

## President's Cabinet Meeting Minutes

June 27, 2022

1. Cabinet Guest: Chris Ayers, Vice President of TCAT/Harriman was today's guest. Chris is completing his Ed.D from East Tennessee State University and doing an internship with Roane State's Student Learning Office and President's Office. Chris was able to confirm that the new TCAT/Harriman will be built on property adjacent to RSCC.
2. Update on Visit to Southwestern Community College in North Carolina: President Whaley reported that the president of Southwestern will not be available during our proposed visit date in July. Dr. Whaley asked everyone to send Sherry dates in fall semester that would NOT be possible so we can propose alternate dates.
3. Travel Policy: Marsha will update the travel policy to include mileage increases approved by TBR. These increases will be effective for travel July 1 and after. Marsha has also been working with Diane Ward to identify activities that would be eligible for faculty to get travel reimbursement. Such activities would be division, faculty, and committee meetings with required attendance. (Not included would be Commencement, Convocation, and Academic Festival since those are considered official "work station" for the applicable dates.) Diane asked that these reimbursement changes be deferred until she can submit for faculty comment closer to their return in August.
4. Loudon County American Job Center: The career center board has informed the Loudon County mayor of their intention to vacate the space in the Lenoir City building shared with RSCC on June 30, 2022. Tamsin Miller and Marsha Mathews will check out the space and report back whether it would be appropriate for RSCC use.
5. Enrollment Update: Today's headcount is up 10.5%. Jamie Stringer stated that the recruitment priority is now adult students. Recruiters, site directors, and program directors need to have a physical presence "where the adults are." Jim McDaniel has "recruitment kits" for anyone wanting to make a presentation. Sarah Self will draft an email for the president to send out, emphasizing the role everyone at RSCC has to play in recruiting students. Sarah reported that new billboards are going up and a new commercial targeting adults is being planned. Diane indicated that Kat Baker's input from the success coaches has been invaluable in helping the deans monitor web sections, which are still filling quickly.
6. Knox County Update: Barber McMurray is finalizing the schematic, and the list of needed equipment is also nearing completion. Once these have been completed, a closer estimate of costs can be identified to assist with fundraising. Tamsin Miller is hopeful that the schematics can be completed in September so a ground-breaking can be scheduled for fall.
7. Cumberland County Update: Tamsin reported that the expansion design should be completed in the fall so a ground-breaking can be scheduled
8. Fentress County Update: Tamsin reported that 8 bids for architectural design have been submitted to TBR. Dr. Ward, Tinisha Key, and community stakeholders will work together to determine what programs should be offered at a permanent Fentress County campus.
9. Athletic Fieldhouse Update: We have received a 60-day temporary approval from the Fire Marshall until fire alarm panel connections can be corrected.

10. THEC Outcomes Funding Formula priorities: TBR has asked community colleges to review their priority weighting of measures in the funding formula for potential changes. The deadline to submit priorities is July 21. Since Dr. Whaley will be out of town and there will not be a Cabinet meeting until July 25, Karen Brunner will work with Jeff Tinley to gather information to send to the Cabinet to facilitate a decision.
11. Correctional Officer Program: The Governor has approved funding for selected colleges with Criminal Justice programs to add a Correctional Officer program. An informational Teams meeting is scheduled for 2:00 p.m. July 29.
12. Reporting of audits/reviews: TBR has asked institutions to report all program reviews/audits to their internal auditors, so they can notify TBR of any compliance issues. It is unclear whether this includes academic reviews such as program accreditation visits or simply issues with respect to state/federal agencies. Cynthia Cortesio will reach out to Mike Batson at TBR for clarification.
13. Records Holding Report: Karen reminded everyone to send her reports of records in their area created and/or destroyed during the past fiscal year by July 21 so they can be consolidated into an institutional report to TBR.
14. Budget Update: Marsha Mathews will send out approved departmental budget funding requests this week.