

President's Cabinet Meeting Minutes

September 29, 2025

1. **Tree Lighting Event Update:** The Lighting of the Tree event is scheduled for Monday, November 17th. The Free Medical Clinic (FMC) will be bringing an ice-skating rink for RSCC use during the entire month of November. FMC will staff the rink for weekday afternoon and weekend skating. This could be a good recruiting opportunity since community members of all ages will likely participate. The rink will be erected on the faculty/staff parking lot, so advanced notice will need to be given to employees about alternate parking. Further discussion was deferred to the October 20th meeting when April Dills is available, since she will be coordinating with FMC. Marsha Mathews reminded everyone to ask for volunteers for the Tree Lighting event.
2. **Use of Preferred Names and Pronouns:** Tamra Oliver indicated that official notification from TBR legal counsel related to preferred names and pronouns must be communicated to college employees through separate notification rather than as part of the annual policy memo. A decision was made to have this notification come from the President's Office.
3. **Legislative Luncheon Update:** This year's legislative luncheon is scheduled for Monday, November 10th. The plan is to hold the event in the tiered classroom at the new Knox campus. Keri Phillips reported that IT has installed necessary hotspots for internet access. Monitor(s) will need to be set up for PPT presentations. Marsha will check on furniture needed for the event. The room has capacity for 72 people, so internal folks may need to use an overflow room. Sherry will send out a reminder to our legislators and others in the Knox delegation. Invitations will also go out to David Bradshaw and Barry Stephenson from TBR and the Thrive campaign executive leadership.
4. **Student Leadership Program:** A pilot student leadership program will begin spring semester, 2026. Eventually, there will be an application process, but in the interest of time, vice presidents will select/appoint a student to mentor for spring. Dr. Whaley suggested that the students participate in President's Cabinet meetings once a month. The president will also facilitate monthly Zoom meetings for the students to meet with leaders such as the Chancellor, business leaders, etc. Vice Presidents will do temporary contracts for the students so they can be paid at a rate of \$15 per hour, 7.5 hours per week.
5. **Junior Achievement:** Scott Niermann reported that the Junior Achievement facility in Clinton (next to Clinton High School) has open "rooms" that Roane State could brand to participate in this program for 4th through 8th graders in Anderson County/Oak Ridge. Having a room in the facility would be a great career

exploration opportunity for students. Scott indicated that he has a donor interested in funding Roane State's participation. Diane Ward, Jamie Stringer, Teresa Duncan, and Sarah Self will meet with Scott to determine what RSCC areas to feature in the room.

6. President's Cabinet meetings will not be held on October 6th (Dr. Whaley is at the NACCE conference) and October 13th (Dr. Whaley will be at THEC).