

MT 105 A
April 16, 2015
2:00 p.m.

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

AGENDA

- 1 Approval of minutes –President’s Council Meeting March 19, 2015
- 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- Rhonda Cotham
 - Institutional Effectiveness- Sylvia Collins
 - Internal Auditor- Tammy Wiseman
- 3 Discussion/News Items/Accomplishments (15 minutes)
- 4 President’s Comments (10 minutes)

Date: April 16, 2015
Time: 2:00 PM

Location: Marcum Technology Center, Room 105C
Attendees: X denotes attendance (See below chart)

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	X	X	X
Dr. Stone Vice President Administrative Services & IT	X	X	X	X	X	X
Hilda Tunstill Vice President Business Affairs	X	X	X	X	Not Present	X
Dr. Cynthia Kelley, Vice President Academic Affairs	X	X	Not Present	X	X	X
Jerry Tunstill Vice President Student Affairs	X	X	X	X	X	X
Laura Jent Affirmative Action Officer	X	X	X	X	X	X
Dr. Janice Harder Chair Faculty Council	X	X	X	X	X	X
Roxanne Evans Chair Support Staff Council	X	X	X	X	X	Camilla Daniel Attended
Tom Dillingham Chair Administrative Council	Jan Rogers Attended	X	Camilla Stafford Attended	X	X	X
Dallas Foster President Student Government Assoc.	X	X	X	X	X	X
Brenda Cannon Director of Student and Campus Relations	X	Regina Burden Attended	X	X	X	X
Completion Team Member	Rhonda Cotham Attended	Cindy Logan Attended	Rhonda Cotham Attended	Brian Robinson Attended	Cindy Logan Attended	Rhonda Cotham Attended
Sylvia Collins Director of Institutional Research, Planning and Communication, Webmaster	X	Not present	X	X	X	X

President's Council Minutes

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

Approval of Minutes

A motion was made by Laura Jent and seconded by Roxanne Evans to approve the minutes of the President's Council meeting held March 19, 2015.

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 Tunstill

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

Business Affairs- Mrs. Hilda Tunstill

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

Information Technology 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

Faculty Council will meet April 17. Dr. Harder expressed her appreciation to Dr. Apple for approving a 5% per rank increase for pending and future faculty promotions.

Support Staff Council- Mrs. Roxanne Evans

The Support Staff met March 26. The following items were discussed:

- **Preston Scholarship Candidates**: Funds are still available to be awarded for the Preston Scholarship. Potential students must be a resident of Moore or Franklin County, be 25 years of age or older and maintain a minimum GPA of 2.5.
- **Ice Cream Social**: The group firmed up details for this upcoming event on the Moore County Campus. The event will be held on Wednesday, April 22 and Thursday, April 23, from 10:30 a.m. to 11:00 a.m. and from 11:45 a.m. – 12:15 p.m. each day. The Administrative Council has agreed to share the cost of ice cream treats. Each student will be asked to write their Name, Graduation Date and Future Goal on a 'celebration tag' to be placed on the Kiosk in the courtyard. The tags will be numbered and distributed to each campus so that we can report the number of student participants.
- **ITV Meetings**: It was suggested that the SSC start using ITV rooms to stream our meetings to the other campuses. This will enable SSC members at other campuses to participate virtually. It has been difficult for staff members to make time to travel to the

main campus for meetings. ITV rooms for all locations are available on Thursdays from 3:00-4:00. We will use this technology at our next meeting in May.

- Election of new officers will also take place in May.

Administrative Council- Mr. Tom Dillingham

The Administrative Council has had the pleasure of collaborating with the Support Staff Council on several events and is looking forward to another successful event as we co-host the ice cream social for all students. The Administrative Council will also have elections in the near future.

SGA President-Dallas Foster

The SGA will host a blood drive with Blood Assurance on Monday, April 27 from 10:00 AM-3:30 PM. There will be free movie tickets and t-shirts given to participants. The blood drive with Red Cross was very successful. Spring Fling at the Moore County Campus is scheduled April 22. The Art Club will have a table at event with items made by students available for purchase. During the week of finals, SGA will be giving out bracelets and food.

