

President's Cabinet Meeting Minutes

November 17, 2025

1. Student Guest: Dr. Whaley introduced Zachary Dukes, a Psychology major who lives in Oak Ridge and plans to transfer to the University of Tennessee to focus on social work. His goal is to work with children and families dealing with separation. Zachary is a member of PTK and will be running for Division II Vice President. He told Cabinet members that the best part of his Roane State experience has been PTK and having flexibility in his schedule. His success coach experience presented an improvement opportunity since he was shifted to three different coaches. He prefers in person classes but is taking one online class this semester and had one last semester. He feels safe on campus, thinks facilities are good and has not had a problem with the closure of the ORBC bookstore, since he drives to Harriman weekly to visit his grandmother.
2. New Employee Introductions:
 - Daisy Shultz is the new Assistant Director of the One Stop. Originally from Kansas, Daisy moved to Tennessee 20 years ago and currently lives in Loudon. She previously served as Director of Student Success at Strayer University.
 - Nikki Littleton is the new Assistant Director of Middle College. She lives in Sweetwater and has worked at Lenoir City High School and in College Access for 10 years. She earned her associate degree at Hiwassee College and her bachelor's degree from Tennessee Wesleyan.
3. Social Media – Comments and Content Monitoring Update: RSCC has made the decision to turn Comments back on to the official Facebook page at the conclusion of TBR's timeframe for turning them off. Sarah Self indicated that we lost a lot of engagement during the "off" period. She also pointed out a number of important guidelines regarding Facebook comments; namely that they should never be deleted and only "hidden" due to extraordinary circumstances and with TBR legal counsel approval. As Chief Marketing Officer, Sarah and/or her designee must be added as an administrator for all Roane State accounts, including athletics. Dr. Whaley suggested having periodic convenings for page owners to help them manage their accounts.
4. Dual Enrollment Book Charges: There are extra DEI fees built into courses using digital textbooks. TN Promise and Reconnect cover this fee but the Dual Enrollment grant does not. Students receive an email from Follett indicating that they can opt out within 14 days of the first day of class, but this can be confusing, and additional communication needs to be offered to dual enrollment students.

5. Vann Property Update: Dr Whaley reported that the Roane State Foundation is considering several proposals to sell the Vann property to raise funds for scholarships. A decision will be made by the next fiscal year.
6. Club Turning Point: Cabinet voted to approve the application for a new student Turning Point USA/RSCC club. John Brown will be the faculty sponsor.
7. Student Leadership Program: Spring semester 2026 will be the pilot for a Student Leadership program. Dr. Whaley and each vice president will select a student intern to work in their department during the semester. In addition to being mentored, these students will have opportunities to engage with each other and network with external community leaders.
8. Safety and Security Update: Marsha Mathews reported that work is ongoing for implementation of a SAFE app. The site directors will engage in a tabletop emergency planning exercise led by Chief Wright.
9. College scorecard: Dr. Whaley noted that he and the ATD coaches discussed dashboards to monitor student success metrics in addition to enrollment. President's Cabinet will identify specific dashboards that would be helpful to track on a regular basis (as appropriate for the type of data) and add those reports to Cabinet agendas. Director of Institutional Research, Jeff Tinley, will be invited to walk everyone through new data on the department webpage.
10. Enrollment Update: Doug Wallace reported that spring applications are up 18%; fall applications up 11% and 12% first-time freshmen. Quita Zerr is meeting with site directors to plan recruiting events.
11. Ellucian Student Forms: Keri Phillips told Cabinet about Ellucian Form Builder which is a better product than Dynamic Forms. Acquiring this product will help Admissions and Financial Aid with student forms as well as ease the workload for IT. A one-year, non-recurring purchase was approved.
12. Policy Updates:
 - GA-17-01 Telephone Usage was updated to remove things that no longer apply to implementation, such as collect calls and credit cards. The revision was approved.