

Administrative Council Meeting Minutes

October 18, 2021

1. Student Guest: Kendra Qualls is a third semester student who will be graduating in December. She has been accepted into the BSN program at TTU. She loves to travel and has a goal of becoming a travelling nurse. Kendra praised all of her instructors and indicated that they were all helpful during the pivot to online learning because of the pandemic. Even though she said her success coach checked in on her frequently, she indicated that she was unsure who to talk to as a first-time freshman and recommended that we be especially proactive in communicating with first time students. Her advice for recruiting students is to go to the high schools and meet with students as often as possible.
2. Veteran Wave; The event will be November 11 at 11:00 a.m. on the Roane County campus. Dr. (Colonel) Gary Goff will be the keynote speaker. Matt Waters will live stream the event and Geol Greenlee will provide music. Dr. Ward indicated that October 29 was the deadline for ordering flags with accompanying dog tags.
3. Formula Outcomes/Quality Assurance Funding: Karen Brunner reported on this year's results. All of the TBR schools were down in progression metrics. RSCC was down in Associate degrees earned but up in two-year certificates; down in workforce development hours, but up in awards per FTE. Teresa Duncan pointed out that THEC is continuing to reduce the types of training that can be counted for workforce development hours. Quality Assurance Funding total score this year is 88. Roane State lost the most points from the job placement metric as THEC calculates it. Because THEC looks at tax data and unemployment claims, COVID really impacted all of the community colleges negatively. RSCC was harder hit than some others perhaps because some of our healthcare graduates lost jobs in areas considered elective and shut down during the pandemic. THEC will be re-looking at this metric but not in time to reverse this year's scoring. Karen also indicated that this QAF cycle includes a metric for improving equity for a selected population of students. We chose low-income students and included a self-assessment with this year's report.
4. Workforce Development/Campuses/Athletics: VP Teresa Duncan announced that RSCC was awarded a \$1,000,000 WORC grant from the US Department of Labor for a virtual small business development center to provide coaching and training for small business in primarily rural areas. Kim Harris is project lead. Other updates included two successful events, the Street Painting Festival and Phi Theta Kappa's Fall Festival. Teresa announced that Leadership Roane County is hosting a workshop for anyone seeking to run for office.. She also updated the council on various activities occurring at the satellite campuses. RSCC volleyball team continues to distinguish themselves. Kathrine Roberts was selected to represent Region VII on the NJCAA Student Athlete Council and Taryn Lane was named TCCAA player of the week for the second time. Men's and Women's basketball season starts November 1 and 2.
5. Contracts: Dana West reported that contracts will now be completed using dynamic forms, and she has sent out a contract tip sheet. She also noted that she and Marsha Mathews will be meeting with the new copier vendor to address issues that users are having with the new machines.

6. Business/Finance Update: Marsha Mathews announced that employees will be able to get tested for COVID-19 free of charge on Wednesdays from 10:00 am to 2:00 pm. Appointments must be made 24 hours prior. Rapid test will be administered and any positive results will be reported. This testing is entirely voluntary and is being offered as a service for employees. Marsha encouraged everyone to continue to wear a mask and maintain social distancing indoors even though TBR's mask mandate has expired. Marsha's team is working on the budget for 2022. She pointed out that revenues are down, not only because of the enrollment decline, but also because we are no longer able to assess a distance education fee. HEERF funds were used to discharge some student debt and remove a number of holds so students were able to continue their education. Regarding facility updates, Marsha reported that there will be one final inspection of the new elevator in the Dunbar Building at the end of October. The HVAC project at Harriman is in the final testing and balancing phase. Because the Roane County "envelope" project came in so far over bid, it is being re-bid with more emphasis on structural issues in the Dunbar Building. We will ask for more cosmetic exterior elements for the 2nd phase of the project. The baseball/softball facility will be completed by the end of January 2022. We will be able to move from the Clinton Armory into the new facility shared with TCAT/Knoxville for spring semester classes. The architectural firm of Barber McMurray has been chosen for the Knox County facility.
7. Internal Audit Update: RSCC Internal Auditor Cynthia Cortesio asked everyone to be mindful and report any suspected fraud, waste, misuse and abuse. Options are to talk to your supervisor, RSCC management or Cynthia. She asked everyone to work with one of the options at the college as the first option before going to TBR or the state. Dr. Whaley pointed out that Cynthia is independent and reports for her work product to TBR. Cynthia encouraged anyone to contact her with questions. She also discussed the requirement for everyone, including support staff, to report any outside employment (form on the HR website). Additionally, any potential conflict of interest should be reported to your supervisor or the president.
8. Enrollment Update: VP Jamie Stringer reported that RSCC is down 5% in FTE. Enrollment declines are not isolated to RSCC. Community colleges are facing steep competition from online providers as well as universities and especially from TCATS with the state's focus on workforce education. Jamie indicated that his team, along with public relations, are focused on fall enrollment. Not only will they maintain strong digital recruiting but will also do more community-based, micro-targeted, in-person recruiting.
9. Financial Aid will begin monthly FAFSA filings this month.
10. Fall Festival activities at the campuses will be October 25-28.
11. Registration for spring semester opens November 8.
12. Chief of Police: The search committee has been formed and will select the top three candidates for interviews and campus forums.