

## President's Cabinet Meeting Minutes

January 8, 2024

1. Enrollment Update: Doug Wallace will now attend Cabinet meetings to provide enrollment updates. As of today, we are down 3.4% because all dual enrollment students have not yet registered. (Middle College is up; Marsha says we are up 1.32% in revenue.) Doug reported that he is tracking yield by high school for fall and tracking all events where RSCC is speaking directly to students. Jamie Stringer stated that recruitment needs to be relationship building, and we need to communicate and train for that.
2. Convocation/In-Service Updates: Convocation is January 9. Continental breakfast begins at 8:00 a.m. with the program beginning at 9:00 a.m. Dr. Ward will give academic updates and present awards, and Dr. Karen Stout, President and CEO of Achieving the Dream, will deliver the keynote address. Dr. Whaley will send an email encouraging everyone who is able to attend in person. The program will be available via Zoom; Dr. Whaley will include the link in his email. Following Dr. Stout's address, Karen Brunner will facilitate a student panel about career decision-making. The closing reception for Theresa Lee's art show will take place following Convocation. The Foundation is providing a reception with food from Six Blessings Catering. There will be two workshops in the afternoon on January 9. The 1:30 workshop in O-224 will continue the conversation regarding student career development; the 2:30 workshop (also in O-224) will be on the use of AI in the classroom.
3. Strategic Plan Update: Karen Brunner reported that she has revised the strategic plan documents to comply with TBC legal counsel requirements related to the recent Supreme Court decision on minority/gender in admissions. The revisions now focus college recruiting and retention initiatives on "populations with lowest rates of postsecondary enrollment" and "populations with historical trends for lower academic success rates." Revised documents have been uploaded to the OIER webpage.
4. Future of Work Symposium: The event is scheduled for March 14 from 8:00 a.m. to 4:30 p.m. in the O'Brien Theatre at the Harriman campus. The event will also be available virtually and will be recorded. Teresa Duncan encouraged everyone to attend and find ways to include students.
5. TBR Advisory Workforce Convening: This event is scheduled for April 22 from 10:00 a.m. to 1:00 p.m. Central Time at Volunteer State Community College. Teresa will reach out to Jeff Sisk at TBR for more details. All colleges are requested to set up tables. Internal participants (so far) include Dr. Whaley, Teresa Duncan, Mike Magill, and Joe Stainback. Suggest external invitees include Jeff Cornett (ORNL), Ashley Stowe (CNS/Y-12), and someone from the healthcare industry.
6. Peak Time Dates/Hours: Marsha Mathews requested that peak hours (4:30 – 6:00 p.m.), now scheduled between January 8 -19, only be held during the second week due to low turnout. The only offices actually open are the Bookstore and the Business Office. Jamie Stringer indicated that someone from Financial Aid is "on call" to help if questions regarding a student's aid arise. The webpage will be updated to reflect these hours.
7. PA-21-01 Memorial Fund policy: Revisions have been made to mirror the Bereavement policy. A survey sent to memorial fund members resulted in over 50% voting to include

foster child, foster/step-parents, and those residing in the employee's home. Supervisors need to send an email to HR to trigger the sending of flowers. Marsha reminded everyone that any flowers sent for individuals "not covered" by the policy should not state that they have been sent by Roane State. Cabinet approved the revisions.

8. PA-21-01 Employee Disciplinary Action Policy: Marsha reported that this policy was reviewed with no changes.
9. GA-20-01 Alcoholic Beverages Policy: Marsha Mathews worked with TBR legal counsel to make the changes permitting the Princess Theatre Foundation to sell alcoholic beverages at the Princess Theatre. Cabinet approved the revisions.
10. Facilities Progress Updates:
  - a. The Fentress County groundbreaking is scheduled for April 5 from 10:00 – 12:00 Central Time. State Building Commission approval has been obtained, but construction will likely not start until fall. "Coming soon" signage is being finalized; Senator Yager will want a photo once the sign is installed.
  - b. Knox County: Underground utilities work is ongoing; once completed, the foundation pad can go up. A camera is on order for time-lapse photos. Nearly \$1 million in equipment/furnishings has been ordered. Application for healthcare programs has been extended to March, and Sarah Self is meeting with the Covenant marketing team this week.
  - c. Cumberland County: The new addition will be completed by the end of the semester. Hospital beds have been ordered, and Tamsin is planning to transfer nice classroom furniture currently being stored in the hanger. Tamsin will meet with the architects to find out a timeline so we can schedule a ribbon-cutting, and Dr. Whaley will reach out to Speaker Cameron Sexton regarding his attendance.
11. Other:
  - a. There will be a standing policy review at each Cabinet meeting.
  - b. Marsha will send out Alternate Work Arrangement policy documents for in-person meeting, January 29.
  - c. The fall 2024 soccer season will be starting; the field is planned adjacent to the baseball/softball fields.
  - d. TCCAA will induct Carolyn Roddy Bush into the National Hall of Fame on March 2 at Roane State.