

PRESIDENT'S COUNCIL MEETING
Marcum Technology Center, Room 105A
January 29, 2013
2:00 p.m.

HOW WILL OUR DECISIONS PROMOTE AND ENHANCE STUDENT LEARNING AND SUCCESS?

AGENDA

- 1 Approval of minutes –President's Council Meeting November 20, 2012.
- 2 Updates (20 minutes)
 - Vice Presidents
 - Provost
 - Student Affairs
 - Business Affairs
 - Information Technology and Administrative Services
 - Council Presidents
 - Faculty
 - Support
 - Administrative
 - SGA President – Karen Hill
 - Affirmative Action Officer – Laura Jent
 - Student and Campus Relations- Brenda Cannon
 - Student Success- Rhonda Cotham
 - Institutional Effectiveness- Sylvia Collins
- 3 Discussion/News Items (20 minutes)
- 4 Good News/Accomplishments (5 minutes)
- 5 President's Comments (10 minutes)
6. Agenda Items for Next Meeting (5 minutes)

Future Meeting Dates:

03/26/13

04/30/13

**PRESIDENT'S COUNCIL MEETING
MINUTES**

Date: January 29, 2013

Time: 2:00 p.m.

Location: Marcum Technology Center, Room 105A

Attendees: X denotes attendance (See below chart)

Council Members	9/25/12	10/23/12	11/20/12	1/29/13	3/26/13	4/30/13
Dr. MaryLou Apple President	X	X	X	X		
Dr. Stone Vice President Administrative Services & IT	X	X	X	X		
Hilda Tunstill Vice President Business Affairs	X	X	X	X		
Dr. Bonny Copenhaver, Provost	X	X	Dawn Copeland Attended	Dawn Copeland Attended		
Jerry Tunstill Vice President Student Affairs	X	Regina Burden Attended	X	Regina Burden Attended		
Laura Jent Affirmative Action Officer	X	X	X	X		
Dr. Ward Harder- Chair Faculty Council	X	X	Not Present	X		
Michelle Cox- Chair Support Staff Council	X	X	X	X		
Cammie Stafford Chair Administrative Council	X	X	X	X		
Karen Hill President Student Government Association	X	X	X	X		
Brenda Cannon Director of Student and Campus Relations	Regina Burden Attended	X	Not Present	X		

President's Council Minutes

Approval of Minutes

A motion was made by Dr. Ward Harder and seconded by Dr. Eddie Stone to approve the minutes of the President's Council Meeting held November 20, 2012.

Academic Affairs- Ms. Dawn Copeland

All significant items were included in the report submitted with the agenda.

Student Affairs- Ms. Regina Burden

Student Affairs hosted an Evening with the Experts of Motlow College at Franklin County High School on January 24. The goal of the event was to touch base with area high school students to answer questions, dispel myths, and enlighten students to the many things Motlow College has to offer. The event was very successful. The next Evening with the Experts of Motlow College is scheduled February 12 at Coffee County High School.

Business Affairs- Mrs. Hilda Tunstill

All significant items were included in the report submitted with the agenda. The MSCC Financial Aid Department in Smyrna, in conjunction with the area high schools, hosted a FASFA workshop on January 12 at the Smyrna Campus to provide assistance for students and parents filing the FASFA. The workshop was well attended, and plans are for this to become an annual event at Smyrna.

IT and Administrative Services- Dr. Eddie Stone

All significant items were included in the report submitted with the agenda.

Faculty Council- Dr. Ward Harder

Dr. Harder attended the Faculty Sub Council meeting by video stream on January 25, 2013. The task force recommendation on adjunct faculty was approved as it was written with no amendments. As part of the federal mandate, institutions may be asked to provide insurance for adjunct employees based their number of hours worked. According to reports, Lieutenant Governor Ron Ramsey has said the Tennessee Legislature will pass a "guns- in-trunk" bill during this legislative session.

Support Staff Council- Ms. Michelle Cox

The Christmas Potluck, held December 11, 2012, was very successful and well attended. Everyone enjoyed the music coordinated by Mrs. Debbie Zimmerman along with Dr. David Bethea and friends. The Support Staff will meet again in February and will be alternating the location of the meetings. The Support Staff Council will be working with the Administrative Council and Student Affairs to support Heart Health in February. The Support Staff Council and the Administrative Council will also begin planning the annual development event in the spring. Brenda Swift and Michelle Cox will be serving on the Faculty Excellence Nominating Committee.

Administrative Council- Mrs. Camilla Stafford

There were no items to report.

SGA- Karen Hill, SGA President

Homecoming is scheduled February 2, 2013, and flyers containing information about the homecoming activities are being distributed. SGA will be giving t-shirts away on spirit day and during the homecoming ball games. Activities will begin at 1:00 PM on February 2. The Smyrna and McMinnville Campuses have many special events planned during the spring semester. SGA has been very active at all campus locations.

