

President's Cabinet Meeting Minutes

May 1, 2023

1. Student Guest: Canaan Chitwood is a General Studies major with a 4.0 GPA who hopes to transfer to UT/Knoxville. She is an active member of Phi Theta Kappa and recently went to the international PTK Catalyst conference. She thinks the best thing about Roane State is the personal attention she has received, especially at the Learning Center. She mentioned that her success coach "loaded" her with difficult classes based upon her entering GPA, but she would have liked a more balanced schedule. She thinks more extra-curricular activities would be a good improvement for students – things like a concrete court at the ORBC for volleyball, pickle ball, etc. She thinks the booths announcing events in the Oak Ridge atrium are a good way to make students aware of events and activities. She is excited about an upcoming two-month mission trip to the Philippines this summer.
2. Policy Updates: Three policies were reviewed and approved by the Cabinet. GA-18-06: Use of Email Disclaimers was revised for the disclaimer to better reflect institutional practice. GA-18-01 IT Acceptable Uses was revised to align with TBR policy, including issues such as use of RSCC logos, email as public record, etc. Keri Phillips will address this policy at an upcoming Administrative Council. GA-18-10: IT Security Program was reviewed and revised to align with TBR guidelines regarding security of financial information. State audit looks for this specific language related to GLBA. A fourth policy, GA-18-03 Electronic Information Systems (EMAIL) was deferred for further discussion. Keri Phillips worked with TBR general counsel, Beth Martin, to make proposed revisions for needed brevity and clarity. Questions remain about a timeline for deleting current retirees from RSCC email, since future retirees will automatically be removed. Dr. Whaley wants to be able to answer the inevitable questions from those who have been "grandfathered in" regarding the end of that waiver. Keri noted that the IT auditor doesn't consider emeritus faculty as being different from other retirees. If we want to continue to give them email privileges, the faculty emeritus policy will need to be changed to include a requirement for regular employee training, for example. Sherry Jackson will schedule a meeting to discuss these issues.
3. Commencement Update: Commencement speakers will be Rhonda Longmire (Friday); Senator Ken Yager (Saturday morning); and Tiffany Eskridge Bell (Saturday afternoon). There will be an invocation delivered by an external guest. New requirements state that an invocation may be given, but may not be written by the institution nor delivered by a Roane State employee.
4. Furniture Standards Update: Tamsin Miller explained that employees are strongly discouraged from purchasing their own office furniture from places such as Office Depot, because this furniture is not commercial grade. Furniture that has been vetted for RSCC use has a 10-year repair/replacement warranty and is better ergonomically. There is also a desire for a consistent look across campuses. Dr. Whaley asked Tamsin to update Administrative Council at a future meeting.
5. Enrollment Update: Headcount is currently down 6.4%, but Jamie Stringer is encouraged that 422 success coach appointments have been made. Readmits and new transfer students are up, but continuing sophomores are still in decline as are Web enrollments.

Diane Ward pointed out that a significant number of the TN eCampus enrollments are for higher level Math courses that we do not offer online. Sarah Self is pushing out social media regarding web classes. Jamie's group will be training 10-15 people to reach out to approximately 5,000 prospects. Diane Ward reported that a new Health Sciences Early College with Roane County schools will be beginning in addition to a new Middle College cohort in Fentress County.

6. Projects Update: **Knox County** – Johnson and Galyon, the building contractor, is ordering supplies in anticipation of beginning construction. A groundbreaking ceremony is projected for some time in July or early August, and some ground remediation will be necessary before construction can begin. The marketing departments of both RSCC and Covenant have agreed that any “naming” on the front of the building will be confusing regarding the nature/purpose of the facility, especially with its close proximity to Parkwest Hospital. The Simulation Center, on the other hand, will have signage designating it the Knox Regional Health Sciences Simulation Center. Dr. Whaley asked Marsha to ask the TBR facilities office exactly what is needed to finalize the MOU for the land transfer. **Cumberland addition** – We are waiting for TBR to officially approve a contractor. Groundbreaking ceremony is tentatively projected for a September/October timeframe. **Fentress County** – Upland Design is doing the design work; TBR has approved Denark Construction as the contractor. Schematic drawings have been done but are not ready for public release. Dr. Whaley will meet with County Executive Jimmy Johnson to show him the design. Once it can be shown publically, Dr. Whaley wants to attend a County Commission meeting to thank them for the donation of land and installation of sewer and water lines. Public Relations will work on getting a “Future Home Of” sign produced.