

LEADERSHIP TEAM MINUTES

Wednesday, March 12th, 2025

March 2025 Attendance

Member List	35 Attending
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	X
Greg McCalley – VP for Research, Assessment, and Special Initiatives	X
Karen Mitchell – VP for Resource Development	A
Lori Cutrell – VP for Human Resources	X
Nick Bishop – VP for Economic Development and Regional Centers	X
Duane Berry – AVP for Academic Affairs	A
Dr. AnneMarie McKee – AVP for Student Services	X
Dr. Walter Tarver – AVP for Student Success	A
Charlotte Soporowski – AVP for Business and Finance	X
Tim Amyx – Registrar/AVP for Strategic Enrollment Systems	X
Jason King – Chief Information Officer	A
Joe Pennington – Chief of Campus Police	X
Shane Talbott – Dean, Math and Science	X
Dr. Erin Mann – Dean, Humanities and Fine Arts	A
Kim Christmon – Dean, Health Sciences	X
Cassie Koester – Dean, Nursing	A
Dr. Rhonda Gregory – Dean, Social Science and Education	X
Dr. Kevin Blankenship – Dean, Business and Technology	A
James Roberson – Sr. Director of Workforce Development	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

Member List (continued)	
Dan Whicker – Director of Marketing	X
Lori Richards – Director of Cookeville Center	A
Delois Reagan – Director of Learning Commons	A
Meredith Young – Springfield Center Director	X
Sheila Jessup – Director of Payroll and Benefits	X
Tiffany Summers – Director of Financial Aid	X
Jennifer Johnson – Director of Admissions	A
Terry Bubb – Director of Advising	X
Michelle Boyd – Director of Plant Operations	X
Bobby Hudson – Director of Athletics	X
Becky Frank – Director of Library Services and Learning Resources	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	A
Greg Lyons – Bursar	X
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	6 Attending
Kathy Breeding – Director of Adult Education Program	X
Kristen Woodmore – Director of OSHA Training Institute Edu Center	X
Kathryn Miller – Director of Center of Emphasis, Health Sciences Continuing Education	X
Dana Powers (on behalf of Duane Berry) – Coordinator of Academic Affairs Initiatives	X
Darrell Rogers – Executive Administrative Assistant to Nick Bishop	X
Charles Alexander – Director of TN Small Business Development Center	X

March 2025 Minutes

TOPIC	DISCUSSION/ANNOUNCEMENT/CONCLUSION	ACTION/FOLLOW-UP
CALL TO ORDER (9:33 AM)	Leadership Team called to order at 9:33 AM on March 12th, 2025 .	
REVIEW OF PRIOR MEETING MINUTES (9:33 AM)	<p>Deb Moore reviewed the minutes from the last Leadership Team meeting.</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Tim Amyx • Second: Michelle Boyd • Motion carried to approve prior meeting minutes. 	<p>Motion carried to approve prior Leadership Team minutes.</p> <ul style="list-style-type: none"> • Motion: Tim Amyx • Second: Michelle Boyd
FACULTY SENATE MODEL OVERVIEW (9:33 AM)	<p>Faculty have approved the Faculty Senate model. Starting next fall, VSCC will be operating on the Senate model.</p> <ul style="list-style-type: none"> • Faculty Senate meetings will be open. • Faculty Senate will begin by addressing issues on collegiality. • Faculty Senate will discuss the definition of collegiality in the context of Vol State to be brought to the Leadership Team. 	
TBR POLICY ADOPTIONS (9:47 AM)	<p>Policy Adoptions:</p> <ul style="list-style-type: none"> • IV:01:01 General Travel Policy – Adoption of TBR Policy 4:03:03:00 • IV:01:02 Athletic and other group travel policy – Adoption of TBR Policy 4:03:03:50 <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: AnneMarie McKee • Second: Nick Bishop • Motion carried to adopt listed policies. 	<p>Motion carried to adopt listed policies.</p> <ul style="list-style-type: none"> • Motion: AnneMarie McKee • Second: Nick Bishop

POLICY REVISIONS (9:47 AM)	<p>Policy Revisions:</p> <ul style="list-style-type: none"> • IV:30:03 Skateboards, Roller Skates, Roller Blades, and Bicycles – Renamed “Use of portable wheeled devices” and Updated the Access Center name. • IV:30:04 Designated Hours of Campus Operations and Priority Campus Access – Updated • IV:30:05 Nottingham Act – Updated • IV:30:08 Animals on Campus – Updated the Access Center name. • IV:30:13 Accurate and Prompt Reporting of Crimes and Other Emergencies – Updated • IV:30:14 Preparation of Disclosure of Crime Statistics – Updated • IV:30:15 Timely Warnings – Updated the Marketing Department name. • IV:30:16 Immediate Emergency Notification – Updated the Marketing Department name. <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Tim Amyx • Second: Michelle Boyd • Motion carried to revise listed policies. 	<p>Motion carried to revise listed policies.</p> <ul style="list-style-type: none"> • Motion: Tim Amyx • Second: Michelle Boyd
POLICY DELETIONS (9:47 AM)	<p>Policy Deletions:</p> <ul style="list-style-type: none"> • IV:03:01 Snow and Ice Removal Policy • IV:30:01 Anthrax and Other Biological Agent Threats Policy • VI:02:04 Non-Credit Faculty Academic Freedom and Responsibility • VI:02:05 Non-Credit CEU Instruction Eligible Institutional Personnel and Rate of Compensation • VI:02:06 Non-Credit CEU Adjunct Faculty Compensation • VI:02:07 Enrollment of Pre-College Students into Non-Credit CEU Programs 	<p>Motion carried to revise listed policies.</p> <ul style="list-style-type: none"> • Motion: Nick Bishop • Second: Brett Stoller

