

LEADERSHIP TEAM MINUTES

Wednesday, October 9th, 2024

October Attendance

Participant	33 Attending
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	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	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	X
Charlotte Soporowski – AVP for Business and Finance	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	A
Jason King – Chief Information Officer	X
Joe Pennington – Chief of Campus Police	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
Lori Richards – Director of Cookeville Center	X

Meredith Young – Springfield Center Director	A
Sheila Jessup – Director of Payroll and Benefits	X
Tiffany Summers – Director of Financial Aid	A
Michelle Boyd – Director of Plant Operations	X
Becky Frank – Director of Library Services and Learning Resources	A
Tim Amyx – Registrar/AVP for Strategic Enrollment Systems	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	A
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

Others in Attendance: Assistant Chief Steven Craig

October Summary

October Decisions	October Announcements
<ul style="list-style-type: none"> • Motion carried to approve prior Leadership Team meeting minutes. • TBR policies were reviewed by the Leadership Team and adopted (See “TBR POLICY ADOPTION AND VSCC POLICY REVIEW.”) 	<ul style="list-style-type: none"> • Fire drills will occur the week of <u>October 21st</u>, during a time when major activities are not being held. • Vol State Foundation will host its first Online Giving Day from noon on November 20th to 11:59 pm on November 21st

October Minutes

TOPIC	DISCUSSION/ANNOUNCEMENT/SUGGESTION/CONCLUSION	ACTION/FOLLOW-UP
CALL TO ORDER (9:35 AM)	Chair Dr. Tostenson called the Leadership Team to order at 9:35 AM on October 9th, 2024 .	
REVIEW OF PRIOR MEETING MINUTES (9:39 AM)	Deb Moore reviews the minutes from the last Leadership Team meeting. Motion carried to approve prior meeting minutes.	Motion carried to approve prior meeting minutes.
TBR POLICY ADOPTION AND VSCC POLICY REVIEW (9:40 AM)	<p>Discussion:</p> <ul style="list-style-type: none"> • The Leadership Team reviews the following policies for adoption: <ul style="list-style-type: none"> ○ IV:01:05 Preventing & Reporting Fraud, Waste & Abuse - TBR 4:01:05:50 ○ IV:05:10 Deposit and Investment of Funds ○ V.01.04 Classification of Benefits for Fees and Tuition – TBR 5.01.04.10 ○ V.02.03 Leave of Absence - TBR 5.01.01.03 ○ V.02.04 Military Leave - TBR 5.01.01.04 ○ V.02.05 Civil Leave - TBR 5.01.01.05 ○ V.02.11 Bereavement Leave - TBR 5.01.01.09 ○ V.02.16 Voting Leave - TBR 5.01.01.12 • Stoller, Brett reviews the following VSCC policies with no changes: <ul style="list-style-type: none"> ○ IV:07:02 – General Fees ○ IV:07:04 – Out-of-State Tuition ○ IV:07:06 – Student Fees <p>Suggestions/Feedback/Conclusion:</p> <ul style="list-style-type: none"> • TBR policies were reviewed by the Leadership Team and adopted. 	The Leadership Team reviewed and adopted TBR policies.

