

Administrative Council Meeting Minutes

September 25, 2023

1. Student Guest: ORBC Director Andy Spellman introduced Mason Humphrey. Mason is from Campbell County and currently enrolled in the Chemical Engineering Technology program. After graduation he hopes to work at ORNL or, perhaps, Kyros Power in New Mexico. He stated that the best thing about Roane State is the faculty and the availability of high-quality programs that lead to great jobs. Mason pointed out that projectors in several classrooms could be improved because problems connecting them to computers had disrupted several of his classes. He stated that his work-study job has also been instrumental in his success at Roane State. He is a recipient of a Foundation scholarship and expressed his sincere appreciation for the financial assistance and ease of application.
2. Academic Updates: Diane Ward reported on a number of recent successful events. The PTK Car Show (72 cars) was well attended and the Street Painting Festival at ORBC over the weekend was a wonderful event. Tammy Howard is now Interim Director of Dual Studies and Jackie Wilson will continue as Dual Studies Coordinator. The new BrainFuse online tutoring software is up and running through the Learning Center. Upcoming events include: Teachers' Supply Closet, September 30; Transfer Fair, October 18 in Roane County/October 19 in Oak Ridge; OREOS and More dual enrollment event, October 19 in Roane County; registration pins available October 23; Long Night Against Procrastination, November 9 in Oak Ridge; Veterans Wave, November 10 with Representative Monty Fritts as Keynote Speaker; MCCC 's first graduating cohort Commencement, December 10 with PTK President as Commencement speaker; Convocation, January 9, 2024 with Dr. Karen Stout, President and CEO of Achieving the Dream as Keynote Speaker; Division Meetings, January 10; Academic Festival, March 22. Diane announced that Roane State's TBR SOAR Award nominees are: Aaron Jones, staff award; Dr. Julie Hall, faculty award; Troy Hold, student award.
3. Humanities Updates: Dr. Geol Greenlee presented upcoming events in the Humanities Division.
 - o [RhythMatics Live Concert](#) Oct 13
 - o Nightmare Before Christmas Oct 21
 - o Princess Foundation Gala Oct 27
 - o National Lampoon's Christmas Vacation Nov 16
 - o Home for the Holidays November 28
 - o Mickey's Christmas Carl Nov 30
 - o "The Indelible Coal Creek War and Mining History: Grasp the Impact" Lecture, Feb. 9, 12:30pm, RSCC Oak Ridge Campus City Room
 - o Casablanca - Movie on Feb. 10, 7:00 pm, Princess Theatre
 - o Robin Hood and His Merry Men - Roane County Children's Theatre, Feb. 24, 25, 7:00pm
 - o Inseparable: Oak Ridge History and the Manhattan Project" Lecture, Feb. 28, 12:30pm, RSCC Oak Ridge Campus City Room

