

Administrative Council Meeting Minutes

November 27, 2023

1. Student Guest: Karen Brunner introduced non-traditional student Jessica Ariks. Jessica graduated from Roane County High School in 2004 and received her LPN certificate from TCAT Harriman. She worked as a school nurse at Midway High School. A divorced mother of two daughters, Jessica used that life event as incentive to return to college in the Environmental Health Technology program, from which she is scheduled to graduate May 2024. She is grateful for the flexibility of online classes, thinks Momentum has been easy to negotiate, and is also appreciative of all the online resources. She believes that highlighting these online options would be a good way to recruit non-traditional students. She thinks the best thing about Roane State is how helpful everyone has been, even when she had to take Incompletes when her mother passed away. She had to take an on-ground class at ORBC at night but never felt unsafe.
2. Academic Updates: Diane Ward reminded everyone that December 4 is the last day of class with final exams the following week. The Commencement ceremony for the MCCX cohort 1 is scheduled for December 15. This will be the first cohort of incarcerated students to graduate with a transferable AS degree. The president of Phi Theta Kappa Honor Society is the Commencement speaker. The deadline for applications for the RSCC Leadership Institute is December 6. As of today's date, there are 526 dual enrollment/Middle College students registered for spring semester. Convocation is scheduled for January 9 with Dr. Karen Stout, President and CEO of Achieving the Dream, as keynote speaker. Dr. Geol Greenlee announced the following event dates:
 - a. Theresa Lee (Arthur Lee's mother) Art Exhibit in the gallery November 11 – January 9. There will be a reception on January 9 for the closing of the exhibit with Mrs. Lee on campus.
 - b. Solo class recital, November 30, 2:00 p.m. at the Princess Theatre
 - c. Roane Choral Society, December 3 at 3:00 p.m. Oak Ridge Unitarian Church
 - d. Babahatchie Band, December 8, 7:00 p.m. at the Princess Theatre
 - e. Tuba Christmas, December 9, at the Princess Theatre
3. Business/Finance Updates: Marsha Mathews reported that this year's enrollment increase resulted in \$700,000 in additional revenue. A one-time bonus was approved by TBR which will be included in the December payroll. A new onboarding program for new employees is now taking place; it is open to all employees who wish to attend. At this date, there is still no agreement between Cigna Insurance and Covenant Health. The deadline to change insurance coverage is December 1. Holiday closings are: Thanksgiving November 23-24, 2023. Campuses will be closed for the Christmas holiday beginning December 18. Anyone opting to work December 18-22 on-ground must work at the Harriman campus. Beth Bolden has accepted the position of Human Resources Manager. Holly Davidson has accepted the position of Director of Payroll. Connie Brown will continue on a temporary contract. Marsha reminded everyone that all new temporary contracts for the new year need to be completed now and payroll timesheets are due December 4. Everyone is encouraged to complete the Crisis Event survey on RaiderNet; training and support will be scheduled in January. The Expo Center will hold a horse show November 30 – December 3, and a Kennel Club show

December 8 – 10. Full-time employees only are eligible for a firearms carry permit. The firearm must be concealed and locked at all times. Application is available on the Campus Safety webpage. Police will issue carry card and notify local jurisdictions on applicant's behalf. The ORBC HVAC work will resume December 4 – January 30, and elevator work will begin December 11.

4. Campus Facilities Updates:
 - a. The Cumberland County addition is under roof and on schedule for completion to open fall semester 2024. The addition is 5,000 square feet and includes a multi-purpose science lab, a Nursing lab, and 2 classrooms. The Foundation fundraising campaign for equipment and student scholarships has a goal of \$800,000.
 - b. Fentress County: The schematic design was completed in September. Design development is under review and will be presented to the State Building Commission in December. A revised exterior per TBR request has been completed. Groundbreaking will be scheduled for spring 2024 with opening slated for fall 2025.
 - c. Knox County: The new campus will be 133,000 square feet. Site work began in October with a projected completion date of July, 2025. Equipment and furniture (hospital beds, etc.) are being ordered now due to extended lead times for delivery. The Knox fundraising campaign (\$7.5 million) has raised over \$1 million with over \$5 million in "asks." A new program in Diagnostic Medical Sonography has been developed for TBR and SACSCOC approval.
5. Workforce/Athletics/Sites Updates: Teresa Duncan presented a PowerPoint presentation highlighting the following:
 - a. The Verizon STEM program at Cumberland put together a free library for youth on campus.
 - b. Verizon STEM camp will occur this summer at Cumberland.
 - c. December 8 is the 1st STEM recruiting even at Oliver Springs Middle School.
 - d. The Future of Work Symposium is scheduled for March 14, 2024.
 - e. The new Fentress County Site Director is Cheryl Tays.
 - f. A Health Care Job Fair is scheduled on the ORBC for January 12, 2024, 11:00 a.m. – 2:00 p.m.
 - g. Four RSCC volleyball players were selected to the 2023 TCCAA All-Conference.
 - h. RSCC Cross Country team are regional champions.
 - i. Golf team tryouts are coming up soon; anyone interested should contact Coach Griffin.
 - j. Roane State's Hall of Fame event on November 18 was a huge success.