



# MOTLOW STATE COMMUNITY COLLEGE

**LEADERSHIP COUNCIL MEETING  
Friday, December 8, 2017, at 10:00 a.m.  
Clayton-Glass Library, Room CG 129**

## **MINUTES**

The Leadership Council met on Friday, December 8, 2017, in the Clayton-Glass Library in CG 129 with Hilda Tunstill, Interim President, as chair and Michelle Cox as secretary. Ms. Tunstill called the meeting to order at 10 a.m.

### **Voting Members in Attendance:**

Cook, Scott  
Cotham, Rhonda (substituted for Cheryl Hyland)  
Diaz, Danny  
Edmonds, Melody  
Fitch, Elizabeth  
Jent, Laura  
Koller, Heather  
Kraus, William  
Logan, Cindy (substituted for Jay Turney)  
Smith, Bertha

### **Members Absent:**

Bryson, Terri  
Caldwell, Josh  
Hyland, Cheryl  
Reynolds, Kathy

### **Non-Members Attending:**

Claunch, Eric  
Brown, Duane  
Cowden, Susan  
Robinson, Brian

## **APPROVAL OF MINUTES**

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William Kraus moved to approve the minutes for October 27, 2017.

Laura Jent seconded the motion.

All approved; no opposition.

**Introduction:**

Hilda Tunstill introduced and welcomed the new Director of Grants, Susan Cowden.

**UPDATES**

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**Lucy Craig, Faculty Council** – Lucy Craig attended TBR Sub Council last month.

There is a great deal of competition between universities and community colleges for Dual Enrollment students. TBR and THEC are trying to act as mediators.

Administrative Services is working on developing a way to code students in Banner so their co-curricular activities (Ex. Honor Society, PTK, SGA, etc.) are included on their transcript.

TTP's are reviewed every five years. Social and Behavioral Sciences are up for review this year.

Reverse Transfer. Universities are going to start including an automatic "Opt In" button on applications beginning Fall 18.

General Counsel is considering a complete review and rewrite of TBR policies. Guidelines will be renamed Procedures. Procedures must be followed.

THEC is starting a marketing campaign early spring. Areas of Emphasis are not always included in the TTP's; therefore, some of them do not get reviewed every five years. New programs are Areas of Emphasis and not TTP's will have to start preparing articulation agreements.

Dr. Schulte wanted everyone to know that 50-55% of Community College students are TTP, not degree seeking.

**Elizabeth Fitch, Administrative Council** – Elizabeth Fitch reported that the Council met on November 9<sup>th</sup> and approved the minutes for the October 6<sup>th</sup> meeting. The proposed changes for the Administrative Council and its Constitution are on the Leadership Council agenda today for policy approval. The Administrative Council will meet again in February, 2018.

**Bertha Smith, Support Staff Council** – The Support Staff Council officers met on December 6<sup>th</sup> to discuss goals for the upcoming year. All support staff have a voice and deserve to be heard. A unified council is a unified college.

**Danny Diaz, SGA President** – There are lots of activities planned for finals week in the libraries and on each campus. There will be pizza, oatmeal, snacks, etc. They are beginning to discuss the spring retreat and plan to do a lot of marketing.

## **REVIEW OF POLICIES**

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- **Policy 6:10:00:15 Administrative Council**

Elizabeth Fitch introduced action item Policy 6:10:00:15. President's Council was changed to Leadership Council. Representatives will be elected for two-year terms instead of one. Elected members serving a two-year term must rotate off for one year before they are eligible for re-election. A chair, vice-chair, secretary and an "at-large" representative are elected biennially.

Scott Cook motioned to approve the policy as amended.

Danny Diaz seconded the motion.

The motion passed unanimously to approve the policy as amended, no opposition. (See attachment 1.)

- **Policy 7:00:00:00 Administrative Council Constitution**

The organizational units of the college were updated to reflect the reorganization chart. Representatives shall be elected for two-year terms; however, they may be re-elected by their peers after a one-year waiting period. Officials of the Administrative Council shall be a chair, vice-chair, secretary, and an "at large" representative. A parliamentarian may be elected at the request of the newly elected chair, or the vice-chair may serve in that capacity.