Affirmative Action- Ms. Laura Jent

All employees that are participants in the Partnership Promise must log on and take the Partnership Promise by March 15.

Student and Campus Relations- Ms. Brenda Cannon

Many activities are planned at the campus with Sophomore Recognition scheduled February 15. The last basketball home games are slated February 13 and 16, and Motlow will be hosting the TCCAA Region VII Basketball Tournament March 5-9. Baseball season opens February 2 with 10 games scheduled during the month of February. Softball season will begin February 15. The season schedule for both teams is available on the MSCC website. Trevecca will have an information meeting on January 31. PTK induction is scheduled February 10. February is Black History Month. There will be a faculty art show during February, and many other activities are planned during the month.

Student Success- Ms. Rhonda Cotham

The Student Success Committee will have its first meeting for this semester on Friday, February 1. The FAST team is already meeting and discussing goals and objective. Our statistics reflect that 81% of students that attended a summer orientation to begin classes fall 2012 returned during the spring. Students placed on probation are being assigned a mentor in an effort to keep them on track.

Institutional Research- Mrs. Sylvia Collins

The Fifth Year Committee is hard at work on the second draft, with the final draft of the report due in the fall. In April, IE plans will be sent out for managers to report out on year 2012-13 and for planning year 2013-14.

Good News/Discussion Items

President's Comments

- Dr. Apple expressed her gratitude to all those who have worked on the Fifth Year Report.
- Many activities have taken place at the campus with many others planned during the spring.
- Motlow experienced an additional drop in FTE for spring 2013.
- Ms. Rhonda Cotham and Dr. Harder will work together to coordinate a link on our website for older students that are close to completing their degree. Dr. Harder will ask

Faculty Council for ideas of communicating to students the importance of completing credentials. Advisors and SGA can also reinforce this with students.

- The Smyrna expansion is on schedule. We are focusing on marketing to the right groups to fill the new Smyrna facility when it opens.
- Charle Coffey has been working closely with Lavergne High School and Coffee County High School regarding their plans to begin dual enrollment programs.
- Dr. Art Walker will be the commencement speaker at both services on May 11.

Future Meetings:

03/26/13

04/30/13

There being no further business, the meeting adjourned at 2:35 p.m.

Respectfully submitted,

Christy Glenn

**Business and Technology Department
Activities Report: January 2013**

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
George Ortega and Jeremy Mills attended two organizational meetings for Rotoract Club in Smyrna			I. Leadership			
Dr. Randall Bartley Chaired meeting on November 2 of the Criminal Justice Subcommittee- RODP CurriculCommittee			I. Leadership			
Dr. Randall Bartley Chaired meeting on December 13 of the Business Management AAS Subcommittee- RODP CurriculCommittee			I. Leadership			
<u>Development Activities</u>						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

**Education
Activities Report: January 2013**

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
<u>Meetings Attended</u>				
Meeting w/Center Directors, Nov 2 (Coffey)			I.Leadership	
Leadership Team Meeting, Nov 2, 9, 16 (Coffey)			I.Leadership	
NAEYC Conference in Atlanta, Nov 6 (Coffey; Hill)			I.Leadership	
Strategic Planning, Nov 9 (Coffey)			I.Leadership	
ECED Meeting at Board, Nov 30 (Coffey; Hill)			I. Leadership	
End of semester departmental meeting (Education), Dec 11 (Coffey, Hix, Hill, Nichols, Raby-Gentry, McKinley)			I. Leadership	
Meeting w/Center Directors, Nov 2 (Coffey)			I.Leadership	
Leadership Team Meeting, Nov 2, 9, 16 (Coffey)			I. Leadership	
NAEYC Conference in Atlanta, Nov 6 (Coffey; Hill)			I.Leadership	
Strategic Planning, Nov 9 (Coffey)			I.Leadership	
ECED Meeting at Board, Nov 30 (Coffey; Hill)			I.Leadership	
End of semester departmental meeting (Education), Dec 11 (Coffey, Hix, Hill, Nichols, Raby-Gentry, McKinley)			I.Leadership	
<u>Development Activities</u>				
Wizard of Oz Reception & Play, Nov. 1 (Coffey)				
2+2 Meeting with MTSU, Nov 12 (Coffey)				
Monthly visit to Smyrna Center and adjunct observations, Nov 14 (Coffey)				
Counselor's Breakfast at MTEC for Bedford Co. and MTCS counselors, Nov 15 (Coffey; Anderson)				
Fall Music Program and Reception, Nov 29 (Coffey)				
TVASS Meeting at Lipscomb, Oct 30 (Hix)				
iPod math training at Lincoln Co. school system, Nov 1 (Hix)				
Video conference with AEDC about STEM outreach, Nov 6 (Hix)				
Meeting at AEDC and pick-up the Air Force's planetarium, Nov 26 (Hix)				
TETC (TN Educationl Tech Conference) in Nashville, Nov 28 (Hix)				
All day planetarium program for 3rd-5th grade South Side School (Bedford Co.), Nov 30 (Hix)				
All day planetarium program at Blanch School (Lincoln Co.), Dec 4 (Hix)				
Trevecca Convocation, Dec 6 (Coffey)				
All day planetarium program at Eakin school (Bedford Co.), Dec 7 (Hix)				
Sunrise Rotary Christmas Brunch, Dec 8 (Coffey)				
Presented Christmas Star Program at Christ Lutheran Church in Shelbyville, Dec 11 (Hix)				
NASA Teacher Professional Development (as a student), Dec 12 (Hix)				

