



MOTLOW STATE COMMUNITY COLLEGE

LEADERSHIP COUNCIL MEETING
Friday, March 2 2017, at 9 a.m.
Clayton-Glass Library, Room CG 129

MINUTES

The Leadership Council met on Friday, March 2, 2018, in the Clayton-Glass Library in CG 129 with Hilda Tunstill, Interim President, as chair and Christy Glenn as secretary. Ms. Tunstill called the meeting to order at 9 a.m.

Voting Members in Attendance:

Bryson, Terri
Caldwell, Josh
Cook, Scott
Craig, Lucy
Cunningham, Virginia (substituted for Smith, Bertha)
Edmonds, Melody
Fitch, Elizabeth
Higginbotham, Ray (substituted for Fitch, Elizabeth)
Hyland, Cheryl
Jent, Laura
Koller, Heather
Reynolds, Kathy
Turney, Jay

Members Absent:

Diaz, Danny
Kraus, William

Non-Members Attending:

Brown, Duane
Brown, Michelle
Stacy, Brian
Walters, Andrea

APPROVAL OF MINUTES

Scott Cook moved to approve the minutes of December 8, 2017.

Chery Hyland seconded the motion.

All approved; no opposition.

UPDATES

Lucy Craig, Faculty Council – Lucy Craig attended TBR Sub Council last month. There was a briefing on proposed legislation that would give community colleges the right of first refusal for dual enrollment students. If this is passed, it would mean that universities cannot offer dual enrollment classes to high school students in our service area unless we do not provide dual enrollment opportunities for them. Universities are hoping that a grandfathered clause will be part of the proposed bill, as they are already in some of the high schools in our area.

Faculty Council is working to revamp the way that students evaluate courses. Faculty have been unhappy with the present evaluation system offered by ETSU for several years. Two council members are researching various companies that can provide the service. Motlow is the only community college that still utilizes ETSU for this service. It will be next year before anything would change.

Ray Higginbotham, Administrative Council – The Administrative Council is in the process of conducting electronic voting to replace the vacancy left by the departure of Michael Boatman. The voting will conclude March, 2, 2018. There is a meeting scheduled at the end of the month.

Virginia Cunningham, Support Staff Council – At the December meeting of the Support Staff Council, members discussed moving of the fleet reservations back to the Facilities Department, staffing issues, space limitations at different campuses, and TnReconnet. There is a meeting scheduled in April.

Student Government Association – There was no representation at the meeting to provide an update for SGA.

REVIEW OF POLICIES AND OTHER ACTION

Policy 6:01:02:01 Leadership Council- Jay Turney reviewed the changes to the policy that basically returns the budgeting process to the manner in which it was formerly handled instead of through budget initiatives. (See attachment 1.) The VP of Finance and Administration will work with the other vice president's for input. The TBR will send budget instructions the first part of April with the budget due 30 days afterward. The Leadership Council will serve as the Budget Committee, and the final budget will be presented for review and discussion by the group in

April. Hilda Tunstill commented that input is needed from everyone. It is crucial that requests and needs in areas flow up through supervisors and vice presidents. It was noted that the President's Cabinet is committed to reassessing staffing needs due to enrollment growth, new programs and new initiatives. Several new positions have already been identified, and we have started the advertising process. Staffing needs and salary increases should not have to be negotiated against each other. Further tweaks to the Leadership Council policy may be made, if needed.

Lucy Craig moved to approve the changes to the policy as presented

Heather Koller seconded the motion.

All approved; no opposition.

The next meeting of the Leadership Council will be April 13. The budget will be presented as well as a few policies.

Academic Calendars- Melody Edmonds presented the 2019 Spring Academic Calendars for review. (See attachment 2.) Faculty Council and the Academic Affairs Committee have reviewed and approved the calendars. Upon approval of the Leadership Council, the calendars will be published.

Heather Koller moved to approve the calendars.

Laura Jent seconded the motion.

All approved; no opposition.

ANNOUNCEMENTS

Commencement 2018- The College will host three commencement services at the Moore County Campus on May 5. They are as follows:

10 a.m. Moore County and Fayetteville students

Guest speaker- Mike Krause,
Executive Director of THEC

1 p.m. McMinnville and Nursing students

Guest speaker- Krissy DeAlejandro,
Executive Director of tnAchieves

4 p.m. Smyrna students

Guest speaker- Krissy DeAlejandro,
Executive Director of tnAchieves

Smyrna Groundbreaking- The groundbreaking for the third building in Smyrna is scheduled March 23. The Chancellor is planning to attend as well as several of the area legislators. The

construction trailer is on site, and construction crews are scheduled to be at Smyrna on March 26. Additionally, we have closed on the land purchase as of Feb. 19. The plan is to first establish parking on the newly purchased land so that construction can begin where the temporary gravel parking area is presently located.

Due to the Smyrna groundbreaking on March 23, the Leadership Council meeting that was scheduled that day is now moved to April 13. The time of the meeting will be established once the agenda is completed.

Reception for Scott Cook- A reception honoring Scott Cook and his service to the college will be held on March 13 in the Jack Daniel Dining Room at 1:30 p.m.

It was noted that the duties of the position for Vice President of Quality Assurance and Performance Funding, currently held by Scott Cook, have been covered by other areas as shown in the minutes from the President's Cabinet of February 14, 2018. This will allow the new President to make a decision regarding the position.

Scott Cook moved to adjourn the meeting.

Melody Edmonds seconded the motion.

The meeting adjourned at 9:19 a.m.

Respectfully submitted,

Christy Glenn



Category
LEADERSHIP COUNCIL – 6:10:00:01
Approval
Leadership Council Approved: March 2, 2018
Effective Date/Approved: March 2, 2018
Revised: March 22, 2016; April 26, 2016; December 9, 2016; July 28, 2017; October 27, 2017; March 2, 2018 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 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



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.