

President's Cabinet Meeting Minutes

November 20, 2023

1. Student Guest: Teresa Duncan and Sonya Parker introduced Foster Madron, Roane State's first intern for the ETEC I3 internship program. Foster is a senior at Anderson County High School. He would like to major in mechanical engineering and has a goal to be accepted into the US Air Force or Naval Academy. Currently he has been accepted by UT/K and TTU. Foster interns on the Oak Ridge Campus and the Anderson County Higher Education Center. At ORBC, he helps out in the science labs and the food pantry; at Anderson County, he has had the opportunity to work in the Mechatronics lab. He told the Cabinet that the internship has also helped him learn etiquette and improve his soft skills for the workplace. The best thing about RSCC are the many opportunities to connect with different people and the welcoming environment. He said this was a "great first job." The only area for improvement he suggested for the internship program was less "down time."
2. Policy BA-08-01 Collection of Accounts Receivable: The only change submitted was a wording change to match TBR policy. Delinquent accounts "greater than \$100" was changed to "\$100 or more." Cabinet approved the revision.
3. Alternate Work Arrangement Policy: Marsha Mathews asked the vice presidents to review the position list in their departments and note whether the position is remote; non-remote; or hybrid and the estimated days per week if hybrid. Cabinet will devote an entire meeting to the discussion of this policy at the first of the year.
4. Facilities Projects Updates:
 - a. Knox County: Dr. Whaley reported that the outline of the building is now visible. The 133,000 square foot building is twice the size of the Goff Building and ready for the contractor to start preparing the ground to lay the foundation. Tamsin is working with furniture contractors on bulk purchases (hospital beds, etc.) Dr. Whaley will attend the December Board of Zoning Appeals meeting for a variance for the signage. The Foundation campaign has several million dollars in funding requests out to major donors.
 - b. Cumberland County: The addition is under roof and on schedule. Pat Jenkins is working on increasing nursing cohorts for Cumberland and Knox. Cumberland's goal is 24 students for the traditional program. A fundraising goal had been set for \$800,000 for equipment and scholarships.
 - c. Fentress County: TBR has requested a revised exterior design which has been completed. The project will go before the State Building Commission on December 14.
5. Website Project Update: Sarah Self asked everyone to review the email she sent and provide feedback with any requested changes. She has a late summer 2024 launch goal for the new design.
6. DREAM 2024: The Achieving the Dream conference will be February 19-22, 2024. Karen Brunner asked those planning to attend to coordinate with Anne Holder.
7. Food Pantry Administration: Dean Lisa Steffensen reported that the pantries have seen a big growth in student usage, but there is some frustration regarding the lack of consistency on administration, open hours, etc. Lisa says she now has the staff to

develop one set of operating procedures for all pantries and would like to do some re-branding in Oak Ridge. She will provide Dr. Whaley with a written overview of her plans.

8. Enrollment Update: Spring enrollment is currently down 6% in HC; however, Jamie Stringer reported that many students are waiting for fall grades to come out and that success coach appointments are up.