

**Administrative Council  
March 5, 2025 - 3:30 p.m.  
TEAMS Meeting**

**Minutes**

<b>Voting Members Present</b>		
Melinda Anderson (for Hannah Upole)	Amy Brown	Teddy Burch
Wei Tsun Chang	Scott Christen	Kristine Craven (Chair)
Mark Creter	Jennifer Dewar	Andrew Donadio (Vice Chair)
Esma Fidan	Mary Lou Fornehed	Amy Foster
Kelsey Hewitt	Amy Hill	Colin Hill
John Liu	Twanelle Majors	David Mann
Holly Mills	Fred Nichols	Joseph Ojo
Rob Owens	Bedelia Russell	Kensea Skelton
Leslie Suters	Dennis Tennant	Thomas Timmerman
Kristen Trent	Kyle Turner	Kevin Vedder (for Claire Stinson)
Dan Warren	Braxton Westbrook	
<b>Voting Members Absent</b>		
Eric Carlile	Yun Ding	Joshua Edmonds
Jerry Gannod	Kim Hanna	Richard Le Borne
Michael Natrass	Lisa Rice	Steven Seiler
Joseph Slater	Sandra Smith-Andrews	Mark Wilson
<b>Resource Persons / Others Present</b>		
Julie Baker	Kevin Braswell	Lori Bruce
Aleta Cannon	Neal Hunt	Sharon Huo
Charmian Leong	Karen Lykins	Mustafa Rajabali
Mike Reagle	Brian Seiler	Becky Smith
Diane Smith	Kimberly Winkle	Jerri Winningham
Lee Wray	Lisa Zagumny	

**Summary:**

Approved agenda.

Approved January 29, 2025 minutes.

Received revised University Committees Policy No. 102. First Reading.

Received revised Faculty Tenure Policy No. 205. First Reading.

Received revised Faculty Promotion Policy No. 206. First Reading.

Approved Annual Leave Policy No. 610.

Approved Sick Leave Policy No. 611.

Approved Procedures for newly created Export Control Committee.

Approved Procedures and Charter for newly created Radiation Safety Committee.

**Proceedings:**

Chair Kristine Craven called the Administrative Council meeting to order at 3:36 pm. Holly Mills motioned to approve the agenda for March 5, 2025. Andrew Donadio seconded. Motion APPROVED.

Donadio motioned to approve the January 29, 2025 minutes. Mills seconded. Motion APPROVED.

Sharon Huo discussed the revised Policy No. 102 University Committees. The policy had been used in Tennessee Tech's SACSCOC reaffirmation report. Within the policy it stated that a review would occur every four years, and the policy needed to match what was presented in the reaffirmation report. The revised policy would need to be approved and published by July 1, 2025. Some statements regarding University Assembly, Academic Council, and Administrative Council were revised for consistency. The first change was for University Assembly, which added a sentence to clarify its function because of the committees that directly reported to University Assembly. For Academic Council, the number of members listed within the procedures had changed, so it was updated within this policy. For Administrative Council, the number of members listed was updated as well as the line about the vice chair position.

Two committees reporting to Academic Council were updated. An update was made to the University Curriculum Committee name within the policy, as it had been referred to as the Curriculum Committee. A new standing committee, the General Education Committee, was added. The Faculty Development Steering Committee was moved under the Provost and Vice President of Academic Affairs. The new Export Control Committee was added to committees that report to Administrative Council. The committee formerly known as Faculty and Staff Traffic Appeals Committee was updated to its new name, Non-Student Citation Appeals Committee. The new Radiation Safety Committee was added to committees that report to Administrative Council as well. A line was revised to clarify the structure and committees reporting to the Provost and Vice President for Academic Affairs: Academic Calendar

Committee, the newly added Center Stage Committee, Faculty Development Steering Committee, and Outstanding Faculty Awards Committee.

Lisa Zagumny discussed Faculty Tenure Policy No. 205 and the Faculty Promotion Policy No. 206. In the fall 2024 semester, Kimberly Winkle and Lisa Zagumny were tasked with leading a committee of sixteen members from across campus to update and revise Policy No. 205 and Policy No. 206. Instead of dividing the work in half by policy the committee was split into smaller groups to review section by section of each policy. The goal was to streamline the two policies and make them easier to understand for faculty seeking tenure and promotion. The entire committee had been meeting since October 2024 and smaller groups met to work on their respective sections.

Zagumny highlighted a few of the changes. One change was to differentiate “research/creative activity” and scholarship. In the original policy, it was stated as “research/scholarship/creative activity”, and time was spent defining each term. It was decided that scholarship is different from research and creative activity. Research and creative activity were the initial stages of inquiry to learn and examine while scholarship was the dissemination of that research or creative activity. This was broken down into separate terms so that candidates who read the policy would understand the distinction between the three.

