

## President's Cabinet Meeting Minutes

August 3, 2020

1. Convocation: The event, August 12, will be live streamed. The agenda is now posted on the Student Learning webpage. If the video is ready, it will air at 8:30 a.m.
2. Roane State Pledge: TBR has approved and the pledge will be published on the RSCC webpage and other venues.
3. Work Study: Teresa Duncan will reach out to the site directors to determine how many students will be needed. Per federal requirements, in-person supervision is required when the student is working. 10% (\$16,500) of un-spent funds will be transferred to FSEOG for alternate student assistance.
4. Testing Center: Dr. Ward will ask the deans to poll faculty to determine who will be using the Testing Center in lieu of Honor Lock or doing their own proctoring. Numbers are needed so the Testing Center can plan for proctors, cleaning, and capacity.
5. Title IX policy changes: TBR sexual harassment policies and procedures have been updated to reflect the federal changes. All allegations will require filing of a written complaint sent to Odell Fearn, as Title IX Coordinator. Based on the new requirements, there will be live hearings and there will be new required roles to implement the entire process. These roles include investigator, advisor, and decision-maker. Odell can no longer serve as investigator but will simply coordinate the process. Because community colleges in the eastern part of the state have had more experience and have undergone training for these roles, their Title IX coordinators will serve as resources for each other in the event of a reported allegation. Annual training is required for all roles, and college websites must state what training is given to employees and students. The presidents will bring up the changes at their next call; there will be a special called meeting of the Regents; and then Cabinet will officially approve the changes. (Policies on International Education and Infectious Diseases may also be impacted; changes to these policies are still in process.)
6. Fall Classes/Cleaning: Sarah Self will update the FAQ page to include information about seating charts, attendance, etc. Plexiglas is being delivered for installation in the library, learning center, counseling center, and Dental Hygiene Clinic front desk. As a reminder, everyone needs to be aware that they will need to be re-screened if they leave campus and return the same day. Tamsin Miller indicated that check-in stations will be up and operational for August 19 opening. Beth Martin will be on hand to address questions next Thursday afternoon August 13 at 1:00 p.m.
7. Records Holding Report: TBR has stated that the annual report is still due, despite spring campus closures. All departments should make a good faith effort to complete the report for their area. Anne Holder will compile for the institutional summary.
8. Internal Audit: Cynthia reported that risk assessment this year will cover our Goal #4. Karen Brunner indicated that TBR had split this into two separate goals that cover all of the objectives/strategies we have in our Goal #4. Cynthia will ask Mike Batson how we should handle this with respect to risk assessment monitoring. Cynthia also reported on her planned audits for the coming year. These include counting of workforce contact hours, cash counts, international education, grants development and monitoring processing.

9. Azure implementation: Keri Phillips reported that Azure will do a planned outage/maintenance every 3<sup>rd</sup> Sunday. Currently, Degree Works is the only application with significant issues to be resolved. Degree Works will be moved to a separate server to avoid the current, intermittent problems.
10. Fentress County: Carpet will be installed and furniture moved in this week. Public Relations will do a press release, featuring our donor Phillip Hall. An open house will be planned for a later date.