

LEADERSHIP TEAM MINUTES

Wednesday, November 13th, 2024

November Attendance

Member	38 Attending Members
Dr. Wendi Tostenson (Chair) – President	X
Karen Waller – Executive Administrative Assistant to the President	X
Nancy Batson – Internal Auditor	X
Dr. Terri Day – VP for Academic Affairs	X
Brett Stoller – VP for Business and Finance	A
Dr. Emily C. Short – VP for Student Services	X
Greg McCalley – VP for Research, Assessment, and Special Initiatives	X
Karen Mitchell – VP for Resource Development	X
Lori Cutrell – VP for Human Resources	X
Nick Bishop – VP for Economic Development and Regional Centers	X
Duane Berry – AVP for Academic Affairs	X
Dr. AnneMarie McKee – AVP for Student Services	X
Dr. Walter Tarver – AVP for Student Success	X
Charlotte Soporowski – AVP for Business and Finance	A
Tim Amyx – Registrar/AVP for Strategic Enrollment Systems	X
Shane Talbott – Dean, Math and Science	X
Dr. Erin Mann – Dean, Humanities and Fine Arts	X
Kim Christmon – Dean, Health Sciences	X
Cassie Koester – Dean, Nursing	X
Dr. Rhonda Gregory – Dean, Social Science and Education	X
Kevin Blankenship – Dean, Business and Technology	X
Jason King – Chief Information Officer	X
Joe Pennington – Chief of Campus Police	X
Will Newman – Sr. Director of Plant Operations	X
Leah Balli – Sr. Director of Admissions/Strategic Enrollment Systems	X
Mike Powell – Sr. Director of Upper Cumberland	X

Dan Whicker – Director of Marketing	X
Lori Richards – Director of Cookeville Center	X
Meredith Young – Springfield Center Director	X
Sheila Jessup – Director of Payroll and Benefits	X
Tiffany Summers – Director of Financial Aid	X
Michelle Boyd – Director of Plant Operations	X
Bobby Hudson – Director of Athletics	X
Becky Frank – Director of Library Services and Learning Resources	X
Bobby Hudson – Director of Athletics	X
Deb Moore – Faculty Council Speaker	X
Allison Marberry – Admin of Training and Development	X
Alison Webster – Development Officer	X
Billy Dye – Assistant Dean/Biology Faculty	X
Len Assante – Assistant Dean/Communication Studies Faculty	X
Greg Lyons – Bursar	A
April Corkin – Coordinator of Purchasing and Contracts	X
Amy Hoffman – Grants Administrator	X
Joshua King – <i>Recorder</i> /RASI Data Technician	X

Others in Attendance: Leslie Smith – Manager of Access Center

November Summary

Leadership Team Decisions	Upcoming Events/Announcements
<ul style="list-style-type: none"> • Motion carried to approve prior Leadership Team meeting minutes. 	<ul style="list-style-type: none"> • Suggestions for 1, 3, and 5-year plans need to be provided to VPs as soon as possible. • Giving Day events: <ul style="list-style-type: none"> ○ Gallatin Community: November 21st at 7pm in SRB. ○ Gallatin Employees: November 22nd at 9AM in Carpeted Dining Room ○ Livingston 25th at 9:30 AM and Cookeville at 1:00 PM. • Holiday Luncheon on December 16th, from 11 AM to 1 PM. Please RSVP by 4:30 PM on November 18th, 2024. • Vol State Spirit Days in January of next year. <ul style="list-style-type: none"> ○ Vol State Swag Day on January 27th, 2025. ○ Alma Mater Sweatshirt Day on January 28th, 2025. • Pioneer First Award applications will be available soon. Deadline is February 28th, 2025. • Spring 2025 Total Campus Experience Event coming soon. Details per campus will be available shortly. • Approximately 1.5 years until Vol State must be fully compliant with WCAG Version 2.1, Level AA accessibility requirements.