At the request of a faculty member, there was clarification of applicable types of service and outreach added to the policy. It was asked what community outreach meant, and if that applied to anything done within the community. The language would now state that community outreach involved sharing professional expertise in the academic discipline with the public. Under tenure and tenure review, there was a need to make clear the importance of the role of departmental peers within the policy. Departmental peers were required to participate in the evaluation of the merits of a candidate and should diligently exercise their voting rights in the tenure recommendation process, recognizing the privilege and significance of their role in the critical decision-making process.

The revised policies were shared with Faculty Senate the previous week and they were working on a tracked changes version to send back to the committee. Zagumny encouraged anyone with suggestions or questions to ask and reach out. Mustafa Rajabali, President of Faculty Senate, stated the tracked changes would be sent by the end of the day. Twanelle Majors asked when the revised policy could be shared within departments. Zagumny answered that it was okay to share, and feedback was welcome. Kimberly Winkle asked if there was a deadline for receiving comments. Zagumny said that comments should be in by April 4, 2025. Rajabali stated they would delay sending in changes so other faculty input could be added. Chair Kristine Craven asked if the discussion covered both Policy No. 205 and Policy No. 206, and Zagumny answered that yes it did.

Kevin Vedder discussed Annual Leave Policy No. 610 and Sick Leave Policy No. 611. Vedder stated that in working toward configuring the new payroll system in the Talon project that will

go live in January 2026, two provisions were identified in the current policies that no longer applied. The first provision was that an employee must work at least the greater part of the month to receive either the annual or sick leave accrual for that month. In practice, employees are given the accrual for the month. There was no longer a requirement to work half the month. To align the policy to the new payroll system configuration, the policies were edited to align with practice and were seeking approval. Mills motioned to approve Annual Leave Policy No. 610 and Sick Leave Policy No. 611. Donadio seconded. Motion APPROVED.

Charmian Leong discussed the new Export Control and Radiation Safety Committees. The establishment of both committees were approved by President Oldham in February 2025. The purpose of the Export Control Committee was to provide oversight and help Tennessee Tech comply with export control laws while supporting research, education, and international collaboration. Administrative Council received a copy of the procedures and Leong was present to seek approval of the procedures of the Export Control Committee.

Donadio motioned to approve the Export Control Committee procedures. Mills seconded. Motion APPROVED. Lori Bruce asked if there would be export control committee training completed, as she had not seen it mentioned in the procedures. Leong answered that yes, there would be training completed.

Leong explained that with the establishment of the new nuclear engineering degree program at Tennessee Tech, it had become necessary to obtain a broad scope radioactive material license so that it was possible to legally acquire, possess, use, and dispose of a variety of radioactive materials. Pursuant to the Nuclear Regulatory Commission regulations, to be granted the license, Tennessee Tech was required to have a radiation safety committee. The committee would serve as the University's governing body for all aspects of radiation safety and use.

Mills motioned to approve the new Radiation Safety Committee procedures. Mary Lou Fornehed seconded. Motion APPROVED.

Bruce stated that at another university the Radiation Safety Committee was made up of associate deans for research or associate vice presidents and asked if the committee would be completing radiation safety training through CITI training modules and if this would be required for committee members. Leong answered that yes, committee members would complete training, and a radiation safety officer would be hired and serve on the committee. This person would be highly qualified, educated, and trained in all aspects of radiation safety. There would also be representatives from administration, representation from environmental health and safety, faculty or technical representatives from the various colleges that utilize radiation, and principal investigators (PI) and other experienced professionals proficient in the use and handling of radiation sources on the committee. The committee, along with the Office of Research, would be responsible for determining what training the members would complete.

Majors stated that there was a radiation safety officer in the chemistry department and asked if the new radiation safety officer position would serve for the whole university or if departments would have their own officers. Leong answered that the newly hired radiation safety officer would serve for the entire university. It was stated that David Dan was a temporary radiation safety officer within chemistry.

Bedelia Russell informed the committee that now that Policies No. 205 and 206 were awaiting approval, Policy No. 207 was also up for review as requested by Faculty Senate. There was a separate committee working parallel to Policies No. 205 and 206 on this and were waiting on definition revisions from those to use within Policy No. 207 as well. If all went to plan it would be shared with Faculty Senate at the end of March 2025 and then with the Academic and Administrative Councils in early April 2025.

Donadio motioned to adjourn. Christen seconded. Adjourned at 4:07 pm.

Becky Smith, recorder

Documents on file with minutes:

Agenda of March 5, 2025

Minutes of January 29, 2025

First Reading Policy:

Revised University Committees Policy No. 102

Revised Faculty Tenure Policy No. 205

Revised Faculty Promotion Policy No. 206

Approved:

Annual Leave Policy No. 610

Sick Leave Policy No. 611

Procedures for newly created Export Control Committee

Procedures and Charter for newly created Radiation Safety Committee