

## President's Cabinet Meeting Minutes

August 10, 2020

1. Convocation: Diane Ward will go to campus tomorrow (Tuesday, 10/11) to check the stage setup and do a sound check. Dr. Whaley, Dr. Ward, and Karen Brunner will meet this afternoon to discuss their portion of the program. Amy Keeling will be on hand to serve as usher for guests and those arriving in person. The first two rows will be reserved for the presidents and their families. The documentary film is approximately 40 minutes and will begin at 8:30. Amy will send out a college-wide email with the link to the live stream.
2. RSCC branded masks: All students, employees, and retirees will receive complimentary mask. Human Resources has masks for those employees who have not yet picked them up. Masks will be available for purchase for the general public. Marsha Mathews is checking on whether to do this through the bookstore or the "athletic store."
3. Rotary Club Tutoring Initiative: Mike Hill joined the Cabinet to report on progress for the tutoring project for Kingston Elementary School. After-school in-person tutoring is still being planned. Groups of only five students are anticipated. The Rotary Club has funds to pay \$8.50 an hour for tutors (they have a \$1,000 cap). Mike indicated that he is having difficulty finding tutors for RSCC's own in-person tutoring, but he will continue to recruit. The project may have to be deferred until spring 2021, in which case the president will reach out to the Rotary Club to support this decision.
4. ORICL/CLL: Teresa Duncan reported that ORICL's catalog of classes shows some online, but also on-ground classes Monday and Thursday, starting in September. Diane and Teresa will re-look at classroom allocation and schedule to determine what rooms may be available to them. Both groups must follow our safety procedures when on campus. We need to make sure Don Conley is aware of their plans and approves of them.
5. Good Steward food service: Will be open next week at Roane County and Oak Ridge and will have call-in orders available. We are asked to encourage our staff members working on campus to support this vendor.
6. Policy GA-36-01: Animals on Campus: All TBR institutions are following TBR policy; the only exception for comfort animals is at Austin Peay and only in dormitories. A decision was made to add language stating that comfort animals are not permitted in RSCC buildings per TBR policy.
7. Fall classes and cleaning: Flexibility regarding attendance will be communicated to faculty and students – and reinforced by Beth Martin during her Q&A on Thursday. We want to encourage anyone feeling unwell to stay home. Science lab technicians will be responsible for cleaning the labs. General cleaning will be done every two hours and classrooms between each class. Cleaning service will take care of computer classrooms; IT will take care of open labs and other open computer areas. Plastic keyboard covers have been ordered. Water fountain "bubblers" are turned off; however, water filling stations are open. Cleaning products will be stationed at vending machines for customer use; machines will remain open as long as cleaning products are available. Restrooms are at half-capacity with some stalls locked; they are being cleaned every two hours.

8. Check-in stations: In the event of bad weather, check-in stations will be moved indoors. This will require simultaneous locking of all building exterior doors. Building structures to replace the current tents will be purchased as a longer-term solution.
9. TN Department of Health policies: Cabinet discussed new policies distributed by the TDH. Tabletop exercises are encouraged. RSCC senior staff has already participated; Keri Phillips will see if there are videos that we might be able to use for others. Each campus must designate a room to isolate people who begin to feel unwell on campus without an immediate means of departure. Hand sanitizers should have at least 60% alcohol. The biggest questions arising from the review of these policies concern the requirement for temperature checks and “policies” regarding mask wearing. Don Conley will reach out to TBR legal for guidance on what constitutes a “policy” and whether temperature checks must be done by the college or included as a self-report on the screening survey.
10. Scott County campus experienced flooding damage. Sharon Wilson has closed the hallway with buckling damage to the flooring. Sharon is working with community stakeholders to mitigate the drainage issues causing the problem to prevent future problems.
11. Records Holding Report: TBR has extended the deadline to August 25, but Karen encouraged everyone to get their information to Anne Holder as soon as possible and reach out to her if they need assistance.
12. Teresa Duncan reported that Jewelry TV has purchased 35 slots in our non-credit online cleaning class.