

President's Cabinet Meeting Minutes

July 27, 2020

1. Convocation: If the 50th anniversary video is complete, Convocation will begin at 8:00 a.m. If not, the program will begin at 8:30. A decision will be made this Friday. IT will work with the theatre staff to present the entire program both live and live streamed. Following the video, the past presidents will speak and answer questions. There will be a break, after which Dr. Whaley, Dr. Ward, and VP Brunner will give updates, including new hires, new degrees, promotion and tenure, Outstanding Alumni, Benroth Award, and QEP updates. Lunch will be provided in the Art Gallery for the presidents and their guests. Don Conley will determine capacity in the room, and Tamsin will take some photos from the Yager Building to hang on the gallery walls.
2. Equity Evenings: The first Equity Evening, July 23, was a great success. Over thirty faculty, staff, and community members participated in the virtual discussion. Great ideas emerged for bringing students together and making them feel welcome and included. A link to a resource guide, developed by the library, will be available on the Equity webpage. The next event will be scheduled after classes resume to attract students into the conversation.
3. Work-Study: The vice presidents will report back to Cabinet next week with a list of work study students needed for fall. Robin Townson will attend this meeting to answer questions. Excess money not needed to pay work study students may be re-allocated for other student assistance.
4. Testing Center: Jamie Stringer requested that planning be done for fall semester Testing Center needs, especially in light of increased web classes. Planning is needed to determine physical capacity limits and potential need for additional staffing.
5. Fitness Center: Don Conley will work with TBR legal to contact the TN Department of Health for guidance on re-opening the Fitness Center to the public and protocols for educational purposes. Don will assess the space for capacity limits.
6. University partners: Teresa Duncan will poll site directors to determine which of our University partners plan to be on campus in classrooms and/or offices during fall semester. Marsha Mathews will also ask Dana West to review their contracts. In addition to on-ground RSCC classes, this information is needed to determine the need for additional day porters for cleaning.
7. Cleaning protocol: Keri Phillips and Doug Wallace are working on a process for notifying cleaning crews when a room has been vacated and ready for cleaning and, subsequently, ready for the next occupancy.
8. Daily health screenings: Sarah Self will update the webpage with requirements for being on campus, including the health screening and wearing face coverings while on campus. Additionally a "Roane State Pledge" to adhere to the college health and safety requirements and guidelines will be sent out to employees and displayed at campus check-in stations. As a reminder, the request form to be on campus must be filled out and approved every day until all check-in stations are in place. Visitors to campus must complete a wellness screening if buildings are open and wear face coverings inside as well as outside if they are less than six feet from any person outside of their immediate family.

9. Fentress County campus: Renovations and move-in are hoped to be completed by August 19. Some furniture is currently being moved over from York Institute, and the fire marshal has given permission to store it in the large common area. Carpet and tile are scheduled to be installed. Public Relations will work on communication about the relocation, including acknowledgment of the Fentress County donor's significant contributions to the project.
10. Athletics: Teresa will report information from a state Athletics Directors meeting today. Per TBR, guidelines from the TN Department of Health will need to be followed regardless of any national guidelines. Anyone who has tested positive for the virus or has been within 6 feet of a positive tested individual for 10 minutes must self-quarantine for 14 days. This is a change from the previous 15 minutes guidance and will be updated on the screening survey. Teresa and Randy Nesbit will talk to Financial Aid about athletes' requirements for number of credit hours to be taken.
11. Non-academic events: Currently, events scheduled at the Princess Theatre have been cancelled. The Expo Center has another small event scheduled for the middle of August. There will be no Concessions in the gym. Dr. Jenkins is working to adjust the meeting typically scheduled in the O'Brien Theatre for students to order scrubs, stethoscopes, etc. to a virtual event. ORICL is currently scheduled to return to the ORBC in September.
12. Enrollment is currently down approximately 19%; however, we are slowly making progress. Discussions with the directors of schools have been taking place since June since dual enrollment has been severely impacted. Traditional high school graduate enrollment is also down; web enrollment is up.
13. Karen Brunner is planning a virtual Achieving the Dream coaches' visit in September. She also reminded everyone that we will be required to provide a progress report presentation to TBR on our SEM plan in early October.
14. TBR is in early stages of discussing a fee for mental health services, done virtually through Wellvia.
15. Teresa Duncan will reach out to site directors to identify who in their communities will want to purchase and display Roane State commemorative 50th Anniversary banners.