

President's Cabinet Meeting Minutes

August 26, 2024

1. Student Guest: Teresa Duncan introduced Jazmine West, a first-year student and member of RSCC's inaugural women's soccer team. Jazmine is the daughter of the former president of TCAT Livingston. She is majoring in Health Science with plans to apply to the Radiology program. Jazmine told the Cabinet that the best thing about RSCC so far is the welcoming environment and resources like the library. She and her teammates use the study rooms there. She has not had any experiences that she thinks need improvement so far. Jazmine said her professors have done a good job introducing the class to Momentum, and she finds it easy to use. Marsha Mathews mentioned that fake coyotes will be placed on the soccer fields to discourage the Canada geese – and to contact her if she or her friends/teammates ever feel unsafe.
2. Enrollment: Doug Wallace reported that we are down 0.7% HC with dual/middle enrollment; down 2.4% FTE. We're up in first time students and Middle College; down in continuing sophomores, readmits, and regular dual enrollment. Keri Phillips reported that she had a difficult and frustrating time trying to get her son (in Cumberland County) scheduled for dual enrollment because of the high school guidance counselor being discouraging/not on campus. A future Cabinet meeting will be scheduled to develop a strategy for dual enrollment. We are up 54 adult students but having problems with certain area high schools. In some of these cases, students from these schools were up to 99% ready, but did not register, so there are missed opportunities there. Doug further reported that we are down in Certificates, even in transfer, and up in AAS degrees. He will be working on developing charts that will combine several of these factors.
3. Financial Wellness Survey: Lisa Steffensen and Karen Brunner reported on a survey of multiple aspects of student financial wellness that is being supported by the TN Higher Education Commission. The survey is free and will give us a good overview of areas where we can be of assistance to students. Cabinet approved administration of the online survey which will be rolled out to students for two weeks in October. Results will be provided in March 2025. This survey will continue to be offered free of charge for subsequent administrations we may wish to do.
4. Gift Card Policy: Marsha Mathews presented a proposed policy laying out the procedure for providing gift cards as awards/incentives to students only. (Any gift cards to employees must come from the Foundation.) As written, the departments designated to issue gift cards are those under the supervision of the Director of Student Success, the Director of Student Engagement, the Director of Institutional Research, and grant managers when allowed within the grant. Exceptions can be made with approval of the Vice President of Business and Finance. It was suggested that the Director of Recruitment and site directors be added to the designated list. Marsha is sending the draft to Robin Townson to make sure it is written clearly enough and, upon her okay, will be submitted as approved.
5. Fair Labor Standards Act update: Marsha Mathews also reported that there are pending changes to employee levels designated as exempt or non-exempt. The act is still proposed with changes possible when and if passed. Marsha and HR will continue to monitor.

6. Facilities Update:

- a. Knox: Tamsin Miller reported that the recent rain has moved the construction schedule back about a month. This probably means occupation cannot occur before spring semester 2026. Hopefully, we can get furniture and equipment moved into the facility before the holidays in December. David Webb is renting a moveable storage facility with security camera for equipment that arrives early. Since we will be hosting the TBR quarterly meeting in September 2025, we may reach out to the fire marshal to see if we could have access to the building for a tour and/or the Thursday dinner.
- b. Cumberland: Classes are going well in the new addition. The Nursing lab is set up, but all nurses met in Oak Ridge this week so they could get to know each other. The monument sign is being refurbished in preparation for the building addition dedication and campus naming ceremony on September 12th at 10:00 a.m. Central.
- c. Fentress: Tamsin reported that \$3M has been added to the project budget by TBR to meet a shortfall. The project will go before the State Building Commission on September 12th. Upon approval, construction can begin.