Affirmative Action- Ms. Laura Jent

Human Resources will send out promotion and tenure letters following approval of the Board at the TBR Quarterly Board meeting scheduled June 18-19, 2015.

Student and Campus Relations- Ms. Brenda Cannon

The following campus activities are scheduled:

- The Motlow Presidential Search interviews will take place April 21-22 in MT 105. The schedule for the candidates is available on the Motlow College website. The candidate forums and interviews with the Presidential Search Committee will be streamed and archived. Chancellor Morgan would like to encourage feedback from all constituents, and a link to access the form is available on the Motlow website.
- A Hiring Fair will take place at the Moore County Campus on April 29.
- The Spring Concert is scheduled in Powers Auditorium on April 30 from 7:00-9:00 PM. A reception will be held prior to the concert at 6:00 PM.
- Final exams begin May 1 and continue through May 7.
- The Nursing Pinning will take place May 8 at 6:00 PM in Nisbett Center.
- Motlow's commencement will take place May 9 at Nisbett Center and will include two ceremonies, with the first at 10 a.m. for nursing students and students who attend classes primarily on the Moore County campus. A second ceremony for those attending classes primarily at the Fayetteville, McMinnville and Smyrna centers will begin at 2 p.m. Dr. Frank Glass will be the guest speaker at both commencement services.
- The Lincoln County Golf Tournament is schedule May 15.

- The Motlow College Foundation Annual Meeting is scheduled June 5.

Completion Team- Rhonda Cotham

1. The Completion Team met with Senior Staff on March 9.
2. The sub-committees that were organized will remain in place.
 - a. Information will go out to the sub-committees the week of April 20, 2015.
3. The next scheduled meeting is April 20.
4. The next steps for strategic planning:
 - a. Senior Staff to build on goals and objectives developed from previous Strategic Planning Meeting.
 - b. Assessment is important, and the completion team feels that training offered to campus would be beneficial to perform proper assessment.
 - c. Working to find an assessment trainer for fall Strategic Planning Meeting.

Institutional Effectiveness- Mrs. Sylvia Collins

Sylvia will be working with the Vice President's over the summer to review, revise and strengthen IE plans.

Internal Auditor- Tammy Wiseman

- The new Internal Audit webpage is up at http://www.mscc.edu/internal_audit/index.aspx.
- TBR and the universities and colleges are currently implementing comprehensive audit software.
- Ms. Wiseman is working on the Audit Plan for next fiscal year and will be scheduling meetings to discuss any needs/concerns of the various departments.
- The month of May is Internal Awareness Month. Campus staff will be invited to attend a presentation that is being planned.

Discussion/News Items/Accomplishments

- A retirement reception honoring Dr. MaryLou Apple will be held June 26 from 2:00-4:00 PM in MT 105.
- Dr. Apple expressed her appreciation to the council members for their work this year.

There being no further business, the meeting adjourned at 2:30 PM.

