

Administrative Council Meeting Minutes

October 24, 2022

1. Student Guest: Amanda Shipman is from Lenoir City; works full-time with three jobs. She is majoring in Psychology. She told the Council that Roane State resources have been extremely helpful to her and her family. She visits the Roane County food pantry often. This semester all of her classes are online. She says all of her instructors have motivated her to keep going and have offered a lot of help. She is grateful to be a recipient of a Foundation scholarship. She indicated that the application process was very easy. She likes the Degree Works software so she can keep track of her progress toward her degree. She prefers when faculty use PowerPoints rather than video lectures.
2. Jeremy Pharr, JD (Thompson and Associates): Scott Niermann introduced Jeremy Pharr who is under contract with the Roane State Foundation. As part of that contract, Jeremy is available to all employees to assist them with estate planning. This valuable service is free of charge. To set up an appointment, contact the Foundation either by phone or email and they will set up an appointment for you.
3. Business and Finance Updates: Marsha Mathews reminded everyone of the new reduced courier schedule (daily to ORBC; Tu/Th for other sites except daily the first and last two weeks of the semester). For non-emergency work orders to maintenance, employees are asked to complete the online form; for emergencies, call ext. 4565. Please notify Roane County campus police of scheduled events in advance. Mandatory IT security training is due to be completed by December 31. Please submit leave reports by the deadlines required, especially with holiday schedules coming up. Donna Grigsby has accepted the Office Supervisor position in the Physical Plant and Pat Tilley is the new Assistant Director of the Physical Plant. Marsha reported that the October budget has been submitted to TBR, along with a request to payout the salary equity plan for 2020. If approved, payments will be retroactive to July 1 and individuals who qualify will receive notification. An institutional bonus may be approved by TBR, but there is no guarantee for next year. Marsha encouraged managers to start planning for March budget hearings.
4. Academic Updates: Tammy Howard is the new Director of High School Partnerships. She has over 19 years of experience, has worked at PSCC and UT/K, and is on the Morgan County school board. Diane Ward announced that advising pin numbers are active for spring semester. Eight students in Cohort #1 at the Morgan County Correctional Complex have qualified for induction as members of the Phi Theta Kappa honor society. The induction ceremony will be October 25 at 10:00 a.m. at MCCX, the first for students in a prison program. Other events include the State Board of Education Meeting at the Roane County campus, October 27-28, the Long Night Against Procrastination, November 10, and the Veterans' Day celebration, November 11 at 11:00.
5. Workforce, Sites, Athletics Updates: Our cross-country teams are headed to the NJCAA DII Cross Country and Half-Marathon National Championship next month. Four Roane State students made the region all-conference team. RSCC men's golf team won the inaugural Atomic City Classic. Women's golfer, Jodie Spangler, is the nominated golfer

of the week and both teams are ranked #31 in the nation. Keely Stillwill is the Region 7 Volleyball Tri-Player of the week. Basketball season started November 1, and Roane State will host the region tournament in March. RSCC softball won against Carson Newman, LMU, and Union University this past weekend. In workforce news, Roane County hosted the 2022 statewide TACL conference with 100 participants. Teresa reported on multiple events happening at the satellite campuses. The Street Painting Festival brought in over \$22,000 for student scholarships. Verizon STEM camp days are scheduled on the Cumberland County campus and at the Anderson County Higher Education Center. The TSBDC is preparing for SBDC accreditation, October 19.

6. Campus Safety Planning Update: David Blevins is planning for the next Active Shooter Exercise, which will be a table-top exercise at the Roane County campus in spring 2023, with an active exercise in the fall.
7. Enrollment Update: Jamie Stringer reported that the consultant from Noel Levitz will be on campus November 14-16 to conduct interviews with RSCC Staff. Enrollment Management is currently working with Public Relations to target adult students for enrollment.