Elected officials of the council, with the exception of the vice-chair, are limited to one two year term in any given office and will be required to rotate off for one year before the possibility of being re-elected.

The vice-chair will become the chair in the new term and will remain the chair-elect should the chair be unable to complete their term. This is a four-year obligation.

The "at large" representative serves on the Leadership Council and will be on a different campus than the chair.

Voting shall be by open voting except for the election of officers which shall be by electronic ballot.

Voting on amendments may be conducted electronically. A tie vote not broken after three weekly called meetings may also have voting conducted electronically.

The Council suggested a couple of additional changes. Elizabeth Fitch will send an updated version of the policy with the changes to Brian Stacy.

Scott Cook motioned to approve the policy as amended along with the additional proposed changes.

William Kraus seconded the motion.

The motion passed unanimously to approve the policy as amended with the additional changes, no opposition. (See attachment 2.)

**Melody Edmonds, Academic Calendar Update for Fall 18-Spring 19.** It was noted the calendar was getting longer and more confusing. Academic Affairs will talk to Faculty Council. Several other colleges are pulling out financial aid dates, etc., and not including them on the Academic Calendar.

Marketing will unveil a new tool at Spring Assembly that will allow us to post the Academic Calendar in a more accessible format. We are not changing dates. We are just asking everyone for ideas and thoughts about how to more clearly communicate this information.

**Hilda Tunstill, Spring Assembly Update.** Spring Assembly will be on Thursday, January 11, 2018. We are going to close campus for that date. Breakfast items will be available at 8 a.m. The program will begin at 9 a.m. Lunch will be provided. Jeannie Gallant will showcase Motlow talent for entertainment during the meal. Division and Department meetings will start at 1 p.m.

Staffing is a priority right now with all of our Deans and Assistant Deans.

Current enrollment estimate for spring may be around 3,000 FTE (pre-purge). It looks like enrollment should be up, but to what degree is not clear yet. Scott Cook will begin communicating enrollment numbers next week. The first purge will be January.

The Presidential Search Committee will narrow the candidates in January. In the February timeframe, there will be three to five candidates interviewing on campus. The search remains strictly confidential at this point.

Hilda Tunstill said that while it has been a challenging semester, we continue to move forward. Everyone's hard work is very much appreciated.

Heather Koller followed with an expression of gratitude on behalf of the entire Council and College to Hilda Tunstill for her service as Interim President.

**Laura Jent, Affirmative Action Rules.** Human Resources must start posting every temporary position beginning in January. A roster will be pulled as of November 30<sup>th</sup>. Everyone working as of that date will be considered an “active” employee. Everyone hired after must go through the application and selection process.

**Future Meetings.** The Council opted to not meet in January. The scheduled meetings are as follows:

February 23, 2018

March 23, 2018

April 13, 2018

Laura Jent moved to adjourn the meeting.

Scott Cook seconded the motion.

The meeting adjourned at 11 a.m.

Respectfully submitted,

Michelle Cox



Category
<b>ADMINISTRATIVE COUNCIL – 6:10:00:15</b>
Approval
<b>Leadership Council Approved:</b>
<b>Effective Date/Approved:</b>
<b>Revised:</b> February 14, 2007;
<b>Responsible Party:</b> Administrative Council Chairperson

**I. PURPOSE**

The Administrative Council provides a mechanism for administrators to discuss concerns and issues of general interest. Recommendations should be forwarded through the President to the ~~President's~~ **Leadership Council**.

**II. DUTIES:**

The duties of this committee are:

1. To provide a forum for and make recommendations concerning: Improvement/maintenance of open communication among administrators; empowerment of administrators; improvement and innovation among administrators; and suggestions and recommendations to the appropriate campus entity.
2. To address other issues which may be deemed appropriate and timely by the membership.

