

Administrative Council Meeting Minutes

April 15, 2024

1. Student Guest: Karen Brunner introduced Ivy Bolling, a first-year non-traditional student hoping to be admitted to the Radiology program. Ivy is a member of the Adult Advisory Council and works at the ORBC library. She loves the accessibility of Roane State and how easy everyone is to talk to. She stated that her success coach has been very helpful. Her idea for improvement is to increase student awareness of the resources for basic needs. She indicated that information flyers should be simple and include the most important information. Ivy is a student parent and finds time management to be a challenge.
2. ATD Student Parent Initiative: Roane State's ATD coaches, Wendi Dew and Linda Serra-Hagedorn, led council members through a kick-off of the Student Parent Initiative. Roane State was invited to join Cohort #2 of this initiative, along with three other ATD colleges. Council members went into break out rooms to discuss current challenges facing student parents and ideas to improve support for these students. Wendi explained that there will be several listening sessions – with faculty, students, student support personnel, and administrators. Following a Know Your Students cross-functional workshop, the coaches will prepare a report with recommendations for college leadership.
3. Academic Updates: Diane Ward introduced Jennifer Cross, the new Dual Studies Coordinator and noted the following dates:
 - Phi Theta Kappa induction ceremony April 18, 2024
 - Honors Banquet April 16, 2024
 - Middle College cording April 29, 2024
 - Awards night April 23, 2024
 - Geol Greenlee will send email with upcoming Arts and Humanities
 - There will be three Commencement ceremonies:
Friday, May 3 at 7pm Speaker is Dr. Lynn Massingale; Saturday, May 4 10am speaker is Bernadette Mattox; and 2pm speaker is Gary Heidinger
 - Volunteer signup sheet will go out by tomorrow; cap and gown pickup is ready at the Bookstore
4. 4-Day Work Week: Marsha Mathews reminded everyone that the 4-day summer work week will begin the week after Commencement. All employees should email their supervisors with the option for covering their 37.5 hours if electing to take Fridays off.
5. Enrollment Update: Jamie Stringer reported that currently summer enrollment is up by 4%; fall is down by 3%. With success coach appointments up by 5%, he anticipates that we will be up 4%-5% for fall semester.

6. One Device Laptop Replacement: Keri Phillips updated the Cabinet on the new computer replacement model. The new replacement will consist of a laptop, two monitors, and a docking station. Current MAC users will be “grandfathered,” but any new MAC users will need to complete a request form justifying their request. A request form will also be required for other requested equipment outside or in addition to the new replacement protocol.
7. Financial Aid/FAFSA Update: Robin Townson provided an overview and update about the changes, outages, and errors that are occurring on the federal level with respect to the new FAFSA application for 2024-2025. Among the big changes is the requirement that students and parents have to sign all forms and corrections; F/A staff cannot make those corrections for students. Robin will work with Sarah to put together a list of bullet points for students and parents about this year’s changes. Robin’s goal is to have the form open for students next week. She is hopeful that there will be fewer students requiring verification. Financial Aid has scheduled virtual FAFSA events that are open to anyone, including non-RSCC students and parents. The deadline has been extended to May 15.