

President's Cabinet Meeting Minutes

November 24, 2025

1. New Employee Introductions:
 - a. Josh Fader is a new lab technician working on the Oak Ridge Campus and the Clinton facility, assisting with setting up chemical engineering technology and mechatronics labs. He has already gotten into the swing of things at Roane State, playing the Grinch at this year's Lighting of the Tree event!
 - b. Lydia Nabors is the new Enrollment Assistant. Lydia is from Kingston and worked in the Business Office when she was a student at RSCC before transferring to TTU.
2. Student Ambassador Program: Jennifer Fugate came to Cabinet to talk about some research she has done into student ambassador programs. Pellissippi has such a program where students receive a scholarship to assist with orientation, recruiting and other public events. Our SGA brought this to her attention as a way of getting students more involved. Jennifer was charged with putting together a group to develop a straw man plan. In addition to Jennifer, this group will include Marsha Mathews, Andy Spellman, a financial aid representative, and representatives from Faculty Senate, Support Staff Council, and SGA leadership.
3. Student Leadership Program Update: The vice presidents need to send Sherry Jackson the names and email addresses of their mentees so the welcome letter can be sent to them. Also, Sherry will be scheduling a Zoom intro meeting before the holiday break.
4. Performance Evaluations: Dr. Whaley reminded everyone to send any lagging employee performance evaluations to Human Resources as soon as possible.
5. Policy Updates: The following policy revisions or reviews were approved.
 - a. GA-19-01 Traffic and Parking: revisions included deletion of items that no longer apply, for example citations which are not issued.
 - b. SA-04-01 Athletic Program: revisions made to transfer administrative responsibility from Vice President of Workforce Development to the President.
 - c. AA-06-01 IRB for Research: reviewed by Jeff Tinley, IRB chair for compliance with federal guidelines on research with human subjects.