

President's Cabinet Meeting Minutes

August 31, 2020

1. SACSCOC annual meeting: This year's annual meeting will be held virtually. As a result, registration costs are less than half of the regular cost. Karen Brunner will put together a list of individuals that would most benefit from attendance and share with the president and Marsha Mathews for cost considerations. The registration deadline is November 24, but there may be limits on number of attendees, so a decision should be made fairly quickly. Conference dates are December 4-8.
2. Reporting of positive cases: Sarah Self will reach out to TBR regarding requirements for reporting of positive cases; however, it is our understanding that publication to the media is not necessary. We will, however, continue to notify all internal constituencies per the various means we have already been using. Dr. Whaley's next video will include all updates to COVID-19 protocols per TN Department of Health.
3. Quality Assurance Funding: Final selection of subpopulations for productivity standard: low income, SPARC counties, first generation (counted as awards per FTE) and STEM programs (counted as number of raw awards).
4. Spring class schedule: Diane will be meeting with the deans, Amy, and Donna Lanham to discuss spring classes. Options will continue to be web (asynchronous), online synchronous (Zoom), and on-ground. Marsha Mathews will reach out to Danny Gibbs at TBR for guidance on continued assessment of distance learning fee and laboratory fee. She will also check with the other four institutions currently assessing distance learning fees. This fall there are 251 synchronous (Zoom) sections, 579 web (asynchronous) sections, and 500 face-to-face sections (295 of which are health science classes).
5. Proposed screener times: Marsha proposed ending use of screeners 30-40 minutes after evening classes have begun. There will be signage at check-in locations notifying anyone needing access following the close of screening stations to contact security.
6. One-stop designation: Jamie Stringer indicated that the One-Stop offices in Roane County and Oak Ridge are staffed every day that campuses are open. Anyone needing assistance can come to the One-Stop, and someone will be able to contact the appropriate individual/office to help. Jamie indicated that staff schedules have been adjusted to facilitate coverage later in the day.
7. Mobile Device Policy: Keri Phillips has done a draft update/revision to this policy. Cabinet members are asked to review this draft for discussion at the next meeting in two weeks.
8. Enrollment/budget: It appears that we will end up down at least 10% in enrollment unless recruitment of students for late start classes has a positive impact. This will be more than an anticipated 7% drop that Marsha had already budgeted. Not only would this further reduce revenue but additional expenses for cleaning/screening, etc. will need to be factored. Spring enrollment may also be down and CARES Act funding for institutional reimbursement will be exhausted. TBR has asked presidents to report their proposed plans for budget cuts, so all departments will need to start looking for savings.
9. Designated room for symptomatic students/employees: Each campus has a designated room for anyone who begins to feel sick and cannot immediately depart campus. These rooms are listed in the COVID-19 FAQs on the webpage.

10. International Education: Spring trips will be deferred until next year because of uncertainty about the status of the pandemic and because fall semester is needed to recruit students for the trips. International Education Director, Casey Cobb, is planning some virtual international learning experiences to roll out for spring semester.