# Executive Council Updates December 3, 2013

# **Academic Affairs**

- Accreditation: On-going.
  - A. 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.
  - B. ACEN Self-Study Report: Dr. Webb and the Nursing faculty and staff are finalizing the self-study document and preparing for the site visit.
- 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 and are working on proposals (which shall be submitted on December 13.)
- 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 fall 2014 semester. Additional information shall be forthcoming.
- 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:
  - A. 2012-13 Program Areas: Business Management, Early Childhood Education, EMS Education, Surgical Technology, and Welding,
  - B. 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**

## **Plant Operations**

- Light fixture hardware installed in Auditorium
- Admissions renovations in progress
- Prepped snow equipment
- Serviced/winterized mowing equipment
- Installed fire lane signs at RCAM
- Continued renovation of Auto Shop engine room
- Completed MSDS entry for Plant Operations
- Started simulated TOSHA inspection

#### Planned for this week:

- Johnson City Sub-Project A progress meeting
- Begin forming pads for campus signs
- Install bollards at diesel storage tank
- Continue Admissions renovation
- Complete simulated TOSHA inspection

## **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
- 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 (SERS)
- National Science Foundation (NSF) Improving Undergraduate STEM Education (IUSE)
- DOL-TAACCCT Round 4
- TRIO Student Support Services
- Department of Education Gear Up
- National Endowment for the Humanities (NEH) Challenge Grant

## Specific Grant Development Activities/Workshops/Meetings

- Updated five-year grant history report and 2013-14 Grants Agenda
- Facilitating approval process for Perkins IV grant modification
- Followed up on possible DOL-TAACCCT consortiums for Round 4
- Met with faculty from the Science Division to discuss Title III and NSF funding opportunities
- Facilitated Grant Development Workshop SERS Grant Application

- Conducted research for SERS project proposals
- Participated in SEELC Grant Conference Call
- Attended NSF Improving Undergraduate STEM Education (IUSE) webinar
- Participated in ARC/NACCE grant conference call where each participating college shared their initial plans for implementation. Staff provided an overview of monthly reporting requirements – both "pre- and post-launch"
- Provided faculty with relevant materials from NSF ATE conference related to projects and centers with a cyber-security focus – discussed Mentor Connect activities

#### Other

- Mrs. Calvert attended Targeted Leadership Development Program and Expanded Executive Council meetings
- Mrs. Dugger attended the Salary Study Presentation
- Access2Success meeting with Greg Walters to finalize completion activities for December meeting
- Dr. Hull participated in NSF EvaluATE webinar

# **Economic and Workforce Development**

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

- Provided students from Daniel Boone High School a tour of RCHP. Students toured the Cardiovascular, EMT, Medical Technology, Dental Assisting, Surgical Technology and Nursing labs including some hands-on experience with an interactive surgical game simulating a laparoscopic system
- Attended the Family Self-Sufficiency ROSS Program Coordinating Committee Luncheon on November 25 at the Riverview Place Community Center

#### **Workforce Solutions**

- Met with Aundrea Wilcox of KOSBE, Heath Guinn of KOFIT, and Kanishka Biddanda of AccelNow to learn more about entrepreneurship in the region
- Hosted RCAM Development Project meeting at RCAM

## **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 (awaiting approval in Dec 2013)
- 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
- Preparing new ideas and improvements for 2014

#### **Human Resources**

- Currently conducting IPEDS testing and beginning preliminary work on IPEDS annual report.
- Preparing catalog revisions.
- Preparing annual CUPA report.
- 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
- 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**

## **Student Development**

- 40 students submitted for the 2013 Edition of Who's Who Among Students in American Universities and Colleges
- Finalizing student applications for All-TN/All-USA Community College Academic Teams and the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship Program.
- Attending the 2012 NASPA Student Affairs Law & Policy Conference Dec. 6-8 in Charlotte

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

- ONGOING: (CSD Staff)
  - A. Continued to Assist CSW students with:
    - 1. Schedules/Appeals/Advising (37 students)
    - 2. Needs Assessments (1 new students)
    - 3. Accommodation Letters (as needed)
    - 4. Proctored test taking (7 students)
    - 5. Accommodations Specialist read to students
- MEETINGS:
  - A. Coordinator:
    - 1. Conducted two test taking workshops
    - 2. Attended EEC Executive Council