<p>SCHOOL SPIRIT DISCUSSION (9:44 AM)</p>	<p>Discussion:</p> <ul style="list-style-type: none"> • Assante, Len discusses APSU’s efforts in marketing their Campus Center and suggests that Vol State takes a similar approach to increase its brand awareness. Requests additional discussion to find new ways to improve school spirit in Wood Campus Center. <ul style="list-style-type: none"> ○ A selfie wall may be a good opportunity to promote student spirit and pride. ○ Branded rocks are an additional way to boost student brand awareness. • Talbott, Shane mentions that a college's history and how it tells its own story is crucial to student brand awareness and pride. • Amyx, Tim mentions how the University of Oregon controls their welcome center to enhance the student experience. <ul style="list-style-type: none"> ○ Mentions past conversations to convert Ramer Great Hall into a welcome center. • Ideas were suggested about how to engage with alums, including: <ul style="list-style-type: none"> ○ Showcase successful alumni with a “Wall of Fame.” ○ Utilize QR codes for alums to easily update contact information. ○ Consider replacing the giving tree with a high-definition screen that interactively showcases donor stories and alumni's achievements. <p>Suggestions/Feedback/Conclusion:</p> <ul style="list-style-type: none"> • Tostenson, Wendi suggests that the Leadership Team continues to focus on student spirit ideas in the following Leadership Team meetings, stating that these conversations “are needed.” 	<p>Tostenson, Wendi suggests that the Leadership Team continue to focus on student spirit ideas in the following meetings, stating that these conversations “are needed.”</p>
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ACADEMIC R&R UPDATE (10:15 AM)	Discussion: <ul style="list-style-type: none"> • Stoller, Brett gives an update on the Academic R&R updates funding. <ul style="list-style-type: none"> ○ Only 3 R&R requests were made for new equipment. • Day, Terri mentions that the lack of requests is time-related. <ul style="list-style-type: none"> ○ Faculty plan out the school year in advance with existing equipment. • Corkin, April emphasizes that some purchase orders may take several months due to legal agreements such as Terms of Service. • <u>The R&R request form is still available.</u> 	
SAFETY ASSESSMENT VIDEO & DRILLS (10:20 AM)	Discussion: <ul style="list-style-type: none"> • Asst. Chief Craig gives an update about the safety assessment video & fire drills. • New safety assessment videos will be included in employee onboarding and annual training. Announcement: <ul style="list-style-type: none"> • <i>Fire drills will occur the week of <u>October 21st</u>, during a time when major activities are not being held.</i> 	
FOUNDATION GIVING DAY (10:40 AM)	Announcement: <ul style="list-style-type: none"> • Vol State Foundation Online Giving Day will be coming up soon. <ul style="list-style-type: none"> ○ Starts at noon on November 20th and will end at 11:59pm November 21st. ○ Opportunities to donate to specific divisions or student scholarships will be offered. 	
GROUP WORK/EXERCISE (10:42 AM)	Discussion: <ul style="list-style-type: none"> • Moore, Deb discusses Vol State's decision-making culture. <ul style="list-style-type: none"> ○ Suggests that Vol State shifts from a decision-making culture to a solution-finding culture. 	

	<ul style="list-style-type: none"> ○ Solution-finding wants more people at the table instead of making decisions. Solutions take care of the decision piece if all the crucial pieces are pre-considered. <p>Prompt: “How can Vol State streamline email communications? How can Vol State reduce the duplicated emails sent to employees?”</p> <ul style="list-style-type: none"> ● Moore, Deb suggests a 2-day summer Office 365 “boot camp.” ● Save the date email per week instead of daily reminders. ● Allow work order systems to do their job. <ul style="list-style-type: none"> ○ Work orders: let systems do what they need to do without circumventing the system (unless it is an emergency.) ● <i>Fully commit</i> to using Teams for simple text communications. ● Be intentional about who is copied on emails sent. ● Project management culture. Do research before sending out an email to a group. ● Meeting invites lack context; the reason someone is invited to a meeting is not always apparent. ● Think before sending someone an email. ● Scheduling assistant isn’t effectively used. Teach employees how to use the Outlook Scheduling Assistant. ● Emails should be more concise. ● Weekly email tips of the week. Tips to use Outlook client more effectively. 	
<p>EAST TENNESSEE UPDATE (11:08 AM)</p>	<p>Discussion:</p> <ul style="list-style-type: none"> ● Newman, Will gives an update on water donations to those impacted by Hurricane Helene in East Tennessee. 	

ADJOURNMENT (11:13 AM)	Meeting adjourned by Chair Dr. Tostenson at 11:13 AM.	
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