Education
Activities Report: January 2013

Speaking for Dr. Apple to possible donors to a future STEM program/STEM center at Motlow, Dec 17 (Hix)				
Presentation lined up by AEDC at Rockvale School, Dec 18 (Hix)				
<u>Achievement/Accomplishment</u>				
Submission of ECED Application for Accreditation Eligibility Review, Dec 14 (Coffey; Hill)				
<u>Upcoming Events</u>				
Legislative Breakfast, Jan 4				
Spring Assembly, Jan 14				
ECED Advisory Council Breakfast, Jan 25				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				
<u>Partnership Update</u>				

Humanities
 Activites Report: January 2013

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	<u>Follw Up</u>		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
International festival 11/14	Advanced SACS directive/Cultural enrichment	all				
<u>Development Activities</u>						
Faculty Training for My Motlow GPS	improved advising on campus	AA and student Success				
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
Children's play and reception 11/1,2,7,8,9	3000 on campus	all				
Art show and reception 11/26	Well attended, advanced Sacs directive, cultural enrichment	all				
Fall concert and reception 11/29	full house in attendance cultural enrichment	all				
faculty/ staff luncheon provided entertainment	service to college	all				
<u>Upcoming Event</u>						
Art faculty art show	cultural enrichment	all				
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

Languages
Activites Report: January 2013

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follw Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
Ms. Whittenberg attended the Faculty Council meeting on November 30						
AA Leadership meetings			I. Leadership			
Participated in Academic Affairs Committee via email voting						
<u>Development Activities</u>						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

Mathematics
Activities Report : January 2013

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
<u>Meetings Attended</u>			I. Leadership	
Strategic Planning on Nov 9 (Arman)				
Learning Support Meeting on Nov. 13 (Arman; D. Hasty)				
TCCCM Annual Meeting at APSU on Nov. 16 & 17 (Arman)				
President's Council on Nov. 20 (Arman)				
<u>Development Activities</u>				
Monthly visit to McMinnville Center (11/12) and Smyrna Center (11/15) (Arman)				
<u>Partnership Update</u>				
<u>Achievement/Accomplishment</u>				
<u>Upcoming Events</u>				
Spring Assembly & Department Meeting, Jan 14				
Hosting TMATYC Conference (April 2013)				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Natural Science
Activities Report: January 2013

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up N=No Y= Yes DTR
<u>Meetings Attended</u>				
Strategic Planning, Nov 9 (Arman, E. Fitch, K. Fitch)			I. Leadership	
Leadership Team meeting, Nov 9 (Arman)			I. Leadership	
President's Council, Nov 20 (Arman)				
MyMotlow GPS Trainer Training (Garrison)				
Excel Basic Workshop w/Shelley McCoy, Nov 28 (Forde)				
<u>Development Activities</u>				
Monthly visit to McMinnville Center (Nov 12) and Smyrna Center (Nov 15) (Arman)				
Attended Phi Theta Kappa Honors Leadership Retreat, Nov 9-11 (Garrison)			I. Leadership	
Attend Tennessee Academy of Science (TAS) meeting, Nov 16 (Forde; Griswold; Harris-Young; Mayo; Wells)				
Hosted "Healthy Body, Healthy Brain" wellness event at Fayetteville Center on Nov 12 (Bridge)				
Attend TAS Executive Committee Meeting, Nov 15 (Mayo; Harris-Young)				
Boy Scout Wilderness First Aid Training, Dec 27 & 28 (Forde)				
<u>Upcoming Events</u>				
Spring Assembly, Department Meeting, Jan 14				
Hosting TAS (TN Academy of Science) Annual Meeting in November 2013				
<u>Partnership Update</u>				
<u>Achievements/Accomplishments</u>				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

