

## President's Cabinet Meeting Minutes

October 23, 2023

1. New Employee Introductions:
  - a. Joseph Stainback is the new program director for the Nuclear Technology program. He worked in Lynchburg, Virginia for over ten years, and then was transferred to Oak Ridge where he worked for CNS/Y-12. He received his Ph.D at the University of Tennessee/Knoxville where he went on to develop a nuclear security curriculum and designed the Industrial Engineering program. He has travelled extensively in the United States and internationally consulting in the area of nuclear security.
  - b. Donna Ling is the new technical clerk at the Cumberland Business Incubator (CBI). She moved to Crossville from Pittsburgh, PA a year ago. She will help the CBI with planning and scheduling, etc., partnering with local government and area businesses.
2. Enrollment Update: Jamie Stringer reported that we are up 6.5% HC; 7.7% FTE, including dual enrollment and Middle College students. We met our fall 2023 goal to increase to 5,000 students (5,023); the fall 2024 goal is 5,300. Pin numbers for spring registration are available starting today. Training for recruiting will start in November, along with training for changes in the FAFSA application for 2024. A new software program will be used by enrollment management to provide comprehensive data on adult prospects.
3. Legislative Luncheon: The annual event for area legislators will be November 13 at 11:00 a.m. Eastern at the Oak Ridge campus, Goff 107. The luncheon will be co-hosted by TCAT/Knoxville. It should be well attended; 15 legislators have responded to state they will be attending. Dr. Whaley suggested three major topics to present: (1) our efforts/accomplishments in Nuclear Technology; (2) update on the new Knox campus; and (3) Middle/Early College and other high school partnerships. If we have any "asks," we will need to let TBR know, since they will be sending a staff representative.
4. SEM Plan Revisions: In light of the recent Supreme Court decision on race/gender in admissions, TBR has reviewed all of the community college strategic enrollment management (SEM) plans for references to enrollment/retention efforts targeting minority populations. Colleges are asked to review and possibly revise highlighted objectives and strategies. Karen Brunner will reach out to RSCC legal counsel, Beth Martin, for a meeting to clarify needed changes. Revisions are due to TBR by December 15.
5. Public Relations/Marketing Update: Sarah Self asked that any feedback regarding suggested top menu structure changes to the website be sent to her today. She also reported that TBR has a number of system-level marketing policies in draft mode out for review. They will probably be on the December Board meeting for adoption. She noted that we do not need to create our own policies to align with these, unless we want to go above and beyond the system requirements. She also notes that Athletics can be exempted from these policies, so we will need to make a decision on that.
6. Business and Finance Update: Marsha Mathews reminded everyone that campuses will be closed for the Thanksgiving holiday on November 23-24. During the December

holiday period, campuses will be closed December 18-January 1. Employees may take annual leave or comp time during this period or submit a request to work. These requests must be approved by the immediate supervisor and submitted to Human Resources. Only the Roane County campus will be open during this time. Marsha reported that we have requested a one-time bonus for full-time employees as of September 30 who are also on the payroll on December 31. TBR must approve this request. She also noted that Tamsin Miller will be meeting with Marsha and David Webb to discuss memorial tree planting. While we want to continue to use this as a means to honor individuals, we need to consider placement from the standpoint of maintenance, upkeep, etc.