

**Jackson State Community College Foundation**  
**Board of Trustees**

*Meeting Minutes*

*Thursday, June 4, 2020, at 8:30 a.m. – via Zoom*

The Jackson State Community College Foundation Board of Trustees met on Thursday, June 4, 2020 via ZOOM.

The following were present: Chair Thorne Barbour, Vice Chair Jim Crone, Mr. Cary Vaughn, Mr. John Rountree, Mr. Al DaSilva, Mr. Randy McKinnon, Treasurer Tim Dellinger, Dr. Bobby Smith, Dr. Larry Bailey, Ms. Jessica Gelinias, Dr. Jeff Sisk, Mrs. Candyce Sweet, and Ms. Lindsey Tritt,

Those unavailable to attend: Mr. Reggie Smith, Mr. Jeff Lewis, Mr. Colin Perry, Mrs. Marcie Williams, Mr. Jim Ayers, Mr. Dale Conder, Mr. Paul Phelan, Mrs. Wendie Carlson, Mr. Grant Edwards, Mrs. Deann Thelen, Ms. Nita McKnight, and Dr. Walter Nelms

Guests: Mr. Benjamin Dziengel and Mr. Jay Mullins, Mrs. Robin Marek

**CALL TO ORDER**

Chairman Barbour called the meeting to order at 8:37 a.m.

**WELCOME & INTRODUCTIONS**

Chairman Barbour welcomed all in attendance.

Vice Chair Jim Crone asked for roll call.

**APPROVALS**

Copies of the March 5, 2020 meeting minutes were presented. With no questions, ***Mr. Cary Vaughn made a motion to accept the minutes as presented; Mr. Al Da Silva provided a second. There were no opposed; the motion passed.***

Copies of the June 4, 2020 meeting agenda were presented. With no questions, ***Mr. John Rountree made a motion to accept the agenda as presented; Mr. Cary Vaughn provided a second. There were no opposed; the motion passed.***

**FINANCE REPORT**

Treasurer Tim Dellinger presented copies of and reviewed the April 2020 ending Balance Sheet and Income Statement dated April 30, 2020 to the Board.

***\*\*There was no motion or vote to accept the Income Statement and Balance Sheet.***

**INVESTMENT REPORT**

Copies of the first quarter 2020 Investment Performance and Market & Economy Commentary were presented to the Board. Mr. Jay Mullins, Institutional Portfolio Manager with Regions Bank, reviewed market data and updated the board of the portfolio's overall performance through June 2, 2020.

Mr. Thorne Barbour requested, if no objections, that due to time constraints, that the Vice President's reports be moved from item VI to IV. There were no objections.

#### VICE PRESIDENTS REPORTS:

##### Student Services:

Interim Vice President of Student Services, Mrs. Robin Marek, asked Dr. Bobby Smith to update the board on enrollment:

Dr. Smith reported: Summer 2020 semester headcount is down 1.5% FTE is down .3%. State reports are all over the place. Fall 2020 headcount is down 36% and FTE down about 40%.

Mrs. Marek reported that summer classes began this past Monday, June 1 and recruiting efforts have increased to get students enrolled in the second half of the summer semester though it is not expected to see a large increase in those numbers. There are heavy recruiting efforts focused on fall enrollment. The numbers are down from current [spring] students who would have registered for fall classes which was a major impact on fall enrollment numbers as of today.

The first online new student orientation will take place this week with approximately 100 students registered to attend remotely.

Additionally, we are working on various means of communications to reach current and new students.

Dr. Smith is spearheading the Graduation Task Force which will be coming up with a program that will honor our graduates who would have graduated at the ceremony May 9.

##### Institutional Effectiveness:

Dr. Smith updated the Board on the decision of our Director of Institutional Research

Dr. Smith updated the Board on the outcome of the internal audit. There were two recommendations:

- 1) The Foundation should develop their own policies
- 2) The Foundation should be developing their budget along the same timeline as the institution.

Another discovery during audit was a portion of monies erroneously given to the college rather than the Foundation somewhere in the neighborhood of \$3000.00 related to the agreement with Follett (bookstore).

Dr. Smith said he would send the executive summary of the audit will be sent out to the Board.

There were no questions.

##### Academic Affairs:

Dr. Larry Bailey updated the Board on enrollment numbers as the correlate with the move to online class environment due to COVID circumstances. The enrollment numbers for

The college is working diligently with students who were unable to complete [health science related] labs in the spring. Some faculty are focused on assisting students to complete labs, while others are focused on summer enrollment and some are working with Health Sciences students who are unable to register due to an incomplete status from the spring semester. The Health Sciences programs have extended their program application deadlines to July 1 in an effort to assist students in completing the application requirements.