**Nursing
Activities Report: January 2013**

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
RSCC- RxTN Meeting						
SPIE Meeting - with nursing student, faculty, and director in attendance						
RxTN Meeting with Dr.Copenhaver, Hilda Tunstill, Jay Turney, Amy Huff, and Allison Barton						
TN Simulation Alliance at Belmont University attended			I. Leadership			
Tullahoma High School Advisory Board meeting at Harton Hospital - potential HOSA student "field trip" to Motlow						
Nursing Faculty meeting with student representation						
<u>Development Activities</u>						
International Festivals at Moore, Smyrna, and McMinnville with full nursing faculty participation						
Highly interactive simulation classroom experiences with Level I and II students - faculty designed and led						
<u>Partnership Update</u>						
Nursing graduate employer surveys sent - online survey created to use as first step in an effort to have a greater return rate						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

**Smyrna Center
Activities Report: January 2013**

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	<u>Follow Up</u>		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
November 1-Smyrna Rotary			I. Leadership			
November 2-Academic Leadership Team			I. Leadership			
November 8-Smyrna Rotary			I. Leadership			
November 9-Strategic Planning			I. Leadership			
November 12-Construction Meeting						
November 13-Center Director Conference Call						
November 13-Rotary Board						
November 13-Business Program Meeting						
November 15-Smyrna Rotary			I. Leadership			
November 16-Academic Leadership Team			I. Leadership			
November 16-Renovation Meeting						
November 26-Construction Meeting						
November 27-LaVergne Rotary			I. Leadership			
November 28-Lori North						
November 29-Smyrna Rotary			I. Leadership			
<u>Development Activities</u>						
November 5-Smyrna College Transfer Day						
November 12-MTUS/MSCC 2+2 Education Program						
November 15-Smyrna Honors Film Symposium						
November 21-Fall Coffee with Dr. Apple						
November 27-Smyrna Rotary Club Kickoff Meeting						
November 28-PGI Grant Conference Call						
November 28-David Britton Campus Security Conference Call						
<u>Achievement/Accomplishment</u>						
November 5-Smyrna's First College Transfer Day						
November 15-Smyrna's First Honors Film Symposium						
November 27-Smyrna's Rotaract Club First Meeting						
<u>Upcoming Event</u>						
December 6-Smyrna's First Gear Toward Graduation Event						
December 10-Open House Event Robert Stevens						
December 11-Smyrna Holiday Dinner						
December 14-First Bank Open House						
<u>Partnership Update</u>						

Smyrna Center
Activities Report: January 2013

<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

Social Science
Activities Report: January 2013

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	<u>Follw Up</u>		
<u>Meetings Attended</u>				N=No	Y= Yes	DTR
Dayron Deaton-Owens attended Student Success Committee 11/2			I. Leadership II. Access III. Quality IV. Ressourcefulness			
Dayron Deaton-Owens attended PTK Advisor Meeting 11/6			I. Leadership III. Quality IV. Ressourcefulness			
Dr. Scott Cook conducted a mock interview for PS LI			I. Leadership II. Access III. Quality IV. Ressourcefulness			
Dayron Deaton-Owens conducted PTK food sales 11/7-8			I. Leadership III. Quality IV. Ressourcefulness			
Dayron Deaton-Owens attenced PTK meeting 11/8			I. Leadership III. Quality IV. Ressourcefulness			
Dr. Scott Cook participated in the Saturday Discover Motlow event regarding the MSCC Honors Program 11/8						
Dr. Stephen Guerin attended Strategic Planning Meeting 11/9			I. Leadership II. Access III. Quality IV. Ressourcefulness			
Dr. Stephen Guerin attended Adademic Leadership Meeting 11/9			I. Leadership III. Quality IV. Ressourcefulness			
Dayron Deaton-Owens attended PTK Rock Island Retreat 11/9-11			I. Leadership III. Quality IV. Ressourcefulness			
Dayron Deaton-Owens helped with International Day setup in McMinnville 11/9			I. Leadership III. Quality IV. Ressourcefulness			
Dr. David Bowlby, Moore Co. International Day Wales booth						
Dayron Deaton-Owens International Festival McMinnville 11/14						
Dr. Scott Cook International Day Honors booth 11/14						
Dr. Stephen Guerin Library meeting 11/14			I. Leadership			
Bryan Thomas Honors departmental activity, Dracula discussion						
Dr. Lucy Craig TSU 2+2 meeting at TSU campus			I. Leadership II. Access III. Quality IV. Ressourcefulness			
Dayron Deaton-Owens attended Student Success Committte meeting 11/16			I. Leadership			
Dayron Deaton-Owens Murder at the Mansion for Avanti School Fundraiser			I. Leadership			