- 3. Attended Power Searching with Google Seminar
- B. Learning Specialist:
  - 1. Attended test taking workshop-11/27
  - 2. Traveled to Elizabethton to meet with students-11/28
  - 3. Traveled to KCHE to meet with students-11/29
  - 4. Fact finding mission to Pellissippi State on Assistive Technology-11/30
- C. Secretary:
  - 1. Attended Power Searching with Google Seminar
- UPCOMING:
  - A. Assistive Technology Meeting with P. Bowers-12/04
  - B. Scheduling final exams with teachers

## **Testing & Counseling Services**

- GED test in Kingsport
- GED special accommodation test for one student
- Denise attended Tennessee Adult Education and GED Examiner meeting in Knoxville on 11/28 to learn about Education Testing Services alternative high school equivalency test.
- Denise attended Clery training on Friday.
- COMPASS and exit exam testing daily.
- Counseling ongoing.

## **Student Success Center**

- Staff member assisted with DACUM meeting.
- Meetings on Unit Objectives, Alumni Survey Results, Cleary Act, and Expanded Executive Council were attended by various staff members.
- Advisors visited Elizabethton and Kingsport teaching sites to meet with students for career counseling, academic advisement, and assistance with registering for Spring, 2013, classes
- SSC continued to assist heavy walk-in traffic and previously scheduled appointments with registration for Spring, 2013, classes.
- Visits were made to several classes taken by students with majors targeted by Alliance for Business and Training for scholarship assistance beginning with Spring, 2013 semester. The visits were to encourage student to sign up/"apply" to be considered for an ABT scholarship.

## **Student Support Services**

- Met with Rx TN Grant Committee
- Met on Student Needs Project
- Completed the Diversity Grant Proposal and Logic Model
- TRiO CLuB had Holiday Wreath Sale
- Attended Individual Objective Training
- Continued with advisement registration with returning students
- Attended Campus Security Authority training
- Worked on Tutor and Study group evaluations
- Began taking schedules for spring tutoring
- Worked with Tom Wilson on TRIO Lab with Anatomy Students write up
- Attended Google Training

## **Career Services**

- Provided Behavioral Interviewing workshop targeting Eastman Co-op applicants
- Hosted Jacobs Inc. for on campus recruitment
- Participated in the Davy Crockett High School Career and College Fair
- Attended the Johnson City Chamber Workforce/Education committee meeting
- Attended the Bristol Chamber Gold Club meeting
- Hosted Brock Services for on campus recruitment
- Offered 2 workshops providing assessments and assistance to students attempting to decide on a major
- Provided Resume Tune Up workshop
- Submitted 5 year Technology Plan
- Continue to meet with students individually to assist with job search

#### Student Life

- Preparation for Fall Finale club sales
- Introducing/orienting Mark Beaty (New Campus Activities Assistant) to main and off campus locations this week (continuing from last week)
- Student Activity Fee committee meeting /planning
- Attended Campus Security Authority Training on Friday, November 30<sup>th</sup>.
- Working on report of results of STEP focus groups with student leaders held on Friday,
   November 30th
- Working to complete Individual and Unit objectives
- Technology planning completed
- Planning of office upgrades of carpet/paint...possible furniture for future budget
- Met with TISL students to debrief our recent trip to Nashville
- Meeting with several students to discuss various club related activities/events

#### College Nurse

- World AIDS Day Awareness
- HIV/STD Testing Clinic (Sullivan County Regional Health Department)
- Flu Shots
- Training for College Duties
- CSA
- Individual objectives
- Gray site visit
- Webpage Update Ongoing
- Kingsport Office RCHP for nurse ongoing

## Office of Scholarship Programs

- Participated in Sullivan County Financial Aid Night
- Worked on Scholarship Reception event scheduled for December 4<sup>th</sup>
- Attended CSA training
- Attended Student Needs Project meeting
- Met with Computer Services to discuss Unit Technology Plan
- Attended Alumni Satisfaction Project Report meeting

# **Student Development**

## **Student Life**

# **Leadership Programs:**

- Working on updates to Student Travel policy
- Working on Student Organization policy/procedures
- Student Organization Advisor training sessions set for Dec. 10 and 11

## **Campus Activities**

- Planned Coffee Break for next week
- Met with JC Rugby Football Union