

## President's Cabinet Meeting Minutes

July 13, 2020

1. TBR Legal Counsel Beth Martin joined Cabinet to discuss Governor Lee's Executive Order. Beth will report back to Don Conley and President Whaley after speaking to the TN Department of Health on our behalf regarding the possibility of continuing plans for in-person, inside Commencement ceremonies. She will also discuss COVID-19/RSCC guidelines for RSCC faculty teaching dual enrollment in high schools and those doing non-credit instruction at other locations.
2. Out-of-office messages: Sarah Self reminded everyone to be aware of out-of-office messages that may need to be updated to reflect the phased re-opening. Dr. Whaley will mention this in his next video.
3. Commencement: Amy Keeling's committee in coordination with Diane Ward and Don Conley will begin planning for an alternate drive-through Commencement in case the Department of Health recommends that our planned ceremonies in the gym be cancelled.
4. Convocation: Convocation is scheduled for August 12 to begin at 8:00 a.m. The schedule will likely begin with a showing of the 50<sup>th</sup> Anniversary video if it is complete, followed by the past presidents' panel, a break, and then updates from General Counsel Beth Martin, Dr. Whaley, Dr. Ward, and Karen Brunner. Don Conley will determine the exact number of people who will be able to come to the theatre for the event. It will also be live-streamed for virtual viewing. Division meetings will be held virtually this year.
5. Fall classes/cleaning: Tamsin Miller and Don Conley continue to work with Dr. Ward to determine physical distancing capacity for classrooms. Lapel microphones and speakers for classrooms are ordered but currently wait-listed.
6. Health screenings: All employees and students must pass a daily screening. Although security will be primarily responsible for manning check-in locations, site directors and satellite campus employees will also be trained to assist. Information will be sent to students informing them about check-in procedures, the requirement for face covering, the need to plan for earlier arrival to accommodate for screening, and a caution to maintain social distance after class in hallways, labs, etc. Instructors will be asked to remind them about this. It is also recommended that faculty maintain a seating chart to facilitate contact tracing in the event that should become necessary.
7. Fall enrollment: As of today's date, Jamie Stringer reported we are down 400 traditional age students and 1,100 students from last term who have not registered. A script has been written to encourage these students to enroll, and phone calls will be made to them by Student Services staff. Jamie did report that phone calls to the college have doubled this week. He recommended that we get out the message that we're still closed on Fridays.
8. Athletics: The NJCAA board will meet today. It is likely that they will recommend that all fall sports, with the exception of cross-country, move to spring 2021. There may be some opportunities to practice/scrimmage in the fall.
9. Non-academic events on RSCC campuses: Depending on the guidance we receive related to Commencement, Marsha will look at schedule for the Princess Theater and the Expo Center through the month of August and determine if any may need to be cancelled.