

Executive Council Updates December 10, 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

Auditorium/RCPA

Last Week:

- One Man Christmas Carol – Monday – Auditorium
- NeState Singers – Tuesday – Auditorium
- Kingsport Ballet
 - Move-in, Rehearsal, TECH – Mon – Wed – RCPA
 - School Performance – Thursday – RCPA
 - Public Shows (in RCPA)
 - a. Friday
 - b. Saturday
 - c. Sunday
- Biology Study Group – Friday – Auditorium
- Active Shooter Training for Staff & Faculty – Tuesday – Auditorium
- College Answers 8th Grade Tour – Friday – Auditorium

This Week:

- Holston Middle School Band (RCPA)
 - Move-in – Monday Afternoon
 - School Shows – Tuesday Morning
 - Public Show – Tuesday Evening
 - Move-out – Tuesday Evening after the performance
- Holston Middle School Choir (RCPA)
 - School Shows – Wednesday Morning
- Gerhard & Mize Acoustic Guitar Christmas Concert – Thursday Evening – RCPA
- Acting Class Final Presentation – Thursday Morning – RCPA
- Christmas in Mayberry – Saturday Evening – RCPA

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
- 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-TAACCT Round 4
- TRIO Student Support Services
- Department of Education Gear Up
- National Endowment for the Humanities (NEH) Challenge Grant
- DOL – Youth CareerConnect
- Macy Faculty Scholars Program
- Health Resources and Services Administration (HRSA) Nurse Education, Practice, Quality and Retention (NEPQR) program

Specific Grant Development Activities/Workshops/Meetings

- Followed up on possible DOL-TAACCT consortiums for Round 4
- Meetings with Business Technologies Division faculty to discuss NSF Mentor Connect
- Conducted research for TBR - SERS project proposals
- Participated in SEELC Grant (DOL-TAACCT) Project Manager interviews
- Shared Fall 2013 Grant Development Update and 2013-14 Grants Agenda with Dr. Gilliam
- Met with Student Support Services staff to discuss TBR grant requirements

Other

- Mrs. Dugger attended Alan Bracken’s “Extraordinary Success” presentation and the President’s Council Christmas Open House
- Facilitated Access2Success Completion Team meeting with the TBR Completion Unit chaired by Vice-Chancellor Wendy Thompson

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.
- New Executive Director of HR & OE, Tyra Copas’ first day of work was December 2.

Plant Operations

- Excavated and formed two concrete pads for two campus directional signs
- General safety inspection of all campus buildings – in progress
- Repairs to RCAP gas heaters by SB White
- Routine vehicle service to F250, Tahoe, and mail van
- Completed renovation of Admissions offices
- Repaired underground pipe from roof drain at Student Services
- Johnson City Renovation Sub-Project A progress meeting
- Repairs to concrete slab outside Fine Arts by JA Street
- Plumbing repairs at KCHE
- Safety inspections of vehicle lifts at maintenance shop, auto shop, and RCAP
- Completed bollard installation and painting of pipe bollards at diesel storage tank
- Relocated furniture at Elizabethton
- Plumbing repairs at Gray
- Continued electrical and mechanical work at auto shop engine room
- Continued curb markings on main campus

- Prepped and drove truck in Bristol parade
- Design work and planning for Admissions cashier project
- Re-wired machine tool equipment in Tech Ed

Planned for this week:

- Continue grinding stumps
- Johnson City site visit
- Begin work on Admissions cashier's station
- Continue curb markings on main campus
- Site survey and planning for smoking shelters
- Complete work in auto shop engine room
- Excavate and form additional signage site(s)

Print Shop

- No special projects going on at this time. Keeping busy with routine work.