Respectfully submitted,
Christy Glenn

STUDENT AFFAIRS
STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 4/16/15

- Ongoing Academic Check-Ups*
- Ongoing Baseball and Softball Games*
- Ongoing Bi-weekly Meetings between AVPSA and Interim AVPAA*
- Ongoing Career Interest Inventory for Students*
- Ongoing College/Campus Visits by Students/Parents*
- Ongoing Mandatory study hall/tutor sessions*
- Ongoing New Student Orientation Planning Meetings*
- Ongoing Probation Mentoring*
- Ongoing Recruiting Initiatives (College Fairs, High School Visits)*
- Ongoing SGA Student Engagement Activities*
- Ongoing Student Success Roundtables*
- Ongoing Student-athlete academic monitoring/advisement*
- Ongoing MTSU, TSU, and UAH Transfer Fairs and College/University Transfer Visits*
 - 3/4/15 Focus Group for Students to Discuss QEP (McMinnville)
 - 3/4/15 MTSU Community College Transfer Summit
 - 3/10/15 Veterans Education Academy Class (Austin Peay)
- 3/11-13/15 TNAHEAD Conference
 - 3/16/15 Changes to Online Classes Meeting
 - 3/16/15 Overcoming Test Anxiety Workshop (Moore)
 - 3/16/15 Conference Call (GPA Starting Summer)
 - 3/17/15 ACEN Site Visit (Support Personnel Group)
 - 3/18/15 Presidential Search Advisory Committee
 - 3/18/15 Black History and Women's History Months Program (Fayetteville)
 - 3/20/15 Conference Call (TN Promise Registration Planning)
 - 3/25/15 Student Affairs Division Directors' Meeting
 - 3/26/15 Overcoming Test Anxiety Workshop (McMinnville)
 - 3/26/15 Grad Finale Cap and Gown (Moore)
 - 3/26/15 Grundy County High School College and Career Fair
 - 3/26/15 TN Achieves Franklin County Mentors/Mentees Meeting
 - 3/27/15 MP3 Monthly Meeting
 - 3/30/15 Interviewing Skills Workshop (Smyrna)
 - 3/30/15 Career Fair Planning Meeting, TDOL Representative (Moore)

STUDENT AFFAIRS
STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting: 4/16/15

4/1-4/2/15 TIBRS Training, Union University (Jackson, TN)

4/2/15 Presidential Search Advisory Committee

4/8/15 Faculty Excellence Awards

4/9/15 Honors Symposium (Moore)

4/10/15 FAST Training

4/10/15 Presidential Search Advisory Committee

4/15/15 Student Recognition Day

ITAS Student Retention and Completion Report
Meeting Date: April 16, 2015

Facilities Services:

- Performed setup and take down for all events during this time period and for Presidential
- McMinnville campus parking lot improvements to be bid for work this summer.
- Simon Hall renovation which will improve building appearance, bathroom function and student
- Eoff Hall auditorium renovation which will improve building appearance, acoustics and seating
- Working with designers on campus chiller replacement to increase comfort level of all main
- Provided support to satellite campus location functions.
- Having Signarama upgrade Fayetteville campus main sign to improve visibility and appearance

Library Services:

3/1/15 Assisted with ACEN nursing accreditation visit NJ
3/1/15 Faculty Excellence Nominating Committee BS
3/2/15 Smyrna Lead Staff Weekly Meeting APH
3/3/15 Dr. Wheelan's Presentation for Women's History Month Moore Campus CML
3/16/15 Smyrna Lead Staff Weekly Meeting APH
3/17/15 Academic Student Worker Appreciation Treats "We're the lucky ones to have you on our team!"
PSS BLS
3/18/15 Dr. Kelley's Cookie Confab APH
3/20/15 Languages Departmental Meeting in Smyrna APH
3/23/15 GPS Training on the Fayetteville Campus. DL
3/25/15 Picked up book donations from Smyrna High School for International Book Project APH
3/25/15 Conducted Resume Writing Workshop in Student Success (SMY) APH
3/25/15 Motlow Author's Book Signing E. Follett Book Store Lobby BLS
3/26/15 Represented Motlow for Career Fair at Overall Creek Elementary (Murfreesboro) APH
03/30-4/2/2015 Academic Student Worker Appreciation Treats "You're A Good Egg" PSS BLS
4/1/15 Assist with Motlow Career Fair (SMY) APH
4/1/15 Participated in the Spring Cotillion DL
4/1/15 Assisted with ATMAE mechatronics accreditation visit NJ
4/2/15 Meeting with Dr. Cook and Wes Spratlin with Elizabeth White for ESL Classes Proposal APH
4/2/15 TN Promise Mentor Meet 'n Greet 2nd public meeting (Lincoln Co. High School) DL
4/2/15 Autism Awareness information bulletin board, display table and attend the walk and program.
4/2/15 Participated in the Autism Walk on DL
4/2/15 Autism Awareness information and book display for Moore County Library CML PSS
4/8/15 Faculty Excellence Ceremony in Clayton-Glass Library Rotunda (Moore Library Staff)

Library Services:

