

President's Cabinet Meeting Minutes

August 29, 2022

1. Student Guest: Eve Miclaus is a sophomore Middle College student from Cumberland County High School. She plans to transfer to TN Technological University to major in chemical engineering. Eve tutors in Chemistry and helped with the STEM camp in Oak Ridge this past summer. She loves all the opportunities RSCC provides and has made some great friends. She had several suggestions for improvement. The first is to make it more clear when a class is being delivered by synchronous Zoom. Following a question by Diane Ward, Eve indicated that she had not noticed the legend on the class schedule; however, she registered through Raidernet where the legend details are not visible. (This is exactly the kind of feedback from students that helps identify problems that need solutions!). Her second suggestion was to make sure that students get a good orientation to the online library. She also wishes there were more social activities at the smaller campuses or other opportunities for students to interact. Eve was asked several questions about Middle College, and she recommended that RSCC make sure counselors provide information for freshman students to make sure they know what classes they will need to take before their junior year in order to qualify for Middle College.
2. Safety/security drills: Chief Danny Wright joined Cabinet to send a message that all faculty, staff, and students take the various drills seriously and comply with all instructions. Chief Wright pointed out that lessons taken from school drills can prepare everyone for "real world" situations. The Public Safety department makes after-action reports following each drill to identify problems for correction. Chief Wright will be working with Matt Waters, his students, and his drone to create some instructional video re-enactments. Specific needs are for the gymnasium, lounge, and theater. Marsha Mathews will add information to rental agreements regarding the requirement for safety awareness/training. Chief Wright is working with Tamsin Miller on evaluating signage, updating campus maps, evacuation routes, and room numbers. He also stated that he will be setting up active shooter table-top exercises at each campus, since each will need their own emergency plan.
3. Internal Audit: Cynthia Cortesio joined Cabinet to provide an update on recommendation logs required by TBR following audits or other external reviews. These new spreadsheets log the report release date, the scope of the recommendation, responsible college staff, the appropriate TBR vice chancellor area, the date that college management's actions are to be implemented, any revision to that date, the number of such date changes, the initial date of internal audit follow-up, a section for notes, and a final section for status of the recommendation. Cynthia will be completing these logs monthly and send to TBR for review. Cynthia pointed out that all departments should send her any reports from external agencies and our response to those reports. She is still waiting for guidance on the new process for risk assessment. Since TBR has just gone through a strategic planning process, the risk assessment process will likely be aligned with that plan.
4. Knox Campus Update: In order to complete the land transfer, dirt remediation work being done by Covenant must be completed. In the meantime, Covenant has asked that

TBR legal document review begin. Marsha has requested a remediation budget and site plan to send to TBR legal. Sarah Self will be working with Matthew Gann and Rick Locker from TBR and representatives from Covenant on naming, branding, and signage. The Foundation will hold a special meeting September 29 to finalize plans for the campaign. A one-page "case statement" document has been updated for use in the campaign, and Scott Niermann is working with Institutional Research on more detailed FAQs. Dr. Whaley noted that next steps for the simulation center include a contract for the interim consultant and development of a job posting for the simulation center director.

5. Legislative Events: As in past years, we will have two legislative events – one for the west of our service area; the other for the east. The west event will be scheduled for the Cumberland County campus accommodating Speaker Cameron Sexton's schedule. Covenant has offered to host the east event at Parkwest Hospital. In addition to Lieutenant Randy McNally, the schedule for this event will need to accommodate Covenant's executive leaders as well as our campaign co-chairs. This event might be able to coincide with a ground-breaking ceremony.
6. Cumberland Campus addition update: The project is awaiting selection of a contractor. Two of Roane State's Foundation Board members are enthusiastic about doing a fund-raising campaign. Dr. Whaley noted that we need to give them clear direction on our funding needs. Marsha Mathews stated that a strategic capital request for a future addition includes a technology wing.
7. Fentress County Update: Upland Design has been selected as architect. Dr. Whaley is meeting with community leaders to give them an update. Next steps include programmatic planning for the facility.
8. Enrollment Update: After the purge, headcount is down 5.3%; FTE down 3.7%. Jamie Stringer reported that students are coming in to register for late start classes. Our processes seem to be working well, since only 112 students were purged (37 of the 112 at their own request). Only one dual enrollment student was purged, and this was at the student's request. Jamie has received the Statement of Work from Noel Levitz to conduct an enrollment audit from September 19 – December 19. Jamie also reported that Roane to Tech enrollment has increased from 8 to 33 students. Although there are no longer any laptops to loan to students, Keri has put in an order for 25 laptops.
9. Email policy: Keri Phillips is updating the email policy to address the issue of access to email of retired/separated employees. The request will first go to Human Resources, then if approved, go through a work flow to Keri. Cynthia suggested that an appropriate auto reply be added to the email of retired/separated employees who may have been the sole/primary contact for external people/organizations.
10. The Achieving the Dream coaches are scheduled for their fall visit September 15-16.