**III. MEMBERSHIP:**

- A. Each organizational unit of the college (as shown on the organizational chart) will have at least one representative. Each unit with more than seven full-time administrators or major portion thereof, another representative may be elected.
- B. Representatives are elected for ~~one~~ **two-year terms** and **are required to wait for one (1) year prior to being eligible for re-election.** ~~may be re-elected.~~ They shall be elected in June and assume duties in the new fiscal year.
- C. The Administrative Council meets at least once each semester as announced and additionally if called for as specified in the Administrative Council Constitution (Policy 7:00:00:00). A chair, vice-chair, ~~and~~ secretary and **“at-large” representative** are elected **biennially** ~~annually~~ in June to assume office with the first meeting of the new fiscal year.



Category
<b>ADMINISTRATIVE COUNCIL CONSTITUTION – 7:00:00:00</b>
Approval
<b>Leadership Council Approved:</b>
<b>Effective Date/Approved:</b>
<b>Revised:</b> February 10, 2010
<b>Responsible Party:</b> Administrative Council Chairperson

**Preamble**

To provide a mechanism for administrators to discuss concerns and issues of general interest, therefore empowering them to expedite decision-making, the Administrative Council of Motlow State Community College establishes this Constitution.

**Constitution**

I. Functions

- A. To provide a forum for and make recommendations concerning
  - 1. Improvement/maintenance of open communication among administrators;
  - 2. Empowerment of administrators;
  - 3. Improvement and innovation among administrators; and
  - 4. Suggestions and recommendations to the appropriate campus entity.
- B. Other issues which may be deemed appropriate and timely by the membership.

II. Structure and Membership

- A. The Administrative Council shall consist of:
  - 1. One (1) representative for each seven (7) full or part-time administrators or major portion thereof. (Representatives shall be selected by each organizational unit of the College – Academic Affairs, ~~Business Affairs, Information Technology,~~ Student Affairs, **Marketing and Campus Activities, Advancement and Foundation, Finance and Administration, Human Resources, Quality Assurance and Performance Funding**); and
  - 2. Any unit with fewer than four (4) administrators will combine with the unit having the least members. If this combined group is under (7) administrators, they will be allowed to vote for one (1) representative at large.
  - 3. Ex-Officio members as the Council shall specify.
- B. Representatives shall be selected according to the following criteria:
  - 1. Representatives shall be elected from the full ~~and part-time~~ administrative staff members in their organizational unit. Representatives are elected for ~~one~~ **two**-year terms; however, they may be re-elected by their peers **after a one (1) year waiting period**.
  - 2. If an administrative representative cannot attend a meeting, he/she may appoint an alternate with full privileges to act in his/her absence.
  - 3. Members shall be elected each June and will assume duties in the new fiscal year.

4. Vice Presidents shall serve as ex-officio members as decided by the Council.

C. Officials of the Administrative Council shall be:

1. A chair, ~~chair-elect~~ vice-chair, and secretary and at-large representative shall be elected biennially-annually in July and will assume office with the following meeting of the new fiscal year.
2. A parliamentarian may be elected at the request of the newly elected chair, or the ~~chair-elect~~ vice-chair may serve in that capacity.
3. ~~The elected officials of the Council are limited to two (2) one year (1 year) terms in any given office but shall be eligible for re-election to the Council.~~ Elected officials of the council, with the exception of the vice-chair, are limited to one (1) two (2) year term in any given office and will be required to rotate off for one (1) year before the possibility of being re-elected.
4. The officials of the council shall function as the Steering Committee.

