LEADERSHIP TEAM MINUTES
Wednesday, April 9th, 2025

April 2025 Attendance

Member List	37 Attending
Dr. Wendi Tostenson – *Chair*/President	X
Karen Waller – Executive Administrative Assistant to the President	X
Nancy Batson – Internal Auditor	A
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	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	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	A
Dr. Rhonda Gregory – Dean, Social Science and Education	X
Dr. Kevin Blankenship – Dean, Business and Technology	X
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	X
Dan Whicker – Director of Marketing	X
Lori Richards – Director of Cookeville Center	A
Delois Reagan – Director of Learning Commons	X
Meredith Young – Springfield Center Director	A
Sheila Jessup – Director of Payroll and Benefits	X
Tiffany Summers – Director of Financial Aid	X
Jennifer Johnson – Director of Admissions	X
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	A
Deb Moore – Faculty Council Speaker	A
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 – *Recorder*/RASI Data Technician	X

Others in Attendance	3 Attending
Jamie Gorczyca – English Faculty	X
Jamie Fuston – Sociology Faculty	X
Diana Hardin – Coordinator of the Learning Commons	X

April 2025 Minutes

TOPIC	DISCUSSION/ANNOUNCEMENT/CONCLUSION	ACTION/FOLLOW-UP
CALL TO ORDER (9:32 AM)	Leadership Team called to order at **9:32 AM** on **April 9th, 2025**.	
REVIEW OF PRIOR MEETING MINUTES (9:33 AM)	Dr. Tostenson reviewed the minutes from the last Leadership Team meeting. **Outcome:** - Motion: Rhonda Gregory - Second: Tim Amyx - Motion carried to approve prior meeting minutes.	Motion carried to approve prior Leadership Team minutes. - Motion: Rhonda Gregory - Second: Tim Amyx
TBR POLICY/GUIDELINE ADOPTIONS (9:34 AM)	**TBR Policies to Adopt:** - I:01:08 Records Retention and Disposal of Records (TBR Policy 1.12.01.00) - I:05:01 Internal Auditing (TBR Policy 4.01.05.00) - IV:07:01 Deferred Payment Plan (TBR Guideline B-070) - IV:07:11 Identity Theft Protection (TBR Policy 4.01.05.60) - IV:08:01 Collection of Accounts Receivable (TBR Guideline B-010) - IV:09:01 Budget (TBR Policy 4.01.00.01) **Outcome:** - Motion: Dr. Kevin Blankenship - Second: Michelle Boyd - Motion carried to approve the adoption of listed TBR policies/guidelines.	Motion carried to approve the adoption of listed TBR policies/guidelines. - Motion: Dr. Kevin Blankenship - Second: Michelle Boyd

POLICY REVISIONS (9:34 AM)	**Policy Revisions:** • I:01:02 Agreement Contract • I:01:05 Reporting Losses of College Property and Resources • IV:07:03 Maintenance Fees • IV:07:05 Mandatory and Incidental Fees • IV:07:07 Misc. Course Fees • IV:07:08 Payment of Student Fees • IV:07:09 Refund Fee Adjustments • IV:30:10 Access Key Control • V:01:22 Staff Performance Evaluations **Outcome:** • Motion: Nick Bishop • Second: Dr. Emily Short • Motion carried to approve the revision of listed policies.	Motion carried to approve the revision of listed policies. • Motion: Nick Bishop • Second: Dr. Emily Short

POLICY DELETIONS (9:34 AM)	**Policy Deletions:**
	• IV:07:10 Credit Card Security
	   o Covered in IT Access Control Policy (VII:01:03)
	• V:02:08 Summer Work Schedule
	   o Covered in Alternative and Remote Work Arrangements Policy (V:02:20)
	
	Outcome:
	• Motion: Brett Stoller
	• Second: Dr. Kevin Blankenship
	• Motion carried to approve the deletion of listed policies.
		Motion carried to approve the deletion of listed policies.
		• Motion: Brett Stoller
		• Second: Dr. Kevin Blankenship

SWIM BRAND REDEVELOPMENT PROJECT (9:35 AM)	Alaina from SWIM Digital Group provided findings from numerous focus groups held with the Vol State Community. • Students find Patch the Pioneer and Vol State branding to be generic, outdated, unrelatable, and unwelcoming.	The Leadership Team will send out more information and move forward after getting more

