

**Administrative Council  
August 30, 2023 - 3:30 p.m.  
TEAMS Meeting**

**Minutes**

<b>Voting Members Present</b>		
Amy Brown	Teddy Burch	Scott Christen
Kristine Craven (vice-chair)	Mark Creter	Jennifer Dewar
Andrew Donadio	Joshua Edmonds	Mary Lou Fornehed (chair)
Amy Foster	Chance Hale	Barbara Jared (for Hanna)
Michelle Huddleston	Samantha Hutson	Richard Le Borne
Jane Liu	Mark Loftis	Jeb MacLennan
Twanelle Majors	Holly Mills	Wendy Mullen
Tony Nelson	Joseph Ojo	Richard Rand
Lisa Rice	Bedelia Russell	Steven Seiler
Joseph Slater	Sandra Smith-Andrews	Sarah Starkey
Claire Stinson	Leslie Suters	Elijah Tidwell
Kyle Turner	Hannah Upole	Braxton Westbrook
Kim Winkle		
<b>Voting Members Absent</b>		
Yun Ding	Steven Frye	Michael Natrass
Scott Smith	Dan Warren	Mark Wilson
<b>Resource Persons / Others Present</b>		
Michael Allen	Julie Baker	Kevin Braswell
Lori Bruce	Sharon Huo	Philip Oldham
Rob Owens	Carl Pinkert	Cynthia Polk-Johnson
Donna Schrock	Brian Seiler	Darron Smith
Diane Smith	Mark Stephens	Kevin Vedder
Jerri Winningham	Lee Wray	

**Summary:**

Approved agenda.

Approved April 5, 2023 minutes.

Received revised General Employment Policy No. 601. Out-of-cycle approval.  
Information only.

Received revised Faculty Sick Leave Bank Policy No. 608. Out-of-cycle approval. Information only.

Received revised Non-Faculty Sick Leave Bank Policy No. 609. Out-of-cycle approval. Information only.

Received revised Parental Leave Policy No. 612. Out-of-cycle approval. Information only.

Received new Intercollegiate or Intramural Athletic Teams or Sports Designated for Females Policy No. 980 and Policy 380. Out-of-cycle approval. Information only.

Received new Foreign Gifts & Contracts Policy No. 539. First Reading. Information only.

Received revised Substantive Change Policy No. 221. First Reading. Information only.

Received revised New Academic Units Policy No. 227. First Reading. Information only.

### **Proceedings:**

Chair Mary Lou Fornehed called the Administrative Council meeting to order at 3:30 p.m. Holly Mills motioned to approve the agenda for August 30, 2023. Sandi Smith-Andrews seconded. Motion APPROVED.

Richard Rand motioned to approve the April 5, 2023 minutes. Smith-Andrews seconded. Motion APPROVED. One Abstained.

Fornehed introduced the new Administrative Council members.

Kevin Vedder presented the revised General Employment Policy No. 601 and noted new employees in their six-month probationary status were not eligible for promotion or transfer. An out-of-cycle approval was obtained and this was presented as an information-only item. There were no questions or comments.

Vedder presented revised Faculty Sick Leave Bank Policy No. 608 and revised Non-Faculty Sick Leave Bank Policy No. 609 and stated the primary change was due to a change in Tennessee Code which now affords a sick bank member to utilize sick bank hours for a minor child. Out-of-cycle approvals were obtained and these were presented as information-only items. There were no questions or comments.

Vedder presented revised Parental Leave Policy No. 612 and noted the Policy conformed to a change in the Tennessee Code which provided for six weeks or thirty days paid parental leave for qualified employees. An out-of-cycle approval was obtained and this was presented as an information-only item. There were no questions or comments.

President Philip Oldham presented the new Intercollegiate or Intramural Athletic Teams or Sports Designated for Females Policy No. 980 and Policy 380. Oldham stated the two policies were added so that the University would be following a State statute change which occurred about a year ago. The University was already in practice and compliance but the statute was pretty clear that the statute should be codified in policy as well. The policies stated that for women's sports teams, both in varsity and intramurals, you would compete according to your birth gender. An out-of-cycle approval was obtained and this was presented as an information-only item. There were no questions or comments.

Claire Stinson presented the new Foreign Gifts & Contracts Policy No. 539 as a first reading and as an informational-only item. Stinson stated the policy would put Tennessee Tech in compliance with both state and federal regulations. Stinson added there were items to be considered when offered a gift or contract from a foreign source and Part B of the policy outlines the reporting requirements under both state and federal regulations. There were no questions or comments. Stinson stated if anyone had questions or concerns following the meeting, to please email Greg Holt.

Sharon Huo presented the revised Substantive Change Policy No. 221 as a first reading and as an information-only item. Huo stated it was a required institutional policy by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and in the last few years they had expanded the definition of Substantive Change due to federal regulations. Huo added the policy was revised to capture what was needed in order to be compliant. There were no questions or comments.

Huo presented the revised New Academic Units Policy No. 227 as a first reading and as an information-only item. Huo said the policy was revised to be consistent with Tennessee Higher Education Commission's (THEC) policy and that broader definitions for academic units was used. Smith-Andrews asked if the policy only applied when a name was changed or a new unit was created? Huo replied, yes.

Joe Slater commented that Section B talked about new or name changes and asked if THEC Policy 1.A.3 and Section 1.3.4A applied to name changes to units or not? Huo answered no, it was about a new unit and Huo added for a name change there would need to be a written notification. Huo indicated to contact her if there were more questions on the policy.

Other Such Matters. Rand requested a review of the Food Purchase Policy No. 508 and added it was passed in 2017 and had dollar limits that had not been changed despite the rise in costs. Rand added Section III.F stated no more than \$300 could be spent from an outside vendor without Chartwells' approval. Stinson commented that the \$300 limit was in Tennessee Tech's contract with Chartwells and the contract was a 10-year contract. Stinson added she would have a conversation with Chartwells to see if they would agree to increase the amount but it was a legally binding contract. Smith-Andrews asked when did the 10-year contract expire? Stinson replied there were three or four years left on the contract. Chair Fornehed asked Dr. Stinson to report back at the next meeting.

Mills motioned to adjourn. Chance Hale seconded. Adjourned at 3:53 p.m.

Diane Smith, recorder

Documents on file with minutes:

Agenda of August 30, 2023

Minutes of April 5, 2023

Received out-of-cycle approvals, Information only:

Revised General Employment Policy No. 601

Revised Faculty Sick Leave Bank Policy No. 608

Revised Non-Faculty Sick Leave Bank Policy No. 609

Revised Parental Leave Policy No. 612

New Intercollegiate or Intramural Athletic Teams or Sports Designated for Females Policy No. 980 and 380

First Reading Policy:

New Foreign Gifts & Contracts Policy No. 539

Revised Substantive Change Policy No. 221

Revised New Academic Units Policy N. 227