

## Administrative Council Meeting Minutes

September 26 2022

1. Student Guest: Christen Chaston is a freshman and a member of the Cross Country Team. She graduated from Oliver Springs High School and took dual enrollment classes. Christen plans to get her private pilot license; transfer to MTSU and major in aviation. She would like to be a commercial pilot and possibly fly for UPS. She played basketball and soccer in high school, but this is her first time on a running team. The best thing about Roane State has been small classes and close relationships with faculty and other students. She likes how accessible the library is. She feels safe on campus and even travels to the observatory once a week with classmates for evening class. She indicated that online classes could be difficult without faculty making efforts to be accessible, especially for web only classes.
2. Veteran Wave Update: The Veterans' Day event will be held on the Roane County campus on November 11 at 11:00 a.m. Purchased flags will be flown for Veterans' Day and the 4<sup>th</sup> of July. Orders for new flags should be made quickly. Flags are flown for two years; then either returned to the purchaser or officially retired.
3. Fall Break is October 10-14. Everyone is encouraged to reach out if a student is in need and encourage them to talk to their success coach/advisor before dropping a class.
4. Business and Finance Updates: State auditors are on campus reviewing fiscal 2020-21. The exit session is scheduled for Wednesday, September 28. Marsha Mathews announced that David Webb is the new Director of the Physical Plant and Jerry Malicoat is the new Director of the Expo Center. She announced changes to the courier run starting October 1. (Tuesdays and Thursdays to smaller campuses; daily to ORBC; exceptions are the first and last two weeks of the semester, when service will be daily to all campuses.) Work orders for maintenance need to be submitted using the form in RaiderNet rather than via email. For emergencies, employees can call extension 4565. Employees were asked to make notes of explanation on requisitions for anything that seems personal in nature. Membership numbers are needed for subscriptions. These notes will keep the process of approval flowing more smoothly. The Roane County campus has 24 hour security, so please notify Campus Police in advance about events or the need to have rooms unlocked. The Dunbar HVAC project design meeting is scheduled this week. The Roane County Envelope Project is on hold pending determination if a single bidder can be accepted. The Athletic Fieldhouse is completed with fire marshal approval and Certificate of Occupancy issued. HVAC projects in Cumberland and Oak Ridge are in process as well as the Cumberland lab/classroom expansion. Knox County campus meetings are taking place weekly with the architectural firm. Upland Design has been chosen to design the new Fentress County permanent campus. Marsha reported that revenue is down 21% from pre-Covid levels. HEERF dollars are still available, but only until May 2023 for additional counseling, tutoring and loss or revenue (\$3.7 million).
5. IT Updates: Keri Phillips asked that the Help Desk ticket be used instead of emailing for assistance with IT issues. The link to generate the form is on the website at [roanestate.edu/helpdesk](http://roanestate.edu/helpdesk). Calls to the Help Desk can also be used for emergencies. Keri also encouraged all supervisors to go to RaiderNet and check to ensure that the

information about their direct reports is accurate. RaiderNet also includes information about wifi access instructions. Annual security training will be sent out to employees shortly.

6. Workforce/Sites/Athletics Update: Teresa Duncan reported that the Athletic Hall of Fame event was held concurrently with the Fieldhouse Open House this August. In other Athletics news, Roane State now has a Dance Team with Ashley Thompson as volunteer coach. Bo Harris is the new head coach for Women's Golf. Roane State currently has 160 student athletes. Next on tap will be Women's Soccer. There is great interest in e-Sports, which will begin as a club. Roane State will host the 2023 TCCAA Basketball Tournament, March 3-7. Recruiters will be here as well as the teams. The Open House for the Anderson County Higher Education Center was a success. Sonya Parker is serving as RSCC site director there. Governor Lee was also in attendance for a visit to the Campbell County Campus; Tracy Powers and her team of faculty and staff did a great job of hosting. Teresa announced that the annual Street Painting Festival in Oak Ridge will be October 8. Teresa also reported on events happening at the sites. Andy Spellman has been appointed as the new site director at ORBC. Mike Eppler with assistance from Steven Williams of TSBDC and Sonya Parker are implementing the WORC grant that has \$50,000 per county for business training. The grant is good for two more years, and anyone in our service area can reach out to one of these individuals to find out how to apply for training.
7. Enrollment Update: Jamie Stringer reported that headcount is down 3.4%; FTE down 7.1%. Tennessee has reported that the college going rate of high school students is down significantly. Adult enrollment is also down statewide. RSCC has contracted with the Noel Levitz company to conduct a comprehensive enrollment audit to recommend new strategies to increase enrollment. A consultant from RNL will be on campus in November.
8. ATD Update: Karen Brunner reported that RSCC was invited to apply for ATD's top award, the Leah Meyer Austin Award. Karen Stout, the president of Achieving the Dream will be our keynote speaker at Convocation, January 10. Karen asked for recommendations of a student who has overcome significant challenges to be successful, so that we can nominate this student for the ATD DREAM Scholar program.
9. Employee Giving Campaign: Internal campaign contributions help with emergency aid, licensure fee assistance, campus food pantries, and finish line scholarships. Employees may designate donations through one-time gift or payroll deduction. The campaign runs from October 17 – 28.
10. The Long Night Against Procrastination is scheduled for November 10, from 3:00 p.m. to 8:00 p.m. at ORBC.