

President's Cabinet Meeting Minutes

June 3, 2024

1. Student Guest: Karen Brunner introduced Emily Simmons, a non-traditional student majoring in Education. Emily came to Roane State with an associate's degree in General Studies from Motlow State Community College. She currently works as a teaching assistant at the Phoenix School in Crossville. Her principal encouraged her to return to college to become a credentialed teacher. After completing her final two courses, she will transfer to either Tennessee Tech or WGU. She is currently studying for the Praxis exam. She was awarded a Rotary Scholarship for books which she will use for her upcoming Biology course. Although she prefers on-ground learning, she has taken a number of Education courses online because of her work schedule. Synchronous Zoom is her least preferred delivery method. She explained that she had a difficult time understanding RaiderNet for registration and had difficulty getting contact from her success coach in a timely manner. She experienced the same difficulty with one of her instructors, although she was able to rely on her Education faculty member for assistance with this and other issues. Because she prefers on-ground classes, she would like more evening options.
2. Enrollment Update: Doug Wallace reported that enrollment is currently down 4.1%HC and 3.5% FTE. Jamie Stringer reminded Cabinet that these numbers are following a holiday weekend/short week when success coach appointments were not possible. 18-20-year-olds are down, but non-traditional students 21 years-old and up are trending up. Enrollment Management has contracted with Motimatic and Teledirect to assist with outreach to prospective students. Umbrella digital media is having success with social media engagement. Four hundred prospects submitted requests for information based on their views. Dr. Whaley asked Jamie to share the PowerPoint he presented to TBR staff at the upcoming Administrative Retreat.
3. Facilities Updates: KNOX: The webcam recording progress on the Knox campus construction has been moved to better capture the full scope of the building. The contractor is suggesting a mid-October 2025 occupation date; however, we will likely be able to move things in prior to official occupation. The campaign recently received a \$100,000 donation from Stowers Machinery and \$250,000 from the Boyd Foundation. TBR is currently having the Hayfield Road facility appraised for eventual sale. CUMBERLAND: Classroom furniture is in storage and will be ready to be moved in as soon as all renovations are completed. FENTRESS: There is currently a gap between projected/approved and actual construction costs. TBR may be able to assist in bridging the gap.

4. Policies for Approval: All were approved
 - a. BA-07-01 Hosting Guests of the Institution: Revisions give vice presidents permission to host guests without a prior guest meal request form; all other employees must submit a guest meal request form for approval by their vice president
 - b. SA-08-01 Return of Unearned Military Tuition Assistance: This has been our institutional practice; however, our recent VA review required a formal policy.
 - c. AA-13-01 Library Collection Development Criteria: Revisions were made to outline the criteria and processes for collection development and “weeding” of out-of-date material.
 - d. AA-11-01 Grading and Reporting of Grades: Minor editorial revisions
 - e. Alternate Work Arrangements policy: Marsha Mathews reported that she has made revisions and/or retained wording based upon consultation with TBR legal counsel, Beth Martin. Following final review by Cabinet, the policy will be distributed to the college for review and comment. The goal is to have this policy in place for implementation by August 1.
5. Police Training Facility in Lenoir City: Sarah Self has reported that a law enforcement training facility will be built directly behind Roane State’s campus in Lenoir City. In conversations with the Oak Ridge Police Department, Sarah learned that they are very interested in the establishment of a police academy there. We will put together an advisory committee to work with the local government(s) and law enforcement agencies, including Chief Wright and the new Criminal Justice program director once he/she is selected
6. Other:
 - a. The President reminded everyone that annual performance evaluations should be completed and sent to Human Resources by July 31.
 - b. The Communicator will only be distributed once at the beginning of July. Normal weekly distribution will begin again in August.
 - c. There will be a new vendor providing custodial services.