

Administrative Council Meeting Minutes

February 26, 2024

1. Student Guest: Karen Brunner introduced Marv Rosen, a retired psychologist and veteran, taking Matt Waters' Video Editing course for personal enrichment. Marv described the best things about Roane State to be the friendly, supportive and encouraging attitude of everyone he has encountered. He stated that the admissions process was efficient and well-organized (in contrast to Pellissippi); getting his student ID at the One-Stop was fast and easy; and Momentum was easy to navigate once he got oriented. He explained that his instructor did a thorough tour of the syllabus, including Roane State resources and what to do in case of emergencies. Marv was particularly complimentary of the Raider Pantry. He noted that some of the computers in O-115 needed software updates and mouse batteries at the beginning of the semester. One item for improvement would be to re-stripe the steps in the gymnasium where the stripping is missing as a safety measure for those wishing to sit in the lower level seats. (It was noted that this is an issue impacting Commencement as well.) Marv noted that he was having trouble downloading his specialized course software to his home computer. Keri Phillips suggested using OneDrive, and Susan Sutton give him the email address for CTAT, so they could walk him through the process.
2. Enrollment Update: Jamie Stringer reported that spring headcount is up 1.4%; FTE is up 2.5%. Increases noted at Roane, Oak Ridge, and Knox. Last fall semester goal to reach 5,000 students was met (5,031); fall 2024 goal is set at 5,300 students. Doug explained the "enrollment cliff" which will occur beginning 2025 when the population of high school students will begin to decline significantly. With this in mind, it will be important to increase recruitment of adult students, dual enrollment and Middle College, and online students. Jamie Stringer pointed out that we should be recruiting adults throughout the year and be able to get them started as soon as they apply to order to time their start with their initial excitement.
3. Humanities Division Updates: Geol Greenlee gave updates on upcoming events
 - a. Solo Class Recital, February 29, in the O'Brien Theater Lobby
 - b. Roane Choral Society Concert (Wind, Water, & Earth), March 3 at the Princess Theater
 - c. Sound of Music, April 11-14, O'Brien Theater
4. Academic Updates: Diane Ward reminded everyone that Spring Break begins March 4. The Academic Festival is scheduled for March 22. Cody Miller and Tammy Howard are finalizing the volunteer list and will send out shortly. Some of the competitions have been re-vamped, and there will be more activities for students to do before and after their competitions. The Phi Theta Kappa regional convening will be hosted at the Oak Ridge campus March 15-16. Commencement ceremonies will be May 3-4; dates for specific programs are posted on the website.
5. Payroll Updates: Holly Davidson asked supervisors to be aware of their direct reports' leave balances when approving time sheets and leave reports, both annual and sick leave. She encouraged employees on FMLA to work with HR and Payroll for help with benefit options. She will be putting together a detained calendar of due dates for the website and RaiderNet.

6. Minors on Campus Policy Updates: Tamra Oliver, Compliance and Risk Officer, presented information regarding TCA 37-1-403 legislation and TBR policy 7:04:00:00 related to covered programs for minors. She is working on an institutional policy, procedures, and training to mirror and comply with TBR policy. Tamra explained that this is a very complex issue. Covered programs are those activities sponsored by the college in which minors may participate and those involving college-owned or controlled facilities and resources. When planning such an activity, RSCC participant/sponsors/volunteers must have a background check; training for all covered adults; and signed volunteer forms. She presented a list of prohibited actions during such activities outlined in the policy. Tamra encouraged everyone to work closely with her to determine if a planning activity is covered under this policy. She also pointed out that volunteer forms must be completed by volunteers for any activity in which they are engaged.
7. Business/Finance Department Updates: Marsha Mathews reported that instructions for budget hearings have been sent out to budget managers. Marsha pointed out that state revenues are down which will impact TBR institutions. New funding last year was \$13M; this year is expected to be only \$4M. Budget managers should continue to request new funding, however, in case tuition revenue increases, reserve funds, or grant funds might be available. Marsha also pointed out that very few capitol maintenance requests were funded, including our request for paving at Cumberland. We will need to cover that, and Cumberland landscaping, with internal funds in advance of the new addition ribbon cutting/naming ceremony. She reported on other Physical Plant projects:
 - a. Preparations for Commencement
 - b. Work on the soccer field
 - c. Pulling electricity for cameras on campuses
 - d. Painting of restrooms at the baseball/softball fields
 - e. Receiving quotes for pressure washing the O'Brien Building
8. Facilities Updates: The Cumberland addition will be ready for fall semester, 2024. The Knoxville new campus is scheduled to finish construction around July, 2025. This will require a back-up plan for fall semester, 2025. The campaign for the Knox campus has raised \$1.6M toward the goal of \$7.5M with a number of large donation requests out to major donors. The permanent Fentress County campus is scheduled to open spring semester, 2026.