

President's Cabinet Meeting Minutes

July 24, 2023

1. Student Guest: Madison Osborne lives in Coalfield with her large family and graduated from Oakdale High School as a dual enrollment student. She plans to transfer to Tennessee Tech following graduation, majoring in Psychology or Social Work. She has had a great experience at Roane State and says the best thing about the college is that there is always someone to help, whatever the need. She has greatly enjoyed all of her professors. Madison told the Cabinet that she is naturally an introvert, but she thoroughly enjoyed the way that Elizabeth Kitts integrated collaborative work into her History classes, which helped build her confidence. She said we could do a better job of explaining if a Hybrid class was going to take place in a Zoom room. Madison primarily takes classes in Roane County and Oak Ridge and was very complimentary of the cleanliness of the facilities, the beauty of the landscaping, and organization of the bookstores. She has definitely noticed the presence of campus police, which makes her feel safe on campus. Madison was not aware of Raider Recruit and is excited to check out the part-time employment opportunities posted.
2. Knox Campus Groundbreaking Update: The groundbreaking for the new Knoxville Campus will take place at 10:00 a.m. August 1. All except for a select few VIP guests will park in the lot across from Parkwest Hospital and take the provided shuttle to the staging area. A tent will be set up to accommodate 100 people (seating for 80). A couple of front rows will be cordoned off for VIP's. One student from each program (RSCC and TCAT/Knox) will be invited to attend, with one from each college asked to briefly speak. Cabinet reviewed the draft agenda and confirmed the order of introductions. Dr. Whaley asked that the guest list be reviewed by Pat Jenkins, Kirk Harris, David Blevins, and Michelle Cash to make sure that no healthcare leaders had been left off the invitation list. Anita Anthony will set up the sound system; David Webb and crew will set up the staging area; and Sandi Roberts will coordinate photos. Scott Niermann will send one-page "talking points" for Executive Staff to have for conversations with guests.
3. Enrollment Update: Jamie Stringer reported that we are currently down less than 1% without dual enrollment; up 5% including dual. He predicts that we will be about 3% up in headcount as a final count. There are still many success coach appointments pending; the coaches were "off-line" to participate in the New Student Experience, so they're a little behind. Diane Ward indicated that some health science programs and Middle College cohorts were still enrolling. Jeremy Pulcifer is reaching out to continuing students via text.
4. Policy BA-08-01 Collection of Accounts Receivable: This policy was updated to address an audit finding and to align with TBR policy and more closely with other TBR institution practices. Cynthia Cortesio has reviewed and approved. Cabinet approved the revisions.
5. Policy AA-22-01 Distance Education Policy: Dr. Ward and the deans reviewed and revised this policy to update the language and outdated narrative regarding workload. Marsha Mathews will update the college fee schedule and send to Diane related to #4 in the policy. Cabinet approved the revisions.

6. Policy AA-25-01: This is a new policy to align with TBR policy. The policy provides student whose first language is not English with a pathway of support to be successful. Cabinet approved this policy.
7. Mission Profile Update: Karen Brunner brought Cabinet a draft of an update to the annual Mission Profile required by TBR and THEC. TBR had already updated the data portions of the profile, and Karen added information about the upcoming facilities projects – Knox and Fentress campuses and Cumberland addition. Cabinet approved the profile for submission to TBR.
8. Employee Onboarding Update: Marsha Mathews and Joyce Marsalis have begun a new, more comprehensive onboarding for new employees. The training includes important information from business operations, IT, public safety, and internal audit. Because these items are not included in the New Faculty Academy, new faculty will participate in this training as well. If the Raider Room is available for future sessions, there will be room to accommodate any current employees who wish to attend. Training for supervisors is also being planned.
9. Leadership Oak Ridge and Anderson County: Teresa Duncan reported that applications for these two leadership classes are due shortly. She asked that names of interested staff or faculty be sent to her by week's end.
10. Technical Programming Grant: Teresa Duncan reported that there is a regional grant opportunity that includes TVA, ETEC, ORNL, and UT. This Phase I grant provides eligibility to apply for Phase 2. Nuclear technology is included in the proposed training. A letter of support from Roane State has been requested. Teresa will participate in an upcoming meeting where the specifics of support will be outlined. Dr. Whaley reported that Roane State will be receiving future funding from ORNL for our nuclear program, and future support may also come from future state dollars. Teresa and Diane will put together some talking points for Senator Yager regarding the college's plans for a nuclear technician training.