

President's Cabinet Meeting Minutes

August 8, 2022

1. Student Guest: Karen Brunner introduced student guest Shauna Thomas. Shauna served in the Navy where she developed a great interest in mechatronics, robotics, and instrumentation which led her back to Roane State to work toward transferring to the University of Tennessee for a degree in electrical engineering. She is re-taking Calculus this summer and re-building her GPA. She is grateful for the second chance to deeply learn the material. She talked about frustrations that veterans encounter related to logistics and timing of funding and communication between the VA and the college. She indicated that this was not confined to Roane State since she has been to other institutions and had the same problems. Roane State's Office of Veterans Services is currently taking steps to greatly enhance its communication and service to veteran students. She also mentioned that students in her Calculus class had difficulties using the computers in Goff118 to do research for a group project. Keri Phillips acknowledged that many of computers in the open labs are old and that replacements are generally made in labs with the most student usage. Shauna was glad to hear there might be other computer lab options in other campus locations. She was excited to hear that new furniture is on order for the Oak Ridge Campus, since she also stated a wish for more seating. Her favorite thing about Roane State is the small student-to-faculty ratio. She stated that all of her professors have gone out of their way to help her. Her favorite class so far has been Chemistry. She definitely prefers taking classes on-ground and prefers the kinds of assessment where she can demonstrate what she knows and can do in a method besides written exams. She liked the idea of preparing students with some sort of technical, workplace-based credential, even if their eventual goal is a transfer degree. She believes that many potential students are unaware that Roane State offers shorter-term options, like Certificates to help them train for a better job.
2. Alternate Work Arrangement Policy: TBR has recently approved a policy that establishes broad parameters for remote work and/or flexible work schedules. This broad policy must be augmented by specific implementation procedures developed by each institution. Joining Cabinet for a discussion of this policy were April Insko, Faculty Senate President; Beth Bolden, Support Staff President; and Human Resources Director, Odell Fearn. President Whaley led everyone through a line-by-line reading of the policy, so a series of questions could be developed to submit to April Preston, Associate Vice Chancellor for HR and Payroll. Among the questions are (1) the extent to which the policy applies to faculty, (2) the extent and scope of documentation needed, and (3) whether "internal customers" (faculty and staff) are to be given as much weight as students when defining "front-facing" offices and positions. Dr. Whaley will update the college on the TBR policy during Convocation. Once April Preston has a chance to review Roane State's draft policy and answer our list of questions, the same group will come back together to finalize the policy, implementation processes, and required forms for documentation.
3. COVID update: RSCC continues to operate under current CDC guidelines. The COVID webpage remains up as a resource. Marsha Mathews suggested that any glass shields erected on campus locations be left in place unless specifically requested to be taken

down. Any such request should be made to the respective vice president and evaluated by Environmental Health and Safety Director, Don Conley. Physical plant employees will be responsible for any removal so the shields can be appropriately stored.

4. Enrollment Update: Today's headcount is +3%; FTE +1%. Jamie Stringer reported that coaches have about 150 student appointments scheduled and some dual enrollment is still to be logged. Although a decision was made not to conduct a first purge, Jamie anticipates a final total enrollment approximately 8% down in FTE.
5. Policies: The following policies were updated for compliance with TBR revisions and to reflect actual RSCC practice. GA-38-01: Intellectual Property; GA-25-02: Program Advisory Committees; AA-08-01: Class Interruptions, Guests, and Visitors; AA-09-01 Class Rolls, Attendance, Records. A new policy, adopting TBR language, on International Education (Development & Operation of Off-Campus International Education) was also approved. April Insco worked with Dr. Ward on the policy updates and will report to Faculty Senate as information items.