- RSCC Music Student Solo Class Mid-Term Recital, March 2, 2:00 pm, O'Brien Theatre Lobby
 - Celebrating Through Music, Roane Choral Society / Oak Ridge Chorus / Roane State Concert Choir / UTK Concert Choir, March 4, 7:00 pm, First Baptist Church, Kingston
 - Babahatchie Band/RSCC Concert Band Concert, March 5, 3:00pm, Harriman HS Auditorium
 - "History of Harriman" Lecture, March 31, 7:00pm, Princess Theatre
 - sophomore Recital, April 1, 12:00pm, Princess Theatre
- The RSCC Music Program presents the final recital of Laura Jones, Soprano, and Erick Tallent, guitar, before graduating with an Associate of Science degree.
- Book of Appalachia by Dr. Ralph Monday, April 5, 2:00pm, RSCC Oak Ridge Campus City Room
 - Annual Juried Student Art Show, April 10 - 20, Power-Brown Art Gallery
 - The Miracle Worker - RSCC Playmakers, April 14, 15, 21, 22, 7:00pm, April 23, 2:00pm
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 - Celebrating 50 Years!, Roane Choral Society / Roane State Concert Choir, May 7, 3:00 pm, Princess Theatre
4. Enrollment Update: Jamie Stringer reported a 5% headcount increase; 8% including dual enrollment/Middle College. Since we met the goal of 5,000 headcount, next fall's goal will be 5,300. Planning is underway for a more personalized recruiting strategy for both traditional and non-traditional students. He also reported that interviews for a new Veteran's Coordinator are today. Hiring is also underway for 2-3 success coaches to return to full capacity. Dean of Students, Lisa Steffensen is organizing a series of mental health workshops.
 5. Business and Finance Update: Marsha Mathews reported on various ongoing projects: The Coffey/McNally building has been painted and cleaned; the HVAC is on hold until November; a storage shed will be installed at ORBC by late December. At Roane County, the building envelope project will be completed in late October; HVAC upgrades are ongoing; a shelter will be installed to house the shuttle vans and buses. At Cumberland, HVAC upgrades are wrapping up; a new chiller is being installed; the new science lab wing walls are up and the roof will be installed in October; construction should be completed by July 2024. Design work is ongoing for the new Fentress campus, and a final pre-construction meeting for the Knox project is scheduled for today. In Business Office updates, Marsha reported the following: Direct deposit requests/changes will now need to be submitted in Dynamic Forms, although the requestor will still receive a verification telephone call before any changes are made. Matthew Brown has been hired as the college Bursar. Fiscal 2023 financial reports have been sent to TBR for review. The active shooter tabletop exercise that was supposed to take place on September 20 with external and internal participants transitioned to a meeting with external partners only. Chief Wright indicated that it was a great opportunity to identify some areas for improvement of communications. Marsha reminded all to

complete the Crisis Event Survey. The JR Rodeo is scheduled for the Expo Center this weekend, and there is only one unfilled weekend for the entire year. Marsha will be getting instructions for TBR for the October budget revision which will be due October 23. Our enrollment increase has given us an additional available \$700,000. The vice presidents have been asked to prioritize unfilled budget requests and send to Marsha by the end of the week. The open enrollment period for health and other benefits is October 1-13.

6. Foundation Update: Scott Niermann reported that the Foundation has raised \$1,025,000 in gifts so far this year with a goal of \$2,050,000 before Christmas. The campaign for the Knox campus project is \$7,050,000; for the Cumberland campaign is \$800,000. Dina Jackson explained options for the Employee Giving Campaign. Employees may designate the Pay It Forward program or any other established funds.
7. Workforce/Campuses/Athletics Updates: Teresa Duncan introduced Dewayne McGhee, the new Cumberland County campus director. Sharon Wilson has moved "home" to be the Campbell County campus director. Interviews are underway for Fentress and Scott campus directors and Loudon support staff. Roane State's volleyball team is having an incredible winning season and the cross-country and golf teams are also competing well. The new Softball coach and pitching coach held a camp this past weekend with 65 players attending from local high schools. The Athletics Hall of Fame and Alumni event is scheduled for November 18th followed by a women's basketball game at 2:00 and men's game at 4:00. Teresa reported that Andy Spellman did a great job organizing the past weekend's Street Painting Festival that raised \$20,000 for scholarships. Roane State will be hosting a Future of Work Symposium on March 14, 2024.
8. IT Updates: Keri Phillips reported that all required trainings (IT Security, Title VI, and Title IX) will now be housed on the KnowBe4 platform with a single sign on and during the same open time period. In order to get all training completed before the holiday break, the due date will be early November. Keri also explained that the TBR mandated policy that restricts retirees from having an RSCC email will take effect after December.
9. Institutional Effectiveness Updates: Karen Brunner reminded everyone that the SACSCOC 5th Year Interim Report will be due September, 2025. That means that evidence of assessment of student learning and use of results must be documented from the 2022-2023 academic year forward. She will be working with faculty and program directors to get these submissions. The Adult Advisory Council has been re-established and a fall meeting is being scheduled for the week following Fall Break.
10. TBR Updates: Dr. Whaley reported from the quarterly board meeting that was abbreviated due to the sudden and tragic passing of the Volunteer State president. All action items were passed, including approval of naming of the Cumberland County campus. Chancellor Tydings presented a proclamation to Foster Chasan, TCCAA Commissioner, on the occasion of his retirement.