

LEADERSHIP TEAM MINUTES

Wednesday, December 11th, 2024

December Attendance

Member	39 Attending Members
Dr. Wendi Tostenson – <i>Chair</i> /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	X
Dr. Emily C. Short – VP for Student Services	A
Greg McCalley – VP for Research, Assessment, and Special Initiatives	X
Karen Mitchell – VP for Resource Development	X
Lori Cutrell – VP for Human Resources	A
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	X
Tim Amyx – Registrar/AVP for Strategic Enrollment Systems	X
Jason King – Chief Information Officer	X
Joe Pennington – Chief of Campus Police	A
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
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	A

Dan Whicker – Director of Marketing	X
Lori Richards – Director of Cookeville Center	A
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

December Summary

Leadership Team Decisions	Upcoming Events/Announcements
<ul style="list-style-type: none">• Motion carried to approve prior Leadership Team meeting minutes.• Motion carried to approve policy revisions.	<ul style="list-style-type: none">• Suggestions for 1, 3, and 5-year plans must be provided to VPs as soon as possible.• 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. The 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 fully comply with WCAG Version 2.1, Level AA accessibility requirements.

December Minutes

TOPIC	DISCUSSION/ANNOUNCEMENT/SUGGESTION/CONCLUSION	ACTION/FOLLOW-UP
CALL TO ORDER (9:36 AM)	Chair Dr. Tostenson called the Leadership Team to order at 9:36 AM on December 11th, 2024 .	
REVIEW OF PRIOR MEETING MINUTES (9:37 AM)	Deb Moore reviewed the minutes from the last Leadership Team meeting. Motion carried to approve prior meeting minutes.	Motion carried to approve prior meeting minutes.
CAFETERIA DISCUSSION (9:37 AM)	Information: <ul style="list-style-type: none"> • There are plans to implement cafeteria price decreases in 2025. • Requested that Leadership Team members contact faculty and staff for any feedback. • Stoller suggested that Faculty/Staff events pass quotes from other caterers to the cafeteria for potential price matches. This also allows the cafeteria to understand other caterers' quantity/offerings. 	
POLICY REVISIONS (9:42 AM)	Policy Revisions: <ul style="list-style-type: none"> • II:01:03 General Education Requirements and Undergraduate Degree Requirements Policy: <ul style="list-style-type: none"> ○ Updated verbiage to refer to General Education as Core. ○ Removed text relating to 4-year universities. • II:01:14 Re-Selling of Examination Copies of Textbooks Policy: <ul style="list-style-type: none"> ○ Minor verbiage changes. • II:08:00 Faculty Credentialing Policy: <ul style="list-style-type: none"> ○ Allows faculty with an associate's degree and demonstrated teaching competency to teach college success courses. ○ Change allows divisions with Career Technical Education (CTE) programs to offer First Year Experience (FYEX) courses that can be taught by existing faculty. 	Motion carried to approve policy revisions.

	Decision: <ul style="list-style-type: none"> • Motion by Nick Bishop. • Second by Dr. Erin Mann. • Motion carried to approve policy revisions. 	
SLATE ENROLLMENT DASHBOARD (9:45 AM)	Information: <ul style="list-style-type: none"> • Tim Amyx and Leah Balli gave a live demonstration of the Slate enrollment dashboard. • Amyx and Balli asked for suggestions to make the enrollment dashboard better. 	
GIVING DAY UPDATE (10:00 AM)	Information: <ul style="list-style-type: none"> • Giving Day 2024 was a massive success, with Vol State surpassing its goals. • Dollar Goal was \$50,000; raised ~\$65,000. • The donor goal was 200, and there were 225 donors. 62 donors were new donors. 	
VSCC ALUMNI ASSOCIATION (10:01 AM)	Information: <ul style="list-style-type: none"> • As the new Alumni and Engagement Officer, Alexis O'Malley should be involved with communication relating to the Vol State Alumni Association. • Please contact Alexis O'Malley or Alison Webster when interacting with alums. 	
PROPOSAL FOR STUDENT-PAINTED MURALS IN CAMPUS BUILDINGS (10:02 AM)	<p>Dr. Erin Mann discussed ways the Art Department seeks to professionalize art students and increase student engagement. Dr. Mann shared a proposed approval process with the Leadership Team to demonstrate how the Art Department would approve student mural requests.</p> Discussion: <ul style="list-style-type: none"> • Suggestions were made to record a time-lapse of the creation process for recruiting purposes. 	

