

## Administrative Council Meeting Minutes

April 19, 2021

1. Student Guest: Sydney Walter is a Middle College student who works as a tutor in the Learning Center. She is on the Dean's List and is a nominee for the President's Award. She is transferring to ETSU to study biochemistry. During her time at Roane State she has completed 19 Honors Program hours and over 100 hours of community service. She has loved her in-person RSCC experience and the welcoming environment that faculty create. She indicated that she would have liked to have had better communication from faculty teaching online. She particularly liked a communication app that one of her English instructors used.
2. OER grant presentation: Jillian Miller gave a presentation about Open Educational Resources and the TBR grant that is supporting the development of courses with zero-cost for textbooks. Jillian's particular focus is on the development of MATH 1010: Math for General Studies as an OER course. This initiative is not just about textless courses, but also the development and sharing of open resource teaching material in the public domain. The focus of OER is on the 5 "R's" – Retain, Reuse, Revise, Remix, and Redistribute. OER materials range from videos, to lessons, to activities, to full courses. Not only does this benefit students from a cost perspective, but OER also benefits faculty as a way to enhance curriculum, have access to peer-reviewed material, and have the opportunity to test courses with dialogue with other colleagues.
3. Academic Updates: Commencement is scheduled for May 7<sup>th</sup> and 8<sup>th</sup>. Currently about 100 more students have registered for the drive-up event than last year. First generation graduates will have special sashes to wear with their gowns. A separate tent will be set up for the Nursing program students to have a pinning ceremony. Dr. Ward announced that a hybrid class for the new Medical Laboratory Technology program will be offered this summer. She asked everyone to encourage students to register for on-ground classes offered for summer and fall.
4. VP Teresa Duncan Updates: A vaccination opportunity from the Free Medical Clinic of Oak Ridge will be held at the ORBC for RSCC students and employees. Dates are April 28 (1<sup>st</sup> shot) and May 26 (2<sup>nd</sup> shot) from 7:00 a.m. to 12:00 p.m. Teresa announced that Randy Nesbit will be stepping down as Men's Basketball coach and Andy Holt will serve as Interim. Work on the baseball/softball facilities is ongoing. The Entre-Ed pitch competition for middle school and high school students was very successful, with a 6<sup>th</sup> grade team from our service area winning the competition. In Cumberland County a Center for Lifelong Learning, similar to ORICL, has started classes with 148 participants. Roane State and UCOR are sponsoring a virtual Diversity Forum from 9:00 – 11:00 a.m. on April 28<sup>th</sup>. Our Skills USA teams did exceptionally well, winning medals for cyber defense, mechatronics and prepared speech.
5. Business & Finance (Mathews) Updates: Marsha explained that the public vaccination plan for summer Saturdays is in the planning stages, awaiting final authorization from the Department of Health and word on the Johnson and Johnson vaccine. Dates will start the Saturday after Commencement and run through July 31<sup>st</sup>. Anyone interested in working these events (alternate Saturdays from 6:00 a.m. to 1:00 p.m.) should reach out to Marsha. The Governor's budget recommendation to the General Assembly included

fully funding the higher education formula and a 4% salary increase. If approved, 2% will be retroactive to January. The budget recommendation also included \$1.7 million for a lab at the Cumberland County campus and \$1 million for planning for the new Knox County facility. Marsha urged all budget managers to stay within their budgets for the remaining months of the year and to be especially mindful of keeping temporary contracts within budget. Marsha is compiling a list of items that could qualify for HEERF funding; all student funds have been distributed. Everyone is asked to make sure their information is updated in the Exchange directory. Marsha reminded everyone that the four-day summer work week begins May 10<sup>th</sup> and runs through July 31<sup>st</sup>.

6. Institutional Effectiveness Update: Karen Brunner explained that budget managers had done an excellent job bringing accomplishments and goals to the Budget Committee; however, documentation of objectives, results, and use of results need to be entered into SPOL along with any new funding requests. This is critical evidence needed for the SACSCOC 5<sup>th</sup> Year Interim Report that will be due in September 2024 but will need to show reports for at least three years. Planning unit managers should complete objectives for 2020-2021 and set new objectives for 2021-2022. Reach out to Karen for assistance.
7. Enrollment Updates: Jamie Stringer announced that we are making progress with enrollment down under 10% (<9.3%) in headcount; however, we are down 15.7% in FTE. The headcount increase currently is due to adult student enrollment, and these students typically are enrolling part-time. Traditional students may be waiting for high school graduation before seriously applying for fall. The One-Stop offices are open on-ground and success coaches will be on campus on a rotating basis. The new process for registration for dual enrollment students is now in place.
8. Foundation Scholarship Update: Scott Niermann announced that the Foundation has 30% more funds for scholarships. The application is open to any student with an R number. The application will be open until May 31.
9. Public Safety Update: Chief Kain explained that the new handgun legislation does not impact our campus requirements. Faculty and staff who plan to carry a firearm on campus must still inform campus police and are required to have a carry permit. Chief announced that there would be an active shooter tabletop exercise on Wednesday, April 21 at the Oak Ridge campus. This exercise is designed to better prepare us for a full-scale exercise in the fall. An alert about the tabletop will be sent to students and employees, since there will be a number of emergency vehicles on campus since we will be partnering with a number of external agencies.
10. The final Open Forum for the spring semester will be held Thursday, April 29 at 9:00 a.m.
11. Madison Lamon is the winner of the President's Award.
12. The TBR Quarterly Meeting will be hosted by RSCC at the Roane County campus on September 24<sup>th</sup> and 25<sup>th</sup>.