

## President's Cabinet Meeting Minutes

October 20, 2025

1. AI Committee: TBR has recommended that all community colleges establish an AI committee. Keri Phillips indicated that this committee would be more concerned with guidelines associated with business policy than with academics. Dr. Whaley asked Keri and Tamra Oliver to reach back to TBR to get more clarity about what they understand such a committee's charge to be. Suggested committee member representation would be from IT (Eric Anderson as chair), IR, Enrollment/Student Services, Academics (Faculty Senate/Faculty), Compliance, and Support Staff. Dr. Whaley asked Sherry to find an hour in a future Cabinet meeting to discuss it in more detail after getting clarification from TBR.
2. Enrollment: Doug Wallace reported that fall 2025 enrollment is +7.8%HC/7.5% FTE. The greatest increase is in new Freshmen (11.5%) The 9.6% increase in adult students may be the largest since TN Reconnect. Enrollment of Knox County residents increased by 9.4%. Enrollment of students taking at least one Web course increased from 52% 2024 to 55%HC 2025; 38% 2024 to 55%FTE 2025. Applications for fall 2026 are up 11%. Dr. Whaley asked Andy Spellman to drill down for more information about some of the specific high schools where enrollment was down. Doug described a new method for data collection of prospective students' information. With the new method, RSCC staff working recruiting events can enter contact information using the current data collection forms or a new texting system. The data from both methods is distributed to Outlook Calendar and Salesforce along with the specific event. This method will identify which events are the most effective.
3. Lighting of the Tree Update: April Dills is leading coordination for the event. She provided the following update: the event is scheduled for November 17<sup>th</sup>, 6:00 p.m. to 8:00 p.m. The Free Medical Clinic's skating rink will go up November 1<sup>st</sup> for the entire month. Cost during the Lighting of the Tree event will be free. Dr. Whaley will reprise his role as Santa. Chris Ayers, TCAT Harriman President, will be Master of Ceremonies. Other characters on hand to manage the crowd will be Elsa and Anna, Buddy the Elf, and the Grinch. Different school choirs will perform, and there will be games. The RSCC baseball team will help with games and clean up. Dr. Whaley and Chief Wright requested that any significant injuries at the ice rink be reported to RSCC police department.
4. Legislative Luncheon Update: This year's Legislative Luncheon is scheduled for Monday, November 10<sup>th</sup> from 11:00 a.m. to 1:00 p.m. Sherry is coordinating lunch with Rothschild's Catering. The event will be at one of the tiered classrooms at the new Knox Campus. Capacity is 72 people, so seating for RSCC employees may need to wait until the total number of attendees is determined. Since new furniture will not be delivered until the end of November, David Webb will bring tables/chairs from the Raider Room for the event. Attendees from TBR include Chancellor Tydings, Tyler Lane, Director of State Government Relations, and John Williams, Associate Vice Chancellor for Government and Public Relations. Dr. Whaley would like to invite 5 RSCC students/5 TCAT students,

preferably veterans given the proximity to Veteran's Day. He requested that Karen Brunner help to prepare one student to speak briefly. Potential topics for Roane State's presentation include health science, nuclear, capital maintenance, and training for the flooring industry. Dr. Whaley, Diane, and Teresa will meet to finalize.

5. Annual Security Report: Chief Wright reported that the annual security report has been submitted and published on the website. He reminded everyone that the 2025 report includes information about the prior year. Chief Wright received pocket safety/security guidelines at the system security meeting in Nashville, and he has ordered some for each campus.
6. Other:
  - a. Teresa Duncan updated Cabinet on events for this week's Nuclear Science Week.
  - b. October 28<sup>th</sup> is a Workforce Summit on nuclear hosted by RSCC for TBR institutions. Brief presentations will be made by RSCC, Chattanooga State, Pellissippi State, TCAT Knoxville, and TCAT Harriman.
  - c. Updated employee (non-faculty) JAQ's need to be completed for use in developing a new salary plan.
  - d. November 10<sup>th</sup> – the American Legion will conduct a retirement ceremony for the original Veteran Wave flags at the Harriman campus at 6:00 p.m.
  - e. November 14<sup>th</sup> is the presentation by Steve Summers, Dolly Parton's Creative Director. The event is a fund-raiser for RSCC Arts and Athletics. Tickets are on sale now for the event which will be held in the O'Brien Theatre at 7:30 p.m.
  - f. December 11<sup>th</sup> is the date for the President's Holiday Brunch hosted by the Roane State Foundation. The 2024 and 2025 Outstanding Alumni will be honored, and a Foundation annual report will be presented.
  - g. Applications for the ATD Leah Meyer Austin Award and the DREAM Scholar (Brian Smith) have been submitted.