

LEADERSHIP TEAM MINUTES

Wednesday, May 14th, 2025

May 2025 Attendance

Member List	Attendance
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 Advancement	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	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
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
Member List (continued)	
Dan Whicker – Director of Marketing	X
Lori Richards – Director of Cookeville Center	A
Delois Reagan – Director of Learning Commons	X
Sheila Jessup – Director of Payroll and Benefits	X
Tiffany Summers – Director of Financial Aid	X
Jennifer Johnson – Director of Admissions	X
Michelle Boyd – Director of Plant Operations	X
Bobby Hudson – Director of Athletics	A
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	Attendance
Stella Pierce	X
Girjia Shinde	X
Jeremy Walker – Help Desk Coordinator	X

May 2025 Minutes

TOPIC	DISCUSSION/ANNOUNCEMENT/CONCLUSION	ACTION/FOLLOW-UP
CALL TO ORDER (9:30 AM)	Leadership Team called to order at 9:30 AM on May 14th, 2025 .	
REVIEW OF PRIOR MEETING MINUTES (9:32 AM)	<p>Dr. Tostenson reviewed the minutes from the last Leadership Team meeting.</p> <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Kevin Blankenship • Second: Tim Amyx • Motion carried to approve prior meeting minutes. 	<p>Motion carried to approve prior Leadership Team minutes.</p> <ul style="list-style-type: none"> • Motion: Kevin Blankenship • Second: Tim Amyx
TBR POLICY ADOPTIONS (9:33 AM)	<p>TBR Policies to Adopt:</p> <ul style="list-style-type: none"> • IV:02:01 Purchasing • IV:02:02 Procurement Card • V:02:17 Benefit in the Event of an Employee Death <p>Outcome:</p> <ul style="list-style-type: none"> • Motion: Tim Amyx • Second: Kevin Blankenship • Motion carried to approve the adoption of the listed TBR policies. 	<p>Motion carried to approve the adoption of the listed TBR polices.</p> <ul style="list-style-type: none"> • Motion: Tim Amyx • Second: Kevin Blankenship
POLICY REVISIONS (9:35 AM)	<p>Policy Revisions:</p> <ul style="list-style-type: none"> • I:01:03 Use of Campus Property and Facilities • IV:02:03 Purchase of Business Meals and Events • IV:04:01 Capital Assets Control • IV:30:07 Traffic and Parking Regulations • V:06:02 Payroll 	<p>Motion carried to approve the revision of the listed policies.</p> <ul style="list-style-type: none"> • Motion: Leah Balli • Second: Duane Berry

	Outcome: <ul style="list-style-type: none"> • Motion: Leah Balli • Second: Duane Berry <p>Motion carried to approve the revision of the listed policies.</p>	
LEGISLATIVE UPDATE/RECONCILIATION BILL (9:38 AM)	<p>The federal government is working on legislation (the Reconciliation Bill, House-side) which will be passed at some point. This legislation is likely to impact the way Vol State does business if passed as-is.</p> <ul style="list-style-type: none"> • Pell moving from 12 Credit Hours to 15 Credit Hours • Anyone taking less than 7.5 Credit Hours is ineligible for Pell • Institutions that provide loans will be responsible for repayment if students do not repay their loans. • Looking for specific completion rates from community colleges. • Some parts of the bill are projected to start in the fall, while the Pell portion could start as early as July 1st. • This matter will be discussed further in the coming weeks. 	
FACULTY SENATE (10:11 AM)	<p>Deb Moore gave an update on the Faculty Senate.</p> <ul style="list-style-type: none"> • Faculty approved a new Faculty Senate Constitution. • The current Faculty Senate Roster is: <ul style="list-style-type: none"> ○ Deb Moore, President ○ Amber Sullivan, Vice President ○ Ines Petrovic Garcia, Secretary ○ Girjia Shinde, Treasurer ○ Patrick Green, Parliamentarian ○ Jamie Fouston, At-Large Member ○ Stella Pierce, TBR Sub-Council Representative • Deb suggested including members of the Executive Committee <ul style="list-style-type: none"> ○ Currently, all communication and concerns by faculty run through one person. ○ Expect to see faculty from the Executive Committee in Leadership Team meetings. They will attempt to attend as often as their teaching schedules allow. 	