Social Science
Activities Report: January 2013

Dr. Stephen Guerin, International Education Committee meeting			I. Leadership II. Access III. Quality IV. Resourcefulness	
Dr. Scott Cook has a Vietnam Vet as a guest speaker 11/27			I. Leadership III. Quality IV. Resourcefulness	
Bryan Thomas attended Faculty Council meeting				
Lucy Craig attended the Tennessee Technology Centers Shelbyville Council Breakfast 12/14			I. Leadership	
Pamela Harris Social Problems and Introduction to Sociology class attended the Correctional Academy in December				
Pam Harris Marriage and Family class had 4 bake sales to donate coats and scarves and toys to Trinity DayCare in Tullahoma				
Pam Harris Marriage and Family class attended the International Day at the Coker Building in Tullahoma				
Pam Harris attended the MP3 Mentoring Program for December				
Pam Harris tutored basketball players in Math and Sociology				
<u>Development Activities</u>				
<u>Partnership Update</u>				
<u>Achievement/Accomplishment</u>				
<u>Upcoming Event</u>				
<u>Issues/Concerns</u>				
<u>Recommendation/Suggestions</u>				
<u>Updates</u>				

**Fayetteville Center
Activities Report: January 2013**

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	Follow Up		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
<u>Development Activities</u>						
<u>Partnership Update</u>						
<u>Achievement/Accomplishment</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

McMinnville Center
Activities Report: January 2013

	<u>Impact on Institution/ Continuous Improvement</u>	Dept. you Consulted/ Dept. it will Impact	<u>Related to Strategic Goal</u>	<u>Follow Up</u>		
				N=No	Y= Yes	DTR
<u>Meetings Attended</u>						
12/07 - Warren Co Chamber Partners Luncheon						
11/08 - Mock Interview for PSLI						
11/09 - Strategic Planning			I. Leadership			
11/16 - ALT Meeting						
11/19 - Bud Godwin CFP Planning Meeting						
11/20 - DeKalb County Leadership with Jan Rogers						
11/27 - Chamber Board Meeting						
11/27 - Meeting at Warren Schools Central Office about their SACS visit						
11/30 - Meeting with UCDD Representatives			I. Leadership			
12/05 - Warren Schools Partnership Luncheon						
12/07 - Dual enrollment meeting						
12/18 - Chamber Board Meeting						
12/18 - Bud Godwin CFP Planning Meeting						
12/20 - BRAC Christmas Party						
01/03 - Chamber Program of Work						
01/04 - Legislative Breakfast						
01/08 - SACS Meeting						
01/08 - Gala Planning Meeting						
<u>Development Activities</u>						
11/14 - McMinnville Center International Day						
12/09, 12/10, 12/11 - SACS Conference						
<u>Achievement/Accomplishment</u>						
10/26 - McMinnville Center International Day						
<u>Partnership Update</u>						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended: 11/9 Strategic Planning Meeting; 11/13 Lincoln County Industrial Board reception; 11/16 Admin Council meeting; 11/27 Cannon County Chamber Breakfast; 11/27 Tullahoma Chamber Coffee; 12/12 TACC Board meeting; 12/14 attended open houses at ACB and SCB; 12/14 Foundation Board of Trustees meeting and holiday reception; 12/19 Moore County Chamber breakfast; 1/8/2013 Gala planning meeting; 1/11 TCCAA tournament meeting; 1/16 Coffee County Leadership Board; 1/22 TACC Coffee; 1/26 TACC Banquet; 2/6 Foundation Board Investment Committee meeting; 2/6 & 2/7 TCRD Conference at Vol State; 2/20 TACC Board meeting;	Public Relations for future fundraising opp	various	yes	yes		
Development Activities: 11/14 met with member of Lincoln County Chamber board regarding possible gap scholarship donations; 11/20 addressed DeKalb County Leadership class regarding Scholarship donation opportunities, Mechatronics, Nursing Campaign; 11/30 met with Laura Monks and HR director at Franke, Fayetteville regarding possible new scholarship(s); 12/17 met with Dr. Apple, Billy Hix and potential donors for the STEM fund	Fundraising and public relations for future fundraising	various	yes	yes		
Partnership Update						
Achievement/Accomplishment:\$15,000 donation from CIC Foundation, Inc (total for year \$100,000); \$1,000 from Metro Moore County Chamber for gap scholarships; \$492,438 from the Christy Houston Foundation for Smyrna expansion; \$5,000 from Clayton Family Foundation for STEM fund; \$50,000 from individual donor for STEM fund; \$113,000 rec'd from RC IDB (1st installment in \$313,000 commitment); \$15,000 from Jacobs Sverdrup; \$16,500 from various individual donors	Funds raised for student needs	various	yes	no		
Upcoming Event						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follw Up		
				N=No	Y= Yes	DTR
Meeting Attended Business Office: Met with all three TTC's about administrative procedures 11/15; TN Rx Grant Meeting 11/13; International Festival 11/14; TN Rx Grant Meeting 1/10; TN Rx Grant Meeting 1/11; and State Audit Kickoff Meeting 1/16						
Development Activities						
Partnership Update						
Achievement/Accomplishment Business Office: Quarterly TBR Contract Report submitted in January						
Upcoming Event Business Office: TAACCCT Grant Quarterly report due 02/15, Senate Ways & Means Contract Report due 01/31; 1099's and 1098t's due by 01/31; W-2's due by 01/31; and Financial & Compliance Audit for FY11 & FY12						
Issues/Concerns						
Recommendation/Suggestions						
Updates						

