

## President's Cabinet Meeting Minutes

April 12, 2021

1. Active Shooter Tabletop Exercise: David Blevins (working with Chief Kain and Don Conley) has been leading planning for an active shooter tabletop exercise to test our emergency response plan. The exercise is scheduled for April 21 in the Goff Building at ORBC and will take participants through various scenarios. This exercise will be used as a way to identify deficiencies in a low-risk environment so we can make corrections/improvements to planning, training, policies, and communication in advance of a full-scale training in the fall. Chief Turner will serve as external evaluator and will provide an after-action report. Public Relations will send out an alert in advance of the event, since there will be multiple outside agency emergency vehicles on campus.
2. Employee Relations Team: At the request of support staff, Sherry Jackson and Tamsin Miller have been brainstorming about ideas for bringing RSCC employees together to get to know each other and the campuses. Any kind of event that would enable all employees to attend would require closing all campuses for at least a half-day. Marsha Mathews suggested that next summer's four-day work week could start one week later, and the Friday prior could be used for such an event. Tamsin and Sherry will gather a team to discuss and plan some options.
3. THEC Capital Outlay update: THEC will not accept any proposals for new capital building projects this year; only for renovation and expansion of existing facilities.
4. Student guest, Casee Smith: Casee lives in Cumberland County and takes classes both online and in person at the Cumberland and Oak Ridge campuses. She is majoring in Accounting and wants to continue her education for a second degree in Agriculture. Her suggestion for improvement is for instructors to give an introduction to the class, including class content, at the beginning of the semester.
5. Cision switch to Meltwater: Beginning May 1, we will transition from the Cision news and social media sourcing system to Meltwater. Pricing has improved; we will be paying less for Meltwater than we did in 2014 and the system will scrub additional sources for news. The two systems will run concurrently until June.
6. Adobe Sign: Marsha Mathews will be sending Cabinet members a link to a webinar about Adobe Sign to get opinions about whether it would be a good option to replace dynamic forms.
7. Out-of-state travel update: Rather than giving blanket permission for out-of-state travel, Dr. Whaley would prefer that requests still be considered on a case-by-case basis. Requestors will need to explain how a desired trip would benefit the college and be evaluated by Marsha Mathews, the respective VP, and Dr. Whaley.
8. Public Vaccination Site Update: We are still awaiting official notification of the state-requested hosting site as well as approval for our anticipated budget needs. However, planning for a distribution of the Johnson and Johnson vaccine at the Oak Ridge campus is ongoing. Marsha is putting together a list of needed jobs and individuals to work/volunteer. The plan is to be open to the public from 7:00 a.m. to 12:00 p.m. on Saturdays through July. Workers would need to be on hand from 6:00 a.m. to 1:00 p.m. but could alternate and work every other Saturday.

9. Free Medical Clinic Vaccination for RSCC: Dates for administration of the vaccine by the Free Medical Clinic at the Oak Ridge Branch Campus are set for April 28 (1<sup>st</sup> shot) and May 26 (2<sup>nd</sup> shot). All students and employees are eligible. Information for registration is available on the RSCC webpage.
10. RSCC Publicity Photos: TBR still wants all published photos to show those pictured all wearing masks. Everyone is asked to help remind participants, so that Sandy Roberts doesn't have to take on this task by herself.
11. PA-02-02: Sexual Misconduct policy revision: The revision to comply with TBR legal revisions was approved. Dr. Whaley, Marsha Mathews, Karen Brunner, Odell Fearn, and Lisa Steffensen will schedule a call with legal counsel Beth Martin to discuss Lisa being designated as deputy Title IX coordinator.
12. President's Cabinet Retreat: The retreat is scheduled for May 17 from 11:00 – 3:00 at the Maple Creek Barn.
13. Northeast State CC trip: Cabinet's trip to Northeast State Community College to share best practices is scheduled for Tuesday, June 1.
14. Enrollment Update: We are currently down 17% (about 150 students short). Non-traditional students seem to be coming back more quickly; however, many are enrolling part-time, so FTE is more significantly down.
15. Commencement Update: Currently 296 students are registered, with 203 being 1<sup>st</sup> generation college graduates. Bob Eby, Commissioner of Education, will attend the Middle College ceremony. A pinning ceremony tent will be set up for Nursing students after they receive their diplomas.
16. One-Stop Update: The One-Stop offices in Roane County and Oak Ridge will now be serving students in person.
17. Handgun Policy Update: Changes by the TN General Assembly to handgun carry permit requirements will not impact our current policy. Chief Kain will give an update to Administrative Council at the April 19<sup>th</sup> meeting.