

President's Cabinet Meeting Minutes

August 12, 2024

1. Student Guest: Keri Phillips introduced Cumberland County student Trina Manis. Trina is from Crossville and is in her final year of the AAS Business Administration program. She is considering returning for her Education degree since she has already taken many of the required courses. Her first experience with Roane State was in 2007, and she noted that the college has added so many great resources, like success coaches. Trina stated that the best thing about RSCC is how much is offered in terms of student support. "There is something for everybody." She noted that communication could be improved with additional training, so there is no confusion about who is responsible for assistance in various areas. She also noted frequent "out of order" bathroom stalls, which Marsha Mathews appreciated learning about.
2. Enrollment update: Doug Wallace reported that headcount is +.8% and -1.3% FTE without dual enrollment/Middle College. Continuing sophomores are still in negative territory. Dr. Ward asked Doug to do some more investigation about the current decline in Roane to Tech enrollees. Also of concern is the steep decline in Roane County Mechatronics students. Other programs are encouragingly increasing, such as Respiratory Therapy and Nursing.
3. Laptops for Temps/Adjuncts: Keri Phillips verified that, except in extraordinary circumstances, temporary employees and adjunct instructors will not be issued a RSCC laptop. An exception for a temporary employee, for example, would be someone whose job involved access to Banner and BDMS. In such a case, having a RSCC device would be preferable from a security standpoint. All exceptions will require VP approval.
4. TNAchieves 2025: Dr. Whaley shared correspondence from TNAchieves about plans for 2025. Jamie Stringer indicated that the organization will be trying to recruit at least 25 mentors per institution.
5. Current RSCC Projects:
 - a. Cumberland: The grand opening of the new wing and naming of the campus ceremony is scheduled for September 12 at 10:00 a.m. Central Time. Evites will go out this afternoon, and the committee will meet tomorrow to plan logistics. Speaker Cameron Sexton's attendance is confirmed. Dr. Whaley asked that the entire legislative delegation be invited.
 - b. Knox: Marsha Mathews reported that a change order was made for the parking lot charging stations. Dr. Whaley asked when the college would need to tap into funds raised by the Foundation campaign, and Marsha stated that wouldn't occur until a few months before opening.
 - c. Fentress: Scott Niermann reported that two \$25,000 gifts have recently been received to benefit Fentress County students. Dr. Whaley asked that the scholarship campaign for Fentress identify a total "stretch" but feasible goal.
6. Mission Profile/Mission Statement; Karen Brunner reported that the updated 2024 Mission Profile and Mission Statement would be submitted to Dr. Russ Deaton at TBR for approval at the September Board meeting.
7. Policies:

- a. AA-15-01 Federal Research Security: Per federal requirement and TBR request, the policy was developed and approved by Cabinet. Although this policy has very little applicability to RSCC, the college Institutional Review Board (IRB) will monitor any foreign grants and/or payment to faculty from foreign countries.
- b. PA-16-01 Personnel Records: This policy was updated to comply with TBR policy 05:01:00:10 and reflect current RSCC procedures. The revision was approved.