

Jackson State Community College Foundation
Board of Trustees

Meeting Minutes

Thursday, June 7, 2018 8:30 a.m. – Foundation Board Room/ Student Union

The Jackson State Community College Foundation Board of Trustees met on Thursday, June 8, 2018 in the Foundation Board Room in the Student Union Building at Jackson State Community College.

The following were present: Vice Chair Thorne Barbour, Mrs. Dee Henderson, Treasurer Horace Chase, Dr. Allana Hamilton, Mr. Grant Edwards, Mr. Reggie Smith, Dr. Bobby Smith, Mrs. Ellen Kirby Dr. Walter Nelms, Mr. Randy McKinnon, , Mr. Brian Gann, and Dr. Larry Bailey. Mr. Cary Vaughn, Mr. Al DaSilva, Mrs. Wendie Carlson, Mrs. Deann Thelen, Mr. Jim Crone and Mr. David Clark.

Guests: Mrs. Dawn McGee, Mr. Brent Wright, and Ms. Laura Jones.

Those unavailable to attend: Chairman. Jeff Lewis, Mr. Jim Ayers, Mr. Paul Phelan, Mr. Chris Allison, Mr. Bobby Dyer, Dr. Tony Emison, Senator Ed Jackson, Ms. Neta McKnight, Mr. Lamont Nelson, Mr. John Rountree, and Mrs. Sara Youngerman.

CALL TO ORDER

Vice Chair Thorne Barbour called the meeting to order at 8:38 a.m.

WELCOME & INTRODUCTIONS

Vice Chair Thorne Barbour welcomed all in attendance. New members introduced.

APPROVALS

Copies of the June 7, 2018 meeting agenda were presented. One spelling correction was noted. With no questions, ***Mr. Jim Crone made a motion to accept the agenda as presented; Mr. Randy McKinnon provided a second. There were no opposed; the motion passed.***

Copies of the March 9, 2018, April 10, 2018, & June 1, 2018 meeting minutes were presented for review and approval. With no questions or corrections, ***Mr. Randy McKinnon made a motion to accept the agenda as presented; Mr. Reggie Smith provided a second. There were no opposed; the motion passed.***

FINANCE & INVESTMENT REPORT

Copies of the JSCC Foundation investment portfolio were distributed. Mr. Brent Wright with Regions Bank review the market data and updated the board of the portfolio's overall performance.

Treasurer Chase presented copies of and reviewed the Balance Sheet and Income Statement ending April 2018 to the Board. With no questions, ***a motion to accept Income Statement and Balance Sheet was made by Mr. Randy McKinnon; a second was provided by Mr. Jim Crone. There were no opposed; the motion passed.***

Treasurer Chase updated the Board of the May 31, 2018 Budget, Investment, & Finance (BIF) Committee meeting. Copies of the meeting minutes, proposed 2018-2019 Unrestricted Budget, Spending Plan draft, and Foundation By-Laws draft were presented.

Mrs. Henderson provided a brief summary of the 2018-2019 Unrestricted Budget recommendation of the BIF committee. With no questions, ***a motion to accept BIF Committee recommendation of the 2018-2019***

Unrestricted Budget was made by Mr. Reggie Smith; a second was provided by Mr. Grant Edwards. There were no opposed; the motion passed.

Continuing to the Spending Plan draft, Treasurer Chase explained recent concerns encountered regarding the preservation of funds and the awardable amounts determined by the Spending Plan formula. The BIF Committee recommends to the Board a modification of the Spending Plan formula from 50% of unrealized gains earned during the calendar year ending December 31 to 25%. With no questions, ***a motion to accept the BIF Committee recommendation of the modification from 50% to 25% of Unrealized Gains earned during the calendar year ending December 31 was made by Mrs. Wendie Carlson; a second was provided by Mr. Reggie Smith. There were no opposed; the motion passed.***

Treasurer Chase addressed Article VII of the JSCC Foundation By-Laws. The BIF Committee recognized gaps in the article's language as it pertains to approval of dollar amounts, authority and general practice. The BIF Committee has recommended to the Board the modification of the following language:

Expenditures of more than \$5,000 must receive prior approval of the Foundation's Board of Trustees,
to

Expenditures of \$5,000 or more must receive prior approval of the Foundation's Board of Trustees,

to capture the actual \$5,000 dollar amount.