Financial Aid	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meetings Attended:						
11/1/12 FA Monthly Conf. Call						
11/2/12 Student Success Comm. Meeting						
11/6/12 WebEX with Academic Works - Scholarship Software						
11/8/12 TASFAA/TSAC Fall Training						
11/9/12 Strategic Planning						
11/12/12 Heartland Call						
11/15/12 Call Center Planning Meeting						
11/19/12 Call Center Planning Meeting						
11/20/12 Departmental Meeting						
11/26 - 30/12 FSA Conference						
12/5/12 VP Meeting						
12/6/12 Financial Aid Conf. Call						
12/10/12 Meeting on Call Center Space Set-up						
12/11/12 Financial Aid BPM Meeting at TBR						
12/19/12 NASFAA Webinar - Moving Toward Customization - Verification 2013 - 14						
1/2/13 Train Call Center Workers						
1/3/13 Financial Aid Conf. Call						
1/3/13 Bookstore Charge Meeting						
1/3/13 SACS Report Meeting						
1/3/13 IPEDS Meeting						
1/3/13 Position Meeting						
1/4/13 IPEDS Call						
1/4/13 Call Center/ Lab Meeting						
1/9/13 EVEA Conf. Call						
1/10/13 Foundation Scholarship Meeting						
1/12/13 College Goal Tennessee Program in Smyrna						
1/16/13 State Audit Entrance Meeting						
Development Activities:						
Partnership Update:						
Achievement/Accomplishment:						
Upcoming Event:						
1/18/13 Staff Meeting						
1/24/13 Franklin Co. High School Overview Night						
1/30/13 Departmental Meeting						
2/1/13 Student Success Comm. Meeting						
2/15/13 Student Success Comm. Meeting						
2/27/13 NASFAA Webinar - Strategic Packaging						
3/1/13 Student Success Comm. Meeting						
4/5/13 Student Success Comm. Meeting						
4/7 to 11/13 Banner Summit 2013						
4/14 to 17/13 TASFAA 2013 Annual Conference						
4/19/13 Student Success Comm. Meeting						
Issues/Concerns:						
Recommendation/Suggestions:						
Updates:						

President's Council Report: Human Resources

Date: January 29, 2013

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended	TBR HR Officers Qtrly. Meeting TBR Affirmative Action Officers Qtrly. Meeting TBR Policy Review Conference Calls TBR Banner HR Conference Calls State Benefit Calls - weekly TBR IPEDS Conference Calls SAC 5th Year Report Meeting					
Development Activities	TBR General Counsel Title VI training TBR Data Security Training PeopleAdmin Training					
Partnership Update	Legislative Breakfast Resume/Interview Review w/PSLI MP3 Event					
Achievement/Accomplishment	OSHA 300A federal report complete TBR Year-end processing Access & Diversity qtrly. Report to TBR					
Upcoming Event	Annual Affirmative Action Plan CUPA Survey Performance Appraisals Spring open enrollment for Optional Life Ins.	ALL				
Issues/Concerns						
Recommendation/Suggestions						
Updates	Policy changes will be announced at Council meeting	ALL				

Charted Activities Report: Library
Date: January 2013

	<u>Impact on Institution/ Continuous Improvement</u>	<u>Dept. you Consulted/ Dept. it will Impact</u>	<u>Related to Strategic Goal</u>	<u>Follow Up</u>		
				<u>N=No</u>	<u>Y= Yes</u>	<u>DTR</u>
<u>Meetings Attended</u>						
11-8-12 Support Staff Meeting - Roger Merritt						
11-26-12 International Education Committee - Zoe Rascoe & Roger Merritt						
11-15 & 16-12 TBR Library Deans & Directors - Stuart Gaetjens						
12-4-12 TLA Committee Meeting in Portland, TN - Zoe Rascoe						
<u>Development Activities</u>						
11-14-12 International Festival - all Library staff participated with display, booth, and English food at Main Campus						
11-14-12 International Festival - display, French food, and culture at McMinnville Campus - Nancy Jones						
11-14-12 International Festival - England booth & food at Fayetteville Campus - Debbie Logan						
12-8-12 MP3 Mentors/Mentees Holiday Social - Joyce Bateman						
<u>Partnership Update</u>						
1-17-13 Bibliographic Instruction for Dual Enrollment students at Franklin County High School - Stuart Gaetjens						
<u>Achievement/Accomplishment</u>						
11-25-12 SGA Christmas Tree Homemade decorations at McMinnville Campus - Nancy Jones and Sara Hicks						
12-5-12 Matrioska Dolls Display in Rotunda - Zoe Rascoe assisted						
1-2&3-12 Attended Christmas Open House at Dr. Apple's - All Library staff from all campuses						
1-7-12 Hosted Annual Soup Luncheon for campus staff - Main Campus staff and Debbie Logan						
<u>Upcoming Event</u>						
<u>Issues/Concerns</u>						
<u>Recommendation/Suggestions</u>						
<u>Updates</u>						

