President's Cabinet Meeting Minutes

October 19, 2020

1. GIVE grant tour: THEC representatives will tour the Mechatronics Lab on the Roane County campus on October 28 from 8:45 – 9:45. So far, 33 guests have been invited. Gordon Williams is working on the program. THEC is most interested in reviewing equipment purchased with the grant.
2. DREAM conference: since the conference will be virtual this year, there will be money available to enable more people to attend. Karen will get exact dollar amount available from Title III grant funds and let Diane know so she can solicit faculty interest. Teresa and Jamie should also check with their staff.
3. Winter Term Updates: currently there are 153 students registered; using winter term for fall recovery. Registration for spring semester opens November 9 at which time students can use winter term registration to apply for spring. Jamie Stringer reported that transient students have difficulty registering for winter term, since they frequently wait until the last minute and need to provide transcripts in order to clear them of course pre-requisites.
4. Grants update: Holly Hanson and Deb Miller presented an update of a number of recent grants that have been awarded to the college. Holly has worked closely with the grants specialists for grants from TN state government sources and companies such as Verizon and Intuit to support CBI initiatives, STEM camps, and the food pantry.
5. Enrollment: Jamie reported that efforts are currently underway to get back approximately 750 students who did not enroll for fall semester. Improvements to registration for dual enrollment students include a course schedule that enables students to self-register.
6. Onboarding conference: Plans are underway to conduct a professional development conference on our success coach onboarding model. Participants will come for 2½ days and go through the entire process.
7. Entrepreneurship: Dr. Whaley and Holly Hanson recently participated in the NACCE conference (part in Nashville; part virtual). Dr. Whaley would like to introduce Jamie Stringer to the NACCE president to do a presentation. Dr. Whaley wants Roane State to identify how to expose more faculty and students to a broader concept of entrepreneurship and how to connect the community for economic development.
8. Budget: Marsha Mathews sent out instructions for reduction in departmental travel across-the-board. This year saw not only decreases in tuition due to enrollment decline, but also decreases in TAF funding, out-of-state tuition, Expo Center revenue, and revenue for Kirk Harris's workforce training.
9. E-mister cleaning: Training on the e-mister machines has been completed for Oak Ridge and Roane County campuses. They will be used to clean classrooms and common areas. Companies with current contracts will continue to clean high touch areas such as restrooms on their regular schedule. Dr. Whaley will update everyone in his next video message.
10. RSCC Annual Report: Sarah Self has reached out to Motlow State Community College to see how their excellent annual report was developed. They have a 7-person staff that spent 3 solid weeks on the project. Sarah indicated that our department would need at least five weeks. Public Relations will meet this week to discuss the potential for creating something similar.

11. City of Harriman training request: The City of Harriman has asked if Roane State would be able to do training for people (especially the elderly) to use telehealth services. Teresa will discuss with Kirk Harris, Kim Harris, and Holly Hanson to see what can be done.
12. Knox County Campus: a team is being put together to raise awareness about Roane State in Knox County outside of the healthcare community. Greg Dheen of Realty Trust Group (and a Roane State alum) is leading this effort.
13. Legislative priorities: Cabinet discussed the feasibility of doing a legislative luncheon this year. Sherry Jackson will reach out to other community colleges to see what they are doing and to JTV to see if they have space we could use for an in-person event.