Executive Council Updates December 17, 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 have finalized the self-study document and preparing for the site visit.
 - C. Representatives from Academic Affairs attended the SACSCOC Annual Conference in Atlanta December 7-11. One Academic Affairs representative served as a 5th Year Review; therefore, he attended December 5 10. Sessions attended by AA personal included, but are not limited to, student and program learning outcomes, distance education, faculty credentials, SACSCOC specific standards (2.8, 3.3.3.1., 3.7.1, 4.1.....), etc.

Grant Opportunities:

- A. 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.
- B. Academic Affairs deans and faculty submitted the TBR Revitalization Grant Proposal to TBR Academic Affairs on 12.16.13 for three course designs (pilots: Fall 2014) Spch 1010, Math 1530, Biol 2010/2020/Chem 1110.
- Articulation Agreements:
 - A. 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".
 - B. 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,
 - i. English Task Force (William Wilson + 2 faculty Michael Pagel, Lisa Buchanan),
 - ii. Mathematics Task Force (Malissa Trent + 2 faculty Mark Taylor, Cindy McNabb)

- iii. Library Consortium Task Force (Duncan Parsons)
- iv. 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
- Various initiatives are on-going related to developing and/or modifying current academic programs of study.

Administrative Services

Plant Operations

- HVAC repairs at RCAP
- Review of recyclable services with Safety Kleen
- Produced report based on simulated TOSHA general audit inspection
- Serviced and winterized miscellaneous lawn equipment
- Vehicle repairs/service to Crown Victoria, Chevy Malibu, Dodge Caravan, Buick Lucerne, and police cart
- Repairs to custodial floor scrubber
- Repaired hoist in maintenance shop
- Started construction of P203A (Admissions cashier station)
- Prep for installation of Emergency Procedures
- Roof patches at Student Services
- Mechanical and electrical work for auto shop engine room equipment
- Sprinkler system review for P203A renovation
- Planning and design work for smoking shelters
- Prep for asbestos survey to be conducted in January, 2014

Planned for this week:

- Continue construction of P203A
- Maintenance meeting with Kingsport staff
- Finish grinding stumps
- Continue curb markings on main campus
- Excavation for concrete pad (directional signs)
- Substantial completion inspection, Johnson City Sub-Project A
- Planning and design for smoking shelters
- Installation of Emergency Procedures, campus-wide
- Johnson City HVAC review with SB White
- Continue work in auto shop engine room

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-TAACCCT 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
- Peyback Foundation

Specific Grant Development Activities/Workshops/Meetings

- Initiated contact in search of DOL-TAACCCT consortiums for Round 4
- Reviewed Mentor-Connect project assignment prepared by Business Technologies Division faculty
- Conducted project-specific research for two TBR SERS project proposals
- Participated in Health Resources and Services Administration (HRSA) National Workforce
 Diversity Program technical assistance webinar
- Participated in Inside Track weekly conference call
- Participated in NSF's Improving Undergraduate STEM Education (IUSE) technical assistance webinar
- Conferred with Robin Byrd and Dr. Hamilton on TBR Course Revitalization Grant Proposals

Other

- Get Acquainted Meeting with Tyra Copas, Executive Director of Human Resources and Operation Effectiveness
- Attended Employee Recognition Ceremony and Holiday Luncheon

Human Resources

- Currently conducting IPEDS testing and beginning preliminary work on IPEDS annual report.
- Preparing catalog revisions.
- Working with Business Office to pull information regarding professional development.
- Presented service awards/certificates at annual Employee Recognition Ceremony.
- Working with Computer User Support Services to convert forms to SharePoint.

RCPA/Auditorium

Last 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

This Week:

- Holston Middle School Choir (RCPA) Public Show Tuesday 7:00pm
- Striking lights and sound equipment from the various events and putting the theatre back in order
- Cleaning and organizing the RCPA shops
- Testing new equipment in the Auditorium (Dish Network for future sporting events)

Print Shop

Printing routine items on a daily basis.

Economic and Workforce Development

Northeast State at Kingsport (NSK)

- Facilitated 2013 Legislative Luncheon hosted on Blountville campus
- Held Student Spring Orientation at KCHE on December 9
- Hosted 4-H Public Speaking's Presentation of Awards at KCHE on December 10
- Hosted Life Lessons Over Lunch sponsored by Campus Christian Ministries at KCHE

Workforce Solutions

- Met with Robin Dice and Koren Winters, Domtar, to continue apprenticeship program management transition
- Continued branding initiative by working with Amanda Adams and Jonathan Brooks on promotional awareness for WJHL.com
- Coordinated visit to Mullican Flooring to establish partnership in career services and training
- Submitted budget for entrepreneurial grant to NACCE
- Continued Phlebotomy implementation scheduled to begin in February

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 (approved in Dec 2013)
- New purchasing system(SciQuest) implementation and training
- Business Process Modeling activities with TBR and other schools
- AMP grant financial statements
- Assisting State Auditors in bi-annual audit of NeSCC and NeSCC Foundation

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

- SACSCOC annual meeting in Atlanta
- Continue to process graduation applications
- Meeting with EdFinancial
- Processing end of term grades
- Preparing for phase 3 SIFT training
- Continue finalizing Degree Works for faculty, staff and students
- Preparing Banner Recruit for use with SAILS students
- New Student Orientation Program

Veterans Affairs

- Continued vet Spring enrollments
- Participated in Holiday Vendor Fair at the VA and distributed information
- Completed Technology Plan
- Assisted new vets apply for benefits

Enrollment Services

- Conducted NSO at both Kingsport and Blountville for 66 students and their families
- Sent end-of-semester email to students who participated in NSO this past summer
- Participated in FAFSA Night program at Volunteer HS
- Submitted Individual Objectives
- Continued preparations for Spring Open House
- Mailed 15 information packets
- Conducted campus tours for 11 prospective student and their families
- Conducted 2 My Northeast workshops

Student Support Services

- TRiO Staff assisted TRiO SSS returning/New participants with scheduling for Spring 2014
- Continued to update Facebook, INFO2KNOW information
- Continued to work on Program self-study
- Accepting letters for COE letter writing campaign
- Recruiting visits by 4-year institutions
- Assisted with NSO Kingsport December 9th
- Assisted with NSO Blountville 13th
- Compiled Evaluation Data for Fall

Center for Students with Disabilities

- CSD staff:
 - worked with students on Needs Assessments, Accommodation Letters, Advising, Scheduling, and proctored and/or read 55 exams
- Betty:
 - o Traveled to Elizabethton to meet with CSD students.
 - Presented at New Student Orientation

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

Leadership Programs:

- Conducted two Student Org Advisor training sessions
- Student Life staff meeting to review past events and plan for next semester
- Worked on Student Travel Guidelines/policy affecting Leadership Programs
- Met w/ John Bunn at the Coffee Co. in Elizabethton re: possible student ran coffee shop on campus.

Campus Activities

- Meeting to discuss part-time permanent Wellness Assistant position
- Student Life fall review meeting
- Meetings with students

Counseling and Testing Services

Office of Scholarship Programs

Health Services

- Planning to help students navigate Healthcare Marketplace when they return
- Holiday Fitness Incentive Maintain Don't Gain Challenge
- Flu Shots