

Administrative Council

June 29, 2020

1. Commencement – There will be six ceremonies on Friday, July 24 and Saturday, July 25. Speakers for the ceremonies are as follows: Judy Tyl, Friday, 10:00 a.m.; Don Miller, Friday, 2:30 p.m.; Odell Fearn, Friday 7:00 p.m.; Gary Heidinger, Saturday, 10:00 a.m.; Dennis Rowe, Saturday, 2:30 p.m.; Kathy Gethers, Saturday, 7:00 p.m. Each ceremony will be about one hour. The graduation webpage includes FAQ's about the event. All participants will be required to pass a wellness survey and wear a face covering. In order to maintain physical distancing in the bleachers, ushers are needed to assist with seating. Amy Keeling has put out a survey for volunteer sign-ups!
2. Phased campus re-opening – Beginning July 6, all One-Stops, the Bursar, Purchasing, Testing Centers, and the Bookstores will be open to serve students Monday through Thursday, 8:00 – 5:00. Success Coaches will also be making in person appointments. Financial Aid will return to campus July 13; Counseling and Disability Services on August 3.
3. July 4th Holiday – Since we are on a four-day work week, Thursday, July 2 will be observed as the holiday. Staff need to work 30 hours Monday – Wednesday or take annual leave/comp time.
4. TBR travel ban – TBR has prohibited all out-of-state/out-of-country travel for the remainder of the calendar year. Protocols for athletic travel should be in place by the first of August.
5. Convocation – the celebration for RSCC's SOAR Award for College of the Year has been moved to 2021. Convocation will likely be held as "hybrid" in-person/virtual event in the theatre on August 12. Physical distancing requirements will limit in-person attendees to around 150. The 50th Anniversary video from videographer Keith McDaniel will likely be ready for viewing that day.
6. Fall semester schedule – Dr. Ward and the deans are meeting weekly to make sure that students have multiple delivery options for fall semester – on-ground, online, and hybrid. The class schedule currently published on the webpage correctly lists the delivery method for each section. All faculty, staff, and students accessing buildings for fall classes will be required to pass a daily wellness screening and must wear a face covering. Classrooms and laboratories will be configured in order to comply with CDC and TN Pledge for Higher Education guidelines for safe physical distancing. Cleaning protocols will be followed according to the recommended schedule.
7. Enrollment remains down as students deal with multiple uncertainties, including unknowns related to K-12 re-opening. Jamie Stringer reports that students have completed their admission and financial aid requirements; they are simply waiting to register for classes. Public Relations will be working aggressively on a campaign based on the theme: "Don't Delay Your Future."
8. Campus Safety – TBR is coordinating training efforts for campus safety and security with the establishment of a working group of safety officers. Roane State's Chief Kain chairs the group.
9. Equity Evenings – the Roane County chapter of the NAACP is partnering with Roane State to plan a community conversation about racial justice. Karen Brunner and Lisa

Steffensen are leading a working group to plan a series of ongoing virtual conversations and learning opportunities for faculty, staff, students, and community members. The first of these is planned for the week of July 20. More information will be sent via social media, email, and the presidents' weekly video.

10. Budget – Although higher education escaped the 12% budget reduction, a reduction in state appropriations coupled with an enrollment decline and extra expenses associated with COVID-19 will have a negative impact this year and, likely, next fiscal year as well. Although there will be no salary increase this year, the salary equity study will proceed as scheduled.
11. CARES Act – 3,118 students were served and \$1,902,000 disbursed. Due to constant rule changes regarding eligibility, some funds had to be re-directed from institutional reimbursement to support students.
12. Athletics – The TBR athletic directors have put together a “return to play” plan that will be presented to the TJCCAA for approval. Roane State’s volleyball team will be the first to begin practice to begin their season in August.
13. Campus projects – the Roane County building envelope project is in design phase to address the crumbling concrete ridges, window seals, skylights, and settling issues. Next step would be to send the project out for bid. The Athletic facility will soon be out for pre-bid after a minor re-design. The elevator project will be out for bid soon. Renovation for the new (temporary) Fentress County campus is moving well for a fall semester move-in. Cumberland County campus HVAC project is still approved pending further notice.
14. Azure – Keri Phillips reported that the project for cloud-based hosting will be moving from test to production for a planned “go-live” July 20. Workflow and Degree Works will have to be upgraded. She also noted that TBR has switched to a new vendor for the required Cybersecurity training, and our IT staff need to get it set up.
15. Grants – Deb Miller and Shelley Esquivel have assisted the college in the award of a number of significant grants. Included are the following: Denso grant in the amount of \$100,000 for Smart Factory equipment for mechatronics; Middle College Mechatronics grant re-funded in the amount of \$200,000. In addition to tuition and fees, this grant funds books, gas cards, field trips, etc. Roane State was also awarded a grant from Intuit and NAACE to participate in the Financial Management for Entrepreneurs Curriculum Initiative. The East Tennessee Foundation awarded \$2,500 for the Roane County Food Pantry. From TBR, Roane State also received a \$9,000 course revitalization grant led by Mary Ann Sexton and a \$50,000 SERS grant to work in partnership with Centro Hispano to enhance access and success for Latinx students. Additional grant applications are currently being developed. Karen Brunner asked everyone who may be in a position to accept money or in-kind donations of any kind to contact Shelley Esquivel, so it can be determined if it is a gift or a grant – and how to appropriately interact with the Roane State Foundation for acceptance of the donation.
16. 50th anniversary – Although the Convocation of the Pioneers dinner and the re-naming celebration for the Art Gallery are being moved to spring 2021, alumni ballgames are still on schedule for September 19. The alumni concert has been re-scheduled for April 10, 2021. Tamsin Miller reported that 50th anniversary letterhead and logos will be ready for use August, 2020.