D. Representatives and officials shall perform the following functions:

1. Representatives
  - a. Serve as liaisons between their divisions and the Administrative Council in disseminating information and soliciting responses.
  - b. Present division proposals and discussions on the issues.
  - c. Elect Council officials.
  - d. Serve on Council Committees as appointed.
2. Chair
  - a. Presides over meetings of the Council
  - b. Establishes the agenda and provides a copy for each member in advance of all regularly scheduled meetings.
  - c. Calls special meetings as needed.
  - d. Appoints Council committees.
  - e. Serves or appoints representatives to serve on councils and committees as appropriate to the office.
3. ~~Chair-Elect~~ Vice-Chair
  - a. Acts for the chair in his/her absence or at his/her request.
  - b. Assists the chair in the performance of his/her duties.
  - c. The vice-chair will become the chair in the new term and will remain the vice chair should the chair be unable to complete their term. This is up to a 4 year obligation as chair.
4. Secretary
  - a. Records, prepares, and distributes the minutes of meetings, with amendments or corrections, to the President, the Faculty Council Chair, the Support Staff Council Chair, and to all administrators and maintains a permanent record of such.
  - b. Prepares and maintains an official membership list of the Council from which roll call votes may be made.
  - c. Prepares an annual report which consists of the minutes of each Administrative Council meeting, pertinent documents, attachments, etc., which will be maintained by the Secretary of the Council.
5. At-Large Representative
  - a. Serves on the Leadership Council.
  - b. Will be on a different campus than the Chair.

### III. Procedures

#### A. Meetings

1. Regular Meetings
  - a. The Administrative Council shall meet at least once each calendar semester. Meetings shall be open to representatives and visitors. However, visitors have no vote and may exercise floor privilege at the discretion of the chair or the approval of a majority of the Council.
  - b. The chair shall submit an agenda to each representative before the beginning of each meeting.
2. Called Meetings
  - a. Meetings may be called by the chair or by a majority request of the Council members. Adequate notification of two (2) working days shall be given.

- b. The President of the College, or his/her designee, and the chair of the Administrative Council may jointly call emergency meetings on ~~the~~ short notice. All members shall be notified of all called meetings.

B. Voting

1. All business shall be decided by a simple majority of the total council members present, the chair voting, except the approval of constitutional amendments and bylaws, which shall require a two-thirds (2/3) majority of the Council.
2. Voting privileges shall be limited to elected divisional representatives or their alternates in their representative's absence.
3. Voting shall be by open voting except the election of officers, which shall be by **electronic** ballot.
4. Nominations for new officers will be made at the June meeting. Names of the nominees will be sent in the form of ~~a ballot or via email~~ **an electronic ballot** to each representative. ~~The ballots should be marked and placed in an envelope, sealed, and returned to the Council chairperson by the designated date. The officers will meet to open the envelopes, count the votes, and notify the new officers in writing.~~
5. Any voting Council member may at his/her discretion call for a roll call vote.

C. General Procedures

1. In all matters of procedure not specified herein, Roberts Rules of Order (revised) shall be applied.
2. Each meeting shall be adjourned upon a motion made, seconded, and passed.
3. All recommendations receiving a majority vote are sent in writing to the President of the College, or his/her designee, for action. The President, or his/her designee, will respond in writing to the Council within ten (10) working days.

IV. Amendments

A. Proposal of Amendments shall be

1. Proposed by a representative of the Administrative Council;
2. By petition of ten (10) percent of the Administrative staff; or
3. By a request of the administration through the President of the College or his/her designee.

B. Procedure

1. Amendments shall be presented in writing at open meetings of the Administrative Council.
2. An amendment shall be voted on by the Council at the next meeting following its proposal. A two-thirds (2/3) majority of the Council shall be required for approval. **Voting may be conducted electronically.**

ADMINISTRATIVE COUNCIL CONSTITUTION BYLAWS

1. Bylaws may be changed or amended by a two-thirds (2/3) vote of the Council.
2. At the discretion of the chair or a majority vote of the Council, an invitation to attend Council meetings may be extended to the President, Vice-Presidents, Deans and Directors when their areas of responsibility are under discussion by the Council. Likewise, a request by these individuals to attend meetings may be granted at the discretion of the chair or a majority vote of the Council.
3. Whenever a matter ends in a tie vote, the Council will vote on it again at three (3) weekly called meetings. If the tie vote is not broken after three (3) votes, the matter is defeated. **Voting may be conducted electronically.**