

President's Cabinet Meeting Minutes

June 28, 2021

1. Staff Guests: Volleyball Coach, Steve Dallman, and Assistant Coach, Maddie Jergesen were today's guests. Coach stated that he has received the best support of his coaching career here at Roane State. As much as he is proud of the team's first-year tie for 2nd place, he is excited that the coming year's recruiting class is great. He thinks the #1 strength of Roane State is the support from management. For Athletics, improvement opportunities exist to strengthen the relationship with local high schools. As we search for a new Athletics Director, he thinks we need to look for someone with a background in marketing and fundraising. From an academic perspective, Maddie monitors the athletes' grades and holds weekly study hall. She said the success coaches have been very helpful.
2. New Appointment Letter: Odell Fearn came to Cabinet to report that TBR has just voted to replace contracts with appointment letters, effective July 1. Following discussion, the Cabinet decided to retain the current six-month probationary period, as permitted under the new appointment letter protocol.
3. Chief Kain to TBR: Congratulations go to Chief Kain for his new appointment to TBR. In this leadership position, he will coordinate all safety and security initiatives and create a new police department for the TCATs. Marsha Mathews will assemble a committee to begin the search for his replacement.
4. Welcome Orientation to New Employees: Teresa Duncan suggested that anyone hiring new employees who will be working at a campus other than Roane County notify her and/or the site director so they can be welcomed and oriented to the campus and to activities such as drills, weather alerts, etc. This discussion led Keri Phillips to remind everyone to have their staff members make sure that their Raidernet profile information is up to date.
5. Weather Alerts/CAP Alerts: Sarah Self explained that county-specific CAP alerts are at an administrative level only and would be much too frequent and varied for wide distribution. Each campus has a CAP alert list specific to the county. Marsha Mathews asked that she and the Policy Chief be added to those lists.
6. Student Workers: Teresa Duncan noted that Pellissippi State recently had an in-house job fair for temporary jobs to be filled by students. If we wanted to do something similar Kim Harris would work with Jennifer Fugate to put one together. Marsha Mathews asked us to wait for fall enrollment to see how much we can build our temporary pool, but everyone was supportive of hiring students as much as possible if appropriate for the jobs.
7. Guinness World Record: Planning continues for a fall welcome back promotional activity to set the world record for the largest paper football tournament. Public Relations is working on a T-Shirt design. Although Guinness rules require that the event take place in one location, we will have teams from each campus and provide transportation to Harriman for the event.
8. Enrollment: Jamie Stringer reported that, as of today's date, we are down 6.5% in headcount. Success coaches have 767 appointments booked for June and 205 for July. Lisa Steffensen is working on questions to ask students why they are waiting to register.

Teresa indicated that even many of the athletes, who are certain to return, have not yet registered.

9. HEERF Update: Marsha Mathews reminded everyone of our goal to eliminate some students' debt so they can register. Guidance from the state is still pending on this and other types of expenditures. All three rounds of funds expire in January, so it is important to get clear guidance so we can make the best use of these dollars.
10. TBR Quarterly Meeting: The Board approved a 1.8% tuition increase and made the dual enrollment tuition equivalent to the regular student tuition. The distance education fee will continue to be suspended for an additional year. (Currently HEERF loss of revenue funds are covering this, but we will need to plan for a permanent loss if the DE fee is permanently suspended.) Also approved were the updated strategic plan, capital maintenance requests, several policies, and the college salary increases
11. Convocation: We will still try to do something in honor of the 50th during Convocation, August 11. Division meetings, August 12, will be on-ground, so faculty are encouraged to come in person to the theatre for Convocation. It will be streamed live for other employees. Adjunct faculty virtual workshop will be August 14 with Beth Martin bringing updates. New Faculty Academy will be August 10.