

Administrative Council
October 5, 2016
President's Conference Room

Voting Members Present		
Jim Baier, Chair	Paula Hinton	Jeff Roberts
S.K. Ballal	Jerry Keeton (S. Henry)	Cara Sisk
Jason Beach	Regina Lee	Sandi Smith
Debra Bryant	Jane Liu	Bharat Soni
Marc Burnett (E. Boucher)	Charlie Macke	James Stewart
Jack Butler	Alex Martin (W. Bronner)	Claire Stinson
Alice Camuti (B. Bull)	Tony Michael	Rachel Tuck (C. Cook)
George Chitiyo	Holly Mills	Huey-Ming Tzeng
Kent Dollar	Joseph Ojo	Debbie Walker
Melissa Geist (S. Hurley)	Joseph Rencis (J. Oswalt)	Mark Wilson
Voting Members Absent		
Deborah Ballou	Kevin Edwards	Richard Rand
Sam Broady	Brooke Fleenor	Chad Rezsnyak
Ward Doubet	Tony Nelson	Mark Stephens
Judy Duvall	Rita Ramsey	
Resource Persons Present		
Leslie Crickenberger	Bobby Hodum (B. Cartmell)	
Resource Persons Absent		
Kevin Braswell	Glenn James	Jeff Young

Summary:

Approved revised agenda of October 5, 2016

Approved minutes of September 7, 2016

Approved rescinding of Unemployment Compensation Policy No. 668

Approved Emotional Support/Comfort Animals Policy No. 306

Approved revised Student Housing Agreement and Rules Policy No. 305

Approved Personal Recording Devices Policy No. 180

Approved Moving Allowance Policy No. 510

Approved the following Human Resource policies:

Background Investigations Policy No. 602
Americans with Disabilities Act (ADA) Compliance Policy No. 605
Faculty Sick Leave Bank Policy No. 608
Non-Faculty Sick Leave Bank Policy No. 609

Proceedings:

Chairman Baier announced that Student Housing Agreement and Rules Policy No. 305 was being moved up in the agenda order to follow Emotional Support/Comfort Animals Policy No. 306. Also, the Background Investigations Policy No. 602 is to be effective upon approval (not pending the establishment of the new board of governance). Dr. Ballal made a motion to approve the revised agenda for October 5, 2016. Mr. Wilson seconded. Motion APPROVED.

Mr. Wilson moved approval of the minutes from September 7, 2016. Dr. Ballal seconded. Motion APPROVED.

Mr. Wilson made a motion to approve the rescinding of Unemployment Compensation Policy No. 668. Dr. Smith seconded the motion. The policy established the criteria and process regarding unemployment compensation; however, it was deemed that the policy is not needed. Motion APPROVED.

Mr. Wilson made a motion to approve Emotional Support/Comfort Animals Policy No. 306 (pending the establishment of the new board of governance). Dr. Ballal seconded. The policy was established to assist people with disabilities, as Tennessee Tech recognizes the importance of Emotional Support/Comfort Animals to those individuals. Clarification and overall clean-up of the policy was provided, as well as an appeals process. The policy applies only to the university's housing facilities. Motion APPROVED.

A motion was made by Mr. Wilson to approve revisions to Student Housing Agreement and Rules Policy No. 305. The motion was seconded by Dr. Ballal. The policy provides residential students with expectations and direction regarding student housing. Revisions were made to the policy to remove TBR references. Revisions also provided that questions regarding felony charges shall be included in the application process, and the actions that shall be taken if applicants give false and materially inaccurate responses to those questions. The revisions are effective immediately. Motion APPROVED.

Dr. Hinton moved approval of Personal Recording Devices Policy No. 180 (pending the establishment of the new board of governance). Dr. Smith seconded. The policy establishes guidelines for the use of personal recording devices that encourage open interaction and ensure a reasonable expectation of privacy. The policy also provides the approval process and exceptions to the policy. Motion APPROVED.

Dr. Ballal made a motion to approve Moving Allowance Policy No. 510 (pending the establishment of the new board of governance). The motion was seconded by Mr. Wilson. The policy sets forth appropriate guidelines and procedures for payment of a moving allowance. Revisions were made to remove TBR references from Policy No. 510. According to the policy, the moving allowance cannot exceed more than 10% of salary without special approval. The hiring unit estimates and funds the allowance. Motion APPROVED.

Mr. Wilson moved approval of Background Investigations Policy No. 602. Dr. Ballal seconded. The policy establishes and details Tennessee Tech's conditions and procedures regarding background investigations on employees and applicants for employment. The policy is effective immediately. Motion APPROVED.

A motion for blanket approval of the following three Human Resource policies was made by Mr. Wilson and seconded by Dr. Ballal. All three policies are pending the establishment of the new board of governance.

“Americans with Disabilities Act (ADA) Compliance Policy No. 605” establishes and details Tennessee Tech's policy regarding compliance with the ADA. This applies to employment only, regarding application, hiring, promotion, termination, etc.

“Faculty Sick Leave Bank Policy No. 608” establishes the criteria and process regarding the faculty sick leave bank. Revisions were made to remove TBR references from Policy No. 608.

“Non-Faculty Sick Leave Bank Policy No. 609” establishes the criteria and process regarding the non-faculty sick leave bank. Revisions were made to remove TBR references from Policy No. 609.

The motion was APPROVED by unanimous vote.

Dr. Ballal moved to adjourn, and the motion was duly seconded. Meeting ADJOURNED at 4:08 p.m.

Terri Taylor, Recorder

Documents on file with minutes:

- Emotional Support/Comfort Animals Policy No. 306
- Student Housing Agreement and Rules Policy No. 305
- Personal Recording Devices Policy No. 180
- Moving Allowance Policy No. 510
- Background Investigations Policy No. 602
- Americans with Disabilities Act (ADA) Compliance Policy No. 605
- Faculty Sick Leave Bank Policy No. 608
- Non-Faculty Sick Leave Bank Policy No. 609