	<p>Deb also shared the working copy of the faculty's definition of Collegiality, stating that it is still being worked on by faculty.</p> <ul style="list-style-type: none"> • Creating a good campus culture will require faculty and staff to work together and focus on collaboration and problem solving. 	
<p>BUSINESS AND FINANCE UPDATE (10:19 AM)</p>	<p>Radios:</p> <ul style="list-style-type: none"> • Vol State received radios from TBR over a year ago (via TBR funding). These radios have not worked for over a year. • Chief Pennington had to talk to the vendor to get the radios fixed. • These radios can talk be used to communicate statewide. <ul style="list-style-type: none"> ○ Each campus/center can use the radios to interact with one another. • The radios can also directly contact campus dispatch. <p>Campus Space Usage:</p> <ul style="list-style-type: none"> • For all uses of campus space by external organizations, send them to Jordyn McAllister in Plant Operations. • Avoid being the middleman, just pass the organization to Plant Operations and let them handle the scheduling. • There is not a set date for when Saturdays will be available for external campus use. <ul style="list-style-type: none"> ○ Starting with specific Saturdays as needed. • All bookings must be <u>less than</u> 90 days from the event date. <p>Contracts:</p> <ul style="list-style-type: none"> • Please give April <i>at least</i> 2 weeks' notice for contract reviews. <ul style="list-style-type: none"> ○ Template contracts require a minimum of 2 weeks for review. • Anything other than this may take longer. Please provide as much time to Purchasing and Contracts as possible to fully review the contract. <ul style="list-style-type: none"> ○ Some vendor contracts can take months. 	

	<ul style="list-style-type: none"> • April needs time to review and negotiate with the service provider to ensure it is legally signable by Vol State. 	
FACULTY AND STAFF FOCUS PROJECT (10:36 AM)	<p>Delois Reagan and Jeremy Walker presented the project being worked on by faculty and staff focus groups.</p> <ul style="list-style-type: none"> • The focus groups started during August of last year. Faculty and staff were in separate focus groups. • These focus groups focused on student barriers, challenges, successes, etc. Giving members an opportunity to address common student issues. • Of all feedback provided by faculty and staff focus group members, there were 4 possible projects to select from. An internal employee directory was chosen by both faculty and staff focus groups. <p>Jeremy presented a working version of the directory, built directly in SharePoint.</p> <ul style="list-style-type: none"> • General employee information is already inside the directory and is updated by IT. • Specific information, such as subject matter expertise, can be added by the user, allowing users to search for other employees based on their expertise. • The “Test Directory” button can be found directly in the Vol State portal for employees who would like to test it. 	
IT UPDATE (10:51 AM)	<p>Ivy AI Discontinuation:</p> <ul style="list-style-type: none"> • Ivy AI, or the Vol State chatbot, is being removed from the website due to its lack of use. Discontinuing the service will save Vol State ~\$21,000 per year. <p>Internet Upgrade:</p> <ul style="list-style-type: none"> • Vol State’s internet is being upgraded across all campuses with \$350/mo. savings. • These internet upgrades will occur over the summer. 	

	IT Ticket Simplification: <ul style="list-style-type: none"> • When creating a ticket in the IT Help Desk portal, you can select the “Submit a Help Ticket” button to create a ticket. <ul style="list-style-type: none"> ○ You do not have to pick a category when creating your ticket with this option. Help Desk will route the request to the correct location. 	
OTHER NEWS	Other news mentioned during the Leadership Team meeting: <ul style="list-style-type: none"> • Vol State’s Springfield Center is closed for the summer for AC repairs. • Vol State’s budget has been submitted to TBR. <ul style="list-style-type: none"> ○ Vol State will not know anything until mid-June when the budget is approved. ○ TBR can make adjustments as needed. • Spring 2025 commencement had 338 students. 2 ceremonies may be required if Vol State surpasses 400. 	
ADJOURNMENT (11:02 AM)	Chair Dr. Tostenson ended the meeting at 11:02 AM .	