November Minutes

TOPIC	DISCUSSION/ANNOUNCEMENT/SUGGESTION/CONCLUSION	ACTION/FOLLOW-UP
CALL TO ORDER (9:32 AM)	Chair Dr. Tostenson called the Leadership Team to order at 9:32 AM on November 13th, 2024 .	
OPENING REMARKS – PRESIDENT UPDATES (9:33 AM)	<p>President’s Updates:</p> <ul style="list-style-type: none"> • Reviews the funding formula metrics, and VSCC’s goal outcomes. <ul style="list-style-type: none"> ○ THEC will visit in January to discuss the funding formula in more detail. • Chancellor Tidings (TBR) has created focus groups for reviewing articulation agreements between TCATs and community colleges. • 1-, 3-, and 5-year plans needed to determine employee vision for Vol State’s future. <ul style="list-style-type: none"> ○ Ideas and suggestions (big plans) should be handed to VPs ○ Will be used to build the Strategic Plan and to determine high emphasis for next funding formula. • Dr. Tostenson will be taking ownership of the regional site management. <ul style="list-style-type: none"> ○ Directors of regional sites will be reporting to Dr. Tostenson. 	
REVIEW OF PRIOR MEETING MINUTES (9:46 AM)	Deb Moore reviews the minutes from the last Leadership Team meeting. Motion carried to approve prior meeting minutes.	Motion carried to approve prior meeting minutes.
REVIEW OF REVISED POLICY – I:03:01 SOLICITATION AND ACCEPTANCE OF GIFTS (9:47 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> • No substantial changes. Renamed office from Office of Resource Development to Office of Advancement. • When items are donated, President and designee (VP of Advancement) must approve donation. <ul style="list-style-type: none"> ○ Ensures that donations are properly captured on paper. • Before accepting the gift, <i>check with Office of Advancement</i>. 	

	<ul style="list-style-type: none"> ○ Some gifts cannot be received. 	
FACULTY COUNCIL/SENATE FEEDBACK (9:49 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> ● Faculty Senate model test-runs have been overwhelmingly positive. <ul style="list-style-type: none"> ○ Handful of negative voices, but great feedback from positive and negative feedback. ● Votes on Faculty Senate will occur in Spring 2025. <p>Announcements:</p> <ul style="list-style-type: none"> ● Faculty council will be sponsoring “College Spirit Days” <ul style="list-style-type: none"> ○ Jan 27th, 2025: Vol State Swag Day. ○ Jan 28th, 2025: Alma Mater Sweatshirt Day. 	
VOL STATE GIVING DAY PREVIEW (9:53 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> ● Mitchell gives a preview of the Giving Day countdown page. ● Instead of posting on college social media accounts, Giving Day posts should be sent to marketing. <ul style="list-style-type: none"> ○ Personally repost or share posts, if comfortable. <p>Announcements:</p> <ul style="list-style-type: none"> ● Thursday, November 21st, 2024. Giving Day Community and Division Hall of Fame. Celebration in SRB (Steinhauer-Rogan-Black) building. <ul style="list-style-type: none"> ○ The celebration is for the community and will demonstrate the great accomplishments of each academic division. ● Friday, November 22nd, 2024 at 9 AM. Giving Day Employee Celebration in Carpeted Dining Room (Wood - Mary Cole Nichols Dining Room) <ul style="list-style-type: none"> ○ Employee givers will receive Giving Day T-Shirt. ● Monday, November 25th, 2024, 9:30-10:30 AM. Giving Day Employee Celebration at Livingston Campus. 	

	<ul style="list-style-type: none"> Monday, November 25th, 2024, 1-2 PM. Giving Day Employee Celebration at Cookeville Campus. Monday, December 2nd, 2024, 9:30 – 10:30 AM. Giving Day Employee Celebration at Springfield Campus. 	
STRATEGIC ENROLLMENT MANAGEMENT (SEM) PLAN UPDATE (10:00 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> Dr. Short provides an update on the SEM Plan. Developed out of SWIM Digital project. Contract with SWIM ends December 31st. Members of the Leadership Team will now become part of the SEM Monitoring Team. <ul style="list-style-type: none"> Will be reviewing chair and work group structure. SWIM follow-up is expected in the next few weeks. Dr. Short will provide an update as soon as follow-up is available. 	
SLATE UPDATE (10:06 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> Dr. Short provides an update on Slate Usage as well as new projects being worked on by Strategic Enrollment Systems. New slate projects: <ul style="list-style-type: none"> Student services solution to communicate plans between financial aid and student services. Strategic Enrollment Systems is working on a ticketing system to help prioritize Slate addition requests. 	
ROBOTICS CERTIFICATIONS (10:09 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> Business and Technology is in the process of purchasing two FANUC Robotics certification carts. <ul style="list-style-type: none"> Students certified in FANUC Robotics can go anywhere that uses FANUC Robotics. FANUC is the worldwide market leader in industrial robotics. Reasons for purchasing FANUC Robotics certification carts: <ul style="list-style-type: none"> <i>Students:</i> Students need to exit with as many industrial certs to get an advantage in the job market. 	

