

President's Cabinet Meeting Minutes

April 20, 2020

1. COVID-19
 - a. Chief Kain reported that the Roane County COVID-19 drive up testing was a success. 901 people were tested and the entire process was smooth and well-organized.
 - b. Nancy Hamilton put together a video to post to the student resources webpage to help them with time management. The video link will also be emailed to enrolled students.
 - c. The Chancellor has approved us to bring 7 Surgical Technology students to the Testing Center to take their Certification Exam. The ORBC Testing Center has sufficient space to distance the students appropriately.
 - d. Honorlock is being used for some proctored online testing with no issues. Diane Ward has urged faculty to work with the few students who are uncomfortable with downloading the software to their personal computers.
 - e. Marsha Mathews asked Keri Phillips to generate a list of supervisors that she can send to general counsel Beth Martin for the COVID-19 supervisor Zoom training.
 - f. Distribution of funds to students from the CARES Act is still being worked out in coordination with TBR.
 - g. Diane is working with the deans to identify programs that need to return to campus first for on-ground testing, especially those with licensure and accreditation requirements.
 - h. Counseling staff as well as some front-line staff and site directors are making check-in calls to students. Over 350 calls were made last week; students are very appreciative. The Zoom meetings that Counseling is holding for students and faculty/staff are also going well.
2. The Freedom School Training has been cancelled for this year. We will reach out to them to see if there is anything we might be able to do to assist them if they want to try some virtual training.
3. The campus bookstore has caps and gowns available for students and will ship to them for free. The bookstore has also sent out information to students about returning rental textbooks with prepaid shipping labels they have provided to them.
4. Karen Brunner is working with Public Relations to put together a President's Award webpage to highlight the winner as well as nominees. The Virtual Awards Ceremony is scheduled for 7:00 p.m. April 21 and can be viewed on Facebook Live, Channel 15, and YouTube.
5. Marsha Mathews announced that the Good Steward food service will have their temporary contract for the Roane County campus extended for one year.
6. Jamie Stringer reported that a Director of the One-Stop Center has been hired.
7. Diane Ward reported that Robert Benson has taken a job with ORNL beginning May 1.
8. Marsha reported that the work to ready the new Fentress County campus facility is ongoing. Two-person crews are working safely to complete wiring and start to put up

sheet rock. New bids will be going out for the Baseball/Softball facility with some different options, some due to changes in required compliance.

9. Enrollment Management and Public Relations are using social media to do some creative recruiting with ads on YouTube and “meetings” with Zoom, and Facebook Live.
10. David Lane has been doing Zoom orientations for Middle College. A mailing list will be generated to get commencement cords to Middle College graduates.