

## Administrative Council Meeting Minutes

April 18, 2022

1. Student Guest: Hailey Burgess is in her fourth year at Roane State and is graduating in May from the Vision Care Technology program. She will be working at Lighthouse Optical in Cookeville, TN. She is a work-study student at the Cumberland County campus working at the front desk. She thinks Roane State is a great choice for anyone coming out of high school. The “family vibe” at the Cumberland campus is great. She struggled with online classes during COVID and much prefers taking classes on-ground. She thinks Roane State could improve the way students receive so many emails because it makes it difficult to sort out the ones that are important.
2. TBR Memo re: Political Activity: Dr. Whaley reminded everyone about the spring memo distributed by TBR restricting the use of state resources for political activity based upon the Little/Hatch Act. (Bumper stickers on personal vehicles are permitted.)
3. COVID-19/Budget/Building Project Update: TN COVID numbers are good and every Roane State primary service area county is low. A decision to lift caps on classroom spacing for fall will be deferred for a little longer. Guidance from TBR on the 4% salary increase has still not been sent. TBR is also working on a new remote work/flex-time policy. Once we receive information about that policy, we can finalize our institutional policy. Other building project updates are the same as provided during the March Administrative Council meeting.
4. Academic Updates: Awards Night will be held in person at 7:00 p.m. on April 25th. The Middle College cording ceremony will be April 26th. The family of Arthur Lee has asked that his memorial service be held at the Oak Ridge Campus. Arrangements have been made for April 30th. May 3rd is the date for PTK Induction and May 5th will be Nursing and Dental Hygiene pinning ceremonies. Volunteers are needed for Commencement ceremonies May 6th and especially May 7th.
5. Workforce/Community Development/Athletics: The Athletic Banquet is scheduled for April 21st. Roane State is sponsoring a number of summer camps for baseball, softball, volleyball, and men’s basketball. Ten baseball players will graduate in May. The golf teams are currently competing in tournaments. Leadership Roane County has 45 applicants this year, and this year’s class graduation will be held at the Rockwood Event Center on April 23rd. Teresa Duncan reported on numerous activities going on at the campuses. The Workforce division PETE grant has been expanded this year to \$305,000 to provide safety training for Y-12, ORNL, and UCOR. A Healthcare Job Fair is scheduled at the Oak Ridge Campus for April 19th. Roane State won big once again at the Skills USA competition: 1st place in Programming and Cybersecurity; 2nd place in Mechatronics; and 3rd place in Robotics and Automation.
6. Enrollment: At approximately 10% into registration, we are up 27.6% in HC and 30.4% FTE. New freshmen and dual enrollment are significantly up; however, continuing students are still declining. Public Relations and Enrollment Management are continuing to partner to provide consistent messaging and are collaborating on recruitment projects.