

Administrative Council Meeting Minutes

September 29, 2025

1. Student Guest: Melody Kees introduced Justin Ballard, a freshman Biology major from Morgan County. Justin took a couple of dual enrollment classes but deferred entering Roane State full time until he got his driver's license. He has a great interest in marine biology, but currently his favorite class is English. He enjoyed writing a reflection essay – and getting a grade of 95 on it! He told the Cabinet that the best thing about Roane State is the Food Pantry which really helps him between paychecks. He stated that the faculty and staff at the Morgan County campus are always available to help him with anything he needs. He mentioned that he did not grow up with access to technology, so he really struggled with Momentum for his dual enrollment classes. He also stated that he was not aware that he could drop a class. His ideas for recruiting high school students were college fairs, Instagram, and word of mouth about TN Promise.
2. Enrollment Update: Quita Zerr reported that she has several group and individual tours planned. She asked program directors to work with her to ensure that there is something for visiting students to see or do. She also asked program directors to let her know if schools reach out to them directly so she can collect student contact information data and provide them with RSCC swag. Fall headcount enrollment (5413) is up 7.9%, and all age groups are up. Jamie Stringer noted that the goal is to add 300 students to the total for fall 2026.
3. Academic / Humanities Update: Diane Ward reminded everyone that Fall Break is October 13-17 and that registration for the second 7-week classes is open. Diane also asked for more volunteers to help with the Appalachia Sessions event, October 14-15. She noted that the Veterans Wave program has extended the date for picking up retiring flags. The retirement ceremony is scheduled for November 10th and will be conducted by the Kingston American Legion. Dean Geol Greenlee gave the following updates about events happening in the Humanities division:
 - Solo music class and acting midterm recital, October 8th at 3:00 p.m. O'Brien Theatre
 - Fall Showcase Concert and Acting finals, December 3rd O'Brien Theatre
 - Music Concert with Roane Choral Society, December 6th, Harriman First Baptist Church
 - The Playmakers production of *The Importance of Being Earnest*, O'Brien Theatre, November 20th – 23rd

- The Playmakers production of *The Music Man*, O'Brien Theatre, April 16th – 18th, 2026.
 - Arts and Lectures presents *Jaws* for movie night, October 9th, Princess Theatre. Additional movie nights are October 25th and November 15th.
 - Shows in the Powers-Brown Art Gallery include *Buoyant Matter* by Chelsie Blair Nunn, now through October 10th.
 - Geol also reported that there will be a fund raiser for Arts and Athletics – An Evening with Steve Summers. He is the costume designer for Dolly Parton and will talk about his experiences with the icon star.
4. Business and Finance Updates: Marsha Mathews reported that budget instructions from TBR were received yesterday. If additional funds are available, she will reach out to budget managers whose requests were not originally funded. She also reported that Follett will be closing the bookstore at the Oak Ridge campus during Fall Break. She is still waiting for TBR approval of our submitted financial statements. Marsha reminded supervisors to monitor their employees' leave status with the holidays coming up to make sure no one ends up in a leave without pay status. Open enrollment for health/life insurance is October 3rd through October 17th. Dana West reported that there are new processes required by TBR for contracting. The new contract transmittal form is in Dynamic Forms and instructions for the new process are on the Purchasing webpage. Fully executed contracts now must be attached to any requisitions for payment. Accessibility training for contracts is scheduled for October 22nd. New processes are also coming for Enterprise car rentals and Walmart charges. Walmart is discontinuing their credit cards after October 31st. Marsha Mathews reported on the progress of the following building/maintenance projects:
- Cumberland County parking lot paving is ongoing.
 - Oak Ridge HVAC upgrades are ongoing; parking lots have been sealed and striped; new landscaping installed.
 - Harriman HVAC upgrades are ongoing; new landscaping installed for the Paul Goldberg memorial area; sidewalk repairs will start next week; some MOA (accessibility) updates are ongoing. Renovations of campus restrooms are complicated by requirements for ADA accommodations and minimum number of stalls once any renovations are begun. Considerations for family restrooms are being discussed.
 - New Knox Campus move-in update: In late October (or once we have official building occupancy), the Simulation Center will start the move. Nursing, MLT, and Continuing Education will begin the move in order to start classes in January. Diane Ward will notify faculty about office assignments as soon as possible.

5. IT Updates: Keri Phillips reported that the current voicemail system will be ending. The new system, going live October 13, will not include text emails along with the voicemail recording. This is only temporary; however, in the meantime, everyone will need to open and listen to voicemails.
6. Campus Sites Updates: Andy Spellmen gave the following updates:
 - Morgan County has a new mural and new furniture to update the student lounge.
 - The Street Painting Festival on the Oak Ridge campus was a success.
 - Also on the Oak Ridge campus the same day was a successful Healthcare Discovery Summit.
 - The Cumberland County Baptist Association provides weekly hot meals for the campus students. Recruitment events were held in White County upon request.
 - 1965 graduates of York Institute have funded a scholarship for a non-traditional student in Fentress County.
 - Andy thanked all the site directors for collected items for the TBR meeting swag bags. Among the popular items were tiles painted by Fentress County elementary school students showing what they love the most about their home county.
7. Athletics Updates: David Lane gave the following updates:
 - Roane State's soccer team lost to Motlow after holding them scoreless during the first half and tied with Columbia State
 - The Men's Golf Team (ranked #7 nationally) played in Indiana this past weekend; Women's Golf team played in Alabama
 - Cross Country coach Holcombe planned a race for middle and high school students at RSCC for over 2,000 participants
 - The fall season for baseball and softball has begun
 - Roane State's volleyball team will play Pellissippi on Tuesday, September 30 at 6:00 p.m. This is a home game and will be live streamed
 - Roane State has a total of 135 student athletes; 67 made TCCAA all academic; 35 made national All American
 - The Raider Athletic Association will begin soon
8. Employee Giving: Dina Jackson reported that the Employee Giving Campaign will coincide with the Open Enrollment period. Funds are needed for the Pay It Forward program which is starting the fiscal year with -0- dollars. These funds pay for Emergency Aid, Finish Line scholarships, and licensure fees.
9. TBR Policy on policies: Karen Brunner reported that TBR approved a new policy on policies during its quarterly meeting at RSCC. All policies approved by TBR are to be effective 10 business days following their approval. TBR guidelines approved at the Presidents' Council are to be effective 10 business days

following their approval. Other elements of the new policy include requirements to adopt TBR policies with no substantive changes; policies that permit no flexibility for institutional changes; and requirements for formatting and style.