

President's Cabinet Meeting Minutes

August 11, 2025

1. Student Guests: Diane Ward introduced Caroline Wright and Eleanor Hill, two 2nd year Middle College students at York Institute. Caroline is from Deer Lodge; Eleanor from Allardt. They are currently taking an express History class with John Brown. Caroline's goal is to become an ob/gyn nurse. She had an opportunity to job shadow at her local hospital maternity ward and affirmed her passion for the job. Eleanor wants to combine neuroscience and psychology and conduct research. She was able to meet with neuroscience faculty at UT. They have both been accepted to ETSU. Dr. Whaley offered to introduce them to President Brian Noland if they decide to enroll there. They told Cabinet members that the best thing about their RSCC experience (besides Chemistry with Steve Ward) was the accomplishment of having made the President's List with a 4.0 GPA. They also noted that everyone at RSCC has supported them. Their only area for improvement was actually on the part of their high school, which did not always inform them of required deadlines, etc. They also stated that being on the Fentress Campus was a much more collegiate experience than taking dual enrollment courses at York.
2. COLS 1010 Redesign: Nancy Hamilton came to the meeting to tell Cabinet about the redesign of the COLS 1010 college success course. Now titled College to Career, the course has a solid career exploration and development focus. Where the previous course version had eleven course objectives which required associated required assignments, the new version only has three and a capstone project. To support the career research, the course uses Wingspans, and students use the Clifton Strength Finders assessment to discover their strengths for the workplace. With the assistance of Business professor Brad Fox, a course module requires students to build a personal budget based upon the salary associated with their desired job. Faculty teaching the course throughout the service area will have support from staff at the local American Job Centers. These folks can help students with resume/letter writing, interview practice, and job shadow/internship opportunities. Nancy was fortunate to have the Deputy Commissioner and the east Tennessee representative from the TN Dept. of Economic Development on site for the recent summer faculty training. The visit was also eye-opening for the guests who had not realized that the department should be connecting with the community colleges.
3. Emergency Procurement Team: Dana West, team lead for the emergency procurement team, met with Cabinet to provide an update on their discussions. As Dana explained, they met to consider needs for purchasing in the event of a crisis. The following areas were discussed and decisions made:

- a. Each campus needs cash and an emergency credit card
- b. Each campus needs tax exempt forms
- c. Each campus needs walkie-talkies
- d. Need to develop policies for emergency purchasing: Two emergency purchasers (director + one other) per campus; emergency purchase forms to be used.
- e. Emergency purchasing procedures will be added to the credit card policy
- f. Some local businesses will permit RSCC to open an account

Dr. Whaley pointed out that someone might have to get on the road in the event of an emergency to bring supplies to the Operations Site for the impacted campus. Tamra Oliver pointed out that there are “runner teams” already formed. Chief Wright is working with service area counties to develop MOU’s for designated off-campus rallying points in case of emergency.

4. TBR Meeting Update: Per the Chancellor’s request, there will be a ribbon cutting in the morning on Thursday, September 18. After a welcome from the President, the order of remarks will be the Chancellor, followed by TBR Vice Chair Emily Reynolds, Knox County Mayor Jacobs (and Knox City Mayor Kincannon if she accepts invitation), a student, and Lt. Governor McNally. Mayor Jacobs will be honored with the Regents Award for Philanthropy on behalf of the county, and the road (McNally Way) in honor of the Lt. Governor will be announced. Other photos can be taken later in front of the building where the RSCC/TCAT Knoxville/Covenant logos are visible. Other items discussed include:
 - a. Need for multiple shuttles (and the bus) and drivers
 - b. Staggered departures for the ORBC tour? Nuclear Lab, Chem Tech Lab, Cyber Lab
 - c. 2 tickets for each attendee for beer/wine at the Thursday night dinner
 - d. President Chris Ayers will speak at dinner; needs a monitor to show images
 - e. Gift bags: seeking donations for service area county-specific items
 - f. Setting up for dinner in the Coffey-McNally atrium will be too awkward. Teresa Duncan to see if Oak Ridge Conference Center is available.

5. ATD Coaches Visit: Karen Brunner reminded everyone that the ATD coaches will be visiting on campus August 12-13. All Cabinet members are requested to come to the Raider Room at 1:00 p.m. Thursday for a strategic planning discussion with the coaches.

6. Enrollment Update: Doug Wallace reported that enrollment is up 4% HC and FTE, including dual enrollment and Middle College. He also described plans for

the enrollment summit/training on Wednesday, September 13 in the afternoon after Convocation and lunch.