

President's Cabinet Meeting Minutes

August 1, 2022

1. Knox County Project Update: Tamsin Miller reported that the project is currently \$4.8 million over budget. She and Marsha Mathews will meet to do some "value engineering." This process identifies items that can be cut or substituted to create cost savings that maintain the integrity of the facility. One example is the proposed retaining wall. If that were to be cut, we save costs but sacrifice 90 parking spots. An additional unknown cost is the need for an additional 2 feet/1 inch of site prep dirt for which we are responsible. Marsha thinks that some cost overage can be achieved from the equipment list, since we can open the facility using some current equipment rather than purchasing all new equipment. Dr. Whaley reminded Marsha that we will need to budget for additional faculty and staff to run the facility. In addition to a coordinator and support staff for the simulation center, this facility will need a full-time IT/AV position. Scott Niermann reported that he continues to meet with the campaign consultant and is forming a campaign cabinet. He and Dr. Whaley are continuing to recruit a third co-chair and are working to get 100% commitment from the Foundation board. Tamsin noted that the earliest possible occupation date for the facility is summer 2025.
2. Fentress County Project Update: Tamsin reported that an architect will be assigned shortly. After an architect is chosen, programmatic planning can begin. Although there are no plans to add a Nursing program, there will be some type of healthcare program needed in the community. This project is being developed in partnership with TCAT/Oneida-Huntsville; however, this is the only TCAT capital project where the community college is the lead institution. Tamsin noted that there seems to be some confusion at TBR about this exception, and Dr. Whaley will take steps to make it clear if needed and make sure Tinisha Key has the most current information about the project. Additionally, Sarah Self was asked to be thinking about publicity that will reinforce RSCC's role as lead institution. This project is also slated for a summer 2025 opening.
3. Cumberland County Project Update: Project designer Kim Chamberlain has met with Jala Daniel and Sylvia Pastor about needs for the new science lab. Once the design has been submitted to TBR, an RFP for a contractor can be submitted. Once a contractor is chosen, a groundbreaking date can be set, possibly in September or October. This project is also slated for a summer 2025 opening.
4. NACCE Pitch competition: Robin Townson and Kat Baker had attended a NACCE workshop to learn about ideation techniques for identifying ideas for the Pitch competition. The categories for awards this year are Skilled Trades and Foundations. They led a meeting last month to begin the ideation process based on the techniques they learned. A follow-up meeting is scheduled to firm up idea(s) for making a pitch in one or both of these categories. Roane State will be among a number of colleges automatically moving to the second round, which will be a video presentation of the pitch. Kat noted that we will need lots of technical help to put together a video that will "wow." Finalist pitch teams will make their presentations at the annual NACCE conference in Boston, October 4.
5. Sick Leave Policy Revision: Marsha Mathews submitted revisions to PA-01-01 Sick Leave policy. The only changes are associated with a new special pool of hours that can

be used by disabled veterans. In order to access this pool, employees must self-report. Dr. Whaley asked to be reminded to mention this at Convocation. The changes were approved.

6. First Purge: The first purge for non-payment of tuition and fees is scheduled for August 11. Marsha noted that there are over 2,700 students who have not yet paid; however, fees were turned on late, and a large number of these students include dual enrollment students for whom certification has only begun today. Marsha also noted that a purge will likely not open a lot of seats and recommended not doing a first purge. Cabinet agreed. Instead, the Business Office will begin making calls to students (excluding dual) to remind them that fees are due August 10.
7. Enrollment Update: The enrollment dashboard shows headcount and FTE up 3%; however, Jamie Stringer thinks we are really down about 5% in headcount and 3% FTE. Coach appointments are down, but we actually gained 1% in returning students. Jamie thinks we will eventually end up around 8% in FTE. Marsha noted that HEERF funding for lost revenue will be able to cover this. Jamie has initiated discussions with Scott Healy and Associates and Noel Levitz to determine the cost for an enrollment "audit" and assistance with developing a strong recruitment plan for fall 2023. Jamie reported that for students interested in enrolling after August 3, Jack Parker will call all of them to determine whether they have a plan to pay for classes or to direct them to late start classes.
8. Clayton Homes will be coming to the Roane County campus on Friday, August 5 to tour property adjacent to the campus for a potential training site.
9. There will be no Cabinet meeting on August 15, since classes are beginning that week.
10. ORBC Director: Teresa Duncan announced that Andy Spellman has been appointed the new director of the Oak Ridge campus. He will begin the position on Monday, August 8.