

President's Cabinet Meeting Minutes

May 9, 2022

1. Student Guest: Maria Young lives in Crossville with her husband Mark. Originally from Peru, Maria has lived in the United States for almost 30 years. After working for a publishing company for 24 years, the company closed during the pandemic, and Maria saw this as her opportunity to get her degree. Looking for something that she could move through fairly quickly, she decided on Contemporary Management. She is excelling and was given an award for academic achievement in the program during the RSCC Awards Ceremony. She began in 2020 and took all of her classes online until 2021, when she came to the Cumberland County campus for an evening Statistics class. Her favorite things are the flexibility that Roane State offers with accelerated and online classes as well as the support of faculty and staff and resources like the Learning Center and Library. She believes that the entire school is invested in the success of its students. She suggested that extended hours for services such as tutoring be offered, even if only once a week, especially in Math and English. She also suggested that it would be extremely helpful if online instructors also included short (1/2 hour) videos to supplement their PowerPoints. Maria is currently working in Human Resources for MasterCorp in Crossville and would, ultimately, like to work in HR as a profession. Teresa Duncan will be reaching out to Maria with information about the Workforce Development non-credit offerings leading to SHIRM certification.
2. New Retention Initiative: Jamie Stringer and Lisa Steffensen presented plans for a new retention initiative to try to stem the decline in continuing students. In fall 2019, there were 697 continuing freshmen and 574 other continuing students compared to 570 continuing freshmen and 153 other continuing students currently for fall 2022. The major elements for the initiative will be wraparound services, classroom observation and notification, a college-wide culture of caring, and marketing/recruitment of our own students. Lisa Steffensen will head up a CARES (Concern for At-Risk Enrolled Students) team that will take over case management of students who technically meet the criteria for transition from a success coach but have been identified as needing continuing support. Students with a 2.0-2.25 GPA will automatically be assigned to the CARES team; others will be designated based on the judgment of their success coach. The team will consist of Lisa, Randy Waggoner, Jeff Snell and the counselors. Jill Robbins and Maria Gonzales will also be trained to serve on the team. Team members will begin making outreach before the start of classes and will continue proactive/intrusive outreach early in the semester. The team will reach out to faculty by week two and will need instructors to increase the use of academic alerts to make Care team members aware of problems early enough to intervene. Another element of the initiative will be workshops and events to build community so students can learn to help each other. The team will use Maxient software for case management, data gathering, and reporting.
3. IT Cyber Incident Tabletop Exercise: Keri Phillips reported that the audit report requires us to have an annual tabletop exercise to prepare for a possible cyber attack. With Eric Anderson now onboard as Cyber Security Analyst, we can prepare for such an exercise, considering what to do after an attack, communications and alerts to trigger, etc. Keri said she will likely set up a separate channel on David Blevins' MS Teams site related to

emergency management (active shooter). Rather than a comprehensive exercise, Keri advised having meetings dedicated to single issues at a time.

4. Knox Campus: Dr. Whaley reported that a meeting will take place this week regarding the parking needs for the new campus. He will be meeting with potential major donors this summer for the “silent” phase of the campaign. Once the design of the campus is confirmed in the fall, the full fundraising campaign can begin.
5. Grant Updates: Teresa Duncan reported on two grants being submitted. The IACMI grant will fund equipment for the Mechatronics program and CNC machining training; the ARC grant will fund portable trainers for plastics and injection molding for Scott and Campbell counties.
6. Enrollment: Currently up 23.8% in headcount. We are up in transfer students and web enrollments. This week’s reported grades will tell us a lot about continuing students’ prospects.
7. Budget Update: Marsha Mathews has submitted the budget as status quo regarding tuition revenue. If we increase in enrollment, we may be able to use remaining HEERF dollars to assist students. Marsha pointed out that we are having trouble filling positions in the Physical Plant and the Expo Center. This might be an opportunity for some students to work under temporary contract. TBR guidance is still needed for use of recurring dollar appropriations.
8. The TN Department of Education will hold their meeting at Roane State October 27-28. This will be similar to a TBR Board Meeting.