

## President's Cabinet Meeting Minutes

November 30, 2020

1. Gear Up Grant: Shelley Esquivel provided an overview of the new round of Gear Up grants that will be out around February. These are highly competitive, so we would need to put a planning team together quickly to identify K-12 school system partners and make a final determination if we're going to apply as the lead. The grant would be a 6-7 year commitment to cohorts of students starting in middle school. The objectives of the grant are to increase academic performance and preparation for postsecondary education of participating students, increase the rate of high school graduation and educational expectations, increase student and family knowledge of postsecondary education options, preparation, and financing. Shelley will research last year's requirements more closely and report back to president's cabinet once a planning team has been established.
2. March recognition celebrations: March 29, 2021 at 11:00 a.m. has been set to celebrate Roane State's SOAR award. The format will be much like Convocation, with some in attendance (in the Vann Student Center) and the remainder attending via streaming. As sponsors of the SOAR awards, representatives from Blue Cross/Blue Shield will be invited as well as members of our legislative delegation. TBR Philanthropy awards given to the Wheelers and Barry Stephenson will also be celebrated at that time. The new Community College of the Year will be named April 1, and Dr. Whaley has asked Matt Waters to assist with a video of the transfer of the trophy.
3. Email clean out: Marsha Mathews asked that everyone remind employees in their areas to clean up their emails so they don't bounce back from being full.
4. Employees requesting to work December 28<sup>th</sup> – December 31: Today is the deadline for notifying HR of a request to work during the annual leave dates. One task these individuals can assist with is packing masks for mail-out to students. Marsha Mathews will get a list of employees from HR and reach out to them to see if they can help.
5. Mobile Device Policy: GA-18-07 Mobile Device Policy has undergone a major re-write to address requirements stemming from the most recent IT audit. Karen Brunner will send out college-wide.
6. Security Training: Keri Phillips reminded everyone about the mandatory security training to be completed by December 31. 40% of employees have currently done so.
7. CORE-EM/ORETTC grants update: Teresa Duncan reported that Roane State has now been invited to be on three teams putting together grant proposals. Probably the most familiar is the southern region/IACMI grant that is developing alternative uses for fly ash.
8. WIOA funds: Teresa also reported that WIAO has funds for dislocated workers to be hired. This might be a good opportunity, if we have jobs that we could have these individuals do. Teresa will compile a list if cabinet members will send her ideas for jobs. These funds are available until March 2022.
9. Check-in Stations: The screening station is ready to be installed on the Roane County campus; Oak Ridge will be arriving soon.
10. Enrollment: Dual enrollment has increased since last week. Jamie Stringer reported that we are still down about 700 traditional students. Dr. Whaley will reach out to Chancellor Tydings to determine if we can publicize a more robust on-ground schedule. Another

suggestion was made to extend the open date for fall registration to buy us some time to see how the pandemic, vaccine availability, etc. is shaping up.

11. Safety/security funding: Marsha Mathews has submitted to TBR a list of requested security items that are still needed. For this round of funding, TBR will evaluate all of the schools' requests and allocate based upon need, rather than funding one or two specific items.
12. Knox County Advisory Group: Greg Gheen, who is heading this group, will work with Marsha and Diane Ward to determine a true list of square footage needed per program, including equipment storage and non-credit, so that Covenant Health's potential land donation can be evaluated for sufficiency.
13. Budget: Marsha Mathews reported that dual enrollment is only down by \$30,000 and regular tuition revenue is down by \$960,000. The college's financial statement has been approved by TBR. Dr. Whaley suggested that the Business Office conduct some brief budget training for the next Administrative Council.
14. January 4-8: Marsha sent out an email encouraging work-from-home for the period January 4-8 to prevent the spread of the virus that might occur post-holidays. Public Relations will send out reminders via social media, newsletters, and the president's video script.
15. Telecommuting policy: the new telecommuting policy for non-faculty employees is out for questions/comments. Karen Brunner will collect them through December 18 and report back to president's cabinet.
16. Phi Theta Kappa Appreciation Party: The thank-you event for faculty and staff was a very nice event presented by the officers of Phi Theta Kappa on Tuesday, November 24.
17. Athletics: All spring seasons are set to begin around January 4<sup>th</sup>, although exact schedules are not yet available. Dr. Whaley will seek guidance from the Chancellor to see if allowing fans will be at the institution's discretion. There also needs to be some guidance regarding out-of-state, non-overnight trips.
18. Facilities updates: Marsha reported that the construction materials used on the Dunbar elevator project created very strong odors that were making staff sick. She urged everyone to make her aware of any future such circumstance so that it can be fixed immediately.
19. MARGO project update: Jamie Stringer is scheduled to meet with TBR on December 11; they have agreed to fund preliminary research. Jamie has reached out to several digital learning experts across the country to form a research team.