

## Administrative Council Meeting Minutes

February 27, 2023

1. Business and Finance Updates: Marsha Mathews reported that budget hearings will start March 10. Budget managers need to submit new funding requests as well as current year accomplishments and upcoming year goals to their respective supervisors. So far there has been no information about potential authorized tuition increases nor guidance on the 5% salary pool. HEERF federal funding will end in May, so budgets will be tight for the coming year, especially if enrollment revenue continues to decline. Campus Safety has posted No Parking stripes in the circle in front of the gym. Also, flyers and posters are not permitted to be placed on doors; all must be posted to campus bulletin boards. Marsha announced that Joyce Marsalis will be Interim Human Resources Director and reminded everyone to complete required security and Title IX and Title VI training. The college has been able to use reserve funds to purchase a 52-passenger bus for Athletics that will save money compared to charter services which have increased significantly.
2. CCSSE Survey: Administration of the Community College Survey of Student Engagement is required by the TN Higher Education Commission. The survey is online and links are available on the front page of Momentum. Jeff Tinley asked everyone to encourage students to complete the survey. There will be a drawing for prizes for students who complete the survey and provide contact information.
3. Campus Projects: HVAC projects for the Dunbar Building, the Cumberland County campus, and ORBC are out for bids. The Roane County Envelope Project is finally set to begin with a scaled back version due to overbids. Bids have been received for construction of the Cumberland Science Lab addition, and funds will be raised by the Foundation for additional costs. Land for the new permanent Fentress County campus has been donated by the county, and Upland Design has been selected to design the campus. The Knox campus final design has been submitted to the State Building Commission for its March meeting. New LED lights have been installed in the O'Brien Theatre.
4. Academic Updates: Diane Ward reported that preliminary discussions are taking place with Y-12 about the need for a Nuclear Technology program. Commencement is scheduled for May 5<sup>th</sup> at 7:00 p.m. and May 6<sup>th</sup> at 10:00 a.m. and 2:00 p.m. Nursing and Dental Hygiene pinning ceremonies are scheduled for May 4<sup>th</sup>.
5. Workforce & Athletics Updates: Teresa Duncan recognized Bob Jarabek for 23 years coordinating concessions for RSCC and Mike Elmore for his year of service to athletics. The TCCAA Region VII Basketball Tournament will be hosted at RSCC March 3-7. Enthusiastic crowds and volunteers are both needed. Transportation will be provided for students at other campuses who want to attend Roane State's games. A Healthcare Job Fair will be held on the Oak Ridge Campus on April 12 from 1:00 to 4:00 p.m. Teresa welcomed April Queener as the new Technical Clerk for the WORC grant.
6. Enrollment Updates: Jamie Stringer reported that we are up 1% in Headcount and 0.9% in FTE for spring 2023. The New Director of Recruiting will start March 1 and begin the push for fall enrollment. Jeremy Pulcifer has joined Dr. Stringer's team in enrollment services.

7. Internal Audit: Cynthia Cortesio made a presentation to the council related to TBR's Conflict of Interest policy 1.02.03.10. Conflicts of interest can also occur as conflict of commitment. This policy is applicable to all employees of TBR and its colleges. Situations creating conflict of interest include self-dealing and inappropriate use of people and property, and failure to disclose intellectual property. If anyone suspects that a conflict of interest has occurred, a written disclosure should be made to the individual's supervisor for routing to the President or Dr. Whaley's designee. Internal audit is available for consultation on these and other matters at any time.
8. IT Updates: Keri Phillips reported that migration to the Cloud for Multi-factor Authentication has been completed. Keri reminded everyone to check their personal information on RaiderNet to ensure that it is correct and for managers to make sure everyone who reports to them is entered correctly. There are new links on the IT webpage with instructions on various functions.