

Administrative Council Meeting Minutes

October 23, 2023

1. Student Guest: Miguek James Mariech: James is an international student from Sudan, West Africa majoring in Business. He was recruited to play basketball at Roane State and has served as a peer mentor. He will graduate in December. James stated that he really struggled with his grades during his first year, but the help he received from instructors and Mike Hill in the Learning Center gave him the confidence and the skills to pass his classes. In addition to Mike Hill, James went on to thank Jamie Stringer and Matthew Brown for mentoring him through his time at Roane State. He stated that the love and connectivity he has experienced at Roane State is something he has never seen before and has definitely helped him finish his education. He worked for the city of Harriman this summer and is currently looking for part-time work through December if any departments have a need.
2. Academic Updates: Dr. Diane Ward reported on several successful events, including the OREO's and More dual enrollment event and transfer fairs at Roane County and Oak Ridge. She congratulated the Nursing program for receiving re-accreditation for eight years. Dr. Joe Stainback, the new program director for Nuclear Technology was introduced. Advising pins are available today. Dr. Ward also thanked the site directors for their hospitality in hosting the deans' meetings, as they rotate among the campuses. Upcoming events include:
 - a. Polio Awareness, October 25 – RSCC's Rotarac Club will be giving out donuts; donations will be accepted to be matched by the Oak Ridge Rotary and the Gates Foundation.
 - b. The Long Night Against Procrastination will be held at the ORBC on November 9 from 3:00 p.m. to 8:00 p.m.
 - c. Trunk or Treat will held on the Roane County campus, October 24 and on October 31 at the Cumberland County campus.
 - d. Veteran's Day Commemoration will be November 10 at 11:00 a.m. at the Roane County campus. Representative Fritts will be the keynote speaker.
 - e. Dr. Geol Greenlee updated everyone on upcoming events in the Arts and Humanities, including the Arts and Lectures program on Historical Horror and the History of Halloween on October 25 in Oak Ridge; the Playmakers production of *They Promised her the Moon*, November 16-19 in the O'Brien Theatre; the Music Department Showcase on November 16 at 4:00 p.m. at the Princess Theatre; and the Teresa Lee (Arthur Lee's mother) Art Showcase in the Galley from November 11 – January 9. A closing reception for Mrs. Lee will follow Convocation on January 9. These events and more can be found on the website under Roane State Presents. Flyers will also be coming soon.
3. Enrollment Update: Jamie Stringer reported that we are up 6.5% HC; 7.7% FTE, including dual enrollment and Middle College students. We met our fall 2023 goal to increase to 5,000 students (5,023); the fall 2024 goal is 5,300. Pin numbers for spring registration are available starting today. Training for recruiting will start in November, along with training for changes in the FAFSA application for 2024. A new software

program will be used by enrollment management to provide comprehensive data on adult prospects.

4. IT Updates: Keri Phillips reminded everyone that the deadline to complete required security and Title VI/IX training is November 6. All training is available in RaiderNet in one location and on one platform. Keri reported that her department is in the process of upgrading SSB to Banner 9. The look and feel will be different, and she will be asking for some faculty to test the system during spring, 2024. She has had to decrease the time before which employees need to re-authenticate their accounts with multi-factor authentication (MFA). Eric Anderson, Roane State's IT security officer explained that we will be moving to 14-character, phrase passwords. He will send out a short guide to establishing phrase passwords. The goal is to complete the changeover by the December holiday closing. He recommended getting a password manager such as Proton Pass or Bitwarden that can help generate passphrases.
5. Grants/ATD/SACSCOC Update: Karen Brunner announced that Roane State has been awarded a US Department of Labor grant in the amount of \$1.4 million to support the college's new Nuclear Technology training and education efforts. Roane State's Achieving the Dream (ATD) coaches will be on campus for their fall visit, November 30 – December 1. Dr. Karen Stout, President and CEO of ATD will be the keynote speaker at Convocation on January 9, 2024. Plans for Convocation include a student panel discussion following the keynote speech and an afternoon workshop on career development for students following the closing reception for Teresa Lee's art show. Karen also reported that she is working with Rachel Moore, last year's 1st Generation Essay Contest winner, as our DREAM scholar nominee. Finally, Karen reminded everyone that the SACSCOC Fifth-Year Interim Report will be due September, 2025. Since we will need to demonstrate evidence of multiple years of assessment and use of results on program and student learning outcomes, the deans are asked to make sure lead faculty and program directors are submitting data to the Institutional Research office.
6. Business and Finance Updates: Joyce Marsalis addressed the issue of ongoing negotiations between Cigna insurance and Covenant Health. "Word on the street" is that they may be close to an agreement, so employees may want to hold off on making changes until we get more news. Everyone needs to be mindful that December 1 is the hard deadline to make changes. Marsha Mathews reported that Joyce is no longer Interim but has accepted the position as full-time HR Director. Marsha reminded everyone that campuses will be closed for the Thanksgiving holiday on November 23-24. During the December holiday period, campuses will be closed December 18-January 1. Employees may take annual leave or comp time during this period or submit a request to work. These requests must be approved by the immediate supervisor and submitted to Human Resources. Only the Roane County campus will be open during this time. During this holiday period, timesheets will have a shorter period to complete, so everyone is asked to make sure they have submitted by the posted due dates. Marsha reported that we have requested a one-time bonus for full-time employees as of September 30 who are also on the payroll on December 31. TBR must approve this request. Employees are reminded to complete the brief Crisis Event Survey in RaiderNet so teams can be put together for training in 2024. Everyone was further reminded to notify the police department immediately if you lose an access badge or key. Lost keys can be very expensive if re-coring needs to be done. Chief Wright reported that TBR has funded a

