

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

AGENDA

- 1 Approval of minutes –President’s Council Meeting October 23, 2014
- 2 Updates (20 minutes)
 - Vice Presidents
 - Academic Affairs- Dr. Cynthia Kelley
 - Student Affairs- Jerry Tunstill
 - Business Affairs- Hilda Tunstill
 - Information Technology and Administrative Services- Dr. Eddie Stone
 - Council Presidents
 - Faculty- Dr. Janice Harder
 - Support- Roxanne Evans
 - Administrative- Tom Dillingham
 - SGA President – Dallas Foster
 - Affirmative Action Officer – Laura Jent
 - Student and Campus Relations- Brenda Cannon
 - Completion Team-
 - Institutional Effectiveness- Sylvia Collins
- 3 Discussion/News Items/Accomplishments (15 minutes)
- 4 President’s Comments (10 minutes)
5. Agenda Items for Next Meeting- January 29, 2015

| Council Members | 9/11/14 | 10/23/14 | 11/20/14 | 1/29/15 | 3/19/15 | 4/16/15 |
|---|-------------------------------|-------------------------------|----------------------------------|----------------|----------------|----------------|
| Dr. MaryLou Apple President | X | X | X | | | |
| Dr. Stone Vice President Administrative Services & IT | X | X | X | | | |
| Hilda Tunstill Vice President Business Affairs | X | X | X | | | |
| Dr. Cynthia Kelley, Vice President Academic Affairs | X | X | Not Present | | | |
| Jerry Tunstill Vice President Student Affairs | X | X | X | | | |
| Laura Jent Affirmative Action Officer | X | X | X | | | |
| Dr. Janice Harder Chair Faculty Council | X | X | X | | | |
| Roxanne Evans Chair Support Staff Council | X | X | X | | | |
| Tom Dillingham Chair Administrative Council | Jan Rogers Attended | X | Camilla Stafford Attended | | | |
| Dallas Foster President Student Government Assoc. | X | X | X | | | |
| Brenda Cannon Director of Student and Campus Relations | X | Regina Burden Attended | X | | | |
| Completion Team Member | Rhonda Cotham Attended | Cindy Logan Attended | Rhonda Cotham Attended | | | |
| Sylvia Collins Director of Institutional Research, Planning and Communication, Webmaster | X | Not present | X | | | |

President's Council Minutes

The meeting was called to order at 2:00 PM.

Approval of Minutes

A motion was made by Dr. Janice Harder and seconded by Mr. Jerry Tunstall to approve the minutes of October 23, 2014 as amended.

Academic Affairs- Dr. Cynthia Kelley

All significant items from the departments reporting to Dr. Kelley were included in the report submitted with the agenda.

Student Affairs- Mr. Jerry Tunstall

All significant items from the departments reporting to Mr. Tunstall were included in the report submitted with the agenda. All students graduating are required to take an exit exam. In 2014, the number of students taking the exit exam was notably less than in previous years. This has caused concern at THEC, as funding for the institution is significantly impacted by any decline. After reviewing the problem, Motlow will now place a "hold" on the account of a student filing intent to graduate until they have completed the exit exam. Students may participate in commencement activities; however, requests for transcripts and diplomas will not be honored until the exit exam is completed. IT is working to flag students through GPS to complete the exit exam in a timely manner prior to graduation.

Business Affairs- Mrs. Hilda Tunstall

All significant items from the departments reporting to Mrs. Tunstall were included in the report submitted with the agenda.

IT and Administrative Services- Dr. Eddie Stone

All significant items from the departments reporting to Dr. Stone were included in the report submitted with the agenda.

Faculty Council- Dr. Janice Harder

The Faculty Council will meet on Friday, November 21. Dr. Harder and Mrs. Jan Rogers have been working together regarding the recommended changes from faculty council for the procedures for the Motlow Foundation Faculty Excellence Awards. The Faculty sub-council met on October 24, 2014. Accessibility at all institutions was discussed, and each institution will be required to have a plan in place by December 2015. Members of faculty have contacted some of the textbook companies regarding accessibility and have been assured by the companies that they are addressing the issue. The Faculty sub-council also discussed the number of faculty that would be required if the implementation of a first time freshman experience course is mandated by the TBR.

