

LEADERSHIP COUNCIL MEETING

Friday, March 2, 2018
Clayton Glass Library
Room CG 129

AGENDA

1. Approval of Minutes:
 - December 8, 2017
2. Updates:
 - Faculty Council- Dr. Lucy Craig
 - Administrative Council- Ray Higginbotham
 - Support Staff Council- Bertha Smith
 - Student Government Association- Danny McFarland
3. Review of Policies
 - Leadership Council Policy 6:10:00:01
4. Academic Calendar - Melody Edmonds
5. Commencement Update - Hilda Tunstill
6. Smyrna Groundbreaking- March 23- Hilda Tunstill
7. Future Meetings: *Alternate date will be set for the meeting scheduled March 23



MOTLOW STATE
COMMUNITY COLLEGE

Spring 2019 Academic Calendars

Full Term: January 14, 2019 – May 2, 2019

January 14	Classes Begin
January 15	Last day to adjust schedules
January 21	Martin Luther King day Holiday – Campus Closed, No Classes
February 25 – March 3	Midterm Exams
March 3	Last day to submit completed work to the instructor to remove an “I” for Fall 2018
March 4 – March 10	Spring Break
April 19 – April 21	No Classes (Campus will be open Friday, April 19-Liberal Leave Day)
April 25	Last day of Classes
April 26 – May 2	Final Exams
May 4	Commencement
May 6	Grades Due

First Session: January 14, 2019 – March 2, 2019

January 14	Classes Begin
January 15	Last day to adjust schedules
January 21	Martin Luther King day Holiday – Campus Closed, No Classes
March 2	Last day of classes
Last day class meets	Final Exams
March 3	Last day to submit completed work to the instructor to remove an “I” for Fall 2018
March 4	Grades Due
May 4	Commencement

Second Session: March 11, 2019 – April 27, 2019

March 11	Classes Begin
March 12	Last day to adjust schedules
April 19 – April 21	No Classes (Campus will be open Friday, April 19-Liberal Leave Day)
April 27	Last day of Classes
Last day class meets	Final Exams
April 29	Grades Due
May 4	Commencement

These calendars are subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution.



Category
LEADERSHIP COUNCIL – 6:10:00:01
Approval
Leadership Council Approved: October 27, 2017
Effective Date/Approved: October 27, 2017
Revised: March 22, 2016; April 26, 2016; December 9, 2016; July 28, 2017; October 27, 2017 On March 22, 2016, this policy replaced the following policies: President’s Council & CQI Process Policy, 6:10:00:01, dated October 23, 2008, Budget Committee Policy, 6:10:00:12, dated January 28, 2009; On April 26, 2016, this policy replaced the Strategic Planning & Institutional Effectiveness Committee Policy, 6:10:00:08, dated January 28, 2009
Responsible Party: President

I. RESPONSIBILITIES

- A. Motlow State Community College (MSCC) uses a shared governance model that integrates planning, budgeting, and problem solving into a single committee and is the framework for the college’s participatory decision-making process called the Leadership Council. The Leadership Council offers advice to the President on MSCC policy and procedural matters, on creation of the unrestricted general fund budget, and on alignment of the budget recommendations with the college’s Strategic Plan. Any member of the Leadership Council may add agenda items. The Leadership Council meets once a month, unless an exception is made by the President. Members are expected to attend all meetings or appoint a proxy. Special meetings may be called by the President. If the President does not accept the recommendations of the Leadership Council, then he/she will provide the council reasons for that decision.
- B. This shared governance structure is in accordance with [TBR Policy 1:03:10:00](#) which states:
 - 1. The Tennessee Board of Regents recognizes that students and faculty are vital components of the campus community which must effectively contribute to the progress and general welfare of the institutions governed by the Board.
 - 2. Students should have a primary interest in matters of student life, including discipline, and faculty should have a primary interest in academic affairs, including curriculum, program changes and development, and admission and graduation requirements. Furthermore, both students and faculty have a direct interest in both student and academic affairs.
 - 3. Therefore, it is the policy of the Board that each institution shall establish effective means whereby students and faculty can participate in and make recommendations concerning the formation of policies and programs relating to student and academic affairs.
 - 4. Due to differences in sizes of the various institutions, and existing methods at some institutions which may effectively provide for faculty and student participation, each institution shall determine and make known the method and degree of student and faculty involvement in specific areas of institutional decision-making, subject to the approval of the Chancellor.