The BIF Committee also recommended the addition of the following language:

However, expenditures that meet a fund's criteria and the fund has the available dollars, the Executive Director has the authority to approve such expenditures.

A report of all expenditures shall be presented at each meeting of Foundation Board of Trustees.

With no questions, ***a motion to accept the BIF Committee recommendations to modify the Article VII language above was made by Mr. Jim Crone; a second was provided by Mr. Randy McKinnon. There were no opposed; the motion passed.***

PRESIDENT'S REPORT

Dr. Allana Hamilton updated the Board on JSCC initiatives. She provided an update to recent proposed legislation (*reference: HB2155 & SB2078*). This legislation provided community colleges and TCAT first right of refusal to offer dual enrollment classes in high schools. These bills have not passed but instead the Chancellor, in conjunction with the Governor's office, will develop a task force made up of members of the Tennessee Board of Regents (TBR), K12, private universities, and the UT system to navigate these issues related to dual enrollment courses. The first meeting will be by the end of June. No determinations had been made as to how long the task force would exist, expectations placed upon it or an expiration period.

Another JSCC initiative looks at student circumstances that impact the classroom. Students faces many challenges associated with attending classes such as day care issues and/or behavior problems. Funding has been approved to cover the addition of two completion coaches who will provide wrap around support services to students outside of the classroom.

TBR is reviewing the consolidation of services among state community colleges and Tennessee Colleges of Applied Technology (TCATs). Three areas of focus are Human Resources, Finance, and Payroll. As a result TBR has eliminated three positions at JSCC. JSCC is working with those employees affected to assist them in seeking other employment.

TBR is also exploring the option of outsourcing custodial, maintenance and grounds work. Previously, the option was given to the community colleges whether or not to choose to outsource these functions and JSCC then opted out of the process. In recent weeks, the Chancellor has asked that all 40 institutions (community colleges and TCATs) provide a company by the name of JOL to provide a bid for these functions on their campus. TBR will schedule each site visit for JOL and bids would be complete in 8-10 weeks. To date, JSCC has NOT been notified of a site visit and expect it may take place during the fall 2018 semester. Dr. Hamilton, Mr. Horace Chase, Mr. Preston Turner, Physical Plant Director, will all be participate closely with the process. Mr. Chase added that the driver for JSCC would be the level of comfort with services we currently have verses the level of services we may or may not receive if those services are outsourced.

The JSCC updates include improvement on processes. JSCC is reviewing several processes and documents to ensure what we are practicing is stated in our processes. An example is the streamlined scholarship application that Mr. Brian Gann developed in the spring semester.

Communication to the campus via monthly President's Open Forums. These sessions are recorded for those unable to attend.

The JSCC Executive Team conducts regular retreats on campus. The most recent Retreat covered THEC outcome funding, performance indicators, historic trends. We are currently working on strategies for the upcoming year as well as the next five years.

The campus as a whole completed an Assessment of Administrators. It was open to the entire campus and used to identify strengths and weaknesses within our organization.

JSCC has continued work to develop partnerships with other area four-year institutions. We are currently developing a formal agreement with Lane College.

Community relations partnerships are also a focus of JSCC, not only within our service area, but expanding into Kentucky and Mississippi. We are compiling our involvement and possible involvement with area Chambers, civic groups and identifying obvious gaps in community relations.

As we look at the past year's celebration of JSCC's first 50 years and look forward to the next 50, JSCC has a new visual identity. Dr. Hamilton presented Dr. Walter Nelms, president emeritus, with the first lapel pin with the new institutional logo.

There were no questions.

Director's Report

Mrs. Dee Henderson welcomed everyone to the meeting and thanked the Trustees for their continued support of the college and its students. The college receives 45% of its funding from the state which makes the Foundation's mission crucial to student success. Mrs. Henderson read aloud the JSCC Foundation's mission statement (*included in the meeting packet*).

Mrs. Henderson reminded the Board of the upcoming Trustees Retreat August 17. It will be a working day filled with information to assist new Trustees to get to know the college and the Foundation. Important Foundation documents would be reviewed and amended as necessary. Dr. Bobby Smith would present on the second book in Simon Sinek's series "Find Your Why," (*Trustees present in this meeting received copies of the book*).

