

## President's Cabinet Meeting Minutes

September 14, 2020

1. Department of Education audit of federal financial aid: as expected, based on the exit interview, there were 7 findings resulting from the audit. The Financial Aid office is in the process of preparing a response by the due date of November 2.
2. SEM (Strategic Enrollment Management) plan progress report: TBR has scheduled Roane State's quarterly progress report on the SEM Plan for October 9, the same day of the scheduled Fentress County campus Open House. Karen and Teresa will reach out to Tinisha to arrange for a Zoom room to do the presentation for TBR following the Open House.
3. SGA Constitution: Eli Anderson, SGA president, joined the meeting to propose some changes to the SGA constitution. These include changing the timing of elections from fall semester to the 1<sup>st</sup> week of April and changing from campus-based senators to 12 at-large senators. Scholarships for senators/officers were also discussed, and Marsha Mathews was asked to research the history of prior scholarships.
4. SACSCOC Annual Meeting: Karen asked Cabinet members for names to attend the annual conference, which will be done virtually this year. Reduced costs will enable more people to attend. Anne Holder will do the registrations.
5. Athletics COVID rules: Teresa will work with Randy Nesbit and Public Relations to make sure that all photographs of athletes adhere to COVID health/safety guidelines. Chief Kain recommended that student athletes wear an ID if they are on campus after-hours to make it easier for security to identify them. Baseball has started although no spectators are permitted.
6. Online coaching: TBR has asked institutions to make sure that, while student support services have had to transition to online, that efforts are being made to check-in with students periodically. This led to a discussion of responsibility for check-in once a student has transitioned from a success coach. Staff in the One-Stop, site directors, and the Dean of Students may be able to assist.
7. New Security Training: The new software platform used for the security training also enables the creation of a confidentiality statement (regarding privacy of student information) to be agreed to by all employees. Keri Phillips sent a prototype for Cabinet review and revision.
8. Distancing and Cleaning: Marsha/Diane/Don Conley will review classroom capacity prior to developing the schedule for spring semester. Electrostatic cleaning machines have been purchased and training will be provided for those using them to clean classrooms between classes, common areas, etc. Students should still be encouraged not to gather in hallways, etc.
9. Testing Center: appointments are now required for testing in order to ensure appropriate distancing. Site directors are working on a final recommendation for testing on weekends.
10. Scheduling of events: Event Horizon has been temporarily shut down for general use. To reserve rooms on the Roane County Campus, contact Diane Cox; for Oak Ridge, contact Sandy Vann.
11. Support Staff: Beth Bolden has been elected president of the Support Staff Council.