	<ul style="list-style-type: none"> • VI:02:08 Determination of Non-Credit Course Workshop Content and CEU Award • VI:02:09 Non-Credit CEU General Admission • VI:02:10 CEU Grades • VI:02:11 Non-Credit CEU Student Schedule Changes • VI:02:12 Retention and Release of CEU Student Records • VI:02:13 Contract Training with Business and Industry Non-Credit Instruction • VI:02:14 Contract Training with Business and Industry Fixed Rate Fee for Credit Instruction • VI:04:02 Affiliation with External Agencies for Instructional Activities on the VSCC Campus • VI:02:01 Academic Calendars and Non-Credit Student Registration • VI:02:02 Non-Credit Course and Workshop Fees and Refunds • VI:02:03 Non-Credit Faculty Qualifications and Appointments <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Nick Bishop • Second: Brett Stoller • Motion carried to delete listed policies. 	
NEW POLICY ADOPTION (9:47 AM)	<p>Policy Adoption:</p> <ul style="list-style-type: none"> • VI:02:00 Workforce Development Division Program and Course Payment <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Nick Bishop • Second: Greg Lyons • Motion carried to adopt the listed policy. 	<p>Motion carried to revise listed policies.</p> <ul style="list-style-type: none"> • Motion: Nick Bishop • Second: Greg Lyons

WORKFORCE UPDATE (9:58 AM)	<p>Nick Bishop and his team in the Division of Economic Development and Strategies shared an update on their operations and news relating to Workforce. The directors of the workforce departments also shared overviews of their departments.</p> <ul style="list-style-type: none"> • The chancellor now requires all TBR colleges to provide a monthly report of all employer interactions. <ul style="list-style-type: none"> ○ This request is being made to avoid employer fatigue and for future funding opportunities from the Department of Labor. 	
CONTRACTS UPDATE (10:33 AM)	<p>April Corkin gave a short update on the rules for Contracts and Terms and Conditions.</p> <ul style="list-style-type: none"> • All Terms and Conditions are the same as contracts. April tells Dr. Tostenson what she <i>can</i> or <i>cannot</i> sign based on TN State Purchasing rules. • Dr. Tostenson is the only designated signer of Volunteer State Community College. • Anything that must be signed is legally binding and must be sent to April Corkin for prior approval. This includes Terms and Conditions for software and web-based applications (click-through agreements), • Message to approvers: <ul style="list-style-type: none"> ○ When a request comes in, approvers must read the quote and details first to ensure that you can approve the purchase request. ○ A <i>required</i> training will be hosted for all approvers at Vol State, with more details to follow. 	
SPONSORSHIP CHAMBER MEMBERSHIP (10:44 AM)	<p>Alison and Dan notified the Leadership Team of their sponsorship project for an event in the Upper Cumberland.</p> <ul style="list-style-type: none"> • While undergoing the project, they reviewed what Vol State was sponsoring. 	

	<ul style="list-style-type: none"> • VSCC has chamber memberships in many chambers within the service area. • If sponsorship requests occur, forward the information to Dan Whicker or Alison Webster. If it's something the college can't sponsor now, it may be something that can be sponsored later. • Alison and Dan are continuing to work on a list containing the areas/events that Vol State is sponsoring. 	
COMMUNICATION WITH MARKETING – ADVERTISING REQUESTS (10:44 AM)	<p>Dan Whicker shared information about communicating with Marketing for advertising purposes.</p> <ul style="list-style-type: none"> • Alert the Marketing department. They must be aware of what each department needs to be successful. • Email Marketing@volstate.edu for Marketing and Advertisement requests, so they can help. • Give Marketing success stories and news as they happen, so they can showcase student achievements. • Students have said they do not know what is happening around the campus. <ul style="list-style-type: none"> ○ This is because there is not a single streamlined way to communicate announcements to students. 	
COURSE SCHEDULING (11:03 AM)	<p>Terri Day (on behalf of Duan Berry) discussed the changes to course scheduling.</p> <ul style="list-style-type: none"> • All students have equal opportunity to be taught by full-time faculty. • Seniority no longer plays a role in who receives which students. • Day suggested that people with questions reach out to Deans, AVP of AA, or VP of AA. 	
CAMPUS POLICE PROGRESS REPORT (11:06 AM)	<p>Police Chief Pennington gave a status update on the upcoming projects in the Campus Police Department.</p>	

	<ul style="list-style-type: none"> • Campus Police (with students) produced a 12-minute active aggression safety video, which was adopted by TBR for system-wide training. • New videos to cover fire/tornado drills will be coming soon. • Average 25,000 calls per year. • After drills, the paging system was a problematic area. <ul style="list-style-type: none"> ○ A new paging system is currently in design, directly funded by Vol State. • Glass laminate installers arrived early, so reinforced windows/doors will be fully installed in ~7 weeks. <ul style="list-style-type: none"> ○ Glass laminate will be installed at all campuses, starting first with exterior ground floors on the first round, and interior on the second round. • Some camera systems around the campus are being fixed and upgraded. 	
BRIAN VAN BRUNT TRAINING (11:21 AM)	<p>AnneMarie McKee notified the Leadership Team of a student conflict management training that will be held on campus.</p> <ul style="list-style-type: none"> • Brian Van Brunt will host the training in the Wemyss Auditorium on March 21st. • All faculty and staff were encouraged to attend the event and share the information. 	
ADJOURNMENT (11:25 AM)	Chair Dr. Tostenson ended the meeting at 11:25 AM .	