	<ul style="list-style-type: none"> • Art faculty <i>are</i> aware of their involvement in this proposal and are optimistic about being involved. • Suggestions were made to include a clause about change to make students aware of the refreshing of murals over time so new students can create new murals. • The Leadership Team approves mural locations and designs before starting the mural creation process. <p>Outcome:</p> <ul style="list-style-type: none"> • Minor revisions to the proposal were made, including additional clarification that murals can and will be updated, repaired, and destroyed over time and for potential Leadership Team denial reasons. • The Leadership Team had a digital vote to approve the <i>revision of the proposal</i>. Of the 34 members who voted, 33 (97%) voted <i>for the revision of the proposal</i>, with 1 vote <i>against the proposal</i> solely due to a lack of information regarding the allowed contents of the murals and the duration in which murals will stay before being changed or removed. 	
FALL BREAK COMBINED WITH THANKSGIVING PROPOSAL (10:17 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> • Billy Dye discussed the benefits of combining fall and Thanksgiving breaks into one full week off for students and faculty. <ul style="list-style-type: none"> ◦ Dye said that having two individual breaks fractures in two separate weeks potentially impacts student participation during those weeks. • Merging fall and Thanksgiving breaks is permissible under TBR Policy 2.04.00.00 – Academic and Registration Calendar. • Schedule change likely won't impact clinicals. <ul style="list-style-type: none"> ◦ October is a good time for CTE students to take a 2-day break. • Decision should be made as soon as possible to finish the 2026-2027 academic calendar. • Minor impact on the Financial Aid process to account for students who withdraw from all their classes. • TN eCampus schedule won't change, given that it is entirely different. 	Billy Dye will create an information sheet proposing the changes for further discussion in the Faculty Council/Senate, allowing for additional feedback from faculty.

	<ul style="list-style-type: none"> • The college campus would remain open. This change will not impact staff, only students and instructing faculty. • Schedule changes work better for Dual Enrollment because school districts are closed during Thanksgiving week. <ul style="list-style-type: none"> ◦ Change would effectively align DE and regular campus schedules. • Dye will create an information sheet proposing the changes for further discussion in the Faculty Council/Senate, allowing for additional feedback from faculty. 	
ZOOM VS. MICROSOFT TEAMS (10:32 AM)	<p>Jason King discussed the Zoom price increase of Vol State and sought feedback on moving away from Zoom to Microsoft Teams as the primary video conferencing platform.</p> <p>Discussion and Teams Information:</p> <ul style="list-style-type: none"> • Vol State’s bill for Zoom increased by ~55% over the last year from ~\$42,000 to ~\$65,000. • Existing “Zoom Rooms” must be converted into “Teams Rooms.” <ul style="list-style-type: none"> ◦ Will likely require changing out some hardware. There aren’t any cost estimates available currently. • Users can still join Zoom meetings from other organizations if said organization provides a Zoom link. • Users can still host meetings with people outside of the organization by creating Microsoft Teams links. • Microsoft Teams would allow a maximum of 1,000 people per meeting. • Microsoft Teams has a waiting room option, like Zoom. • A decision to move away from Zoom must be made before July 1st, 2025, if Vol State plans not to renew its campus-wide Zoom license. <p>General Feedback:</p> <ul style="list-style-type: none"> • While many were open to moving to Teams as the primary video conferencing platform to save money, the Leadership Team expressed concerns about faculty and staff lacking Teams training/experience. The 	

	Leadership Team suggested training sessions and a potential test run of the platform during a less busy semester.	
BUSINESS OFFICE/CASHIER'S OFFICE TERMINOLOGY (10:52 AM)	Information: <ul style="list-style-type: none"> The Cashier's Office requested that faculty and staff avoid referring to their office as the 'Business Office' when interacting with students. Since there is no signage to redirect students, using the official name, 'Cashier's Office,' will help ensure they can find the correct office. 	
TITLE IX FOR DUAL ENROLLMENT (11:05 AM)	<ul style="list-style-type: none"> TBR wants a unified Title IX communications process for middle college and DE students across all TBR schools, effective January 1st, 2025. New Title IX communications will be sent to DE/Middle College students at the beginning of each semester. 	
ADJOURNMENT (11:06 AM)	Chair Dr. Tostenson adjourned the meeting at 11:06 AM .	