

## President's Cabinet Meeting Minutes

July 3, 2023

1. Upcoming Retreats: The retreat for President's Cabinet is scheduled for Monday, July 10 at the Scott County Campus beginning at 9:00 a.m. Topics will include strategic planning, remote work, and retiree email. TBR General Counsel, Beth Martin, will join via Zoom for the policy discussion. The retreat for Administrative Council is scheduled for Monday, July 17 at the Barn at Maple Creek from 9:00 – 4:00 Eastern. A taco bar lunch will be served at noon. Karen Brunner will send out the agenda to attendees once it is finalized. Dress is casual for both events.
2. Active Shooter Tabletop Exercise: Chief Wright has scheduled a preliminary tabletop exercise for internal RSCC stakeholders to work through questions arising from an active shooter scenario in the Dunbar Building. Questions include such topics as communication, triage staging, placement of command center, evacuation, etc. A tabletop including external partners (local law enforcement, EMS, etc.) is scheduled for September 20, with a follow-up in October.
3. PA-26-02 Faculty Evaluation: Diane Ward presented revisions to the policy that would require all faculty to evaluate all courses (all modalities) every semester. The revisions have been presented to Faculty Senate and their questions addressed. Cabinet approved the revisions which will go into effect fall semester 2023.
4. Salary Update: Marsha Mathews reported that salary letters will go out later this week after Payroll does a final proof. Each regular employee will receive a salary letter outlining the COLA increase as well as any other appropriate salary adjustment. Letters will include information informing the employee of their percentage of target salary. Increases will be reflected in the July 31 payroll for non-faculty employees; in the August payroll for faculty.
5. Out-of-state Tuition: Marsha Mathews reported that TBR is considering doing away with out-of-state tuition. While RSCC would potentially lose approximately \$100,000 in tuition, this could also be a recruitment incentive for online courses/programs. TBR has also asked institutions to analyze their "special fees" with a goal of potentially standardizing fees across the system. Marsha would like to see the technology fee increased if the distance learning fee is not brought back. Colleges lost a large source of revenue when the DE fee was eliminated.
6. GA-06-01 Use of Campus Facilities policy: Dr. Whaley chose not to discuss this policy in detail, since Teresa Duncan was unable to be at today's meeting; however, he asked Marsha Mathews to poll her counterparts to find out whether they are encouraging facilities use by community groups and what kind of rental flexibility they have. While the TBR policy upon which this policy is based gives institutions the freedom to "say no" to facilities usage outside the scope of educational activities, it seems to conflict with the spirit of "community" in the community college mission. Marsha pointed out that her primary concerns when considering rental rates for outside groups is for activities that would be scheduled when the campus is closed. The college incurs additional costs when cleaning and security are needed outside of normal hours.
7. Enrollment Update: Jamie Stringer reported that headcount and FTE (without dual enrollment) are up 3.9% and 2.2% respectively; with dual enrollment – up 12.3% HC;

7.9% FTE. All age groups are up, with the exception of 45-54. There are 238 success coach appointments currently scheduled for July, with potential for another 1,000 through August.

8. Building Project Updates:

- a. Knox: The land transfer closing has received a “thumbs up,” with authorization given to the title company to proceed. TBR will advise contractor Johnson and Galyon when they can break ground. Plans are underway for the official groundbreaking ceremony August 1.
  - b. Cumberland: The contractor is currently laying the foundation for the campus addition. A date for the groundbreaking ceremony has not been set, awaiting Speaker Sexton’s schedule and the establishment of a campaign leadership team. Tamsin Miller reported that the contractor is on track for completion summer 2024 – a year ahead of schedule.
  - c. Fentress: The project is still in schematic design phase but will soon be submitted to TBR. Denark Construction has been selected as the contractor.
9. National Student Clearinghouse breach: This national data warehouse, used by colleges and universities across the country, has reported a breach compromising student data that has impacted RSCC and many other TBR institutions as well as those in other states. Keri Phillips reported that TBR’s IT department is working on the issue and will provide guidance to the colleges. Karen Brunner suggested that it would also be helpful for TBR Public Relations to provide guidance on communication with the public about the issue.
10. SLATE Update: TBR has chosen Slate as the recommended comprehensive CRM (Customer Relations Management) system. Jamie Stringer has sent the required information to TBR and should receive a contract transmittal through DocuSign. The Student Affairs Subcouncil meeting July 20 will provide an orientation to the project. Jamie Stringer will be taking Jeremy Pulcifer and Doug Wallace to the meeting.