**Charted Activities Report: Provost
January 2013**

	<u>Impact on Institution/ Continuous Improvement</u>	<u>Dept. you Consulted/ Dept. it will Impact</u>	<u>Related to Strategic Goal</u>	<u>Follow Up</u>		
				<u>N=No</u>	<u>Y= Yes</u>	<u>DTR</u>
<u>Meetings Attended</u>						
Nov 1 - McMinnville visit			I. Leadership			
Nov 2 - Academic Leadership Team meeting			I. Leadership III. Quality IV. Resourcefulness			
Nov 7 - Faculty / Staff Development Committee meeting			I. Leadership			
Nov 8 - Curriculum development meeting			I. Leadership II. Access III. Quality IV. Resourcefulness			
Nov 9 - Strategic planning meeting			I. Leadership III. Quality			
Nov 9 - Academic Leadership Team meeting			I. Leadership III. Quality IV. Resourcefulness			
Nov 12 - Education meeting with MTSU			I. Leadership III. Quality			
Nov 13 - Strategic planning meeting			I. Leadership II. Access III. Quality IV. Resourcefulness			
Nov 13 - DOL grant meeting			I. Leadership			
Nov 15 - Smyrna visit			I. Leadership			
Nov 16 - Academic Leadership Team meeting			I. Leadership III. Quality IV. Resourcefulness			
Nov 16 - Smyrna visit with executive staff			I. Leadership			
Nov 26 - Faculty forums			I. Leadership			
Nov 28 - MOA conference call			I. Leadership			
Nov 28 - Policy review meeting with Wes Spratlin			I. Leadership III. Quality			
Nov 29 - Reverse transfer meeting			I. Leadership III. Quality			
Nov 30 - Faculty Council meeting			I. Leadership III. Quality			
Dec 3 - Honors potluck			I. Leadership			
Dec 5 - McMinnville visit			I. Leadership			
Dec 6 - Fayetteville visit			I. Leadership			
Dec 7-11 SACS convention			I. Leadership			
Dec 12 - Curriculum development meetings			I. Leadership II. Access III. Quality IV. Resourcefulness			
Dec 13 - Smyrna visit			I. Leadership			

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
Meetings Attended - MP3 monthly session - 11/16; GED Regional Meeting - 11/29; TCCAA tournament meetings - 11/30, 1/11; Presented information on SSC (Smyrna) - 12/19; MSCC SACS meeting 1/8; Academic Appeals Committee - 1/10	Continue to inspire and educate participants; Discussed additional opportunity in addition to GED; prepare for regional tournament; discussed changes for Center; discussed lessons learned regarding Interim 5th year report; decide on student appeals	campus wide		yes, some follow-up
Development Activities - SACSCOC Annual Meeting -12/6-11; Advocate by Simplicity Demonstration software - 12/19	Attended meeting to learn more about 5th year process; attended demonstration on software for case management and federal reporting			No
Partnership Update -				
Achievement/Accomplishment				
Upcoming Event - TCCAA tournament meetings biweekly - 1/25; Academic Affairs committee meeting - 1/18; "An Evening with the Experts of Motlow College" FCHS - 1/24; Baseball/Softball Media Day - 1/29; Student Activity Fee Committee Meeting - 1/30				
Issues/Concerns				
Recommendation/Suggestions				
Updates				

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR
<p>Meetings Attended: Attended the regularly scheduled Community College Workforce Development Units' meeting on January 25, 2013.</p>				
<p>Partnership Update: On December 19, 2012, coordinated the visit of two (2) Nashville State Community College employees who visited Motlow for the afternoon. We are counterparts to their Career Planning and Services unit. It was beneficial to both departments to share and learn best practices.</p> <p>Through administration of the Motlow training contract with the TN Dept of Correction, supported several TDOC employees taking on-line continuing education courses.</p>				
<p>Achievement/Accomplishment: Administered the Kuder career aptitude assessment survey to students and to the general public, as requested. Coordinated several Facilities Requests. Placed several job postings on the Job's Board located on the Career Planning & Extended Services web page.</p>				
<p>Upcoming Events: With the advertisement and registration under way, we will conduct four (4) ACT test-prep classes during the Spring 2013 Semester.</p>				
<p>Issues/Concerns:</p>				
<p>Recommendation/Suggestions:</p>				
<p>Updates:</p>				

