

President's Cabinet Meeting Minutes

July 6, 2020

1. Rotary Club Tutoring Partnership – Ralph Best from the Kingston Rotary Club reached out to Mike Hill to see if Roane State could partner to participate in the Haslam Foundation Tutoring Corps project. The two-week pilot project would have curriculum provided by the Haslam Foundation and funding from the Rotary Club. The Haslam Foundation typically works with Boys and Girls Clubs and pays \$1000 per tutor. Mike indicated that it was unclear whether the Rotary Club would be able to provide that amount; however, Mike was confident that he could recruit previous and current Learning Center tutors who would have a heart for the project. He will work with the Rotary and the school board to identify a location for the tutoring to take place and work with Don Conley to ensure safety for tutors and students. Mike anticipates the project to take place the first two weeks of August. The goal is to remediate students in Math and English due to COVID transition and/or summer gap.
2. Commencement – 58 faculty have responded to the participation survey; 33 indicating that they cannot attend. Nineteen staff have volunteered so far. The area of greatest concern from a planning perspective is the screening process: how to handle as cars come to the parking lot; how to handle anyone in a vehicle who cannot pass the screening, etc. Amy Keeling will work with Don Conley and Chief Kain to determine final plans by Monday, July 15. Students will receive a letter with information about the rules for participation, including a copy of the screening survey for review. They will be informed that all guests must be able to pass the screening for entrance and that their entire party must be present to be seated. RaiderAlerts will also be sent. In order to minimize unsafe congregating outside in the courtyard following the ceremony, there will be signage to that effect, and the President will reinforce it in his remarks.
3. Wellness surveys – We will continue to require daily screenings for anyone coming to campus. Don Conley will work with Beth Martin on language for the survey that will apply only to those working in healthcare facilities.
4. Masks versus face shields – At one time, there was some consideration of permitting faculty to use face shields instead of masks in the classroom; however, CDC guidelines no longer recommend it (as of June 28). TBR legal will be consulted on this matter.
5. Four-day work week – a suggestion had been made to continue the 4-day work week into the fall to accommodate for an additional day for cleaning; however, it was decided NOT to implement, since there are over 90 classes scheduled for Fridays.
6. Campus re-opening for fall – Tamsin Miller is working with a committee of staff and faculty to ready all locations for return of faculty, staff, and students for on-ground classes. Plans involve initial screening stations, configuring classrooms and labs for physical distancing, rules for navigating hallways and accessing restrooms, use of water fountains, etc.
7. Cleaning – Marsha Mathews and Don Conley will put together a list of cleaning protocols. CDC guidelines include such factors as cleaning of high touch areas (door handles, light switches, etc.) every two hours; restroom occupancy at 50% capacity. Marsha is attempting to do bulk purchasing through Staples, but supplies in bulk have been difficult to come by.

8. Convocation – Dr. Whaley confirmed that all but one of the former presidents will be attending in person. The 50th Anniversary video will likely be ready for presentation. Dr. Whaley, Dr. Ward, and Karen Brunner will work on the campus update presentation as usual.
9. Fall schedule, enrollment, and marketing – Dr. Ward reported that additional web sections are being scheduled to meet demand. While enrollment seems to be slowly improving, Public Relations will be marketing options for fall courses through digital media and other outlets.
10. Azure – Keri Phillips will work with Payroll to determine how to “take” the system for the weekend of July 17 for “go live” tasks. Teresa Duncan also asked that clients of the Cumberland Business Incubator be considered in the process as well.
11. Fentress Campus renovations – The HVAC work, which was the most significant project, is almost completed. Once carpet is installed the first week of August, furniture can be moved into the building.
12. TBR Campus Safety Update – The Chancellor has set forth Five Pillars of training that must be completed by safety officers by August 15. Chief Kain, as chair of the working group, is working with UT safety officers and the TBI for the direction of training, including additional required hours on de-escalation and bias.