	• Students do not resonate with Patch the Pioneer. • Vol State is known as a "highly respected" institution but is known as a "best kept secret." • Students responded well with the idea of "Pioneering", as they identified with the idea of being "Pioneers of their Future." **Blaze Proposal:** Alaina presented the proposed mascot, "Blaze," to the Leadership Team. • Blaze's story is developed with students in branding focus groups. Students in focus groups connected with Blaze the most. • Blaze works because the trail*blazer* narrative resonates deeply with Vol State students, because they believe they are pioneering their education and careers. ○ Trailblazing resonated especially with first generation and • Students connected with Blaze due to its connection with Tennessee history. Blaze is proposed as a blue Tennessee Walking Horse. • Blaze also refers to the flame in Vol State's logo, connecting the mascot to the brand. **Discussion:** • Several Leadership Team members expressed concerns with using a Tennessee Walking Horse due to prior cases of mistreatment of the breed. • A Leadership Team member expressed a market identity concern of Blaze being too similar another institution's mascot. If the horse's name is Blaze, it may need to be red. • Most teams with horse mascots are named after the mascot, while Pioneers with a horse mascot may not connect, warned one member of Leadership Team.	campus-wide feedback on a mascot.

	Outcome:	
	• The Leadership Team will send out more information and move forward after getting more campus-wide feedback on a mascot.	

AI, PEDAGOGY, AND CURRICULUM FINAL REPORT (10:08 AM)	Rhonda Gregory and the AI, Pedagogy, and Curriculum working group shared their final report on AI in academia. The working group was split into two subgroups. One for faculty, led by Jamie Fuston, and one for staff, led by Diana Hardin.
	
	Overview:
	• Members from across campus attended AAC&U Institute on AI, Pedagogy, and Curriculum.
	• Members had three primary goals when attending the Institute.
	    o Be better equipped to integrate AI into curriculum.
	    o Employer faculty, staff, and students with knowledge and resources of AI.
	    o Address academic ethical and equity goals.
	• The group administered an AI survey, which was sent to all faculty, staff, and students.
	• The AI group split into subgroups, one for Faculty and one for Staff, to identify each group's AI needs.
	
	Staff Sub-Group Perspective:
	• Staff in the AI subgroup had two main recommendations.
	    o Onboard a Coordinator of Institutional Training, in which AI would be a portion.
	    o Create a working group from various departments which works with the coordinator to inform of department needs.
	• Many insightful ideas were brought up during the subgroup meetings.
	    o AI is too general a term to use even in a discussion.
	    o Instead of providing "AI training", provide tailored training for specific tasks should be provided.	

- Focus on department-specific AI best practices.
  - Privacy, FERPA concerns, ethical use, etc.

Faculty Sub-Group Perspective:
- AI development is still highly fluid. Opinions may change over time based on AI development.
- AI policy should be figured out at the college level so faculty can be aware of their level of authority with AI policy in the classroom.
  - College policy will need to align with TBR policy, which is already flexible and allows a lot of freedom.
- New TBR AI policy allows for a lot of freedom and flexibility.
- Some other colleges are using a "stop light" notation system for assignments.
  - "Red Light" = No AI, "Yellow Light" = Some AI; See syllabus; "Green Light" = AI permitted.
- In-person classes are easy to maintain academic integrity, while online classes are much harder to prevent.
- Faculty suggested an expansion of proctoring options for campus-wide online courses.
  - Vol State has just acquired a new proctoring software (by Yuja) which can be used by any course that needs it.
- Faculty also suggested limit writing heavy classes to on-campus only.
- Access to paid AI tools can also expedite some activities which faculty must complete.

Discussion:
- Perkins READY Grant is possibly coming out soon; TBR (in collaboration with UT Knoxville) is focusing on AI Resilience for CTE.
  - UT is predicting that job postings will require experience in AI use for the given CTE field.