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended Dec. 4-Franklin County Chamber of Commerce Annual Membership Banquet; Jan. 4-2013 Legislative Briefing; Jan. 8-Gala Planning Luncheon; Jan. 11-Region VII Tournament Meeting; MP3 Planning Meeting; Jan. 24-Franklin County High School, "An Evening with the Experts"; Jan. 25- MP3 Monthly Meeting; Jan. 29-President's Council; Jan. 30-Webinar: Preventing Underage Drinking, CHASCo	Good public relations; supports institution's mission; recruitment initiative; retention initiative; complies with federal regs	Advancement Office; President's Office; Advancement; Athletics, Assistant VP for Student Affairs; Student Affairs Division Offices and Assistant VP for Student Affairs;	Goals 1 and 2	Yes, follow-up required		
Development Activities Dec. 5-Mexican Art Show and Reception; Dec. 14-Molow College Foundation Meeting and Holiday Social; Jan. 3-New Year's Reception; Jan. 8-Gala Planning Luncheon; Jan. 11-MP3 Planning Meeting	Supports QEP; supports mission of Foundation; good will; supports scholarships/Advancement	International Education and Humanities; Advancement; Assistant VP for Student Affairs	Goals 1 and 2	Yes, follow-up required for Gala Planning and MP3 only		
Partnership Update Dec. 4-Franklin County Chamber of Commerce Annual Membership Banquet; Jan. 4-2013 Legislative Briefing; Jan. 15-Coffee County Youth Leadership; Jan. 18-Moore County High School Senior Class Campus and Research Day; Jan. 24-Franklin County High School, "An Evening with the Experts"; Jan. 25-Grundy County High School Seniors College Visit; MP3 Monthly Meeting; Jan. 29-Franklin County 4-H Speaking Contest; Jan. 30-Webinar: Preventing Underage Drinking, CHASCo	Partnership with communities/public relations; establish, maintain relations with elected officials and area leaders, good public relations; recruitment tools, good public relations; retention initiative; extended education	President's Office and Advancement; President's Office; Assistant VP for Student Affairs, Disability and Testing, Athletics; Library; Student Affairs Division Offices; Human Resources and MP3 Coordinators	Goals 1 and 2	Yes, follow-up required		
Achievement/Accomplishment						
Upcoming Event Feb. 1-Basketball and Hospitality Room; Feb. 2-Homecoming 2013 and Hospitality; Feb. 13-Basketball and Hospitality; Feb. 16-Sophomore Recognition and Hospitality; Black History Month programs; Women's History Month Program; Adult Learners Conference; Substance Abuse Conference	Community and college relations; heritage appreciation and education; retention effort; development/education/retention targeting specific student population	Athletics and Assistant VP for Student Affairs; Assistant VP for Student Affairs, Assistant Directors of Student Services at Fayetteville, McMinnville, Smyrna; Assistant VP for Student Affairs and Humanities; Assistant VP for Student	Goals 1 and 2	Yes, follow-up required		
Issues/Concerns						
Recommendation/Suggestions						
Updates						

		Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
	Impact on Institution/ Continuous Improvement			N=No	Y= Yes	DTR
Meeting Attended-Riverdale High School Meeting with Special Services-December 4; Director's Meeting-December 12		Campus wide				
Development Activities-MP3 Holiday Social-December 3; CLEP Webinar-December 6		Campus wide				
Partnership Update-						
Achievement/Accomplishment						
Upcoming Event- Franklin County High School-January 24; MP3 Monthly Meeting-January 25		Campus wide				
Issues/Concerns						
Recommendation/Suggestions						
Updates						

President's Council Report: Student Success

Date:1/18/13

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up N=No Y= Yes DTR		
Meeting Attended: 12/12/12 - Student Affairs Director's Mtg.; 1/10/13 - RXTN Grant Mtg; 1/10/13 - MLPS Scholarship Comm. Mtg; December & January - Multiple Freshmen Orientation Sessions						
Development Activities: Presented "Advising for Success" at Spring Assembly - 1-14-13						
Partnership Update: Working with MTSU to schedule Advisors Day for Spring						
Achievement/Accomplishment:						
Upcoming Event:						
Issues/Concerns:						
Recommendation/Suggestions:						
Updates:						

	Impact on Institution/ Continuous Improvement	Dept. you Consulted/ Dept. it will Impact	Related to Strategic Goal	Follow Up		
				N=No	Y= Yes	DTR
Meeting Attended: Meeting with Dr. Copenhagen 1-9; conference call EVEA 1-9; Academic Affairs meeting 1-18.						
Development Activities						
Partnership Update						
Achievement/Accomplishment						
Upcoming Event						
Issues/Concerns						
Recommendation/Suggestions						
Updates						