	<ul style="list-style-type: none"> ○ <i>Community</i>: Existing businesses could have their workforce trained for FANUC Robotics to help with economic development and growth. 	
FACULTY TRAINING VIDEO IDEA (10:13 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> • Dr. Day discusses options to provide Faculty with annual training opportunities. <ul style="list-style-type: none"> ○ 171 full-time faculty and 100s of adjuncts. • Academic Affairs is pursuing options to streamline employee training processes. <ul style="list-style-type: none"> ○ If there are training needs for departments such as Access Center, please contact Academic Affairs. • Will likely be stored in an eLearn shell, for access anytime. 	
GRADUATION APPLICATION UPDATE (10:17 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> • Amyx proposes idea for utilizing Slate for graduation applications, allowing students to initiate their own graduation applications. <ul style="list-style-type: none"> ○ Historically, students had to contact an advisor to help initiate the process. Students would be able to initiate the application, <i>with advisor intervening if there is an issue</i>. • Students wouldn't need to know anything about the backend technical process. Can sign in using the student credentials to fill out application. <p>Conclusion/Recommendation:</p> <ul style="list-style-type: none"> • No additional concerns for continuing research to make graduation applications student-facing as an initial step. Amyx and team will work through other issues through evaluation and improvement and employee suggestions. 	No additional concerns for continuing research to make graduation applications student-facing as an initial step. Amyx and team will work through other issues through evaluation and improvement and employee suggestions.
ACCESSIBILITY COMPLIANCE CHANGES 2024-2026 (10:30 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> • Leslie Smith discusses new Accessibility Compliance rules created by the Department of Justice. 	

	<ul style="list-style-type: none"> • Department of Justice (DOJ) ruled that ALL web content, applications, etc. for all state/local government agencies must be fully compliant with WCAG Version 2.1, Level AA requirements. <ul style="list-style-type: none"> ○ Vol State has ~1.5 years to become fully compliant. • Includes anything that is public-facing and anything inward facing (i.e. internal processes must be fully compliant.) <ul style="list-style-type: none"> ○ Archived web content doesn't need to be updated unless it's being concurrently used. ○ Password protected documents sent or owned by specific individuals are not subject to accessibility rules (password facing websites must be fully compliant, however.) • 3rd party content will must be accessible. If it's inaccessible, TBR expects termination of content use. <p>Action Items:</p> <ul style="list-style-type: none"> • Form a task force with 4 work groups to focus on each main area: <ul style="list-style-type: none"> ○ Web management ○ Marketing/Social Media ○ Procurement and Contracts ○ Business Office, Admissions, and HR Processes. • Task force is in the process of doing an accessibility audit. 	
<p>AI SURVEY EXECUTIVE SUMMARY (10:40 AM)</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Gregory, Rhonda gives executive summary of the AI survey results. • 506 responses, representing ~8% of the Vol State community. • Faculty are using AI in the workplace. • Students, staff, and faculty already use AI on a weekly basis. <ul style="list-style-type: none"> ○ ChatGPT and Grammarly are most popular across the campus. • Students feel unprepared to enter a workforce that is more reliant on AI in their jobs. 	

	<ul style="list-style-type: none"> AI Task Force will be broken apart into two subgroups, one for Faculty, and one for staff. This is because the use cases for each are vastly different. 	
ALUMNI FACULTY & STAFF APPRECIATION EVENT (10:43 AM)	<p>Suggestion:</p> <ul style="list-style-type: none"> Gregory, Rhonda suggests that an event for alumni faculty and staff have a dedicated event to celebrate faculty and staff who worked at Vol State in the past. <ul style="list-style-type: none"> An opportunity to reflect on those in the past who contributed to Vol State’s story. Alison in Alumni Relations can ensure that everyone is connected on the process. 	
DAN WHICKER INTRODUCTION (10:45 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> Dan Whicker, the new Director of Marketing, discusses some of the new changes happening in the marketing office. New marketing streamlining processes to make things simpler for faculty and staff. Marketing is looking at a new project management solution to organize work requests. <ul style="list-style-type: none"> Continue to send work requests to Marketing directly via email in the meantime. Social Media Changes have been imposed to align with TBR’s social media mandate. <ul style="list-style-type: none"> The TBR mandate will ensure that branding and messages stay consistent across all Vol State media platforms. 	
PIONEER FIRST AWARDS (10:53 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> Dr. Tarver considers ways to get first generation students more engaged on campus, by means of implementing programs. Student Services have created a “Pioneer First Awards” awards program. <ul style="list-style-type: none"> Acknowledges academic and leadership successes of first-generation students. 	

	<ul style="list-style-type: none"> ○ Students can apply for the award in Slate. ○ There will be a monetary award (scholarships) for students who win the award. ○ Students can be nominated by faculty or can apply themselves. ○ The event is once a year, deadline is February 28th. ○ Students cannot be graduates; they must return to class following the award. 	
SPRING 2025 TOTAL CAMPUS EXPERIENCE (10:58 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> ● Dr. Tarver mentions Spring orientation, “Total Campus Experience” ● Detailed Spring 2025 Total Campus Experience information should be available at the end of the week. 	
ADJOURNMENT (11:08 AM)	Meeting adjourned by Chair Dr. Tostenson at 11:08 AM.	