

## President's Cabinet Meeting Minutes

November 16, 2020

1. Freedom School update: Diane Cox reported that the Freedom School's new director is Crystal Clemons. Plans are underway for RSCC to host the school virtually this year. Plans are also being made to offer an 8-wk Freedom School for up to 30 Roane County students in 2022 in partnership with TTU. Shelley Esquivel has already begun to put the application together.
2. Expo Center: Diane Cox reported that there are no events scheduled until February, 2021. Current plans for February events include a dog show the first weekend in February and a Cutter Show later in the month. There will be a new contract format with firm requirements related to COVID safety.
3. Equity Evening: The next Equity Evening will be a two-part event. A free screening of the Oak Ridge Playhouse production of *Alabama Story* will be available on Tuesday, November 17 followed by a Zoom discussion on Thursday, November 19 at 6:00 p.m.
4. Risk Assessment: TBR has finally provided guidance/instructions for this year's risk assessment, which will address the Student Success strategic plan goal. Tamra Oliver asked all VP areas to complete the spreadsheet and submit to the Business Office by December 2. She reminded the VP's to also complete the previous year's monitoring review.
5. Post-Christmas Holiday Schedule: In an effort to keep everyone as safe as possible after the Christmas break, employees will be encouraged to work remotely from January 1 – January 10. Final decisions regarding campus opening/closure will be made prior to next week's Administrative Council.
6. Thanksgiving Holiday schedule: There are no classes scheduled for Wednesday, November 25. Roane County and ORBC will be open for business, but other smaller campuses will be closed.
7. Telecommuting Policy: A draft policy for post-pandemic telecommuting is being drafted for introduction at Administrative Council next week. As part of this agreement, employees will report all college assets that they are using at home.
8. Holiday luncheons/parties: Jennifer Fugate is working with site directors to plan some holiday events for students, keeping social distancing/participant limits in mind.
9. The grant opportunity: Y-12, ORNL, and TVA have encouraged RSCC to work in partnership with two different consortia on a CORE-EM/ORETTC grant. One group is in the southern region; the other in the central region. The purpose of this three-part, multi-year project is to come up with alternate uses for coal. Deb Miller is working with Teresa Duncan on this project.
10. Y-12 Advanced Training Center is projected to open April, 2022. They want to use Roane State's LMS and Xenograde for online registration. George Meghabghab's students are building a secure website for them. Once open, RSCC would not administer the facility but would hire 2-3 people (with Y-12 funding) to work there and assist in writing grants.
11. RSCC email distribution list: Keri Phillips will reach out to other TBR institutions to find out what kinds of restrictions they might impose on access to a college-wide email distribution list. Possible reasons to restrict access would be to help protect employee's

privacy, in light of the inadvertent email distribution of protected COVID information at a sister institution.

12. Policy updates: to align with minor updates to TBR policy, the following RSCC policy revisions were approved: AA-02-01, Non-Discrimination on the Basis of Sex in Educational Programs and Activities & AA-23-01, Equal Opportunities in Educational Programs.
13. Enrollment: Dual enrollment is currently up; the overall 20%+ enrollment decline is especially severe in Oak Ridge.
14. Marketing/ Enrollment Management: The two departments are working on a three-pronged marketing approach to boost enrollment. The first is a scholarship opportunity for students who enroll and complete a transfer degree; the second campaign is Learning at Home with your Kids; the third campaign focuses on workforce opportunities available through RSCC.
15. Budget: Marsha asked to be notified about any grant-funded positions that may be ending. She also asked that departments build a list of equipment needs that staff may have to continue to work remotely, so that we use all available grant funds.
16. Free Medical Clinic: Lisa Steffensen met with Dr. Whaley to discuss a new resource for students to have access to free medical care.
17. TBR Business Continuity: Marsha Mathews, Don Conley, Keri Phillips, and Connie Brown are currently participating in training on business continuity software.