

Administrative Council Meeting Minutes

June 20, 2022

1. Student guest: Emma Simpson is a 2nd year Radiologic Technology program student who switched from beginning at Roane State as a General Studies major. She is excited that the job market for Rad Techs is wide open. She stated that all of her RSCC instructors have given her everything she needs to succeed. She gave extra kudos to the One-Stop for helping her navigate registration with the several third-party scholarships she has. Her improvement idea would be to let students in limited enrollment programs (with set schedules) register separately from the general student population, since the system can get overwhelmed when everyone is trying to register at once. Emma has enjoyed the outlet of singing with the RSCC Choir and says she met her best friend that way. Since their majors are completely different, they may never have met otherwise. She also credits Melanie Hildebrandt, her Speech instructor, with helping her get over her fear of public speaking.
2. Records Holding Report: Karen Brunner announced that this year's Records Holding Report of created and destroyed official records (paper and electronic) is due to TBR August 1. She will send an email with instructions. She asked departments to send the report from their area by July 21 so Anne Holder can compile them into an institutional report.
3. Business and Finance Updates: Marsha Mathews reported from the most recent TBR board meeting that there will be no increase in tuition and fees. The distance education fee will be suspended for another year. Marsha pointed out that this fee typically generated around \$500,000 for the college. HEERF dollars have taken up the slack as loss of revenue; however, those funds are due to expire in May. Hopefully, TBR will establish some common solution to help institutions cover the ongoing costs of distance education. With respect to the 4% salary pool, the RSCC budget committee approved an across-the-board COLA payment to regular employees (as of June 30). It will be effective July 1. Additionally, based on stable or increased enrollment, RSCC will use the October budget request to seek approval for an equity salary adjustment for temporary employees to make \$15 the minimum wage. Beth Bolden will work with supervisors to adjust any temporary contracts already written. Marsha further noted that the Business Office is closing out the fiscal year and asked everyone to clear/cancel or provide justification for any old open purchase orders. Blanket orders will close June 30. Anyone working with contracts that end June 30 should contact Dana West about renewal. Now that the COVID crisis has abated, any requisitions for personal items, such as anti-bacterial wipes, need to provide justification. For fall semester, e-misters will continue to be used once a day but not between classes, which should ease scheduling challenges. Marsha announced that Stan Starkey, Director of the Physical Plant, will be retiring July 31. He will be staying on a temporary contract to train his successor and help with capital building and maintenance projects. Marsha gave an update on several projects. The Dunbar HVAC phase Two (chiller replacement) is in design. The Dunbar envelope project received one successful bid within budget. The first phase will only deal with functional issues like settling, leaking skylights etc. Cosmetic issues will be part of a future Phase Two. The Athletic Field House is completed and awaiting full approval from

the fire marshal. The Cumberland County campus expansion (flex science lab, classroom, and Nursing lab) design has been completed. The Oak Ridge HVAC project is in design. New carpeting is being installed in the ORBC library. The permanent Fentress campus designers will be submitted to TBR. This building will be shared with TCAT/Huntsville. Johnson and Galyon has been selected as the general contractor for the Knox campus project. Schematic design is just about completed; then the architects (Barber McMurray) can begin work on the architectural design, which will hopefully be done in September. The 130,000 square foot facility will be a three-story structure. The first floor will consist of a state-of-the-art simulation hospital; the second floor will house TCAT programs; and the third floor will house RSCC programs. The expanded campus will enable RSCC to accept a second Nursing cohort. Covenant Health, the company that has donated land for the campus, has a great need for more nurses. Building occupation is projected for fall 2025.

4. TCAT/Harriman Update: Dr. Whaley reported that TCAT/Harriman has been appropriated funds for a new campus which will likely be built on land adjacent to the Roane County campus.
5. Alternate and Remote Work Policy: TBR has passed a new policy related to alternate and remote work arrangements. The policy gives institutions flexibility about those arrangements; however it requires that the institution put into place procedures for approval and written agreements documenting those approvals. These agreements must be reviewed at least annually. Marsha Mathews will be putting together a work group to draft a procedure for alternate/remote work arrangements. The Support Staff President and Faculty Senate President will be members of this work group, although much of this policy does not apply to faculty.
6. Campus and Workforce Updates: Teresa Duncan presented a PowerPoint presentation with great photos of athletic team accomplishments, summer camps and recruitment taking place on multiple campuses, and trainings offered by workforce staff. Teresa reminded everyone of the August 27 Field House ribbon-cutting and Hall of Fame Ceremony. She also announced that an offer has been extended to a candidate for Morgan County site director. The Oak Ridge Branch Campus director position is being re-posted, and the position to replace Kim Harris is still open.
7. Academics Update: Diane Ward announced that April Insko, Faculty Senate President, has successfully defended her doctoral dissertation. She also announced that Amy Keeling will be retiring at the end of July and Susan Pearson will be leaving for another position at the end of July. Aaron Stone, the new Middle College Director, introduced himself to the council. A new grant from the state will enable Roane State to accept a second cohort of students at the Morgan County Correctional Complex. The first cohort will graduate in December, 2023. Diane reported that over half of students currently enrolled for fall semester are enrolled in web sections. The deans are working hard to cluster on-ground classes to minimize driving for students.
8. Enrollment Update: Jamie Stringer reported that headcount is currently up 12% and up 13.6% in FTE. The increase is being fueled by new students. Adults and continuing sophomores are still down, so this is currently the focus of recruiting efforts. There are "recruiting kits" for any program director or others who want to do some recruiting. Lisa Steffensen and Kat Baker reported on student challenges that the coaches and counselors are seeing. Numerous coaches are working with students who are coming in to change their schedules because they cannot afford to drive to campus. Some are

indicating that they need to drop entirely because of finances. Coaches are directing many more students to need@roanestate.edu so Lisa can work with the Foundation to support them with emergency aid. Although the Foundation has been a great partner in this endeavor, a \$500 emergency aid cap may only help students this summer and leave them in greater need this fall. To encourage more utilization of the Roane County food pantry, there will be expanded hours, Monday – Friday. Class tours are encouraged as one of the best ways to spread awareness. Lisa will also be working with the cafeteria vendor to put together a breakfast program as a pilot for Roane County and Oak Ridge. This program will be modeled on a highly successful one at Ozark Technical and Community College. Randy Waggoner, Director of Student Care, Advocacy, and Accessibility Services, is currently working with the Tennessee Justice Center to train to help students apply for SNAP benefits. Kat Baker is working with Tinisha Key to make a list of spaces at all campuses that can be used and/or upgraded to give students more comfortable spaces to lounge/study or to participate in activities. This will benefit students who must spend the entire day on campus as well as encourage more students to spend time on campus and minimize driving.