

Administrative Council Meeting Minutes

November 23, 2020

1. E-misters: Marsha Mathews arranged for a demonstration of the new e-misters being deployed at all campuses to clean classrooms and common areas daily in the morning. The devices are exceptionally fast (cleaning an area like the Vann Student Center takes approximately 5 minutes) and kills infections within minutes of contact.
2. Spring Schedule: The schedule will be very similar to fall semester 2020; however, the published schedule has a much different look. Students at all campuses will be able to see exactly which classes are on-ground and what kinds of online (Web or Zoom) options they have. On-ground classes will be scheduled for A or B classrooms to allow for more cleaning between classes. For example, if classroom A is scheduled for an 8:00 to 9:20 class, there will not be another section in that classroom until 11:00 a.m. B classrooms will hold the 9:20 start time classes.
3. Tricia McClure has been hired as administrative assistant for Dual Studies and Middle College.
4. Phi Theta Kappa is planning a Zoom party to express thanks and appreciation to RSCC faculty and staff for supporting students during the challenge of the pandemic. The event is scheduled for Tuesday, November 24 from 4:00 p.m. to 5:30 p.m.
5. New academic programs: Dr. Ward announced two new programs. The first is the AAS in Medical Laboratory Technology. The program director, Madeline Hibbard, is a shared position with Covenant Health, and the laboratory classes for the program will take place at Methodist Medical Center in Oak Ridge. The program has TBR and SACSCOC approval and is waiting for approval by the state board. An introductory, open-enrollment course will be offered spring semester. The second program is a Business Ownership Certificate. This program will go before Academic Council at the December meeting and then to TBR for approval. Mike Farmer is already working with TCAT partners to recruit graduates from programs such as Cosmetology or Welding who might be planning to start their own businesses.
6. Winter term: This year's Winter Term will take place from December 14 – January 15. Twenty-seven courses will be offered completely online. As of today's date, 552 students were enrolled. Refund dates are December 17th (75%) and December 22 (25%).
7. January Convocation: Convocation will take place on Tuesday, January 12. Beth Martin will give legal updates and Chief Kain will give safety/security updates. Keynote speaker will be Ryan Otter from MTSU. Funding was made possible for the speaker through an advising grant awarded to Susan Pearson. Division meetings will be January 13, and a special project-based learning workshop presented by Worcester Polytechnic Institute is scheduled for January 14.
8. Telecommuting Policy: Odell Fearn introduced a policy permitting non-faculty employees to enter into an agreement to telecommute. This policy, once approved, applies to post-pandemic arrangements. (We are currently working remotely, not telecommuting.) The agreement also include submission of a list of campus assets being used at home. Such an inventory will actually be collected before the policy is actually implemented. Karen Brunner will send out to Administrative Council and Support Staff Council for comment.

