

President's Cabinet Meeting Minutes

June 1, 2020

1. TBR colleges have been asked to adopt the COVID-19 TN Pledge for Higher Education to establish policies and protocols for re-opening. Karen Brunner and Don Conley will develop a draft statement for review.
2. A careful transition to partial opening in July was discussed; Jamie Stringer advocated for opening the One Stop in late June to improve enrollment. This discussion will continue next week. Jamie Stringer, Marsha Mathews, Diane Ward, Teresa Duncan, and Sarah Self will coordinate the best way to communicate the final plan.
3. Commencement: As of this date, 153 students have completed the survey regarding attendance at the July 25 Commencement. The survey will close June 7. Sarah will set up a mid-week reminder to students to complete the survey. Depending on the number of students and family members, a decision will be made about how many ceremonies are needed as well as ushers/volunteers. Phi Theta Kappa can sell roses per usual. Having Commencement on this date will create a hardship for the Volleyball team, whose season begins August 1, since it will reduce practice time on the gym floor. Amy Keeling will check with the vendor to see if they can take down the stage on the weekend. Sherry Jackson will contact TBR to coordinate invitation for a Board member.
4. Marsha confirmed that TBR wants colleges to prepare for a 12% budget reduction. Although there are some reserve dollars that can be used, all departments will have to absorb some cuts.
5. The re-design of the HVAC system for the Fentress campus has been approved, so the prospect for a fall semester opening is brighter. Diane Ward will reach out to York Institute, as a precaution, to make sure the current space will still be available to RSCC if there are delays.
6. Diane reported that the summer term seems to be off to a smooth start. Extraordinary safety measures have been implemented to enable the Dental Hygiene Clinic to open for volunteer patients.
7. Karen reminded everyone that the SEM (Strategic Enrollment Management) plan presentation to TBR senior staff will take place at 12:30 EST on June 5 via MS Teams.
8. The president asked Teresa Duncan to reach out to her counterparts at the other community colleges to see what protocols they are following to start up Athletics.
9. Convocation in August: Since many of the attendees for the planned Convocation of the Pioneers dinner are in a high risk category for COVID-19, it was decided to postpone that event until the spring. We will still plan to celebrate the SOAR College of the Year award in August. We will need to create an RSVP list to determine social distancing requirements. Dr. Whaley will contact TBR and our legislative delegation about attending.
10. FALL semester: TBR has developed a template for fall semester 2020 planning. The completed template is due to TBR on June 12. Those involved in completing the template are asked to submit to Sherry Jackson by Friday, June 5 so she can consolidate for discussion June 8. Preliminary decision, given several options presented by TBR, is NOT to change the academic calendar for fall. We will be offering multiple course options – online, hybrid, and face-to-face. Once final decisions are made, Sarah

will update the COVID-19 page with a simple message to students. Decisions will need to be made regarding time necessary to clean between classes.

11. Don Conley will work on safety protocols employees should follow when working at non-RSCC facilities.
12. Gordon Williams has reported that progress has begun on ground preparation for the new Clinton facility. Teresa Duncan will reach out to TCAT president, Kelli Chaney, to see if the work is on schedule.
13. Marsha is still awaiting final guidance from TBR for updated distribution of CARES Act funds to students now designated as eligible.
14. Keri Phillips discussed plans to update the Enrolled Students distribution list to only students enrolled this summer forward. More global email communication to students that goes out from Student Services and Public Relations is taken directly from Banner.
15. Cynthia reported to Cabinet that she is putting together her audit plan for the coming year. Among these audits will be the Foundation scholarship and donation processes. She indicated that she has become aware of a need to clarify procedures for acceptance of donations, particularly because there may be some confusion about whether a gift might actually be a grant, subject to grant requirements. Cynthia will schedule a meeting with Karen, Scott Niermann, and the grants specialists to work on protocols and guidelines.
16. Keri reported that she will be updating the mobile device policy to meet TBR guidelines.
17. Marsha reminded everyone that Tamra Oliver will be taking over Risk Assessment and send the VP's reminders about monitoring due dates.