LEADERSHIP TEAM MINUTES
Wednesday, January 8th, 2025

January 2025 Attendance

Member List	37 In Attendance
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	A
Brett Stoller – VP for Business and Finance	X
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	X
Tim Amyx – Registrar/AVP for Strategic Enrollment Systems	A
Jason King – Chief Information Officer	X
Joe Pennington – Chief of Campus Police	X
Shane Talbott – Dean, Math and Science	A
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	X

Member List (continued)	37 In Attendance
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
Terry Bubb – Director of Advising	X
Michelle Boyd – Director of Plant Operations	X
Bobby Hudson – Director of Athletics	A
Becky Frank – Director of Library Services and Learning Resources	A
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	X
April Corkin – Coordinator of Purchasing and Contracts	X
Amy Hoffman – Grants Administrator	X
Joshua King – *Recorder*/RASI Data Technician	X

January 2025 Minutes

TOPIC	DISCUSSION/ANNOUNCEMENT/SUGGESTION/CONCLUSION	ACTION/FOLLOW-UP
CALL TO ORDER (9:37 AM)	Chair Dr. Tostenson called the Leadership Team to order at **9:37 AM** on **January 8th, 2025**.	
REVIEW OF PRIOR MEETING MINUTES (9:40 AM)	Deb Moore reviewed the minutes from the last Leadership Team meeting. Motion carried to approve prior meeting minutes.	Motion carried to approve prior Leadership Team minutes. • Motion: Dr. Kevin Blankenship • Second: Tiffany Summers
RAMER EARLY CLOSURE (9:42 AM)	Michelle Boyd discussed a rescheduling of the pest treatment in the Ramer building due to potential snow. Boyd proposed that the early closure could either be rescheduled to January 9th, 2025, at 4:00 PM or to the following Friday (January 17th, 2025). **Discussion:** • Services such as the testing run beyond 4:00 PM in Ramer, so alternative options for those services would potentially need to be provided. • SRB offered a spare room for such services to continue operating for the remainder of the day. **Outcome:** • Dr. Short will check with her groups providing services in Ramer and see if alternative locations can be used, if needed.	Dr. Short will check with her groups providing services in Ramer and see if alternative locations can be used.
FACULTY/STAFF ALUMNI IDENTIFICATION (9:48 AM)	Alison Webster notified the Leadership Team that an email will be sent from Alison or Alexis O'Malley to all faculty and staff to help identify which faculty and staff are also Vol State alumni. Webster encouraged the Leadership Team members to respond to the email and ask their employees and peers to do the same.	

INTERACTIVE CAMPUS MAP (9:49 AM)	Len Assante discussed students' difficulties when "learning to Vol State." Assante specifically mentioned difficulties students face when navigating the Vol State campus. Assante suggested Vol State create an interactive campus map on the website so students, faculty, staff, and visitors can easily navigate the campus. • Will help with FYEX courses, so students can learn about important areas on campus early. **Discussion:** • How do we encourage students to use existing interactive maps around Vol State's campus more? • Should it be on the public website (internet) or the campus intranet? • Would likely be a web app that contains departments in each building, and real-time GPS that helps them get to the places the places they need. **Outcome:** • The Leadership Team will consider looking at a map solution in phases. Starting with simpler (and more readily available) tools such as Google Maps for immediate purposes. The group will consider more robust solutions over time as the need arises.	The Leadership Team will consider looking at map solutions in phases. Starting with simpler (and more readily available) tools such as Google Maps for immediate purposes. The group will consider more robust solutions over time as the need arises.
PURCHASING SOFTWARE WITH THE PROCARD (10:06 AM)	Jason King provided information about the limitations of purchasing software and agreeing to a software or service's Terms and Conditions. • Software with individual licensing still includes Terms and Conditions, including some terms that Vol State is not permitted to accept. • This applies to *both* paid and free-to-use software. • Employees looking for software should talk to Information Technology (IT) to see if IT already offers a similar service. If employees are looking for something specific, they need to work with IT (who will work with Purchasing and Contracts) to ensure that the software's terms and conditions can be agreed. • Employees who find software they want <u>*may not*</u> purchase software with a ProCard.	

	o Software procurement almost always requires negotiation of Terms and Conditions to assure that Vol State can use the software.	
TRAINING FOR ASSISTING STUDENTS IN CRISIS (10:23 AM)	Dr. Emily Short (on behalf of Anne-Marie McKee) informed Leadership Team members of the TBR student suicide prevention training for faculty and staff. • Training dates for TBR trainings are January 28th at 11 AM and February 12th at 10:30 AM. • McKee would like to keep track of everyone who participates in the training and asks that the supervisors keep track of attendance.	
FY 2025-26 FEE REQUESTS (10:26 AM)	Brett Stoller alerted the Leadership Team of the review of student fees for submission to TBR. Any new or changed student/course fees must be approved by TBR as part of the annual fee request process. • Fees allow for the coverage of software/hardware for certain classes, for example. • TBR is responsible for approving/denying any fee requests by Vol State.	
REVIEW DRAFT GRANTS MANAGEMENT PROCEDURE (10:32 AM)	Amy Hoffman gave a status update on the Grants Management process and showed a live demo of the Grants Management interest form draft. • Grants Management guide and form are still a work in progress. • The new form will encourage faculty and staff to work with direct reports before reaching out to Grants Management. The Grants Management interest form is being created in Dynamic Forms to simplify the form creation process, more details to come.	
CONVOCATION RESCHEDULING (10:55 AM)	Due to the rescheduling of Ramer pest treatment and potentially snowy weather (campus will be closed on Friday), Dr. Tostenson asked for suggestions on how to communicate convocation. Options such as pre-recorded convocation or rescheduling in-person to a later date the following week were being considered. • Where classes are about to start, scheduling an in-person convocation may be difficult.	Due to a lack of room availability on Friday, January 17th, all convocation information will be moved to online.

	• Due to a lack of room availability on Friday, January 17th, all convocation information will be moved to online or in-person forums at a later date.	
ADJOURNMENT (11:06 AM)	Chair Dr. Tostenson adjourned the meeting at **11:06 AM**.	

The following activities were completed over Outlook on 01/15/2025:

TOPIC	DISCUSSION/ANNOUNCEMENT/SUGGESTION/CONCLUSION	ACTION/FOLLOW-UP
INSTITUTIONAL SCHOLARSHIP POLICY REVISION (III:07:07)	A vote for the revision of the Institutional Scholarship Policy (III:07:07) occurred over Outlook starting on January 15th, 2025. • Revision includes changes to Section IV, "Pioneer Leader Program." • Changes include an increase to the stipend per semester, an increase in required hours of service, and other formatting changes. **Outcome:** • 25 voting members of the Leadership Team voted "Yes" for revision of the policy, which is a majority vote. • All remaining Leadership Team members did not cast a vote.	25 voting members of the Leadership Team voted "Yes" on Outlook for the revision of the policy, which is a majority vote.