

## President's Cabinet Meeting Minutes

January 31, 2022

1. CDC Updates: TN COVID numbers are leveling off. We are no longer permitted to enforce a mask mandate in the classroom.
2. Enrollment: We are currently down 5% in headcount and 7% in FTE. The decline is mostly with adult students. HEERF money was sent to students last week (\$1,000 for Pell students; \$800 for non-Pell). Over 90% used the money to cover their RSCC balance. Danny Gibbs will ask for an extension of HEERF funding on behalf of TBR.
3. Keys for recruiters: A request has been made to Security by a recruiter to have a key to open classrooms when giving student tours. Cynthia Cortesio, internal auditor, suggested that the recruiter check out a key for the temporary purpose so it could be logged in and back. A decision was made to give recruiters standing permission for check-out. (Jamie will send Security a list of Roane County and Oak Ridge recruiters) All other requesters will need to ask Security to come and open classrooms.
4. Student guest: Kristen Richardson (Van Winkle) is a mother of two small children. She is a work-study student on the Cumberland County campus and is hoping to enroll in the Occupational Therapy Assistant program. She loves how helpful everyone is at Roane State. She is taking five online classes and indicated that it would be good if all online professors connected with students weekly to keep them connected. She is aware of the food pantry and other assistance but said that some students may be embarrassed to ask for help.
5. Facilities Update: Currently Tamsin is working with Pat Jenkins, Kirk Harris, and David Blevins on a comprehensive equipment list for the Knox facility. Scott Niermann has begun briefing with the Foundation Board of Directors to include the JGA consultant. We will know more about approval for our capital projects after the Governor's state of the state address. The Athletic Fieldhouse is scheduled for completion at the end of March. The first floor will include restrooms, locker rooms, a mud room, laundry and a place for a batting cage. The upper floor will not be completed until a later date and will include offices, storage and a lounge area.
6. Surgical Technology Club: Cabinet approved the establishment of the club. They will help with recruitment and planning for their pinning ceremony.
7. Commencement Updates: Ceremonies are confirmed for Friday, May 6 (evening) and Saturday at 10:00, 2:00, and 7:00.
8. Strategic Planning: The strategic planning committee had their first meeting to begin revisions of the plan for 2022-2025. The first order of business is review of the mission statement. Monthly meetings have been scheduled through June.
9. Legislative events: Any events held on campus including area legislators should be sent to TBR (Mariah Perry) for notification so TBR can send invitations to Board members. Roane State will be hosting an upcoming Rockwood Civitan meeting at which the Governor will be in attendance.