

**Administrative Council**  
**January 28, 2015**  
**President's Conference Room**

**Members Present**

Bobby Adams	Kim Hanna (Chair)	Joseph Ojo
S.K. Ballal	Bobby Hodum	Jeff Plant
Jack Butler	Michael Hooper	Tiff Rector
George Chitiyo	Glenn James	Chad Rezsnyak
Kellie Collins	Regina Lee	Jeff Roberts
Brooke Dedmon	Malinda Lloyd (Sub. J. Beech)	Deborah Setliff
Kent Dollar	Charlie Macke ( Sub. R. Barns)	Sandi Smith
Ward Doubet	Ann Manginelli (Sub. D. Hajdik)	Claire Stinson
Judy Duvall	Jack Matson	Huey-Ming Tzeng
Kevin Edwards	Chris McDonald	Debbie Walker
Libby Gays (Sub. E. Chambers)	Emily McDonald	Mark Wilson
Melissa Geist (Sub. D. Tennant)	Tony Nelson	Jeff Young

**Members Absent**

Jim Baier	Philip Oldham	Mark Stephens
Ed. Boucher	Rodley Pineda	James Stewart
Marc Burnett	Joseph Rencis	Holly Stretz
Sharon Holderman	Bharat Soni	

**Summary:**

Approved agenda of January 28, 2015, as distributed

Approved minutes of November 12, 2014

Received revised policies submitted and presented:

- Class Attendance
- Confidentiality of Student Records and FERPA Compliance
- Scholarship Policy

Approved Student Organization Constitutions:

- Biology Graduate Student Society at TTU
- Catholic Student Organization at TTU
- Social Entrepreneurship Society at TTU

Adopted the "Response to Subpoenas, Court Orders, Warrants, etc." policy as proposed

Remanded the "P-080" revised policy as presented

Received the "Conflict of Interest" revised policy as submitted

Received the "Disciplinary Action" revised policy as submitted

**Proceedings:**

A motion to approve the agenda of January 28, 2015, as distributed, was made by Mr. Wilson and seconded by Mr. Adams. Motion APPROVED.

Mr. Wilson moved approval of the November 12, 2014, minutes. Mr. Adams seconded. Motion APPROVED.

A motion to consider all three revised policies as submitted by the Enrollment Management and Student Success unit was made by Dr. Dollar and seconded by Mr. Wilson. Motion APPROVED. Dr. Stinson moved to receive the revised policies as submitted. Mr. Wilson seconded. Dr. Hodum presented on behalf of the department and stated that the changes are generally minor with the exception of the Class Attendance policy which details accommodations for students with military obligations (Section G.). Relative to the policy and procedures regarding the confidentiality of Tennessee Tech Student Education Records or any document maintained by the University in regards to the student, it was noted that any disclosure/discussion with parents, guardians, etc. relative to a student's record requires that a signed student consent form be on file prior to any communication. In regard to the Scholarship Policy, Dr. Hodum noted that the addition of the appeal process provides the student an opportunity to appeal the loss of scholarship with reason for GPA standard not being met. Motion APPROVED. Revised Policies:

- Class Attendance
- Confidentiality of Student Records and FERPA Compliance
- Scholarship Policy

A motion was made by Mr. Wilson to approve the Biology Graduate Student Society Constitution. Dr. Ballal seconded. The organization seeks to provide professional development opportunities to students via seminars, workshops and professional conferences and to promote cohesiveness among graduate students within the department and build connections with faculty and professionals within the scientific community. Motion APPROVED.

A motion to approve the Catholic Student Organization of TTU was made by Mr. Wilson and seconded by Mr. Adams. The organization changed its name (formerly known as Newman Organization) and constitution to become more visible to students and to hopefully foster growth to further the intellectual, moral, and religious enrichment of the men and women of TTU, and encourage involvement in St. Thomas Aquinas Parish, through a balanced program of religious, intellectual, social and cultural activities. Motion APPROVED.

Dr. Dollar motioned to approve the Social Entrepreneurship Society Constitution at TTU. The motion was seconded by Mr. Adams. The Society's purpose is to foster an environment to encourage its members to improve themselves, and the world, through social entrepreneurship. Motion APPROVED.

Mr. Wilson moved approval to adopt the "Response to Subpoenas, Court Orders, Warrants, etc." policy as proposed. Mr. Adams seconded. Ms. Carpenter provided that the policy puts into place a process for responding to certain records requests (not covered by the Tennessee Public Records Act) when subpoenas, court orders, or warrants are issued on campus. Personnel are required to contact the University Counsel before accepting or acting upon any served document. Motion APPROVED.

Ms. Carpenter presented the revised "P-080" policy and provided relative information. A new policy related to sexual misconduct was recently adopted by TTU, as it created structures/processes for resolution of sexual misconduct as well as sex discrimination. This policy was in many ways dictated by TBR policy, but TBR policy did not change relative to the other protected categories. Therefore, TTU must develop and define the processes for the resolution of complaints of discrimination or harassment on the basis of race, color, religion, creed, ethnic or national origin, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law. Dr. Roberts questioned the XXX's throughout the document. Ms. Carpenter noted that HR investigates anything to deal with employees. Restructuring is anticipated, and the XXX's are to be replaced with a name or title once this information has been confirmed. The proposed revised policy would not go into effect until July 1. Following further discussion, it was the consensus of the Council that the policy be remanded to the administration for further clarification (and return to the Council when administrative structure relative to this policy has been determined).

Mr. Wilson moved to receive the "Conflict of Interest" policy as revised, Ms. Dedmon seconded. Mr. Harrell addressed the Council and provided that the revisions provide for an understanding of TTU, TBR and State of Tennessee general principles relative to what constitutes a conflict, disclosure requirements, evaluation and decisions relative to disclosures and the appeals process regarding such decisions. Motion APPROVED.

A motion to receive the "Disciplinary Action" policy as submitted was made by Mr. Wilson and seconded by Mr. Adams. Dr. Stinson presented the policy which establishes the criteria and process for disciplinary action of exempt and non-exempt employees and applies to all regular full-time and part-time administrative/professional and support employees. She noted that the professional classification does not apply to faculty. The policy provides outlined steps for disciplinary action against an employee. Motion APPROVED.

Dr. Ballal moved to adjourn, and the motion was duly seconded. Meeting ADJOURNED at 4:07 p.m.

Documents on file with minutes:

**Revised Policies:**

- Class Attendance
- Confidentiality of Student Records and FERPA Compliance
- Scholarship
- Conflict of Interest
- Disciplinary Action

**Adopted Policy:**

- Response to Subpoenas, Court Orders, Warrants, etc.

**Approved Student Organization Constitutions:**

- Biology Graduate Student Society Constitution at TTU
- Catholic Student Organization at TTU (TTU Catholic)
- Social Entrepreneurship Society at TTU