

President's Cabinet Meeting Minutes

January 25, 2021

1. Annual Policy Memo/Confidentiality Statement: In order to get college-wide employee signed agreement to maintain confidentiality of relevant college records and documentation of having read the annual college policy memo, simple online forms have been created. Cabinet agreed to include these two forms as part of annual required training that also includes IT security training. In addition to having this training open for completion from September through the end of December as usual, it will be given to new employees as part of the HR onboarding process. Odell Fearn and Keri Phillips will come back to Cabinet with more details about how that process will be implemented. This will be introduced at Administrative Council.
2. Telecommuting policy: Cabinet discussed the proposed telecommuting policy and questions/comments received when the draft was sent to Support Staff and Administrative Council. There was discussion about relaxing some of the strict timeframes currently included on the draft agreement; however, it was agreed that some type of written correspondence between the employee and supervisor if working off-campus/remotely (once normal on-ground schedules are back in place) would be required. The agreement should also serve as documentation of college equipment/resources being used by employees outside of their college workstation. Marsha Mathews and Odell Fearn did not think that TBR was planning to develop a system wide policy, but Marsha will ask her counterparts what their plans are. Odell suggested we pilot as an operating practice before finalizing as policy. This will be introduced at Administrative Council.
3. Entrepreneurial mindset: Holly Hanson made a PowerPoint presentation to Cabinet about the skill sets associated with an entrepreneurial mindset and how to put into everyday practice. Holly recommended *Community Colleges as Incubators of Innovation* by Bree Langemo. Data cited from the World Economic Forum in 2017 indicated that leadership, strategic/critical thinking, problem solving and creativity will be needed/valued over technical skills for the future workforce. Failure needs to be understood and used as part of the learning process. Employers will increasingly be hiring workers for projects. Successful candidates for these positions will need so-called discovery skills: inquiry, adaptation, observation, experimentation, teamwork, creative and critical thinking, communication, perseverance, and determination. Dr. Whaley would like us to begin to use these skills, not only as teaching lessons for students but as employees go about their work.
4. Knox County Advisory Board meeting: The next meeting is scheduled for January 29. Most participants will join via Zoom.
5. Winter term update: Diane Ward shared data at the conclusion of this year's winter term. 522 students enrolled, with a majority being RSCC students. 54% of the F/FA grades were earned by freshmen. Diane wants to dig a little deeper into the data to ensure that there are sufficient wrap around support services for students before she compresses any more courses or initiates a Maymester that is similar to Winter Term.
6. Commencement: Cabinet agreed to have both virtual and drive-through ceremonies this spring. Diane will notify the Commencement committee so they can begin planning.

7. Vaccine distribution at RSCC: Roane State has submitted our campuses (including the Clinton facility) to TBR as potential sites for vaccine distribution. This would probably occur beginning in March if any of our sites are selected. TBR and DOH will notify us how many campuses might be needed and a start date. Marsha will get more information about the pay scale for different categories of workers.
8. National anthem/social media: Marsha noted that the Lady Vols took a hit after players kneeled during the national anthem. We need to plan for a response if something similar happens with our players. Dr. Whaley will reach out to Beth Martin to speak to Administrative Council regarding the parameters of free speech and use of social media in the name of the college and personally.
9. Enrollment: It appears that we will be down 15% for spring. The focus now is on fall. Marsha indicated that, from a budget perspective, we really need to have a goal that any decline would only be half of what it was fall 2020. Once we decide what "fall is going to look like," we need to market around that concept. Currently Diane and the deans are moving forward to have more on-ground classes, although not as many as "normal." In order to ensure that on-ground classes don't have to be cancelled for low enrollment, we need to sell the message, "If you want on-ground classes, register early."
10. Facilities project update: The elevator project will have to extend the completion date due to overhead wiring that needs to be re-routed. The envelop project will be out for bids in February with, hopefully, a March start date.
11. Upcoming meeting events: As part of the SERS grant, Centro Hispano will do cultural competency training for Administrative Council on March 22. There will be an ATD data summit as part of the ATD Core Team meeting on March 19 at 10:00 a.m. Faculty will also be invited to attend. Our ATD coaches will help facilitate.
12. Safety update: Chief Kain is participating in the new registration process to order PPE through TEMA, including masks/gowns for COVID testing of athletes.
13. Athletics: Teresa Duncan reminded everyone that administrators are needed for games.