Support Staff Council- Mrs. Roxanne Evans

- The Support Staff hosted the Chili Cook-Off on October 29, which served as the October meeting. Positive feedback was received from students, faculty and staff. There were five cases of water left over from the event, and members voted to donate this to the

PTK's drive for the Haven of Hope. Judges Chelsea Adams of Channel 6 and Mayor Lane Curlee selected Facilities as the winner of the Chili Cook-Off. The prize was a trophy and a free dinner for the team. Support staff will meet on Monday, November 24, 2014, to discuss the event and any areas for improvement in the future.

- Candy and motivational cards were handed out to students on October 30. These items were also provided to the Fayetteville, Smyrna, and McMinnville campuses to hand out to their students in conjunction with the activities they had planned for their campuses. Each campus reported the cards were a big hit with the students. It was noted that none of the cards handed out at any of the campus locations were found on the ground, which seems to indicate that students kept them to stay inspired, which was the intended goal.
- Support staff members Andrea Walters and Billie Jo Vaughan plan to lead a brief training session on admissions and financial aid processes. This will enable staff members to better assist our students with the application requirements. The training, originally planned for November, will likely be scheduled in January before the start of classes so that it will stay fresh in everyone's mind for the start of the spring semester.
- Support staff members plan to decorate the Christmas tree in the Forrester cafeteria at the November 24th meeting in anticipation of the Christmas Potluck on December 11.
- An employee of the bookstore has offered to give a speech to the council regarding the importance of an education – specifically, how it can benefit students socially, not just financially. This will be a topic of discussion for our meeting on Monday, November 24, with the possibility of how we can make this information available to students as well as support staff.

Administrative Council- Mrs. Cammie Stafford

Tom Dillingham has been working with the other council chairs in planning the Christmas Potluck on December 11. The Administrative Council would like to stress the importance of supporting the athletic groups through the Motlow Foundation. Finally, for a possible Professional Development opportunity this winter, two potential professional trainers have been contacted. More will be announced as the date and costs are confirmed.

SGA President-Ms. Dallas Foster

SGA sponsored a blood drive on October 27. The event was very successful. There were 33 donors registered, with 17 first-time donors. Seven people donated blood at the center in Tullahoma because it was so busy at the campus. The students seemed to like the free university t-shirts. The Moore County campus hosted a "Fall Fun Day" on Thursday, October 30. Fresh popped kettle corn was available to all students, faculty and staff. SGA handed out safety whistles to students in an effort to promote campus safety. Ms. Foster and six others attended Tennessee Intercollegiate State Legislature (TISL) at the state capitol on November 13. Interviews for Mr. and Miss Motlow were held, with Katelynn Maddox selected as Miss Motlow and Dylan Gilmer selected as Mr. Motlow. Homecoming is scheduled January 31, 2015. The Fayetteville campus is collecting donations for the Lincoln County Toy Drive November 17-21. SGA at the Fayetteville campus will have free pizza available for students during finals.

Affirmative Action- Ms. Laura Jent

The TBR has mandated that all students must have access to Title IX training prior to spring break 2015. The training will be approximately 45 minutes and will be similar to other online training that faculty and staff are required to complete. Dr. Harder suggested that perhaps faculty could offer extra credit to students that complete the training outside of class.

Student and Campus Relations- Ms. Brenda Cannon

The campus will be closed November 27-30, 2014. MP3 will have a holiday social on December 3. The campus will host a holiday concert December 4, 2014, with a reception at 6:00 PM followed by the concert at 7:00 PM. An afternoon performance is scheduled on Sunday, December 7 at 2:00 PM. Both performances require reservations. The Christmas Potluck is scheduled December 11. The Motlow Foundation Trustee annual meeting is scheduled December 12. A motorcycle training course will be held December 13-14. The campus will be closed December 22-January 1. Motlow will host a Legislative Briefing January 9, 2015. Spring classes will begin January 20.

Completion Team- Ms. Rhonda Cotham

The Completion Team hosted the strategic planning meeting on November 7. The team has been working to compile and prioritize a list of topics from the table break out discussions that took place. The team has met with the Executive Staff to discuss the outcome of the meeting and to make plans as we move forward. Sub-committees will be formed very soon to work on some of the most important topics that developed from the strategic planning meeting. The Completion Team is willing to meet with various groups at all campus locations and is scheduled to present/discuss initiatives with the Library Group on December 17. The Completion Team has scheduled an additional strategic planning meeting on February 13, 2015.

Discussion/News Items/Accomplishments

Dr. Apple attended the President's meetings on November 10 and 11 and several items were addressed.