	- o Perkins READY will be available soon. - TurnItIn and other plagiarism tools may include false positives. - o Learning Commons stopped using TurnItIn due to the false positives.	
OVERVIEW OF ACTIVE PLANT OPERATIONS PROJECTS (10:31 AM)	Will Newman gave an update of ongoing Plants Operations projects. - Honeybees are back on campus. People can stop by Plant Ops for small vials of honey. - AC and Boiler repairs after storms in Gallatin. - Master Plan work. - o Master Plans are due every 10 years. Next Master Plan is due in 2.5 years. - Preparations for the Wilson County project. - o Project started 5 years ago as a 12-million-dollar project. Now a 69-million-dollar project. - o Wilson County property is 20 acres. 26 total ongoing projects at 11 million dollars in value. - For specific project needs, put in a project request so Plant Ops can develop a budget. - o This is for projects such as building walls. - o Repairs such as new carpet are considered work orders.	
THANK YOU FROM REGIONAL CAMPUSES (10:40 AM)	Mike Powell, on behalf of the regional campuses, thanked the Vol State community for keeping regional campuses involved in the team. - Regional campuses feel more involved with the entire campus than ever before. - Mike Powell now reports directly to Dr. Tostenson. If something has to do with regionals, contact Make Powell via email (in CC at least.)	
IT UPDATES (10:43 AM)	**Cybersecurity and Print Quota Training for First-Year Students:** With First Year Experience (FYEX) courses starting in the Fall, IT would like to insert a segment into the course teaching new student's cybersecurity basics and how to use printers on campus.	

- During a student cybersecurity phishing test, 2,900 students read the phishing email, 224 students clicked the phishing link, and 60 students provided their password.

IT Move Request Reminder:
- Numerous employees have moved offices without informing IT.
- Move requests must be submitted to IT when employees move offices so inventory can be updated, and employee directory can be changed.

Internet Firewall Cutover:
- As IT prepared to switch to a new internet firewall, the vendors requested to start the job on Thursday afternoon instead of Friday afternoon.
    - Starting a day early would give them an opportunity to monitor the firewall in production for a full day.
- The firewall cutover will be unnoticeable if all well.
- Any users who access the campus network remotely via VPN will need to contact IT to have a new VPN client installed on their computer.

NINJIO Training Dashboard:
- NINJIO, Vol State's new cybersecurity training vendor, is currently lacking a self-service tool for training reports.
- IT worked with Research, Assessment, and Special Initiatives (RASI) to create a cybersecurity training dashboard using NINJIO's API.
    - The dashboard allows managers to review their employee's participation.
    - The dashboard updates once per day at 7 AM, so managers can get the most up to date information.

	Penetration Testing Report and Remediation:	
	- A cybersecurity vendor performed some penetration tests on Vol State's internal and external networks. - There were numerous findings and concerns brought up by the vendors. - In a short period, IT remediated a considerable number of findings discovered by the vendor.	
ZOOM VS TEAMS DISCUSSION PART 2 (10:54 AM)	Jason King reminded the Leadership Team of the Zoom vs. Teams discussion from numerous months ago. He asked if we should delay the move to Teams to allow for campus-wide training on the software. **Outcomes:** - Leadership Team agreed to delay the discontinuation of Zoom until next July to allow for campus-wide Teams training. - In the meantime, campus employees should attempt to move their workflows to Teams from Zoom.	Leadership Team agreed to delay the discontinuation of Zoom until next July to allow for campus-wide Teams training.
HR UPDATES (10:59 AM)	**Building Coordinator Training:** - There are occasional instances where building coordinators are not present on days where drills occur. - Going forward, all Administrative Assistants (including Senior and Executive) are required to participate in building coordinator training. - Administrative Assistances do not have to serve as building coordinators. They must be trained for situations where a building coordinator is not present in their area. **Alternative/Remote Work for Summer 2025:** - Summer 2025 will run from June 1st – August 31st. - The notes area of the Alternative/Remote Work form is for employees to work with their supervisors on any department-	

	specific exceptions (i.e. Must work regular schedule for the month of August.) • Alternative and Remote work is a <u>privilege</u> and is at the discretion of each office. ○ Each supervisor is responsible for ensuring employees are present and working while remote or working an alternative schedule. **Policy for Students Experiencing Pregnancy:** • Dr. Day, Dr. Short, and Lori Cutrell are working on a policy which gives faculty guidelines of what they can do for a student experiencing pregnancy. • The policy is almost ready, and will be discussed further soon.	
ADJOURNMENT (11:05 AM)	Chair Dr. Tostenson ended the meeting at **11:05 AM**.	