

President's Cabinet Meeting Minutes

September 27, 2021

1. COVID Testing: Marsha Mathews, Don Conley, Beth Bolden, and Amy Moses met to discuss using ETHRA employees to help with COVID-19 testing for employees as well as cleaning. The project will begin with Roane County, the first week of October. Employees will register (restricted to once in a 14-day period); testing will be from 10:00 – 2:00 on Wednesdays. We will start with the remaining rapid tests we already have; then procure new self-tests. Participants can stay in their car to be swabbed. (Since Cumberland and Fentress counties are not part of our ETHRA, they will need to find other individuals to train if they want testing on their campuses). The Free Medical Clinic will hold free vaccine days on the dates for any RSCC campus Fall Fest that wants them. They will also be giving flu shots.
2. Email policy update: Keri Phillips reported on changes/updates that need to be made to the email policy, including any supervisor/HR approved requests for access to email of former employees. She has been working with TBR General Counsel, Beth Martin, and HR Director Odell Fearn on these updates to ensure RSCC follows TBR guidelines. Keri will bring the policy back to President's Cabinet for a final review and then it will be sent to Administrative Council, Faculty Senate, and SGA for comments/questions. Keri is also working on a simple mandatory confidentiality statement to include with the annual policy memo. This will be very helpful in demonstrating compliance with SACSCOC standards regarding student records.
3. GA-32-01 Faculty Senate Constitution: revisions to the policy adding an Adjunct Faculty Committee and membership on Senate were approved.
4. Oak Ridge Events: The PTK Fall Festival/Car Show is scheduled for October 2 on the Oak Ridge Campus; the Street Painting Festival is October 16 at Jackson Square. The festival, sponsored by the Oak Ridge Rotary Club, is honoring the Scarboro 85.
5. Student Guest: Sarai Gassler started at Roane State in 2009. She finished her pre-requisites for the Dental Hygiene program but became pregnant and decided to stay at home. After being a stay-at-home mom to three children, she decided to become a dental assistant in 2017. She returned to RSCC in fall 2018 to re-take her science classes. She is now set to graduate in May. As a veteran spouse, she is attending on the GI-bill. The thing she likes best about Roane State is the close-knit sense of community. She transferred from Pellissippi after one semester because it wasn't as personal. She feels like everyone who works at RSCC knows what's going on and can be helpful. She said she wished she had known that she would have to re-take (and pay) for her science classes, but she said she did really well the second time around. She indicated that she gets too many emails and prefers to get information from things like the message boards that are around campus. She found out about RSCC services from her program director, loves using the food pantry, and encourages fellow students to take advantage of the resource.
6. Enrollment: Jamie Stringer reported that there will be an enrollment retreat in October and will report back to Cabinet on October 25 the strategies that are identified. Jamie stated that we need "boots on the ground" and in-roads in each county to make a big push with traditional students.

7. TBR SOAR Awards: The deadline for nominations is October 18.