

Administrative Council Meeting Minutes

July 19, 2021

1. Student Guest: Matthew Harvey, President of SGA, was the guest today. He is pursuing an AS General with plans to transfer to TN Tech. He is considering three different career paths – teaching history/government; entering politics; or going to law school. He enjoys intramurals, Brazilian Jujitsu, and gaming. He told us that Ann Morphew talked him into running for SGA President. His favorite thing about Roane State is the friendliness of faculty and staff. His idea for improvement is to have more “fun events.”
2. COVID Update: Campus is still open per CDC distancing guidelines, but there is no mask mandate or screening requirements. We will follow TBR recommendations/requirements if anything more restrictive becomes necessary.
3. Telecommuting Policy: Roane State is putting together a policy to permit remote work by permission of the employee’s supervisor. This should not be considered an entitlement. A telecommuting agreement is being drafted and VPs will collect agreements from their departments. There will also be a form to document Roane State equipment being used at remote work locations.
4. Active Shooter Functional Exercise: An active shooter functional scenario-based exercise is scheduled for September 17 at the Oak Ridge Campus. The exercise will be conducted by an internal team and external partners from local, state, and DOE emergency departments. Volunteers are still needed to play “victims” and other roles during the event. Contact Teresa Duncan if you’re interested. You will need to work from 9:00 – 3:00. Lunch will be provided.
5. TN Small Business Development Center: Stephen Williams is the new TSBDC Director. He will maintain the relationships that former director Jutta Bangs established plus add partners from his prior network. He will be holding a business seminar on August 10 in the City Room.
6. Workforce: Teresa Duncan presented a PPT summarizing updates from Workforce Development and Athletics.
7. Convocation: Convocation is scheduled for August 11. Faculty are invited to come in person; all others are invited to view the live stream. Matt Waters will have two student success videos to share, and there will be members of the first RSCC graduating class as special guests.
8. 50th Anniversary Celebration: A long postponed celebration of Roane State’s 50th anniversary will be in November with a Convocation of the Pioneers dinner and a dedication/naming of the One-Stop and the Art Gallery.
9. Student Mailbox Migration: IT will be migrating student mailboxes to Office 365, one letter of the alphabet per week on a posted schedule. This will not only increase student mailbox capacity, but increase faculty/staff space as well.
10. Roane to Tech: Jamie Stringer and Robin Townson announced a new dual admissions program for RSCC students planning to transfer to TN Tech. More information can be found at: <https://www.roanestate.edu/?12870-Roane-to-Tech>
11. Enrollment Update: Jamie Stringer reported that, at 77% into registration, we are down 6.3% in headcount; 11.4% in FTE. The highest decline is in returning students.

12. Budget Update: Marsha Mathews indicated that she would be monitoring the budget based upon an assumption of 7% FTE decline. She reminded everyone that the four-day summer work week ends August 1. She reported that the elevator and HVAC projects at the Roane County campus are moving forward slowly. The envelope project for the Roane County campus came in \$600,000 over budget and is being re-bid.
13. Roane State Foundation Scholarships: Foundation Executive Director Scott Niermann reported that the scholarship application is being re-opened July 23-31 since additional funds are available. The Foundation webpage is being updated; Board member photos are now up on the site.