new alert system called ReadyApp. This is a link-based system that will provide police/security with your location. The link has already been provided to several people to test the system. The annual holiday tree-lighting event will be November 20 at 6:00 p.m.. TCAT/ Harriman is constructing two sleighs to provide rides around the walking track. Marsha reported the following updates on maintenance and building projects:

- a. The Roane County envelope project, Phase I, will be completed in mid-November. Phase 2, if approved, will be for building exterior upgrades.
 - b. Roane County HVAC upgrades are ongoing; the new chiller has arrived. (Marsha asked everyone to let the Physical Plant know when there are temperature problems occurring in your areas.)
 - c. A shelter has been erected to protect the bus and shuttle vans.
 - d. The greenhouse has been re-located behind the Expo Center and will re-open next semester.
 - e. Oak Ridge HVAC is on hold until mid-December due to back-ordered materials.
 - f. A storage shed has been erected at Oak Ridge to store the fork lift, opening up space in the flex lab.
 - g. Cumberland County HVAC upgrades are ongoing.
 - h. The new science wing at the Cumberland County campus is moving quickly. The wing is under roof and should be completed summer of 2024.
 - i. The permanent Fentress campus, to be shared with TCAT/Oneida/Huntsville, is in the schematic design phase. Completion is still on track for fall semester, 2025.
 - j. Johnson & Galyon contractors have begun moving earth for the new Knox County campus (to be shared with TCAT/Knoxville's allied health programs). Once they have determined a permanent location, Johnson & Galyon will be installing a time-lapse camera to record progress. Dr. Jenkins and her program directors have done a good job completing a furniture and equipment list. There is a very long lead time for many of these items, including an ambulance for the simulation center. Completion is still set for fall semester, 2025.
 - k. TCAT/Harriman will be constructing a new campus located behind the multi-purpose field on the Roane County campus. Fall 2025, is their opening date as well.
7. Workforce, Community, Athletics Updates: Teresa Duncan reminded everyone that the Athletics Hall of Fame Induction Ceremony is scheduled for November 18. Following the ceremony, Roane State women's and men's basketball teams will play Motlow at 2:00 p.m. and 4:00 p.m. Cross country and volleyball teams play in tournaments this week and basketball games begin soon. Teresa provided photos highlighting multiple events on the Oak Ridge and satellite campuses. The Oak Ridge Campus will host a Job Fair on October 24, with 40 employers in attendance. She reported that ETEC (East TN Economic Council) has a new program that provides paid internships for students in many different types of jobs in area STEM industries. Another great upcoming event is the Future of Work Symposium on March 14, 2024. This event is supported by the Department of Labor WORC grant.
8. Women of Achievement: Dr. Whaley announced that the Smoky Mountain Scout Council of east Tennessee has established a new award, and Tamsin Miller will be one of the first recipients in honor of her years of work with the scouting program.