- The Complete Tennessee College Act of 2010 required institutions to initiate some efficiency measures. There were approximately 240 business processes listed as items that the State needed to improve, and the list has been refined several times. The TBR has now asked community colleges to provide an estimated amount saved from those efficiency measures. Huron Consulting Group has been contracted by the TBR to review all practices and will report back in approximately six weeks regarding measures that could be implemented to be more efficient. The cost of the contract with Huron Consulting Group will be shared among all institutions, with Motlow's portion being \$16,600.
- The COHRE Group is another group that has been contracted to review and evaluate the TBR Board Staff. The group met with all of the presidents of TBR institutions to ask opinions regarding actions initiated by Board Staff and to evaluate those initiatives. Several individuals voiced concerns regarding the rapid changes that have been initiated by the TBR. Those changes are often not adequately assessed by the TBR before directing the institutions to make additional modifications. Many initiatives have lacked

follow through action by the Board. The COHRE Group will be visiting institutions and will report back in spring 2015.

- Faculty Load and Compensation Contracts (FLAC) will be live online for regular faculty and adjunct faculty contracts beginning January 2015. This must be completed each semester within 15 days into the semester. Training has been scheduled with Dr. Kelley and department chairs on December 5.
- At the President's meeting, Learning Support was discussed. All institutions voiced concern regarding the implementation of co-requisite learning support at the same time that institutions stand to have a potential influx of students because of TN Promise in Fall 2015. The TBR has stated that all institutions will offer learning support classes as co-requisite classes beginning Fall 2015.
- When classes finish in Spring 2015, renovation work will begin immediately in Simon Hall and Powers Auditorium. The work is scheduled to be completed by Fall 2015.. Additional sections of science have been added to the list of classes available at all off campus locations for Summer 2015. Advisors need to be aware of this as they are advising students about classes for the upcoming semester. This information is beginning to be communicated to the students, and they seem to be very supportive of the upgrades.
- The adjunct open house at Smyrna was very successful.
- The bookstore will host a Faculty and Staff Appreciation Event on November 24.

There being no further business, the meeting was adjourned at 3:49 PM.

Respectfully submitted,
Christy Glenn

STUDENT AFFAIRS
STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 11/20/14

| | |
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| Ongoing | Academic Check-Ups |
| Ongoing | Career Interest Inventory for Students |
| Ongoing | Early Alert Follow-up |
| Ongoing | New Student Orientation Planning Meetings |
| Ongoing | Probation Mentoring |
| Ongoing | Recruiting Initiatives (College Fairs, High School Visits) |
| Ongoing | Student Success Roundtables |
| Ongoing | SGA Student Engagement Activities |
| Ongoing | Academic Progress Reports for Athletes |
| 10/6-10/7/14 | TBR Meeting - Dual Enrollment |
| 10/9-10/10/14 | Attended Women in Higher Education in TN (WHET) Conference at MTSU |
| 10/13/14 | MLPS Fall Coffee |
| 10/13-10/14/2014 | TN Summit |
| 10/14/14 | Access 2 Success Meeting |
| 10/15/14 | Web Ex about 150% Regulatory Updates |
| 10/16/14 | Abilities Expo at the Tennessee Rehabilitation Center in Smyrna |
| 10/20/14 | Access 2 Success Meeting |
| 10/20/14 | Academic Progress Reports for Athletes |
| 10/22/14 | Inky Johnson Presentation for Campus and Community for Disability Awareness Month |
| 10/22/14 | Accessible Summit Follow-up Meeting |
| 10/23/14 | TNAHEAD Board Meeting Conference Call |
| 10/23/14 | TDOL Workforce Development Meeting with Debbie Mullins |
| 10/24/14 | SGA Retreat |
| 10/27/14 | NACEY Accreditation (Campus Tour) |
| 10/29/14 | Support Staff Council Chili Cook-Off (Hillbilly Chili) |
| 10/29/14 | Learning Way Elementary School (Campus Tour) |
| 10/30/14 | Conference Call - New Transfer GPA for Summer 2015 |
| 10/30/14 | Franklin County High School Mock Interviews (Business Roundtable and Chamber of Commerce) |
| 10/31/14 | Access 2 Success Meeting |
| 10/31/14 | South Middle School Fantastic Friday (Three Motlow College Sessions) |
| 10/1-10/31/14 | Contacted Suspended Students |
| 11/3/14 | Preregistration Starting at 7am |
| 11/3/14 | Academic Advisement for Athletes |