We are working [from home] with Student Services and staff in many areas to contact as many students as possible to follow up on their registration status and customer service assistance.

Faculty have signed up in many capacities from calling students, advising students, assisting with registration related issues and have been working on going throughout this transition.

We have finally received approval from TBR regarding how to handle the fall 2020 semester. The academic calendar will remain the same however we have approval to end the semester early or move to an online environment entirely if the COVID situation becomes an issue. We have developed a “flex” schedule which will involve splitting the class into smaller meeting times, using ZOOM, eLearn and using other resources and incorporate that into our schedule now for the fall. This will ensure consistency in structure to lessen the impact of disruption while maintaining the schedule we have.

As it pertains to labs, we are working to maintain safe environments and group sizes for our students who are in labs that require student to student contact.

Mr. Cary Vaughn asked about other institutions that are foregoing holiday breaks to maximize the semester time. Dr. Bailey explained that TBR has granted approval to do so; however, that’s what we are working to do now in an effort to avoid that change. We have been operating thus far and developing fall classes and labs that can operate in smaller groups and finish the course on an earlier schedule.

There were no questions.

## PRESIDENT’S REPORT

Dr. Jeff Sisk shared with the Board his appreciation for the impressive response of the faculty and staff under Academic Affairs and campus community to the COVID circumstances and their strategic decision making.

Dr. Sisk updated the Board on the appointment of the new president, Dr. George Pimentel. He was confirmed at the TBR meeting on Tuesday, June 2, 2020 and will be on campus July 1.

The college is looking at double digit drop in state appropriations and possible even more budget cuts upcoming.

Chairman Barbour expressed his appreciation to Dr. Sisk for his leadership during his interim leadership. Dr. Smith also expressed the Jackson State family’s appreciation for his leadership.

## DIRECTOR’S REPORT

Ms. Lindsey Tritt updated the Board on establishing the COVID Student Relief Fund in April. This fund was to serve two functions: 1) technology needs and 2) emergency needs due to job loss or food, rent, utilities, or transportation needs. Ms. Tritt was introduced to the technology aspect and Mr. Bob Obrohta with Tennessee College Access and Success Network (TCASN) who partnered with Straight Talk and other businesses. They were able to order hotspot devices for our students deliverable in 3-5 days. Since April there have been 28 students who have benefited.

The second part of the Student Relief Funds was about how to get resources to students quick. Student would

to fill out a paper application and provide documentation to get approved. Ms. Tritt worked with our IT department to develop an online form in which students could upload documentation. Ms. Tritt would then approve a list of students and the Business Office would deposit funds into their accounts.

JSCC worked with RIFA to approve and hand out two-week food supply boxes to students.

Ms. Tritt reported that \$4930.00 was raised for Student Relief with an additional \$500.00 Sam's Club for tuition and fees assistance. Fundraising efforts will be ongoing, TCASN will continue to assist with technology needs, and Ms. Tritt was receiving 10-20 applications a day for Student Relief but it has now slowed down.

Ms. Tritt has been working with Dr. Bobby Smith on Foundation policies and should have them ready for the September board meeting to approve.

Mr. Cary Vaughn asked if Ms. Tritt was pleased with the response for emergency relief funds. Ms. Tritt responded that she was very pleased from the two campaigns she had sent out. She reported there was approximately \$4600.00 spent with an additional \$2500.00-3000.00 spent. She will continue to raise funds to cover that additional spending and would like to keep the COVID spending separate from the regular Student Relief Fund.

There were no additional questions.

#### NEW BUSINESS

Chairman Barbour asked if there was any new business to be brought before the board. There was none.

#### OLD BUSINESS

Chairman Barbour asked if there was any old business to be brought before the board. There was none.

#### NEXT MEETING

Chairman Barbour announced the next meeting would be September 10, 2020. If unable to meet in person, he would send out a ZOOM meeting invitation.

Dr. Bobby Smith added that JSCC will do our best in on boarding the new president to have some type of interaction with the Board prior to the September meeting.

#### ADJOURNMENT

***With no further discussion, Mr. Randy McKinnon made the motion to adjourn at 10:07 a.m.***

*Respectfully submitted by Lisa Kincaid  
Institutional Advancement  
June 8, 2020*