prominent locations; management/leadership wishing to obtain a poster to display in their area can pick one up in my office (L301C)

## **Policy Development, Communication, Equity & Compliance**

Northeast State press releases:

- 11-25-13 Bring a toy and enjoy a concert by Wise Old River and The Rose Sisters
- 11-21-13 Mars rover scientist to lecture at Northeast State Nov. 26

### Northeast State in the news:

11-20-13 Former Sullivan County education discusses Kennedy Assassination – Tricities.com

#### Tasks completed:

- Strategic plan display updates Blountville campus
- Photography for Kingsport Christmas parade
- Photography of The Odyssey Abridged
- 11 jobs forwarded to print shop

## Tasks pending:

- Mayberry Christmas release
- Gerhard and Mize concert release

- Mentor Connect release
- Final content for signage bid request
- Application for admission

# **Student Affairs**

# **Enrollment Management**

- Phase 2 of office renovations
- EEC Meeting
- PC meeting
- AT&T presentation
- Academic Affairs meeting
- RxTN meeting
- Navigator meeting to discuss communication options to our students
- Continue registering students
- Working on graduation applications

## **Veterans Affairs**

- Started veterans certifications for Spring term
- Completed renovations in veterans office and moved back in
- Continued training with Larry re: VAOnce processing
- Attended Salary Study presentation

## **Enrollment Services**

- Continued preparations for New Student Orientations
- Developing video/slide show presentation for use at NSOs
- Mailed 15 info. packets
- Conducted campus tours for 23 prospective students
- Attended 5 Levels of Leadership Professional Development
- Notified area businesses about Restart Your Future sessions (for adults)
- Conducted monthly Navigator meeting

#### **Student Support Services**

- TRIO Staff assisted TRIO SSS returning/New participants with scheduling for Spring 2014
- TRiO Staff continued to work on Annual Performance Report
- Continued to update Facebook, INFO2KNOW information
- A College Transfer and Career Day on the Elizabethton Campus- -(Donna Addington, Virginia Reed )
- Planning for Thanksgiving Festival in Kingsport
- Continued to work on Program self-study
- Accepting letters for COE letter writing campaign
- Recruiting visits by 4-year institutions
- Participated in Kingsport Student Affairs Days (20th & 21st) Virginia Reed, Donna Addington,
   Raylene Steward, Wendy Taylor
- Attended COE Legs & Regs training (21st- 25th) Virginia Reed

#### **Center for Students with Disabilities**

CSD staff:

- worked with students on Needs Assessments, Accommodation Letters, Advising
- Betty:
  - o Attended Expanded Executive Council, Department Head, and Targeted Leadership
  - o Traveled to KCHE to attend Student Support Fair
- Amanda:
  - Assisted CSD students at KCHE & Elizabethton

#### **Career Services**

- Coordinated employer on site recruitment at Kingsport teaching site
- Staff provided on-site services to Bristol teaching site
- Participated in the College Transfer and Career Day at the Elizabethton teaching site
- Staff participated in the KCHE Student Affairs Days at the Kingsport site
- Attended the Johnson City Chamber Career Fair Sub-committee planning meeting
- Met with students in preparation for Eastman co-op interviews
- Attended EEC meeting and Joel Myers presentation

#### **Student Success Center**

- Student Success Center advisors participated in Student Affairs Days/One Stop Shop at KCHE on November 20-21
- Academic advisement continued for registration for Spring semester to include visits to Bristol, Elizabethton, and Kingsport
- Staff began work on the Administrative Unit Self Study for Student Services (continues through the end of the academic year)

## **Student Development**

#### **Student Life**

**Leadership Programs** 

## **Campus Activities**

## **Counseling and Testing Services**

## **Office of Scholarship Programs**

- Scholarship workshop at Sullivan Central High School November 19
- Participated in One Stop Shop event at the KCHE November 20 and 21
- 2014-2015 Northeast State Online General Scholarship Application available

## **Health Services**

- Great American Smokeout Activities
- Holiday Fitness Incentive Maintain Don't Gain Challenge
- Flu Shots
- Upcoming: December 2 Lunch and Learn Staying Calm During the Holidays
- Blood Drive December 4