

## President's Cabinet Meeting Minutes

July 20, 2020

1. Commencement: Based on TN Department of Health guidance, Commencement ceremonies will now be a drive-through event Friday, July 24 and Saturday, July 25 from 3:00 p.m. to 8:00 p.m. both days. Amy Keeling and Tamsin Miller will do a walk-through and set up with the rental company. Tents will have fans and a generator will provide electricity. The check-in station will be across from the Expo Center. There, graduates will be verified for screening and given their commemorative mask. Students will be cued to exit the car and proceed down the sidewalk to receive their diploma. Photos will be taken with the president and, again, solo – and Amy is staging an area where students can take photos with their family as they are leaving campus. Volunteers will be able to use the restrooms in the library, and there will be a hospitality room for them in L-100. Volunteers are asked to wear Raider red and dress comfortably. Dr. Matt Waters will put together a video of the speakers, the conferring of the honorary AFA degree to Danny Hutchins, as well as a scroll of all graduates' names. The SOAR College of the Year trophy will be on display.
2. Convocation: Convocation is on for August 12. If the 50<sup>th</sup> Anniversary video is ready, it will be shown first at 8:00 a.m. The former presidents' panel will follow. TBR legal counsel Beth Martin will also be on hand for updates and to answer questions. Diane Ward will send out a draft agenda to include internal updates for promotion and tenure and new degrees. Don Conley will need exact count of rsvps of guests to determine the capacity for the theatre. The event will also be live streamed for those not attending in person.
3. Support Staff idea: Support Staff President Gary Goldberg attended the meeting to present an idea that he and President's Administrative Assistant Sherry Jackson have been thinking about. The suggestion is to hold a RSCC "family picnic" to bridge the distance gap and enable RSCC employees to get to know each other and the multiple campuses. The idea would be to try to hold one of these events each semester at a different campus, once we can physically gather. A discussion followed about general employee concerns/uncertainties about re-opening. Tamsin Miller's re-opening committee is working to send Sarah Self information this week that she can disseminate about restrictions for facilities (common coffee makers, microwaves, refrigerators, break rooms, etc.)
4. Policy GA-13-10 Prevention of Workplace Violence: This new policy was adopted to align and comply with TBR policy 5.01.00.01. The policy was approved and will be posted to the RSCC policy webpage. Vice President Brunner will send out notification about the new policy.
5. Policy GA-36-01 Animals on Campus: This policy needs to be updated to reflect changes to TBR policy 1.03.02.55. Following a discussion of the policy, it was determined that there are still questions remaining about permissions/restrictions regarding comfort animals (to be distinguished from service animals). Policies from other TBR institutions will be reviewed and the policy brought back to Cabinet for final review and approval.

6. Equity Evening: the first virtual Equity Evening will be Thursday, July 23 at 6:00 p.m. Dr. Whaley will send invitation to participate to all RSCC employees. Information about the event has also gone out as a press release and on various social media platforms.
7. Fall fees: Currently, students will not be charged an International Education fee for fall semester; however, if institutions wish to assess a portion of this fee to cover fall cultural and diversity activities, the requests should be submitted to TBR for approval. Summer 2021 trips and associated spring fees will be revisited in November. (RSCC International Education Director Casey Cobb is planning some excellent learning opportunities for fall.) The mandatory campus access fee will still be assessed under the new designation, program services fee.
8. Fall classes, cleaning, etc.: Dr. Ward and the deans are making progress adding online classes per student demand. Sarah Self reported that the majority of emails she is receiving from students are inquiries about online classes. Upcoming communication to faculty and staff will include information about responsibility for cleaning classrooms and workstations. Although arrangements are being made to clean all of these areas regularly, employees may use their own cleaning supplies to do extra cleaning if they wish. (No aerosol products are permitted.) Marsha will be reaching out to Good Stewards (they were awarded the contracts for food services in Roane County and Oak Ridge) to see if they would like to re-deploy some of their employees to help with cleaning of off-campus sites. We are still having trouble obtaining supplies, but efforts are ongoing. Currently, each classroom will be provided with a gallon container of hand sanitizer. Keri Phillips and Doug Wallace are working on a communication method to notify cleaning crews when a room has been vacated for cleaning and when cleaning has been completed.
9. Daily health screenings will be required for all employees and students. Specific language on the screening survey for those working in healthcare facilities will be reviewed by Dean Patricia Jenkins and Kirk Harris. If campus buildings are open, all individuals coming to campus must be screened.
10. Employee accommodations: TBR has asked institutions to be flexible with employees who are not comfortable coming to campus. If possible, supervisors can consider alternate work arrangements; however, in many cases Human Resources should be consulted for official accommodations on a case-by-case basis
11. Pandemic plan levels: The EOC Committee will be responsible for raising pandemic plan levels to be publicized on the webpage.
12. RSCC Fentress campus: HVAC work has been completed; carpet will be installed in August; Marsha to confirm with Tamsin that there is sufficient furniture.
13. Athletics: Per NJCAA, competitive fall sports, with the exception of cross country, will move to spring 2021. Students will be permitted to do limited practice and scrimmages. TJCAA has guidelines for how to do this safely. Don Conley was asked to review these.
14. Non-academic events: the Expo Center has a small-scale event scheduled for July 25. Marsha will review the schedule for the Expo Center and Princess Theatre through the month of August to determine if there need to be any cancellations. The Lighting of the Tree event in December has been cancelled.
15. RSCC Foundation security breach: The foundation was notified of a breach to their Blackbaud database; however, it was determined that no PII had been compromised. Foundation Executive Director notified RSCC internal auditor Cynthia Cortesio and Marsha will notify Angela Flynn at TBR as an FYI.

16. Jutta Bang, Small Business Development Center Director, has accepted a position with the University of Tennessee/ Knoxville PTAC, working in cyber security as of August 16.
17. Both New Student Orientation and Adult Student Orientation will be virtual this summer. Students are signing up for sessions now.
18. Receiving: Marsha reported that Jeremiah Johnson is getting overwhelmed with packages received at the Physical Plant. A schedule for receiving items from Purchasing will begin July 27. Mondays – Dunbar; Tuesdays – Library; Wednesdays – O'Brien; Thursdays - Yager