

Administrative Council Meeting Minutes

September 28, 2020

1. Introductions: The following were introduced to the council: Eli Anderson, SGA President; Beth Bolden, Support Staff Council President; Tanya Shepard, One-Stop Director; and Shelley Esquivel, Director of Academic Program Initiatives and Grant Development.
2. One-Stop Services: The One-Stop will continue to be the source of financial aid information for students who have transitioned from a success coach to a faculty advisor. Tanya told the group that the One-Stop is providing increased communication for students from the call center, a new chat service live from 8:00 – 4:30, and virtual assistance through Zoom breakout rooms. The website has been updated to include a list of these services.
3. Winter Term will be similar to last year with additional courses and sections. Students can choose to apply their courses to fall or spring semester.
4. Spring semester 2021 will be very similar in delivery to fall semester, due to continuing uncertainty about COVID-19. Spring semester schedule will consist of A and B schedule blocks to allow for more efficient cleaning and fewer students gathering in hallways as they wait for their next class. Students will be able to know from the class schedule layout what the delivery format will be. Students at all campus locations will be able to see virtual offerings available to them.
5. The Learning Center is reaching out to students who are struggling and asking faculty and success coaches to make them aware of students in need of a personal reach-out.
6. Marsha Mathews thanked the re-opening committee and campus screeners for their hard work. Everyone was reminded to continue to work remotely if possible until notified by their supervisor to return to campus. Everyone is also reminded to report any on-campus injury to Human Resources.
7. Good Stewards has won the bid to clean the off-campus sites. Italia and some re-purposed employees will continue to clean at Roane County and Oak Ridge. Positive COVID-19 self-reports to Beth Bolden, Marsha Mathews, Don Conley, and Sarah Self. Beth usually reaches out to students; Marsha (or Diane) contacts faculty/staff and adjusts cleaning of classrooms as necessary; Don notifies the Department of Health, and Sarah updates the dashboard.
8. The Expo Center events has been cancelled through December. Events at the Princess Theatre will be reviewed prior to approval. Event Horizon is locked for general use. Contact Sandy Vann to schedule events at Oak Ridge; Diane Cox for Roane County.
9. CARES Act funding enable us to purchase E-mist sprayers that will provide a quicker, more efficient, and more comprehensive cleaning process for classrooms and common areas. Marsha offered congratulations and thanks to David Webb and his crew for the wonderful work in getting the new Fentress County campus ready for students. An Open House is scheduled for October 9 from 1:00 – 4:00 Central Time. Facilities updates include the following: Roane County HVAC upgrade project came in under bid, so Marsha is working with TBR to see what else we can do. The Roane County elevator project came in at bid, so we will need to add \$20,000 as contingency; the project will begin soon. The Roane County envelope project is in the final design stages. A designer

has been assigned for the Cumberland HVAC upgrade project. The baseball/softball field project will be out for bid soon. The Anderson County/Knox TCAT center is under construction. The RSCC Foundation is assisting with funding for a rendering of a possible new campus to use for fundraising.

10. Because enrollment was down by 13% fall semester, impacting tuition revenue, Marsha cautioned everyone to stay within their submitted budgets. CARES Act funding was used to support students (50%) and the institution (50%). Institutional projects included Dental Clinic renovations; Honor Lock proctoring software; keyboard covers, webcams, and Bluetooth speakers; as well as check-in stations.
11. Elizabeth Hill is now Assistant Director, Help Desk Services and Anita Anthony is now Help Desk Coordinator. Everyone is reminded to complete IT training by December 31, 2020.
12. Roane State has received its official reaffirmation of accreditation letter from SACSCOC.
13. Scott Niermann and Shelley Esquivel updated everyone on the procedure for acceptance of gifts to the college. All such gifts should first be reported to Shelley Esquivel for review to determine if it is a gift or a grant so it can be appropriately accounted for through the Business Office or the Foundation.
14. Shelley Esquivel and Deb Miller reported on multiple grants that have been awarded since July, 2020. Among these grants are \$200,000 for Mechatronics Middle College; \$50,000 TBR SERS grant to increase access and success for Latinx students; \$9,000 TBR course revitalization grant. In addition to \$459,000 in CARES Act funding noted above, additional grants have been awarded from TN government sources and companies such as Verizon and Intuit to support the CBI, STEM camps, and food pantry initiatives.