II. MEMBERSHIP

- A. The committee is composed of the following members:
1. President (Ex-officio)
 2. Vice President for Academic Affairs
 3. Vice President for Finance and Administration
 4. Vice President for Marketing and Campus Activities
 5. Vice President for Quality Assurance and Performance Funding ([Currently vacant](#))
 6. Vice President for Student Affairs
 7. Chair of the Faculty Council
 8. Chair of the Administrative Council
 9. Chair of the Support Staff Council
 10. One Administrative Staff member, elected at large (must be from a different campus than the Administrative Chair)
 11. One Faculty member, elected at large (must be from a different campus than the Faculty Chair)
 12. One Adjunct Faculty member (appointed by the Faculty Council)
 13. One Support Staff member, elected at large (must be from a different campus than the Support Chair)
 14. President, Student Government Association
 15. Affirmative Action Officer
 16. Internal Auditor (Ex-officio, non-voting)
- B. Faculty, staff, and students are encouraged to participate in the decision-making processes at MSCC by providing input to their Leadership Council representative(s) regarding any college matter that concerns them. The Leadership Council will distribute a list of current representatives to all faculty and staff at the beginning of each academic year.

III. BUDGETING

- [A. By March 1st of each year, the Vice President of Finance and Administration \(VPFA\) will begin preparation of the Proposed unrestricted budget for the next fiscal year. The VPFA will accept input from each vice president for consideration.](#)
- [B. The Leadership Council makes budget recommendations to the president for each fiscal year. All recommendations are made only after consideration of projected revenues, input from each department, and the determination that recommendations comply with the strategic plan.](#)
- [C. Recommendations flow from the department level to the respective vice president. The VPFA compiles the information for consideration by the Leadership Council. During April, a meeting will be scheduled for the Leadership Council to review a summary of the Proposed unrestricted budget for the next fiscal year.](#)

IV. STRATEGIC PLANNING AND INSTITUTIONAL EFFECTIVENESS

- A. In order to align budget recommendations with the college's strategic plan, the Leadership Council will coordinate, issue policy, and make decisions concerning operational and strategic planning at Motlow State Community College. Operating within the strategic planning cycle that is consistent with the cycle established by MSCC's governing board, the Tennessee Board of Regents (TBR), the Leadership Council will:
1. Formulate goals and objectives for the strategic plan within the framework established by TBR.
 2. Meet at least annually in a strategic planning meeting to review and revise the college's mission statement, as appropriate; the college's progress toward execution of its strategic plan; and methods

Deleted: <#>By March 1st of each year, the Vice President of Finance and Administration will prepare a base budget as it pertains to unrestricted general fund dollars. The base budget is defined as the previous year's budget adjusted to reflect mandated or personnel changes. The base budget may also include recommended savings based on previous budget history.¶

Deleted: <#>Once the Base Budget has been established, the Leadership Council begins deliberations on the additions or subtractions to the base budget in preparation of the new budget. Changes to the base budget occur through an initiative process. Only a member of the Leadership Council may submit/sponsor an initiative using the MSCC Budget Initiative Form. Initiatives are due by April 1st for consideration. During April, a meeting will be scheduled for the Leadership Council to conduct budget hearings regarding the new budget initiatives. At the conclusion of the budget hearings, the Leadership Council will vote to prioritize the budget initiatives from the highest priority to the lowest.¶

Deleted: <#>By April 15th, the Leadership Council submits to the college, in rank order, the list of initiatives from highest to lowest priority to solicit college-wide feedback.¶

Deleted: <#>After receiving feedback from the college, the Leadership Council presents its final rankings of initiatives to the President. After considering the recommendations of the Leadership Council, and considering the funding levels prescribed by the Legislature, the President presents the final budget (the base budget plus initiatives) to the Tennessee Board of Regents for approval. Initiatives not funded may be re-submitted during the next budget cycle for consideration.¶
<#>Should additional resources become available during the budget year, the President may, after informing the Leadership Council, fund additional items. ¶

to promote institution-wide institutional effectiveness processes, assessment of institutional effectiveness goals; and implementation of improvement measures, as appropriate, to effect a continuous cycle of improvement.

V. THE LEADERSHIP COUNCIL DOES NOT INVOLVE ITSELF IN:

- A. Curriculum issues
- B. Individual salary, benefits, and reassignment decisions
- C. Individual division and departmental budget decisions