STUDENT AFFAIRS
STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 11/20/14

| | |
|----------|---|
| 11/4/14 | Counselors' Breakfast (Fayetteville Campus) |
| 11/5/14 | Pathways in Education Alternative School Campus Visit |
| 11/6/14 | Academic Advisement for Athletes |
| 11/7/14 | Strategic Planning |
| 11/12/14 | Fayetteville Center Career Fair |
| 11/14/14 | Access 2 Success Degree Completion Luncheon |

Student Retention and Completion Efforts: ITAS

Date of Council Meeting: November 20, 2014

Administrative Computing Department:

- Increased communications by emailing students when they have refund checks available in the business office
- Implemented reporting against the degree works database that will be used to notify students that they are eligible to file an intent to graduate form.
- Developed an online sign-in system for the testing centers.

Library Services:

- Library Staff participated in the Support Staff Chili Cook-off (Moore Campus)
- Library Rep for Support Staff Council partnered with SGA for candy/card handouts (Moore Campus)
- Library Staff Dressed up in Costumes (Moore Campus)
- Supported the Stain Glass Exhibit by Tammy O'Connor glass works artist in the Clayton-Glass library
- Muffin Days for Academic Student Workers of the library (Moore Campus)
- Donut treat for Academic Student Workers of the library (Moore Campus)
- Staff attended Human Trafficking Seminar (Moore Campus)
- Promoted library resources with displays and table at McMinnville Center Student Resource Fair
- Promoted international education with display and table on France at International Day in McMinnville Center
- Interacted with students in the community regarding class progress as well as academic plans.
- Attended TnAchieves meeting on Fayetteville campus
- Judged Mr. and Miss Motlow contest (staff members from Moore Co. and Fayetteville campus)
- Attended TnAchieves mentor training meeting on Moore County campus
- Participated with Students in a game of volleyball at the Smyrna campus.
- Supported the TN Promise event at Smyrna
- Provided a tour for a group of Smyrna 4-6th graders covering the library and online catalog.
- Provided candy and fun erasers for students in the Smyrna library.
- Librarian participated in the Read to Succeed Celebrity Spelling Bee to promote literacy in Rutherford County.
- Supported cultural awareness during International Day at Smyrna Center

Student Retention and Completion Efforts: ITAS

Date of Council Meeting: November 20, 2014

Library Services:

- Provided a booth for the Resource fair at the Fayetteville Campus
- Library Staff dressed up for the Day of the Dead Celebration Fayetteville Campus
- Provided information for various booths for the International Festival at Fayetteville Campus

Attended the TnAchieves Mentors Breakfast Moore Campus

STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 11/20/14

Advancement

Total raised to date for the MLPS endowment is apx. \$34,475. All members and prior members who have not renewed have been contacted regarding our endowment campaign as well as rejoining.

\$5000 donation from Harton Regional Medical Center has been approved and will be paid after 1/1/15. Trustee, Russ Spray has cc has contacted two Tri-Star hospitals to solicit participation.

Motlow Basketball Athletic Association membership drive has brought in \$12,765.

Donations for softball total \$5000, a portion of which will purchase t-shirts and the bulk will purchase uniforms.

Internal Campaign forms have been distributed to faculty and staff for 2015.

New donor has informed us that she is naming the Motlow College Foundtion in her Will to start a scholarship fund for students with disabilities.

Associate Trustee Pilot Program- not all of the Pilot Team have turned in names of nominees.

10/10 Attended Tullahoma Noon Rotary with fall recipient

10/10 Attended Blood Assurance Advisory Board meeting and have been asked to serve on that board.

10/13 MLPS Fall Coffee was held on the Fayetteville Campus with approximately 30 ladies in attendance. Group was reminded about our endowment challenge, Kroger Community Rewards program and Facebook. The group was addressed by one of our scholarship recipients.

10/15 Met with donors from the Highland Rim Bicycle Club who made a donation from proceeds of their Elk Valley 100 ride. Funds went into the MLPS Endowment fund.

10/16 Foundation Board of Trustees Executive Committee meeting was held

10/24 members of the International Society of Jack Daniels Collectors met on campus to make a donation to the Gap Scholarship funds for Moore County High School dual enrollment students

STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 11/20/14

Plans are being made for our Trustee's meeting and holiday reception on 12/12/14.

Planned giving letters will go out in December (decision regarding QCD from IRA scheduled to be finalized in November).