The children of Jonas Kisber have requested that a \$20,000.00 endowment be established for the Jane and Jonas Kisber Scholarship fund. The family has transferred \$27,000.00 to the JSCC Foundation from the West Tennessee Healthcare Foundation to establish the endowment. The official request of the family will be forwarded at the conclusion of today's meeting as it was not included in today's meeting packet. ***A motion to establish the \$20,000.00 endowment was made by Dr. Walter Nelms. A second was provided by Mr. Reggie Smith; there were no opposed. The motion passed.***

Mrs. Henderson reviewed resignation letters received from Mr. Chris Allison, Mr. Pat Riley and Mr. Floyd Flippin. ***A motion of acceptance of these three resignation letters was made by Mr. Reggie Smith. A second was provided by Mr. Randy McKinnon; there were no opposed. The motion passed.***

In regard to new Trustees, Mrs. Henderson reminded the Board of the email meeting dated June 6, 2018 regarding a vote to add Mr. Dale Conder to the Board. A prospect meeting with a local CPA and JSCC graduate was upcoming. There is a focus on engaging the community in three areas for Board membership: minorities, industry, and regional.

Plans for the Fundraising Subcommittee to meet are being made. If any Trustees would like to participate, please email Mrs. Henderson your interest. The goal is to raise public aware of JSCC within the community and to stay in the forefront as do other local four year colleges. The members of this subcommittee will be researching ideas for a fundraising event but really need to focus on sponsorships to cover the event cost. Mrs. Henderson asked the Board to be on the lookout for possible speaker sponsors. If any Board members identify a potential sponsor, please forward their information.

There were no questions.

VICE PRESIDENT REPORTS:

Institutional Effectiveness & Advancement

Dr. Bobby Smith highly encouraged the Board members to attend the upcoming Trustees Retreat in August. He introduced the book for his presentation at the Retreat, "Find Your Why". Dr. Smith provided a summary of what the Retreat schedule. A portion of the day would be dedicated to reviewing Foundation documents such as the Charter and By Laws.

Dr. Smith updated the Board of PR and Marketing efforts; the college has a new institutional logo and new mascot will be revealed in August 2018 with a formal ceremony. All Board members are invited to attend and invitations would be mailed closer to the date of the event.

To date, fall enrollment is down slightly from this time year; 200 in headcount and 16% for FTE. Summer enrollment compared to this time a year ago is flat; down only 4 in headcount but FTE is up 2.5%, which is what our funding is based on.

There was no discussion or questions.

Academic Affairs:

Dr. Larry Bailey announced the Nursing Program has a 100% pass rate of the state board exams. The programs has also been under the leadership of the same Dean for 27 years, Dr. Leslie West Sands, who is an asset not only to the program but to JSCC reputation within our community.

Phi Theta Kappa Honor Society has grown tremendously the past two years under the leadership of Dr. Anna Esquivel. Dr. Esquivel has taken the JSCC chapter to a 5 star chapter within a year and has maintained that rating for the last two years.

There was no discussion or questions.

Student Services:

Mr. Brian Gann provided two nuggets of information to the Board. In May 2018 the College had 541 graduates which is an 11% increase over 488 in May 2017. This demonstrates that our work matters; it matters to the students and to the community.

Scholarship application which through a change combining institutional and Foundation scholarship into one application. Student Services, mainly Financial Aid, has reviewed twice as many applications for the spring 2018 semester as the spring 2017 semester.

JSCC has received 724 applications for TN Reconnect as of May 29, 2018. TN Reconnect is a last dollar scholarship geared toward adults 24 years of age and older which few other restrictions making education more accessible to this age group.

TN Promise applications are also up. Currently the College has received 1073 applications for the fall 2018 semester as opposed to just under 1000 a year ago.

Graduate numbers for IPEDS have increased by 6%; not where we need to be but we are getting better.

There was no discussion or questions.

Vice Chair Thorne Barbour reminded Board members of the Retreat on August 17, 2018. Mrs. Henderson mentioned continental breakfast would be served beginning at 8 a.m.

Vice Chair Thorne Barbour announced the next scheduled quarterly meeting would be September 6, 2018 at 8:30 a.m. in the Foundation Board Room.

With no further discussion, the meeting adjourned at 10:41 a.m.

Respectfully submitted by Lisa Kincaid
Institutional Advancement
June 8, 2018