

## President's Cabinet Meeting Minutes

September 20, 2021

1. Administrator Guest: Director of Purchasing and Contracts, Dana West, was today's guest. Dana reminded everyone that contracts are now going through dynamic forms which makes it much more helpful to see the approval trail. She thinks the best part of working at RSCC is that everyone works together and the atmosphere is so friendly. She believes this environment comes from the top. In terms of improvement, she indicated that there are places where the grounds at Harriman could be improved. On a different matter, Dana told Cabinet that she had been contacted by Ron Woody about establishing a Kayaking Club. Twenty-five students signed up during Welcome Week. Dr. Whaley asked a question about liability, and Marsha Mathews asked Dana to review the Hold Harmless agreement.
2. Contract Tracing Update: Marsha Mathews reminded everyone 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.
3. Enrollment Update: Based on registrations for late-start classes, we are now down 5.1% in headcount and 8.8% in FTE. Marsha says revenue is still down 12.6% but improving.
4. CDC Update: Don Conley reported that the case rates are about the same for our service area. Methodist Medical Center was forced to close a floor because of a lack of nursing staff, but hospitalizations are showing a slight downturn. Teresa Duncan reported that the National Guard had been called in the help at Cumberland Medical.
5. Jeremy Pharr of Thompson & Associates is under contract with the Roane State Foundation working with them on a review of end-of-life gifts. Jeremy's estate planning services are available free of charge to any RSCC employee, regardless of whether a potential gift is designated for RSCC.
6. Cumberland County Expansion Project: We are working on a contract with Upland Design for flexible space that is also gas-capable for potential chemistry instruction. Since prices for everything have risen so much due to the pandemic, it might be a good idea for the Foundation to consider raising \$300,000 for a potential cost overage.
7. Knox County Update: Diane Ward and TCAT/Knoxville President Kelly Chaney will meet to determine what programs from each institution will be in the building. They will have dedicated space, but RSCC will run the simulation center.