9. Holiday Schedule: The last date before the holiday is December 18. December 21 – 24 is Administrative Closing; December 25 is a holiday; December 28 – 31 is annual leave; January 1 is a holiday. To prevent any possible spike in COVID infections after the holiday break, everyone will be asked to work remotely if possible from January 4 – January 8. Only essential personnel will be on campus and will need VP approval. There will not be the usual screeners, so anyone working will have to notify security.
10. Campus Safety: Chief Kain reported that planning is ongoing for a tabletop active shooter exercise, similar to one done by Walters State. This will take place in March or April 2021 and lessons learned will apply to a functional exercise to take place in October 2021 at the Oak Ridge Campus. All campus and community participants will respond to an “event.” Chief Kain also reported that Roane State’s police department has been certified for its use of force policy by the Department of Justice. An updated guide to gun carry laws will be posted on the Public Safety webpage.
11. Equity Evening update: Karen Brunner reported on the two-night Equity Evening event that began November 17 with a free screening of the Oak Ridge Playhouse production of *Alabama Story* and concluded with a discussion of the play and the question it poses about social/racial justice, censorship, and the role of the humanities in providing perspective for these issues. There was a good turnout and lively discussion. The goal for the next Equity Evening is to bring in more student voices.
12. ADT Leader College of Distinction: Karen Brunner, with assistance from Institutional Research Director, Jeff Tinley, submitted an application for Roane State to be designated Leader College of Distinction by Achieving the Dream. Following submission of the application and review by ATD, Roane State received an invitation to apply for the Leah Meyer Austin Award, the highest honor awarded by ATD. The application will be submitted by the extended due date of November 24.
13. Enrollment: Enrollment is down 24% as of today’s date. Dual enrollment is up, and Web is strong, but Oak Ridge enrollment is significantly down. Efforts are underway to keep current students supported and on track to continue.
14. Budget: Marsha Mathews reported that TBR is allowing institutions to carryover funds from the previous year. This should offset losses in revenue due to a 13.5% enrollment decline for fall and a projected 20% decline for spring. Budget managers are asked to spend wisely and stay within their budgets.
15. Projects/facilities: Marsha reported on progress for the following projects: the Roane County campus faculty/staff parking lot has been resealed and repainted. The Roane County campus elevator project has begun and is due for completion March 16. The Roane County HVAC project has begun and has a May 31 completion date. The Roane County envelope project is in final design phase. The Cumberland County HVAC project is being assigned to a design firm. The softball/baseball fields are waiting for TBR to certify the bids. In December, screener/guard stations will be installed.
16. Knox Campus Advisory Meeting: Dr. Whaley reported on a productive meeting November 20, 2020. The advisory group was chaired by Greg Gheen. Roane State Foundation consultant Lauren Tullocks also participated. An overview of the project and the project need was made by Kirk Harris and Dr. Pat Jenkins. Steve Walsh of Jewelry TV committed to provide resources to assist with messaging. The next capital project request will be submitted to TBR in March, 2021.
17. Athletics: Sports are scheduled to begin January 2021. East teams will play East; West teams will play West with no overnight travel permitted.

18. IT Update: Keri Phillips reported that the telephone app is almost complete. Four new Zoom rooms are being installed (with grant funding): 1 in Cumberland, 2 in Knox County, and 1 in Oak Ridge. An update to Degree Works is expected sometime next year.
19. Campus and Workforce Updates: Teresa Duncan reminded everyone to refer to each campus's webpage for open and business hours, since there are differences between campuses. She reported that construction of the Y-12 Advanced Training Facility is underway with an anticipated completion date of April, 2022. Roane State has been invited to participate with two separate consortia to apply for a CORE-CM grant to find uses for coal and coal-based resources to create high-value, non-fuel carbon based products. This is a three-phase grant project and the current application is a planning grant. Roane State's Workforce Development department has offered classes in Introduction to Injection Molding, Electrical Components, Mechatronics Fundamentals, Industrial Robot Automation, Radiological Control Technology, Adult Entrepreneur Marketing, Environmental Infection Protection, and Remote Work Boot Camp. Teresa also reported on the Entre Ed Pitch Competition for entrepreneurship in middle and high schools. School teams will compete for 10 local slots to then move on to national competition.
20. Foundation Internal Giving: Dr. Whaley reminded everyone of the Foundation internal giving campaign. Giving opportunities include the Raider Fund to assist deserving students who are not eligible for other funds, the Pay it Forward emergency aid fund, and the Raider Food Pantries. Donations to the food pantry may be designated for any campus. The Foundation will also be distributing special PPE kits as a thank-you to all employees.
21. Holiday celebrations for students: Watch for information coming from Jennifer Fugate about holiday celebrations for students at each campus.
22. SGA: Student Government Association president Eli Anderson thanked everyone for their support for students during these challenging times. As he's winding down his time at Roane State, one of his major goals for SGA is to establish Campus Activities Boards at each campus. He is working with Jennifer Fugate on this. He also reported that SGA elections will be held in April, 2021.