

President's Cabinet Meeting Minutes

September 26, 2022

1. Holiday Schedule: This year's (2022) upcoming dates to be claimed as holidays are Thursday, November 24 and Monday, December 26. Administrative Closing dates are Friday, November 25 and Tuesday December 27 through Friday, December 30. Regarding annual leave dates, the week of December 19 -23, employees who choose to work remotely those dates must work out the feasibility with their supervisor. If the nature of their work is such that it cannot be done remotely, the individual will need to work on the Roane County campus since that will be the only open campus.
2. Policy BA-05-01-Textbook and Instructional Materials: Cabinet approved language to align with TBR policy. This policy outlines steps institutions should take to minimize the cost of textbooks and instructional material for students, such a rental programs, OER, etc. RSCC is already doing the steps included in this policy.
3. Policy PA-07-01-Leave of Absence: Cabinet approved minor editorial changes to align with TBR policy.
4. Policy Approvals on hold for further information: Policy GA-17-01 Telephone Usage: Marsha Mathews requested that approval be held pending review with Keri Phillips and Peter Souza to determine if the policy contains out of date information. Policy PA-15-01 Reduction in Workforce will undergo further review with respect to its applicability to faculty. Marsha and Diane Ward will meet with Faculty Senate president, April Insko, to discuss.
5. Veteran Wave: Cabinet approved continuation of the Veteran Wave program this year.
6. Knox Project Update: Program directors have participated in meetings with the architectural firm to discuss design details and equipment/supply needs. The final architectural plan should be finalized by December. This will also help contractor Johnson and Galyon make their best cost estimate. The land transfer is still pending. A draft position description for the Simulation Center director has been completed, although the job has not yet been posted. A consultant has been hired to assist with this process so the job can be posted before the holidays.