

President's Cabinet Meeting Minutes

November 28, 2022

1. Student Guest: Elizabeth Brady attended Rockwood High School and is on the dance team at RSCC. She and her fellow dance team members all grew up dancing at the same local studio. She is planning to switch from General Studies to Business/Accounting and transfer to TN Tech. Elizabeth said she was accepted to TTU first but decided to come to RSCC for her first two years so she could take advantage of the small classes and closer relationship with the faculty. She would like to see more college-wide activities for students that would motivate them to stay on campus. This would help create more of the "college experience." She prefers on-ground classes but really enjoys using Momentum. She explained that being able to test at her own pace helps with test anxiety. She said many of her instructors have students work collaboratively in class, and she really likes working with other students.
2. Email Policy and RSCC Distribution List: President's Cabinet has been considering how to restrict usage of RSCC Distribution List for many months. Most TBR community colleges limit utilization of college-wide distribution lists, and students have long indicated that email is not only not their preferred method of communication, but that "too much" email clutters their inboxes. Sarah Self and Keri Phillips will be working on a process for sending out announcements college-wide. In the meantime, everyone is requested to submit information and announcements to Sarah Self or Jeremy Pulcifer so that Public Relations can push out in multiple formats, including the Communicator, Just a Minute, the RSCC Facebook page, etc. Cabinet discussed the situation that arises when one of the RSCC family loses a loved one. If the family is willing, those announcements will be forthcoming from the employee's Vice President. Sarah also asked everyone to remind their staff members that all electronic communication is subject to the Tennessee Public Records Act. The final policy/process will be discussed during this January's Convocation.
3. Policy PA-04-02 Direct Deposit: Editorial changes to the policy were approved. Marsha Mathews pointed out that employees still receive a telephone call if they submit a change request form to verify that they have requested the change.
4. GA-19-01 Traffic and Parking: Anne Holder and Beth Bolden worked on updating this policy; however, Marsha pointed out that the ability to give out citations had been removed. Although this occurs rarely, Chief Wright should have that option. The proposed updates will be sent to TBR Counsel for review before final Cabinet approval.
5. Campus Hours Spring Semester: Teresa Duncan is trying to make the open hours for the smaller campuses as consistent as possible. She will send out a business hours schedule for everyone to review.
6. Enrollment Update: Jamie Stringer reported that spring enrollment is currently up by 11%. Much of this is the result of early dual enrollment registration. The good news is that 120 of these students are returnees. January Convocation will be a forum to discuss ongoing retention strategies.
7. Knox, Cumberland, and Fentress Projects Update: The designers working on the architectural plans for the Knox campus have turned plans over to the electrical and mechanical engineers. The plan should be finalized in December; a land transfer

ceremony scheduled for late January; and groundbreaking in late April or May. The silent phase of the Foundation fundraising campaign has begun. The Cumberland addition project is still waiting for approval to send out for construction bids. Next week a meeting with Oneida/Fentress TCAT president Dwight Murphy is scheduled to discuss programming at the new Fentress County facility.

8. Tree Lighting Event: Dr. Whaley thanked everyone who helped to make this such a great community event with several hundred people in attendance. The TCAT sleigh ride was the hit of the evening. A donation has been received from Roane County to purchase additional layers for the tree.
9. Legislative Luncheon: Dr. Whaley thanked everyone who helped make this a great opportunity to thank and update our senatorial delegation. Students from RSCC and TCAT/Knoxville stole the show! The Jewelry TV venue was beautiful.
10. This year's holiday party will be at the Oak Ridge Campus on December 15 from noon to 2:00 p.m. Eastern. Everyone who wishes to attend is encouraged to do so.