

Administrative Council Meeting Minutes

November 21, 2022

1. Student Guest: Lacey Metcalf is a second semester student majoring in Chemical Engineering Technology and is a recipient of TN Reconnect and a Foundation scholarship. Lacey says her success coach, Kimberly Scarbrough, has gone above and beyond to make her first college experience wonderful. Lacey has worked as a medical technician for over 25 years and originally thought she would pursue a degree in a healthcare field; however, once she talked to program director Laura Hofman and researched the program and job placement potential, she switched to CET. She thinks the best thing about Roane State are the many resources to help students be successful, including the success coaches, tutoring, library, etc. She appreciates being able to take a mixture of on-ground and online classes, since she is caring for her mother. She is excited about being able to finish the program and go on to obtain a job that will help her family.
2. Business and Finance Updates: Marsha Mathews announced that bonuses were approved for permanent employees as of September 30th and in active status as of December 31st. The request to payout our compensation plan is intended to increase the small number of employees whose cost of living increases have not raised their wage to 100% of their plan level. Notifications regarding this payout will be sent out in December. Marsha encouraged everyone to review their budgets closely and cut expenses where they can. She noted that a new gift card policy was being developed, and more information about this will be forthcoming. TBR is restructuring safety and security for the TCATs, with the respective community colleges taking over responsibility. RSCC will provide security for the Harriman, Cumberland, Jacksboro, and Oneida/Fentress TCATs. TBR will be changing vendors for the application and hiring process beginning June 2023. Marsha reminded everyone who wants to work during holiday closure to get the approval of their supervisor who will submit to HR. Work that cannot be done remotely must be done at the Roane County campus during this time. Marsha also reminded everyone of the December 31st deadline to complete the mandatory IT Security Training. The O'Brien Theatre will be getting new lighting installed; the process will begin in January and should be completed by mid-February.
3. Campus Project Updates: The detailed architectural plans for the Knox Campus are being finalized; the Foundation fundraising campaign cabinet has had initial meetings; and a projected date for a land transfer ceremony has tentatively been set for January 27. The design for the Cumberland County lab/classroom addition has been submitted for approval. Cumberland HVAC and paving projects will begin soon. Design for the Fentress County campus to be shared with TCAT Oneida/Fentress has been awarded to Upland Design. Meetings with TBR will be scheduled to identify programs for the facility.
4. Strategic Plan Update: Karen Brunner presented a PPT that Dr. Whaley will be presenting to the TBR Board for approval at their meeting December 1st. She explained that the strategic planning committee began with a review of the mission statement, which was revised to include an equity statement. Roane State's strategic plan aligns with the three major system goals of Access, Student Success, and Workforce Development; however, the RSCC plan also incorporates a Quality goal to ensure that

the college is intentionally striving for institutional effectiveness at all levels and in all units.

5. Workforce Development/Campuses/Athletics Update: Teresa Duncan reported that basketball season has started. Roane State's cross country team participated in the NJCAA National Championships in Tallahassee, Florida and did very well. Also placing well are the college golf team and members of the volleyball team. Teresa reported on a variety of events that have taken place at the campuses. These include a Verizon STEM day at the Anderson County Higher Education Center attended by representatives of the USDA. In addition to fall festival events, the Campbell County center will be hosting a Job Fair on November 29. Cumberland County held a STEM Camp for area 5th, 6th, and 7th graders. Tinisha Key helped to host an alumni basketball game at Clarkrange High School, and Susan Williams attended the Loudon County Chamber gala and hosted a trick or treat event. At the Morgan County campus, Introduction to Art students learned about Picasso and made their own "masterpieces." The Long Night Against Procrastination was held at the ORBC and was a great event. Many students made progress toward their academic goals with the assistance of the faculty and staff who participated. The RSCC holiday gathering will be at ORBC on December 15 from noon to 2:00 Eastern. Everyone is invited and encouraged to attend. Teresa reminded everyone about the WORC grant that is providing \$50,000 to each of our service area counties to assist credit and non-credit students with training.
6. Enrollment Update: Jamie Stringer reported that enrollment is currently flat. A recruiting task force is hard at work, and there are two recruiting positions to fill – Director and Assistant Director. The Noel Levitz consultant has completed her interviews and will report back to President's Cabinet on December 7.
7. TBR Food Drive Challenge: Lisa Steffensen encouraged everyone to participate in the food drive challenge by donating food items or cash (every dollar is calculated as two units). For the past several years, Roane State has been the leader in our student population category.
8. Internal Audit Update: Cynthia Cortesio reminded employees that state law requires the reporting of fraud, waste, and abuse. Reports may be made to the employee's supervisor, any administrative official, or to Cynthia. Cynthia additionally reminded everyone about the required form to get approval for outside employment and about the prohibition against conflicts of interest.
9. Employee Giving Campaign Update: The Roane State Foundation has extended the deadline for the employee giving campaign until November 30th. The goal is to raise \$35,000 toward Pay It Forward funds, emergency assistance, food pantries, etc. The Foundation has awarded \$8,200 in emergency aid this year alone.