

Administrative Council Minutes

September 20, 2021

1. Student Guest: Jessie Presnell is President of the Physical Therapist Assistant class. Prior to entering the PTA program, she earned a Bachelor's degree in Health Science from ETSU. She had a roommate who was a PTA grad and loved our program. She has worked at a rehab facility and likes both ends of the age spectrum for her future career. She loves the small class size and has had no problems, but she stated that a fellow student had trouble getting information from her success coach regarding transfer. She stated that learning and working with other students helps, especially when called on to teach other students.
2. Academic Updates: Dr. Diane Ward introduced Dr. Susan Malekpour, new Dean of Math/Science. She is travelling to all the campuses to meet people. Diane reported that the advisor list has been updated with respect to student majors; questions should be directed to advising@roanestate.edu. The class schedule for spring is in progress and will still reflect COVID restrictions. The goal is to be ready by October 11 to send to site director for review until October 25; "go-live" for student view on November 1; and ability to register November 8. Diane reminded everyone about the Veteran Wave projects. Sponsored flags will first be up for Veterans Day.
3. Teresa Duncan Update (Sites, Athletics, Workforce): Teresa noted that RSCC Athletics accounts for 125 students who typically perform well academically in order to retain eligibility. David Lane is Interim Athletic Director and Amberlee Zeller is the new Athletics Administrative Assistant. Amberlee is a former RSCC basketball player. Allan Holt is Head Basketball Coach and Will Wallace is Assistant Basketball Coach. The newest sport will be men's and women's cross country, and Donnie Hall will be Head Coach. Both men's and women's golf teams are ranked in major tournament play. Teresa also reported outcomes from the most recent Summer Bridge program at Cumberland County. 89% of participants tested out of at least one Learning Support class; 67% tested out of two subjects; 33% tested out of all Learning Support. RSCC has received an increase from \$200,000 to \$270,000 in funding for safety training through the PETE (National Partnership for Environmental Technology Education) grant. Teresa showed photos from Welcome Week events at the campuses and reminded everyone of the Street Painting Festival October 16 honoring the Scarboro 85 and the ribbon cutting for the Anderson County Training Facility on November 12.
4. IT Updates: Keri Phillips reminded everyone of the mandatory security training due by the end of the year. RSCC is currently going through a TBR IT audit. Some things that might be on the horizon are more complex passwords and multi-factor authentication. Keri reported that the student mailbox migration has been completed. She also reminded supervisors to make sure that all of their reports have filled out their information in the active directory correctly and completely.
5. Business and Finance Updates: Marsha Mathews told the group that Amy Moses is now onboard to work on contract tracing/reporting and Beth Bolden will be her back-up. The new process is a two-day look back – determining the last day that a student was on campus. If the two-day date falls when a student was not on campus, the instructor will not be contacted. Marsha pointed out that everyone who needs to report should do so

immediately – waiting until later in their quarantine period makes it too late to trace. RSCC will move into the Anderson County Training Facility for classes to begin spring 2022. The elevator project at the Roane County campus should have inspections completed by the end of September. Roane County HVAC project is due for completion mid-October. The Roane County envelope project came in \$600,000 over bid, so we will need to get a re-design to fit with the approved budget. The Athletic Field House will, hopefully, be completed for spring season. Roane State's proposal for a new Knox County facility has been prioritized by TBR as one of the three projects they will submit to THEC. Carpet replacement at the Coffee-McNally Building will take place in stages during Fall Break and during Christmas Break. Tamsin Miller is working on refresh of the furniture in the Atrium and Gallery to be paid through the Hoppe Endowment.

6. Enrollment Update: Based on registrations for late-start classes, we are now down 5.1% in headcount and 8.8% in FTE. The steepest loss of enrollment came from continuing students.
7. Miscellaneous Updates:
 - a. A Kayak Club has applied for approval. Twenty-five students signed up during Welcome Week.
 - b. Telecommuting Policy: While the details of the policy are still being worked through, Dr. Whaley noted that remote work will not end after the pandemic for those who can effectively work this way. In order to provide a robust on-ground presence, a balance will need to be found.
 - c. We will be budgeting for another enrollment decline and everyone needs to think about belt-tightening, since federal dollars will end eventually.
 - d. The Roane State Foundation has contracted with Thompson & Associates for review of end-of-life bequests. Jeremy Pharr with Thompson & Associates is available to any RSCC employee free-of-charge for estate planning consultation – regardless of the individual's donation choices. Contact the Foundation to set up an in-person or virtual meeting.