

## President's Cabinet Meeting Minutes

May 11, 2020

1. Check in for students coming to campus to complete spring semester skills testing has been mostly smooth. One “wrinkle” noted can occur if a student accidentally answered “yes” to any of the questions on the screening form. There is not an opportunity to re-take. When this occurred, the on-campus screener was able to administer a paper version of the questionnaire. Our online screening process has been praised by TBR and the SSB form shared with all community college CIO’s.
2. Supervisors need to begin to compile a list of faculty/staff members who have a critical need to access their campus office. Don Conley, Chief Kain and Marsha Mathews are working with Keri Phillips to set up a Dynamic form for setting up sign-ups for time slots in campus buildings. It will be important not to give the impression that campuses are open to the public. Only three campuses will be open for classes this summer – Roane, Oak Ridge, and Knox.
3. TBR will be sending out a script template for communication to students regarding the CARES Act. Sarah Self will draft an email that will be sent to all students from the president; a second email will be sent to all eligible students with disbursement information.
4. Students will be surveyed regarding their preference for future Commencement ceremony. Choices will be 1. Late July live; 2. December live; or 3. Virtual. Susan Pearson noted that it will take up to 6 weeks to plan for a live event.
5. TBR has provided guidance that refunds are not available because of transition to online; student inquiries should be sent to Marsha Mathews for response.
6. The Fentress County campus renovation work has been delayed due to new drawings (done for re-designed HVAC) that must be submitted to the fire marshal. Marsha Mathews is monitoring for follow-up.
7. Diplomas are being printed and decision needs to be made regarding distribution. Costs for mailing to graduates’ home estimated to be \$2,500 - \$3,000. They would also have to be packaged. Another option is parking lot distribution. A schedule could be set up for each campus. Diplomas should be ready by early July.
8. Dr. Ward and the deans are working on plans for fall course delivery/schedule.
9. Jamie Stringer reported that Enrollment Management is executing their reach out plans through email, text, personal phone calls, and social media. TBR is also rolling out a statewide advertising campaign for “Career in a Year.”
10. Karen Brunner reminded everyone that the SEM plan is due May 22. A presentation of this plan to TBR will be done virtually on June 5 at 12:30 EST.
11. Marsha Mathews submitted holiday schedules to TBR for 2021 and 2022.