

President's Cabinet Meeting Minutes

June 23, 2025

1. Special Guest: Stephen Williams, the Director of the TN Small Business Development Center (TSBDC), introduced Mindy Wilson, the owner of AdvoKids Alliance that provides personalized advocacy to parents of children with special needs. AdvoKids helps guide parents through the IEP process to ensure that their children get the best level of support the school systems can provide. Mindy has 14 years of experience in education but when she met Stephen at an Oak Ridge Chamber of Commerce presentation, she connected with him for assistance for her business. One of the ways in which TSBDC has helped her business is through the collection of demographic survey data as part of the intake process prior to the first appointment. Collecting and documenting this information early gives her a strong client database and helps her show the outcomes and impact of her advocacy. Mindy's "sister" business is Xander's Place, a resource hub for families. When families move into the area they need help identifying resources of all kinds and Mindy tries to help keep them as "local" as possible in accessing assistance.
2. TBR Meeting Update: Sherry Jackson and April Dills will be coordinating planning for the quarterly TBR meeting hosted by RSCC September 18-19. TBR will be coming for a site visit of the new Knox Campus to check out the space designated for the meetings. At that time, we will ask about such things as required police presence, whether videography is permitted/desired (Matt Waters has volunteered); and who serves guests at the hospitality room in the hotel. Plans include a tour of the Nuclear Technology lab prior to dinner at the Oak Ridge Campus. Fire and Salt will be asked to provide a quote to cater the dinner. Teresa Duncan will reach out to UCOR to see if they would like to sponsor the dinner. The RSCC TBR meeting committee will be meeting next week to discuss responsibilities such as shuttle drivers, airport pickup, gift bags, and theme for the meeting. Dr. Whaley suggested that Sherry reach out to Northeast State since they had the most recent TBR meeting and did a great job with the swag bags.
3. Enrollment Update: Doug Wallace reported that the current 7-day average is up 6% headcount; 5% FTE without dual enrollment. Doug pointed out that Middle College enrollment is a little behind this month, but Dr. Ward indicated that there are over 100 students on pace to register. Doug also reported that there have been over 80 clicks on the link for information about the fledgling online Dual Enrollment/Middle College for children of military deployed families. Eight students have already registered. Dr. Ward is travelling to Fort Knox to introduce

families to the program. She also reported that students are being recruited for a Nuclear Technology Middle College.

4. Knox Campus Update: Tamsin Miller reported that equipment delivery is on schedule. Meetings will be set up with TCAT Knoxville to integrate them into the move-in timeline. Their highest priorities are Nursing (LPN) and Surgical Technology. Kirk Harris pointed out that we will need to clarify responsibilities for such things as administrative presence, maintenance, etc. as we put together MOUs. The Sim Center will move in first so Vickie Battershell can begin training with her simulation specialists. Roane State will move Nursing and Medical Laboratory Technology into the building in January. The Ribbon Cutting event is tentatively scheduled for January 9, with January 8 as a back-up date.
5. Employee Training: Tamra Oliver reported that TBR has hired a Compliance Officer and is developing their own training in D2L; however, institutions with contracts for training with other vendors may continue to use them. RSCC will continue to use KnowB4 since the ability to have all training on one platform has significantly increased compliance and completion. Tamra and Keri Phillips will be meeting in July to investigate the potential to add the annual policy memo and confidentiality forms to the platform. TBR legal counsel would like us to begin the timeline for mandatory training earlier in the semester. Tamra also reminded everyone that there are seven days remaining to complete the annual policy memo "training" and asked Cabinet members to remind employees in their areas.