

Administrative Council
January 25, 2023 - 3:35 p.m.
TEAMS Meeting
Minutes

Voting Members Present		
Dan Allcott	Amy Brown	Kristine Craven
Yun Ding	Addison Dorris	Dennis Duncan
Joshua Edmonds	Mary Lou Fornehed	Savannah Griffin
David Hajdik	Kim Hanna	Samantha Hutson
Janet Isbell	Bethany Jones	Andrea Kruszka
Jane Liu	Mark Loftis	Holly Mills
Wendy Mullen	Tony Nelson	Joseph Ojo
Kristin Pickering	Mustafa Rajabali	Richard Rand
Chuck Roberts	Bedelia Russell	Sandra Smith-Andrews chair
Claire Stinson	Dan Swartling	Elijah Tidwell
Kyle Turner	Hannah Upole	Braxton Westbrook
Mark Wilson	Kim Winkle	
Voting Members Absent		
Teddy Burch	Steven Frye	Elizabeth Honeycutt
Tammy Howard	Michelle Huddleston	Joseph Slater
Scott Smith		
Resource Persons / Others Present		
Kevin Braswell	Lori Bruce	Sharon Holderman
Karen Lykins	Philip Oldham	Braxton Otter
Cynthia Polk-Johnson	Carl Pinkert	Donna Schrock
Diane Smith	Mark Stephens	Kevin Vedder
Lee Wray		

Summary:

Approved agenda

Approved April 6, 2022 minutes

Received to rescind Library Inventory Policy No. 231

Received revised Fees, Charges, Refunds and Adjustments Policy No. 511.1. Out-of-cycle approval. Information only

Received revised Naming Buildings, Facilities and Organization Units Policy No. 537. Out-of-cycle approval. Information only

Approved revised Bereavement Policy No. 613

Received revised Financial Conflict of Interest in Research Policy No. 735. Out-of-cycle approval. Information only

Approved revised Misconduct in Research Policy No. 780

Proceedings:

Chair Sandi Smith-Andrews called the TEAMS meeting to order at 3:35 p.m. Smith-Andrews recognized new members of the Administrative Council. Smith-Andrews stated the reason there had not been an Administrative Council meeting this academic year was due to lack of agenda items. Smith-Andrews also noted that the review of policies originated within Policy Central, the review notice goes to the owner of the policy, the owner determined if a revision was necessary. If revisions are needed, the revised policy then moves to a Council meeting. Smith-Andrews reminded the group that Resource Persons should refrain from making motions, seconds or voting; only full members of the Council should be voting, etc.

Andrea Kruszka motioned to approve the agenda for January 25, 2023. Janet Isbell seconded. Motion APPROVED.

Kruszka motioned to approve the April 6, 2022 minutes. Isbell seconded. Motion APPROVED.

Sharon Holderman presented the need to rescind Library Inventory Policy No. 231. Holderman stated Policy 231 was held over from the Tennessee Board of Regents and it is no longer applicable. An out-of-cycle approval was obtained and this was presented as an information-only item. It was noted that the incorrect policy number (213) was used on the out-of-cycle memo although the name of the policy was correct.

Claire Stinson presented the Fees, Charges, Refunds and Adjustments Policy No. 511.1 and noted the policy had a modification to align the policy with State Law T.C.A 49-7-1303. Stinson stated it was related to the residency classification for military affiliated students and how Tennessee Tech assessed their fees. An out-of-cycle approval was obtained and this was an information only item.

Stinson presented the revised Naming Buildings, Facilities and Organization Units Policy No. 537. Stinson stated that the Board of Trustees had requested the modification to incorporate how Tennessee Tech would handle the naming of a building that had been demolished and replaced and also how to give recognition of the name of a building being demolished and not

replaced. Richard Rand asked if the policy addressed removing someone's name from an existing building? Stinson replied that this policy does address removing a name. An out-of-cycle approval was obtained and this was an information-only item.

Bedelia Russell motioned to approve the Bereavement Policy No. 613. Mark Wilson seconded. Kevin Vedder presented and stated there were extensive changes to the policy which expanded the parameters to include more eligible individuals and increased the number of days that were now able to be spread out over several months. Kruszka stated that at a previous reading the policy was tabled in order to check with University Counsel on including domestic partners. Kruszka asked if Counsel were consulted since it did not look like domestic partner language had been included. Vedder replied yes, it was evaluated and since domestic partner was not defined or included in Tennessee code it was thought to be problematic to use the term/criteria in this policy. Vedder stated that the policy did not make allowance for domestic partners.

Rand asked if a person could use his/her regular leave to attend the bereavement of a domestic partner or best friend? Vedder answered that annual leave could be used. Rand asked about faculty since they received no annual leave, what would they do? Vedder replied they could use sick leave combined with bereavement leave. Isbell asked if the Council had asked that domestic partner be considered as part of the policy? Dan Allcott acknowledged that he had asked that it be considered. Vedder confirmed that the recommendation not to include domestic partner in the policy was from a HR practitioner's standpoint based on legal counsel. Smith-Andrews asked if domestic partner could be added and defined? Vedder replied it could be a consideration but he did not think it would be a good idea to do so because inherently when you define domestic partner you get into questions like, what's the level of the relationship, how long, how do you document; is it one week or is it one day or is it three months; it's very difficult to manage.

Kruszka asked if it could be added to the policy "additional people at employee request", stating the family unit was changing and felt like it needed to be addressed. Vedder stated if it were left open-ended there would be inconsistencies and there needed to be clarity around specific instances based on relationships defined in the policy. Yun Ding stated that domestic partner was included on the Vanderbilt website and he pasted the policy in the TEAMS chat. Motion APPROVED with eight nay's and three abstentions.

Carl Pinkert presented the approved out-of-cycle revised Financial Conflict of Interest in Research Policy No. 735 and stated revisions to Policy No. 735 were necessary to meet mandatory National Institute for Health (NIH) requirements. The revisions had been delayed for quite some time. Pinkert added that Tennessee Tech's Sponsored Programs Office was advised that a funded award would be withdrawn from NIH unless an acceptable revision to this policy was formalized and published by Tech, with a deadline of November first. Pinkert noted the policy formalized what financial conflicts of interests were and referred solely to financial conflict of interest and all the deliberations that were in place prior to its submission. An out-of-cycle approval was obtained and this was an information only item.

Wilson motioned to approve the revised Misconduct in Research Policy No. 780. Isbell seconded. Pinkert presented and stated that the original policy had difficulty addressing a misconduct inquiry and investigation where extensive input from multiple committees were required as part of the process. Pinkert met with various individuals and groups on campus for input. Pinkert added that the number of issues that arise are very infrequent and the concern was regarding the expectations when having a large committee. Pinkert stated the policy was tightened and streamlined: timelines were reviewed to insure fairness to everyone involved; confidentiality maintained; addressed responsiveness; modified the review process; and, expanded the descriptions and definitions. Pinkert noted that the revised draft now addressed all areas of endeavor at Tennessee Tech at this time. There were no questions or discussion. Motion APPROVED.

There were no Other Such Matters.

Holly Mills motioned to adjourn. Kruszka seconded. Adjourned at 4:07 p.m.

Diane Smith, recorder

Documents on file with minutes:

Agenda of January 25, 2023

Minutes of April 6, 2022

Rescinded Policies:

Library Inventory Policy No. 231

Revised Policies:

Fees, Charges, Refunds and Adjustments Policy No. 511.1

Naming Buildings, Facilities and Organization Units Policy No. 537

Bereavement Policy No. 613

Financial Conflict of Interest in Research Policy No. 735

Misconduct in Research Policy No. 780