

## Administrative Council Meeting Minutes

November 24, 2025

1. Student Guest: Marsha Mathews introduced Will Davidson, Holly Davidson's son. Will is a Middle College student from Harriman High School who is working in the Physical Plant. He is majoring in accounting with a goal of starting a master electrician program and eventually open his own business. Will stated that the best thing about Roane State is that each department works together to make sure students have the resources they need to succeed. He indicated that he had some trouble trying to structure his class schedule on one campus. Even for a young student, it is hard to balance personal life, work, and school. Will feels safe on campus, thinks security does a great job, and the physical plant does a great job with maintaining the campuses so they look nice.
2. 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 Office, Sarah and/or her designee must be added as an administrator for all Roane State accounts, including athletics, by the end of the semester.
3. Academics/Humanities Update: Diane Ward provided the following academic updates:
  - a. No classes on November 25.
  - b. December 8<sup>th</sup> is the last day of fall semester classes; finals start December 9<sup>th</sup>.
  - c. Winter Term (fully online) starts December 15<sup>th</sup>.
  - d. Nursing application deadline is the 4<sup>th</sup> Friday in January.
  - e. January 20 is first day of spring semester classes; There will be a welcome event for students at the new Knox campus.
  - f. New positions: Jessica Jones is Health Science Program Outreach Coordinator; Emily Belitz is Coordinator for Early Childhood Education program.
  - g. Veteran's Wave retirement ceremony took place last Thursday.
  - h. Geol Greenlee provided the following updates for Roane State Presents:
    - i. Music program Fall Showcase, December 3; Roane Choral Society/Roane Choir, December 6; Pre-show lecture with Nashville composer, Tim Sharp. December 5; Babahatchie Community Band

Christmas Concert, December 12 at the Princess Theatre; Tuba Christmas, December 13 at the Princess.

- ii. Music Man auditions, December 8-9.
- iii. Art Gallery Exhibition: Darlene Parks mixed media; November 6-December 11.

4. Business Operations Update: Marsha Mathews provided the following updates:
  - a. Time sheets/leave reports are due December 5.
  - b. The last work day before the holidays is December 17; employees will need to work or take annual leave December 18-24. (Roane will be the only campus open during that week.) December 26-31 is administrative closing.
  - c. TBR approved a one-time bonus of \$1,500 payable in the January payroll.
  - d. Temporary contracts need to be completed for workers starting January 1, 2026.
  - e. Paving work is resuming at the Cumberland County parking lot.
  - f. Landscaping in front of the Dunbar building is complete; MOA updates continuing, beginning with the family restroom in the gym; sidewalk repairs will be scheduled. The Expo Center will be getting additional seating.
  - g. Furniture has arrived for the new Knox Campus.
  - h. Fentress: the new campus should be completed in late spring for a summer move-in.
5. Enrollment Update: Doug Wallace reported that spring enrollment (without dual enrollment) is up 5%. During the Christmas break a social media push will continue. Fall enrollment goal is 5,700.
6. Campuses/Athletics Update: David Lane and Andy Spellman
  - a. Basketball conference play begins November 25.
  - b. Baseball/softball practice will begin January 10.
  - c. An Athletics booster club will be re-started to fund scholarships.
  - d. TBR is working on the Athletics funding cap to reflect the current environment.
  - e. Orano Nuclear has made the largest investment so far in Tennessee and is a great partner for Roane State.
  - f. Brain Food, the ORBC food pantry has received a \$1,000 donation.
  - g. Fentress – Clarkrange is sending a Lady Raider to RSCC.
  - h. Morgan – PTK participated in the annual rock hunt and students did pumpkin decorating.
  - i. Scott – a new RSCC soccer player is coming from Scott; the New Haven Baptist Church is providing meals for students; December 9<sup>th</sup> is the Community Holiday event hosted at the Scott campus.
  - j. Campbell – held a successful Trunk or Treat.

- k. Loudon – the 2025 Holiday Tour of Campuses party will be held at Loudon, December 16.