

Administrative Council Meeting Minutes

February 7, 2022

1. Student Guest: Penny Poczobut-Perry is a TN Reconnect student in the Paralegal Studies program preparing to graduate in May. She worked as an LPN since the 1980's and quit her job at the UT Extension in Roane County to focus on graduating. She is interested in personal injury and medical malpractice. Penny's son is currently in the Aviation program at Northeast State. Penny thinks the best things about Roane State are its accessibility, night classes, and helpful atmosphere. She indicated that she needed a lot of "hand holding" as an adult returning student and would have appreciated more communication.
2. Workforce & Community Development/Athletics: Teresa Duncan introduced Michael Eppler who has been hired to direct the Department of Labor WORC grant. Kim Harris has retired as Director of Workforce Development, and her position will be posted next week. Teresa reported on a very successful season for Roane State teams. Women's basketball coach David Harnish celebrated his 800th win. There are now three "branches" of Leadership Roane County – Leadership Roane County Engage for new county residents and retirees, Leadership Roane County (original), and Leadership Roane County Youth. Morgan County started its first Leadership class. The ribbon cutting for the new Anderson County Higher Education Center was a success with Governor Lee in attendance. The Small Business Development Center's start-up boot camp for entrepreneurs will be Friday, February 18 at 10:00 a.m. via Zoom.
3. COVID-19/Budget/Building Projects: Overall, COVID-19 cases are down in TN. A new flyer from the CDC provides guidance on when to quarantine. Marsha Mathews reminded everyone that self-reports of positive cases should be done immediately for tracking purposes. Marsha is still awaiting guidance from TBR about permitted ways to distribute the recommended 4% salary increase. Through the outcomes formula, Roane State will receive an additional \$1.1 million if approved by the General Assembly. Marsha reminded everyone that last fall there was \$1.58 million in lost revenue due to the enrollment decline. An extension of HEERF funds could help offset these losses; however, consideration of a "Plan B" budget may be necessary. The Governor has recommended funding for a new Knox County campus in partnership with TCAT/Knoxville as well as a permanent campus in Fentress County in partnership with TCAT/Huntsville. Several HVAC projects are nearly completion and/or in the process of going out for bid. Danny Wright has been hired as Roane State's new Chief of Police/Director of Public Safety.
4. Academic Updates: Commencement will be a tradition in-person event with ceremonies on May 6th and 7th. Surveys have been sent out to graduating students to gauge projected attendance so the number of ceremonies can be determined. The deans have been working on the summer and fall schedules. The plan is to schedule more in person classes for fall. The schedule for fall will be visible as a draft only March 1 so students can receive their pin numbers. Middle College director candidates will be interviewed later this week.
5. IT Updates: Keri Phillips reminded everyone that the attack on Pellissippi State's computer system which destroyed their servers started with a phishing email opened by

an employee. New security measures are now required by the state: (1) Multi-factor authentication requiring email or text with authentication code for login, and (2) restrictions to administrative privileges. Users will no longer be able to download software to the computers but must contact the Help Desk to provide the download. Multi-factor authentication will be rolled out to students soon.

6. Enrollment Update: We are down 5% for spring which puts us in the “middle of the pack” for TBR community colleges. Enrollment Management and Public Relations are partnering on the fall campaign focusing on a Culture of Caring. A multi-channel approach of using ads, social media, and in-person events will be used to provide different messages. Sarah Self has purchased ad time during the Winter Olympics to focus on the healthcare heroes campaign.
7. Roane State Foundation Updates: Dina Jackson has been hired as Director of Fundraising Operations and Lori Cox as administrative assistant. The Foundation has hired the JGA agency as consultants to assist with the campaign for the new Knox County campus. Executive Director Scott Niermann reminded everyone about the fundraising forms online that must be completed to approve fundraising and for receiving gifts. Niermann reported that the Foundation has awarded \$500,000 in scholarship this year. Applications for new scholarships will open in March and run through May.
8. Institutional Effectiveness: Karen Brunner reported that the Strategic Planning Committee has had their first meeting January 27 to review and revise the mission statement and strategic plan for 2022-2025. If anyone has an interest in joining the committee, please let Karen know.