

**Administrative Council
April 3, 2024 - 3:30 p.m.
TEAMS Meeting**

Minutes

| Voting Members Present | | |
|--|---------------------------|-----------------|
| Kristine Craven (vice-chair) | Mark Creter | Jennifer Dewar |
| Andrew Donadio | Mary Lou Fornehed (chair) | Amy Foster |
| Chance Hale | Kim Hanna | Eric Carlile |
| Mark Loftis | Jeb Maclennan | Twanelle Majors |
| Holly Mills | Wendy Mullen | Michael Natrass |
| Tony Nelson | Mark Wilson | Joseph Ojo |
| Lisa Rice | Bedelia Russell | Steven Seiler |
| Scott Smith | Sandra Smith-Andrews | Claire Stinson |
| Leslie Suters | Kyle Turner | Hannah Upole |
| Dan Warren | Braxton Westbrook | |
| Kim Winkle | | |
| Voting Members Absent | | |
| Amy Brown | Teddy Burch | Scott Christen |
| Yun Ding | Joshua Edmonds | Samantha Hutson |
| Richard Le Borne | Jane Liu | Joseph Slater |
| Elijah Tidwell | Steven Frye | Richard Rand |
| Sarah Starkey | | |
| Resource Persons / Others Present | | |
| Megan Atkinson | Julie Baker | Lori Bruce |
| Aleta Cannon | Sharon Holderman | Sharon Huo |
| John Liu | Jason Luna | Lori Maxwell |
| Allan Mills | Brian O'Connor | Philip Oldham |
| Cynthia Polk-Johnson | Mustafa Rajabali | Jeff Roberts |
| Donna Schrock | Brian Seiler | Diane Smith |
| Amber Spears | Kevin Vedder | Lenly Weathers |
| Elizabeth Williams | Jerri Winningham | Lee Wray |
| Rob Owens | | |

Summary:

Approved agenda.

Approved November 1, 2023 minutes.

Received revised Record Retention and Disposition Policy No. 113. Information only. Technical change.

Approved Athletics annual report for 2023-24.

- 1) Diversity Issues
- 2) Gender Equity

Approved annual reports of committees reporting to the Administrative Council for 2023-2024.

Approved revised 606 Student Monies Allocation Committee Procedures.

Approved revised University Safety and Environmental Committee Procedures.

Elected Vice-Chair for Administrative Council for 2024-25.

Proceedings:

Chair Mary Lou Fornehed called the Administrative Council meeting to order at 3:33 p.m. Holly Mills motioned to approve the agenda for April 3, 2024. Sandra Smith-Andrews seconded. Motion APPROVED.

Braxton Westbrook motioned to approve the November 1, 2023 minutes. Smith-Andrews seconded. Motion APPROVED.

Revised Record Retention and Disposition Policy No. 113 was presented as an information item due to an administrative change. Sharon Holderman explained the administrative change was made to the research records to follow state law, which was instead of transferring deliverables to University Archives and destroying the rest, to destroy all. It was not previously in the policy, so the policy was updated to reflect that accurately.

Mark Wilson motioned to approve the annual reports of committees reporting to the Administrative Council for 2023-2024. Mills seconded. Motion APPROVED.

Mills motioned to approve the Athletics annual reports for diversity issues and gender equity. Smith-Andrews seconded. Mark Wilson explained these reports were submitted annually to track efforts for the NCAA. The reports went to the University Athletics Committee which reported to Administrative Council.

With the addition of beach volleyball, female student athlete population made up a higher percentage compared to the general student population. This was in an effort to keep up with overall student recruitment. There was a decline in female, minority student athletes due to not recruiting as much internationally for women's track and cross country. Some minority students quit the teams due to senior year Nursing course load. Motion APPROVED.

Revised 606 Student Monies Allocation Committee procedures were presented by Cynthia Polk-Johnson. The committee voted to revise the language of the authority the procedures were governed by to show when it was amended. The other change involved listing the fee raising procedures for the committee based on the monies allotted. Mills motioned to approve. Wilson seconded. Motion APPROVED.

Andrew Donadio motioned to approve revised University Safety and Environmental Committee procedures. Westbrook seconded. Motion APPROVED.

Fornehed explained that a vice chair must be elected for the upcoming 2024-25 year. Fornehed was chair until July 1, 2024, after which vice-chair Kristine Craven would become chair. Andrew Donadio volunteered for consideration for vice-chair. There were no others. Wilson motioned to close nominations. Claire Stinson seconded. Mills motioned to approve by acclamation. Wilson seconded. Motion APPROVED, Donadio was elected as vice-chair for the 2024-25 academic year.

There were no Other Such Matters.

Fornehed motioned to adjourn. Mills seconded. Adjourned at 3:55 pm.

Diane Smith, recorder

Documents on file with minutes:

Agenda of April 3, 2024

Minutes of November 1, 2023

Received out-of-cycle approvals, Information only:

Revised Record Retention and Disposition Policy No. 113

Approved:

Athletics Annual Report for 2023-24

1) Diversity Issues

2) Gender Equity

Annual reports of committees reporting to Administrative Council

Revised 606 Student Monies Allocation Committee Procedures

University Safety and Environmental Committee Procedures