

President's Cabinet Meeting Minutes

April 10, 2023

1. Student Guest: Jeff Snell introduced Elizabeth Lloyd, our UT graduate intern working in the Counseling office. Elizabeth is in UT's clinical mental health and counseling program and will conclude her full-time internship in May. She has completed over 240 hours of direct service to students, meeting with 10-12 students weekly. Elizabeth reported that the RSCC internship is the most sought after among her peers in the program. She stated that counseling services need to be more visible to students, and we need to make sure students understand that the service is included as part of their paid fees. Based on her experience with her caseload, she has been able to assist with retaining students.
2. New Student Orientation Update: Kat Baker and Jennifer Fugate described changes they are implementing to make NSO into a more fun and interactive New Student Experience. A recent student survey revealed that none of the information "lectured" to students in the old model was being retained – and students were bored! The new model will bring students to either the Roane County (July 11 or August 10) or ORBC (July 12 or August 8) campus from 9:00 a.m. to 3:30 p.m. Students will start off with breakfast and students will be put into groups to learn about college resources and how to ask for help. Next everyone will be brought back together for a fun activity followed by a Great Expectations session (how to contact instructors; information about plagiarism, etc.) Students will eat lunch with their success coach followed by Choose Your Own Adventure (laser tag, oxygen bar, photo keychain, photos in Big Red Chair). There will likely be time for students to do two activities. Tables for clubs and organizations will be set up during lunch. Next is a campus tour followed by a Q&A peer panel. Finally, students will pick up a swag bag. Since the new NSE will only be held in Harriman and Oak Ridge, students will be helped with transportation if necessary. An online option will be available after the last date for the on ground events.
3. ATD Community Vibrancy Project: The team will meet virtually with coach, Wendi Dew, on May 8 to go over the workbook and make a schedule for future meetings. In addition to Dr. Whaley, Dr. Ward, Teresa Duncan and Karen Brunner, suggested team members: Doug Wallace, Mike Magill, Lisa Steffensen, and a site director. A news release and social media announcement will go out today.
4. GA-18-01 Web Publishing Policy: Cabinet approved revisions to update processes until a new webmaster is hired. At that time, new revisions will be made. Current revisions approved.
5. GA-24-01 Institutional Effectiveness Policy: Revisions were made to delete personnel evaluation processes that are outdated. Karen Brunner reminded everyone to make sure they are regularly evaluating their employees. SACSCOC committees ask for substantial samples of regularly completed personnel evaluations. Revisions approved.
6. Enrollment/Recruitment: Jamie Stringer reported that we are currently down 9.8% in Headcount; 12.2% in Web. The greatest decline is in continuing sophomore students, particularly adults. There are over 800 adult leads in Salesforce and Jamie's team has reached out to 20% of them. Faculty and site directors are also working the lead lists.

Success coach appointments are up 8% and it's early in the enrollment process, but everyone needs to assist with recruitment efforts.

7. Budget: Currently there will be no tuition increase unless THEC recommendation of 0-3% is approved in the state budget. Roane State will receive \$211,000 based primarily on 7% inflation. Marsha Mathews indicated that we will probably not be able to fund new requests that are not required, and budget managers need to think about areas in their budgets that can be conserved. Jamie Stringer said he will know a little more next week, but based on current fall enrollment, Marsha plans to budget for a -0- increase in enrollment.
8. Campus Projects: Per the MOU with Covenant, they must approve campus and building names prior to formal land transfer. The groundbreaking has been moved to July. SIM Center Director interviews are concluded and two great candidates identified. The #1 candidate has a national reputation and wants to come; however, we are currently off on salary. Marsha will be talking to April Preston at TBR about some creative options. A meeting will be scheduled soon to update Fentress County Executive Jimmy Johnson on progress. Wood pallets need to be removed from the property prior to the land transfer and No Hunting signs installed.
9. Farm Bill Information: Tom Downs, Washington DC attorney who represents community colleges, met with Cabinet to discuss the pending 2023 Farm Bill that has bi-partisan support and potential grant opportunities. He noted a \$20 million dollar capacity building grant that has potential for appropriation. This grant has NACCE support, and Dr. Whaley suggested a meeting with NACCE at the annual meeting in Nashville regarding this and other opportunities. Downs noted the aging out of workers in federal and state departments of agriculture which opens up opportunities for graduates from agribusiness programs.