

## President's Cabinet Meeting Minutes

April 6, 2020

1. COVID-19 Updates:
  - a. Chief Kain reported that there has not been any significant activity or campus traffic in the campus parking lots.
  - b. Several employees have reported that they are not feeling well; they have not been tested for COVID-19. This information will be communicated to the college community, including in the president's video.
  - c. Plans are underway to deliver PPE to Covenant Health.
  - d. TBR has not endorsed pass/fail as an option for spring grades. Diane and Sarah will craft communication about this, to include potential negative consequences to students associated with pass/fail grades.
  - e. Don Conley reported that the college's Emergency Management Team has been pulled together for regular meetings. They are coordinating with local health and public safety departments.
2. Marsha Mathews has received budget instructions from Danny Gibbs.
3. President's Award interviews will be completed by April 14.
4. Virtual Awards Night is scheduled for April 21<sup>st</sup> at 7:00 p.m. Jennifer Fugate and Matt Waters are working to get photos from students; Deans will read the names of students receiving awards. Sarah Self will push out the PR once the video has been created.
5. Marsha Mathews/Dana West are working on the contract for HonorLock software system to use for proctored online testing. Diane Ward and CTAT will be sending out more information to faculty.
6. Karen Brunner reported that SACSCOC has issued approval to transition to online delivery for a period of 120 days.
7. Dr. Whaley and Teresa Duncan will be presenting to a Zoom Anderson County Rotary meeting about how RSCC is addressing COVID-19.
8. Dr. Whaley reported that the celebration associated with being awarded TN Community College of the Year by TBR will likely be done at our campus. August Convocation/50<sup>th</sup> Anniversary celebration would be an ideal time for this.