

Administrative Council Meeting Minutes

March 20, 2023

1. Student Guest: Aletha Hamby is a Reconnect student, a Business major, and has a daughter who is also attending Roane State at the Morgan County campus. She has been a nurse since 2009 and would like to get her degree in Business Administration/Nursing. She loves Roane State, talks to her success coach often, and finds faculty very helpful. She indicated that some of the labs and classrooms have internet issues; the computers take a long time to boot up – and she has problems sending large accounting PowerPoint presentations. She would like better snacking options and vending machines that work more consistently. The new Morgan County site director reported that Mossy Grove Baptist Church is donating a chest freezer and will provide frozen meals and, in the fall, will provide meals for students one day a week. Aletha said that a training session on Momentum would be helpful and access to digital books before class would be helpful. She also recommended that the student lounge on the Morgan County Campus be updated.
2. Workforce Development/Athletics: RSCC's men's basketball team won the TCCAA Region VII championship and will play in the national tournament against Butler tonight at 5:30 p.m. There will be watch parties at Roane, Oak Ridge, Campbell, Fentress, and Scott campuses. RSCC women's soccer will start in 2024. Oak Ridge High School coach Donnie Green has been named head coach. The Leadership Roane County class of 2023 visited the State Capitol and other places in Nashville on March 7&8 for their State Government session. The graduation ceremony for this class is scheduled for April 20th at 5:30 p.m. in the Gates Hall Event Center, Harriman. The Fentress campus hosted state and local Economic Development representatives. The Cumberland and Oak Ridge campuses will host STEM camps. Kirk Harris taught his Wilderness Medicine course for medical students from the University of Pennsylvania at Mountainside, NJ, March 5-13.
3. IT Security Updates: IT has added a Phish Alert button on Outlook that will send suspicious emails to IT and delete them from your inbox. You will receive an email from IT if it is a legitimate email. Keri Phillips reported that the Annual Policy Memo and Employee Title IX and Title VI training are found on the employee tab of RaiderNet. Completion is required for all employees.
4. Business and Finance Updates: Marsha Mathews reported that Budget Hearings would begin this week. She cautioned that we are still waiting for guidance from TBR regarding the salary pool increase and noted that all HEERF funds have been spent. Purchasing will be sending out notifications regarding outstanding invoices so they can begin preparations for year-end financial statements. Internal maintenance projects include paving the Athletic facility parking lot, remodeling the IT area, and prepping for Commencement. They will also start filling Epoxy underneath the business office hallway in mid-April. As noted earlier, most Business Office employees will work remotely during this project; others will be relocated.
5. 4-Day Work Week: The summer 4-day work week will run from May 8 – July 31.

6. Enrollment Update: A Microsoft Teams site has been set up for creating interest forms, recording leads, and suggesting recruiting events for the calendar. Approximately 11,000 leads have been loaded onto the page.
7. Foundation Scholarships: Foundation scholarship applications opened on March 15 and will run through May 31. Last year the Foundation awarded \$550,000 in scholarships.
8. Conflict of Interest Reminder: Everyone is reminded to submit conflict of interest form (as appropriate) to your supervisor for forwarding to the president and the Conflict of Interest Committee (as needed).
9. Academic Updates: Diane Ward announced the Middle College cording ceremony is this Friday. A live mass casualty drill will take place on the Knox County campus on Saturday. Professor John Brown will do a lecture on the history of Harriman on March 31 at the Princess Theatre.
10. NACCE Conference: This year's National Association for Community College Entrepreneurship (NACCE) will be held this year in Nashville, October 29-November 1.
11. Financial Aid Changes: Financial Aid Changes: Robin Townson reported on financial aid changes effective for the 2023-24 aid year. Some changes include: webpages listing tuition/fees to also include room and board (renamed to food and housing); books and supplies, course material, supplies, and equipment; cost of obtaining licensure/certification. Adjustments may be requested with documentation for dependent care, disability related expenses, purchase/rental of computer, and additional transportation costs between home and work. (Living expenses and transportation cannot include periods of non-enrollment during a term [including late start], which will result in a prorated amount. Provisional independent status will apply to any dependent student who does not provide parent information. The maximum Pell award for 2023-24 will be increased to \$7395 based on full-time enrollment for 2 semesters, an increase of \$500. Consent will now be required of each participant/contributor to the FAFSA. These are among a number of other changes to financial aid for the upcoming year.