

President's Cabinet Meeting Minutes

June 12, 2023

1. End of the Year Bash/Employee Awards: Dr. Whaley asked the Cabinet to discuss the idea of re-starting the End of the Year Bash. He indicated that several staff members have asked about doing something to celebrate/recognize the hard work of staff members, since Convocation is generally designed specifically for faculty. Tamsin Miller and Sherry Jackson were asked to bring the idea to their "internal celebration" committee to discuss ideas for a new bash spring 2024. The Cabinet also discussed bringing back the Outstanding Support Staff and Administrator awards. Everyone agreed that the previous process, which required nominees to supplement their nomination with their own application, kept a number of people from accepting their nomination for consideration. Karen Brunner suggested that the form completed by the individual making the nomination should be sufficient. Marsha Mathews will meet with Joyce Marsalis in Human Resources to discuss the new process for 2024 which will likely involve submission of nominations to HR and the committee mentioned above.
2. Salary Pool/Tuition Increase Update: Marsha Mathews will work with Sarah Self on communication regarding the details of Roane State's salary increase plan once it has been approved by TBR at their quarterly meeting June 16, 2023. Each full-time and permanent part-time employee will get a salary letter after July 1. The board will also be voting on a 3% tuition increase.
3. Enrollment Update: Jamie Stringer reported that we are currently up 10% headcount including dual enrollment; up 2% without counting dual enrollment. All age groups are trending upward, and there are 300 students in the pipeline for success coach appointments through June. The calling campaign is shooting for a target of July 15 in order for all prospective students to be able to finish their financial aid requirements to register on time for the start of classes.
4. Knoxville Project Update: Since Dr. Whaley will be out of town, Marsha Mathews and Tamsin Miller will be at the TBR meeting where the new Knox campus name (Knox Regional Health Science Education Center) will be approved. Roane State's agreement with Covenant Health gives them right of approval for all signage which will enable the completion of the land transfer. The goal is to close on the transfer by June 30. The new director of the Simulation Center, Dr. Battershell, will start on July 3.
5. Cumberland Project Update: Tamsin reported that the meeting to finalize "finishes" has been completed, and the project is ready to begin. David Webb reports that fencing has been installed and prep work has started. Marsha also reported that the 9-hole disc golf project at the campus will be starting soon. RSCC Physical Plant employees are marking gas lines before concrete pads are poured.
6. Fentress Project Update: Tamsin reported that the building design is set; architects are now working on HVAC and electrical drawings. These will likely be ready to submit to TBR by the end of June. The property transfer paperwork has already been submitted to TBR.
7. Other Projects Update: Marsha reported that the next step in the Roane County Building Envelope Project is to replace windows. Other projects, being completed internally by RSCC Physical Plant employees include: renovations of the Roane County campus IT

offices; moving of the Cumberland County Food Pantry from the CBI to the instructional building; reconfiguration of the IT labs in Cumberland and Oak Ridge; renovation of the team room (G-200) in the gym.

8. ATD/SEM Plan Update: Karen Brunner reported that the Achieving the Dream (ATD) annual reflection report has been uploaded. She will now begin work on updating the Strategic Enrollment Management (SEM) plan to submit to TBR prior to their site visit on July 5 at 1:00 p.m. at ORBC. She will work with Jamie Stringer, Doug Wallace, and Jeff Tinley to update enrollment goals for the report.
9. Other Updates:
 - Dr. Whaley reminded everyone to make sure all employee annual evaluations are completed and submitted to Human Resources.
 - A new onboarding training for new employees will begin July 12.
 - Marsha and Keri are going to move all required employee online training (Title IX, Title VI, Security, etc.) to KnowB4. The system automates reminders so they don't have to be done manually.