

Administrative Council Meeting Minutes

March 21, 2022

1. Student guest: Brittany Irwin is a TN Reconnect student majoring in Nursing. She has been an LPN for 10 years and has always wanted to return to college for her RN degree. She loves having a success coach and really appreciates the way her coach reaches out to her. She has not had one bad experience at Roane State and noted that her instructors have gone above and beyond to make the online learning experience a good one. She thinks Momentum is user friendly.
2. Workforce/Community Development/Athletics: Roane State's men's basketball team was the 2022 TCAA/NJCAA Region Champions. Women's basketball Freshman of the Year was presented to Roane State's Catherine Hendershott during the regional tournament. The volleyball team has received their championship rings for the 2021-22 season. The new Roane County Leadership Engage has recruited 13 participants who want to learn more about Roane County. Teresa Duncan reported on a number of activities on the satellite campuses. The Oak Ridge Campus atrium is getting new paint and furniture. The Long Night Against Procrastination is schedule for April 14 on the Oak Ridge Campus. Teresa met with CNS-Y-12 to discuss partnerships, apprenticeships, and training in mechatronics and cybersecurity. The Skills USA competition is scheduled for April 10-13th in Chattanooga. The Small Business Development Center assisted in creating 11 jobs this year.
3. COVID-19 Update: Overall, our service area counties have reported low numbers, with the exception of Campbell, which is in the medium category. TBR has approved institutions to hold in person Commencements with no spacing restrictions. Considerations will be given to relaxing some of the spacing restrictions for fall semester classes.
4. Budget/Projects: Marsha Mathews reported that the state auditors are on campus and will be here until June. Budget hearings start this week for the 2022-2023 fiscal year. Budget managers are asked to bring 2021 accomplishments as well as goals for the 2022-23 year. Dana West reported that paper forms are no longer using paper forms for contracts. All contract requests need to be submitted through dynamic forms. Marsha reported that HEERF funds have been extended. The Dunbar HVAC project is complete and will proceed with phase 2 to replace the chiller. The building envelop project is still waiting for bid and approval. The Athletic Fieldhouse will be completed this spring but the open house for the facility will be scheduled for August.
5. Academic Updates: Roane State's PTK chapter received 13 awards during their regional meeting. Four Roane State faculty have received NISOD excellence awards: John Brown, DeAnna Stephens, April Insko, and Jillian Miller. Registration opens April 4th. The Honors Banquet will be held April 12th and Awards Night, April 25th. Commencement ceremonies will be Friday, May 6th at 7:00 p.m. and Saturday, May 7th at 10:00 a.m., 2:00 p.m., and 7:00 p.m.
6. Institutional Effectiveness Update: The strategic planning committee has met three times. The mission statement has been updated to include language prioritizing an environment of inclusion and belonging for all students, regardless of background and beliefs. In order to align with TBR's newly articulated system goals, the committee has

identified four institutional goals: Postsecondary Participation (Access), Student Persistence and Success, Quality Learning and Working Environment, and Community Vitality and Workforce Development. The committee then identified 3-5 major objectives within each of these areas to implement in order to meet the college's mission and goals. In order to provide a visual representation of the plan goals and objectives, Jeremy Pulcifer has created an infographic that will help tell the "front-facing" story of the plan. A more comprehensive template that included responsible departments, success indicators, benchmarks/targets, and annual progress will also be developed for internal use and for documentation to SACSCOC. Karen Brunner and Jeff Tinley also reported on the most recent SENSE survey of entering students administered fall semester 2021. This survey asks students to reflect on their experiences as they started their college career. Overall, on all benchmark areas, Roane State not only improved their scores but exceeded scores of TN and national peers. Scores for engaged learning were the highest ever, a testament to faculty efforts during the pandemic to engage students.

7. Enrollment Update: Roane State is up in applications, but it's too early to determine whether this will translate into registrations. The fall campaign will consist of media and live ads, social media, mailers, and in-person visits to schools. The process for dual enrollment registration has been re-designed to mirror the registration processes of traditional students. Dr. Stringer's team will be meeting with area high school counselors on March 29th.
8. IT Updates: Multi-factor authentication notification was sent to all students last week. IT will roll this out to employees using VMware next week.