4/8/15 Motlow College Retirement Reception Forrester Center - Billy Hicks and Carol Wells (Moore Library Staff)
4/10/15 (Invited to Participate in) University Parallel Audit at Moore Co. campus APH
4/15/15 Student Recognition Assembly in Nisbett Center Moore Campus BLS
4/21/15 Spring Fling in Smyrna APH
4/22/15 Read To Succeed Literacy Council Meeting APH
04/22-24/15 TLA Annual Conference (Memphis) APH
4/28/15 Will participate in the Fayetteville Center Spring cook out DL
5/9/15 2015 Graduation Commencement Greeters for AM/PM Ceremonies PSS DL BLS
5/14/15 Representing Motlow for College Day at Bradley Elementary School (Murfreesboro) APH
March/April Weekly Monday staff meetings with Laura Monks discussion is made about how we have helped with retention and how we can improve retention (Fayetteville Center); DL
March/April Paranormal Club Monthly meetings co-sponsor DL
March/April TN Promise Mentor: weekly contact with each assigned mentee DL
March/April Replenish the candy dish for library patrons/students PSS
March/April/May MP3 Mentor Program BLS
May 4-7 Provide lunches for Library Academic Student Workers (Moore Campus) as Cafeteria is closed during Final Exams (Moore Library Staff)
June, July, August Freshman Orientations (Smyrna) APH

STUDENT RETENTION AND COMPLETION EFFORTS

Date of Council Meeting:

04/16/15

Advancement

Meetings Attended:

Motlow College Foundation Executive Committee
Chamber Meetings
Southern Tennessee Ladies Society Luncheon
Bank of Lincoln County - Golf Tournament Planning Meeting
Meeting with donor/organizers for an MLPD fundraising event
Meeting with a potential donor regarding Estate Planning
Women Impacting the Community Luncheon
"Paint Motlow Blue" MTSU transfer recruiting event
Coffee County Leadership Board Meeting
Tullahoma Women's Club Meeting to accept donation
MLPS Spring Tea
Faculty Excellence Awards

Upcoming Events

MLPS fundraiser/new member event 4/28
STEM Outreach Program showcase event being planned
Lincoln County Golf Tournament

Major Accomplishments

Annual Gala, netting apx \$41,000
Faculty Excellence Awards

Student Retention and Completion Efforts Report

for Department: Humanities

Date: April 6, 2015

<u>RETENTION RATE IMPROVEMENT ACTIVITIES</u>	<u>GRADUATION RATE IMPROVEMENT ACTIVITIES</u>	<u>PLANNING FOR TENNESSEE PROMISE ACTIVITIES</u>
<u>MEETINGS</u>	<u>MEETINGS</u>	<u>MEETINGS</u>
Brian Robinson attended the Picture Perfect; Feedback Strategies for Presentation and Visuals Webcast	Dr. Bethea lead the GPS Training session on March 26	
Brian Robinson attended the "What's the Frequency, Kenneth?" Voice Commenting Strategies Using Turnitin Webcast.	Brian Robinson and Eric Claunch attended the Advising Tips session and GPS Training session	
	Brian Robinson attended the MTSU Summit on March 4	
	Brian Robinson attended 2 Completion Team Meetings on March 16 and March 25	
<u>IN THE CLASSROOM</u>	<u>IN THE CLASSROOM</u>	<u>IN THE CLASSROOM</u>
Faculty served in the Advisment Centers as well as worked with their own advisees		
Faculty used the Early Alert system		
Faculty reminded students of preregistration		
Faculty promoted MyMolow and GPS		
<u>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</u>	<u>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</u>	<u>EXTRA CURRICULAR ON CAMPUS ACTIVITIES</u>
Brian Robinson and Dr. Adams attended the Dr. Wheelan presentation on March 3		
<u>IN THE COMMUNITY</u>	<u>IN THE COMMUNITY</u>	<u>IN THE COMMUNITY</u>
Opened Kurt Krause Art Exhibit in MSCC Art Gallery		
<u>COMMENTS</u>	<u>COMMENTS</u>	<u>COMMENTS</u>