Economic and Workforce Development

Northeast State at Kingsport (NSK)

- Hosted a Mobile Food Pantry with Second Harvest Food Bank for students at Kingsport site
- Hosted an *Acoustic Christmas* concert at KCHE in conjunction with the annual Christmas Tree Lighting in downtown Kingsport – Kingsport Commission institutions participated as well
- Attended “A Conversation on Drive to 55” with Randy Boyd, Governor Haslam’s special assistant for higher education, to learn more about this effort
- Attended Providence Medical Clinic Board meeting
- Participated in the AMP Advisory Committee meeting
- Attended NETWORKS Full Board meeting
- HRP attended Active Shooter training on Blountville campus
- Hosted annual Christmas Potluck for KCHE faculty and staff at KCHE

Workforce Solutions

- Delivered 64 hours of hands-on instruction to Eastman Maintenance apprentices
- Delivered and completed one Eastman Apprentice Basic Mechanical Performance Test
- Delivered and completed one Eastman Apprentice Basic Electrical Performance Test
- Hosted a week-long training session for Domtar at RCAM
- Hosted the AMP Advisory Committee meeting at RCAM
- Hosted Domtar’s Fit to Serve training 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 5th Annual Scholarship Reception well attended in November
- In process of installing a second ITV at NS at Elizabethton
- Attended annual SACSCOC conference
- Attended December/quarterly TBR meeting at Nashville; revised budgets approved

- 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

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
- Submitted 2014-15 Individual Strategic Planning Objectives for supervisor review/approval
- 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)

Communication, Policy Development, 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

- 3 days of BPM sessions in Nashville
- Set up Eastman online application
- Set up SAILS online program application
- Graduation applications review
- All Enrollment data sheets in BDMS
- All catalogs in BDMS
- Office renovations
- Registration

Veterans Affairs

- Continued veteran certifications for Spring
- Individual Objectives
- Continued renovation move
- Assisted several new vets

Enrollment Services

- Conducted NSO in Elizabethton for 18 new students
- Trained new Orientation Leader
- Participated in Parent Seminar at Unicoi County HS
- Completed Active Shooter training
- Facilitated the participation of area high school students in focus groups geared towards making improvements in our web site
- Helped coordinate Restart Your Future program for prospective adult students
- Mailed 18 information packets
- Conducted campus tours for 61 prospective students (47 were 8th graders from West View Middle School)
- Individual Objectives submitted by entire staff

Student Support Services

- TRiO Staff assisted TRiO SSS returning/New participants with scheduling for Spring 2014
- Completed and submitted Annual Performance Report to Washington
- Continued to update Facebook, INFO2KNOW information
- Assisting with Mobil Food Pantry Blountville (Raylene Steward, Jenny Reed)
- Continued to work on Program self-study
- Accepting letters for COE letter writing campaign
- Recruiting visits by 4-year institutions
- TRiO Holiday Reception Blountville, December 5th
- Assisting with NSO Elizabethton

Center for Students with Disabilities

- CSD staff:
 - worked with students on Needs Assessments, Accommodation Letters, Advising, Scheduling, and Testing
- Betty:
 - Attended Department Head, Self-Study, Open House, SACTAT, Leadership
- Amanda:
 - Assisted CSD students at KCHE & Elizabethton and attended Leadership
- Mitzi:
 - Attended Self-Study, Open House

Career Services

- Attended the AMP Committee meeting
- Career Services staff provided services at Elizabethton Site
- Contacted targeted employers to schedule on-site recruitment visits

Student Success Center

Student Development

Student Life

Campus Activities

- Hosted "Coffee Break"
- Developed workout plans for students

- Worked on Individual Objectives

Leadership Programs:

- Fall Finale Club sales
- SACC/TAT BIT team meeting
- Leadership Development meeting in Bristol
- Student Organization Advisor Training prep

Office of Scholarship Programs

- Provided scholarship information to students at the Bristol, Gray, and Elizabethton teaching sites December 3rd and 4th
- Spoke with senior class at Sullivan Central High School regarding scholarship opportunities December 4th
- Attended Emergency Preparedness/Active Shooter Training December 3rd

Health Services

- Holiday Fitness Incentive – Maintain Don't Gain Challenge-Ongoing
- HIV/STD Screening Clinic with SCRHD – 12/3
- Blood Drive-12/4
- Strategic Planning-Next two weeks