

## President's Cabinet Meeting Minutes

August 23, 2021

1. Active Shooter Exercise: As of today's date, all external partners are still a "go." If the Oak Ridge police and fire departments decide that they can't participate, we will likely re-schedule the event. All needed volunteers are in place. The next planning meeting is scheduled for August 24. Teresa Duncan will meet with neighboring businesses in the next couple of weeks. All classes in the Goff Building that day have been relocated.
2. Leah Meyer Austin Award: Karen Brunner reported that Roane State has been invited by Achieving the Dream to apply for their most prestigious award. Karen asked for assistance in identifying recent partnerships and leadership/training opportunities that can be included in the application. Karen also reported that the team working on the ATD Professional Learning project will begin meeting August 24.
3. Secret City Festival: The festival is scheduled for September 24-25. We have been asked to participate on Saturday in the Technology Tent. Teresa will work with Diane Ward and Gordon Williams to identify ideas for something "active" to showcase. Teresa also noted that the Oak Ridge Street Painting Festival will be October 16.
4. Knox Campus Update: Because state tax revenues have been strong, THEC will now be taking applications for capital projects. Our application has been submitted to TBR, and facilities staff will assist us in making the application as strong as possible. Scott Niermann reported that two parties have expressed interest in bidding for the capital campaign consultant.
5. HEERF Update: Marsha Mathews reported that 2,425 students completed the survey and expressed need. Approximately \$2.75 million will be distributed: \$973 to non-Pell recipients; \$1,300 to Pell recipients. Approximately 95% of the students wanted the funds to be applied to tuition and fees. \$300,000 has been set aside for emergency aid after the survey closed; as of today, there are already 350 applicants.
6. Enrollment: Currently down 5% HC; 10% FTE. The purge is set for August 25<sup>th</sup>. Marsha cautioned that budgets may have to be adjusted once HEERF institutional dollars for lost revenue are exhausted after spring '22, unless there is a one-year extension.
7. IT Update: Keri Phillips reported that all students mailboxes have been migrated to Office 365.
8. CDC/COVID Update: We will continue to recommend that all employees and students wear masks indoors and practice social distancing. Teresa Duncan will reach out to the Free Medical Clinic about another vaccination event. She also reported that there are over 800 tests that are good until the end of November if we want to test our athletes. She will meet with David Lane and Don Conley and ask David to check in with other TBR athletic directors to see what they are doing.
9. Roane State Observatory: Dr. Whaley reported that plans are underway for future use of the facility. Currently it is only open for class labs; no open community events. The Foundation has recently received a donation of a telescope.