

President's Cabinet Meeting Minutes

September 15, 2025

1. TBR Meeting Update: David Webb's team is setting up tables and chairs to prepare for the TBR IT team's arrival on Tuesday. Rentals (tents, etc.) will be set up on Wednesday. Sherry Jackson will have the notebook with the President's script for the ribbon-cutting, and the names of last-minute dignitaries who had not previously RSVP'd should be given to Sherry. Cynthia Wakefield will be picking up regents arriving by air. Employees will be directed to park in the west lot. The Roane State Foundation will be responsible for transporting alcohol for the hotel hospitality room and the dinner on Thursday. Dr. Whaley will encourage TBR guests to wear their nametags at dinner, and nametags will be made for business/industry and other invited guests. Dr. Whaley, Diane Ward, Teresa Duncan, and Karen Brunner will meet after today's Cabinet meeting to discuss the Friday morning presentation.
2. TECTA Update: Marsha Mathews reported that TBR needs to have Roane State's plan for employees impacted by the TECTA funding loss. We will give these employees 30-day notice (to the end of October). They will have an opportunity to interview for any RSCC open positions for which they meet minimum required qualifications. Diane Ward will alert these employees to the notice that will be coming from Human Resources.
3. Enrollment Update: Headcount enrollment is up 8.1%; FTE 6.9%. Dual Enrollment purge has not yet been done, which may result in a small loss. TN eCampus enrollment is down 22% as students have opted for Roane State web courses.
4. Chemistry Olympiad: Associate Professor Sylvia Pastor brought forward an opportunity to host the 2026 Chemistry Olympiad at the Oak Ridge Campus on April 11, 2026. This annual competition is put on by the American Chemical Society. The University of Tennessee usually hosts the competition; however, because of construction on campus, they were "uninvited" to host. The competition begins with testing at the high school, and the top performers are invited to come to the campus competition. Andy Spellman, ORBC site director, was 100% supportive of hosting this event.
5. Policies Approved:
 - a. PA-08-01 Military Leave – ministerial changes required to comply with TBR policy
 - b. GA-17-01: Telephone Usage – updated to reflect current practice and equipment

6. Partnership with Free Medical Clinic: Billy Edmonds, CEO of the Free Medical Clinic, has offered their semi-portable ice-skating rink for use by Roane State beginning November 1st. If details can be worked out, the rink will be placed in the faculty/staff parking lot, staffed by FMC, and proceeds shared with Roane State. The rink would be available during the Lighting of the Tree event.